HAMMERTECH

STEP-BY-STEP GUIDE

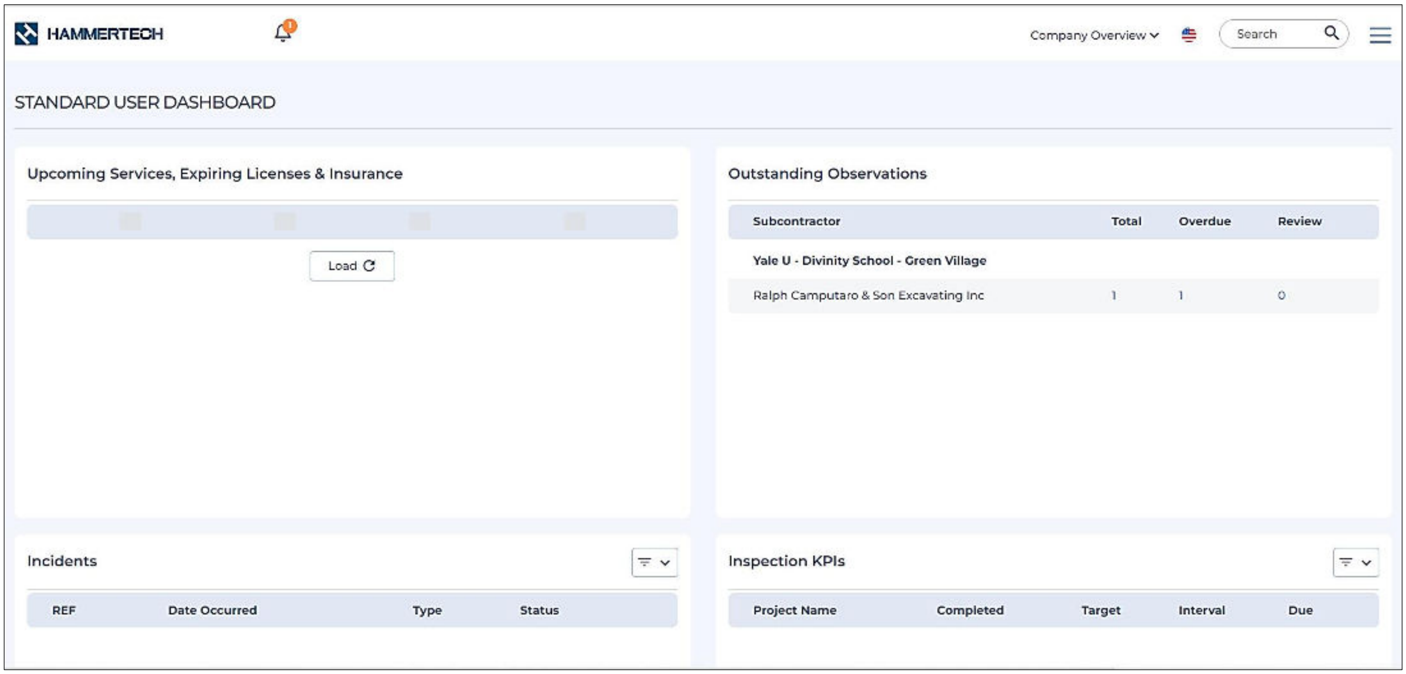
SHAWMUT

Table of Contents

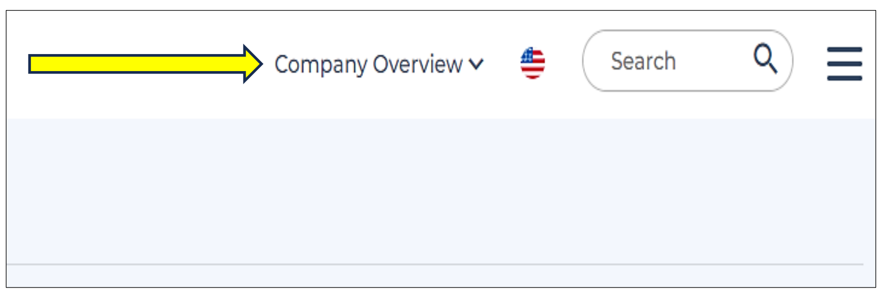
Getting Started

Selecting your Project

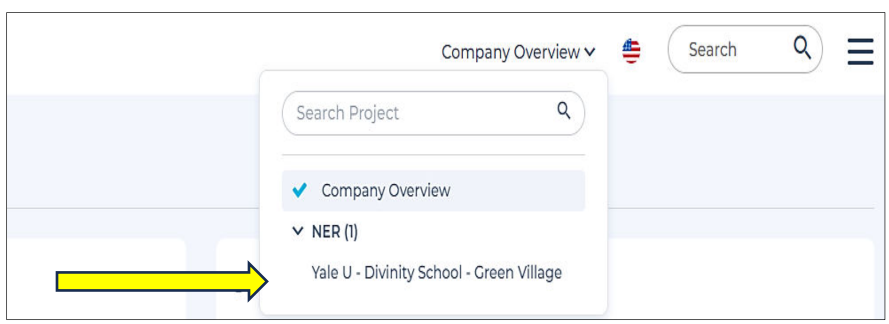
Before you can access any site-related functions, you must first choose your project.



Click the arrow next to **Company Overview** to view list.



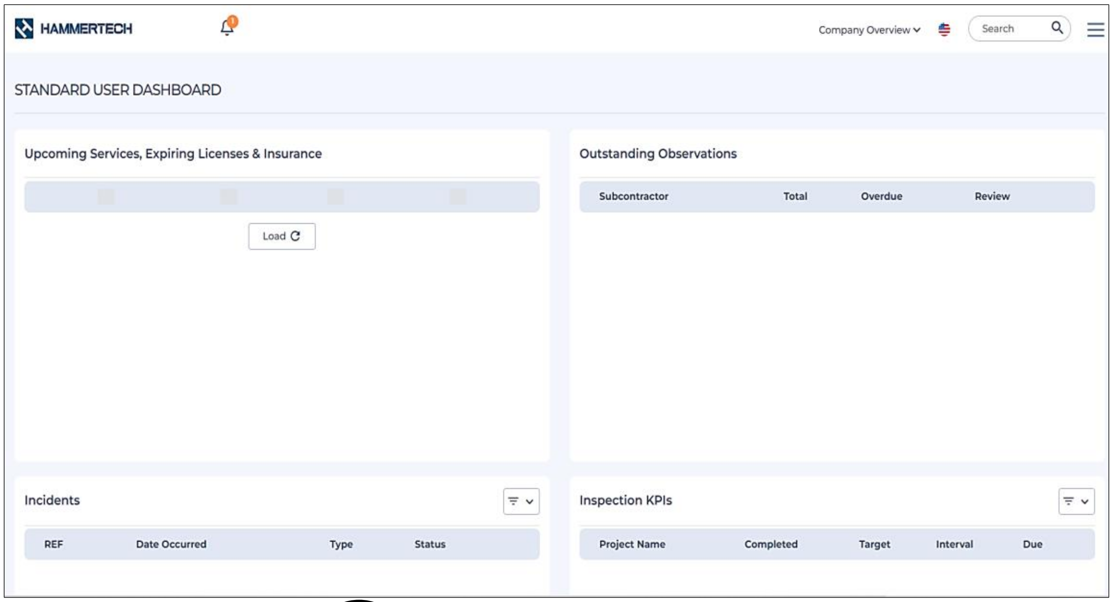
Select your project from the list.



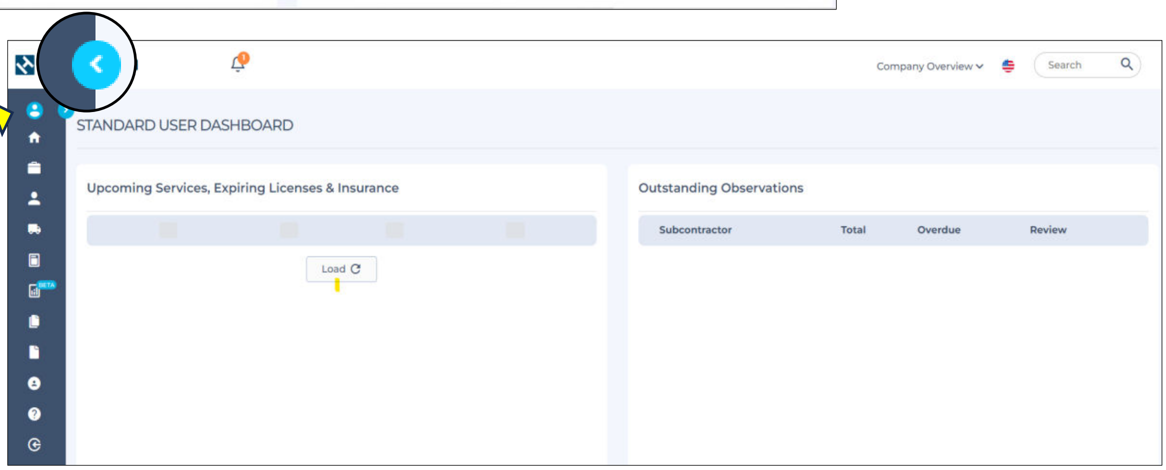
Side Bar

Accessing the Side Bar

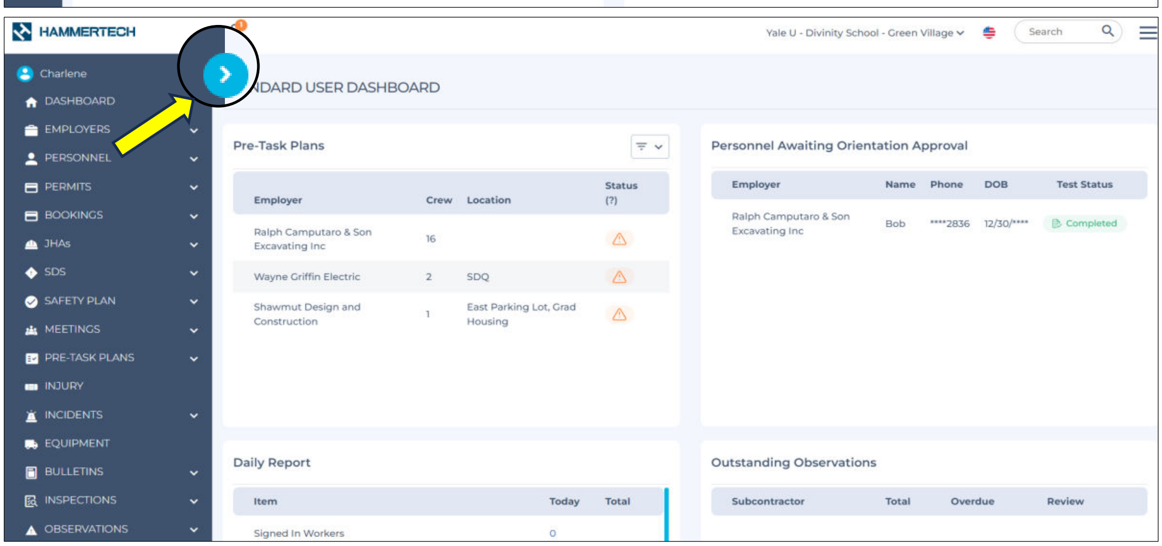
The Side Bar shows all HamerTech menu options. You can access this Side Bar in one of two ways.



Click the 3-line button located in the top right corner of the screen.



Hover over the person icon to display the arrow button to expand/collapse Side Bar menu



Site Orientation

Step 1: Order your site-specific Orientation sign on the Shawmut Safety Supplies ordering form.

This needs to be completed a week in advance before the start of the project.

Step 2: Individual scans the site specific QR code on the site specific safety Orientation signage

Step 3: Individual enrolls in HammerTech.

- Ensure workers have their OSHA card in hand and additional licenses on before starting.
- Read and acknowledge the site-specific safety rules.
- Individuals complete their annual AGC CARE Safety Orientation.
- This will be a separate link delivered via text message.
    - If individuals have completed their Orientation within the last 12 months, they will be able to bypass this step.

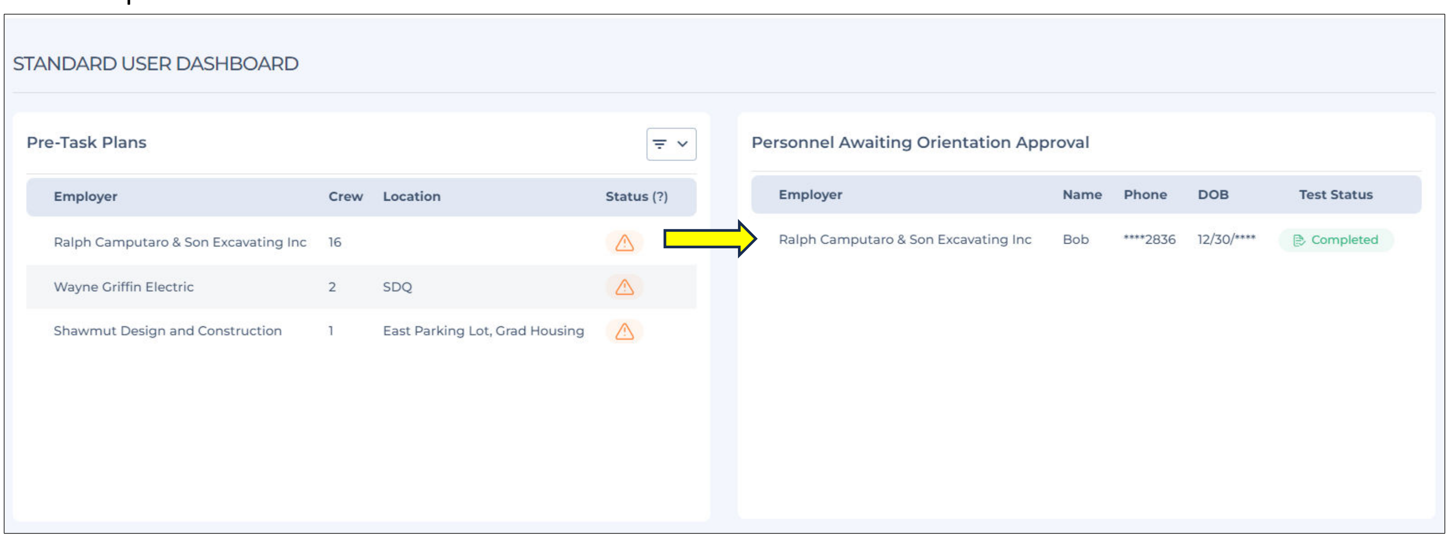
Step 4: Field Leadership (Superintendent/Safety) meets with individuals for introductions and to answer questions, emphasize any key points about Shawmut and this specific job – conversation only, no documentation needed.

Approving Orientation

Once the worker completed the Orientation there are two ways you can access the Orientation for approval. One way is from your Dashboard and the second from your Side Bar.

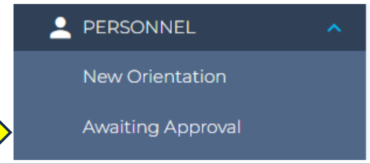
From Dashboard

From your dashboard view, in the **Personnel Awaiting Orientation Approval** section click the Orientation you want to open.

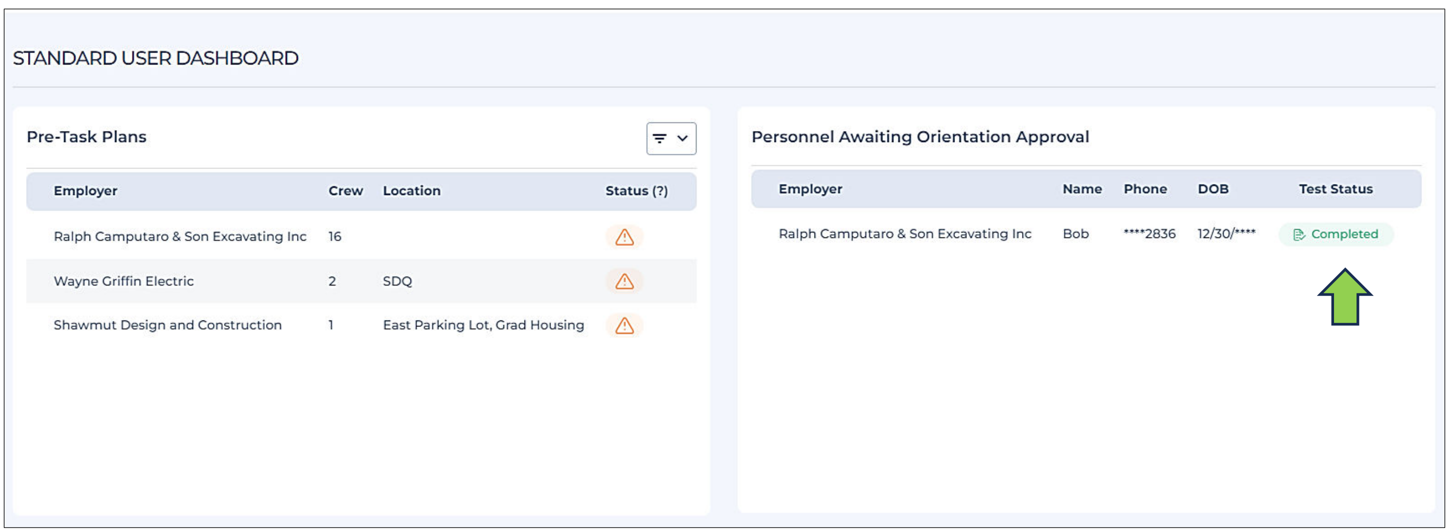


From Side Bar

Click **Personnel**, then **Awaiting Orientation,** and then select the worker.



***Helpful Tip**: The **Test Status** column will state **Completed** or **Incomplete**. If it states Incomplete, the worker will have to <u>rescan the Orientation QR code</u> and fill out the first page. Once they click **Submit**, the system will take them back to the PowerPoint slide and they can read then answer the test questions again.*

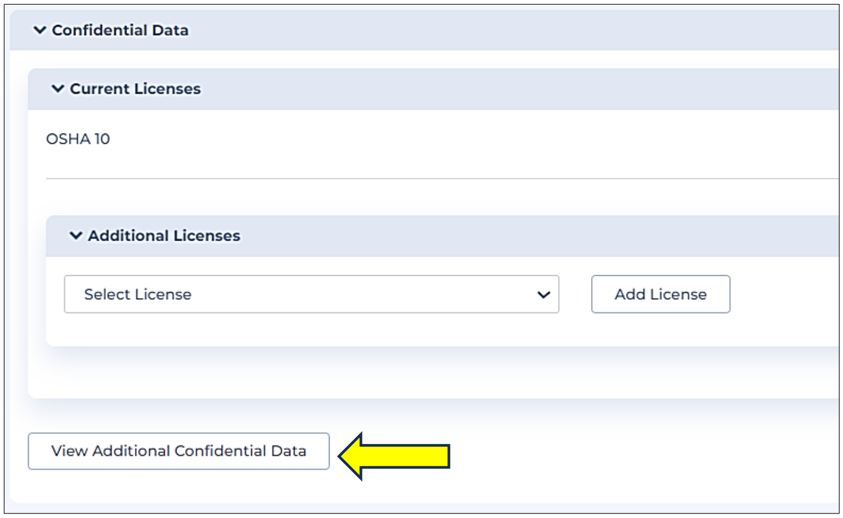


Navigating Approval

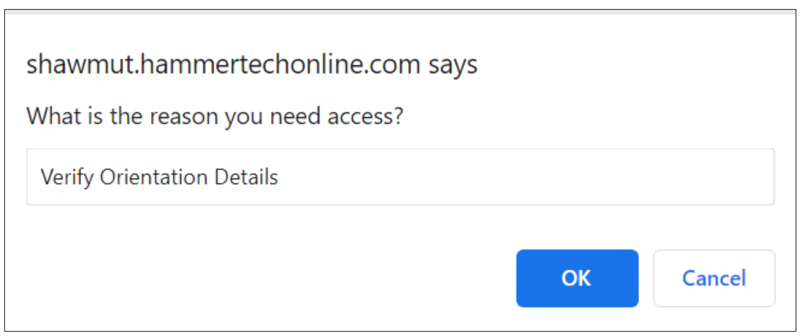
Once you are in the workers' Orientation, you should review a few items.

1. Ensure they have a profile picture or ID uploaded.

2. In the **Confidential Data** section, click **View Additional Confidential Data**.



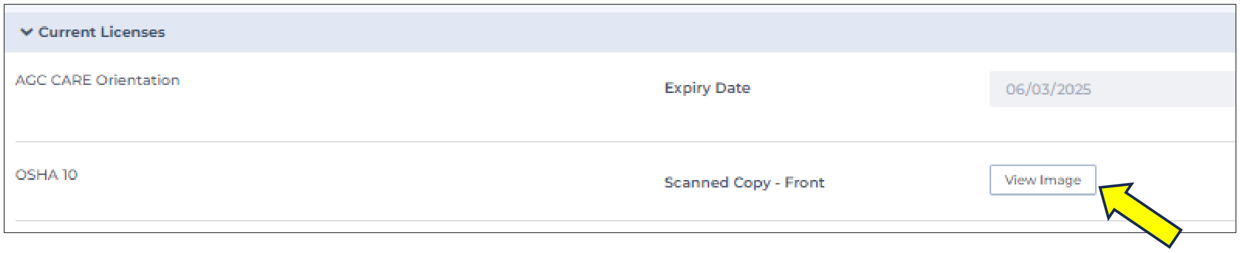
3. A pop-up will appear with prepopulated information **Verify Orientation Details**. Select **OK**.



Helpful Tip: *If you need to access a person's phone number, emergency contact information, and/or view additional licenses, follow the same step but in the pop-up box, you will have to type your reason for viewing the information and then select OK.*

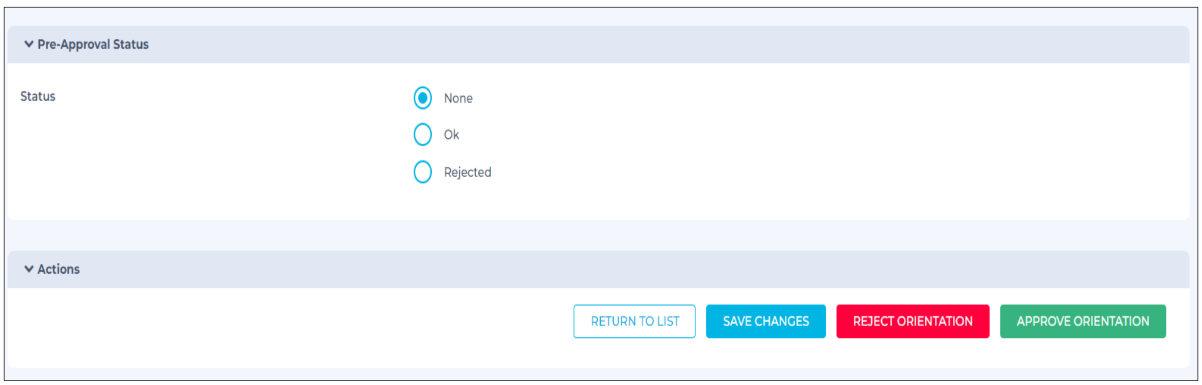
4. Click the **View Image** button next to each license to verify them. *(They may have taken a picture of their finger, so make sure you always check!)*

5. Ensure the worker has completed their **AGC CARE Safety Orientation** which will appear in their profile under current licenses. See below screenshot.



6. After verifying the Orientation, you can choose **Approve Orientation** if all licenses are uploaded, the tests are completed, and all the required information have been completed.

7. If you are waiting for more information, click **OK** in the **Pre-Approval Status** section**,** and then click **Save Changes**.

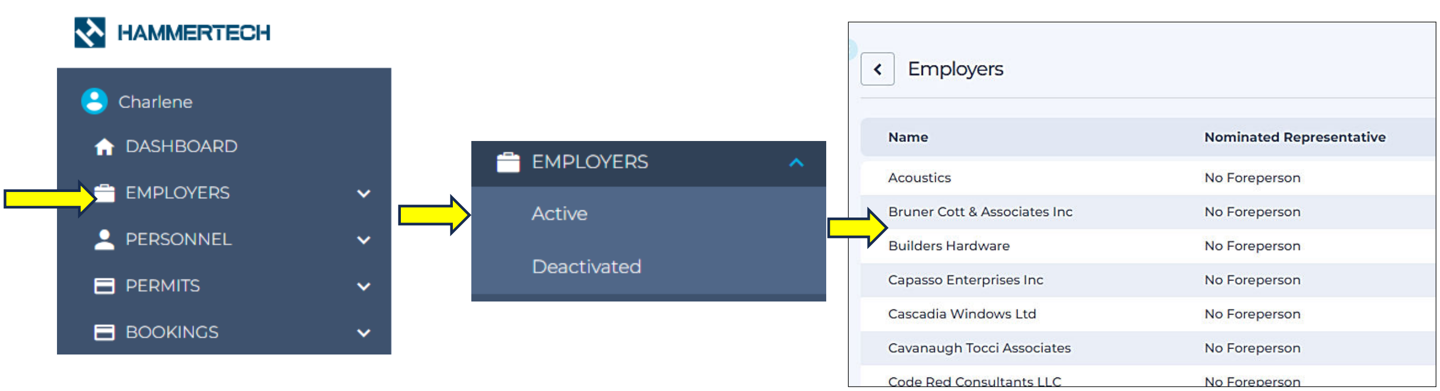


Adding a Competent Person/Forperson

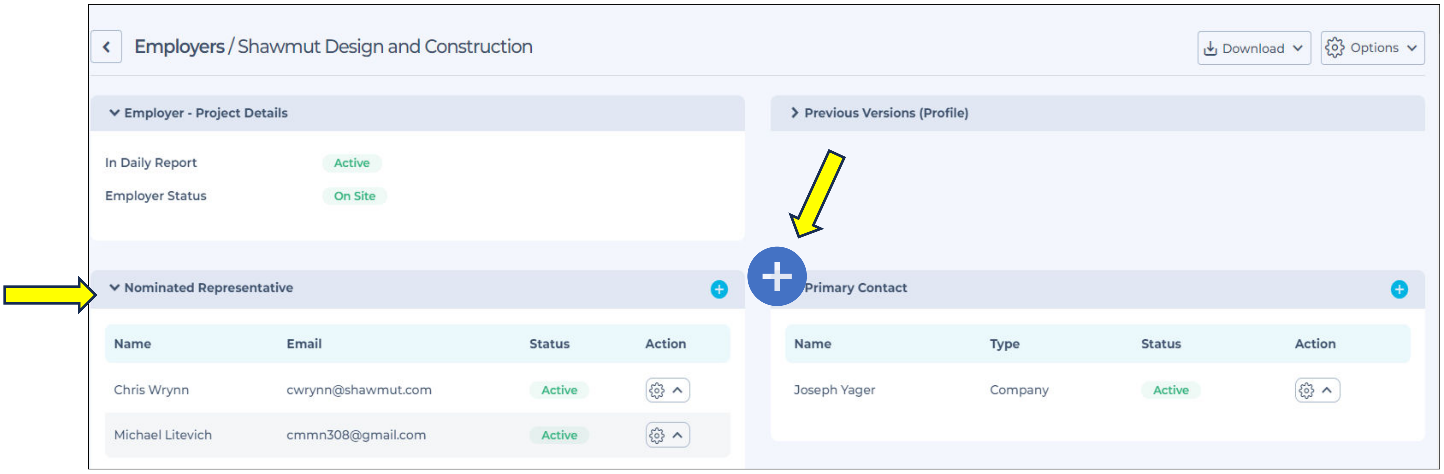
The person you add should also be the jobsite competent/Foreperson. He/She must have a 30 -hour OSHA card and must have uploaded it during Orientation. Once added the Foreperson will be able to complete Pre-Task Plans. Toolbox Talks, Inspections, and all other required items. *This is the Superintendent's responsibility.*

(This is required immediately so the Foreperson can complete Pre-task Plans, Inspections, and Toolbox Talks)

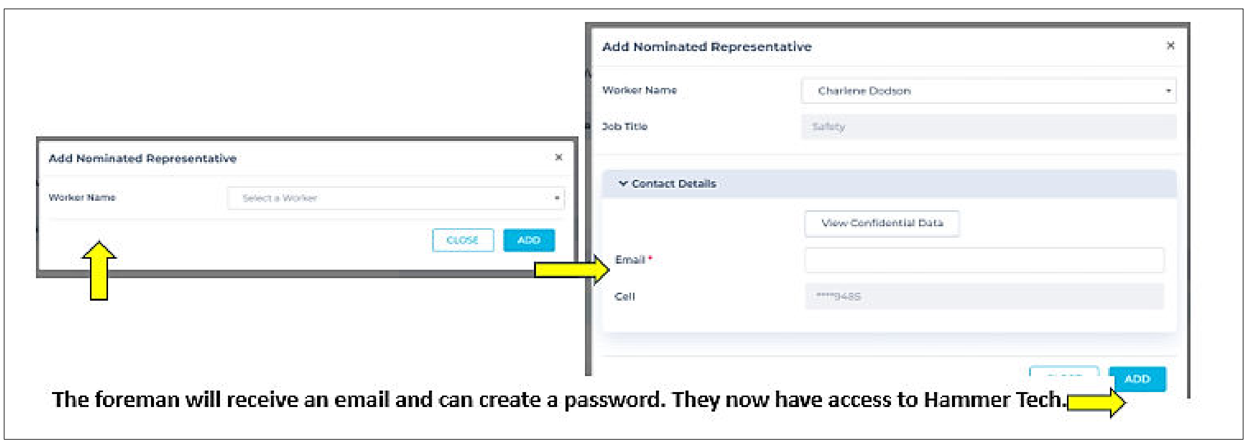
1. From the Side Bar select **Employers**, and then select **Active**, and then select the **Employer**.



2. In the **Nominated Representative** section, click the plus sign **+** button.



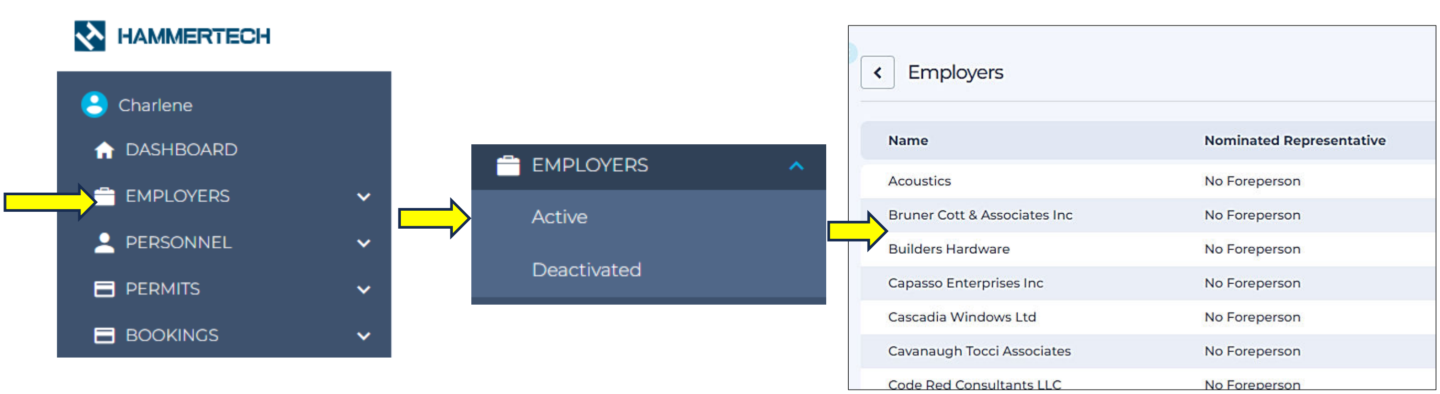
3. Select **Worker** from the drop-down list. If the **Email** field is blank, add the Foreperson's email, and then click **ADD**.



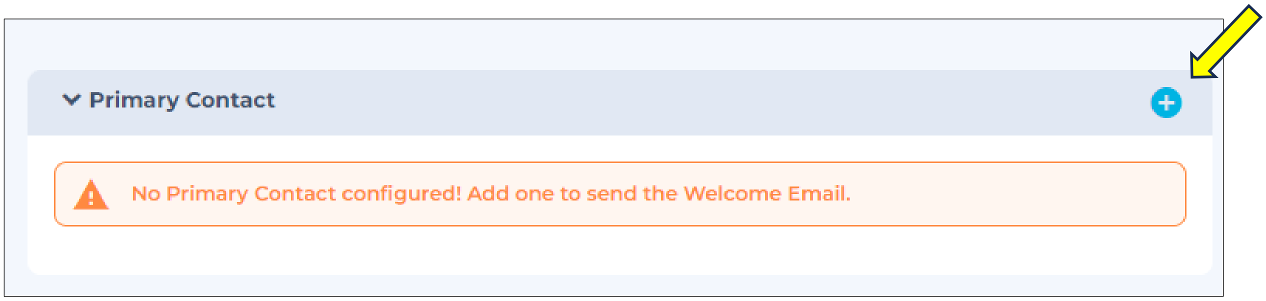
Adding a Primary Contact

The person that should be added as a Primary Contact should be the subcontractor's employee that is responsible for submitting their safety documentation. *This is the project managagement team's responsibility.*

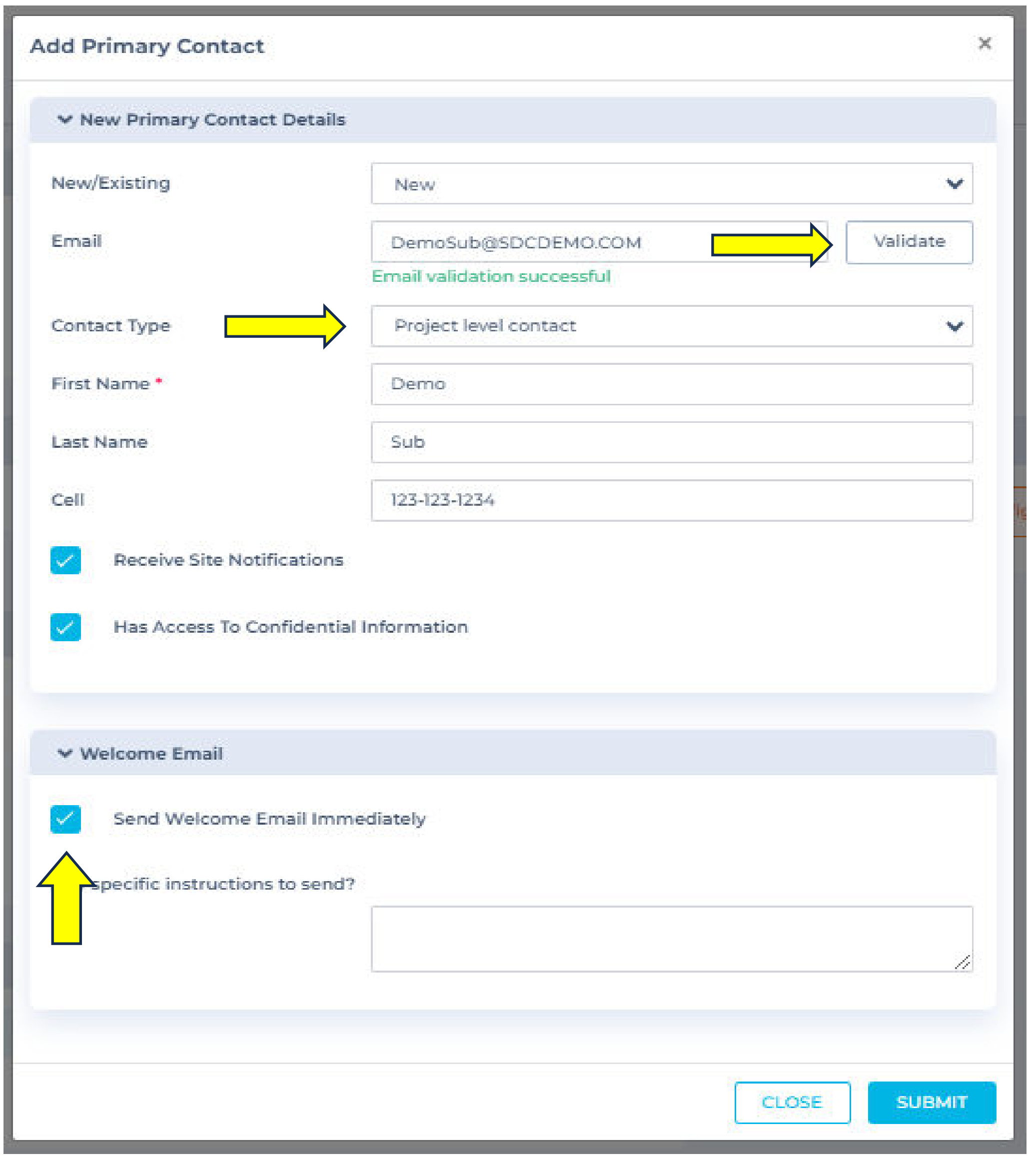
1. From the Side Bar select **Employers**, and then select **Active** and the **Employer**.



2. In the **Primary Contact** section click the plus sign **+** button.



3. Select **New** from the drop-down list, and then enter the contact's email. From there, click **Validate** and then continue to enter the contact's name and cell phone number. Always select **Project Level Contact** when entering **Contact Type**.



4. Below is a copy of the **Welcome Email** that is automatically sent out once submitted. This email includes all requested documents, instructions on how to log into HammerTech, and instructions on how to submit their safety documentation.

Welcome to Demo Project

Shawmut (Demo Project) <noreply@shawmut.hammertechonline.com>
To Correia Lindberg, Chelsea R.

Reply | Reply All | Forward

Thu 7/11/2024 10:11 AM

CAUTION: External Email

Dear Chelsea Lindberg,

Congratulations on being awarded this project! Shawmut has a strict safety program to ensure all of your workers are given the safest work environment possible. Please take the time to review our safety policies highlighted in your contract and also review our Environmental, Health and Safety Manual on our website at: Shawmut Safety Manual.

To help us create the safest work environment possible, prior to beginning work, we request the following information to be uploaded to HammerTech. Furthermore, we require specific documentation to be submitted during construction, as plans change, and work develops.

- **Company Safety Manual/Plan** – Please upload a copy of your Site Specific Safety Plan and/or company's safety manual.
- **Identify Competent Person and Management Safety Designee** - Upload a letter on your company's letterhead identifying the competent person that will remain on site throughout the duration of the project. This person must have knowledge on the work activities you are performing and be able to identify hazards associated with those activities. This person will also have the authority to immediately stop work to correct hazards or to stop unsafe work activities. The Management Safety Designee is the person in charge of implementing your safety program, conducting safety audits and training staff as needed. (Letter included)
- **Job Safety Analysis (JSA)** - JSA's for specific high risk tasks will be required; which include but are not limited to: falls from heights, crane activities, large scaffold erection, roof work, electrical start up and shut downs, panel entry, painting, epoxy, steel erection, miscellaneous metals, hoisting, concrete, masonry, demolition, glazing, make safe, shaft work, site work, and confined space work.
- **Training Certificates** - for all employees who operate equipment such as forklifts, cranes, scissor lifts, boom lifts, lulls or other powered industrial vehicles. Other proof of training for scaffolding, OSHA 30 hour construction training may also be required depending on the project. Employees will not be allowed to begin work without the proper documentation.

The below documents can be emailed:

- **Emergency Contact List** - Provide the Shawmut project team with a list of emergency contacts from your company related to this specific project.
- **Copies of the Safety Data Sheets** for all chemicals to be brought on site.
- **Contact Information for your Site Foreperson** (if different than competent person)
- **Additional Paperwork,** such as: Heavy equipment inspection logs, crane lift plans (for all crane work), steel erection checklists, stamped.

Please ensure the following steps are completed within HammerTech prior to arriving on site:

1. **Login to the HammerTech system**
    - If this is your first time using HammerTech for Shawmut:
        1. You will receive a separate email titled "New HammerTech User Account"
        2. Click on the link within that email and set your password.
    - If you have previously used HammerTech for Shawmut:
        1. Go to https://shawmut.hammertechonline.com
        2. Enter your Username and Password to login
    - Upon Logging in the Support Guide is available under "Support" in your module list

Permits

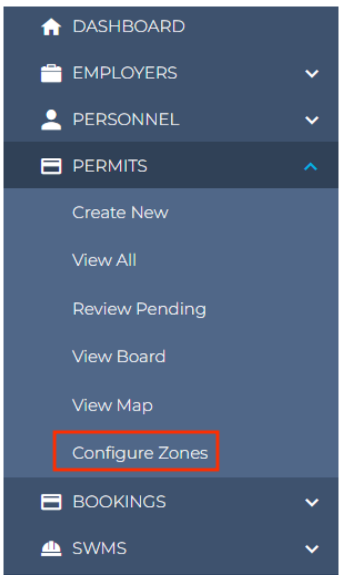
Types of Permits

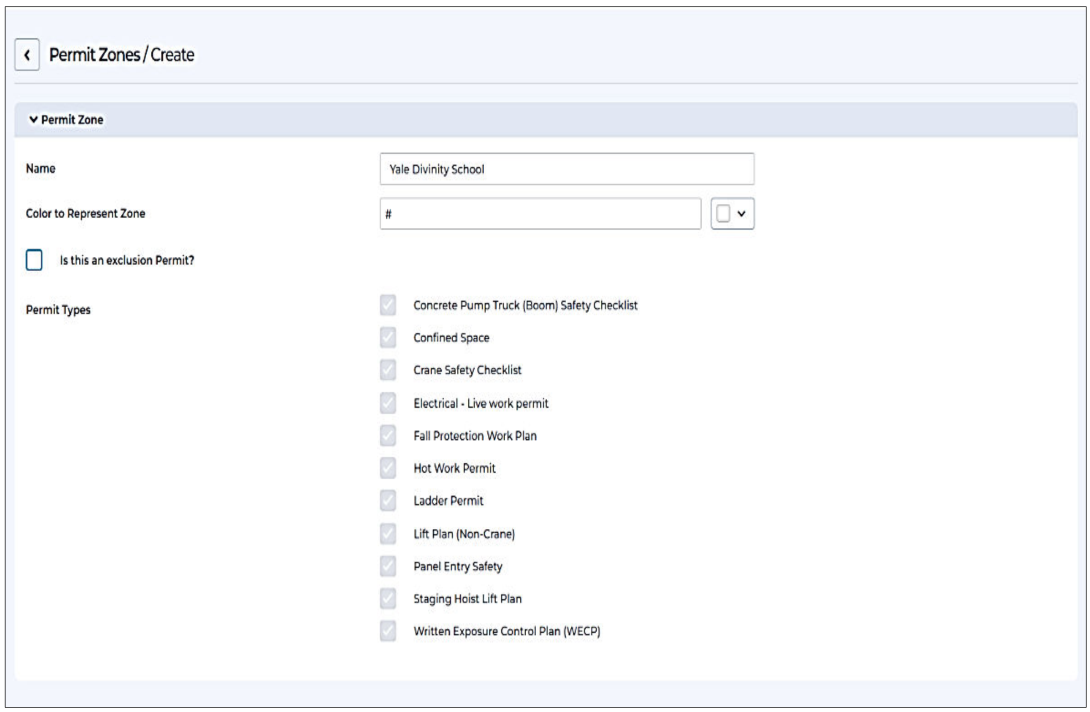
- Hot Work Permit (Each Day)
- Confine Space (Each Confine Space/Each Day)
- Concrete Pump Truck Safety Checklist (Initial Setup)
- Crane Safety Checklist (Initial Setup)
- Electrical Live Work
- Fall Protection
- Ladder Permit
- Lift Plan (No Crane)
- Panel Entry (Each Day)
- Written Exposure Control Plan(Initial Setup

Add Permit Zone

To get started, you will need to set up your **Permit Zones**. Go to **Configure Zones** on the **Permits** tab.

In the **Name** field, write the name of your job and check all boxes, and then scroll down and select **Create.**

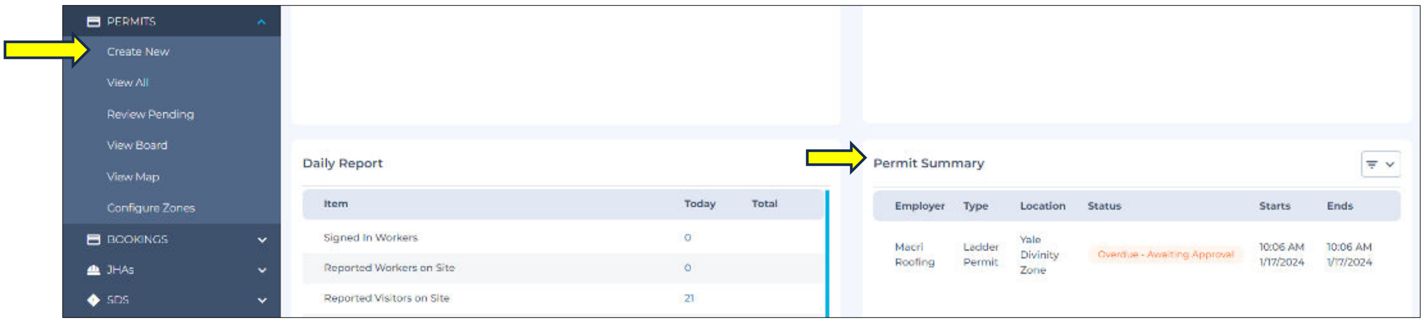




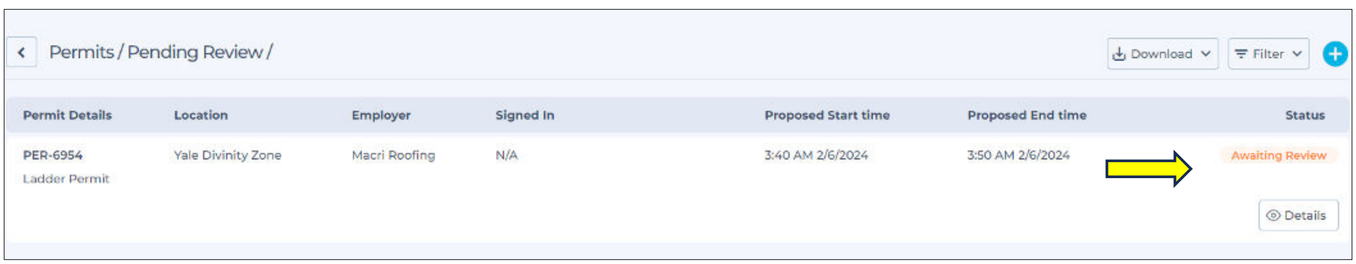
View and Approve Permits

The competent person will complete the permit either in their **Pre-Task Plans** or create a new permit in the **Permit** tab on the Side Bar.

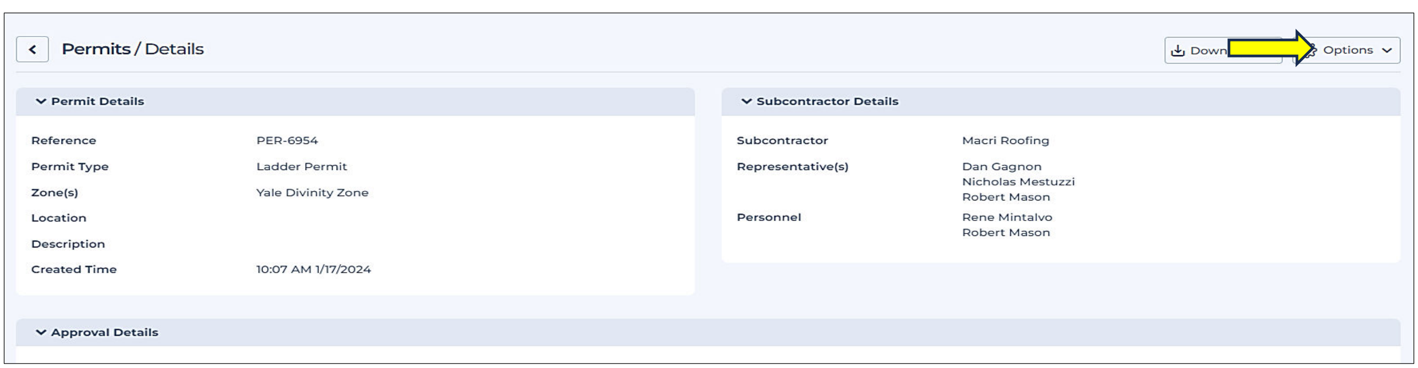
1. To view and approve permits, select **Permits** from the Side Bar, and then click **View All** or **Review Pending**. If you added permits on your Dashboard during customization they will appear there as well.



2. You will see a list of all permits, click **Details**.



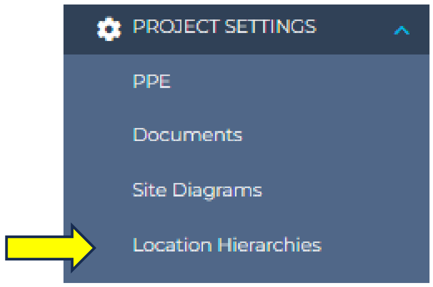
3. Click **Options** in the up corner, and then click **Edit**. Review the permit, and then scroll down to the bottom and click **Approve** or **Reject Permit**.

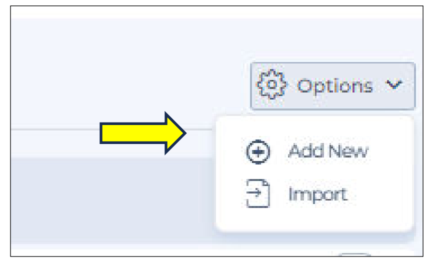


Adding Locations

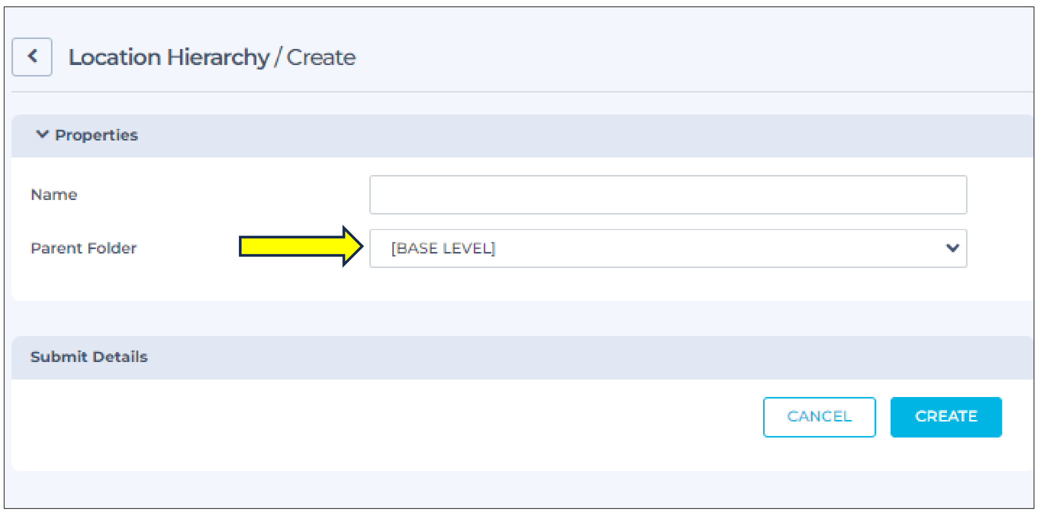
Adding a location help you identify the location where the tradeperson are conducting their operations. The locations you create will appear on Pre-Task Plans and Permits for the workers to select from.

1. Go to **Project Settings**, and then click **Locations Hierachies**. Next, go to **Options**, and then click **Add New**.

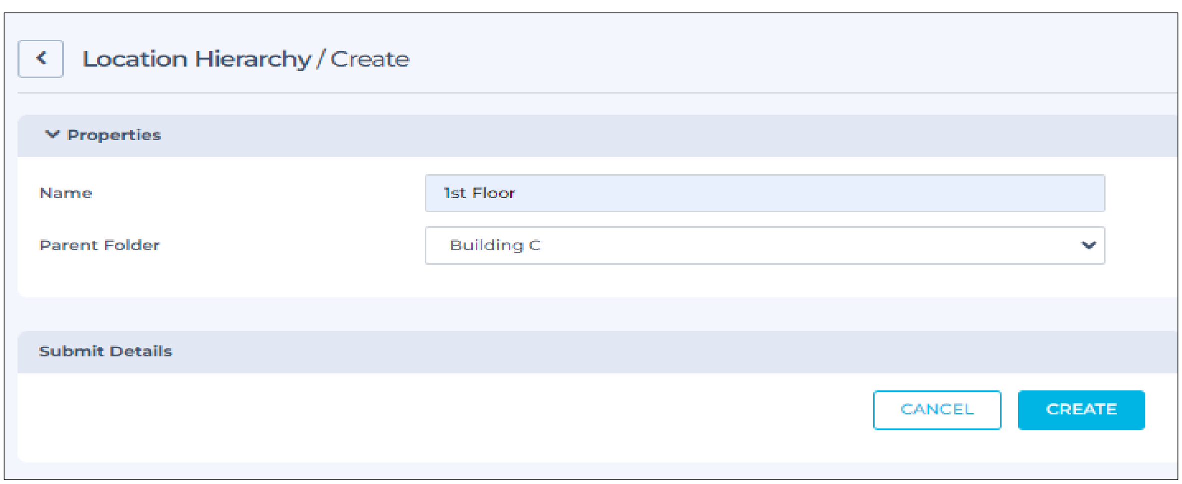




2. Name your location. Leave **Base Level** as the parent folder. If it's a main location for example Building C.

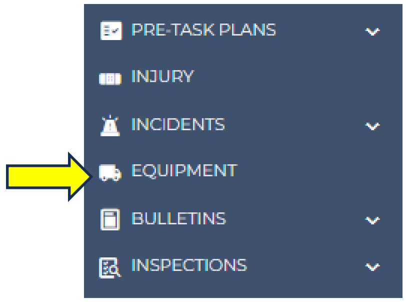


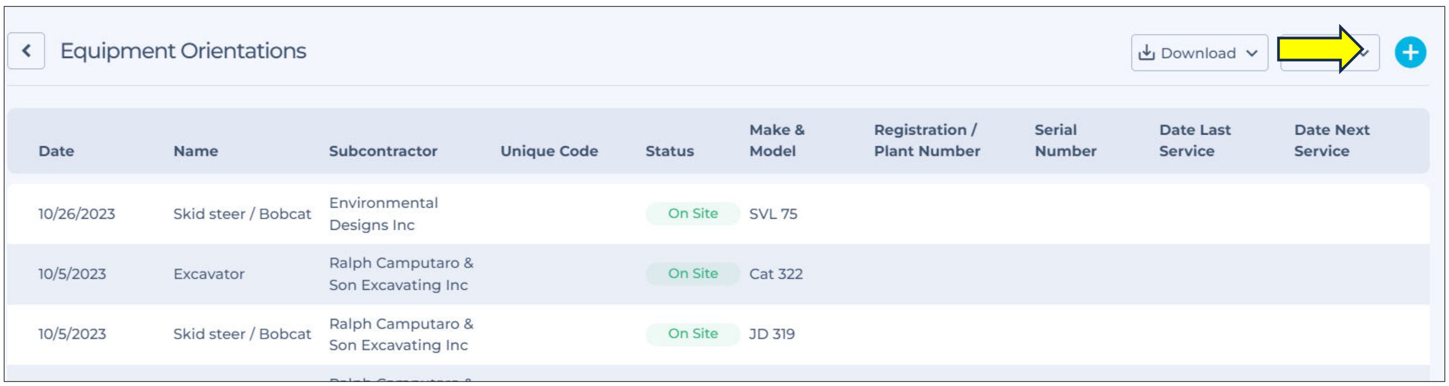
3. If you want to add a floor/location within a building, put the floor/location in the **Name** field then change the **Base Level** to the building the floor is located in using the drop-down. Remember, you have to create the main location before you can add floors within it, and then, click **Create**.



Adding Equipment

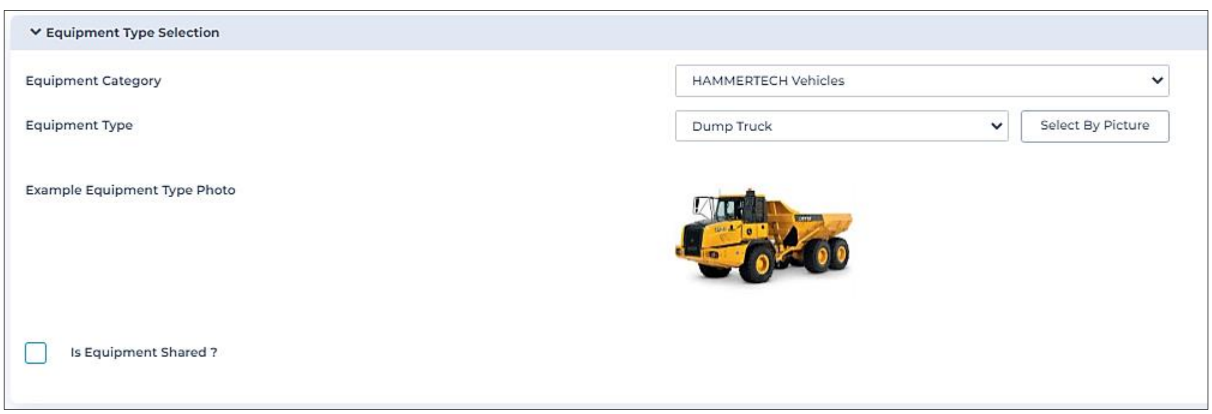
You must add the equipment onsite before you are able to conduct an inspection on them. Chose **Equipment** from the Side Bar, and then click the blue plus sign in the right hand corner.

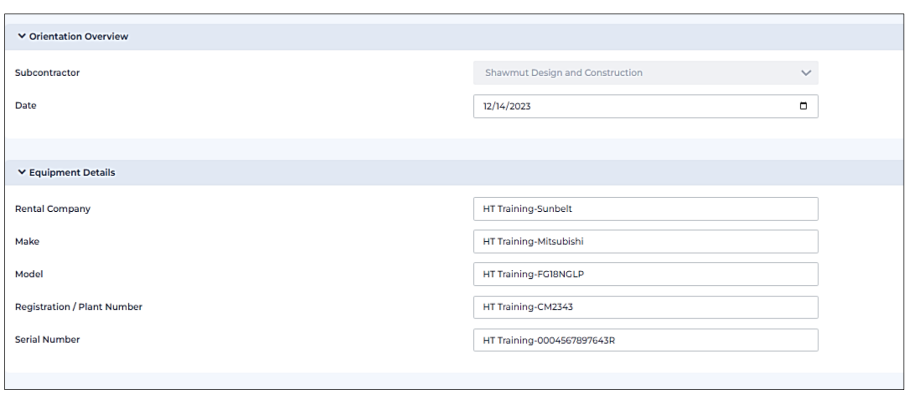




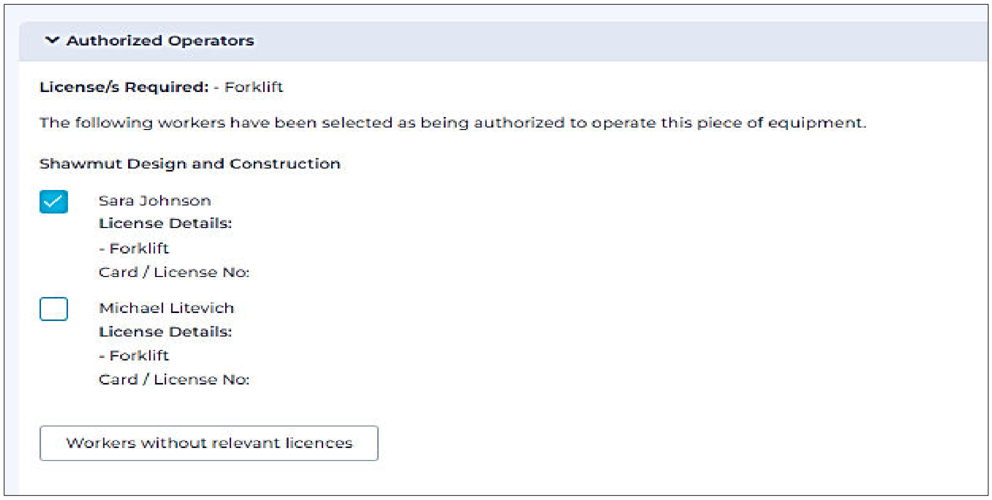
Date	Name	Subcontractor	Unique Code	Status	Make & Model	Registration / Plant Number	Serial Number	Date Last Service	Date Next Service
10/26/2023	Skid steer / Bobcat	Environmental Designs Inc		On Site	SVL 75				
10/5/2023	Excavator	Ralph Camputaro & Son Excavating Inc		On Site	Cat 322				
10/5/2023	Skid steer / Bobcat	Ralph Camputaro & Son Excavating Inc		On Site	JD 319				

1. Enter the **Equipment Type** from the drop-down box. Choose the **Subcontractor** and then fill out the **Equipment Details** section.





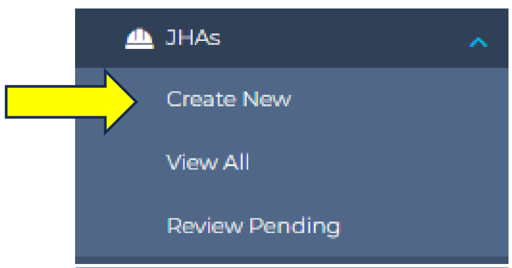
2. The **Authorized Operators** section, any worker with a certification will appear in this section, you need to check the box next to authorized personnel. Then click approved at the bottom.



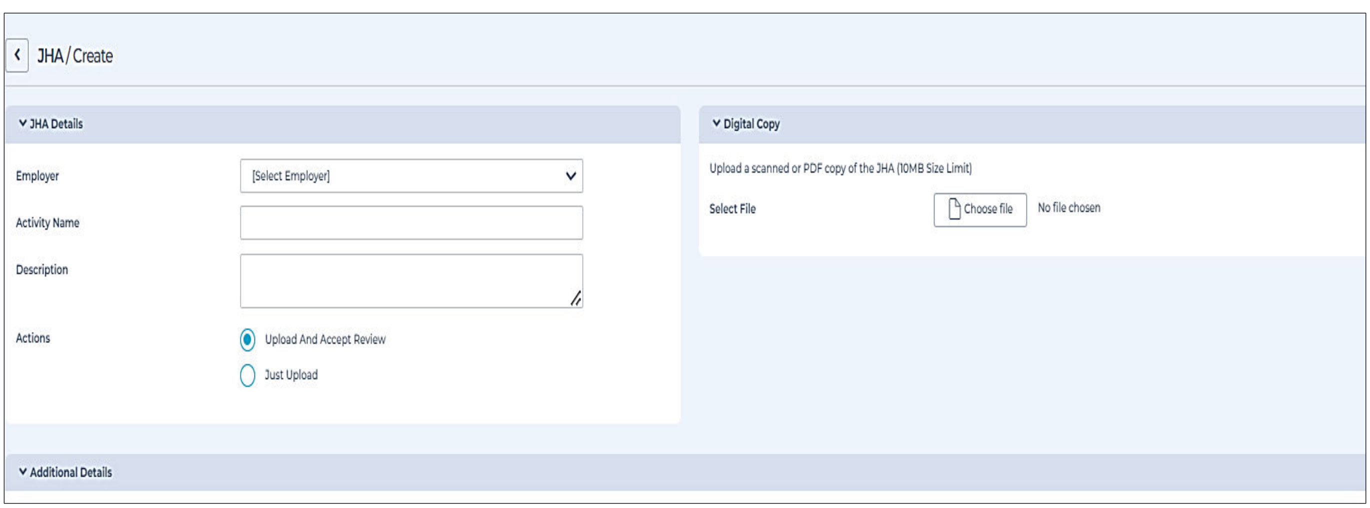
Helpful: *The subcontracrors are able to register their own equipment.*

<u>Inputting a JHA</u>

1. On the Side Bar click **JHA**, and **Create New.** If the subcontractor uploaded the JHA go to review pending.

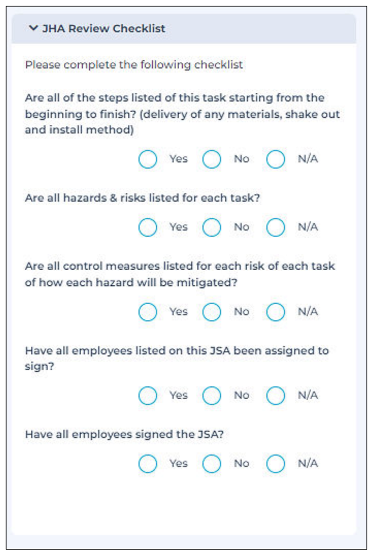


2. Complete the field **JHA Details** and then upload a copy in **Digtal Copy** section, if applicable. Review the JHA then click **Upload and Accept Review** in the **JHA Details**.

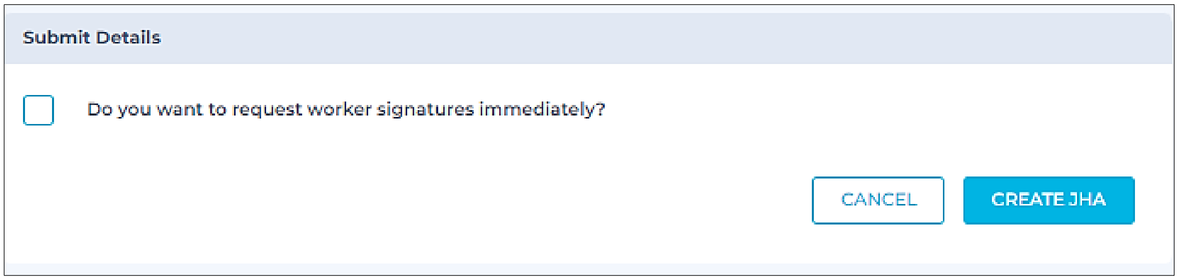


3. Scroll down to **Personnel Assigned to JHA**. All of the orientated workers associated with the company will be listed. Select all personnel who needs to sign the JHA.

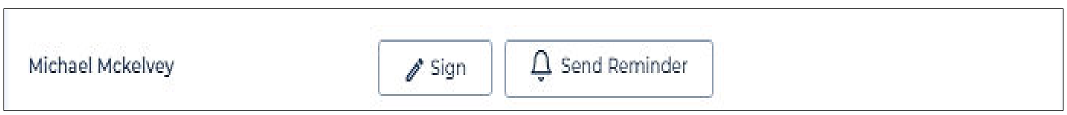
4. Complete the **JHA Review** Checklist



5. In the **Submit Details** box, it asks **Do you want to request worker's signature immediately?.** Check this box only if you want to send a text message to all the workers you assigned to the JHA immediately. If you check this box, they will receive a text message link where they can download the JHA and sign it. Next, click **Create JHA**.



Helpful Hint: If you would like the workers to sign at a later time, you can select **View All** under JHA from the Side Bar, choose the JHA of your choice, scroll down and click sign next to each name and allow them to sign from your tablet. You can also reopen the JHA and check the box next to **Do you want to request worker's signature immediately?** to send a text for first time, or click **Send Reminder** and text link will be resent to the worker(s).

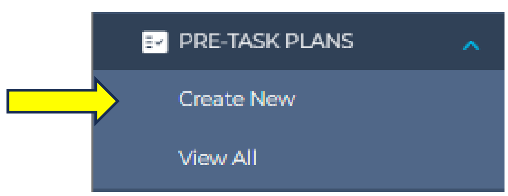


Pre-Task Plans

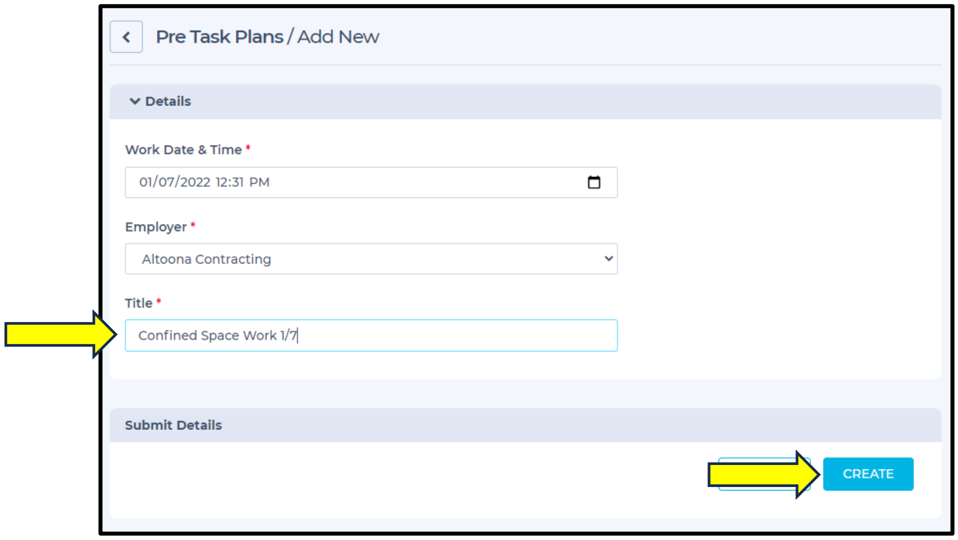
Instructing Foreperson on How to Complete Pre-Task Plans

This is a helpful tutorial that you can review with your Forepersons to aid them in completing their Pre-task Plans for the first time.

1. Go to **Pre-Task Plans** on the Side Bar and click **Create New**.

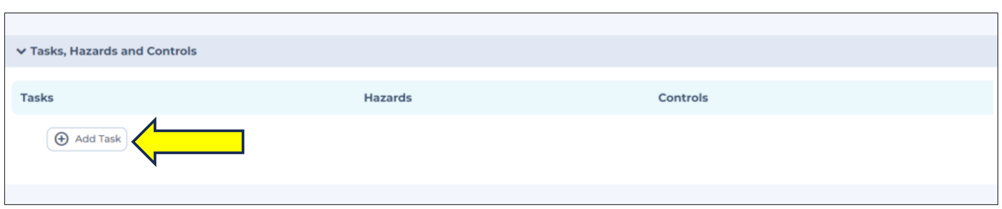


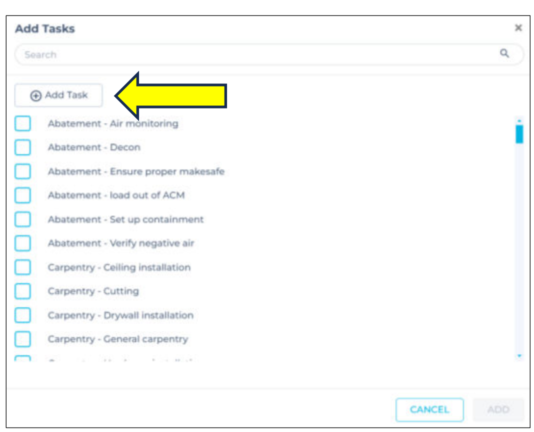
2. The subcontractor employer will be prepopulated. Enter a **Title**, and then click **Create**. (You can put Daily" in the title because it's a required field)



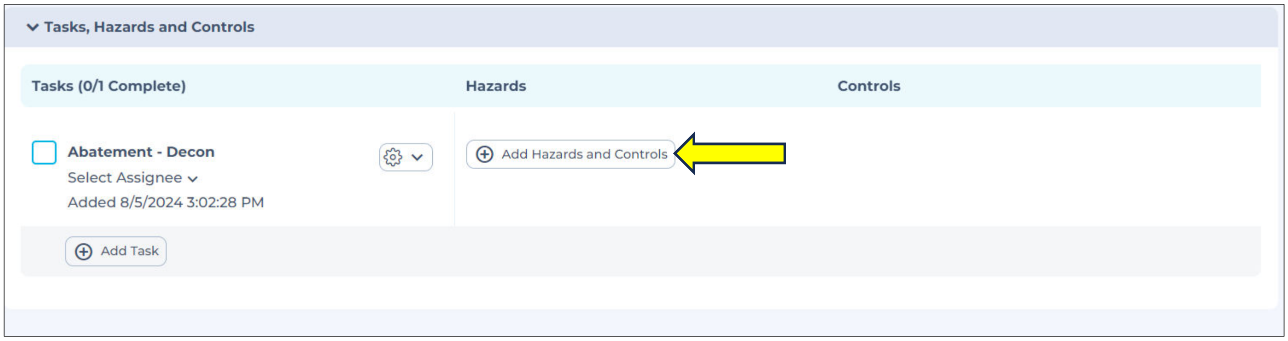
3. Pick the **Location**(s) where the subcontractor will be conducting operations.

4. To enter the task, click the plus sign next to the **Add Task** button. You can select from the list below or click **Add Task** to add a new task that is not in the task list. *If you click the arrow next to the plus sign, a drop-down box of prefilled task will appear.*

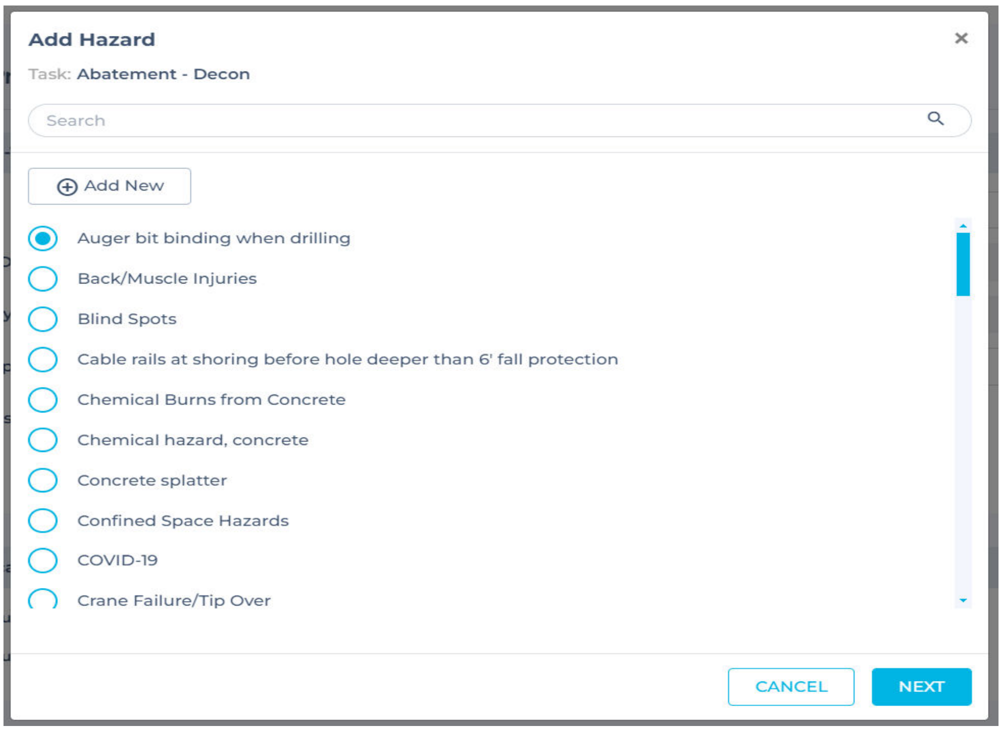




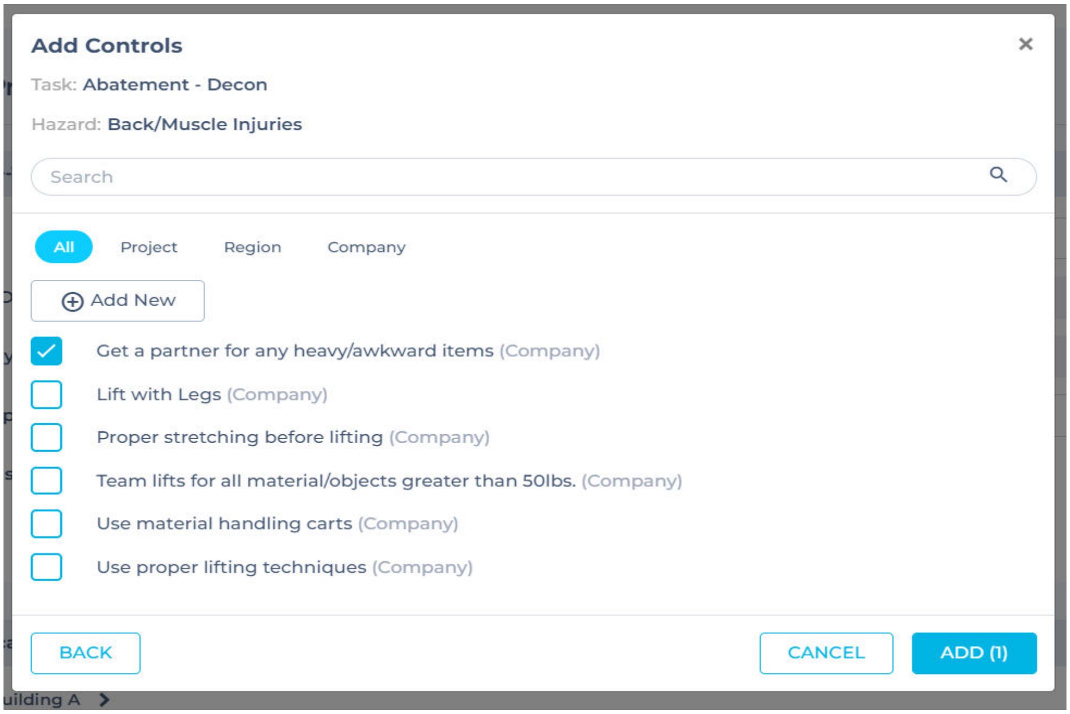
5. Once your task is selected, you can add your hazards and controls by selecting the **Add Hazards and Controls** Button.



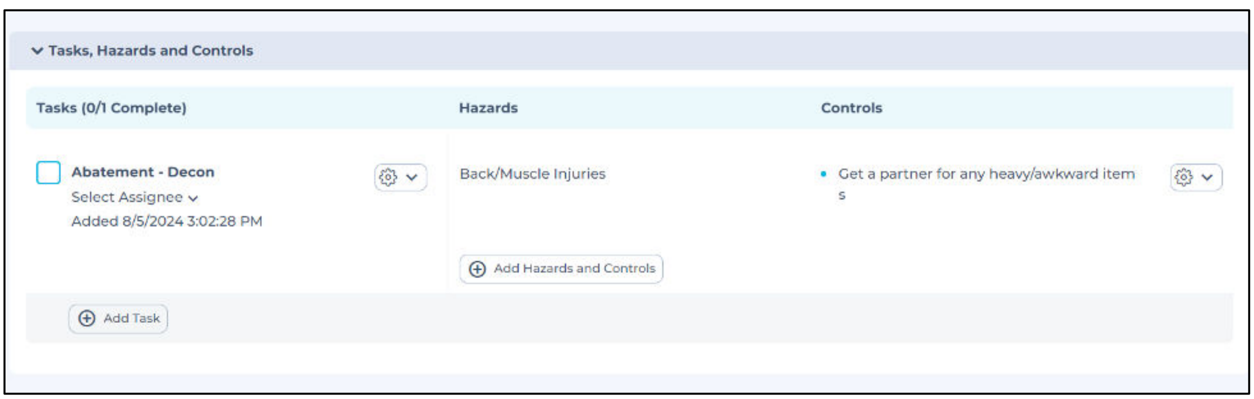
6. A pop-up box will appear. Choose a hazard from the list or create a custom hazard if you do not see one applicable on the list then click **Next**.



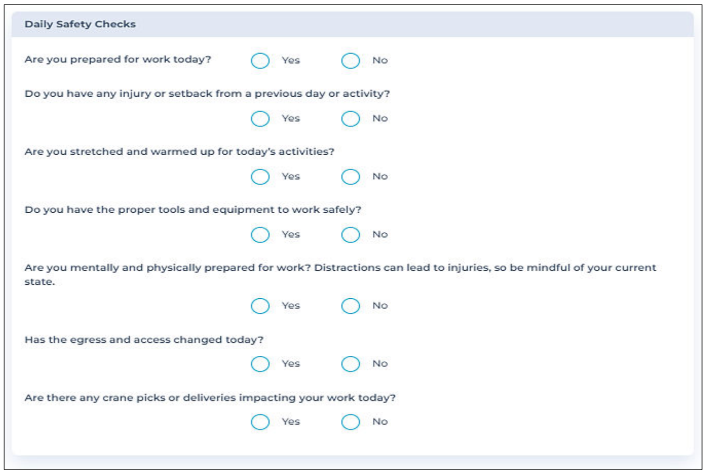
7. After you click **Next** from the step above, a list of control measures associated with that hazard will appear. Check the boxes next to all steps you are going to do to prevent that hazard from occurring or enter a custom control measure. Then click **ADD**.



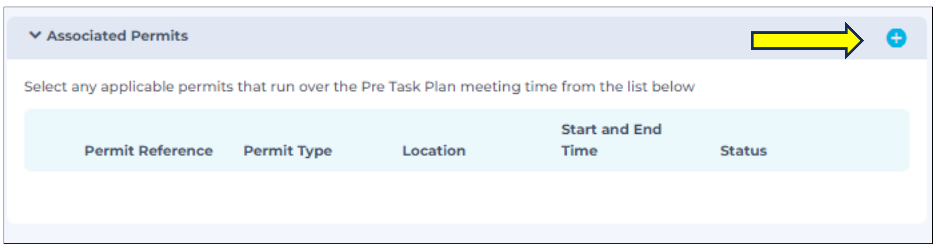
8. Below is how it will appear after the Hazard and Control is entered. Repeat steps 5 through 7 to add each hazard associated with the task(s).



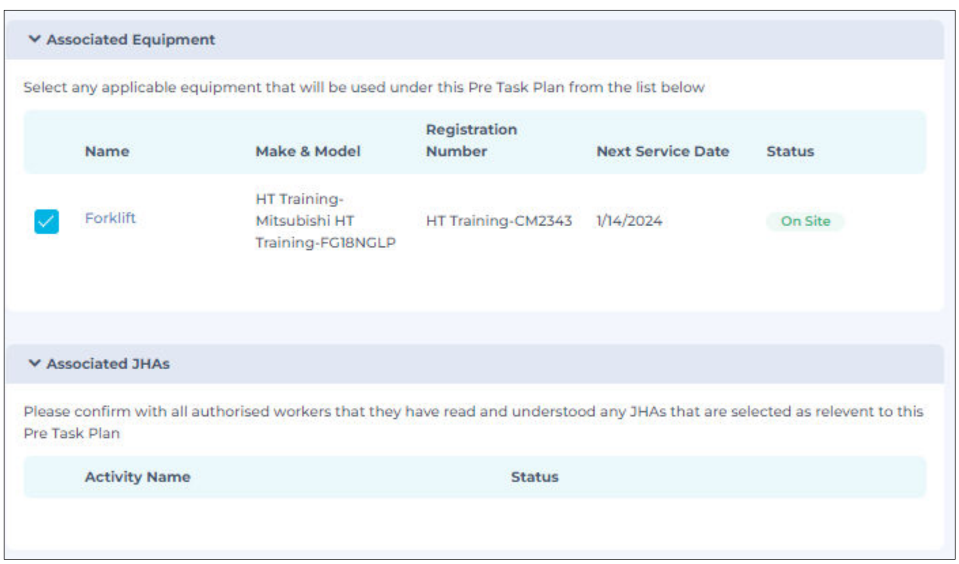
9. Answer the questions on the **Daily Safety Checks** list.



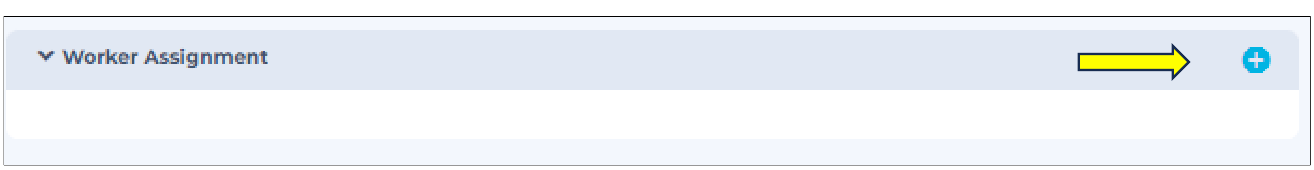
10. If a permit is required for operations, such as confined space and hot work permit, click the plus sign in the **Permit** section and complete the permit. Please go to the **Permit** section for further information.



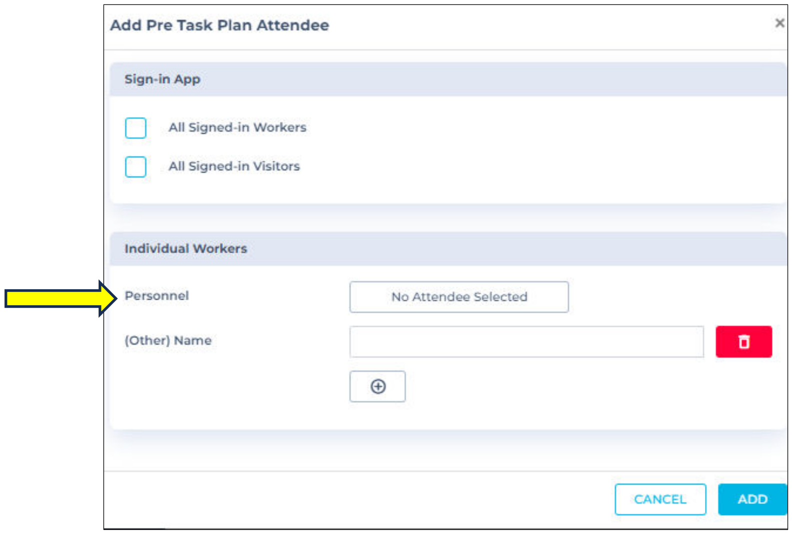
11. **Associated Equipment** and associated JHA will be listed in this section if it has been entered. The subcontractor can click the check box next to the equipment they will be using onsite.



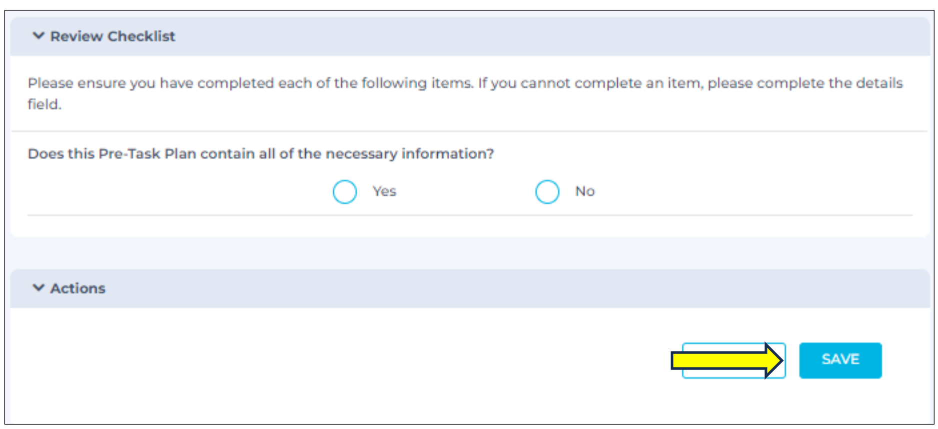
12. Click the plus sign next to worker assignment.



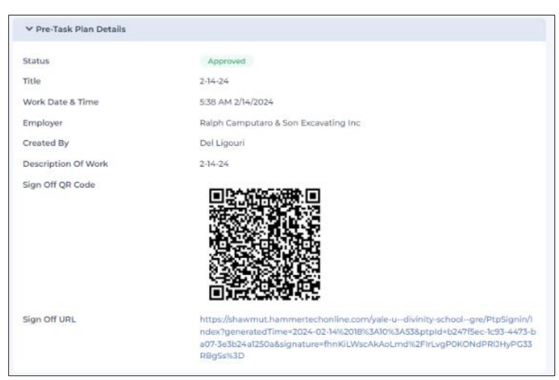
13. A pop-up box will appear. Click **No attendees Selected.** All orientated employees with that company will appear in a drop-down box. Click the box next to the employee(s) and click the **ADD** button. The workers can sign next to their name on your device or once the Pre-task Plan is completed, the workers can scan the QR code and sign from their own devices.



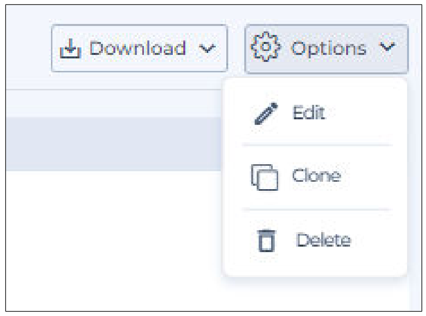
14. Answer **yes** or **no** to the question **Does this Pre-Task Plan contain all of the necessary information?** and then click **Save**.



15. Now that the Pre-Task plan is completed. Select the Pre-task Plan from the list. You will now see the QR Code that was generated for your workers to scan. They will have the option to download the Pre-Task Plan and the workers can sign it from their own device.



16. If contractors are performing the same work over several days, they have the option to clone the Pre-Task Plan. After the Pre-Task Plan is selected, in the right-hand corner select **Options**, and then **Clone**. The hazards and tasks will be pre-filled. The subcontractor must review and complete the other sections of the Pre-Task Plan. To edit a previous Pre-Task Plan, click **Options** and **Edit**.



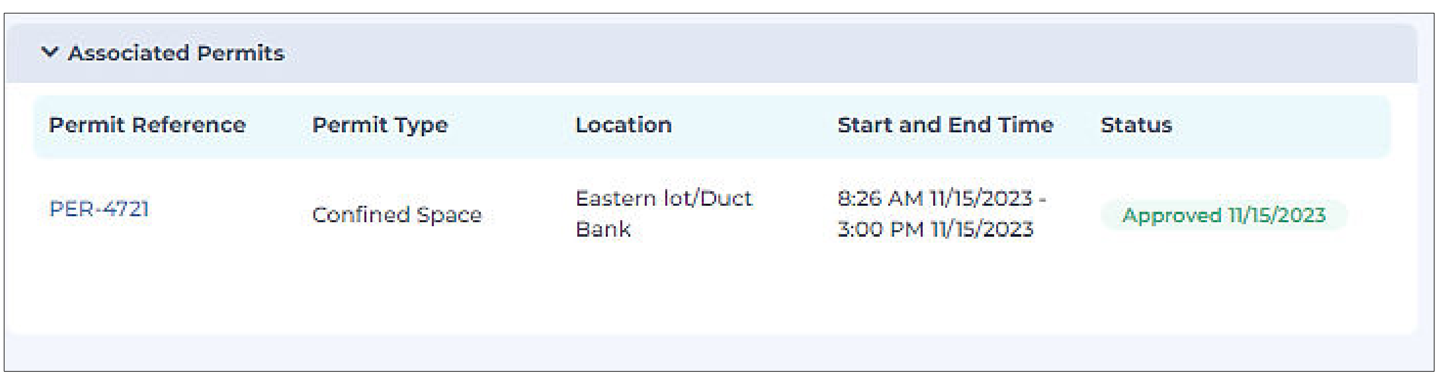
Review and Approve Pre-Task Plans

After subcontractors complete their daily Pre-Task Plan, you will need to review and approve or reject it.

1. Go to **Pre-task Plans** from the Side Bar and click **View All.** Click the **Pre-task Plan** with the status **Pending Review.** *(The Foreperson did not submit the Pre-task Plan if it is in **Draft** status))*

Reference	Date	Employer	Title	Attendees	Status
PTP-108516	2/14/2024	Shawmut Design and Construction	Daily tasks	1	Pending Review
PTP-108381	2/14/2024	Wayne Griffin Electric	Forman	0	Draft

Note: Foreperson can complete a Permit in the Pre-task Plan. Any Equipment the subcontractor has reqister will appear under assigned equipment. Also, JHA that were previously entered will appear here as well.

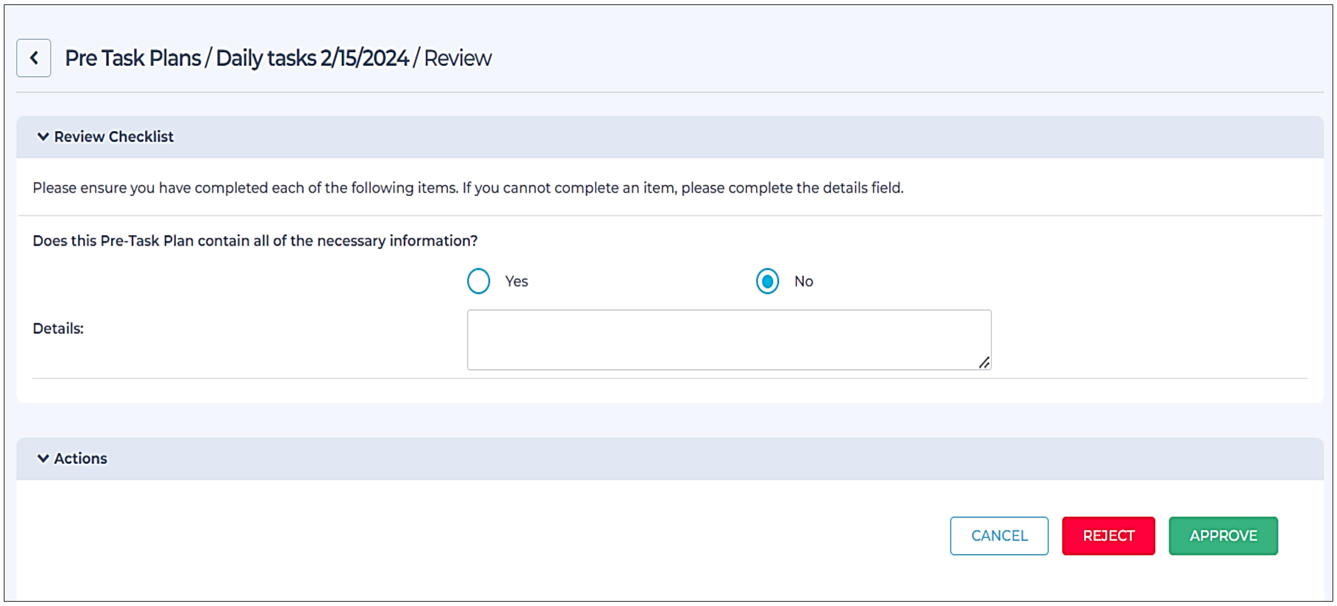


Associated Permits

Permit Reference	Permit Type	Location	Start and End Time	Status
PER-4721	Confined Space	Eastern lot/Duct Bank	8:26 AM 11/15/2023 - 3:00 PM 11/15/2023	Approved 11/15/2023

2. After reviewing the Pre-Task Plan for accuracy, scroll to the top and scroll down and ensure the task, hazards/controls, checklist, and all workers have signed. In the **Options** drop-down click **Review**.
3. Next, click **Yes** or **No** where it asks **Does this pretask plan contain all the necessary information?**. If it does, click **Yes** then **Approve.**
4. If it **does not** contain all the neccessarry information such as :
    a. Task
    b. Hazard/Controls
    c. Missing Signatures
    d. Incomplete Checklist

Click **No.** In the **Details** section, state the items that need to be corrected and click **Reject.** Once rejected the subcontractor can edit the Pre-task Plan and resubmit again for review.

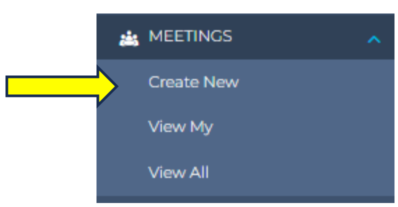


Meetings

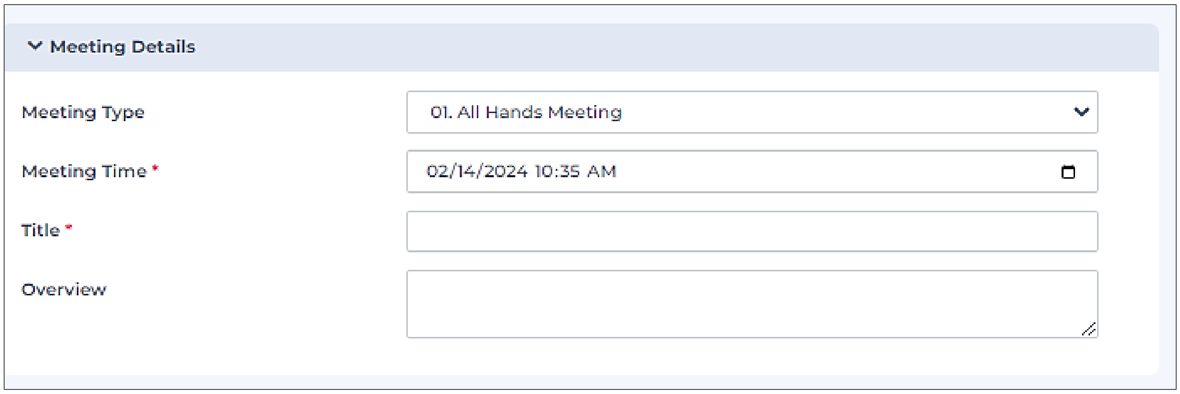
Meetings are used for **Toolbox Talks, All Hands Meetings, Subcontractor's Kick Off Meeting, Foreperson Checklist, Pre-Steel Erection Checklist, Pre-Excavation Checklist, Weekly Foreperson Meeting, Fall Protection Work Plan, and Proximity Work.** You will also go to meetings to see if your subcontractors have completed their weekly toolbox talk.

Creating a Meeting

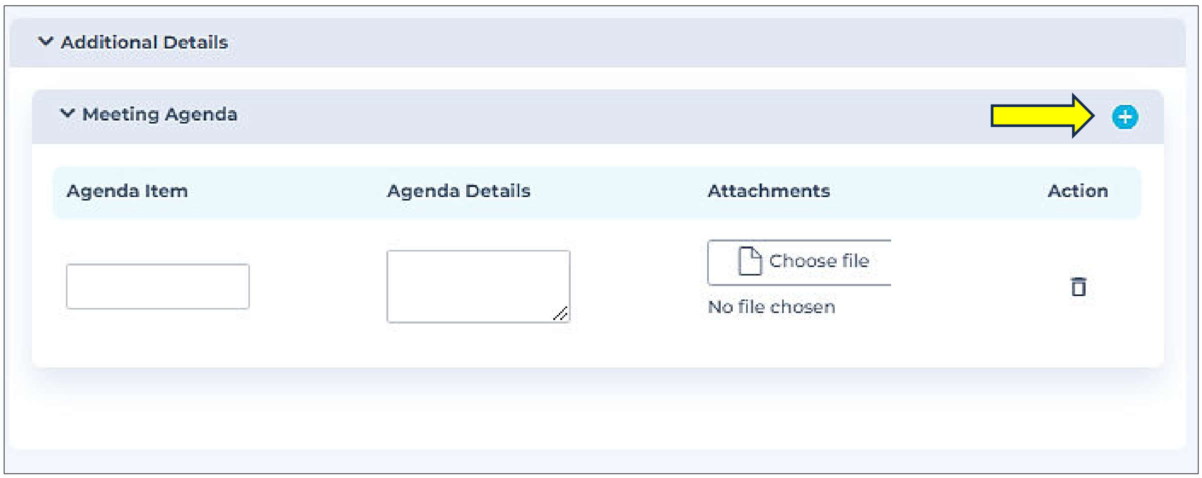
1. Go to the **Side Bar** and select **Create New.** To see subcontractors click **View All.**



2. Next, choose your **Meeting Type** from the drop-down menu and enter a **Title** for the meeting. A different form will appear with each meeting type. The first one in the drop-down menu is the **01. All Hands Meeting**.

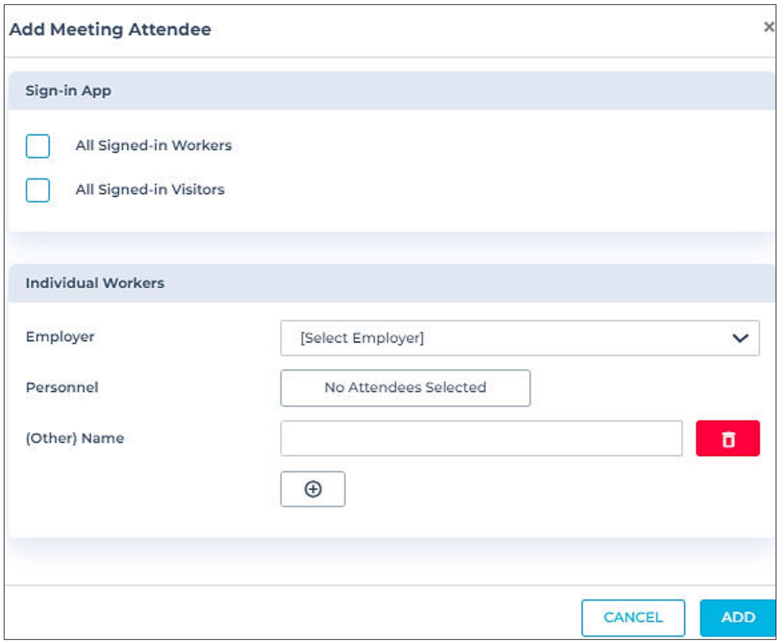


3. This is a blank all hands meeting where you can create your own agenda items to review at the meeting. To create your own agenda items, click the plus **+** button.

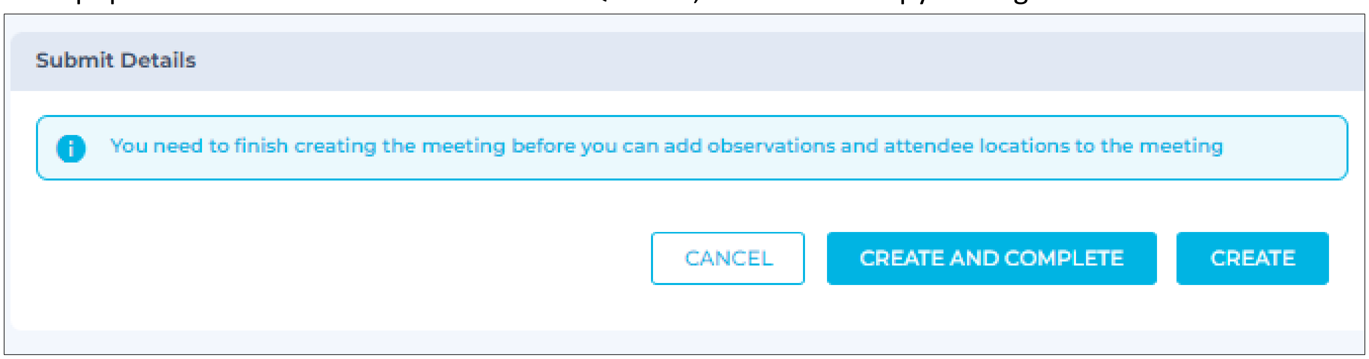


4. After reviewing/completing the form go to the **Meeting Attendance** tab and either add a photo of the sign in sheet in the **Photo Evidence** section or go to **Attendees** and click **Add Attendee** button.

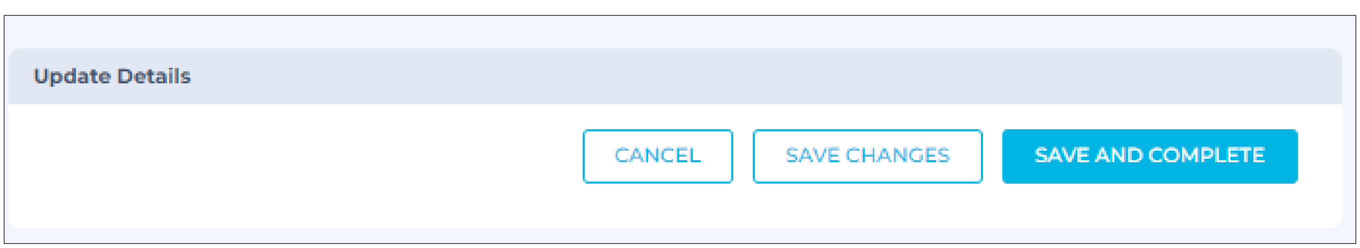
5. A pop-up box will appear. Select the **No Attendee Selected** button and a list of all the orientated employees will appear. Check the box next to the workers and then click **ADD**. If the meeting attendees have not gone through Orientation, enter their name in **(Other) Name** field and check the box next to the worker, and then click **ADD**.



6. The names selected will appear in the **Attendees** tab. If all the meeting attendees sign from your device, click **Create and Complete.** If the meeting attendees are going to sign at a later time, click **Create** a QR code will populate. Attendees can then scan the QR code, download a copy and sign.



7. Once everyone has signed, you must click on the meeting to reopen it, then **Options**, **Edit,** and scroll down and click **Save and Complete.**



Inspections

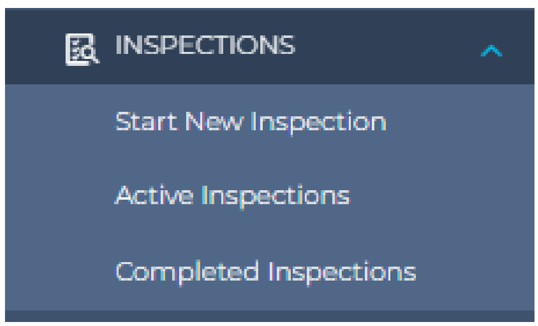
In the **Inspections** section you can complete your Superintendent's inspection and view all the subcontractor's completed inspections.

Types of Inspections –

- Concrete Pump Daily Checklist
- Daily Scaffold Checklist
- Daily Lift Inspection
- GFCI Inspection Checklist
- Heavy Equipment
- Mast Climber Inspection
- Electrical Panel
- RADAX/ Headless Hoist Daily Inspection
- Scaffolding Inspection
- Safety Inspection
- Superintendent/Field Safety Report
- NFPA FPPM Inspection

Accessing Inspections

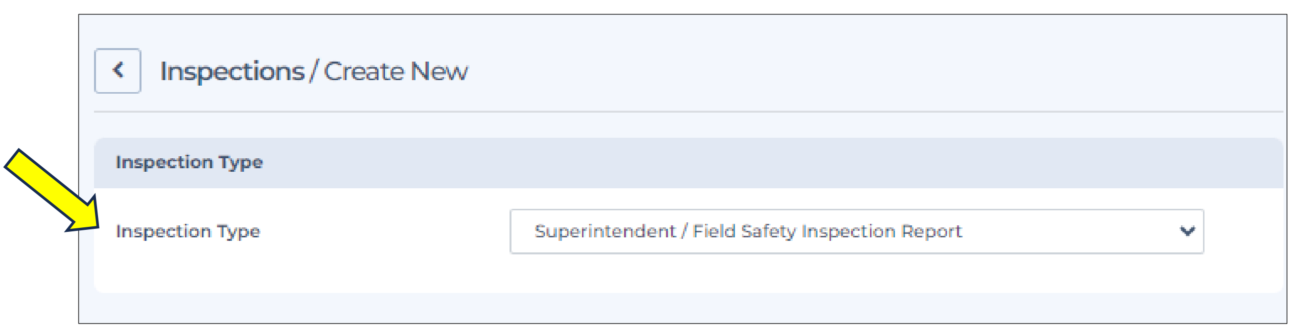
To create a new inspection, continue inspection in draft mode, and to view completed inspection, go to the Side Bar and scroll down to the **Inspections** tab.



Note: **Active Inspections** are inspections that are in progress but have not been submitted yet. Once you start a new inspection and you choose to complete it at a later time, you will find all open inspections in this section.

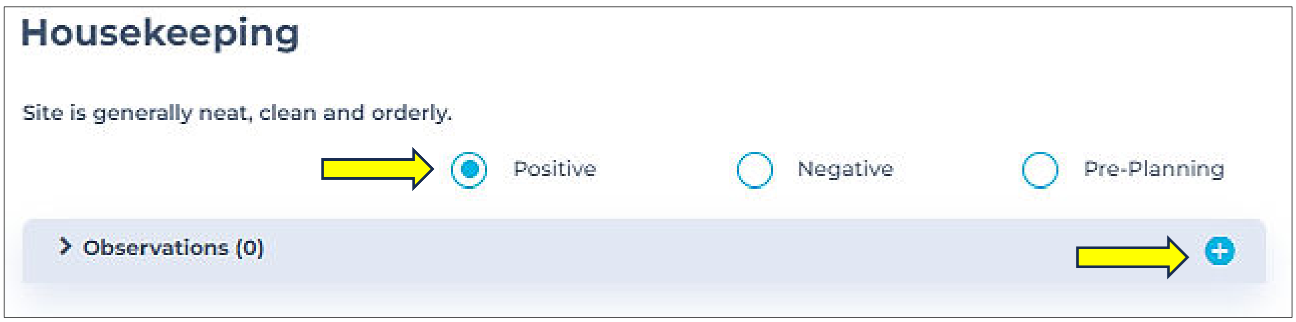
Create an Inspection

1. Click **Start New Inspection** from the **Inspections** tab on the Side Bar. Choose the inspection type from the drop-down list then scroll down and click **Create**. We are going to focus on the **Superintendent/Field Safety Report.**



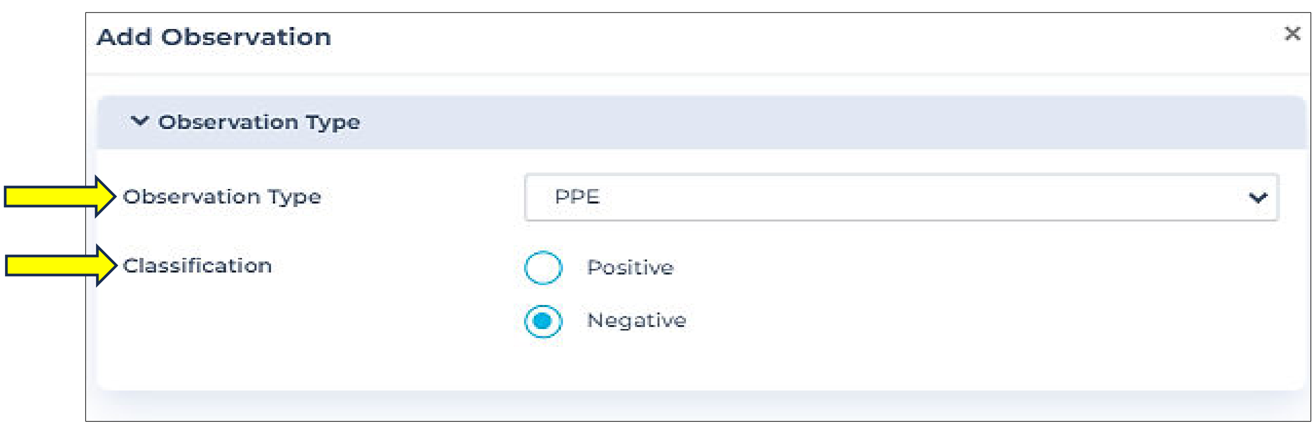
2. Now to complete the checklist, you must click **Positive, Negative,** or **Pre-Planning** for each line item. If it does not apply, leave it blank. If you click an answer by accident, just click the same box to remove the selection.

3. If you click **Positive** and would like to add details about observation, click the plus sign. If you click **Negative**, a pop-up box will automatically appear.



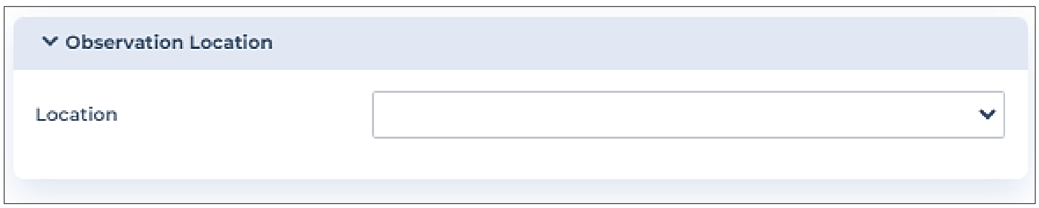
Adding an Observation

A. Select the **Observation Type**. This is a drop-down list of item subjects such as PPE, Scaffolding, Housekeeping, Hot Work, and much more. Ensure you choose **Positive** or **Negative** in the **Classification** section.

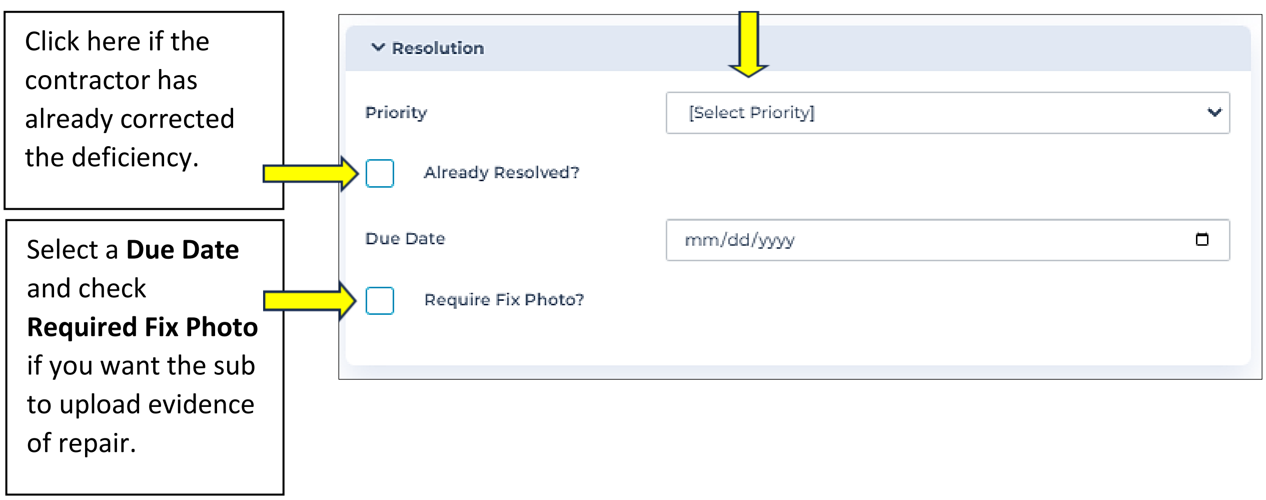


B. Choose the responsible subcontractor. If there are multiple responsible subcontractors, you can add them by clicking the **Add Additional Responsible Party** button.

C. Choose the **Location** where the observation occurred from the drop-down list.



D. For **Negative** observations select a **Priority** level in **Resolution** section. The options are **Low**, **Medium**, **High**, and **Critical**.

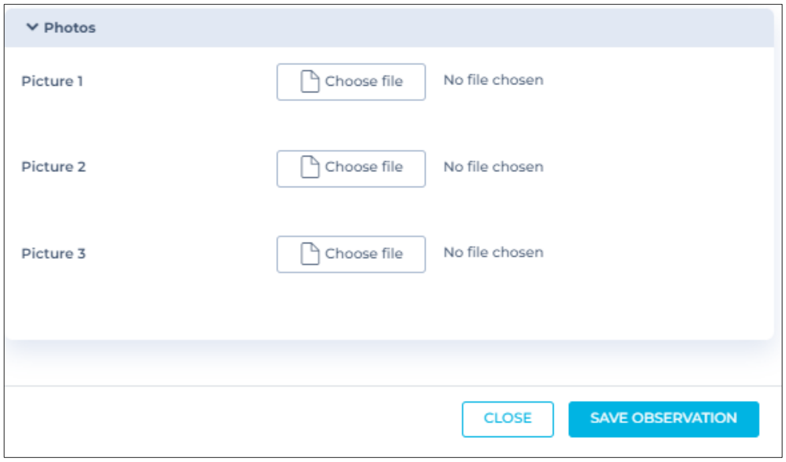


Note: The **Resolution** section will not appear on the form if it's a **Positive** observation.

E. In the **Observation Details** section, describe the negative or positive event in the **Description** box, and then choose the **Risk level**. If it is a positive observation, choose **Positive**. If it is a negative observation, choose **Low**, **Medium**, **High**, or **IDLH** (Immediately Dangerous to Life and/or Health).

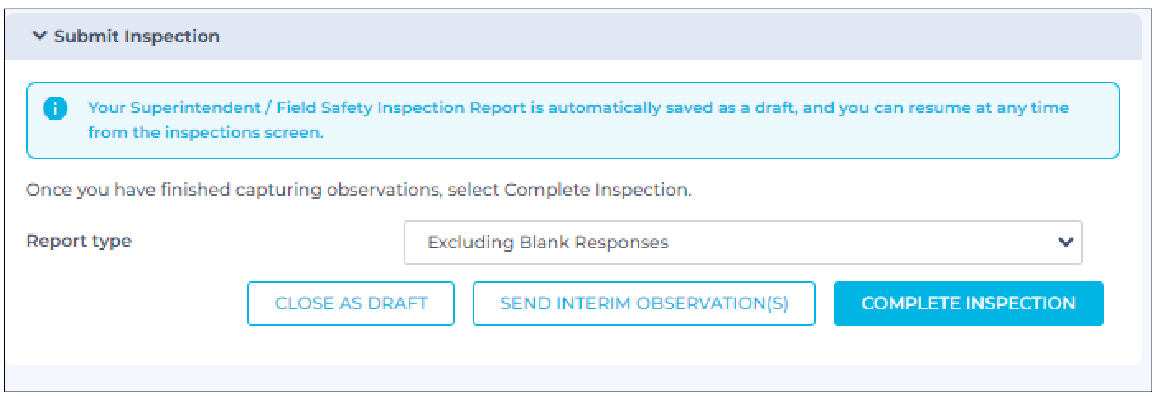
Note: The IDHL selection will send a separate email to the Safety Department to prompt them for the emergency for you to receive immediate assistance.

F. Finally, add your photos, and then click **Save Observation.**



Note: Photos are optional, but they are very helpful in depicting the conditions. Repeat steps for each observation you would like to enter.

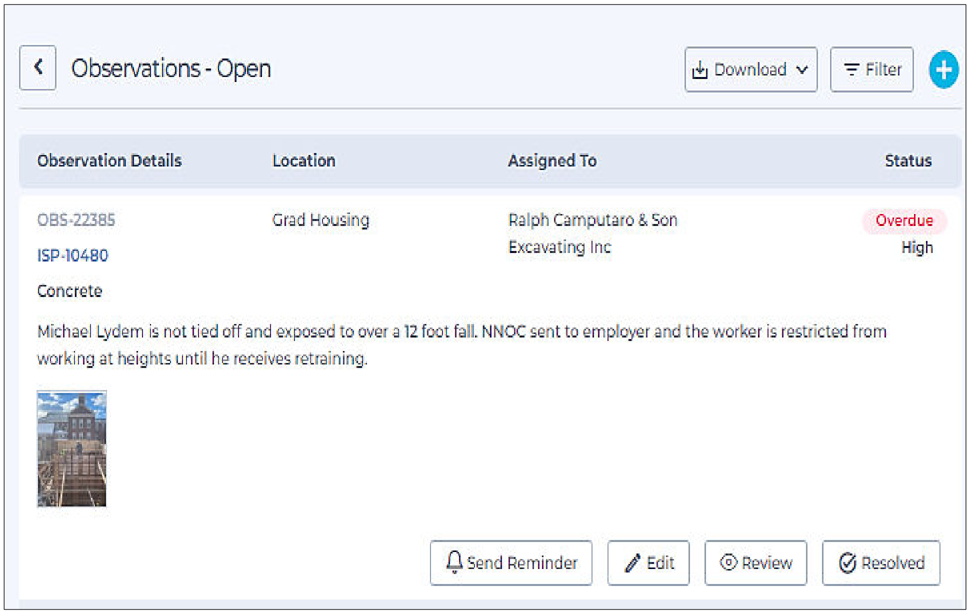
G. To complete, scroll to the bottom, and click **Complete Inspection** button. If you are not finished with the inspection select **Close as Draft.**



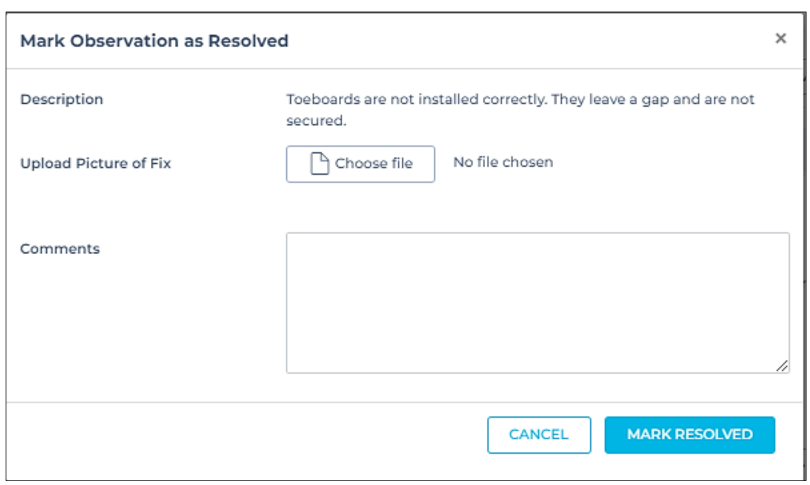
Helpful Hint: If you are not finished with the inspection report but want to send the negative observation(s) you have already created, you can click **Send Interim Observations**, and then select **Close as Draft.** The **Send Interim Observation** button will immediately send all negative observations that you have created so the contractor can start correcting the deficiencies immediately.

Resolving Open Observations

1. Go to **Open Observations**- (See buttons)
    a. **Send Reminder:** S ends Responsible Contractor a Notification to correct observation.
    b. **Edit:** Change the original observation.
    c. **Review:** Add additional Comments, upload a fixed photo and mark as resolved.
    d. **Resolved**: Complete the same task as review.

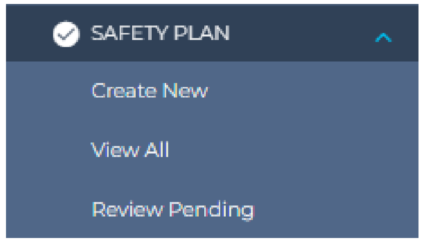


2. To resolve an observation, click **Resolved,** a pop-up will appear. In the **Comments** section, indicate the corrective actions. Upload a picture of the correction (optional). Click **Mark Resolved** to close out the observation.

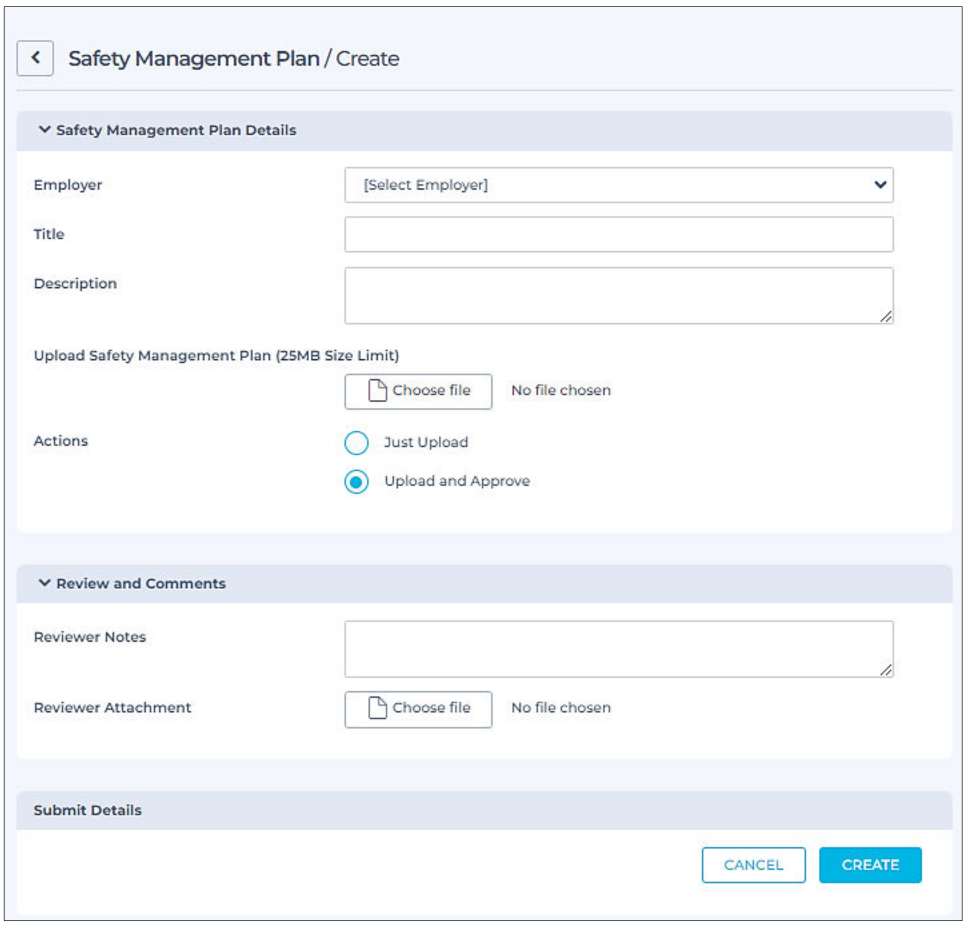


Adding Safety Plans

1. On the **Side Bar**, click **Safety Plans**, and then **Create New**.



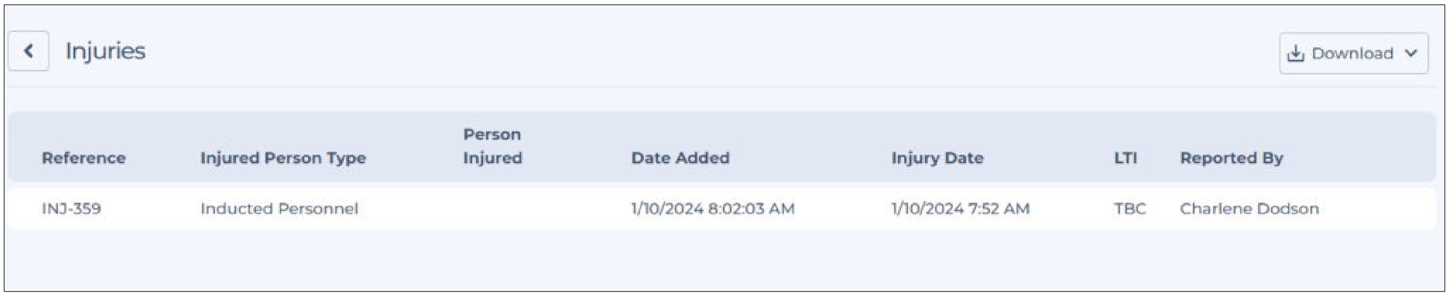
2. Select the **Employer**, enter a **Title**, and then click **Choose File** in the **Upload Safety Management Plan** section and upload the Safety Manual. In actions, click **Upload and Approve**. Then scroll down and click **Create**.



Incident/Injury

Injury

The **Injury** section which can be accessed from the Side Bar. A list of all previously entered injuries is displayed. In **Injured Persons Type**, **Inducted Personnel** means the worker went through Orientation. When you click on the injury, a copy of the report will display.

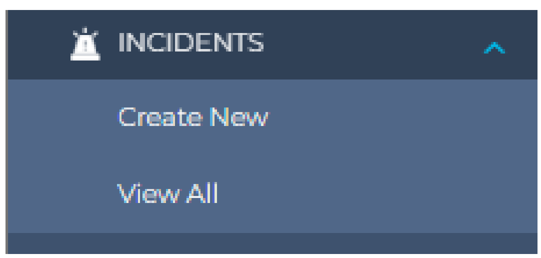


Reference	Injured Person Type	Person Injured	Date Added	Injury Date	LTI	Reported By
INJ-359	Inducted Personnel		1/10/2024 8:02:03 AM	1/10/2024 7:52 AM	TBC	Charlene Dodson

Incident

1. To enter a new incident, go to the Side Bar and select **Incidents**, and then click **Create New**.

2. If you need to edit an incident that has already been created, go to **View All**, and then select the incident.



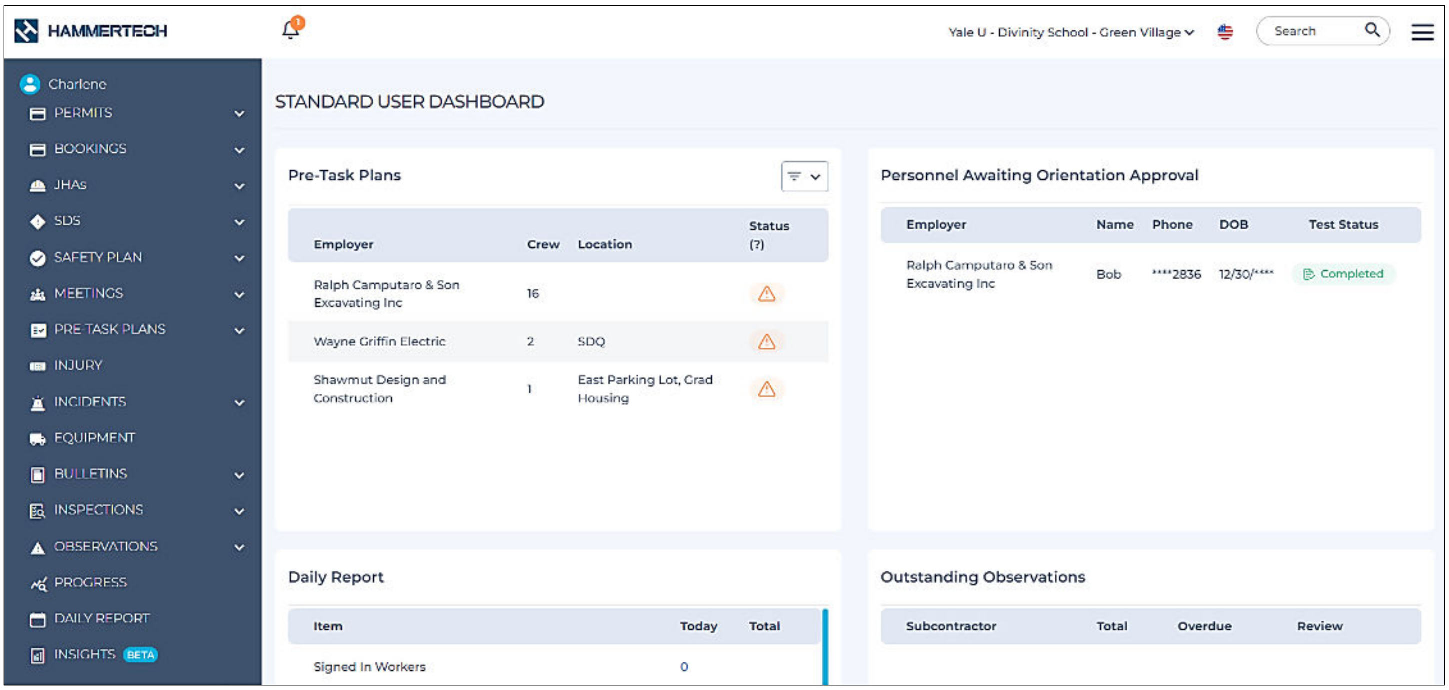
3. In **Description of Events** and **Additional Details** be sure to put the injured worker's statement, witness statement(s), treatment, emergency services, and other pertinent information.
4. Complete the form and click **Submit**. This will automatically notify IncidentReporting@shawmut.com, and the company nurse will contact you.

Additional Tools, FAQ's and Pro Tips

Dashboard Customization

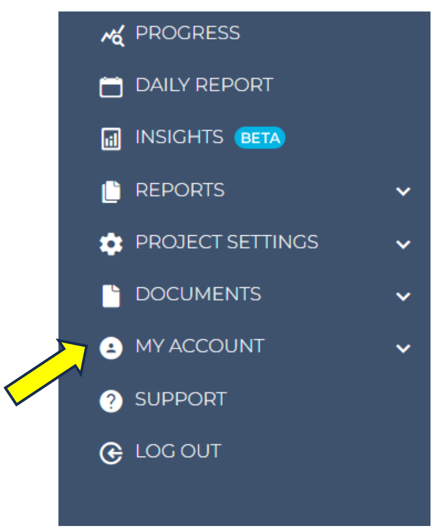
Dashboard customization is a great tool to help improve your workflow. It helps keep you organized with items you need to review and approve daily, whether it is Pre-Task Plans, Orientation Approvals, Observations, and/or Permits. The items of your choosing will be on the main screen every time you log in and select your project.

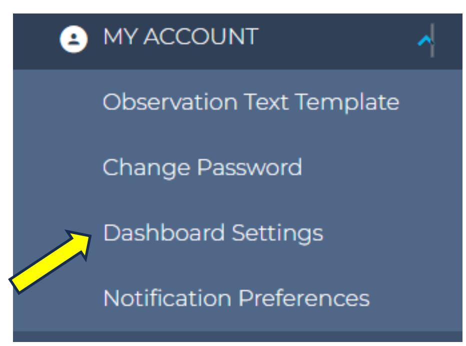
Dashboard View



Personalize your Dashboard

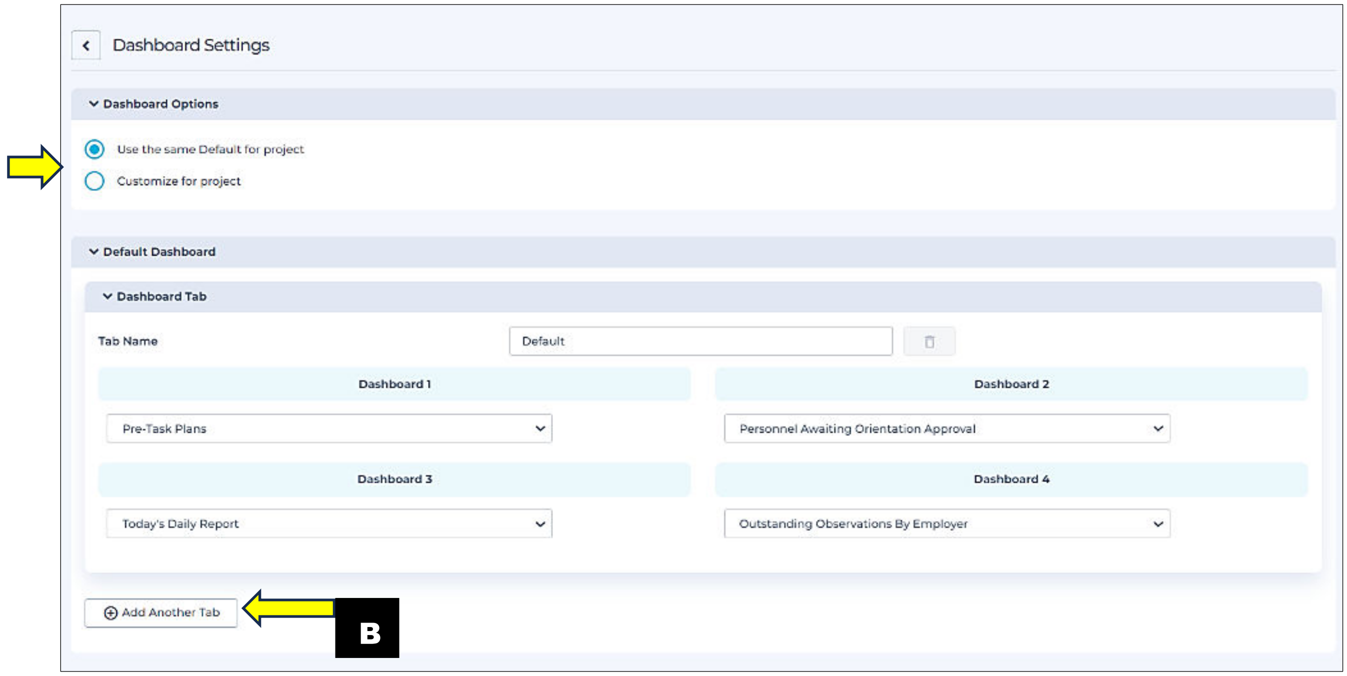
To customize your Dashboard, select your Side Bar, and then select **My Account** and click the arrow to expand.





Step 1

Choose to customize this project or have the same Dashboard for multiple projects you are assigned to.



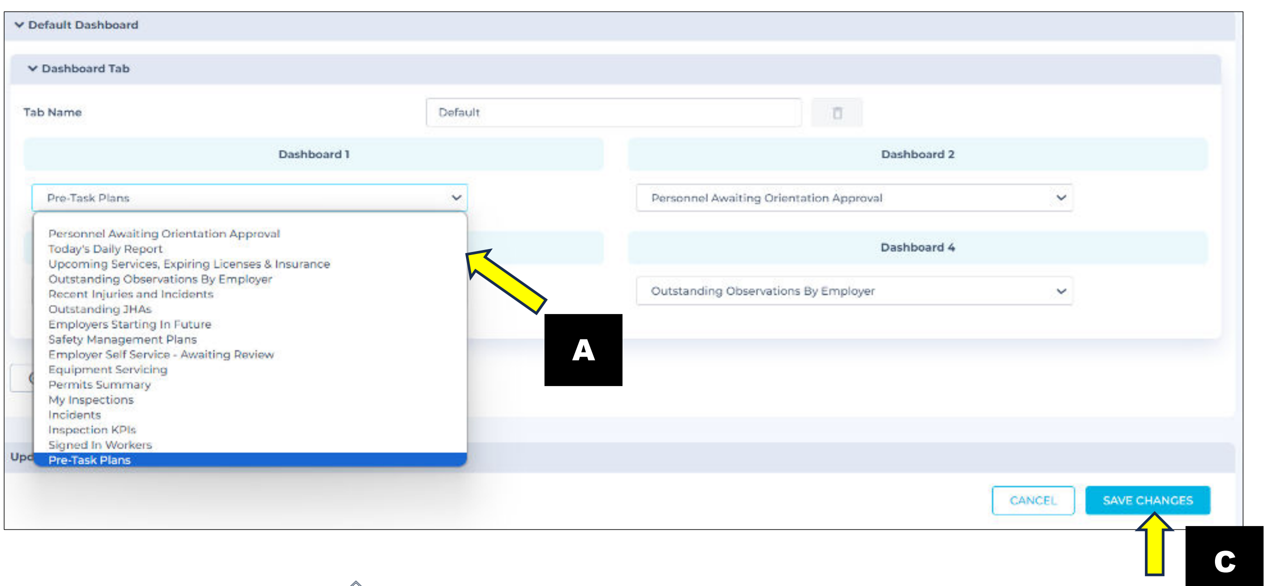
Step 2

A. For **Dashboards 1** through **4**, select a category to be displayed.

Helpful Tip: *Choose **Personnel Awaiting Orientation Approval** and **Pre-task Plans** as two of your options.*

B. To display more than 4 items, click the **Add Tab** button and repeat this step.

C. Click **Save Changes**.



Lastly, Click the Home  **button to return to your Dashboard view and see your results.**

Troubleshooting Issues with Android Phones for Orientations

Android Phones experience some issues when workers are trying to complete Orientations. The best practice when a worker is experiencing issues is to utilize their Foreperson's phone (if they have an iPhone) or to utilize an iPad that the job has available.

The worker will enter their credentials, using their cell phone number and complete the Orientation process. Their personal phone will receive a verification code that they will enter on the device they are using (if it's not their own). If they do not have a cell phone number, they are to use their Foreperson's cell phone number; their Foreperson can provide the verification code for them to enter.

Once they have completed the Orientation process in HammerTech, they can then scan the QR Code for the **AGC CARE Orientation** that the Superintendent has available.

HammerTech TV

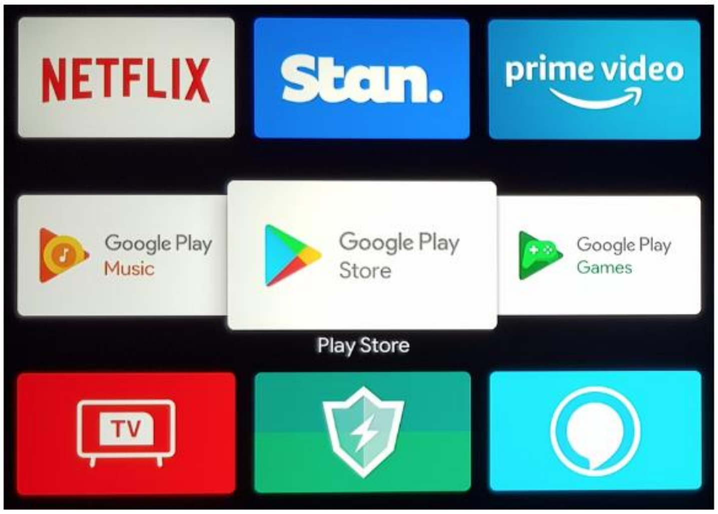
HammerTech TV allows you to display essential information for the operation of your site. The sections available to display are Bulletins, Outstanding Observations, Bookings, Booking Map, Permits and Permit Map. These all assist in communicating essential information to personnel on site.

This can be installed on most Android Smart TV's that are connected to the internet.

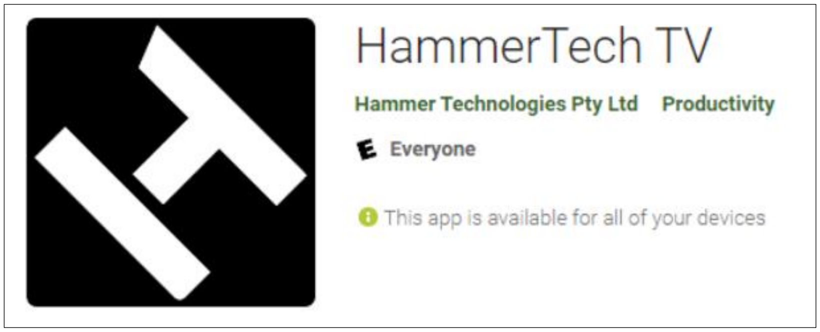
Navigate through the app using the devices remote. Set the screens to rotate automatically or pause on a selected screen.

To use the HammerTech TV App, follow these steps to install.

1. Make sure your TV or streaming device is connected to the internet. Open the Google Play Store.



2. Search for **HammerTech** and install the **HammerTech TV Application**. You will see this icon below.

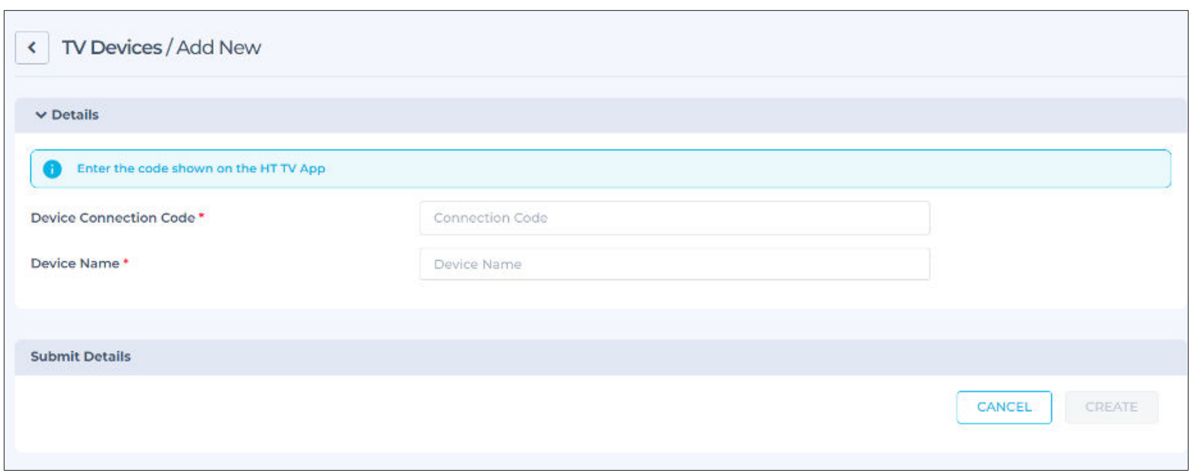


3. Once the app has been installed, it will display an activation code that you will need to enter in your HammerTech system.

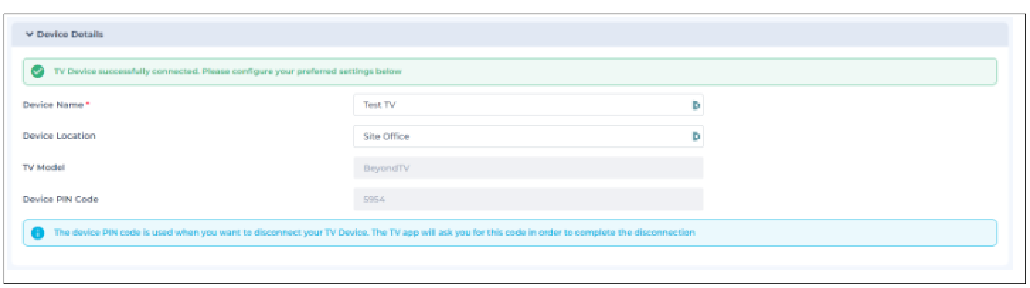
4. In HammerTech, go to your project and then **Project Settings**, and then **TV Devices** and follow these steps.

   a. Click the blue **+** button add a new device.

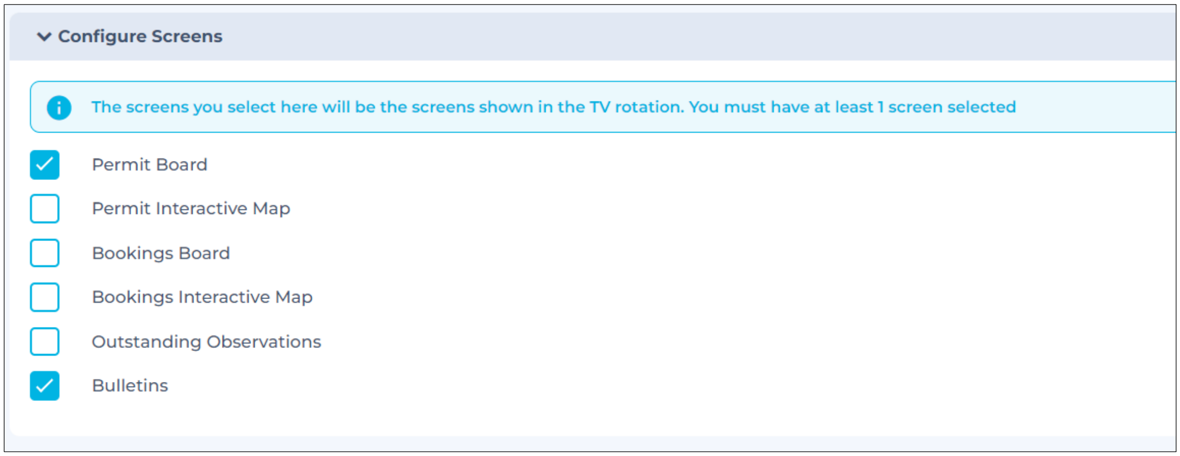
   b. Enter the activation code and a name for your device, and then click **Create**.



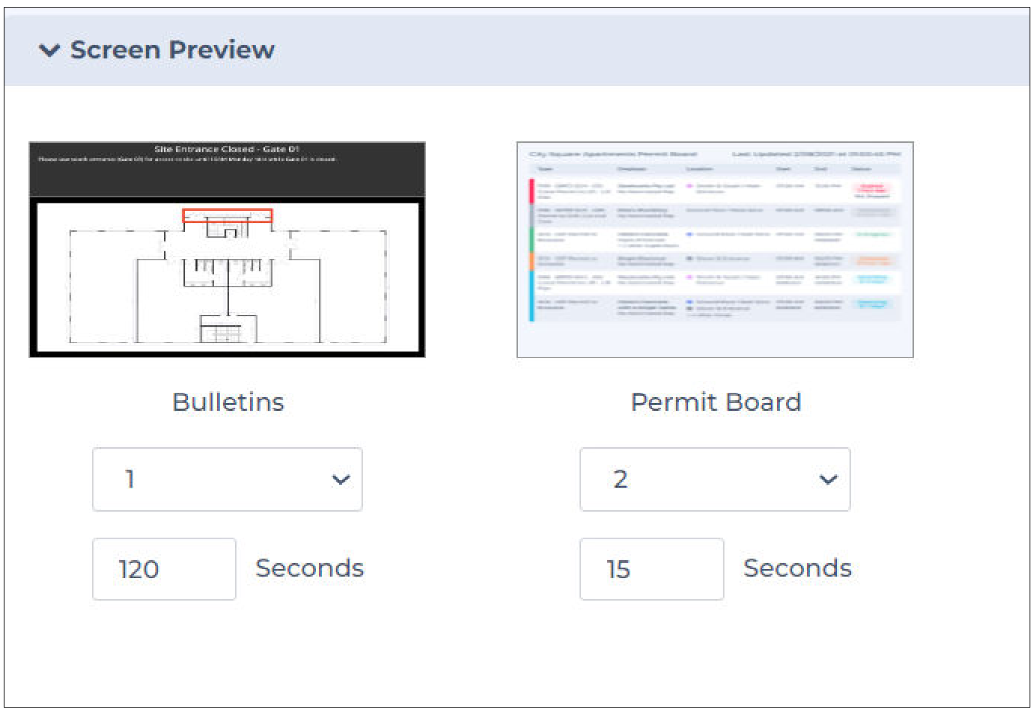
   c. You will get confirmation that it has connected successfully.



d. You can now select which screens you would like displayed on your TV.



e. You can now drag and drop or use the number drop-down under each image to set the order in which they display. You can also configure how long they display.



f. Lastly, select if you want a screen to be skipped when there is no data to display, and then click **Save Changes.**

g. Start the slide show from the TV.