FinishLine Portal – Instructions

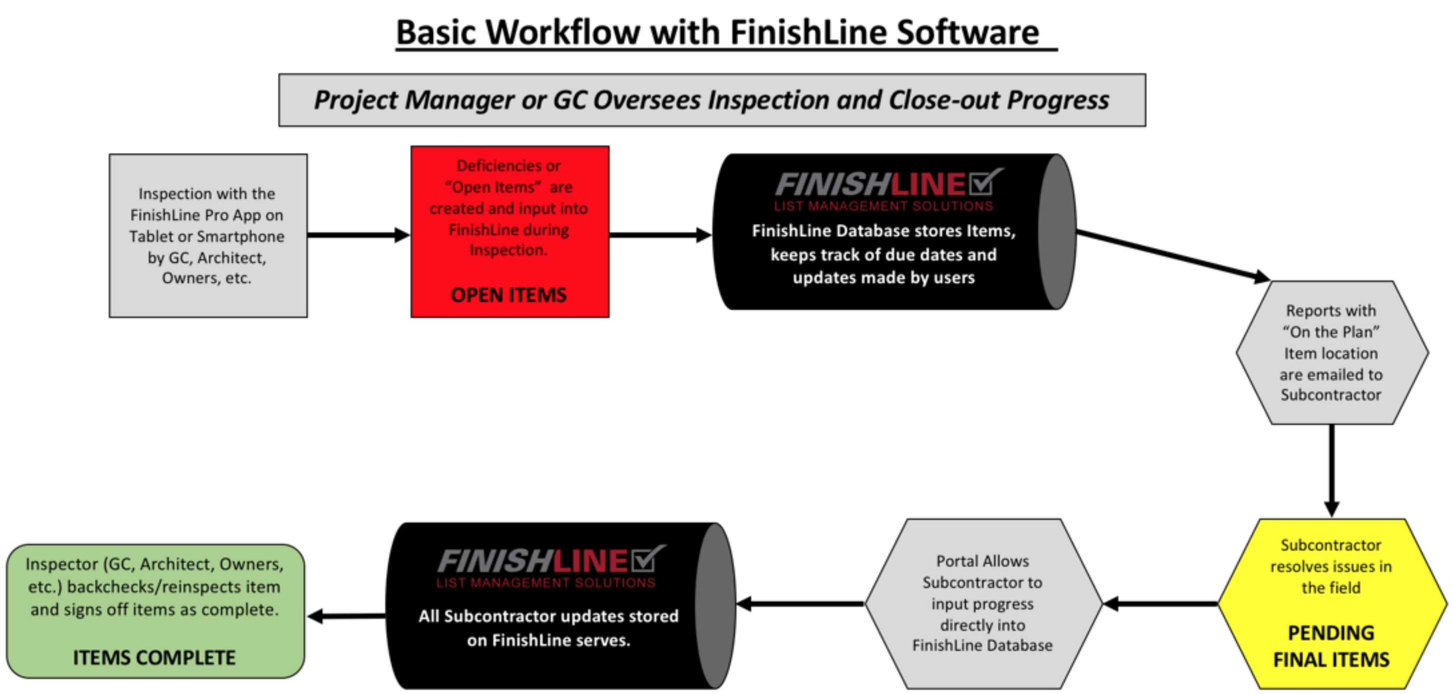
FinishLine Software is used to collect information in the field about the progress of construction. This information can be related to Punch Lists, Work Lists, In Wall/Pre-Cover checklists, Startup Checklists, Safety Checklists, just to name a few. FinishLine can track just about anything that was traditionally written down on a clipboard and then entered into to a spreadsheet or photocopied and eventually ending up in the hands of the person who needs to get the item resolved.

With FinishLine, Construction Managers, Architects, Superintendents, Owners and others, go into the field with a tablet or smartphone that has the FinishLine Pro App, then mark on an Electronic Plan the Who, What, When, Where, Why and How of a problem or issue that needs to be resolved. We call these "Items". Then these "Item" lists can be sent electronically to the responsible party.

That's where the portal comes in.

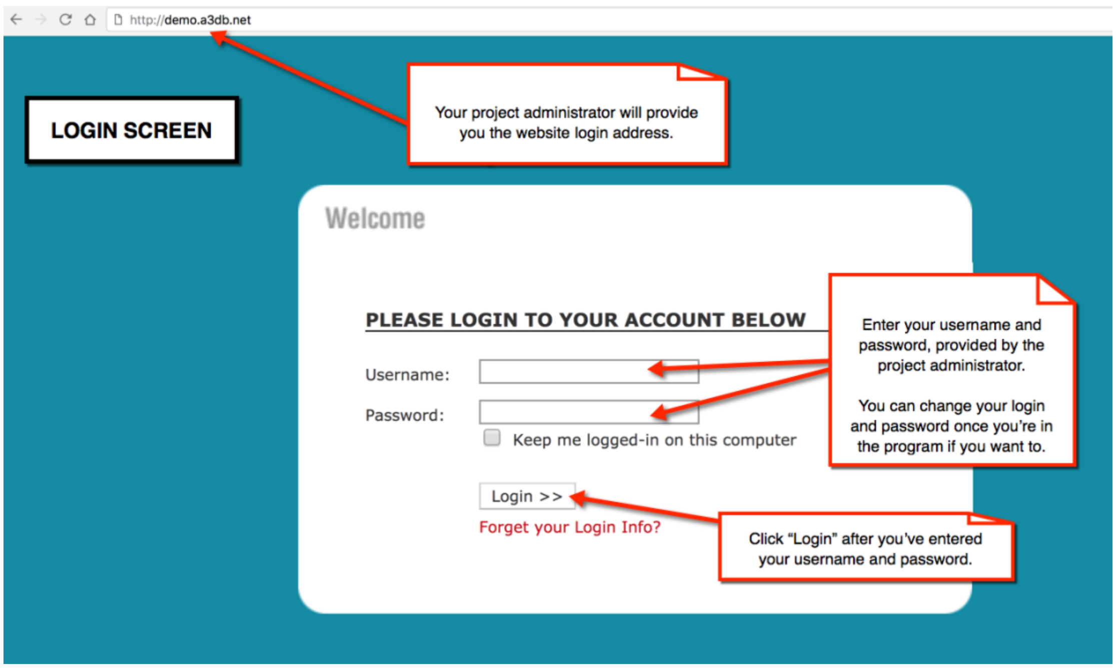
The purpose of the FinishLine Portal is two-fold. As subcontractors or other party to the project, responsible for completing or correcting "Items", you can use the Portal to:

1) Check the progress on your own Items, including printing reports; and
2) Check off and submit Items as completed, which updates the FinishLine database.



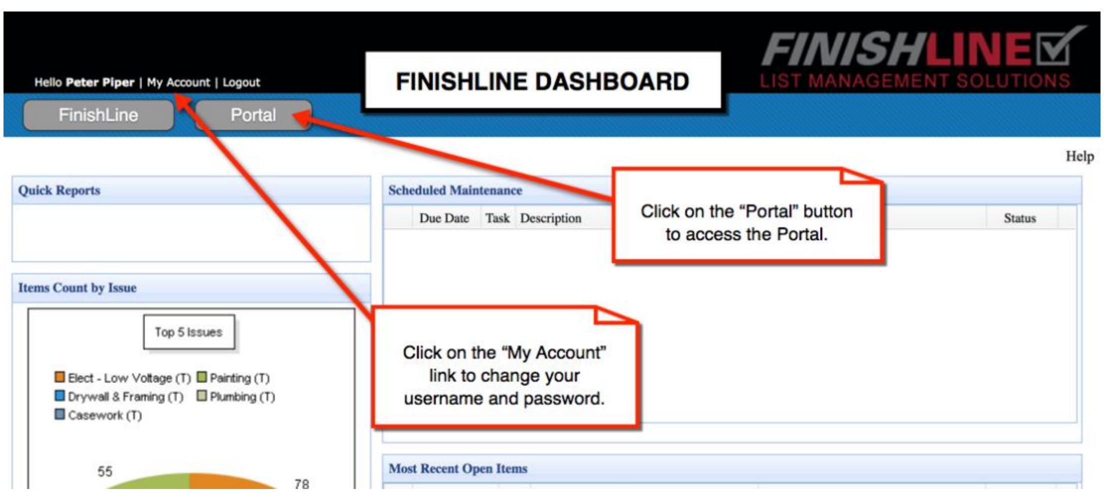
On any computer with access to the Internet, go into your browser software. The FinishLine Portal works with Internet Explorer, Mozilla Firefox, Google Chrome, Apple Safari, or virtually any computer/browser combination.

From the internet browser, type the website login address for FinishLine installation of your project. Your project administrator will provide this address for you. Then enter your Username and Password, which your project administrator will also provide. Click **Login**.



If you'd like, you can change your username and password and even email address by clicking on "**My Account**" in the upper left of the FinishLine Dashboard.

From the FinishLine Dashboard, click on the **Portal** button.



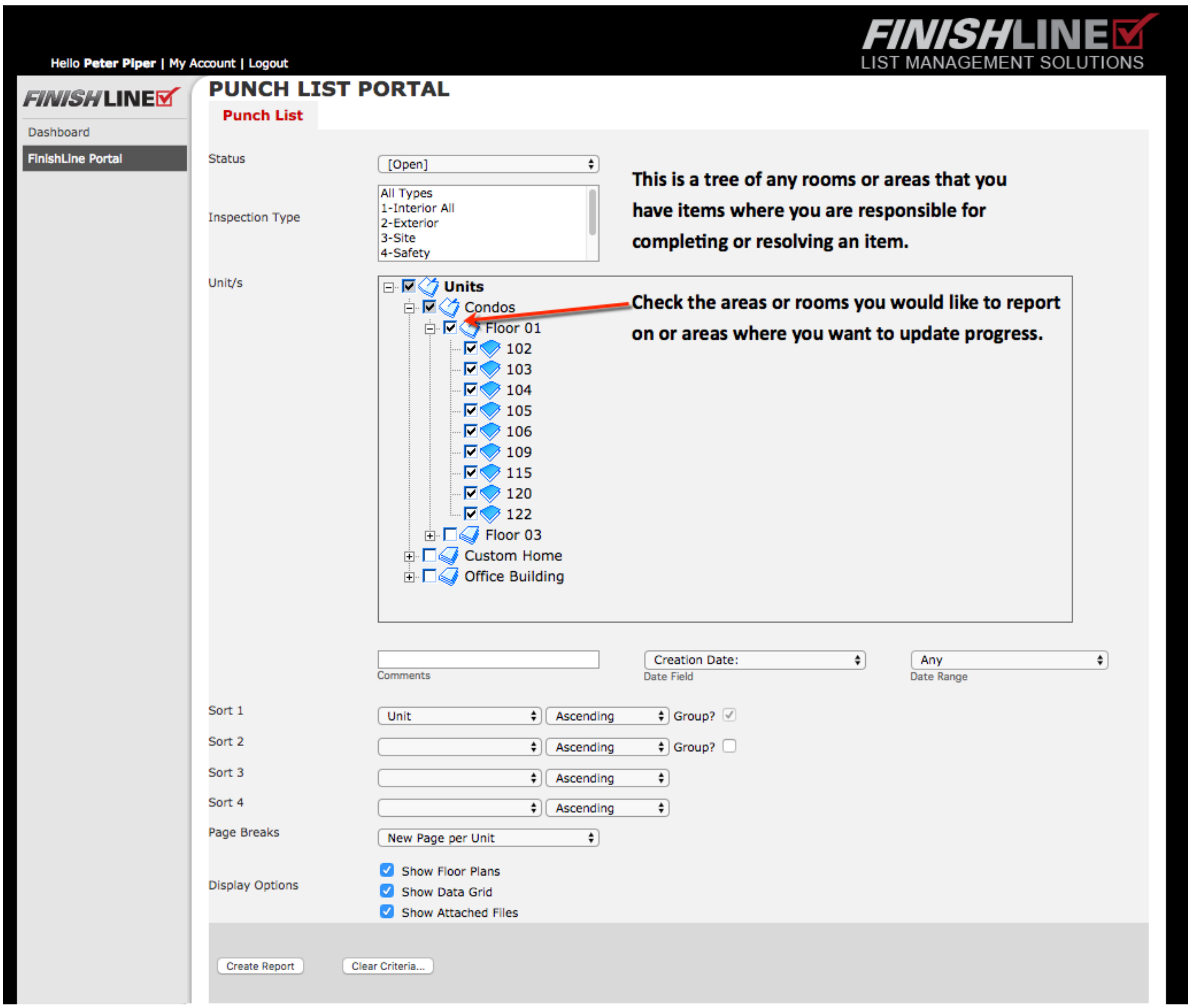
Selecting Areas in the Portal:

On the Portal screen, you will see a tree that represents all the inspection areas within your project. Only those areas where you have responsibility for completing or resolving Items will be visible in the tree.

NOTE: In some cases, you may be involved in an item that requires more than one person to resolve or complete. In those cases, you may see the other party's items. This is by design and to help you coordinate that work with them. You cannot, however, complete, or update other's Items.

Choose the inspection areas you are interested in Reporting on, or updating, and then at the bottom of the Portal screen click "**Create Report**".

After you are more familiar with the system you can try the various sorting and format options.



The following Report will appear on the screen. **There are several things you can do at this point.**

1. The resulting report (below) can simply be printed using normal browser printing.

2. You can update the items as completed, by checking the actions to Yes and then scrolling to the bottom and clicking on the Submit button.

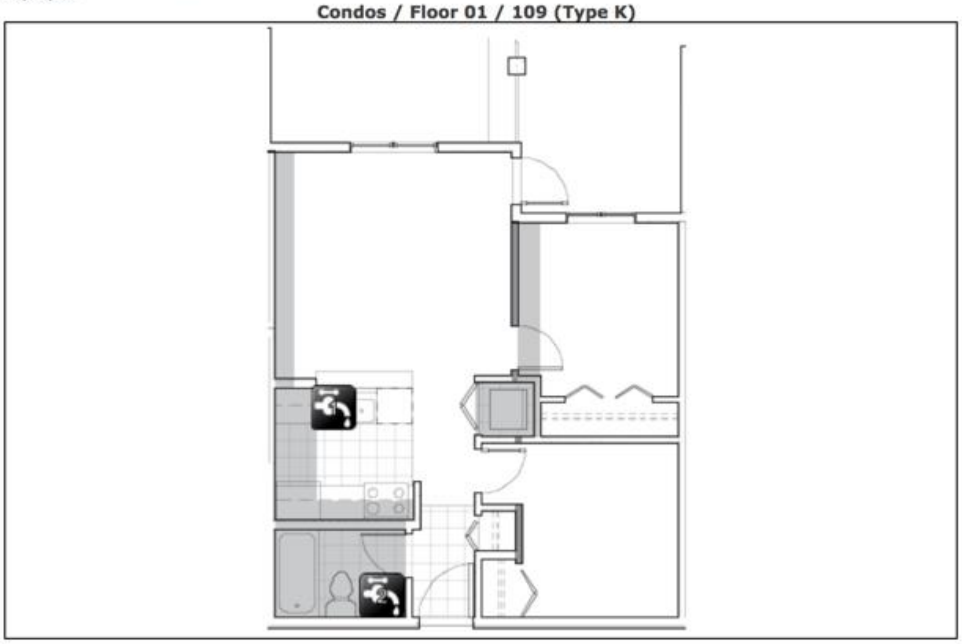
3. You can also add comments that will update the item.

FinishLine

100%

Produce or Email Report...
06/25/18

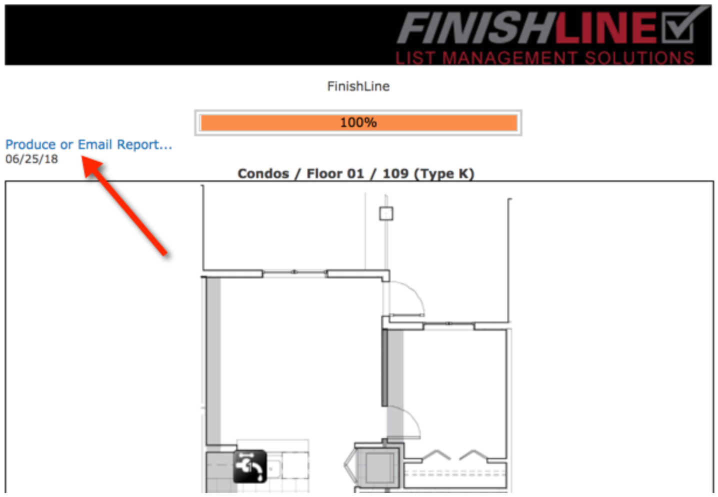
Condos / Floor 01 / 109 (Type K)



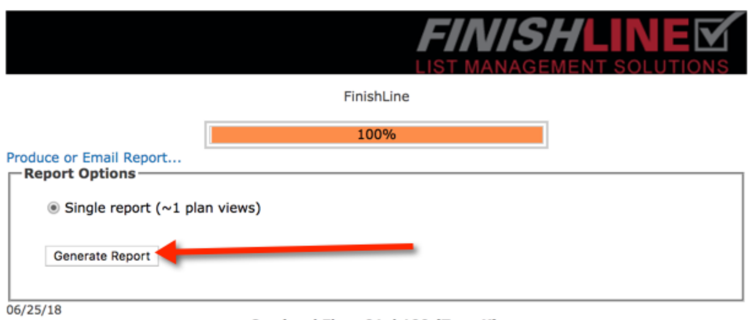
#	Unit / Item ID	Space	Location	Task	Type	Sub Contractor	Due Date	Status	Last Edit	Done?
1	109 ID: 71561	Kitchen	Fixture	Plumbing (T) / Improper/No Flow	1-Interior	ABC Plumbing	06/30/18	Open	JW	
		+								
			Adjust *Add Comment:*			ABC Plumbir	06/30/18		JW	No Yes
2	109 ID: 71562	Bath 1	Tank	Plumbing (T) / Leak	1-Interior	ABC Plumbing	06/30/18	Open	JW	
		+								
		$0.00	Repair/Replace *Add Comment:*			ABC Plumbir	06/30/18		JW	No Yes

Submit

1) You can click on the Produce or Email report link above the plan view on the left.



2) Then select "Generate Report"



Once you Generate Report it creates a PDF and attaches it to an email.