

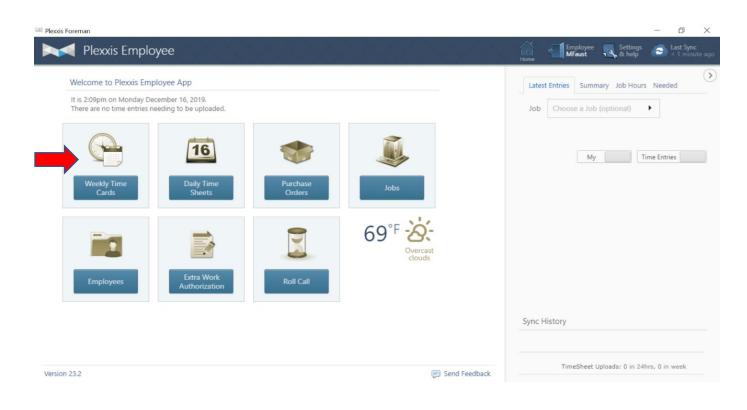
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Completing Hour & Production Entry

Step #1 – Log in to Plexxis (Foreman App)

Step #2 - Click the 'Weekly Time Cards' icon



Step #3 – All employees under 'Require Actions' will come up. But you can search and sort using the menus in the upper right. To enter hours, click the 'Add Hours' Icon.

You may sort the pending payroll requests by specific 'Job Site', by selecting that job from the drop-down menu in the right-hand corner. Make sure you click the white slider so it displays 'Job'.

Or if you click the white slider so it displays 'my list' you can create lists with any employees you'd like.

Requires Actions (2)	Completed (0) All			Clicking the white slider will change your view from 'My	My List Training (2 e	^{ntrie} to s	dropdown menu to see different	
Employee This Week (Dec 15 to Dec 2	Daily Entries	Total		List' to 'Job'	For week of	sele	s/lists and ect what you d	
DUMMY CHECK-TESTI (BPTEST1)	S M T W T F S 0 0 0 0 0 0 0	0 Reg	Add Hours		Summar			
2 DUMMY TWO CHECK (BPTEST2)	S M T W T F S 0 0 0 0 0 0 0 0	0 Reg	Add Hours	Click this icon to enter hours for		Sheets Left it & Signed	2	
				payroll and production		Total	2	

Step #4- Once you select an employee, the 'Activity Sheet Entry' window will then pop up on your screen. This is where you can see and enter daily hours and production levels. You can edit hours to move them to different areas of productivity, change their 'hour type' for those hours, and add or subtract hours for each employee as needed.

Don't forget to enter production numbers! Pay attention to the unit (Square feet, linear feet, sheet, etc.). This box is the one that comes up on the right side of the 'hours' box.

	K b			Home Admin Settings Settings Settings Settings Settings
Click this menu to see different jobs, select the site needed for each employee.	Activity Sheet Entry JOB Berg Headquarters ()		HECK-TESTIN (B)	For week of Thickton Click this menu to make changes to 'hour type' if you need to enter overtime hours
DUMMY C (BP at 1) DUMMY TWO CHECK	Search Sun Dec 15	Mon Tue Wed Thu Dec 16 Dec 17 Dec 18 Dec 19	Fri Sat Dec 20 Dec 21 Total	Dec 15 - Dec 21 nmary S M T W T F S 0 0 0 0 0 0 Time Sheets Left 2 0 hours reg 0 0 0 0 0 0 0
(BPTEST2) 0	Activity Demo (SF) (7002)	0 8 0 0	0 0 0	Hours soft Absent Submit & Signed 0
	Frame Full Height 0 (1110) Framing Allowance		2 3 🕇	8 0 Add New Fieldworker UTS Type Hours
This column shows the different 'activity'	(1999) General Supervision (8005)	0 0	5 6 🖡	Regular 0
options. Make sure to ype in the row, for the	Hang Drywall Bottom (2000)		8 9 Clear	EmployeesOnce you click and select a box for day and activity, the keypadFormActivityWill pop up. Use this to enter
activity each employee completed that day.	0	0 0 0	. 8 Accept	hours and production numbers for each employee, each day.

Step #5- Before closing your app, be sure to check the upper right corner to sync your app. If you DON'T sync your app, the hours you entered will not be accessible by the payroll department.

	– 0 X
Admin Settings Home MFaust & help	East Sync 9 days ago
My List Training	Manage My Lists
For week of This Week	•
Summary	
Time Sheets Left	0
Submit & Signed	0

Purchase Order Processing Guide

Step #1 - Log into Foreman App (Plexxis) and click the Purchase Orders card

Plexxis Foreman										×
	Plexxis Administ	trator		Admin jk	Se &	ttings help	2	La 39	st Syn I minu	ic ites ago
We	come to the Plexx	is Administrator Ap	op	Latest Entries Summa	ry Jo	b Hou	irs N	leede	ed	\diamond
	11:41am on Wednesday I e are no time entries nee			To make A Material Rec go her	lues	ts,			S 0	
		16		Bailey Irish (BAI817)		Τ V 0 ε				
	Weekly Time Cards	Daily Time Sheets	Purchase Orders	Bellini Fellini (BEL817)		T V 8 8				
				CarnationFlowerMr (137)		T V				

Step #2- Choose Material Requests Tab on the left. Then find the Job you want to create a material request for, this will be on the menu on the left-hand side of your screen. Then hit the "Create New" button to create a new Material Request, once you select your job.

Plexxis Fore	man						-	- 🗆 X
🔶 Ma	aterial Requests	s 🧊				Admin jk	Settings 🥃	Last Sync 40 minutes ago
	Q Search Jobs		Willhelm Elders	5 (JO-0	0064) >			
Purchase Orders	All Jobs	40/85	+ Create New	3				
	Recent Jobs	1/3	Authorizations	_		Job	Required 🗸	Status
Material Requests	X LOS OLAS		RQ-16279	View	Modify Done	Willhelm Elders (JO-00064)	Nov 12, 2019	Submitted
R	J16-0004 Top Build head office	11/20	RQ-16648	>	2 ⊥	Willhelm Elders	Nov 8, 2019	Open
Extra Work Authorization	JO-00064 Willhelm Elders	4/35		View	Modify Submit	(JO-00064)		
	JO-00066 Red Bull Racing	3/4	RQ-16785	View	Modify Done	(JO-00064)	Nov 5, 2019	Submitted
	0-9		RQ-16595	View	Modify	Willhelm Elders (JO-00064)	Nov 4, 2019	Open
	1128 Highland Hospital ATR Project	0/1	RQ-16543	View	Modify Done	Willhelm Elders (JO-00064)	Nov 4, 2019	Submitted
	1463 Equipment 1463	1	RQ-16332	View	Modify Done	Willhelm Elders (JO-00064)	Oct 30, 2019	Submitted
	865D Capper 769 North	0/9	RQ-14973	View	Modify Done	Willhelm Elders (JO-00064)	Oct 26, 2019	Submitted

Step #3 Choose the vendor you would like to get items from, in the 'Source' drop down menu. Then hit the "Add Item" button.

h Ma						
Purchase	Q Search Jobs	Material Request Form			_	
Orders Material Requests	Recent Jobs 19002 X LOS OLAS	JOB DATE REQUIR JO-00064 (Willhelm El) Wed, Nov + Add Item + Budgeted Materials	13 - SUPPLIER	Vendor Watson Building Su (+	equired 4	Status Submitted
Extra Work Authorization	J16-0004 Top Build head c JO-00064 Willhelm Elders	Material (0) Photos/Notes (0) Description	Size	Quantity Floor	ov 8, 2019	
	JO-00066 Red Bull Racing 0-9		No data		ov 5, 2019 ov 4, 2019	Submitted Open

Step #4- Here another search window pops up, and you can use the different menus to find the item that you would like to add to the Material Order.

Diexxis Foreman					-	×
Sa Material						
	Item Picker	All Items	•			
Rac	Q		Туре	Fasteners > Framing Screws		
Alateria Materia Requests	STEEL	A	Speedtec Selftap	#10 X 3/4" SELF TAP PAN HEAD ROBERTSON HEAD (FSC-3/4" # 10 - SELFTAP)		
	FASTENERS			#8 X 3/4" SELF TAP PAN HEAD ROBERTSON HEAD (FSC-3/4" # 8 - SELFTAP)		
Authorization 20-	Framing Screws FSC Nails		Length	1-1/4" #10 FRAMING SCREW - DRILL		
	NAIL		1-1/4"	PACAKAGE OF 1000/CTN) (FSC-1-1/4" #10 FRAMING HEXHEAD)		
	Screws SC		7/16" 1/2" 3/4"	1/2" #8 FRAMING SCREW - DRILL POINT STAINLESS (10 PACKAGES OF 1500/CTN)		
	Shots & Pins SHTS/PIN		5/4	(FSC-1/2" #8 FRAMING SS)		
	INSULATION		Width	1/2" HWH (HEX HEAD) HEAVYGAUGE SCREWS (FSC-1/2" # 8 H/G HEX)		
a pas	T-BAR	<u>~</u>				
	OTHER	*		3/4" #10 FRAMING SCREW - DRILL () POINT HEX HEAD GALVANIZED (1		
	LABOR	<u>~</u>		PACKAGE OF 2000/CTN) (FSC-3/4" #10 FRAMING HEXHEAD)		
				3/4" #10 FRAMING SCREW - DRILL POINT STAINLESS HEX HEAD		

Step #5 After selecting your item, you need to select the items dimensions, packaging and the quantity needed. Here you can also select the floor you intend these materials for. Finally, when done selecting your quantities, hit the 'Submit' button. Or you may also choose the 'Add Another' button, if you need more items on this material order.

J16-0004 Top Build head c	+ Add Item + Budgeted Matenais	ov 12, 2019	Sub
JO-00064 Willhelm Elders	Add Item	ov 8, 2019	C
JO-00066 Red Bull Bacino	FSC-3/4" # 10 - SELFTAP (#10 X 3/4" SELF TAP PAN HEAD ROBERTSON HEAD)		Sub
0-9	SIZE QTY PACKAGE - (1 PCS) • X 1 PCS •	ov 4, 2019	c
1128 Highland Hospit Project	FLOOR FLOORTWO (Second F)		Sub
1463 Equipment 1463	2	ct 30, 2019	Sub
865D Capper 769 Nor	Cancel Add Another Submit	t 35, 2010	Cub
A		0120,2019	Sub

Step #6 To add photos and notes go to the Photos/Notes tab and hit "Add Photo Or Note" button.

NOTE If you cannot find a material you need, you should write the item you're looking for, the vendor, dimensions, and quantity needed in the 'Notes' section of your material request. This way your Project Manager can locate and add your needed materials to the order.

🔤 Plexxis Fore	man					- 🗆 ×
A Ma						
Purchase Orders	Q Search Jobs	Material Request Form	DATE REQUIRED	SOURCE		
	Recent Jobs 19002	JO-00064 (Willhelm El)		Vendor	equired	↓ Status
Material Requests	X LOS OLAS J16-0004 Top Build head c	+ Add Photo or Note		JER Watson Building Su (▶	ov 12, 20	019 Submitted
Extra Work Authorization	JO-00064 Willhelm Elders	Material (1) Photos/Note Author	Photo Note		ov 8, 20	
	JO-00066 Red Bull Racing	Creator	test		x ov 5, 20	19 Submitted
	0-9 1128				ov 4, 20	
	Highland Hospit Project 1463				ov 4, 20	
	Equipment 1463 865D				ct 30, 20	

OPTIONAL Step #7- You can also use the 'Add photos and Notes' tab to edit the photo

	Q. Search Jobs			
Purchase		Material Request Form		
Orders				
		Add Photo or Note	equired +	
Material Requests		AUTHOR	ov 12, 2019	
		Ma 👻		
Extra Work Authorization		Рното	ov 8, 2019	
		Take Photo	ov 5, 2019	
		My Photos	ov 4, 2019	
		test 3	ov 4, 2019	
			ct 30, 2019	
			ct 26, 2019	
		Save Cancel	ct 24, 2019	
		SIGNATURE	ct 23, 2019	

Step #8- When your material request form is complete, sign your name in the 'Signature' box and then press 'Save'.

Extra Work Authorization	JO-00064 Willhelm Elders		Author	Photo	Note					
	JO-00066 Red Bull Racing	modify	Creator		test			×	ov 5, 2019	
	0-9								ov 4, 2019	
	1128 Highland Hospit									
	Project								ov 4, 2019	Submitted
	1463 Equipment 1463								ct 30, 2019	
	865D Capper 769 Nor									
	A								ct 26, 2019	Submitted
	A0-RES DENVER HILLS S (Wonderland Ho				4				ct 24, 2019	
	в	-	IGNATURE:	0	-				2 23, 2019	Submitted
	B2-002 Asgard's Palace	Click to ac	ld Signature	A			Cancel	Save		
	1	L	RC	0-14450 C	ew Modify	Done	000-OU	64)	oct 21, 2019	Submitted

OPTIONAL Step #9- Once you save your material requests, you have three options that you may follow: You can 'View' the material request, if you need to

You can 'modify' the material request, in case you need to add or subtract items, or change quantities. You can 'submit' the material request, when you're finished with it



OPTIONAL Step #10- When you hit Submit, you may put the emails of the people that you would like to have contacted about this ticket and hit "Submit to Office" button

		wiinen	TEIGers	(10-00064)			
Purchase Orders	All Jobs	Submit to Office					
Material	Recent Jobs 19002 X LOS OLAS	Are you sure you want to (No new changes will be allow				Required 4	
Requests	J16-0004	EMAIL ADDRESSES TO NOTIFY	(seperate	with commas)		Nov 13, 2019	
	Top Build head offic	jklimova@plexxis.com	(seperate	. man commos	1		
Extra Work Authorization	JO-00064 Willhelm Elders					Nov 12, 2019	Submitted
	JO-00066	Search Your Contacts	Q	Name	Contact	Nov 8, 2019	
	Red Bull Racing	By Position		Job Customer	@Customer		
	0-9	Employees		Job Employee	@Employee	Nov 5, 2019	Submitted
	1128 Highland Hospital A Project	Job Contacts		Job Estimator	@Estimator	Nov 4, 2019	
	1463			Job Foreman	@Foreman		
	Equipment 1463			Job Project Manager	@ProjectManager	Nov 4, 2019	Submitted
	865D Capper 769 North			Job Site Super	@SiteSuper		
	А			Me	@Me	Oct 30, 2019	Submitted
	AO-RES DENVER HILLS SUBI (Wonderland Home	0		Office	@Office	Oct 26, 2019	
	в	Submit to Office	Cancel			Oct 24, 2019	Submitted
	B2-002 Asgard's Palace			* 02	1, Willhelm Elders	0.4.00.0010	Culouitted

I9 Processing Guide

Step #1 – Log in to BirdDogHR

NOTE If you have forgotten your password, please go to BirdDogHR's login screen and select forgot password.

Step #2 – Click the Manager Action Items tab (photo'd below), locate the employee you need- find three dots under the 'action' column. Click those three dots, and a drop-down menu will appear. From this menu select, 'Complete New Hire'

NOTE If you do not see an employee under Manager Action Items tab, view Incomplete New Hires tab. If under this tab it means the new hire needs to complete their part of onboarding first before moving forward.

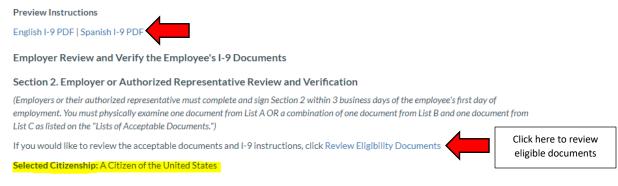
	o Company 💙		Onboarding Ashley
The Be	erg Group		
	New Hire Dashboard Electroni	c Filing Cabinet Reports Administration	
	Manager Action Items	Incomplete New Hires Recently Hired	
	Past 60	Days Filter	
	Showing 1 to 6 of 6		Display 10 v records
	New Hire Username Name	Current Job Title Process Step	Phone(s) Process Assigned To Action Started
	TEST, TEST TESTERTEST	Pending 1 Berg Management Foreman Drywall Approval Minnesot	(952) 448- 1/27/2020 Ryan Teig ••••

Step #3 – From here you will need to check the box to agree the statement above regarding electronic signatures, then click 'Submit'. Please refer to the photo below.

\bigcirc	•	\bigcirc	•					
Employee	Login	19	Additional Info	Review	Sign	Complete		
Manager I	Login							
Enter your mar	nager username a	ind password in	order to sign this employe	ee's documents and	l click Submit			
I agree to sign these electronic PDF documents using 'click' signature technology. I understand that a record of each document and my signing of it will be stored in electronic code. I intend both the signature I inscribe with the 'click' signature technology and the electronic record of it to be my legal signature to the document. I confirm that the document is 'written' or 'in writing' and that any accurate record of the document is an original of the document.								
I agree to the	above statement.							
Username:								
apeters@berggroup.us								

Step #4 – You will now look at the employee's original documents for the I9 form. They need to have **one document from List A** or (**two documents**) **one from List B AND one from List C**. These documents need to be 'originals', you cannot accept photocopies of any document(s). Use the drop-down menus to select the appropriate document(s) presented. Once selected, an 'example' of each document will be displayed to compare the document(s) the employee has presented, and ensure you've chosen the right document type from the drop-down menu. Check the box attesting to authenticity of document(s) and click the blue 'Next'.

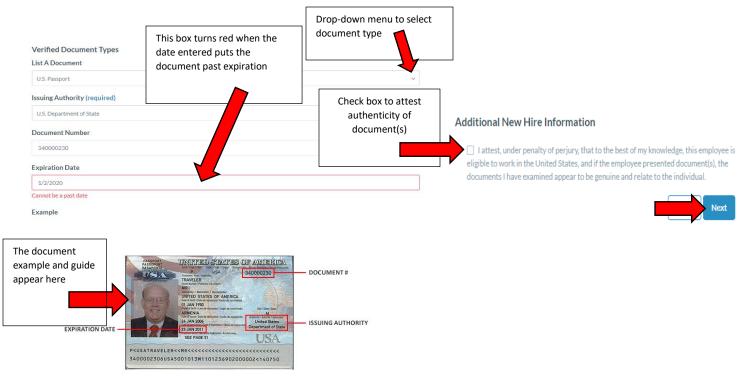
NOTE Spanish instructions are provided. Simply click the 'Spanish I-9 PDF' link on the page. It is shown next to the red arrow below. You can also Review Eligible Documents.



Verified Document Types

NOTE If the document received is not available for selection, Selected Citizenship could be incorrect, and employee will need to be 'unlocked' under the Manager Action Items tab and Action column. Please reach out to HR (apeters@berggroup.us/952-448-1106) for further assistance.

NOTE Please check the document(s) the employee presents and ensure that the name and information match the employee, and the document(s) are not past the expiration date, this would make them ineligible to work.



Step #5 – The next page will ask you for additional information about the new hire, including start date, employee gender and the employee's race. When you have finished, click the blue 'Next' button.

Employee	Login	19	Additional Info	Review	Sign	Co	omplete
Start Date (re					-		-
1/27/2020							
Employee's G	ender (required)						
Male							~
Employee's R	ace (required)						
Two Or More	Races						~
						Back	Next

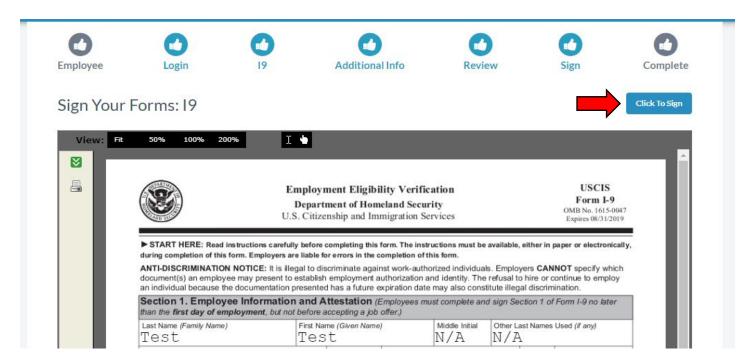
Step #6 – The next page will ask you to verify the information you entered about the employee's document(s). When you have finished reviewing the information, click the blue 'Next' button.

NOTE If you need to make changes, select the incorrect information (in blue), it will direct you to where it appears, and you can then make the necessary changes to correct information.

	Employee	Login	19	Additional Inf	D Revie	ew Sign	Complete
	Manager Dat Is all data correct? Click links to make cha		n - Revie	ew and Approv	'e		
	List A Identity and Emp	OR		entity	AND	List C Employment Authorizat	ion
	Authorization Document Title:	U.S. Passport	Do	cument Title:		Document Title:	
These would be examples of	Issuing Authority:	U.S. Department of State		uing thority:		Issuing Authority:	
information that could be edited	Document Number:	123123456		cument mber:		Document Number:	
	Expiration Date:	1/29/2020	Ex	piration Date:		Expiration Date:	
	Start Date:	1/27/2020					

Step #7 – Now you need to electronically sign the I9 document by clicking the blue 'click to sign' button. When you are done, the form will be submitted and I9 process will be complete.

Once completed, the new hire will be in the Foreman App the NEXT day.



NOTE When you have completed the process, BirdDogHR will display the message shown below.

Employee	Login	1 9	Additional Info	Review	Sign	Complete
	Ŭ				, in the second s	· ·
Employee						
TEST TEST						
	nboarding Status					
Employee Cor Onboarding	mpleted and Signed					
		rding				
-	fied and Signed Onboa					

For further questions or concerns, contact the Berg Group HR department- Ashley Peters, <u>apeters@berggroup.us</u>.

E-Verify Cheat Sheet

The following states require E-Verify:

- Alabama
- Arizona
- Georgia
- Louisiana
- Mississippi
- North Carolina
- South Carolina
- Tennessee
- Utah
- E-Verify needs to be completed within the first three days of work for an employee. If a List A item is provided for completing an I-9, it is required to email photocopies (Front and Back) directly to Human Resources in order to complete the E-Verify process. The List A document only needs to <u>HR@bergggroup.us</u>.
- Foreman and Superintendent will be notified if any further action is required.
- If employee is contesting results, employee is eligible to work for eight days or until the case is closed; whichever happens first.
 - o Employee has 8 working days to close case with SSA or DHS
- If an employee does not contest negative results, this will result in the termination of an employee. A term form will need to be filled out, and this reason will fall under the 'voluntary' list of reasons for termination.

Rehire Cheat Sheet

- If employees are being rehired, the foreman for that employee must contact the General Superintendent. No employees can be rehired without a General Superintendents approval.
- Employees are not to begin working for pay, until they have been deemed eligible for rehire <u>AND</u> complete the appropriate rehire process.
- General Superintendents will contact HR by email <u>HR@berggroup.us</u>. In the email they are to include the name of the candidate, the preferred date of hire and copy the foreman, to start the rehire process.
- Human Resources will recommend one of the following actions based on eligibility:
 - 1) If it has been <u>less than 150</u> days since the candidate's termination, HR will confirm I-9 and tax forms are still valid, the foreman will confirm with rehire that the paperwork on file is still current information (no life changing events ex: marriage and birth), once that confirmation is given to HR, HR will reactivate rehire in the Foreman App and they are eligible to work.
 - 2) If it has been <u>over 150 days</u> and the rehire still has an employee file with the company, they will need to reapply to approve a new background screen, once 'okay to hire' email has been sent to superintendent. Onboarding will be dependent on confirmation that I-9 and tax forms are still valid, with foreman confirming that rehire file is still current. Foreman will notify Human Resources (reference step above for more information).
 - 3) If it has been <u>over 150 days</u> and the candidate *doesn't have an employee file* with the company, they will need to reapply, get a background screen done, confirm their email address and complete the onboarding process.
 - 4) If the employee was last terminated for a reason that made them INELIGIBLE for re-hire, we will not proceed with processing their candidacy.

For any further questions regarding the rehire process contact:

Ashley Peters, Human Resources Email: <u>apeters@berggroup.us</u> Phone: 952-448-1106

Termination Cheat Sheet

Term forms need to be completed and submitted within 24 hours of an employee's termination (before termination if in CA or LA, these unions require same day pay). If an employee is not termed within this time period, there may be consequences for the supervisor of this employee and the company at large, as employees need to be given final paychecks within a timely manner and be eligible to file unemployment, if needed.

Term forms need to completed even for temporary lay-offs, and these employees have the opportunity to be rehired by the company later.

Term forms can be found on the 'Berg Field Crew App', under the 'Reporting & Forms' tab. The tab is pictured below.

Reporting & Forms

Once you enter the form in the app, this will run you through a few questions and fields, be sure to click 'submit' when you are finished. A PDF copy will be generated and sent to you, your Superintendent, Human Resources, and Payroll via email.

On this form you will be asked if an employee is being terminated 'voluntarily' or 'involuntarily'. Below is a list of reasons that may help you determine if the reason each employee Termination is voluntary or involuntary.

Termination reasons that are 'voluntary':

- Personal (Moving, family emergencies, child-care issues, etc.)
- Violation of no call, no show policy
- Quit
- Inability to complete I-9 forms within the first three days of work
- Chose not to complete E-Verify Process

Termination reasons that are 'involuntary':

- Poor Performance
- Lack of Work
- Violation of Policy
- Temporary Lay-off (You will be prompted to enter a date for rehire)
- E-Verify was contested and not resolved within 8 workdays

For further questions on how to locate, or complete a term form, contact: Ashley Peters, Human Resources Email: <u>apeters@berggroup.us</u> Phone: 952-448-1106

PlanGrid Cheat Sheet

PlanGrid is used by Foreman, Superintendents and Project Managers/Assistants during the construction process, in order to communicate with each other about the plans and progress of a project. Before a project starts, Project Managers and Project Assistants are responsible for loading the appropriate plans and drawings into Plangrid so they can be accessed in the field as needed. Below you will find a screen shot of an example project page on Plangrid, and explanations of where to find or upload materials.

NOTE When you first open Plangrid, you will find a list of your current projects. To access the screen below you must select and click on one of the listed projects. If you cannot find a project, or a project is missing certain plans, drawings or other materials and you need access to it, you must contact your office's Project Assistant.

A ann plangid com (projects (d93chd92 0odE 8oE7 42oo h3921367013f/hor

Home Sheets Tasks RFIs Field Reports	Good morning, Mark Here's what's happening on your project too	day.	1000 Northwes Bloomington, Mir 55425 United
Documents Photos	TIMELINE Set up your project timeline Only Admins can set project dates		RECENT ACTIVITY View All
₿ Settings	PROJECT LINKS	WEATHER Partly Cloudy High: 36 *F Low: 19 *F Wind: 9 MPH, WSW Humidity: 81% Precipitation: 0.0 in Show more •	 Dec 16, 2019 closed a task (#1336) "Casework" Dec 13, 2019
	PROJECT WORK 1 overdue task	TEAM UPDATE STATUS 100% of your team on mobile is viewing up-to-date sheets and docs Last uplead Nov 11, 2019	 □ ····································

Red Box	Project Name	This is the title of the job you selected; to change, click the arrow on the right side	Black Box	Documents	This is where more detailed or floor/room specific plans, and drawings live
Orange Box	Sheets	This is where original plans and drawings are uploaded at the start of a project	Yellow Box	Photos	All photos uploaded with RFIs and Field Reports for the length of the project collect here
Green Box	Tasks	Project tasks to be completed, and notes added addressing any related issues	Purple Box	Team	All employees connected to a project listed here
Pink Box	RFIs	This is where Foreman upload Requests for Information, regarding project issues	Blue Box	Field Reports	This is where Foreman upload daily sign-in/out sheets and daily work reports
Red Arrow	Project Work	This is a quick look at existing project tasks	Blue Arrow	Recent Activity	A live feed of field uploads/changes to PlanGrid