


## 10. Enter project

- Click  to go into project

example project (000) Pending Commencement Date:   
 Completion Date:      
Client:

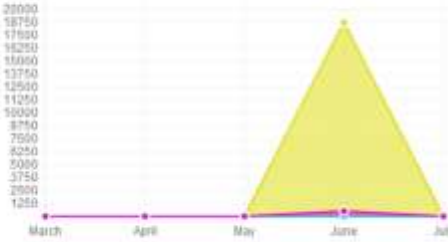
### 10.1 Summary

HAZEL Grand Marine Roxy HotelOn progress

Singapore Best Hotel (750 Rooms & Corridors)

<b>Total Project Cost</b>	\$19240	<b>Man Powers</b>	14
<b>Material Cost</b>	\$16740	GENERAL WORKER	14
<b>Worker Payment Cost</b>	\$0		
<b>Other Cost</b>	\$500		

**Monthly Project Cost**



Month	Cost
March	0
April	0
May	16740
June	19240
July	500

**Project Reports**

[Project Info Report](#) [Man Power Report](#) [Cash Flow Report](#)

<b>Emergency Contact</b>	
<b>Tasks</b>	
<b>Progress Photo</b>	
<b>Workers</b>	
<b>Attendance</b>	
<b>Toolbox Meeting</b>	
<b>Checklist</b>	
<b>Inventories</b>	
<b>Inv. Transactions</b>	
<b>Res. Requisition</b>	
<b>Assets</b>	
<b>Expenses</b>	
<b>Cover Reports</b>	

- This page displays the project summary, attendance summary and project reports

## 10.2 Emergency Contact

HAZEL Grand Marine  
Roxy Hotel On progress

Summary

**Emergency Contact**

Tasks

Progress Photo

Workers

Attendance

Toolbox Meeting

Checklist

Inventories

Inv. Transactions

Res. Requisition

Assets

Expenses

Cover Reports

Authority or Name

Managing Director	Office: 6601-3249	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Name: <b>Bryan Koh</b>	Mobile: 9455-5840		
Officer	Office: 6650-6544	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Name: <b>James Lim</b>	Mobile: 9504-6888		

### 10.2.1 Searching for an Authority or Name

Authority or Name

- Enter Contact's Authority or Name and then click the  button.

## 10.2.2 Creating a New Emergency Contact

Authority or Name

- When you click  , the window below should appear to prompt you to select Emergency Contacts.

**Contact Picker**

<input type="checkbox"/> Chief Administrative Officer Name: <b>Natsu Isshak</b>	Office: 6541-6540 Mobile: 9876-5432	<input type="checkbox"/>
<input type="checkbox"/> Financial Control Officer Name: <b>Janice Lim</b>	Office: 6871-0123 Mobile: 9870-0123	<input type="checkbox"/>
<input type="checkbox"/> Civil Engineer Name: <b>Lisa Brightman</b>	Office: 6454-9876 Mobile: 9865-2356	<input type="checkbox"/>
<input type="checkbox"/> Civil Estimator Name: <b>Nadia Banji</b>	Office: 6789-0123 Mobile: 9876-0123	<input type="checkbox"/>


The list of contacts appearing in this Contact Picker can be found from the contacts that are added under Contact Management. (Administration >> Data Setup >> Contact Management)

Refer to [3.2](#) for details on setting up a contact.

To add a Contact into the Emergency Contact list:

- Click on the unchecked box  to select contact. It will appear like this
- Click  to add contact into Emergency Contact List or click  to cancel adding contact into Emergency Contact List

### 10.2.3 Editing Information of Emergency Contact List


- Click on  to edit information of the contacts on the Emergency Contact List.

## Contact Information

Appointment Holder/Authority	<input type="text" value="Chief Executive Officer"/>
Name (if any)	<input type="text" value="John Low"/>
Office Phone	<input type="text" value="6599-9999"/>
Mobile	<input type="text" value="9876-5432"/>

- The window above should appear
- Proceed to edit information about the contact. Click **Update Info** to save any changes made for the contact or click **Cancel** to abandon changes made to the contact.

### 10.2.4 Deleting Contact from Emergency Contact List


- You can click on  to delete any contact from the Emergency Contact List. The following window should appear to prompt you































## Delete Contact ×

Are you sure to delete this contact ?

- Click **OK** to delete contact from the Emergency Contact List or click **Cancel** to keep contact in the Emergency Contact List  
*(Note that deleting contact from your emergency list does not delete that contact from 'Contacts Management'. To delete a contact from 'Contacts Management', refer to [3.2.4](#))*


## 10.3Task

- Click  >> **Payroll History** to view worker's payroll history

HAZEL Grand Marine Roxy Hotel <span>On progress</span>		Task Name or Code	Start Date	End Date	Progress	Last Updated	Actions
Summary		Plumbing (Plum)	May 28 at 8:00 am	May 21 at 8:00 am	30 %	Last Updated June 17 at 7:58 pm	  
Emergency Contact		Maintenance					
Tasks		Fabrication (8)	January 1 at 8:00 am	December 1, 2013 at 8:00 am	70 %	Last Updated July 1 at 2:38 pm	  
Progress Photo		Steel fitting (8)	January 1 at 8:00 am	December 1, 2013 at 8:00 am	65 %	Last Updated July 1 at 2:38 pm	  
Workers		House Keeping (7)	January 1 at 8:00 am	December 1, 2013 at 8:00 am	100 %	Last Updated July 1 at 2:38 pm	  
Attendance		Plaster/Screeding (6)	January 1 at 8:00 am	December 1, 2013 at 8:00 am	41 %	Last Updated July 1 at 2:38 pm	  
Toolbox Meeting		Painting (5)	January 1 at 8:00 am	December 1, 2013 at 8:00 am	42 %	Last Updated July 1 at 2:38 pm	  
Checklist		Waterproof (4)	January 1 at 8:00 am	December 1, 2013 at 8:00 am	10 %	Last Updated July 1 at 2:38 pm	  
Inventories		Reinf (3)	January 1 at 8:00 am	December 1, 2013 at 8:00 am	21 %	Last Updated July 1 at 2:38 pm	  
Inv. Transactions		roofing (25)	June 11 at 8:00 am	June 13 at 8:00 am	50 %	Last Updated June 17 at 7:38 pm	  
Res. Requisition		roofing					
Assets		Formwork (2)	January 1 at 8:00 am	December 1, 2013 at 8:00 am	5 %	Last Updated July 1 at 2:38 pm	  
Expenses							
Cover Reports							

### 10.3.1 Finding a Task Name or Code

Task Name or Code   

- Use the  button to search for a task by entering the Task Name or Code

### 10.3.2 Creating a New Task

Task Name or Code

- Click on the  button to create a new task.

The following window should appear.

#### Task Information

---

Task Code \*

Task Name \*

Task Description

Created \*

Due \*

- Proceed to fill in information about the task
- When you are done, click **Update** to save information of the new task or click **Cancel** to cancel saving information of the new task.

### 10.3.3 Editing a Task

- Click on  to edit the information of existing tasks
- The following window should appear

#### Task Information

---

Task Code

Task Name


Task Description


Created

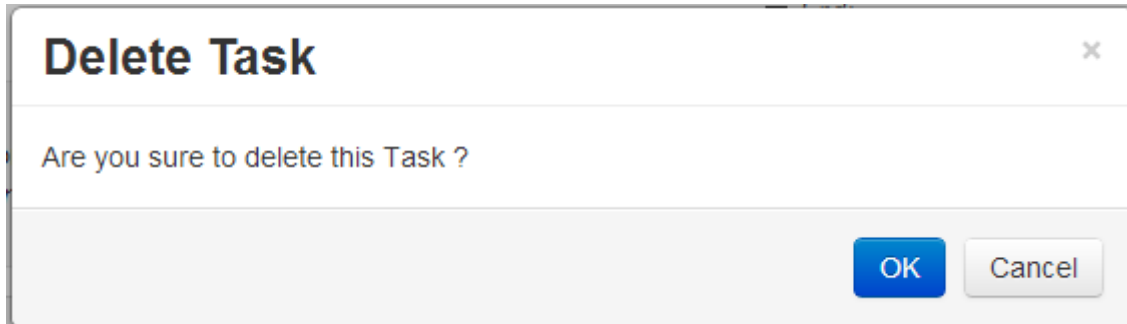
Due

Proceed to edit information of existing task. When you are done, click **Update** to save edited information of the task or click **Cancel** to abandon changes made to the task.

#### 10.3.4 Delete Task

Click the  button to delete an existing task.


After you click the  button, the following window should appear to prompt you




Click **OK** to delete task or click **Cancel** to cancel deleting of task

## 10.4 Progress Photo

### 10.4.1 Searching for a Project Progress Photo Album

- You can search for an Album Name by keying information about the Album Name or some Descriptions of the album
- Click  to display results of the Album

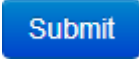
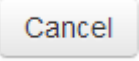
### 10.4.2 Adding a Project Progress Photo Album

- You can add a Project Progress Photo Album by clicking the   
The following window below should appear:

## Add Progress Photo Album


Name

Description

- Enter information about the Album and then click  to save Album information or click  to cancel saving information of the Album



### 10.4.3 Editing a Project Progress Photo Album

- Click on  to edit Progress Photo Album







Progress Photo Album

Name: Taylor Swift

Description: reports for Taylor Swift

List Photos

Photo Description or Location

	Temper-Stool Test -	Uploaded: April 16 at 2:25 pm Last modified: April 18 at 3:53 pm	 
	Sociability Test -	Uploaded: April 16 at 2:25 pm Last modified: April 18 at 3:55 pm	 

- A window like the one above should appear. You can edit information about the Progress Photo Album

### 10.4.3.1 Uploading of photo to the Project Progress Photo Album

## List Photos

---

To upload a photo of the Progress Photo Album, click  .

**No image selected**


Description \*

Location \*

Remark

- The window above should appear
- Enter information about the photo and upload it to the Progress Photo Album
- Click on  to save the information and upload the photo or click  to cancel uploading the photo.

### 10.4.3.2 Editing of photo from Project Progress Photo Album

- Click on  to edit information about the photo upload into the Project Progress Photo Album.




Description \*

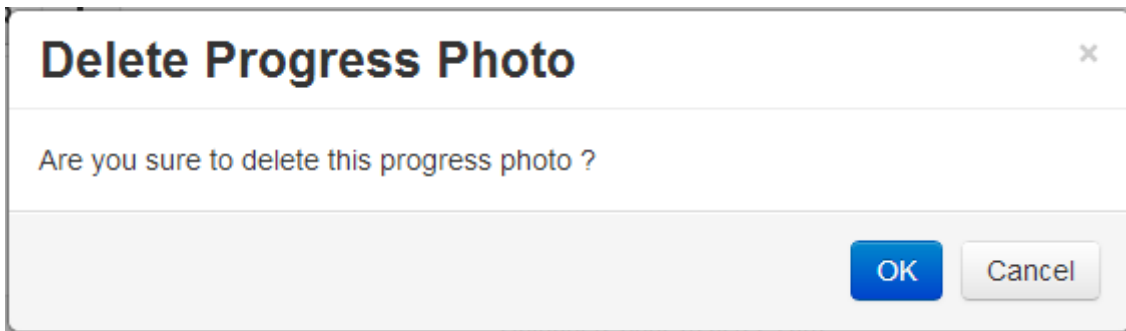
Location \*

Remark

- A window similar to the one above should appear
- You can change the photo or edit any information about the photo and then click  to save edited information of the photo or click  to abandon changes made to the photo


#### 10.4.3.3 Delete photo from Project Progress Photo

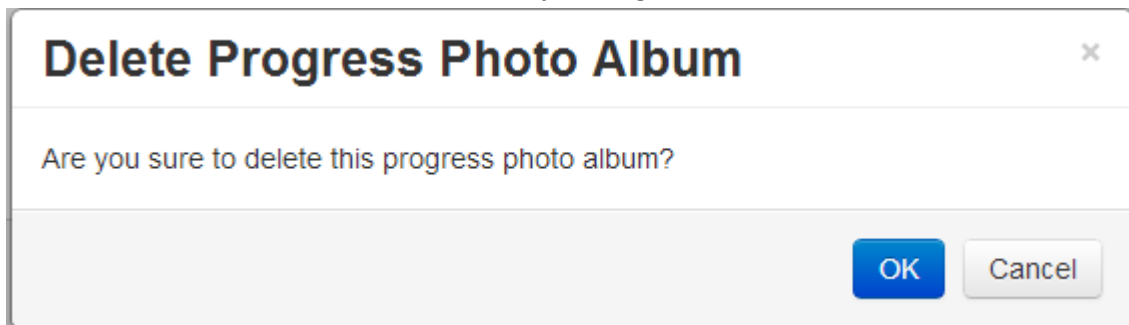
- Click on  under **List Photos** to delete a photo from the Project Progress Photo Album



- The window above should appear, click **OK** to delete progress photo or click **Cancel** to keep progress photo

#### 10.4.3.4 Delete photo from Project Progress

- Click on  to delete a Project Progress Photo Album.




- The window above should appear
- Click **OK** to delete progress photo album or click **Cancel** to keep progress photo album.

## 10.5 Workers



- This page displays the workers assigned to this project
- You may search for workers assigned to this project. Refer to [3.1.3](#) for details on searching for workers
- Click **View more results** to view more workers assigned to this project




### 10.5.1 Assign Workers to Project

- Click the  button to assign workers to this project

**Worker Picker** ×


---

Worker name or Identity

	Brad Pitts (005)	<input type="checkbox"/>
	Elvis Presley (006)	<input type="checkbox"/>
	super man (12345)	<input checked="" type="checkbox"/>

- To search for workers refer to [3.1.3](#) for details
- Click on the unchecked box  to select contact. It will appear like this
- Click **Confirm** to assign worker(s) to the project or **Cancel** to abort assignment
- Refer to [3.1.4](#) for an alternative way to assign workers to project

### 10.5.2 Release Worker from Project

- Click  to release worker from project

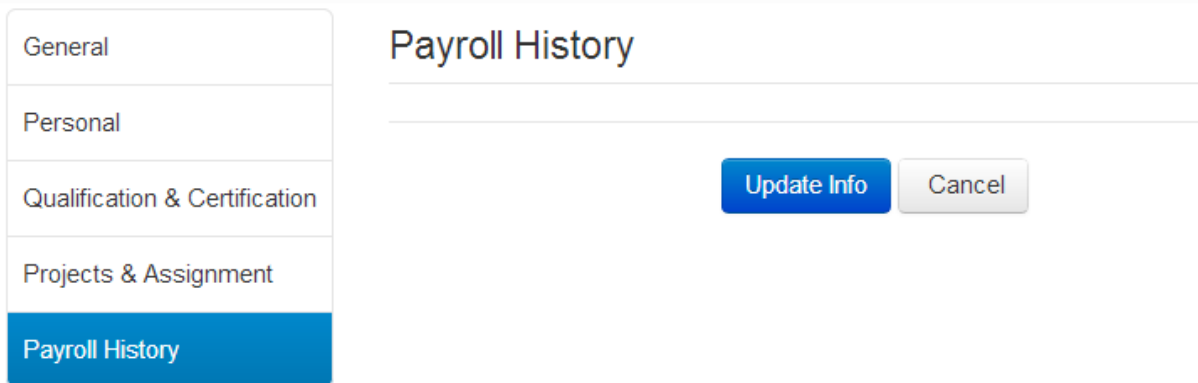
**Release Worker** ×

---

Are you sure to release worker from his current project?

- Click **OK** to release worker or **Cancel** to cancel release

### 10.5.3 Worker's Payroll History



General

Personal


Qualification & Certification

Projects & Assignment

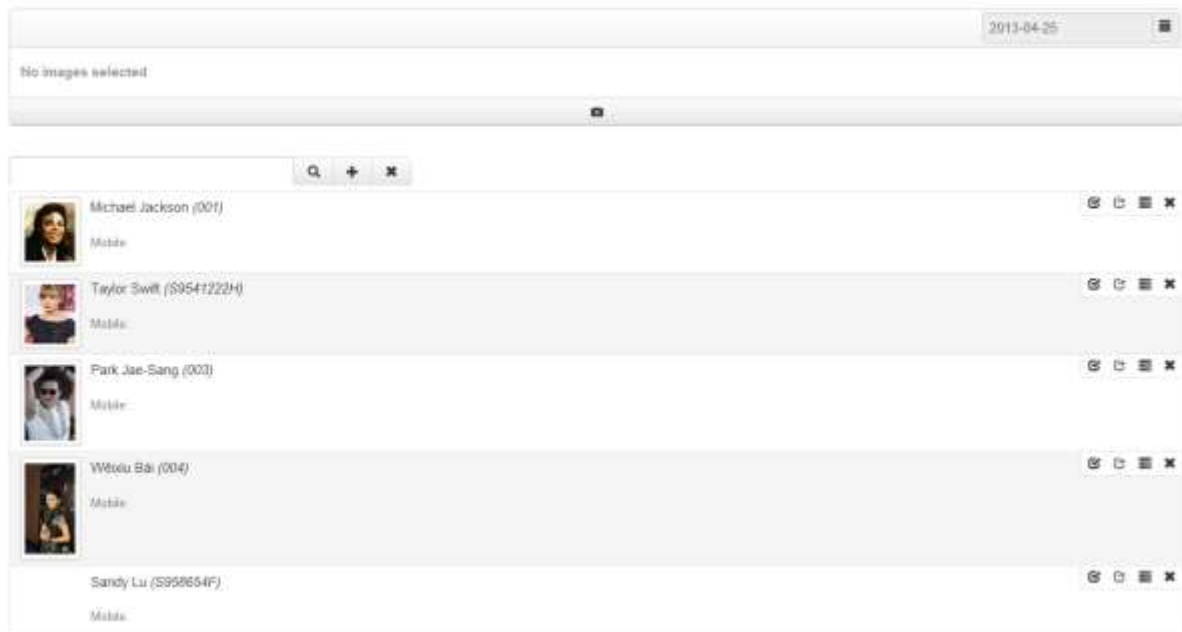
**Payroll History**

## Payroll History

**Update Info** **Cancel**

- Click  >> **Payroll History** to view worker's payroll history
- Click **Update Info** if there are any changes made or **Cancel** to cancel changes

### 10.6 Attendance



2013-04-25

No images selected

Michael Jackson (001)  
Mobile

Taylor Swift (S954f222H)  
Mobile

Park Jae-Sang (003)  
Mobile

Wélu Bǎi (004)  
Mobile

Sandy Lu (S958654F)  
Mobile

- Refer to [9.4](#) for details on submitting attendance
- Refer to [9.4.3](#) for details on how to upload image with attendance

## 10.7 Toolbox Meeting

Summary	Subject or Topic Discussed	Meeting date	
Workers	<b>Weekly Meeting</b> Hiring employees	April 17, 2013 Contractor: Mr Tew Supervisor: Mr Tew	
Tasks	<b>Weekly Meeting</b> Company's growth	April 10, 2013 Contractor: Mr Lee Supervisor: Mr Tew	
Attendance	<b>Weekly Meeting</b> Employee Satisfaction	March 27, 2013 Contractor: Mr Tew Supervisor: Mr Law	
<b>Toolbox Meeting</b>	<b>Weekly Meeting</b> Cutting cost	February 20, 2013 Contractor: Mr Tan Supervisor: Mr Lee	
Emergency Contact	<b>Meeting</b> Purchasing new software	February 13, 2013 Contractor: Mr Anuar Supervisor: Mr Tew	
Progress Photo			
Checklist			
Reports			

[View more results](#)

- This page displays past meetings. It also enable you to add meetings

### 10.7.1 Create a Meeting

- Click **+** to add a meeting
- Key in the necessary details for the meeting


Subject	<input type="text" value="example meeting"/>
Topic Discussed	<input type="text" value="prototype"/>
Meeting Date *	<input type="text" value="2013-04-23"/>
Contractor	<input type="text" value="Mr Ex"/>
Supervisor	<input type="text" value="Mr Why"/>

- Click **Update** to create meeting or **Cancel** to cancel creating meeting



## 10.7.2 Meeting Attendance

Name		
Michael Jackson		<input type="checkbox"/> <input type="checkbox"/>
Taylor Swift	<input type="button" value="Present"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Park Jae-Sang	<input type="button" value="Present"/>	<input type="checkbox"/> <input type="checkbox"/>
Wèixiú Bái	<input type="button" value="Present"/>	<input type="checkbox"/> <input type="checkbox"/>
Sandy Lu		<input checked="" type="checkbox"/> <input type="checkbox"/>


- Click 
- Click  to mark the worker as present or  to mark the worker as absent
- Click **Back** when done

### 10.7.3 Search for Meetings

Subject or Topic Discussed



This box above allows you to search for meetings efficiently

- Key in the identity number or the name of the worker and click the  button. It will display your meeting like this:

compan  

**Weekly Meeting**   

 Company's growth Meeting date: April 10, 2013

 Contractor: Mr Lee


 Supervisor: Mr Tew

## 10.8 Checklist

### 10.8.1 Adding a Checklist

- Select a checklist



- Click  to add the type of checklist selected



- Fill in necessary details required by the checklist

B. Are they maintained and documented?

Yes  No  N.A.

Location

Remarks

C. Are there first aiders available?

Yes  No  N.A.

Location

Remarks

#### 7. Scaffold

A. Weekly check by scaffold supervisor?

Yes  No  N.A.

Location

Remarks

B. SWL displayed?

Yes  No  N.A.

Location

Remarks

C. Erected by qualified erectors and supervised by scaffold supervisors?

Yes  No  N.A.

Location

Remarks

Save

Cancel

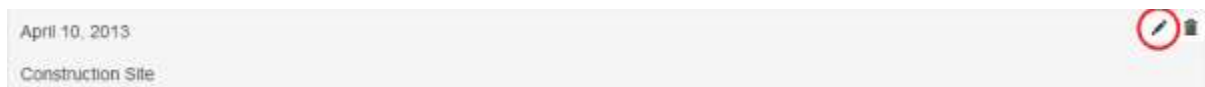
- When done click **Save** to add or **Cancel** to cancel adding of checklist


As of 29 May 2013, there are 8 checklists:

- [Safety Inspection Checklist](#)
- [Accident Analysis](#)
- [Control of Non-Conformance/Incident](#)
- [Weekly Environmental, Health and Safety Inspection](#)
- [Inspection Checklist of Formwork Structure](#)
- [First Day Safety Check](#)
- [Monthly Checking by Crane Operator](#)
- [Checklist for Inspection of Mobile Crane Access](#)

Click the checklist name above to view a sample of the checklist (*Unable to view, update in progress*)

### 10.8.2 Edit a Checklist




- Click the  button
- Edit
- When done, click **Save** to complete editing or **Cancel** to abort editing

### 10.8.3 Delete a Checklist

April 17, 2013

Test Site

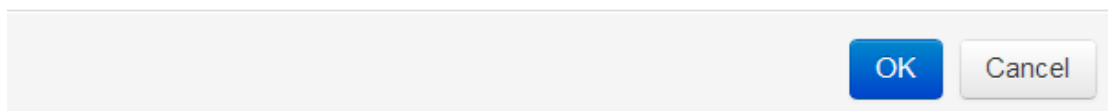


- Click the  button

## Delete Inspection



Are you sure to delete this Inspection ?








- Click **OK** to delete or **Cancel** to abort deletion

## 10.9 Inventories


This page displays the inventories that are appointed to this project.

HAZEL Grand Marine  
Roxy Hotel On progress

code, name or description ...

	<b>3 Holes Brick (1pal-375pc) (9)</b> Brick Kian Huat Timber Trading Pte Ltd	category: Bricks	Quantity: 8 <span>Piece</span>
	<b>Compressed Oxygen (10)</b> Compress Gas Chem-Gas Pte Ltd	category: Industry Gases	Quantity: 2 <span>Cylinder</span>
	<b>Tiger Glue 1gallon (33)</b> Glue Aik Chin Hin Machinery Co.	category: Construction Equipment	Quantity: 5 <span>Tin</span>
	<b>Concrete Sand (5)</b> Concrete Sand Buildmate (S) Pte Ltd	category: Granite & Sand	Quantity: 51 <span>Ton</span>
	<b>Timber 1"x2" (7)</b> Timber Kian Huat Timber Trading Pte Ltd	category: Timber	Quantity: 9 <span>Ton</span>

Summary  
Emergency Contact  
Tasks  
Progress Photo  
Workers  
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Toolbox Meeting  
Checklist  
**Inventories**  
Inv. Transactions  
Res. Requisition  
Assets  
Expenses  
Cover Reports

- You can search for an inventory by typing your search entry into the search box and clicking 
- You can limit your search entry by clicking the drop down menu beside the search box

## 10.10 Inventory Transactions

This page displays the inventory transaction in and out of your project

HAZEL Grand Marine  
Roxy Hotel On progress


ref no.

Timber 1"x2" (7) Ref: last 1	TRANSACTION OUT Quantity: 1 <span>Tim</span>	Wednesday at 3:34 pm	<input type="button" value="edit"/> <input type="button" value="delete"/>
Concrete Sand (5) Ref: Ad91	TRANSACTION OUT Quantity: -10 <span>Tim</span>	June 27 at 3:49 pm	<input type="button" value="edit"/> <input type="button" value="delete"/>
Tiger Glue 1gallon (33) Ref: M026	TRANSACTION IN Quantity: 5 <span>Tu</span>	June 27 at 3:32 pm	
Concrete Sand (5) Ref: M021	TRANSACTION IN Quantity: 40 <span>Tim</span>	June 27 at 1:52 pm	
Compressed Oxygen (10) Ref: IM010	TRANSACTION IN Quantity: 2 <span>Cylinder</span>	June 17 at 11:58 am	

Summary  
Emergency Contact  
Tasks  
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Workers  
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Toolbox Meeting  
Checklist  
Inventories  
**Inv. Transactions**  
Res. Requisition  
Assets  
Expenses  
Cover Reports

- To search a particular transaction, type your search entry into the search box and click the  button
- You can limit your search by clicking one of the following "ALL" "IN" or "OUT". The options are on the right of the searchbox


### 10.10.1 Recording Dispense


- If you wish to record a dispense, click the  button
- A window should appear similar to the image below


## Record Dispense ×

---

Ref No   
brief text for reference

Date  

Item    
select inventory item to be dispensed

Quantity \*    
total dispensed quantity

Remark

- Fill in the necessary details
- When you are done, click **Create** to add or **Cancel** to cancel this record

## 10.11 Resource Requisition

This page allows you to request resource for your project. These resources must be approved before it is processed. For more information about approving a resource, go to...

The screenshot displays the 'Resource Requisition' page for the 'HAZEL Grand Marine Roxy Hotel' project. The left sidebar contains a navigation menu with the following items: Summary, Emergency Contact, Tasks, Progress Photo, Workers, Attendance, Toolbox Meeting, Checklist, Inventories, Inv. Transactions, **Reqs. Requisition** (highlighted), Assets, Expenses, and Cover Reports. The main content area features a search bar and filter tabs for 'All', 'Material', 'Machinery', 'Man Power', and 'Other'. Below this is a table of requisitions:

ID	Status	Material	Description	Quantity	Requested Date	Approved/Rejected Date
M005	APPROVED	MATERIAL	33 Tiger Blue Tjarten	10	Requested: June 27 at 3:31 pm	Approved Qty: 5 Approved date: June 27 at 3:32 pm
M001	APPROVED	MATERIAL	8 Concrete Sand	50	Requested: June 27 at 1:52 pm	Approved Qty: 40 Approved date: June 27 at 1:52 pm
test	SUBMITTED	MATERIAL	gl kg	1	Requested: June 20 at 11:32 am	
IM0011	REJECTED	MATERIAL	15 Safety Goggle	10	Requested: June 18 at 9:05 am	Rejected date: June 18 at 9:06 am
IM0010	APPROVED	MATERIAL	10 Compressed Oxygen	2	Requested: June 17 at 11:53 am	Approved Qty: 2 Approved date: June 17 at 11:56 am

A 'View more results' button is located at the bottom of the table.


- When a resource requisition has been sent but not approved or rejected, the status would be **SUBMITTED**
- When a resource requisition has been rejected, the status would be **REJECTED**
- When a resource requisition has been approved, the status would be **APPROVED**
- When a resource has been submitted and the status is **SUBMITTED**, you can edit or delete the request
- If the status is **REJECTED** or **APPROVED**, you cannot make any changes



## 10.12 Assets

This page display the assets that are assigned to this project

Tag No	Status	Description
M-009	Active	Rotating Telescopic Handler
M-008	Active	Tracked Loading Shovel
M-007	Active	Tracked Site Dumpers
M-006	Active	Rough Terrain Forklift
M-004	Active	Rigid Dump Trucks

- Click the  button
- You will get the display similar to the image below

**Asset Assignment** ✕

Project \*

Remark

- Click **Return** to remove asset from project or **Cancel** to close the display
- Note that this does not deactivate the asset. To deactivate an asset, go to [6.4](#)

## 10.13 Expenses


This page displays the Expenses. These expenses comes from your approved resource requisitions, worker payments, and other expenses

HAZEL Grand Marine  
Roxy Hotel On progress

ref no or remark

M001	MATERIAL	Date: 2013-06-26 Total Cost: 8000
material transaction with ref: M001		
M005	MATERIAL	Date: 2013-06-26 Total Cost: 500
material transaction with ref: M005		
R001	OTHER	Date: 2013-06-14 Total Cost: 588
EVENT CELEBRATION		
0003	MATERIAL	Date: 2013-06-13 Total Cost: 80
material transaction with ref: 0003		
M0010	MATERIAL	Date: 2013-06-13 Total Cost: 182
material transaction with ref: M0010		
0002	MATERIAL	Date: 2013-06-13 Total Cost: 10800
material transaction with ref: 0002		
0001	MATERIAL	Date: 2013-06-11 Total Cost: 0
material transaction with ref: 0001		


Summary  
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Checklist  
Inventories  
Inv. Transactions  
Res. Requestion  
Assets  
Expenses  
Cover Reports

- To add an expense, click the  button
- There should be a display like the one below


**Create Expense** ×

---


Ref No   
brief text for reference

Date  

Description

Total \*    
total expense

Remark



- After filling in the necessary details, click **Create** to add expense or **Cancel** to close the window
- For expenses that was added in this module, there would be an option on the right to edit or delete the expense like this 

## 10.14 Cover Reports

This page display the cover report

The screenshot shows a web application interface for 'HAZEL Grand Marine Roxy Hotel' with a 'On progress' status. On the left is a vertical navigation menu with items: Summary, Emergency Contact, Tasks, Progress Photo, Workers, Attendance, Toolbox Meeting, Checklist, Inventories, Inv. Transactions, Res. Requisition, Assets, Expenses, and a highlighted 'Cover Reports' button. The main content area is titled 'Preparator' and contains a search box with a magnifying glass icon and a plus sign icon. Below this is a table with two rows of report data:


Report #	Prepared By	Report Date	Actions
Report #1	Mr kang	July 10, 2013	[Edit] [Delete]
Report #2	Mr Kang	July 10, 2013	[Edit] [Delete]


- Type in your search entry in the search box and click the  button to search
- Click the  button to add a new cover report
- You will see a window like the image below

### Cover Report Information

Monthly Site Report No \*

Prepared By \*


For the Month of \*  

Date of Report \*  

Report Content

Create

Cancel

- To print the cover report, click the  button
- A phrase would appear like this:  
[report generated successfully click here to view report](#)
- Click that line. It would lead you to the report



- Choose one of the file types if you wish to save the report to your device



- Click the  button to delete the report