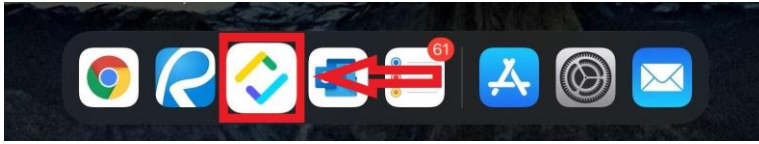
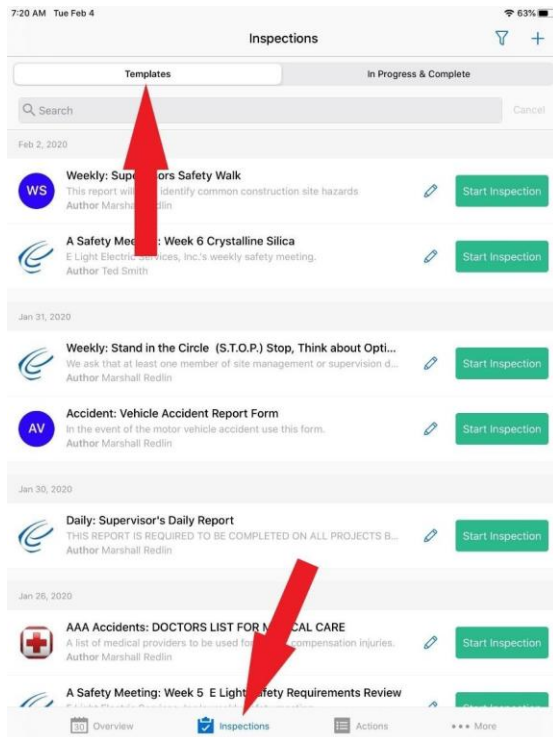


How to Complete a Time and Material Report

1. Open iAuditor.



2. Tap "Inspections" at the bottom of the screen.
3. Select the "Templates" tab at the top of the screen.



4. Find and click on the template labeled "Time and Material Record."
5. Tap "Start Inspection."

A screenshot of the 'Time and Material Record' template form. The form has a header with the title 'Time and Material Record' and a subtitle 'Record of time and material work performed'. Below this, there are several fields for data entry: 'Industry' (Construction), 'Sub-Industry' (Electrical contracting Industry), 'Created' (9/17/15, 3:44 PM), 'Modified' (2/8/19, 7:03 AM), 'Last edited by' (Ted Smith), and 'Owner' (Ted Smith). At the bottom of the form, there is a large blue button labeled 'Start Inspection'. A red arrow points to this button.

6. Select the job site you are currently at.

9:32 AM Fri Mar 6 58%

Cancel Inspection

Q Search

JD2019-B-1 – Flight Safety Expansion
Colorado, Denver

JD2019-B-2 – Republic Plaza 41st Floor TI Controls
Colorado, Denver

JD2019-PS1 – Snow Melt Upgrades
Colorado, Denver

JD2019-PS2 – Pharmacy Upgrades
Colorado, Denver

JD2019-PS3 – Chiller Replacement
Colorado, Denver

JD2019-PS4 – Pre Admit Valve Additions
Colorado, Denver

Prefabrication Shop
Colorado, Denver

Service (Denver)
Colorado, Denver

Service (Springs)
Colorado, Colorado Springs

Test

Training Center
Colorado, Denver

My site is not listed here

7. Enter all of the requested information in the form.

9:32 AM Fri Mar 6 58%

Close Inspection

Page 1/2 Information

Site Change

Test

Client Name

Tap here to edit

Enter Job Number

Tap here to edit

Conducted on

3/6/20, 9:32 AM Date

Prepared by

Mitch Cleaver

Location

361 Inverness Dr S
Englewood CO 80112
United States
(39.55869608918685, -104.8638104647824)

Locate


00:00:08 Next Page 2/2

8. When you are finished, select “Mark as Complete” at the bottom of the last page of the report.

10:21 AM Fri Mar 6 41%


Close Inspection

Page 2/2 Audit Score 3/16 (18.75%)




Mitch Cleaver Sign 3/6/20

Print the Name of the Client Representative



Bob Robertson Sign 3/6/20

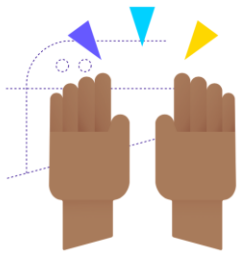
 Mark As Complete

Mandatory

< Back Page 1/2 00:48:47

9. Select “Save & Close” at the bottom of the page.


10:21 AM Fri Mar 6 41%



Inspection Complete

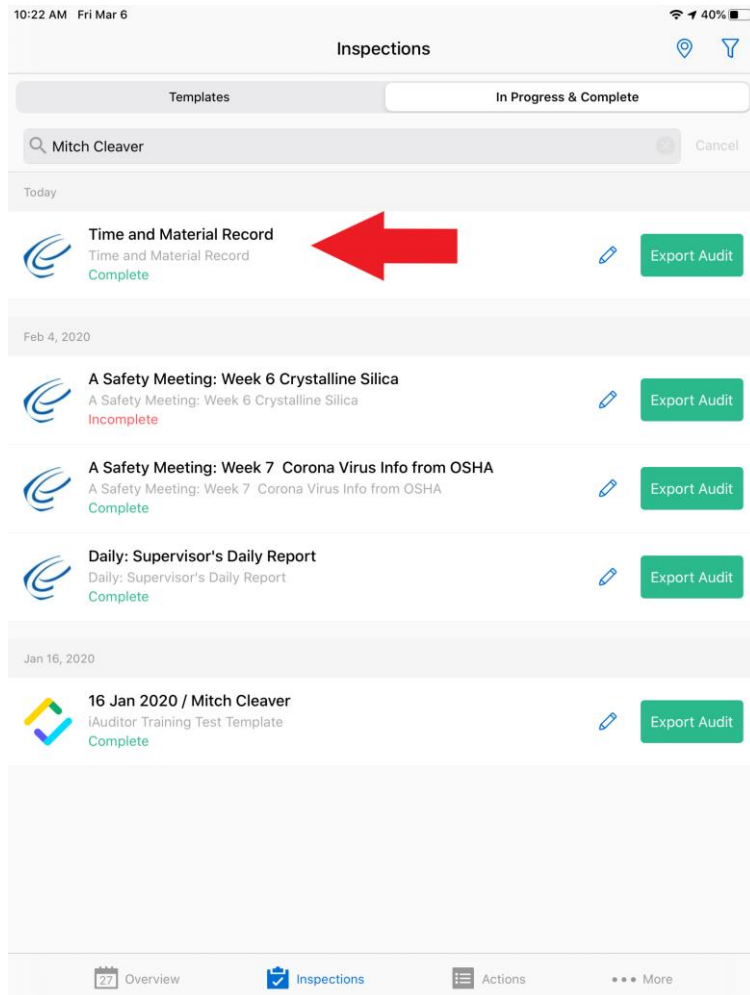
Completed On 3/6/20, 10:21 AM

Completed By Mitch Cleaver

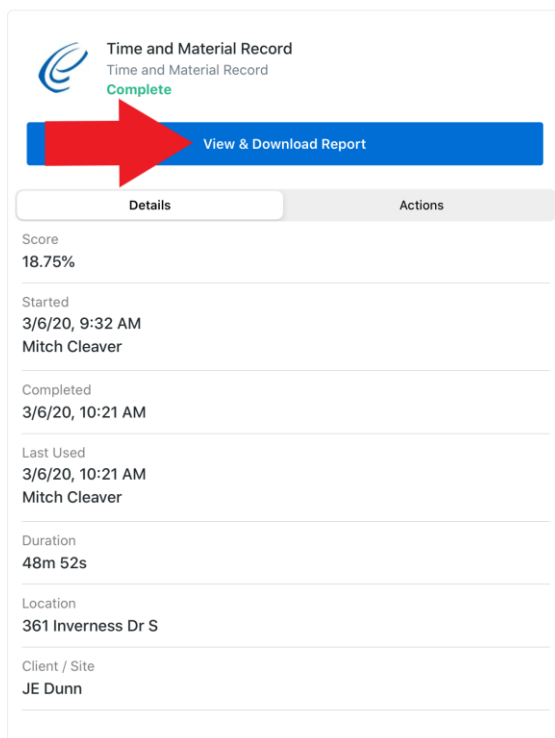
 Save & Close

Preview & Export Report

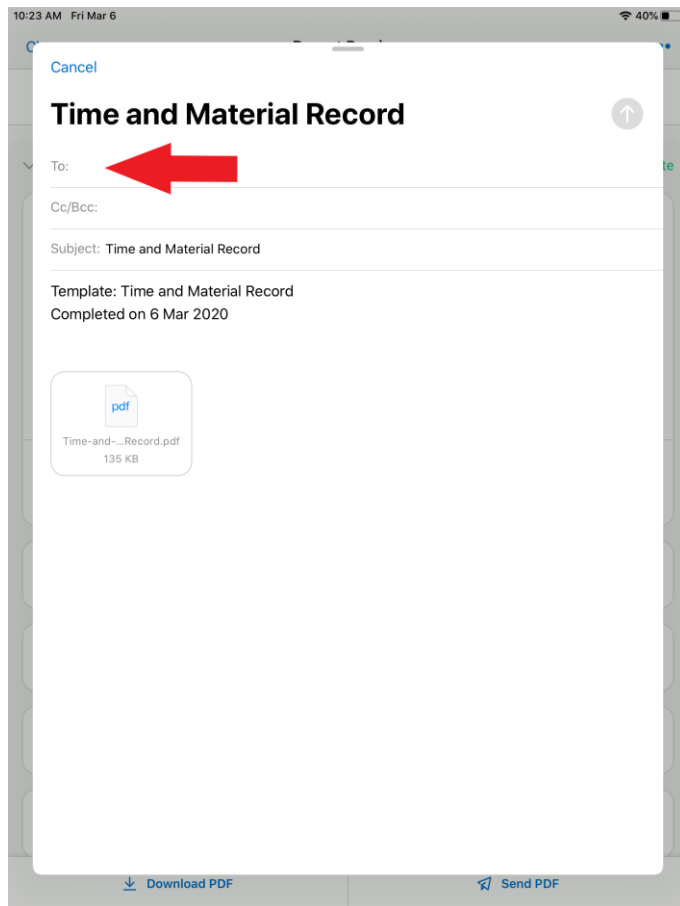
10. Find and reopen your report.



11. Select “View & Download Report”



12. In the lower right corner, select “Send PDF.”
13. Email your report to the recipients indicated in *To Whom Do I Email My iAuditor Report?* on the How-To page (<https://elightinformation.com/how-to>)



The following is an example of a completed Time and Material Record:



Time and Material Record

conducted for

Stinker #332

Enter Job Number

WO #3440

Conducted on

2/28/20, 3:45 PM

Prepared by

Miguel Lopez

Location

E Arapahoe Rd
Centennial CO 80112
United States
(39.59493767096695, -104.84808675261709)

Score

8/12 - 66.67%

Completed on

3/2/20, 10:36 AM

Disclaimer

The personnel of E Light Electric Services, Inc believe the information contained within this report to be correct at the time of printing. E Light Electric Services, Inc. does not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment.

This report is made based on the project requirements, E Light Electric Services, Inc. Corporate Safety Manual, Quality Assurance Program and Corporate Policies.

Confidentiality Statement






In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.

Audit - 8/12 - 66.67%

Question	Response	Details
<p>Please enter the names of the personnel that performed the work. Click on Add Employee to add the first Employee and then complete the boxes that appear. Then click on Add to add another employee. Please be sure to enter each of the employees that performed work on this item.</p>		
Employee		
Employee 1		
Name of Employee	Miguel Lopez	
Position of the Employee (For example: Journeyman, Apprentice, Foreman)	Service Technican	
Enter the number of hours this employee worked on the item.	7.5 hrs 2-28-2020 6hrs 2-27-2020	
Employee 2		
Name of Employee	Nate Perez 2-28-2020 only	
Position of the Employee (For example: Journeyman, Apprentice, Foreman)	Service Technician	
Enter the number of hours this employee worked on the item.	7.5 hrs 2-28-2020 only	
Work Details		
Describe the work performed	Installed power underneath new cabinets and removed and replaced existing power for open air cooler	
List the start time for the day for the work performed	9:00am (2-28-2020) 6:00am (2-27-2020)	
List the end time for the day for the work performed	6:30pm(2-28-2020) 12:00pm (2-27-2020)	
List the total number of man hours used for the work performed today. (Include everyone)	9.5 hrs (2-28-2020) 6hrs (2-27-2020)	
<p>Materials Used. Click Add Material to enter material used and fill in the boxes. Click Add to add another material item. Repeat until all material has been entered.</p>		Score(7/11) 63.64%
Enter Material Here		

Question	Response	Details
Material Item		
Material Item 1		
Material Description	Four square boxes	
Quantity Used	7	
Did you order the material from a vendor or take it from site or truck stock?	Vendor	
Material Item 2		
Material Description	3/4 EMT	
Quantity Used	15'	
Did you order the material from a vendor or take it from site or truck stock?	Stock	
Material Item 3		
Material Description	3/4 connectors	
Quantity Used	8	
Did you order the material from a vendor or take it from site or truck stock?	Vendor	
Material Item 4		
Material Description	#12 THHN	
Quantity Used	120'	
Did you order the material from a vendor or take it from site or truck stock?	Stock	
Material Item 5		
Material Description	20 amp Receptacles	
Quantity Used	8	
Did you order the material from a vendor or take it from site or truck stock?	Vendor	
Material Item 6		
Material Description	2 gang duplex industrial receptacle covers	

Question	Response	Details
Quantity Used	3	
Did you order the material from a vendor or take it from site or truck stock?	Vendor	
Material Item 7		
Material Description	Four square blank covers	
Quantity Used	3	
Did you order the material from a vendor or take it from site or truck stock?	Vendor	
Material Item 8		
Material Description	Single gang duplex receptacle industrial cover	
Quantity Used	2	
Did you order the material from a vendor or take it from site or truck stock?	Stock	
Material Item 9		
Material Description	12/4 m/c	
Quantity Used	20'	
Did you order the material from a vendor or take it from site or truck stock?	Vendor	
Material Item 10		
Material Description	12/2 m/c	
Quantity Used	20'	
Did you order the material from a vendor or take it from site or truck stock?	Vendor	
Material Item 11		
Material Description	M/c Connectors	
Quantity Used	4	
Did you order the material from a vendor or take it from site or truck stock?	Stock	

Question	Response	Details	
Equipment used for the work. Click Add to list a piece of equipment and then complete the section. Repeat until all equipment is entered.			
Add equipment used for the work.			
Add pictures if applicable.			
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Appendix 1</p> </div> <div style="text-align: center;">  <p>Appendix 2</p> </div> <div style="text-align: center;">  <p>Appendix 3</p> </div> <div style="text-align: center;">  <p>Appendix 4</p> </div> </div>			
Add a drawing if applicable.			
The signatures below indicate the signing parties have inspected the work performed and the signing parties are in agreement that the information contained in this report is accurate and E Light Electric Service, Inc is entitled to compensation based on the rates established in the contract			
The work performed today has been verified by E Light Supervision and the Clients Representative		Yes	
Print the Name of the E Light Supervisor	Miguel Lopez	3/2/20 9:13 AM	
Print the Name of the Client Representative	Dave Eills		
The client needs to sign this form as a verification. You may need to click on Preview at the top of the audit to show the client the entire report before they sign it. If the client can not sign the report please enter their explanation of why they will not sign the ticket below.			
Please enter the reason why the client can not sign the ticket.		Client not on site	

Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4