

# Use of Offline Forms

# Contractor Use Forms

- Production Report
- QC Report
- Initial Inspection Report
- Preparatory Inspection Report
- RFI Form

# Government Use Forms

- QA Report
- Non-Compliance Notice
- Safety Inspection
- RFI Form
- Invoice Form
- Contact/Contract Information Form
- Modification Form
- PC Form

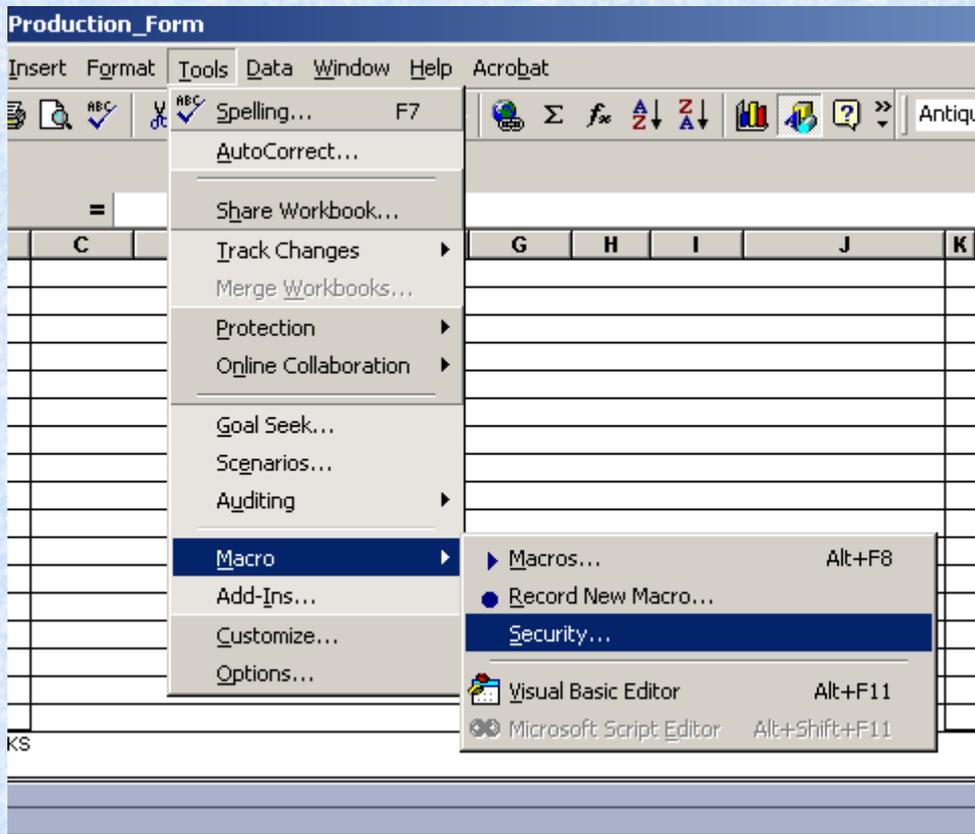
# Sample Production Report

When you open the form you should see this box. You need to click on Enable Macros for the form to perform properly.



If you do not see the box, you need to modify your settings in Excel as follows .

## 1 – Tools/Macros/Security



## 2 - Select Medium





# Instructions and link location

File Edit View Insert

10 B / U

M20 =

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1																		
2			<b>First time use of this export sheet</b>															
3			1 To set Excel to be able to use Macros, go to tools, macros, security and set the security level to medium or low.															
4			2 Set up the hyperlink (line 25 below in red) to point to the daily report for the project that you would like to import to															
5			This can be done by going to PrimeContract project and clicking on production reports. When the production report opens, copy the address at the top															
6			Contractors will be the only users with a link to Production Reports. NAVFAC users will not have a link to Production Reports since they do not submit them															
7																		
8			<b>Notes</b>						<b>Notes</b>									
9			1 Please note that the PrimeContract page must have enough rows to import the data						5 If explorer opens in a blinking task bar icon, user must click on explorer									
10			For example if there are 25 lines of work items, the PrimeContract page must also						(to open to a visible screen) for import to work									
11			have 25 lines.															
12																		
13																		
14			2 Contractors may want to save this sheet for each day just for their records					<b>Time Adjustments to macro. DO NOT CHANGE</b> these unless you are having problems with macro working. This will insert delays (seconds) into macro execution										
15			3 When importing data, Internet Explorer <b>must</b> be open in a visble screen in order for import to work.															
16			4 Users must allow internet explorer to complete import before closing, minimizing or using another application. Check rotating explorer icon top right.					Delay in loading page	1									
17							Delay in processing keys	0.02										
18																		
19																		
20																		
21																		
22																		
23			This link is setup to export to Training Project #1 Daily Report. User <b><u>MUST CHANGE ADDRESS BELOW</u></b> to project that they want to export daily report to															
24																		
25			<a href="https://app.primecontract.com/primecontract/collab/displayform/-5070026/5070090/5071523/5071581/?viewid=5071590&amp;readonly=false&amp;sedid=false&amp;objId=">https://app.primecontract.com/primecontract/collab/displayform/-5070026/5070090/5071523/5071581/?viewid=5071590&amp;readonly=false&amp;sedid=false&amp;objId=</a>															
26																		
27																		
28																		
29																		
30																		
31																		

Instructions / KTR PRODUCTION REPORT

Draw AutoShapes

Ready

To make the form work you must copy the link from your project to the excel spreadsheet

**Project Tree**

Search   [Advanced...](#)

- [INAVFAC Internal Training Project 1](#)
- [Reports](#)
- [Project Administration](#)
- [Project Summary](#)

## INAVFAC Internal Training Project 1

[Enterprise View](#) > INAVFAC Internal Training Project 1

**tasks** [more>](#)

- [- RFI 51- AROICC/AREICC Reviews RFI](#)

### [NAVFAC Enterprise Folder](#)

|

Type	Info	Name	Size	Functions
		<a href="#">01. Correspondence</a>	15 Items	
		<a href="#">02. Daily Reports</a>	17 Items	
		<a href="#">03. Submittals</a>	5 Items	
		<a href="#">04. Requests For Information</a>	8 Items	
		<a href="#">05. Invoices/Payrolls/Labor Interviews</a>	17 Items	

**INAVFAC Internal Training Project 1**

Search  Go  
[Advanced...](#)

- [INAVFAC Internal Training Project 1](#)
- [Reports](#)
- [Project Administration](#)
- [Project Summary](#)

**02. Daily Reports** [Configure](#)

[Enterprise View](#) > [INAVFAC Internal Training Project 1](#) > 02. Daily Reports

To create one of the following Daily Reports item, Please click on the links provided below:

- [2.1 Production Report](#)
- [2.2 QC Report](#)
- [2.3 Preparatory Checklist](#)
- [2.4 Initial Checklist](#)
- [2.5 Rework Item](#)
- [2.6 QA Report](#)
- [2.7 Non-Compliance Form](#)

[Add Files](#) | [Create a new folder](#)

Type	Info	Name	Size	Functions
		<a href="#">2.1 Archived Production Reports</a>	45 Items	
		<a href="#">2.2 Archived QC Reports</a>	12 Items	
		<a href="#">2.3 Archived Preparatory Phase Checklist</a> <input type="checkbox"/>	5 Items	
		<a href="#">2.4 Archived Initial Phase Checklist</a>	5 Items	
		<a href="#">2.5 Archived Rework Items</a>	5 Items	
		<a href="#">2.6 Archived QA Reports</a> <input type="checkbox"/>	24 Items	
		<a href="#">2.7 Archived Non-Compliance Form</a>	25 Items	
		<a href="#">2.8 Kuqan NC Folder</a>	0 Items	

Then hit "CTRL" C

### Contractor Production Report

[Expand/Collapse All](#)

#### Instructions

#### Contract Information

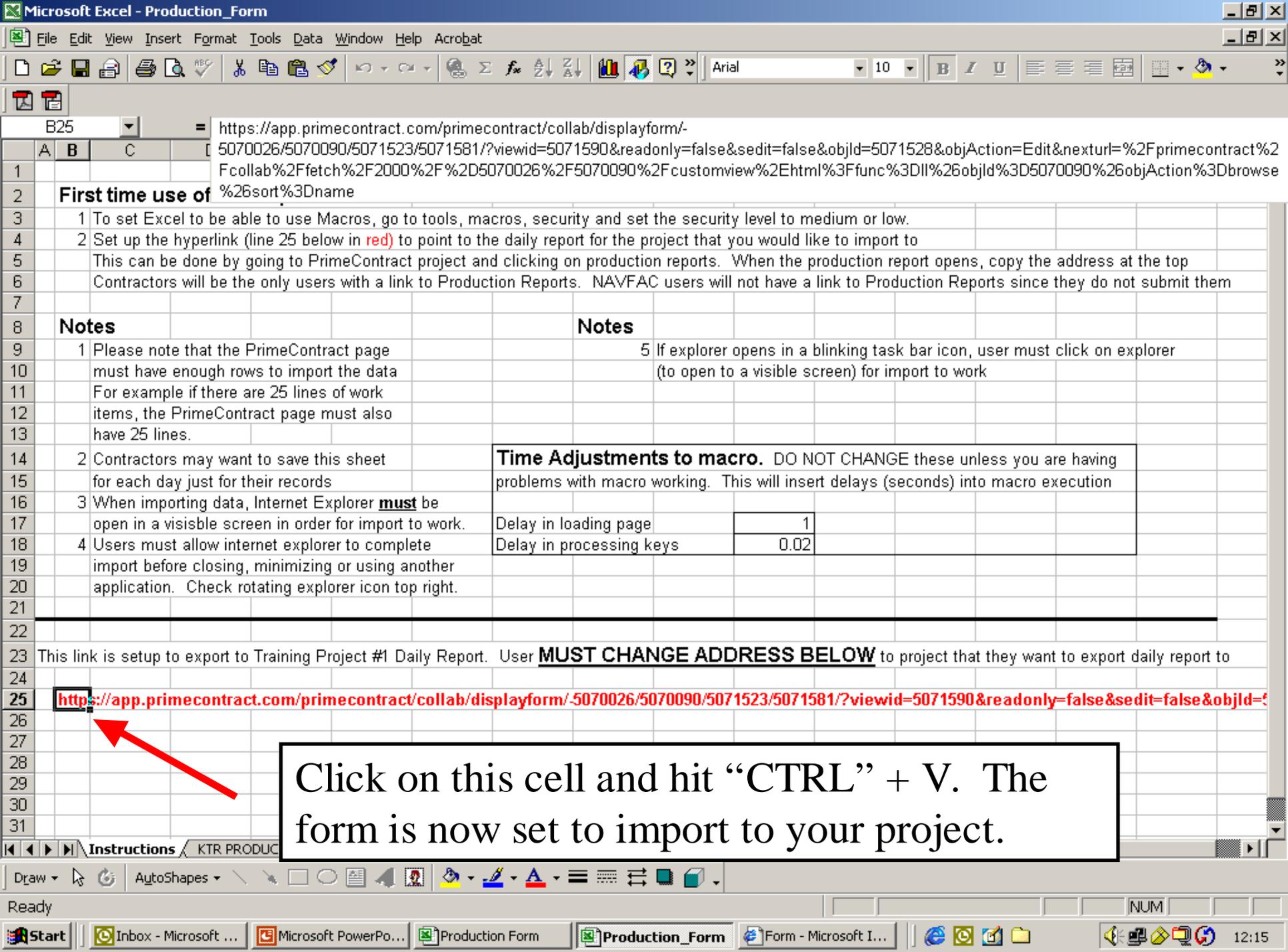
<b>Contract #:</b>	<b>Title:</b>	<b>Location:</b>
<b>Task Order #:</b>	<b>Title:</b>	<b>Location:</b>

#### Production Report Detail

<b>Report #:</b> 750	<b>Report Date*:</b> <input type="text"/>	<b>Date Created:</b> 20-Apr-2004
<b>Contractor:</b> <input type="text"/>	<b>Superintendent:</b> <input type="text"/>	
<b>Schedule Referenced*:</b> No <input type="text"/>	<b>If No Schedule, Select Reason:</b> No Schedule for Project <input type="text"/>	
Note: If no schedule is referenced on this project, the Activity No. fields do not need to be filled in.		
<b>AM Weather:</b> <input type="text"/>	<b>PM Weather:</b> <input type="text"/>	<b>Max Temp(F):</b> <input type="text"/>
		<b>Min Temp(F):</b> <input type="text"/>

#### Work Performed Today

Activity No:	Location:	Employer:	Number:	Trade:	Hours:	Row
<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>					
<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>					



Microsoft Excel - Production\_Form

File Edit View Insert Format Tools Data Window Help Acrobat

B25 = https://app.primecontract.com/primecontract/collab/displayform/-5070026/5070090/5071523/5071581/?viewid=5071590&readonly=false&sedite=false&objId=5071528&objAction=Edit&nexturl=%2Fprimecontract%2Fcollab%2Ffetch%2F2000%2F%2D5070026%2F5070090%2Fcustomview%2Ehtml%3Ffunc%3DI%26objId%3D5070090%26objAction%3Dbrowse%26sort%3Dname

1

2 **First time use of**

3 1 To set Excel to be able to use Macros, go to tools, macros, security and set the security level to medium or low.

4 2 Set up the hyperlink (line 25 below in red) to point to the daily report for the project that you would like to import to

5 This can be done by going to PrimeContract project and clicking on production reports. When the production report opens, copy the address at the top

6 Contractors will be the only users with a link to Production Reports. NAVFAC users will not have a link to Production Reports since they do not submit them

7

8 **Notes** **Notes**

9 1 Please note that the PrimeContract page must have enough rows to import the data

10 For example if there are 25 lines of work items, the PrimeContract page must also

11 have 25 lines.

12

13

14 2 Contractors may want to save this sheet for each day just for their records

15

16 3 When importing data, Internet Explorer **must** be open in a visible screen in order for import to work.

17

18 4 Users must allow internet explorer to complete import before closing, minimizing or using another application. Check rotating explorer icon top right.

19

20

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22

23 This link is setup to export to Training Project #1 Daily Report. User **MUST CHANGE ADDRESS BELOW** to project that they want to export daily report to

24

25 <https://app.primecontract.com/primecontract/collab/displayform/-5070026/5070090/5071523/5071581/?viewid=5071590&readonly=false&sedite=false&objId=5071528&objAction=Edit&nexturl=%2Fprimecontract%2Fcollab%2Ffetch%2F2000%2F%2D5070026%2F5070090%2Fcustomview%2Ehtml%3Ffunc%3DI%26objId%3D5070090%26objAction%3Dbrowse%26sort%3Dname>

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Instructions KTR PRODUC

Draw AutoShapes

Ready NUM

Start Inbox - Microsoft ... Microsoft PowerPo... Production Form Production\_Form Form - Microsoft I...

12:15

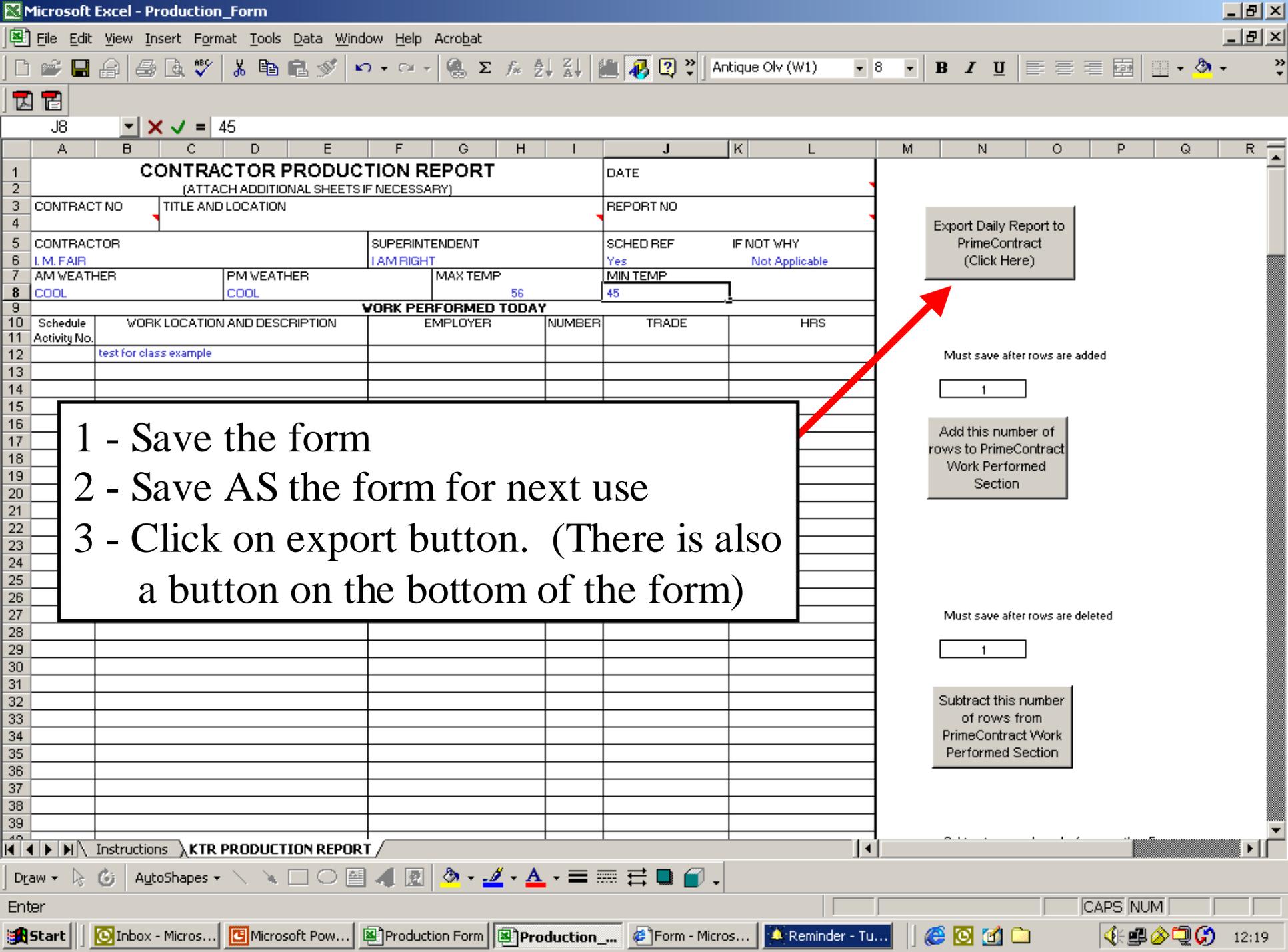
**Time Adjustments to macro.** DO NOT CHANGE these unless you are having problems with macro working. This will insert delays (seconds) into macro execution

Delay in loading page	1
Delay in processing keys	0.02

Click on this cell and hit "CTRL" + V. The form is now set to import to your project.

# Important Instructions to Be Followed Before the Form Is Imported

- After form is completed you should save the form.
- If the form will be used again, i.e. this is your template for additional forms, you should Save As for your next use. You must do this **before you click on the export button** or you could damage the form and it will not work properly for future input.
- You can then import the form.
- When done with the import close the spreadsheet. If you are asked to save changes select No.



**CONTRACTOR PRODUCTION REPORT**

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

CONTRACT NO			TITLE AND LOCATION			REPORT NO			
CONTRACTOR				SUPERINTENDENT		SCHED REF		IF NOT WHY	
I.M. FAIR				I.A.M. RIGHT		Yes		Not Applicable	
AM WEATHER			PM WEATHER		MAX TEMP		MIN TEMP		
COOL			COOL		56		45		

**WORK PERFORMED TODAY**

Schedule Activity No.	WORK LOCATION AND DESCRIPTION	EMPLOYER	NUMBER	TRADE	HRS
	test for class example				

1 - Save the form  
 2 - Save AS the form for next use  
 3 - Click on export button. (There is also a button on the bottom of the form)

Export Daily Report to PrimeContract (Click Here)

Must save after rows are added

1

Add this number of rows to PrimeContract Work Performed Section

Must save after rows are deleted

1

Subtract this number of rows from PrimeContract Work Performed Section

All forms are preset to go to Training Project 1. If you forget to modify the link, you will get the reminder below. This will help ensure you do not import data to the wrong project. If you see this screen, just click on OK. You will get an error message since you will not have rights to Training project 1. Close the form, if asked do not save changes, reopen the form and change the link.

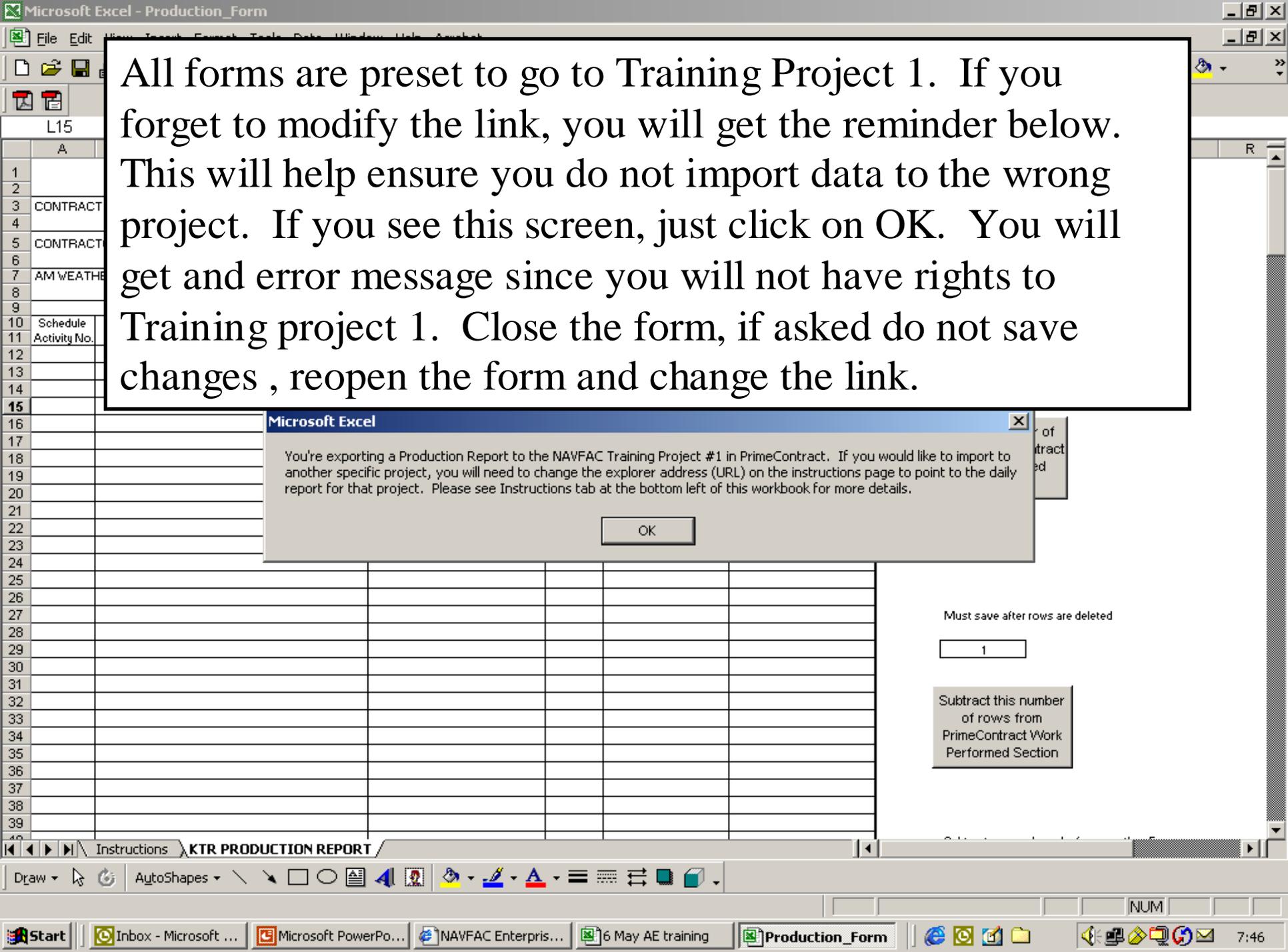
Microsoft Excel

You're exporting a Production Report to the NAVFAC Training Project #1 in PrimeContract. If you would like to import to another specific project, you will need to change the explorer address (URL) on the instructions page to point to the daily report for that project. Please see Instructions tab at the bottom left of this workbook for more details.

OK

Must save after rows are deleted

Subtract this number of rows from PrimeContract Work Performed Section





### Contractor Production Report

[Expand/Collapse All](#)

Instructions

Contract Information

<b>Contract #:</b>	<b>Title:</b>	<b>Location:</b>
<b>Task Order #:</b>	<b>Title:</b>	<b>Location:</b>

Need to add report date  
Then hit save.



Production Report Detail

<b>Report #:</b> 752	<b>Report Date*:</b> <input type="text"/>	<b>Date Created:</b> 20-Apr-2004
<b>Contractor:</b> <input type="text" value="I. M. FAIR"/>	<b>Superintendent:</b> <input type="text" value="I AM RIGHT"/>	
<b>Schedule Referenced*:</b> <input type="text" value="Yes"/>	<b>If No Schedule, Select Reason:</b> <input type="text" value="Not Applicable"/>	
<b>AM Weather:</b> <input type="text" value="COOL"/>	<b>PM Weather:</b> <input type="text" value="COOL"/>	<b>Max Temp(F):</b> <input type="text" value="56"/>
		<b>Min Temp(F):</b> <input type="text" value="45"/>

Work Performed Today

Activity No:	Location:	Employer:	Number:	Trade:	Hours:	Row
<input type="text"/>	test for class example	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Work Performed Today

Activity No:	Location:	Employer:	Number:	Trade:	Hours:	Row
34560	exc & pour duct bank N side of construction parking lot; haul spoil to 738 pad;	Safeguard	3	electrician / operator	4	+ -
21456	732A/B 3rd: pick up tarps; safety cable; 732C: pick up blankets and tarps; 733C 1st: set up grnd htr;	CBJV	5	laborer / carpenter	5	+ -
98345	732C 1st: stone/grade for slab; CP: bkfill sump; 734C: rip E.4 & 5 line; 735C: exc A wall/col fdns; haul spoil to stockpile;	Ehlers	8	operator / teamster / lak	6	+ -
43124	Site: layout water main & hydrants N side;	LJE	17	plumber / operator	7	+ -
23456	732B 4th: shore & deck; 732B 2nd: strip & reshore underside 3rd slab; 733B 3rd: pour watch;	CECO	8	laborer / operator	8	+ -
11004	732A 3rd: S/F/P cols; 732C 1st: F/P freezer area; F/P fdn stair 2; 733B 3rd: pour 1 (NE);	Olson	20	electrician / operator / lak	9	+ -
34560	734C 1st: strip A wall; 735B 1st: S/F/P cols; F/P stair 3 wall; 735C: 1st: F/P cols; P col fdns: F A wall/col fdn;	Olson	3	electrician / operator	10	+ -
98345	NE side of ATC brick wall					

Total Hours on Job-Site Today: 0

Please note this calculation does not work automatically for Total Hours when import forms are used. (See next slide)

# Method 1 to get calculator working

## Work Performed Today

Activity No:	Location:	Employer:	Number:	Trade:	Hours:	Row
34560	exc & pour duct bank N side of construction parking lot; haul spoil to 738 pad;	Safeguard	3	electrician / operator		+ -
21456	732A/B 3rd: pick up tarps; safety cable; 732C: pick up blankets and tarps; 733C 1st: set up grnd htr;	CBJV	5	laborer / carpenter	5	+ -
98345	732C 1st: stone/grade for slab; 734C: rip E.4 & 5 line; 735C: e fdns; haul spoil to stockpile;					+ -
43124	Site: layout water main & hydra					+ -
23456	732B 4th: shore & deck; 732B 2nd: strip & reshore underside 3rd slab; 733B 3rd: pour watch;	CECO	8	laborer / operator	8	+ -
11004	732A 3rd: S/F/P cols; 732C 1st: F/P freezer area; F/P fdn stair 2; 733B 3rd: pour 1 (NE);	Olson	20	electrician / operator / l	9	+ -
34560	734C 1st: strip A wall; 735B 1st: S/F/P cols; F/P stair 3 wall; 735C: 1st: F/P cols; P col fdns; F A wall/col fdn;	Olson	3	electrician / operator	10	+ -
98345	NE side of ATC brick wall	Ellis	8	operator / teamster / lak	12	+ -

Clear the hour column and click on any other field.

Total Hours on Job-Site Today: 0

Work Performed Today

Activity No:	Location:	Employer:	Number:	Trade:	Hours:	Row
34560	exc & pour duct bank N side of construction parking lot; haul spoil to 738 pad;	Safeguard	3	electrician / operator	4	+ -
21456	732A/B 3rd: pick up tarps; safety cable; 732C: pick up blankets and tarps; 733C 1st: set up grnd htr;	CBJV	5	laborer / carpenter	5	+ -
98345	732C 1st: stone/grade for slab; CP: bkfill sump; 734C: rip E.4 & 5 line; 735C: exc A wall/col fdns; haul spoil to stockpile;	Ehlere	8	operator / teamster / lak	6	+ -
43124	Site: layout water main & hydrants N side;	LJE				+ -
23456	732B 4th: shore & deck; 732B 2nd: strip & reshore underside 3rd slab; 733B 3rd: pour watch;	CECO	8	laborer / operator	8	+ -
11004	732A 3rd: S/F/P cols; 732C 1st: F/P freezer area; F/P fdn stair 2; 733B 3rd: pour 1 (NE);	Olson	20	electrician / operator / lak	9	+ -
34560	734C 1st: strip A wall; 735B 1st: S/F/P cols; F/P stair 3 wall; 735C: 1st: F/P cols; P col fdns; F A wall/col fdn;	Olson	3	electrician / operator	10	+ -
98345	NE side of ATC brick wall	Ellis	8	operator / teamster / lak	12	+ -

1) Re-enter the number and 2) click on any field

Calculation now works

Total Hours on Job-Site Today: 61

## Method 2 to get calculator working

### Work Performed Today

Activity No:	Location:	Employer:	Number:	Trade:	Hours:	Row
1	732A/B 1st: 2nd deck DI pipe and hangers; 732C 1st: install slurry line to CP; 733AB 1st: c/n out slab sleeves; 3rd: pour watch; 735A 1st: U/G	Admiral	45	plumber/operator	1	+ -
23456	Central Basin 60" ADS pipe btwn CB-79/76 & 80/75;	Admiral	8	laborer/operator	8	+ -
11004	732A 3rd: col rough; pour watch; 732C 1st: underslab conduit; 733B 3rd: rough pours 3 & 4; 735B 1st: exc/conduit for temp elec; col rough;	Aldridge	20	electrician	4	+ -
	n	y				+ -
						+ -
						+ -
						+ -
						+ -
						+ -

Click the “-” button to delete an empty row.

Total Hours on Job-Site Today: 0

### Job Safety

Work Performed Today

Activity No:	Location:	Employer:	Number:	Trade:	Hours:	Row
1	732A/B 1st: 2nd deck DI pipe and hangers; 732C 1st: install slurry line to CP; 733AB 1st: c/n out slab sleeves; 3rd: pour watch; 735A 1st: U/G	Admiral	45	plumber/operator	1	+ -
23456	Central Basin 60" ADS pipe btwn CB-79/76 & 80/75;	Admiral	8	laborer/operator	8	+ -
11004	732A 3rd; col rough; pour watch; 732C 1st: underslab conduit; 733B 3rd: rough pours 3 & 4; 735B 1st; exc/conduit for temp elec; col rough;	Aldridge	20	electrician	4	+ -
	n	y				+ -
						+ -
						+ -
						+ -

Total Hours on Job-Site Today: 13



The calculation now works

Job Safety