Contents

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

1. Project manager login to assign user.

2. Click the project

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

4. Click to breakdown the module and select which module to assign user
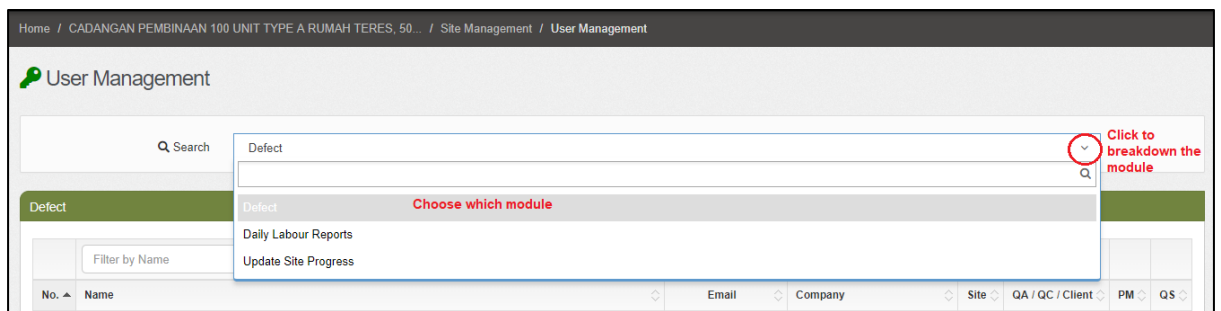
5. To assign the user to manage the defect just click **assign users.**
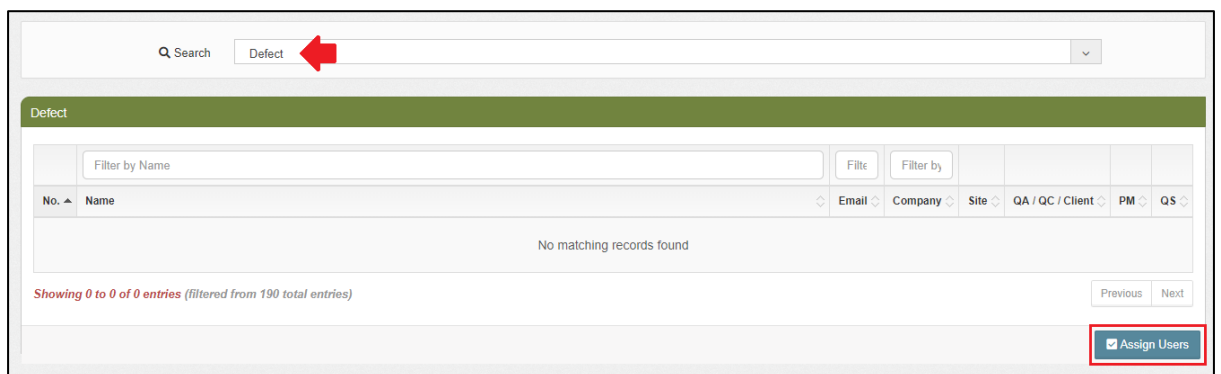
6. Just thick at the **small boxes** which person in charge the defect and then just click **"Save"**

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

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

SITE (PIC)

- **Work flow**

```
┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│ submit the defect│  ──► │ contractor      │  ──► │ site person     │
│ form             │      │ respond         │      │ respond the     │
│                  │      │                 │      │ contractor's    │
│                  │      │                 │      │ reply           │
└─────────────────┘      └─────────────────┘      └─────────────────┘
                                                            │
                                                            ▼
┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│ if site person  │  ◄── │ if site person  │  ◄── │ site person can │
│ click reject,   │      │ click           │      │ accept, reject  │
│ the contractor  │      │ backcharge,     │      │ or backcharge   │
│ need to respond │      │ he/she need fill│      │                 │
│ again.          │      │ up the          │      │                 │
│                 │      │ backcharge      │      │                 │
│                 │      │ amount.         │      │                 │
└─────────────────┘      └─────────────────┘      └─────────────────┘
        │
        ▼
┌─────────────────┐
│ if site person  │
│ click accept,   │
│ the status      │
│ defect in close │
│ status.         │
└─────────────────┘
```
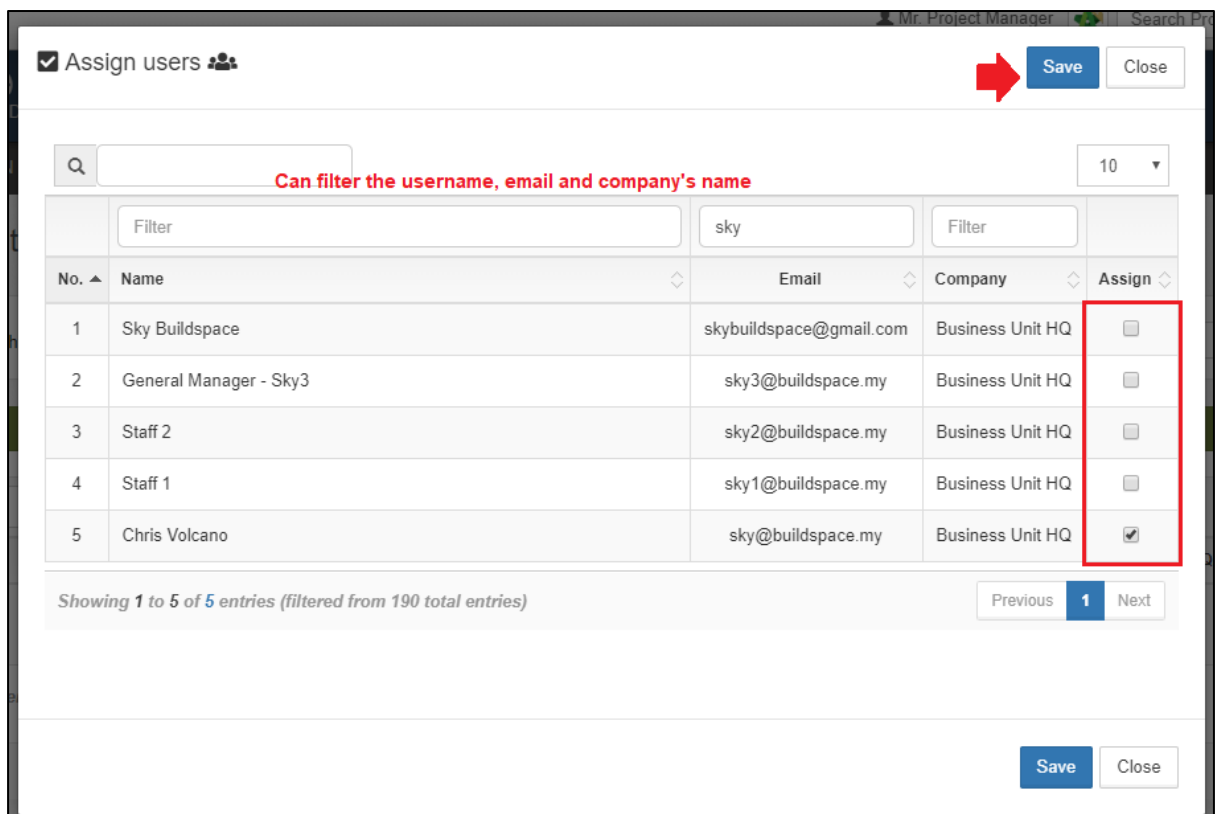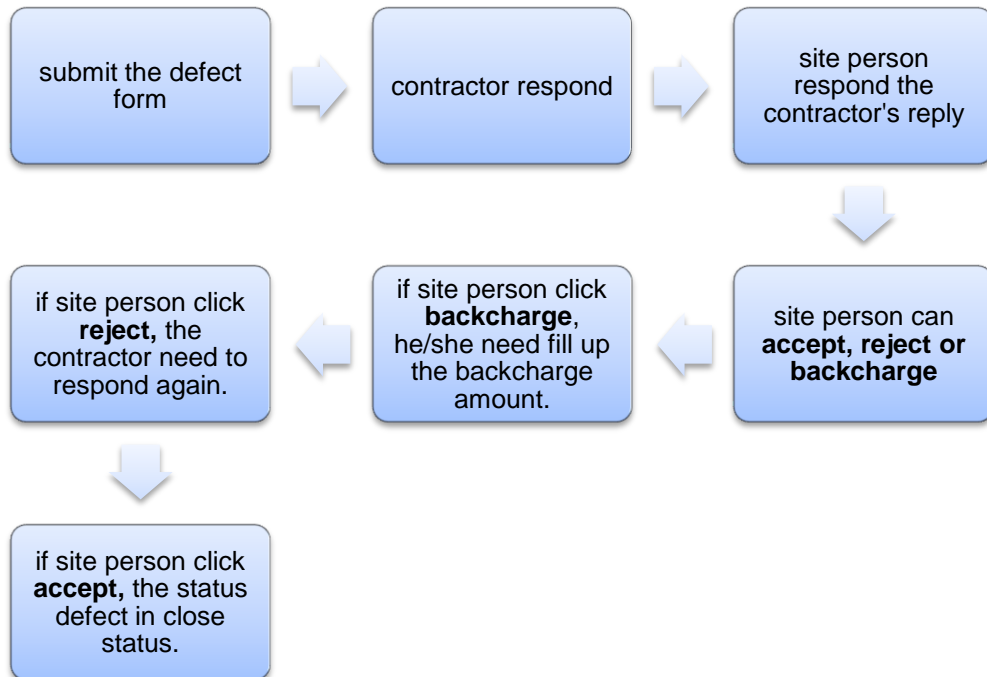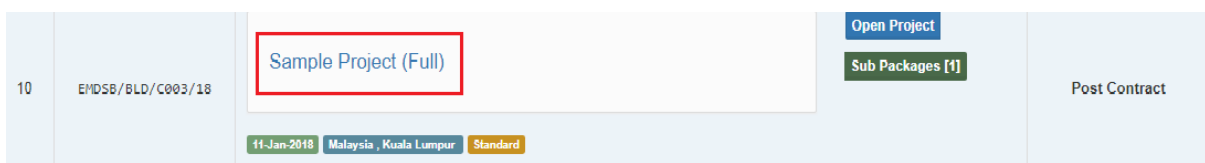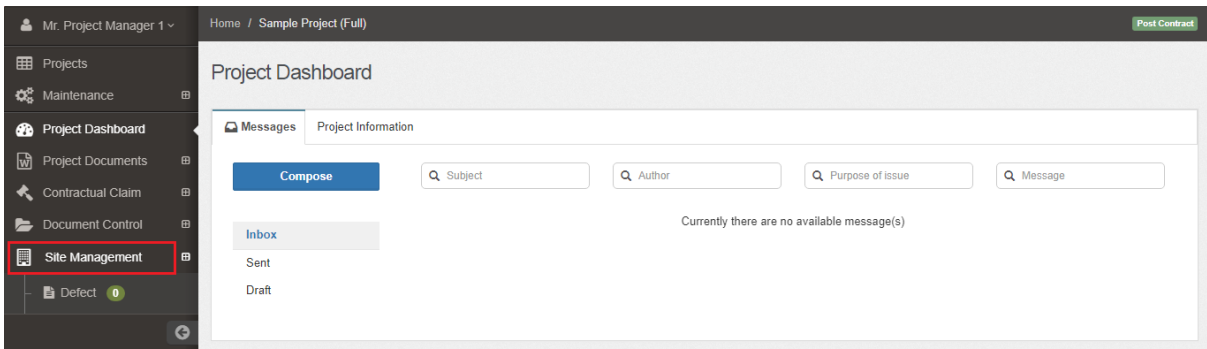
- Person in charge just login eproject system to manage the defect.
- User assign as a site person automatically as a person in charge (PIC) in defect management of the project.
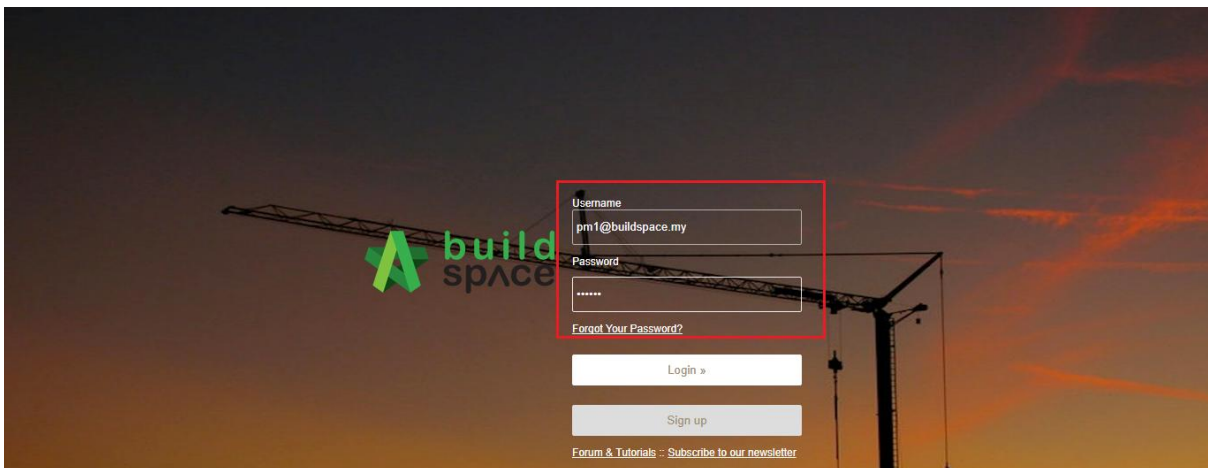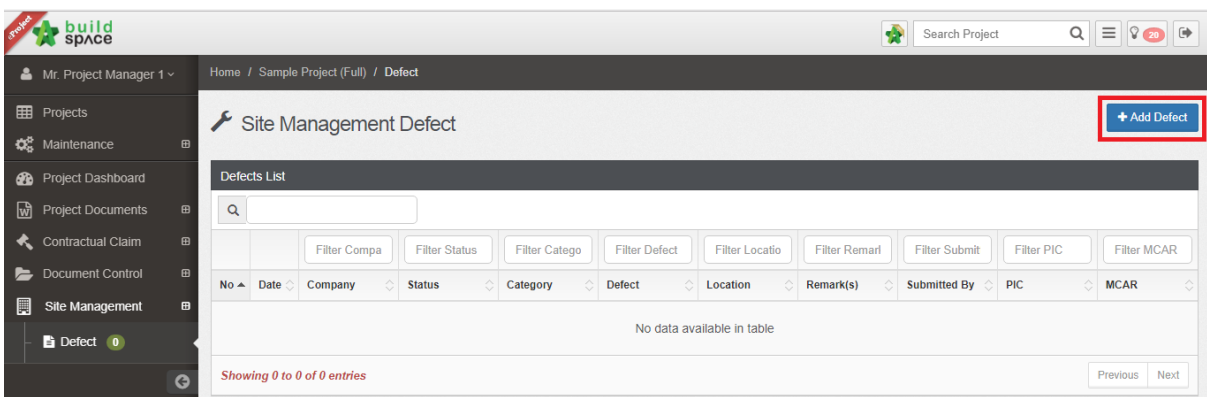

- Click the project to manage the defects.
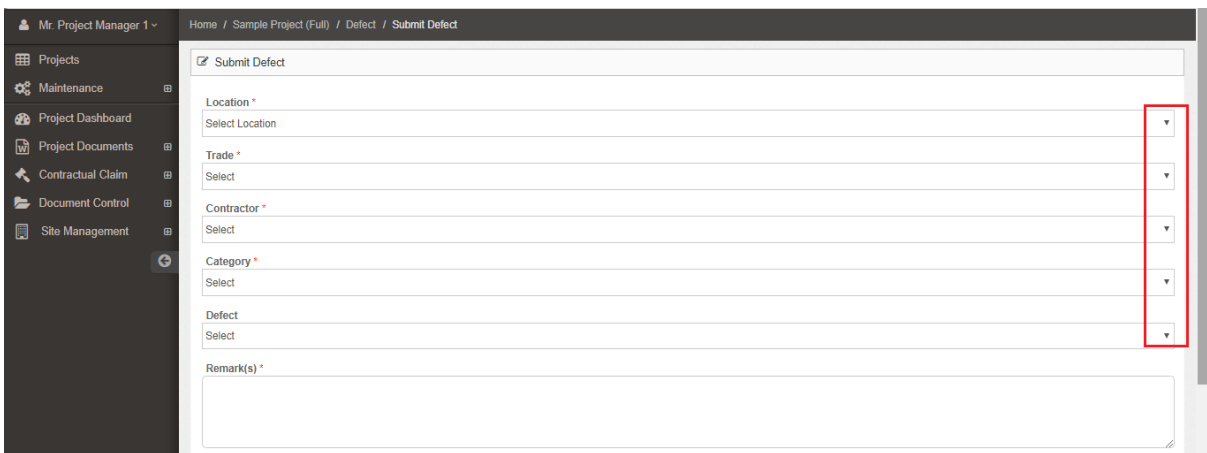
- Click the **site management** and can view the **defect.**

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

- Fill up the form of the defect.

- Fill in all the details about the defect.

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

- 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.

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

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

- 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.
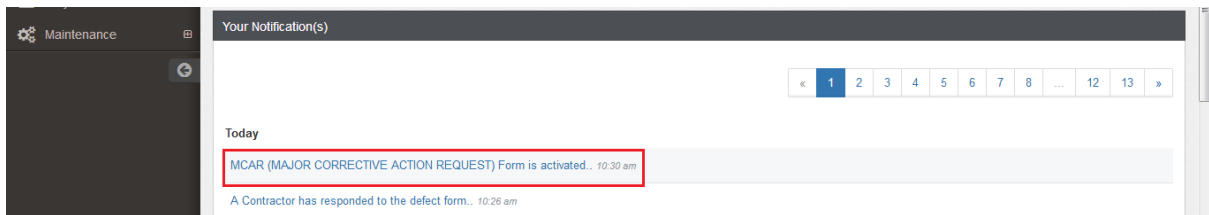
- Fill up the all the detail and then click submit.
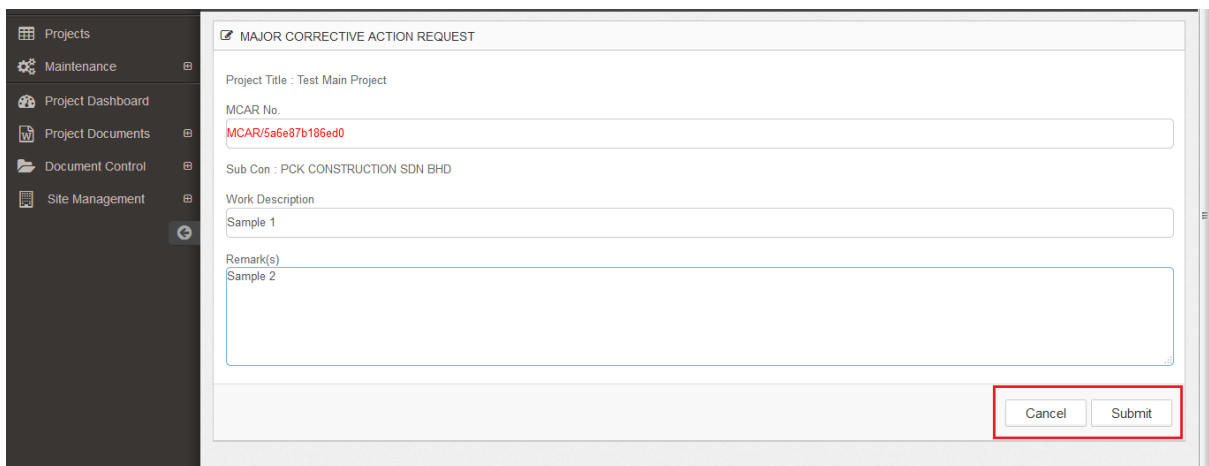
- **Site person** and **PM** get notification after contractor reply

- Site Person to verify MCAR and the click submit.

EFFECTIVENESS VERIFICATION BY SITE REPRESENTATIVE

Verify   ● Verified Satisfactory   ○ Verified Not Satisfactory

Comment

Reinspection Date (If necessary)   05-Feb-2018

[Submit] [Back]

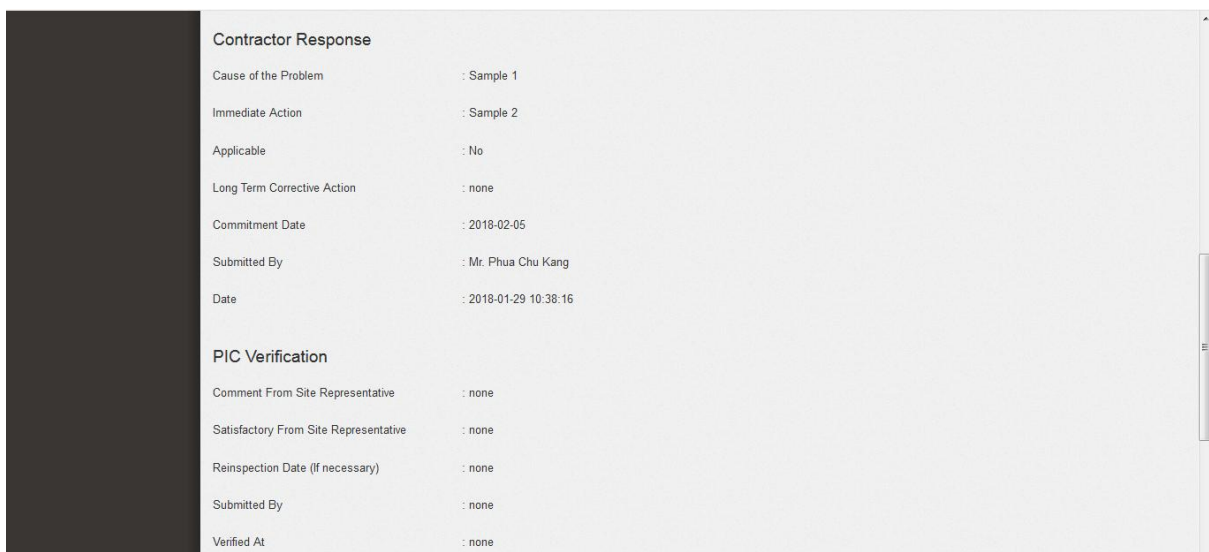| No ▲	Date	Company	Status	Category	Defect	Location	Remark(s)	Submitted By	PIC	MCAR
1	2018-01-29 10:03:52	PCK CONSTRUCTION SDN BHD	Responded	Treatment	Submittal	Block A	Project manager	QS Staff 2	Mr. Project Manager 1	Verified
2	2018-01-26 14:04:27	PCK CONSTRUCTION SDN BHD	Open	Treatment	Material used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

- Projects
- Maintenance ⊞
- Project Dashboard
- Assign Users
- Submit Tender
- Tender Documents
- Project Documents ⊞
- Contractual Claim ⊞
- Document Control ⊞
- Site Management ⊞

[🖨 Print]

✎ MAJOR CORRECTIVE ACTION REQUEST

Project Title:
Test Main Project

MCAR No.:
MCAR/5a6e87b186ed0

Sub Con:
PCK CONSTRUCTION SDN BHD

Work Description:
Sample 1

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 Description	Remark(s)
Sample 1	Sample 2

Prepared Site Representative:

2. Corrective Action (To be completed by the Contractor)

2.1 Cause of the Problem: Sample 1

2.2 Immediate Action: Sample 2
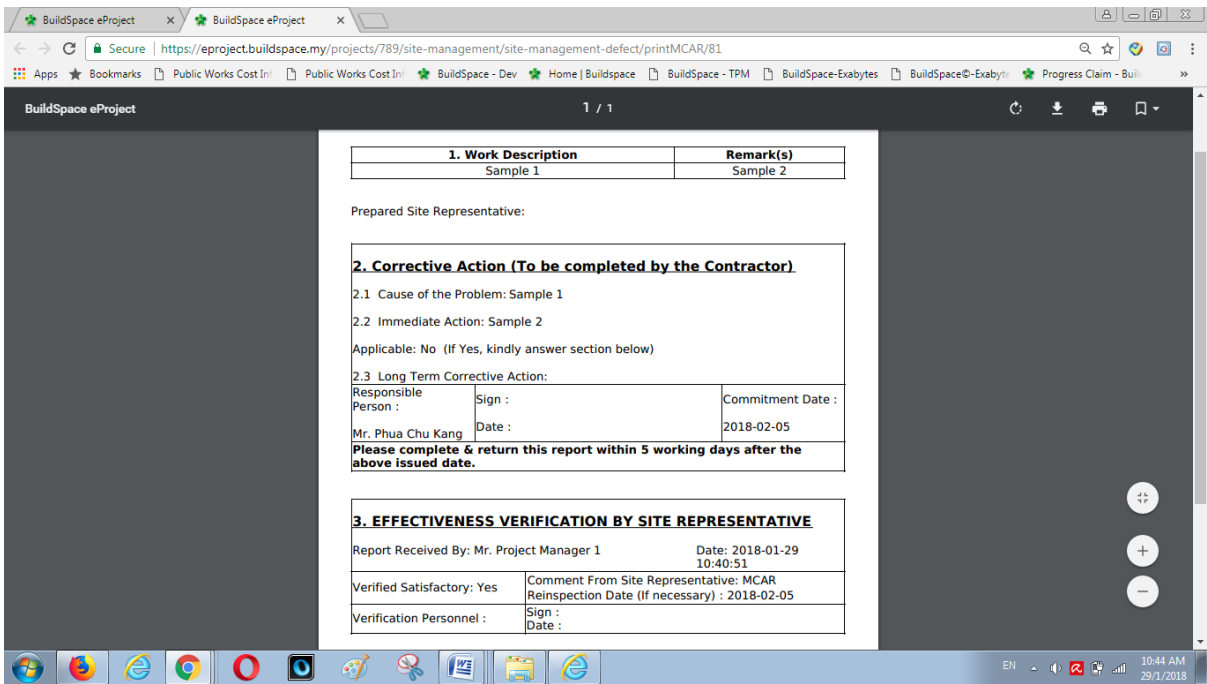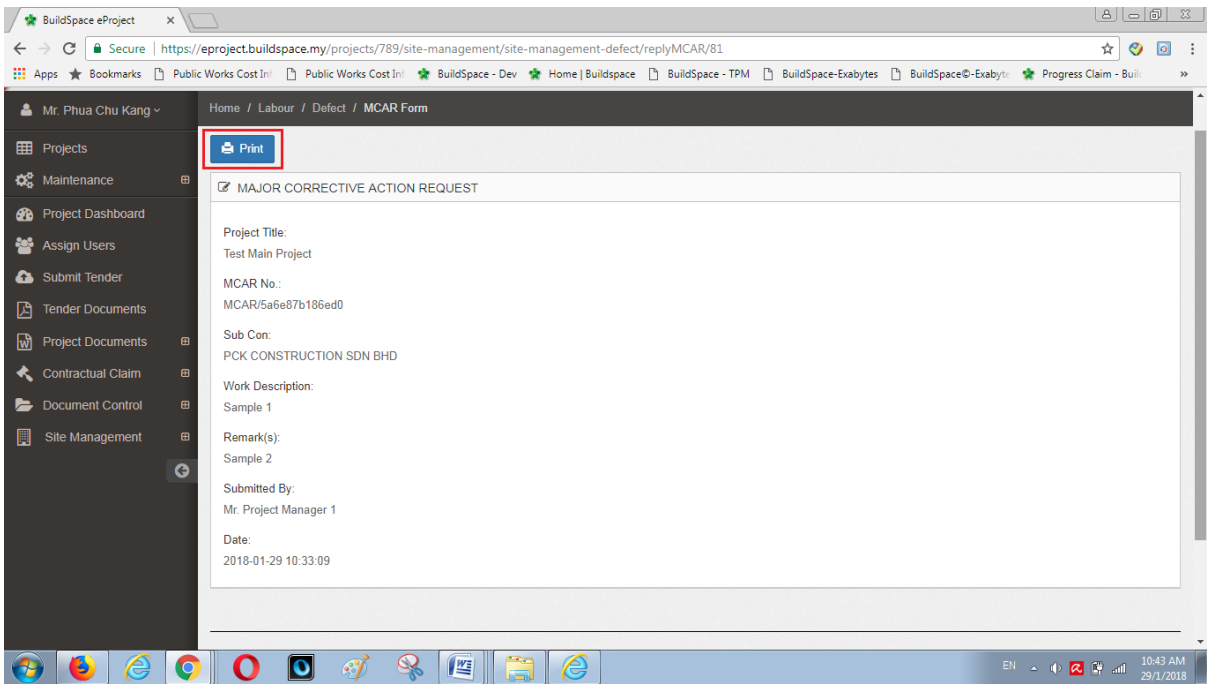
Applicable: No (If Yes, kindly answer section below)

2.3 Long Term Corrective Action:

Responsible Person : Mr. Phua Chu Kang	Sign : Date :	Commitment Date : 2018-02-05

Please complete & return this report within 5 working days after the above issued date.
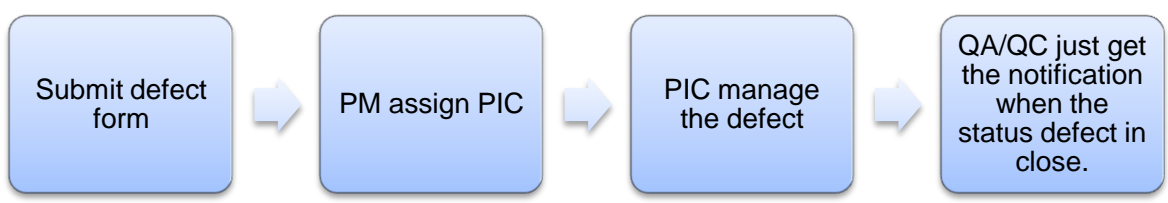
3. EFFECTIVENESS VERIFICATION BY SITE REPRESENTATIVE

Report Received By: Mr. Project Manager 1   Date: 2018-01-29 10:40:51

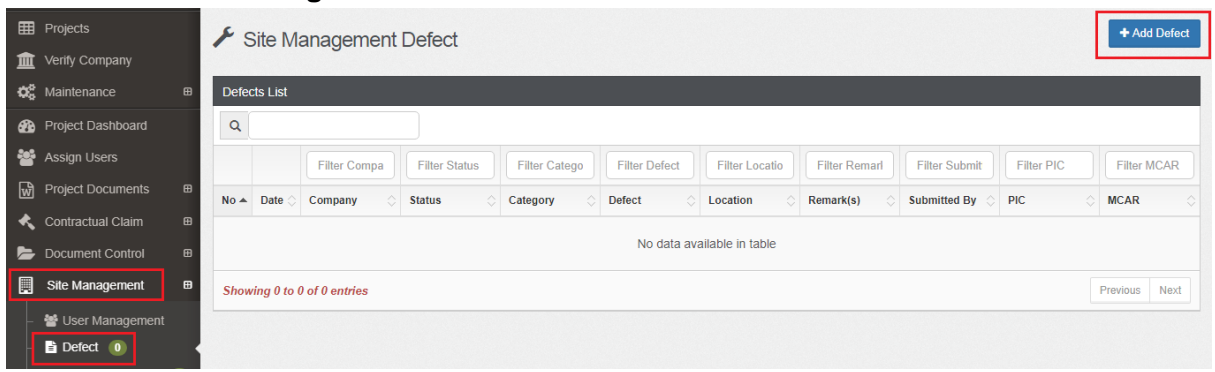| Verified Satisfactory: Yes	Comment From Site Representative: MCAR Reinspection Date (If necessary) : 2018-02-05
Verification Personnel :	Sign : Date :

MAJOR CORRECTIVE ACTION REQUEST

Project Title:
Test Main Project

MCAR No.:
MCAR/5a6e87b186ed0

Sub Con:
PCK CONSTRUCTION SDN BHD

Work Description:
Sample 1

Remark(s):
Sample 2

Submitted By:
Mr. Project Manager 1

Date:
2018-01-29 10:33:09

1. Work Description	Remark(s)
Sample 1	Sample 2

Prepared Site Representative:

2. Corrective Action (To be completed by the Contractor)

2.1 Cause of the Problem: Sample 1

2.2 Immediate Action: Sample 2

Applicable: No (If Yes, kindly answer section below)

2.3 Long Term Corrective Action:

Responsible Person : Mr. Phua Chu Kang	Sign : Date :	Commitment Date : 2018-02-05

Please complete & return this report within 5 working days after the above issued date.

3. EFFECTIVENESS VERIFICATION BY SITE REPRESENTATIVE

Report Received By: Mr. Project Manager 1   Date: 2018-01-29
                                                                                    10:40:51

Verified Satisfactory: Yes	Comment From Site Representative: MCAR Reinspection Date (If necessary) : 2018-02-05
Verification Personnel :	Sign : Date :

QA/QC/CLIENT

- Work flow


```
┌─────────────┐    ┌─────────────┐    ┌─────────────┐    ┌──────────────────┐
│ Submit defect│    │             │    │ PIC manage  │    │ QA/QC just get   │
│    form      │ ▷  │ PM assign PIC│ ▷  │ the defect  │ ▷  │ the notification │
│             │    │             │    │             │    │ when the         │
│             │    │             │    │             │    │ status defect in │
│             │    │             │    │             │    │ close.           │
└─────────────┘    └─────────────┘    └─────────────┘    └──────────────────┘
```

- Login the eproject system
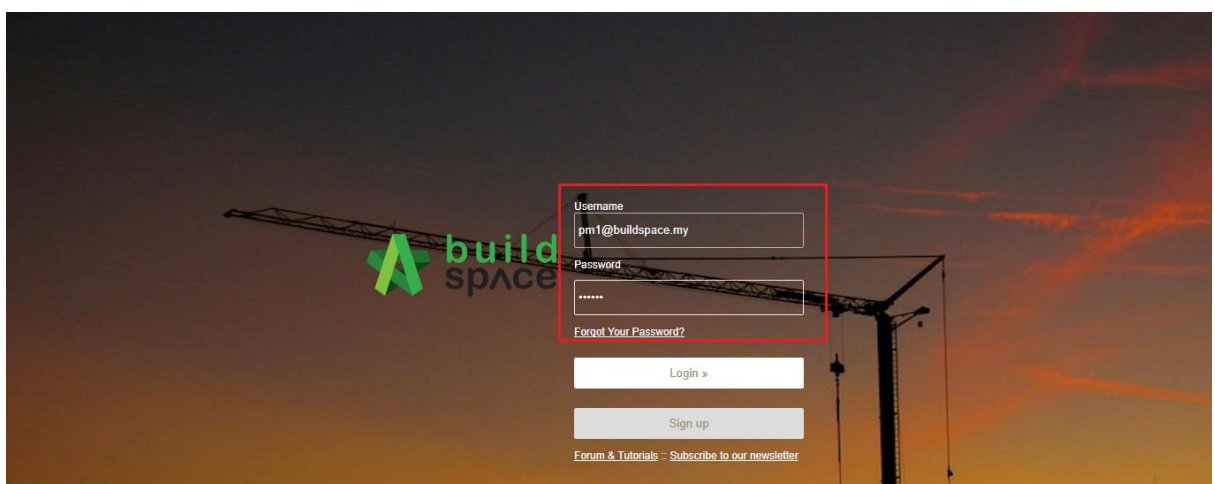
- Click the **project**
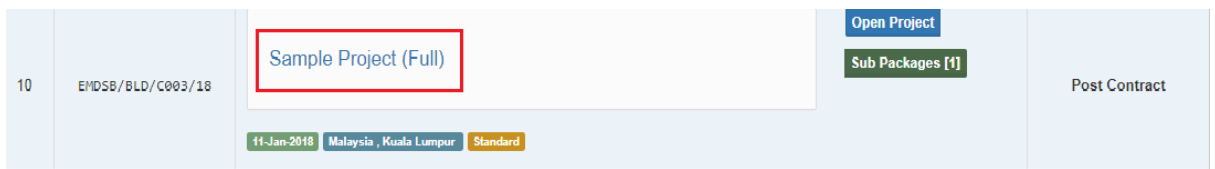
- Click **site management** and then click **defect.**

- Fill up all the detail about the defect and then click 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
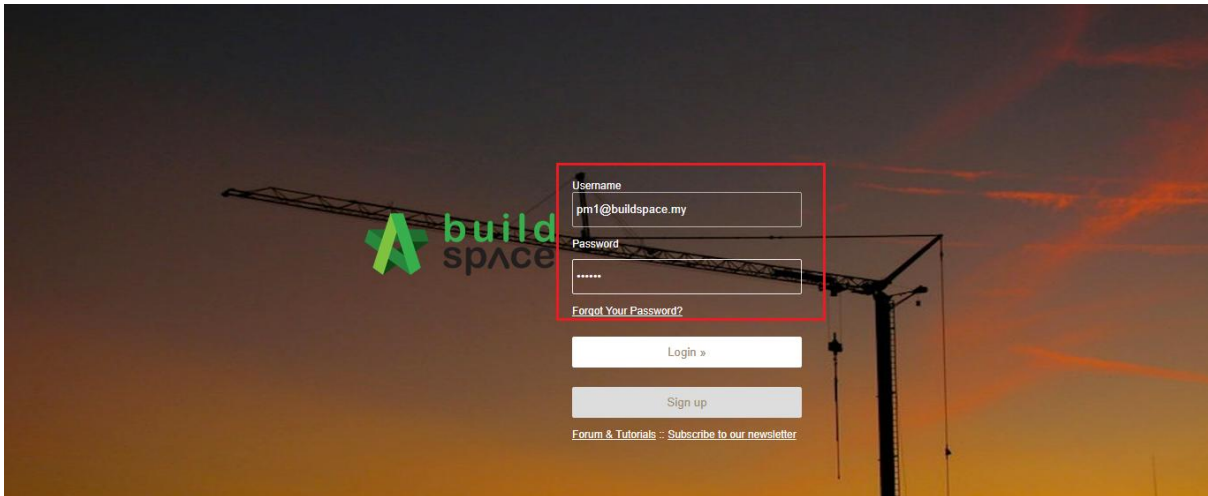
- Click the project
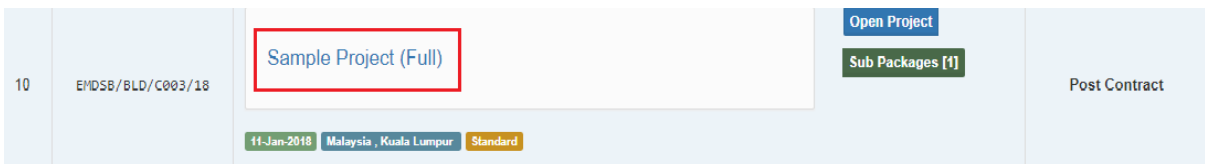
- Click **site management** and then click **defect.**
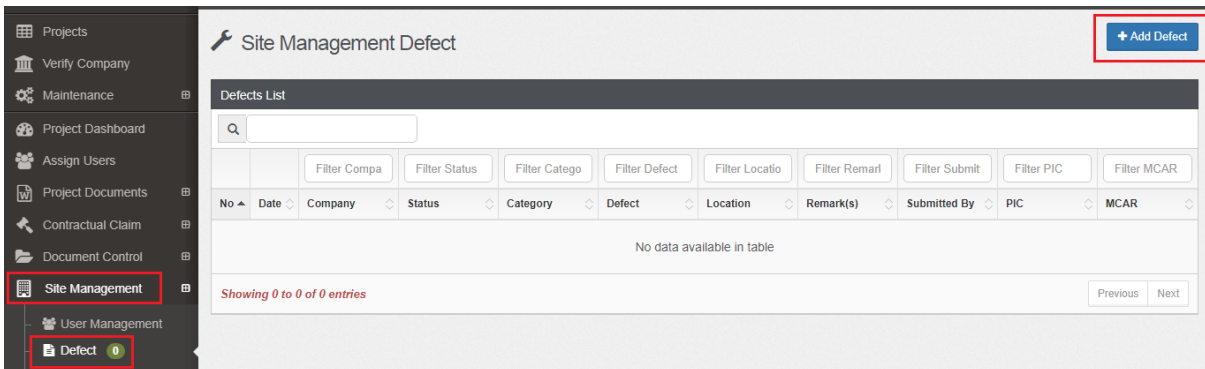
- Fill up the detail at defect form.

- And then click submit

- Click **not assigned** to assign the PIC.

- PM and PIC get the notification when the contractor respond the defect.
- If PM want to issue MCAR, open the defect and click at **MCAR**.

Respond

Remark(s)

MCAR

Attachment(s)

+ Add files... **⊕ Start upload** **⊘ Cancel upload**

Preview	File Name	Size	Actions	Uploaded

Accept **Reject** **Backcharge** **MCAR**

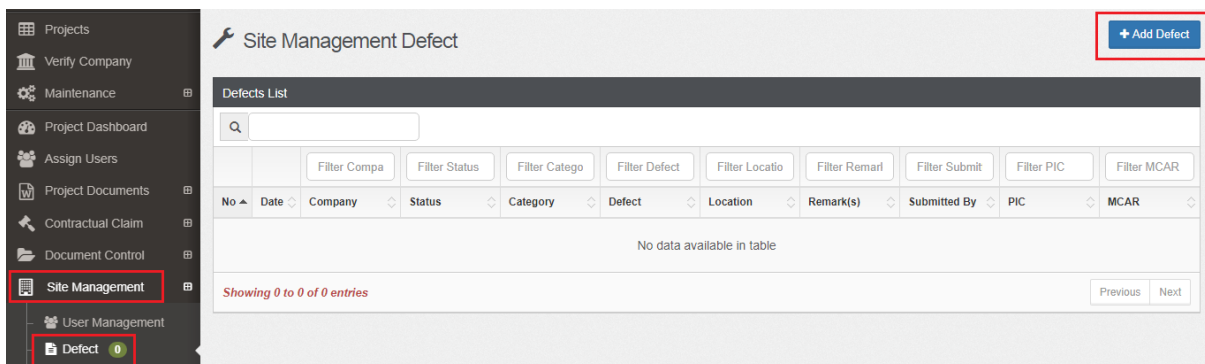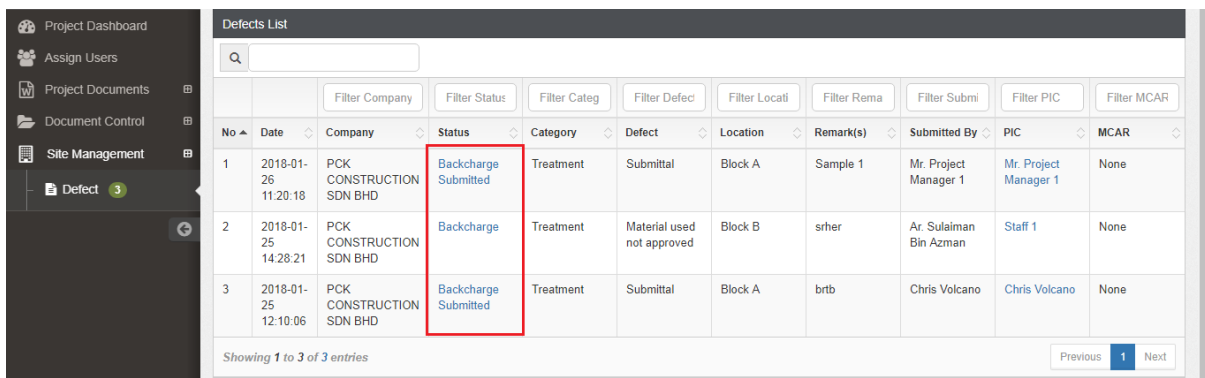# QUANTITY SURVEYOR (QS)

- Login eproject system
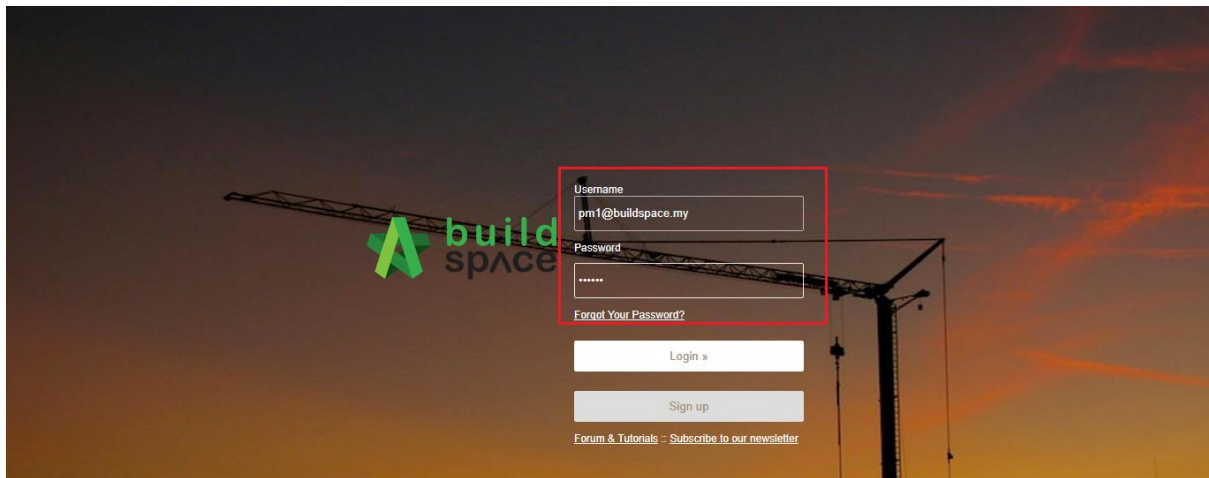
- Click the project
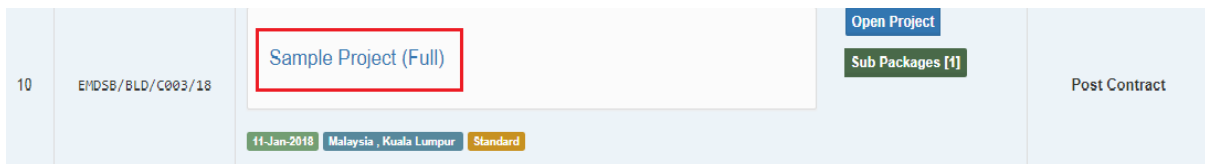
- Click site management and click defect

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

- Click the **backcharge t**o view the detail about the backcharge.

CONTRACTOR

- Work flow

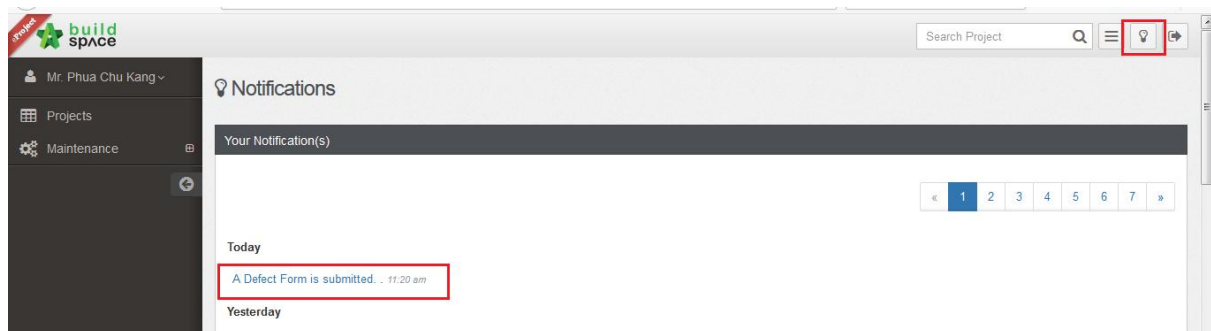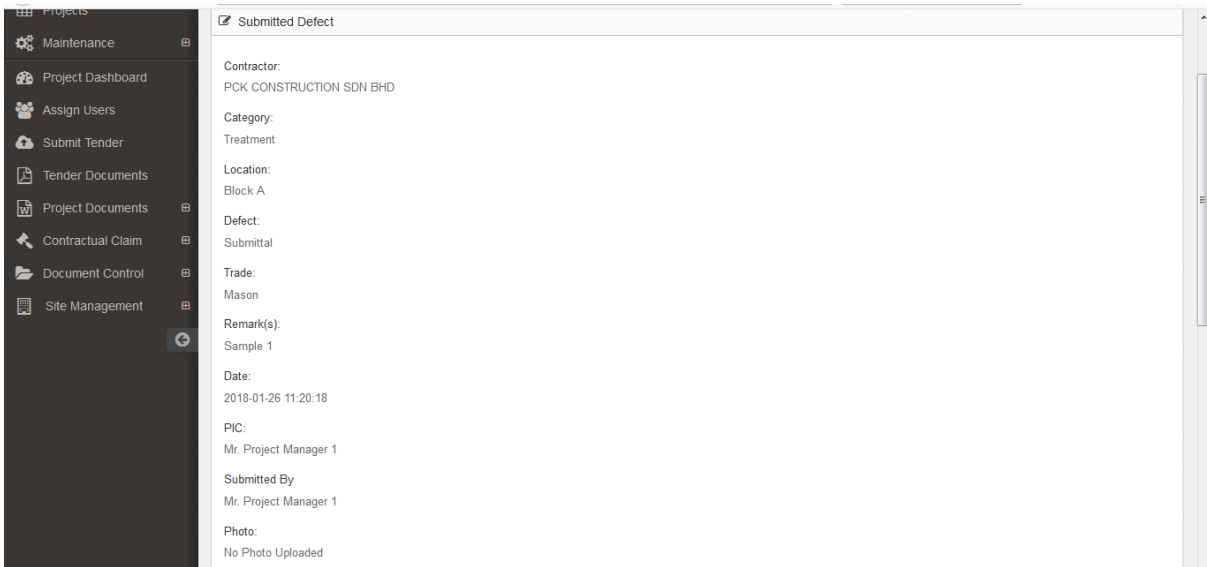| Submitted defect form by PM/site person/QA/QC | ⟶ | Contractor reply the defect form |

- Contractor can view the own defect only.
- Contractor can respond the defect form submitted
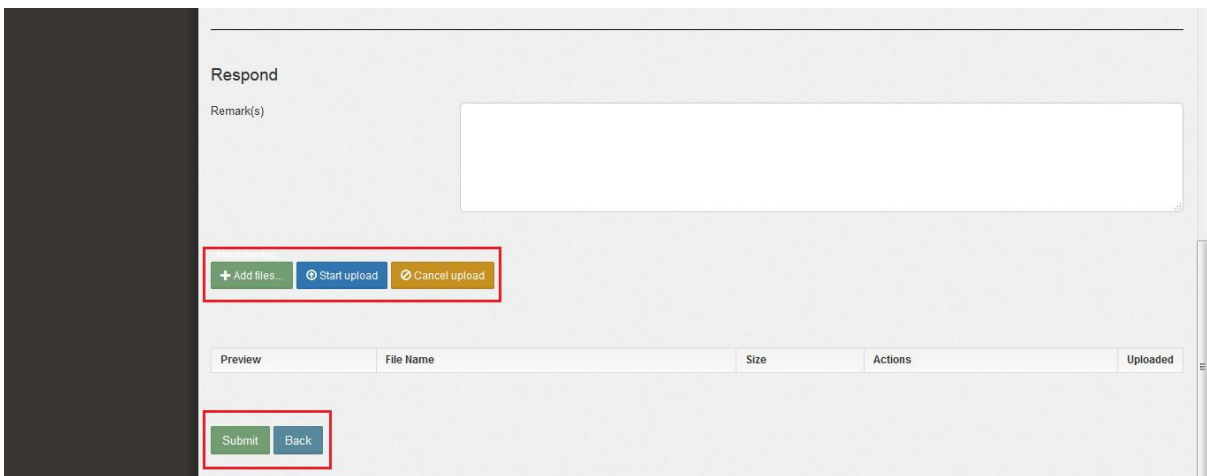- Contractor login the eproject system.
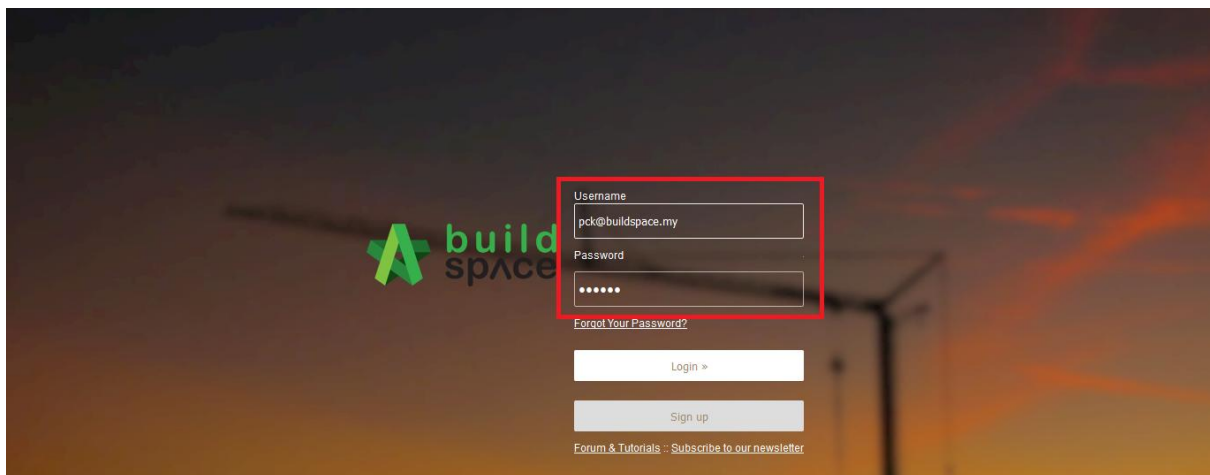
- Just click the notification as a shortcut to defect form.

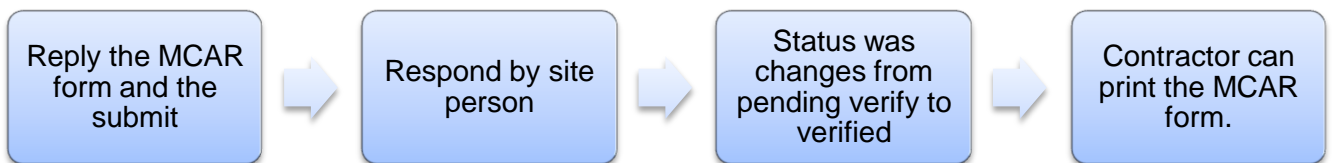- The submitted defect form that submitted by site person.

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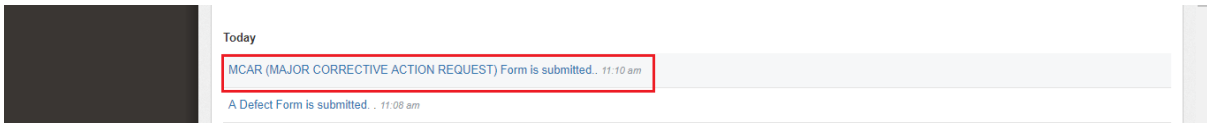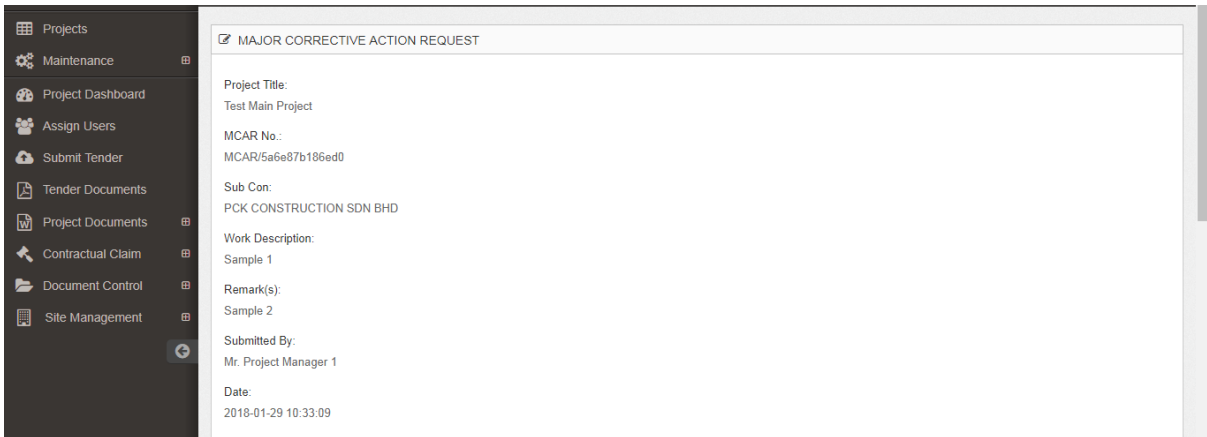- Contractor can upload the document or file as a support document.

MCAR

- Work flow

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

Today

MCAR (MAJOR CORRECTIVE ACTION REQUEST) Form is submitted.. *11:10 am*

A Defect Form is submitted. . *11:08 am*

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

| Projects |
| Maintenance |
| Project Dashboard |
| Assign Users |
| Submit Tender |
| Tender Documents |
| Project Documents |
| Contractual Claim |
| Document Control |
| Site Management |

✎ MAJOR CORRECTIVE ACTION REQUEST

Project Title:
Test Main Project

MCAR No.:
MCAR/5a6e87b186ed0

Sub Con:
PCK CONSTRUCTION SDN BHD

Work Description:
Sample 1

Remark(s):
Sample 2

Submitted By:
Mr. Project Manager 1

Date:
2018-01-29 10:33:09

✎ 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".**

No ▲	Date	Company	Status	Category	Defect	Location	Remark(s)	Submitted By	PIC	MCAR
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

- Contractor can print the MCAR form.
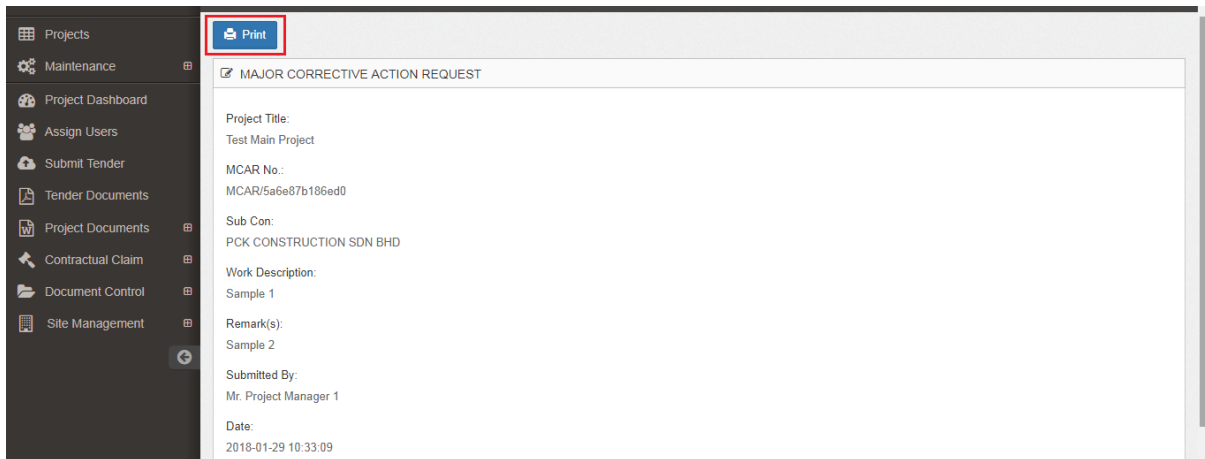
1. Work Description	Remark(s)
Sample 1	Sample 2

Prepared Site Representative:

2. Corrective Action (To be completed by the Contractor)

2.1 Cause of the Problem: Sample 1

2.2 Immediate Action: Sample 2

Applicable: No (If Yes, kindly answer section below)

2.3 Long Term Corrective Action:

| Responsible Person :	Sign :	Commitment Date :
Mr. Phua Chu Kang	Date :	2018-02-05

Please complete & return this report within 5 working days after the above issued date.
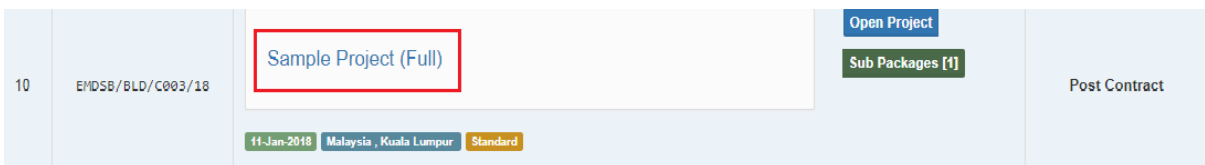
3. EFFECTIVENESS VERIFICATION BY SITE REPRESENTATIVE

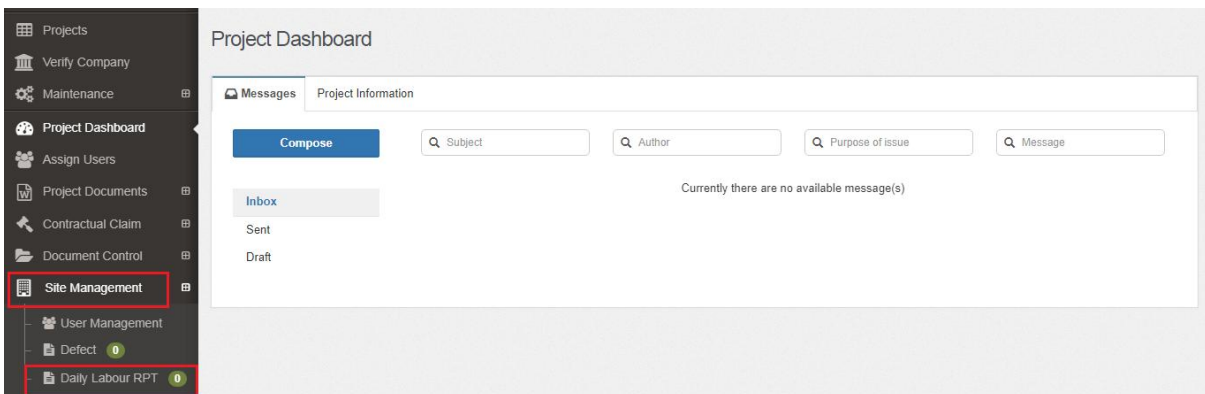| Report Received By: Mr. Project Manager 1	Date: 2018-01-29 10:40:51
Verified Satisfactory: Yes	Comment From Site Representative: MCAR Reinspection Date (If necessary) : 2018-02-05
Verification Personnel :	Sign : Date :

DAILY LABOUR REPORT

- Login eproject system
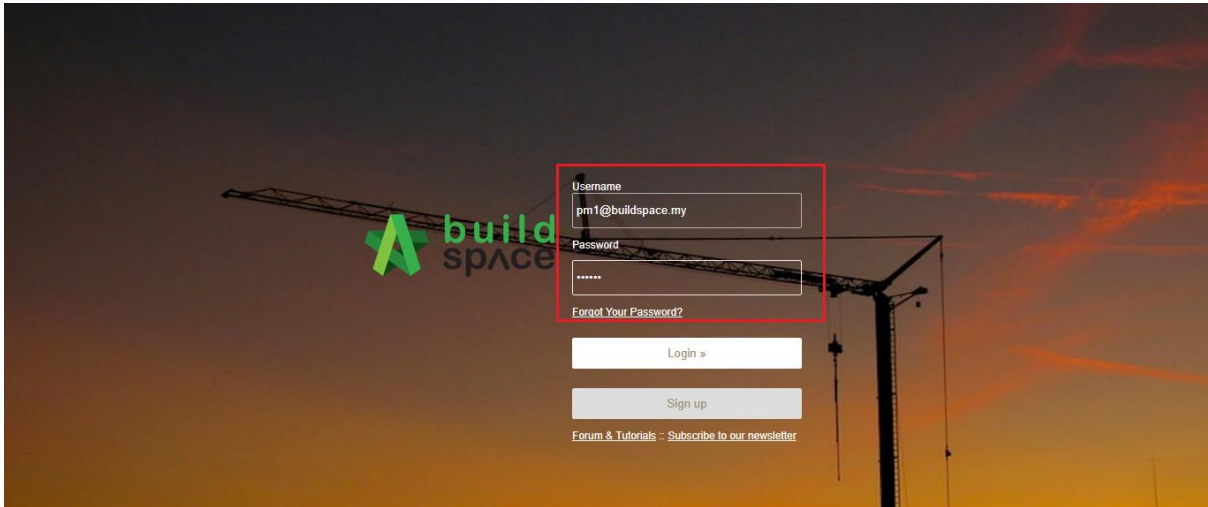
- Click the project

- Click site management and click daily labour report.

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

- After submit the detail can viewed.

- Click the company name and can view the details.

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

Daily Labour Reports

Daily Labour Reports List

No	Date Submitted	Weather	Location	Trade	Company	Skill			Semi Skill			Labour			Work Description	Remark	Su
						No	OT No	OT Hours	No	OT No	OT Hours	No	OT No	OT Hours			
1	2018-01-29 11:59:07	Rain	Block A	Mason	PCK CONSTRUCTION SDN BHD	80	6	3	70	6	3	60	6	3	Sample 1	Sample 1	M M

Showing **1** to **1** of **1** entries

Previous 1 Next