# **RIMPEX PMIS**



# **SNAGGING**

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# **1. INTRODUCTION**



- RimpeX PMIS is an onsite data collection App which offers an easy and efficient way to capture field data, send reports and manage them, RimpeX snag inspection system allows you to take picture of the faults from the site using mobile app and to report to the responsible person or sub-contractor with required details.
- The contractors/vendors responsible for the element of the work are mapped over the entire project to enable direct assignment of the snags.
- The assigned contractor is notified of the snag simplifying the communication and coordination of the site members involved.
- Papers, checklists and photos do not have to be maintained and filed and carried for every visit. Everything is organized and stored digitally
- The location based activity tracking and the filter functionality allows information to be easily searched even once the project has been completed.
- The dashboard allows site teams to look at the data in a visual , easy-to-understand format
- Digitizing snagging process increases productivity, reduce costs and increase efficiency.

# **2. RIMPEX WEB APPLICATION**

The RimpeX Web Application is the backbone of the RimpeX PMIS. Therefore let us get to know our way around the web application.

Note: RimpeX is not supported on some browsers. Please use chrome for a better experience

## I. HOW TO LOG IN

Step 1: Go to <u>"http://www.rimpexpmis.com"</u> and click on login (or go to the customized login page for your organization : [name-of-organization].rimpexpmis.com)



Step 2: Enter your official Email-ID (username) and password, then click on login to proceed to projects page.

### **II. HOW TO GET YOUR PASS WORD?**

Project Management Information System	Sign in with your login account User Name
R RimpeX PMIS 2018	Password
Rimp <b>pmis</b>	Sign in Forgot Password ? Change or update your current password ?
	RimpëX PMIS

- Step 1:Go to your login page as mentioned before and click on forgot password
- Step 2: Enter you official Email-ID and click on 'Send Password'

Please, be sure to enter the registered email id. If you are not registered on RimpeX please contact the system administrator.

Project Management Information System	K Get Password Email Address
R RimpeX PMIS 2018	Send Password
Rimp <b>er PMIS</b>	
	© Alifna Systems

• You will now receive an email containing a computer-generated password

# **3. MOBILE APP**

## I. HOW TO DOWNLOAD MOBILE APP

 Step 1: On your device, open Google Play
 Store or visit the Google Play store on a web browser.



Step 2: Search RimpeX pmis

÷	۹ :	
RimpeX PMIS	- 1	
<b>★ 3+</b> 2.4 MB Rated for 3+ ⊙	100+ Downloads	
Install		RimpeX Siteapp
And and a second		Email Password
About this app Capture observations in your workplac Business	→ ce	Help
Rate this app Tell others what you think	- 1	
	7 \$	
Write a review		

Step 3: Install the app and sign in.

## **II. HOW TO ACCESS A PROJECT?**



Step 4 : Once you have signed in to the App, click on 'Projects' in the lower menu

apex PMIS			
Malta	1	Rimpex PMIS	
Niger	1	Sample Project for Training, Others SPML Status: Ongoing	Fraining & tes
Nigeria	7	PMO Dashboard	
Oman	14	. Turnover	
Others	2	Budget 0.0M Act	ual: 0.0M (0.0
1. Sample Project for Trainin	g & test'ing	: Quality	1 • 0 • 22 (
2. XP2 Sample Project		: Safety	
Qatar	8	Safety Hazard 50	●16 <b>●</b> 12 ●
SriLanka	4	BIM 4D Simulation Viewer	
• UAE	40	©RimpeX PMIS	
UK	1		

Step 5: Click on the + beside the country to display the list of projects in that country.
 Select your project to proceed to project home page.

# 2. USER GUIDE FOR SNAGGING



## I. HOW TO POST A SNAG IN MOBILE APP

Step 1: sign in to your RimpeX PMIS mobile and select your project. Then click on 'Quality"

	Sample Project for Training & test Training, Others SPML Status: Ongoing
-	PMO Dashboard 📰
:	Budget 0.0M Actual: 0.0M (0.0M)
	Quality
-	Safety Safety Hazard
:	4D Simulation Viewer
	©RimpeX PMIS

	Rimpex PMIS
	Sample Project for Training & test'ing
	Quality
	Start using one of the below services to personalize this dashboard.
	NCR
Step 2: Click on the snag button.	Snag
Let new snag or manage existing snags.	► Step 3: click on Ett

- Step 4: Choose the location from the respective combo box.
- Step 5: tap 'select' to go to that location.

Zona (Towar	
Apartment Tower	-
Level 6	Ŧ
Apartment	
Unit - C	Ŧ
Room	
Room 1	Ψ
Select	
CIF 🏚 📷	
CIF tật 💩	I
Select CIF tật ඕ W <sup>2</sup> e <sup>2</sup> r <sup>4</sup> t <sup>2</sup> y <sup>°</sup> ∪ <sup>2</sup> i <sup>°</sup>	•••• •
Select	• • • •
Select Select GIF \$\$\$ & W <sup>2</sup> e <sup>2</sup> r <sup>4</sup> t <sup>2</sup> y <sup>2</sup> u <sup>2</sup> i <sup>2</sup> a s d f g h j i	V O P k I
<pre>Select </pre> Select  W <sup>2</sup> e <sup>2</sup> r <sup>4</sup> t <sup>2</sup> y <sup>2</sup> u <sup>2</sup> i <sup>2</sup> a s d f g h j  C z x c v b n i	↓ o° p° k I M ≪
Select Wertyui asdfghj CIF CF CIF CIF CIF CIF CIF CIF CIF C	V P k I M X

Rimpex PMIS     Sample Project for Training & testing     Zener/Tower:   Level &   Zone:   Losen I     ACTIVE(0)   CLOSED(0)	Step 6: Click	on 🔹 to post a ne	ew snag
ACTIVE(0)       CLOSED(0)		RimpeX PMIS Sample Project for Training & test'ing Zone/Tower : Apartment Tower Level : Level 6 Zone : Unit - D Room : Noom 1	÷
		ACTIVE(0)	CLOSED(0)



Step 7: Attach or take a picture and highlight the problem area using your finger. Then click on "OK" button to confirm and proceed.

- Step 8: select the category and sub category of snag and enter the remarks if any
- Step 9: click on this icon to convert your voice to text in the remarks field

Sample Project for Training & test'ing	6
sample Projection naming a testing	~
Zone/Tower : Apartment Tower	
Level : Level 6	
Zone : Unit - D	
Room : Room 1	
ACTIVE(0)	CLOSEC (0)
Remarks	Ý 🕯 🗕
Category	
Select	
Sub Category	
autoconcycky	
POS	T SNAG CANCEL

Step 11: Click on post snag to post the snag.

#### **II.HOW TO UPDATE A SNAG IN MOBILE APP**

#### a. Access a Snag

Step 1: Select a tower from snag main menu to go to the reports of that tower

1

	+	Sample Project	for Training & testing
Snag 📐		Apartmen	nt Tower
Post new snag		Active :	76 . Delayed: 76 . Closed : 9 . Total : 85
or manage existing snags.	_	Level	Zones
oct	_	Level 10	
ect	0	Level 9	
	_	Level 8	
andscape Works	0	Level 7	
	_	Level 6	Unit - A Unit - B Unit - C Unit -
ublic / parking Levels	0		Room 1 room 2 room 3 room
en strate su constate 🔹 🔺	0		room 5 room 6
wer A	0		Snagging in progress.
wer B	0	Level 5	Apt2 Ar1
		Level 4	
		Level 3	
		Level-2	2106
		Level 1	Room
		Ground Le	Apr 1 🖌

- Step 2: Select an Apartment/Unit and select a Room to view the snag details of that room
- Step 3: Click on a snag report.

## b. Update details

Step 7: Click on Category/Subcategory/Remarks combo boxes to edit them

anage Snag		÷
	Ŷ	
		•
Category	Aluminum Glass Door	•
Remarks	Cracks on tiles	
History		-0
	Add Comment	ľ
	Add Photo + Comment	
	A	1

## **c.** Update Location

Step 2: click on this ? icon to change the snag's location

імрех РМ	IS .	1	Rimpex PMIS	
anage Snag		÷ +	Manage Snag	•
		9 🖻		۷ 🖬
		2		
			Structure Apartment Tower	
			Level	
	the a style 18	20	Level 6	
Category	Aluminum Glass Door		Zone	
Subcategory	Improper Gap between Door p	anela 🔹	Unit - D	,
Remarks	Cracks on tiles		Room 1	÷
History				CANCEL
	Add Comment		Add Comme	nt
	Add Photo + Comment		Add Photo + Cor	nment
		_	America	

Step 3: edit the details and click on "CHANGE LOCATION"

- d. Update Photo
- Step 4: click on this icon to change image file

snage Snag			¥
		9	
	1	A	
Do you wa	nt to change th	e photo?	1
Cat (Original p	hoto will be del	leted)	
Sut	YES	CANCEL	•
Ret			
Rer History			
Ret	Add Commen	it	
Rei History Ad	Add Commen d Photo + Com	it ment	

- Step 5: click on YES, the camera will be opened
- Step 6: take the photo and click on ok, the photo of the snag will be changed

#### e. Comment on a Snag

Step 8: click on "Add Comment" button to add a text comment to snag



- Step 9: type the new comment, click on save.
- Step 10: Click on "Add Photo + Comment" button to post an image + text comment to snag

#### f. Close a Snag

> Approve button is to approve snag after contractor correction and re-inspection.



Approve button will be visible to consultants only

## **III. DE-SNAGGING**

- a. Structure wise snag
- To view the snag details of a structure click on combo box in snag tab

mple Project for Training & tes	ting	÷
🗐 Snag		0
Post n or manage e	ew snag existing snags.	
Select		٠

• Select the structure

⊞ ←

•

≣ 🗘

	Town	Apartme	nt Tower
artmer	nt lower •	opartitie	it fonei
Active	: 76 . Delayed: 72 . Closed : 9 . Total : 85	Active	: 76 . Delayed: 72 . Closer
.evel	Zones	Level	Zones
vel 10		Level 10	
evel 9		Level 9	
wel 8		Level 8	
wel 7		Level 7	
vel 6	Unit - A Unit - B Unit - C Unit - D	Level 6	Unit - A
			Unit - B
wel 5	Aptz Art		Unit - C
vel 4			Unit - D
nel 3		Level 5	Apt2
/el-2	2106		Ar1
vel 1	Room	Level 4	
nd Le	Apr 1 🗸	Level 3	
eral Co	omments := 🙃	Level-2	2106
:1 . De	elayed: 1 . Closed : 2 . Total : 3 🛛 🗮 💙	Level 1	Room
		Ground Le	Apr 1
		General C	omments

• It will show the selected structure details like this

- The current snag status of selected structure will be displayed in the upper portion like
   Active: 76 . Delayed: 72 . Closed: 9 . Total: 85
   this
- user can view other structure details by changing the structure in combo box
- Click on this = button to change the display mode
- User can click on an Apartment/Unit to view its Room's details.

Level 7		
Level 6	Unit - A	~
	Unit - B	~
	Unit - C	
	Room 1	
	room 2	
	room 3	
	room 4	
	room 5	
	room 6	
	Snagging Completed	Yes
Level 5	Apt2	
	Ar1	
Level 4		
Level 3		
Level-2	2106	
Level 1	Room	
Ground Le	Apr 1	<ul> <li>✓</li> </ul>
General Co active : 1 . De	nments layed: 1 . Closed : 2 . Total : 3	≡ 0

• The colour of rooms represent the status of snag in it

: No snags posted.

: Snagging in progress.

E: Snagging in progress. (Have active snags posted before 7 days)

Snagging completed, waiting for de-snagging

Snagging completed, waiting for de-snagging (have active snags posted)

before 7 days)

De-snagging completed

- b. Change status to de-snagging
- After completing snagging in an Apartment/Unit, the consultant needs to change the status to "snagging completed, waiting for de-snagging".
- Click on this Snagging Completed Yes checkbox and click on "Yes" button

ipex pm	lis	
Active :	76 . Delayed: 72 . Closed : 9 . Total : 85	
Level	Zones	
Level 10		
Level 9		
Level 8		
Level 7		
Level 6	Unit - A	~
	Room 1	
	room 2	
	room 3	
	room 4	
	room 5	
	room 6	
	Snagging complete waiting for De- snagging.	:
	Unit - B	~
	Unit - C	
	Unit - D	
Level 5	Apt2	
	Ar1	
Level 4		
Level 3		
Level-2	2106	

- After this the "Apartment/Unit" will show in "Snagging complete, waiting for Desnagging" status
- in this tab only the Main contractor will get <sup>‡</sup> icon

• After De-snagging all snags by contractor in this particular Apartment/Unit, Main contractor needs to click on this icon

De-snagging completed, Send email to consultant.

• it will show the above button, clicking on it will send an email notification to consultant

Snagging: Actions taken in Apartment Tower > Level 6 > Unit - C $\Sigma$ [nbox × alifna ×]			ē	Ľ
RimpeX <noreply.spintpmo@shapoorji.com>       Sat, Mar 6, 11:47 AM (2 d         to vishnushaji2311, nazer.sp, lakshman.raju, rinsy.shapoorji, abdul.latheef -</noreply.spintpmo@shapoorji.com>	lays ago)	☆	•	:
THE FOLLOWING ROOMS/AREAS HAVE BEEN DESNAGGED BY CONTRACTOR AND ARE READY FOR RE-INSPECTION				
Apartment Tower > Level 6 > Unit - C.				
Project: Sample Project for Training & test'ing				
Your early re-inspection is appreciated.				
This email and any attachments are confidential and may also be privileged. If you are not the intended recipient, please delete all copie immediately. Please refer the disclaimer policy of Shapoorji Pallonji And Company Private Limited (SPCPL), its Subsidiaries and Group https://shapoorji.in/disclaimer/	s and notif	y the s at	ender	
<ul><li>← Reply all</li><li>➡ Forward</li></ul>				

- c. Change status to de-snagging completed
- on this will show

Consultant also get this <sup>‡</sup> icon with Apartment/Unit after Snagging completed, Clicking

pex PN	1IS :
	The Delayed The Object of Table of
Active .	-
Level	Zones
Level 10	
Level 9	
Level 8	
Level 7	
Level 6	Unit - A 🗸 🗸 🗸
	Room 1
	room 2
	raem 3
	room 4
	raom S
	room 6
	Snagging complete waiting for De- snagging.
	Unit - B 🗸
	Unit - C
	Unit - D
Level 5	Apt2
	Ar1
Level 4	
Level 3	
Laural 2	0105

Click on "Approve" button, the Apartment/Unit status will change to "De-snagging completed"

Level 6	Unit - A	~
	Unit - 8	~
	Unit - C	
	Room 1	٦
	room 2	٦
	room 3	٦
	room 4	
	room 5	٦
	room 6	1
	De-snagging completed.	
	Unit - D	
Level 5	Apt2	
	4.4	

### **IV. GENERAL COMMENTS**

### a. Access A general comment

• Scroll to the end of this page to see the status of Snag General Comments.



• Click on ≡ icon To list the snag general comments

A	partment Tower	•
	Active : 1 . Delayed: 1 . Closed : 2	Total:3
ø	Comment	Status
1	Apartment tower general comment - 1 and this is second line of comment.	Approved 29-Jul-2020 04:57 AM
2	General comments - Apartment tower * 2	Approved 19-Sep-2020 03:10 AM
3	Testing General Comments	<mark>Open</mark> 220 Days

- b. Post a general comment
- Tap on this 🝄 button in tab to add new General comments.

Sample Projec	t for Training & test'ing	= (
Apartmo	ent Tower	•
Activ	e : 76 . Delayed: 72 . Closed : 9 . Total :	85
Level	Zones	
Level 10		
Level 9		
Level 8		
Level 7		
Local 6	Hall & Hall D Hall D	HAR D
	COMMENT	CANCEL
Level 1	Room	
Ground Le	Apr 1 🗸	
General C	Comments	- 0
	Delayed 1 Closed 2 Total 3	

• Enter the comment and click on 'COMMENT'

#### c. Close a general comment



• To approve a general comment click on "Open" in status column, it will show above dialog

# **5. REPORTS**

## I. HOW TO OPEN A PROJECT IN WEB APPLICATION

- Step 1: Log in to RimpeX PMIS using your user Id and password
- Step 2: Click on PROJECT PMIS
- Step 3: Click on "PROJECTS"

The projects will be listed by Project Id /City /Country

- Step 4: Select the desired project and click on the respective open button
   You will now be redirected to the home page of the selected project
- Step 5: Click Quality in left side menu
- Step 6: Click on Snag in sub menu

Sample Project for Trai						
QUALITY	③ Snag Reports Dai	ly Report Summary A	pp View Status Das	shboard Follow-Up	Audit	+ C ~
Reports ^	Character Character All		All : 188	1 to 50 of 188 Next	Increasing Data	
IMS(QHSE) Procedures	Structure/Tower_Att	•	Active : 156	(SP-Civil)	inspection Date 7	4u *
♀ NCR	Level/Floor	Action tak	en & waiting for review : 27	0	Inspected By /	All 🗸
9 SPINT Inspection	Zone		Closed : 32 No action Taken : 126		User /	All 🗸
Snag	Room/Location	R	e-inspection comments : 3	(SP-Civil)	Re-inspection Date /	All 🗸
Dashboard	Activity All	<ul> <li>Action de</li> </ul>	layed more than 7 days : 153		Responsibility ,	All 🖌
Document Status	Snags 🔲 General Comments	Inter	al Inspection Approved : 25 nal Inspection Rejected : 1		Details	MAX 🗸
Cost Of Quality	# Description	Inspection	Action By		Re-Inspection	Status
Department	1 Aluminum Glass Door		Re-installed	110-20 464	Not acceptable	Approved
Configure	Remarks:		SAMPLE CO	NTRACTOR	Nazer	AM
Input 🗸	Apartment Tower, Level 6		Rectified			Nazer
Help	Unit - C, Room 1 06-Mar-2021 09:43 AM		06-Mar-202	1 10:10 AM		
	Nazer		SAMPLE CO	NIRACIOR		
	2 •Aluminum Glass Door Improper application of Sealant Remarks: Ref#: SP/SNG-0187 Apartment Tower, Level 6		Rectified 06-Mar-202 SAMPLE CO	110:09 AM NTRACTOR	Not acceptable 06-Mar-202110:13 AM Nazer	Approved 06-Mar-2021 10:19 AM Nazer
Quick links	Unit - C, Room 1					
	00-IVId1-2021 09:44 AIVI					

Step 7: The Snag tab will be opened.

The snag tab is categorized in to,

- Snag reports
- Daily report
- Summary
- App view
- Status
- Dashboard
- Follow-up
- Audit

#### **II. SNAG REPORTS**

User can view all snags here and can filter with a lot filtering option.

Sample Project	for Trai 📢											
QUALITY		<li>Snag</li>	Reports	Daily Report S	Summary App View St	itus Da	ishboard Fo	ollow-Up	Audit		+ C	~
Reports	^					411 - 100	110 50 1000					-
IMS(QHSE) F	rocedures	Structure/Tower	All	~	,	Att : 188 ctive : 156	(SP-Civil)	INEXT	Inspection Date	All	~	1
Q NCR		Level/Floor			Action taken & waiting for n	view: 27	()		Inspected By	All	~	
9 SPINT Inspe	tion	Zone			C No action	osed: 32			User	All	~	,
Snag		Room/Location			Re-inspection com	ients: 3	(SP-Civil)		Re-inspection Date	All	~	
Dashboard		Activity	All	~	Action delayed more than 7	days : 153			Responsibility	All	v	
Document Statu	5	Snags	General Comments		Internal Inspection App	oved: 25 acted: 1			Details	MAX	~	
Cost Of Quality		# Description	n	Inspection	n	Action By			Re-Inspection	Status		
Department		1 Aluminur	n Glass Door			Re-installed	d 21.10-20.4M		Not acceptable	Approv	ved	
Configure		Remarks:	obber Seat			SAMPLE CO	ONTRACTOR		Nazer	AM	-2021 10.22	
Input	~	Apartmen	t Tower, Level 6			Rectified				Nazer		
Help		Unit - C, Room 1 06-Mar-2021 09:43 AM				06-Mar-2021 10:10 AM						
		Nazer				SAME LE CO	NUMBER OF					
		2 •Aluminur Improper Remarks: Ref#: SP/ Apartmer	n Glass Door application of Sealan SNG-0187 t Tower Level 6	nt I		Rectified 06-Mar-202 SAMPLE CO	21 10:09 AM ONTRACTOR		Not acceptable 06-Mar-2021 10:13 AM Nazer	Approv 06-Ma AM Nazer	/ed r-2021 10:19	
Quick links	^	Unit - C, F	oom 1									
		06-Mar-2	J21 09:44 AM									

- Also user can click on "Description", "Inspection", "Action by" & "Re-inspection" Headers to sort the rows based on them.
- "Description" Will sort snag by snagging ref# number and others by date and time in descending order.

🗹 Snags 🛛 🗌 General Comments	
------------------------------	--

• Also user can use the above checkboxes to control the visibility of snags and general comments

mpëx PMIS	PROJECTS	MIS DMS XP4 EP	MIS SETTINGS		Help 👻 🍓	Nazer 🤝	
Snag Reports	Daily Report Sumn	nary App View Status D	ashboard Follow-Up Audit			+	G
Structure/Tower All Level/Floor Zone Room/Location Activity All Snags Ceneral Comments	~	Action taken & waiti No Re-inspecti Action delayed mor Internal Inspec Internal Inspec	All: 188 1 to 50 of 188 Next Active : 156 (SP-Civil) ng for review : 27 () Closed: 32 action Taken: 126 on comments: 3 (SP-Civil) e than 7 days: 153 ion Approved: 25 ton Rejected: 1		Inspection Date Inspected By User Re-inspection Date Responsibility Details	All All All All All All MAX	~
Pescription     Apartment tower general co     and this is second line of col	mment - 1 mment.	Action By	Comments	Tower Apartment Tower	Status Approvec 29-jul-207	i 20 07:57 AM	
2 Office tower general comme	ent 1	The set of the set		Office Tower	<mark>Open</mark> 220 Days		

- User can also sort snag reports by,
  - I. Active
  - II. Action taken & waiting for review
  - III. Closed
  - IV. No action Taken
  - V. Re-inspection comments
  - VI. Action delayed more than 7 days
  - **VII. Internal Inspection Approved**
  - **VIII. Internal Inspection Rejected**

For example click on active to see the total number of active snags, it shows 1-50 snags click next to see the next 50-100 snags.
Structure/Tower All	All : 188	8	1 to 50 of 188 <u>Next</u>	Inspection Date	All	•
	Active : 156	6	(SP-Civil)			
Level/Floor	Action taken & waiting for review : 27		()	Inspected By	All	
Zone	Closed : 32			User	All	
	No action Taken : 126	6				
Room/Location	Re-inspection comments : 3		(SP-Civil)	Re-inspection Date	All	•
Activity All	Action delayed more than 7 days : 153	3		Responsibility	All	
7.42	Internal Inspection Approved : 25	;			7.64	
Snags General Comments	Internal Inspection Rejected : 1			Details	MAX	•

- Snag reports can also be sorted out using Structure/Tower, Level/Floor, Apartment/Unit, Room/Location
- On the top right corner there is inspection date which we can sort out the snags according to a particular date, and also see who inspected (it shows the consultant and the contractor, click responsibility to see the subcontractors list.
- In the description, each snag report will have Reference Id, click on ref# to see the details of snag

Structure/Tower Apartment Tower  Level/Roor Level 6		Inspection Date All All All
Zone Unit - C 🗸	V III S	User All
Room/Location All ~		Re-inspection Date All
Activity All 🗸		Responsibility SAMPLEX Subcontrac
Snags General Comments		Details MAX
# Description	Category : Aluminum Glass Door Action	By Re-Inspection Status
1 Aluminum Glass Door Improper Gap between Door panel and Floor	: Improper Gap between Door panel and Subcategory Floor	<mark>Open</mark> 0 Days
Remarks: Scratches of floor Ref#: SP/SNG-0188	Company : SAMPLEX Subcontractor	
Apartment Tower, Level 6 Unit - C, Room 1 06-Mar-2021 06:45 AM Nazer	Remarks : Scratches of floor	
	History	
2 Aluminum Glass Door Improper application of Sealant		<mark>Open</mark> 0 Days
Remarks: Ref#: SP/SNG-0187 Apartment Tower, Level ó Unit - C, Room 1	Add Comment	
06-Mar-2021 06:44 AM Nazer	Add Photo + Comment	
3 Atuminum Glass Door Missing Rubber Seal Remarka: Ref#: SP/SNG-0186 Apartment Tower, Level 6 Unit - C, Room 1	CLOSE	Open 0 Days
Unit - C, Room 1 06-Mar-2021 06:43 AM		

## **III. DAILY REPORT**

Tower/ZoneActiveClosedAnges done Waiting for ApprovalDe-snags done (Apt/Unit)Re-Inspection InspectionRe-Inspection Action takenInternal RejectionPodium0000000Apartment Tower8094431120Office Tower503000000	06-Mar-2021
Pedium         0         0         0         0         0         0         0           Apartment Tower         80         9         4         3         1         1         2         0           Office Tower         50         3         0         0         0         0         0           Office Tower         50         3         0         0         0         0         0	
Apartment Tower         80         9         4         3         1         1         2         0           Office Tower         50         3         0         0         0         0         0         0           Defines Tower         50         3         0         0         0         0         0         0	
Office Tower 50 3 0 0 0 0 0 0 0	
Basement 1 0 0 0 0 0 0 0 0 0 0 0	
Staircase - Tower 2 5 0 0 0 0 0 0 0 0 0	
Staircase Tower 4 0 0 0 0 0 0 0 0 0 0	

• User can view the daily report here, change the date to view previous dates report historical data.

SNAGGING

# **IV. SUMMARY**

Level-wise Report     Unit-wise Report     Room-wise Report     Activity-wise Report       Apartment Tower       I       I cround Level       2     0     0     1000%       1     Ground Level       2     0     0     1000%       1     Strongel Level     2     0     0     1000%	
Image: control of the end o	
Image: Second Se	
H         Level         Unit/Roma         Action Taken         R-inspection Roman         % De-snag by connector         % De-snag by Approved by Consultant         % De-snag by Approved by         % De-snag by Approved by           1         Ground Level         2         2         0         100.00%         0         0.00%           2         Image: Consultant         2         0         0         100.00%         0         0.00%	
#     Level     Unit/Rom     Action     Re-inspection     % De-snage by contention     % De-snage by poproved by     % De-snage by Approved by       1     Ground Level     2     2     0     1000%     0     00%       1     Ground Level     2     2     0     1000%     0     00%	
1 Ground Level 2 2 0 0 100.00% 0 0.00%	
2 Level 1 30 2 34 0 5.30% 1 2.78%	
3 Level-2 5 3 2 1 60.00% 2 40.00%	
4 Level 3 0 0 0 0 0 0.00%	
5 Level 4 0 0 0 0 0.00% 0 0.00%	
6 Level 5 34 8 26 1 23.53% 1 2.94%	
7         Level 6         7         5         2         0         71.43%         5         71.43%	
8 Level 7 0 0 0 0 0.00% 0 0.00%	
9 Level 8 0 0 0 0 0.00% 0 0.00%	
10 Level 9 0 0 0 0 0.00% 0 0.00%	

The detailed current summary of the project.

Leve	l-wise Report	Unit-wise	Report	Room-w	ise Report	Activity-wis	e Report						
				A	Apartment Tower								
						SNAGGIN	IG						
#	Level	Unit/Room	Total Snags	Action Taken	No Action	Re-inspection comments	% De-snag by contractor	De-snag Approved by consultant	% De-snag Approved				
1	Ground Level		2	2	0	0	100.00%	0	0.00%				
1.1		Apr 1	2	2	0	0	100.00%	0	0.00%				
2	Level 1		36	2	34	0	5.56%	1	2.78%				
2.1		Room	36	2	34	0	5.56%	1	2.78%				
3	Level-2		5	3	2	1	60.00%	2	40.00%				
3.1		2106	5	3	2	1	60.00%	2	40.00%				
4	Level 3		0	0	0	0	0.00%	0	0.00%				
5	Level 4		0	0	0	0	0.00%	0	0.00%				
6	Level 5		34	8	26	1	23.53%	1	2.94%				
6.1		Ar1	9	5	4	1	55.56%	1	11.11%				
6.2		Apt2	25	3	22	0	12.00%	0	0.00%				
7	Level 6		7	5	2	0	71.43%	5	71.43%				
7.1		Unit - A	1	0	1	0	0.00%	0	0.00%				
7.2		Unit - B	1	0	1	0	0.00%	0	0.00%				
7.3		Unit - C	5	5	0	0	100.00%	5	100.00%				

Unit Wise summarv

Level-	wise Report	Unit-wise R	eport Ro	om-wise	e Report	Activity-wise	Report		
				Ap	partment To	wer			
						SNAGGIN	IG		
#	Level Unit/Roon		Total Snags	Action Taken	No Action	Re-inspection comments	% De-snag by contractor	De-snag Approved by consultant	% De-snag Approved
1	Ground Level		2	2	0	0	100.00%	0	0.00%
1.1		Apr 1	2	2	0	0	100.00%	0	0.00%
1.1.1		Living room	1	1	0	0	100.00%	0	0.00%
1.1.2		Room45	1	1	0	0	100.00%	0	0.00%
2	Level 1		36	2	34	0	5.56%	1	2.78%
2.1		Room	36	2	34	0	5.56%	1	2.78%
2.1.1		Room 1	5	2	3	0	40.00%	1	20.00%
2.1.2		room 3	0	0	0	0	0.00%	0	0.00%
2.1.3		room 2	0	0	0	0	0.00%	0	0.00%
2.1.4		room 4	0	0	0	0	0.00%	0	0.00%
2.1.5		room 5	0	0	0	0	0.00%	0	0.00%
2.1.6		room 6	31	0	31	0	0.00%	0	0.00%
3	Level-2		5	3	2	1	60.00%	2	40.00%
3.1		2106	5	3	2	1	60.00%	2	40.00%
3.1.1		Living room	5	3	2	1	60.00%	2	40.00%

Room Wise summary

Level-	wise Report	Unit-wise Report	Room-	wise Report	Activ	vity-wise R	eport			
				Aj	partment	Tower				
							SNAGGIN	IG		
#	Level	Unit/Room		Total Snags	Action Taken	No Action	Re-inspection comments	% De-snag by contractor	De-snag Approved by consultant	% De-snag Approved
1	Ground Level			2	2	0	0	100.00%	0	0.00%
1.1		Aluminum / Balustrade	Works	1	1	0	0	100.00%	0	0.00%
1.2		Unassigned		1	1	0	0	100.00%	0	0.00%
2	Level 1			36	2	34	0	5.56%	1	2.78%
2.1		Aluminum / Balustrade	2	0	2	0	0.00%	0	0.00%	
2.2		Carpet	1	0	1	0	0.00%	0	0.00%	
2.3		Corner Guard		3	0	3	0	0.00%	0	0.00%
2.4		Electrical Works		3	0	3	0	0.00%	0	0.00%
2.5		Epoxy floor coating		5	0	5	0	0.00%	0	0.00%
2.6		Facade		1	0	1	0	0.00%	0	0.00%
2.7		Facade lighting works		2	0	2	0	0.00%	0	0.00%
2.8		False ceiling - Gypsum E	Board	1	0	1	0	0.00%	0	0.00%
2.9		False Ceiling - Metal Sla	te	1	0	1	0	0.00%	0	0.00%
2.10		False ceiling - Tile		1	0	1	0	0.00%	0	0.00%
2.11		Fire fighting Works		2	0	2	0	0.00%	0	0.00%

Activity Wise summary

## **V. APP VIEW**

To view the mobile application copy through the web browser

<ol> <li>Snag Report</li> </ol>	rts Daily Report Summary	App View Status Dashboard Follow-Up Audit	+ c ~
	Sample Project for Training & tes	ting	≡ ←
	Apartment Tower		▼ RimpeX_PMIS Sample Project for Training & testing
3		Active : 75 . Delayed: 72 . Closed : 9 . Total : 84	Apartment Tower
	Level	Zones	Active : 76 , Delayed: 72 , Closed : 9 , Total : 85
4	Level 10		Level Zones
	Level 9		Lovel 9
2	Level 8		Level 8
	Level 7		Level 6 Unit - A Unit - B Unit - C U
	Level 6	Unit - A 🗸 Unit - B 🗸 Unit - C	Level 5 Apt2 Art
	Level 5	Apt2 Ar1	Level 4
	Level 4		Level-2 2106
	Level 3		Level 1 Room Ground Le., Apr 1
	Level-2	2106	General Comments
	Level 1	Room	Active: 1 . Delayed: 1 . Closed: 2 . Total: 3
	Ground Level	Apr 1 🗸	

## **VI. STATUS**

The unit wise report of snagging and de-snagging status of a project

~																					
(i) Sna	)	Repo	rts D	aily Rep	ort Sum	mary App	) View	Status	Das	hboar	d Fo	llow-Up	Audit			+ 0		<u>́</u>			
SNAG	SING	& C	E-SNA	AGGIN	IG STATI	JS									06-1	War-2021		î.			
			Po	dium							Apartm	ent Tower				<b><i>Rimpex PM</i></b>	S				
Level	Total	Snags	Snagging	De-snags	Snags Done	De-snags Done		Level	Total	Snags	Snagging	De-snags	Snags Done	De-snags Done		Sample Project fo	r Trainin	ng & tesť ini	1		
cerei	Units	Done	Pending	Done	05-Mar-2021	05-Mar-2021		cere:	Units	Done	Pending	Done	05-Mar-2021	05-Mar-2021		🕮 Sna	а		1	<b>A</b>	
Ground Lev	el 0	0	0	0	0	0		Ground Level	1	1	0	0	0	0			.9				
Level 1	2	0	2	0	0	0		Level 1	1	1	0	1	0	0			ar m	Post new anage exis	snag ting sna	gs.	
Level 2	1	0	1	0	0	0		Level-2	1	1	0	1	0	0		Select					
Level 3	2	0	2	0	0	0		Level 3	0	0	0	0	0	0							
Level 4	2	0	2	0	0	0		Level 4	0	0	0	0	0	0		SNAGG	NG	& DE-	SN/	AGGII	١G
Level 5	0	0	0	0	0	0		Level 5	2	2	0	2	0	0		STATUS	•		00	5/03/202	1
Level 6	0	0	0	0	0	0	1	Level 6	3	3	0	1	0	0				Podi	m		
Level 7	0	0	0	0	0	0	1 1	Level 7	0	0	0	0	0	0						s	naus
Level 8	0	0	0	0	0	0		Level 8	0	0	0	0	0	0		Level	Total : Units	Snags Sn Done Pi	agging	De- I snags	lone 05-
Level 9	0	0	0	0	0	0		Level 9	0	0	0	0	0	0						Done	/ar-
Total	7	0	7	0	0	0		Level 10	0	0	0	0	0	0		Ground Level	0	0	0	0	0
								Total	•	•	0	5	0	0		Level 1	2	0	2	0	0
							L	Iotal	•	•	v					Level 2	1	0	1	0	0
																Level 4	2	0	2	0	0
																Level 5	0	0	0	0	0
			Offic	e Tower							Stairca	se				Level 6	0	0	0	0	0
	Total	Snags	Spagging	De-snaes	Spags Done	De-snags Done		Total	Snags	Snage	ing De-sr	ags Snag	s Done De-sr	ags Done		Level 7	0	0	0	0	0
																Level 8	0	0	0	0	0
																Level 9	0	0	0	0	0

- To change the date click on the calendar sign on the right side of status tab, The history of snag status can be seen.
- Click on "Total Units", "Snags Done" & "De-snags Done" column values, The details of Apartment/Unit can be see

	Location	Level	Unit	Open	Action Taken	Approved	Total Rooms	Snags completed	De-snags completed	De-snags approved	Detailed report
,	Apartment Tower	Level 6	Unit - B	1	0	0	6	✔100%	0%	0%	Show Snags
,	Apartment Tower	Level 6	Unit - A	1	0	0	6	✔100%	0%	0%	Show Snags
1	Apartment Tower	Level 6	Unit - C	0	5	5	6	✓100%	✓100%	✓100%	Show Snags



You can view the snag status in the Mobile App too!



• Click on this 🗮 sign to open the snagging & desnagging report

## VII. DASHBOARD -

The snag dashboard is a comprehensive graphical analysis of snag progress

RimpëX <b>PMIS</b>	PROJECTS PMIS EPMIS SETTINGS	Help 👻 🌑 Nazer 👻
I Snag Reports	Daily Report Summary App View Status Dashboard Follow-Up Audit	+ c ~
Subcontractors		A
ped PMIS i		
ik Project für Tanking & KeatTag DI Snag		8342
Post new road er manage existing soags.	the second se	44.12% Closed
ubcontractors	ABC 15 ARTIC 15 ABC 15	16209
5	Fundamental Strategy Fundamental Strategy Strate	Closed Open Action Taken
second the Activities		
parase Carlos		
	• • •	

- Histograms based on the Activities, Contractor assigned, Structure/Tower are provided.
- Click on the histogram bar the details of snag will be opened.







SNAGGING

You can view the snag dashboard in the Mobile App too!



- Click on the histogram 📥 sign on the snag tab.
- The graphical analysis of snag progress in the form of histograms and donut charts as in the web application will be opened.

## **VIII. FOLLOW-UP**

For the follow-up of subcontractors, Records of snags done by the subcontractors is listed here

Rimp	ie)	PMIS	PROJECTS PMIS	DMS XP4 EP	MIS SETTINGS			Help 🤝	🚳 Nazer 👻	
> A	i	Snag Reports	Daily Report Summary	App View Status D	ashboard Follow-Up	Audit				+ c 🗸
щ	#	Subcontractor	Users		Open	Closed	Total	Last Follow-Up	Ву	Action
ů	1	FSIME			18	7	25			Send Now
	2	Jhonson Control			2	2	4			Send Now
	3	SHAPOORJI PMC	vishnu shaji (vishnusl Nazer (nazer.sp@alif	naji2311@gmail.com) na.com)	0	1	1			Send Now
	4	SAMPLEX Subcontractor	SAMPLE CONTRACT	OR (qaqc.spml@gmail.com)	22	9	31	06-Mar-21 11:27 AM	Nazer	Send Now
	5	Shapoorji			3	3	6			
-	6	Unassigned			111	10	121			
7	-	Total			156	32	188			
di.										
ŧ.										
7										
<b>.</b>										
•										

- Email can be send to the subcontractors with current snag status for that contractor for the follow up of works
- Click send now button, the email will send to the subcontractors.



- Click the link click here to view the current status...)
- The reports filtered for that specific subcontractor will be opened

Structi	ure/Tower All	~		All · 31		Inspection Date	All	~
ev				Active 22	1 to 22 of 22	inspected by	All	-
2one				Action taken & waiting for review : 5		User	All	~
Room	/Location			Closed : 9		Re-inspection Date	All	~
Activit	y All	~		Re-inspection comments : 0	(SP-Civil)	Responsibility	SAMPLEX Subcontra	ac 🛩
🗹 Sn	ags General Comments					Details	MAX	~
#	Description		Inspection	Action By		Re-Inspection	Status	
1	Atuminum / Batustrade Wi Cleaning Remarks: Snagging Refr: SP/SNG-0181 Apartment Tower, Level 5 Apt2, 27-Feb-2021 05:01 PM Rinsy	ks					<mark>Open</mark> 6 Days	
2	Painting Paint peeling off Remarks: improper painting Refit: SP/SNG-0174 Office Tower, Level 9 Apt 9.1, Kitchen 24-Oct-2020 07:49 AM Rinsy			testing comment approving 14-Nov-2020 07:01 AM Nazer testing 31-Oct-2020 02:31 AM Nazer			<mark>Open</mark> 133 Days	
3	Painting others Remarks: Ref#:SP/SNG-0168 Apartment Tower, Level-2 2106, Living room 23-Sep-2020 07:32 AM Nazer		2-4	123 15-Feb-2021 09:55 AM Nazer			<mark>Open</mark> 164 Days	

• The subcontractor can take action from here

SNAGGING

## **IX. AUDIT**

#### Audit is to manage rooms which don't need snagging

<li>Snag</li>	Reports Daily Report	Summary App View Status Dashboard Follow-Up Audit	+ C 🗸
SNACCIN			
SNAGGIN	G - PENDING	A Badium Naval 1	
I avril Maria	Podium	Podium > Level 1	
Level 1	4	# Unit Room	
Level 2	2	1 Unit - 1 Bed Room-1 Close (no snagging required)	
Level 3	4		
Level 4	4	2 Unit - 1 Bed Room-2 Close (no snagging required)	
		3 Linit - 2 Red Room-1 Close (no spanning required)	
	Office Tower		
Level	No.of rooms - snagging pending	4 Unit - 2 Bed Room-2 Close (no snagging required)	
Ground Level	2		
Level 1	2		
Level 9	8		
Level 10	1		
	Staircase		
Level No.o	f rooms - snagging pending		
Level1	2		
	Rasement 1	*	

It will list the Levels in each structure, which have rooms without snag posted in it

- Click on the table row, On the right side it will expand to unit/apartment without snags posted.
- Click on the "close" button next to room name , if that room don't need snagging
- For example if no snagging is required in "Bed Room-1" of "level 1" in podium,
  - Step 1: Click on level 1 of podium table
  - Step 2: On the right side it will expand to Podium > Level 1 > Unit > Room-
  - Step 3: Click on "Close" Close (no snagging required) button next to "Bed Room 1"

## X. 2D –VIEW

#### It is the 2D view of the snagging status



- The snag status is represented in different colours
- The 2D representation of Project structure is provided here, The colours on it indicates the snag status
- Each column of 2D view represents the level of structure
- Select Unit/Level from the combo box to see the unit wise or level wise 2D view

Simi	iëX <b>PMIS</b>	PROJECT	S PMIS	EPMIS	SETTIN	IGS						Help 🤝	Rinsy	·	
	(i) Snag Rep	orts Daily Report	Summary	App View	Status	Dashboard	Follow-Up	Audit	2D Vie	W				+ C	~
щ	41,186 - Inspections														۲
ii I				Unit 🗸		7			To	wer A, Le	vel-11, Apt (	1			_
	CLOSED	Corr	n 29,977 ected 1,445 prk 211									Open Corrected	143		
	23.2%	Clos						_		CLOSED 12.8%	° )	Rework Closed	0 21		
2	TOWER A		20.0 % 🗸						#	Posted	Status	Title		Zone/	Unit
	TOWER B		33.0 % 🗸		Iov	ver A, Level-11, Apt			1	31-Aug- 2020	Open- 236 Days ago			Apt 01	
	<b>±</b>								2	31-Aug- 2020	Open- 236 Days ago			Apt 01	
)	PUBLIC / PARKING LEV	ÆLS	2.0 % 🗸						3	31-Aug- 2020	Open- 236 Days ago			Apt 01	
	LANDSCAPE WORKS		0.0 % 🗸						4	31-Aug- 2020	Open- 236 Days ago			Apt 01	
	⊞ ■								5	31-Aug- 2020	Open- 236 Days ago	Lipping		Apt 01	
									6	31-Aug- 2020	Open- 236 Days ago			Apt 01	
									7	31-Aug- 2020	Open- 236 Days ago	Excess sealant		Apt 01	
										31.4.00.	Onen- 736				

- Click on a column of 2D view, it will show the snag details of that Unit/Level
- Select a snag from that list, it will show the details of that snag
- User can manage snag from here

41,186 - Inspections							Ł
CLOSED 232%	Open         29.977           Corrected         1.445           Rework         211           Closed         9.553			Category Subcategory	Select	~	1
TOWER A	20.0 % 🗸		#	Remarks	: Lipping		hit
TOWER B	33.0 % ✔ 2.0 % ✔		2	Posted Diaa Zyou	d,Site Inspector – Civi	(LACASA)	Ц
	0.0 % 🗸		3	31 Aug, 20	J20 03:00 PM		
			6	History			Ŧ

SNAGGING

• Click on 🖽 sign near Tower A, the level wise snag status can be seen



• Click on the kistory sign on the right side of tab, the graphical representation of snags can be seen

41,186 - Inspections		it v	٢		
CLOSED 232%	Open 29,977 Corrected 1,445 Rework 211 Closed 9,553				
TOWER A	20.0 % 🗸				
TOWER B	33.0 % 🗸			Select a location	
PUBLIC / PARKING LEVELS	2.0 % 🗸				
LANDSCAPE WORKS	0.0 % 🗸				



• Run the mouse through the graph we see the snag details of that particular date

## XI. 3D –VIEW

Visualize, track and manage snags in the BIM model as shown below.

	🕹 RimpeX 4D	Structure	Interior	MEP	Site Infra	QHSE	Closeout	<b>()</b> 🕨 🖬 🌔
63								^ ×
<u> .111</u>	Snag O&M As-Built History						SPIC	)-SNG-FUH-9747 Open
Q	7,463 Inspections				-			
Ø								
2	CLOSED	Open 2,722 Corrected 28 Rework 1,260			سإباعها			
ত		Closed 3,453					Resil	ient Flooring/Linoleum Isistent Color/Shade
1	OFFICE TOWER	51.0 % 🗸					Poste 05 Oc	ed: Demo User, xponeX t, 2020 10:56 PM
a	APARTMENT TOWER	35.0 % 🗸						ACTION
0			1.1	al and				Contraction of the local division of the loc
۲	Level 10	100	Planned	E PERSON	THE E			Activities 🛃 🗶
	Level-2 Location Level 6 Podium Level 7	-	Levels 2	1 TT				Core Wall
۵	Apartment Level 8 Level 4		0					Architecture     MEP     Ginichar
4			o 🖽 💽	<b>i</b> a e	🦸 💿 🚺	•		∧

#### NOTE:

RimpeX 4D should be implemented in the project to view this model. To know more about RimpeX 4D visit <u>www.rimpex4d.com</u>

# **5. HOW TO CONFIGURE SNAG**



> Step 1: Click drop down icon at the top right side of snag tab



- Step 2: Click on the third option Config
- Step 3: The configuration tab will be opened

	DMS XP4	EPMIS SETTINGS	neip 👻 🖷 Nazer 👻 📳
Snag Reports Daily Re	eport Summary App View Status	Dashboard Follow-Up Audit	+ C ~
General Structure & Level Apart	tments & Rooms Stakeholder Project Lin	k Category Stk. Categroy ML/AI	
Structure +	Levels v A + M+		
Basement 1   Name			
Left (m) Bottom Level (m)			
Width (m)	Name		
Typical Floor Height (m)	Height (m)	Distance	
Display Structure Name     Left	<b>1</b>	Above Ground Level <u>Change</u> Ground Level 3	
Display Level Names	Show	Below Ground Level Change	

- The configuration tab includes
  - i. General
  - ii. Structure & Level
  - iii. Apartments & Rooms
  - iv. Stakeholder
  - v. Project link
  - 54 VI. HOW TO CONFIGURE SNAG | RimpeX PMIS

- vi. Category
- vii. Stakeholder category
- viii. ML/AI

## I. GENERAL CONFIGURATION

The general details of a snag like Reference Id, breakdown of structures, progress are configured here

• Click on General in the configuration tab, the general configuration tab will be opened

neral	Structure & Level A	partments & Rooms	Stakeholder	Project Link	Category	Stk. Categroy
neral						
	Prefix	SP/SNG-				
1	Length	4 🛩				
	Area Breakdown	Building > Level > Zone	e > Room 🗸 🗸			
	Category & Subcategory Input	🔿 Optional 🧿 Manda	tory			
	Client Access	Can Post 🗸				
I	Number of snags in report	50				
		Save				
sulta	nt					
	Send Email Notification to contract of the send Email Notification to contract of the sender of t	ntractors upon completio	n of snagging in eac	h Apartment or Zo	one	
	Send Email Notification to contract of the send Email Notification to contract of the send of the s	ntractors upon approval o	of all snagging in eac	h Apartment or Zo	one	
gress	Notifications					
	Send email notification if de-	snagging greater than 65	in an apar	tment or zone (mi	n 50, max 90)	
	Send email notification if re-i	nspection comments greater	ater than 50	% in an apartment	t or zone (min 50	D, max 90)

#### a. General

- 1. Prefix each snag will have a Reference Id, enter the desired prefix of the reference id in the column
- 2. Length it is the length of suffix digits of the reference id
  - Click on the length column
  - Select the length of suffix digits
  - Snag reference id is the combination of snag prefix and length of number
  - For example, In the above picture it will generate snag reference id like SP/SNG-0001

- if Length is 3, it will show like **SP/SNG-001**
- 3. Area breakdown It is the area breakdown of the structure/tower. Click on the downward arrow; Select the desired area breakdown from the options.

<b>(i)</b> s	nag Reports Dai	ily Report Summary	App View State	ıs Dashboard	Follow-Up	Audit	2D View	+ 0	• ~
Gener	aL Structure & Level	Apartments & Rooms S	takeholder Project L	ink Category	Stk. Categroy	ML/AI			
Genera	ı								<b>A</b>
	Prefix Length Area Breakdown Category & Subcategory Input Client Access Number of snags in report	SP-SNAG-BT- 1 v Building > Level > Apartme Building > Level > Apartme Building > Level > Zone > R Read Only 500	nt > Room 🗸 nt > Room Jom						
Consul	tant ☑ Send Email Notification to co ☑ Send Email Notification to co	ontractors upon completion of	snagging in each Apartmen snagging in each Apartmen	t or Zone t or Zone					

- 4. Category & subcategory Input The snags can be of different categories
  - here you can choose whether the category of the snag should be entered while posting a snag
  - The mandatory option shows that it's mandatory to put category while posting a snag. If we select optional can post snag with or without mentioning category & subcategory.

5. Client Access - Click on client access to choose if client want the access right or just read only.

(i) Snag	g Reports Da	aily Report Summary	App View	Status	Dashboard	Follow-Up	Audit	2D View	+	G	~
General	Structure & Level	Apartments & Rooms S	itakeholder	Project Link	Category	Stk. Categroy	ML/AI				
General											<b>A</b>
Pr	efix ength	SP-SNAG-BT-									
Ar	rea Breakdown	Building > Level > Apartme	ent > Room 🗸								
Ca	ategory & Subcategory Input	t Optional O Mandatory									
Cli	ient Access umber of snags in report	Read Only No Access Read Only Can Comment & Approve Save	~								
Consultant	t										
	Send Email Notification to o	contractors upon completion of	snagging in each	Apartment or Z	one						
	Send Email Notification to o	contractors upon approval of all	snagging in each	Apartment or Z	one						•

- 6. Number of snags in report The Number of snags to list in a single report page, enter the required number in the column
- Click on save

### **b.** Consultant

Tick the check boxes on to send email notification to the contractors upon completion of snagging

- I. Send Email Notification to contractors upon completion of snagging in each Apartment or Zone
- The system will automatically send email notification to subcontractors upon the • completion of snagging in a particular Apartment/Zone



- Click on the link in the email
- the snag report of the specific Unit where snagging is completed will be opened



• Click on Ref#

### • The history of snag will be opened

Structure/Tower Apartment Tower		Inspection Date All 🗸
Level/Floor V		Inspected By All 🗸
Zone Unit - C 🗸	if 5	User All 🗸
Room/Location All		Re-inspection Date All
Activity All 🗸	10	Responsibility SAMPLEX Subcontrac 💙
Snags General Comments	4 4 4 4 4	Details MAX 👻
# Description	Category : Aluminum Glass Door Actio	n By Re-Inspection Status
1 Aluminum Glass Door Improper Gap between Door panel and Floor	Subcategory :Improper Gap between Door panel and Floor	<mark>Open</mark> 0 Days
Ref#: SP/SNG-0188	Company : SAMPLEX Subcontractor	
Apartment Tower, Level 6 Unit - C, Room 1 06-Mar-2021 06:45 AM Nazer	Remarks : Scratches of floor	
nucu	History	
2 Aluminum Glass Door		Open 0 Davs
Remarks: Pode: SP/SN/C 0187		0.0033
Apartment Tower, Level 6	Add Comment	
06-Mar-2021 06:44 AM		
Nazer	Add Photo + Comment	
Aluminum Glass Door		0000
Autiminum Gabs Loon     Missing Rubber Seal     Remarks:     Ref#: SP/SNG-0186     Apartment Tower, Level 6     Unit: -C, Room 1     Of-Mar-2010 64 3AM	CLOSE	Open 0 Days
Nazer		

- The user can take actions from here
- The same notification will also receive to Main contractor & Consultants with the list of subcontractors involved in the snag posted in the specific Apartment/Unit

DimpeV Alexanty Saint DI (O Sahanaarii sama	11.15 AM (10 minutes age)	~	
to lakshman raju rinsv shapoorii abdul latheef nazer sp. 💌	TI: 15 AM (12 minutes ago)	ਕ	
THE FOLLOWING ROOMS/AREAS HAVE BEEN SNAGGED BY CONSULTANT, CONTRACTOR'S ACTION REQ	UIRED		
Apartment Tower > Level 6 > Unit - C. Project: Sample Project for Training & test'ing			
Email notification has been send to the following subcontractors. 1. SAMPLEX Subcontractor			
Note: Please do not reply to email. This email and any attachments are confidential and may also be privileged. If y copies and notify the sender immediately. Please refer the disclaimer policy of Shapoorji Pallonji And Company Priv companies at https://shapoorji.in/disclaimer/	ou are not the intended recipien ate Limited (SPCPL), its Subsi	nt, plea diaries	se dele and Gr

# II. <u>Send Email Notification to contractors upon approval of all snagging in each</u> <u>Apartment or Zone</u>

• If this option enabled, system will send email notification to subcontractors upon approval of all snags in a particular unit

All Snags Approved in Apartment Tower > Level 6 > Unit - C $\Sigma$ Index alifna x		•	ø
RimpeX <noreply.spintpmo@shapoorji.com> 11:52 AM (1 minut to qaqc.spml 👻</noreply.spintpmo@shapoorji.com>	.e ago) 🦷	☆ ♠	:
To SAMPLEX Subcontractor			- 1
All Snags have been approved in <u>Apartment Tower &gt; Level 6 &gt; Unit - C</u> . Project: Sample Project for Training & test'ing			
Regards, Shapoorji LLC			
Note: Please do not reply to email. This email and any attachments are confidential and may also be privileged. If you are not the intended copies and notify the sender immediately. Please refer the disclaimer policy of Shapoorji Pallonji And Company Private Limited (SPCPL), in companies at <u>https://shapoorji.in/disclaimer/</u>	recipient, j s Subsidia	please de ries and G	lete all iroup
Reply Reply all Forward			
	_	_	_

• the same notification will also receive to Main contractor and consultants with the list of contractors involved in that particular Apartment/Unit

:	RimpeX <noreply.spintpmo@shapoorji.com> to lakshman.raju, rinsy.shapoorji, abdul.latheef, nazer.sp 💌</noreply.spintpmo@shapoorji.com>	11:53 AM (2 minutes ago)	☆	*	-
	All Snags have been approved in Apartment Tower > Level 6 > Unit - C. Project: Sample Project for Training & test'ing				
	Email notification has been send to the following subcontractors. 1. SAMPLEX Subcontractor				
	Note: Please do not reply to email. This email and any attachments are confidential and may also be privileged. If ye copies and notify the sender immediately. Please refer the disclaimer policy of Shapoorji Pallonji And Company Priv- companies at <u>https://shapoorji.in/disclaimer/</u>	ou are not the intended recipien ate Limited (SPCPL), its Subsi	nt, plea diaries	se delei and Gro	e all oup
	Reply Reply all Forward				

- c. Progress Notifications
  - Tick the check box on to send email notification to consultants upon completion of de-snagging
  - Send email notification if de-snagging greater than [XX] % in an apartment or zone (min 50, max 90)

- If the checkbox is enabled, system will automatically send email notification to • Consultants, Main contractor and responsible Contractors upon the XX% completion of de-snags.
- The email only send once in a day with the list of Apartment/Unit with XX% of de-• snags till Now.

Kimper storepty.op	intPM0@shapoo	orji.com>					1:38 AM (24 minute:	s ago)	☆	+
to vishnushaji2311, na	azer.sp, diaa.zyoi	ud, lakshma	n.raju, rinsy.shapoorji,	, abdul.latheef, qao	ąc.spml 🔻					
The following Rooms	/Areas have bee	en De-snag	ged by contractor and	l ready for re-insp	ection.					
Project: Sample Proje	ect for Training 8	& test'ing								
Apartment Tower	Ground Level	Apr 1								
Office Tower	Level 9	Apt 9.1								
Stair case - Tower 2	Staircase 1	level 02								
This email and any ai immediately. Please i https://shapoorji.in/di https://shapoorji.in/di	ttachments are o refer the disclain sclaimer/ & Reply all	confidential ner policy of	and may also be priv. f Shapoorji Pallonji Ar Forward	ileged. If you are i nd Company Priva	not the intended red ate Limited (SPCPL	cipient, pleas L), its Subsid	e delete all copies a aries and Group cor	nd notif <u></u> npanies	y the s at	en

- II. Send email notification if re-inspection comments greater than [XX]% in an apartment or zone (min 50, max 90)
- If the checkbox is enabled, system will automatically send email notification to • Main contractor and responsible Contractors (and copy to Consultants) upon the XX% Re-inspection comments.
- This email only send once in a day with the list of Apartment/Unit with XX% of Re-• inspection Comments till Now.

Re-inspection comments completed (50%) $\sum$ Index alifna x	Ð	ø
RimpeX <noreply.spintpmo@shapoorji.com>       11:44 AM (22 minutes ago)       11:44 AM (22 minutes ago)         to lakshman.raju, rinsy.shapoorji, abdul.latheef, vishnushaji2311, nazer.sp, qaqc.spml, diaa.zyoud        11:44 AM (22 minutes ago)       11:44 AM (22 minutes ago)         The following Rooms/Areas re-inspection comments have been attended by the contractor.       11:44 AM (22 minutes ago)       11:44 AM (22 minutes ago)</noreply.spintpmo@shapoorji.com>	•	:
Project: Sample Project for Training & test'ing		
Apartment Tower Level 6 Unit - C		
This email and any attachments are confidential and may also be privileged. If you are not the intended recipient, please delete all copies and notify the se immediately. Please refer the disclaimer policy of Shapoorji Pallonji And Company Private Limited (SPCPL), its Subsidiaries and Group companies at <u>https://shapoorji.in/disclaimer/</u>	ender	
<ul> <li>▲ Reply</li> <li>≪ Reply all</li> <li>➡ Forward</li> </ul>		
	_	

# **II. STRUCTURE & LEVEL**

The project structure need to be defined in snag. If your project is a multi-building project, you can tell your RimpeX administrator to configure it in project

- Click on "Structure & Level" in the configuration tab
- The Structure & Level configuration tab will be opened

	Snag	Reports	Daily Report	Summary	App View	Status	Dashboard	Follow-Up	Audit	L	C V
	Jildy	Reports	builty hepoint	Summary	App from	Statas	bashboara	Totton op	Addit	т	C V
	General Stru	cture & Level	Apartments &	Rooms	Stakeholder	Project Link	Category	Stk. Categroy	ML/AI		
S	Structure Podium Apartment Tower Office Tower Staircase Basement 1	er •	Levels	VA	+ M+						
	Name .eft (m)										
В	Bottom Level (m)										
v	Width (m)		Name			Backgrou	und				
T	Typical Floor Height	: (m)	Height (m)		Show -	Above Gr Ground L Below Gr	ound Level <u>Chan</u> evel 3 ound Level <u>Chan</u>	<u>ge</u> <u>ge</u>			

- a. Create New Structure
- Step 1: Click on the "+" icon near the structure section

Structure +	Levels	v A + M+
Podium		A
Apartment Tower		
Staircase		
Basement 1 🗸 🗸		
lame		
eft (m)		New Structure!
		12770
Bottom Level (m)		name
		SAVE CANCEL
Midth (m)		
viciti (iii)	Name	
ypical Floor Height (m)	Height (m)	
		Background
Display Structure Name		Above Ground Level <u>Change</u>
Left 🗸		Ground Level 3
		Show Below Ground Level Change

- Step 2: Enter the structure name, click on save
- Step 3: A new structure will be added

- b. To Delete a Structure
- Step 1: select a structure from the list
- Step 2: click on the delete sign at the very bottom of Structure section

	▲ Levels v ∧ + M+		
Apartment Tower eft (m) 0 bottom Level (m) 0 Vidth (m) 62 Vpical Floor Height (m) 3.5	Level 10 Level 9 Level 8 Level 7 Level 6 Level 5 Level 4 Level 3 Level-2 Level 1 Ground Level		
Display Structure Name Left Display Level Names	Name		
Center  Show Levels	Height (m)	Background Above Ground Level <u>Change</u> Ground Level 3 Below Ground Level <u>Change.</u>	

> Step 3: click on delete in the next dialogue box

- c. Create New Level
- Step 1: Select structure from the structure list, it will list the Level details in Levels section if exist
- Step 2: Click on the "+" icon near the Levels section

itructure	+ <u>Levels</u> V A + M+	
Podium Apartment Tower Office Tower Staircase Recomment 1	Level Ground Level	
aasement i ime °odium ft (m)	New Level!	
ttom Level (m) ) dth (m)	SAVE CANCEL	
130 Ipical Floor Height (m)	Name	
3.5 Display Structure Name Left	Height (m)     Background       Above Ground Level Change     Ground Level Change       Ground Level 3     Below Ground Level Change	

- Step 3: Type the name of level, click on save
- Step 4: A new level will be added

## d. Creating Multiple Level

- Creating multiple levels in a single click (if level names are starting with same prefix)
- Step 1: Select structure from the structure list
- Step 2: Click on the "M+" icon near the levels section

Structure	Levels v Level 2 Level 1 Ground Level	
Name Podium Left (m) 0 Sottom Level (m) 0		Create Multiple Levels       Prefix       Level       Start       3       End       9       Height       3.5
Vidth (m) 130	Name	CREATE CANCEL
3.5 □ Display Structure Name □ Left ✓	Height (m)	Background Above Ground Level Change Ground Level 3 Show Below Ground Level Change

- Step 3: Enter the prefix in the **prefix** column
- Step 4: Enter the number of starting level in **start** column
- Step 5: Enter the number of last/ending level in **end** column
- Step 6: Enter the height of level in the height column
- Step 7: Click on create
- Step 8: The levels will be added
- For example if we have to create level 3 to level 9,
- Type 3 in start and 9 in end, click on create
- Level 3 to level 9 will be created
| Structure               | + 🔺 Levels   | v 🔥 + | M+     |                           |  |
|-------------------------|--------------|-------|--------|---------------------------|--|
| Podium                  | Level 9      |       |        |                           |  |
| Apartment Tower         | Level 8      |       |        |                           |  |
| Office Tower            | Level 7      |       |        |                           |  |
| Staircase               | Level 6      |       |        |                           |  |
| Basement 1              | ✓ Level 5    |       |        |                           |  |
|                         | Level 4      |       |        |                           |  |
| ame                     | Level 3      |       |        |                           |  |
| De dium                 | Level 2      |       |        |                           |  |
| Podium                  | Level 1      |       |        |                           |  |
| eft (m)                 | Ground Level |       |        |                           |  |
| 0                       |              |       |        |                           |  |
|                         |              |       |        |                           |  |
| Bottom Level (m)        |              |       |        |                           |  |
| 0                       |              |       | _      |                           |  |
| Nidth (m)               |              |       |        |                           |  |
| 120                     | Name         |       |        |                           |  |
| 150                     |              |       |        |                           |  |
| ypical Floor Height (m) | Lieisht (m)  |       |        |                           |  |
| 3.5                     | Height (m)   |       |        |                           |  |
|                         |              |       |        | Background                |  |
| Display Structure Name  | ALC: N       |       |        | Above Ground Level Change |  |
| Left                    | ✓            |       |        | Ground Level 3            |  |
|                         | -            |       | bow    | Relow Ground Level Change |  |
| Dicolay Level Names     | ÷            | -     | 511000 | Betow Ground Level Change |  |

To change the order of levels in the levels list, Click on these v r icons •

- e. Delete A Level
- Step 1: Select a level
- Step 2: Click on the delete sign at the very bottom of Levels section

	▲ Levels v	∧ <b>+</b> M+		
Name	Level 10	<b>A</b>		
Apartment Tower	Level 9			
eft (m)	Level 8			
0	Level 6			
0	Level 5			
Bottom Level (m)	Level 4			
0	Level 3			
Width (m)	Level 1			
62	Ground Level			
Typical Floor Height (m)				
3.5				
		-		
Display Structure Name	Namo			
Left 🗸	Name			
Display Level Names				
Center 🗸	Height (m)		Background	
Show Levels			Above Ground Level Change	
<b>_</b>			Ground Level 3	
		Show	Below Ground Level Change	

• Step 3: Click on delete in the next dialogue box

## **III. APARTMENTS & ROOMS**

The units and rooms of the structures and levels are created here.

- Click on "Apartments & Rooms" in the configuration tab
- The "Apartments & Rooms" tab will be opened



- a. How to create Apartment/Units
- > Step 1: Click on the "select structure" combo box
- > Step 2: Select the structure from the list
- > Step 3: Select level from the combo box
- > Step 4: Click on near Apartments to create new Apartment/Unit

odium 👻 Level 1 👻 <u>Copy To</u>		
partments	New Apartment! Unit - 1 SAVE CANCEL	

- > Step 5: Type the name of the Apartment/Unit
- > Step 6: Click on save

- b. How to modify an Apartment/Unit
- > Step 1: Select the Apartment/Unit from the list of Apartments
- > Step 2: Click on 🕼 icon

Jnit - 1	Rooms	0				
		Mc	dify Apartment!			
Ŧ		Unit	-1			
<u>lopy To</u>			SAV	DELETE CANCEL	L	
<u>opy to Same Level</u>						

- > Step 3: Type the modified name of Apartment/Unit
- > Step 4: Click on save
- To delete an Apartment/Unit click on the DELETE button in modify section

- c. How to create Rooms
- Step 1: Click on the "select structure" combo box
- Step 2: Select the structure from the list
- Step 3: Select level from the "select level" combo box
- Step 4: Select the Apartments/Unit from the list
- Step 5: Click on <sup>O</sup> icon near Rooms

Apartments O C Apt 1 Apt 9.1 Apt 9.1	Rooms Kitchen Living Room	New Room!       bed room
		New Room!
Copy To		SAVE CANCEL
Copy To Same Level		

- > Step 6: type the name of the room
- > Step 7: click on save
- > Step 8: To modify the created room, click on the 🕼 icon

partments O 🕑	Rooms	0 3			
Apt 1 ^ Apt 9.1 Apt 9.1	Kitchen Living Room	_			
		Modify Room!			
-		Living Room	AVE DELETE	CANCEL	
<u>.opy Io</u> Copy To Same Level				-	

- Step 9: type the modified name, Click on save
- To delete a room click on the DELETE button in modify section

- d. Duplicate units to another level
- After configuring all rooms in an Apartment/Unit , you can copy this details to same Level or different Levels in the selected Structure
- For example If you need to configure another Apartment/Unit "Unit 2" with same rooms details of "Unit 1"
- Step 1: Select the Apartment/Unit "Unit "1 from the list
- Step 2: Click on Copy To Same Level

partments 🛛 🖸 🐼	Rooms O 🗷			
Jnit - 1	Bed Room-1 * Bed Room-2 *	Copy Unit - 2	COPY CANCEL	
<u>oqy To Same Level</u>				

- > Step 3: Enter the name of new Apartment/Unit "Unit 2"
- Step 4: Click on "COPY"

Podium	✓ Leve	L1 🗸	<u>Copy To</u>
Apartments	0 7	Rooms	0 7
Unit - 1 Unit - 2		Bed Room-1 Bed Room-2	*
<u>Copy To</u> Copy To Same Level	Ŧ		~

The rooms will be copied

e. Duplicate units in multiple levels

Step 1: Select "Unit - 1" from the list of apartments

Step 2: Click on "Copy To"

partments 🛛 🖸 🗹	Rooms	50	
Unit - 1 Unit - 2	Bed Room-1 Bed Room-2	Copy Ground Level Level 2 Level 3 Level 4 Level 5 Level 6 Level 7 Level 8 Level 9	
		COPY CANCEL	

- Step 3: Tick on the check box of "Level 2"
- Step 4: Click on "COPY"
- To Copy all Apartments/Units & Rooms in a level to another levels, For example to copy all Apartments/Units & Rooms of "Level 1" to "Level 3" & "Level 4",
- Step 1: Click on the "select structure" combo box
- Step 2: Select the structure from the list
- Step 3: Select "Level 1" from "Select Level" combo box

artments O 🕑	Rooms O	<b></b>	
nit - 1  nit - 2  200/To 200/To.angle Level	Bed Room-1 Bed Room-2	Copy Ground Level Level 2 Level 3 Level 4 Level 5 Level 6 Level 7 Level 8 Level 9	
		COPY CANCEL	

- Step 4: Click on "Copy To"
- > Step 5: Tick on the check box of "Level 3" & "Level 4"
- Step 6: click on "COPY"

### **IV. STAKEHOLDER**

To create new Stakeholders.

• Click on stakeholder in configuration tab. Stakeholders configuration tab will be opened.

③ Snag Reports Daily Re	eport Summary App Vie	w Status Dashboard Follow-Up A	udit	+ C \
General Structure & Level Apart	ments & Rooms Stakeholder	Project Link Category Stk. Categroy M	IL/AI	
Third Parties +				
Romeo	Name	SAMPLEX Subcontractor	Show Dashboard	
Investment Company	Code			
SAMPLEX Subcontractor	Category	Subcontractor		~
Sager Al Madina pest control	cutegory	Subcontractor		
SHAPOORJI PMC	Address			
Sobha Glazing & Metal Systerm	Email Address			
Spectrum MEP Contractor FUH	Tolophono			
SPID	retephone			
SPML Facade Division	Fax			
SPML MEP	Primary Contact (Name)			
ss lootha				
STANTEC INTERNATIONAL	Logo URL			
Technical Solutions	Other Contacts			+
Technogym Emirates	# ID Name	Designation	Email	Mobile
Test Client	1 7461 SAMPLE CONTRA	ACTOR	qaqc.spml@gmail.com	1
TURNER INTERNATIONAL				

Steps to configure stakeholders

> Step 1 : To create a new stakeholder click on the "+" Sign near third parties

Snag Reports Daily	Report Summary App View	/ Status	Dashboard	Follow-Up	Audit		+	C
General Structure & Level Apa	rtments & Rooms Stakeholder	Project Link	Category	Stk. Categroy	ML/AI			
Third Parties	÷)							
ABC Abu Dhabi Precast	Name					Show Dashboard		
Accurate Bright Technical Services	Code							
Al Fala Steel	Category	Other						
Al Gurg Consultants	Address							
Al Rawaa Glass & Mirror	Email Address							
Al Safa Marble	Emateridaress							
Al Semsem	Telephone							
Al Tannaf Technical Service	Fax							
Arif & Bintoak	Primary Contact (Name)							
Assa abloy								
B+H Architects	Logo URL							
Better life							Create	
BIN DASMALL								
Bloom Landscape								
Blue Diamond								

- > Step 2: Enter the name of stakeholder in the name column
- Step 3: Tick on the Show Dashboard check box if you want to give access to the dashboard
- > Step 4: Click on the category combo box
- > Step 5: Select category of stakeholder from the list
- > Step 6: Enter the address in address column
- > Step 7: Enter the email address in Email Address column
- > Step 8: Enter the telephone number
- > Step 9: Enter fax
- > Step 10: Enter primary contact name
- > Step 11: Click on create, The name of the company will be added under third parties.
- Step 12: To give access to the users for this project. Select a company from the list of third parties.
- > Step 13: Click on the "+" sign on the right side of other contacts.

Name			
Designation			
Email			
Mobile			
	Cancel	Add	

- Step 14: Type the name of personal, designation, email address & mobile number. Click on add.
- > Step 15: Click on the delete sign to delete the user

Third Parties +		Subcontractor			
Rocks & Logs	Category	Subcontractor			
Romeo	Address				
Saadivat Development and	Email Address				
Investment Company	Telephone				
SAMPLE Subcontractor	retepriorie				
Sager Al Madina pest control	Fax				
SHAPOORJI PMC	Primary Contact (Name)				
Sobha Glazing & Metal Systerm					
Spectrum MEP Contractor FUH					
SPID	Other Contacts		Designation	Energi I	+
SPML Facade Division	1 7461 SAMPLE CONTRACTO	DR	Designation	qaqc.spml@gmail.com	Mobile
SPML MEP					$\smile$
ss lootha					
STANTEC INTERNATIONAL	Delete				Lindata
Technical Solutions	Detete				Opdate

- > Step 15: to modify the details of a stakeholder, click on the name
- > Step 16: edit the details, click on update

SNAGGING

#### **V. PROJECT LINK**

To link the Stakeholders to project

- Click on "Project Link" in the configuration tab
- The Project Link configuration tab will be opened



• Tick on the check box near the name of stakeholder to enable access to the project

### **VI. CATEGORY**

To manage snag category. The possible snag categories and its subcategory is created here.

• Click on category in configuration tab, the snag category configuration tab will be opened

(i) s	Snag Reports Daily	y Report	Summary App View	Status	Dashboar	d Follow-Up	Audit	+
Gene	ral Structure & Level Ap	partments & R	ooms Stakeholder	Project Link	Category	Stk. Categroy	ML/AI	
	Category Aluminum / Balustrade Wor Aluminum Door Aluminum Glass Door Binds BOH Area Works Carpet Chandelier conventional hood Corner Guard Crash Guard	+ rks	Subcategory Alignment Broken Glass Cleaning Damaging civil works Dents Gap around the frame Level not matching Missing Item Operation not Smootl	To be Replaced	+ d			
	Electrical Works Aluminum / Balustrade Wor	rks 📋	Others Damaging civil works		Û			
	Discipline Architectural	~						

- a. How To Add A New Snag Category
  - Step 1: To add a new snag category, Click on the "+" sign near category

neral Structure & Level	Apartments & Rooms	Stakeholder Project L	ink Category	Stk. Categroy ML	./AI	
Category Aluminum / Balustrade Aluminum Door Blinds BOH Area Works Carpet Chandelier conventional hood Corner Guard Crash Guard	Works	+ Category name	SAVE CAN	ICEL		

- > Step 2: enter the name of category
- > Step 3: click on save, A new category will be added
- Step 4: To add a subcategory or defect of a category, Select a category from the list of category
- > Step 5: Click on the "+" sign near Subcategory

Aluminum / Balustrade Works Aluminum Door Aluminum Glass Door Blinds BOH Area Works Carpet Chandelier conventional hood Corner Guard	Alignment Broken Glass Cleaning Damaged Matcher Tethe Potent Damaging cri Dents Gap around t Level not matcher Missing Item	
Crash Guard Aluminum / Balustrade Works Discipline Architectural	©Operation no SAVE CANCEL	

- Step 6: enter the name of subcategory
- Step 7: click on save, A new subcategory will be added

#### **VII. STAKEHOLDER CATEGORY**

The category of works of Stakeholders are assigned here. We can assign a snag category to a stakeholder in the entire project level or can also be customized

- Step 1: Click on Stk. Category in configuration tab
- Step 2: the stakeholder category tab will be opened

Rimpe×	K PMIS	ROJECTS <b>PMIS</b> DMS	S XP4 EPMIS SETTIN	IGS	Help 👻 🌍 Naz	er 👻 🌨 👻
	) Snag Reports Dail	y Report Summary App V	iew Status Dashboard Follo	ow-Up Audit		+ C 🗸
ĩỉ <sub>Ge</sub>	eneral Structure & Level A	partments & Rooms Stakeholder	Project Link Category Stk. Cat	tegroy ML/AI		
						^
3	Shapoorji LLC	Aluminum / Balustrade Works	5 🗌 Entire project 🕲			
,	Arif & Bintoak FSIME	Aluminum Door	Entire project			
	Jhonson Control SAMPLEX Subcontractor	Aluminum Glass Door	<ul> <li>Entire project</li> </ul>			
<u>44</u>	SHAPOORJI PMC	Blinds	<ul> <li>Entire project</li> </ul>			
	SPINEWLP	<ul> <li>BOH Area Works</li> </ul>	<ul> <li>Entire project</li> </ul>			
<b>*</b>		Carpet	Entire project			
	Ŧ	Chandelier	Entire project			
		<ul> <li>conventional hood</li> </ul>	<ul> <li>Entire project</li> </ul>			
J		Corner Guard	<ul> <li>Entire project</li> </ul>			
		Crash Guard	<ul> <li>Entire project</li> </ul>			
		<ul> <li>Electrical Works</li> </ul>	<ul> <li>Entire project</li> </ul>			
		<ul> <li>Epoxy floor coating</li> </ul>	<ul> <li>Entire project</li> </ul>			
		Facade	<ul> <li>Entire project</li> </ul>			
		<ul> <li>Facade lighting works</li> </ul>	<ul> <li>Entire project</li> </ul>			-

- Step 3: to assign a snag category in project level, select a stakeholder
- Step 4: tick on the check boxes of snag category
- Step 5: Check the "Entire project" checkbox in the same row, that snag category of the entire project will be assigned to that stakeholder

#### **TO ASSIGN IN CUSTOM LOCATIONS**

- Step 1: Select stakeholder
- Step 2: tick on the check boxes of snag category
- Step 3: uncheck the "Entire project" checkbox

- ➢ Step 4: Click on <sup>™</sup> to configure the location
- Step 5: click on the select combo box, select the structure

Podium	~
Ground Level	
Level1	
Level 2	
Level 3	
Level 4	
Level 5	
Level 6	
	CLOSE

- Step 6: select the levels to assign, click on close
- The stk.category tab will show you two more advanced option to find/manage "stakeholder un-assigned snags" for future purposes.
- You can make stakeholder assignment Mandatory or Non-Mandatory in snag forms
- You can see those configuration in Snag form configuration section

rat Structure & Level	Apartme	ents & Rooms Stakeholder	Pro	oject Link Categor	y Stk		
Shapoorji LLC	<u>^</u>	Aluminum / Balustrade Works		Entire project 🔞	0 of 26		
Arif & Bintoak		Aluminum Door		Entire project	2 of 2		
Jhonson Control		Aluminum Glass Door		Entire project	3 of 3		
SHAPOORJI PMC		Blinds		Entire project			
SPML MEP		BOH Area Works		Entire project	7 of 7		
		Carpet	<b>~</b>	Entire project	1 of 11	Assign all Un-assigned Snags to the selected contractor	
		Chandelier		Entire project			
		conventional hood		Entire project			
		Corner Guard		Entire project	8 of 8		
		Crash Guard		Entire project			
		Electrical Works		Entire project	8 of 8		
		Epoxy floor coating		Entire project	0 of 11		
		Facade		Entire project	6 of 6		
		Facade lighting works		Entire project	5 of 5		

• The red marked column showing the status for that snag category like X of Y Where

X = Number of stakeholder un-assigned snags in the specific category

Y = Total number of snags in the specific category

• Click on the button to assign all un-assigned snags to the selected stakeholder.

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