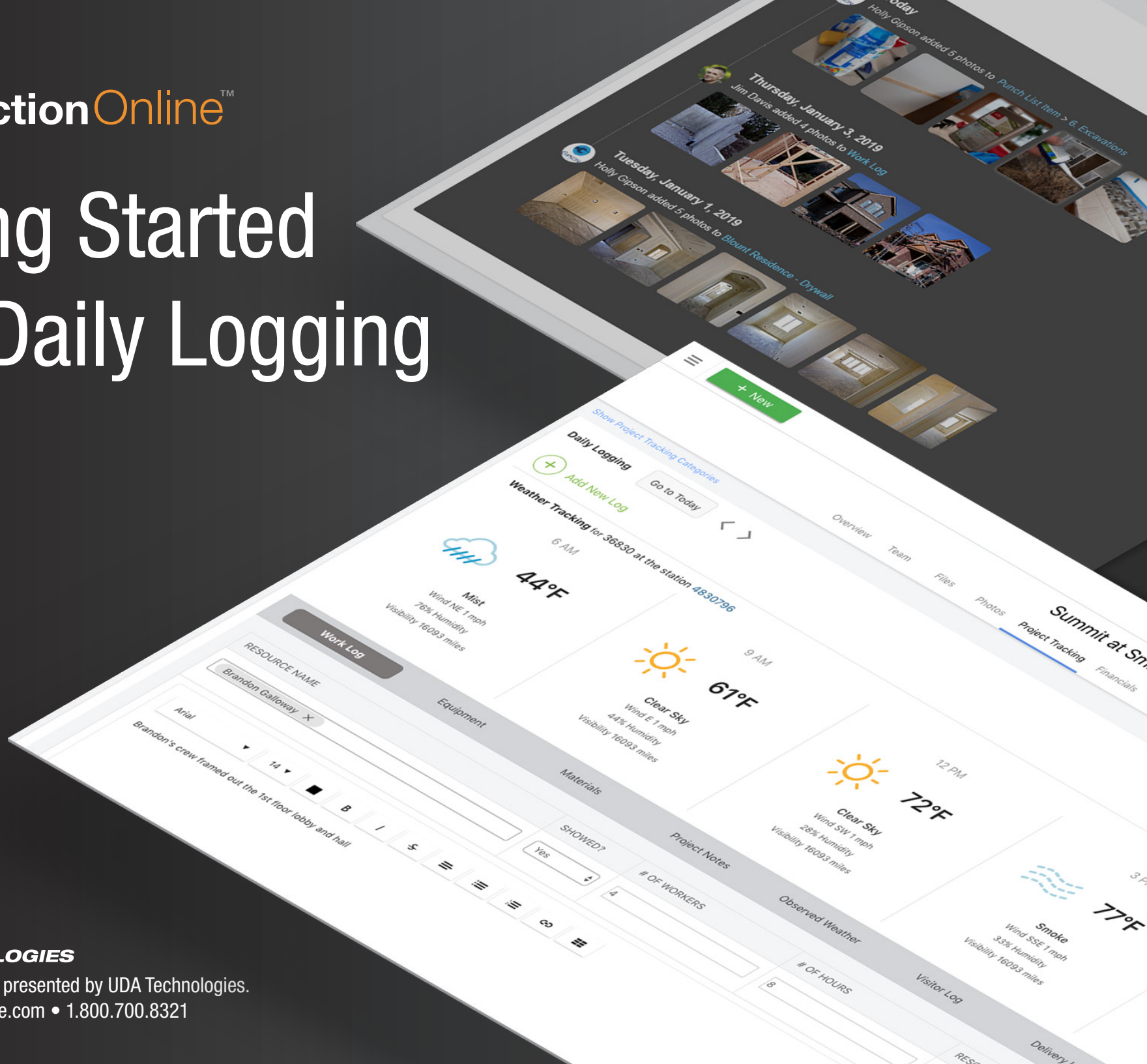


# Getting Started with Daily Logging

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# Daily Logging - Day View

The Day View allows you to view and create log entries for a specific date. You can also view any historical weather conditions for that day.

Daily LoggingGo to Today<>


DayMonthPhotostream

+ Add New Log

Tuesday, April 16


Weather Tracking for 36830 at the station 4830796

6 AM

44°F


Mist  
Wind NE 1 mph  
76% Humidity  
Visibility 16093 miles

9 AM

61°F


Clear Sky  
Wind E 1 mph  
44% Humidity  
Visibility 16093 miles

12 PM

72°F


Clear Sky  
Wind SW 1 mph  
28% Humidity  
Visibility 16093 miles

3 PM

77°F

Smoke  
Wind SSE 1 mph  
33% Humidity  
Visibility 16093 miles

6 PM

74°F

Clear Sky  
Wind S 1 mph  
35% Humidity  
Visibility 16093 miles

Work LogEquipmentMaterialsProject NotesObserved WeatherVisitor LogDelivery LogDelay

RESOURCE NAME

SHOWED?

# OF WORKERS

# OF HOURS

RESOURCE TYPE

Yes

Framer


Arial14B/

Enter item notes here...

Attach photo or file

Save

Work Log posted by Jim Davis on 04/18/2019 at 10:59 AM

Brandon Galloway  
Parrish Construction

Shown?

# of Workers

# of Hours

Resource Type


Yes

5

8

Framer

Brandon's crew worked on framing Warehouse 2



Record historical weather conditions for your jobs with Automated Weather Tracking.

Create log entries for work performed, equipment and materials used, site visitors, deliveries and much more.

View any logs created on this day, along with any attachments.

# Daily Logging - Month & Photostream Views

The Month View gives you a quick overview of what days contain log entries, and what types were created. The Photostream shows any photos attached to log entries.

Daily Logging

Go to Today

<

>

+ Add New Log

SUN 30	MON 31	TUE 1
6	7 1 Observed Weather 1 Visitor Log	8
13	14 2 Work Log 1 Delivery Log	15 1 Observed Weather 1 Visitor Log 1 Work Log 1 Delivery Log 1 Materials
20	21 3 Observed Weather	22
27	28	29

+ New

Gipson Construction

Summit at Smiths Square

OverviewTeamFilesPhotosProject TrackingFinancialsCommunicationCalendars & SchedulesRedline™ Planroom

Show Project Tracking Categories

Daily Logging

DayMonthPhotostream

ShowFeb 28 - Mar 29, 2019for: All Contacts

Today

Holly Gipson added 5 photos to Punch List Item > 6. Excavations

Thursday, January 3, 2019

Jim Davis added 4 photos to Work Log

Tuesday, January 1, 2019

Holly Gipson added 5 photos to Blount Residence - Drywall

install-a-tile-backsplash-fillexpansiong...

UPLOADED Fri, December 21, 2018

UPLOADED BY Holly Gipson

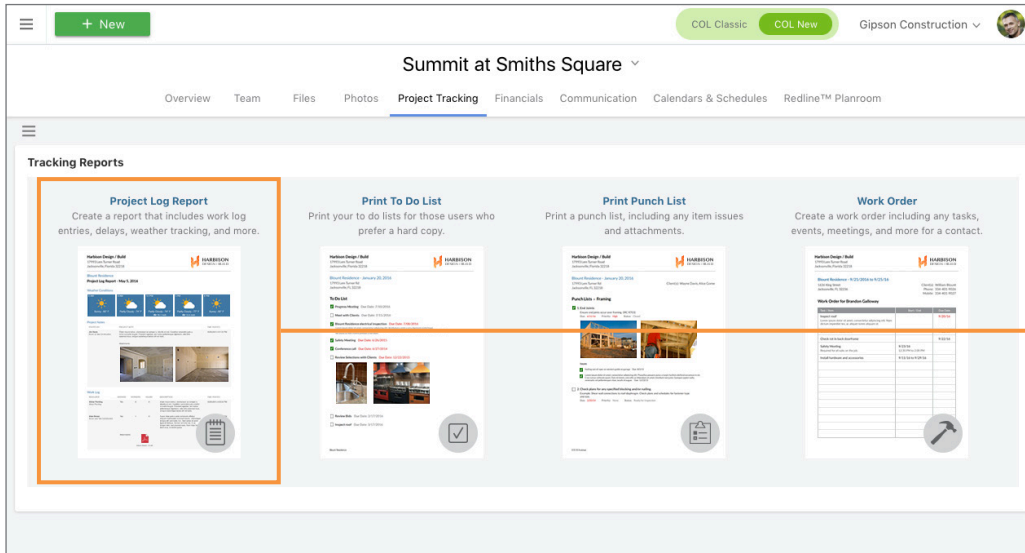
DIMENSIONS 700 x 700

FILE SIZE 323 KB

LOCATION Shoppes at Midtown Mar...

# Daily Log Report

Easily create a comprehensive report of your project's log activity, perfect for printing, sharing or documentation.



**Project Log Report**

SELECT PROJECT  
Summit at Smiths Square

Select day or date range to generate report for  
START DATE  
END DATE (OPTIONAL)

Filter report by  
RELATED CONTACT  
LOG CREATOR

Select log types to show in the report

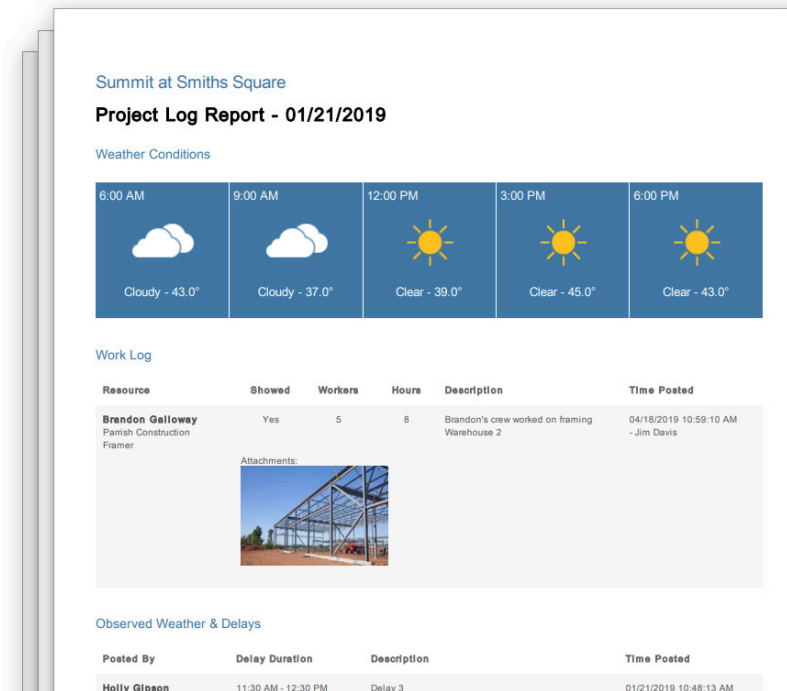
- ☒ Work Log
- ☒ Equipment
- ☒ Materials
- ☒ Project Notes
- ☒ Observed Weather
- ☒ Visitor Log
- ☒ Delivery Log
- ☒ Custom

Report Options

- ☒ Show weather tracking
- ☒ Print each day on a separate page
- ☒ Include attachment previews
- ☒ Hide sections with no log entries

Create Cancel

Quickly create a professional Project Log Report by defining the date range, types of logs to include, log creator and more.



# Additional Logging Features

Get even more out of Daily Logging by setting reminders to create logs, adjusting employee permissions, and giving subs access via TeamLink.

**1 Control Employee Permissions**

The screenshot shows the 'Company Employee Settings' page, specifically the 'Permissions' tab. Under 'User's Permissions for Company Projects', there are several categories of permissions. The 'Daily Logging' permission is highlighted with an orange box, showing it is set to 'Can Create, Edit, & Delete'.

**2 Set Reminders to Create Logs**

The screenshot shows the 'Required Logs' dialog box, specifically the 'Create Reminder' tab. It prompts the user to 'Set Reminders to Create Project Logs'. The 'Reminder Settings' section shows the recipient as 'Brandon Barker', the project as 'Summit at Smiths Square', and the log type as 'Work Log'. The reminder is set to be sent on 'Friday' at '12:00 AM'. The reminder message is: 'Brandon, Please be sure to enter your logs on Fridays'. The 'Send Reminder via' section has 'Email' selected.

**3 Allow TeamLink Users Access**

The screenshot shows the 'Client & TeamLink™ Features' page, specifically the 'TeamLink™ Features' tab. Under 'Choose What Your Subcontractors Can See', there are several options. The 'Project Logging' option is highlighted with an orange box, showing it is checked, with the description 'Subcontractors can create and edit log entries'.

## 1 Control Employee Permissions

Choose which employees will receive access to Daily Logging.

## 2 Set Reminders to Create Logs

Create email and text reminders for your employees to create log entries. You can specify the log types and what days the logs need to be created.

## 3 Allow TeamLink Users Access

You can choose to allow your TeamLink users to create and edit log entries.