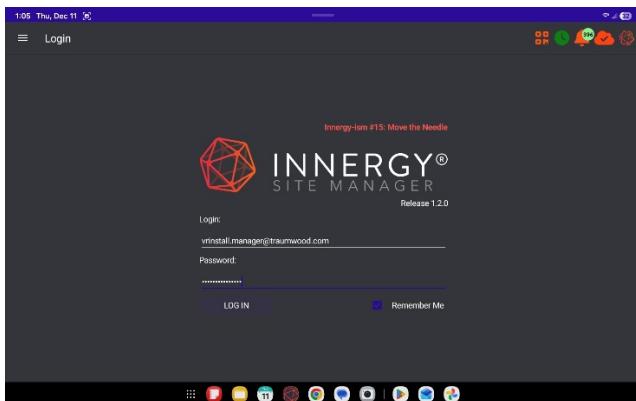




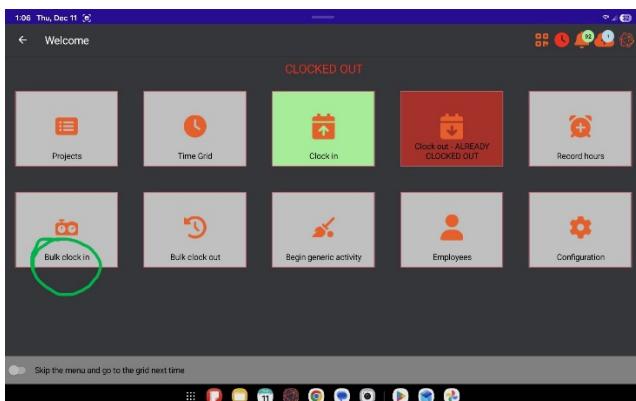
TRAUM  
WOODWORKING

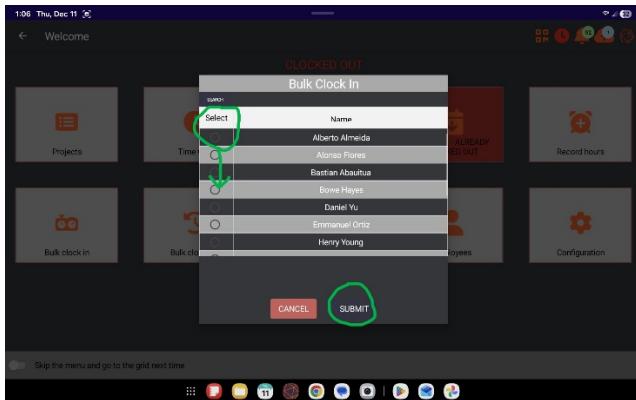
## Site Manager Clock In/Out Procedure

1. Log in to Site Manager
  - 1.1. User; [vrinstall.manager@traumwood.com](mailto:vrinstall.manager@traumwood.com)
  - 1.2. PW; VRInstall12345!



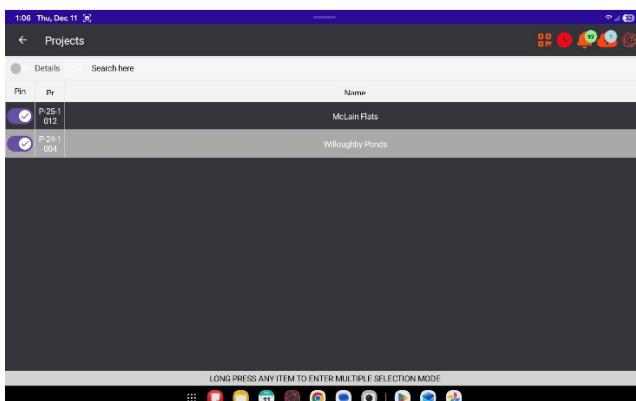
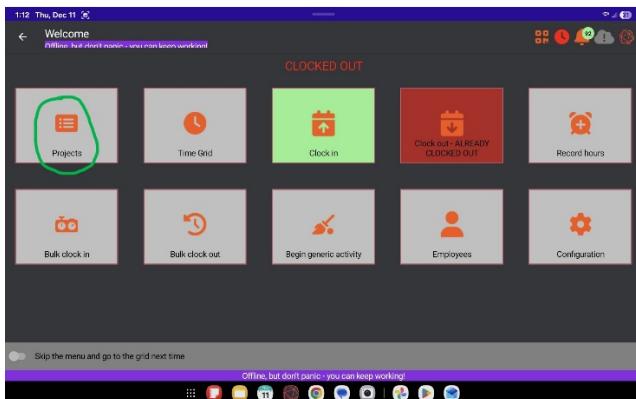
2. Press “Bulk Clock In”
  - 2.1. Choose All installers on site to clock in
  - 2.2. Press Submit





### 3. Press “Projects”

#### 3.1. Choose correct project if more than one



### 4. Press “Work Orders”

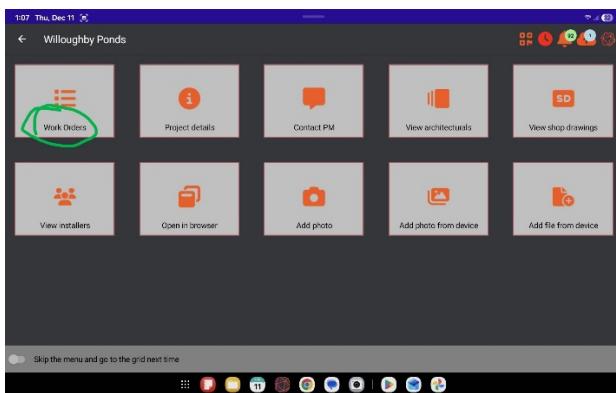
#### 4.1. Choose correct work order

#### 4.2. Press “Bulk Begin Activity”

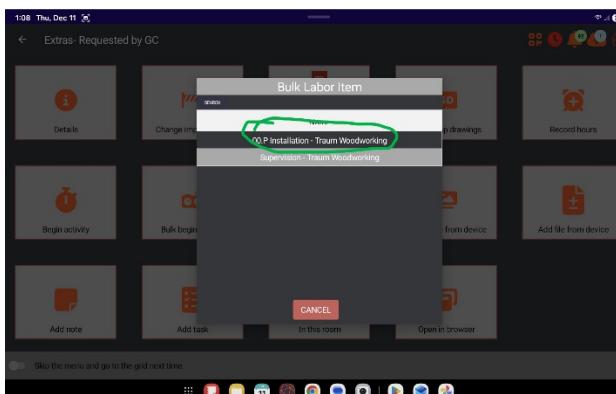
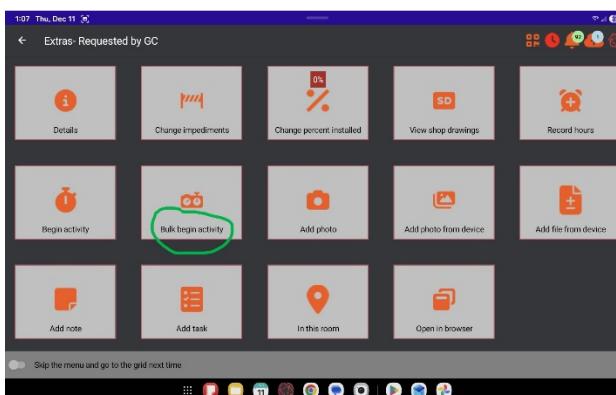
#### 4.3. Press “00.P Installation”

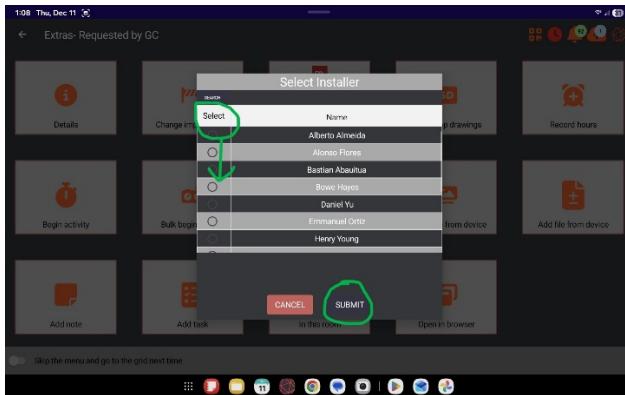
#### 4.4. Choose installers from list

#### 4.5. Press “Submit”

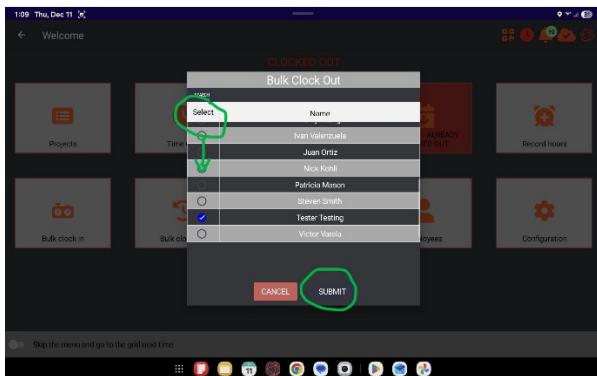
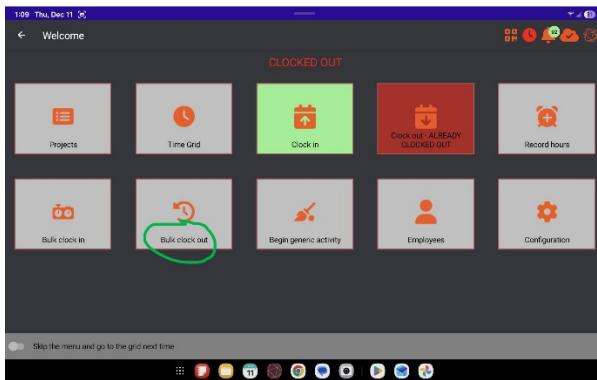


Work Order		Name
Icon	WO No.	
P-24-1004-021		Art Hall/Paneling
P-24-1004-031		Ash doors
P-24-1004-029		Back Hall
P-24-1004-019		Bar
P-24-1004-039		Basement Mech. Doors
P-24-1004-011		Bert
P-24-1004-010		Entertainment
P-24-1004-003		Entry Foyer Closet: 100
P-24-1004-079		Exercise Storage
P-24-1004-038		Extras Requested by GC
P-24-1004-060		Front Porch





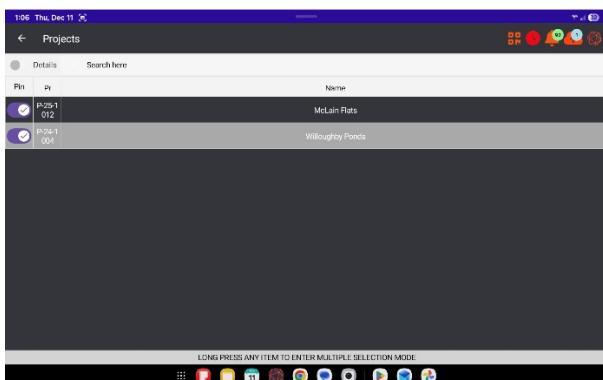
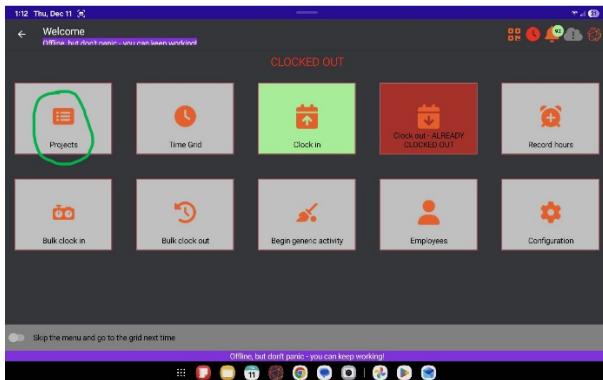
5. If there are multiple work orders being worked on at the same time then repeat step 4 with the correct work order and corresponding installers.
6. If installers need to be assigned a new work order during the day repeat step 4 for the new work order and corresponding installers
7. At the end of day press the back button until the Welcome screen appears
8. Press “Bulk Clock Out”
  - 8.1. Choose all installers on site that are clocked in
  - 8.2. Press “Submit”



# How to add photos

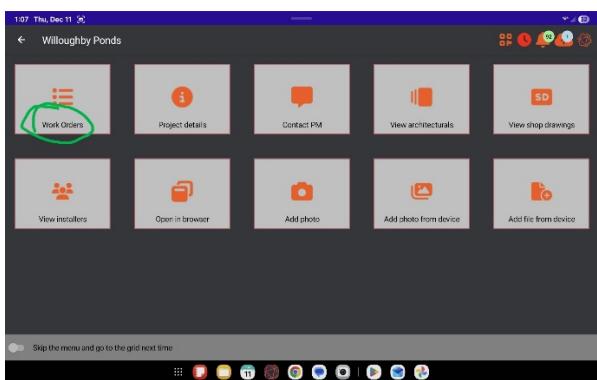
## 1. From Welcome screen press “Projects”

### 1.1. Choose correct project



## 2. Press “Work Orders”

### 2.1. Choose correct work order



1:07 Thu, Dec 11

Willoughby Ponds

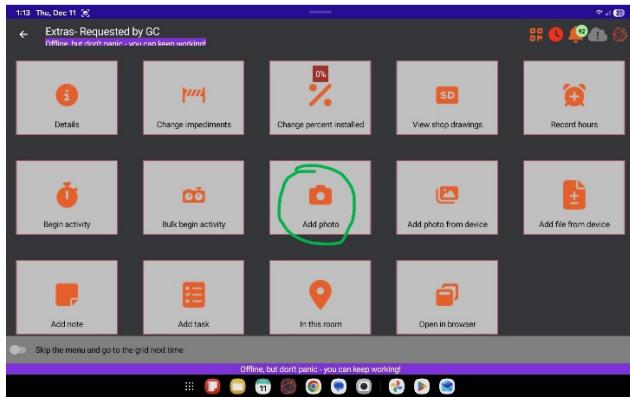
Details install Search here

Work Order

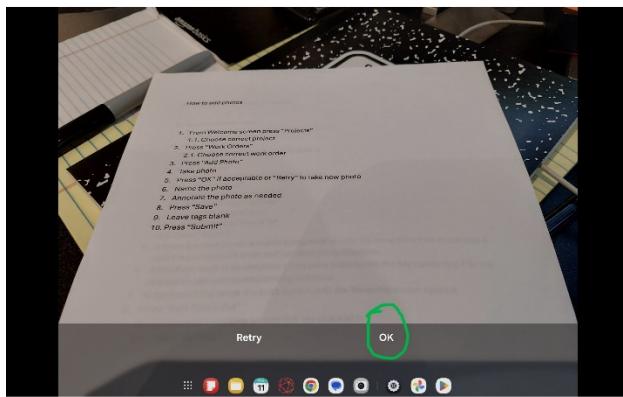
Icon	WO No.	Name
P-24-1004-0211		Art Hall/Paneling
P-24-1004-0311		Ash Doors
P-24-1004-0261		Back Hall
P-24-1004-0131		Bar
P-24-1004-0351		Basement Mech. Doors
P-24-1004-0111		Den
P-24-1004-0191		Entertainment
P-24-1004-0021		Entry Foyer Closet- 100
P-24-1004-0251		Exercise Storage
P-24-1004-0381		Extras- Requested by GC
P-24-1004-0221		Guest Bath

LONG PRESS ANY ITEM TO ENTER MULTIPLE SELECTION MODE

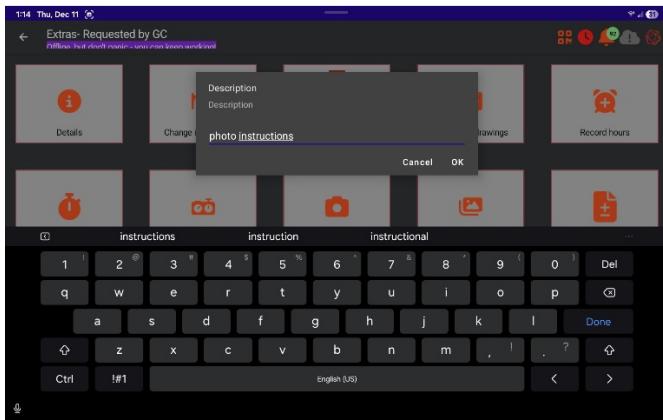
## 2.2. Press “Add Photo”



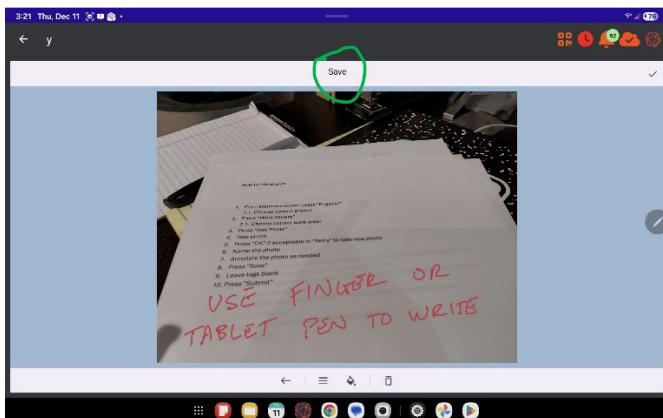
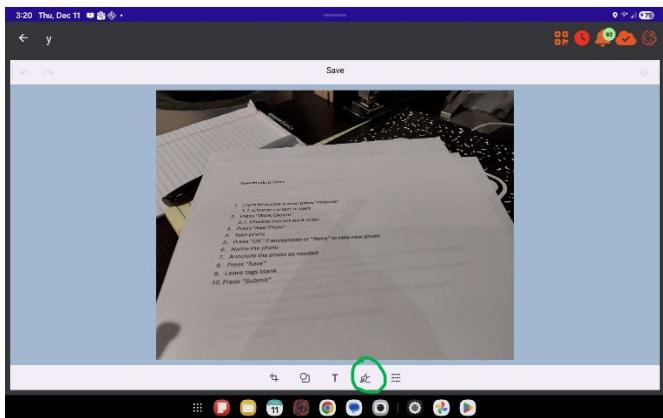
3. Take photo
4. Press “OK” if acceptable or “Retry” to take new photo



## 5. Name the photo

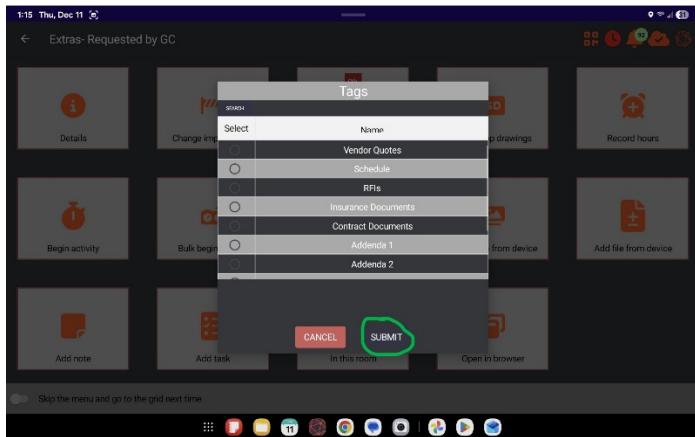


## 6. Annotate the photo as needed



## 7. Press "Save"

8. Leave tags blank
9. Press “Submit”

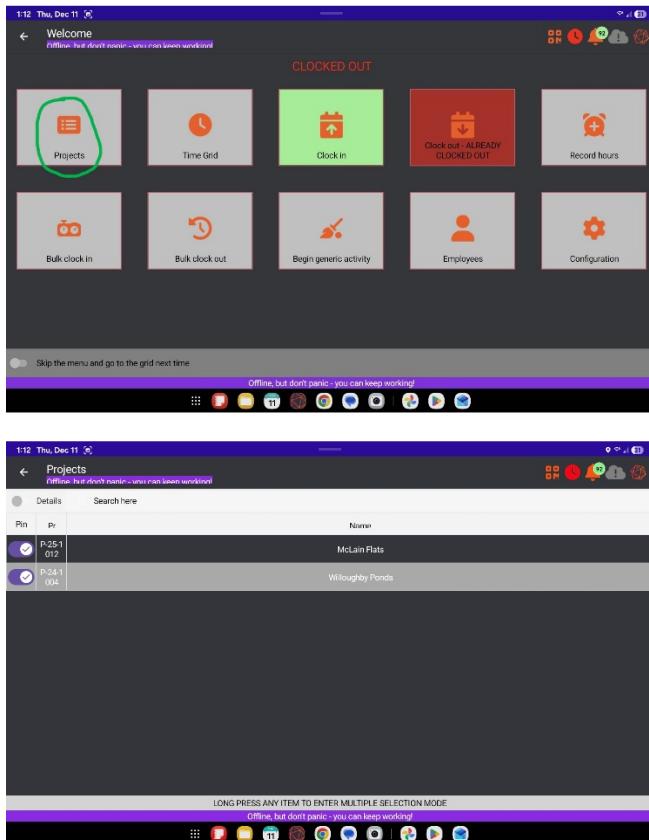


\*PLEASE TEXT ME OR THE PM TO LET US KNOW A PHOTO HAS BEEN SUBMITTED\*

# How to add Notes

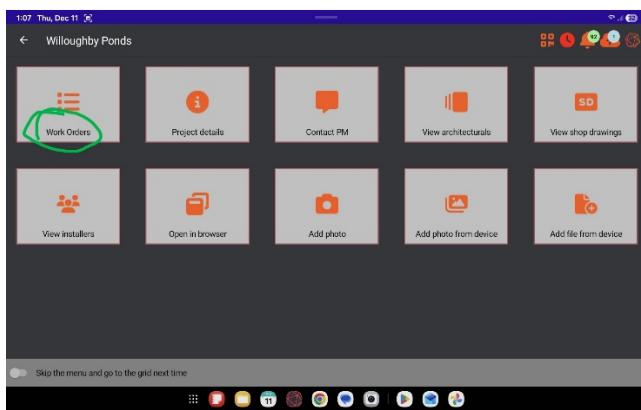
## 1. From Welcome screen press “Projects”

### 1.1. Choose correct project



## 2. Press “Work Orders”

### 2.1. Choose correct work order

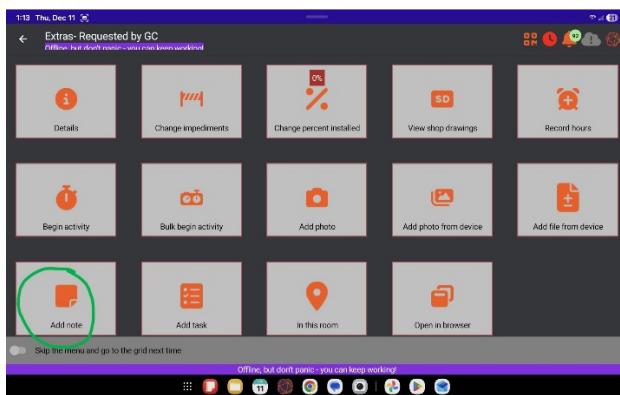


1:07 Thu, Dec 11

Icon	WO No.	Name
	P-24-1004-0211	Art Hall/Plauding
	P-24-1004-0311	Ash Doors
	P-24-1004-0261	Back Hall
	P-24-1004-0131	Bar
	P-24-1004-0351	Basement Mech. Doors
	P-24-1004-0111	Den
	P-24-1004-0101	Entertainment
	P-24-1004-0021	Entry Foyer Closet- 100
	P-24-1004-0251	Exercise Storage
	P-24-1004-0381	Extras- Requested by GC
	P-24-1004-0291	Paint Schedule

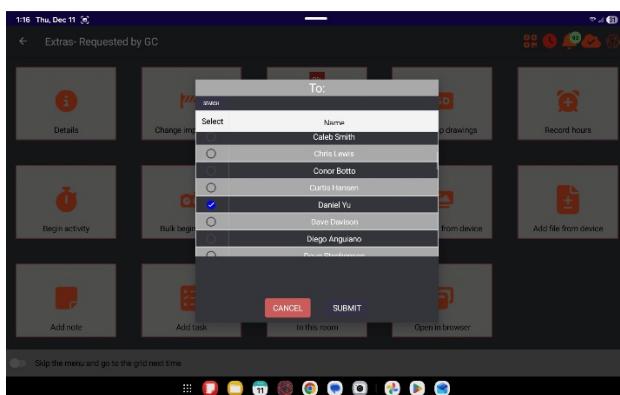
LONG PRESS ANY ITEM TO ENTER MULTIPLE SELECTION MODE

### 3. Press “Add Note” (usually to list out Extras for GC)



### 4. Tag “Daniel Yu” and I will get notification

### 5. Press “Submit”



6. Enter notes
7. Press "Submit"

