



SHORT GUIDE • INDUSTRY • TRADES AND CONSTRUCTION

Crumpled timesheets, receipts in the van? Photographed on site, read in the office.

Timesheets, work reports, wholesaler delivery notes and acceptance reports are created on site, often by hand. This short guide shows how PaperOffice captures them by smartphone, files them per construction project and reads them. For trade businesses, construction companies and their office staff.

OVERVIEW

Photos from the mobile app, even without a connection, one workspace per construction project, hours and materials as fields with their source, and answers from the project file with the documents found.

01 · THE PROBLEM

The work is done. The slip is still in the van.

On site, timesheets, work reports and measurement notes are written on paper, plus delivery notes and receipts from the wholesaler. It takes days for everything to reach the office, and some of it arrives crumpled or never at all. Billing waits until the slips are complete.

WHY IT HAPPENS

Paper travels along

Slips ride along in a jacket, the glove box or the toolbox. Whatever is missing on Friday is missing from billing too.

Written by hand

Technicians fill in timesheets and work reports on site, often in a hurry. In the office, someone types up hours, materials and dates and calls back about what is hard to read.

Many sites at once

A business works on several construction projects at the same time. Every document has to reach the right project, or billing and job costing will be off.

HOW YOU NOTICE IT

- Timesheets reach the office as a pile at the end of the month.
- Materials from the wholesaler can no longer be matched to a project.
- A wholesaler invoice sits in the binder twice, by mail and as a PDF.
- A customer's question means searching for the acceptance report.
- The office clears up illegible hours by phoning the technician.

02 · THE WAY WITH PAPEROFFICE

Photographed on site, read in the office.

The path is the same for timesheets, delivery notes and invoices: photograph, file in the project's workspace, read and ask. The mobile app takes the paper from the job site straight there.

1

Photograph on site

The technician photographs slips and receipts with the mobile app, which straightens the image. If the site has no connection, the app uploads the scan later on its own.

[MODULE: MOBILE APP](#)

2

One workspace per project

Every construction project gets a workspace with its own rights. When sending, the technician picks the project, so the document lands in the right place in the office.

[MODULE: WORKSPACES](#)

3

Recognize type and handwriting

AI-DMS detects timesheet, work report, delivery note, receipt, quote, amendment or acceptance report. With Ultra, AI-OCR also reads handwritten entries.

[MODULE: AI-OCR](#)

4

Hours and materials as fields

An IDP Agent reads the fields you describe: date, employee, hours, materials, project. Every value comes with its source, tables row by row.

[MODULE: IDP AGENT](#)

5

Ask the project file

Document Chat answers questions such as "What does the acceptance report say about open defects?" across the workspace and lists the documents found.

[MODULE: DOCUMENT CHAT](#)

03 · IN THE APP

From the job site into the workspace.

Here is how to set up the route from the job site to the office. You need an account, one workspace per construction project and your technicians' smartphones.

1

Create the project

For each construction project, set up a workspace under **Document AI › Workspaces** with **Construction Project** as the type on the **General** tab. Set AI-DMS Ultra for handwritten slips.

2

Pair a smartphone

On the computer, use **Add mobile device** in the **Security Center** to create a QR code and scan it with the smartphone camera. The pairing can be permanent if you like.

3

Send documents

In the app, tap **Add**, choose the camera, set the project's workspace and send. **Batch** mode captures multi-page reports.

4

Build the timesheet agent

Select a timesheet, open **Actions › Agents & workflows › IDP** and create an agent with **Free template (Vision Pro)**. Describe fields such as hours and materials in plain words, then test.

5

Let it run automatically

Add the agent to the workspace on the **IDP Agent** tab. From then on it reads each new slip once AI-DMS is done.

TIP FROM PRACTICE

Photograph before the slip goes into the van Agree that slips are photographed right after the job. Each page can be checked and retaken before sending, and the test run shows for each field how confidently the value was read.

04 · AN EXAMPLE

An electrical contractor, six sites at once.



An electrical contractor with 25 employees works on six sites at the same time. The technicians write down hours and materials by hand and bring slips and delivery notes to the office on Fridays. The master electrician then does the billing.

BEFORE

- Timesheets reach the office crumpled on Fridays, some a week later.
- The office types hours and materials into billing by hand.
- Wholesaler delivery notes lie loose, with no link to a project.
- For a customer's question, the acceptance report is searched for in the binder.

WITH PAPEROFFICE

- The technicians photograph slips and delivery notes while still on site.
- Every document sits in the workspace of its construction project.
- Hours, date and materials are fields with their source on the timesheet.
- Document Chat answers the question about the acceptance report and lists the report below.

An invented business for illustration; all people are made up. Check with real slips from your technicians whether hours and materials are read correctly.

05 · CHECKLIST

Before the first slip is photographed.

Go through the points with the master, the office and one technician. Each of them can be settled in your own business before you start.

- ☐ Every active construction project has a workspace with a clear name.
- ☐ Slips are photographed right at the job site, on the same day.
- ☐ The field list for timesheets is agreed, such as date, employee, hours, materials.
- ☐ For hard-to-read slips, someone in the office checks the values against the image.
- ☐ Acceptance reports carry a task with a due date for the end of the warranty period.
- ☐ It is clear which user each smartphone is paired with.
- ☐ Workspaces with handwritten slips process with AI-DMS Ultra.
- ☐ The timesheet agent has been tested on five real slips, messy ones included.
- ☐ It is settled who in the office decides on notices about duplicate invoices.
- ☐ For a lost smartphone, it is clear who removes it in the Security Center .

06 · FREQUENTLY ASKED QUESTIONS

What the master, the office and technicians want to know.

Where does PaperOffice sit next to our trade software?

You keep writing quotes, orders and invoices in your industry software. PaperOffice handles the paper from the site. Hours and amounts download as XLSX, CSV or JSON, and your software can also pull them through the REST API.

Does PaperOffice cope with handwriting on timesheets?

Yes. With AI-DMS Ultra, AI-OCR reads handwriting too, and the **Free template (Vision Pro)** template reads fields from handwriting, tables and checkboxes. Test with real slips before the agent runs automatically.

How do we keep acceptance and warranty in view?

An IDP Agent reads the acceptance date and warranty period from the acceptance report as fields with their source. On the report, you create a task with a due date and an assignee, for example for a check before it expires.

What happens without a connection on site?

The app keeps the scan in a queue on the device. As soon as there is a connection again, it uploads it to the selected workspace on its own.

What about duplicate invoices from the wholesaler?

From AI-DMS Premium on, a second invoice with the same document number from the same issuer gets a notice about a possible duplicate, even if it sits in another project workspace you can access.

What if a smartphone gets lost?

In the **Security Center**, you remove the device from the account. Its session is then invalid, and it has to be paired again before it can be used.

07 · HOW TO START

Photograph your next timesheet on site.

Sign up at app.paperoffice.ai, pair a smartphone and send the first slip into the workspace of a construction project. Costs follow usage, and the pricing page spells them out.

Pick a project

Start with an active site and a technician who likes working with a smartphone.

Test for a week

Read in one week of timesheets and compare the fields with your previous billing.

Extend to all sites

Once the route works, pair the remaining smartphones and create the workspaces for the next projects.

DATASHEETS ON THIS TOPIC

Mobile Apppaperoffice.ai/downloads/paperoffice-ai-datasheet-mobile-app.pdf**Workspaces**paperoffice.ai/downloads/paperoffice-ai-datasheet-workspaces.pdf**AI-OCR**paperoffice.ai/downloads/paperoffice-ai-datasheet-ocr.pdf**IDP Agent**paperoffice.ai/downloads/paperoffice-ai-datasheet-idp-intelligent-document-processing.pdf**Document Chat**paperoffice.ai/downloads/paperoffice-ai-datasheet-document-chat.pdf**Knowledge Graph**paperoffice.ai/downloads/paperoffice-ai-datasheet-knowledge-graph.pdf

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