



### ADDING ADDITIONAL USERS TO YOUR ACCOUNT

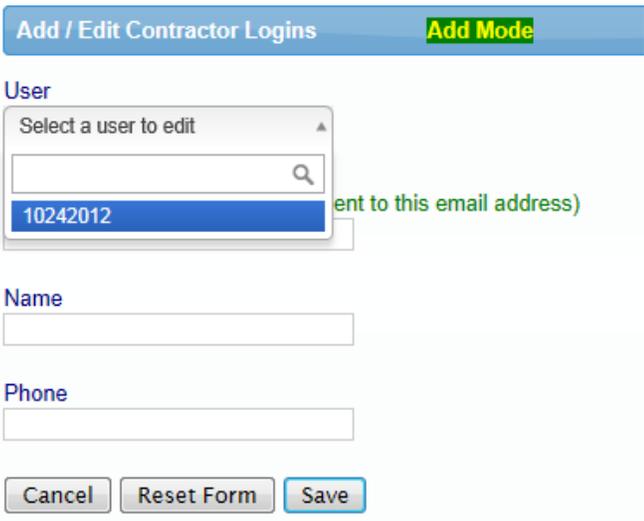
Contractors, you may now add your own additional users. If you have an assistant or hire someone to help you, you as the main user may go into LCPtracker and add your own additional users. For those using Daily Reporter you may setup and assign Roles, Foreman and Administrator, please skip to the Daily Reporter section to read the difference in use for Foreman vs. Administrator prior to setting up that additional user.

### ADD/EDIT ADDITIONAL USERS

Only the main user id to the account can go in and add the additional users at this time.



When you go into Add/Edit Additional User, if you click on the drop down you will see, 'you' the original user id, this should not be changed. The original user contact information is under the Company Information page (see **SETUP**, choose Company Information to edit the contact name and email).



To add the additional user(s) you need, edit those you have created or delete anyone you created that no longer needs to or should have access.

This screenshot shows the 'Add / Edit Contractor Logins' form in 'Add Mode'. The form includes a 'User' dropdown menu with 'Select a user to edit' selected, an 'E-Mail' field containing 'jjdoll@lcp.com', a 'Name' field with 'Joshua James', and a 'Phone' field with '714-669-0052'. A blue callout box with rounded corners points to the 'E-Mail' field, containing the text: 'Enter the Additional User email address, their name and phone number and [Save]'. At the bottom of the form are 'Cancel', 'Reset Form', and 'Save' buttons.

When you enter the email address of the user, be sure that it is correct. This is the address that the system will send the user id & temporary password to.

This screenshot shows the 'Add / Edit Contractor Logins' form in 'Add Mode'. The form includes a 'User' dropdown menu with 'Select a user to edit' selected, an 'E-Mail' field containing 'jjdoll@lcp.com', a 'Name' field with 'Joshua James', and a 'Phone' field with '714-669-0052'. At the bottom of the form are 'Cancel', 'Reset Form', and 'Save' buttons.

You have now saved this additional user and the system will auto-generate email to that user with his/her user id and temporary password.

This screenshot shows the 'Add / Edit Contractor Logins' form in 'Edit Mode'. The form includes a 'User' dropdown menu with 'Select a user to edit' selected, an 'E-Mail' field containing 'jjdoll@lcp.com', a 'Name' field with 'Joshua James', and a 'Phone' field with '714-669-0052'. A 'Results' dialog box is open over the form, displaying 'Saved!' and an 'OK' button. At the bottom of the form are 'Reset Password', 'Delete', 'Cancel', 'Reset Form', and 'Save' buttons.

If you try to set up a user and the email address is already in use by someone else, system will notify you. Be sure that email address is correct for the user you are setting up.



Once the additional user receives his/her log in information they can log into the system. As with all new users, the system will require them to change that temporary password.

### PRIME CONTRACTOR USERS

The main users of your account will need to log into your LCPtracker account and setup the Daily Reporter users and their Roles (see [Add/Edit Additional Users](#)). There are three different types of roles that can be assigned to the Add/Edit Additional Users for those using Daily Reporter – Admin Role, Foreman Role and Superintendent. Note: If you have multiple Agencies you are working for and are using Daily Reporter under each, you will need to set up the users under each Agency in the same manner.

**Admin Role** will have access to everything as the main user; the only difference is the Admin Role cannot set up or edit Additional Users. As the Admin user role you have the ability to Create and Edit Daily Logs, enter Quality / Safety Notes; Submit Daily Report (Combined Daily includes all information for all subs for that day); look into Daily Log Discrepancies; do Contractor Check-In; Late Processing; set Validation Settings for Daily Reporter (Only); add/edit Project Sites and Edit Subscription if needed.



**Superintendent Role** will only see the eDocuments and Daily Reporter navigation tabs. As the Superintendent user role you can create Daily and Edit Daily Logs for your own company as well as Contractor Check-in, Late Processing, add Quality/Safety Notes and Submit Daily Report. You will have the ability to allow the Foreman role to edit daily's and change your own password or edit your eSignature (for help with Change Password or eSignature [Edit eSignature Password](#) see Contractors User Manual).

Document Name	Req'd *	Expire Freq (month)	Document Description
APPRENTICE CERTIFICATES	N	12	PLEASE SUPPLY DOCUMENTATION THAT APPRENTICE IS FROM APPROVED APPRENTICE PROGRAM.
19 Verification documentation	N	0	19 Verification required per employee 1x requirement. Good for all projects.
Subcontractor Daily Log	N	0	Subcontractor's Daily Log Submittal.

**Foreman Role** will only see the Daily Reporter as an option. As the Foreman user role you can create Daily Logs for your own company, View Documents as well as change your own password and edit your eSignature, (for help with eSignature [Edit eSignature Password](#) see Contractors User Manual). With the permission of the Superintendent role you will be allowed to Edit your own daily's that were submitted if needed.

### CREATING DAILY LOG

Users will click on the Create Daily Log and enter information in fields where necessary and choose appropriately for any drop down fields.

- You will either use the calendar icon to find the log date, or you may type in (formatted as 00/00/0000);
- Select the Project from the Drop down;
- Select the Subcontractor (as Foreman role you will only see your company);
- Select Site (note: Sites are created and maintained by the Admin User Role);
- Select the Shift you are doing the Daily Log for and click Next.



Once you have at least one Daily Log completed, when you come to do the Daily Log, if you wish you may **Copy last Daily report submitted**; make any needed changes prior to submitting.

**Daily Log**

Log Date:  
05/18/2012

Select Project  
SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1LOCATION)

Select Contractor  
SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)

Select Site  
Main Site

Select Shift  
Day

Contract ID:  
 Copy last Daily Report submitted

Cancel Next

Once you have submitted your first Daily, you may choose to copy your last daily and edit any information that needs changed and submit.

**Employee Log**

Choose employee from the drop down, screen will auto-populate with the employees that the Subcontractor (Admin Role), or your company (Foreman Role) has entered in their setup.

If you have an employee on-site that does not appear under the drop down you may add by typing in their First Name, Last Name, Choose their craft and select classification. Enter the hours and Save.

After choosing and entering hours for each employee on-site be sure to Save. Once you have all entered then click Next to move forward. You may at the bottom of this screen Edit or Delete an employee.

**Employee Log**

Select an employee from the list or enter it below:  
MOUSE, MICKY

First Name:  
MICKY

Last Name:  
MOUSE

Select a craft:  
CARPENTERS

Select a classification:  
CARPENTERS, GROUP 1, ZONE 1

Apprentice

Enter time in hours  
8.

Cancel Save Next

Once you have done one employee, save and choose the next employee from drop down.

If you have an employee on-site not listed you may add them, simply type in First Name and Last Name; choose the craft & classification that they worked and hours.

Save after each entry. Once you have completely entered all employees, click Next.

Log ID	Employee	Craft	Classification	Apprentice	Hours	Edit	Delete
32	[UNRECONCILED] SLAYER, BUFFY	ELECTRICIAN	ELECTRICIAN	No	6.00	Edit	Delete
31	JAMES, JOSHUA	ELECTRICIAN	ELECTRICIAN	No	8.00	Edit	Delete



### Work Description

Enter work description, your activity code (typically a company's internal coding). If necessary you may click back to previous screen. Once information is entered move forward, Save/Next.

**Work Description**

Enter work description:

Installation of trim around main site of entry

Enter activity code :  
0621

Cancel Previous Save/Next

### Equipment Log

You can enter the description of equipment on-site as well as the hours that the equipment was used. Enter each and the hours and Save, once all entered, click Next. You may also edit or delete if needed.

**Equipment Log**

Enter equipment description :  
Scaffolding

Enter hours on site:  
8.0

Cancel Previous Save Next

Enter equipment description and hours on site and Save. Repeat for all Equipment to report. Once completed, click Next.

<u>Id</u>	<u>Equipment</u>	<u>Hours</u>	<u>Edit</u>	<u>Delete</u>
11	Cherry Picker	8.00	<a href="#">Edit</a>	<a href="#">Delete</a>

### Deliveries Log

You can enter the description of deliveries on-site, such as materials. Enter all delivery information and click Save/Next.

**Deliveries Log**

Enter work delivery information:

No Delivery this date

Cancel Previous Save/Next



### Safety Log

Most Insurance companies require certain actions be taken during a job. For those weekly safety meetings or any other safety topic issues, here you can check the box and note this information. Once you have entered information click Save/Next. For those Dailies that there is no safety information to record, just click Save/Next without checking the little box to continue.

**Safety Log**

Enter safety topic:  
 Mandatory Safety meeting, held at C & M job shack. As of this date only 1 on-site accident, Carpenter not wearing eye protection after flushing was taken to UC

Check if safety meeting held this date

### Submit Daily Log

At this time you may view your document in draft then Submit. You will need to enter your name, title and eSignature.

**Submit Daily Log**

Name of person submitting :

Title of person submitting :

eSignature password :

If you view the Draft and need to do some editing prior to submitting, click cancel and go to the Edit Daily Log, choose your project, select your company or subcontractor and date range. Any logs not submitted will appear on the screen. From here you may Delete, Edit, review the Draft again and submit. At this time the **FOREMAN ROLE is complete.**

**Daily Log Edit Form**

Select Project \*  
 SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)

Select Contractor \*  
 SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)

From Date \* 5/1/2012 To Date \* 5/31/2012

1 record(s) found for the above selection.

Daily Logs for selected contractor								
Log Date	Contractor	Project Site	Shift	Submitted Date	Delete	Edit	Draft	Submit
5/18/2012	SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	Main Building Job Site	Day		<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	<input type="button" value="Draft"/>	<input type="button" value="Submit"/>



### ADMIN /SUPERINTENDENT ROLES

As mentioned previously as the Admin user role you have the ability to Create and Edit Daily Logs, enter Quality / Safety Notes; Submit Daily Report (Daily Report includes all information for all subs for that day); look into Daily Log Discrepancies; do Contractor Check-In; Late Processing; set Validation Settings for Daily Reporter (Only); add/edit Project Sites and Edit Subscription if needed.

Superintendent Role can create and edit Daily logs, do Contractor Check-In; Late Processing; enter Quality / Safety Notes for their own Company as well as give the Foreman Role the ability to edit their own Daily's.

To **EDIT** or **CREATE DAILY LOGS** go back to **CREATING DAILY LOG** section.  
All User Roles may edit any of the Daily Logs that they created prior to submitting.

### QUALITY /SAFETY NOTES

You may enter Quality and Safety Notes, as well as edit any you may have already entered. This information will appear on the combined Daily Report when you submit.

You will either use the calendar icon or you may type in (formatted as 00/00/0000);

- Select the Project from the Drop down;
- Select Site (note: Sites are created and maintained by the Admin User Role);
- Select the Shift, enter Quality and Safety notes and save.

To Edit, walk through same process, after choosing the site, click Load and what you previously had entered will appear, edit what needs to be edited and save.

The screenshot shows a web form titled "Quality / Safety Notes". It includes fields for "Date" (05/21/2012), "Select Project" (SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/LOCATION)), "Select Site" (Main Entrance), and "Select Shift" (Day). There are text areas for "Quality Note" and "Safety Note". At the bottom are "Cancel", "Load", and "Save" buttons. A callout box with a blue border contains the following text:

To create New Quality /Safety Notes, enter date (or choose using calendar icon); select the project; select site and shift. Now you can enter the Quality and Safety Notes.

To edit, walk through the steps again - select date (needing to edit; project, site & shift. Click Load and your previously entered information will populate. Now edit and then save.

### SUBMIT DAILY REPORT

Submitting a Daily Report will combine all dailies from all information submitted and include all subcontractors and the information that was entered in the Create Daily Log section. This will also include information entered under the Quality /Safety Notes section also.



**COMBINED DAILY REPORT**

DATE  
05/22/2012

CONTRACT NO 04182013		TITLE AND LOCATION SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/LOCATION)		REPORT NO 3
CONTRACTOR SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)			SUPERINTENDENT gddg@lcp.com	
AM WEATHER Foggy	PM WEATHER Cloudy	MIN TEMP (F) 40	MAX TEMP (F) 55	
<b>1. Craft Hours for All Sites and Shifts</b>				
Site / Shift / Activity ID / Work Description		Count	Classification	Total Hours
<b>Main Building Job Site</b>				
SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)				
Day				
CS-062113-A	Main Building Job Site Carpentry on Signage (try THREE	1	CARPENTERS	6.00
				Total Day Hours
				6.00
				Total for SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime) All Sites/ All Shifts Hours
				6.00
				Total Main Building Job Site Hours
				6.00
<b>Main Site</b>				
SLD_Hunter Excavating, LLC				
Day				
EWI-06242013	Main Site Electrical Wiring Installation (2nd day)	1	ELECTRICIAN (FEDERAL)	8.00
				Total Day Hours
				8.00
				Total for SLD_Hunter Excavating, LLC All Sites/ All Shifts Hours
				8.00
				Total Main Site Hours
				8.00
		Distinct Employee Count	2	
<b>2. Work Hours for All Sites and Shifts</b>				
TOTAL WORK HOURS ON JOB SITE		14.00		
CUMMULATIVE TOTAL OF WORK HOURS FROM PREVIOUS REPORT		30.00		
TOTAL WORK HOURS FROM START OF CONSTRUCTION		44.00		
<b>3. Job Safety</b>				
WAS A JOB SAFETY MEETING HELD THIS DATE?		NO		
WERE THERE ANY LOST TIME ACCIDENTS THIS DATE?		NO		
WAS CRANE, MANLIFT, TRENCHING, SCAFFOLD, HV ELEC, HIGH WORK, HAZMAT WORK DONE?		NO		
SAFETY REQUIREMENTS HAVE BEEN MET?		YES		
Activity ID	Subcontractor	List Safety Actions Taken Today / Safety Inspections Conducted		
<b>4. Deliveries</b>				
Schedule Activity No.	Subcontractor	Deliveries		
CS-062113-A	SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	NONE THIS DATE		
EWI-06242013	SLD_Hunter Excavating, LLC	none this date		
<b>5. Equipment</b>				
	Subcontractor	Equipment	Hours Used	
	SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	none this date (0.2500), none this date EITHER (0.2500)	0.50	
	SLD_Hunter Excavating, LLC	none (0.0000), none today (0.0000)	0.00	
<b>6. Quality and Safety Notes</b>				
<b>7. Superintendent Notes</b>				
No comments/remarks this date				
		gddg@lcp.com	6/24/2013	
		Admin		
		Digitally signed by gddg@lcp.com_6/23/2013_130165847406551336		

**DAILY LOG DISCREPANCIES**

If CPR's are submitted with issues, perhaps an employee on the CPR is not listed on a Daily. Then the user has the option to Add a Note and proceed with submitting. Perhaps their records show certain employees on-site working, while the Daily was submitted with more or less names than what is on the CPR. Those discrepancies will appear under the Daily Log Discrepancies section.

Daily Log Discrepancies

To display violations, make a selection from the project and contractor lists below and then click on the "Load Data" button.

SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)

--All Contractors--

- All Contractors--
- SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)
- SLD-Roxie Trucking, LLC
- SLD-Hunter Excavating, LLC

Load Data

Daily Log Discrepancies

Displaying 1 violations for all contractors on selected project.

SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)

--All Contractors--

Load Data

Choose the Project; then you may choose a specific contractor or all contractors

Project	Contractor	Week End	Employee	Number Notices	Last Viewed	Delete	View Record	Certification Details
SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)	SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	5/8/2012	HAMBURG, ELIZABETH	2		Delete	View	Details

You may Delete the notice, view the payroll record or look at the details. If you choose to delete, it's as if you are excusing the issue. Be sure you wish to delete.

Daily Log Discrepancies

Displaying 1 violations for all contractors on selected project.

SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)

--All Contractors--

Load Data

LCPtracker built in failsafe. If you click Delete, you will be asked if you are sure you want to delete.

Message from webpage

Do you wish to delete this record?

OK Cancel

Project	Contractor	Week End	Employee	Number Notices	Last Viewed	Delete	View Record	Certification Details
SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)	SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	5/8/2012	HAMBURG, ELIZABETH	2	6/26/2013	Delete	View	Details

(Continue to next page)

Payroll record entry form (2 of 2)

Week End Date: 5/8/2012 Payroll No: 2  
 Project: SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1LOCATION) Contractor: SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)  
 Employee: HAMBURG, ELIZABETH

Is Foreman  Is Owner/Operator

Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects	Hourly Rate of Pay	Hourly Overtime Rate	Hourly Double Time Rate
500.000	0.000	2000.000	50.000	0.000	0.000

Classifications  
 Hours Worked Each Day  
 Fringes / Contributions paid to others (not employee) for this project only  
 Deductions, Payments and Notes

Notices

Type	Jurisdiction	Notice(s) / Warning(s) for this record	Linked Pay Records by Check Number
NOTICE	SLD - OREGON FEDERAL	A daily log has not been submitted for one or more days worked. Go to the Notices Tab to reconcile this discrepancy. VAL_49	
NOTICE	SLD - OREGON STATE	A daily log has not been submitted for one or more days worked. Go to the Notices Tab to reconcile this discrepancy. VAL_49	

There are 2 notices

Cancel Save Show CPR

You can view the individual payroll record either by clicking View or access through the Details link.

Either way you may then view the payroll record and the notices contained at the bottom of the page.

### CONTRACTOR CHECK-IN

You may go through Contractor Check-In and mark all those that were on-site for the specific date you choose. Choose the Contractor Log-In then use the calendar icon or you type in date (formatted as 00/00/0000); Select the Project from drop down; Select Site (note: Sites are created and maintained by the Admin User Role); Select the Shift, click Load and you will see the list of Companies. Check the little box next to those companies that had employee's on-site working for that day and Save.

Contractor Check-In

Date: 05/02/2012

Select Project: SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1LOCATION)

Select Site: Main Building Job Site

Select Shift: Day

Cancel Load Save

Name	Check-In
SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	<input checked="" type="checkbox"/>
SLD-Roxie Trucking, LLC	<input type="checkbox"/>
SLD_Hunter Excavating, LLC	<input type="checkbox"/>



### LATE PROCESSING

As the Admin Role you may check to see if any Dailies have been submitted. Under Daily Reporter Navigation tab, choose the **LATE PROCESSING**.

Choose the Contractor Log-In then use the calendar icon or you type in date (formatted as 00/00/0000);

Select the Project from drop down;

Select Site (note: Sites are created and maintained by the Admin User Role);

Select the Shift, click Load Late Contractors. Those that you checked-in under Contractor Check-In, that have not submitted their daily, will appear on the list. (see next page)

**Submittal Status**

Date: 05/22/2012

Select Project: SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1LOCATI

Select Site: Main Entrance

Select Shift: Day

Buttons: Cancel, Load Late Contractors, Send Group Email Alert

Once you make all your choices and click Load Late Contractors, you will get a list of any Contractor that has not yet submitted dailies.

You may choose to Send Group Email Alert to remind them to submit, by checking those Contractors, then click Send Group Email.

Contractor	Contact	E-Mail	Phone	Select
SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	JJ Doll (Foreman)	<a href="mailto:jjd@lcp.com">jjd@lcp.com</a>	541-554-8188	<input checked="" type="checkbox"/>
SLD-Roxie Trucking, LLC	GD (DR Administrator Role)	<a href="mailto:gdd@lcp.com">gdd@lcp.com</a>	808-669-0052	<input checked="" type="checkbox"/>

### Example of email, system generated

**You have received this email because the Daily Log for project: (Inserts Project Name here) for date 05/22/2012 is late.**

**Please submit today.**

**Message from LCPtracker**

### VALIDATION SETTINGS

For those using the Daily Report feature, the Admin Role will have the ability to set the Validations for Daily Reporter (ONLY). If set at Yes / Notice /Enforce, this means that Yes the validation is on, if there is an issue it will come up as a Notice and will be Enforced when companies go to Certify their payrolls. They will have to clear the notices or in case of Daily Reporter clear notice or add notes in order to proceed and certify. If the Validation is set at No then it's not on.



Validation Settings

Department: -- Default Settings --

Jurisdiction: -- Default Settings --

System Default has these set at No under Perform. If you wish to have the checks done, and notice cleared before certification turn on to Yes

Display Order	Validation Code	Validation Description	Perform Validation	Notice / Warning	Enforce at Certification	Applicable To	User Modified	Date Modified	Add
55	VAL_48	If Daily Log is enabled, it validates that an employee reported total hours match those in the Daily Log for the reported Craft and Journey Level.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit
56	VAL_49	If Daily Log is enabled, it validates that an employee reported in certified payroll is also reported in the Daily Log.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit
58	VAL_51	If Daily Log is enabled, it validates that an employee reported as an apprentice in the Daily Log is also reported as an apprentice in the CPR and vice versa.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit

In some special circumstances you may wish to create an override for a specific contractor. To do this you will click the **Add** (see previous screen shot). Then choose the Validation you wish to create override on, decide if you want on (Yes) or off (No); If Yes then if you want as a Notice and Enforce (users have to clear or add note to proceed) or Warning and Alert (warns user they may have issue however lets them submit certified payroll). Then you will choose the company that wish to create the override for and enter a number in the Display Order Field. This number is typically the next number in order; it's just a way to keep them orderly.

Add

Code: VAL\_48, VAL\_49, VAL\_51

Perform Validation?: YES, YES, NO

Notice / Warning: WARNING, NOTICE, WARNING

Enforce at Certification?: ALERT

Applicable For: SLD- APRIL CONCRETE, SLD- APRIL CONCRETE, SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime), SLD\_AUBREY CONCRETE, SLD\_Hunter Excavating, LLC, SLD\_JOHAN HAMBURG TRUCKING, LLC (SUB2 ALEX, UNDER PRIME OBE), SLD\_OBEC (PRIME)

Display Order: [ ]

Allow Jurisdiction/Department Overrides?

Buttons: Cancel, Update, Reset to Defaults

Choose the Validation, then if you wish to leave on, choose Yes for Perform. Choose if you want to be a Notice or a Warning and then the type of enforcement at certification.

Then Applicable for - choose the company you are creating override for.

Validation Settings

Department: -- Default Settings --

Jurisdiction: -- Default Settings --

You may edit a validation setting as well as any overrides you had created may be deleted.

Display Order	Validation Code	Validation Description	Perform Validation	Notice / Warning	Enforce at Certification	Applicable To	User Modified	Date Modified	Add
55	VAL_48	If Daily Log is enabled, it validates that an employee reported total hours match those in the Daily Log for the reported Craft and Journey Level.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit
56	VAL_49	If Daily Log is enabled, it validates that an employee reported in certified payroll is also reported in the Daily Log.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit
58	VAL_51	If Daily Log is enabled, it validates that an employee reported as an apprentice in the Daily Log is also reported as an apprentice in the CPR and vice versa.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit
59	VAL_48	If Daily Log is enabled, it validates that an employee reported total hours match those in the Daily Log for the reported Craft and Journey Level.	YES	WARNING	ALERT	06212013	gdgd@lcp.com	6/26/2013	Edit Delete

### PROJECT SITES

Project Site list is created, maintained and edited by the Admin User Role (or the main user of the Account). You may add new sites, edit current or delete if you made a mistake.

Add/Edit Project Sites

Cancel Add

Name	Edit	Delete
East Entrance	Edit	Delete
Main Entrance	Edit	Delete
Main Entrance/Back Side	Edit	Delete
West Entrance/Ocean Side	Edit	Delete

Admin Role must create and maintain the Site List. You may add new sites; edit current sites; or delete if you made a mistake.

Add Project Site

Select project  
SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)

Name

Address

City

State  Zip

Phone  Fax

Email

Cancel Save

Name is the only field required to add a Project Site. All other fields may be filled in or left blank.

**EDIT SUBSCRIPTION**

You may edit your subscription at any time. Just go into your **DAILY REPORTER** navigation tab, choose Edit Subscription and walk through the prompts and enter information requested.

[Edit Subscription](#)