

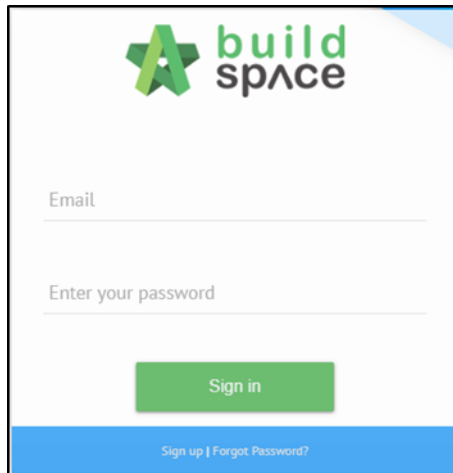
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Assign User For Defect, Daily Labour Report & Update Progress Claim

Note: Project management (Admin User) only

1. Project manager login to assign user.



The image shows the login page for Build Space. At the top left is the Build Space logo, which consists of a green stylized 'A' icon followed by the text 'build space'. Below the logo are two input fields: 'Email' and 'Enter your password'. A green 'Sign in' button is positioned below the password field. At the bottom of the form, there is a blue bar containing the text 'Sign up | Forgot Password?'.

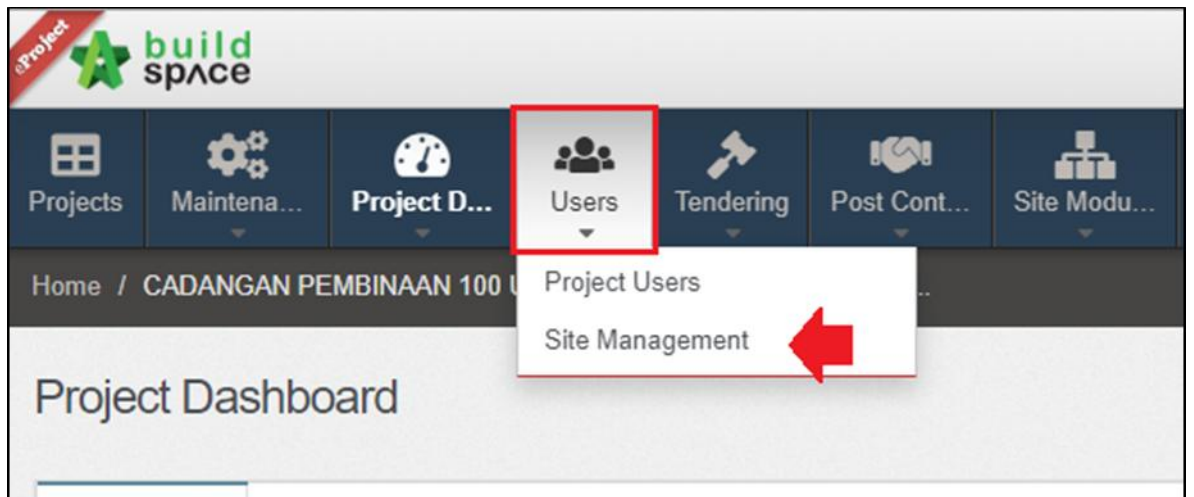
2. Click the project



Contract Number	Name	Status
P05B/BLD/C1343/18	CADANGAN PEMBINAAN 100 UNIT TYPE A RUMAH TERES, 50 UNITS BANGLO DAN 30 UNITS RUMAH KEDAI DI ATAS ...	Post Contract

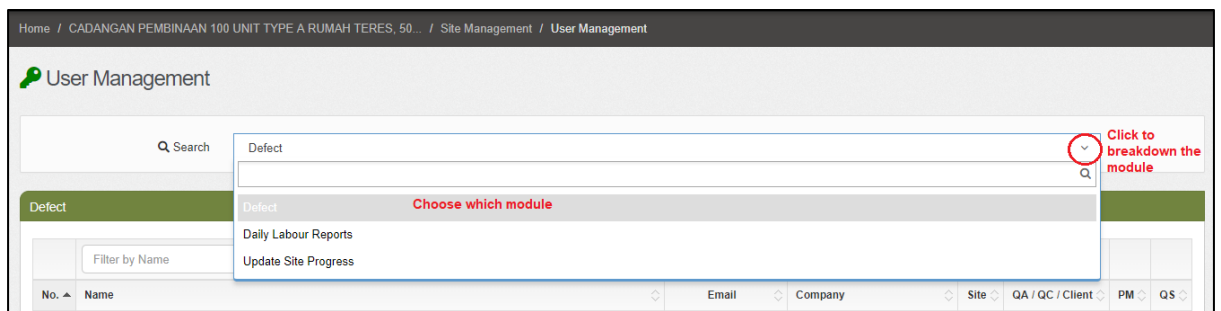
The image shows a table of projects. The first row is highlighted with a red box. The 'Contract Number' is 'P05B/BLD/C1343/18'. The 'Name' is 'CADANGAN PEMBINAAN 100 UNIT TYPE A RUMAH TERES, 50 UNITS BANGLO DAN 30 UNITS RUMAH KEDAI DI ATAS ...'. The 'Status' is 'Post Contract'. There are also buttons for 'Open Project' and 'Sub Packages [2]'.

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

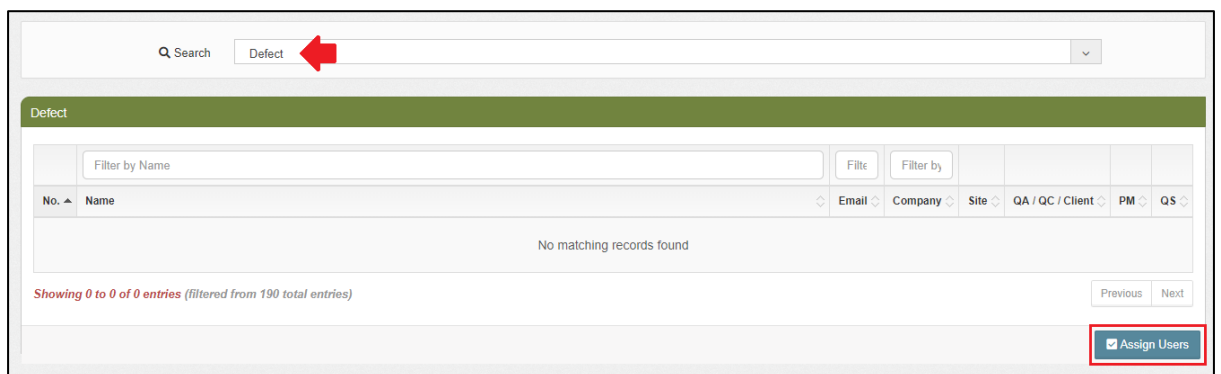


The image shows the navigation menu of the Build Space project management system. The menu items are: Projects, Maintena..., Project D..., Users, Tendering, Post Cont..., and Site Modu... The 'Users' menu item is highlighted with a red box. A dropdown menu is open under 'Users', showing 'Project Users' and 'Site Management'. A red arrow points to 'Site Management'. The background shows the 'Project Dashboard' for the project 'CADANGAN PEMBINAAN 100 U'.

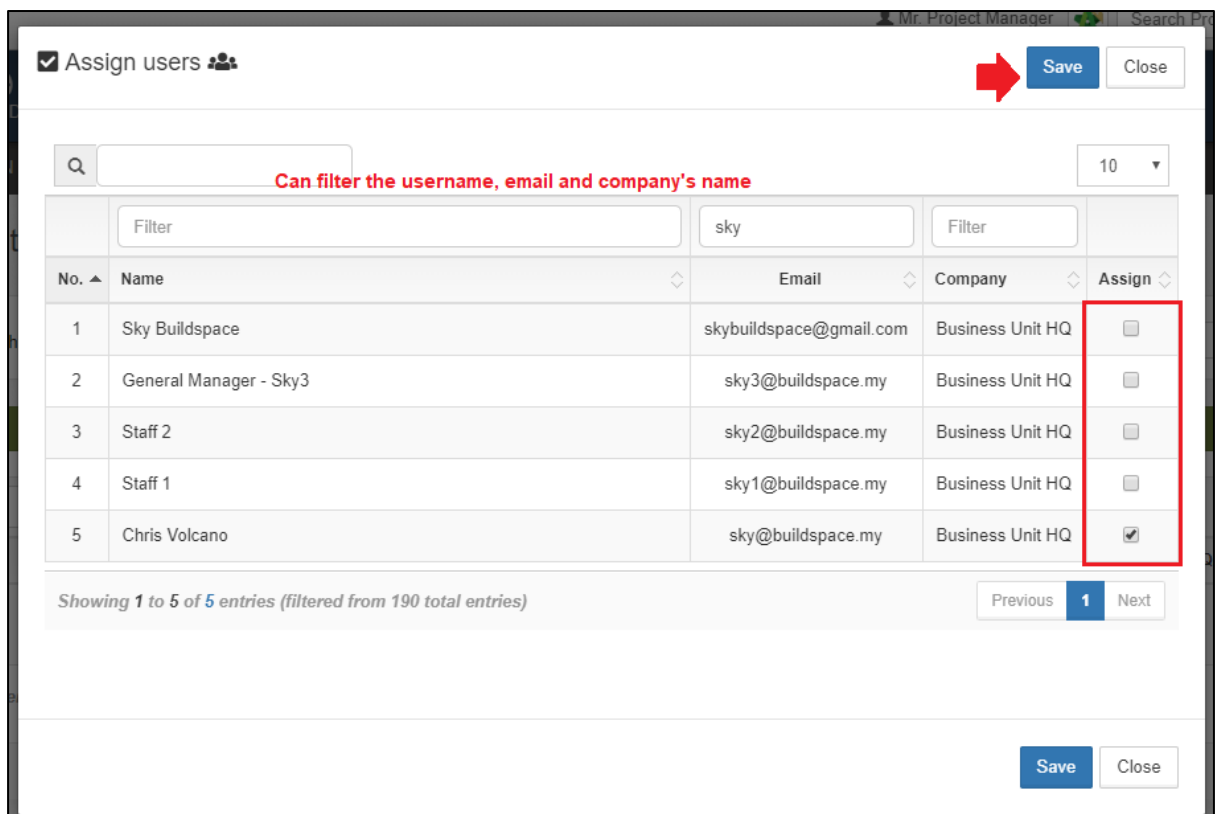
- Click to breakdown the module and select which module to assign user



- To assign the user to manage the defect just click **assign users**.



- Just tick at the **small boxes** which person in charge the defect and then just click **“Save”**



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

Defect							
Filter by Name		Filter by Email		Filter by Company		Tick which position for every user	
No. ▲	Name	Email	Company	Site	QA / QC / Client	PM	QS
1	Mr. Project Manager 1	pm1@buildspace.my	Project Management Office 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Mr. Project Manager	pm@buildspace.my	Project Management Office 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	Staff 1	sky1@buildspace.my	Business Unit HQ	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Chris Volcano	sky@buildspace.my	Business Unit HQ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

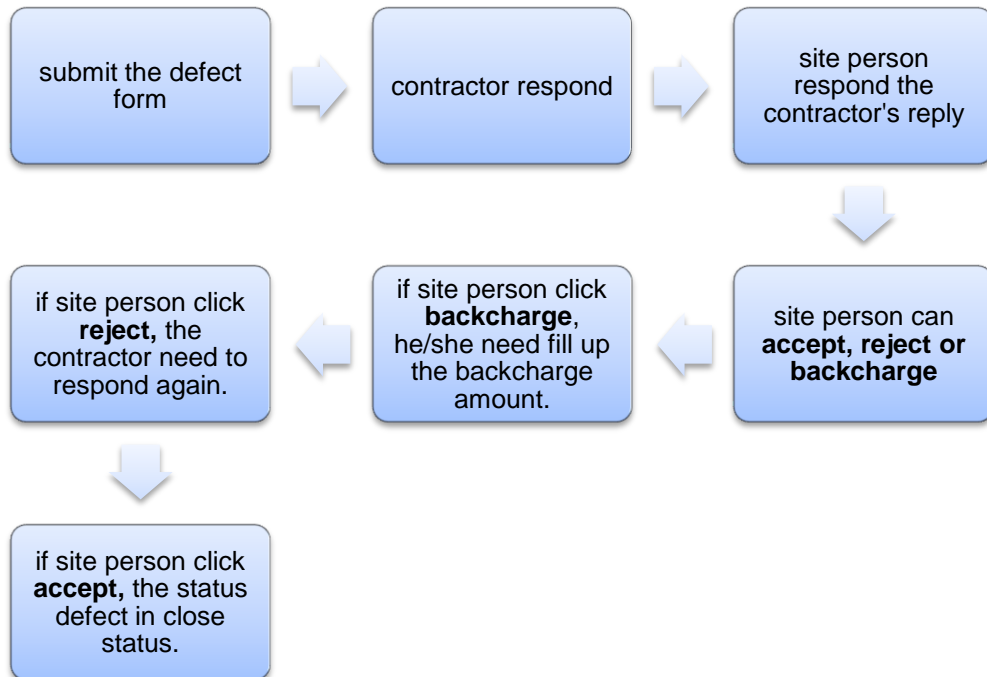
Showing 1 to 4 of 4 entries (filtered from 190 total entries)

Previous 1 Next

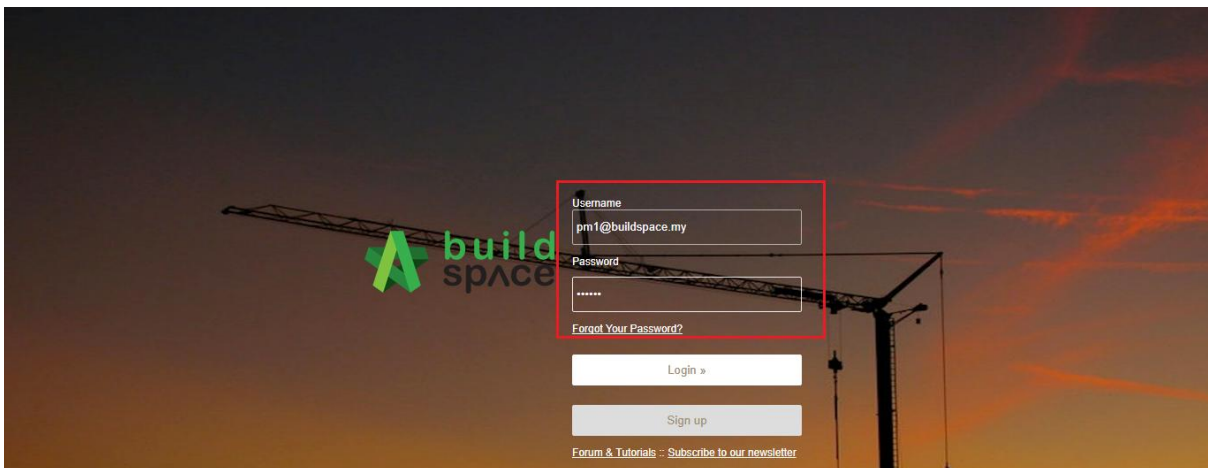
8. Project manager (admin) set this user as a site person in charge.

SITE (PIC)

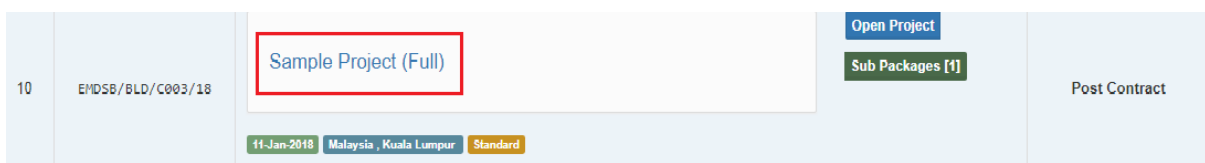
- **Work flow**



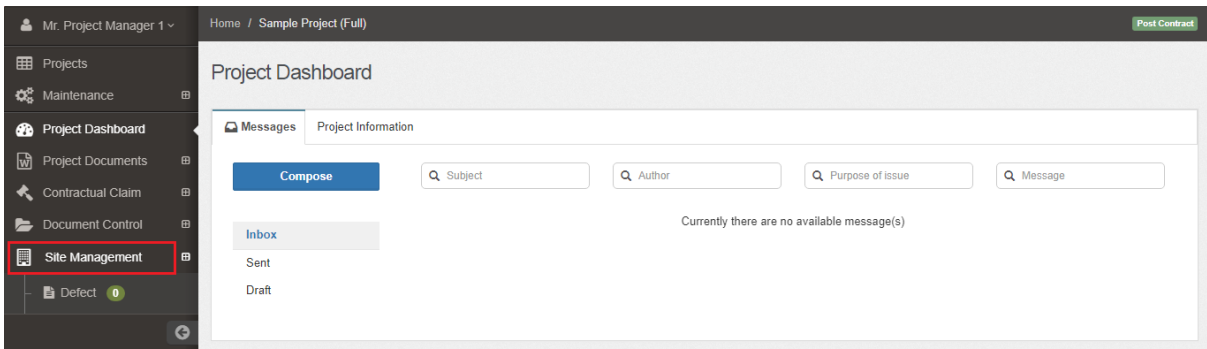
- Person in charge just login eproject system to manage the defect.
- User assign as a site person automatically as a person in charge (PIC) in defect management of the project.



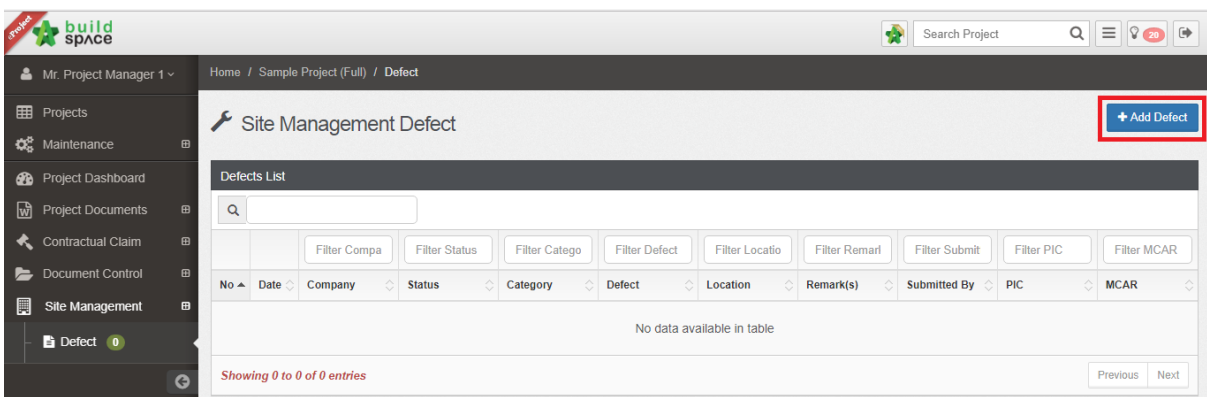
- Click the project to manage the defects.



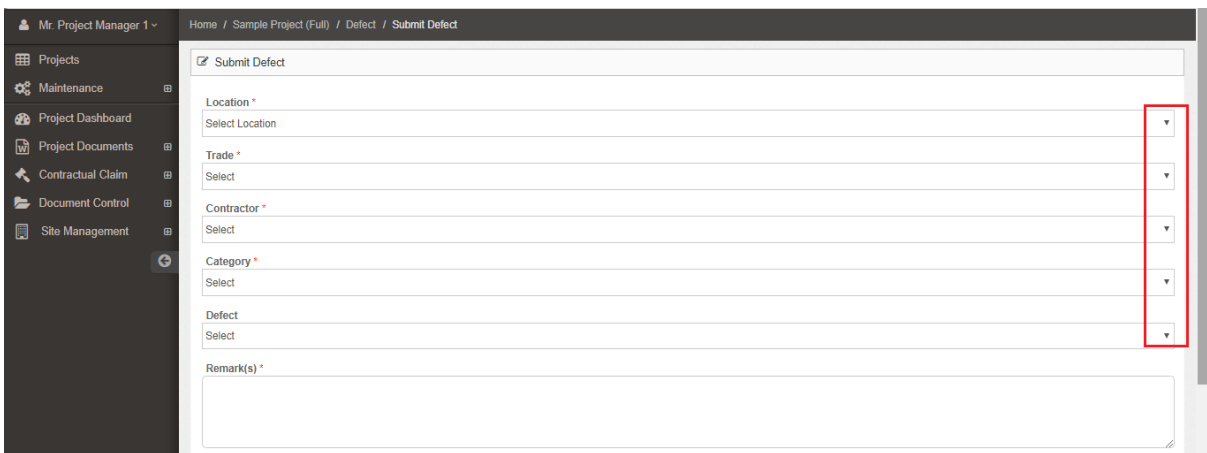
- Click the **site management** and can view the **defect**.



- 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.

Submit Defect

Location *
Block A

Trade *
Mason

Contractor *
PCK CONSTRUCTION SDN BHD

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**.

Remark(s) *
Sample 1

Attachment(s)

+ Add files... Start upload Cancel upload

Preview	File Name	Size	Actions	Uploaded
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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.

- 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.

The screenshot shows the 'Site Management Defect' interface. A table titled 'Defects List' contains one entry with the following details:

No	Date	Company	Status	Category	Defect	Location	Remark(s)	Submitted By	PIC	MCAR
1	2018-01-26 11:20:18	PCK CONSTRUCTION SDN BHD	Backcharge	Treatment	Submittal	Block A	Sample 1	Mr. Project Manager 1	Mr. Project Manager 1	None

The 'Backcharge' status and the 'Mr. Project Manager 1' PIC are highlighted with red boxes. The interface also includes filter buttons for Company, Status, Category, Defect, Location, Remark(s), Submitted, PIC, and MCAR.

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

The screenshot shows the 'Backcharge' form. It includes the following fields and options:

- RM (Lump Sum)**: 5000
- Material**: 5000
- Labour**: 2000
- Total**: 12000
- Select Verifiers**: A dropdown menu with options: None, None, QS Staff 2. The 'None' option is currently selected.
- Buttons**: 'Cancel' and 'Submit' (highlighted with a red box).

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

The screenshot shows the 'Site Management Defect' interface after the backcharge amount has been submitted. A green notification banner at the top reads 'Thank you! Your response is recorded.' The 'Defects List' table now shows the status updated to 'Backcharge Submitted':

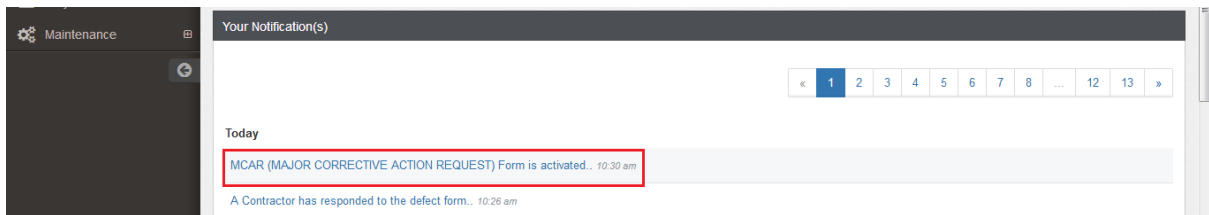
No	Date	Company	Status	Category	Defect	Location	Remark(s)	Submitted By	PIC	MCAR
1	2018-01-26 11:20:18	PCK CONSTRUCTION SDN BHD	Backcharge Submitted	Treatment	Submittal	Block A	Sample 1	Mr. Project Manager 1	Mr. Project Manager 1	None

The 'Backcharge Submitted' status is highlighted with a red box. The interface also includes filter buttons for Company, Status, Category, Defect, Location, Remark(s), Submitted, PIC, and MCAR.

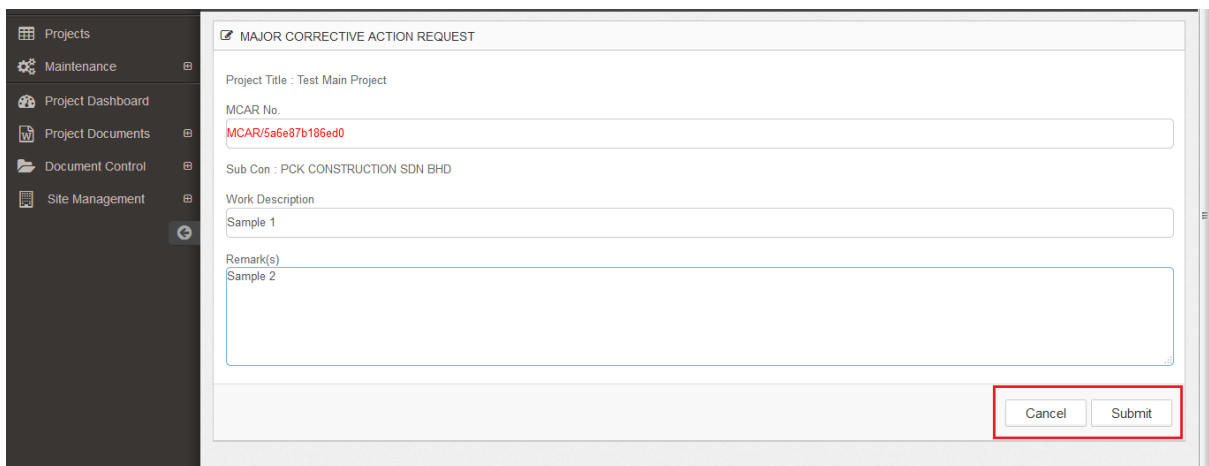
- The contractor can get the **notification at the own email and at the eproject system**.
- Contractor can view the backcharge amount.
- Project manager can get the notification after the site person submit the backcharge amount to the contractor and cannot edit anything.

MCAR

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



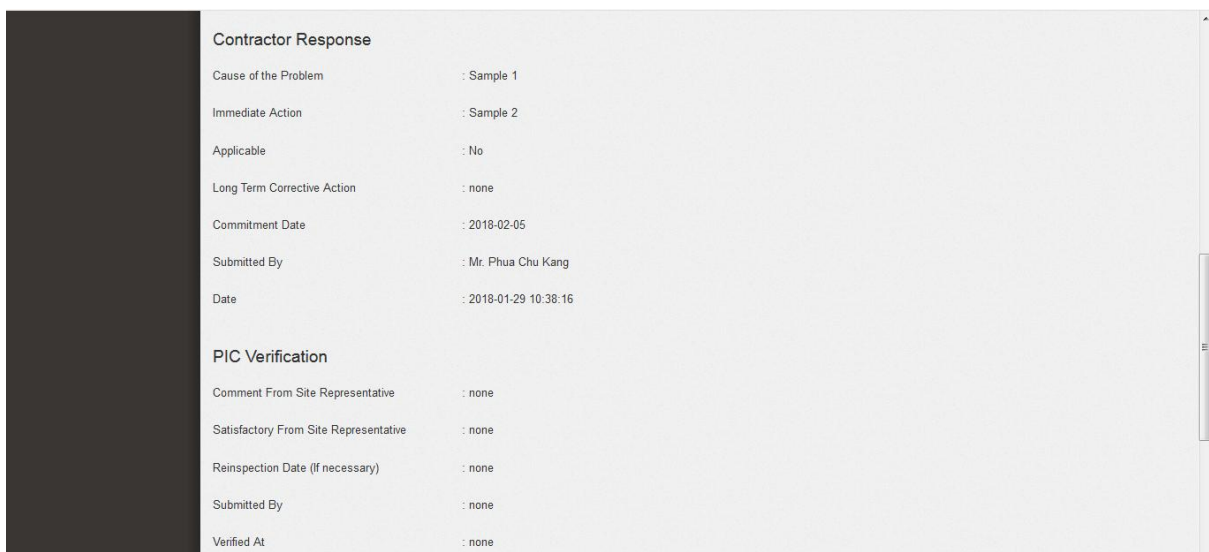
- Fill up the all the detail and then click submit.



- **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)

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

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)

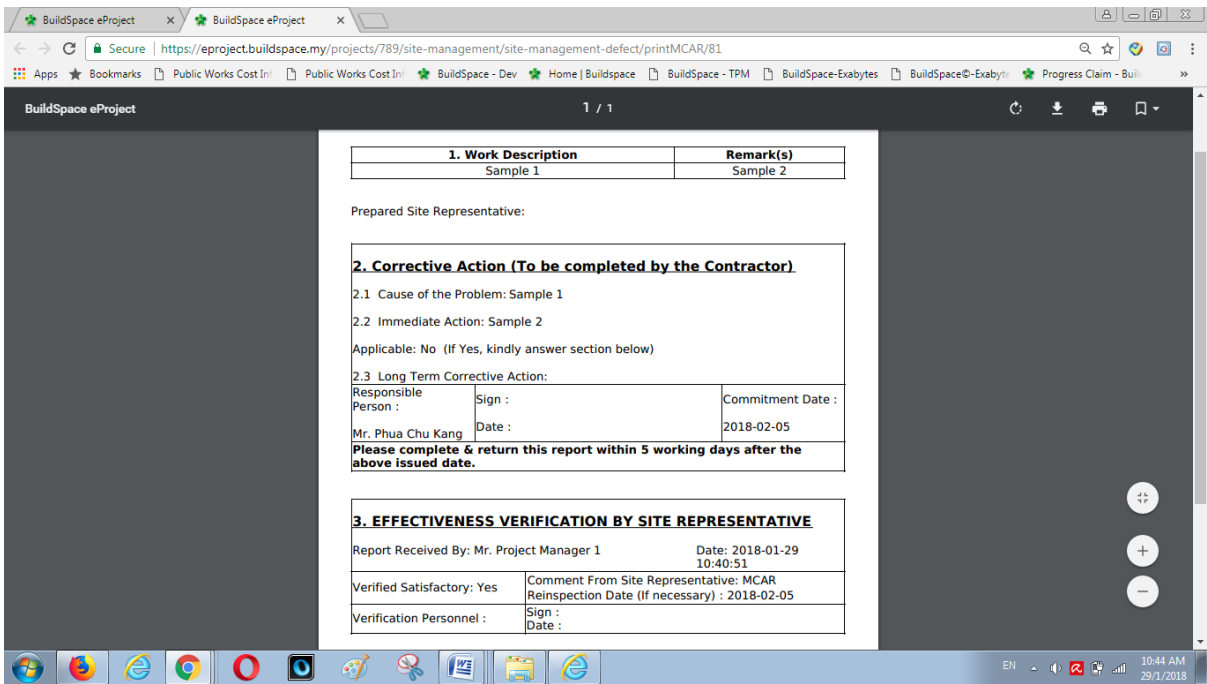
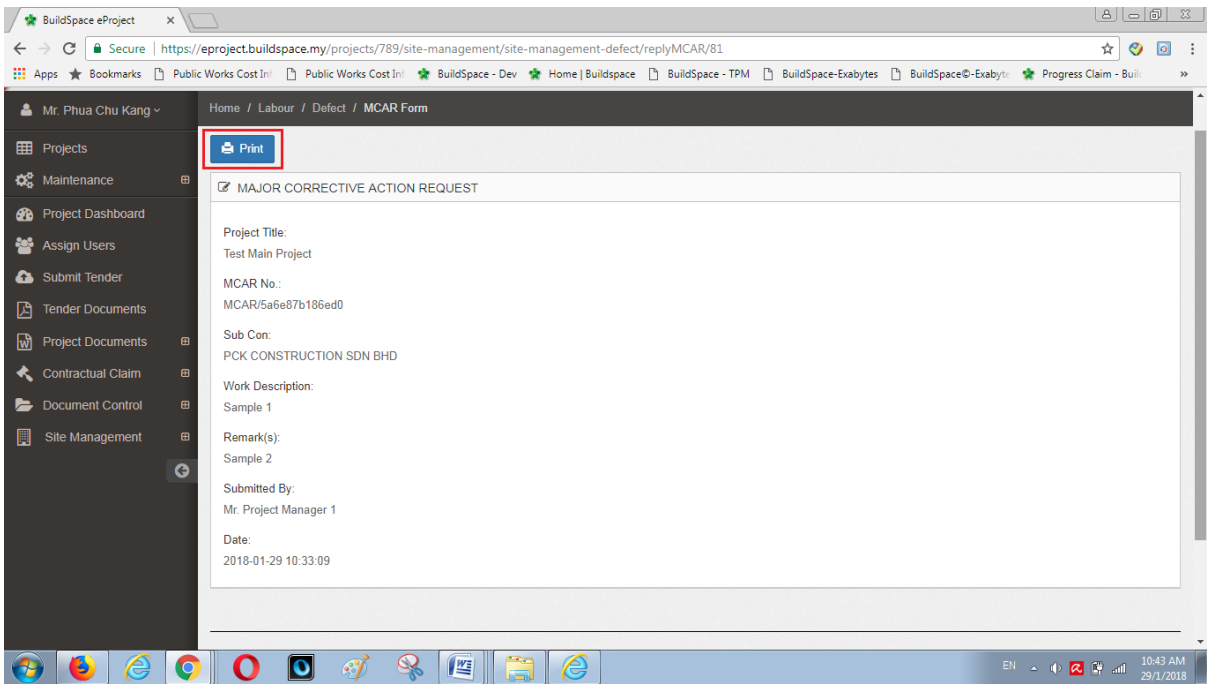
2.3 Long Term Corrective Action:

Responsible Person :	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.

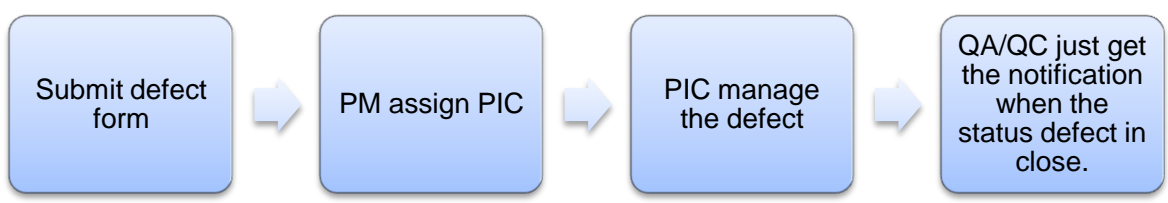
3. EFFECTIVENESS VERIFICATION BY SITE REPRESENTATIVE

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 :

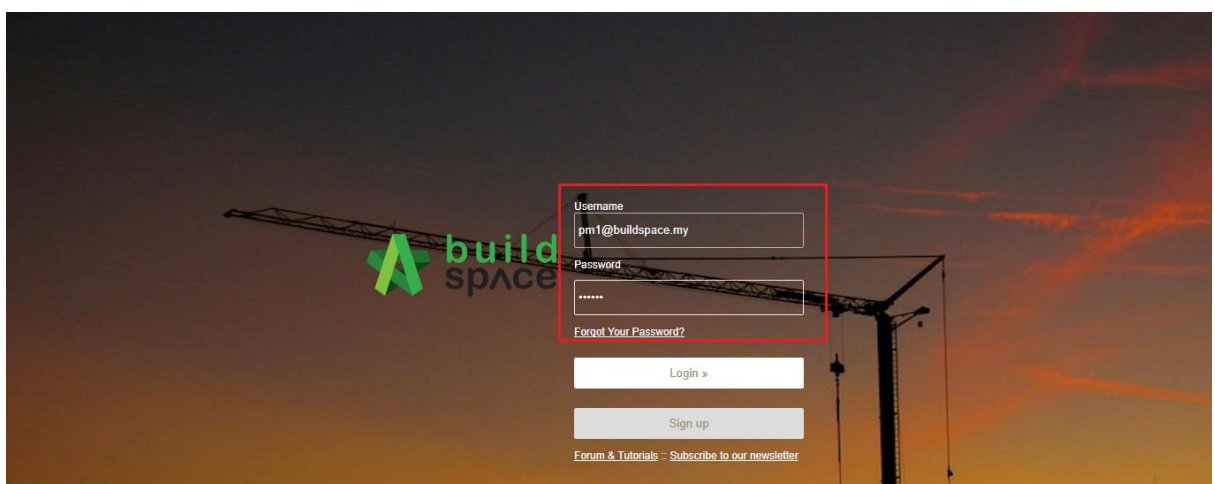


QA/QC/CLIENT

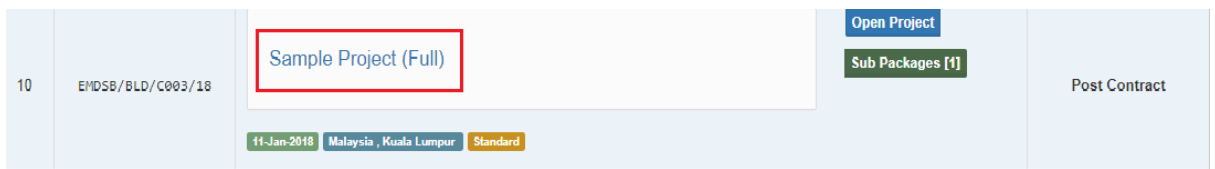
- Work flow



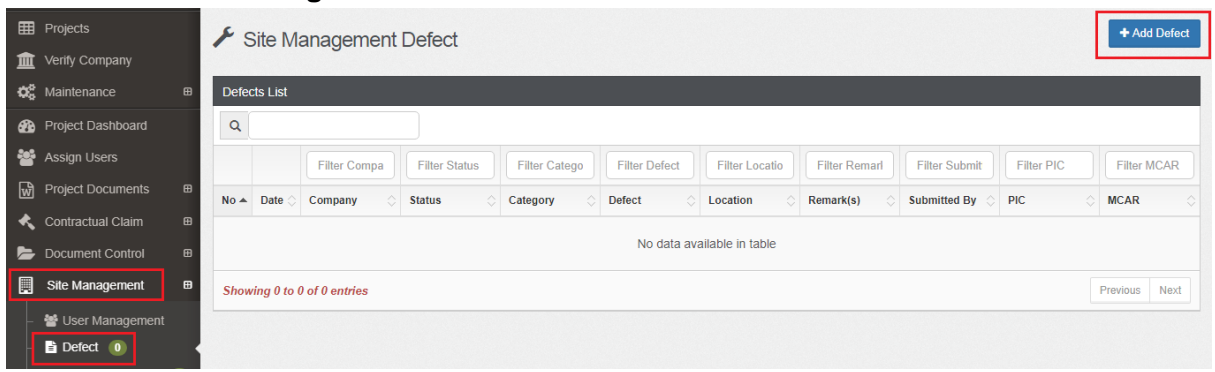
- Login the eproject system



- Click the **project**



- Click **site management** and then click **defect**.



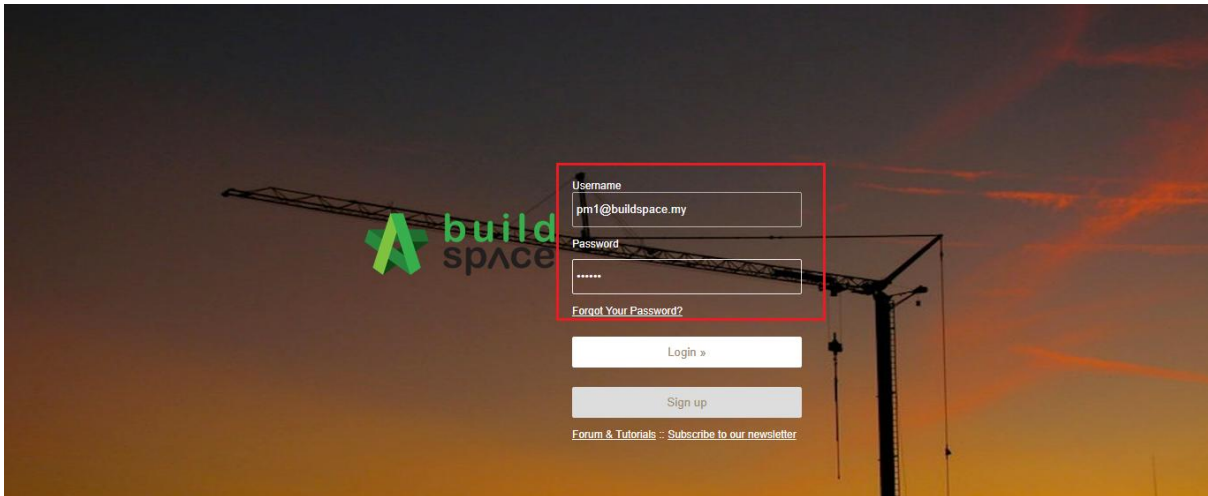
- Fill up all the detail about the defect and then click submit.

The image displays two screenshots of a 'Submit Defect' form. The top screenshot shows the form with the following fields: Location (Block B), Trade (Mason), Contractor (PCK CONSTRUCTION SDN BHD), Category (Treatment), and Defect (Material used not approved). The bottom screenshot shows the form with the following fields: Contractor (PCK CONSTRUCTION SDN BHD), Category (Treatment), Defect (Material used not approved), and Remark(s) (Sample 2). The bottom screenshot also shows an attachment section with buttons for '+ Add files...', 'Start upload', and 'Cancel upload', and a table with columns for Preview, File Name, Size, Actions, and Uploaded. The 'Cancel' and 'Submit' buttons are highlighted in red in both screenshots.

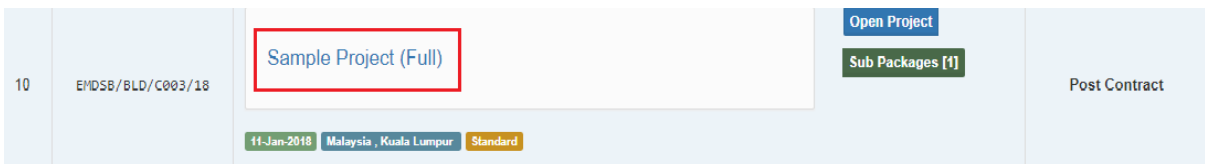
- After QA/QC submit the defect form, PM assign PIC to manage the defect.
- Every respond between PIC and contractor, QA/QC will not receive notification at project system and own email.
- QA/QC can get the notification when the status defects are “**Close**”.

PROJECT MANAGER (PM)

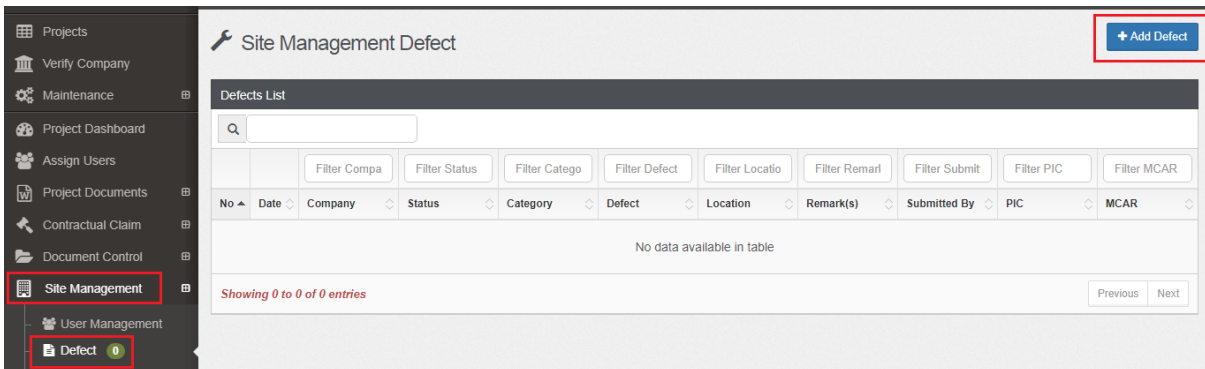
- Login eproject system



- Click the project



- Click **site management** and then click **defect**.



- Fill up the detail at defect form.

The screenshot shows the 'Submit Defect' form in a web application. The left sidebar contains navigation items: Projects, Maintenance, Project Dashboard, Project Documents, Document Control, and Site Management. The main form area is titled 'Submit Defect' and contains the following fields:

- Location ***: Block A
- Trade ***: Mason
- Contractor ***: PCK CONSTRUCTION SDN BHD
- Category ***: Treatment
- Defect**: Submittal
- Remark(s) ***: Project manager

Below the 'Remark(s)' field is the 'Attachment(s)' section, which is highlighted with a red box. It contains three buttons: '+ Add files...', 'Start upload', and 'Cancel upload'.

- And then click submit

This screenshot shows the same 'Submit Defect' form, but with the 'Attachment(s)' section no longer highlighted. The 'Remark(s)' field still contains 'Project manager'. At the bottom right of the form, the 'Cancel' and 'Submit' buttons are highlighted with a red box, indicating the next step in the process.

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

Site Management Defect

Defects List

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

Remark(s): Project manager

Date: 2018-01-29 10:03:52

PIC: Not Assigned

Submitted By: QS Staff 2

Photo: No Photo Uploaded

Assign PIC.

Select

Select

Mr. Project Manager 1

Cancel Submit

Defects List

No	Date	Company	Status	Category	Defect	Location	Remark(s)	Submitted By	PIC	MCAR
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 and PIC get the notification when the contractor respond the defect.
- If PM want to issue MCAR, open the defect and click at **MCAR**.

Previous Responses

Submitted By : Mr. Phua Chu Kang

Remark(s) : Sample

Status : RESPONDED

Date : 2018-01-29 10:26:33

No Photo Uploaded

Respond

Remark(s)

MCAR

+ Add files... Start upload Cancel upload

Respond

Remark(s)

MCAR

0 files selected

+ Add files...

Start upload

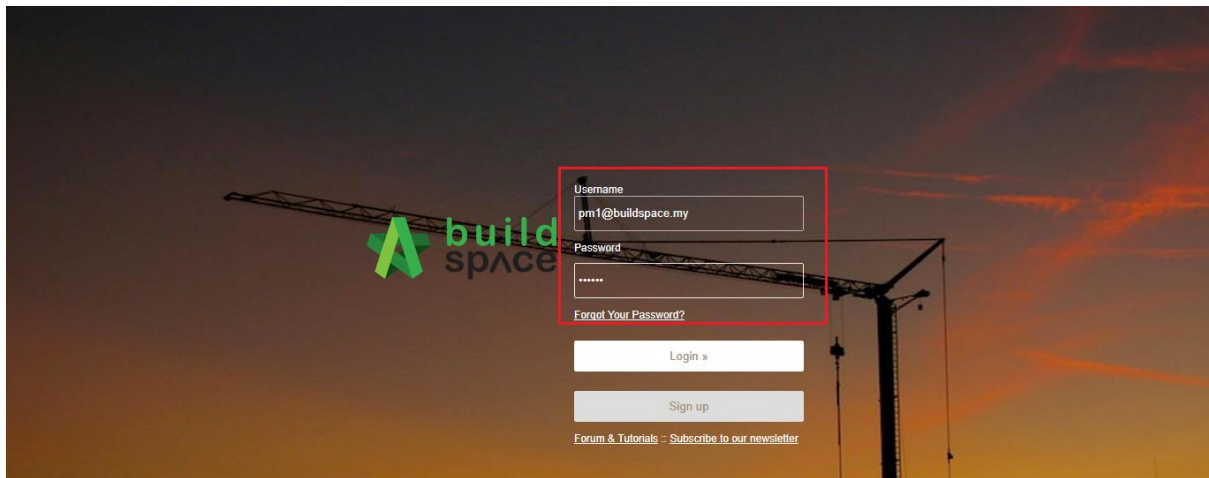
Cancel upload

Preview	File Name	Size	Actions	Uploaded
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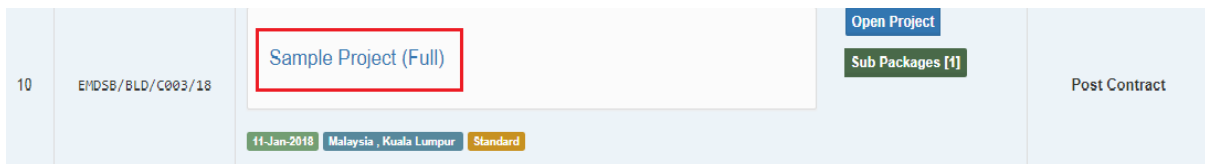
Accept	Reject	Backcharge	MCAR
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QUANTITY SURVEYOR (QS)

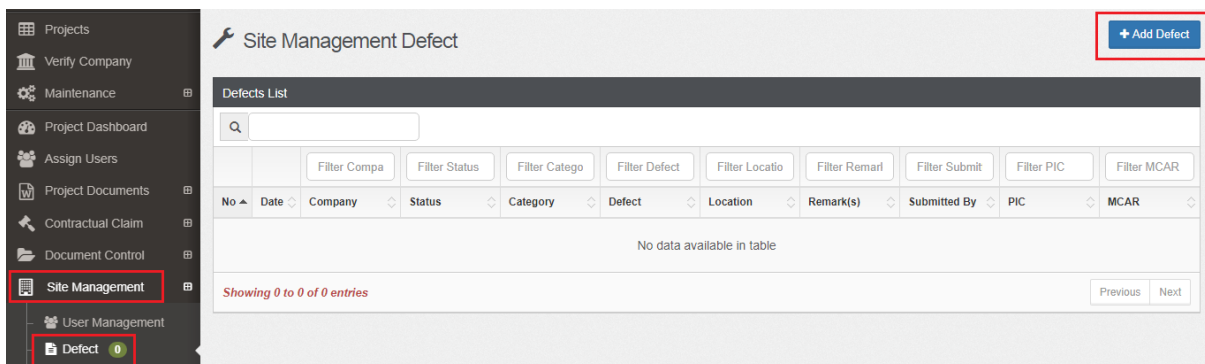
- Login eproject system



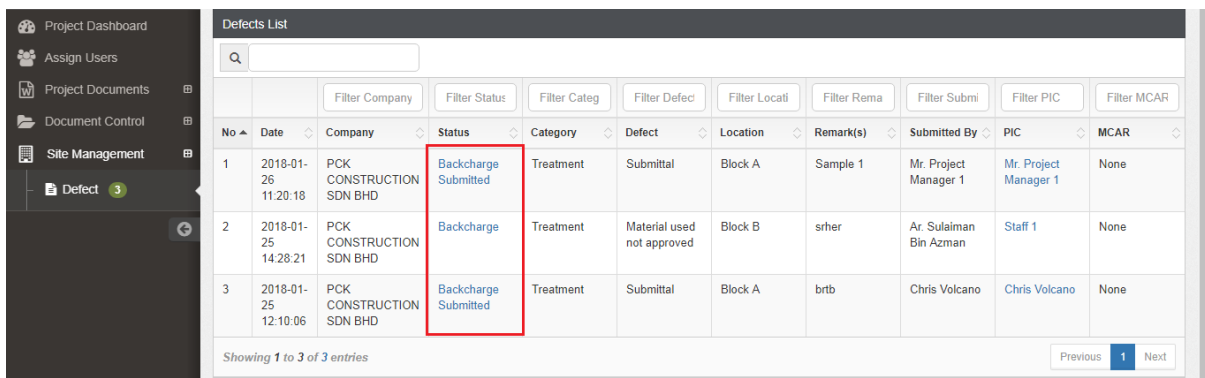
- Click the project



- 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** to view the detail about the backcharge.

Defects List										
No	Date	Company	Status	Category	Defect	Location	Remark(s)	Submitted By	PIC	MCAR
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
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 Responses

Submitted By : Mr. Phua Chu Kang
 Remark(s) : okey
 Status : RESPONDED
 Date : 2018-01-26 11:59:04

No Photo Uploaded

Submitted By : Mr. Project Manager 1
 Remark(s) : Back charge
 Status : BACKCHARGE
 Date : 2018-01-26 12:33:08

No Photo Uploaded

Backcharge Details

Machinery / Equipment : RM 5000.00
 Material : RM 5000.00
 Labour : RM 2000.00
 Total : RM 12000.00
 Status : **Backcharge Submitted**
 Date : 2018-01-26 12:58:09
 Submitted By : Mr. Project Manager 1

Submitted Defect

Contractor: PCK CONSTRUCTION SDN BHD

Category: Treatment

Location: Block A

Defect: Submittal

Trade: Mason

Remark(s): Sample 1

Date: 2018-01-26 11:20:18

PIC: Mr. Project Manager 1

Submitted By: Mr. Project Manager 1

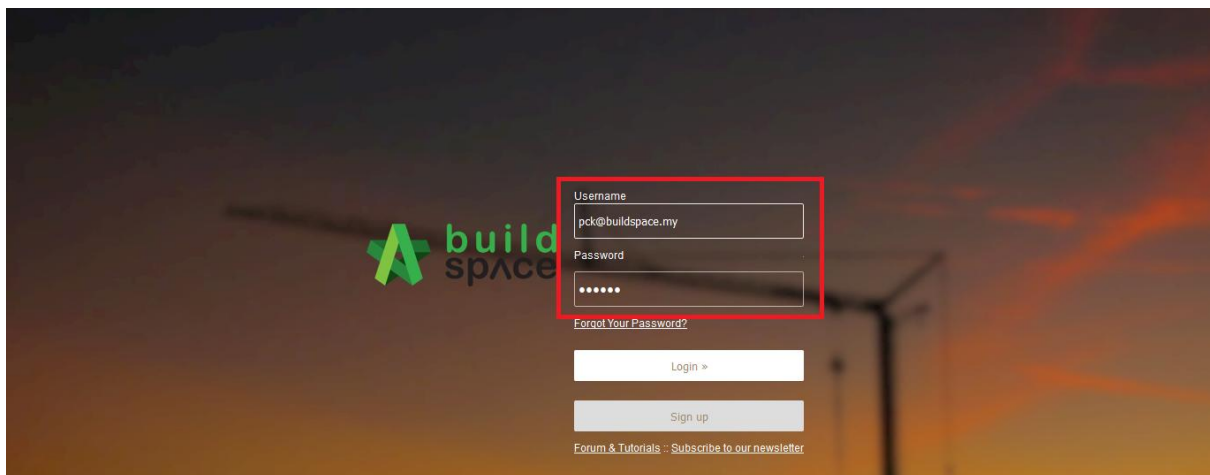
Photo: No Photo Uploaded

CONTRACTOR

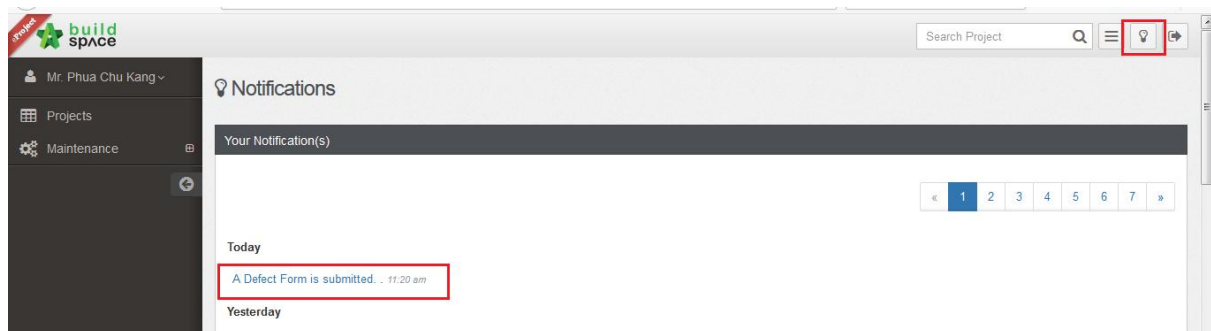
- Work flow



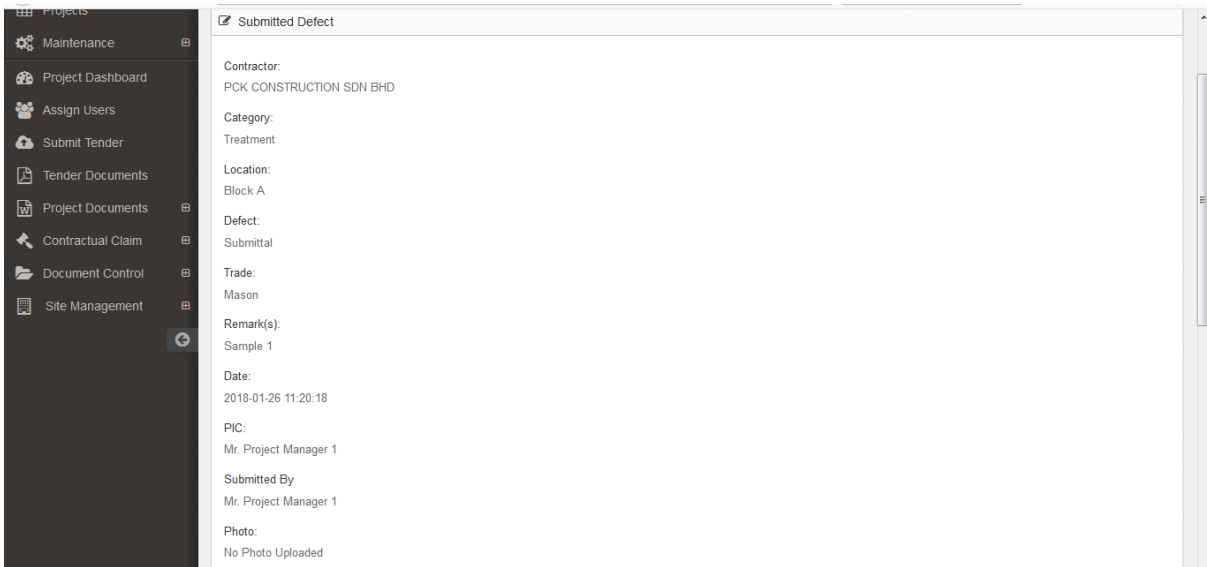
- Contractor can view the own defect only.
- Contractor can respond the defect form submitted
- Contractor login the eproject system.



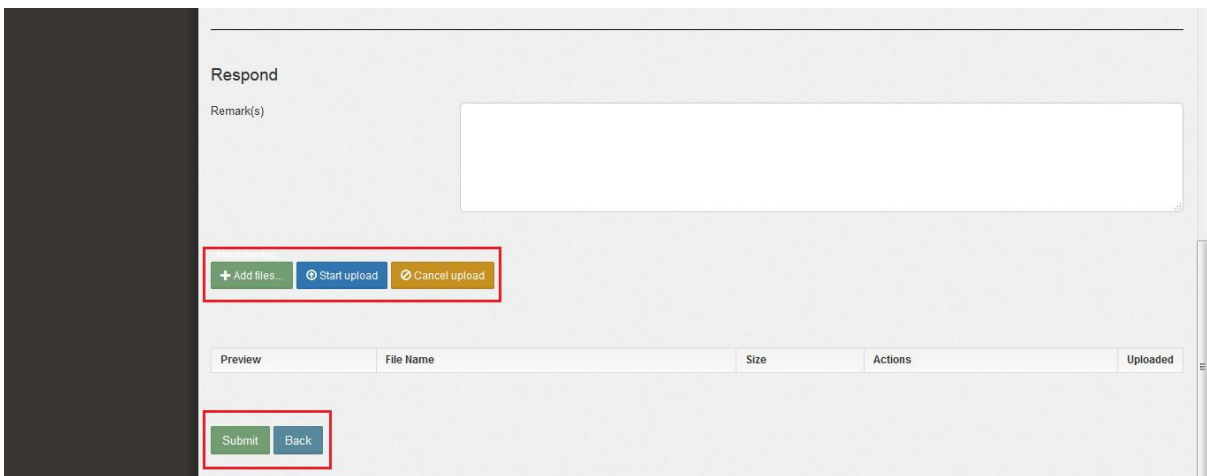
- Just click the notification as a shortcut to defect form.



- The submitted defect form that submitted by site person.

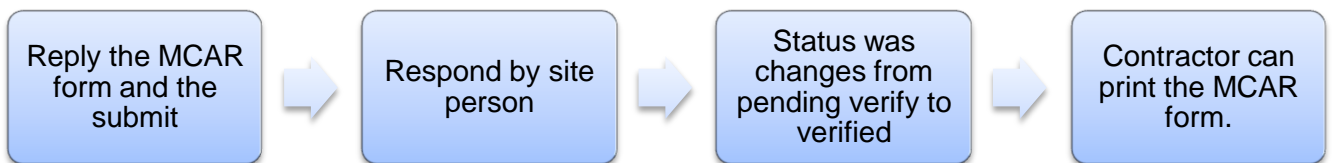


- Contractor can respond the defect.
- Contractor can upload the document or file as a support document.

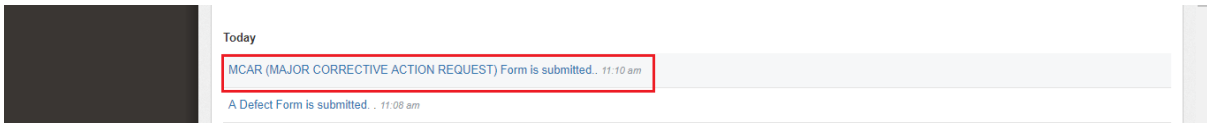


MCAR

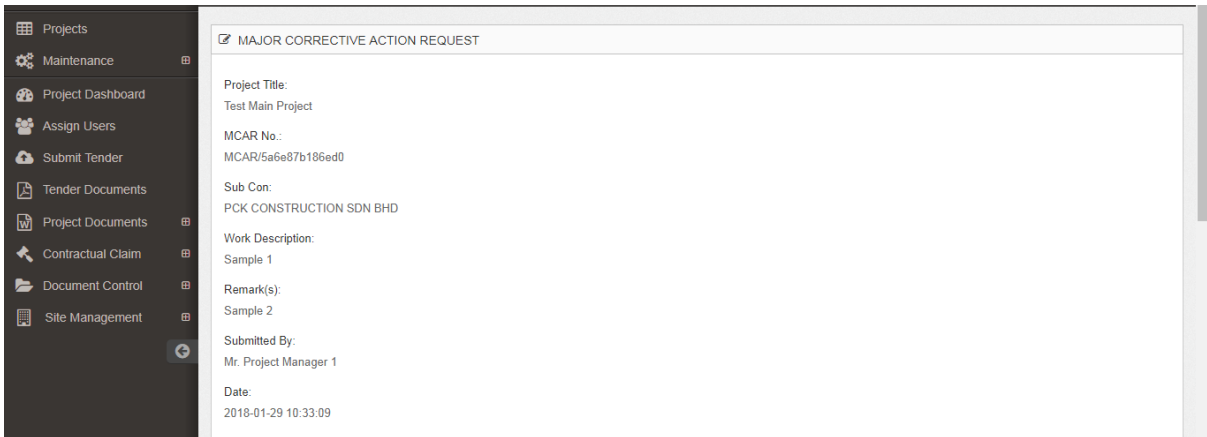
- Work flow



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



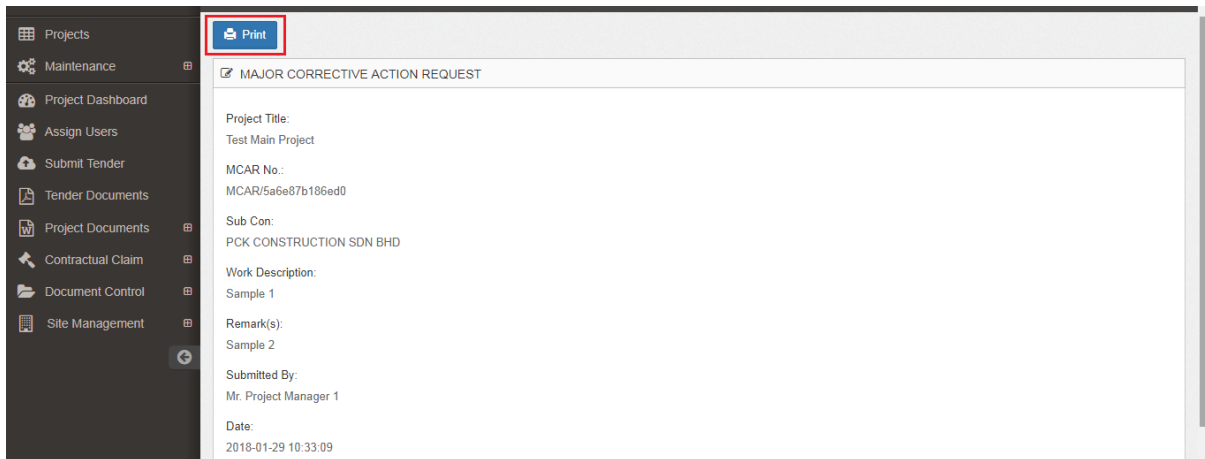
- Reply MCAR submits by site person and then click submit.



- 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

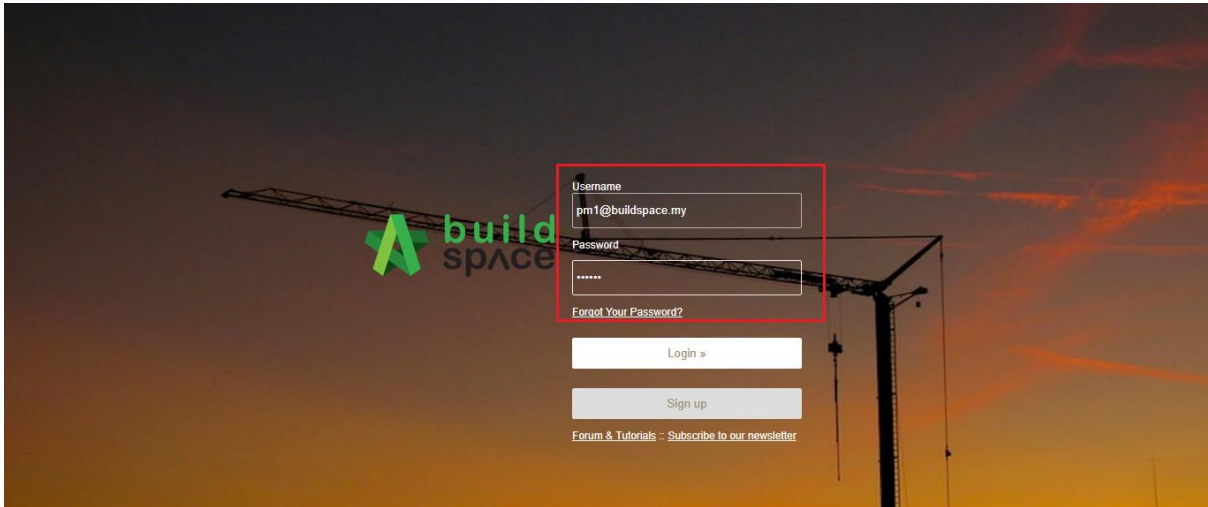
Please complete & return this report within 5 working days after the above issued date.

3. EFFECTIVENESS VERIFICATION BY SITE REPRESENTATIVE

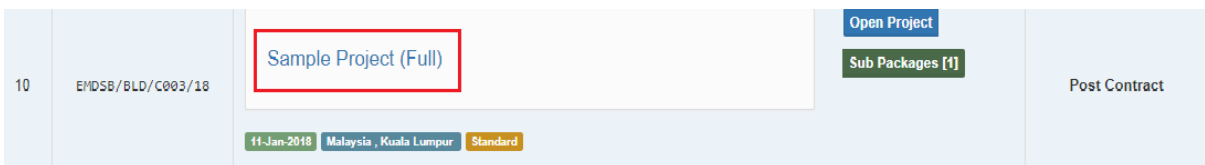
Report Received By: Mr. Project Manager 1	Date: 2018-01-29 10:40:51
Verified Satisfactory: Yes	Comment From Site Representative: MCAR Reinspection Date (If necessary) : 2018-02-05
Verification Personnel :	Sign : Date :

DAILY LABOUR REPORT

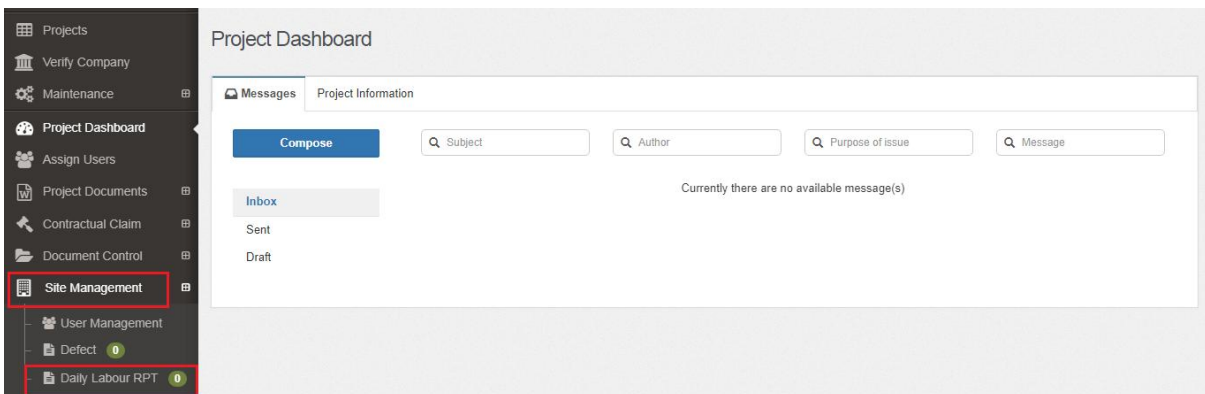
- Login eproject system



- 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

Daily Labour Reports

[+ Add Record](#)

Daily Labour Reports List

Q

Filter V Filter L Filte Filter C

No	Date Submitted	Weather	Location	Trade	Company	Skill			Semi Skill			Labour			Work Description	Remark	Submitted By
						No	OT No	OT Hours	No	OT No	OT Hours	No	OT No	OT Hours			
No data available in table																	

Showing 0 to 0 of 0 entries

Previous Next

Submit Daily Labour Report

Date
29-Jan-2018

Weather *
Rain

Location *
Block A

Trade *
Mason

Contractor *
PCK CONSTRUCTION SDN BHD

Labour Info

	Number of Workers	Number of OT Workers	Total OT Hours
Skill	80	6	3
Semi Skill	70	6	3
Unskill	60	6	3

Work Description *
Sample 1

Remark *
Sample 1

Attachment(s):

[+ Add files...](#) [Start upload](#) [Cancel upload](#)

Unskill: 60, 6, 3

Work Description *
Sample 1

Remark *
Sample 1

Attachment(s):
 + Add files... | Start upload | Cancel upload

Preview	File Name	Size	Actions	Uploaded
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>				

- After submit the detail can viewed.

Daily Labour Reports + Add Record

Daily Labour Reports List

Search:

Filter v | Filter L | Filte | Filter Company | Filter Wor | Filter I

No	Date Submitted	Weather	Location	Trade	Company	Skill			Semi Skill			Labour			Work Description	Remark	St
						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

Showing 1 to 1 of 1 entries Previous 1 Next

- Click the company name and can view the details.

Daily Labour Reports

Weather: Rain

Location: Block A

Trade: Mason

Contractor: PCK CONSTRUCTION SDN BHD

	Number of Workers	Number of OT Workers	Total OT Hours
Skill	80	6	3
Semi Skill	70	6	3
Unskill	60	6	3

Remark: Sample 1

Work Description: Sample 1

Submitted By: Mr. Project Manager

Photo:

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

Daily Labour Reports

Daily Labour Reports List

Search:

Filter V Filter L Filte Filter Company Filter Wor Filter I

No	Date Submitted	Weather	Location	Trade	Company	Skill			Semi Skill			Labour			Work Description	Remark	St
						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

Showing 1 to 1 of 1 entries

Previous 1 Next