



On-Sight: Daily Summaries

Standard Operating Procedure

Purpose

This procedure outlines the steps for creating and updating Daily Summaries (also referred to as *Explanation of Time*) within Nth Degree's On-Sight mobile application, ensuring seamless synchronization with the company's CRM system, OASIS.

A Daily Summary should be created for **each day** we are working on a job to log daily project progress, delays, and scope changes.

Creating a Daily Summary within On-Sight Mobile Application

Step 1: Access the Work Order

1. Open the mobile app.
2. Navigate to and select **Job Updates**.
3. Enter the specific **Work Order** you want to update.

Step 2: Navigate to Daily Summaries

1. Tap the **Daily Summaries** tile located at the top of the work order screen.

Step 3: Add a New Daily Summary

1. Tap the **Add Daily Summary** button at the bottom of the screen.
2. Select the **specific day** for the summary (defaults to today's date).
3. Select the appropriate **Bill of Lading** option
 1. If a BOL is not being turned in on the specific date, leave as **None**
 2. On the day the BOL is turned in, choose **Nth Degree** or **Customer** depending on who was responsible
4. Enter your **detailed summary** in the text field (typing or using the talk-to-text microphone feature).
5. Tap **Submit**.

Step 4: Review and Edit Existing Entries (If Applicable)

1. Select a date to view current notes.
2. If a summary was already created by management or another Lead, **append** your additional notes to the existing entry. Please **DO NOT** overwrite existing Daily Summaries.

Questions?

If On-Sight is not working as outlined above, please notify your manager so that they may escalate internally on your behalf to our IT Team.

Document Revisions

- Original Document (V1) Created July 2026 by Ashlyn Garrett