

Digital Production Control – Foreman Quick Start

On Center Software's Digital Production Control™ application integrates the takeoff and estimation process by digitally tracking labor production and payroll directly from the field to the project manager's office. This powerful program gives you the ability to recognize labor production problems instantly rather than at the end of a job where overruns can be more costly. .

User Scenarios

In a typical dual user scenario, **Project Managers** are responsible for creating employee files, analyzing bids, budget tracking, and reviewing and approving timesheets.

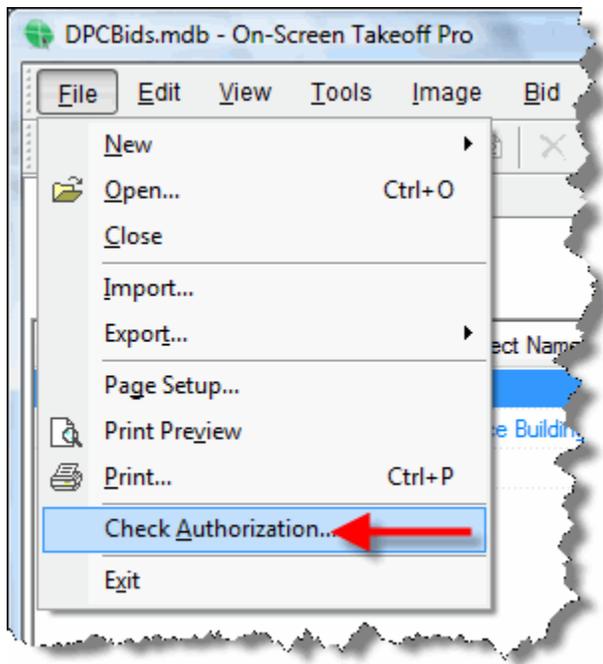
Foremen are responsible for entering production completion percentage information, entering timecard data, and creating notes to explain production. The Foreman will have access to all drawings and plans from On-Screen Takeoff and will be able to apply production control to the job, but will not be able to make changes to takeoffs. The Foreman needs a dpc-foreman license only.

[01 - Authorizing DPC](#)

01 - Licensing DPC

Authorization

- Open On Screen Takeoff ® (Digital Production Control)
- Click on *File > Check Authorization*



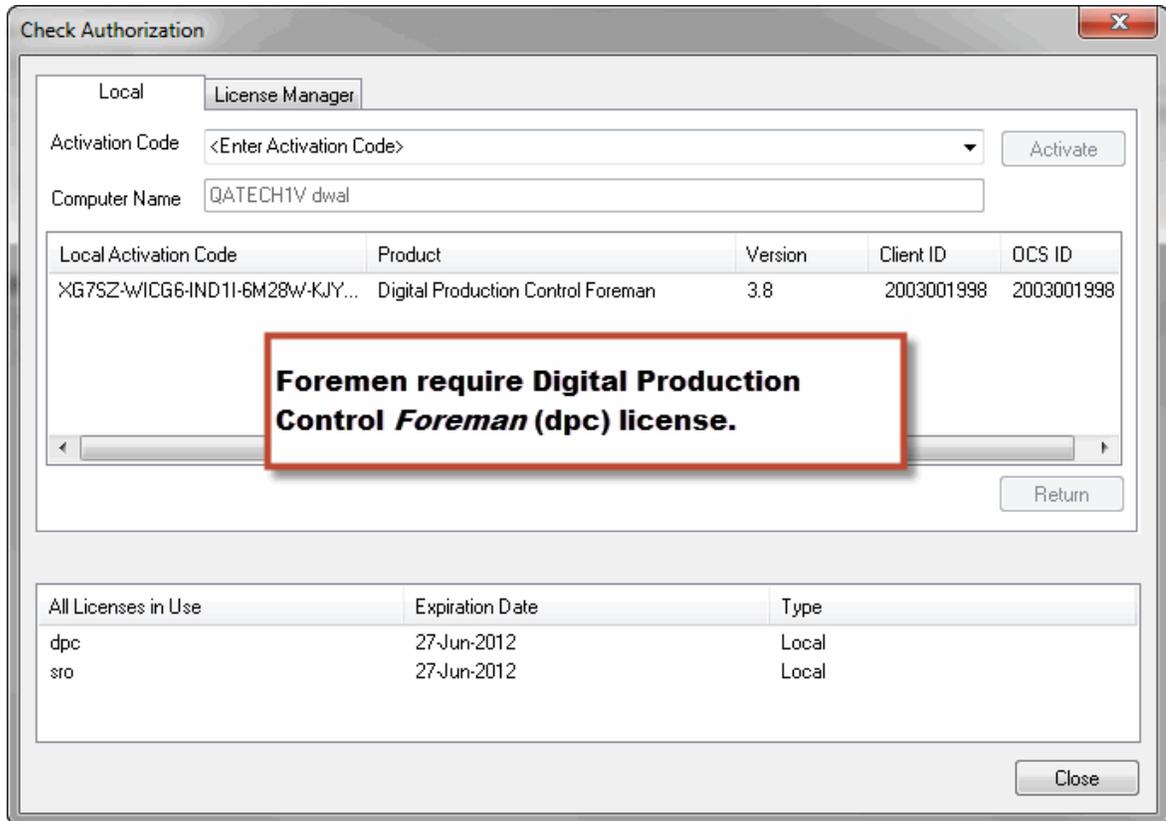
The **Check Authorization** dialog box opens.

[02 - Verifying you have Correct Licenses](#)

02 - Verifying you have Correct Licenses

The Authorization Dialog Box indicates your current license status.

- Enter the Activation Code provided by On Center Software
- Click **Activate** to update your license (be sure you have an active, open Internet connection)



- Verify that **dpc** is indicated as Feature in Use

If you need assistance with authorizing Digital Production Control, contact On Center Software's Technical Support department..

- Click **OK**

[03 - Downloading the Job](#)

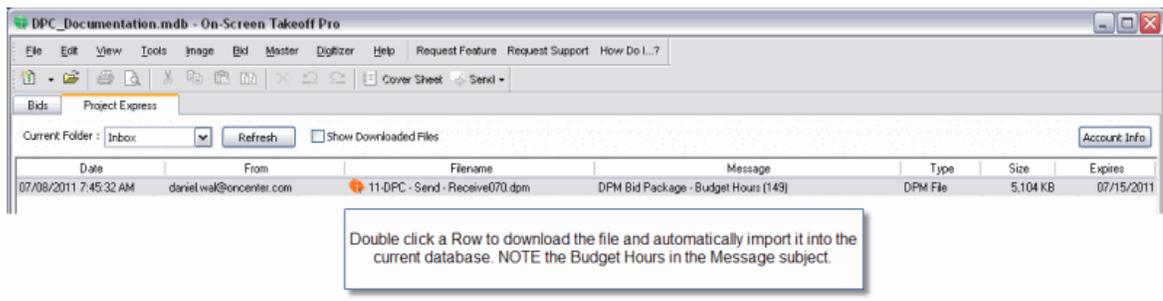
03 - Downloading the Job

- Make sure you are connected to the Internet
- Click the **Project Express** tab. If you have not signed up for Project Express, please review the [Project Express Quick Start Guide](#) for instructions.

Enter your user name (e-mail) and password if you have not saved the login information.

After a moment it will display any jobs sent to you by your project manager.

- Double-click the job to download it to your computer - it will automatically import into the current database

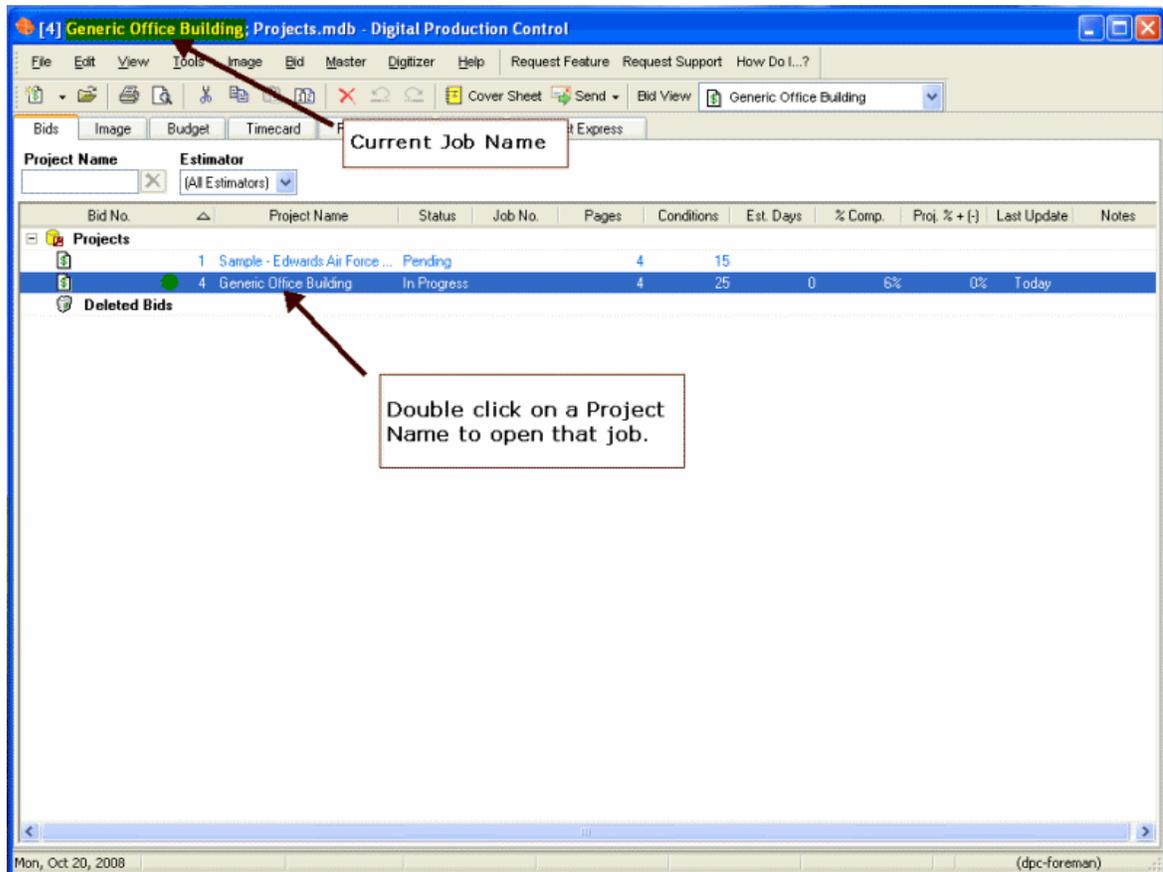


[04 - Opening a Job](#)

04 - Opening a Job

The name of the job currently open is displayed on the title bar. If this is not the job you are working on, follow these steps to open a different job:

- Click on the **Bids** tab
- Double-click the job you want to open

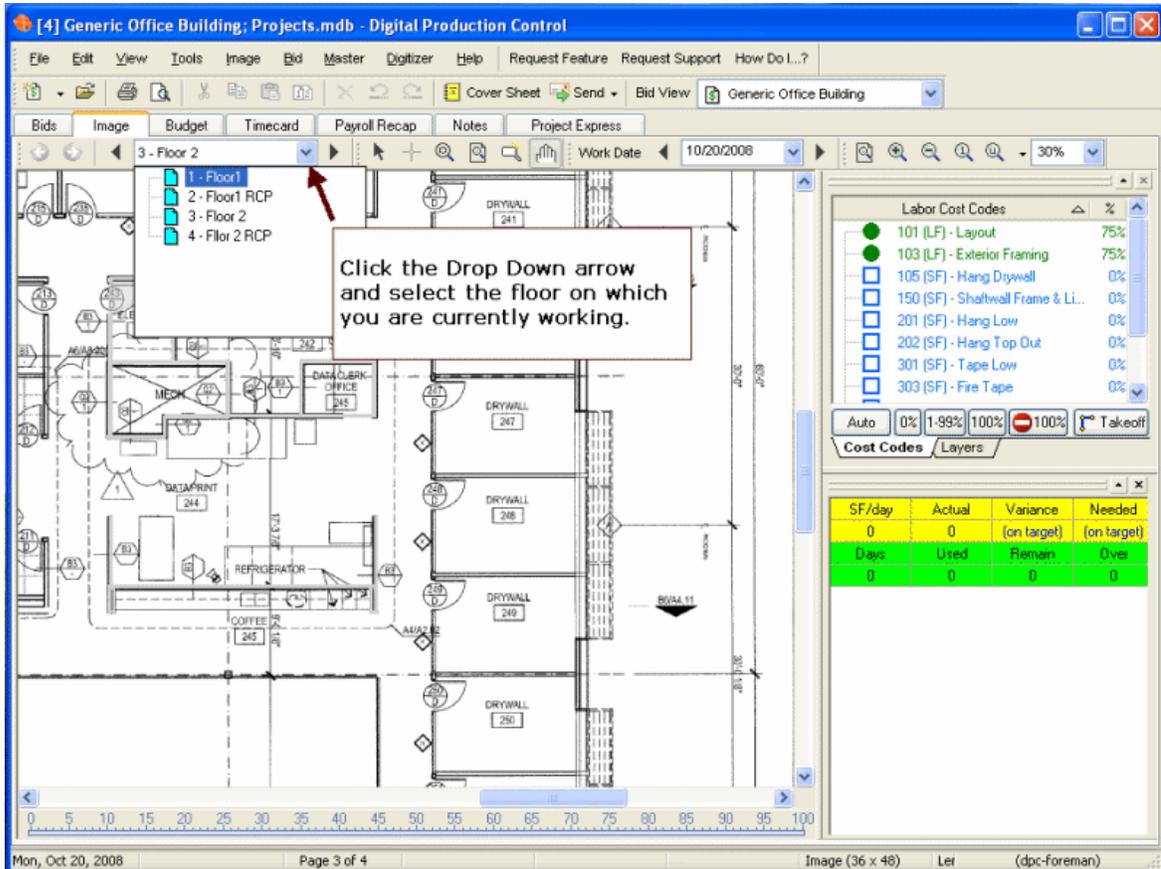


[05 - Choosing the Floor](#)

05 - Choosing the Floor

Choose the floor you are working on

- Click on the **Image** Tab
- Click the Page drop-down
- Select the floor you are working on



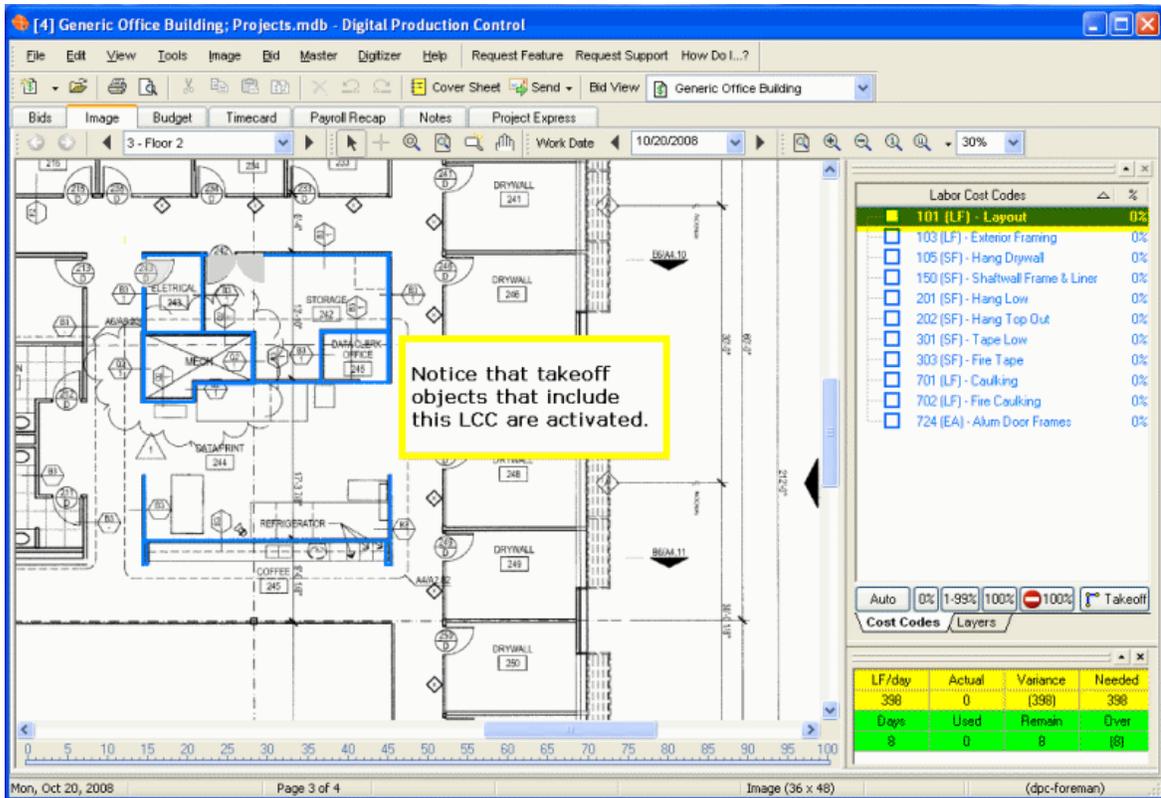
06 - Choosing the Labor Cost Code

06 - Choosing the Labor Cost Code

Choose the labor cost code

- Click on the labor cost code to percent (highlighted in yellow below)

After you click on a labor cost code, the related objects turn blue on the floor plan.



07 - Selecting Objects to Percent

07 - Selecting Objects to Percent

Select the objects worked on

- On the plan image, use the **zoom** tools to zoom in or out
- Click on objects worked on to select them (You can also "drag" a box around the desired objects to select them - the next four pages explain in detail how to select/unselect objects)

To deselect an object, click on it again

Once selected, the objects turn yellow and display a Percent Complete box.

Selected objects are highlighted yellow - ready for you to set the percent complete value.

The Percent Complete Indicator is activated when an object is selected. You can set percent by clicking on this box or using the Percentaging Slider at the bottom of the window.

Percentaging Slider

The status bar indicates (B)udgeted and (R)emaining hours for the SELECTED objects.

LF/day	Actual	Variance	Needed
398	0	(398)	398
Days	Used	Remain	Over
8	0	8	(8)

**Notice

At the bottom of the window, it displays the (B)udgeted and (R)emaining manhours for the objects you have selected. This is very useful in setting daily production goals for your crew members (lining out...)

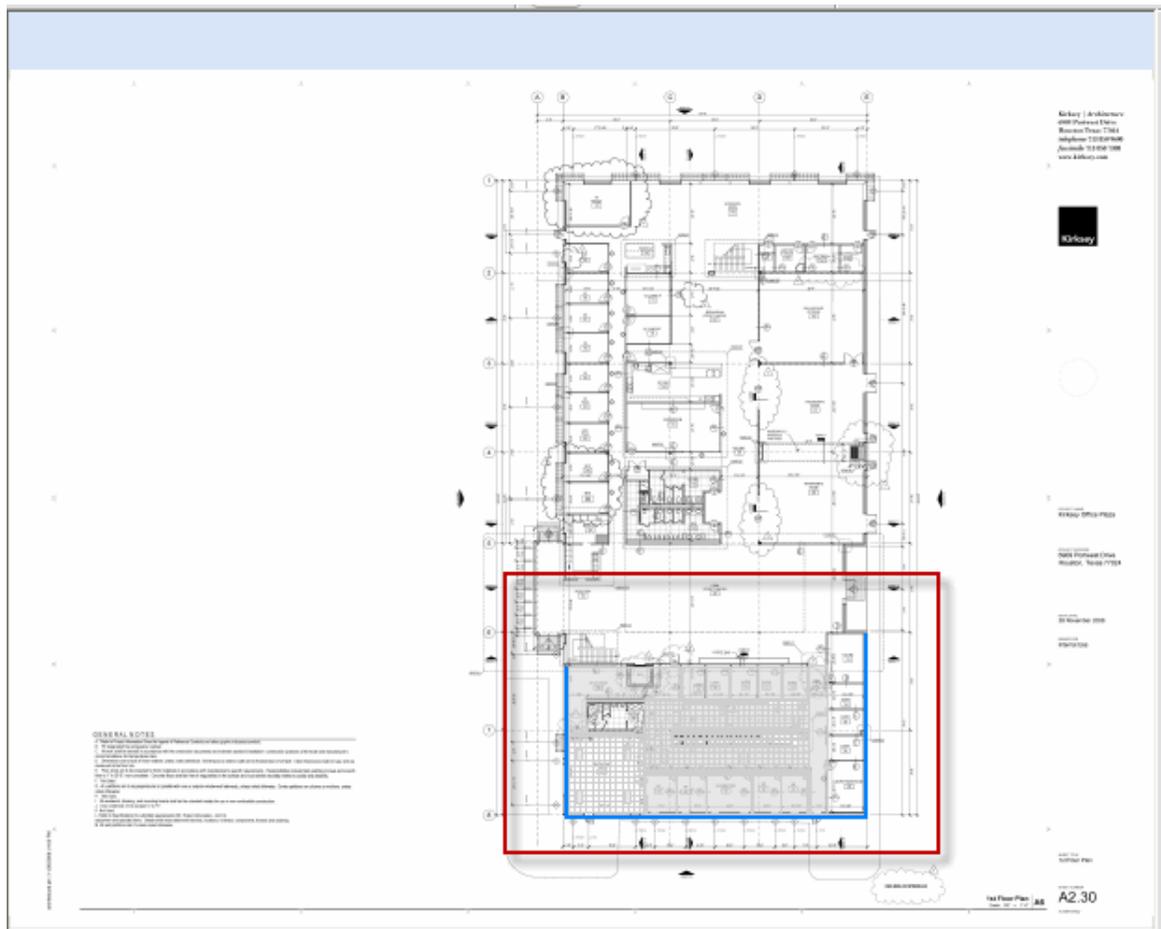
[08 - Selecting Objects - Roping](#)

08 - Selecting Objects - Roping

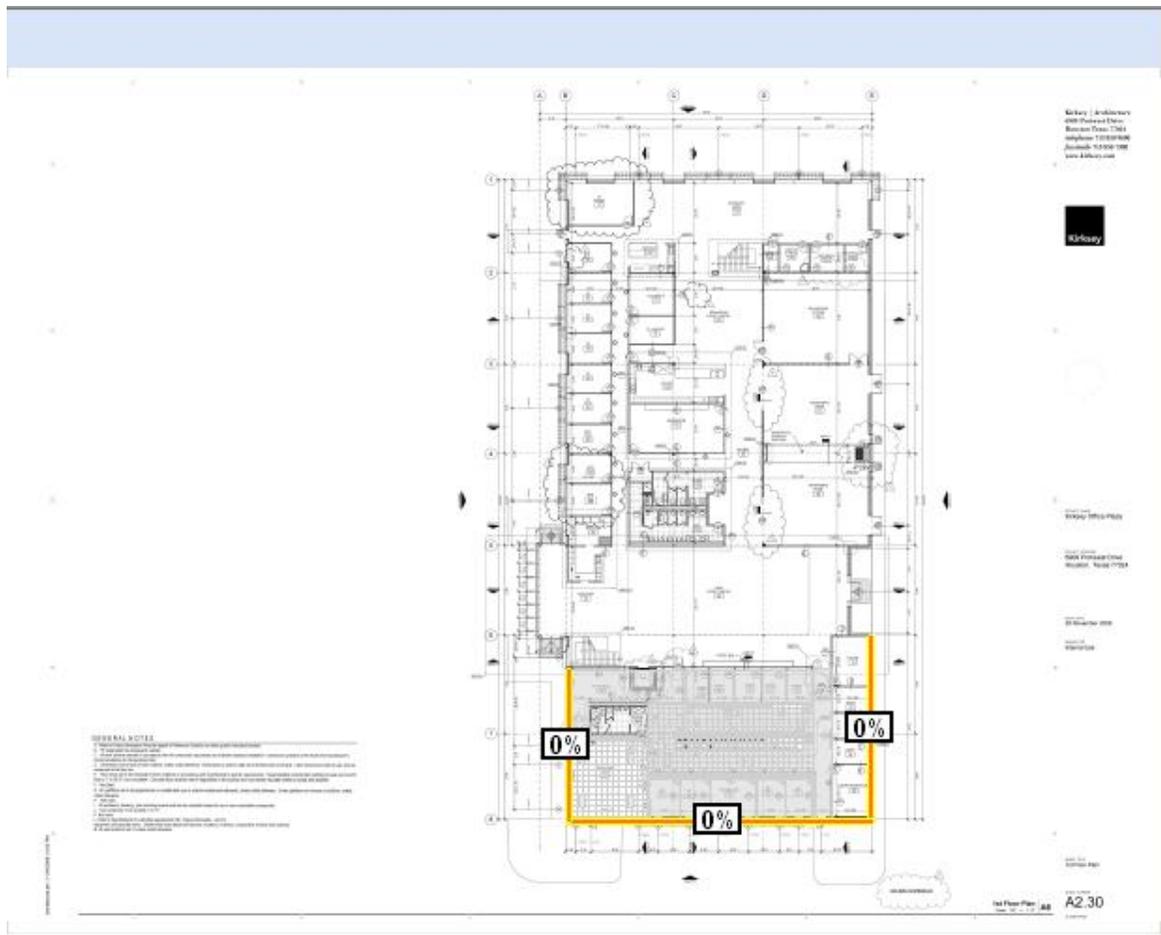
You can use the **"Roping Method"** which will select all objects that the rectangle includes or touches. Draw a "rope" or rectangle around an area of takeoff.

- On the plan image, use the **zoom** tools to zoom in or out
- Click the Select Tool  on the toolbar
- Draw a box around the objects you want to select

Once selected, the objects turn yellow and display a Percent Complete box.



When you draw the 'box' around the takeoff objects, the objects are selected:



You can set whether objects have to be fully included within the box or simply touching in Tools>Options.

[09 - Selecting Objects - Clicking](#)

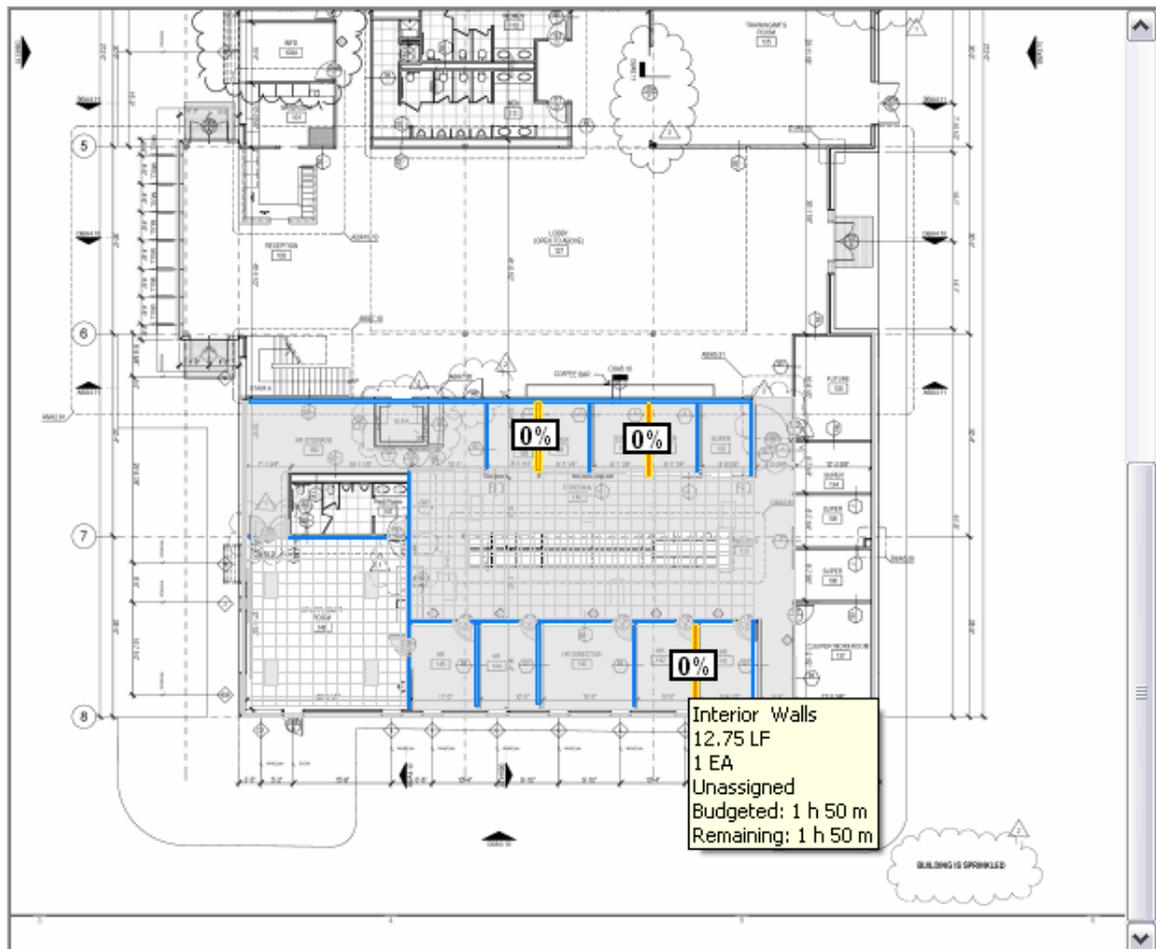
09 - Selecting Objects - Clicking

You can use the Selection Tool to click on a single object at a time to select objects that are not easily roped.

- On the plan image, use the **zoom** tools to zoom in or out
- Click the Select Tool  on the toolbar
- Click on the object(s) you want to select

To deselect an object, click on it again

Once selected, the objects turn yellow and display a Percent Complete box.



[10 - Selecting Objects - Stripe](#)

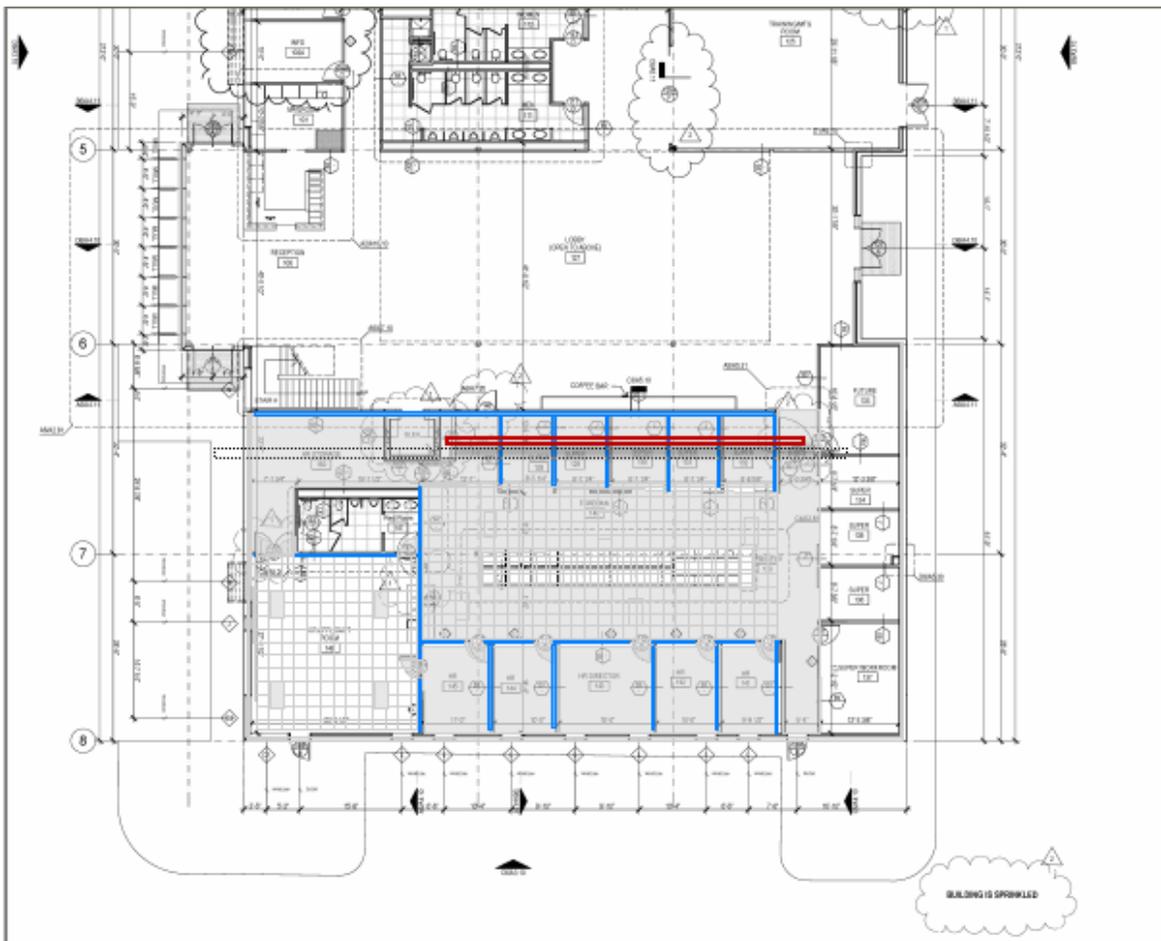
10 - Selecting Objects - Stripe

You can draw a 'stripe' through objects to select them.

- On the plan image, use the **zoom** tools to zoom in or out
- Click the Select Tool  on the toolbar
- Draw a line/stripe through the object(s) you want to select

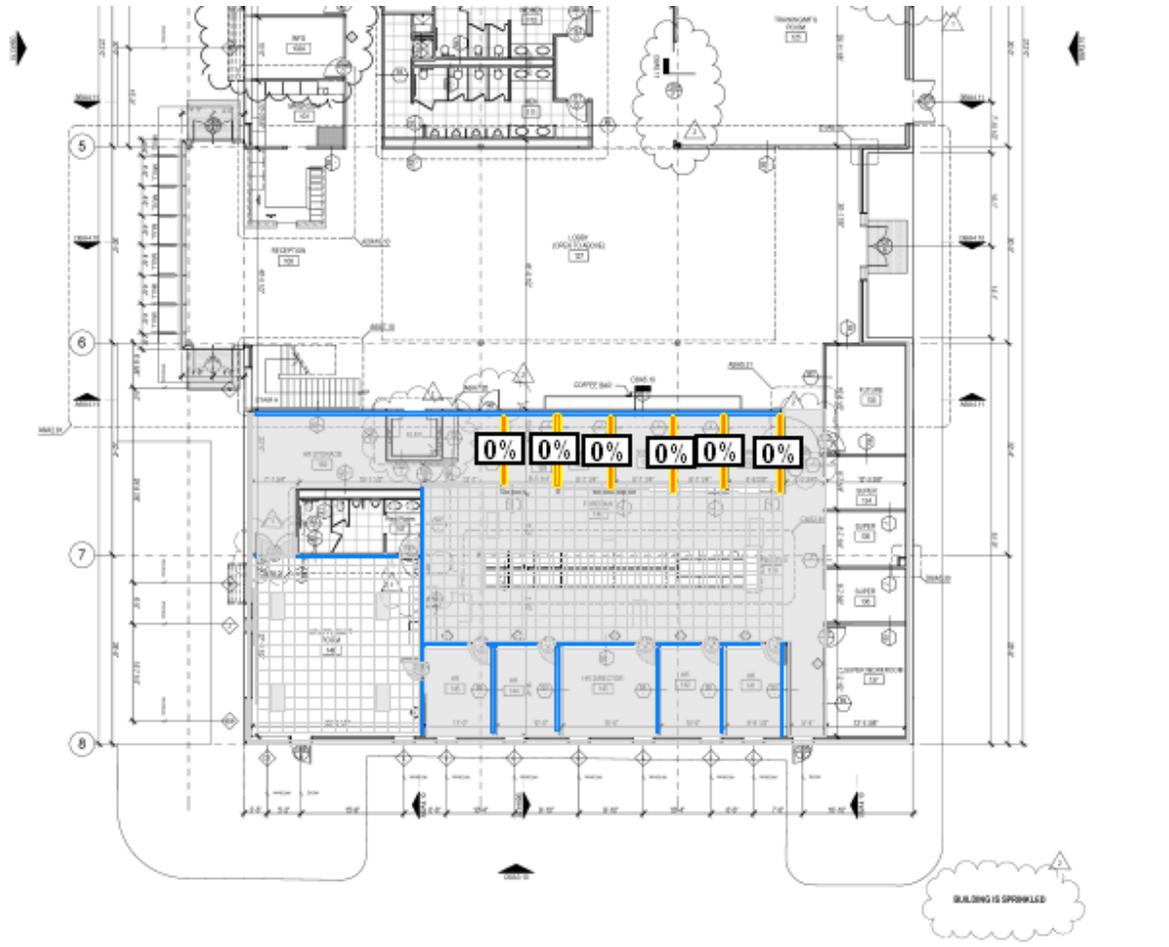
This ONLY works if you have "Inclusive" set as your roping method.

Once selected, the objects turn yellow and display a Percent Complete box.



When you release the mouse or stylus, all objects the stripe is touching will be selected:

10 - Selecting Objects - Stripe



[11 - Unselecting Objects](#)

11 - Unselecting Objects

Selecting and unselecting objects works like a toggle, the first time an object is clicked, it becomes *Selected* and shows a yellow highlight. Clicking the same object again *unselects* it and the highlighting is removed.

Sometimes, it is easier to SELECT via roping and then unselect one or two objects you do not want to include, like shown in the example below.

Here, we drew a selection box around all of the objects, then clicked on the one object we did not want to have selected.



[12 - Percenting Objects](#)

12 - Percentaging Objects

Enter percent of completion

- Click the percentage of completion for the objects selected on the **percentage scale** (the Slider) at the bottom of the screen

Notice the percentage boxes for all selected objects will change accordingly.

The screenshot displays the Project Express software interface. The main window shows a floor plan for '3 - Floor 2' with various objects highlighted in yellow. A context menu is open over one of the objects, showing a percentage scale from 0% to 100% in 10% increments. A red box highlights this menu with the text: 'Clicking on a Percent Complete Indicator brings up a context menu where you can set percents in increments of 10. Use the Percentaging Slider to set smaller increments.' Another red box at the bottom of the screen highlights the 'Percentaging Slider' with the text: 'The Percentaging Slider allows for more precise percentaging.' On the right side, the 'Labor Cost Codes' list is visible, showing codes such as 101 (LF) - Layout (0%), 103 (LF) - Exterior Framing (0%), 105 (SF) - Hang Drywall (0%), 150 (SF) - Shallow Frame & Liner (0%), 201 (SF) - Hang Low (0%), 202 (SF) - Hang Top Out (0%), 301 (SF) - Tape Low (0%), 303 (SF) - Fire Tape (0%), 701 (LF) - Caulking (0%), 702 (LF) - Fire Caulking (0%), and 724 (EA) - Alum Door Frames (0%). Below the list are buttons for 'Auto', '0%', '1-99%', '100%', '100%', and 'Takeoff'. At the bottom right, a table shows 'LF/day' (398), 'Actual' (0), 'Variance' (398), and 'Needed' (398), along with 'Days' (8), 'Used' (0), 'Rework' (8), and 'Over' (8).

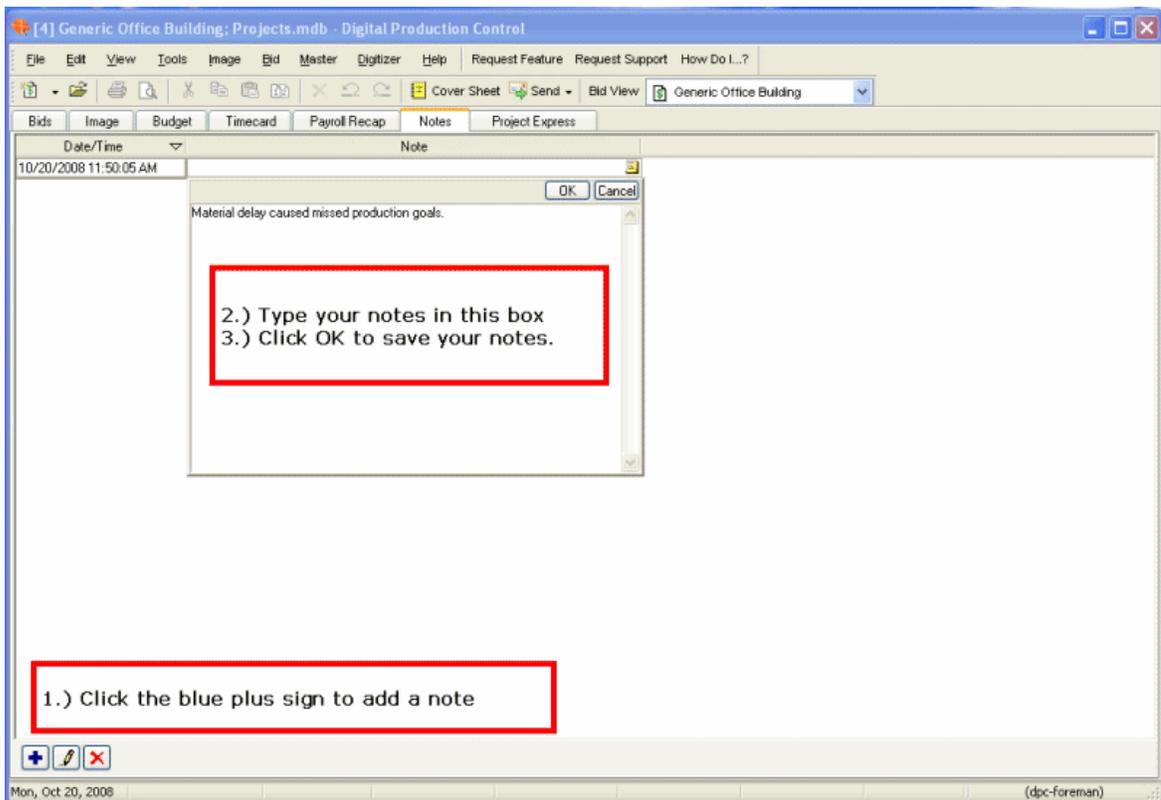
Repeat Percentaging Steps 6 - 8 for all floors and cost codes worked on.

[13 - Creating Notes](#)

13 - Creating Notes

Create Notes

- Click on the **Notes** tab
- Click on the blue plus  at the bottom of the window
- Enter notes
- Click **OK** when done



Here you can enter job or production related notes that you want to document. You might also include material or subcontractor issues, or conversation notes related to owners, inspectors, subs, or employees. You should check with your project manager to determine anything else they might want entered here. The notes are time and date stamped, and can be invaluable in the future.

[14 - Review Progress](#)

14 - Review Progress

- Click on the Budget Tab
- Click the View as **Hours** radio selection - this makes the Budget Tab display more precise information about your project

You now see the % Complete and Earned Hours for individual labor cost codes as well as for the entire job.

The screenshot shows the 'Budget' tab in the DPC software. At the top, there is a Gantt chart for 'Projected %+-' from June 14 to July 2, 2011. Below the chart is a data table with columns for 'Actual' and 'Projected' metrics. A callout box points to the 'Earned Hours' column in the 'Actual' section of the table.

Cost Code	Total Qty	Installed Qty	Actual			Projected			Production				
			Est. Hrs.	% Comp.	Earned Hours	Used Hrs.	+(-)	% + (-)	Hours	+(-)	Est. P/Hr.	Act. P/Hr.	+(-)
TOTAL			149	2%	3	0	3	0%	149	0			
Conditions													
092 (LF)	212	212	3	100%	3	0	3	0%	3	0	71	0	(7)
150 (LF)	212	0	7	0%	0	0	0	0%	7	0	30	0	(3)
187 (LF)	212	0	35	0%	0	0	0	0%	35	0	6	0	(4)
205 (SF)	5,436	0	43	0%	0	0	0	0%	43	0	125	0	(12)
7240-MF (EA)	24	0	0	0%	0	0	0	0%	0	0	188	0	(18)
9650-FT (SF)	2,004	0	33	0%	0	0	0	0%	33	0	60	0	(6)
ACT PANELS (SF)	9	0	0	0%	0	0	0	0%	0	0	25	0	(2)
BATTS (SF)	1,895	0	7	0%	0	0	0	0%	7	0	250	0	(25)
GWB CLEANUP (SF)	2,677	0	1	0%	0	0	0	0%	1	0	1,800	0	(1,80)
INOW (SF)	216	0	12	0%	0	0	0	0%	12	0	19	0	(1)
INSTALL DOOR HAR...	10	0	2	0%	0	0	0	0%	2	0	5	0	(4)
INSTALL DOOR SWE...	2	0	2	0%	0	0	0	0%	2	0	1	0	(1)
STD MESH (SF)	240	0	2	0%	0	0	0	0%	2	0	100	0	(10)
TILE (SF)	2	0	0	0%	0	0	0	0%	0	0	162	0	(16)
TRIM (LF)	4	0	0	0%	0	0	0	0%	0	0	45	0	(4)

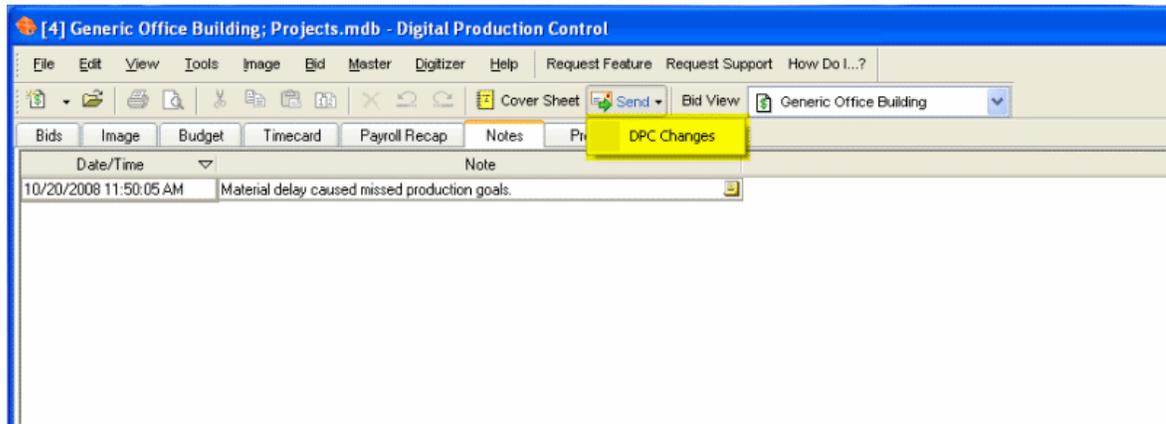
- Note the **EARNED** Hours in the Total row - you will be adding this to the Subject line of your outgoing DPC Changes file

[15 - Creating a DPC Change File](#)

15 - Creating a DPC Change File

Sending the Percents back to the Project Manager (sending DPC Change file)

- Make sure you are connected to the Internet
- Click on the  Send button
- Select **DPC Changes>Via Project Express**



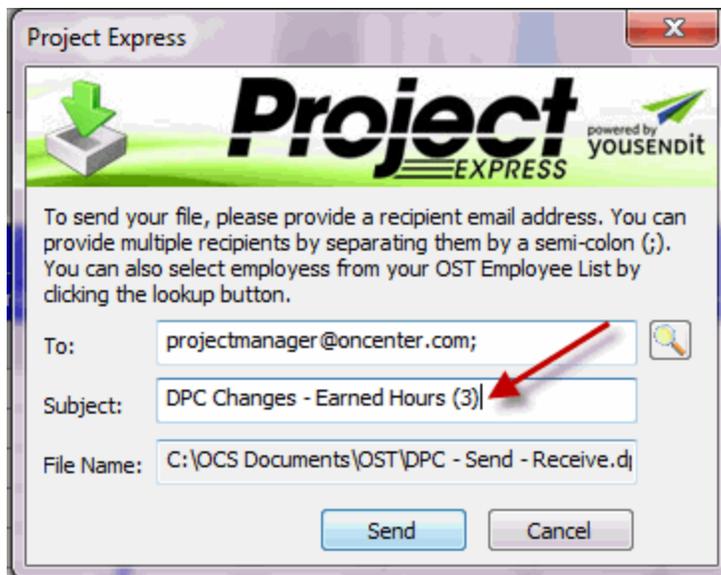
This will create a file that contains all of the Percentaging, Timecard Information and Notes entered by the Foreman into the job. This file is then sent to the Project Manager.

[16 - Sending File to Project Manager](#)

16 - Sending File to Project Manager

- Verify the project manager's e-mail address is indicated in the **To:** field. Usually, as long as the Project Manager sets up the project correctly, this will automatically populate.
- Edit the subject text to include the Project Number or a short Name and the EARNED Hours (from the [Budget Tab](#))

In the screen shot below, the Subject is too long and doesn't give you much information at a glance. It's best to change the subject so that the file can be immediately recognized. Including the EARNED hours in the subject allows the Project Manager to verify that the bid is updated correctly.



- Click **Send**

Your information is now on its way back to the Project Manager over the Internet.

On Center Software recommends that the Foreman (or Foremen) and Project Manager verify sending and receiving via telephone or e-mail to ensure files are imported in the correct order.