

# PROLOG

Features offered in Field Administration

<b>Feature</b>	<b>Advantage</b>
<b>Calendar</b>	Keep track of events and other significant dates in your project
<b>Closeout Log</b>	Manage closeout tasks to complete the project more quickly
<b>Crew/Employee Tracking</b>	Track man hours and electronic time sheets
<b>Daily Details</b>	Record weather and general conditions for each project
<b>Daily Work Journal</b>	Record daily construction activities
<b>Events</b>	Track production and milestone events
<b>Field Work Directives</b>	Reduce risk of surprise changes (for authorized work)
<b>Inspections and Tests</b>	Verify compliance with required inspections and tests
<b>Material Inventory</b>	Document all deliveries and any associated inventory
<b>Notices to Comply</b>	Increase quality control on a project
<b>Punch List Tracking</b>	Reduce time required to complete a punch list
<b>Safety Notices</b>	Reduce safety violations and accidents through safety management