



## Mintract Daily Diary Overview



Pocket PC

**Solutions for corporations on the move...**

### Introducing Daily Diary

*Daily Diary monitors contractor performance in the field.*

Daily Diary is a Pocket PC based application that "snap shots" construction activity at any location for the resolution of issues, claims and variations as they arise. Conflict is reduced and management efficiency improved because the facts are recorded accurately when incidents occur.

Notes, photographs, weather, production figures, productivity, reasons and times of delay all provide the profile for a particular incident. This information is recorded at the location it occurred when it occurred. There may never be a dispute over that incident but if there is the information is easy to access.

To achieve consistency Daily Diary uses data extracted from a host application connected to your intranet to generate resource lists, area and work breakdown structures in the field. With Daily Diary, managers can be confident their staff have the tools to quickly and accurately record the daily incidents that arise on all construction jobs.

### Functions

**Simple and Convenient Interface captures the information associated with daily activity such as:**

- Production by Task
- Productivity - Scheduled versus Actual
- Delays categorised by reasons
- Associated notes and photos
- Weather on the day

### Easy-To Use Interface With Host Application

The host management application Daily Diary (desktop) provides a convenient way to manage area breakdown structure (ABS), work breakdown structure (WBS), resources and tasks. Changes made to the desktop are transferred to daily diary user. The user only needs to connect the PocketPC and required processes is performed automatically.

### Upload and Synchronization

On return to the office, field staff establish a connection with the device using Microsoft ActiveSync, and using built in host application functions, is able to select and upload daily records from the device. Audit data is automatically synchronized with existing user data on the host application.

### Search and Reporting

Searching, reporting and analysis are performed using the host application with a separate search engine for delays and notes and photos.

### Flexibility

Daily diary has the ability to capture daily information using task structures imported from other project management / scheduling software and specific resources. The software operates on the Pocket PC for data collection in the field where the work is done. This is then up-loaded / synchronised to the desktop on the office server allowing for detailed interrogation and analysis of performance.



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