



Construction Progress Photos – Training Guide

Date Created: 9/15/2023

Date Updated: 9/15/2023

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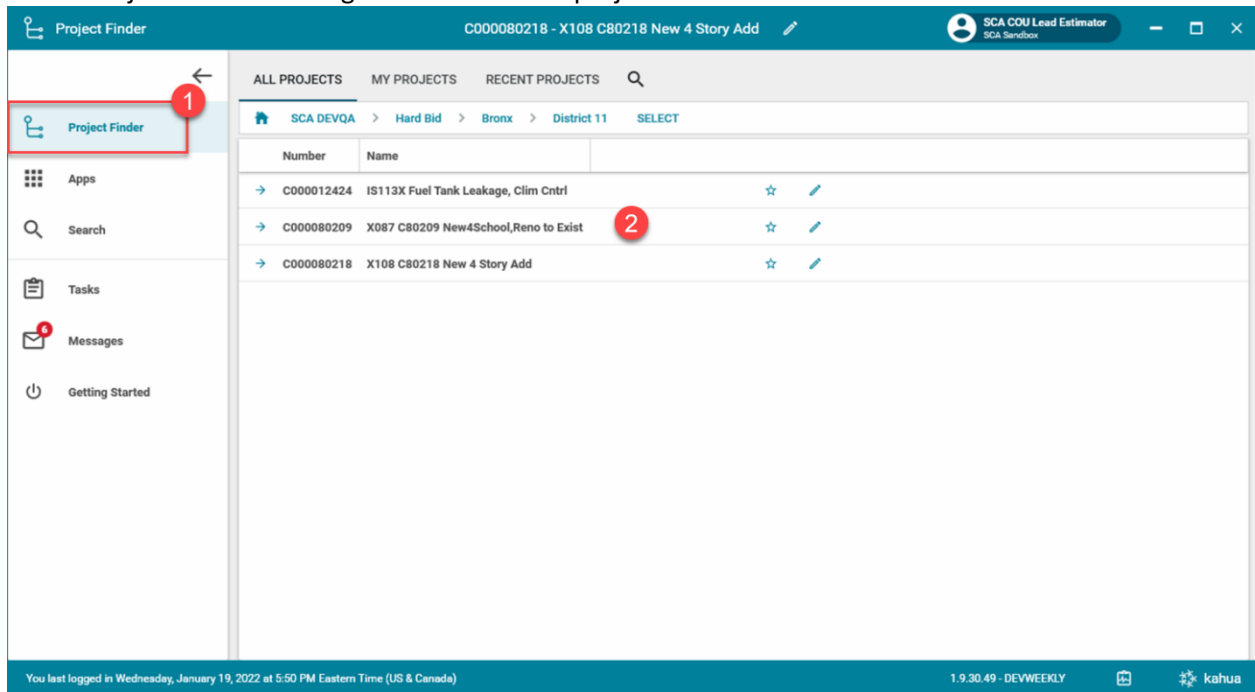
Step-by-Step Instructions

Create Construction Progress Photos

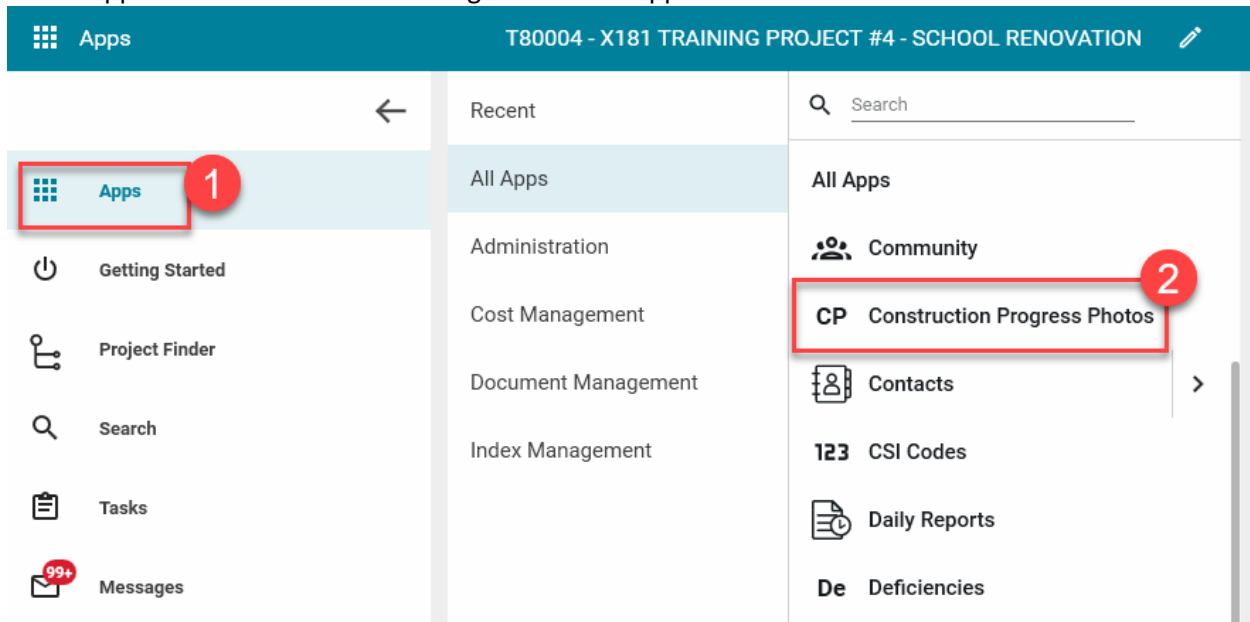
Role	Preceding Steps	Outcome
PO; CM/PM	Creates New Construction Progress Photos	A new construction progress photos record has been created.

Steps

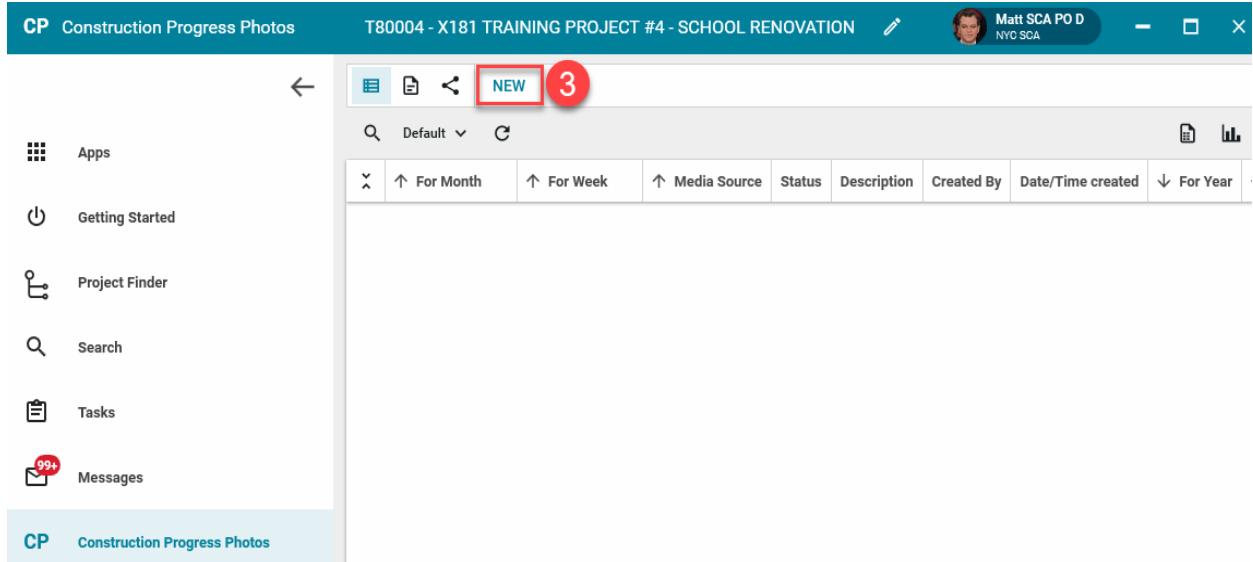
1. Go to 'Project Finder' > Navigate to the desired project



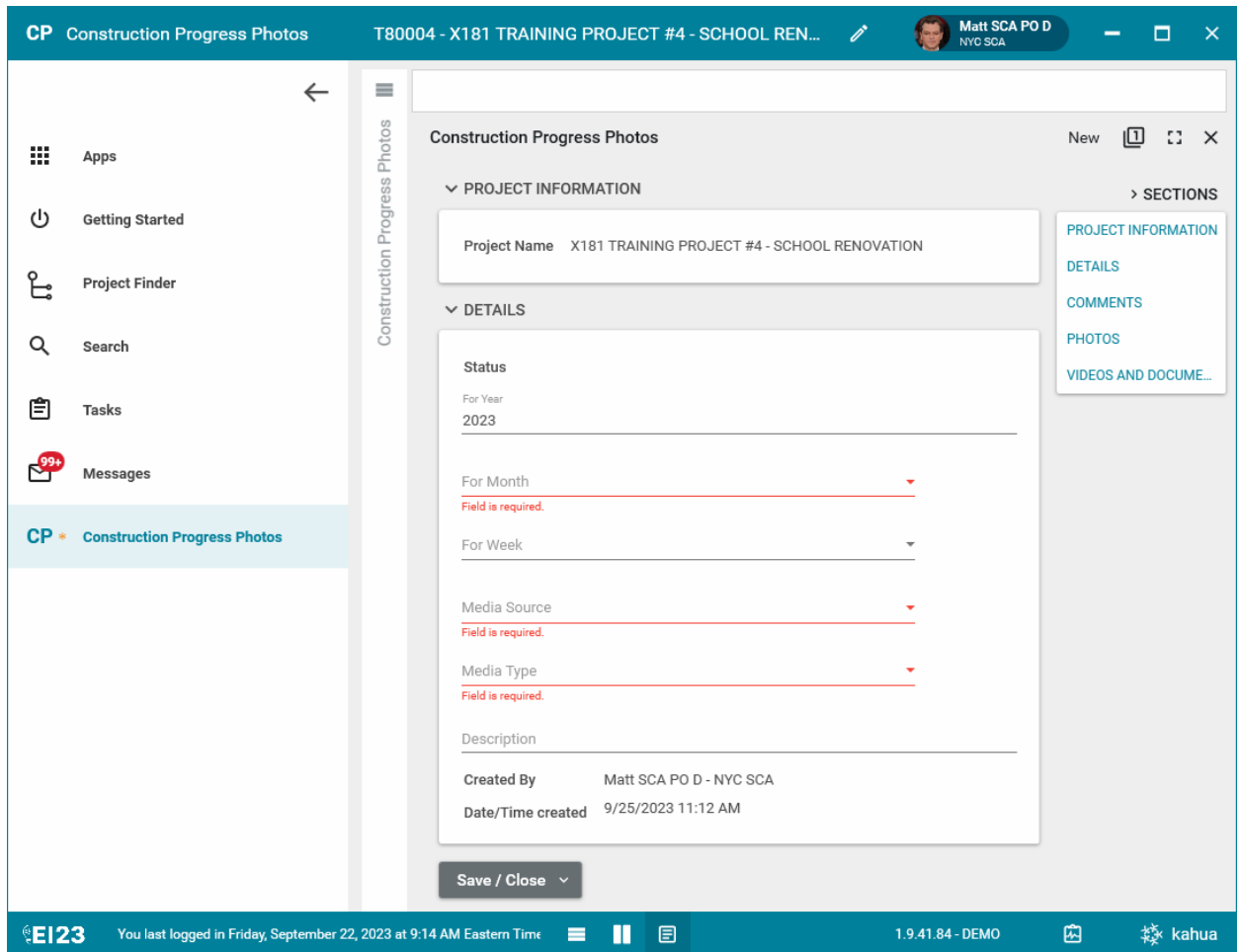
2. Go to 'Apps' > Select 'Construction Progress Photos' App



3. Click "New"



4. Add data to fields



The Year is pre-populated, however you can change it.

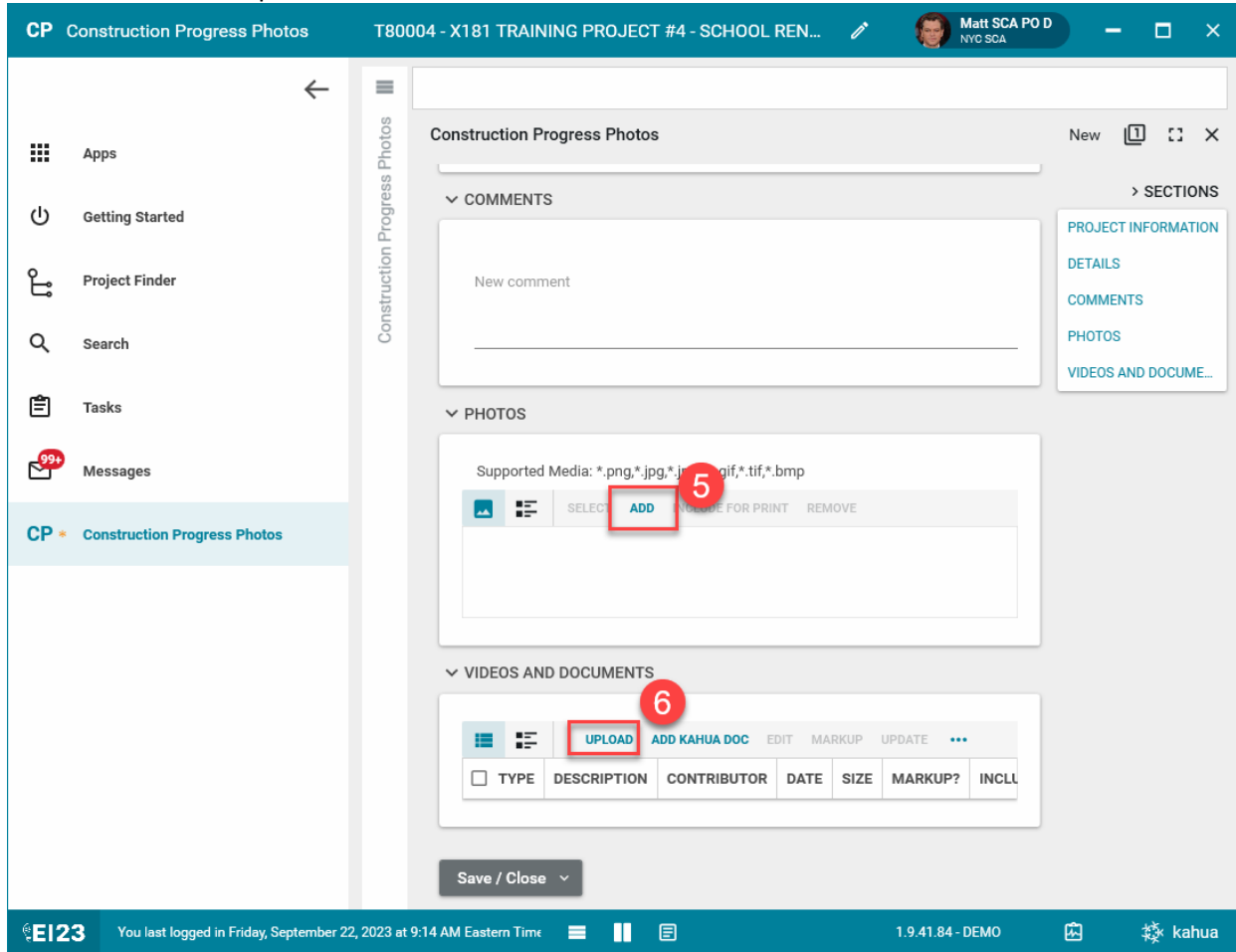
Select the "Month" from the dropdown

Select the "For Week" from the dropdown

Select the "Media Source". Who took the picture, PO/CMPM or the GC.

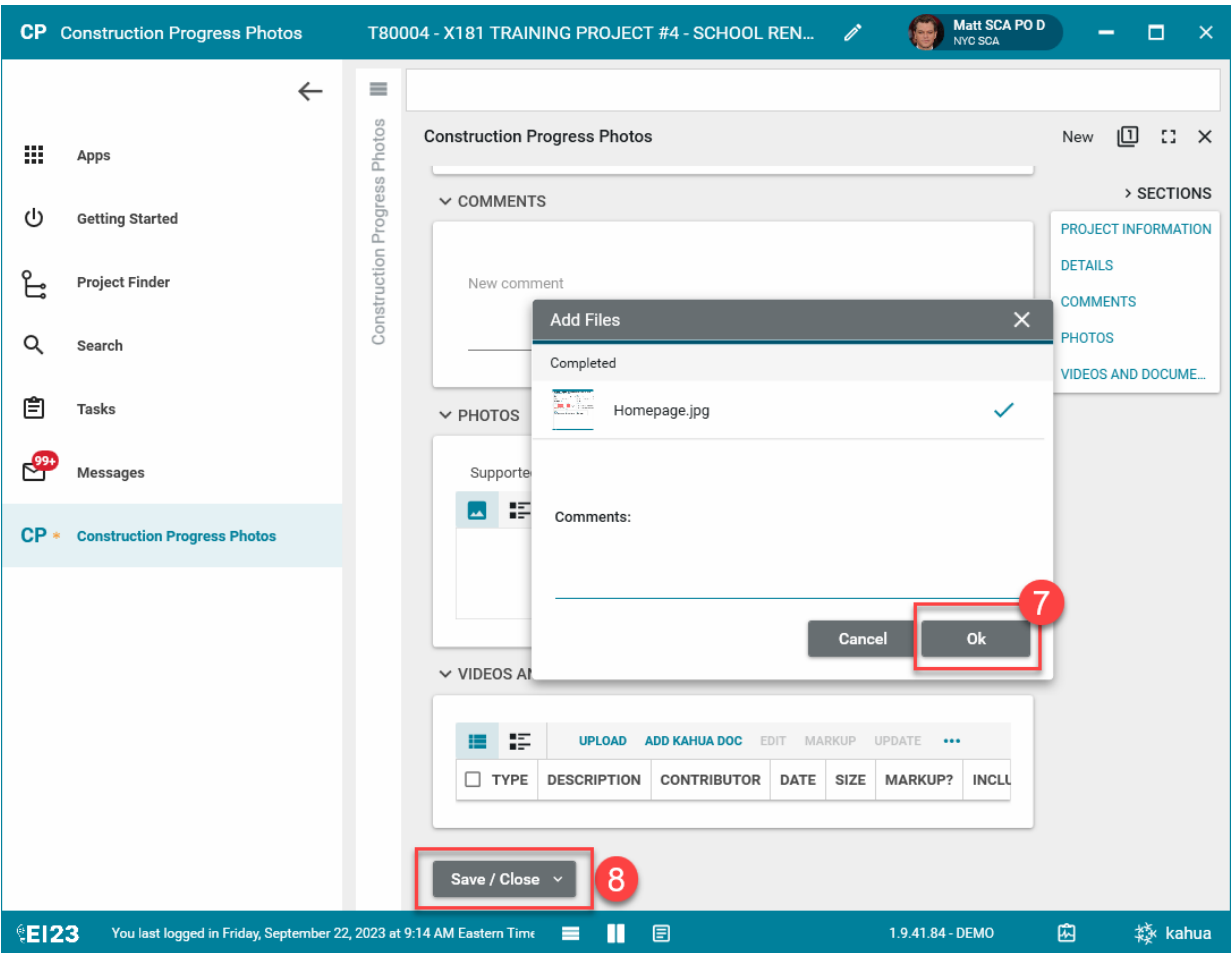
Select the "Media Type". Are these "Construction Photo/Videos" or "Green School Guides"?

5. Scroll down and Add photos



6. Click Upload to upload videos or any other documents.

7. OK to save the photos/videos/documents, Add more as needed.



8. Select 'Save/Close'
9. Click EDIT to add additional photos/videos

CP Construction Progress Photos T80004 - X181 TRAINING PROJECT #4 - SCHOOL REN... Matt SCA PO D NYC SCA

← EDIT HISTORY URL

Construction Progress Photos Preview

Status	Draft
For Year	2023
For Month	08 - August
For Week	Week 4
Media Source	GC
Media Type	Construction Photos/Videos
Description	Description
Created By	Matt SCA PO D - NYC SCA
Date/Time created	9/25/2023 11:12 AM

COMMENTS

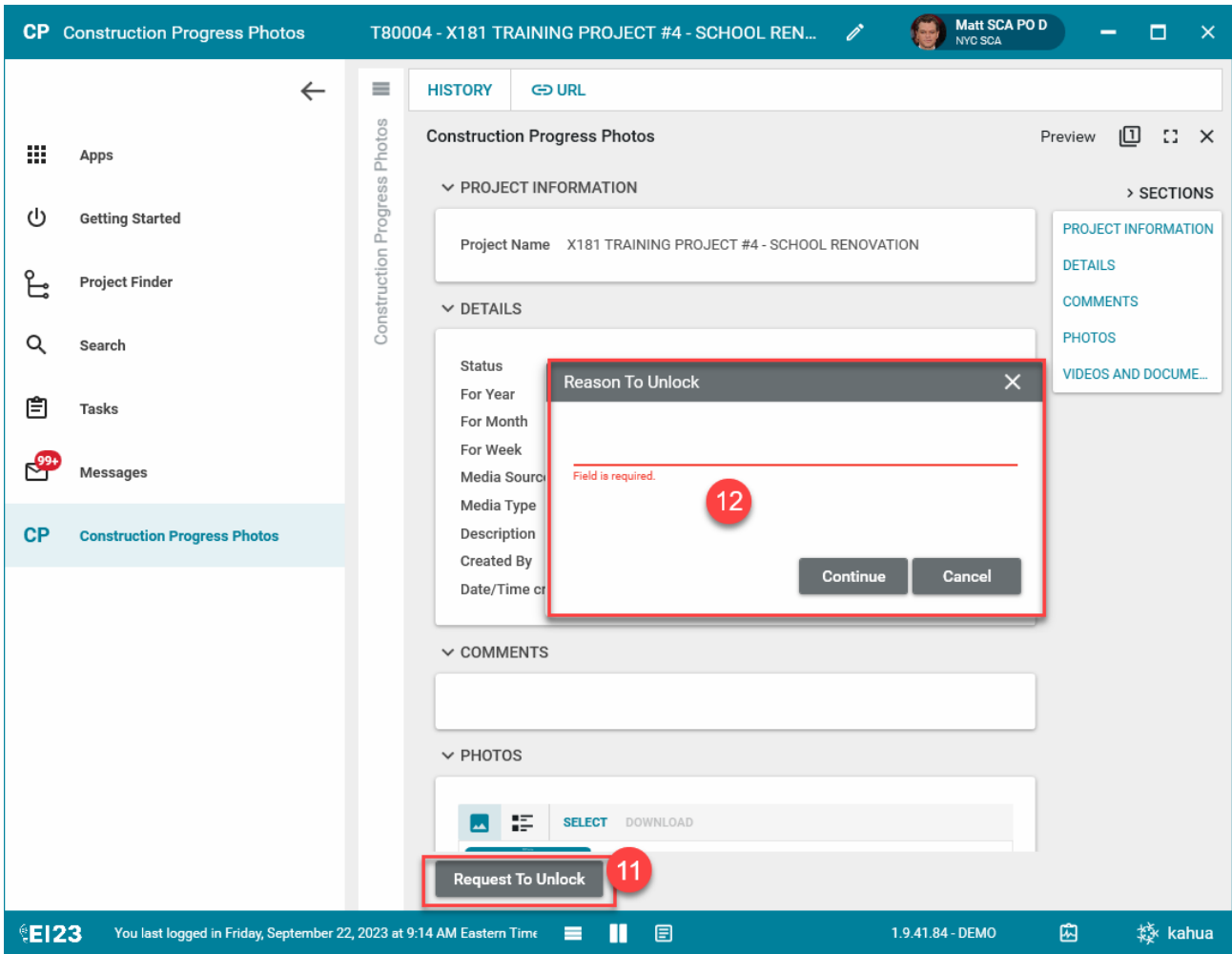
PHOTOS

Lock

E123 You last logged in Friday, September 22, 2023 at 9:14 AM Eastern Time 1.9.41.84 - DEMO kahua

10. Click on LOCK button to lock the record from any further changes

11. To Edit and add additional photos to the record, click on “Request to Unlock” button



12. Add a reason to unlock

CM Facilitators will receive request and will unlock for further edits.