



nth degree

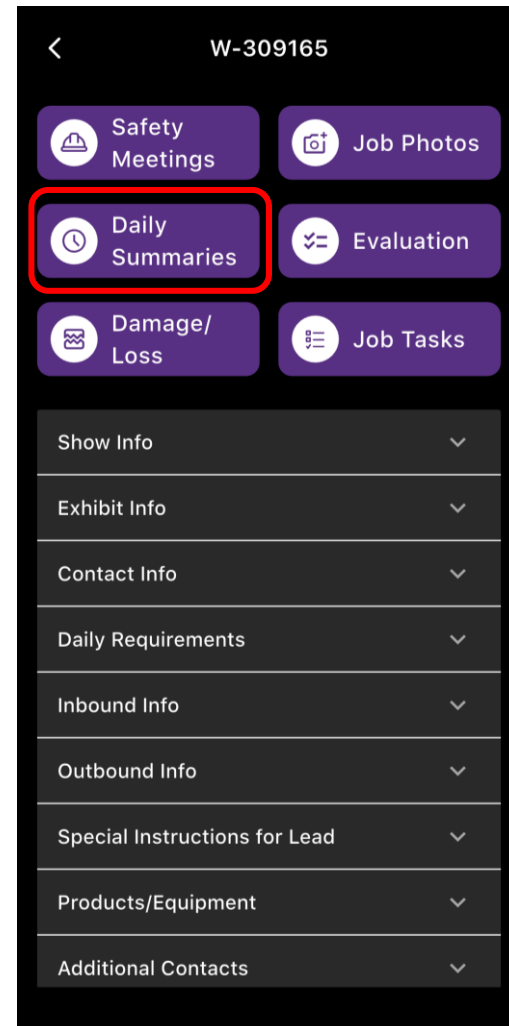
experience better

On-Sight: Daily Summaries

Step-by-Step Guide

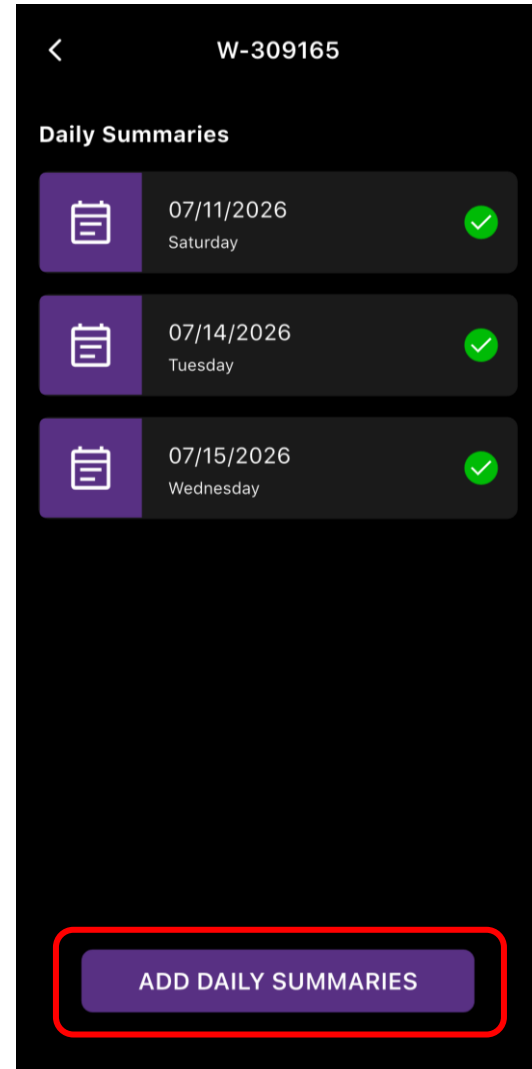
Step 1

Within the On-Sight mobile app, access the Work Order you want to update and select the **Daily Summaries** tile.



Step 2

Tap the **Add Daily Summary** button



Step 3

Select the **specific day** for the summary (defaults to today's date)

The screenshot shows a mobile application interface with a dark theme. At the top, there is a back arrow and the text 'W-309165'. Below this is a 'Select Date' field containing '07/12/2026' and a calendar icon. A red arrow points from this icon to a calendar overlay. The calendar overlay is for 'July 2026' and shows days of the week (S, M, T, W, T, F, S) and dates (1-31). The date '31' is circled. Below the calendar is a 'Bill Of Lading' dropdown menu set to 'None'. To the right of the calendar is a text area for 'Summary' with the text 'returned to remove sneeze guard and g client product empties.' and a microphone icon. Below these is a purple 'SUBMIT' button. At the bottom, there are tabs for 'Client', 'Patient', and 'Customer', and a numeric keypad with symbols like '/', ':', ';', '(', ')', '\$', '&', '@', and '"'. A blue checkmark button is at the bottom right.

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Step 4

Select the appropriate **Bill of Lading** option.

If a BOL is not being turned in on the specific date, leave as **None**.

On the day the BOL is turned in, choose **Nth Degree** or **Customer** depending on who was responsible.

The screenshot displays a mobile application interface for Step 4. At the top, the identifier 'W-309165' is visible. Below it, there is a 'Select Date' field with the date '07/12/2026' and a calendar icon. Underneath, the 'Bill Of Lading' field is set to 'None', with a dropdown arrow highlighted by a red box. A purple inset shows the expanded dropdown menu with three options: 'None', 'Nth Degree', and 'Customer'. A red arrow points from the dropdown arrow on the main screen to the 'None' option in the inset. The background shows a keyboard and a 'SUBMIT' button.

Step 5

Enter your **detailed summary** in the text field (typing or using the talk-to-text microphone feature), then tap **Submit**.

< W-309165

Select Date
07/12/2026

Bill Of Lading
None

Summary *
Returned to remove sneeze guard and tag client product empties.

SUBMIT

Client Patient Customer

1 2 3 4 5 6 7 8 9 0
- / : ; () \$ & @ "
#+= . , ? ! ' ✕
ABC [] ✓
😊 🗣️

Important Notes

- A Daily Summary should be created for **each day** we are working on a job to log daily project progress, delays, and scope changes
- **DO NOT** overwrite existing Daily Summaries; instead, make sure to append your comments to the existing summary.