

Getting Started with Raken

Raken 2026

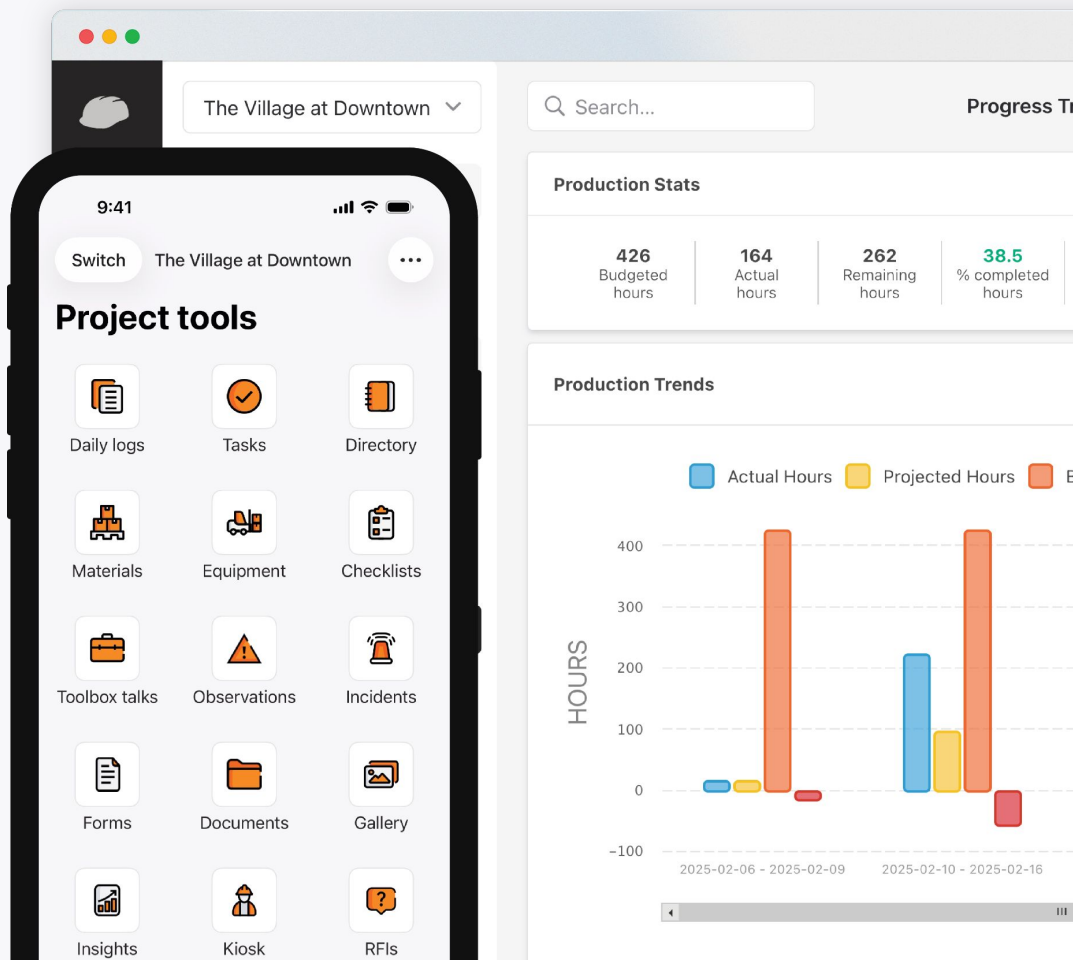


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Office view

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01 Mobile View

Explore the App

Raken 2026

Switch

The Village at Downtown



Project tools



Daily logs



Tasks



Directory



Materials



Equipment



Checklists



Toolbox talks



Observations



Incidents



Forms



Documents



Gallery



Insights



Kiosk



RFIs

Navigation



Project tools

Create reports, view toolbox talks, access RFIs, and more for each project.



Time / My time

Supervisors review crew time. Workers can clock in and out on projects.



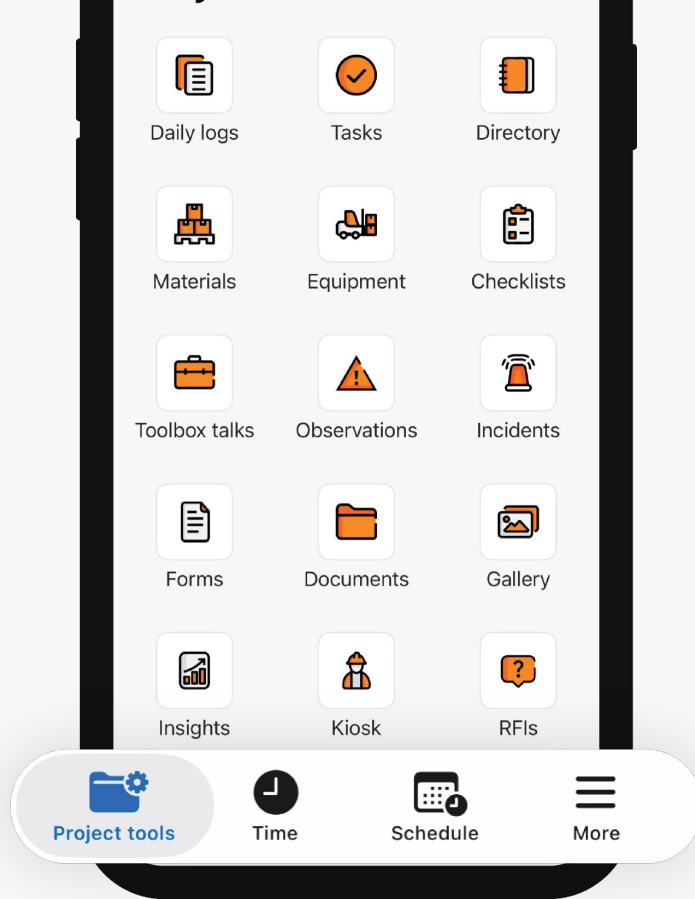
Schedule

Supervisors can create shifts, and workers can view their schedules.



More

View your time and tasks, see project activity, access the team directory, and message your team.



Explore a sample project

On the Project Tools screen you'll find:



Daily Logs

Work logs, notes, attachments, and survey questions



Tasks

Open tasks assigned to yourself, teammates, or collaborators



Directory

View a list of project contacts



Materials

Record quantities of materials installed or work performed



Equipment

Track hours used or as idle



Checklists

Complete and view status of safety and other checklists



Toolbox Talks

Facilitate and collect signatures



Observations

Report safety and quality issues



Incidents

Capture safety incident details and add attachments



Forms

Upload new forms plus view and edit templates



Documents

Access project documents and files



Gallery

See project photos and videos



Insights

Measure production against estimates



Kiosk

Enable time tracking on a shared device



RFIs

Create and manage requests for information



Submittals

Track and manage project submittals

02 Mobile View

Add a project

Raken 2026



Create new project

Add
Photo



Project name

Project number

Street address

703 Palomar Airport Rd

City

Carlsbad

State

CA

Zip

92011

Country

United States

Time zone

(UTC-07:00) America/Los_Angeles

Start date

Sep 3, 202

End date

Add date

Create a new project

Click on **Switch** from the top menu bar and tap the **+ icon** to add a new project

Once you've added all the project information, tap the arrow in the upper right hand corner to save.

03 Mobile View

Create a daily report

Raken 2026



The Village at Downtown



Daily logs

S	M	T	W	T	F
26	27	28	29	30	1

Thursday, April 30, 2026

64°/6



Work logs

0



Time cards

2



Notes

1



Survey

6



Attachments

4



View signed report

✓ Completed

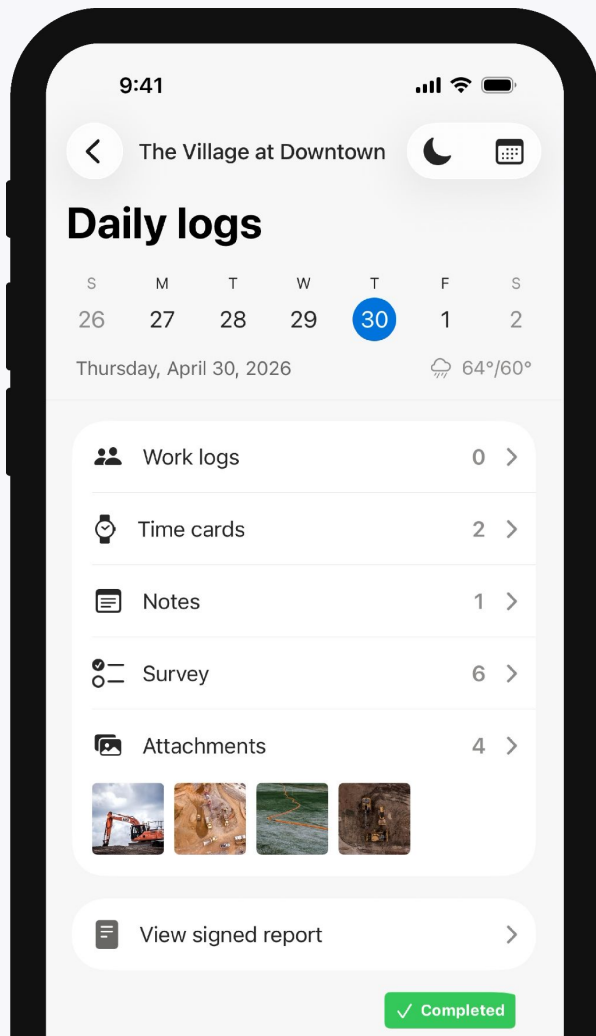
What's in a Raken daily report?

Standard daily reports document everything that happens in a day on the jobsite.

To start a daily report in Raken, select a **project** then select **daily logs** from the project tools menu.

Standard daily reports have four sections:

- Work logs
- Time cards
- Notes
- Survey
- Attachments (like photos and videos)

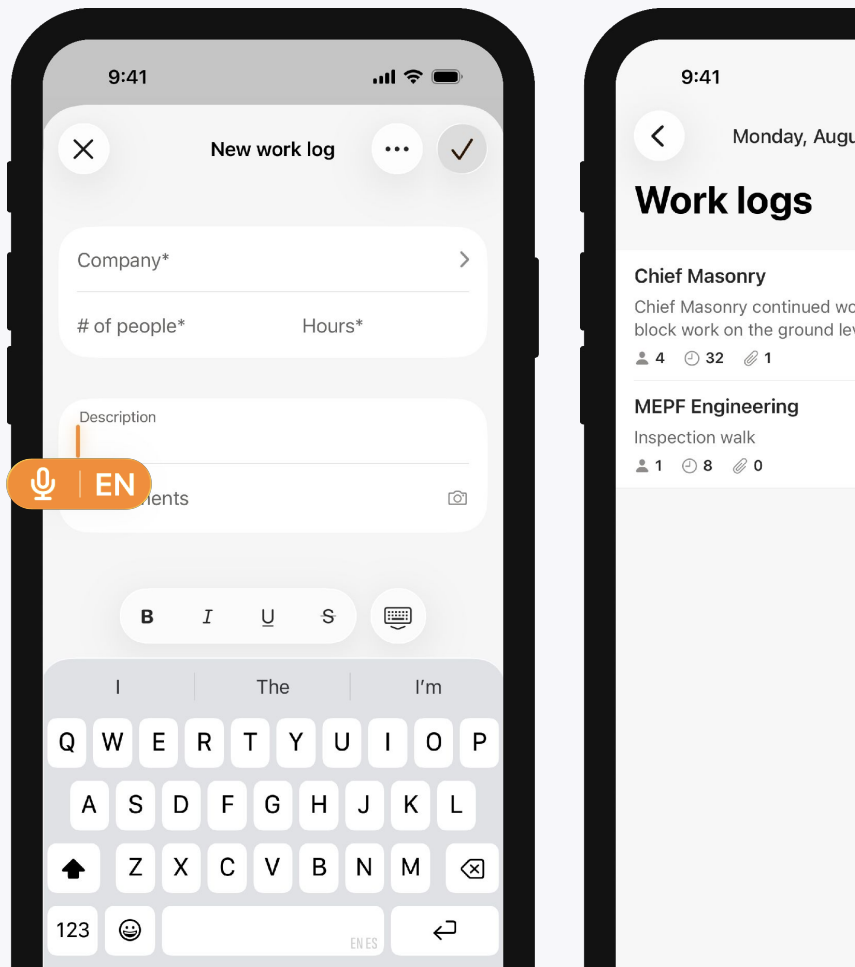


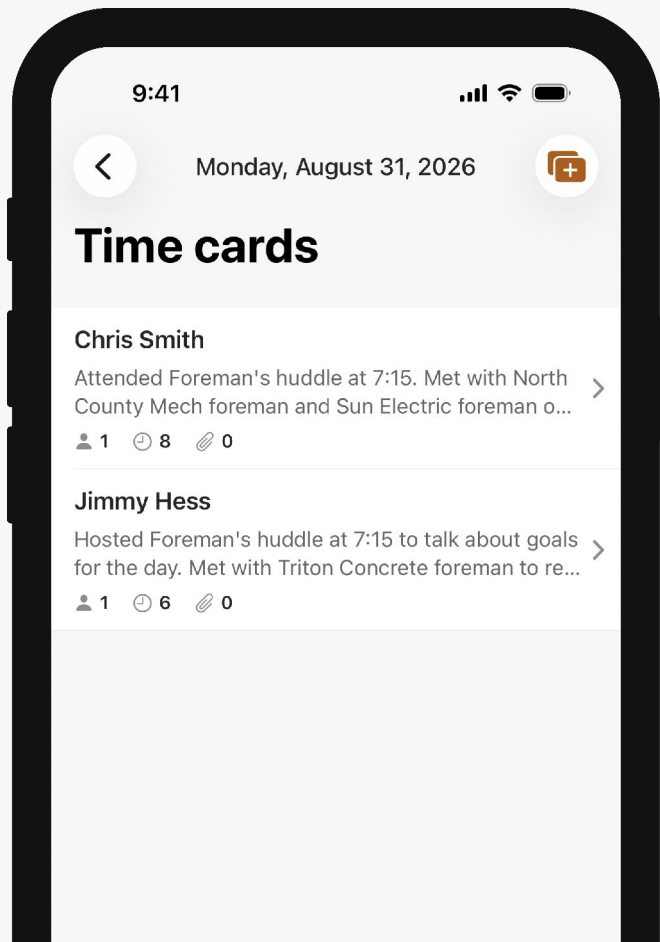
Work logs

Use **work logs** to quickly document labor and hours worked.

- Select your company name
- Add number of people and hours
- Provide a brief description of the work completed
- Add a photo if desired

Click the **checkmark** to save your work





Time cards

Use time cards when you need to keep detailed track of **your time** on a project.

For entering, reviewing, and approving crew time, use the **Time tab** in the bottom navigation of your Project Tools.

Tips

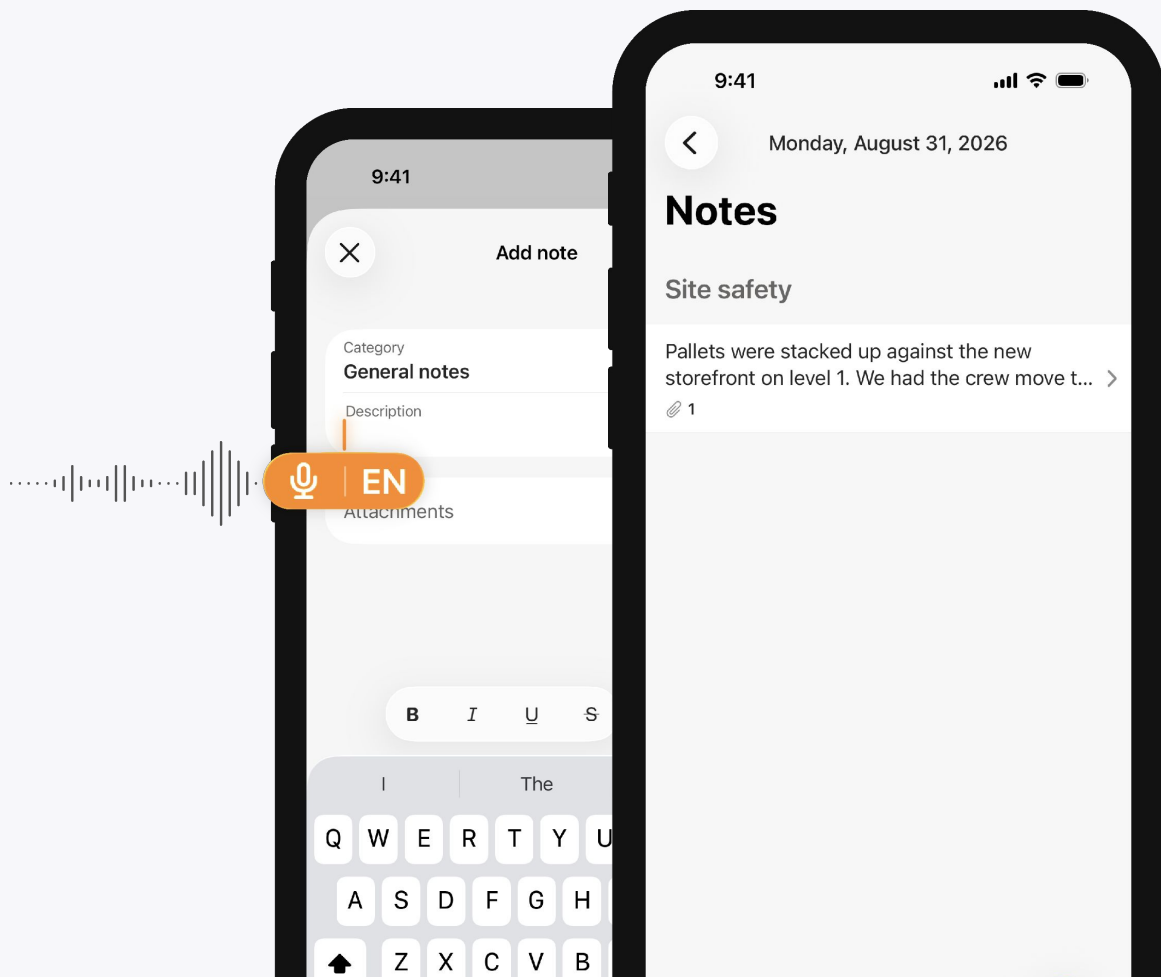
Time policies can be set up in Raken's web app to ensure compliance by employee and project, and include:

- Break time requirements
- Overtime policies
- Cost codes
- Equipment
- and more...

Notes

The **Notes** section helps you track general project notes and site observations.

Here, you can also use voice-to-text—and add photos or attachments.



9:41

Complete survey

Any accidents on site today? (Required)

Yes No N/A

Description

Sun Electric Apprentice got dust in his eye when he was working on overhead lines. He was not wearing safety glasses and a hard hat at the time of the injury. His supervisor attempted to rinse his eyes out with water but he said the issues persisted so he took him to the clinic.

Observation Photo

Any schedule delays occur?

Your survey has required questions that need to be completed before you can sign your report.

Go to Survey

Cancel

Surveys

The **Survey** section includes customizable questions about site safety, project progress, and more.

You can add any relevant photos, notes, or attachments.

Tips

Customize and require completion of survey questions in Raken's web app. Plus, explore checklists to create custom templates and more configuration options.

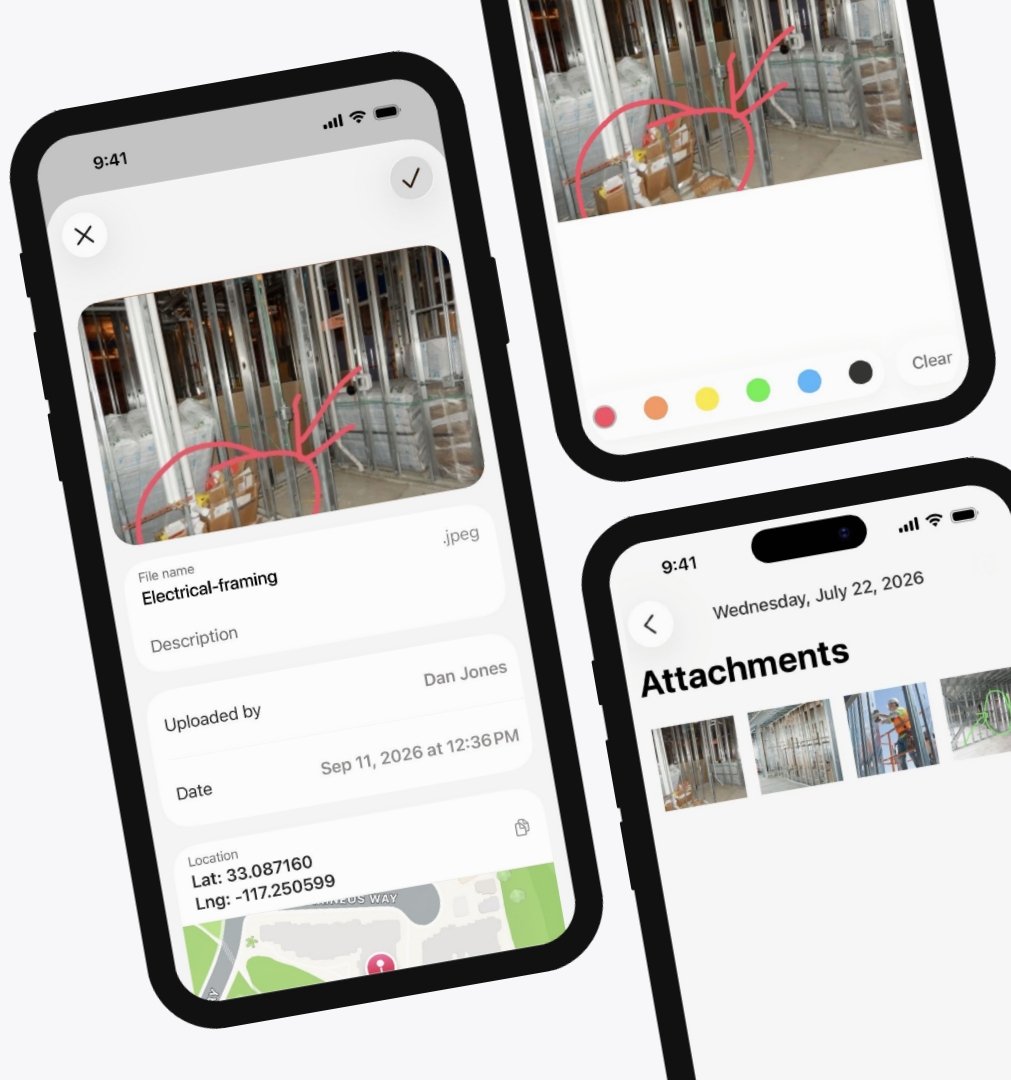
Attachments

Upload project photos or videos in the **Attachments** section.

All photos will have upload time and date stamps, and photos taken in Raken will have location information as well.

Tips

Select **More > Settings** from your home screen to choose how your Raken photos are saved and organized.



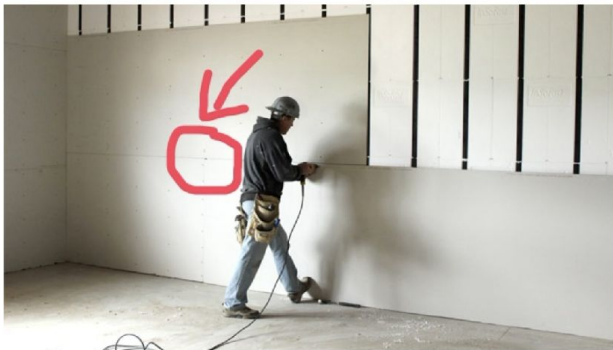


Photo markup

Photo markup lets you draw directly on a photo to highlight specific details.

Just select a photo, choose a markup color, start drawing, and tap **"Save"** when you're done.



Clear

04 Mobile View

Submit and share your report

Raken 2026

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Village at Downtown

8310 Southwestern Boulevard Dallas, TX 75206

Date Mon 05/22/2026

Report Rough
Construction

Job # 12345

Prepared By



05/22/2026 10:28 AM



Kitchen Area



05/22/2026 10:45 AM

Seismic Braces



05/22/2026 10:45 AM

Weather

6:00 AM

82°

Overcast

Wind: 5 MPH | Precipitation: 0" | Humidity: 77%

12:00 PM

88°

Partially cloudy

Wind: 13 MPH | Precipitation: 0" | Humidity: 65%

4:00 PM

93°

Partially cloudy

Wind: 13 MPH | Precipitation: 0"

Work Logs

Name	Description	Quantity	Total Hours
City Inspector	Reviewing framing on level 1 before closing walls	1	2
Kaden Goodwin @Raken (4/6/26, 11:55 PM)			
Framing	Installed top track stud framing on level 2 from scissor lifts and installing studs where top track completed.	9	72
Kaden Goodwin @Raken (4/22/26, 12:30 PM)			
Total		10	74

Time Cards

Pay

Cost

Powered by



1 of 28 | The Village at Downtown

Worker	Hours	Type	Classification	Shift	Code	Day Total
Adam Carter Carpenter Framing ATTACHED	8	Regular Time	102	Level 2 Framing		8
Adrian Cummings Carpenter Framing ATTACHED	8	Regular Time	102	Level 2 Framing		8

What does a completed daily report look like?

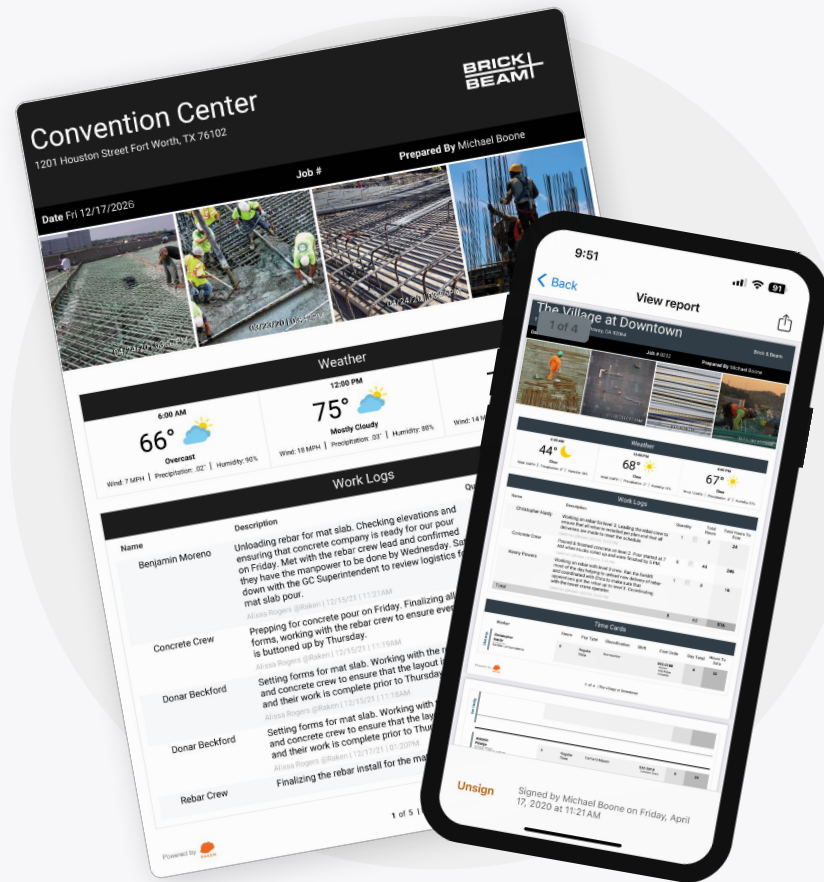
Once you upload all your field data, Raken automatically creates a **PDF report** for you.

This report has:

- Your company name, logo and colors
- Automatic weather conditions
- Photos from your attachments
- Work log and time card data
- Material and equipment entries
- Notes and observations
- Survey data
- Other attachments

Tips

Customize your report template in Raken's web app for consistency across your projects. And, customize what is included in each report and for different audiences.



Who can I share a daily report with?

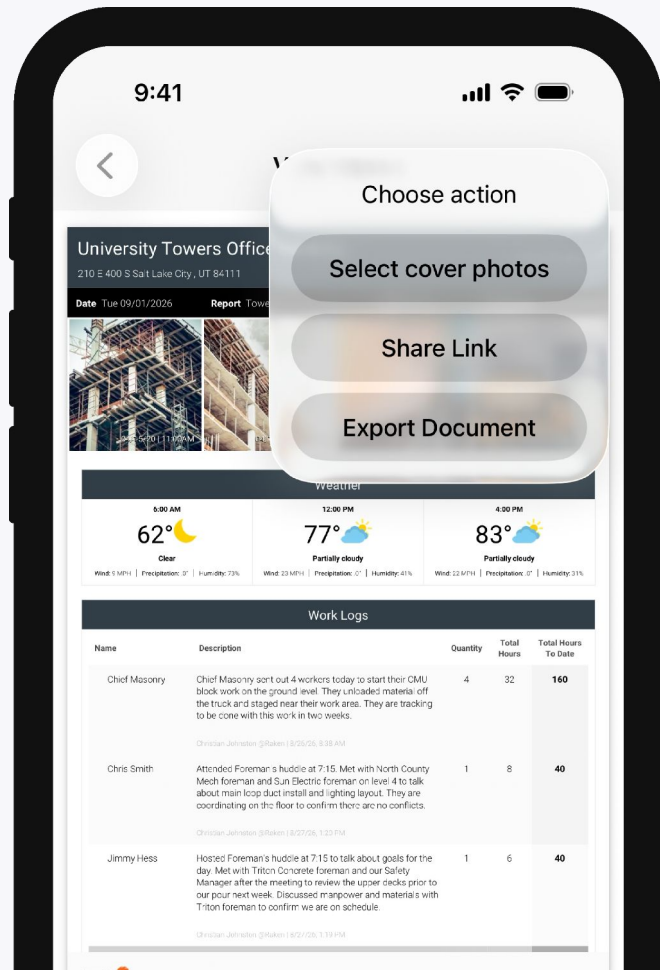
You can send daily reports to anyone—even those who don't have the Raken app.

Your recipients will receive a link to view your PDF report.

To share a completed daily report, tap **"View Signed Report"** from the Daily Logs section. Then, tap the **three dots (...)** in the top right of the screen.

From there, you can:

- Select your favorite **4 photos** to highlight at the beginning of your report
- **Share the link**
- **Export the document**

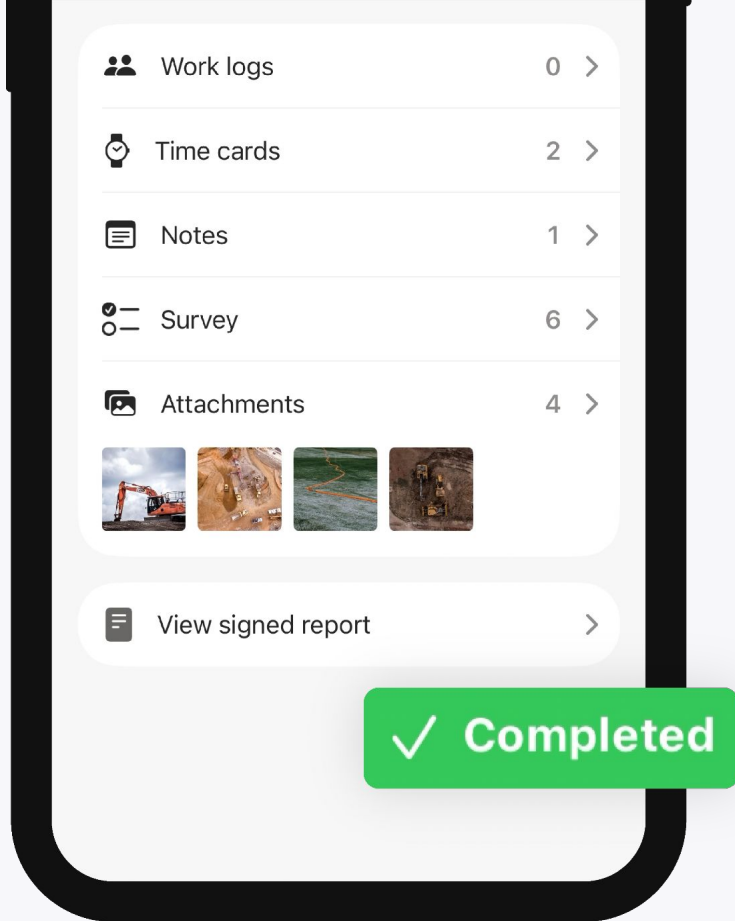


Set up automated distribution

Raken lets you **automatically send** signed reports to whoever, whenever.

Add recipients from Raken's web app. You can also customize which sections of the daily report they receive and when they receive it.

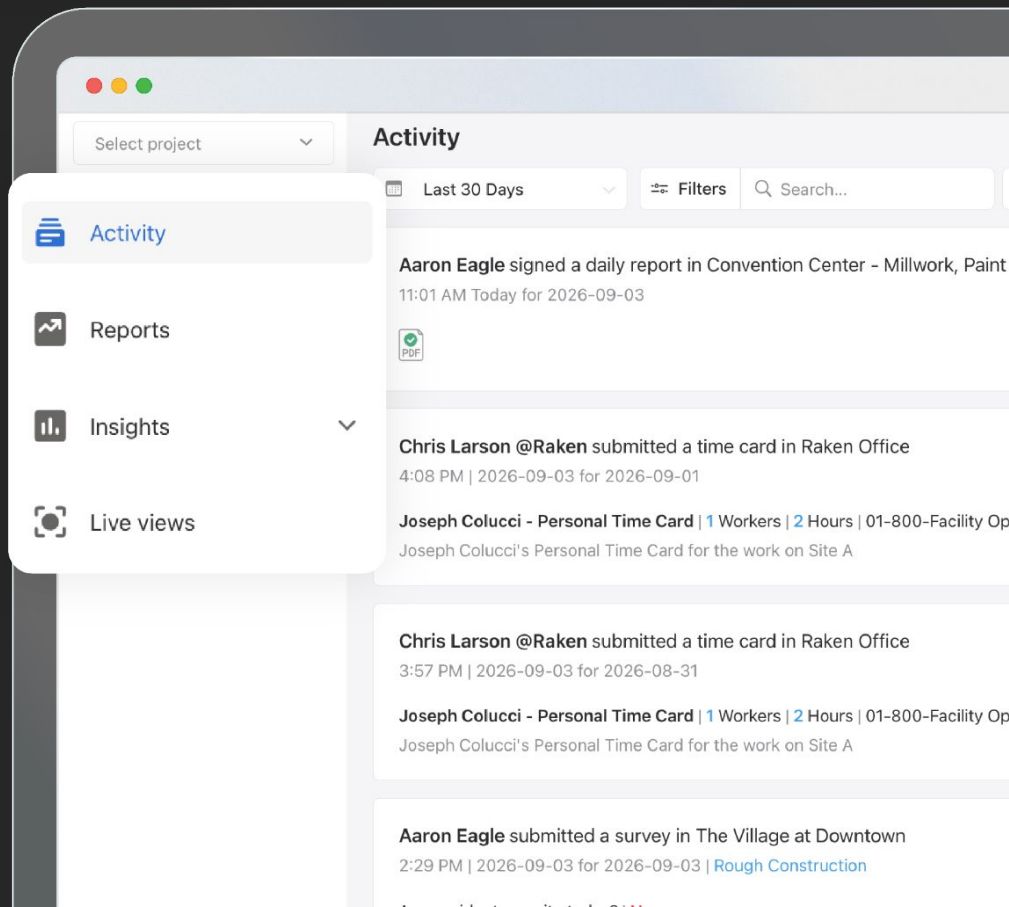
Additional customizations for email preferences and app notifications can be set under **More > Settings > Email Preferences**.



01 Office View

Explore the dashboard

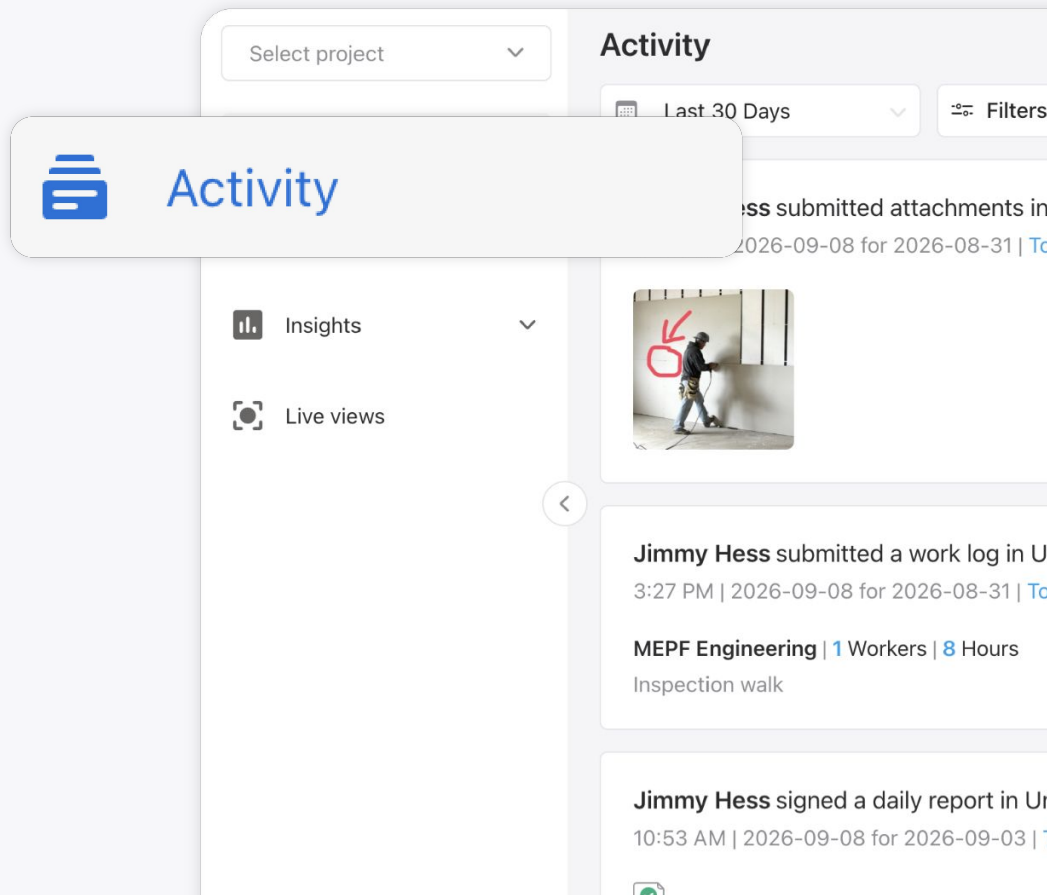
Raken 2026



Get a real-time activity feed on your dashboard

Log in to Raken at rakenapp.com to get a real-time activity feed across your projects.

As your field teams submit time, complete tasks, or take photos on the app, you can see it all here in one convenient location.



Your company-level home screen includes:



Dashboard

View activity and detailed insights across your projects.



Projects

Add new and manage projects.



Directory

Add employees, companies, and contacts you work with.



Time

Review and manage time card details across your projects.



Messages

Chat with your team.



Schedule

Manage employee and crew shifts.



Company

Configure detailed settings for your company and projects.

02 Office View

Invite team members and contacts

Raken 2026

Employees

1 Filters

Search...

☐	Name ↕	EID ↕	Email / Phone	Classification ↕
☐	Adam Carrera	21593		Apprentice
☐	Adrian Cummings	24718		Carpenter
☐	Agostino Valente	90522		Apprentice
☐	Aguid Vasconez	90739		Laborer
☐	Aiden Smith	-		Laborer
☐	Alan Chong	22528		Journeyman
☐	Alex Duschere	27687		Apprentice
☐	Alexander Cea	21923		Journeyman
☐	Alexandra Guadalupe	39557		Carpenter

Invite team members

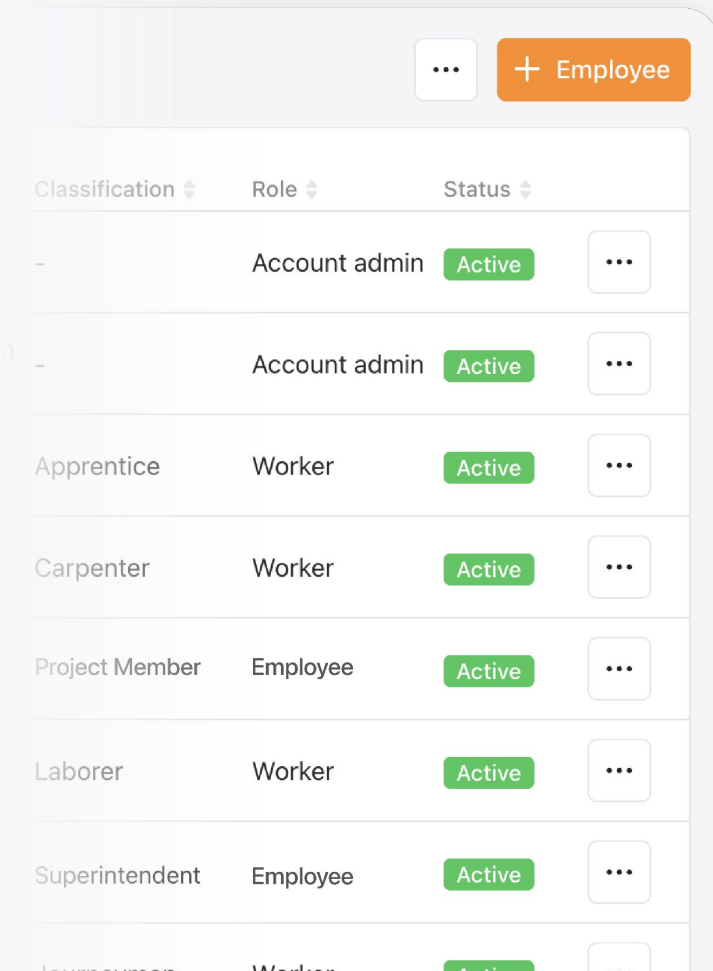
The Raken Directory lets you manage employees, companies you work with, and contacts at those companies.

You can add an employee to the **directory**, who may then be assigned to various projects, or add them directly from within your project directory.

Invitees will receive an email with instructions for logging into Raken.

Let's add an employee:

- Click the + Add Employees button
- Click on + New Employee
- Fill out their information
- Save



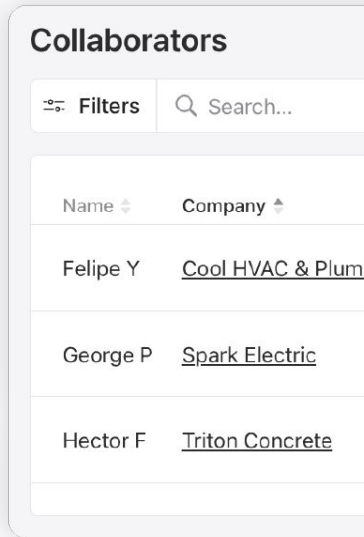
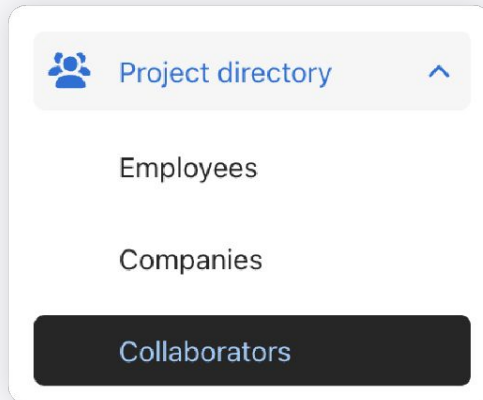
The screenshot shows the Raken Directory interface. At the top right, there is a menu icon (three dots) and an orange button labeled '+ Employee'. Below this is a table with columns for Classification, Role, Status, and an action menu (three dots). The table lists several employees, all with a status of 'Active'.

Classification	Role	Status	
-	Account admin	Active	...
-	Account admin	Active	...
Apprentice	Worker	Active	...
Carpenter	Worker	Active	...
Project Member	Employee	Active	...
Laborer	Worker	Active	...
Superintendent	Employee	Active	...
Journeyman	Worker	Active	...

Invite collaborators

You can also invite people from outside your company to work on a specific project with you. For example **invite subcontractors** to complete daily reports. Collaborators only see their own activity.

Go to your project. In the Project directory select Collaborators. Click the orange **+ Add Collaborators** button to add their info and automatically send an invite.



Customize your project



Settings



General

Daily reporting

Production

Submittals

Integrations

Notifications

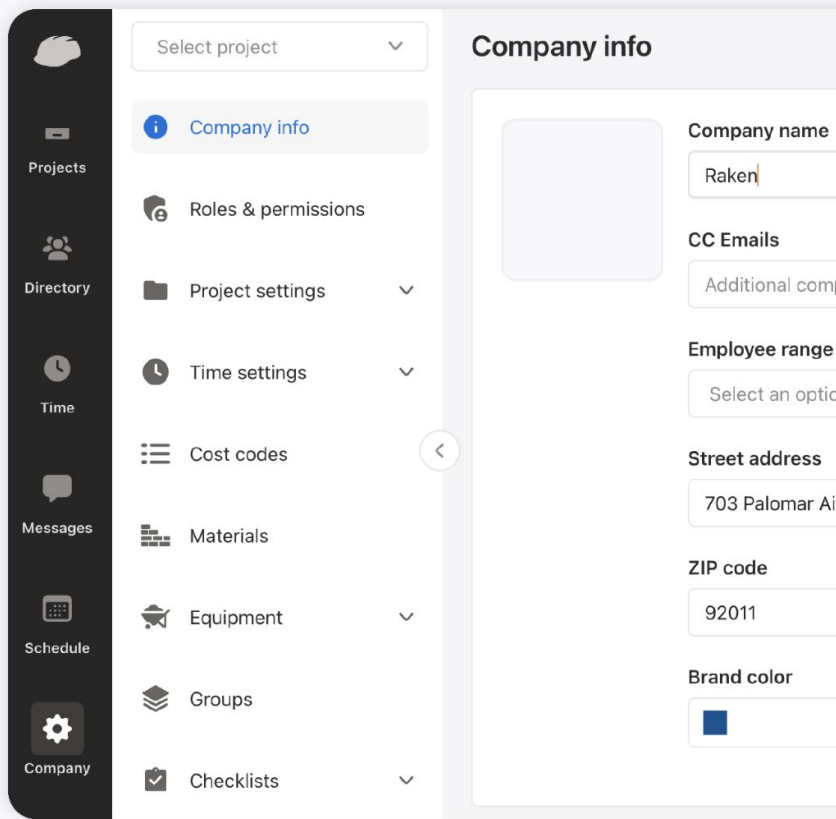
Photos

Company-level setup options

Click on the "Company" icon

Here is where you'll manage or configure options that **ensure consistency** across your company, for example:

- Creating daily report, survey, or checklist templates
- Uploading forms and creating folders
- Setting time tracking policies



Customize project details and reports

Select your **project**, then scroll down the left sidebar and click on **Settings** to customize project details such as:

General — Manage project information, logo, project radius, and locations.

Daily reporting — Customize report sections, recipients, and delivery settings.

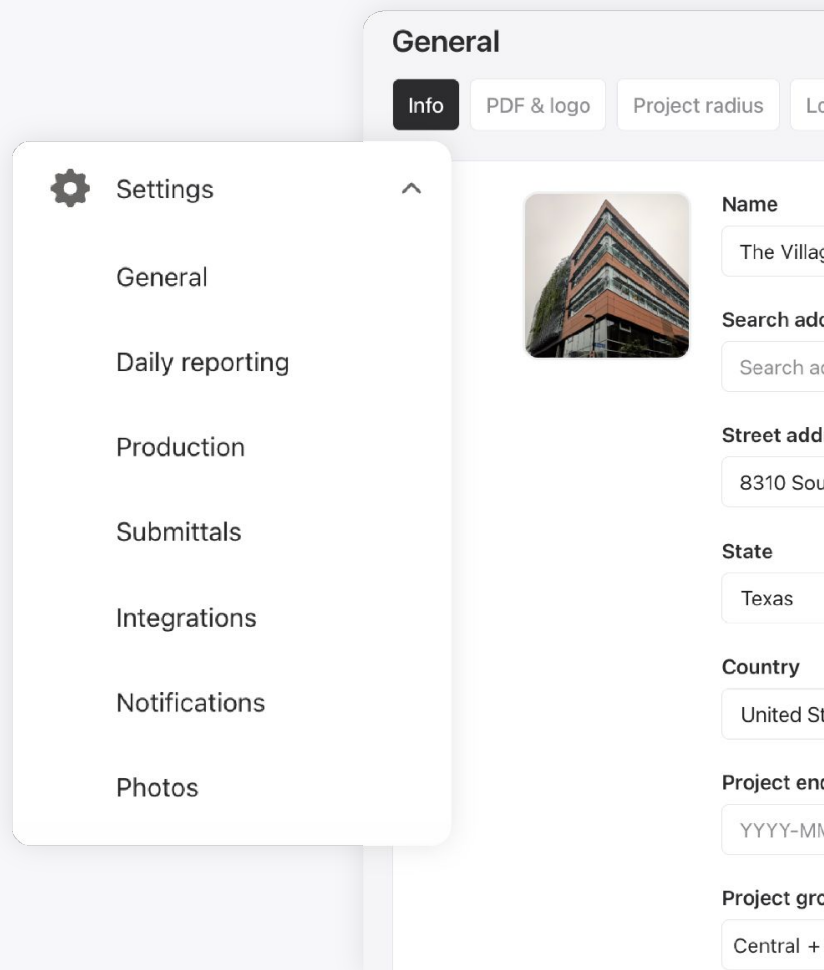
Production — Manage cost codes, materials, and budgets.

Submittals — Set up submittal packages and spec sections.

Integrations — Connect accounting, cloud storage, and other systems.

Notifications — Choose which team members receive safety, delay, or missed report notifications.

Photos — Manage project photo settings.



Fine-tune your project's daily report

Click on **"Daily reporting"** to:

- Set how often reports are required
- Determine what sections your daily report will include
- Customize your survey questions
- Decide when your reports will be sent and to whom
- Add segments for your project if you'd like multiple reports by supervisor, shift, location, etc.

Tips

Create a daily report template from Company > Project Settings and apply it to your projects to simplify and standardize.

Daily reporting

Report display

Report sections

Survey

Recipients

Segments

Time

Date display

☒ Month / Day / Year ☐ Day / Month / Year

Weather

Capture weather data at the following times:

6:00 AM

12:00 PM

4:00 PM

Temperature: ☒ F° ☐ C° Wind speed: ☒ MPH ☐ KPH

Congratulations!

You've just set up your first project.

Get a live walkthrough

See the platform in action
and get your project
questions answered.

[Schedule Demo](#)

Explore our training resources

Explore helpful resources
and step-by-step tutorials.

[Raken Help Center](#)