

# What's New: Constructware 2011

## Summary

We have made the following enhancements.

### Daily Reports Updates:

- **New Permissions** – The Administrator, Company Only, and Distribute permissions have been added.
- **Multi-edit Tab Logs** – Now, you can edit many attributes right in the log on the tabs.
- **Sign Reports** – You now have the ability apply a signature image for the Author.
- **Calculate Labor Units** – You can have the system calculate Labor Units on the Company edit and multi-edit as you enter the number of workers.
- **Add Comments** – You can now add use the standard comments feature in Daily Reports.
- **New Edit Pages**– A new Select enables you to select other entries once on the edit page and additional Save buttons are available.
- **Report Updates** – New filtering and display options have been added to standard reports and more attributes are available on custom reports.
- **Project Location Fields** – You can select the areas of the project to include in the report.
- **Get Weather Updates** – Options for the functionality of this button and additional attributes are loaded when used with the Constructware weather site. .
- **Creating a Daily Report** – You can now create multiple daily reports for the same day/shift.
- **Module Customization** – You can now define the numbering for daily reports and each item type, as well as set default values for select attributes.
- **Changes and Migration Notes for Existing Daily Reports**
- **Miscellaneous Daily Reports Enhancements**

### Other Product Updates:

- **File Director** – Now you can upload files to file director while linking to another document.
- **Adjust Text Fields** – You can now adjust the size of text fields to accommodate your needs.
- **New Bookmarks for Contract Change Order Documents**

## Daily Reports Updates

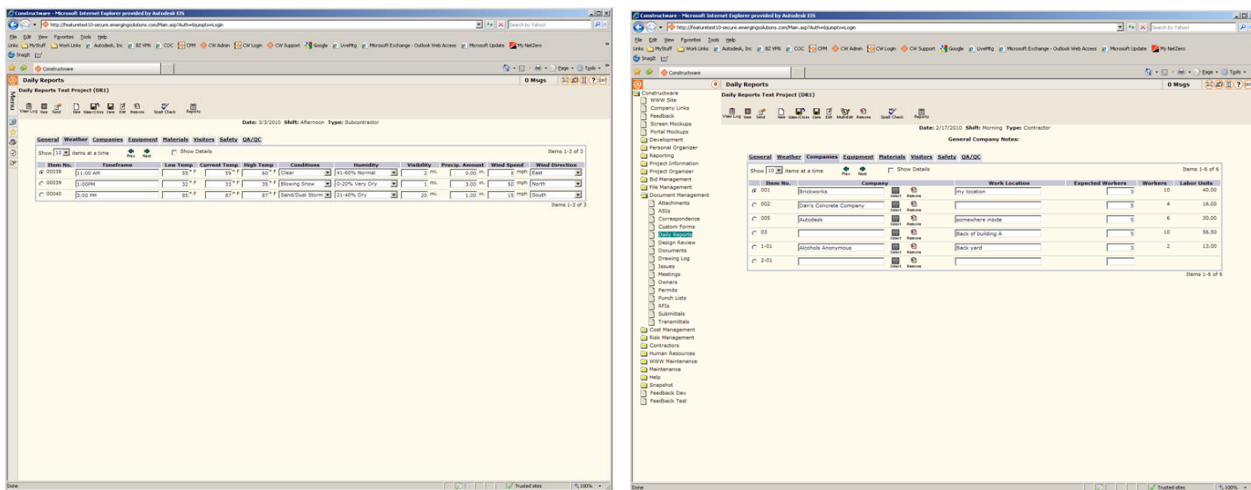
### New Permissions

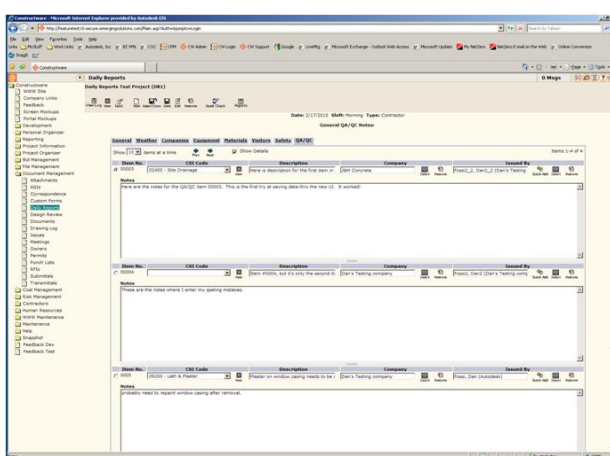
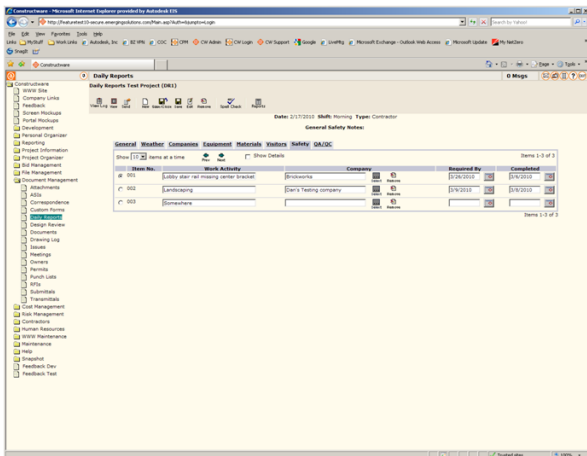
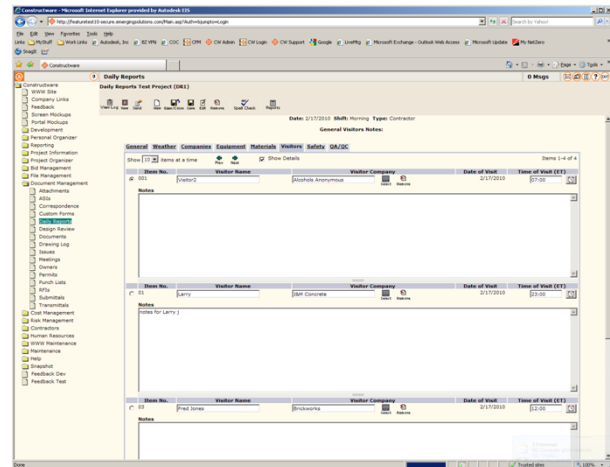
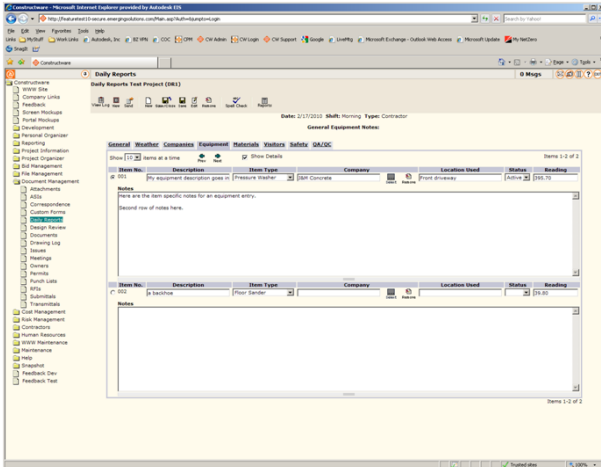
The following new permissions have been added:

- **Administrator** – User can view and edit all records. Has access to Module Customization.
- **Company Only** – User can view or edit existing daily reports that are created by the user's company, or have an author from the user's company, or that have been distributed to them. User can create new daily reports.
- **Distribute** – User can access daily reports, but will see only those items that have been distributed to them, in a read-only mode.

### Multi-edit Tab Logs

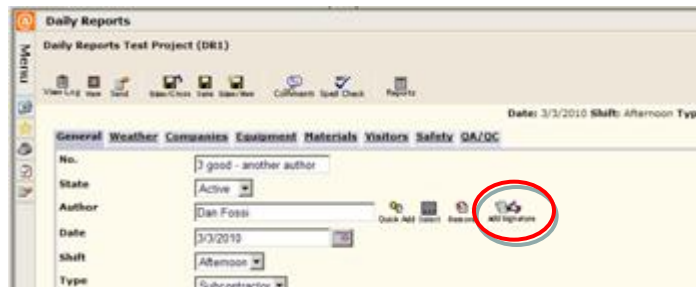
Now you can edit many attributes right in the log on the tabs. The new edit logs are as follows:





## Sign Reports

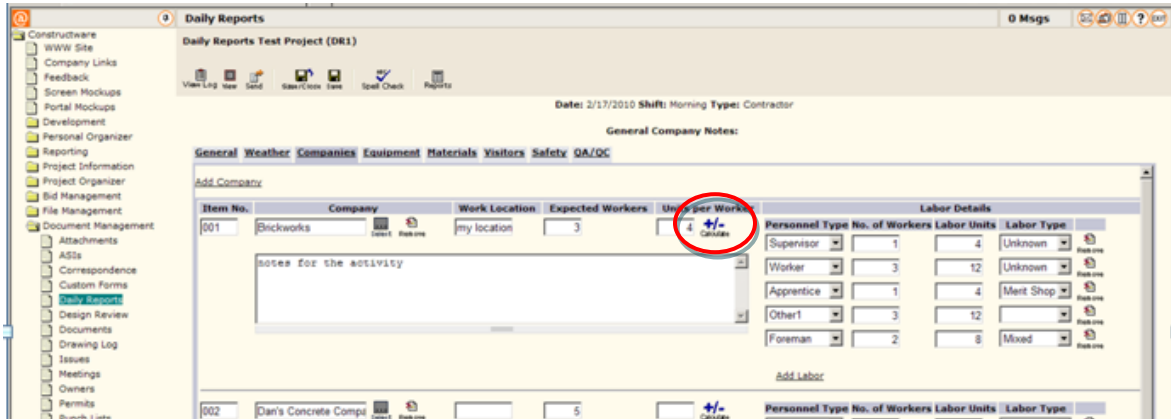
You can use the new **Add Signature** button on the **General** tab to apply a signature image for the Author to a daily report, which also locks the report.



To be able to add a signature image, you must know the PIN of the Author of the document. Only the report Author and users with Administrator permission can unlock a locked report.

## Calculate Labor Units

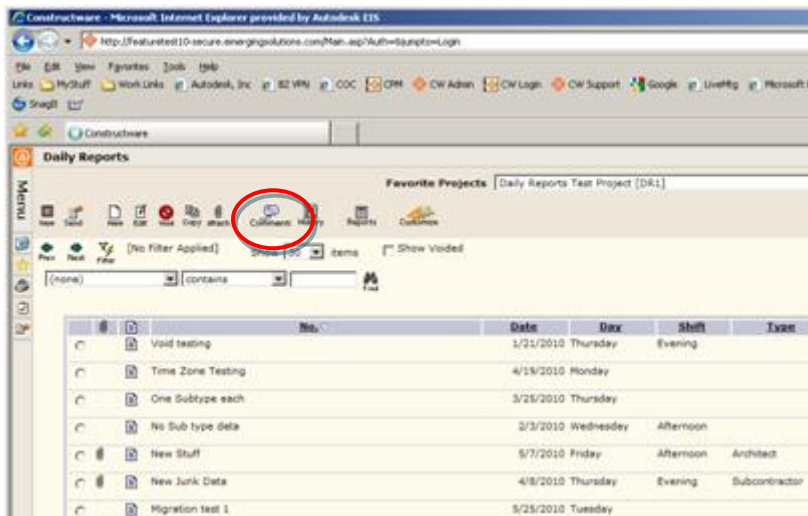
On the **Companies** tab, you can use the new **Calculate** button to have the system automatically calculate the **Labor Units** field as you enter the number in the **No. of Workers** field.



The number of labor units is calculated from the **No. of Workers** times the **Units per Worker**. If you change the amount entered in either field on the Companies window, click the **Calculate** button to recalculate this number. Clicking **Save** also invokes an automatic recalculation before the save.

## Add Comments

You can use the **Comments** button on the Daily Reports main log and the **General** tab to enter additional comments related to a specific daily report.



## New Edit Pages

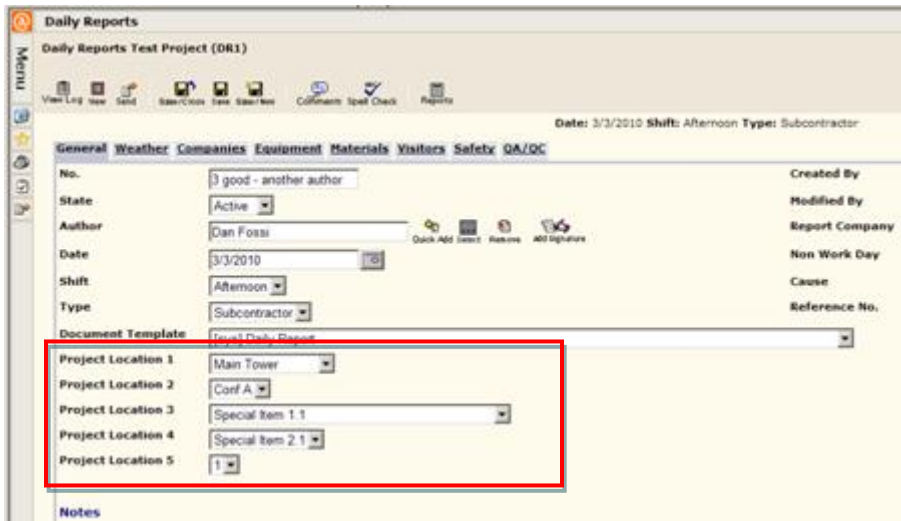
Once on the edit pages, editing a new sub-record (such as a Company entry, Equipment entry, etc) refreshes the main edit area below the tabs, instead of using a pop-up window. You can navigate directly to another tab from that edit mode by clicking a different tab.

## Report Updates

New filtering and display options have been added to standard reports and more attributes are available in custom reports.

## Project Location Fields

You can use the Project Location fields on the **General** tab to select the areas of the project to be included in the report.

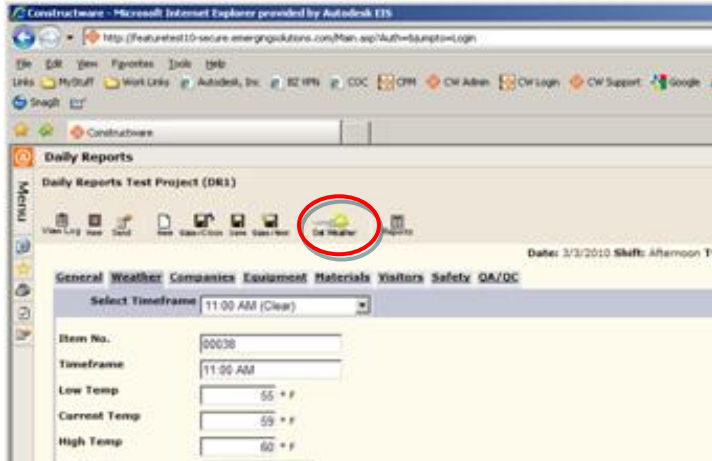


These fields are available only if the Location label is defined on the **Locations** tab in the Project Defaults module. Labels and values are defined per project. Up to five locations can be defined per project. Locations are listed in sort order and then in alphabetical order. When defined for a project, these locations are also available on most standard reports for the Daily Reports module.

## Get Weather Updates

You can enter weather information manually on the **Weather** tab, or you can import it automatically from the Constructware Web site. To import the information, click the **Get Weather** button.

**Note:** To be able to use this feature, a valid 5-digit United States zip code for the project must be entered in the Project Details module.



Options for the functionality of this button and additional attributes (Conditions, Visibility, Timeframe and current temp) are loaded when used with the Constructware weather site. With this new release, you can retrieve weather automatically in one click, provided your site administrator has enabled the Daily Weather attribute for “Get Constructware Weather On New.”

## Creating a Daily Report



You can now create multiple daily reports for the same day/shift. A previous restriction limited you to being able to create only one daily report for a given date/shift. This enhancement will allow you to have multiple superintendants on each job, each working their own area. In addition, superintendants can now create their own daily reports or allow subcontractors to create their own daily reports.



## Changes and Migration Notes for Existing Daily Reports

- Daily Report numbers that were longer than 50 characters were migrated in full to the new **Reference No** field. The first 50 characters were migrated to the new **Daily Report No** field.
- Supplemental notes were migrated to a comment and marked as created by the daily report Author. After a daily report is locked you can add/update comments. The supplemental notes field was deprecated.
- Daily Report company records. Any company number fields over 50 characters were appended to the company activity/notes with a note that it was added by the migration and the date of the migration. The first 50 characters were maintained in the daily company **No** field.
- *Daily report defaults that used to be defined in Project Defaults have moved to Module Customization for Daily Reports.* Weather units are now located under the **Attributes** tab for Daily Weather, Labor Units renaming is now under the **Labels** tab for Daily Company. The Daily Report Author can be defaulted by setting a default value on the **Attributes** tab for a Daily Report.
- Any project that had a custom label for Labor Units will have a Daily Company Label template created with this value defined.
- Removed pop-up edit windows. Editing items from a tab are now a page that loads in the tab.

## Miscellaneous Daily Reports Enhancements

Additional enhancements to the Daily Reports module include the following:

- You can lock a daily report so that other users cannot change it by changing the **State** of the report to Lock. Locked reports are read only and cannot be edited. You can also lock a daily report by signing the report, which adds a visual image of the signature to the report. The Administrator or Author can unlock locked daily reports.
- Determine who created/modified a report and the date on which the report was created/modified.
- On all tabs and windows, you can use the **Remove** button (  ) to permanently remove a daily report item from the log. Daily reports that are locked cannot have items removed.
- You can use the **Void** button (  ) to void a daily report.

- The **Save/Prev** (  ) and **Save/Next** (  ) buttons enable you to save the entered information and then display information pertaining to the previous/next daily report. These buttons are available on: Companies window, Equipment window, Materials window, Safety window, and the QA/QC window.
- New attributes include the following:

Tab	Attribute
General	State
	Reference No
	Type
	Project Locations (if defined for the project)
Company	Expected workers
	Units per worker
Safety	Hours Lost
Weather	Current Temperature

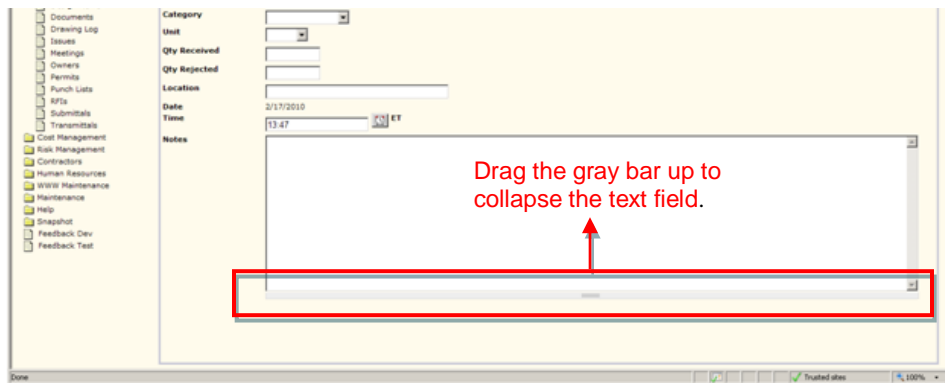
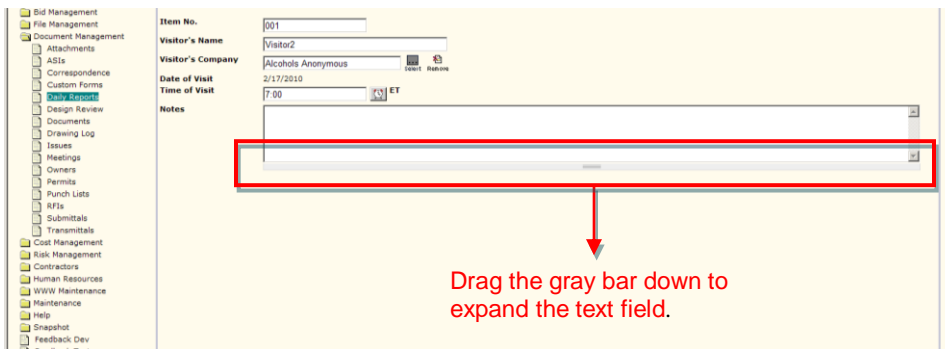


## Other Product Updates

### Adjust Text Fields

You can adjust the text area in the text fields by selecting the gray bar beneath the text area and doing the following:

- Drag the bar down to expand the text area.
- Drag the bar up to collapse the text area.



### New Bookmarks for Contract Change Order Documents

Two new bookmarks are available for CCOs as follows:

- New “CCOIncrDecr” bookmark with the same logic as “CCOAdjustment” with an output of 'Increased', 'Decreased', and 'Unchanged'.
- New “CCOItemsScopeShort” bookmark with Item No and Amount on the first row for each Cost Item, and the long Scope of Work field on the second row.

## File Director – Add on the Fly

It is now much easier to upload documents into File Director and link them to another document. Instead of uploading them first, you can now choose “Upload to File Director” in the Linked Documents wizard and select a folder.

