Site Diary with Attachments

Introduction

Online site diary entries can be made by using the Trade-Up **web app** or via the **mobile app**.

The site diary entry is made within the project for a specific date, keeping everything neatly filed in the right spot.

Photo and PDF documents can be attached and viewed in the site diary page. This feature is helpful for documenting site progress, variations, delays, defects, drawings or project information.

The web app is accessed by logging on to the website with your user ID and Password at www.trade-up.com.au .
You can do this on a computer, tablet or mobile phone in the web browser.

The mobile app can be downloaded via google play store or iTunes, depending which device you have. It is a tool for easy data entry of timesheets and productivity on site.

Site Diary Settings

Access the settings for the Site diary by going to the "General" Tab in settings menu (Top right hand corner of the screen)

Checkboxes and Notes

The checkbox and note fields can be customised to suit the needs of your company. The descriptions added in here will be used for the site diary in the system.

Thresholds

In the settings tab of Trade-Up, a Site Diary Threshold can be created. This forces the user to enter a site diary note if the actual productivity results vary to what was predicted by more than the specified percentage.

E.g. If the threshold is set to 5%, any productivity entry that is higher or lower than the predicted by 5% will be required to leave a site diary entry.

If the threshold is set a 0% - every productivity entry will be forced to leave a site diary note unless the productivity result is exactly as predicted.

Creating a Site Diary Entry

Web App (via the web browser)

To enter a site Diary, navigate to the productivity tab and write a note in the boxes provided at the base of the screen. The names of the boxes are customisable in the settings.

The checkboxes are custom named in the settings by your company administrator.

Productivity results do not have to be entered to save a site diary, and can therefore be done at any time. The user can enter multiple site diary entries. Each time the user needs to press save before leaving the page.

For instances where a threshold has been set (see settings) a minimum of 10 characters need to be entered to save the field.

Adding Attachments via the Web App

Photos (JPEGs) and Documents (PDFs) can be attached to the Site diary. This can be done with or without leaving a note.

Computer or Laptop

Click on "Add Attachment" and the option to upload a photo will appear.

When you click on "choose file" a box will appear for you to navigate to the folder you would like to attach the picture or document from.

When you select the photo or document to attach, a status bar will update you on upload progress.

Viewing, Download and Deleting Attachments

You can click on the dropdown menu below the image to view, download or delete. Clicking on the image thumbnail will also open it for viewing.
Downloaded images should appear in your "Downloads file".

Taking a photo from a mobile device

When using a tablet or mobile phone - the option to take a photo will also be available. This allows you to take a photo and attach it directly to the site diary from your device.

Mobile App

Site Diary

The option to enter a site diary will be there on the mobile app. The layout of the site diary will depend on the company settings.

The checkboxes can be changed from cross to tick by tapping them.

The note areas will have topics assigned by your company administrator.

Press save to sync your notes back to the server.

Adding Attachments from the Mobile App

Take a picture on your phone or tablet , then click "add attachment" at the bottom of the site diary screen to attach it from your gallery.

Trade Up Support

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