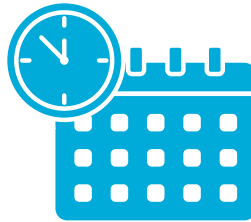# Touchplan

Basic User Handbook

Touchplan is a daily construction planning software that makes project outcomes more predictable. **Basic Users** are project members who have been invited to participate in **Touchplan meetings** and **planning sessions**. With Touchplan, teams can:

Learn

Monitor Crew Activity

Create more visibility in the plan

Build realistic plans together

Login

To access a Touchplan account:
1. Go to **touchplan.io**
2. Click **Log In**
3. Enter email and password

To create a Touchplan account:
1. Go to **touchplan.io**
2. Click **Log In**
3. Click **Sign Up**
4. Enter email and password

Questions?

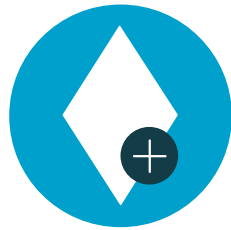| Live Chat | Email Support | Help Center |

Touchplan

Basic User Handbook

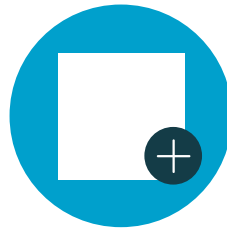**To create a ticket in Touchplan:**

Create

1. Click on one of the three ticket icons in the bottom right corner of the Plan View
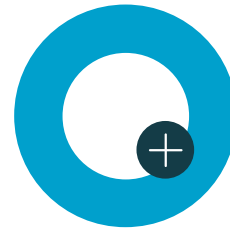

| Milestone Ticket | Task Ticket | Constraint Ticket |

2. Enter the ticket's information
3. Click **Save**
4. Click and drag the ticket from the Drafts area into the Plan View

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To update a pinned task ticket in Touchplan:

1. **Right-click** on the pinned ticket
2. Select **Complete as planned** if the activity finished on time
3. Select **Complete with changes** if the activity finished early or late
4. If a ticket is marked as Complete with changes, enter the **Actual Start** and **End Date** and a **Variance Reason**
5. Click **Close** and **Save**
6. The pin color will change to reflect the ticket's status

Update

| On Time | Late | Early |

Questions?

| Live Chat | Email Support | Help Center |