

As a subcontractor you'll see inspection items which you're responsible for, and what needs to be resolved.

Depending on how the Owner, Architect, Project Superintendent, or Project Manager decides to use FinishLine, **Subcontractors can interact with FinishLine in three ways: Reports, the FinishLine Portal, and the FinishLine Pro App.**

Regardless of which method is used, remember: *FinishLine will limit what you see to only items which are in your scope of work.*

1) REPORTS

You'll probably receive reports via email from inspectors.

Reports notify subcontractors of new or ongoing items.

You can make updates to reports in the FinishLine Portal.

As a subcontractor you may receive a hard copy report from inspectors, but it is more likely that reports will be sent via email.

08/21/18

Condos / Floor 01 / 102 (Type A) - Casey's Casework



#	Unit / Item ID	Space	Location	Task	Type	Sub Contractor	Due Date	Status	LastEdit	INITIALS
24	102 ID: 71359	Kitchen	Door	Casework (T) / Damaged-Scotch/Ding/Dent	1-Interior	Casey's Casework	04/24/18	Open	JW	
				\$0.00 Repair/Replace		Casey's Casework	04/24/18		JW	
										
		4/18/18 08:03 AM corner		4/18/18 08:06 AM back corner						
29	102 ID: 77622	LRDR	Door	Casework (T) / Damaged-Scotch/Ding/Dent	1-Interior	Casey's Casework	08/26/18	Open	JW	
				\$0.00 Repair/Replace		Casey's Casework	08/26/18		JW	
										
		8/21/18 12:35 PM		8/21/18 12:35 PM John Williams						
30	102 ID: 77623	Front Entry	Door	Casework (T) / Misaligned	1-Interior	Casey's Casework	08/26/18	Open	JW	
				Align		Casey's Casework	08/26/18		JW	

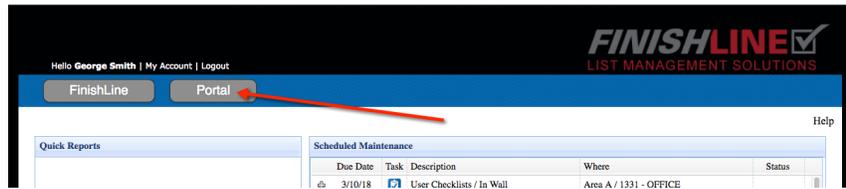
2) FINISHLINE PORTAL

The Portal allows subcontractors to make an electronic version of the report that can be updated right on the screen.

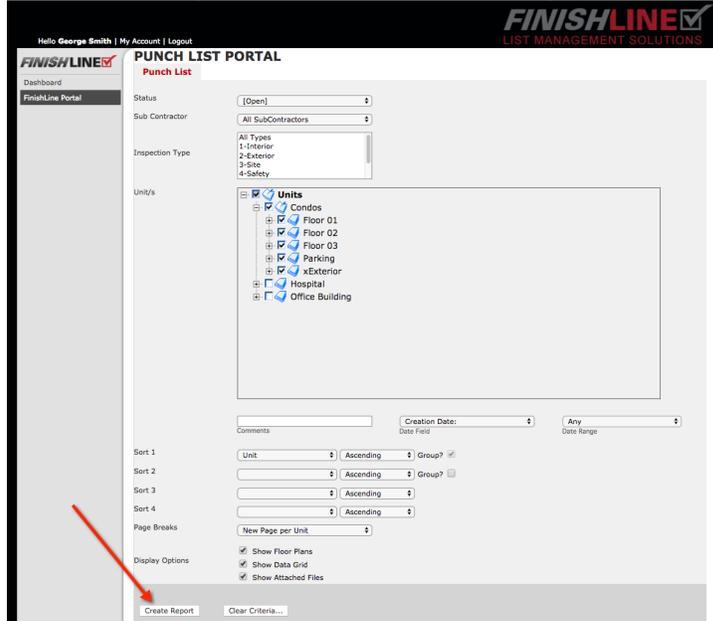
Access the Portal via the online version of FinishLine by clicking on “FinishLine Portal”. Choose the areas of the project that you want to update and click “Create Report”.

Then work down the report, marking your progress and adding any comments you want, then at the bottom of the report click the “Submit” button.

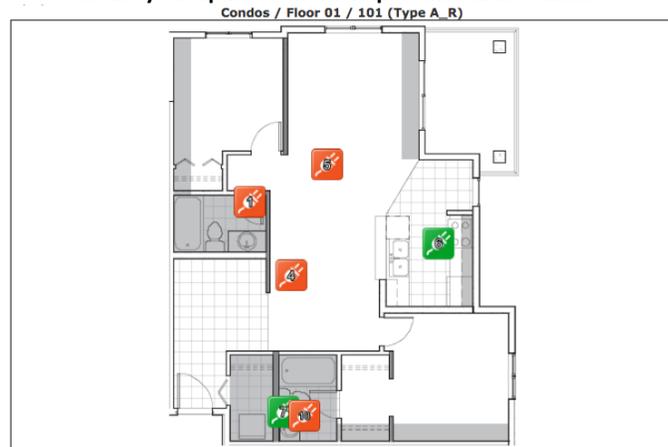
Click on “Portal” from the online version



Make your selections and click “Create Report”



Make your updates on the Report and click “Submit”



#	Unit / Item ID	Space	Location	Task	Type	Sub Contractor	Due Date	Status	Last Edit	Done?
1	101 ID: 70977	Bath 1	System	Elect - Low Voltage (T) / Inoperative	1-Interior	Shockey's Electric	03/10/18	Open	GA	
	Straighten/Level Add Comment:					Shockey's Elect	03/10/18	GA		<input type="radio"/> No <input type="radio"/> Yes
4	101 ID: 70986	LR/DR	System	Elect - Low Voltage (T) / Inoperative	1-Interior	Shockey's Electric	03/10/18	Open	GG	
	Straighten/Level Add Comment:					Shockey's Elect	03/10/18	GG		<input type="radio"/> No <input type="radio"/> Yes

Submit

3) THE FINISHLINE PRO APP

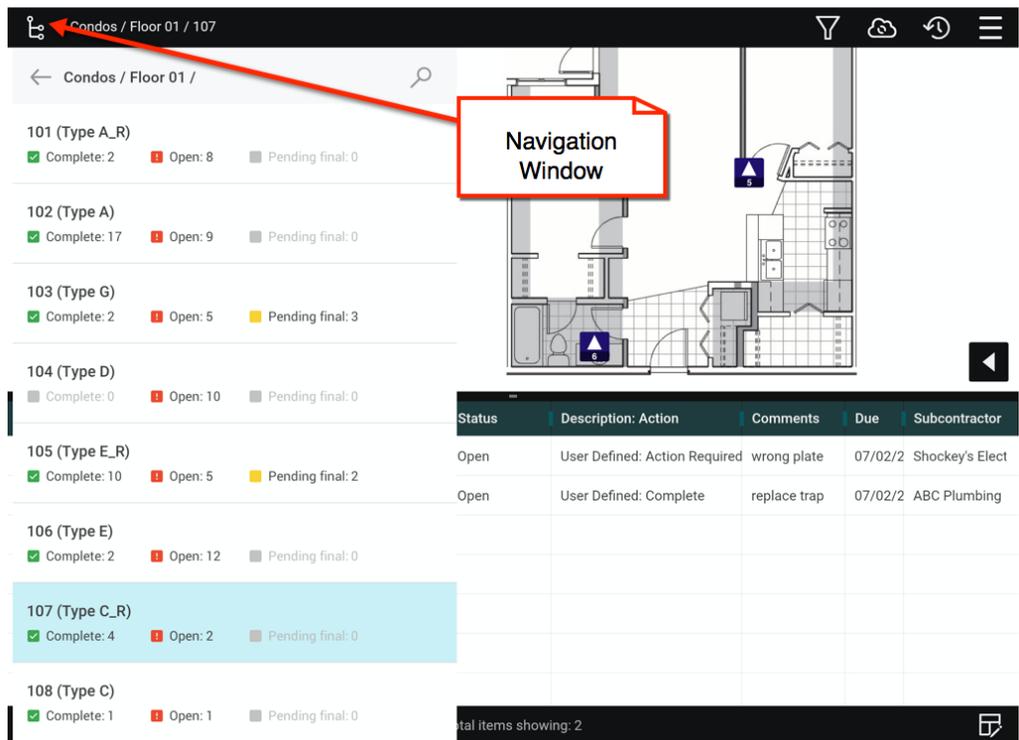
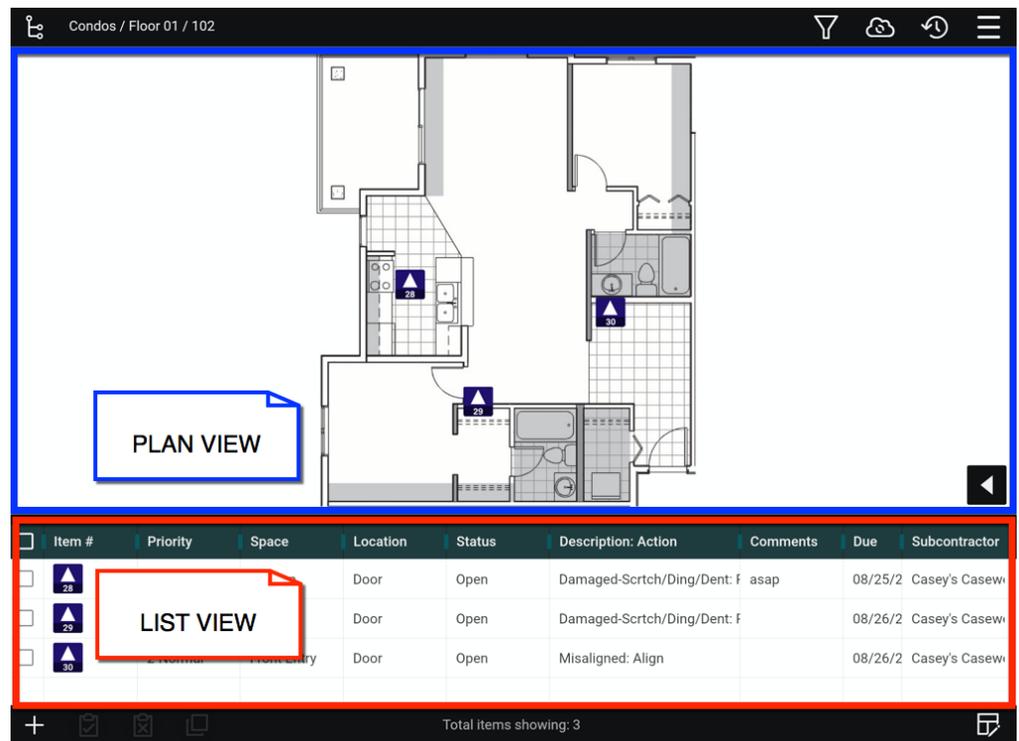
INSTALL AND LOGIN

Install the app on your chosen device(s) via the [App Store](#) or the [Google Play Store](#). Input your project name/project password, then input your username and user password. *Your project administrator will provide login credentials.*

FINISHLINE PRO BASICS

When you first login into FinishLine, you'll see that the app screen is split between the Plan View and the List view. Items which are represented by icons in the plan view will correspond with items in the list view, and vice versa.

Navigate to various project areas via the Navigation Window in the upper left. You can drill down to additional plan views by selecting the arrow button, or by selecting a room or area on the plan view. You may also use the Recently Accessed Plans button to quickly navigate around your project to recently access plan views.



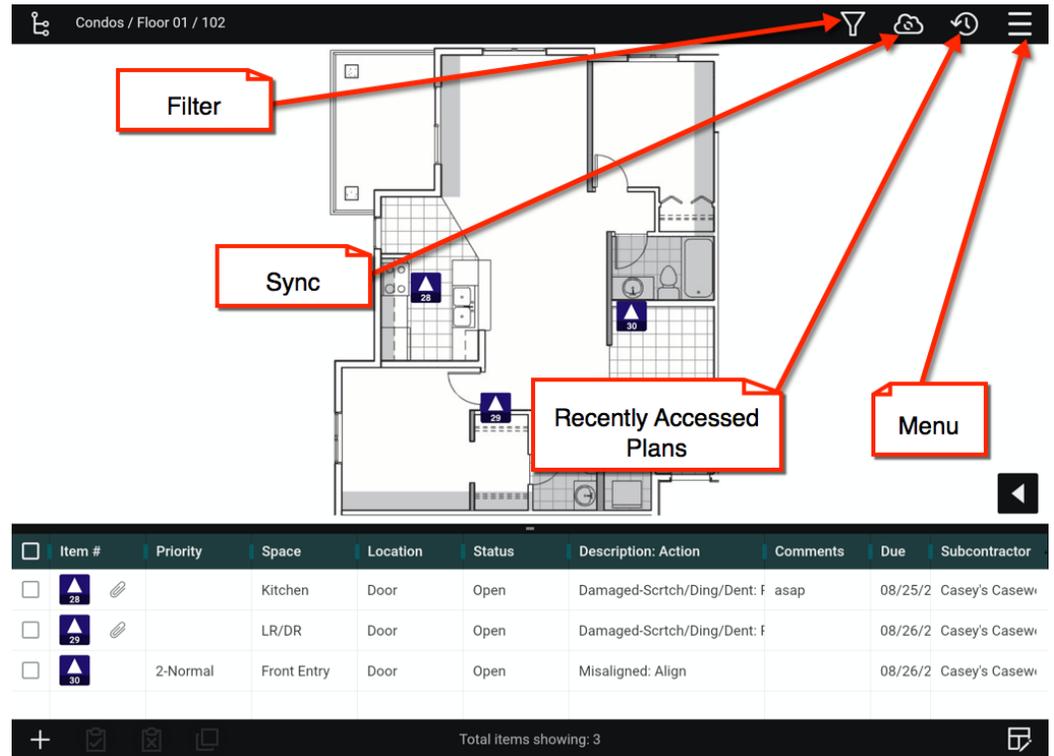
USEFUL BUTTONS

Filter: Use the filter to reduce the number of items on your screen. This can be helpful when you'd like to resolve urgent issues on Friday before the weekend. For example, you can filter by the Status of "Due Today or Prior" to see the most urgent issues.

Sync: The cloud icon in the upper right allows you to sync your updates and download updates from your teammates. We encourage subcontractors to sync via a strong Wi-Fi once you've made your updates.

Recently Accessed Plans: Navigate to Plan views you recently visited.

Menu: Access Screen layout, Administration, Settings, Help, and Logout via the Menu button in the upper right.



WHAT TO DO WHEN YOU'RE ASSIGNED AN ITEM

Open the item via the Plan View or the List view. When you touch and hold an item, you'll be taken into that item. You'll see the Inspection Type, Task, and Description. Your name or company name should be listed on the item form.

Additional information about the item such as the due date, location, and comments can be found on the item form. The Initiating Party is which inspector group created the item which is most commonly the architect, owner, general contractor, etc.

If there are file attachments, you'll see a thumbnail preview across the top of the item form. Select the Files tab to see them in greater detail.

Item Form Example

The screenshot shows the 'Edit item' form with the following data:

InspectionType	1-Interior	Workorder #	
Task	Casework (T)	Dot#	21
Description	Gaps/Voids	Comments	
Action	Fill	Initiating Party	1-GC
Priority	2-Normal	Last updated on	08/21/2018 03:19 PM (John Williams)
Location	Joint	Created on	08/21/2018 03:17 PM (John Williams)
Space	LR/DR	ID	0
Subcontractor	Casey's Casework		
Due Date	08/26/2018 03:16 PM		

At the bottom of the form is a blue button labeled 'Save changes'.

IMPORTANT: Once you've identified the item and resolved the issue, you need to communicate to the inspector that you have completed your work on that item by updating the item status to PENDING FINAL.

See page 6 for how to update an item status.

HOW TO UPDATE ITEM STATUS

Using the checkmark icon will mark the item that your portion of the item is done. You can use the checkmark icon in two areas:

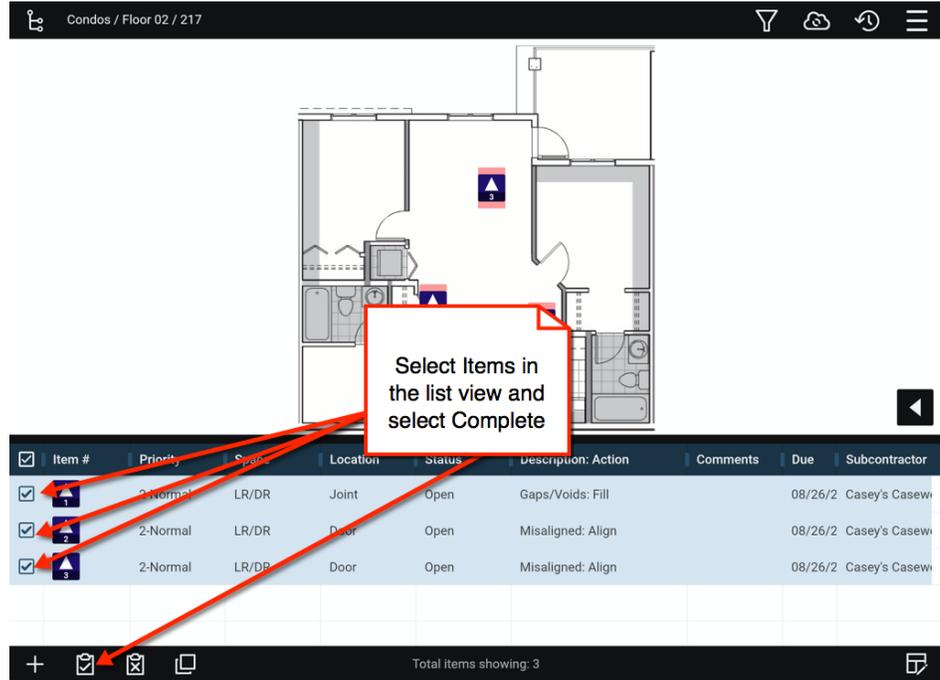
Option 1) From the List View: Select one or more items in the list view and select the checkmark.

Option 2) From the individual edit item form: Open the edit item form for the item you want to mark as Pending Final and touch the checkmark button. You may also add a comment or a photo before marking as Pending Final.

When you mark an item as Pending Final with the checkmark icon it may disappear from the List View and the Plan View. This is because the Default View in FinishLine is to show To-Do Items only.

You can change this by opening the filter and removing the checkmark from the "Show To-Do Only" box.

Option 1) From the List View



Option 2) From the individual edit item form

