




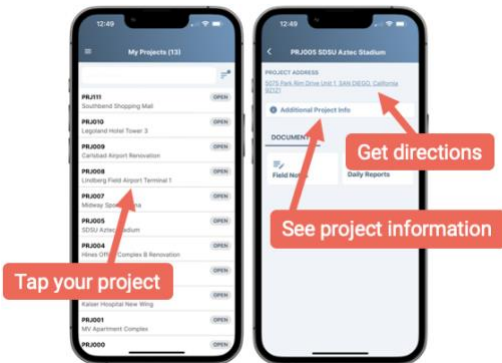
eSUB CLOUD 2.0 QUICK START GUIDE

BEFORE YOU BEGIN

- Download **eSUB Cloud 2.0** on your iPhone or Android 
-  
- Check your email inbox and open the *Welcome to eSUB Cloud 2.0!* message
- Follow the instructions to activate your account and sign in on the app

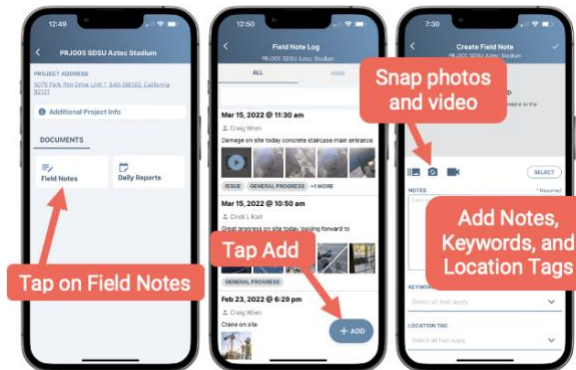
VIEW YOUR PROJECT INFORMATION

- Find your project on the list and tap on it to view your project information
- Tap the project address to get directions to the worksite and tap **Additional Project Info** to see the job start date and comments from the office



SNAP PHOTOS AND VIDEOS FROM THE FIELD

- After choosing a project, tap on **Field Notes**
- Tap **Add** on the action button to create a Field Note
- Snap photos and videos of the worksite, add a note, and choose your keywords and location tags
- Tap the **Checkmark** to save the Field Note

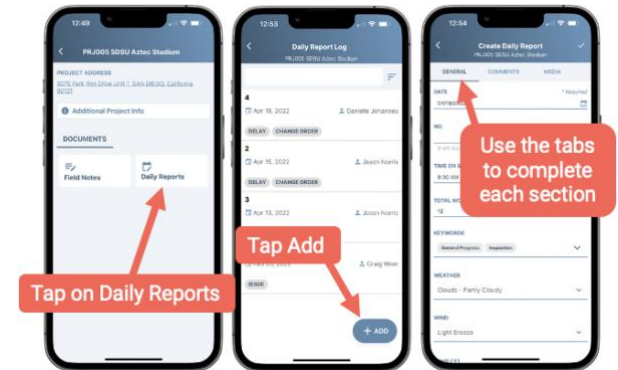


Use Keywords and Location Tags to add context to your documents and photos.

CREATE DAILY REPORTS

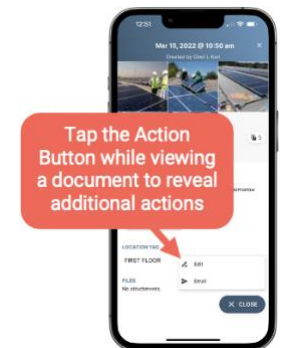
- After choosing a project, tap on **Daily Reports**
- Tap **Add** on the action button to create a Daily Report
- Swipe the screen to access the **GENERAL, COMMENTS, CREW,** and **MEDIA** tabs

- Use the fields in the different tabs to document things like job progress, weather conditions, worker information, safety issues and more
- Tap the **Checkmark** to save the Daily Report



ACCESS ADDITIONAL DOCUMENT ACTIONS

- Locate the document and tap it to view
- Tap on the action button to reveal additional actions, such as **Edit** or **Email**



Visit the Help Center at support.esubcloud.com for more guides and walkthroughs