APEXC.IO

CLOUD SOLUTIONS FOR PROJECT MANAGEMENT

Project Daily Reports (PDR's)

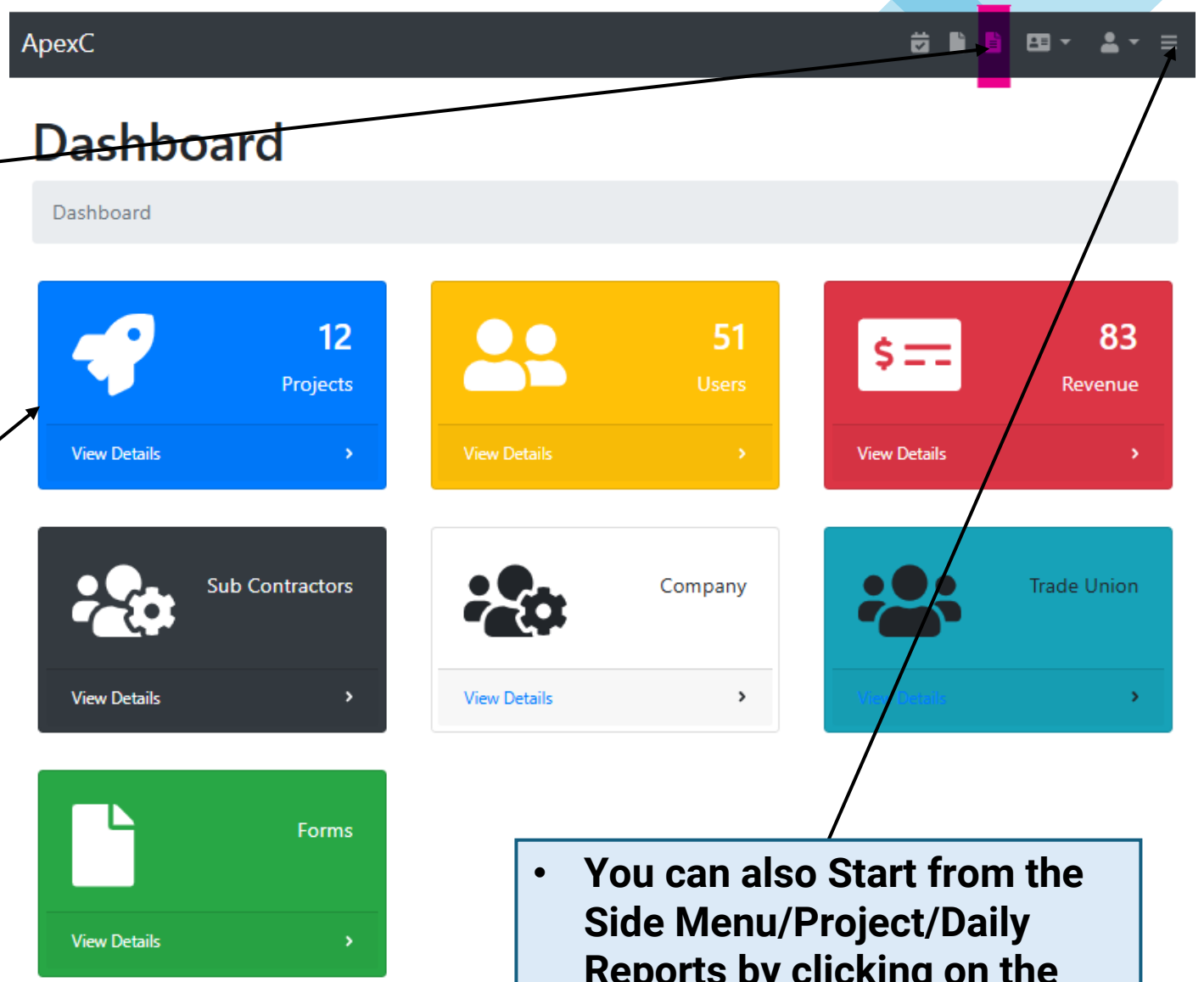
ApexC's Approach to Project Daily Reports (PDR's)

- Capture Once → Reuse Everywhere
- Standardized Reporting
- Field + Office Alignment
- Real-Time Visibility
- Traceability & Accountability
- Context with Photos + Narrative
- Replaces Fragmented Tools
- Compliance-Forward Design
- One-Click Professional Output
- Logs → Intelligence

How to Record Project Daily Reports (PDR)

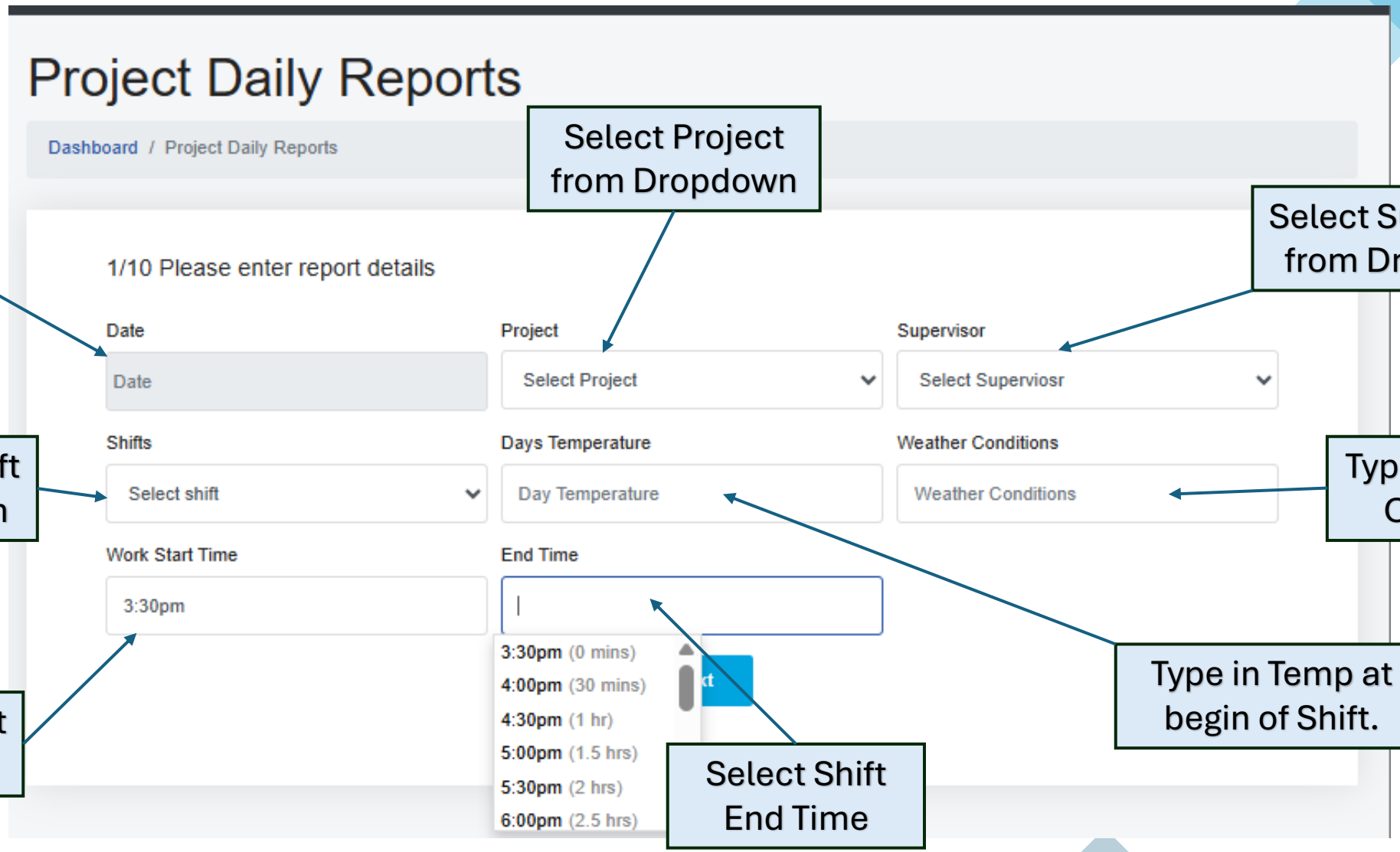
- **Click on this Icon to Start A New Project Daily Report**

- **Project Card on the Dashboard/Links Tab has Daily Report Card along with many other Project Attributes. Click on the New link to start the Daily Report.**



- **You can also Start from the Side Menu/Project/Daily Reports by clicking on the Hamburger Icon**

RECORD SITE CONDITIONS



Select Date for the Report

Select Project from Dropdown

Select Supervisor from Dropdown

Select Work Shift from Dropdown

Type in Weather Conditions

Select Shift Start Time

Type in Temp at begin of Shift.

Select Shift End Time

RECORD CONTRACTOR ACTIVITY

Select “Yes” if Any of your Employees or Subcontractors worked on the Project.

If not, Select “No” and go to Next Screen.

For Each Sub-Contractor and Trade Type, Enter The Following:

- Select Contractor Name
- Select Trade
- Enter Number of Journey Men
- Enter Number of Apprentice
- Describe the work performed by this Crew.
- Add a separate line for each Sub and Trade Combination.



- **This Scree Dynamically Changes Based on the Selected Project:**
  - **Union**
  - **Prevailing**
  - **Private Projects.**
- **You are looking at a Union Project**

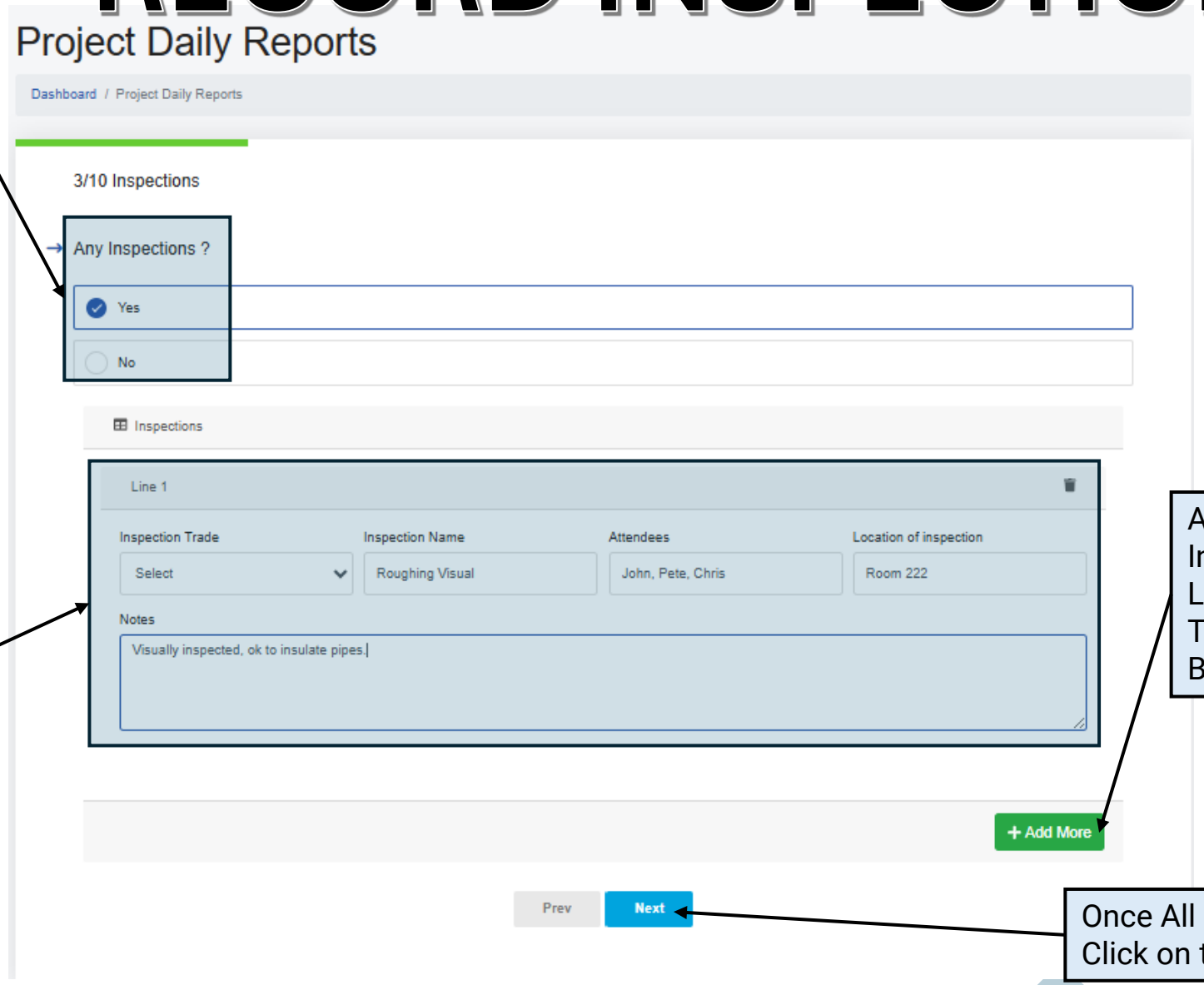
Add Row for each Trade Contractor/Trade Combination By Clicking The “+Add More” Button.

Once All Contractor Activities are Entered, Click on the “Next” Button.

RECORD INSPECTIONS

Select “Yes” if Any *inspections took place.*

If not, Select “No” and go to Next Screen.



For Each Inspection, Enter The Following:

- Select Inspection Trade
- Enter Inspection Name, Attendees and Location and Description
- Add a separate line for each Type and Location.

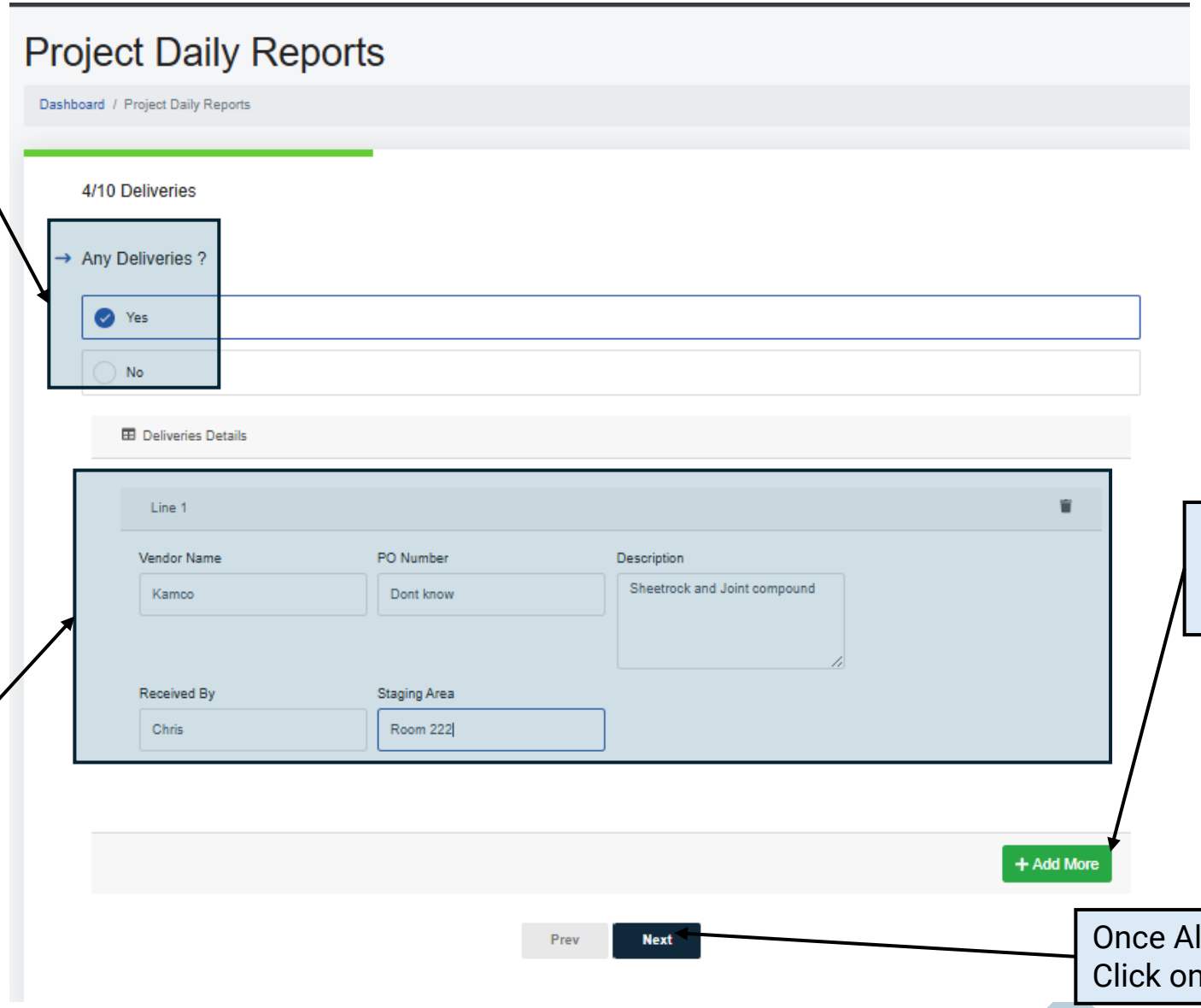
Add Row for each Inspection Type and Location By Clicking The “+Add More” Button.

Once All Inspections are Entered, Click on the “Next” Button.

RECORD MATERIAL DELIVERIES

Select “Yes” if Any *Deliveries took place.*

If not, Select “No” and go to Next Screen.



For Each Delivery, Enter The Following:

- Vendor Name
- PO Number if available
- Description
- Person who took delivery
- Where the material is staged.

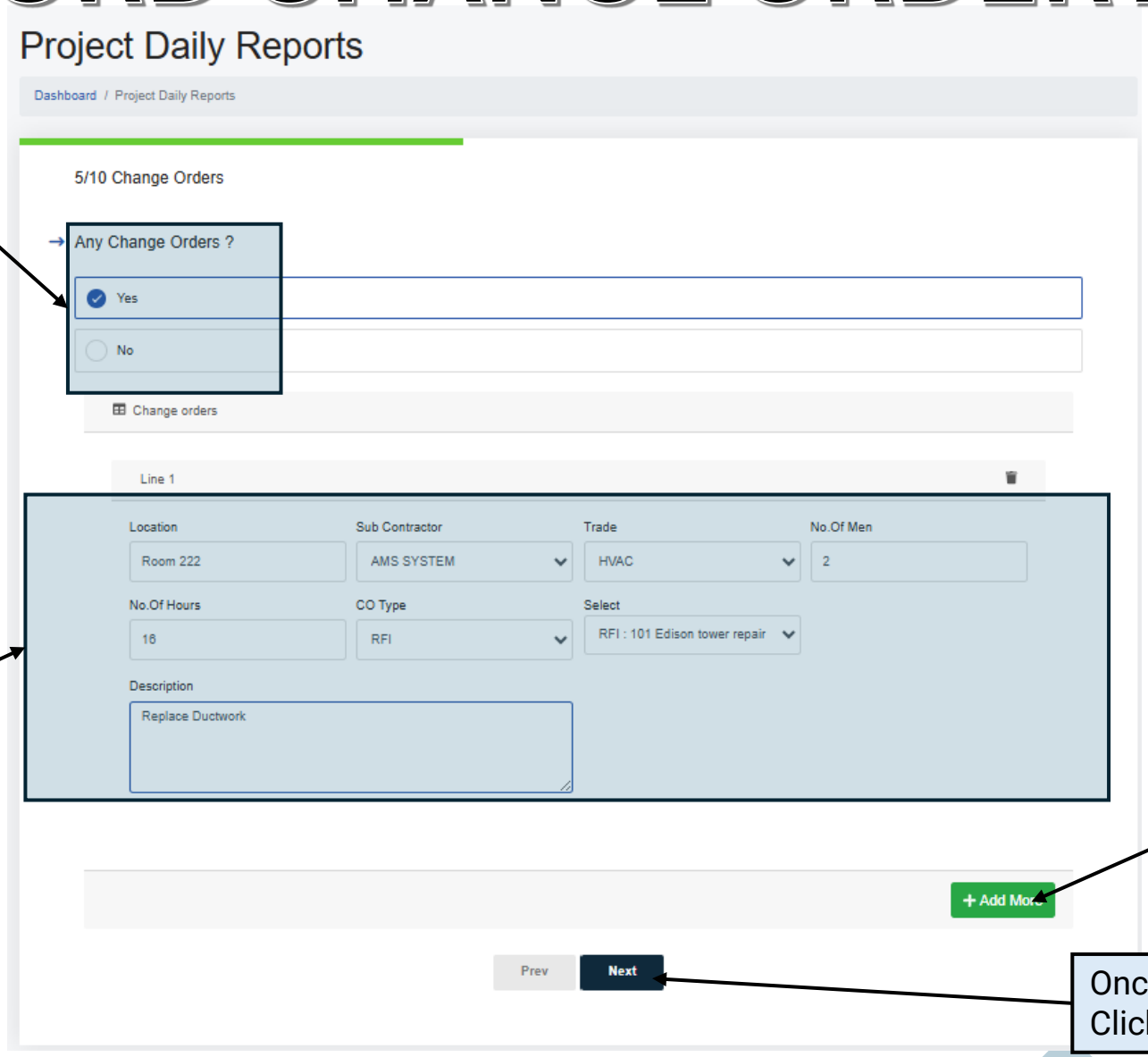
Add Row for each Delivery By Clicking The “+Add More” Button.

Once All Deliveries are recorded, Click on the “Next” Button.

RECORD CHANGE ORDER ACTIVITY

Select “Yes” if Any *CO Work was Performed*.

If not, Select “No” and go to Next Screen.



For Each Inspection, Enter The Following:

- Select Inspection Trade
- Enter Inspection Name, Attendees and Location and Description
- Add a separate line for each Type and Location.

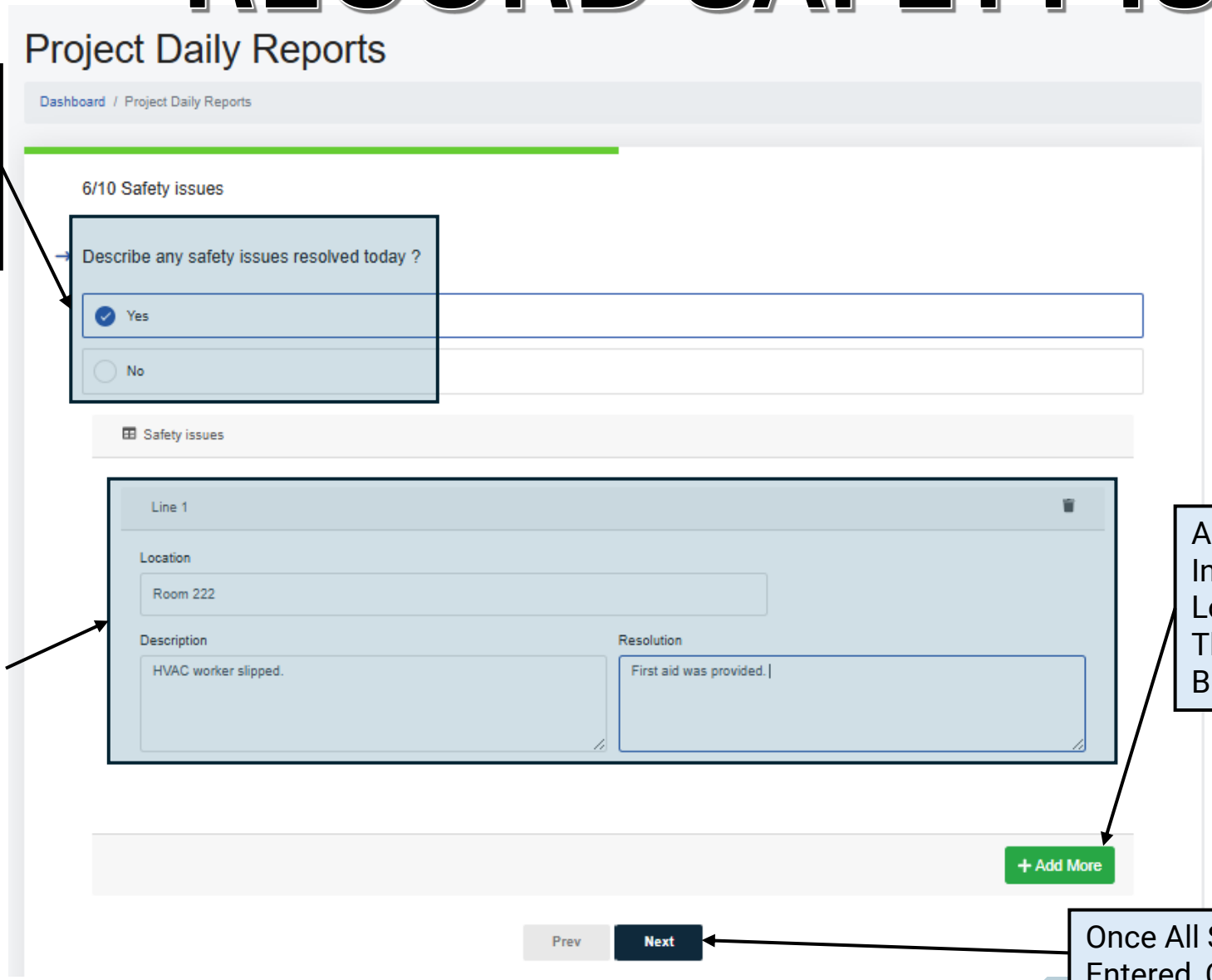
Add Row for each Inspection Type and Location By Clicking The “+Add More” Button.

Once All CO Activity are Entered, Click on the “Next” Button.

RECORD SAFETY ISSUES

Select “Yes” if Any *inspections took place.*

If not, Select “No” and go to Next Screen.



For Each Inspection, Enter The Following:

- Select Inspection Trade
- Enter Inspection Name, Attendees and Location and Description
- Add a separate line for each Type and Location.

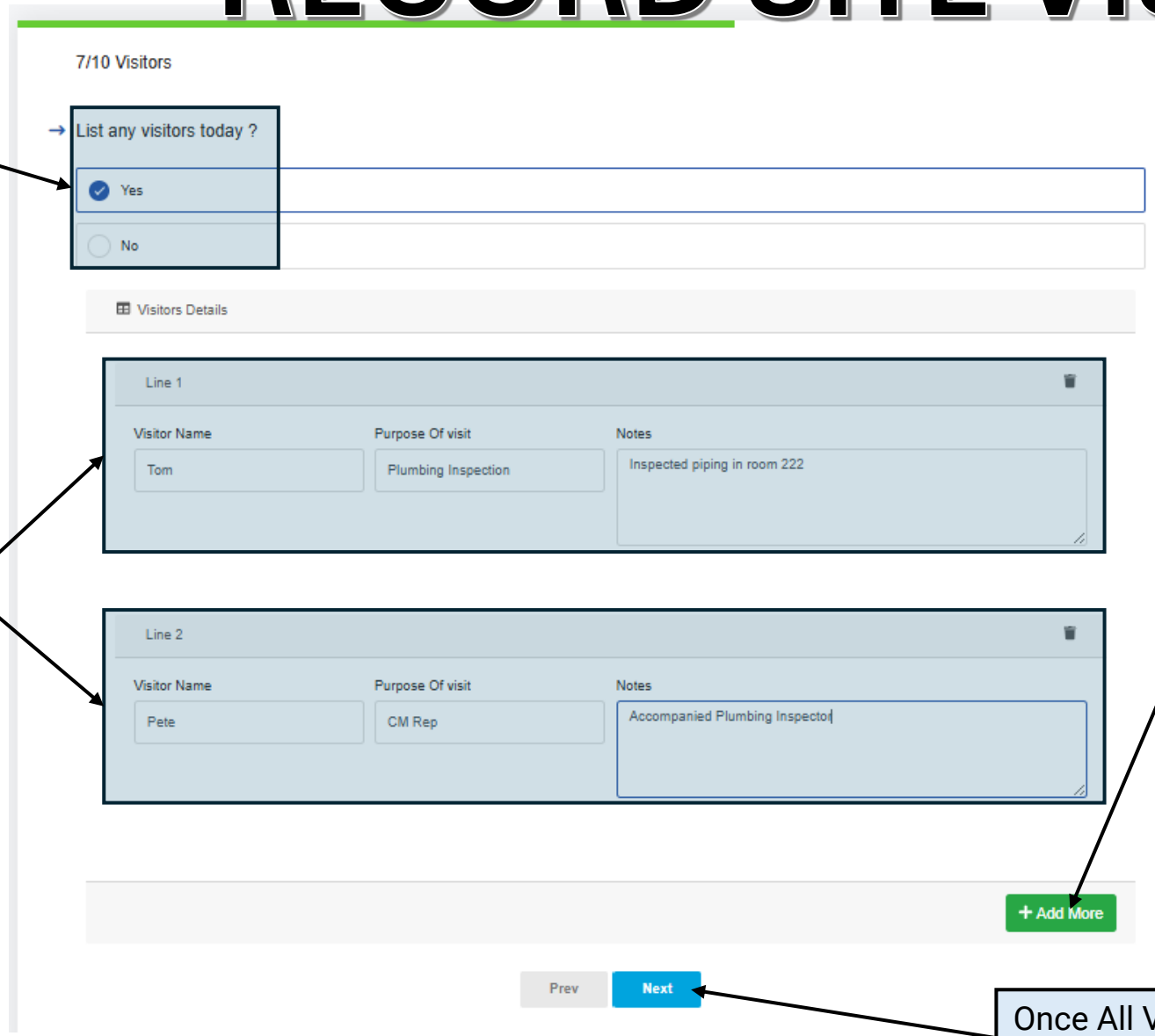
Add Row for each Inspection Type and Location By Clicking The “+Add More” Button.

Once All Safety Incidents are Entered, Click on the “Next” Button.

RECORD SITE VISITORS

Select “Yes” if Any Visitors.

If not, Select “No” and go to Next Screen.



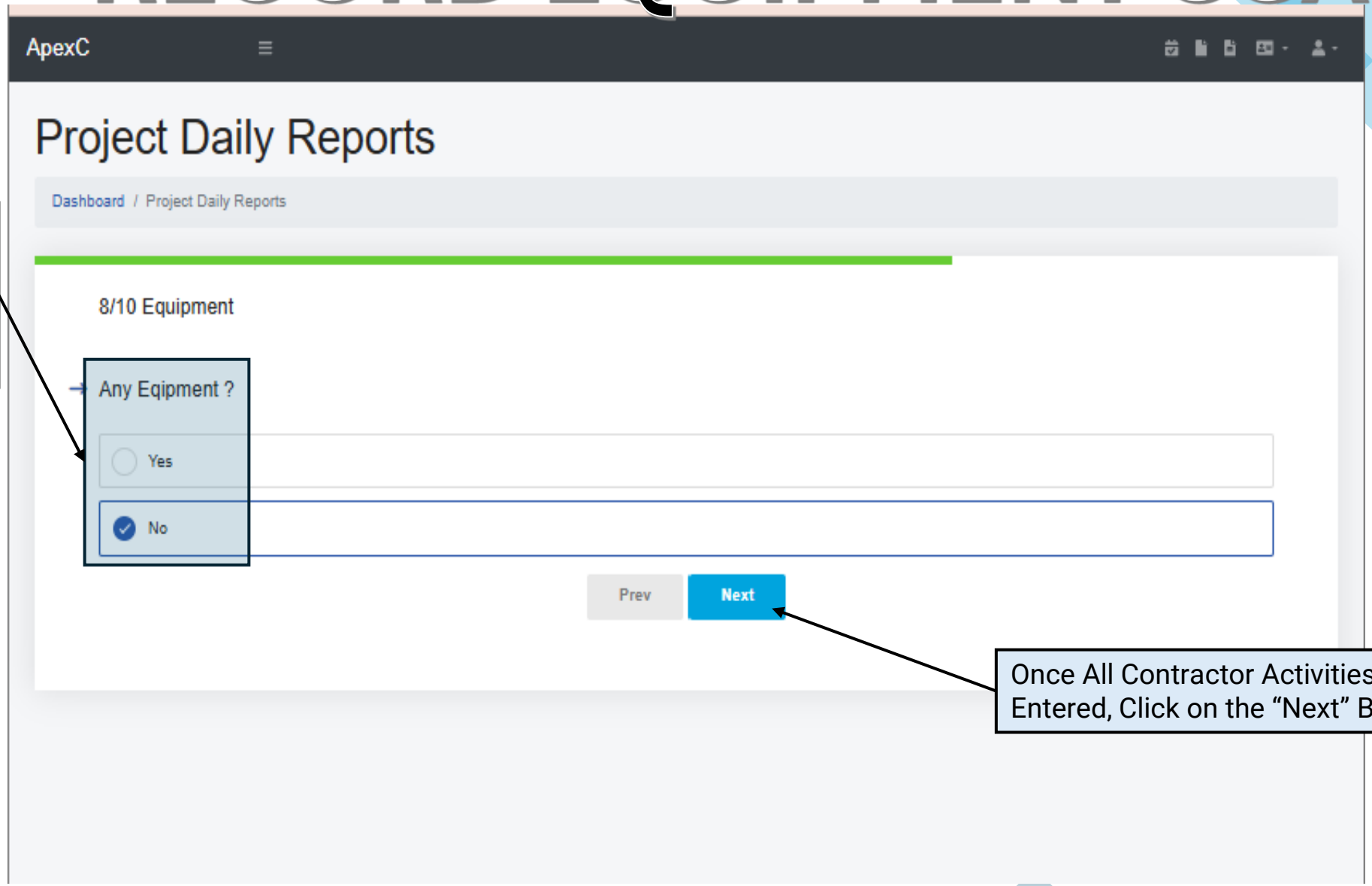
For Each Visitor, Enter The Following:

- Name
- Purpose
- Notes

Add Row for each Visitor By Clicking The “+Add More” Button.

Once All Visitor are logged, Click on the “Next” Button.

RECORD EQUIPMENT USAGE

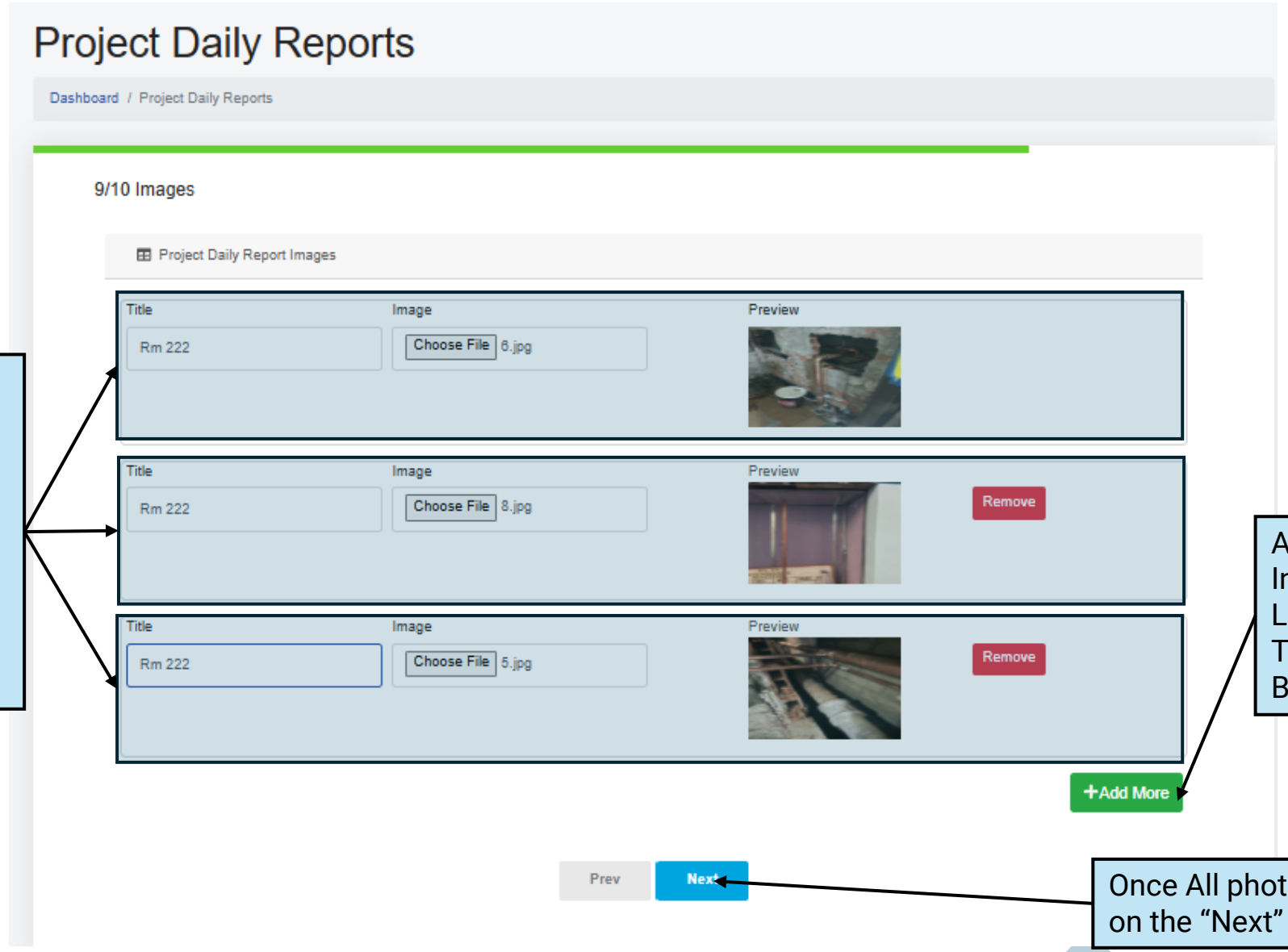


Select “Yes” if Any *inspections took place.*

If not, Select “No” and go to Next Screen.

Once All Contractor Activities are Entered, Click on the “Next” Button.

UPLOAD PROJECT PHOTOS



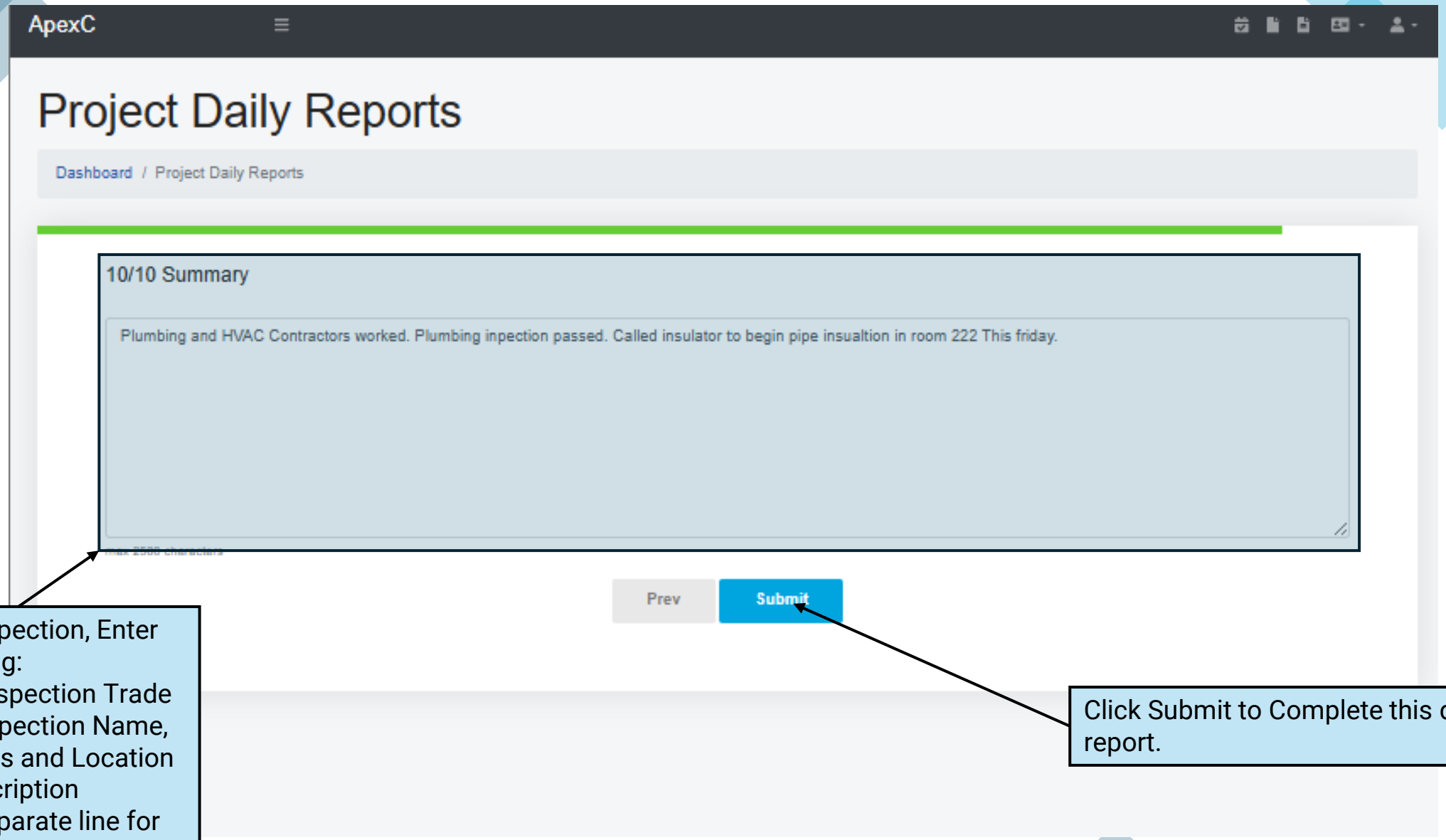
Photos:

- Add using device library.
- Take live pictures.
- Provide Title (Optional) to each picture.

Add Row for each Inspection Type and Location By Clicking The “+Add More” Button.

Once All photos are selected, Click on the “Next” Button.

BRIEF SUMMARY



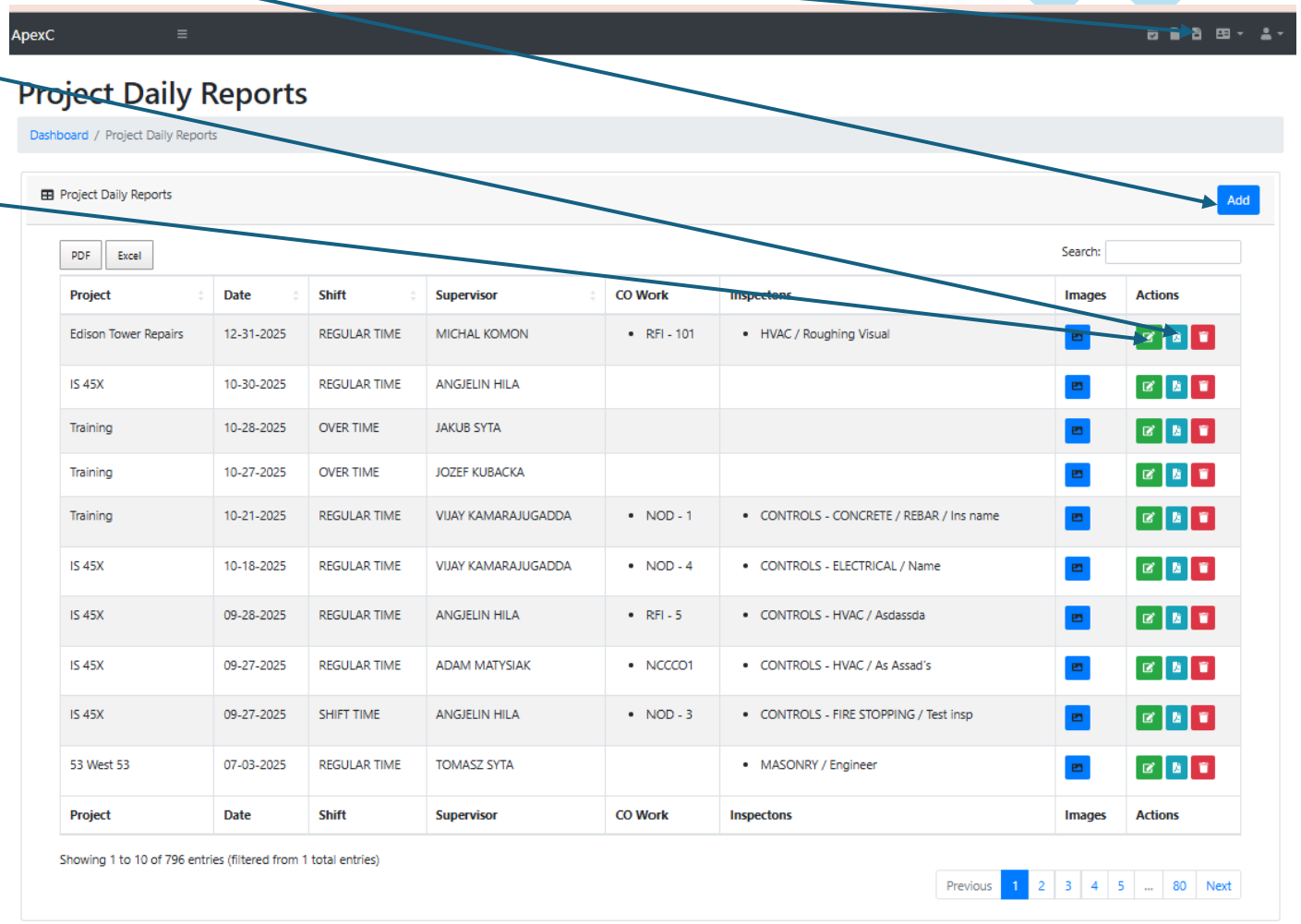
For Each Inspection, Enter The Following:

- Select Inspection Trade
- Enter Inspection Name, Attendees and Location and Description
- Add a separate line for each Type and Location.

Click Submit to Complete this daily report.

PDR – TABLE VIEW

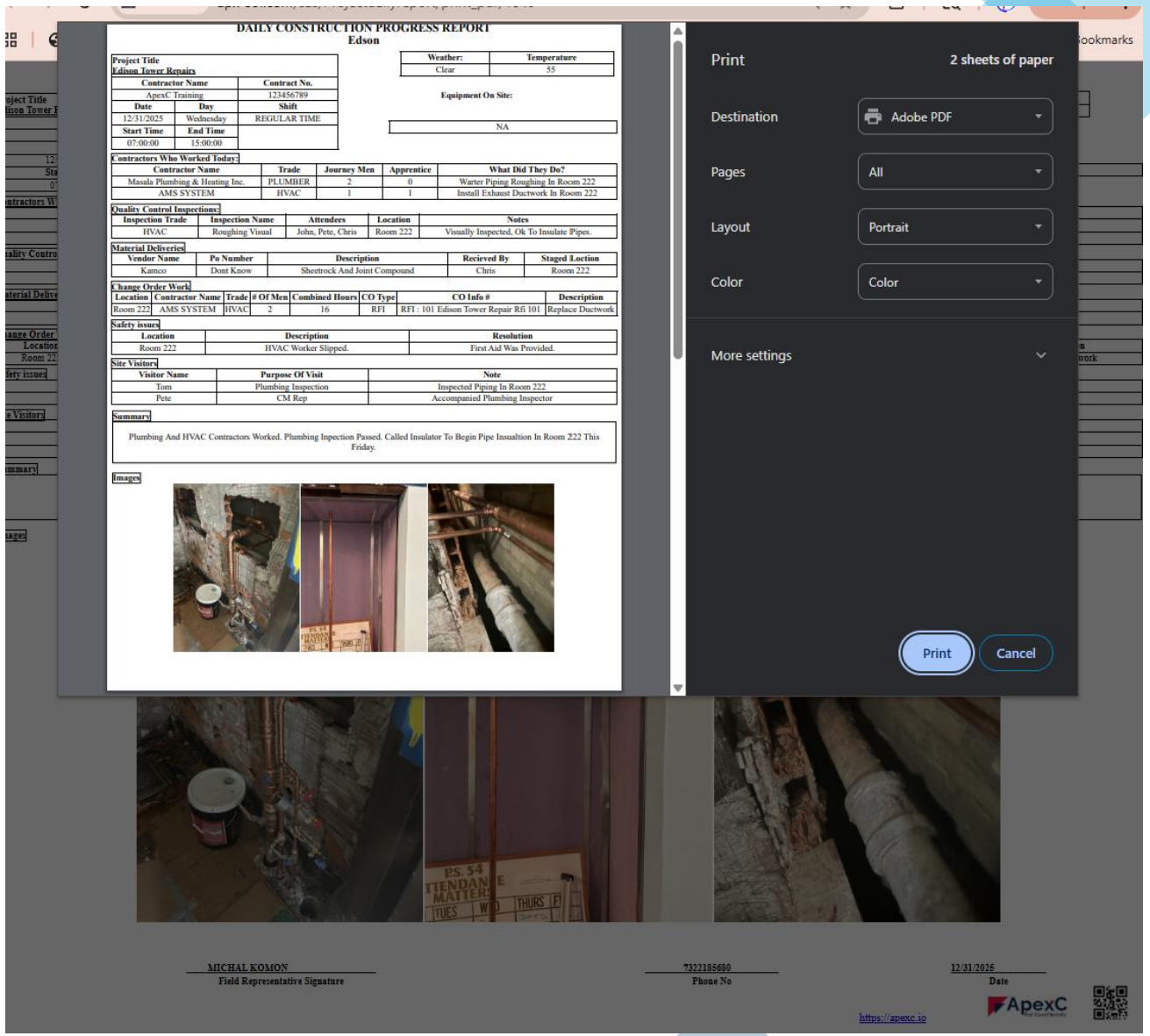
- Add new Daily Report
- View / Generate PDF
- Edit Report
- View Images
- Search
- Sort
- Export Table to PDF / Excel



PDF View

PDF Report

- Generate in One Click
- Save as PDF
- format ready
- Formal Record keeping Document.



SAVED PDF

DAILY CONSTRUCTION PROGRESS REPORT
Edson

Project Title
Edison Tower Repairs

Contractor Name		Contract No.
ApexC Training		123456789
Date	**Day**	**Shift**
12/31/2025	Wednesday	REGULAR TIME
Start Time	**End Time**	
07:00:00	15:00:00	

Weather:	Temperature
Clear	55

Equipment On Site:

NA

Contractors Who Worked Today:

Contractor Name	Trade	Journey Men	Apprentice	What Did They Do?
Masala Plumbing & Heating Inc.	PLUMBER	2	0	Warter Piping Roughing In Room 222
AMS SYSTEM	HVAC	1	1	Install Exhaust Ductwork In Room 222

Quality Control Inspections:

Inspection Trade	Inspection Name	Attendees	Location	Notes
HVAC	Roughing Visual	John, Pete, Chris	Room 222	Visually Inspected, Ok To Insulate Pipes.

Material Deliveries

Vendor Name	Po Number	Description	Recieved By	Staged Loction
Kamco	Dont Know	Sheetrock And Joint Compound	Chris	Room 222

Change Order Work

Location	Contractor Name	Trade	# Of Men	Combined Hours	CO Type	CO Info #	Description
Room 222	AMS SYSTEM	HVAC	2	16	RFI	RFI : 101 Edison Tower Repair Rfi 101	Replace Ductwork

Safety issues

Location	Description	Resolution
Room 222	HVAC Worker Slipped.	First Aid Was Provided.

Site Visitors

Visitor Name	Purpose Of Visit	Note
Tom	Plumbing Inspection	Inspected Piping In Room 222
Pete	CM Rep	Accompanied Plumbing Inspector

Summary

Plumbing And HVAC Contractors Worked. Plumbing Inpection Passed. Called Insulator To Begin Pipe Insualtion In Room 222 This Friday.

Images



MICHAL KOMON — Field Representative Signature
7322185680 — Phone No
12/31/2025
https://apexc.io

ApexC's PDR Approach brings **Intelligence** Across Platform

- Track Worker Production
- Sub Progress Evaluation
- Change Order Validation
- Materials & Logistics Tracking
- Delay & Disruption Traceability
- Safety & Compliance Reporting
- Claims & Dispute Resolution
- Track Inspection, Deliveries and Incidents

Learn More

Visit us www.ApexC.io

Submittals	Requisitions	A/EOR Review Access
RFI's	SOV's	Role Based Controls
Change Orders	Employee and External Users	Project Based Controls
Purchase Orders	Sub Change Orders	Trackers and Logs
Daily Reports	Sub Daily Activity	Dynamic Forms
Employee Wages	Union Projects	Project Photos
Subcontractors	Prevailing Projects	Drawings
Sub Invoices	Private Projects	Project DOCS