

How to Submit Daily Job Logs

Purpose:

To give instruction on how to create, track and maintain daily job log documents for proper reporting purposes

Prerequisite:

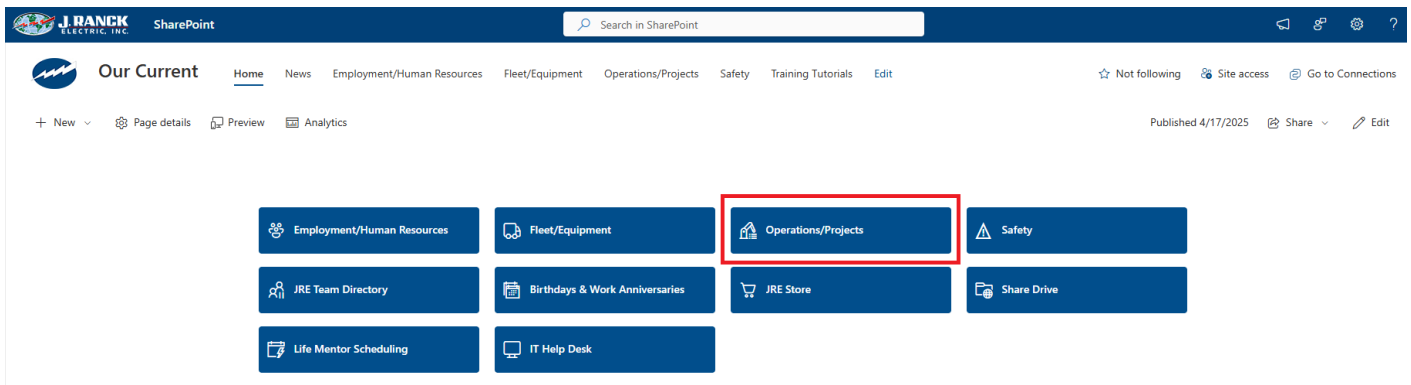
- Have access to [Our Current](#) web site

Who's Responsible:

- All foremen, project managers and project management assistants with responsibility for creation, maintenance and review of site daily job logs

Process:

- **How to create a daily job log (from scratch)**
 - Go to [Our Current](#) web site
 - Click on Operations/Projects button



- Click on Daily Job Log button

- o Click on Create Job Log button

- o Select job number from the Job Number dropdown list **NOTE:** the list will show all active and inactive jobs. You can start typing a job number or job name and the list will auto populate with options to choose
- o Enter date for current daily job log
- o Click the Create button

- o Type in job location
- o Attach any documents and pictures **NOTE:** At least 4 pictures are required to submit a daily job log per day
- o Click Choose Files, select files wanted to load
- o If there is a specific reason pictures cannot be sent, check the box to acknowledge that pictures were not attached



New Daily Job Log

[Copy From Previous DJL](#)

Job Number
124006

Job Title
JACKSON CO AIRPORT

Date
08/28/2025

Location
123 Test St
Jackson
Characters : 19/31

A minimum of 4 pictures need to be attached to each Daily Job Log submitted. Other documents are not counted in this number.

Attach Documents or Pictures:

No file chosen

20250828-IMG_4852.jpg

20250828-IMG_4854.jpg

20250828-IMG_4859.jpg

20250828-IMG_4852.jpg

20250828-IMG_4854.jpg

20250828-IMG_4852.jpg

20250828-IMG_4859.jpg

"I acknowledge I am submitting this daily job log without pictures even though it is required."

- Enter manpower breakdown
 - Only active employees are in the dropdown lists. Start typing in name and selection will filter down. This will also keep a count of manpower entered
 - Click on Employee and either scroll down to find employee or start to type in their name to filter the list down
- Enter equipment that is on site
 - Only active equipment will be listed in the dropdown list
 - Click on Unit Number and either scroll down to find equipment or start to type in unit number or equipment name to filter the list down
- Continue to click on all equipment from list that is on job site
- If more equipment is needed to list that is not in the dropdown list (i.e. rental equipment), click the check box for Add more equipment?
- Enter rental equipment information in the Equipment - other text box
- If applicable, in the Visitor section, enter Subcontractors, Inspectors, and/or Other visitors text boxes
- Enter weather information in Weather section **NOTE:** If the zip code for the job site is entered, the temperature, precipitation, and rain/snow boxes will automatically fill in. You may override what pulls in
- If there is a weather delay, click on the weather delay check box and enter explanation

Manpower Breakdown (Names)

Foreman	Journeyman	Apprentice	Operator	Other	Total No.
AARON D PORTER x Employee	ADAM M BARTON x CODY L EVANS x Employee	CAMDEN A MONROE x BRETT ESCAMILLA x Employee	ADAM R BAKER x Employee	DALE R HAINES x DAKOTA D REGER x HUNTER T TACKETT x Employee	9

Equipment

Select Equipment

0017989 - RANGEFINDER - NIKON x 02150801 - PHASE TESTER x Unit Number

Add more equipment? (check if Yes)

Equipment - other:
Rental equipment

Visitors

Subcontractors

Inspectors

Other visitors

Test subcontractor Characters : 18/482	Test inspector Characters : 14/486	Safety Characters : 6/494
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Weather

(Optional) Zipcode

Temperature

Precipitation (in.)

Rain/Snow

48618

71.6 F

0

Clouds

Was your work delayed due to the weather?
 Weather Delay? (check if Yes)

Explain:
Reason for weather delay...
Characters : 28/972

- If there was an accident and the accident form was filled out, click the check box for Accident form? and enter explanation
- In Contractual Items section, check any boxes that are applicable and input explanations

Accidents

Accident Form filled out?

Accident form? (check if Yes) 

Explain:
Accident 

Characters : 8/992

Contractual Items:

Were you prevented from doing work due to material delivery or items beyond your control?

Other work delays? (check if Yes)

Explain:

Were you asked to do extra work?

Extra work? (check if Yes)

Was it authorized? (check if Yes)

Explain:

Did you perform work for a subcontractor or other that should be back charged?

Extra work to be charged back? (check if Yes)

Description:

Were any areas or systems checked for quality and correctness to drawings and specifications?

Any quality or correctness checks? (check if Yes)

Description:

Were there any quality issues or concerns?

Any quality issues/concerns? (check if Yes)

Description:

- o Enter summary of daily work in the Daily Work Summary **NOTE:** There is a talk to text option for this box. Click on the microphone in the upper left corner of the text box and talk to text is on. Make sure to reread what was recorded for accuracy
- o To print the form click the Print button
- o To Save changes and complete later, click Save Changes
- o To Submit the request to route to PM and PMA, click Submit

Daily Work Summary



Description: 

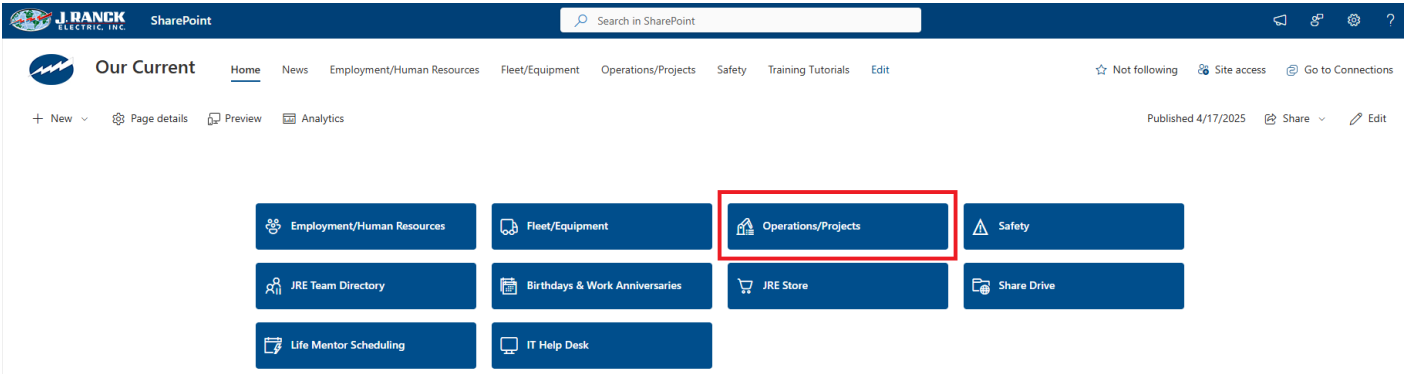
Save Changes

Submit

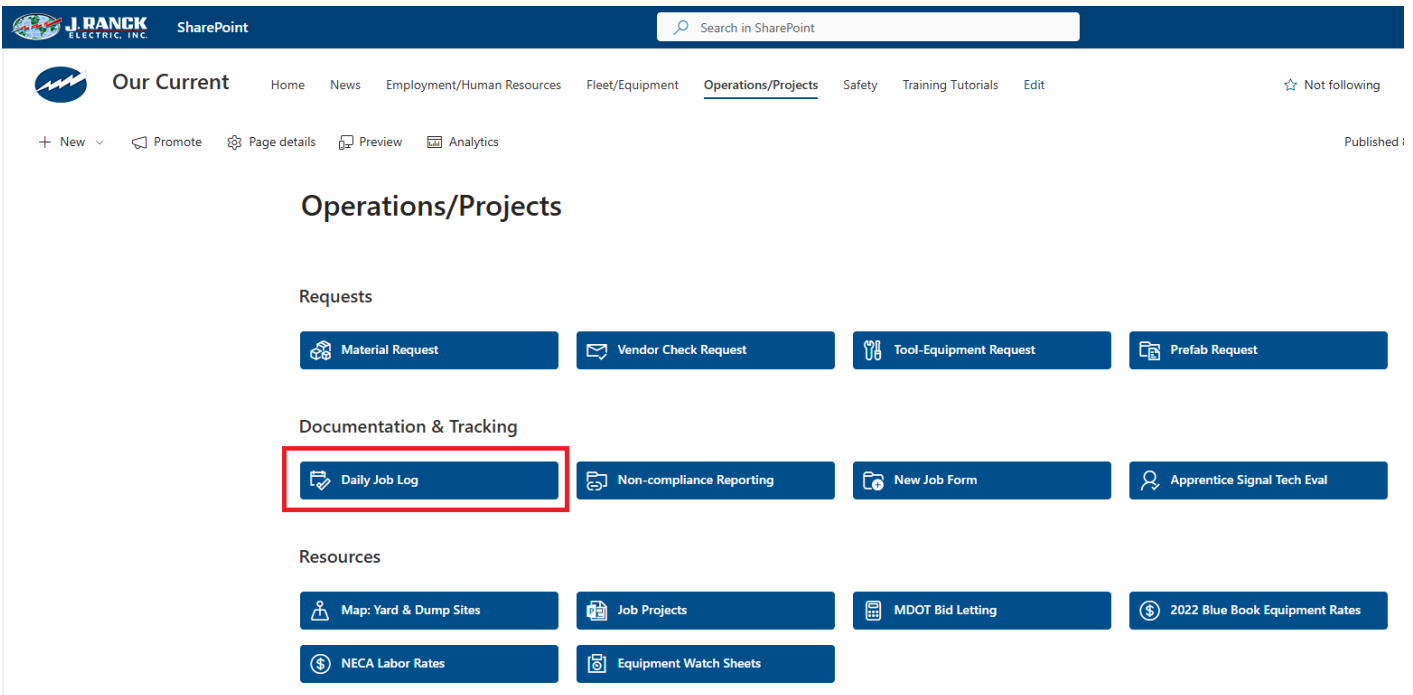
Print 

• How to create a daily job log (using copy option)

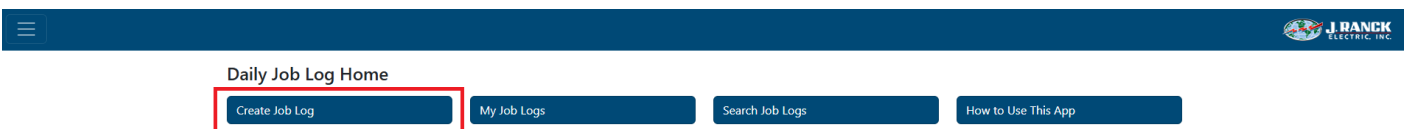
- o Go to [Our Current](#) web site
- o Click on Operations/Projects button



- o Click on Daily Job Log button



- o Click on Create Job Log button



- o Select job number from the Job Number dropdown list **NOTE:** the list will show all active and inactive jobs. You can start typing a job number or job name and the list will auto populate with options to choose
- o Enter date for current daily job log
- o Click the Create button



Create Daily Job Log

Job Number: 124006
Date: 08/28/2025

Create

- o Click Copy From Previous DJL button



New Daily Job Log

Copy From Previous DJL

Job Number: 124006 Job Title: JACKSON CO AIRPORT Date: 08/29/2025

- o Click Copy button on DJL you want to copy from
- o Manpower and Equipment list are the only fields that will be pulled from the copy option. All other fields need to be filled in before Submitting

Copy From DJL ×

Date	Creator	Copy
8/28/2025	lallen@jranck.com	Copy
8/20/2025	pboonstra@jranck.com	Copy
5/15/2025	nramon@jranck.com	Copy
5/14/2025	nramon@jranck.com	Copy
5/13/2025	nramon@jranck.com	Copy
5/12/2025	nramon@jranck.com	Copy
5/8/2025	nramon@jranck.com	Copy

- o Once all fields are filled in and at least 4 pictures attached, click Submit to route to PM and PMA for review

Save Changes **Submit** **Print**

• To view, edit, or print/download a daily job log that you created

- o Go to [Our Current](#) web site
- o Click on Operations/Projects button

The screenshot shows the top navigation bar of the J.RANCK SharePoint site. The 'Our Current' page is active, with a search bar and navigation links for Home, News, Employment/Human Resources, Fleet/Equipment, Operations/Projects, Safety, Training Tutorials, and Edit. Below the navigation bar, there are several blue buttons for different categories: Employment/Human Resources, Fleet/Equipment, Operations/Projects (highlighted with a red box), Safety, JRE Team Directory, Birthdays & Work Anniversaries, JRE Store, Share Drive, Life Mentor Scheduling, and IT Help Desk.

o Click on Daily Job Log button

The screenshot shows the 'Operations/Projects' page on the J.RANCK SharePoint site. The page title is 'Operations/Projects'. Under the 'Requests' section, there are buttons for Material Request, Vendor Check Request, Tool-Equipment Request, and Prefab Request. Under the 'Documentation & Tracking' section, the 'Daily Job Log' button is highlighted with a red box, along with Non-compliance Reporting, New Job Form, and Apprentice Signal Tech Eval. Under the 'Resources' section, there are buttons for Map: Yard & Dump Sites, Job Projects, MDOT Bid Letting, 2022 Blue Book Equipment Rates, NECA Labor Rates, and Equipment Watch Sheets.

o Click on My Job Logs button

The screenshot shows the 'Daily Job Log Home' page on the J.RANCK SharePoint site. The page title is 'Daily Job Log Home'. There are four blue buttons: Create Job Log, My Job Logs (highlighted with a red box), Search Job Logs, and How to Use This App.

o A list of the last 100 job logs that you have submitted will display, ordered by most recent date

My Daily Job Logs ←

Date	Job Number	Job Description	Attachments	View	Edit
8/29/2025	124006	JACKSON CO AIRPORT	0	View	Edit
8/29/2025	124006	JACKSON CO AIRPORT	0	View	Edit
8/28/2025	124006	JACKSON CO AIRPORT	3	View	Edit
7/17/2024	122025	MDOT TS 7 LOC YPSILANTI	0	View	Edit
10/16/2023	121003	OXFORD COMM SCHOOLS	0	View	Edit
9/14/2023	121045	MDOT TS MAINT N. REGION	0	View	Edit
9/6/2023	119010	ANN ARBOR WTP SCADA	0	View	Edit

Select list is limited to 100 results

- In the attachment column it displays who many attachments (documents, pictures) are included in that daily job log
- You can either "View" any of your previous 100 daily job logs or "Edit" daily job logs that have been not submitted yet
- To edit, click the Edit button
 - The edit page will be identical to the page description above used in the daily job log "Create" process after a job number has been selected
 - You will be able to update all the same fields available to you on the initial create page including the ability to add or remove employees, equipment, and/or attachments
 - You can then save or submit the updated daily job log
- To view, click the View button
 - You will be able to view the daily job log from here and also download or print a PDF copy of the daily job log

Job Log Created by:

lallen@jranck.com

Download a copy

Print

• How to search for and select a completed daily job log form for a job

- Go to [Our Current](#) web site
- Click on Operations/Projects button

The screenshot shows the SharePoint 'Our Current' page with a search bar at the top. The main navigation bar includes links for Home, News, Employment/Human Resources, Fleet/Equipment, **Operations/Projects** (highlighted with a red box), Safety, Training Tutorials, and Edit. Below this, there are several service tiles: Employment/Human Resources, JRE Team Directory, Life Mentor Scheduling, Fleet/Equipment, Birthdays & Work Anniversaries, IT Help Desk, **Operations/Projects** (highlighted with a red box), JRE Store, Safety, and Share Drive. The page is published on 4/17/2025.

- Click on Daily Job Log button

Our Current Home News Employment/Human Resources Fleet/Equipment **Operations/Projects** Safety Training Tutorials Edit Not following

+ New Promote Page details Preview Analytics Published

Operations/Projects

Requests

- Material Request
- Vendor Check Request
- Tool-Equipment Request
- Prefab Request

Documentation & Tracking

- Daily Job Log**
- Non-compliance Reporting
- New Job Form
- Apprentice Signal Tech Eval

Resources

- Map: Yard & Dump Sites
- Job Projects
- MDOT Bid Letting
- 2022 Blue Book Equipment Rates
- NECA Labor Rates
- Equipment Watch Sheets

- o Click on Search Job Logs button

Daily Job Log Home

Create Job Log My Job Logs **Search Job Logs** How to Use This App

- o You will be presented with a screen with a default selection list and filter options for a job number or year and an (optional) email or portion of an email name. Filters can be applied via the "Filter" button or clicking Enter
- o Each completed review presented can be viewed by selecting the "View" button

Search for a Daily Job Log

Year: 2024 Job Number: All Creator Email: Filter Reset

Job	Date	Created By	Submitted	Attachments	View	Edit	Delete
220093	11/13/2025	kurban@jranck.com	Yes	0	View	Edit	
224105	08/29/2025	abeavers@jranck.com	Yes	4	View	Edit	
124006	08/29/2025	lallen@jranck.com		0	View	Edit	Delete

- o The "View" page allows you to review the daily job log and you can either download a copy or print

Job Log Created by:
lallen@jranck.com

Download a copy **Print**

- o With appropriate security (PM or PMA), the "Edit" button allows you to make additions to comments or add/remove clarifications from the selected daily job log.

- With appropriate security (PM or PMA), the "Delete" button allows you to remove a daily job log

Search for a Daily Job Log

Year: 2024 Job Number: All Creator Email: [] Filter Reset

Job	Date	Created By	Submitted	Attachments	View	Edit	Delete
220093	11/13/2025	kurban@jranck.com	Yes	0	View	Edit	
224105	08/29/2025	abeavers@jranck.com	Yes	4	View	Edit	
124006	08/29/2025	lallen@jranck.com		0	View	Edit	Delete

Troubleshooting:

- For technical issues submit a ticket to IT support@jranck.com
- For process questions send email to Justin Thielen jthielen@jranck.com or Stacie Geiger sgeiger@jranck.com

Revision #8

Created 28 August 2025 11:39:02 by lallen@jranck.com

Updated 29 August 2025 15:39:05 by lallen@jranck.com