

## BT21 Handy Guide

### To be used on Civils works

Log in

- Log in first thing in the morning

Select BT21

- Input the details of the work - Job number
- You can abort the job and take pictures - Question at the bottom of the page

Excavation

- Select Civils and Excavation Type
- Take excavation pictures





Backfill/Reinstatement



- You will be asked if you are backfilling, you will need to take backfill pictures
- You will be asked if you are reinstating, you will need to take pictures of RS

SLG Check or Site  
Clear

- Site Clear if you removing all SLG- 4 photos
- SLG Check if you haven't - 5 photos

## Key

-  To proceed forward
-  To discard or delete
-  To save in Draft
-  To open additional menu

-  “U Turn” to come out of the sub-form
-  “Plus” to add new form, available for every sub-form when finished