

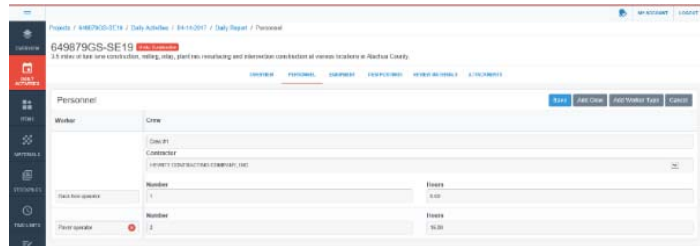
The Appia Inspector's Overview Guide lists what an inspector needs to know while working with the Appia® service. For instructions on how to use these features, please see the online help.

## Daily Reports

A daily report is the basic Appia function for recording the weather and temperature, contractor personnel and equipment, and other daily details of the construction site. Daily activities are used while the project is in the Under Construction phase.

Access the daily reports by selecting Daily Activities in the Sidebar menu. Select the date of the report.

- Enter report personnel and equipment
- Enter report items
- Review item materials
- Copy the daily report
- Delete the daily report



## Unattached Items

Unattached items are used for an under construction project when work or items need to be tracked before the change order has been approved.

Access unattached items by selecting Items in the Sidebar menu and selecting Unattached Items.

- Add or delete unattached item

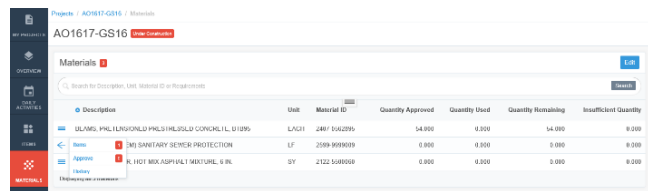


## Materials

Materials are articles or supplies that are required or used in placing a project item during the construction of the project. Materials are added to a project when the project is under construction or through item associations. When an item with an associated material is added to the project, the material is added as well.

Access materials by selecting Materials in the Sidebar menu.

- Add, edit, and delete materials
- Add, edit, and delete material item associations and usage rates
- See the material history



## Time Limits

When a project is under construction, the Appia service displays the time limit details, including the start and end date. Each time limit displays a progress bar for the percentage of work passed, based on the start and end date, or the completion date.

Access time limits by selecting Time Limits in the Sidebar menu.

- Start a time limit
- Change a primary time limit
- Mark a time limit complete

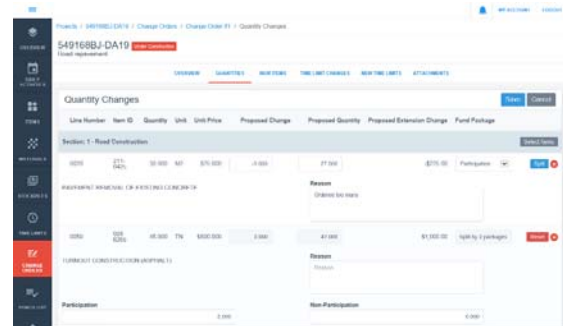


## Change Orders

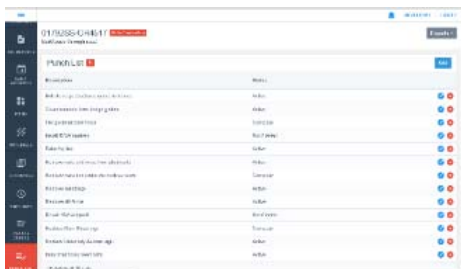
When a project is under construction, any changes must be made through a change order. The Change Orders section tracks item overruns, quantity changes, new project items, and time limit changes. Changes are applied to a project once the change order is approved. Payments will be made on change orders with effective dates that are on or before the end date of the pay period.

Access the change orders by selecting Change Orders in the Sidebar menu. Select the change order from the list or create a new one.

- Add, edit, and delete a change order
- Change the quantity
- Add new project items
- Change existing time limits
- Add new time limits
- Upload or delete attachments
- Add a balancing change order
- Submit your change order for approval



## Punch Lists



A punch list is a set of user-defined tasks intended to be completed before a project is closed out. This list displays the tasks that have been created and their current status.

Access the punch list by selecting Punch List in the Sidebar menu. Select the punch task from the list or create a new one.

- Add, edit, and delete a punch list
- See a punch list report

## Contractors

You can add different contractors to your project while it is under construction. All organizations that have been added to the project display on the Contractors list. An indication is given for the prime contractor.

Access the contractors by selecting Contractors in the Sidebar menu.

- Add, edit, or delete a contractor
- Assign items to a contractor

