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Assign User For Defect, Daily Labour Report & Update Progress Claim Note: Project management (Admin User) only

1. Project manager login to assign user.

4	build space	
Email		
Enter your	password	
	Sign in	
	Sign up Forgot Password?	

2. Click the project

Contract Number	Name	Status
PD58/8LD/C1343/18	CADANGAN PEMBINAAN 100 UNIT TYPE A RUMAH TERES, 50 UNITS BANGLO DAN 30 UNITS RUMAH KEDAI DI ATAS	Post Contract
	05-Dec-2018 Malaysia, Selangor Standard	

3. Click "User" and click "Site Management"

State 1	build spʌce					
Hojects	Maintena	Project D	Users	Tendering	Post Cont	Site Modu
Home /	CADANGAN PE	MBINAAN 100 L	Project U Site Mana	sers agement		
Projec	ct Dashbo	bard			•	

4. Click to breakdown the module and select which module to assign user

Home / CADANGAN PEMBINAAN 100	0 UNIT TYPE A RUMAH TERES, 50 / Site Management / User Management
🔑 User Management	
Q Search	Defect Click to breakdown the module
Defect	Defect Choose which module
Filter by Name	Daily Labour Reports Update Site Progress
No. 🔺 Name	♦ Email ♦ Company ♦ Site ◊ QA / QC / Client ◊ PM ◊ QS ◊

5. To assign the user to manage the defect just click assign users.

ect		
Filter by Name	Filte Filter by	
o. ▲ Name	♦ Email ♦ Company ♦ Site ♦ QA / QC / Client ♦	PM 🗘 🛛
Ne	natching records found	
		ravious N

6. Just thick at the **small boxes** which person in charge the defect and then just click **"Save"**

✓ Assign users ▲							
Q	Can filter the username, email and company's	s name	[10 🔻			
	Filter	sky	Filter				
No. 🔺	Name	Email 🗘	Company 🗘	Assign 🗘			
1	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ				
2	General Manager - Sky3	sky3@buildspace.my	Business Unit HQ				
3	Staff 2	sky2@buildspace.my	Business Unit HQ				
4	Staff 1	sky1@buildspace.my	Business Unit HQ				
5	Chris Volcano	sky@buildspace.my	Business Unit HQ				
Showi	ing 1 to 5 of 5 entries (filtered from 190 total entries)		Previous	1 Next			
			Save	Close			

7. Thick **which position** for person in charge.

	Filter by Name		Filter by Email	Filter by Company	Tick w	hich position for	every	use
No. 🔺	Name	Click "x" to remove the use	Email 🗘	Company 🗘	Site 🗘	QA / QC / Client 🔿	PM 🗘	Q
1	Mr. Project Manager 1	P	m1@buildspace.my	Project Management Office 1	۲	•	0	0
2	Mr. Project Manager	× p	m@buildspace.my	Project Management Office 1	0		۲	0
3	Staff 1	×sł	ky1@buildspace.my	Business Unit HQ	0	۲	0	(
4	Chris Volcano	×s	ky@buildspace.my	Business Unit HQ		•	0	(

8. Project manager (admin) set this user as a site person in charge.

SITE (PIC)

• Work flow



- Person in charge just login eproject system to manage the defect.
- User assign as a site person automatically as a person in charge (PIC) in defect management of the project.



• Click the project to manage the defects.



• Click the site management and can view the defect.

4	Mr. Project Manager 1 ~		Home / Sample Project (Full)	Post Contract
⊞	Projects		Project Dashboard	
00	Maintenance	⊞		
6	Project Dashboard	K	Messages Project Information	
Ŵ	Project Documents	⊞	Compare O Subject O Author O Duracea of Jerua	
*	Contractual Claim	⊞		
Þ	Document Control	⊞	Currently there are no available message(s)	
	Site Management	₿	Sent	
-	🖹 Defect 🕕		Draft	
		G		

- Click the defect and can view the defect list.
- Click add defect to fill up the form of the defect.

Stoke	space								4	Search Projec	t Q		20
4	Mr. Project Manager 1 ~		Home / Sample	Project (Full) / De	fect								
⊞	Projects		🗡 Site M	anagement	Defect							+ Add	d Defect
00	Maintenance	₿	• One iii	unagomont	Delect								
æ	Project Dashboard		Defects List										
Ŵ	Project Documents	₿	Q										
*	Contractual Claim	₿		Filter Compa	Filter Status	Filter Catego	Filter Defect	Filter Locatio	Filter Remarl	Filter Submit	Filter PIC	Filter M	//CAR
5	Document Control	⊞	No 🔺 Date 🔿	Company 🗘	Status 🗘	Category 🗘	Defect 🗘	Location 🗘	Remark(s)	Submitted By	PIC	MCAR	
	Site Management	₿											
Ē	E Defect 0						No data av	ailable in table					
		G	Showing 0 to	0 of 0 entries								Previous	Next

• Fill up the form of the defect.

🛔 Mr. Project Manager 1 ~	Home / Sample Project (Full) / Defect / Submit Defect	
Projects	C Submit Defect	1
😂 Maintenance 🛛	Location t	
Project Dashboard	Select Location	
Project Documents 🛛 🖽	Trade *	
🔦 Contractual Claim 🛛 🖽	Select 🔹	
➢ Document Control	Contractor *	
📜 Site Management 🛛 🖽	Select	
G	Category *	
	Select	
	Defect	
	Select •	41
	Remark(s)*	

• Fill in all the details about the defect.

⊞	Projects		C Submit Defect
00	Maintenance	₿	Location *
æ	Project Dashboard		Block A
Ŵ	Project Documents	₿	Trade *
>	Document Control	æ	Mason
	Site Management	₿	Contractor*
		G	PCK CONSTRUCTION SDN BHD T
			Category "
			Treatment
			Defect
			Submittal
			Remark(s)*
			Sample 1

• Can **upload the document or the picture** as a document support for every defect and after that just click **submit**.

Site Management G	Remark(s)* Sample 1 Attachment(s) + Add files ① Sta	ri upload Ø Cancel upload			
	Preview	File Name	Size	Actions	Uploaded
				Cancel	Submit

- After site person submit the defect form, Contractor can get notification at the system or at own email.
- Contractor just login the eproject and respond the defect submitted by site person.
- Site person can click the **previous responses** to view the contractor respond.
- Site person can **accept**, **reject and backcharge** only for the contractor respond of the defect.

Previous Res	ponses		
Respond			
Remark(s)			
Affair Automatical	Start upload		
Anachaeanad + Add files 💿	Start upfoad Cancel upfoad		
🕈 Add files 💿	Start upload		

- If the site person click **reject**, the contractor need to respond again.
- If the site person clicks **accept**, the status was in close status.
- If the site person clicks **backcharge**, the site person need to fill up the **backcharge amount** and submit.

BACKCHARGE

• Type the comment at the remarks column and click backcharge.

- After the site person respond the contractor reply the defect, project manager can get the notification.
- Project manager cannot fill up the amount of the backcharge.

• Site person click the **backcharge** to fill up the amount.

4	Mr. Project Manager 1 v		Home /	Home / Test Main Project / Defect									
▦			1 5	* Site Management Defect + Add									+ Add Defect
05		•											
æ	Project Dashboard		Defe	efects List									
Ŵ		₽	Q										
5		₿			Filter Company N	Filter Status	Filter Categ	Filter Defec	Filter Locat	Filter Remarl	Filter Submit	Filter PIC	Filter MC
	Site Management	₿	No 🔺	Date 🗘	Company 🗘	Status 🗘	Category 🗘	Defect 🗘	Location 🗘	Remark(s) 🗘	Submitted By	PIC 🗘	MCAR 🗘
-	🖹 Defect – 🌖		1	2018-01-26 11:20:18	PCK CONSTRUCTION	Backcharge	Treatment	Submittal	Block A	Sample 1	Mr. Project Manager 1	Mr. Project Manager 1	None
		0			SDN BHD						5		J
			Show	ring 1 to 1 of 1 e	entries							Previous	1 Next

- Can select verifier.
- Verifier person for backcharge amount is project manager.

RM (Lump Sum)		
Machinery / Equipment		
5000		
Material		
5000		
Labour		
2000		
Total		
12000		
Select Verifiers:		
None		
None		

• The status was changed after submit the backcharge amount by site person.

4	Mr. Project Manager 1 ~		Home	Home / Test Main Project / Defect										
▦			Than	Thank you! Your response is recorded.										
00	Maintenance	₿												
æ			1 8	' Site Management Defect + Add Defect										
₩		₿	Defe	efects List										
-	Document Control	₿												
	Site Management	₿	~											
Ļ	🖹 Defect 🔳				Filter Company N	Filter Status	Filter Categ	Filter Defec	Filter Locat	Filter Remarl	Filter Submit	Filter PIC	Filter MC	
		0	No 🔺	Date 🗘	Company 🗘	Status 🗘	Category 🔷 🔅	Defect 🔷	Location 🔷	Remark(s)	Submitted By	PIC 🗘	MCAR 🗘	
		Ģ	1	2018-01-26 11:20:18	PCK CONSTRUCTION SDN BHD	Backcharge Submitted	Treatment	Submittal	Block A	Sample 1	Mr. Project Manager 1	Mr. Project Manager 1	None	
			Show	ving 1 to 1 of 1 e	entries							Previous	1 Next	

- The contractor can get the **notification at the own email and at the eproject** system.
- Contractor can view the backcharge amount.
- Project manager can get the notification after the site person submit the backcharge amount to the contractor and cannot edit anything.

MCAR

• Need to **submit the MCAR** activated by PM.

🗱 Maintenance 🗉	Your Notification(s)	
G	« 1 2 3 4 5 6 7 8 12 13 »	
	Today	
	MCAR (MAJOR CORRECTIVE ACTION REQUEST) Form is activated 10:30 am	
	A Contractor has responded to the defect form., 10:26 am	

• Fill up the all the detail and then click submit.

E Projects		C MAJOR CORRECTIVE ACTION REQUEST
🗱 Maintenance		Project Title : Test Main Project
Project Dashboard		MCAR No.
Project Documents		MCAR/5a6e87b186ed0
📂 Document Control		Sub Con : PCK CONSTRUCTION SDN BHD
📃 Site Management		Work Description
	G	Sample 1
		Remark(s)
		Sample Z
		Cancel Submit

• Site person and PM get notification after contractor reply

0		« 1	2	3 4	5	6	7 8	12	13	»	
	Today										
	MCAR (MAJOR CORRECTIVE ACTION REQUEST) Form is replied by a contractor. 10.38 am										
	MCAR (MAJOR CORRECTIVE ACTION REQUEST) Form is activated 10:30 am										

• Site Person to verify MCAR and the click submit.

Contractor Response		*
Cause of the Problem	: Sample 1	
Immediate Action	: Sample 2	
Applicable	: No	
Long Term Corrective Action	: none	
Commitment Date	: 2018-02-05	
Submitted By	: Mr. Phua Chu Kang	
Date	: 2018-01-29 10:38:16	
PIC Verification		ш
Comment From Site Representative	: none	
Satisfactory From Site Representative	: none	L
Reinspection Date (If necessary)	: none	
Submitted By	: none	
Verified At	: none	

EFFECTIVENESS VERIFICATIO	EFFECTIVENESS VERIFICATION BY SITE REPRESENTATIVE							
Verify	Verified Satisfactory O Verified Not Satisfactory							
Comment								
Reinspection Date (If necessary)	05-Feb-2018	III						
Submit Back								

	No	▲ Date ♦	Company 🔿	Status 🗘	Category 🗘	Defect 🗘	Location 🗘	Remark(s) 🔷	Submitted By 🔅	PIC 🗘	MCAR 🗘	
9	1	2018-01-29 10:03:52	PCK CONSTRUCTION SDN BHD	Responded	Treatment	Submittal	Block A	Project manager	QS Staff 2	Mr. Project Manager 1	Verified	
	2	2018-01-26 14:04:27	PCK CONSTRUCTION SDN BHD	Open	Treatment	Material used not approved	Block B	Sample 2	Mr. Project Manager	Mr. Project Manager 1	None	

▦	Projects		A Print
00	Maintenance	•	MAJOR CORRECTIVE ACTION REQUEST
2 20	Project Dashboard		Project Title:
	Assign Users Submit Tender		Test Main Project
ß	Tender Documents		MCAR/5a6e87b186ed0
₩	Project Documents	⊞	Sub Con: PCK CONSTRUCTION SDN BHD
~ ►	Contractual Claim	•	Work Description:
	Site Management	•	Remark(s): Sample 2
		-	Submitted By: Mr. Project Manager 1
			Date: 2018-01-29 10:33:09

• Clicks verify to print the MCAR form.

1.	Work De	scription		Remark(s)
1. Work Description Remark(s) Sample 1 Sample 2 Prepared Site Representative: 2. 2. Corrective Action (To be completed by the Contractor) 2.1 2.1 Cause of the Problem: Sample 1 2. 2.2 Immediate Action: Sample 2 Applicable: No (If Yes, kindly answer section below) 2.3 Long Term Corrective Action: Responsible Person : Date : Please complete & return this report within 5 working days after the above issued date. 3. EFFECTIVENESS VERIFICATION BY SITE REPRESENTATIV Report Received By: Mr. Project Manager 1 Date: 2018-01-2019-01-2010:040:51 Verified Satisfactory: Yes Comment From Site Representative: MCAR Reinspection Date (If necessary) : 2018-02-05 Verification Rersonnel : Sign :	Sample 2			
Prepared Site Repre	sentative	:		
2. Corrective A	ction (To be completed	l by the C	ontractor)
2.1 Cause of the Pr	oblem: Sa	imple 1		
2.2 Immediate Acti	on: Samp	le 2		
Applicable: No (If Y	es, kindly	answer section below	w)	
2.3 Long Term Corr	ective Ac	tion:		
Responsible Person :	Sign :			Commitment Date :
Mr. Phua Chu Kang	Date :			2018-02-05
Please complete a	& return	this report within	5 working c	lays after the
				ECENTATIVE
S. EFFECTIVEN	<u>E33 VE</u>	RIFICATION BT 3		ESENTATIVE
Report Received By	: Mr. Proje	ect Manager 1	Dat 10:	te: 2018-01-29 :40:51
Verified Satisfactory	: Yes	Comment From Site Reinspection Date (Representa If necessary)	tive: MCAR : 2018-02-05
Verification Personn	ol ·	Sign :	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	





QA/QC/CLIENT

• Work flow



• Login the eproject system

Decision Decision Image: State of the state of th

• Click the **project**

10	EMDSB/BLD/C003/18	Sample Project (Full)	Open Project Sub Packages [1]	Post Contract
		11-Jan-2018 Malaysia , Kuala Lumpur Standard		

• Click site management and then click defect.

⊞	Projects		🗲 Site M	anagement	Defect							+ Add	Defect
盦	Verify Company			lanayement	Delect								
00	Maintenance	₿	Defects List										
æ	Project Dashboard		Q										
*	Assign Users			Filter Compa	Filter Status	Filter Catego	Filter Defect	Filter Locatio	Filter Remarl	Filter Submit	Filter PIC	Filter M	ICAR
Ŵ	Project Documents	₿	No ▲ Date ⊜	Company 🗘	Status 🔿	Category 🌣	Defect O	Location O	Remark(s)	Submitted By	PIC	MCAR	
*	Contractual Claim	₽											
Þ	Document Control	⊞					No data av	ailable in table					
	Site Management	₿	Showing 0 to	0 of 0 entries								Previous	Next
-	📽 User Management												
	Defect 0												

• Fill up all the detail about the defect and then click submit.

E Projects		Submit Defect					
m Verify Comp	any						
🗱 Maintenance		Location *					
Project Dast	nboard	DIOCK					
	e	Trade *					
		Mason					
	iments 🖶	Contractor *					
Document C	ontrol ⊞	PCK CONSTRUCTION					'
📕 Site Manage	ement 🖽	Category *					
	G	Treatment					'
		Defect					
		Material used not appro	ved				
		Remark(s) * Sample 2		 			
							10
🗁 Document C	ontrol 🖽	PCK CONSTRUCTION	SDN BHD				Ŧ
Site Manage	ement 🖽	Category *					
	G	Treatment					•
		Defect					
		Material used not appro	ved				•
		Remark(s) *					
		Sample 2					
							10
		Attachment(s)					
		+ Add files 💿	Start upload Ø Cancel upload				
		Draviaw	File Nome	Size	Actions		Uploaded
		Preview	File Name	3128	Actions		opioaded
						Cancel	Submit

- After QA/QC submit the defect form, PM assign PIC to manage the defect.
- Every respond between PIC and contractor, QA/QC will not receive notification at eproject system and own email.
- QA/QC can get the notification when the status defects are "Close".

PROJECT MANAGER (PM)

• Login eproject system

• Click the project

10	EMDSB/BLD/C003/18	Sample Project (Full)	Open Project Sub Packages [1]	Post Contract
		11-Jan-2018 Malaysia , Kuala Lumpur Standard		

• Click site management and then click defect.

⊞	Projects	T	1	Site M	anagement	Defect							+ Add	Defect
盦	Verify Company													
Q ⁰	Maintenance	⊞	Defe	cts List										
æ	Project Dashboard		Q											
*	Assign Users				Filter Compa	Filter Status	Filter Catego	Filter Defect	Filter Locatio	Filter Remarl	Filter Submit	Filter PIC	Filter M	CAR
Ŵ	Project Documents	⊞	No 🔺	Date 🔿	Company 🔿	Status	Category 🗘	Defect 🔿	Location 🔿	Remark(s)	Submitted By	PIC	MCAR	
*	Contractual Claim	⊞												
-	Document Control	⊞						No data av	ailable in table					
	Site Management	₿	Show	ring 0 to	0 of 0 entries								Previous	Next
_	📽 User Management													
-	Defect 0													

• Fill up the detail at defect form.

				-
▦	Projects		✓ Submit Defect	
00	Maintenance	₿	Location *	
a	Project Dashboard		Block A	
Ŵ	Project Documents	₿	Trade *	
Þ	Document Control	⊞	Mason v	
	Site Management	₿	Contractor*	
		G	PCK CONSTRUCTION SDN BHD	
			Category *	
			Treatment	
			Defect	
			Submittal •	
			Remark(s) *	
			Project manager	
			Attachment(s):	
			+ Add files O Start upload O Cancel upload	

• And then click submit

Treatment Defect Submittal Remark(s)* Project manager Attachment(s): Attachment(s): Attachment(s): Attachment(s): Cancel upload Cancel upload	Category *			
Defect Submittal Remark(s) * Project manager Attachment(s): + Add files Start upload Cancel upload	Treatment			
Submittal Remark(s) * Project manager Attachment(s): Attachment(s): Attachment(s): Attachment(s):	Defect			
Remark(s) * Project manager Attachment(s): Attachment(s): Attachment(s): Attachment(s): Cancel upload Cancel upload	Submittal			
Project manager Attachment(s): Attachment(s):	Remark(s) *			
	Attachment(s): + Add files ③ St	art upload O Cancel upload	 	

• Click not assigned to assign the PIC.

Projects			Sito Mon	agoment De	foot							+ Add Defect
🔅 Maintenance			sile iviari	lagement De	IECI							
Project Dashboard		Defec	cts List									
Project Documents	₿	Q										
bocument Control	⊞			Filter Company	Filter Status	Filter Categ	Filter Defect	Filter Locati	Filter Rema	Filter Submi	Filter PIC	Filter MCAR
Site Management	₿	No 🔺	Date 🗘	Company 🗘	Status 🗘	Category 🗘	Defect 🗘	Location 🗘	Remark(s)	Submitted By	PIC 🗘	MCAR 🗘
– 🖹 Defect 1	G	1	2018-01- 29 10:03:52	PCK CONSTRUCTION SDN BHD	Open	Treatment	Submittal	Block A	Project manager	QS Staff 2	Not Assigned	None
		Trade Mass Proje Date 2018 PIC: Not Subn QS \$ Phote No P Assig Sele Mrc	a: on ark(s): ect manager : 3-01-29 10:03 Assigned nitted By: Staff 2 o: hoto Uploade yn PIC: set ect Project Mana	:52 id ger 1							Cancel	Submit
Project Documents Document Control State Management	⊞	Defec	cts List									
				Filter Company	Filter Status	Filter Categ	Filter Defect	Filter Locati	Filter Rema	Filter Submi	Filter PIC	Filter MCAR
		No 🔺	Date 🖒	Company 🗘	Status 🗘	Category O	Defect 🗘	Location 🗘	Remark(s)	Submitted By	PIC 0	MCAR 🗘
	G	1	2018-01- 29 10:03:52	PCK CONSTRUCTION SDN BHD	Open	Treatment	Submittal	Block A	Project manager	QS Staff 2	Mr. Project Manager 1	None
		2	2018-01- 26 14:04:27	PCK CONSTRUCTION SDN BHD	Open	Treatment	Material used not approved	Block B	Sample 2	Mr. Project Manager	Mr. Project Manager 1	None
● PM a	ind F	PIC	; get t	the notifi	cation v	vhen th	e contra	actor re	spond	he defe	ect.	

• If PM want to issue MCAR, open the defect and click at **MCAR**.

Previous Responses		
Submitted By	: Mr. Phua Chu Kang	
Remark(s) Status	Sample RESPONDED	
Date	: 2018-01-29 10:26:33	
No Photo Uploaded		
Respond		
Respond		
Respond Remark(s)	MGAB	
Respond Remark(s)	MCAR	
Respond Remark(s)	MGAR	
Respond Remark(s)	MGAR	
Respond Remark(s)	MGAB	
Respond Remark(s)	MCAB	

Respond					
Remark(s)	Į	MCAR			
+ Add files 🕥 Start upload	Cancel uplo:	ad			
Preview	File Name		Size	Actions	Uploaded
Accept Reject Backc	harge MCAR				E

QUANTITY SURVEYOR (QS)

• Login eproject system

<u>Forum & Tutoriais :: Subscribe to our newsletter</u>

• Click the project

10	EMDSB/BLD/C003/18	Sample Project (Full)	Open Project Sub Packages [1]	Post Contract
		11-Jan-2018 Malaysia , Kuala Lumpur Standard		

• Click site management and click defect

⊞	Projects		✗ Site I	Management	Defect							+ Add	Defect
盦	Verify Company			vianagement	Delect								
¢	Maintenance	⊞	Defects List	t									
6 20	Project Dashboard		Q										
*	Assign Users			Filter Compa	Filter Status	Filter Catego	Filter Defect	Filter Locatio	Filter Remarl	Filter Submit	Filter PIC	Filter M	CAR
Ŵ	Project Documents	⊞	No A Date	Company C	Status 🗘	Category 🔿	Defect O	Location 🔿	Remark(s) 🔿	Submitted By 🔿	PIC	MCAR	
*	Contractual Claim	⊞											
Þ	Document Control	⊞					No data av	ailable in table					
	Site Management	₿	Showing 0	to 0 of 0 entries								Previous	Next
-	嶜 User Management												
	🖹 Defect 🕕												

- QS cannot see the defect's status which is "Open" or "Closed"
- QS can view the status defect in "backcharge" or "Backcharge Submitted"

6 0	Project Dashboard		Defec	ts List									
*	Assign Users		Q										
Ŵ	Project Documents	⊞			Filter Company	Filter Status	Filter Categ	Filter Defect	Filter Locati	Filter Rema	Filter Submi	Filter PIC	Filter MCAR
Þ	Document Control	₿	No 🔺	Date 🗘	Company 🗘	Status 🗘	Category 🗘	Defect 🗘	Location 🗘	Remark(s) 🗘	Submitted By 🗘	PIC 🗘	MCAR 🗘
	Site Management	₿	1	2018-01-	PCK	Backcharge	Treatment	Submittal	Block A	Sample 1	Mr. Project	Mr. Project	None
╞	Defect 3	ł		26 11:20:18	CONSTRUCTION SDN BHD	Submitted					Manager 1	Manager 1	
		Э	2	2018-01- 25 14:28:21	PCK CONSTRUCTION SDN BHD	Backcharge	Treatment	Material used not approved	Block B	srher	Ar. Sulaiman Bin Azman	Staff 1	None
			3	2018-01- 25 12:10:06	PCK CONSTRUCTION SDN BHD	Backcharge Submitted	Treatment	Submittal	Block A	brtb	Chris Volcano	Chris Volcano	None
	Showing 1 to 3 of 3 entries Previous 1 Next											us 1 Next	

• Click the **backcharge to** view the detail about the backcharge.

Project Dashboard	Defe	cts List									_
Assign Users	۹										
Project Documents	Ð		Filter Company	Filter Status	Filter Categ	Filter Defect	Filter Locati	Filter Rema	Filter Submi	Filter PIC	Filter MCAR
Document Control	■ No ▲	Date 💠	Company 🔿	Status 🗘	Category 🔿	Defect 🗘	Location 🔿	Remark(s)	Submitted By 🔿	PIC 🗘	MCAR 🗘
Site Management	∎ 1	2018-01- 26 11:20:18	PCK CONSTRUCTION SDN BHD	Backcharge Submitted	Treatment	Submittal	Block A	Sample 1	Mr. Project Manager 1	Mr. Project Manager 1	None
G	2	2018-01- 25 14:28:21	PCK CONSTRUCTION SDN BHD	Backcharge	Treatment	Material used not approved	Block B	srher	Ar. Sulaiman Bin Azman	Staff 1	None
	3	2018-01- 25 12:10:06	PCK CONSTRUCTION SDN BHD	Backcharge Submitted	Treatment	Submittal	Block A	brtb	Chris Volcano	Chris Volcano	None
	Show	ving 1 to 3 of	3 entries							Previo	ous 1 Next
	Prev Submitt Remark Status Date No Pho	ious Res ted By k(s) oto Uploaded	ponses	: Mr. Phua C : okey : RESPOND : 2018-01-20	Chu Kang DED 6 11:59:04						~
	Submitted By Remark(s) Status Date										
	Back Machin Materia Labour Total Status Date Submit	ted By	Details ent	: RM 5000.0 : RM 5000.0 : RM 2000.0 : Backchar; : 2018-01-24 : Mr. Project	0 10 00 95 Submitted 6 12:58:09 Manager 1						~
E Projects	I SI	ubmitted Def	fect								
Maintenance A a a a a a a a a a a a a a	B Cont PCK Cate Trea B Blocc B Blocc B Blocc B Blocc B Blocc B Blocc B Blocc B Blocc B Blocc B Blocc B Blocc B Blocc B Blocc B B CK Cate Trea B Blocc B B Blocc B Blocc B Blocc B Blocc B Blocc Bl	rractor: CONSTRUC gory: tment ttion: k A ct: mittal e: on ark(s): ple 1 c: b-01-26 11:20 Project Manag project Manag o:	TION SDN BHD 18 Jer 1								

CONTRACTOR

• Work flow

Submitted defect form by PM/site person/QA/QC



Contractor reply the defect form

- Contractor can view the own defect only.
- Contractor can respond the defect form submitted
- Contractor login the eproject system.



• Just click the notification as a shortcut to defect form.

soft the build		Search Project	
▲ Mr. Phua Chu Kang ~ Ⅲ Projects	♀ Notifications		E
රෑදී Maintenance ස ල	Your Notification(s)	« 1 2 3 4	5 6 7 »
	Today A Defect Form is submitted 11:20 em Yesterday		

• The submitted defect form that submitted by site person.

	Projects		C Submitted Defect	-
¢,	Maintenance	₿		
æ			Contractor: PCK CONSTRUCTION SDN BHD	
*	Assign Users		Category:	
-	Submit Tender		Treatment	
ß			Location: Block A	
Ŵ		₿	Defect	
- 🔧		₽	Submittal	
Þ		œ	Trade:	
	Site Management	€	Mason	
		G	Remark(s): Sample 1	
			Date: 2018-01-26 11:20:18	
			PIC: Mr. Project Manager 1	
			Submitted By Mr. Project Manager 1	
			Photo: No Photo Uploaded	

- Contractor can respond the defect.
- Contractor can upload the document or file as a support document.

Remark(s)			
Alla cherent si			
🕇 Add files 🕥	Start upload 🖉 Cancel upload		
🕂 Add files 🕃	Start upload Ø Cancel upload		

<u>MCAR</u>

• Work flow



- Contractor get the notification
- Click the notification to shortcut reply MCAR form.



• **Reply MCAR** submits by site person and then click submit.

Drojosto	
	MAJOR CORRECTIVE ACTION REQUEST
🗱 Maintenance 🛛 🖽	
Project Dashboard	Project IIII: Tast Main Project
iii Assign Users	MCAR No -
🚹 Submit Tender	MCAR/5a6e87b186ed0
Tender Documents	Sub Con:
	PCK CONSTRUCTION SDN BHD
W Project Documents	Work Description:
Contractual Claim B	Sample 1
Document Control	Remark(s):
📕 Site Management 🛛 🖽	Sample 2
G	Submitted By:
	WE Project Manager 1
	Date: 2018.01.29 10:33.09
	2010/01/2010/00/00
	Corrective Action (To be completed by the Contractor)
	Corrective Action (To be completed by the Contractor) Cause of the Problem Sample 1
	Immediate Action
	Sample 2
	Long Term Corrective Action 🔍 Yes 🛛 🛞 No
	Commitment Date 05-Feb-2018
	Cancel Submit

• After site person reply, the status was changes to "Verified" from "Pending Verified".

P Tender Documents		No 🔺	Date 🖒	Company 🗘	Status 🗘	Category 🔿	Defect 🗘	Location 🗘	Remark(s) 🗘	Submitted By 🖒	PIC 🗘	MCAR 🗘
Project Documents Contractual Claim	⊞	1	2018-01- 29	PCK CONSTRUCTION	Responded	Treatment	Submittal	Block A	Project manager	QS Staff 2	Mr. Project Manager 1	Verified
			10:03:52	SDN BHD								

• Contractor can print the MCAR form.



Mr. Phua Chu Kang Date : 2018-02-05 Please complete & return this report within 5 working days after the above issued date.

3. EFFECTIVENESS VERIFICATION BY SITE REPRESENTATIVE

Sign : Date :

ect Manager 1 Date: 2018-01-29 10:40:51 Comment From Site Representative: MCAR Reinspection Date (If necessary) : 2018-02-05

Commitment Date :

2.3 Long Term Corrective Action: Responsible Person : Sign :

Verified Satisfactory: Yes Verification Personnel :

Report Received By: Mr. Project Manager 1

DAILY LABOUR REPORT

• Login eproject system



• Click the project

10	EMDSB/BLD/C003/18	Sample Project (Full)	Open Project Sub Packages [1]	Post Contract
		11-Jan-2018 Malaysia , Kuala Lumpur Standard		

• Click site management and click daily labour report.

⊞	Projects		Project Dashboard				
盦	Verify Company						
00	Maintenance	₿	Messages Project Inform	ation			
-	Project Dashboard	k	Compose	O Subject	O Author	O Purposa of issue	O Messane
쓭	Assign Users		Compose	Cablett	A Autor		A message
₽	Project Documents	₿	Inbox		Currently the	re are no available message(s)	
*	Contractual Claim	₿	Sent				
5	Document Control	⊞	Draft				
	Site Management	₿					
-	嶜 User Management						
	皆 Defect 🕕						
E	Daily Labour RPT	0					

- Editor only have button "Add Record".
- Fill up all the detail and click submit

🛱 Maintenance	⊞	Daily L	_abour Report	ts List															
Project Dashboard		Q																	
📽 Assign Users				Filter \	Filter I	Filte	Filter C										Filter Wo	Filter	Filter
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	Number of Workers	Number of OT Workers	Total OT Hours
Skill	80	6	3
Semi Skill	70	6	3
Unskill	60	6	3
Bomark *			

Unskill		60]	6		3	
Work Description * Sample 1							
Remark * Sample 1							
Attachment(s): + Add files • Sta	rt upload Ø Cancel upload						
Preview	File Name			Size	Actions		Uploaded
						Cancel	Submit

• After submit the detail can viewed.

⊞	Projects		Dail	/Labour	Reports														+ Add Reco	d
盦	Verify Company		Daily																-	
¢°	Maintenance	₿	Daily	Daily Labour Reports List																
æ	Project Dashboard		Q	Laboarropo																٦
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F	🖹 Daily Labour RPT 🧯		•	11.00.01				00110110	1											+
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• Click the company name and can view the details.

⊞	Projects		C Daily Labour Reports			-
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-	Project Dashboard		ram Location:			
*	Assign Users		Block A			
6	Project Documents	æ	Trade:			
-	Document Control	⊞	Mason			
	Site Management	•	Contractor: PCK CONSTRUCTION SDN BHD			
		G		Number of Workers	Number of OT Workers	Total OT Hours
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			Semi Skill	70	6	3
			Unskill	60	6	3
			Remark:			
			Work Description:			
			Sample 1			
			Submitted By			
			Mr. Project Manager			
			Photo:	v		-

• Viewer user can view the record only and the button records do not have.

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