

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

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

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3. Click "New"

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4. Add data to fields

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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

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- 6. Click Upload to upload videos or any other documents.
- 7. OK to save the photos/videos/documents, Add more as needed.

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

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- 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

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12. Add a reason to unlock

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