

Premier Engineering Dashboard
Project Management Quick Guide
MS PowerApps



Homepage and Sidebar	2
Project Details	3
Select a project to show the "Project Management For . . ." button	3
Admin Panel	4
Project Totals	5

Homepage and Sidebar

Click to go to the Admin Panel



Admin Panel Welcome, Stephen Cheney

PREMIER ENGINEERING GROUP, INC.

Homepage

Manage your own time punches

Manage your own reimbursements

See your own weekly or by project time

See basic project details (see below for budget info)

See a compact list of all projects

Calendar with dates: Surveys, Progress Due, CDs Due, Out to Bid

Open Projects at a Glance

- 11062 VA - Endo Correct Deficiencies - CO**
Out To Bid:
Stage: Not Selected
Notes:
- 18112 Randolph HS - Field House**
Out To Bid:
Stage: CA
Notes:
- 20060 Morris Knolls Fire Alarm**
Out To Bid:
Stage: Not Selected
Notes: Need to survey Maint. Garage & few locked rooms incl sprinkler room; identify gas RTU's for CO
- 21023 Randolph HS Commons Entrance Renovations**
Out To Bid:
Stage: Not Selected
Notes: Revised - awaiting backgrounds

My Hours for the Week of 10/10/2022 Totals

Total Regular Time:	0
Total Overtime:	0
Total PTO:	0
Total Holiday Time:	0

Project Details

Select a project to show the "Project Management For . . ." button

This will get you to the project page with **budget information** and the **market segment**.

The screenshot shows the Admin Panel of the Premier Engineering Group, Inc. The main content area displays the details for project 21025, titled "21025 Bloomfield BOE, Foley Field House - New Construction". The project is currently in the "Open" state. A red arrow points to the "Project Management for 21025" button, which is highlighted with a red box. The button is located at the bottom of the project details section, next to the "Export Full Single Project" button. The project details include fields for ID, Name, Client, Owner, Market, PSA, Owner Name, Client Contact, Awarded Date, Progress Due, Bids Due, Out to Bid, Current Project Stage, Survey Date, Initial Notes, Specs, Book, Backgrounds, Survey Notes, Existing Conditions, and Holding Tank. The "Project Management for 21025" button is located at the bottom of the project details section, next to the "Export Full Single Project" button.

The screenshot shows the "Existing Conditions" and "Budget Information" sections of the project details page. The "Existing Conditions" section includes a text input field for "Existing Conditions . . ." and a dropdown menu for "Market Segment" with the option "Select . . .". The "Budget Information" section includes a text input field for "Construction Estimate", a text input field for "Total Project Budget", and three rows of data: "DD: Design Development . . .", "CD: Construction Drawings . . .", and "CA: Construction Admin . . .". At the bottom of the page, there are toggle switches for "Holding Tank" (off) and "Open" (on), and a "Submit" button.

Admin Panel

Admin Panel Welcome, Stephen Cheney

Weekly Payroll **Project Totals**

Manage Project Info Clear Deleted Punches
24 Punches to Delete
7 Breakdowns to Delete

Admins
gcheney@pegmep.com
dgrilo@pegmep.com
scheney@pegmep.com
New admin email ...

Hour Breakdown Types
Select Type ...

Project Setup
Project Setup ...

Survey
Survey ...

Calculations
New work type ...

Quick Add Project Last Project Added: 22064 Max ID: 22068 Clear

Project Id ... Project Name ...

Client ... Owner Name ... Client Contact ...

Awarded Date 12/31/2001 Progress Due 12/31/2001 CDs Due 12/31/2001 Out to Bid 12/31/2001 Client Contact Info >

Current Project Stage Select Type ... Survey Date 12/31/2001

Initial Notes ... Specs Book

Backgrounds Backgrounds ...

Survey Survey ...

Existing Conditions Existing Conditions ...

Holding Tank Closed Submit

Project Management for 21025

Weekly Payroll - Click here to manage payroll for each employee. Shows week-by-employee. Only calculates time Breakdowns for total hours

Project Totals - Click here to view Project hours, budget, and rates

Manage Project Info - Click here to see the expanded project details for individual projects. Includes Budget and Market Segment info

Clear Deleted Punches - Permanently deletes timepunch project rows and breakdowns that users have deleted.

Project Totals

Select a project here. Searchable fields are listed in the search box. Hint: You can select PTO, UPTO, Holiday, etc. paired with the date filter to find an employee's time off for a period of time.

Pick an employee. The box below will show only their hour breakdowns for the project selected.

This box shows the total hours for the project across all employees. Broken down by work type.

Admin Panel Welcome, Stephen Cheney

Project Totals

Selected Project: 22025 Bloomfield BOE: Early Childhood Learning Center - HVAC Upgrades

Include Closed Projects ☐

ID, Name, Client, Owner, Market ... 🔍

- 22024 Bloomfield BOE: Carteret ES - HVAC Upgrades
- 22025 Bloomfield BOE: Early Childhood Learning Cen - HVAC Upgrades
- 22029 Springfield BOE, Florence M Gaudineer MS - HVAC Upgrade
- 22031 Washington Borough Wastewater Treatment Plant - Fire Alarm Design
- 22035 East Brunswick BOE, Hammarskjold MS - New Room Partitions
- 22036 31 Morris Street - New Multi-Story Bldg

Filter by dates ☐

Start Date End Date

10/1/2022 10/31/2022

This box allows you to filter hours by a timeframe. Once the "Filter by dates" button is checked on, you will be able to enter dates. If it is off, the hours shown are for all time.

Individual Kevin Adap

Type of Work	Hours
Project Setup:	9.5
Calculations:	0.5
Design:	7.5

Individual Time: **17.5**

Budget Information

Construction Estimate

Construction Estimate ...

Total Project Budget

Total Budget ...

DD: Design Development ...

CD: Construction Drawings ...

CA: Construction Admin ...

Total

Type of Work	Hours
Design:	11.5
Project Setup:	9.5
Calculations:	0.5
Survey:	2

Total Time: **23.5**

Employee	Hours	Rate	Subtotal
Chris Muse:	4	Rate ...	\$0.00
Kevin Adap:	17.5	Rate ...	\$0.00
Stephen Cheney:	2	Rate ...	\$0.00

This box shows the total hours by employee for the specified project. You can enter a rate for them (number only, do not enter \$ char), and the total cost will be calculated. *These rates are tied to the ind. project and will not populate across projects.

Total Time: **23.5** Cost: **\$0.00**

Budget information will show up here. You can edit the info and it will save on any change.