

Raken Mobile App



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	Projects The V	Village at Down	town ···
	Project	tools	
	Daily logs	Tasks	C Time cards
Rak	rials	Equipment	Checklists
	Toolbox talks	Directory	Observations
	(Incidents	Forms	Gallery
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Activating Your Account

 You will receive an email from <u>no-reply@rakenapp.com</u> the subject line of the email will be:

[Account Administrator Name] has invited you to join the [Company Name] team on Raken

2. Click or tap the **Accept Invite** button that is found in the invite email.



Jimmy Hess has invited you to join the Best Homebuilders team on Raken

🏉 Raken

Welcome to Raken!

Hello Landon,

Jimmy Hess has invited you to join the **Best Homebui** team on Raken to start capturing your field data.

To get started, click the link below to create your accour You can also download the Raken app from the <u>Apple A</u> <u>Store</u> or the <u>Google Play Store</u>.

Accept Invite

Need help or have questions? We've got you covered, s us an email at help@rakenapp.com or call us at (866)

Raken

Activating Your Account

3. You will be taken to a webpage where you will create a password for account. This password will be used to log into the Raken mobile app.

4. Search for and download the **Raken Construction Management** application on your devices app store.

5. Open the Raken mobile application and tap the **Log in** button. Enter in your email address and password.





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Projects

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

If you do not see the name a project that you need access to please contact [Account Administrator Name]

To start logging information for a project you will tap the project name.



08	:57 -	''II \$ •
Pro	jects	-
Q Sea	arch	<u>-o</u>
D	Downtown Commons	>
Т	The Desert Plaza Job #100867	>
U	University Towers Office Building Job #0128	>
60 m		

Project tools

Once a project is selected you will see a grid of tools. Each tool allows you to log specific information for the project.

- Daily logs
- Tasks
- Time cards
- Materials
- Equipment
- Checklists
- Toolbox talks
- Directory
- Observations
- Incidents
- Forms
- Documents
- Gallery
- Insights
- Kiosk



09:07 🕇		∻ ■
Projects	Downtown Commons	•••
Project	tools	
Daily logs	Tasks	Co Time cards
Materials	Equipment	Checklists
Toolbox talks	Directory	Observations
Incidents	Forms	Documents
Gallery	Insights	Kiosk

1. The Daily logs tool is where you can capture basic data from the field.

- Work logs You can capture the total quantity of hours logged on a job for the selected date. You can also capture a description of the work performed with images, videos and files.
- Notes You can log descriptions, images, and files for three categories: General Notes, Site Safety, and Quality Control.
- Survey Pre selected questions related to the project.
- Attachments A central place to upload images, videos and files that are relevant to the project.





2. You can create a new **Work log** by tapping the orange plus button found in the bottom right corner of the screen.

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3. You can then select the type of Work log you would like to create. A Work log captures basic manpower information whereas a Time card captures time records for individual employees.



Work log

1. There are five data fields that can capture information when creating a **Work log.**

- Name The name of the crew or task that is associated with the work log.
- Quantity The number of workers that are associated with the crew or task.
- Hours The average number of hours a worker worked.
- **Description** A written description of the work that was performed.
- Attachments A field where you can take a photo, select a photo or select a file related to the work that was performed.

2. Tap the **Save** button at the top right corner of the screen to save the Work log.



Time cards

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1. When **Time card** is selected you will first select the name or names of the employees that you would like to record time for.



2. Once an employee or employees are selected you will see three data fields that can capture information.

- **Time card name** The name of the crew or task that is associated with the time card.
- Description A written description of the work that was performed.
- **Camera, Library and Uploads** A field where you can take a photo, select a photo or select a file related to the work that was performed.

3. Tap the **Edit All** button in the bottom right corner of the screen to edit the time entries for the selected employees.

4. There are five data fields that capture information when creating a **Time card**.

- Hours Worked or Start and End Times The exact amount of hours that an employee worked.
- Breaks The breaks that an employee took during the work day.
- Payroll Note A field to note specific items related to the time entry.
- **Payroll Attachments** A field where you can take a photo, select a photo or select a file related to the time entry.
- **Cost Code** The way to connect the time entry with a specific task that has been budgeted towards the project.

Time cards

5. Tap the **Save** button at the top right corner of the screen to save the Work log.

12:06 🔌		
Cancel	New time card Workers: 3 Hours: 0	Save
Time card name Toms Crew		
Description Started demolit	ion	
Camera, L	ibrary and Uploads	>
CG	is Garcia	

Notes

1. Notes allow you to capture information for three distinct categories:

- General Notes
- Site Safety
- Quality Control
- 2. There are three data fields that capture information for notes.
- Category The category of note.
- Description A written description that provides details for the noted item.
- Attachments A field where you can take a photo, select a photo or select a file related to the note.



Notes

3. Tap the **Save** button at the top right corner of the screen to save the Note.

	" 🕹 💽
New time card Workers: 3 Hours: 0	Save
1	
rary and Uploads	>
Garcia	â
	New time card Workers: 3 Hours: 0

Survey

1. Survey questions are specific questions that can be answered with **'Yes**,' **'No**,' or **'N/A**'.

2. Three additional items can be logged to provide context for the question's answer.

- **Description** A written description that provides context.
- Observation A log that can assist in reducing risk by preventing and quickly resolving jobsite issues with specific positive or negative observations that can be assigned to specific people for quick and accurate resolution.
- Photo A field where you can take a photo, select a photo or select a file related to the time entry.

3. Tap the **Save** button at the top right corner of the screen to save the Work log.



Attachments

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1. Attachments allows you to take a photo, select a photo or select a file related to the project and are not directly connected to a work log, time card, note or survey question.

2. You can add an attachment by tapping the orange plus button found in the bottom right corner of the screen.



Once a photo or file is selected it is automatically saved as an Attachment.

Sign & complete

1. Signing off on the report indicates that the Work logs, Notes, Survey and Attachments are accurate and complete for the day.

2. Tap the Sign & complete button on the Daily logs page.

3. Enter your signature into the space that appears.



Tasks

1. The Tasks tool allows you to create tasks for individuals within your organization and those people that are assigned to a project as a collaborator.

2. You can create a new Task by tapping the orange plus button found in the bottom right corner of the screen.



Raken

3. There are five data fields that capture information for a task.

- Status By default a new task will be set to Open. A task can also be as marked as Deleted and Completed.
- Assignee You can choose to assign the task to any team members in your company and any collaborators assigned to the project.
- Due date You can select any day in the future.
- Description The field where you provide details of the task that is to be completed.
- Attachments A field where you can take a photo, select a photo or select a file related to the task is to be completed.

4. Tap the Save button at the top right corner of the screen to save the Work log.

ave
>
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Time cards

1. The Time cards tool provides a direct path for capturing time records for individual employees.

 13:49
 Image: Time cards

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No time cards

Use the + button to create new time cards or copy logs from the past 7 days.



Time cards

2. You can create a new **Time card** by tapping the orange plus button found in the bottom right corner of the screen.



3. Select the name or names of the employees that you would like to record time for.



Time cards

12:06 🔌		?
Cancel	New time card Workers: 3 Hours: 0	Save
Time card name Toms Crew		
Description Started demoli	tion	
O Camera,	Library and Uploads	
Chi	ris Garcia	
CG Ass	istant Superintendent	Ŵ
CG Ass	istant Superintendent Today hrs: 0	Ŵ

3. Once an employee or employees are selected you will see three data fields that can capture information.

- Time card name The name of the crew or task that is associated with the time card.
- **Description** A written description of the work that was performed.
- Camera, Library and Uploads - A field where you can take a photo, select a photo or select a file related to the work that was performed.

4. Tap the Edit All button in the bottom right corner of the screen to edit the time entries for the selected employees.

5. There are five data fields that capture information when creating a **Time card**.

- Hours Worked or Start and End Times - The exact amount of hours that an employee worked.
- Breaks The breaks that an employee took during the work day.
- **Payroll Note** A field to note specific items related to the time entry.
- Payroll Attachments A field where you can take a photo, select a photo or select a file related to the time entry.
- Cost Code The way to connect the time entry with a specific task that has been budgeted towards the project.

Materials

1. The Materials tool provides a way to log daily material usage on a project.

Back Monday, December 2, 2024

Materials

14:32

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..... 🗢 🗩 🗩

(F

Create your first Material entry

Use the Materials section to record the quantity of materials installed each day



Materials

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2. You can create a new **Material** log by tapping the orange plus button found in the bottom right corner of the screen.



3. There are five data fields that capture information for a task.

- Material The specific type of material used on the project.
- Quantity The amount of materials used.
- **Cost code** The way to connect the material log with a specific task that has been budgeted towards the project.
- **Description** The field where you provide details of the materials used.
- Attachments A field where you can take a photo, select a photo or select a file related to the materials used.

4. Tap the **Save** button at the top right corner of the screen to save the Work log.

14:39 🔌		Save
Cancel	New material log	
Material Brick		>
Quantity (ea) 12		
Cost code		>
Description Started to la	ay the brick fence.	
. All and second		
Attachments	3	0.

1. The Equipment tool provides a way to log the usage of heavy/on-road and small equipment on a project.





Create your first Material entry

Use the Materials section to record the quantity of materials installed each day



Equipment	
Q Search	-o -o-
Heavy / on-road	Small equipment

2. Select the type of equipment log you would like to create by tapping on the equipment type.

3. You can then create a new **Equipment** log by tapping the orange plus button found in the bottom right corner of the screen.



Heavy / On-Road Equipment

1. When Heavy / on-road is selected you will first select the name of the equipment that you would like create a log for.

×	Select equipment	+
Q Searc	h	
80 HP Bull 191891	dozer with Wide Tracks	;
Backhoe		5
Wheel Trac 111293	tor Scraper	>

2. Once a piece of equipment is selected you will see three data fields that capture information.

- Start date The day that the selected piece of equipment was first used for the project.
- End date The day that the selected piece of equipment was last used for the project.
- Default cost code The default code that is used to connect the equipment log with a specific task that has been budgeted towards the project.

3. You can optionally add **Logs and hours** for the selected piece of equipment by tapping the **+ Add** button.

Cancel	Deploy equipment	Save
80 HP B 191891	ulldozer with Wide Tracks	;
Start date Dec 2, 2024		
End date		
Default cost o	code (optional)	
Logs and hours		+ Add

Cancel	Add log	Save
Date Dec 2, 2024		
Status In Use		~
Operator		>
Cost code		>
Total hours (R	equired)	
Idle hours		
Description		
Attachments		Ō
Deficiencies: 0		+ Add deficiency

4. There are eight fields that can be filled when adding a log and hours for a specific piece of equipment.

- Date The date when the information in the log occurred.
- Status Indicates if the equipment was In Use, Not in use or Withdrawn.
- **Operator** The person that was operating the piece of equipment.
- Cost code The way to connect the material log with a specific task that has been budgeted towards the project.
 Total hours (Required) - The total amount of time that the piece of equipment was in use during the selected date.
- Idle hours The total amount of time that the equipment was not being actively used.
- **Description** The field where you provide details of the equipment usage.
- Attachments A field where you can take a photo, select a photo or select a file related to the equipment being used.

5. You can optionally add a deficiency log by tapping the+ Add deficiency button.

+ Add deficiency

A deficiency occurs when

there is some type of error, fault code, breakdown or damage that impacts the piece of equipment.

6. There are two fields that capture information when adding a deficiency.

- Fault code The code that is associated with error, fault code, breakdown or damage that impacts the piece of equipment.
- Description The field where you provide details of the observed deficiency.

7. Tap the Save button at the top right

corner of the screen to save the

equipment log.



Small Equipment

×	Add small equipment	+
Q Search		
O hose		

1. When small equipment is selected you will first select the name of the equipment that you would like create a log for.

Cancel	Add units	Save
Q Search		
hose O		/ 4

2. Once a piece of equipment is selected you will see one data fields where you can specify the amount of small equipment that is to be added to the project.

3. Tap the Save button at the top right corner of the screen to save the equipment log.



Checklists

1. The Checklists is a tool that allows for the capture of custom job information.





Checklists

2. You can then start a **Checklist** by tapping the orange plus button found in the bottom right corner of the screen.



3. Select the category of checklist you would like to create by tapping on your companies name or Raken at the top of the screen.

Cancel	Select che	cklist
GC	Demo	Raken

4. Select the checklist from the list of checklists displayed.

5. Once a checklist is selected there are two fields that should be completed.

- **Responsible** The role of the person that is completing the checklist.
- Location The location on the jobsite that the checklist is associated with.

	Cancel Activity Risk Assessment	Save	
Res	ponsible		\sim
Loca	ation		>
	Monday, December 9, 2024		
	Checklist time 09:46	٢	

6. Complete the questions that are listed in the checklist. You are able to add observations, Photos and Notes to provide additional information for each question.
7. Tap the Save button at the top right corner of the screen to save the checklist as a draft or to complete the checklist.

Save

Toolbox talks

1. The Toolbox talks is a tool that assists in presenting and managing safety discussions that occur in the field.





Toolbox talks

2. You can start a **Toolbox talk** by tapping the orange plus button found in the bottom right corner of the screen.



3. Select the safety topic that is to be discussed during the safety training or discussion.

4. Once a topic is topic is selected a document will appear with the discussion material. You can select the view of the document by tapping the buttons at the top of the screen.



5. Tap the **Next** button in the top right corner of the screen to record the attendees of the safety training or discussion.

6. Choose whether the attendee list is captured digitally or physically.



7. Tap the **Save** button at the top right corner of the screen to save the Toolbox talk record.



Directory

1. The Directory tool provides the contact information of those people that are assigned to a project. Tapping on the name of a person will show the phone number, email and title of the person.



10):35 🔉	ııl ≎ (•
< Bac	:k		
Pro	oject directory		
Q Se	earch		-0
Best	Homebuilders		
CG	Chris Garcia Assistant Superintendent		
CJ	Chris Johnson Assistant Superintendent		
DM	Dan Miller Foreman		
GB	Gary Blake Coordinator		
НВ	Harry Bentley Field Engineer		
JD	Jason Davis Foreman		

Observations

1. The Observations tool captures actionable data for quality control and safety items on a jobsite.

10:53 🔉	, III ? D
K Back	
Observations	
Q Search	-0-

No Observations

You currently have no Observations. Add an Observation by tapping the + Icon!



Observations

2. You can start an Observation by tapping the orange plus button found in the bottom right corner of the screen.



3. The category of a Negative or Positive observation is then selected.

4. Once a category is selected the type of observation is then selected. There are five general types. Each type then has subtypes.

10:59 🔌		
Cancel	New observation	Save
Attachments		Ø
Observation	Category	Negative >
Type Deficiency –	Bricklaying	>
Status Open		>
Priority		>
Location		>
Description		>
Assignees (0)		+
Team Member	Notifications (0)	+

5. After a type and subtype are selected there are six data fields for capturing information.

- Attachments A field where you can take a photo, select a photo or select a file related to the work that was performed.
- **Priority** Specifies the level of importance.
- Location The location on the jobsite that the observation is associated with.
- **Description** The field where you provide detail regarding the observation.
- Assignees Those people that have been assigned to take action on the observation.
- Team Member Notifications Those people that need to be notified of actions that are performed as part of the observation.

Observations

6. Tap the **Save** button at the top right corner of the screen to save the observation as a draft or to complete the observation.

10.00 -5/	
ancel New observation	Save
Attachments	
Observation Category	Negative >
Type Deficiency – Bricklaying	>
Status Open	>
Priority	>
Location	>
Description	>

Incidents

1. The Incidents tool captures all necessary information related to safety incidents, accidents, or events.





Incidents

2. You can start capturing information on an **Incident** by tapping the orange plus button found in the bottom right corner of the screen.

3. Information captured in an incident is divided into two separate sections.

+

- **General Information** This section captures the Title, Status and whether the incident is recordable.
- Incident details This section captures specific details on the time, location and nature of the incident. It also captures specific information as it relates to the injured employee info, incident investigation and incident outcome. There is also an attachment section that where you can attach a photo, select a photo or select a file related to the incident.



4. Once incident information is captured recipients can be added. Those people that are selected as recipients will receive an email and text message with the details of the incident.

5. Tap the Save button at the top right corner of the screen to save the recorded incident.

Documents

1. The Documents tool allows you store photos, videos and documents that are related to the project. The items uploaded in the documents tool are viewable to any person that has access to the project.



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No documents

You currently have no documents. Add a new document by tapping the + icon.



Gallery

1. The Gallery tool allows you to view all photos, videos and documents that have been uploaded to the project. All items are in chronological order.



14:19 🔌				
K Back	Galle	ry		
Q Search			-0-)
All		Favo	rites	
January 27, 2	2021			
September 4	, 2020			

Insights

1. The Insights tool allows you to view budget and progress information for your project. This tool will only display information when a budget has been set up by your [Account Administrator].



Kiosk

1. The Kiosk tool allows employees to clock in and out on a shared phone or tablet.





Kiosk

2. To clock in tap the orange Select Employee button

14:31 7		
Exit	Kiosk	
E	Best Homebuil	ders
E	Employee Ki	osk
Select y	our employee profile to cl	lock in and out
s	elect emplo	byee
Downtown C Monday, Dece	Commons mber 9, 2024	i
1-4-01		

3. The employee would select their name from the list of employees.4. The employee would enter in their personal pin.

5. The employee taps the green **Clock** in button to start their timecard.



6. The employee taps the red **Clock out** button to close their timecard.

14.39	7		
Exit	Clock	My timesheets	Ċ
Tom S	Smith		
	00:40		
00:	00:13	C	
Downt 4141 No	own Commons rth Scottsdale Roa	ad, Scottsdale, AZ 85	251
Crew Tom Sr	nith - Personal	Time Card	>
Task			>
Payroll	note		>
	A 1	lake break	