

CAMP Daily Reports for POs

Creating a Daily Report

1. Click Apps → Click Daily Report → Click New
2. Select Date → Select Shift → Select Building ID → Enter Work Activity
3. Enter Companies on site
4. Enter Labor on site → Enter Equipment on site → Enter Material on site
5. Enter today's weather at site
6. Enter any visitors on site
7. Add Media and References files
8. Click Save / Close
9. Click Add Signature → Enter PIN → Click OK
10. Click Finalize
11. To Copy a Daily Report, Click and open the Daily Report → Click Unlock → Click Copy, Update as above.