Welcome to Raken

Raken is a **website** and **mobile app** designed to make the process of job site documentation and employee time tracking efficient and organized. This guide will walk you through how to download and use Raken for field reporting.

Raken

1. Create Your Password

You will receive an email from **Your admin** inviting you to Raken.

Click the **"Accept Invite" button** to create a password.

This will activate your user profile and log you into the web version of Raken.

Raken

Welcome to Raken!

Hello Jake,

James Ma has invited you to join the **James_Ma_Test** team on Raken to start capturing your field data.

To get started, click the link below to create your account. You can also download the Raken app from the Apple App Store or the Google Play Store.
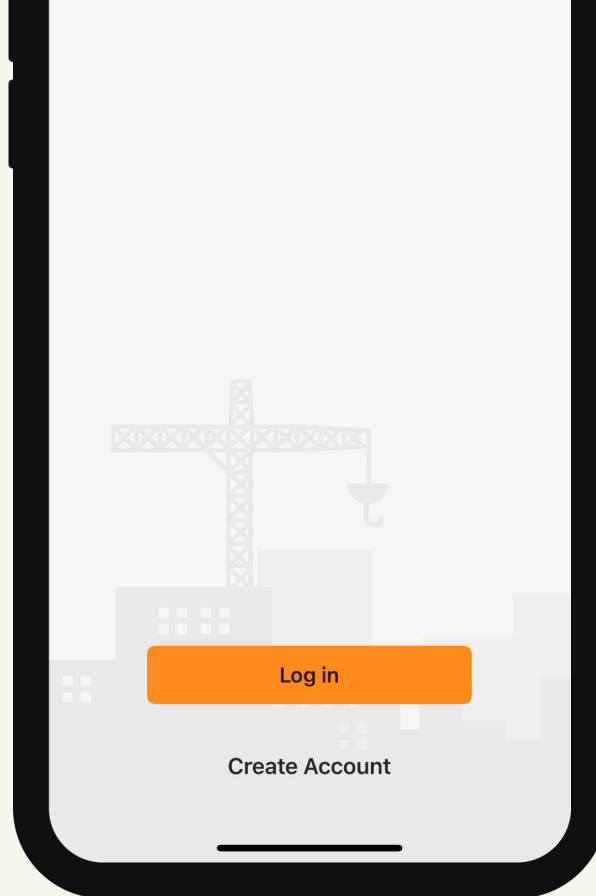
Accept Invite

2. Download

"Raken Construction Management" to your mobile device from the (links provided):

Apple App Store or Google Play Store

Use the **"Log in"** option and log in with your email and the password you created in step 1.
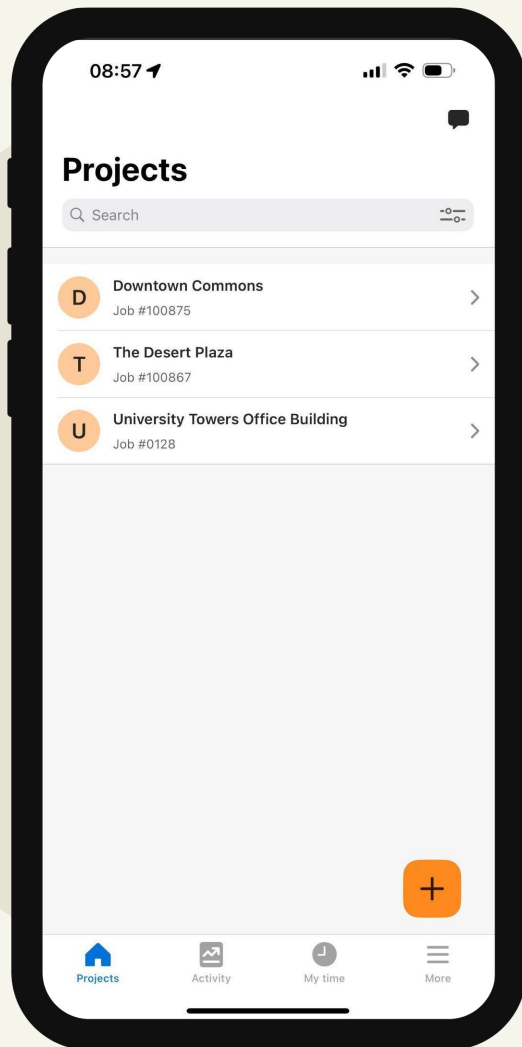
Do not use "Start Free Trial"

3. Select a project

When logged into your mobile app, you will see the list of projects that you've been invited to.

Select the project you're working on to start a daily report.
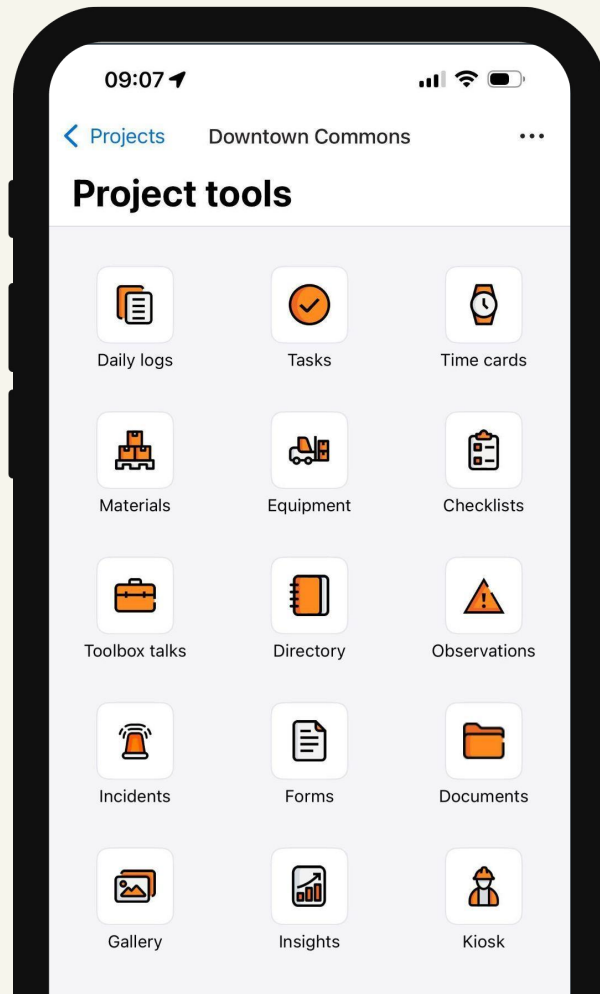
4. Raken Tools

Daily Report – Includes Work Logs, Notes, Attachments and Survey questions. This will be your main tool.

Checklists – For any other forms.

Toolbox Talks – Facilitate and collect signatures.

Tasks – Can be assigned to yourself, teammates, or collaborators.

Gallery - For viewing all of your photos uploaded to the project

5. Daily Reports

This is where you can record information on what you did for the day and upload pictures.

Raken will default to today's date. You can select the date you wish to enter your report using the row of dates or the calendar icon in the upper right corner

5.1) **Work Logs** - List the trades/employees that are on site and document the work they perform. If it's for yourself just enter your name and what you did.

5.2) **Notes** - (Optional) Notes related to the overall conditions for the day: General Notes, Site Safety Observations, and Quality Control Observations.
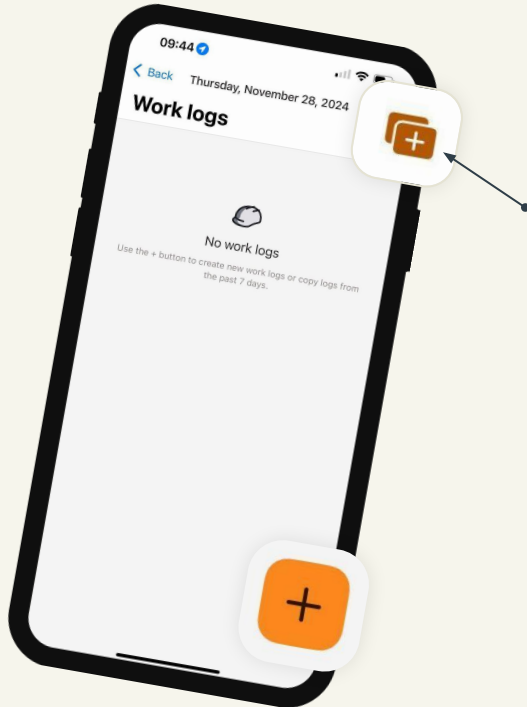
5.3) **Attachments** - A miscellaneous section for any additional photos or files to be included in your report

5.4) **Survey** - Safety and delay related questions to be filled out
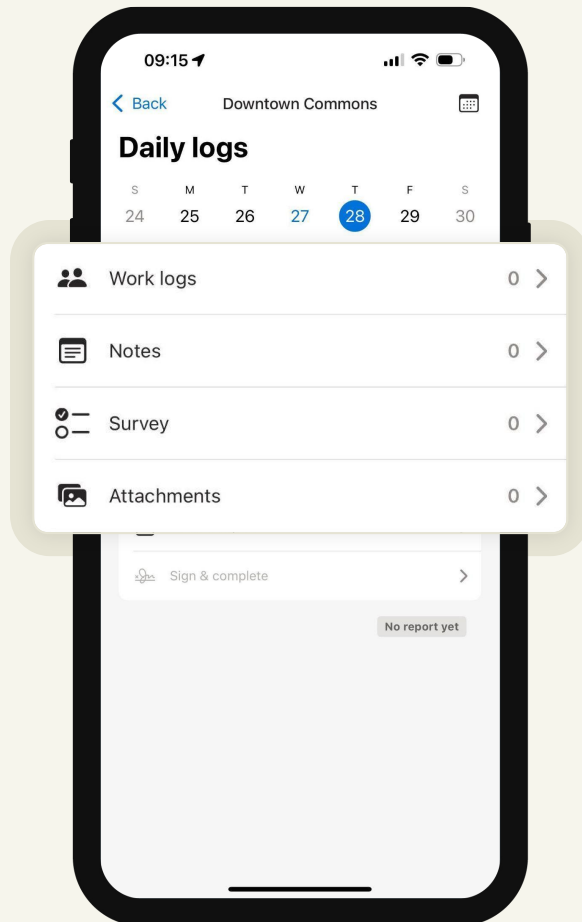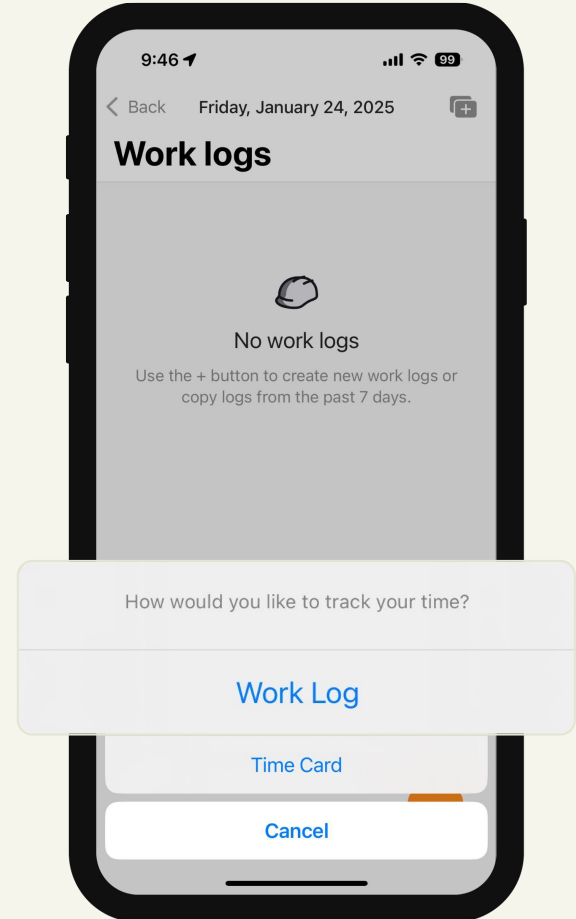
5.1 Work Log

1. Use the Orange **"+"** in the bottom right corner to add new entries.
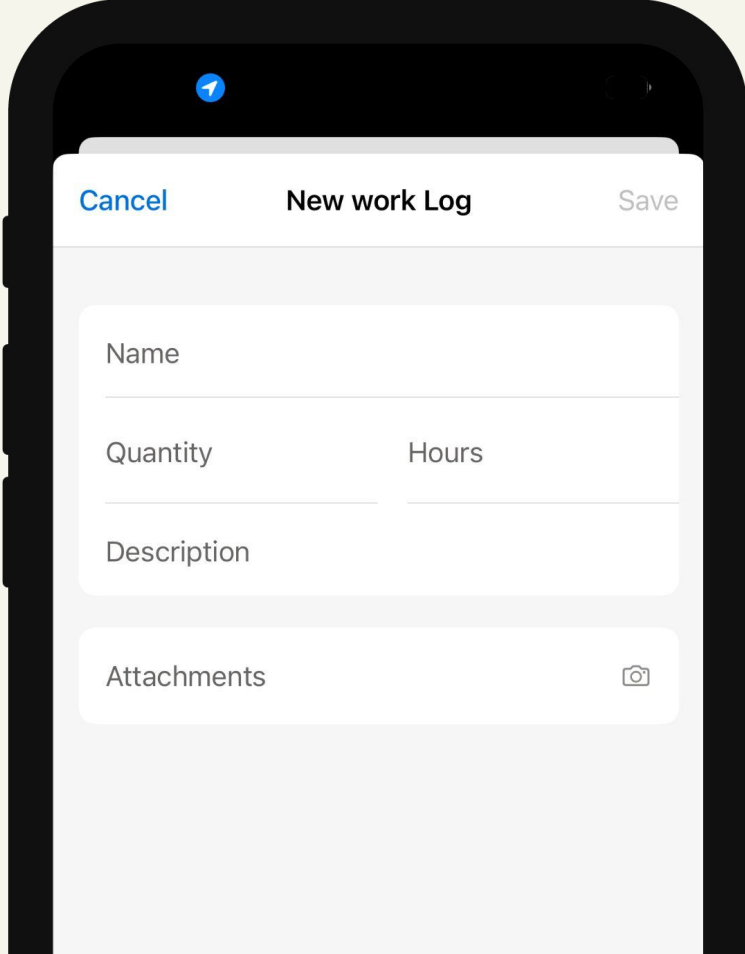
2. Select **"Work Log"** to record information on work you've performed today

3. You can also click on the **"Roll Over"** button in the upper right corner to copy your work logs from the previous day to today

5.1 Work Log

1. Name - Your Name or the name of the subcontractor/area you're working with

2.Quantity & Hours - (optional) For manpower tracking, enter quantity of people and number of hours worked per person for the day

3.Description - Add the description of the work that you've performed for the day

4.Attachments - Attach: Photos/Videos/Files

5. Click **"Save"**

Cancel   New work Log   Save

Name

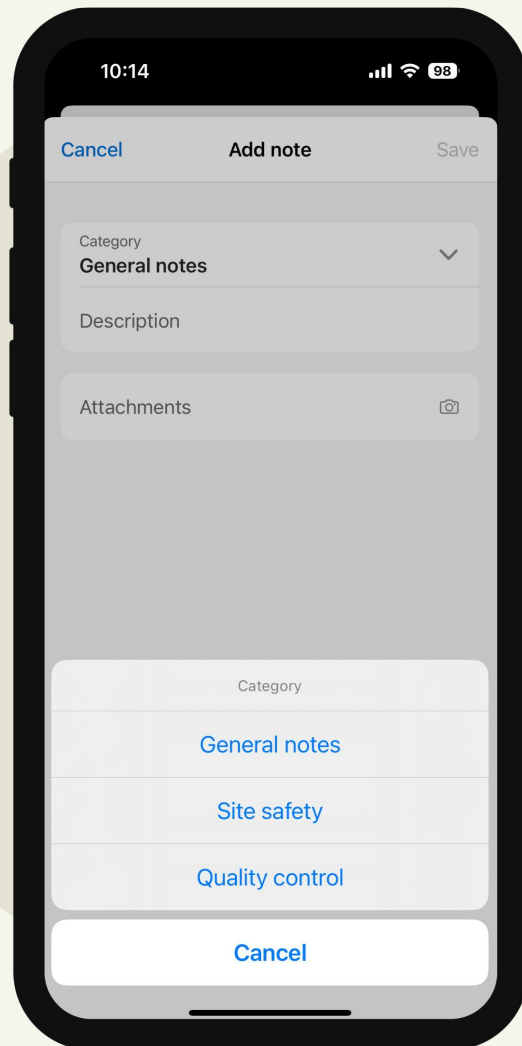Quantity   Hours

Description

Attachments

5.2 Notes (Optional)

Are used to track general notes, site safety observations, and quality control observations.
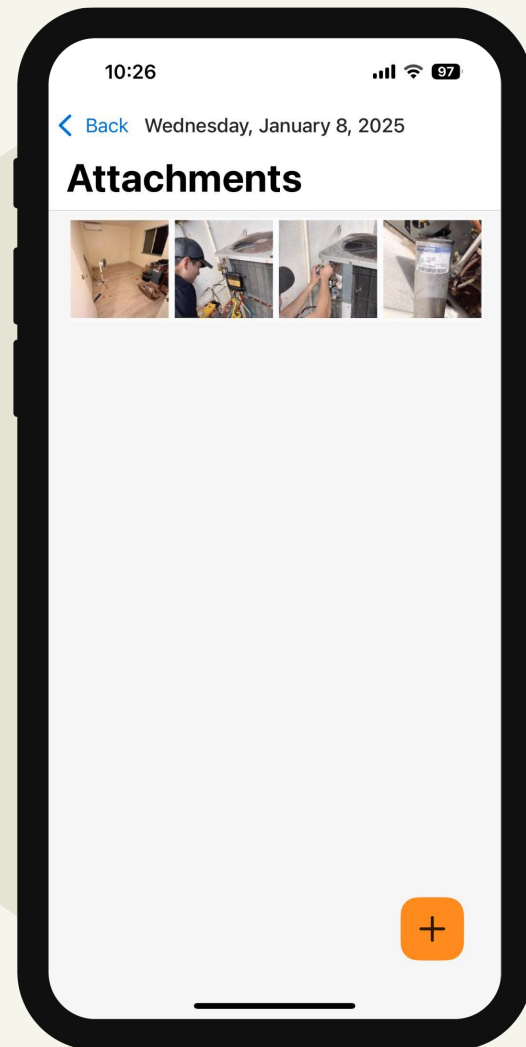
Select the correct category and then fill in the notes.

- Attach photo/video from library

- Take photo/video in real time

- Attach other files

5.3 Attachments (Optional)

For any miscellaneous photos, videos, or files that you'd like to upload on your daily report. Just click the + on the bottom to add pictures.

5.4 Survey Questions

These are daily reminder questions regarding safety, delays, and any other procedural questions to make sure that your work is done completely each day.

You can select **"Yes", "No", "N/A"** for each questions and **add descriptions or photos** if needed.

6. Review & Sign

1. Once you've completed your daily report entries, you can preview your daily report by clicking **"Preview Report"**.

2. After reviewing, you can sign off on your daily report by clicking on **"Sign & Complete"**. You can draw your signature and click **"Save signature"** on the bottom so that it will automatically generate for your future report.
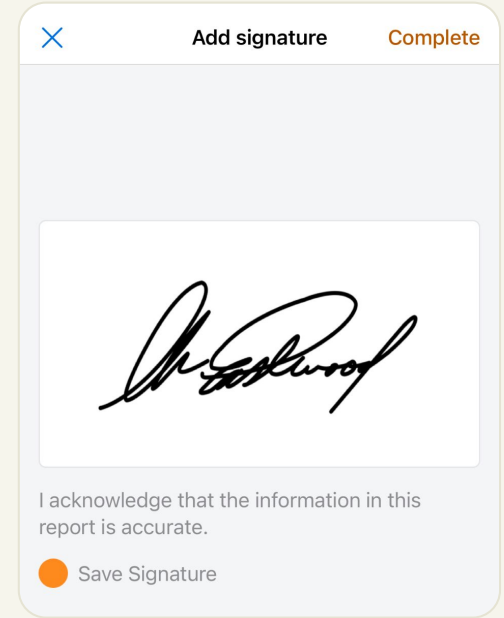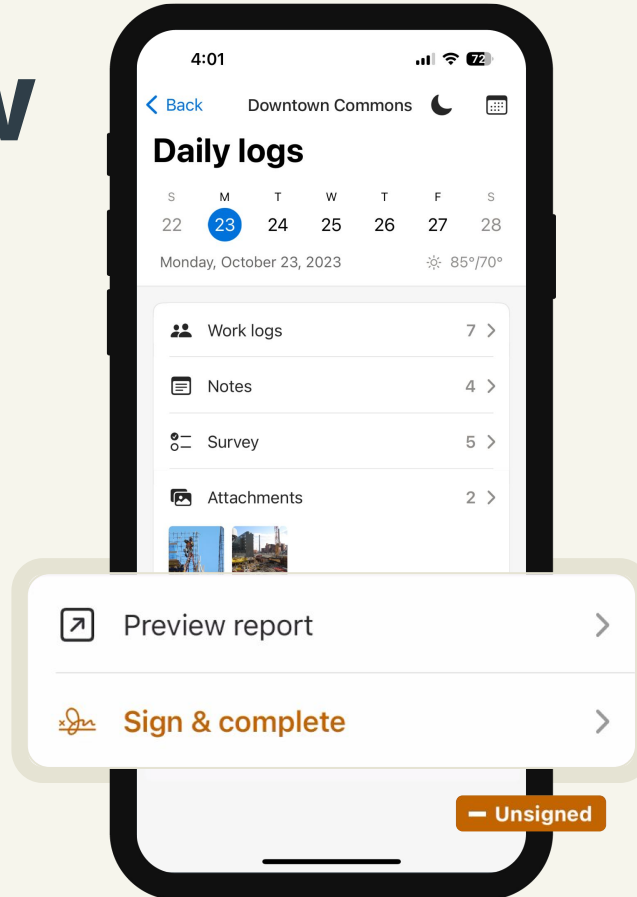
3. Finally click "Complete" on the upper right to finish your report. The report will automatically be sent out to the email recipients set up by the admin.