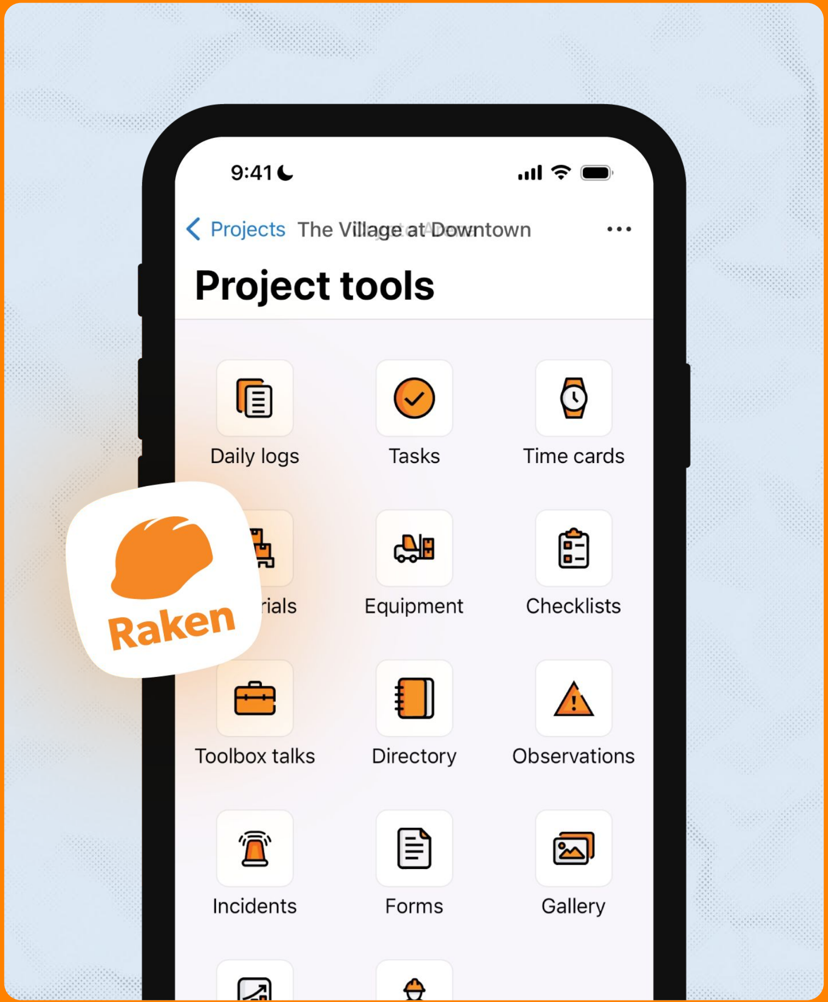
QuickStart Guide

Raken Mobile App



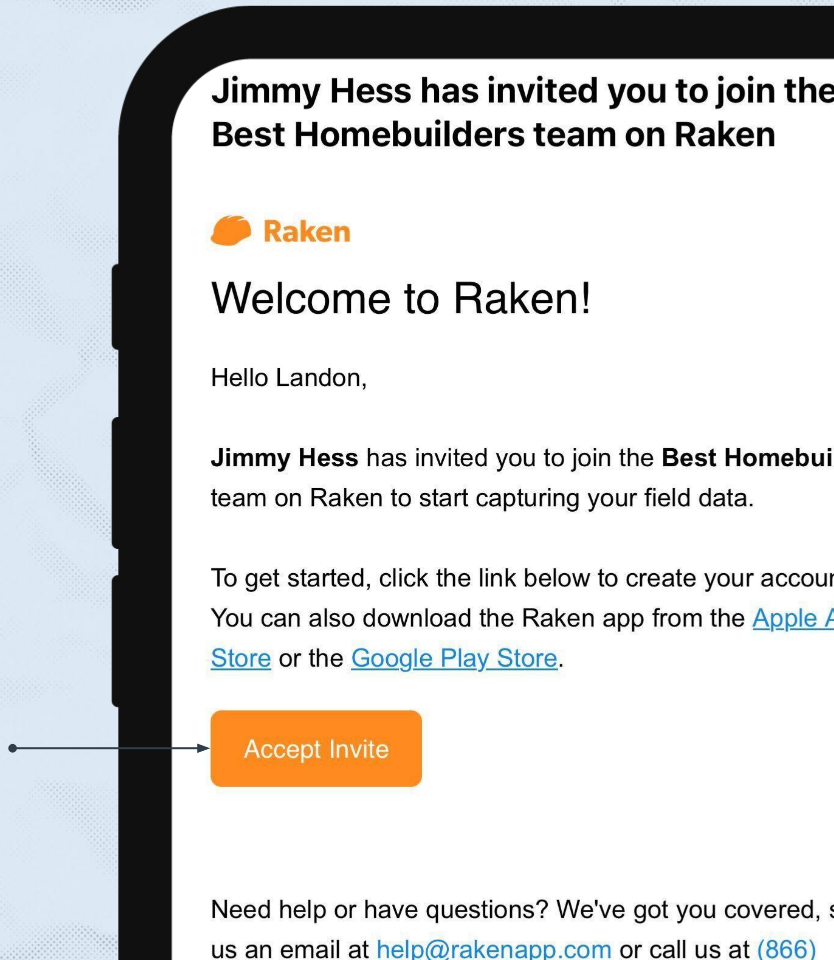
Raken

Activating Your Account

1. You will receive an email from no-reply@rakenapp.com 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.

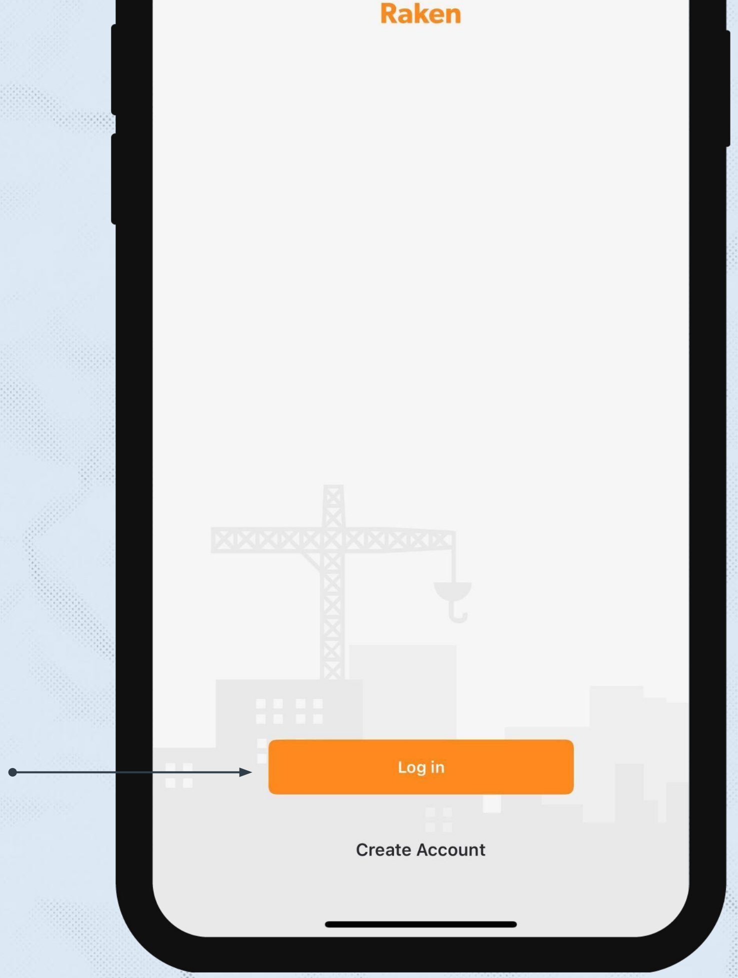


Activating Your Account

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.

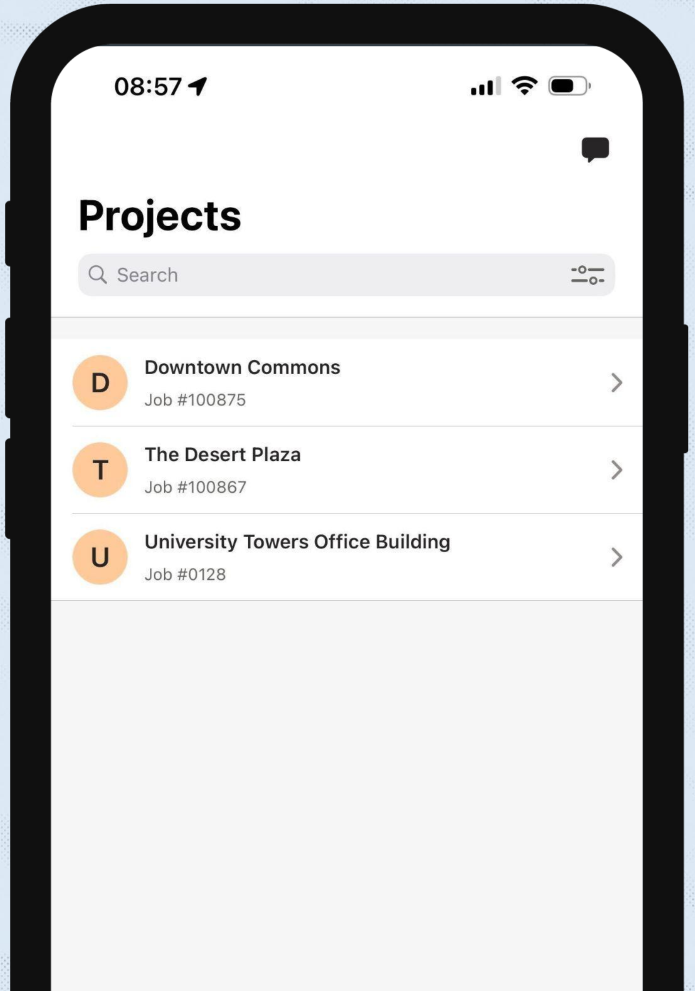


Projects

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]

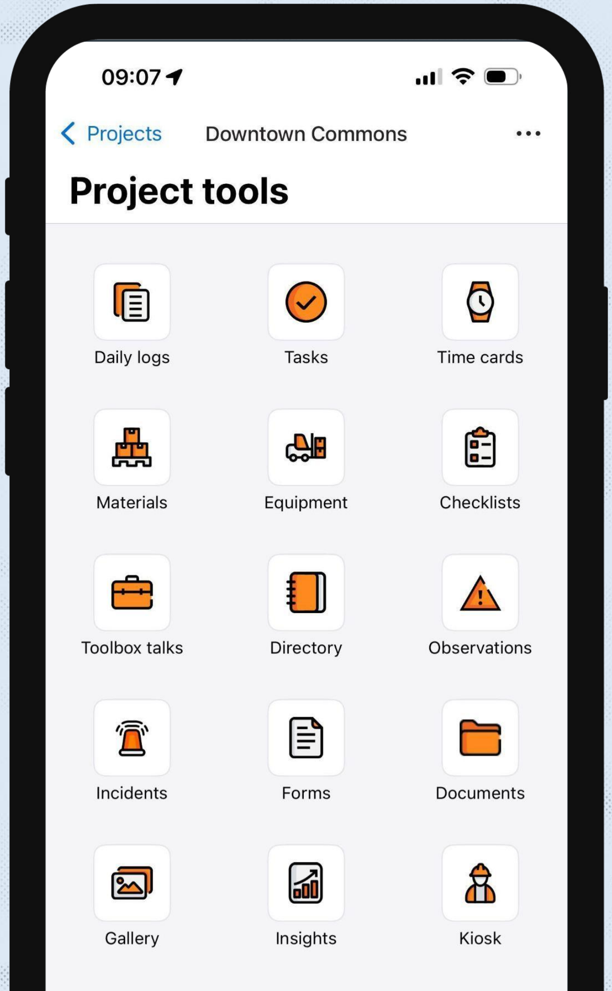
To start logging information for a project you will tap the project name.



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**

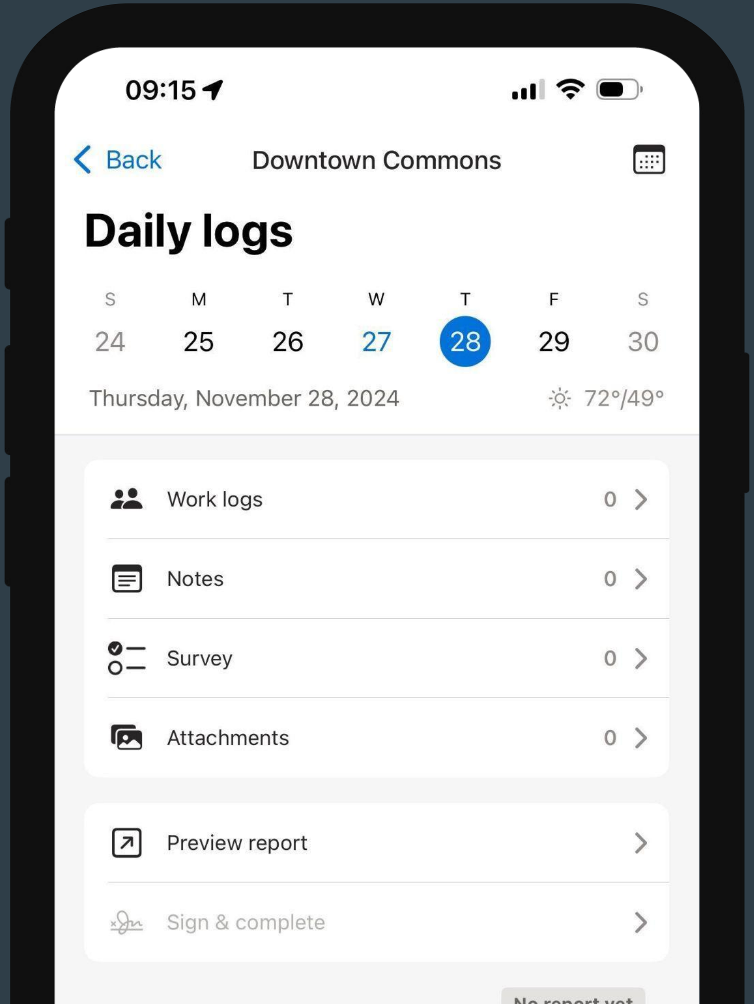


Raken

Daily logs

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

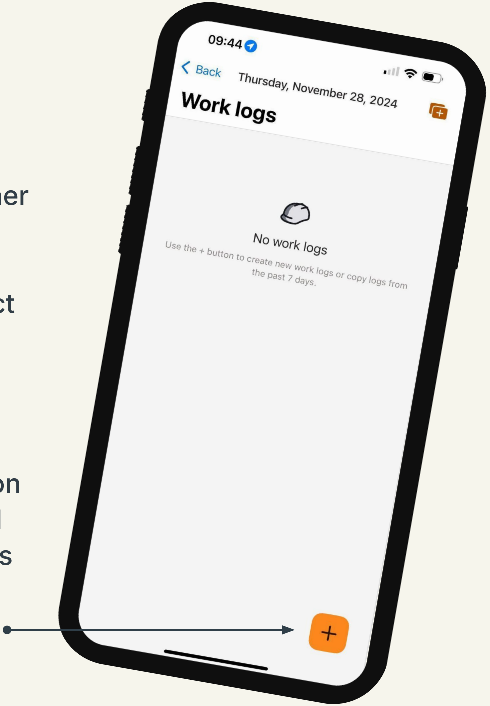
- **Work logs** - You can capture the total quantity of hours logged on a job for the selected date. You can also capture a description of the work performed with images, videos and files.
- **Notes** - You can log descriptions, images, and files for three categories: General Notes, Site Safety, and 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.



Daily logs

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

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.

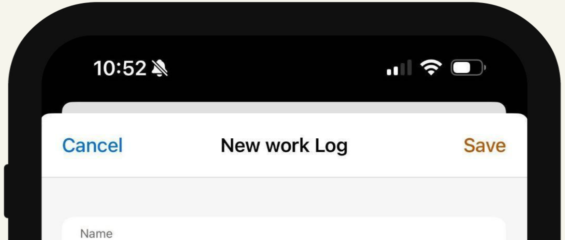


Work log

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.

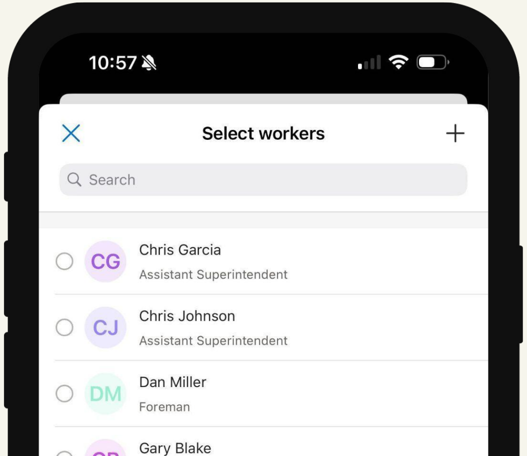
2. Tap the **Save** button at the top right corner of the screen to save the Work log.



Daily logs

Time cards

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.

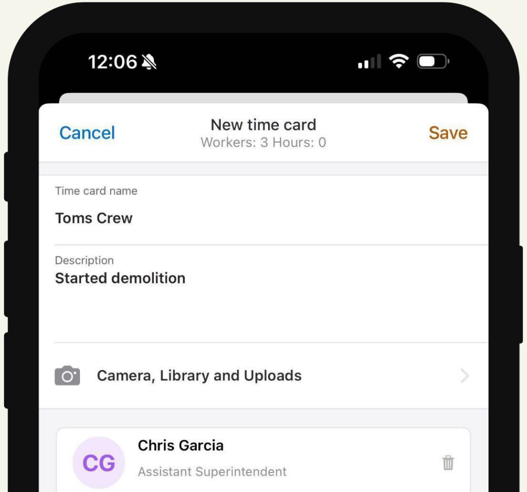
4. There are five data fields that capture information when creating a **Time card**.

- **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.

Daily logs

Time cards

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



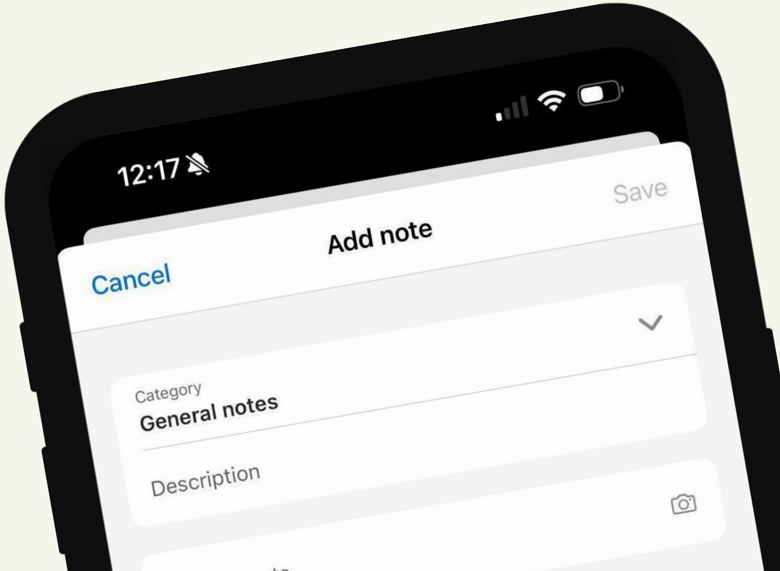
Notes

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.

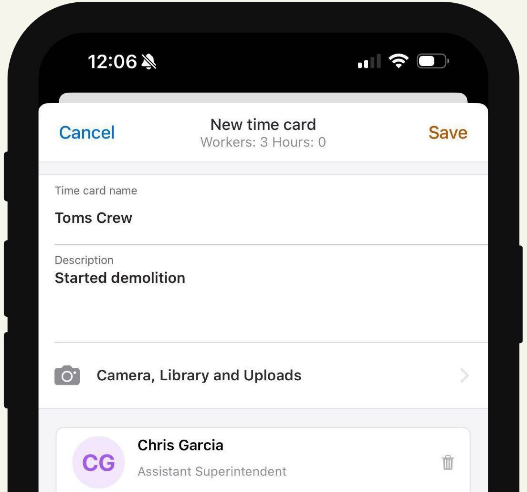
- **Category** - The category of note.
- **Description** - A written description that provides details for the noted item.
- **Attachments** - A field where you can take a photo, select a photo or select a file related to the note.



Daily logs

Notes

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



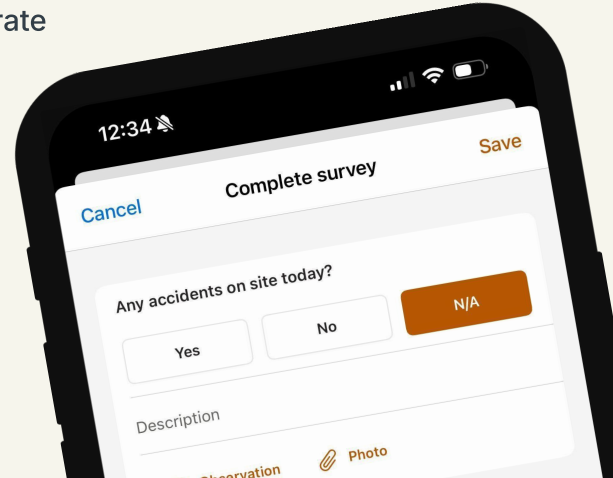
Survey

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.

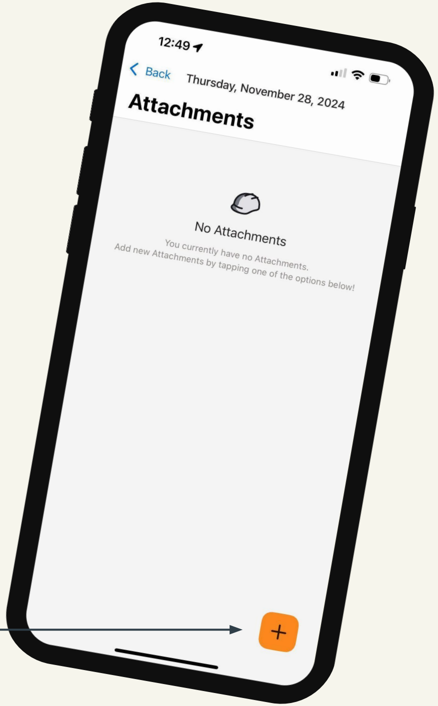


Daily logs

Attachments

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.



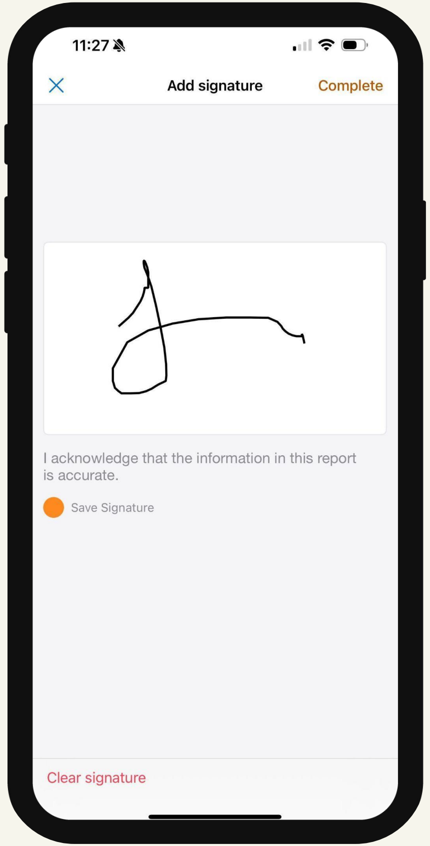
Once a photo or file is selected it is automatically saved as an Attachment.

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.

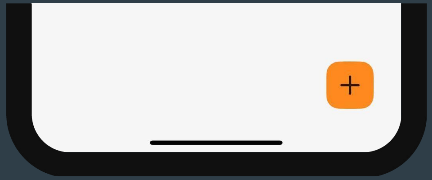
3. Enter your signature into the space that appears.



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.

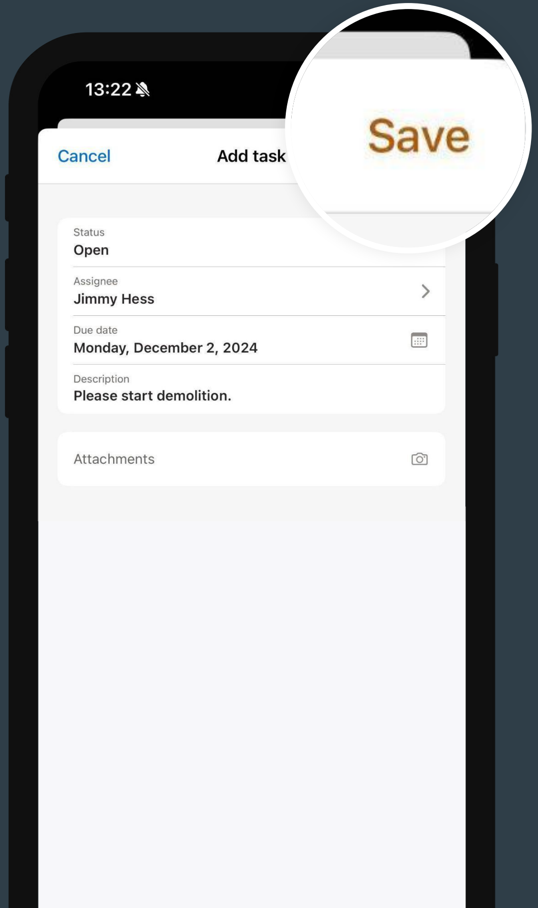
2. You can create a new Task by tapping the orange plus button found in the bottom right corner of the screen.



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

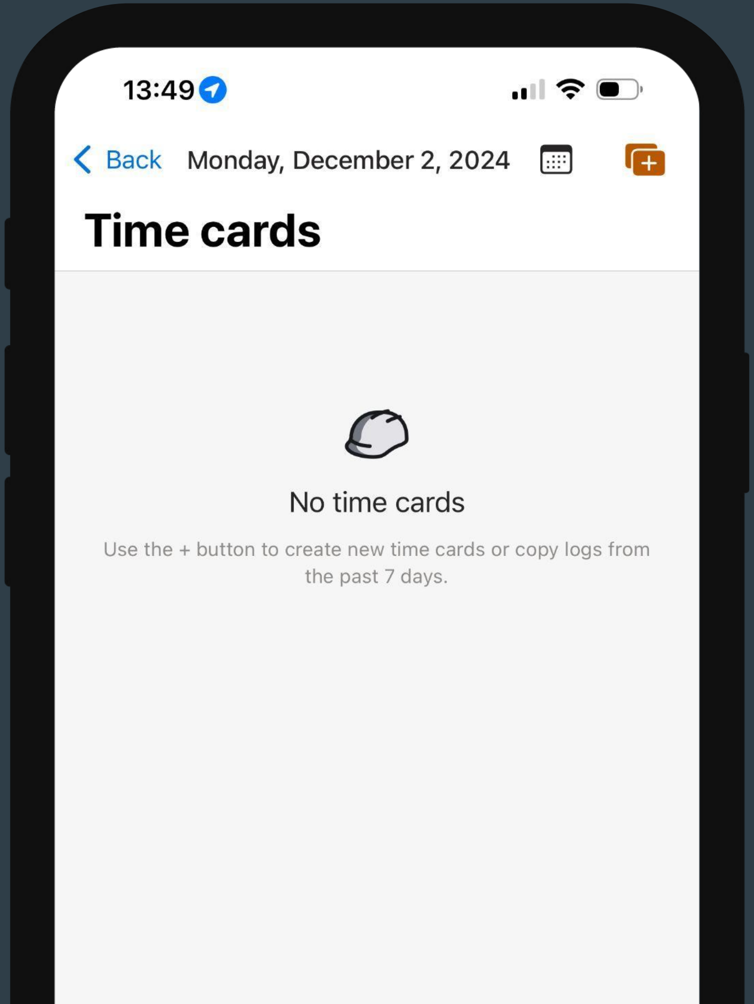
- Status - By default a new task will be set to Open. A task can also be as marked as Deleted and Completed.
- Assignee - You can choose to assign the task to any team members in your company and any collaborators assigned to the project.
- Due date - You can select any day in the future.
- Description - 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.



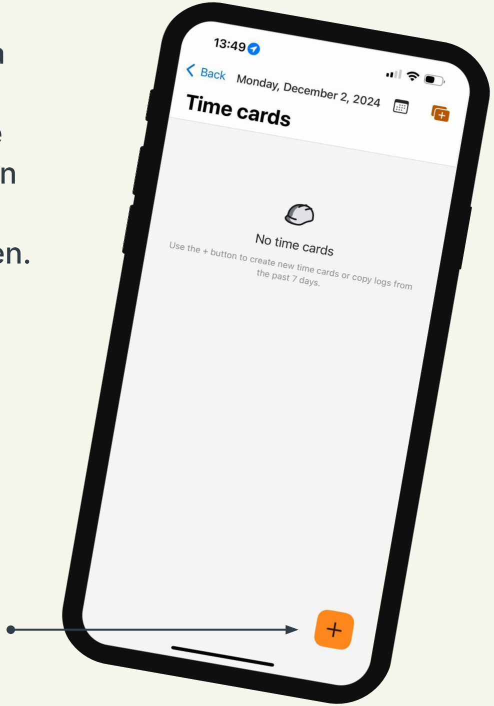
Time cards

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

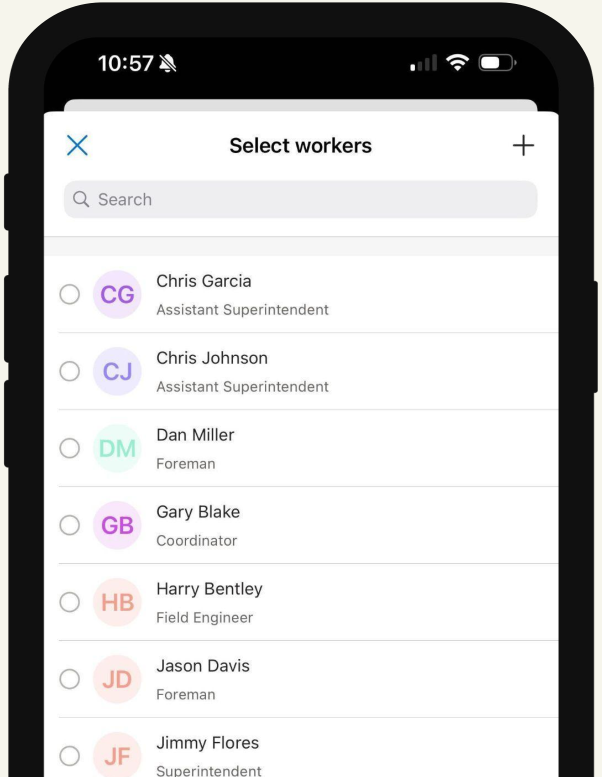


Time cards

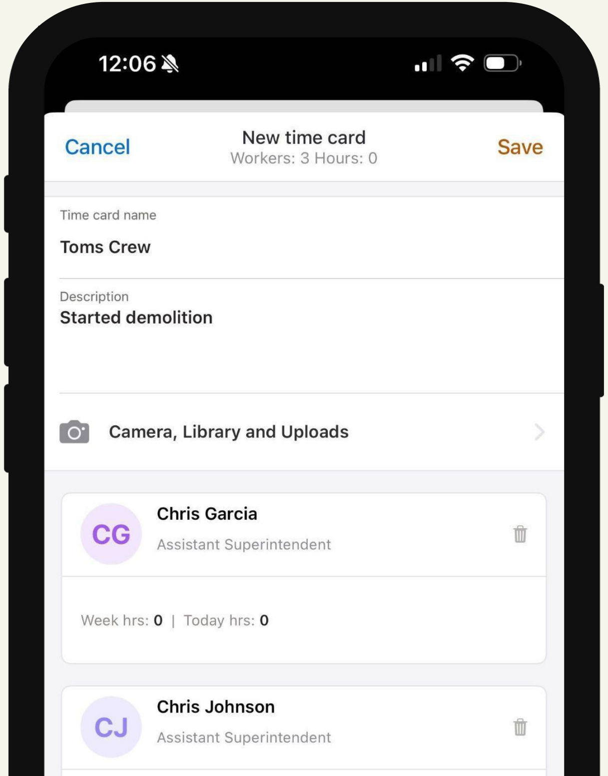
2. You can create a new **Time card** by tapping the orange plus button found in the bottom right corner of the screen.



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



Time cards



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.

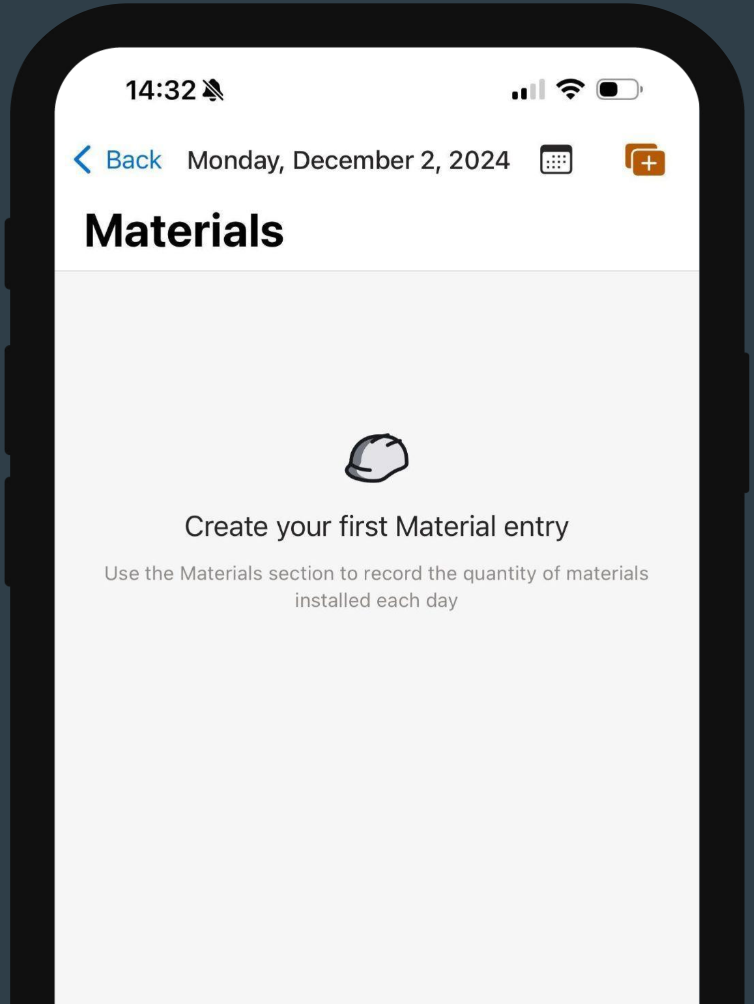
4. Tap the Edit All button in the bottom right corner of the screen to edit the time entries for the selected employees.

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.



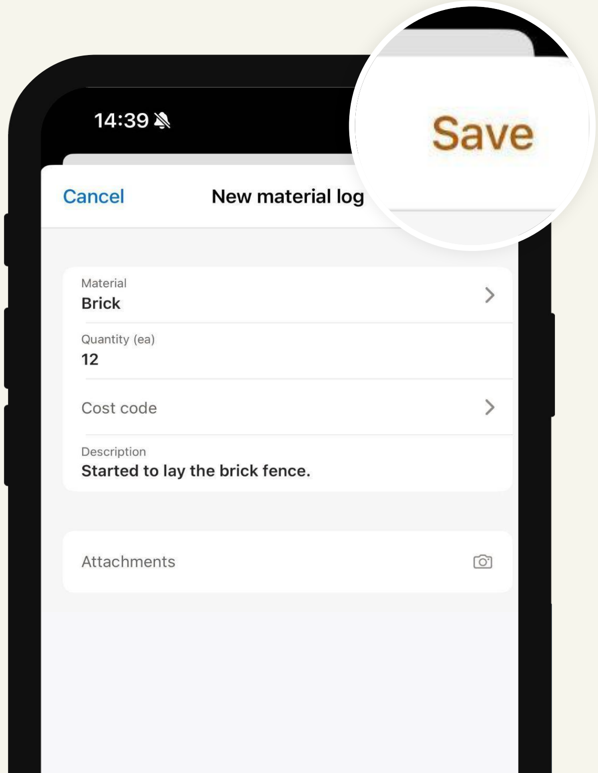
Materials

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.

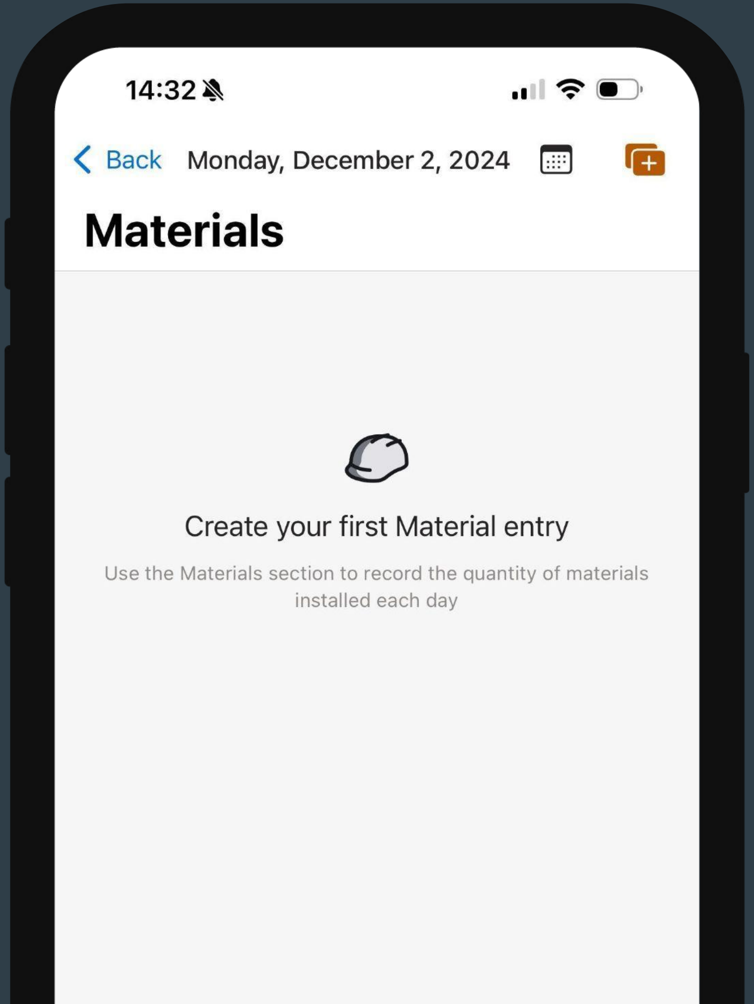
- **Material** - The specific type of material used on the project.
- **Quantity** - The amount of materials used.
- **Cost code** - The way to connect the material log with a specific task that has been budgeted towards the project.
- **Description** - The field where you provide details of the materials 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.

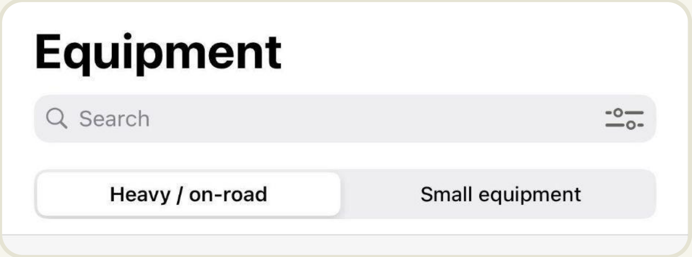


Equipment

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



Equipment

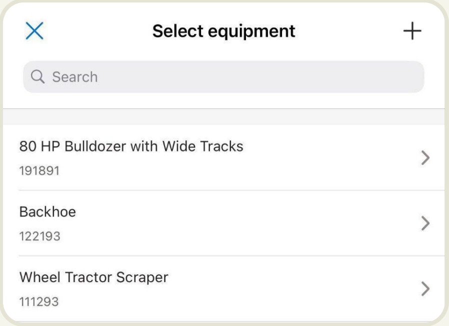


2. Select the type of equipment log you would like to create by tapping on the equipment type.

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.

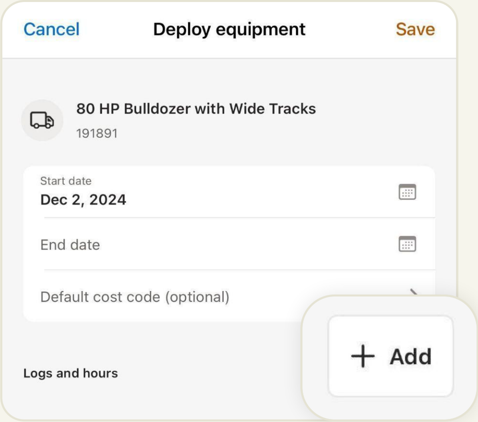


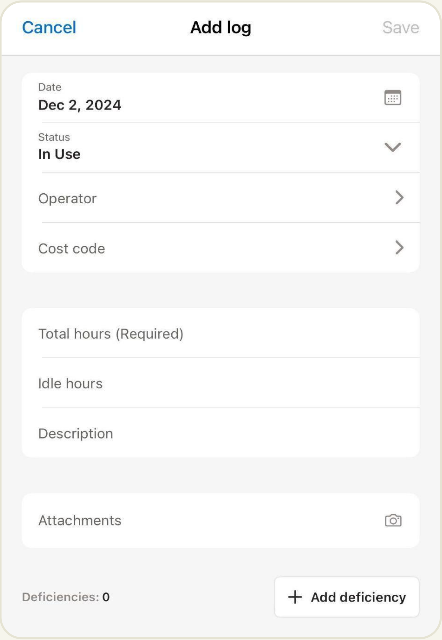
2. Once a piece of equipment is selected you will see three data fields that capture information.

- **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.

Equipment

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



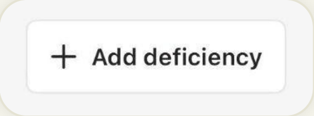


4. There are eight fields that can be filled when adding a log and hours for a specific piece of equipment.

- **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.

Equipment

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

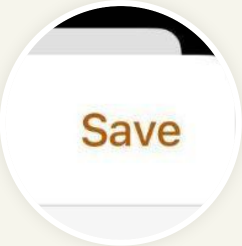


A deficiency occurs when there is some type of error, fault code, breakdown or damage that impacts the piece of equipment.

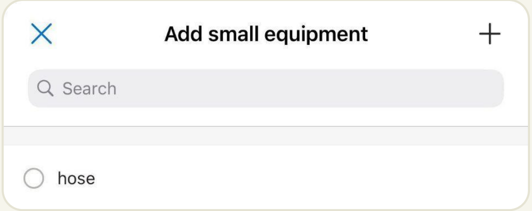
6. There are two fields that capture information when adding a deficiency.

- **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.

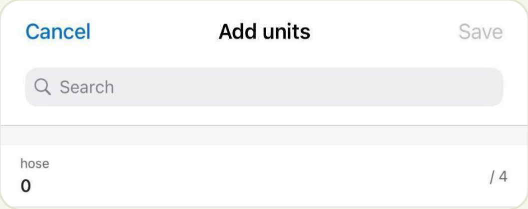
7. Tap the **Save** button at the top right corner of the screen to save the equipment log.



Small Equipment



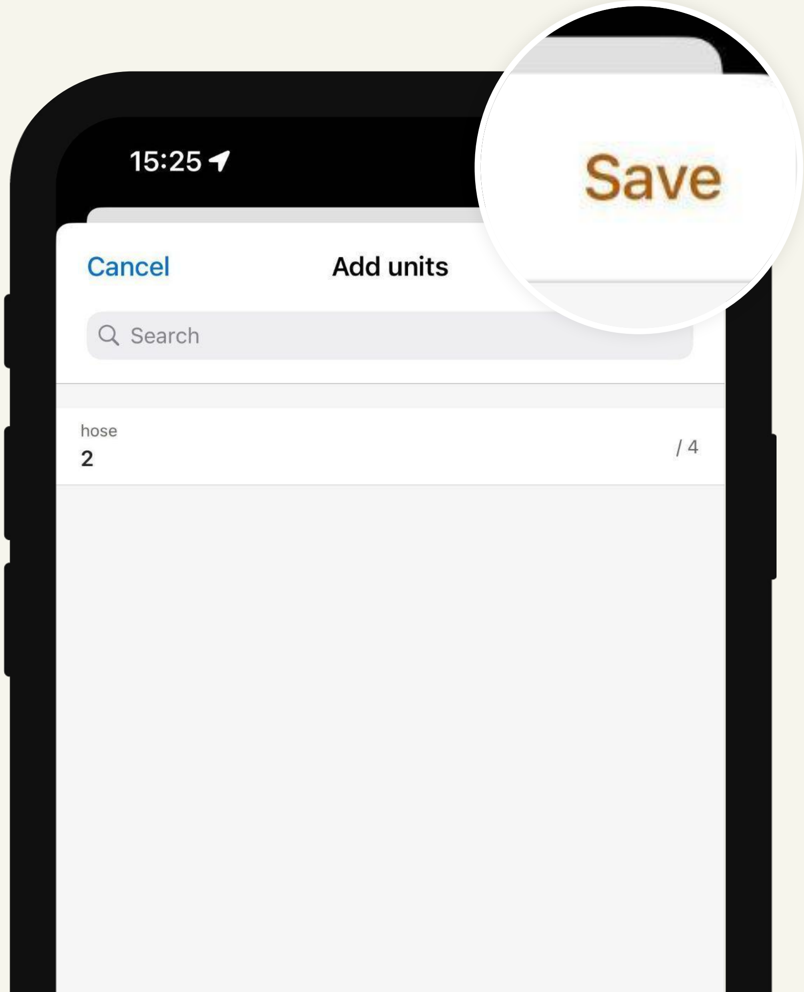
1. When small equipment is selected you will first select the name of the equipment that you would like create a log for.



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.

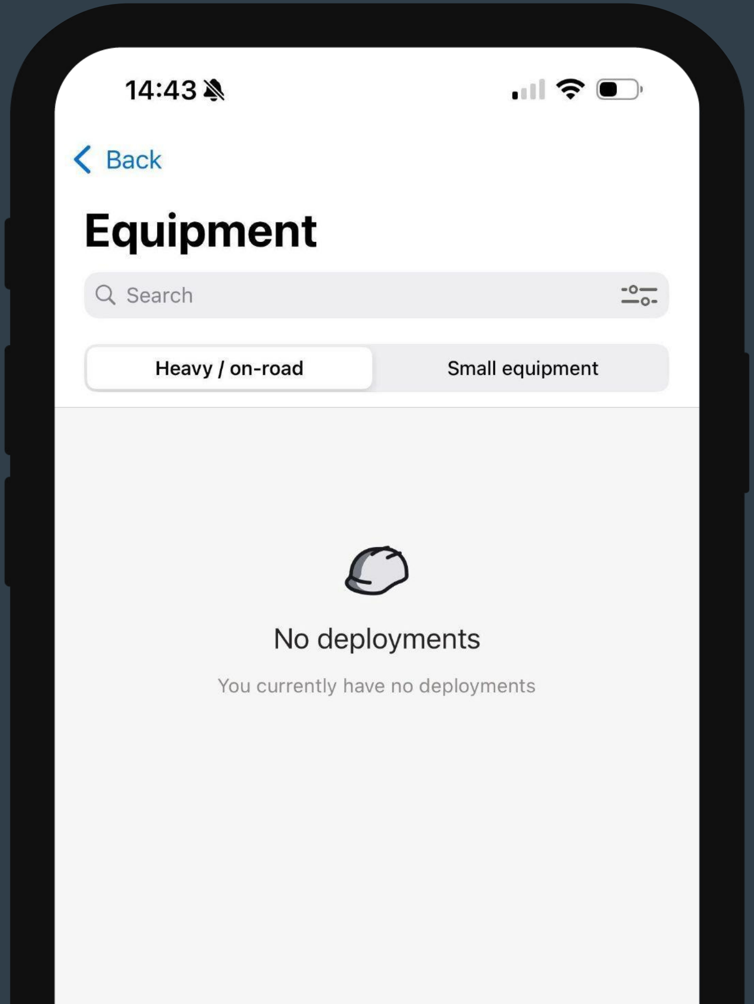
Equipment

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



Checklists

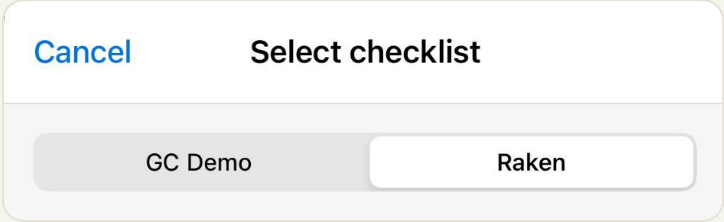
1. The Checklists is a tool that allows for the capture of custom job information.



Checklists

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

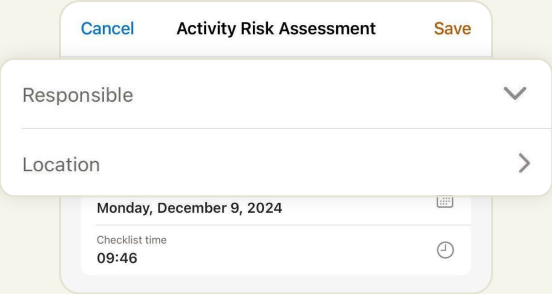
3. Select the category of checklist you would like to create by tapping on your companies name or Raken at the top of the screen.



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

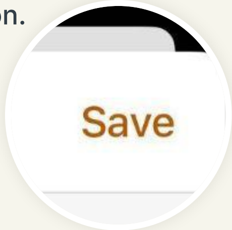
5. Once a checklist is selected there are two fields that should be completed.

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



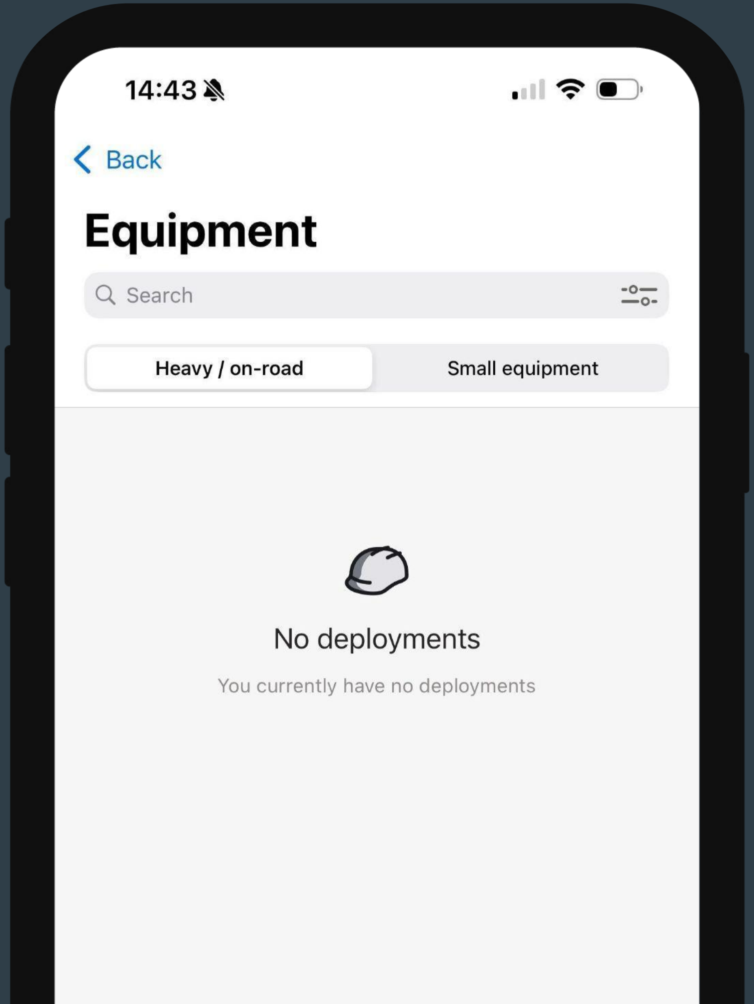
6. Complete the questions that are listed in the checklist. You are able to add observations, Photos and Notes to provide additional information for each question.

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.



Toolbox talks

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

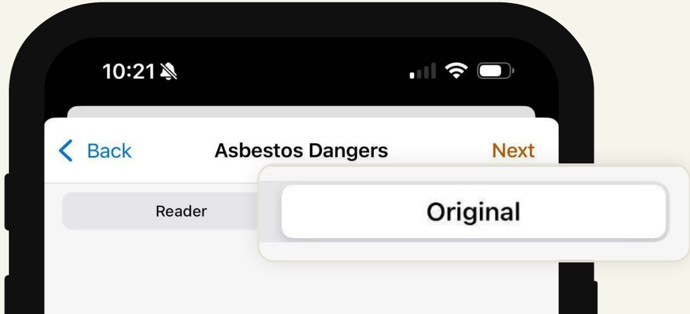


Toolbox talks

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

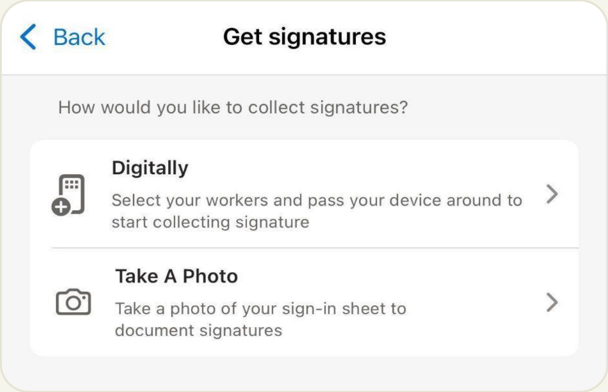
3. Select the safety topic that is to be discussed during the safety training or discussion.

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.

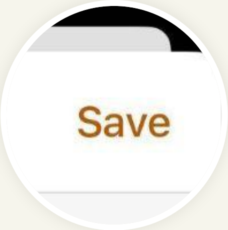


5. Tap the **Next** button in the top right corner of the screen to record the attendees of the safety training or discussion.

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

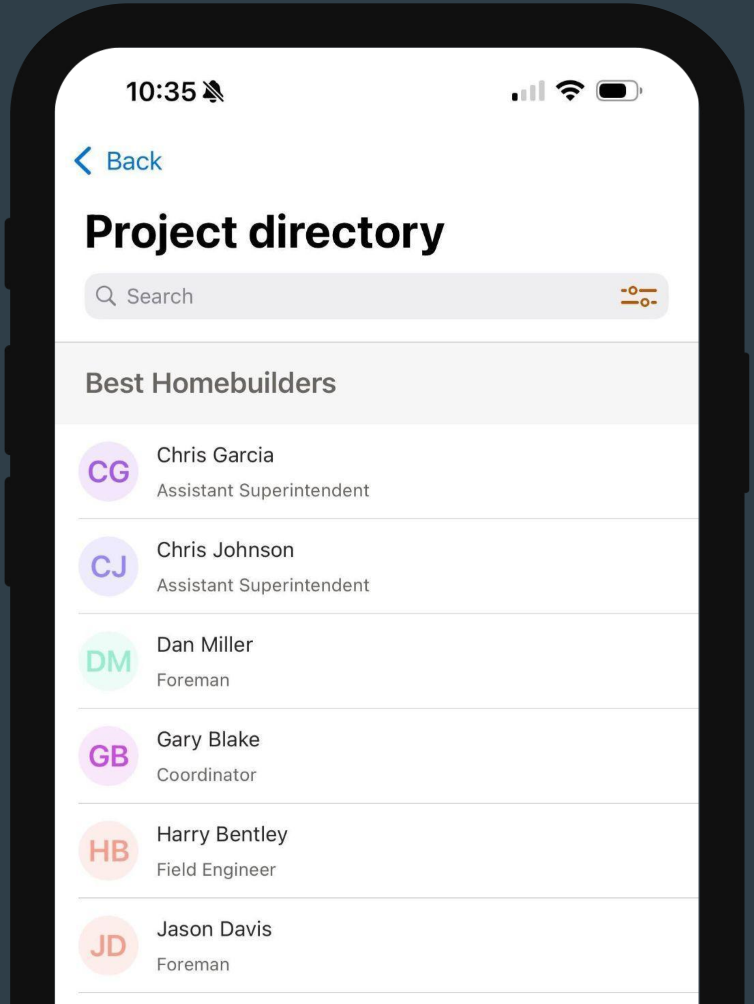


7. Tap the **Save** button at the top right corner of the screen to save the Toolbox talk record.



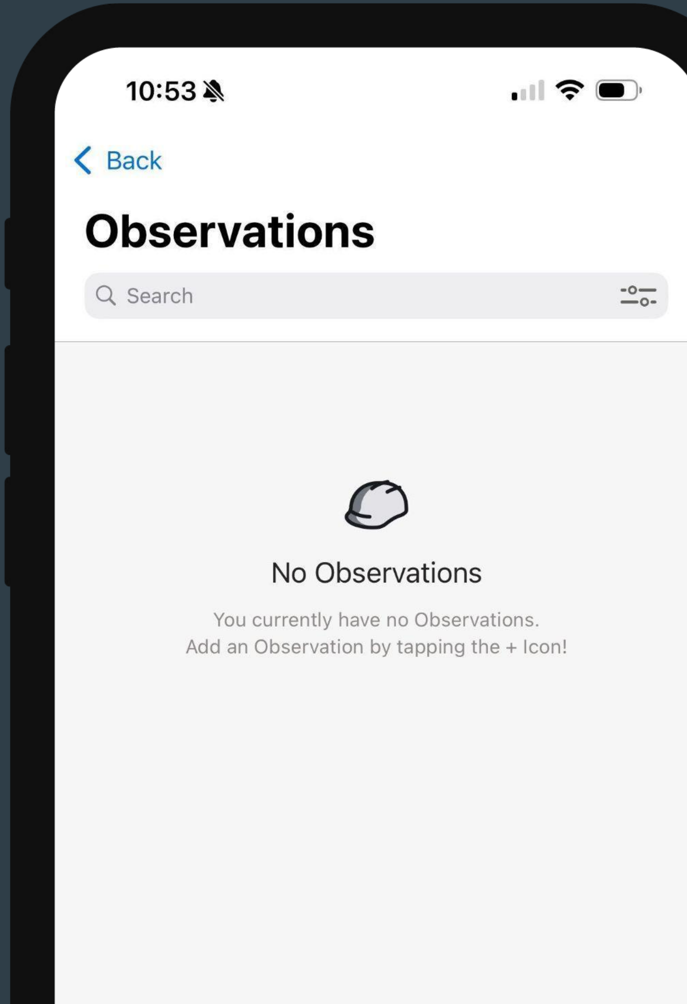
Directory

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.



Observations

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

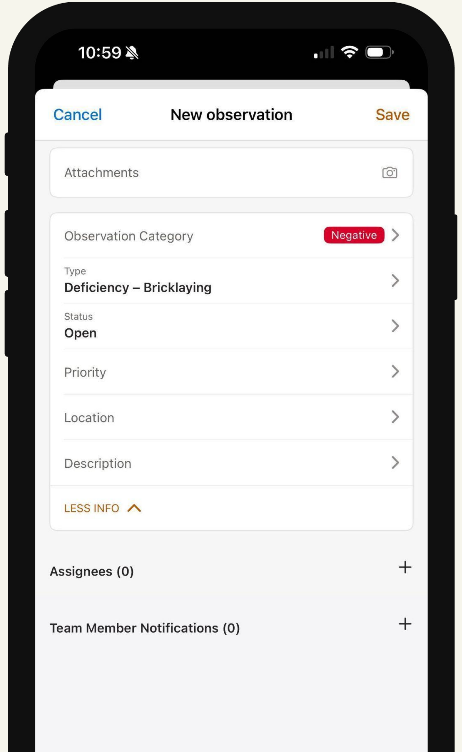


Observations

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.

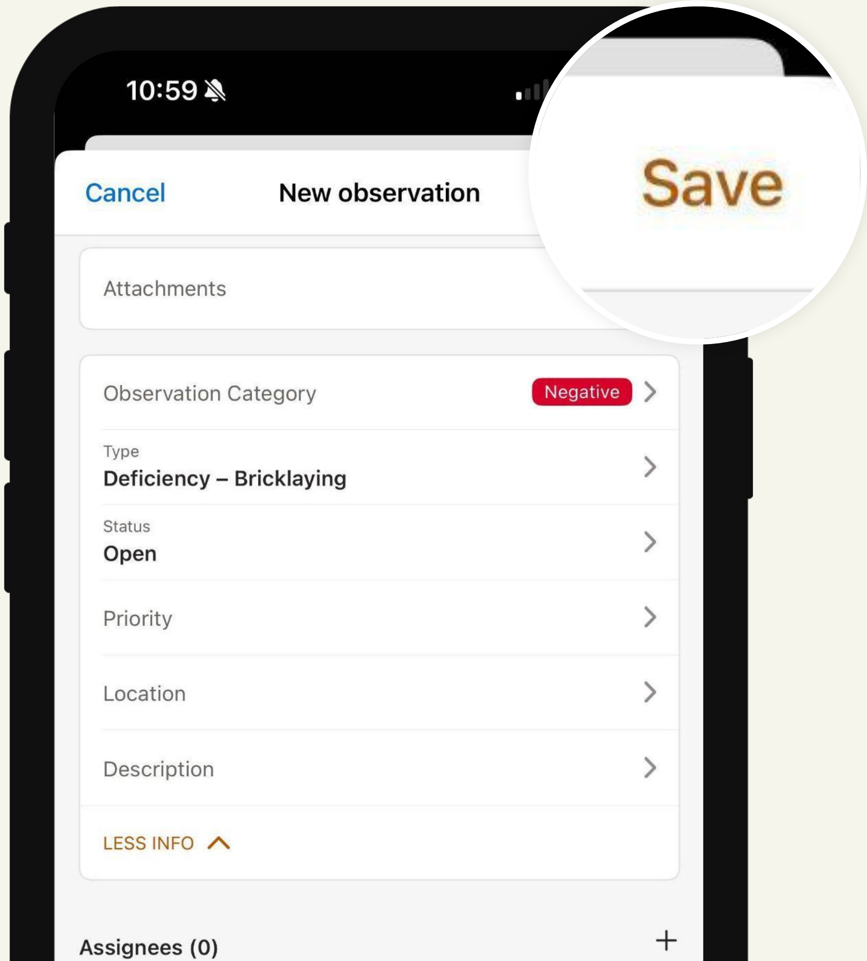


5. After a type and subtype are selected there are six data fields for capturing information.

- **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.

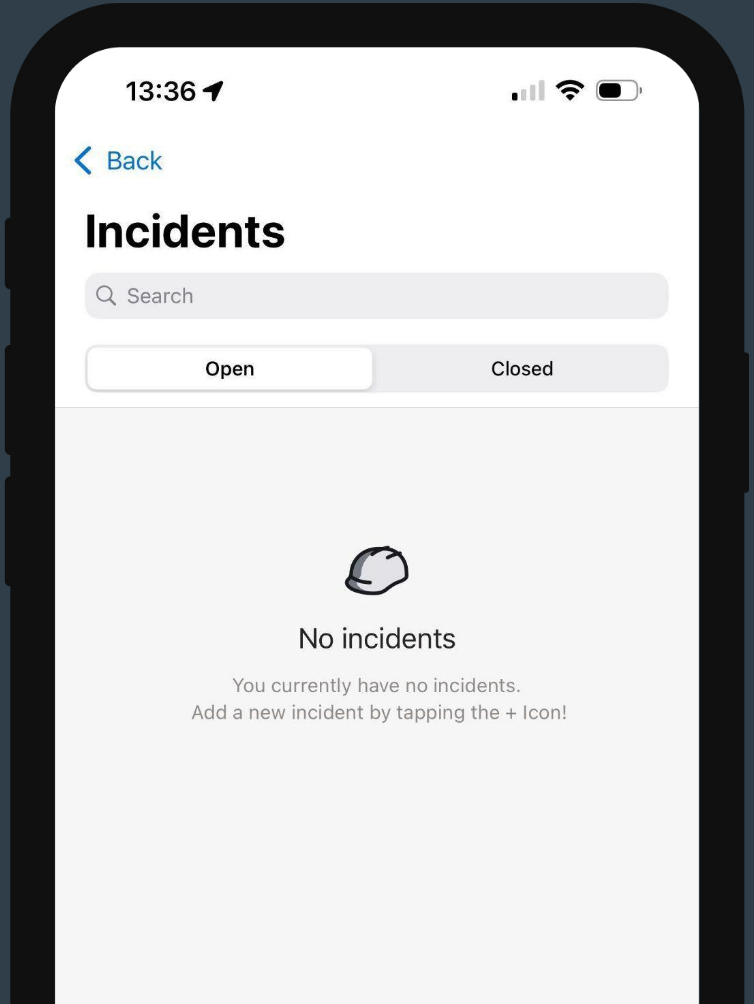
Observations

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.



Incidents

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

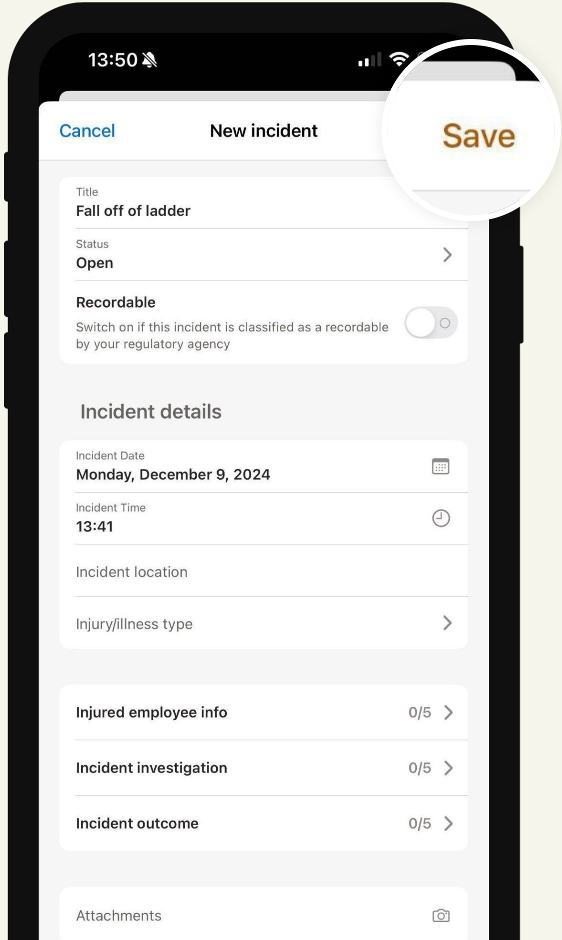


Incidents

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.

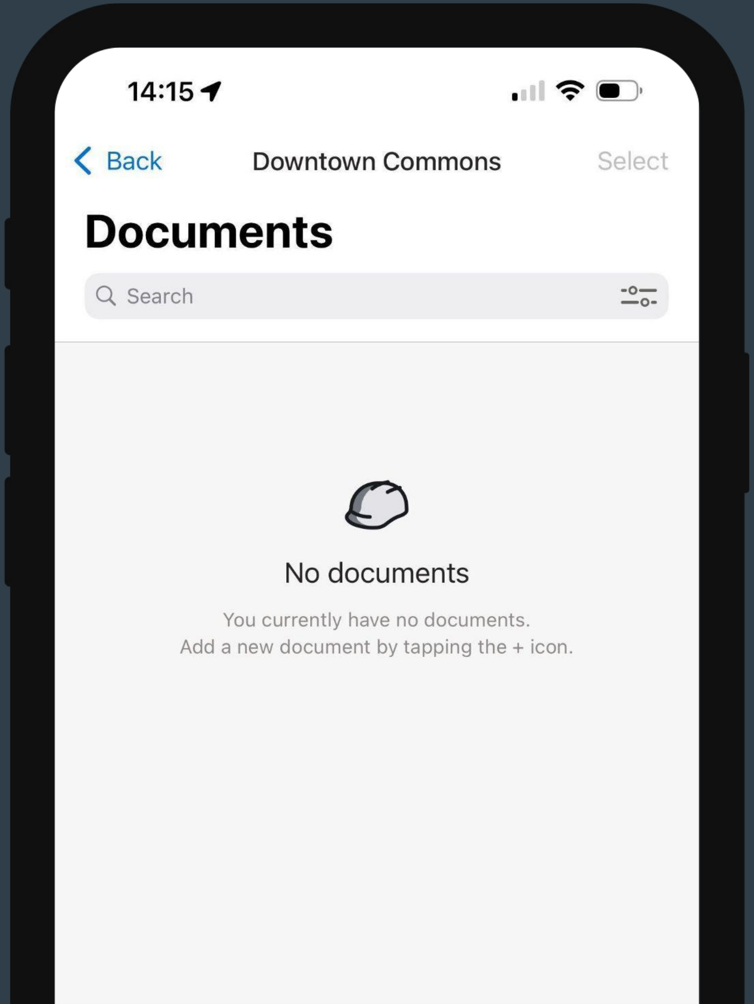


4. Once incident information is captured recipients can be added. Those people that are selected as recipients will receive an email and text message with the details of the incident.

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

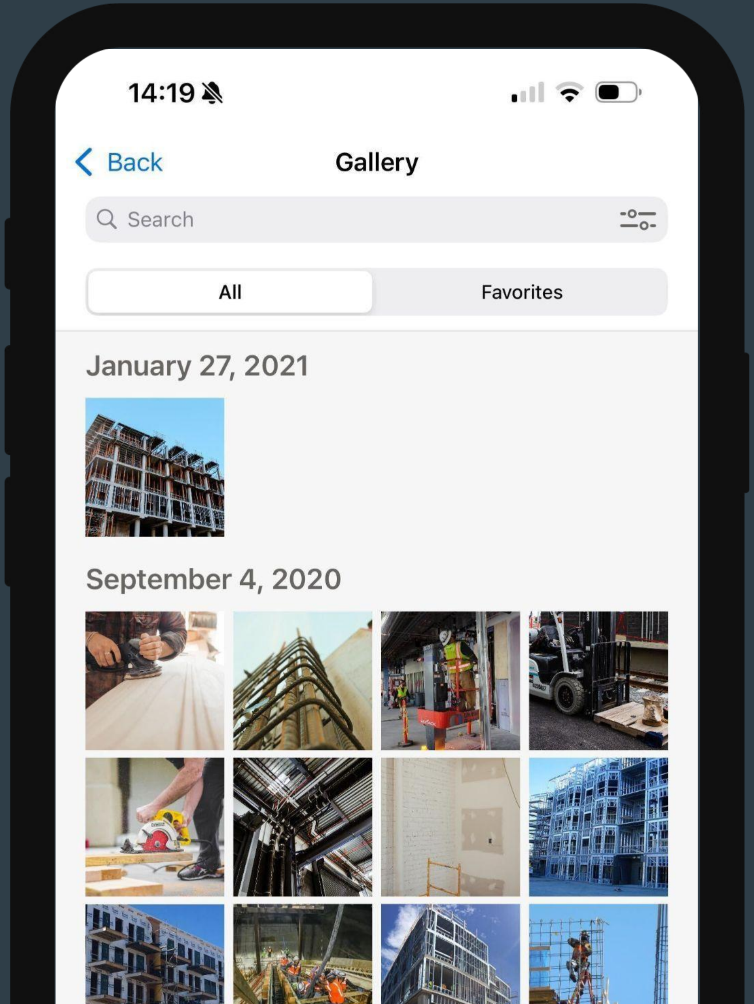
Documents

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.



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.

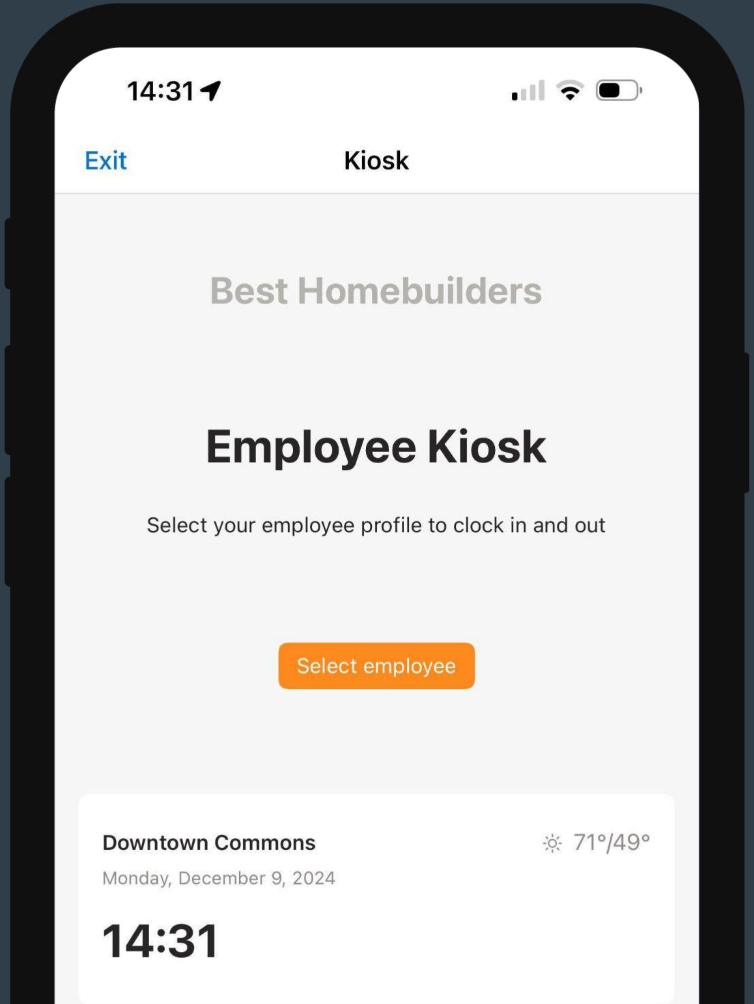


Insights

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

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.