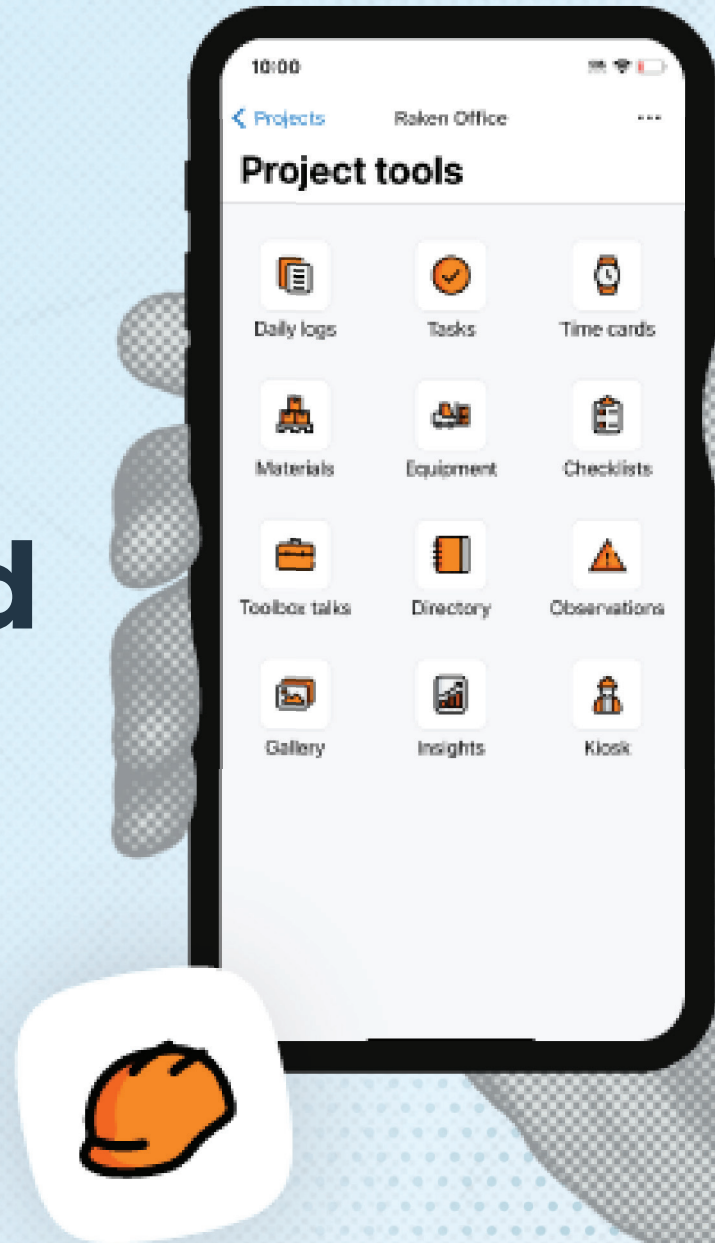




# Getting Started with Raken

Mobile App





# More resources



[Support articles](#)



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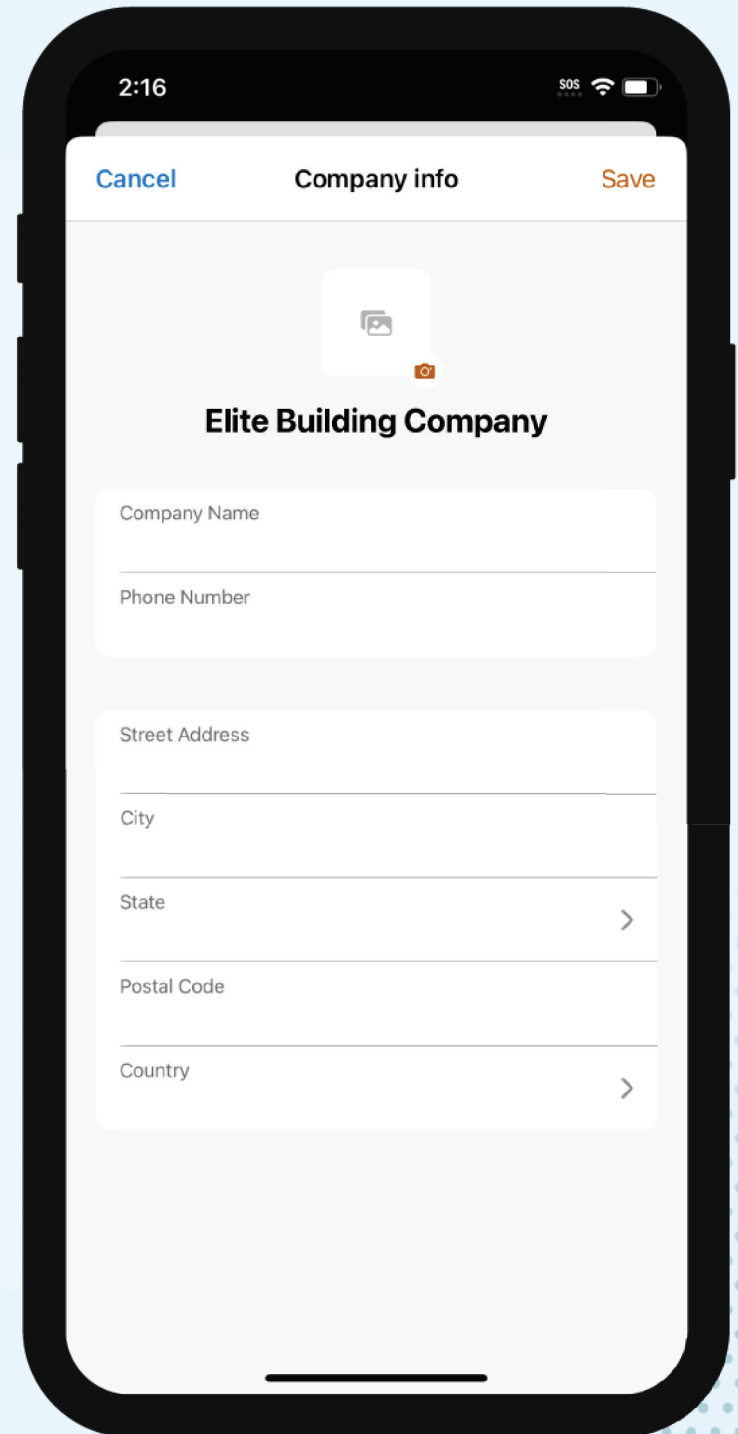
# **Completing a project**



## Add your company logo

Access the Account tab from the menu at the bottom of your screen.

Select Company Info and tap the camera icon to upload your logo from your stored files.

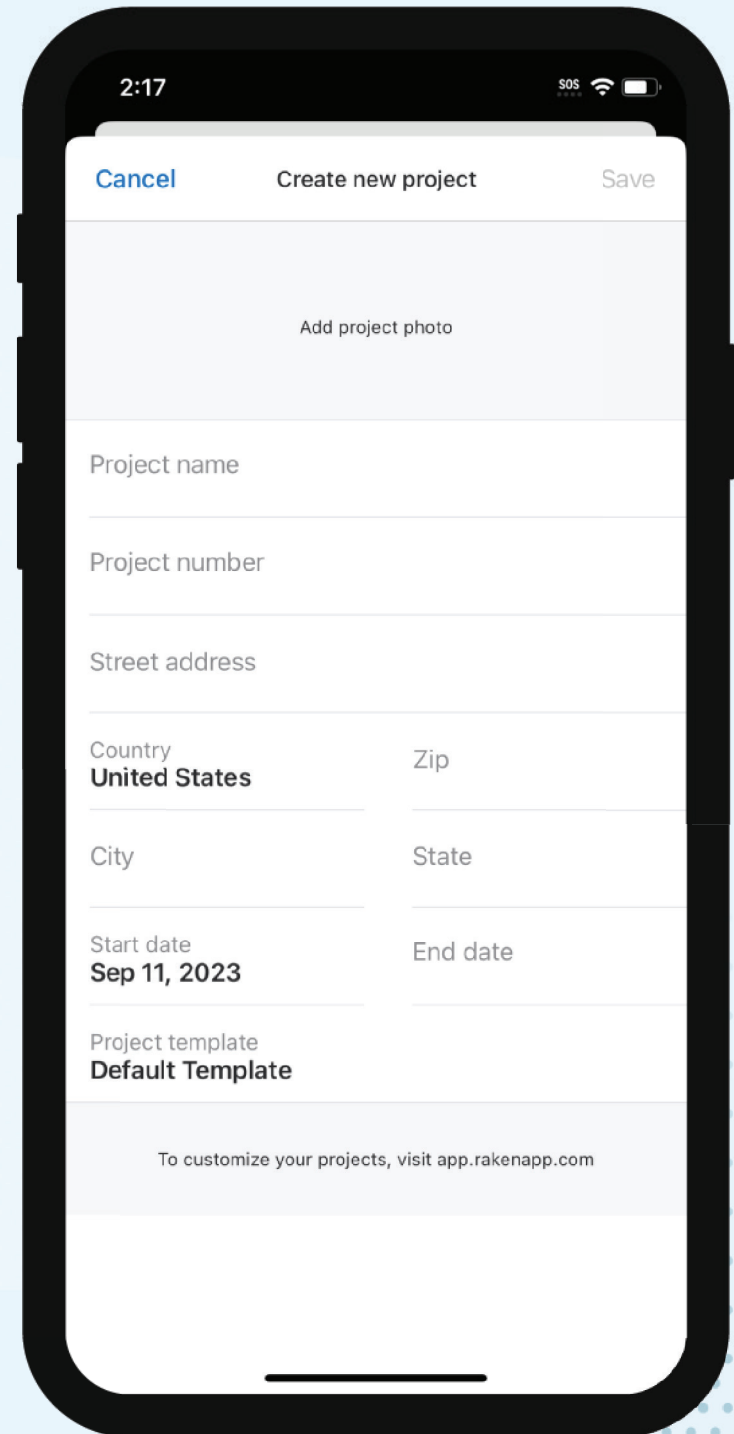




## Create a new project

Access the Projects tab from the menu at the bottom of your screen. Here, you'll see all of your current projects.

Tap the + icon to add a new project. Once you've added all the project information, tap Save in the upper right corner.



The screenshot shows a mobile app interface for creating a new project. At the top, the status bar displays the time 2:17, signal strength, and battery level. The app header has three buttons: 'Cancel' (blue), 'Create new project' (black), and 'Save' (gray). Below the header is a light gray section with the text 'Add project photo'. The main form area contains several input fields: 'Project name', 'Project number', and 'Street address'. Below these are two columns of fields: 'Country' (with 'United States' selected), 'Zip', 'City', and 'State'. Further down are 'Start date' (with 'Sep 11, 2023' selected) and 'End date'. The 'Project template' field shows 'Default Template'. At the bottom, a light gray footer contains the text 'To customize your projects, visit [app.rakenapp.com](https://app.rakenapp.com)'.

2:17 SOS

Cancel Create new project Save

Add project photo

Project name

Project number

Street address

Country  
**United States**

Zip

City

State

Start date  
**Sep 11, 2023**

End date

Project template  
**Default Template**

To customize your projects, visit [app.rakenapp.com](https://app.rakenapp.com)



# Explore a project

From the Projects tab, tap an existing project to view all your tools. You'll find:

## **Daily logs:**

Add information to create a daily report

## **Equipment:**

Track equipment use and location

## **Tasks:**

See tasks assigned to yourself, teammates, or collaborators

## **Checklists:**

Customize, assign, and complete safety and quality checklists

## **Time cards:**

Record or view project-related time cards

## **Toolbox talks:**

Choose and schedule talks and document attendance

## **Materials:**

Record quantities of materials installed or work performed

## **Directory:**

View project contacts

## **Observations:**

Submit a safety or quality observation

## **Gallery:**

See project photos

## **Insights:**

View automated production insights

**We'll walk through daily logs in the next few pages. Check out our support hub for detailed guides to our other features.**





# **Completing a daily report**

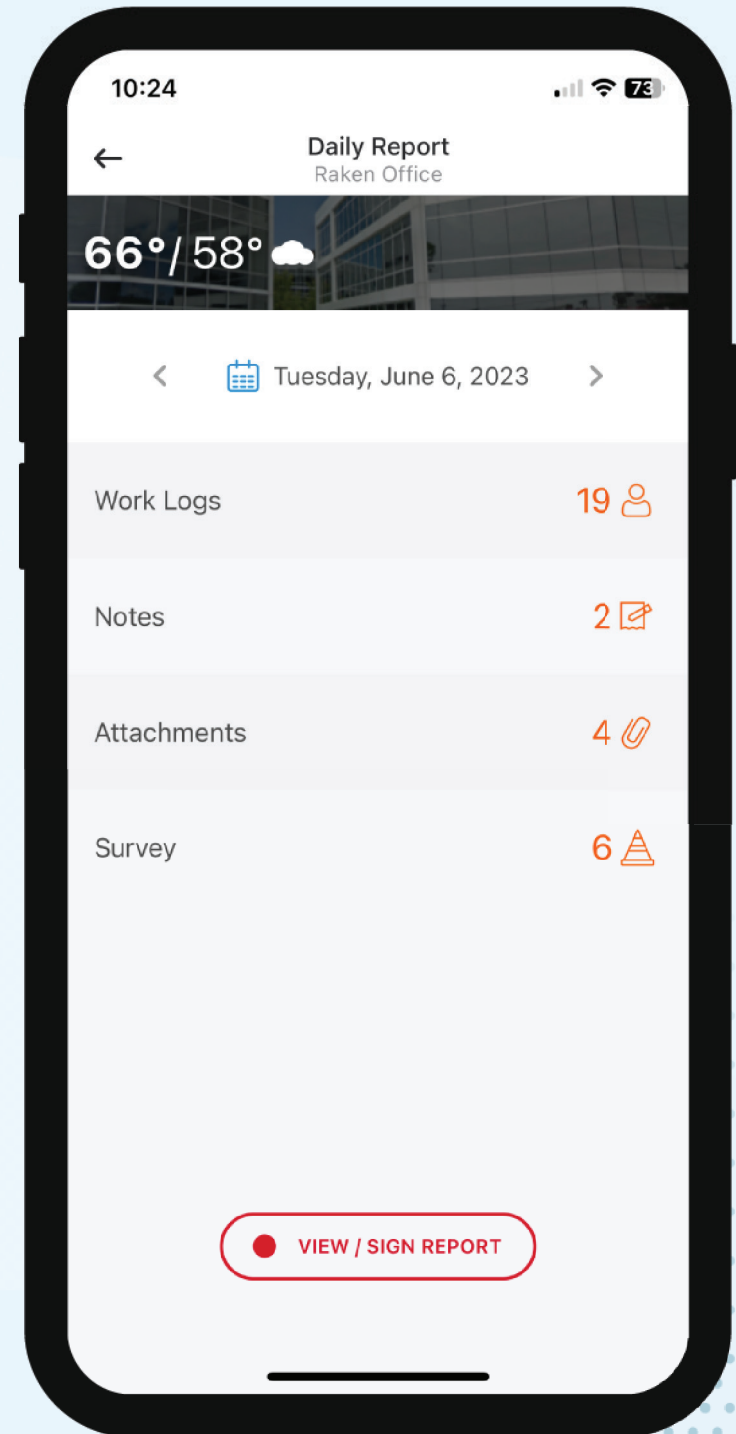
## What's in a Raken daily report?

Daily reports document everything that happens in a day on the jobsite.

To start a daily report in Raken, select a project, then select the daily logs tool from the project tools menu.

### Daily reports have four sections:

- Work logs
- Notes
- Attachments (like photos and videos)
- Survey





# Work logs

Use work logs to document labor and hours worked.

- For every work log, you can:
- Add a trade, crew, or employee name
- Add quantity and hours
- Add a description

Add photos or attachments

Or, you can add a time card instead of a work log to track hours by employee more granularly.

## Raken tip

If needed, you can also roll over the previous day's work log by tapping the icon in the upper right corner.

The screenshot shows the 'Edit hours' screen for Benjamin Moreno. At the top, there are three buttons: 'Cancel', 'Edit hours Benjamin Moreno', and 'Save'. Below this is a header section with a yellow circle containing 'BM', the name 'Benjamin Moreno', and the ID '62326 | Ironworker'. Underneath, it shows 'Week hrs: 8 | Day hrs: 8 | Unpaid hrs: 0'. The main form has several sections: 'Start' and 'End' times with 'Add time' buttons; 'Breaks' with a right arrow; 'Payroll note' with a right arrow; and 'Payroll attachments' with a camera icon. A green message states 'Hours have been allocated' with the subtext 'You can edit details below'. Below this, there are three rows: 'Hours' with a value of '8.0'; 'Pay type' with 'Regular Time' and a right arrow; and 'Cost code' with 'Retaining Walls-510.0180-Anchor Bol...' and a close icon. At the bottom, there is a 'MORE INFO' link with a downward arrow.

10:29

Cancel Edit hours Benjamin Moreno Save

**BM** Benjamin Moreno  
62326 | Ironworker

Week hrs: 8 | Day hrs: 8 | Unpaid hrs: 0

Start Add time End Add time

Breaks >

Payroll note >

Payroll attachments 📷

**Hours have been allocated**  
You can edit details below

Hours 8.0

Pay type  
Regular Time >

Cost code  
Retaining Walls-510.0180-Anchor Bol... ✕

MORE INFO ▼

# Notes

Use notes to submit general project comments and site observations.

You can also add photos or attachments.

2:37 SOS

Cancel Add Note Save

CATEGORY

General Notes

NOTE

Photo Camera Document



# Surveys

Use the survey section to answer standardized questions about project progress, safety issues, and more.

For each question, you can add relevant photos, notes, or attachments.

## Raken tip

Survey questions can be customized for any project in Raken's web app.

2:37 SOS

Cancel Complete survey Save

Any accidents on site today?

N/A NO YES

Please Describe

Any schedule delays occur?

N/A NO YES

Please Describe

Did weather cause any delays?

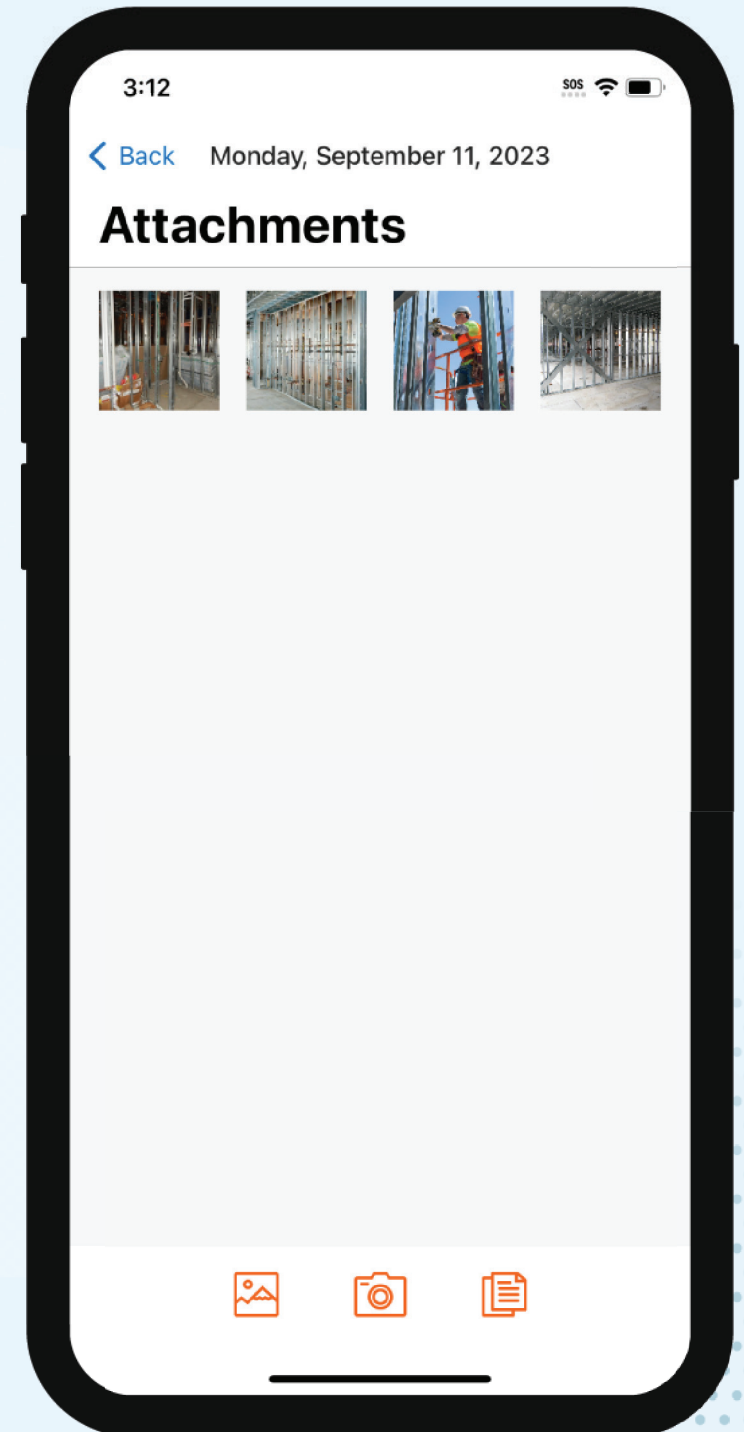
N/A NO YES

Please Describe

# Attachments

Tap the icons in the attachments section to upload or capture photos and videos and submit files. Each attachment will be automatically time and date stamped,

You can add descriptions to attachments and mark up photos that need extra clarity.

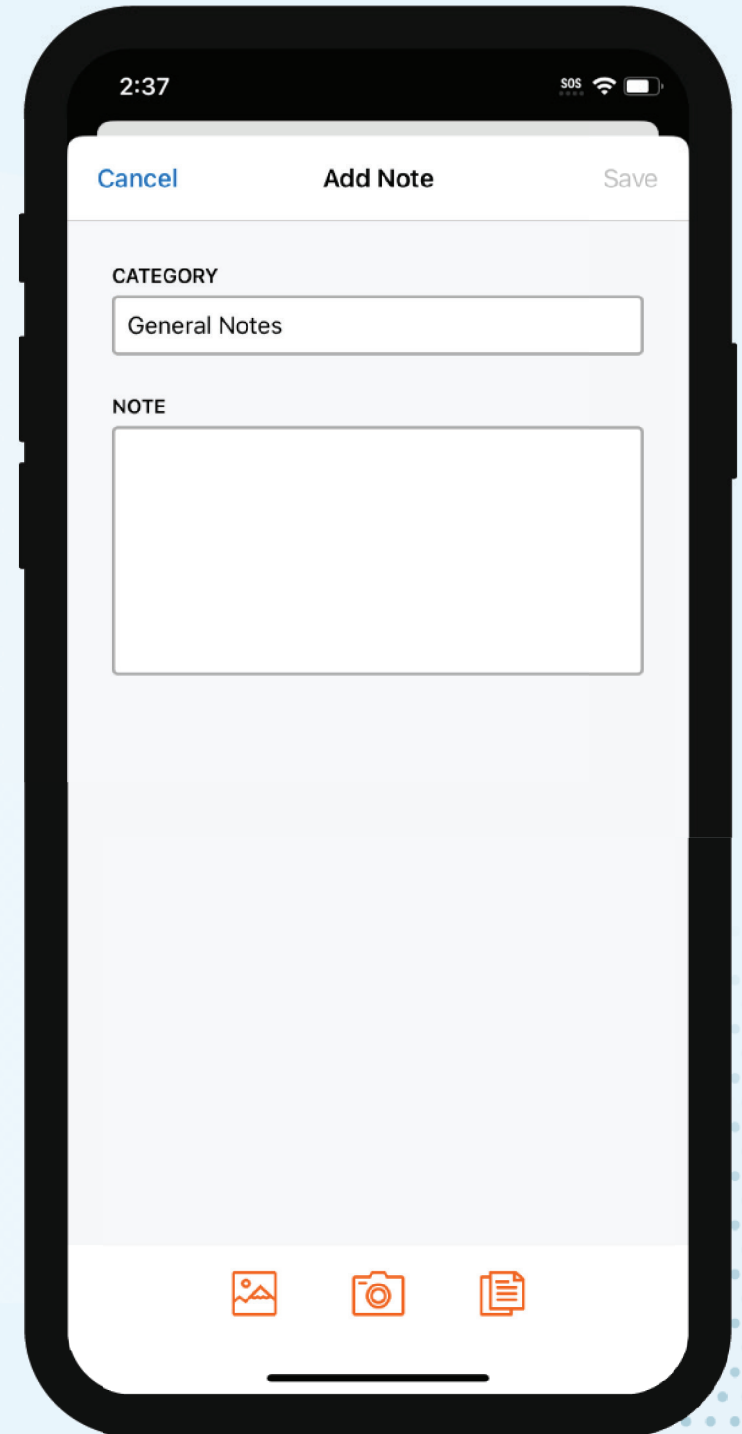




## Photo markup

With photo markup, draw directly on a photo to highlight specific details.

Just select a photo in the attachments section, choose a markup color, start drawing, and tap Save when you're done.





# **Submitting a daily report**



# What does a completed daily report look like?

Once you upload all your field data, Raken automatically generates a PDF report.

## This report has:

- Your company name, logo, and colors
- All inputted data from daily logs
- First four photos from attachments
- Automatic weather capture
- Other attachments

10:24

Preview





Raken Office

703 Palomar Airport Rd #300 Carlsbad, California 92011

Rodriguez Landscape

Date Tue 06/06/2023

Job # 0218



Weather

6:00 AM

60°

Overcast

Wind: 4 MPH | Precipitation: 0" | Humidity: 65%

12:00 PM

64°

Overcast

Wind: 4 MPH | Precipitation: 0" | Humidity: 52%

4:00 PM

64°

Partially cloudy

Wind: 10 MPH | Precipitation: 0" | Humidity: 67%

Work Logs

Name	Description	Quantity	Total Hours	Total Hours To Date
Benjamin Moreno	Unloading rebar for mat slab. Checking elevations and ensuring that concrete company is ready for our pour on Friday. Met with the rebar crew lead and confirmed they have the manpower to be done by Wednesday. Sat down with the GC Superintendent to review logistics for mat slab pour. <small>Ethan White @Raken / 6/1/23 10:21 AM</small>	1	8	8
Concrete Crew	Prepping for concrete pour on Friday. Finalizing all forms, working with the rebar crew to ensure everything is buttoned up by Thursday. <small>Ethan White @Raken / 6/1/23 10:19 AM</small>	7	56	56
Daniel Mendez - Personal Time Card	Daniel Mendez's Personal Time Card for the work on Site A. <small>Ethan White @Raken / 6/6/23 12:52 PM</small>	1	8	40
Donar Beckford	Setting forms for mat slab. Working with the rebar crew and concrete crew to ensure that the layout is accurate and their work is complete prior to Thursday. <small>Ethan White @Raken / 6/1/23 10:18 AM</small>	1	8	8
Forming Crew	 <small>Ethan White @Raken / 6/6/23 12:52 PM</small>	3	22	110
Joseph Colucci - Personal Time Card	Joseph Colucci's Personal Time Card for the work on Site A. <small>Ethan White @Raken / 6/7/23 9:58 AM</small>	1	2	10

Powered by

1 of 5 | Raken Office

Rebar Crew	Finalizing the rebar install for the mat slab pour on Friday. Working OT later this week if needed. <small>Ethan White @Raken / 6/1/23 2:08 PM</small>	5	40	80
Total		19	144	344

Time Cards

Worker	Hours	Pay Type	Classification	Shift	Cost Code	Dev Total	Hours To
--------	-------	----------	----------------	-------	-----------	-----------	----------

QUICK SIGN

SIGN REPORT

# Submit a daily report

After you've filled out your daily report, you're ready to submit it.

To submit a daily report, tap Preview report in the daily logs section. If everything looks good, tap Sign, digitally sign your name, then tap Complete.

You can also choose Sign & complete from the daily logs section.

Once signed, your report is submitted and can be viewed by all Raken stakeholders.

## Raken tip

To save time, select the checkbox to save your digital signature for future reports. When you want to use it again, just tap Quick Sign.

The image shows a smartphone screen displaying a 'Preview' report for 'Raken Office'. The report is titled '1 of 5' and 'Job # 0218'. It includes a grid of four photos showing construction work. Below the photos is a 'Weather' section with three columns for 6:00 AM, 12:00 PM, and 4:00 PM, showing temperatures of 60°, 64°, and 64° respectively, along with weather icons and conditions. The 'Work Logs' section is partially visible, showing a table with columns for Name, Hours To Date, and a 'REPORT COMPLETED' overlay. The overlay features a circular logo and the text 'REPORT COMPLETED'. Below the work logs, there is a 'Time Cards' section with a table showing worker information, hours, and totals. At the bottom, it says 'SIGNED By Michael Boone 6/7/23 at 10:25 AM' and has an 'EDIT' button.

Name	Hours To Date
Benjamin	8
Conc	56
Dan	40
Donar Beckford	8
Forming Crew	110
Joseph Colucci - Personal Time Card	10

Worker	Hours	Pay Type	Classification	Shift	Cost Code	Day Total	Hours To Date
Benjamin	8	Regular Time	Ironworker		\$10.0190	8	8





# **Sharing a completed daily report**



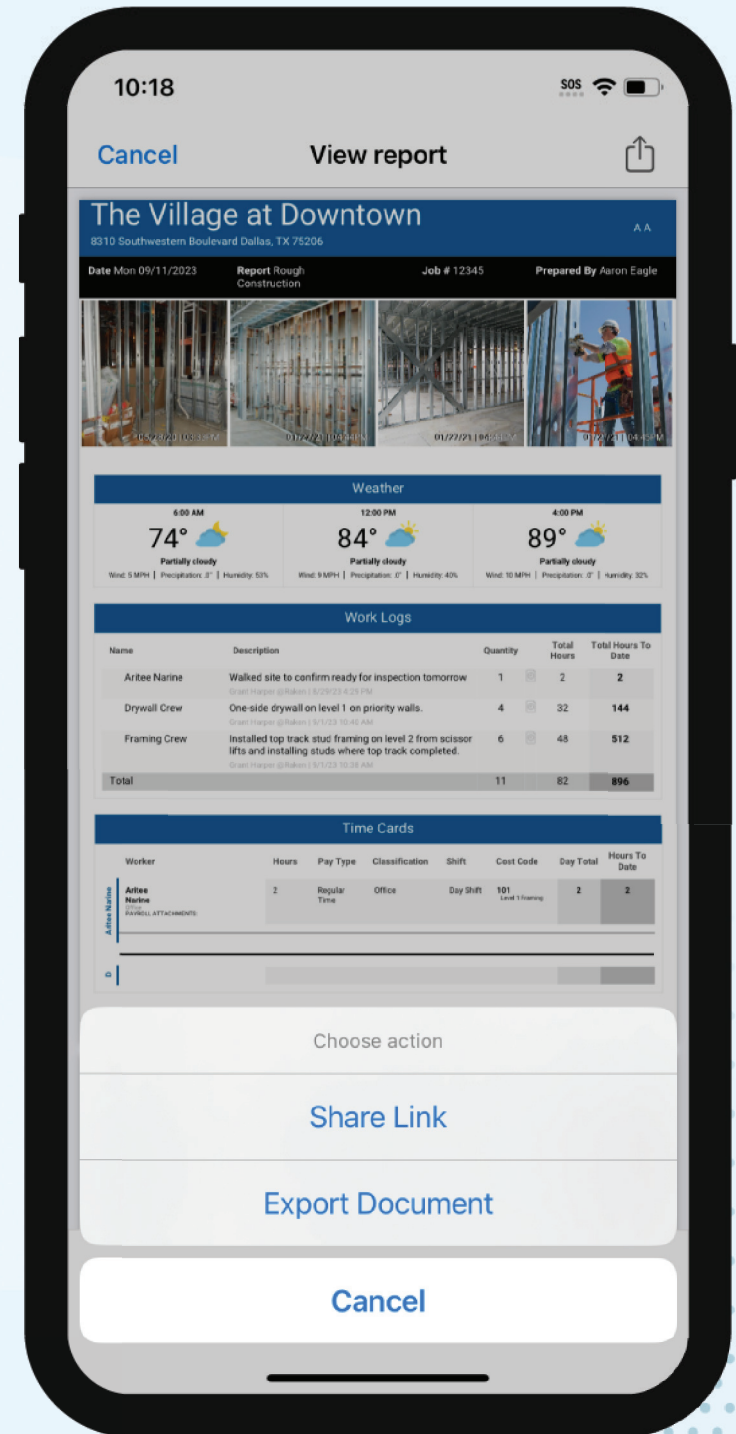
# Share a report

## Who can I share a daily report with?

Raken lets you send daily reports to anyone—even if they don't have the Raken app.

To share a completed daily report, tap View Signed Report. Then, click the icon with the box and the upward facing arrow in the upper right corner of your screen to share it directly to your contacts via email, file share, or text message.

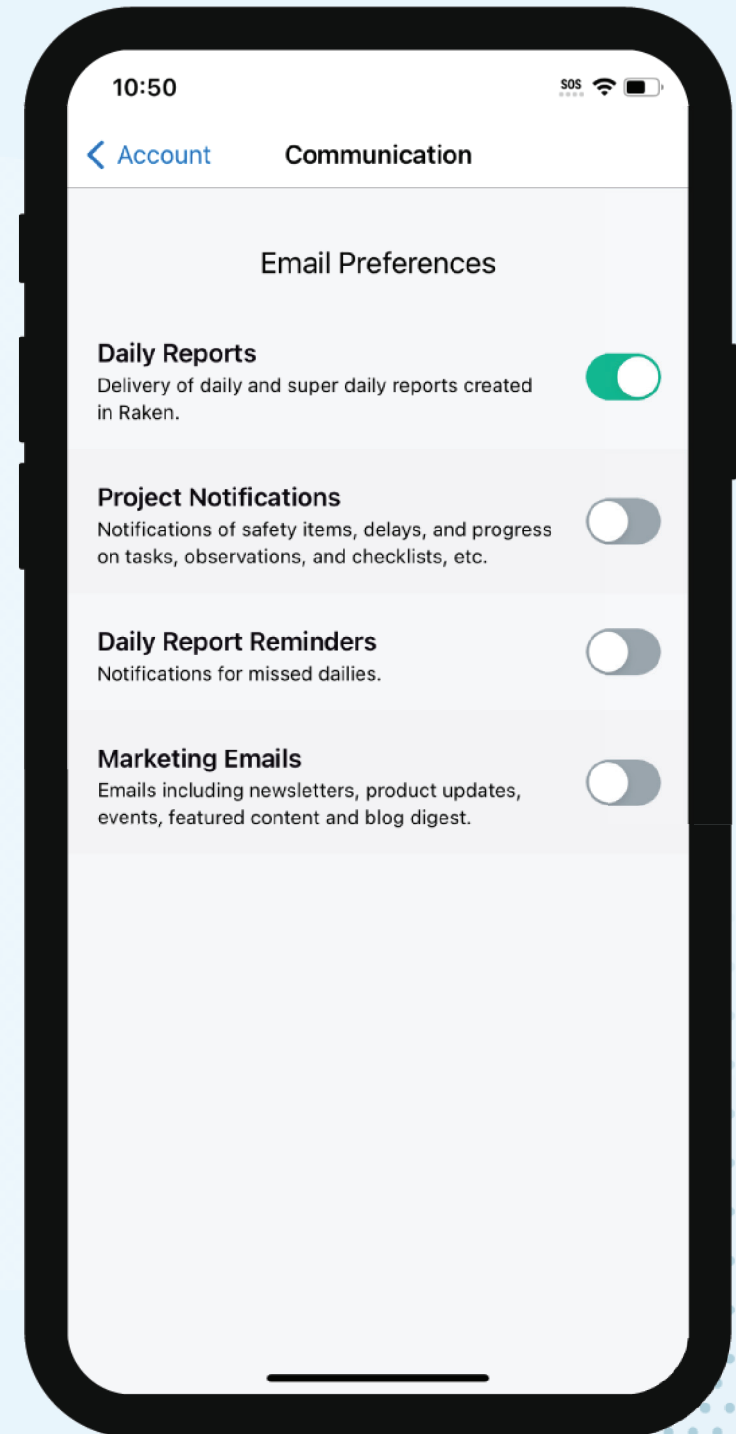
You can also download a PDF copy of the report to your device.



## Set up automated distribution

Raken lets you automatically send signed reports to whoever, whenever.

To set this up, tap **“Project Settings”**. Under **“Email Recipients”**, enter email addresses, what data you want to include in reports, and when you want to send them. Then, tap **“Save”**.





# Want to learn how Raken works best for your company?

Our team is happy to help walk you through the platform—and configure all your projects—so you can get more done.

[Schedule a Demo](#)