

Notts On Site: guide for site managers and admins

Notts Contractors Ltd · onsite.nottsltd.co.uk

For site managers

Your screen

You clock in and out like everyone else, using the **Clock** tab, and take quality photos in the **Quality** tab. You also get two extra tabs:

- **On site**: who is clocked in right now, at each site. Use it for the **fire roll call**.
- **Approve**: check and approve the hours worked at **your** sites each week.

Fire roll call

1. Open **On site**. It lists everyone clocked in, grouped by site.
2. Tick each person as they're accounted for. The count shows how many are left.
3. Tap **Clear roll call ticks** afterwards. Ticks only stay on your phone.

"GPS ok" means their phone was on site when they clocked in. "Check" means it wasn't, or the phone had no location.

Approving hours (every week)

1. When the week's work is finished, open **Approve**. It opens on the week that needs approving.
2. Check each person's hours at your site. Next to each name you'll see:
Confirmed they've agreed their hours · **Query** they think something's wrong (their note is shown) · **Not confirmed** they haven't checked yet · **Still in** they haven't clocked out
3. **Flagged clockings** (e.g. "2.4 km away", "No clock-out") are listed under the site. Look into each one, then tap **Mark checked** and say what you found, e.g. "Collecting materials from the yard". Approve stays greyed out until every flag is checked.
4. If the hours are right, tap **Approve ... hours**. You'll see ✓ Approved with your name.

Something wrong? Don't approve. Tell the office the correct times (e.g. "Sam finished 16:30 on Tuesday, not 15:30"). Once the office fixes it, the site shows "Hours changed since approved". Check it again and tap Approve.

You can only approve your own sites. You can't approve while someone is still clocked in there, or once the office has signed the week off (🔒 locked). Use < Prev and Next > to look at other weeks.

Quality records (your sites)

1. Open **Quality**. You see everyone's records. Set **Show** to *To review* and pick your site.
2. Tap a record to see all its photos, the GPS, notes and measurements. Then tap **Accept**, or **Needs rework** and say what needs re-doing, e.g. "Bedding not visible – photo before backfill". The operative sees it on their phone and re-photographs it. The original is kept and shows as *Reworked*.
3. **Item not on the list?** In a new record choose **+ Add a new item to the list...** It's added for **that site only**. If an operative typed their own title, open the record and tap **Add this title to the site's item list**.
4. **PDF quality pack** (e.g. for the client or handover): pick the site, and a plot if you want just one, tap **PDF quality pack**, then **Make PDF**. It downloads, and a copy is saved in Dropbox.

Everything is in Dropbox → **Notts - shared** → **Notts On Site**: photos in Quality → site → plot, packs in Quality → site → Quality packs, RAMS in RAMS → site. You can only review records at sites where you're the site manager.

For admins (the office)

Your screen

Admins have everything site managers have, plus **Timesheets** (hours, corrections and sending to payroll) and **Admin** (staff, sites, quality items, Dropbox and backups). Admins can sign in on any device, and can review quality records at every site.

Staff (Admin tab)

- **Add someone:** open *Add a staff member*. Enter their full name, a starting PIN (4–6 digits) and their role, then tap **Add staff member**. Give them the PIN **in person**.
- **Roles:** *Operative* clocks in and out. *Site manager* also gets the roll call and approves their sites. *Admin* gets everything.
- **Reset PIN**: for a forgotten PIN or a lock-out.
- **New phone**: lets them move their account to a new phone.
- **Mark left**: stops them signing in. Their hours are kept. Never delete leavers.

Sites (Admin tab)

- **RAMS:** open the site, type a title (e.g. "RAMS NCL-889-01 Rev C"), choose the PDF (up to 25 MB) and tap **Upload as new RAMS version**. Everyone must then read the **whole PDF** (to the last page, at least 20 seconds a page) and sign before their next clock-in there. The PDF is saved in Dropbox → Notts - shared → Notts On Site → RAMS. The sign-off list shows when each person opened it, reached the end and signed. A site with **no RAMS** shows in red; staff can still clock in but it's flagged.
- **Add a site** while **standing on it**, so its location is set. If you're not there, add it anyway and use **Set to my current location** on your next visit.
- Open a site to change its name, job number, GPS radius (default 300 m) and RAMS summary, then tap **Save**.
- **Site manager:** pick who approves hours here. Every site needs one.
- **Close site** when the job ends. Its hours are kept.

Quality items, Dropbox and backups (Admin tab)

- **Quality items:** the list staff pick from. Rename or hide items, or add one for every site. Items a site manager added show "site only"; tap **Make all sites** to share one with every site.
- **A record added by mistake** (wrong site, wrong photos): open it in **Quality** and tap **Hide (mistake)** with a reason. Nothing is ever deleted.
- **Backups:** every Sunday night, all the app's records are saved as spreadsheets to **your own** Dropbox → Notts On Site backups (not shared, as it holds everyone's hours). *Dropbox and backups* shows the last one and warns if it's over 8 days old or failed. Tap **Back up now** any time.
- Don't rename or move the **Notts On Site** folders in Dropbox. Moving or renaming the photos inside them is fine.

Weekly payroll: step by step

1. **Open Timesheets.** It opens on the week to be paid. The *Send to payroll* box at the top shows what's outstanding: who hasn't confirmed, any queries, sites not approved and anyone still clocked in.
2. **Check Flagged clockings** further down the page (see the table below). Site managers mark these as checked; you can too.
3. **Fix anything wrong** with *Add a manual clocking*:
 - **Wrong time** (e.g. a late clock-out): in **Correcting**, pick the wrong clocking, then set the right time.
 - **Missing clocking** (e.g. a forgotten clock-out): in **Correcting**, leave it on "Nothing – add a missing clocking", then pick the site, type and time.
 - Always give a reason. The original clocking is kept on record and never deleted.
4. **Chase** anyone who hasn't confirmed, and any site manager who hasn't approved. The *Week approval and sign-off* box shows each site: who approved it and when, or what's missing.
5. When the week is over and every site is approved, tap **Sign off week for payroll**. The week is now  **locked**: no clock-ins, manual clockings or corrections can be added to it.
6. Tap **Send to payroll** (only works once the week is signed off) and confirm. One email goes to accounts@nottsltd.co.uk, with the hours per person and two spreadsheets attached. You'll see **✓ Sent**, and it's logged with your name.
7. **Need to change a signed-off week?** Tap **Unlock week** and give a reason (it's logged). Make the correction, get the site re-approved, sign off again, then send. It goes as **REVISED**, so payroll knows to use the new version.

Operatives who haven't confirmed their hours don't stop you signing off. They're clearly marked in the email. The spreadsheets show who approved each site and who signed off the week, with dates and times. Also tap **Download week as CSV** and save it in the company files. Keep payroll records for at least 3 years.

What the flags mean

2.4 km away	Clocked in or out away from the site. Check with them or their site manager.
No GPS	The phone didn't share its location. Usually poor signal.
No clock-out	Forgot to clock out. That shift counts 0 hours until you add the finish time. Any shift left open for more than 14 hours counts as forgotten.
Over 12 h	Still clocked in after 12 hours. Check they haven't forgotten.
Out with no in	A clock-out without a clock-in. Add the missing clock-in.
Same phone as ...	Two people clocked in from one phone. Possibly someone clocking in for a colleague.
No RAMS uploaded	Clocked in at a site with no RAMS PDF. Upload the RAMS, and check they were briefed.
Site has no location	The site's location hasn't been set yet. Set it next time you're on site.

Good to know

- Nobody is ever stopped from clocking in because of GPS. It's recorded and flagged instead.
- Each operative's account works on **one phone**. Use **New phone** when they change it.
- Paid hours are clock-in to clock-out. No unpaid break is taken off yet (rule to be confirmed).

Help

- Staff instructions to send out: onsite.nottsltd.co.uk/start
- System check: onsite.nottsltd.co.uk/api/health should say "up to date" and Dropbox "set up".
- Problems or changes: Peter Grant.