As a subcontractor you'll see inspection items which have been assigned to you and how to resolve them.

Depending on how the Owner, Architect, Project Superintendent, or Project Manager decides to use FinishLine, **Subcontractors can interact with FinishLine in three ways:** Reports, the FinishLine Portal, and the FinishLine Pro App.

Regardless of which method is used, remember: *FinishLine will limit what you see to only items which are in your scope of work.*

1) REPORTS

You'll probably receive reports via email from inspectors.

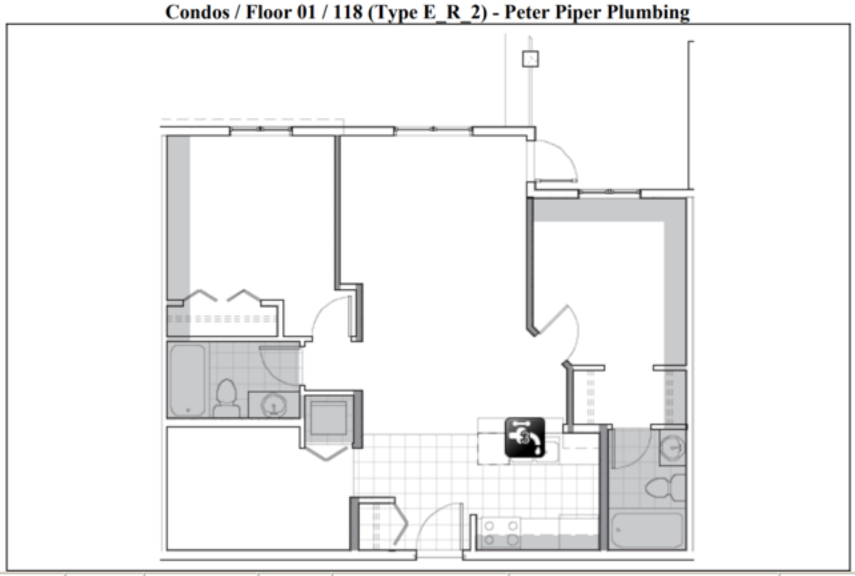
Reports notify subcontractors of new or ongoing items.

You can make updates to reports in the FinishLine Portal or with the FinishLine Pro App.

FINISHLINE LIST MANAGEMENT SOLUTIONS

02/06/19

Condos / Floor 01 / 118 (Type E_R_2) - Peter Piper Plumbing



#	Date Created	Type	Description	Action	Sub Contractor	Comments	Due Date	Initials
3	2/4/19	1-Interior	Wrong fixture	Replace	Peter Piper Plumbing	Wrong fixture. Should be bronze.	2/10/19	
	Replace 2/10/19 Peter Piper Plumbing							

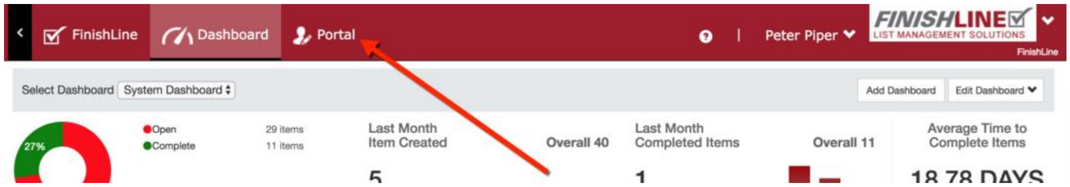
2) FINISHLINE PORTAL

The Portal allows subcontractors to make an electronic version of the report that can be updated right on the screen.

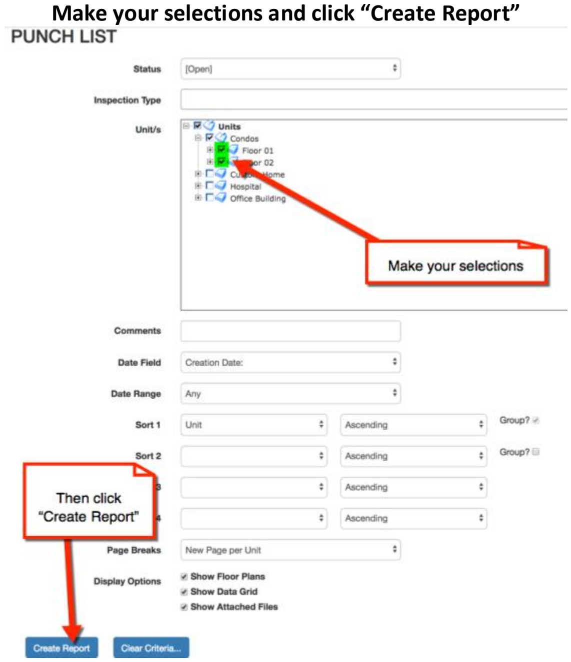
Access the Portal via the Web Browser version of FinishLine by clicking on "Portal" at the top of the screen. Choose the areas of the project that you want to update and click "Create Report".

Then work down the report, marking your progress and adding any comments you want, then at the bottom of the report click the "**Submit**" button.

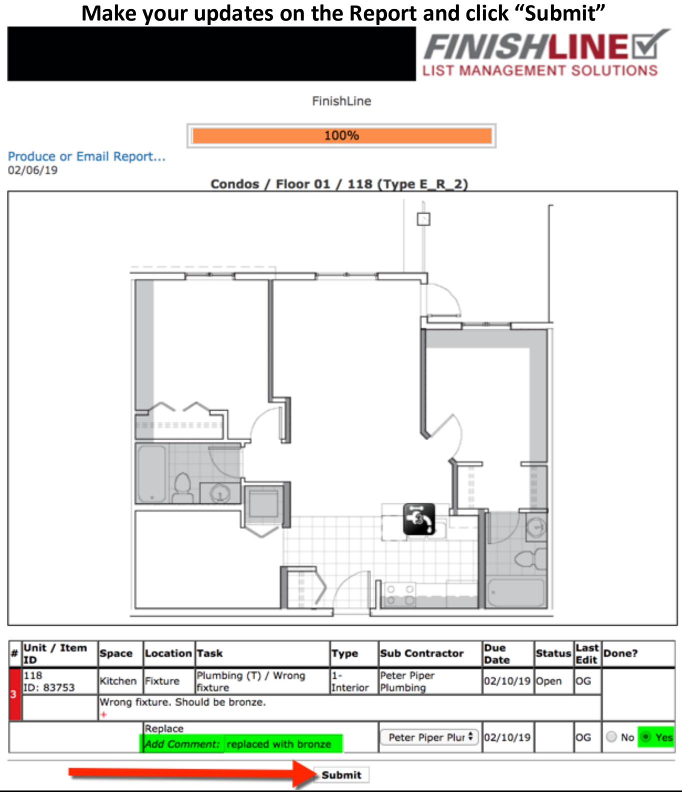
Click on "Portal" from the Web Browser version



Make your selections and click "Create Report"



Make your updates on the Report and click "Submit"



3) THE FINISHLINE PRO APP

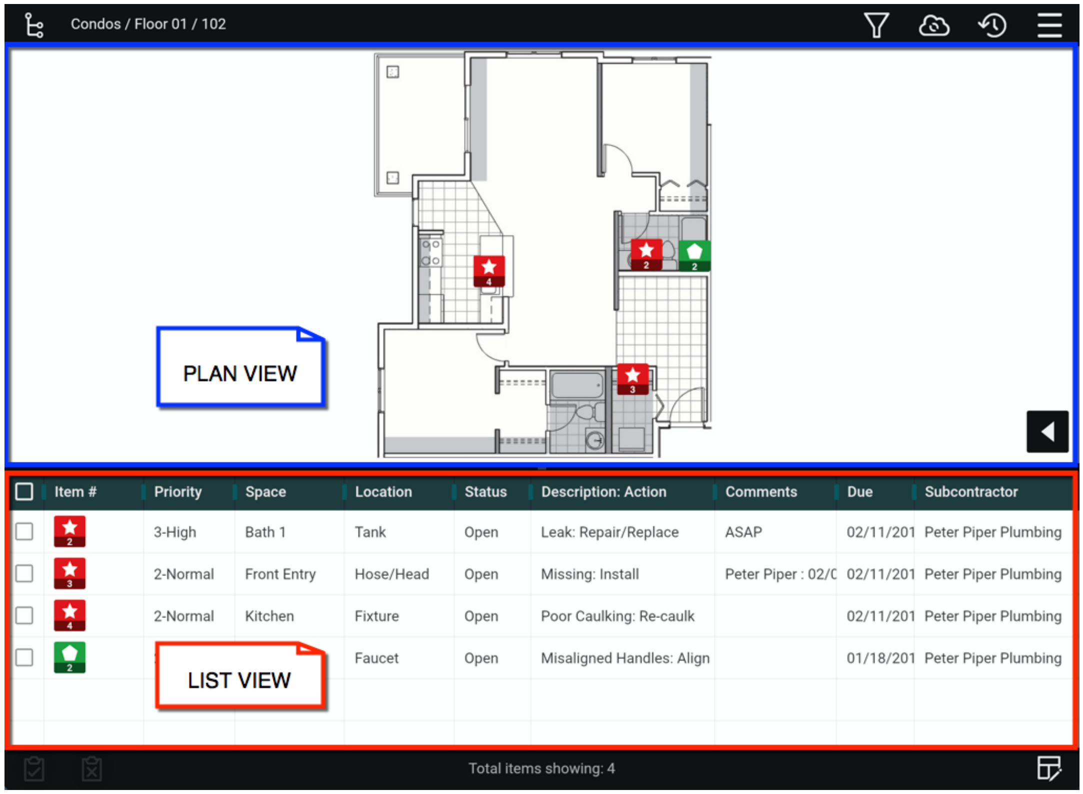
INSTALL AND LOGIN
Install the app on your chosen device(s) via the App Store or the Google Play Store. Input your project name/project password, then input your username and user password. *Your project administrator will provide login credentials.*

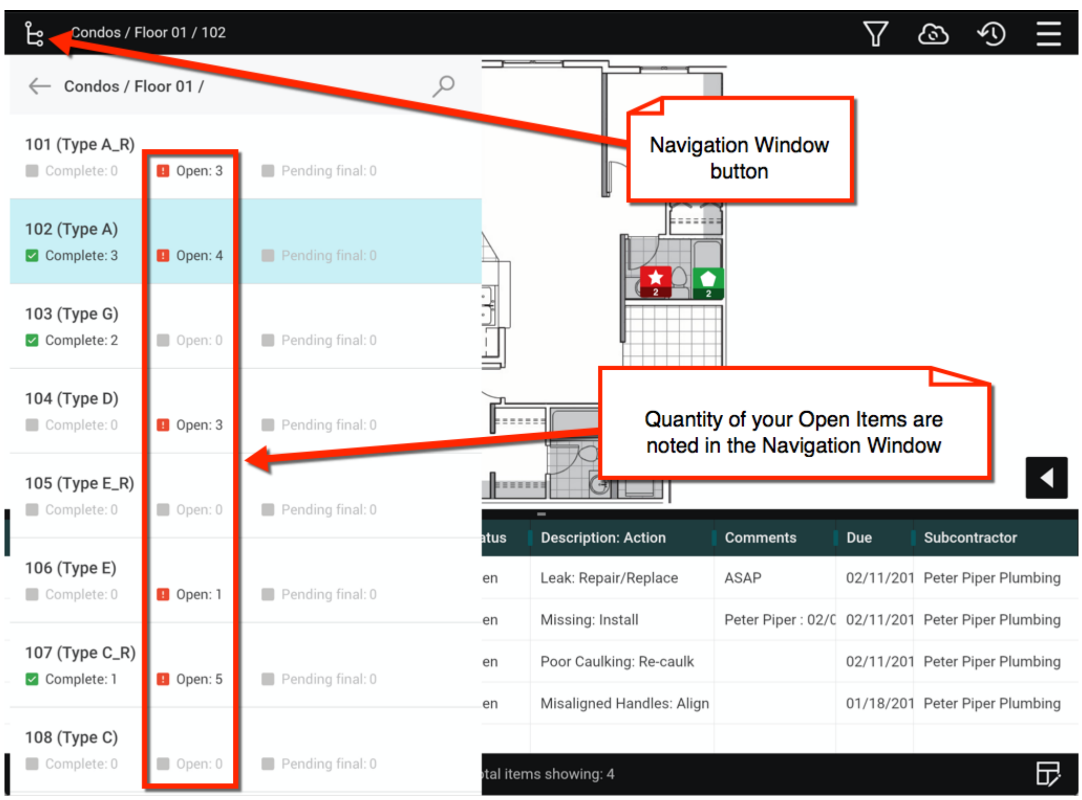
FINISHLINE PRO BASICS

When you first login into FinishLine, you'll see that the app screen is split between the Plan View and the List View. Items which are represented by icons in the Plan View will correspond with items in the List View, and vice versa.

Navigate to various project areas via the **Navigation Window** in the upper left. You can drill down to additional plan views by selecting the arrow button.

NOTE: The quantity of your Open Items are also listed in the Navigation Window.



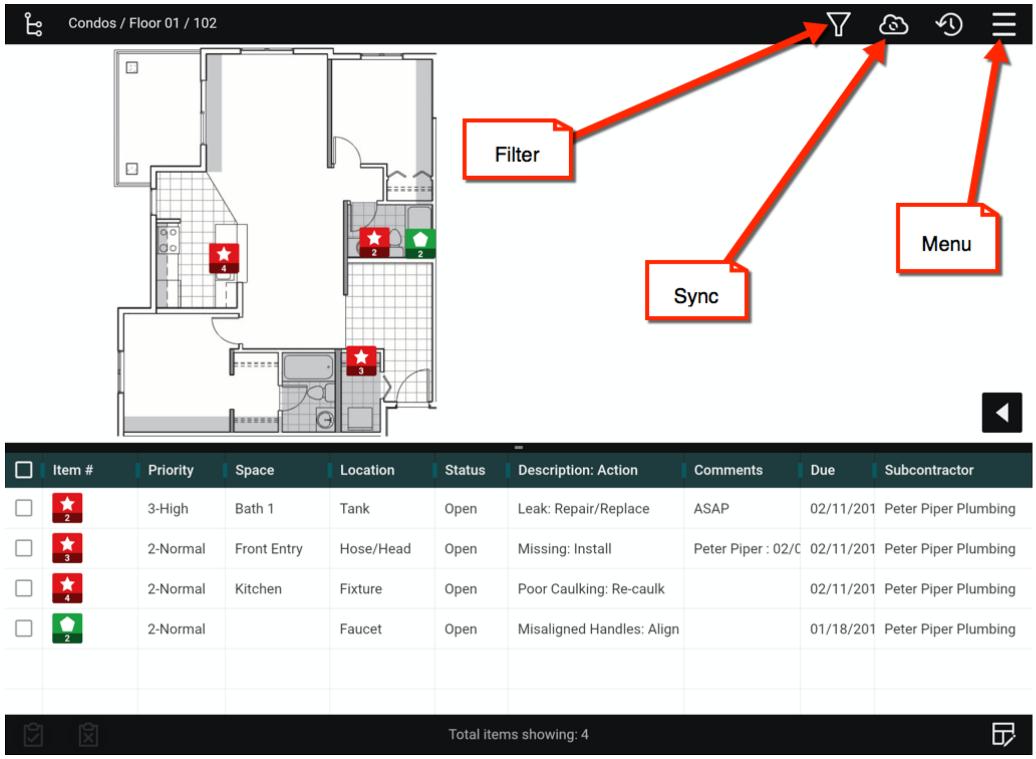


USEFUL BUTTONS

Filter: Use the filter to reduce the number of items on your screen. This can be helpful when you'd like to resolve urgent issues on Friday before the weekend. For example, you can filter by the Status of "Due Today or Prior" to see the most urgent issues.

Sync: The cloud icon in the upper right allows you to sync your updates and download updates from your teammates. Subcontractors need to sync via a strong Wi-Fi connection once you've made your updates.

Menu: Access Screen layout, Administration, Settings, Help, and Logout via the Menu button in the upper right.



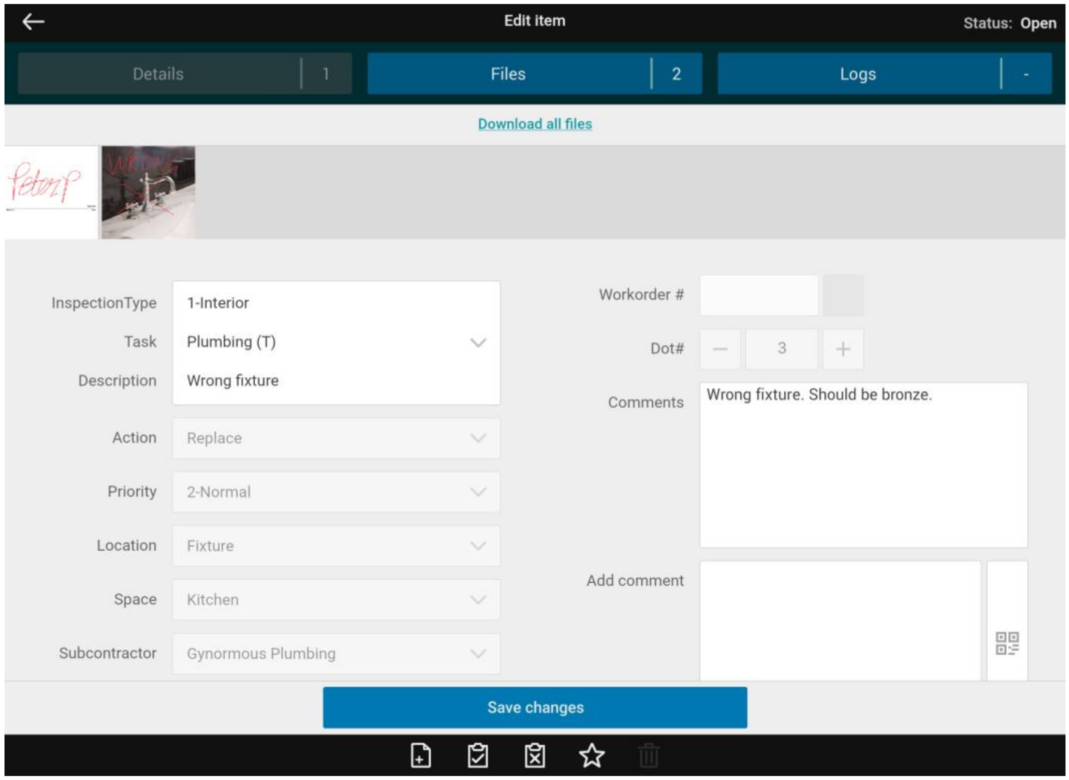
WHAT TO DO WHEN YOU'RE ASSIGNED AN ITEM

Open the item via the Plan View or the List view. When you touch and hold an item, you'll be taken into that item. You'll see the Inspection Type, Task, and Description. Your name or company name should be listed on the Item Form as Subcontractor.

Additional information about the item such as the due date, location, and comments can be found on the item form. The Initiating Party is which Inspector Group created the item which is most commonly the architect, owner, general contractor, etc.

If there are file attachments, you'll see a thumbnail preview across the top of the item form. To see the image or file attachment in greater detail, click on the thumbnail image.

Subcontractor Edit Item Form Example



IMPORTANT: Once you've identified the item and resolved the issue, you need to communicate to the inspector that you have completed your work on that item by updating the item status to PENDING FINAL.

See page 6 for how to update an item status.

HOW TO UPDATE ITEM STATUS

Using the checkmark icon will mark the item that your portion of the item is done. You can use the checkmark icon in two areas:

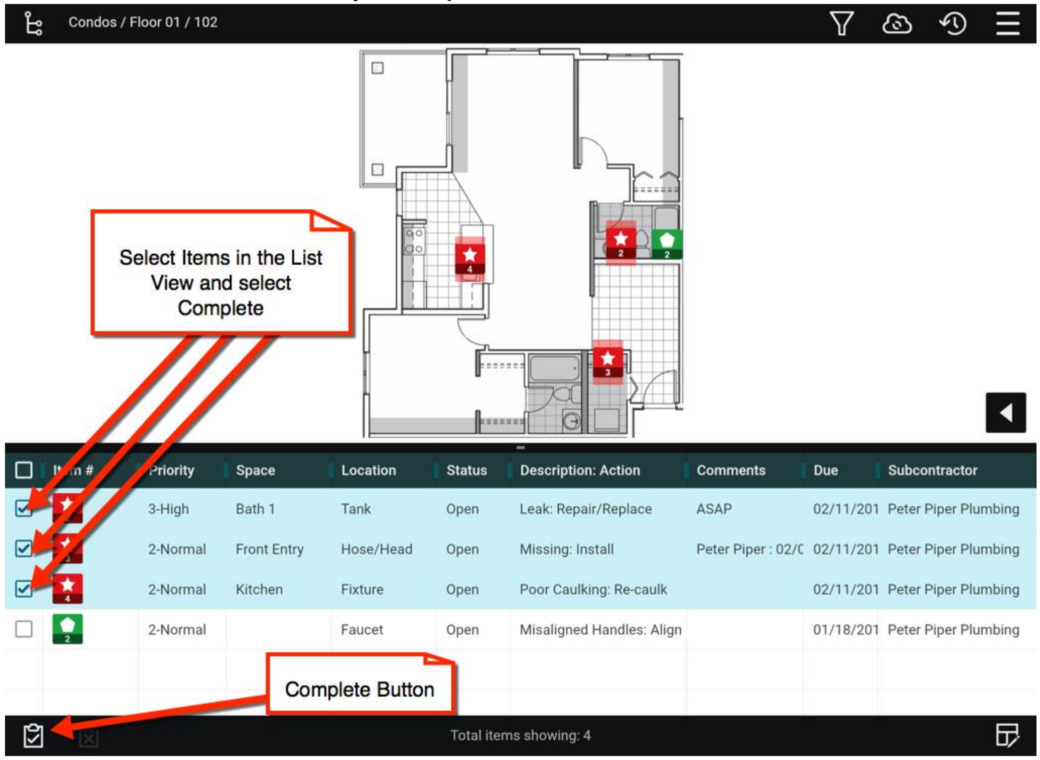
Option 1) From the List View: Select one or more items in the List View and select the checkmark.

Option 2) From the individual Edit Item form: Open the Edit Item form for the item you want to mark as Pending Final and touch the checkmark button. You may also add a comment before marking as Pending Final.

When you mark an item as Pending Final with the checkmark icon it may disappear from the List View and the Plan View. This is because the Default View in FinishLine is to show To-Do Items only.

You can change this by opening the filter and removing the checkmark from the “Show To-Do Only” box.

Option 1) From the List View



Option 2) From the individual Edit Item form