



# Getting Started with Raken

Web App



# Welcome to Raken!

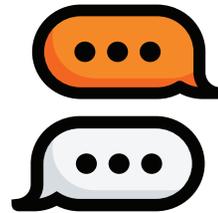
We know jobsites are busy places. That's why we made Raken to help you manage them—without slowing you down.

In this guide, you'll learn how to set up your first Raken project and invite team members.

## More resources



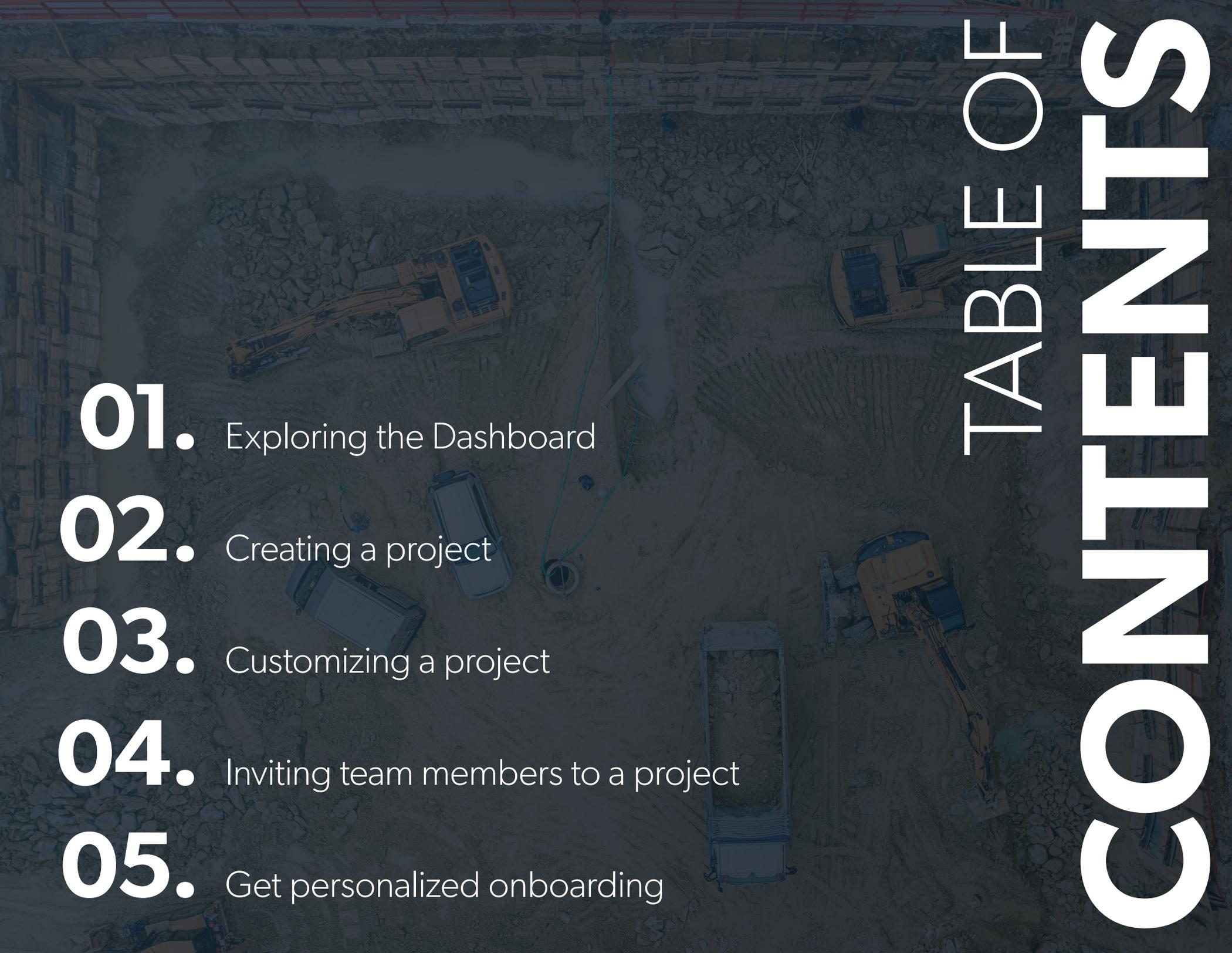
[Support articles](#)



858-290-4477

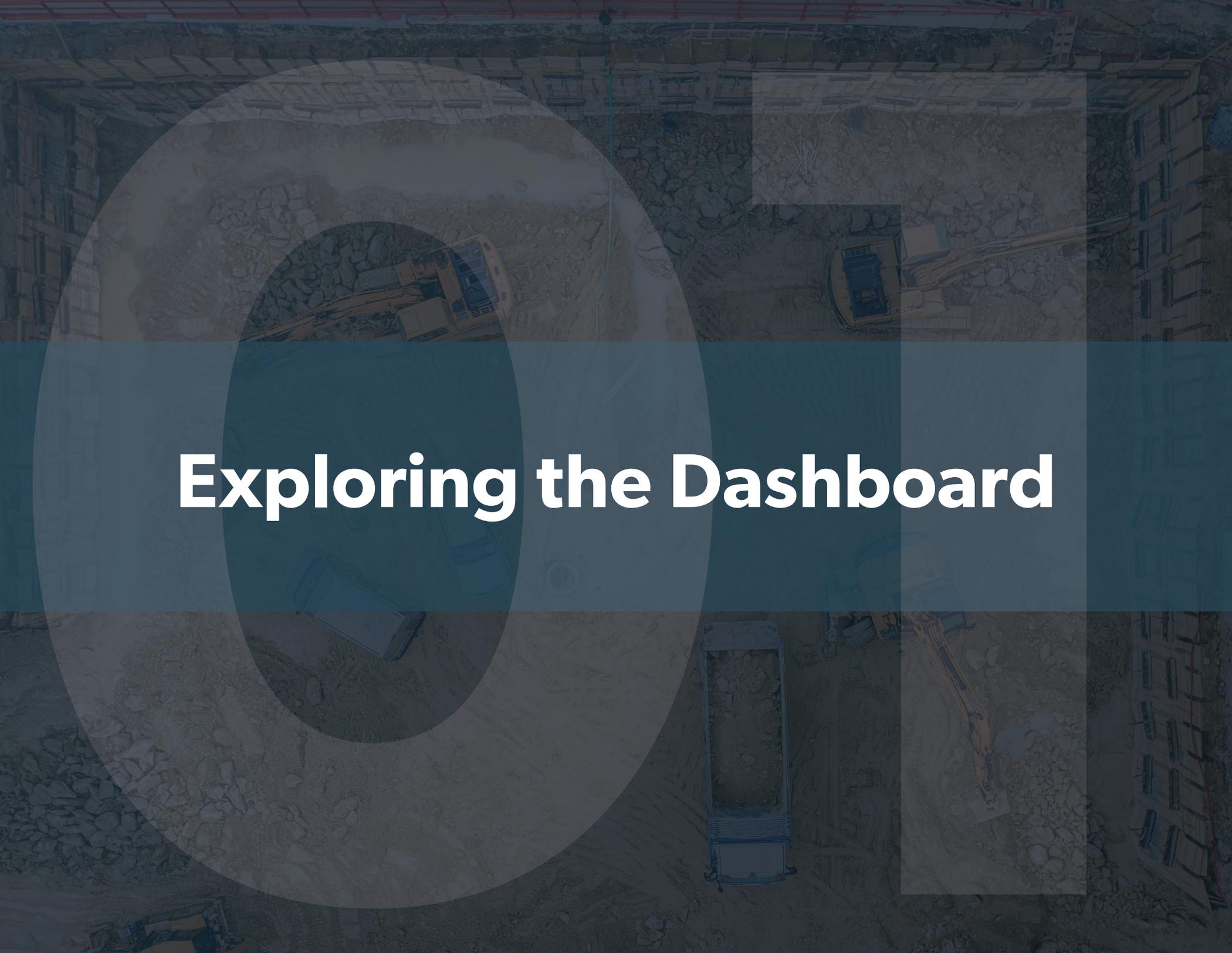


[hello@rakenapp.com](mailto:hello@rakenapp.com)

An aerial, top-down view of a construction site. The ground is dirt and gravel, with several yellow excavators and blue trucks scattered across the area. The site is enclosed by concrete walls. The overall scene is dimly lit, with a dark, muted color palette.

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An aerial photograph of a construction site, showing several yellow excavators and blue trucks working on a large, excavated area. The site is surrounded by concrete walls and rebar structures. The image is overlaid with a semi-transparent blue circle and a horizontal blue bar. The text "Exploring the Dashboard" is centered in white on the blue bar.

# Exploring the Dashboard

# Explore the Dashboard

First, sign in to Raken's web app. You'll be taken to your Dashboard—where you'll see a real-time feed of your projects.

The screenshot displays the Raken dashboard interface. At the top, there is a navigation bar with a home icon, a 'Select project' dropdown, and tabs for 'Dashboard', 'Projects', 'Team', and 'Company'. On the right side of the navigation bar, there are icons for a chat bubble and a user profile. Below the navigation bar, there are four tabs: 'Activity' (selected), 'Reports', 'Insights', and 'Live Views'. Under the 'Activity' tab, there is a filter for 'Last 30 Days', a 'Filters' button, and a search bar. The main content area shows a list of activity items. Each item consists of a bolded name 'Jimmy Hess', the action 'submitted a Time Card in Convention Center', a timestamp '4:51 PM | 2023-05-25 CDT for 2023-05-18', a category 'Painting | 3 Workers | 24 Hours', and a description 'Prime and first coat walls and soffits on 5th floor hallways and rooms.' The list shows three identical items, with the fourth item partially visible at the bottom.

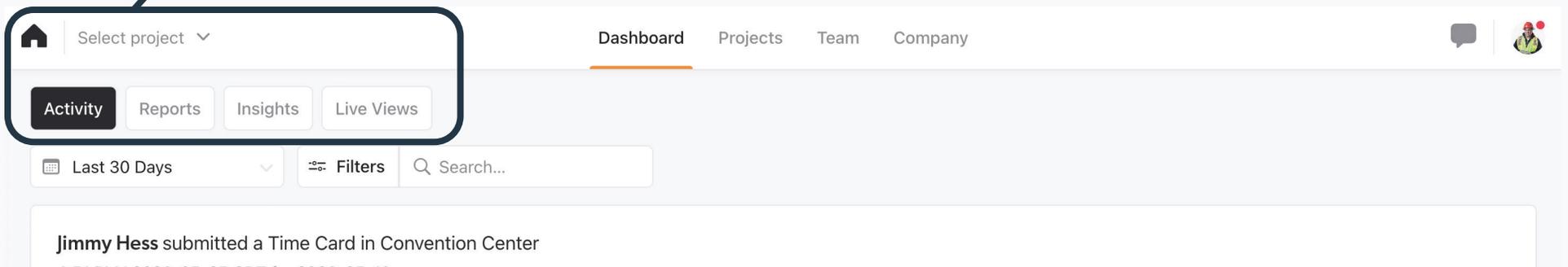
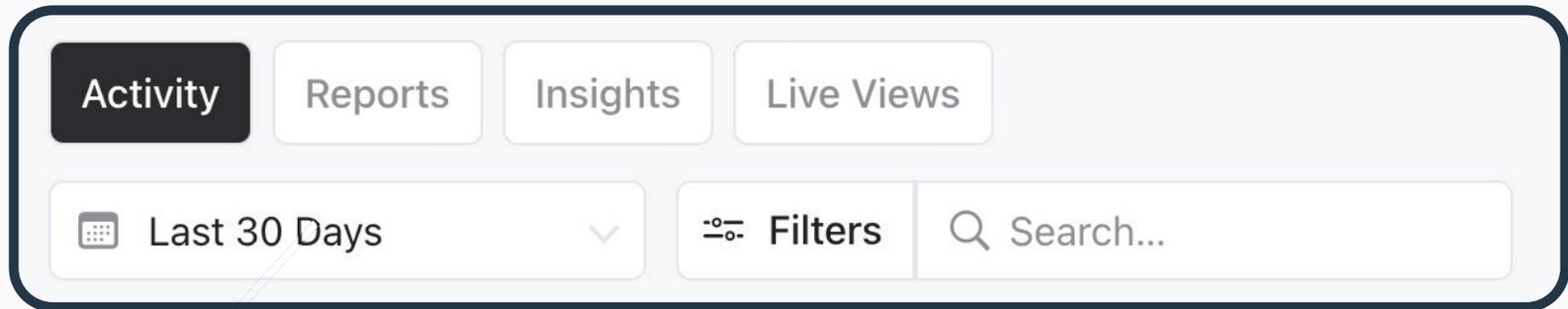
***Raken tip***

**The first time you log in, The Get Started menu will walk you through your setup**

**Activity** shows any updates made to all your projects.

**Reports** is where you can quickly see workers and hours, safety incidents, weather conditions, and report attachments—per project.

**Insights** gives you detailed metrics across projects (like compliance).

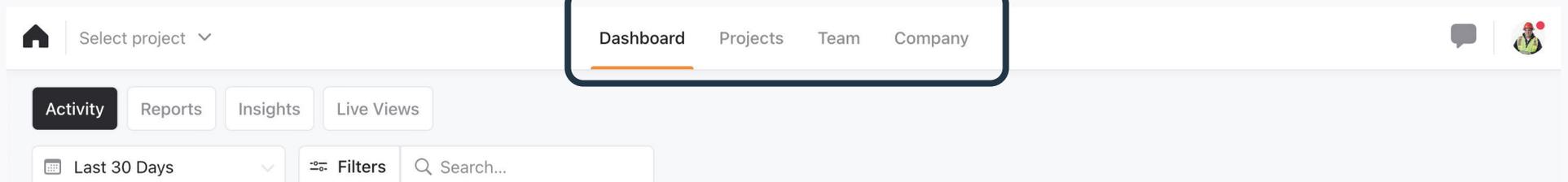
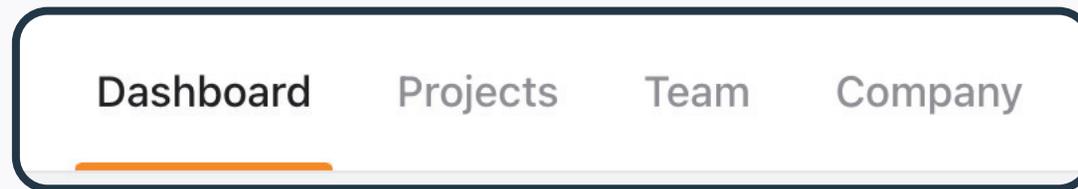


You also have tabs for other things, too.

**Projects** shows you projects, their job number, start date, zip code, and status.

**Team** lists team members and their contact info, title, role, and last login.

**Company** is where you can edit company info, roles and permissions, templates, and more.



An aerial photograph of a construction site, showing a large excavation pit with concrete walls. Several yellow excavators are visible within the site. The image is overlaid with several semi-transparent circular shapes in shades of blue and grey. The text "Creating a project" is centered in white on a dark blue circular background.

# Creating a project

## Create a project

Select the Projects tab, then click “+ New project”.

Once you fill in all your project info, click “Save”.  
Don’t worry—you can edit it later if you need to.

### New project ✕

<b>Name</b>	<input type="text" value="Name this project"/>	<b>Job #</b>	<input type="text" value="Job #"/>
<b>Location</b>	<input type="text" value="Project location"/> 	<b>Street address</b>	<input type="text" value="Street address"/> 
<b>City</b>	<input type="text" value="City"/>	<b>State</b>	<input type="text" value="State"/>
<b>Zip code</b>	<input type="text" value="Zip code"/>	<b>Country</b>	<input type="text" value="United States"/> 
<b>Project start date</b>	<input type="text" value="2023-06-02"/> 	<b>Project end date</b>	<input type="text" value="YYYY-MM-DD"/> 
<b>Project template</b>	<input type="text" value="Default Template   Company Default Template"/> 		

# What's in a Raken project?

Every project in Raken has two areas to explore—both updated in real time.

The Features bar shows project documents for Daily Reports, Production, Safety & Quality, and Tasks.

The Insights bar gives you project insights for the Dashboard, Project Members, Gallery, Compliance, and Production Insights.

The screenshot displays the Raken project interface. On the left is a vertical sidebar menu with the following items: Daily logs, Work logs (highlighted), Notes, Attachments, Survey, Production, Safety & QC, Tasks, Dashboard, Project directory, Compliance, Gallery, and Settings. The main content area shows a project page for 'The Village at Downtown' on 'Wed 24 May 2023'. It features a search bar, an 'Expand rows' button, and a table of work logs. The table has columns for Name, QTY, HRS, Description, Cost Codes, and Attachments. The data rows are:

Name	QTY	HRS	Description	Cost Codes	Attachments
Paint Crew	6	48	Prime and first coat walls and soffits on 3rd floor hallways and east ...	09 Paint-9100-03	...
Finish Crew	4	32	Painted final coat on ceilings on 2nd floor (entire floor footprint), ...	09 Paint-9100-02	...
Anti-Graffiti	3	18	Painting Columns in parking garage with anti-graffiti paint. Coordinat...	09 Paint-9620-01	...
Andre Marshall	1	8	*Pre-punch list* touch up on first floor walls and soffits where finish...	09 Paint-9100-01	...
Total	14	106			

## Raken tip

The Gallery is where you'll find all of a project's photos, videos, documents, and audio.

An aerial photograph of a construction site, showing a large excavation pit. Several yellow excavators are visible, along with a white truck. The site is surrounded by concrete walls and rebar. A large, semi-transparent number '3' is overlaid on the image, with the text 'Customizing a project' centered within it.

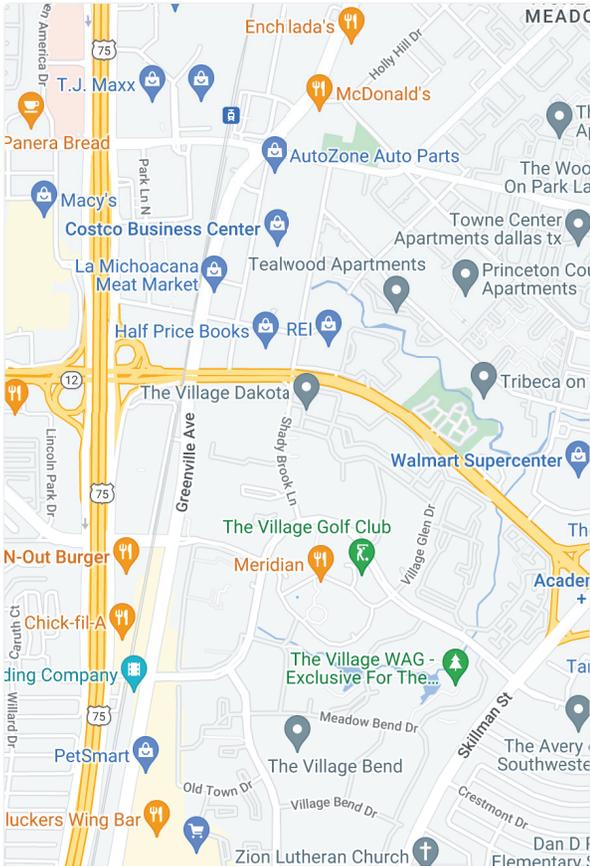
# Customizing a project

# Customize a project

Click **“Settings”** under the project name. From there, you can add all your general project info and edit the settings to best fit your needs.

X | The Village at Downtown / Settings Reset Save

Settings **Info** PDF & Logo Notifications



**Project Photo**

+ Photo

**Project Name**

The Village at Downtown ✓

**Job #**

12345 ✓

**Location**

Enter Location

**Street Address**

8310 Southwestern Boulevard ✓

**City** Dallas ✓ **State** Texas ✓ **Zip Code** 75206 ✓

**Country**

United States ✓

**Project Radius**

< > 0 m

# Settings

Settings is where you can customize the field data you collect—from daily reports and survey questions to production.

## You can also set up:



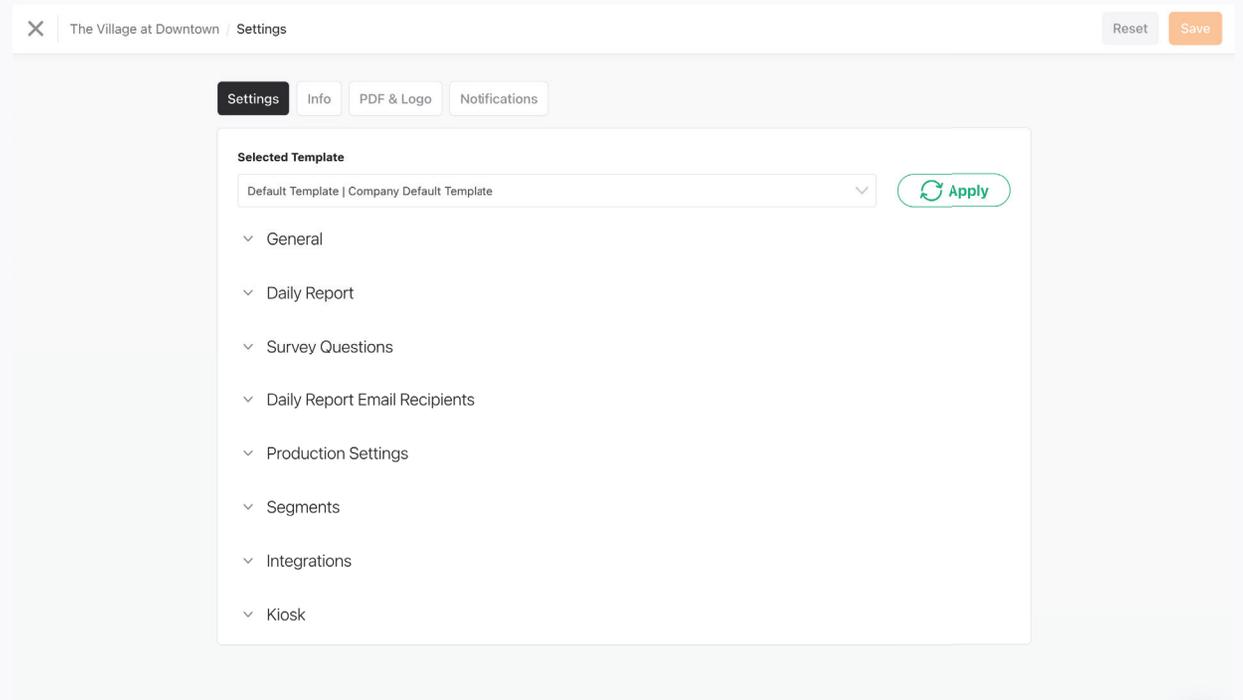
Automatic notifications



Segments (allow multiple daily reports for one project)



Integrations (sync your data to the cloud)



## *Raken tip*

The Gallery is where you'll find all of a project's photos, videos, documents, and audio.

# PDF & Logo

**PDF & Logo** is for your company logo and brand color.

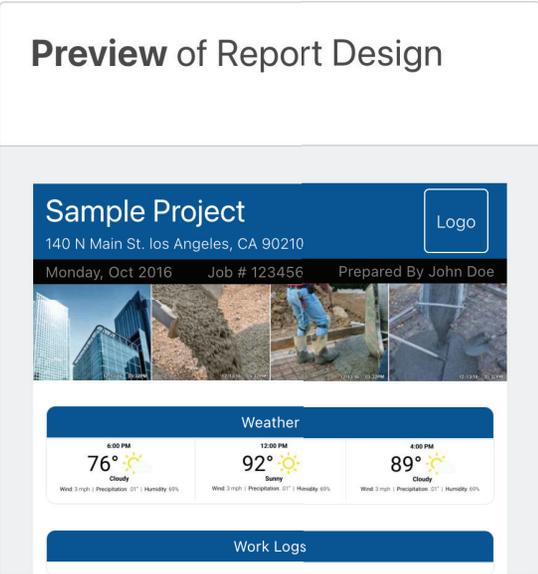
Both are automatically pulled into daily reports, so they'll have a more professional touch.

X | The Village at Downtown / Settings Reset Save

Settings Info **PDF & Logo** Notifications

Customize your daily project report PDF's by uploading your project/company logo and selecting your header color.

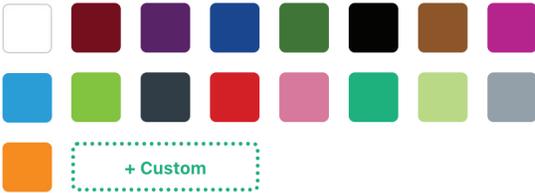
### Preview of Report Design



### Add Your Project Logo Here



### Change Project Color



[Reset To Company Default](#)

# Notifications

**Notifications** is where you choose who gets alerts for safety, delays, and missed reports.

The screenshot shows a web application interface for managing notifications. At the top, there is a breadcrumb trail: 'The Village at Downtown / Settings'. To the right of the breadcrumb are two buttons: 'Reset' (grey) and 'Save' (orange). Below the breadcrumb is a navigation bar with four tabs: 'Settings', 'Info', 'PDF & Logo', and 'Notifications' (which is highlighted in black). Underneath the navigation bar is a search input field with the placeholder text 'Search'. Below the search field is a table with the following columns: 'Name' (with an upward arrow), 'Email' (with a downward arrow), 'Phone', 'Safety', 'Delays', and 'Missed Reports'. The table contains one row for 'Aaron Eagle' with a profile picture of a construction worker, email 'demo+YHdpXf@rakenapp.com', and phone number '+16193324090'. The 'Safety', 'Delays', and 'Missed Reports' columns for Aaron Eagle each contain an unchecked checkbox.

Name ^	Email v	Phone	Safety	Delays	Missed Reports
 Aaron Eagle	demo+YHdpXf@rakenapp.com	+16193324090	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

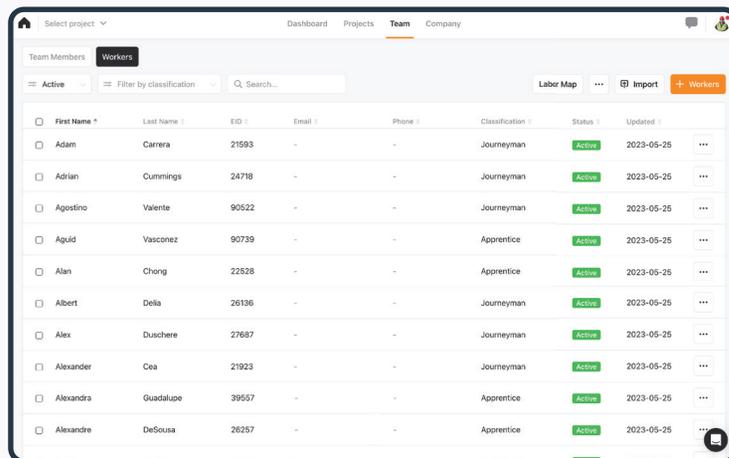
An aerial photograph of a construction site, showing a large excavation pit. Several yellow excavators are visible, along with a blue truck. The site is surrounded by concrete walls and rebar structures. The image is overlaid with a semi-transparent dark blue circle and a semi-transparent dark blue rectangle, which serve as a background for the text.

**Inviting team members  
to a projects**

# Build your workforce

There are two ways to invite your team members to a project: from the web dashboard or within an individual project.

## Option 1: From the Team tab

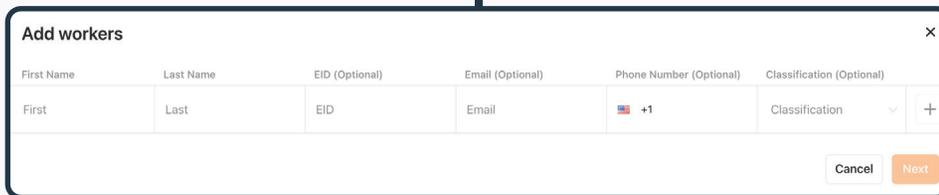


The screenshot shows a web dashboard with a navigation bar at the top containing 'Dashboard', 'Projects', 'Team', and 'Company'. The 'Team' tab is selected. Below the navigation bar, there are tabs for 'Team Members' and 'Workers'. A search bar and a '+ Workers' button are visible. The main area displays a table of workers with the following columns: First Name, Last Name, EID, Email, Phone, Classification, Status, and Updated. The table contains 12 rows of worker information.

First Name	Last Name	EID	Email	Phone	Classification	Status	Updated
Adam	Carrera	21583	-	-	Journeyman	Active	2023-05-25
Adrian	Cummings	24718	-	-	Journeyman	Active	2023-05-25
Agostino	Valente	90522	-	-	Journeyman	Active	2023-05-25
Agud	Vasconez	90739	-	-	Apprentice	Active	2023-05-25
Alan	Chong	22528	-	-	Apprentice	Active	2023-05-25
Albert	Dela	28136	-	-	Journeyman	Active	2023-05-25
Alex	Duschere	27687	-	-	Journeyman	Active	2023-05-25
Alexander	Cea	21923	-	-	Journeyman	Active	2023-05-25
Alexandra	Guadalupe	39557	-	-	Apprentice	Active	2023-05-25
Alexandre	DeSousa	28257	-	-	Apprentice	Active	2023-05-25

Click “Team” along the top of the dashboard. Select the worker’s name from the list (or use the “+ Team Members” button to add them).

Under “Projects” on the left side, select the project(s) you’d like to add them to.



The screenshot shows a form titled 'Add workers' with a close button (X) in the top right corner. The form has several input fields: 'First Name' (with sub-fields for 'First' and 'Last'), 'Last Name', 'EID (Optional)', 'Email (Optional)', 'Phone Number (Optional)' (with a '+1' country code selector), and 'Classification (Optional)'. There is a plus sign (+) button next to the 'Classification' field. At the bottom right, there are 'Cancel' and 'Next' buttons.

## Raken tip

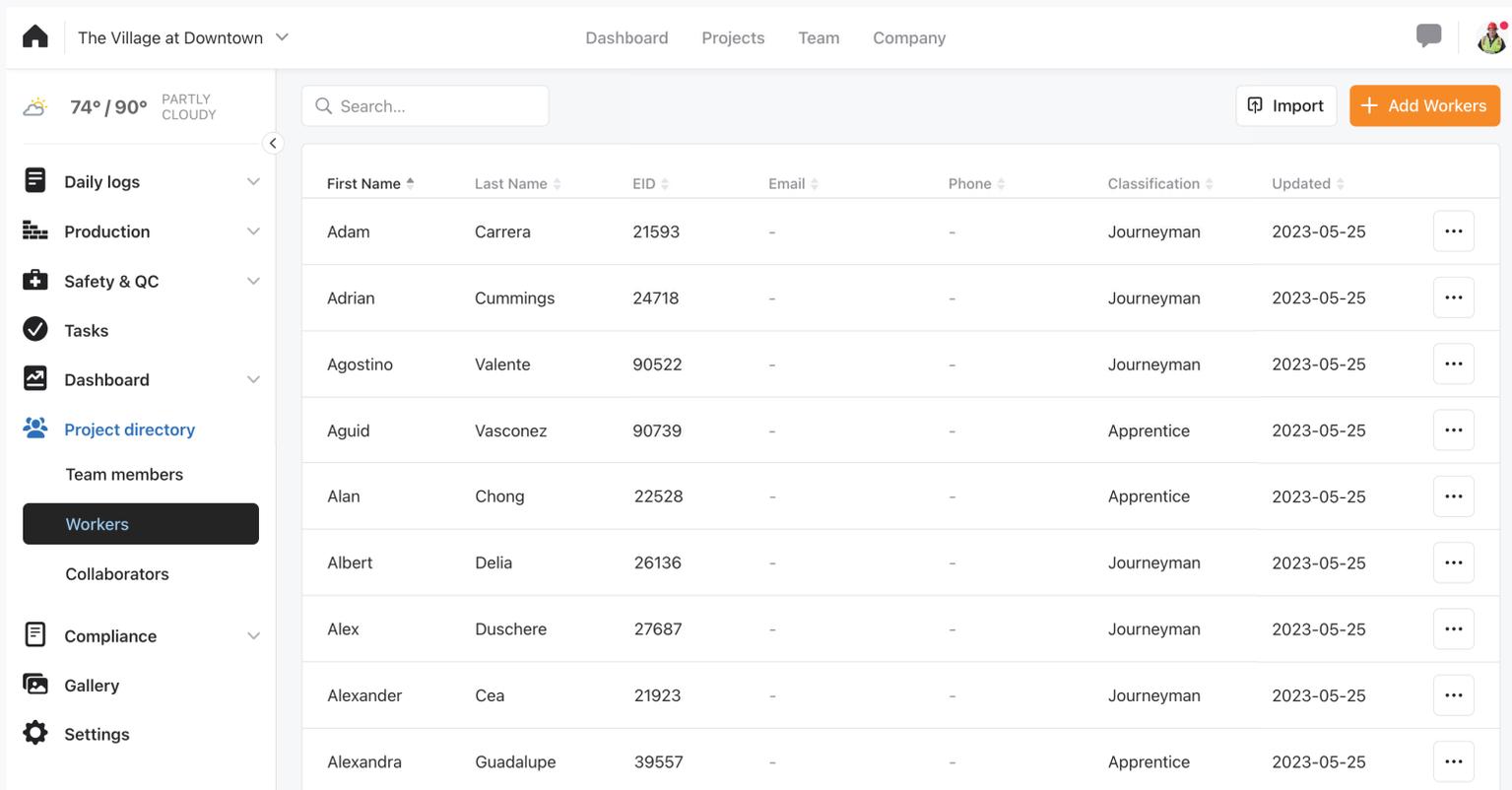
The first time you log in, use the Get Started menu to download the “Workers.CSV” template, fill it out, and bulk upload team members.

# Build your workforce

## Option 2: From the Projects tab

Select a project from the “Projects” tab along the top of the dashboard. From here, there are two ways to add a team member:

- By clicking the “+ Member” button
- By clicking “Project Directory” at the bottom of the page.



The screenshot shows a web application interface for managing a workforce. At the top, there is a navigation bar with a home icon, the project name "The Village at Downtown", and tabs for "Dashboard", "Projects", "Team", and "Company". On the right of the navigation bar are a chat icon and a user profile icon. Below the navigation bar, there is a weather widget showing "74° / 90° PARTLY CLOUDY" and a search bar. To the right of the search bar are two buttons: "Import" and "Add Workers". A left sidebar contains a menu with items: "Daily logs", "Production", "Safety & QC", "Tasks", "Dashboard", "Project directory" (highlighted in blue), "Team members" (with sub-items "Workers" and "Collaborators"), "Compliance", "Gallery", and "Settings". The main content area displays a table of workers with columns for First Name, Last Name, EID, Email, Phone, Classification, and Updated. Each row has a three-dot menu icon on the right.

First Name	Last Name	EID	Email	Phone	Classification	Updated	
Adam	Carrera	21593	-	-	Journeyman	2023-05-25	...
Adrian	Cummings	24718	-	-	Journeyman	2023-05-25	...
Agostino	Valente	90522	-	-	Journeyman	2023-05-25	...
Aguid	Vasconez	90739	-	-	Apprentice	2023-05-25	...
Alan	Chong	22528	-	-	Apprentice	2023-05-25	...
Albert	Delia	26136	-	-	Journeyman	2023-05-25	...
Alex	Duschere	27687	-	-	Journeyman	2023-05-25	...
Alexander	Cea	21923	-	-	Journeyman	2023-05-25	...
Alexandra	Guadalupe	39557	-	-	Apprentice	2023-05-25	...

# Invite team members to a project

“+ Company Team Members” lets you invite people in your company. They can invite others, and manage and comment on all activities.

“+ Outside Collaborators” lets you invite people outside your company (like subcontractors). They can only see their activity.

### Invite team members

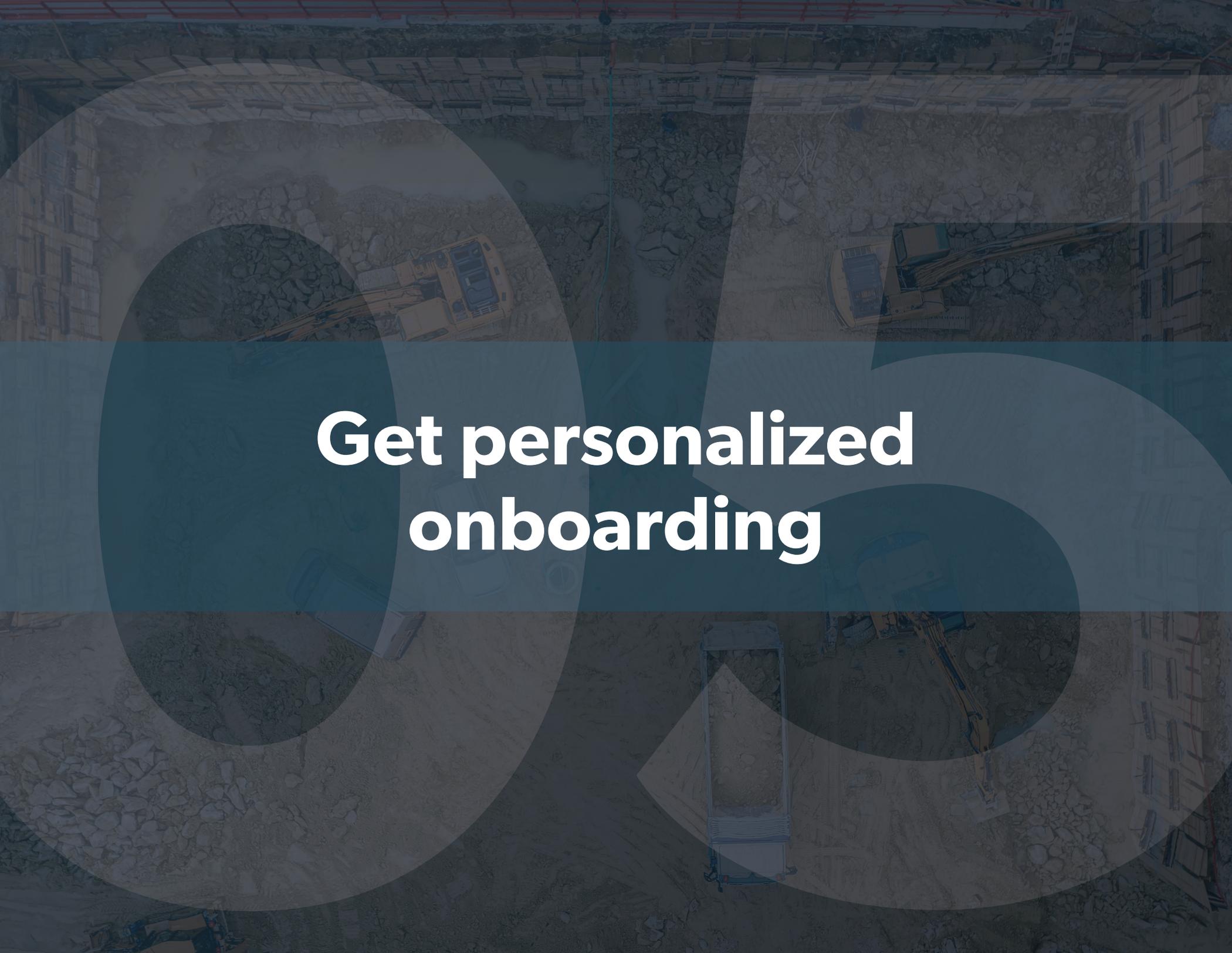
First Name	Last Name	Email (Username)	EID (Optional)	Phone Number (Optional)	Role	
First	Last	Email	EID	 +1	Role	<input type="text" value="+"/>

**Add a personal message**

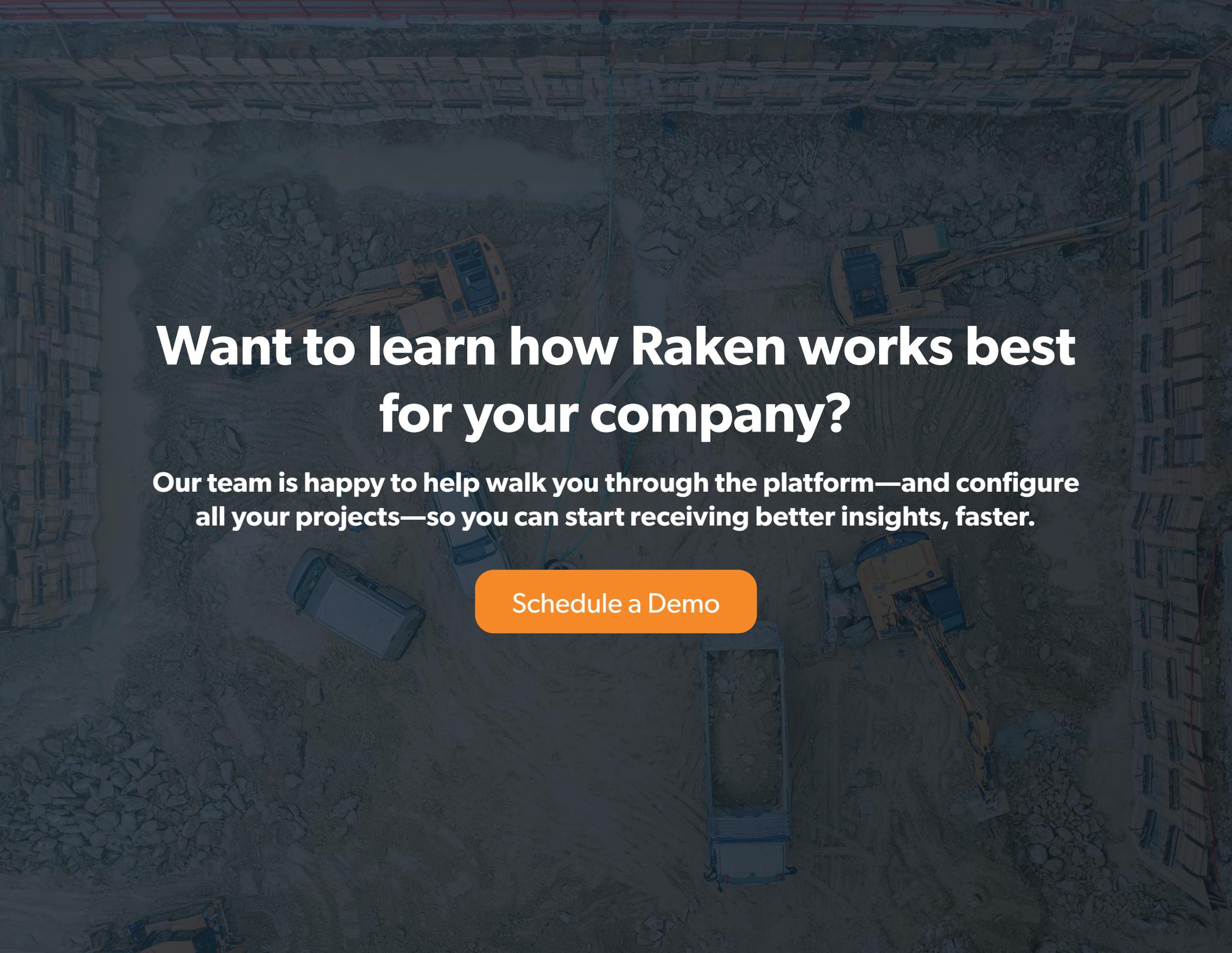
### Invite collaborators

Email (Username)	First Name	Last Name	Company	
Email	First	Last	Search Companies	<input type="text" value="+"/>

**Add a personal message**

An aerial photograph of a construction site, showing a large rectangular excavation pit. Several yellow excavators are positioned around the perimeter of the pit, and a white truck is visible in the lower right quadrant. The ground is uneven and appears to be a mix of dirt and rocks. The image is overlaid with a semi-transparent dark blue circular graphic that frames the central text.

**Get personalized  
onboarding**

An aerial, top-down view of a large-scale construction site. The ground is a mix of dirt, gravel, and concrete. Several yellow excavators are positioned around the site, some with their arms raised. There are also several white and blue trucks, including a large dump truck in the lower center. The site is enclosed by a concrete wall on the left and right sides. The overall scene is dimly lit, with a dark, muted color palette.

# 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 start receiving better insights, faster.

[Schedule a Demo](#)