

App Forms Catalogue



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Available Field Types

Re-flow already provides a wide range of app forms, created by field types. These field types can be used in numerous combinations to capture data in the field. Metrics can be applied to create quantitative feedback, calculations and formulas can be implemented to speed up the process, and photos can be used to provide evidence in the field.

The App Form captures the field data, App Users submit field data back to the Dashboard. Dashboard Users can then generate an aesthetic PDF with their company logo and branding.

If the field data exists within a job, and a form contains the same field, it will populate that data on the form automatically. Example: *job title*.

Job Title

If opened against a Job, field populates. If opened outside of a Job, User has a selection of Jobs to choose from (lists Jobs scheduled to User only).

Plain Text

Offers the flexibility of typing descriptions. Not recognised in filters for audit purposes. Do not use where a unique ID is required for filtering, such as - Users, Vehicle, Items, Equipment.

Dropdown

A dropdown is a fixed set of items to choose from. Metrics can be applied to dropdown items. Items can be multi-selected if required Suitable for up to 6-8 items.

Number

A Number with a set amount of decimal places. Number fields can be used to calculate totals and formulas.

Date

Select a date using a calendar. Date fields can populate the current date automatically, or remain blank for user input.

Time

Select a time using a digital time dial. Time fields can populate the current time automatically, or remain blank for user input.

Date/Time

Select a date/time using a digital time dial. Date/time fields can populate the current date/time automatically, or remain blank for user input.

GPS Timestamp

Tap the blank field and a Time and Date stamp is populated with the longitude and latitude. This enables Dashboard user to see where the field was populated.

GPS restriction

Using the address in the location tab, we can enable the field to be active within 'x' amount of meters. Used in forms that require clock on from site only.

Checkbox

Enable checked boxes with a title. A checkbox can trigger fields to populate.

Radio Button

Radio buttons can dynamically change what a form shows, such as the vehicle safety check form. Example: Select 'No' - reveal 'Take Photo'.

Take Photo

Take a photo with the devices camera.

Gallery Photo

Select a photo from the devices photo gallery.

Lookup Record

Look up a record and pull all the data into the form or use it as a reference. Example, *Vehicle, Plant* or *Item*. Multi-select optional - can populate any record field information.

Lookup User

Look up a User in the Re-flow system. Multi-select optional - can populate any record field information.

Document

Select one or multiple documents attached to a Job in the system (Information Tab). A link will be generated on the form to show what document was selected.

Input List

A Row Table with predefined data that can utilise any additional field types.

Input Repeater

A predefined Row Table that can utilise any field types, except documents. You cannot show an image in a repeater, you can add photos and signatures. Add or copy an additional repeater table where required.

Signature Box

Date and time stamped with a user signature and name.

Link to URL

Button that links to a standard URL webpage

Link to PDF

Button that links to PDF document within a Record

Required field

Required fields are identified by a red triangle in the top-left corner of a field. If the field has no data, it will not submit. Required fields can be used to ensure important data is completed before submission.

Static Text

We can use static text in your form including: Headers, paragraphs, bullet list, numbered list and links. Text can use bold, underline, italics. The font type is standard and cannot be altered.

Formula

Formulas can total up values, show more information with parameters set (**IF** this **THEN** show that). HAVs & Daily Timesheet are good examples of formulas being used.

IMPORTANT INFORMATION

We can make small amendments to any of our off-the-shelf work forms for free.

Our **Stock Sheet/Take, Holiday Request, On Hold forms, Billing** forms including: **Quotes, Purchase Orders, Sales Orders and Invoices** are **not customisable** in any way as they are part of the core system.

What changes are possible before a form is chargeable?

Free amendments to an off-the-shelf form includes: hiding a field, changing the way a field behaves (required, non-required change only) or changing a field title. Any other changes will require a new custom form to be built by a developer, and is chargeable.

What does a chargeable form include?

Custom built to your specification, to work within the parameters of Re-flow using our available fields types only. Developers will build you an App form, accompanied by a PDF. We recommend becoming familiar with the system and forms before any custom forms are created.

What changes can I make to a custom form once complete?

Everything listed under **What changes are possible before a form is chargeable?** is free, any changes **will affect all previous forms**, i.e: if a field is removed - it will remove that data from all previous forms submitted. If fields are to be removed, it is recommended the old form is archived and a new one is built in replacement. This is charged as a new custom form.

All previous forms can be re-titled by Dashboard Users.

APP FORM (App User)

The screenshot shows a mobile app interface for a 'Re-flow' timesheet. The form is titled 'Timesheet' with a clock icon and the time '10:47'. It features several sections: 'Name' (Re-flow Support), 'Jobs' (Example Job), 'Absence', 'Location And Time' (Clock On: 02-06-2020 10:45:00 (50.72, -3.491)), 'Breaks' (Start: 10:46, Finish: 11:47, Total: 1.02), 'Clock Off', 'Hours per Rate', 'Total Hours' (-1.02), and 'Comments'. At the bottom are 'Delete', 'Save', and 'Submit' buttons. Annotations with red arrows and dotted lines point to various elements: 'Your Logo Populates Here' points to the gear icon; 'Your Brand Colour Populates Here' points to the blue header bar; 'Lookup User populates App User' points to the 'Name' field; 'Job Title multi-select' points to the 'Jobs' field; 'Dropdown' points to the 'Absence' field; 'GPS Timestamp (Required)' points to the 'Clock On' timestamp; 'Input List (Required)' points to the 'Breaks' dropdown; 'Time' points to the 'Break Total' value; 'Break deducted from Total working hours' points to the 'Break Total' value; 'GPS Timestamp (Required)' points to the 'Clock Off' field; 'Formula Calculated time totals Multiplier Rate applied from Dashboard if set' points to the 'Total Hours' field; and 'Plain Text' points to the 'Comments' field.

Re-flow

← Your Logo Populates Here

Timesheet

Ashley Wing	
Jobs: A380 Surfacing Repair	
Date: 24/06/2020	

Location And Time

Your Brand Colour Populates Here

08:30	12:15	1x = 3h, 45m	3.58
-------	-------	--------------	------

Start Break	Finish Break	Break Total
09:50	10:00	0.17

Comments: **Had to pick up materials from Yard at 8am.**

Forms List View (Dashboard)

Form list view enables you to filter by Date Range (Week, month), filter by Users and produce a realtime update on total hours. Any filtered List View can be exported to a .CSV file. All submitted forms in the List View can be view independently by their generated PDF.

Admin
Export .CSV Search

<input type="checkbox"/>	Name	Clock On	Clock Off	Total Hours	Submitted By	Date Updated	Status	
<input type="checkbox"/>	Ashley Wing	24/06/2020 08:30	24/06/2020 12:15	3.58	Ashley Wing	Wed 24/06/2020 12:13	Submitted	
<input type="checkbox"/>	Carl Barrow	10/06/2020 10:15			Carl Barrow	Wed 10/06/2020 10:15	Saved	
				3.58				

Rows per page: 15 1-2 of 2 |< < 1 > >|

Re-flow

Filter Users **Set Date Range**

Clock On	Clock Off	Total Hours	Submitted By	Date Updated
24/06/2020 08:30	24/06/2020 12:15	3.58	Ashley Wing	Wed 24/06/2020 12:13
10/06/2020 10:15			Carl Barrow	Wed 10/06/2020 10:15
		3.58	Accumulated Paid Hours	

Re-flow

APP FORM 1/3 (App User)

< **Re-flow** ⚙

Timesheet Weekly

Name(s)
Ashley Wing, Ben Vine

Week Ending
 Sunday
05-07-2020

Days

Jobs
A380 Surfacing Repair, Bramhall High School - Traffic Management - Carl

Absence

Type of Work

Day Night

Date	Start	Finish
Tuesday 30-06-2020	06:00	17:00
Start Break	Finish Break	Break Total
12:00	13:00	1

Hours Per Rate
1x = 11h, 0m

Total Hours
10h, 0m

Comment

Jobs
A380 Surfacing Repair

Absence

Type of Work

Day Night

Date	Start	Finish
Wednesday 01-07-2020	06:00	17:00
Start Break	Finish Break	Break Total

Lookup User Multi-select

Date

Input Repeater (Required)

Job Title multi-select

Dropdown

Radio Button

Day/Date

Time

Break deducted from Total working hours

Formula Calculated time totals
Multiplier Rate applied from Dashboard if set

Plain Text

Job Title multi-select

Dropdown

Radio Button

Day/Date

Time

Break deducted from Total working hours

APP FORM 2/3 (App User)

Hours Per Rate 1x = 11h, 0m		
Total Hours 11h, 0m		
Comment No Lunch Taken		
Jobs Wiltshire Crescent		
Absence		
Type of Work		
Day <input checked="" type="radio"/>	Night <input type="radio"/>	
Date Thursday 02-07-2020	Start 06:00	Finish 17:00
Start Break 12:00	Finish Break 13:00	Break Total 1
Hours Per Rate 1x = 11h, 0m		
Total Hours 10h, 0m		
Comment		
Jobs Kier Leisure Centre Exeter		
Absence		
Type of Work		
Day <input checked="" type="radio"/>	Night <input type="radio"/>	
Date Tuesday 30-06-2020	Start 06:00	Finish 15:00
Start Break 14:00	Finish Break 14:15	Break Total 0.25
Copy	Add Break	

Formula Calculated time totals
Multiplier Rate applied from Dashboard if set

Plain Text

Job Title multi-select

Dropdown

Radio Button

Day/Date

Time

Break deducted from Total working hours

Formula Calculated time totals
Multiplier Rate applied from Dashboard if set

Plain Text

Job Title multi-select

Dropdown

Radio Button

Day/Date

Time

Break deducted from Total working hours

APP FORM 3/3 (App User)

The screenshot shows a mobile application interface for a weekly timesheet. It features several input fields and buttons. The 'Hours Per Rate' field contains '1x = 9h, 0m'. The 'Total Hours' field contains '8h, 45m'. Below this is a 'Comment' field. The 'Weekly Total' field contains '39h, 45m'. At the bottom, there are three buttons: 'Signature', 'Save', and 'Submit'. A mobile navigation bar is visible at the very bottom with icons for home, back, and forward.

Formula Calculated time totals
Multiplier Rate applied from Dashboard if set

Plain Text


Formula Calculated work time totals with
multiplier rate and break time deducted.

Re-flow

Timesheet Weekly

Name(s): Ashley Wing, Ben Vine										
Week Ending: 05/07/2020										
Jobs	Absence	Type of Work	Date	Start	Finish	Breaks			Total	Comment
A380 Surfacing Repair, Bramhall High School - Traffic Management - Carl		Day	29/06/2020	06:00	17:00	Start Break	Finish Break	Break Total	11.50	
						12:00	13:00	1.00		
A380 Surfacing Repair		Day	30/06/2020	06:00	17:00	Start Break	Finish Break	Break Total	11.00	No break taken today.
						10:00	10:00	0.00		
Kier Leisure Centre Exeter		Day	01/07/2020	06:00	17:00	Start Break	Finish Break	Break Total	10.00	
						12:10	13:10	1.00		

Weekly Total Hours
32h, 30m

Signature
 <p>Text Name Applied 30/06/2020 10:20:39</p>

APP FORM (App User)

The screenshot shows the 'Re-flow' app interface for a 'Briefing Log' form. The form is divided into several sections: 'Job' details, 'Client Company' and 'Client Contact' information, 'Manager' information, 'Date', 'Lead Operative', 'Operatives', 'Safe Systems of Work', 'Documents', and signature boxes. Red dotted lines connect specific form fields to their corresponding labels and requirements on the right side of the image.

Form Field	Annotation
Job 18, A380 Surfacing Repair	Job Title (Required)
Client Company Devon County Council	Job info pulled from Dashboard
Client Contact Doug Pitt	Job info pulled from Dashboard
Manager Arthur Haden	Job info pulled from Dashboard
Date Wednesday 24-06-2020	Date (Required)
Lead Operative Ben Vine	Lookup User Multi-select (Required)
Operatives Arthur Haden, Ashley Wing, Carl Barrow, Chris Ball	Lookup User Select User (Required)
Job Process Surfacing	Dashboard Work Type
Documents Route Diversion Map	Dashboard (attached document)
Documents Traffic Management Plan	Dashboard (attached document)
Documents Road Closure Timetable	Dashboard (attached document)
Lead Operative Signature	Signature Box (Required)
Operative Signatures	Signature Box (Required) (in repeater)



Briefing Log

Job Information

Job: A380 Surfacing Repair	Client Company: Devon County Council
HTM Operations Manager: Arthur Haden	Client Representative: Doug Pitt
Date: 24/06/2020	Job No: 18

Resources

Safe Systems of Work


Job Process	Surfacing
-------------	------------------

Documents

Route Diversion Map
Traffic Management Plan
Road Closure Timetable
Tm Set Up Photo

Briefing Log

The Operatives below have signed to confirm they have read and understood the above SSOW

Lead Operative Signature
 Ashley Wing 24/06/2020 20:38:15

APP FORM (App User)

Daily Site Diary

Job
18, A380 Surfacing Repair

Client Company: Devon County Council
Client Contact: Doug Pitt

Manager: Arthur Haden

Date
Thursday 25-06-2020

Weather
Dry

Diary Entries

Task Description	Operative	Hours
Complete Tarmac Task	Arthur Haden	3
	Plant/Equipment	Hours
	Dragon Dryer	2
	Hire Plant	Hours
	Vehicles	Hours

Material Purchases

Material: Addaflor RAL 7032 (Grey)

Invoice no: 12345

Supplier: Exeter Supply

Notes (H&S, Environmental, Quality, Near Miss, Incident, Accident, Observations): N/A

Signature

Save Submit

Annotations:

- Job Title (Required)
- Input List Job info pulled from Dashboard
- Input List Job info pulled from Dashboard
- Date (Required)
- Dropdown (Required)
- Input Repeater
- Plain Text (Required)
- Lookup User Multi-select
- Number
- Lookup User Multi-select
- Number
- Input Repeater
- Lookup Record (Required)
- Plain Text (Required)
- Lookup Record (Required)
- Plain Text
- Signature Box (Required)

Re-flow

Daily Site Diary

Job: A380 Surfacing Repair	Project No:	Date: 25/06/2020	Weather: Dry
-----------------------------------	-------------	-------------------------	---------------------

Complete Tarmac

Operative	Hours	Plant	Hours	Hire Plant	Hours	Vehicle	Hours
<ul style="list-style-type: none"> • Ben Vine • Gary Smith 	3	<ul style="list-style-type: none"> • Light Machine 	3	•		•	

Material Purchases

Material	Invoice no	Supplier
Addaflor RAL 7032 (Grey)	12345	Exeter Supply

Foreman




Ashley Wing
25/06/2020 12:39:41

The screenshot shows a mobile application interface for 'Re-flow'. The title bar includes a back arrow, the app name 'Re-flow', and a settings gear icon. Below the title bar is a blue header with the text 'Daily Return Sheet (Linemarking)'. The form is organized into several sections:

- Job Information:**
 - Job:** 24, Wiltshire Crescent (Job Title (Required))
 - Client Company:** Example Client (Input List Job info pulled from Dashboard)
 - Client Contact:** Example Contact (Input List Job info pulled from Dashboard)
 - Manager:** Ashley Wing (Input List Job info pulled from Dashboard)
- Work Schedule:**
 - Start Work:** 25-06-2020 17:15 (GPS Timestamp (Required))
 - Finish Work:** 25-06-2020 17:18 (GPS Timestamp (Required))
 - Time On Site:** 0h, 3m (Formula Calculated total from Start/Finish)
- Resources:**
 - Lead Operative:** Carl Barrow (Lookup User (Required))
 - Operatives:** Ashley Wing, Ben Vine, Chris Ball (Lookup User Multi-select (Required))
 - Vehicles:** CV14 FTG, DF16 FBV (Lookup Record Multi-select (Required))
- Traffic Management:**
 - Traffic managed by:** Ourselves (Dropdown (Required))
 - Traffic management:** Stop/go, Traffic Lights (Dropdown Multi-select (Required))
- Conditions:**
 - Surface conditions:** Dry (Dropdown (Required))
 - Site preparation:** Sweep, Force drying (Dropdown Multi-select (Required))
 - Weather am:** (Dropdown (Required))
 - Weather pm:** (Dropdown (Required))

Red dotted lines connect each field in the form to its description on the right.

Bill of Quantities		
Product A1	Unit Per Metre	Input List Pulled from BoQ Dashboard
Qty 28.00	Actual Qty 28	Number (Required)
Batch Number 123		Plain Text
Comments		Plain Text
Product A2	Unit -	
Qty 5.00	Actual Qty 8	Checkbox
Batch Number 456		
Comments used over as work experience practice		
Site notes		Plain Text
 Notes Signature		Signature Box Plain Text Name
Additional Items		Input Repeater
Product 200 BGV AC 07 (Screed)	Unit Bag	
Colour Blue	Qty 2	
Batch Number 3456		

Additional works agreed by **Signature Box (Required)**
Plain Text Name

Delays **Input Repeater**

Delay type Hrs

Delay comments **Plain Text**

Delay Photos **Take Photo**

Delay Signature **Signature Box**
Plain Text Name

Quality Checks

HFST / Resin bonded aggregate:

HFST Check? **Dropdown (Required)**
No
Logic based, if NO - show no related questions

Line Marking:

Line Marking Check? **Dropdown (Required)**
Yes
Logic based, if YES - show checkboxes

Line length	Gap length
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Line width	Line thickness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Applied glass beads/grains? **Dropdown**
Yes

Rapid Shield:

Rapid Shield Check? **Dropdown (Required)**
No

Work Completion

Programmed works completed
Yes **Dropdown (Required)**

Nil work carried out
 **Checkbox**

Reason
..... **Plain Text**

Take Photo **Take Photo (Required)**
Add Photo **Gallery Photo (Required)**

I hereby authorise works to proceed

Client Signature **Signature Box**
Plain Text Name

I confirm that all works have been completed to my satisfaction

Client Signature **Signature Box**
Plain Text Name

Works completed comments
Site left clean, tools removed **Plain Text**

I have inspected the above work in accordance with company Quality Assurance procedures and confirm compliance with instructions issued. I confirm that all required PPE was available and worn by all operatives within this crew

Chargehand Signature **Signature Box (Required)**
Populates App User

Save Submit

Home Up Down

Re-flow

Daily Return Sheet (Linemarking)

Job No: Wiltshire Crescent	Client: Example Client	
Site Name: Example Contact	On Site: 16:56	Off Site: 17:02
Chargehand: 8437 Crew Members: Ashley Wing, Ben Vine, Chris Ball		

Traffic Management	
Managed by: Ourselves	Stop/go, Traffic Lights

Surface conditions	Dry
Site preparation	Jet wash, Sweep
Weather am	Dry
Weather pm	Dry


Completed Works



Product	Qty	Unit	Actual Qty	Force dried	Batch Number	Comments
A1	28.00	Per Metre	28	YES ✓	123	No problems
A2	5.00	-	8	YES ✓	456	Higher quantity used due to work experience practice

Site notes

Site cleaned and all tools removed



Ash
25/06/2020 17:00:00

Additional Items

Product	Colour	Unit	Qty	Batch Number
200 BGV AC 07 (Screed)	Blue	Bag	2	

Additional works agreed by:



David Wilson
25/06/2020 17:00:35

Quality Checks

Line length: YES ✓	Gap length: YES ✓	Line width: YES ✓	Line thickness: YES ✓	Applied glass beads/grains?: Yes
------------------------------	-----------------------------	-----------------------------	---------------------------------	--

Programmed works completed: **No**

Nil work carried out: ---

Unsuitable conditions

I hereby authorise works to proceed



Mark Danders
25/06/2020 17:02:01

Works completed

I confirm that all works have been completed to my satisfaction



Mark Danders
25/06/2020 17:02:15

Quality assurance

I have inspected the above work in accordance with company Quality Assurance procedures and confirm compliance with instructions issued. I confirm that all required PPE was available and worn by all operatives within this crew







Ashley Wing
25/06/2020 17:02:20

Forms List View (Dashboard)

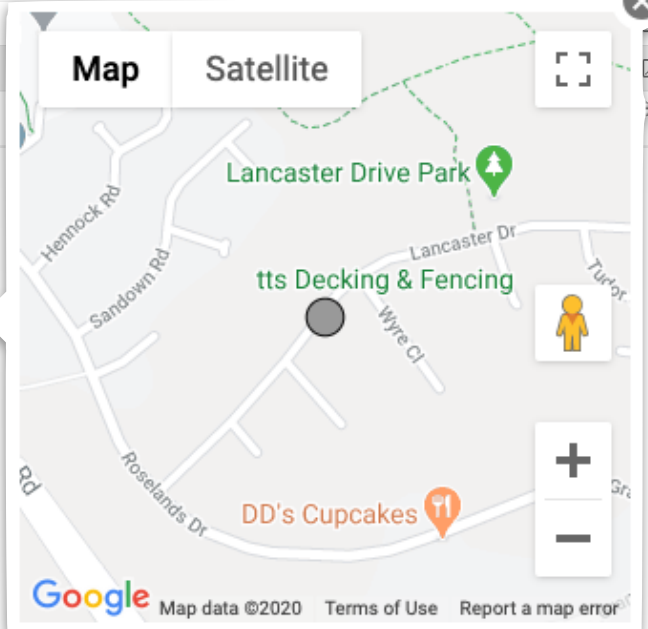
All DRS Forms include a Start Work GPS location pin

Daily Return Sheet (Linemarking) Admin

Work Search

<input type="checkbox"/>	Job Number	Job	Company	Start Work	Submitted By	Date Updated	Status	
<input type="checkbox"/>	24	Wiltshire Crescent	Example Client	25/06/2020 16:56	Ashley Wing	a minute ago	Submitted	 
<input type="checkbox"/>	23	Bridge 213	LI Trail	16/06/2020 13:24	Chris Ball	9 days ago	Saved	
<input type="checkbox"/>	6	RD&E Exeter - Surfacing	Royal Devon & Exeter NHS Foundation Trust	21/05/2020 13:43	Unknown user	a month ago	Submitted	 
<input type="checkbox"/>	1	RD&E Exeter - Line Marking	Royal Devon & Exeter NHS Foundation Trust	07/05/2020 17:18	Chris Ball	2 months ago	Saved	
<input type="checkbox"/>	1	RD&E Exeter - Line Marking	Royal Devon & Exeter NHS Foundation Trust	06/05/2020 11:46	Chris Ball	2 months ago	Saved	
<input type="checkbox"/>	7	RD&E Exeter - Line Marking - Carl	Royal Devon & Exeter NHS Foundation Trust					
<input type="checkbox"/>	1	RD&E Exeter - Line Marking	Royal Devon & Exeter NHS Foundation Trust					

GPS Location



Daily Return Sheet (Surfacing)	
Job 24, Wiltshire Crescent	Job Title (Required)
Client Company Example Client	Input List Job info pulled from Dashboard
Client Contact Example Contact	Input List Job info pulled from Dashboard
Manager Ashley Wing	Input List Job info pulled from Dashboard
Start Work 26-06-2020 17:35	GPS Timestamp (Required)
Finish Work 26-06-2020 17:40	GPS Timestamp (Required)
Time On Site 0h, 5m	Formula Calculated total from Start/Finish
Resources	
Lead Operative Ben Vine	Lookup User (Required)
Operatives Arthur Haden, John Smith, Mark Baker, Matt Tonks, Mike Saunders, Nick Parsons	Lookup User Multi-select (Required)
Vehicles CV14 FTG, DF16 FBV, EF10BHW, FD14 5BV	Lookup Record Multi-select (Required)
Location Weston View Road, Exeter	Plain Text (Required)
Delivery Date 26-06-2020	Date (Required)
Weather Wet	Dropdown (Required)
Air temperature 16	Plain Text (Required)
Layer Layer Example	Plain text (Required)

Pre-Start Inspection		
Kerbs		
Kerb Example	Plain text (Required)
Iron Work		
Iron Work Example	Plain text (Required)
Falls/Levels		
Mixture of	Plain text (Required)
Sub Strata / Sub Base		
Sub Base Example	Plain text (Required)
Sub Strata Macadam		
Sub Strata Example	Plain text (Required)
Dips		
Dips Example	Plain text (Required)
Comments		
Comment Example	Plain text
Materials		
Material		
0 to 1mm Grey Bauxite	Lookup Record (Required)
Material to en 13108	Supplier	
<input checked="" type="checkbox"/>	Exeter Supply	Plain text (Required)
PEN		
40/60 pen	Dropdown (Required)
PSV	Depth (mm)	
9	200	Number
Compaction method		
Roller	Plain text
Laying Method		
Machine	Dropdown
Bond Coat (Ltrs)	Area (m2)	Target Tonnage (t)
3	35	100
Number		
Thermometer Serial No.		
234553AB	Plain text
Laying Records		
Ticket No.		
34	Number

Tonnage:		
Load	Cum	
35	21	Number

Times:		
Start	Finish	
25-06-2020 17:38	26-06-2020 17:38	Date

Temperatures (Degrees C):			
Discharge	Pre-Roll	Rolled	
38	23	12	Number

Visual Check:		
Arrival	Laid	
Text	Text	Plain Text

Sample Ref
1234DR

Comments
Comments Example

Start CH	Finish CH
Example	Example

Completion Inspection

Kerbs	Kerbs Good	Plain Text Required
Iron Work	Iron Work Good	Plain Text Required
Falls/Levels	Levels Good	Plain Text Required
Dips	Dips Good	Plain Text Required
Comments	Comments Example	Plain Text

Add Signature

Signature Box Lookup User

Save Submit

Home Up Down

Re-flow

Daily Return Sheet (Surfacing)


Client: Job: A380 Drainage repairs and improvements	Delivery Date: 09/06/2020
Weather: Dry	Air Temperature: 20
Location: Here	Layer: Base

Pre-Start Inspection						
Kerbs	Iron Work	Falls/Level	Sub Strata - Sub Base	Sub Strata Macadam	Dips	Comments
Tt	Y	Cross-full	H	Ggg	Ggg	

Completion Inspection				
Kerbs	Iron Work	Falls/Level	Dips	Comments
Yes	H	T	6	

Decatone										
Material to en 13108	Supplier	PEN	PSV	Depth (mm)	Compaction method	Bond Coat (Ltrs)	Laying Method	Area (m2)	Target Tonnage (t)	Thermometer Serial No.
YES ✓	fm conwau	100/150 pen LAYTEX	65	40	Roller	56	Machine	80	20	12345

Ticket No.	Load	Cum	Ordered	Arrival	Start	Finish	Discharge	Pre-Roll	Rolled	Arrival	Laid	Sample Ref	Comments	Start CH	Finish CH
123456	20	20			10:44 09/07/2020	10:44 09/06/2020	170	120	96	Good	Good			H	T

Ganger
 James Faden 09/06/2020 10:42:27

Daily Return Sheet (TM)	
Job 24, Wiltshire Crescent	Job Title (Required)
Client Company Example Client	Input List Job info pulled from Dashboard
Client Contact Example Contact	Input List Job info pulled from Dashboard
Manager Ashley Wing	Input List Job info pulled from Dashboard
Start Work 26-06-2020 18:00	GPS Timestamp (Required)
Finish Work 26-06-2020 18:04	GPS Timestamp (Required)
Time On Site 0h, 4m	Formula Calculated total from Start/Finish
Resources	
Lead Operative George Meredith	Lookup User (Required)
Operatives Matt Tonks, Mike Saunders, Nick Parsons, Thomas Shaw	Lookup User Multi-select (Required)
Vehicles EF10BHW, FD14 5BV	Lookup Record Multi-select (Required)
Standard Signs	Number
Non-Standard Signs	Number
1m Cones	Number
0.75m Cones	Number
Pedestrian Barrier	Number
Traffic Light Heads	Number
Other Equipment and Plant	Plain text
Additional Equipment Text Example	Plain text

Job Timings	
Shift Start 18:02 Time (Required)
Job Confirmed with Client Representative 18:03 Time
Arrive on Site 18:15 Time
Installation Start Time 20:00 Time
Client Access 21:00 Time
Shift Start 18:02 Time (Required)
Job Confirmed with Client Representative 18:03 Time
Arrive on Site 18:15 Time
Installation Start Time 20:00 Time
Client Access 21:00 Time
Client Egress 21:10 Time
Removal End Time 22:00 Time
Shift End 23:00 Time (Required)

The screenshot shows a mobile application form with the following elements:

- Section Header:** "TM Completion"
- Question:** "Works completed as per instruction?"
- Radio Buttons:** Two options, "Yes" and "No". The "No" option is selected, indicated by a blue checkmark in a circle.
- Text Field:** A text input field with the label "Reason for works not being completed?". The text "Gas leak" is entered into the field.
- Section Header:** "Confirmation"
- Signature Box:** A blue box with a white pen icon and the text "Client Representative".
- Lookup User:** A blue box with a white pen icon and the text "Lead Opearative".
- Buttons:** Two blue buttons at the bottom: "Save" (with a floppy disk icon) and "Submit" (with a document icon).
- Mobile Bar:** A black bar at the very bottom with three icons: a home icon, an up arrow, and a down arrow.

Radio Button
Logic used - if No, Reason Why (Required)

Plain Text (Required)

Signature Box (Required)
Plain Text Name

Lookup User (Required)
populates App User



Daily Return Sheet (TM)

Job Information

Job: 8 - RD&E Exeter - Traffic Management - Carl	Client Company: ExeterNHS
HTM Operations Manager: Carl Barrow	Client Representative: John Smith

Resources

Operatives: George McKlane, George Meredith	
Vehicles: EF10BHW	
Standard Signs:	Non-Standard Signs:
1m Cones:	0.75m Cones:
Traffic Light Heads:	Pedestrian Barrier:
Other Equipment and Plant:	
Additional Equipment:	



Job Timings

Shift Start: 12:54	Job Confirmed with Client Representative: 15:54
Arrive on Site: 13:54	Installation Start Time: 13:54
Client Access: 13:54	Client Egress: 13:54
Removal End Time: 16:54	Shift End: 16:54

TM Completion

Job Complete	Reason for works not being completed
Yes	

Confirmation

Client Representative	Lead Operative
 <p>T. Smith 05/05/2020 15:55:00</p>	 <p>Carl Barrow 05/05/2020 15:55:07</p>

*If not signed by Client Representative, HTM will assume that works were satisfactory and completed as stated above

APP FORM (App User)

Re-flow [Settings]

Dip Sheet

Job
24, Wiltshire Crescent **Job Title (Required)**

Client Company
Example Client

Client Contact
Example Contact **Input List** Job info pulled from Dashboard

Manager
Ashley Wing **Input List** Job info pulled from Dashboard

Date
Friday
26-06-2020 **Date (Required)**

Visit No
2 **Number (Required)**

Dip Location
Text Example **Plain Text (Required)**

Road Width (metres)
4 **Number (Required)**

Camber
Cross-full **Dropdown (Required)**

Dips **Input List (Required)**

Chainage	Left	Centre	Right
2	3	2	3

Remarks
Text Example **Plain Text (Required)**

Copy Add Dip

Average Dip
2.67 **Formula** Calculated total from Dips

I am signing to agree with the content of this form. **Static Text**

Operative Signature **Signature Box** Look Up User (Required)

I am signing to agree with the content of this form.

Client Signature **Signature Box (Required)**
Plain Text Name

Save Submit

[Home] [Back] [Forward]

Re-flow

Dip Sheet

Job: RD&E Exeter - Traffic Management - Carl	Client: ExeterNHS
Site Address:	
Manager: Carl Barrow	
Visit No: 2	Date of Visit: 04/05/2020
Dip Location: Base	
Road Width: 3	Camber: Crown

Chainage	DIPS			Remarks
	Left	Centre	Right	
5	4	3	4	
TOTAL:	4	3	4	Av. Dip 3.66666666666667

I am signing to agree with the content of this form.



Carl Barrow
04/05/2020 21:08:51

I am signing to agree with the content of this form.



Rob Mule
04/05/2020 21:09:05

APP FORM (App User)

Re-flow

Feedback

Job
18, A380 Surfacing Repair

Client Company: Devon County Council
Client Contact: Doug Pitt

Manager: Arthur Haden

Date
Saturday 27-06-2020

Feedback Acquired

Client Representative available to provide feedback?

Yes No

Feedback Rating

How well did we communicate with you during the delivery of our service? (1 - Poor, 5 - Excellent)

1 2 3 4 5

How well did our staff conduct and present themselves on site? (1 - Poor, 5 - Excellent)

1 2 3 4 5

Was your service delivered in a timely manner?

Yes No

Did the service that was delivered provide you with a safe working environment?

Yes No

Would you use our service again?

Yes No

Improvement Areas
Service was excellent, nothing to add.

Confirmation

Client Representative

Save Submit

Job Title (Required)

Input List Job info pulled from Dashboard

Input List Job info pulled from Dashboard

Date (Required)

Static Text

Radio (Required)
Formula, if NO then why?

Radio (Required)

Radio (Required)

Radio (Required)

Radio (Required)

Radio (Required)

Plain Text

Signature Box (Required)
Text Name input

Job: RD&E Exeter - Traffic Management - Carl	Client Company: ExeterNHS
Manager: Carl Barrow	Client Representative: John Smith
Date: 04/05/2020	Job Number: 8

Resources

Manager: **Carl Barrow**

Feedback Acquired

Client Representative available to provide feedback?	Reason for Client Representative not providing feedback
Yes	

Feedback Questions

How well did HTM communicate with you during the delivery of our service? (1 - Poor, 5 - Excellent)	5
How well did HTM conduct and present themselves on site? (1 - Poor, 5 - Excellent)	5
Was your service delivered in a timely manner?	Yes
Did the service that was delivered provide you with a safe working environment?	Yes
Would you use HTM again?	Yes

Improvement Areas

Improvement Areas:

Sign Off

Client Representative



Fred Rea
04/05/2020 21:21:40

APP FORM (App User)

The screenshot shows a mobile application form titled "Re-flow" with a settings gear icon in the top right. The form is divided into several sections:

- Job Title (Required):** A text field containing "18, A380 Surfacing Repair".
- Client Company:** A text field containing "Devon County Council".
- Client Contact:** A text field containing "Doug Pitt".
- Manager:** A text field containing "Arthur Haden".
- Date (Required):** A date picker field showing "Saturday 27-06-2020".
- Description:** A text area containing "Can't get access to job due to escaped livestock".
- Take Photo (Required):** A button with a camera icon.
- Gallery (Required):** A button with a gallery icon.
- Save:** A button with a save icon.
- Submit:** A button with a submit icon.

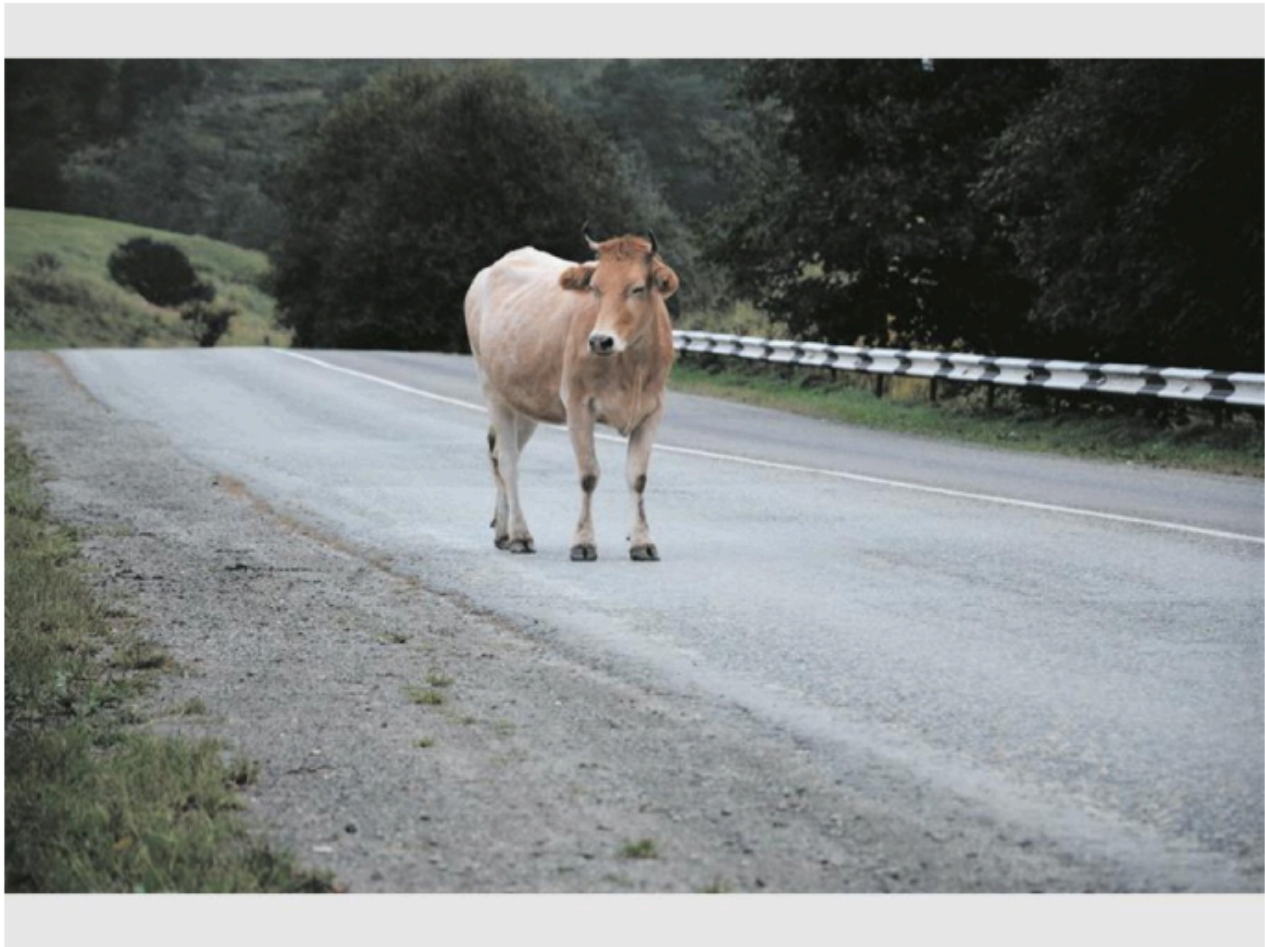
Annotations with red dotted lines point from the labels on the right to the corresponding fields in the form.

Re-flow

Photos

Job: **18 - A380 Surfacing Repair**

Description: **Any get access due to livestock on road**



APP FORM (App User)

The screenshot shows a mobile app interface for 'Absence Self Certification'. The form is titled 'Re-flow' and includes a back arrow, a settings gear, and the user's name 'Giles Smith'. The form contains several text blocks and input fields, each annotated with a red dotted line and a label:

- Name:** Giles Smith (Lookup User - populates logged in user)
- Instructions:** This form is to be completed on your first day of return to work and countersigned by your appropriate manager. It must be completed for all periods of sickness/absence. If you are absent due to illness for more than seven days, including Saturday and Sunday, a Doctor's certificate must also be provided. This completed form will be placed on your personnel file and retained for a period of three years. A separate record will also be kept of your attendance. (Static Text)
- Date on which you first became absent or unfit for work:** 23-06-2020 (Date (Required))
- Date on which you returned to work:** 24-06-2020 (Date (Required))
- Total number of working days (including half-days) absent:** 1 (Number (Required))
- Please give precise details of the nature of your illness/ injury/absence:** Vomited and Dizzy (Plain Text)
- Did you visit your doctor or seek other medical advice in relation to this period?:** No (Dropdown (Required))
- What was the diagnosis?:** N/A (Plain Text)
- Employee Signature:** (Signature Box (Required))

At the bottom of the form are 'Save' and 'Submit' buttons, and a mobile navigation bar with home, up, and down icons.

Re-flow

Absence Self Certification

This form is to be completed on your first day of return to work and countersigned by your appropriate manager. It must be completed for **all** periods of sickness/absence.

If you are absent due to illness for more than **seven days**, including Saturday and Sunday, a **Doctor's certificate must also be provided.**

This completed form will be placed on your personnel file and retained for a period of three years. A separate record will also be kept of your attendance.

Date on which you first became absent or unfit for work	24/06/2020
Date on which you returned to work	25/06/2020
Total number of working days (including half-days) absent	1
Please give precise details of the nature of your illness/injury/absence: Dizzy /Vomit	
Did you visit your doctor or seek other medical advice in relation to this period?	No
What was the diagnosis?: N/A	

Employee signature



Ashley Wing
24/06/2020 19:59:55

APP FORM (App User)

Re-flow

Alcohol Screening

If you decide to refuse the above offer and drive yourself, we are duty bound to inform the authorities that you are driving on the public Highway under the influence of excess Alcohol.

Name
Ashley Wing

Date
24-06-2020

I confirm that I have received a copy of the Drugs & Alcohol Screening procedures/ or these have been explained to me and I understand the nature of the test

Employee Signature

Have you smoked, eaten or drank in the past 20 minutes?
NO

Have you consumed alcohol in the past 12 hours?
NO

Device Serial Number
234574 AB

Passive Test
PASS

I confirm the above results as being a true record of the testing carried out

Screener

The UK Drink / Drive Limit is 35µg/100ml . Producing a result on the above test in excess of this level indicates that you are considered unfit for driving in the UK. If the test results are in excess of the UK Drink Drive Limit, you should be offered a method to return home without having to drive. It is your choice whether you accept this.

Save Submit

- Static Text
- Lookup User (Required)
(select from Users)
- Date (Required)
- Static Text
- Signature Box (Required)
- Dropdown (Required)
- Dropdown (Required)
- Plain Text (Required)
- Drop Down (Required)
- Signature Box (Required)
(App User/Supervisor)
- Static Text

Re-flow

Alcohol Screening

Name: **Gary Smith**

Date: **24/06/2020**

I confirm that I have received a copy of the Drugs & Alcohol Screening procedures/ or these have been explained to me and I understand the nature of the test



Gary Smith
24/06/2020 20:21:58

Have you smoked, eaten or drank in the past 20 minutes?: **NO**

Have you consumed alcohol in the past 12 hours?: **NO**

Device Serial Number: **12345 B**

Passive Test: **PASS**

Screener

I confirm the above results as being a true record of the testing carried out



Ashley Wing
24/06/2020 20:22:18

The UK Drink / Drive Limit is 35µg/100ml. Producing a result on the above test in excess of this level indicates that you are considered unfit for driving in the UK. If the test results are in excess of the UK Drink Drive Limit, you should be offered a method to return home without having to drive. It is your choice whether you accept this.

APP FORM (App User)

The screenshot shows a mobile app interface for a COVID-19 screening form. The form is titled "COVID-19 Screening" and includes several sections:

- Time & Location:** A field showing "25-06-2020 09:37".
- UK COVID-19 Guidelines:** A link to external guidelines.
- Are you or anyone you currently live with considered a vulnerable person?:** Radio buttons for "Yes" and "No" (selected).
- Have you been in contact with anybody who has a confirmed or suspected case of COVID-19?:** Radio buttons for "Yes" and "No" (selected).
- Please select symptoms:** A dropdown menu showing "No Symptoms".
- Have you been in close contact with anybody who has any of the above symptoms?:** Radio buttons for "Yes" and "No" (selected).
- Have you taken necessary precautions to protect yourself from infection (i.e hand sanitiser, PPE)?** Radio buttons for "Yes" and "No" (selected).
- Are you up to date on company/ government policy concerning COVID-19?:** Radio buttons for "Yes" and "No" (selected).
- Static Text:** A paragraph stating: "I acknowledge that the information entered is accurate to the beset of my knowledge and will adhere to company and government precautions to protect myself and others."
- Signature Box:** A blue button with a pen icon and the text "Signature".
- Submit:** A blue button with a document icon and the text "Submit".

GPS Timestamp (Required)

Link to URL

Radio Button (Required)

Radio Button (Required)

Dropdown Multi-select (Required)

Radio Button (Required)

Radio Button (Required)

Radio Button (Required)

Static Text (Required)

Signature Box

Gary Smith - 09/06/2020

Are you or anyone you currently live with considered a vulnerable person?	No
Have you been in contact with anybody who has a confirmed or suspected case of COVID-19?	No
Do you have any of the following symptoms?	No Symptoms
Have you been in close contact with anybody who has any of the above symptoms?	No
Have you taken necessary precautions to protect yourself from infection (i.e hand sanitiser, PPE)?	Yes
Are you up to date on company/government policy concerning COVID-19?	Yes

Signature

I acknowledge that the information entered is accurate to the best of my knowledge and will adhere to company and government precautions to protect myself and others.



Gary Smith
09/06/2020 10:53:12

APP FORM (App User)

Re-flow

Driver Hours Log

Name
Ashley Wing

Period covered by sheet

Week commencing
Monday
08-06-2020

To week ending
Friday
12-06-2020

Day

Day on which duty commenced
Monday
08-06-2020

Vehicle(s)
CV14 FTG

Place where vehicle(s) based
Text Example

Time of going on duty
19:00

Time of going off duty
09:00

Time spent driving
4

Time spent on duty
10

Copy Add Day

Signature

Save Submit

Lookup User Populates App User (Required)

Static text

Date (Required)

Date (Required)

Input Repeater

Date (Required)

Lookup Record Multi-select (Required)

Plain Text (Required)

Time (Required)

Time (Required)

Number (Required)

Number (Required)

Signature Box Populates App User (Required)

Re-flow

Driver Hours Log

Name: Ashley Wing	
Period covered by sheet	
Week commencing: 08/06/2020	To week ending: 12/06/2020

Day on which duty commenced	Vehicle(s)	Place where vehicle(s) based	Time of going on duty	Time of going off duty	Time spent driving	Time spent on duty
08/06/2020	CV14 FTG	Text Example	19:00	09:00	4	10

Signature
 <p>Ashley Wing 26/06/2020 19:18:43</p>

APP FORM (App User)

The screenshot shows a mobile app form titled 'Re-flow' with a 'Drug Screening' section. The form contains several text blocks, input fields, and buttons. Red dashed lines connect these elements to their respective annotations on the right. The annotations include: 'Static Text' for the initial warning paragraph; 'Lookup User (Required)' for the Name field; 'Date (Required)' for the Date field; 'Static Text' for the confirmation paragraph; 'Signature Box Lookup User (Required)' for the Employee Signature button; 'Dropdown (Required)' for three selection fields (illicit drugs, screening kit, and urine temperature); 'Date (Required)' for the Date/Time field; 'Plain Text (Required)' for ID Reference, Lot No, and Expiry fields; 'Dropdown (Required)' for Test Results; 'Take Photo' for the Test Photo button; 'Static Text' for the second confirmation paragraph; 'Signature Box Populates App User (Required)' for the Screener button; 'Static Text' for the final warning paragraph; 'Plain Text (Required)' for Method offered and Method accepted? fields; and 'Signature Box Lookup User' for the final Employee Signature button. At the bottom, there are 'Save' and 'Submit' buttons and a mobile navigation bar.

Static Text

Lookup User (Required)

Date (Required)

Static Text

Signature Box Lookup User (Required)

Dropdown (Required)

Dropdown (Required)

Dropdown (Required)

Date (Required)

Plain Text (Required)

Plain Text (Required)

Plain Text (Required)

Dropdown (Required)

Take Photo

Static Text

Signature Box Populates App User (Required)

Static Text

Plain Text (Required)

Plain Text (Required)

Signature Box Lookup User

Re-flow

Drug Screening

Name: **Carl Barrow**

Date: **19/05/2020**

I confirm that I have received a copy of the Drugs & Alcohol Screening procedures/ or these have been explained to me and I understand the nature of the test



Carl Barrow
19/05/2020 11:51:28

Have you taken any illicit / prescribed drugs in the past 24 hours?: **NO**

If YES provide details:

DOA Multi-Drug Screening Kit: **Premier Biotec Oral Tox**

Urine test temperature in range: **YES**

Date / Time	ID Reference	Lot No	Expiry	Test Results
11:51 19/05/2020	Ftg	005	5/6/20	PASS

If a VOID result is obtained, the test panel / strip will be discarded and another test panel utilised.

Screener

I confirm the above results as being a true record of the testing carried out



Carl Barrow
19/05/2020 11:57:07

Producing a FAIL result on the above test indicates that you are considered unfit for driving in the UK. If the test results produce a FAIL on any of the above, you should be offered a method to return home without having to drive. It is your choice whether you accept this.

If you decide to refuse the above offer and drive yourself, we are duty bound to inform the authorities that you are driving on the public Highway under the influence of excess Drugs.

Method offered:
Method accepted?:



Arthur Haden
19/05/2020 11:57:15

APP FORM (App User)

The screenshot displays the 'Re-flow' app interface for an 'Expenses Claim' form. The form is titled 'Expenses Claim' and includes the following fields and controls:

- Name:** Ashley Wing (Annotated: **Lookup User** Populates App User)
- Jobs:** Kier Leisure Centre Exeter (Annotated: **Job Title**)
- Expenses:** A section header with a dropdown arrow (Annotated: **Input Repeater**)
- Date:** Friday 26-06-2020 (Annotated: **Date (Required)**)
- Description:** 1x1 Planed Softwood - 21mm x 21mm Pine (Annotated: **Plain Text**)
- Amount:** 5 (Annotated: **Number (Required)**)
- Receipt:** A button with a camera icon (Annotated: **Take Photo (Required)**)
- Copy** and **Add Expense** buttons.
- Signature:** A button with a pen icon (Annotated: **Signature Box** Populates App User **(Required)**)
- Save** and **Submit** buttons.

The bottom of the screen shows a mobile navigation bar with icons for home, back, and forward.

Re-flow

Expenses Claim

Name: **Ashley Wing** Job: **Kier Leisure Centre Exeter**

Date	Description	Amount
27/06/2020	Example Receipt: NHS prescription	9



Signature

Ashley Wing
27/06/2020 14:26:17

APP FORM (App User)

Re-flow

Holiday Request

Holiday requests should be submitted providing a minimum of two weeks' notice, please also refer to the Staff Handbook

Name
Ashley Wing

Holiday Remaining (days)
19

First Day of Holiday
25-06-2020

Last Day of Holiday
27-06-2020

Exclude Saturday & Sunday

Total days
3

Submit

Lookup User Populates App User (Required)

Input List info pulled from Dashboard User Profile > Working Hours/Holidays

Date (Required)

Date (Required)

Checkbox (Required)
Formula, If CHECKED ignore weekends

Formula (Required)

Re-flow

Holiday Request

Holiday requests should be submitted providing a minimum of two weeks' notice, please also refer to the Staff Handbook

Name: Chris Ball	Holiday Remaining (days): 21
First Day of Holiday: 05/05/2020	Last Day of Holiday: 09/05/2020
Exclude Saturday & Sunday: YES ✓	Total days: 4

Forms List View (Dashboard)

<input type="checkbox"/>	Name	First Day of H...	Total days	Submitted By	Date Updated	Status	
<input type="checkbox"/>	Carl Barrow	Wed 20/05/2020 00:00	2	Carl Barrow	a month ago	Declined	
<input type="checkbox"/>	Carl Barrow	Sat 27/06/2020 00:00	4	Carl Barrow	a month ago	Declined	
<input type="checkbox"/>	Carl Barrow	Tue 16/06/2020 00:00	3	Carl Barrow	a month ago	Declined	
<input type="checkbox"/>	Chris Ball	Tue 05/05/2020 00:00	4	Chris Ball	2 months ago	Approved	
<input type="checkbox"/>	<u>Carl Barrow</u>	Fri 15/05/2020 00:00	10	Carl Barrow	2 months ago	Declined	
<input type="checkbox"/>	Ashley Wing	Wed 06/05/2020 00:00	3	Ashley Wing	2 months ago	Approved	
			26				

Rows per page: 15 1-6 of 6 < < 1 > >

User Account Dashboard View (Dashboard)

Set status to 'Approved' and **save** to deduct 'Holiday Remaining' and apply holiday to Schedule Calendar
 Holiday appears in App User's Schedule

Carl Barrow's Account

Account
Profile
Address
Qualifications
Working Hours/Holidays
Notes
Permissions

Working Hours Restrictions

Add days/times the user is not available for work.

Day	Start Hour	End Hour	Off All Day
+ Add a row			

Holiday Remaining (days)

Holiday Requests

From Date	To Date	Total	Date Updated	Submitted by	Status	
16/06/2020	18/06/2020	3	11:42 19/05/2020	Carl Barrow	Declined	View PDF
27/06/2020	30/06/2020	4	11:42 19/05/2020	Carl Barrow	Declined	View PDF
20/05/2020	21/05/2020	2	11:42 19/05/2020	Carl Barrow	Declined	View PDF
15/05/2020	28/05/2020	10	11:31 05/05/2020			

User	Task / Holiday	Start	End	Status
Carl Barrow	MOT			
Carl Barrow	Holiday			
Chris Ball	18 - A330 Surfacing Repair			0/4
Chris Ball	19 - A330 Surfacing Repair			0/4
Chris Ball	20 - A330 Surfacing Repair			0/2
Chris Ball	21 - A330 Surfacing Repair			0/2
Chris Ball	22 - A330 Surfacing Repair			0/3
Chris Ball	23 - Bridge 213			0/4
George McKlaine	18 - A330 Surfacing Repair			0/4
George Meredith	18 - A330 Surfacing Repair			0/4
George Meredith	19 - A330 Surfacing Repair			0/4
George Meredith	20 - A330 Surfacing Repair			0/4
George Meredith	21 - A330 Surfacing Repair			0/4
George Meredith	22 - A330 Surfacing Repair			0/4
George Meredith	23 - A330 Surfacing Repair			0/4

APP FORM (App User)

The screenshot shows a mobile application interface for 'Re-flow'. At the top, there is a back arrow, the app name 'Re-flow', and a settings gear icon. Below this is a blue header bar with the text 'Document Sign Off'. The main form area contains several sections: a 'Job' section with the text '14, Bramhall High School - Traffic Management - Carl'; a 'Client Company' section with 'Bramhall High School' and a 'Client Contact' section with 'Headmistress'; a 'Manager' section; a 'Date' section with 'Friday 26-06-2020'; and a 'Documents' section with 'Temp Traffic Lights'. Below the form fields is a statement: 'I am signing to acknowledge I have read the documents.' At the bottom of the form is a blue button with a pen icon and the text 'Add Signature(s)'. Below this are two more blue buttons: 'Save' with a download icon and 'Submit' with a document icon. At the very bottom of the screen is a black navigation bar with three icons: a home icon, an up arrow, and a down arrow.

Job Title (Required)

Input List Job info pulled from Dashboard

Input List Job info pulled from Dashboard

Date (Required)

Document (Required)

Signature Box Repeater, Lookup User (Required)

Re-flow

Document Sign Off

Job: **RD&E Exeter - Surfacing**

Date: **09/06/2020**

Submitted by: **Gary Smith**

Documents

Surfacing Plans

Signature

I am signing to acknowledge I have read the documents.



James Faden
09/06/2020 10:57:44

<
Re-flow
⚙️

Dynamic Risk Assessment

▶ Job
24, Wiltshire Crescent

Client Company
Example Client

Client Contact
Example Contact

Manager
Ashley Wing

▶ Date
 Saturday
27-06-2020

▶ Type of Task Being Assessed
Broken Cover / lid, Client employees

Risks

Hazard
Abrasive wheels/Disc cutter

Consequence
Damage to eyes/flying debris/damage to airways/permanent damage to lungs

Hazard Rating
Very Unlikely

Consequence Rating
Insignificant injury

Initial Risk Rating
Negligible

Affect Operator

Affect Coworkers

Affect Public

Affect Others

Risk Reduction
Goggles/Face shield/Mask/Respirator/ Abrasive wheels certificate/Water supression

Risk Rating
Very Unlikely

Final Risk Rating
Acceptable

Job Title (Required)

Input List Job info pulled from Dashboard

Input List Job info pulled from Dashboard

Date (Required)

Lookup Record Multi-select (Required)
 Editable in Records > HSE > Dynamic Risk Types

Input Repeater

Lookup Record
 Editable in Records > HSE > Dynamic Hazards

Formula Populates based on selected hazard
 Editable in Records > HSE > Dynamic Hazards Types

Dropdown

Dropdown

Dropdown

Checkbox

Formula Populates based on selected hazard
 Editable in Records > HSE > Dynamic Hazards Types

Dropdown

Formula Populates colour and rating based on Rating

The image shows a mobile application form titled "Other Risks" with various input fields and controls. Red dotted lines connect specific form elements to their corresponding labels and descriptions on the right side of the page.

- Other Risks** (dropdown menu) - **Input Repeater**
- Hazard** (text field) - **Lookup Record** Editable in Records > HSE > Dynamic Hazards Types
- Consequence** (text field) - **Formula** Populates based on selected hazard Editable in Records > HSE > Dynamic Hazards Types
- Hazard Rating** (dropdown menu) - **Dropdown**
- Consequence Rating** (dropdown menu) - **Dropdown**
- Initial Risk Rating** (dropdown menu) - **Dropdown**
- Affect Operator** (checkbox) - **Checkbox**
- Affect Coworkers** (checkbox) - **Checkbox**
- Affect Public** (checkbox) - **Checkbox**
- Affect Others** (checkbox) - **Checkbox**
- Risk Reduction** (text field) - **Formula** Populates based on selected hazard Editable in Records > HSE > Dynamic Hazards Types
- Risk Rating** (dropdown menu) - **Dropdown**
- Final Risk Rating** (text field) - **Formula** Populates colour and rating based on Rating
- Appropriate PPE** (text field) - **Lookup Record Multi-select**
- Signature** (signature box) - **Signature Box** Populates App User

At the bottom of the form, there are "Save" and "Submit" buttons, and a mobile navigation bar with a home icon, an up arrow, and a down arrow.

Re-flow

Dynamic Risk Assessment

Job: RD&E Exeter - Traffic Management - Carl	Type of Task Being Assessed: Broken Cover / lid	Date: 04/05/2020
---	--	-------------------------

HAZARD	RATING	CONSEQUENCES	Outcome / severity of hazardous event (1-5) B	Initial Risk Rating (A x B)	Affecting				Risk Reduction	Revised Likelihood that hazardous event will occur (1-5) C	Final Risk Rating (C)
	A				Operator	Co-Workers	Public	Others			
	Dust/Fumes/Vapours/Liquids				Very Unlikely	Poisoning/Burns/Skin irritation/Lung disease	Insignificant injury	Negligible			

Likelihood Rating	1 - Very Unlikely	2 - Unlikely	3 - Possible	4 - Probable	5 - Near Certainty
Consequence Rating:	1 - Insignificant injury	2 - Minor injury needing 1st aid	3 - Moderate - up to 3 days absence	4 - Major injury - more than 4 days absence	5 - Catastrophic / death
Final Risk Rating	1 to 4 - Acceptable	5 to 9 - Adequate	10 to 16 - Tolerable - look to reduce risk further	17 to 25 - Unacceptable - seek management advice	

Appropriate PPE

By signing below I acknowledge that I have fully read and understood the risks and precautions required to commence the work as indicated in the above Risk Assessment, relevant COSHH Assessments and Method Statements. I understand that if I have any further questions or concerns about conducting this work, it is my responsibility to discuss this with the Contracts Manager or company's H&S officer.

Completed By



Carl Barrow
04/05/2020 21:11:31

Generic Risk Assessment

Job
24, Wiltshire Crescent

Client Company: Example Client | Client Contact: Example Contact

Manager: Ashley Wing

Date
Saturday 27-06-2020

Work Types
Loose/damaged kerb

Generic Risk Assessments

- Number / Title: RA001 / Gully Emptying
- Number / Title: RA002 / Sharps
- Number / Title: CAH17 / Adjusting Covers 2015

Other Risks

- Generic Risk Assessment

Do you need to Excavate?
Yes

Do you have the STAT drawings?
Yes

Have you completed a CAT and Genny scan?
Yes

Are there any visible signs of Utilities, e.g.; Scars, Covers, Gas pipes into Properties, Overhead Cables, Telegraph poles, Street Lighting etc.?
No

Job Title (Required)

Input List Job info pulled from Dashboard

Input List Job info pulled from Dashboard

Date (Required)

Lookup Record Multi-select (Required)
Editable in Records > HSE > Generic Risk Types

Static Text

Lookup Record Multi-select (Required)
Editable in Records > HSE > Generic Risk Types

Lookup Record Multi-select (Required)
Editable in Records > HSE > Generic Risk Types

Lookup Record Multi-select (Required)
Editable in Records > HSE > Generic Risk Types

Lookup Record Multi-select (Required)
Editable in Records > HSE > Generic Risk Types

Dropdown (Required)
Formula, if NO then what are the hazards?

Dropdown (Required)
Formula, if NO cannot continue

Dropdown (Required)
Formula, if NO cannot continue

Dropdown (Required)
Formula, if YES then add comments

APP FORM (App User) 2/2

What are the site specific hazards?
Abrasive wheels/Disc cutter, Adverse weather

Other Hazards

Do the generic risk assessments adequately cover these risks?
Yes

Has everyone been briefed on the risk assessment and control measures?
Yes

Traffic Count
1

TM Setup
Stop & Go

Signature

Save Submit

Lookup Record Multi-select (Required)
Editable in Records > HSE > Dynamic Risk Hazards

Plain Text

Dropdown (Required)
Formula, if NO what are the controls?

Dropdown (Required)
Formula, if NO brief gang before starting

Number (Required)

Dropdown (Required)

Signature Box Populates App User (Required)

Job: **A380 Surfacing Repair** Job No: **A380 Surfacing Repair** Work Types: **Loose/damaged kerb**

Number / Title	Link	RA Number
RA001 / Gully Emptying	https://demo-highways.re-flow.co.uk/uploads/documents/Example-PDFs/Example-PDF.pdf	RA001
RA002 / Sharps	https://demo-highways.re-flow.co.uk/uploads/documents/Example-PDFs/Example-PDF.pdf	RA002
CAH17 / Adjusting Covers 2015	https://demo-highways.re-flow.co.uk/uploads/documents/CA-H-17-Adjusting-Covers-2015.pdf	CAH17

Do you need to Excavate?: No	Do you have the STAT drawings?:
Have you completed a CAT and Genny scan?:	Are there any visible signs of Utilities, e.g.; Scars, Covers, Gas pipes into Properties, Overhead Cables, Telegraph poles, Street Lighting etc.?:
Comments:	What are the site specific hazards?: Inexperienced worker
Other Hazards:	Do the generic risk assessments adequately cover these risks?: No
Additional controls:	Are the risks adequately controlled with these additional measures?: Yes
Has everyone been briefed on the risk assessment and control measures?:	Traffic Count: 1
TM Setup: Give & Take	Other TM:

Add Signature



Ashley Wing
11/06/2020 11:44:03

APP FORM (App User)

Re-flow

HAVS - Hand/Arm Vibrations

Job
24, Wiltshire Crescent **Job Title (Required)**

Client Company Example Client	Client Contact Example Contact
----------------------------------	-----------------------------------

..... **Input List** Job info pulled from Dashboard

Manager
Ashley Wing **Input List** Job info pulled from Dashboard

Date
Saturday
27-06-2020 **Date (Required)**

Operator
Ashley Wing **Lookup User** Populates App User (Required)

Recommendation is that you do not exceed 100 points in one 8 hour shift, maximum allowed in one 8 hour shift is 400 points **Static Text**

Work **Input Repeater**

Plant/Equipment 110mm Grinder	
Minutes 130	Magnitude 8.3
Exposure m/s² 4.32	Exposure points 299

..... **Lookup Record** Magnitude populated from Record > Plant/Equipment (Required)

..... **Number (Required)**

..... **Formula**
Populates based on Plant/Equipment and Minutes

Copy Add Work

Total exposure m/s² 4.32	Total points 299
---	----------------------------

..... **Formula**
Populates based on Plant/Equipment and Minutes

Signature **Signature Box** Populates App User (Required)

Submit

Home | ^ | v

Re-flow

HAVS - Hand/Arm Vibrations

Job: Bridge 213	Job No: 23	Operator: Chris Ball	Date: 16/06/2020
------------------------	-------------------	-----------------------------	-------------------------

Plant	Minutes	Magnitude	Exposure ms	Exposure points
110mm Grinder	250	8.3	5.99	575

WARNING: Exposure above 5m/s²A(8) ELV (400 points)	Total Exposure ms: 5.99	Total exposure points: 575
--	-----------------------------------	--------------------------------------

Operator signature



Chris Ball
16/06/2020 13:26:52

APP FORM (App User)

Re-flow

Incident Report

Job
18, A380 Surfacing Repair

Client Company: Devon County Council
Client Contact: Doug Pitt

Manager: Arthur Haden

Date
Saturday 27-06-2020

Type of incident/accident
Near Miss / Near Hit

Was anyone injured

Who was injured: Ben Vine

Did the injured party receive medical treatment

Provide details of medical treatment: Cold Compression

Description of incident/accident
Excavating and boom rotated and struck Ben Vine in the head.

Photos

Signature

Save Submit

Job Title (Required)

Input List Job info pulled from Dashboard

Input List Job info pulled from Dashboard

Date (Required)

Dropdown (Required)

Checkbox
Formula if CHECKED, complete details

Lookup User

Checkbox

Plain Text

Plain Text (Required)

Take Photo or **Gallery Photo**

Signature Box Populates App User (Required)

Date: 00:00 27/06/2020	Type of accident: Personal Injury
Was anyone injured: Yes	Who was injured: Ben Vine
Did the injured party receive medical treatment : Yes	
Provide details of medical treatment: Cold compress	
Description of incident: Excavation boom struck Ben Vine	

Report completed by



Ashley Wing
27/06/2020 15:40:31

APP FORM (App User)

Re-flow

Personal Protective Equipment Issue

Date (Required)
 27-06-2020

Issued by (Required)
 Ashley Wing

Issued to (Required)
 Ben Vine

Equipment (Input Repeater)
 Equipment
 Beanie Hat (Dropdown)

Quantity (Number)	Size (Plain Text)
1	Med

Reason for Issue (Required)
 REPLACEMENT

I confirm receipt of the equipment detailed above and understand that it is my responsibility to maintain the equipment appropriate for the designed use.

Signature (Required)
 Signature Box Populates Issued To User (Required)

Save **Submit**

Re-flow Personal Protective Equipment Issue

Date: **27/06/2020** Issued by: **Ashley Wing** Issued to: **Ben Vine**

Equipment	Quantity	Size
Beanie Hat	1	Med

Reason for Issue: **REPLACEMENT**

I confirm receipt of the equipment detailed above and understand that it is my responsibility to maintain the equipment appropriate for the designed use.



Ben Vine
27/06/2020 15:55:15

Create Job

APP FORM (App User)

This form creates a Job entry in Re-flow.

The screenshot shows a mobile application interface for creating a job. The form consists of several input fields, each with a red checkmark icon in the top-left corner. The fields are: Job Title, GPS Location, Address, Description, Client, Work Type, Status, and Assign to usergroup. Below these is a blue button labeled 'Assign to users' with a dropdown arrow, and a text input field labeled 'User'. At the bottom is a blue 'Submit' button with a document icon. The app's header shows a back arrow, the 'Re-flow' logo, and a settings gear icon. The bottom navigation bar contains a home icon, a back arrow, and a dropdown arrow. Red dotted lines connect each field to its corresponding data type and requirement on the right.

Field	Data Type / Requirement
Job Title	Plain Text (Required)
GPS Location	GPS Timestamp (Required)
Address	Plain Text (Required)
Description	Plain text (Required)
Client	Lookup Record Client (Required)
Work Type	Lookup Record Work Type (Required)
Status	Lookup Status (Required)
Assign to usergroup	Lookup User Group (Required)
Assign to users	Input Repeater
User	Lookup User (Required)