SNAG SIGHT

Defect Management & Inspection App

User Manual
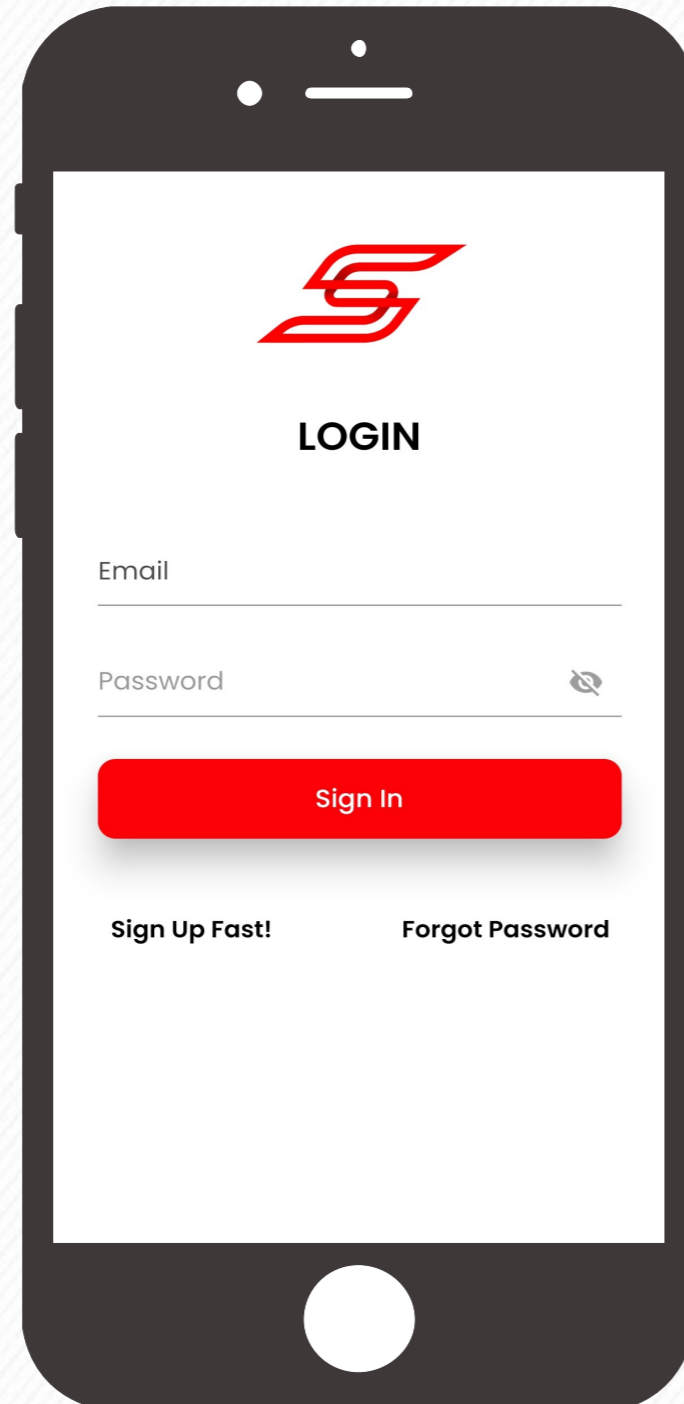
Index

SNAG SIGHT

Account **Set Up**

SNAG SIGHT

Download the Snag Sight App on your iOS or android mobile or tablet device via:

Available on the **App Store**

GET IT ON **Google Play**

LOGIN

Email

Password

Sign In

Sign Up Fast!   Forgot Password

Open the Snag Sight App in your deivice and Click on the **Sign Up Fast** button.

REGISTER

Full Name

Email

Company

Designation

Password
Combine lower and uppercase letter and numbers

Confirm Password

☐ I agree to **Terms and Conditions** and **Privacy Policy**

Sign Up Fast!

Sign In
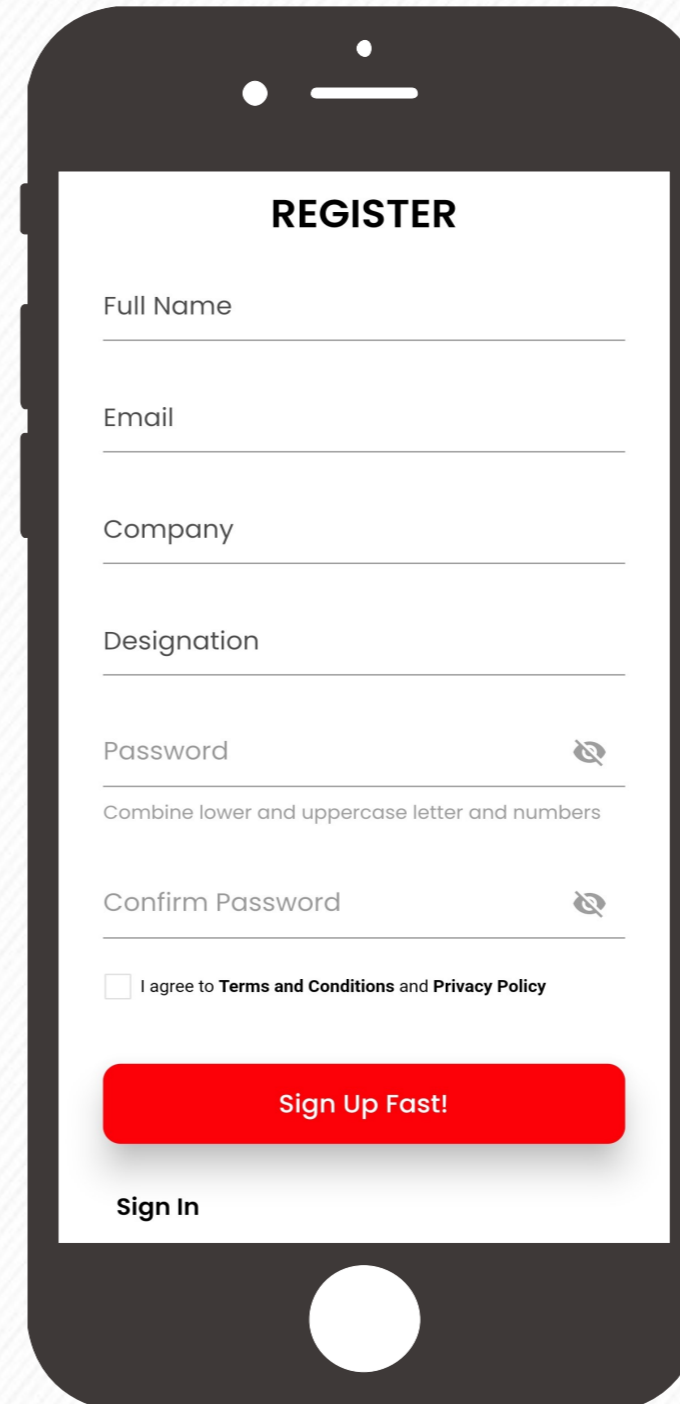
Enter your details then read and accept our Terms and Conditions and Privacy Policy. Click on the **Sign Up Fast** Button

Snag Sight - Activate Your New Account

S   SnagSight
Thu, 27 Apr 2023 3:57 pm • Sent
to snagsight@gmail.com

SNAG SIGHT

Welcome to SnagSight !

Hi

Please verify your email to activate your Snag Sight account

Verify Email
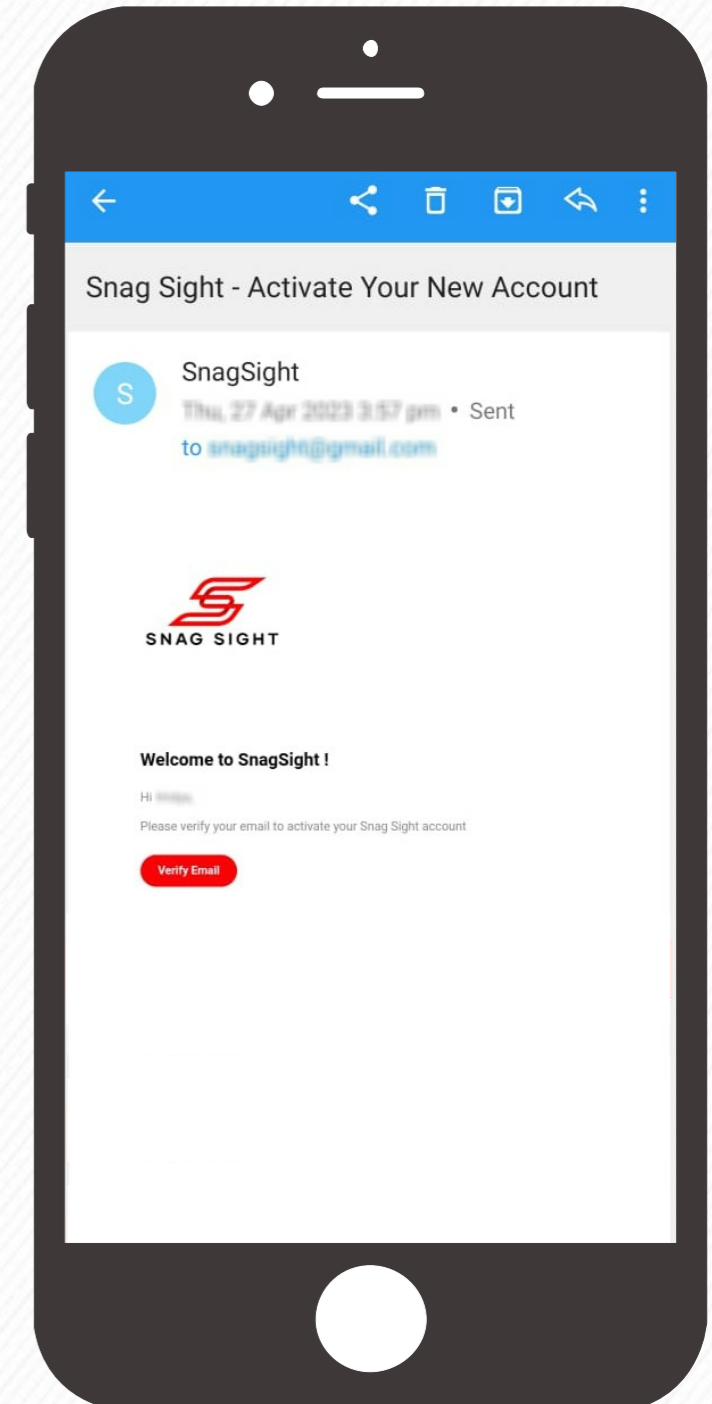
Check your emails. Activate your email address and then head back to the app and Login

Subscribe to a Trial / Premium Plan

SNAG SIGHT

Screen 1

SUBSCRIPTIONS

GET UNRESTRICTED ACCESS

- ✅ Unlimited Projects
- ✅ Unlimited Observations
- ✅ Unlimted User Collaboration
- ✅ Before & After Photos
- ✅ Multiple Device Support
- ✅ PDF & Excel Reports

MONTHLY ACCESS
Premium Monthly Plan — **AED 10.99**

YEARLY ACCESS
Premium Yearly Plan — **AED 109.99**

FREE TRIAL
15 Days Free Trial Plan — **FREE**

Subscribe

Screen 2

SUBSCRIPTIONS

Active Plan : Trial
Remaining Days : 14 days left

GET UNRESTRICTED ACCESS

- ✅ Unlimited Projects
- ✅ Unlimited Observations
- ✅ Unlimted User Collaboration
- ✅ Before & After Photos
- ✅ Multiple Device Support
- ✅ PDF & Excel Reports

MONTHLY ACCESS
Premium Monthly Plan — **AED 10.99**

YEARLY ACCESS
Premium Yearly Plan — **AED 109.99**

Update Plan

Skip Now

Screen 3

SUBSCRIPTIONS

Active Plan : Trial
Remaining Days : 11 days left

GET UNRESTRICTED ACCESS

- ✅ Unlimited Projects
- ✅ Unlimited Observations
- ✅ Unlimted User Collaboration
- ✅ Before & After Photos
- ✅ Multiple Device Support
- ✅ PDF & Excel Reports

MONTHLY ACCESS
Premium Monthly Plan — **AED 10.99**

YEARLY ACCESS
Premium Yearly Plan — **AED 109.99**

Update Plan

Screen 4

MORE

- 👤 Edit Profile
- *** Change Password
- ↧ Subscription Details
- ❓ FAQs
- 🗎 Terms and Conditions
- 🛡 Privacy Policy
- ℹ About Us

Projects | Reports | Directory | Account

After account creation, upon login, Snag Sight Subscription page will appear.

Using **Free** Trial users will get access for 15 Days. To get an unrestricted access, user has to go for either **Monthly Plan** or **Yearly Plan**.
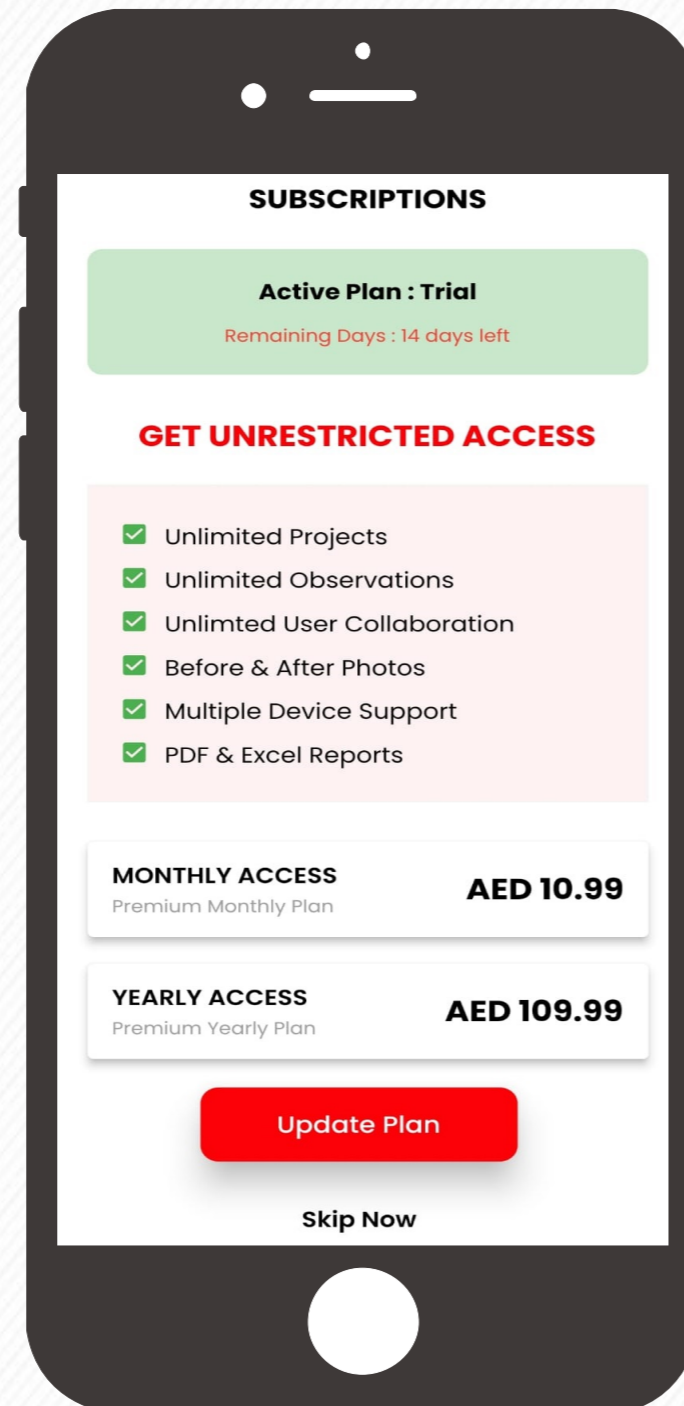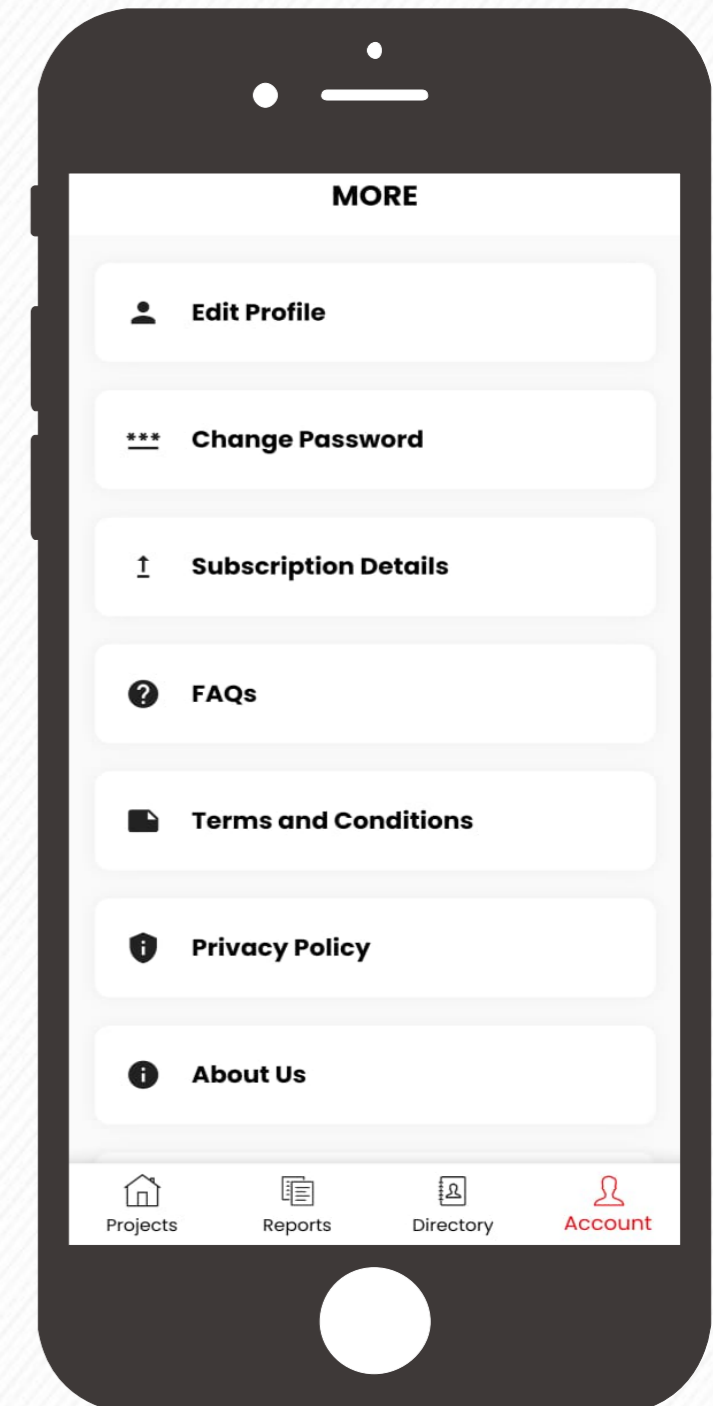
If the user decided to proceed with the **FREE** Trial, Subscription prompt will appear on each login.

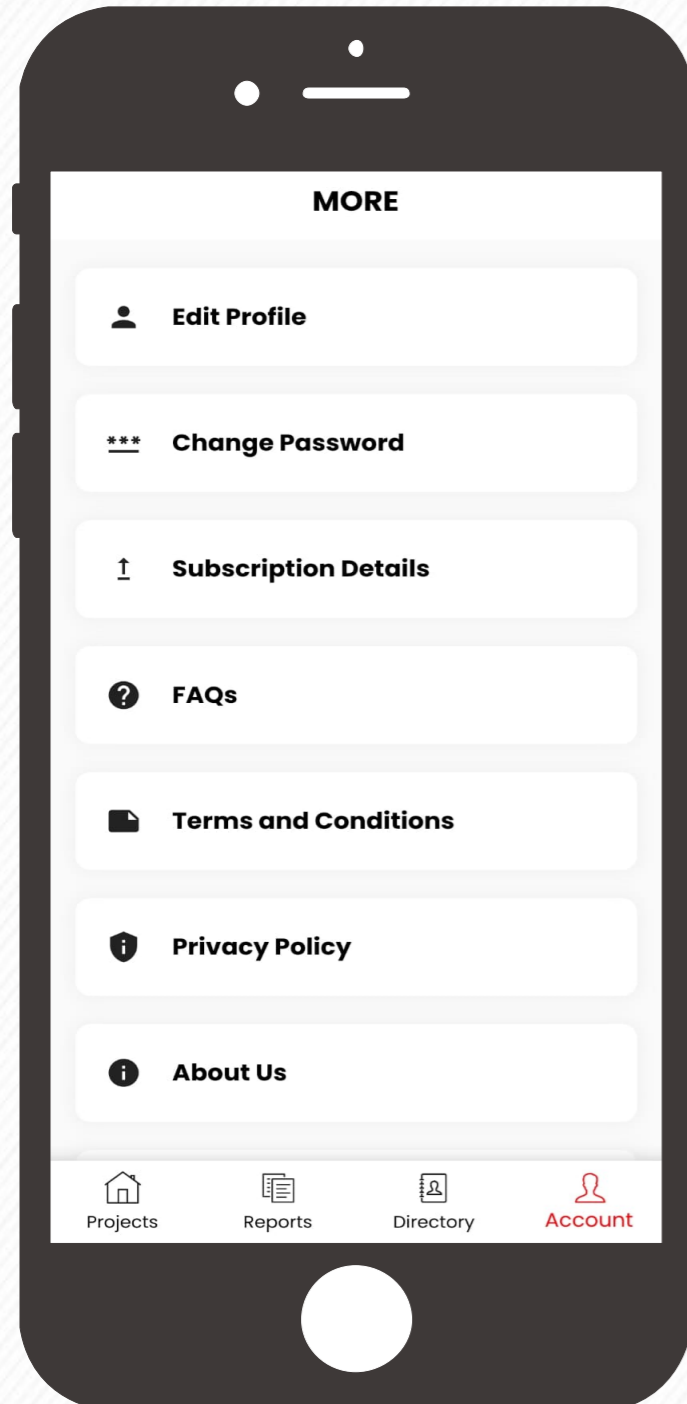User can try all the features for 15 days by clicking on the **Skip Now** button.
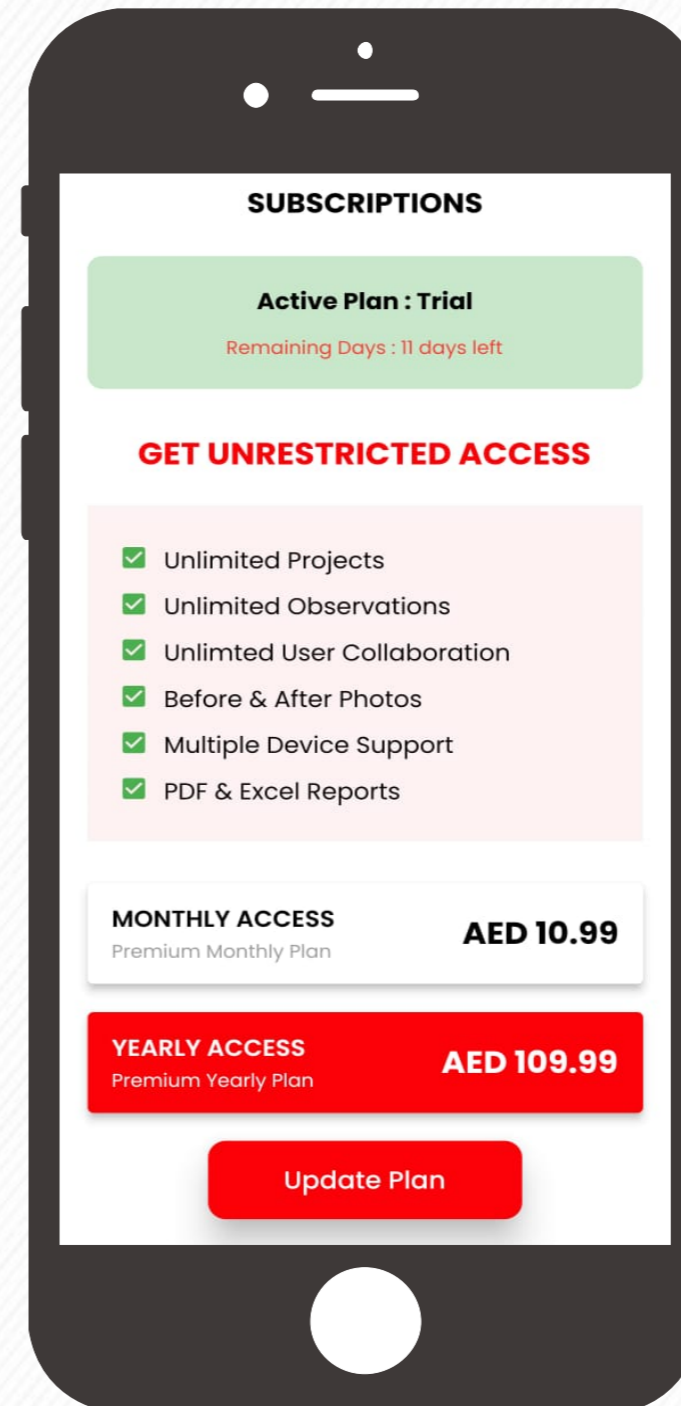
If the user decided to proceed with the Monthly / Yearly Subscription, select the package and then click on the **Update Plan** button to proceed with Play Store / App Store Payment.
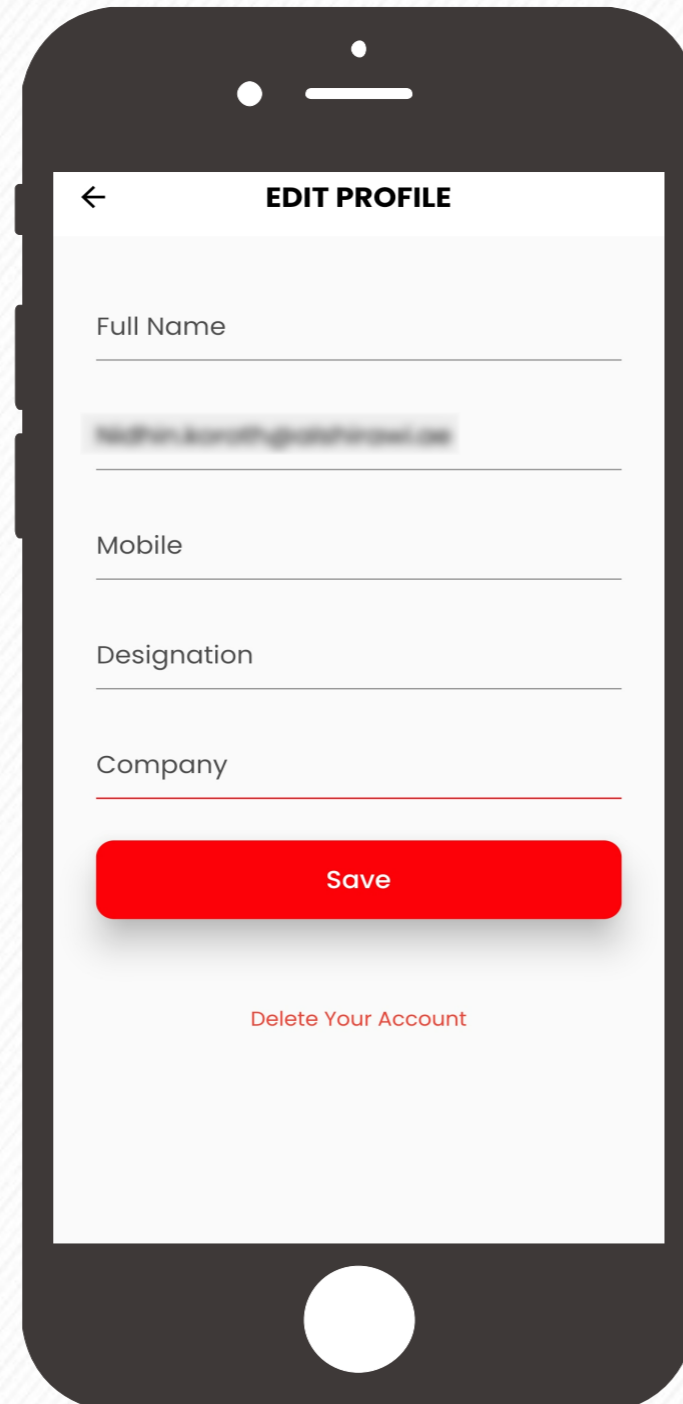
From the Accounts page, users can view / update their subscription plan by clicking on the **Subscription Details** Page.

Note: In case if the user wants to unsubscribe, the user has to do it through app store / play store active subscription page.

Role : All registered users

Profile, Password Reset & FAQ

SNAG SIGHT

MORE

- 👤 Edit Profile
- *** Change Password
- ⬆ Subscription Details
- ❓ FAQs
- 📄 Terms and Conditions
- 🛡 Privacy Policy
- ℹ About Us

Projects | Reports | Directory | **Account**

EDIT PROFILE

Full Name

Mobile

Designation

Company

Save

Delete Your Account

CHANGE PASSWORD

Current Password

New Password

Confirm Password

Reset

FAQS

How to create a new Project
Upon opening the app, by default it will take you to the projects window. On the projects window, tap on the bottom plus button to create a new project. Enter the required details along with the project photo(s) and click on the 'Create Project' button. Your new project is created!

Note: Whoever created a project will have the admin Role

How to edit the Project Details
Tap on the project. On the top next to the project name, you can see an information (i) button. Click on it. It will take you to the project details page. Click on the pen button to edit the project details. Save the changes.

Note: Only the admin and Moderators will have the access to edit the project details.

How to Delete / Archive a project
Go to the projects screen and select the project. Swipe it towards left. Options to delete / archive will be visible. Click on the required button. The archived projects will get disappear from the list of active projects. The

You'll find settings for updating User Profile, Password, FAQ's under the Account page from the menu.

Click on the **Edit Profile** tab to update your Profile and click on the **Save** button to save the changes.
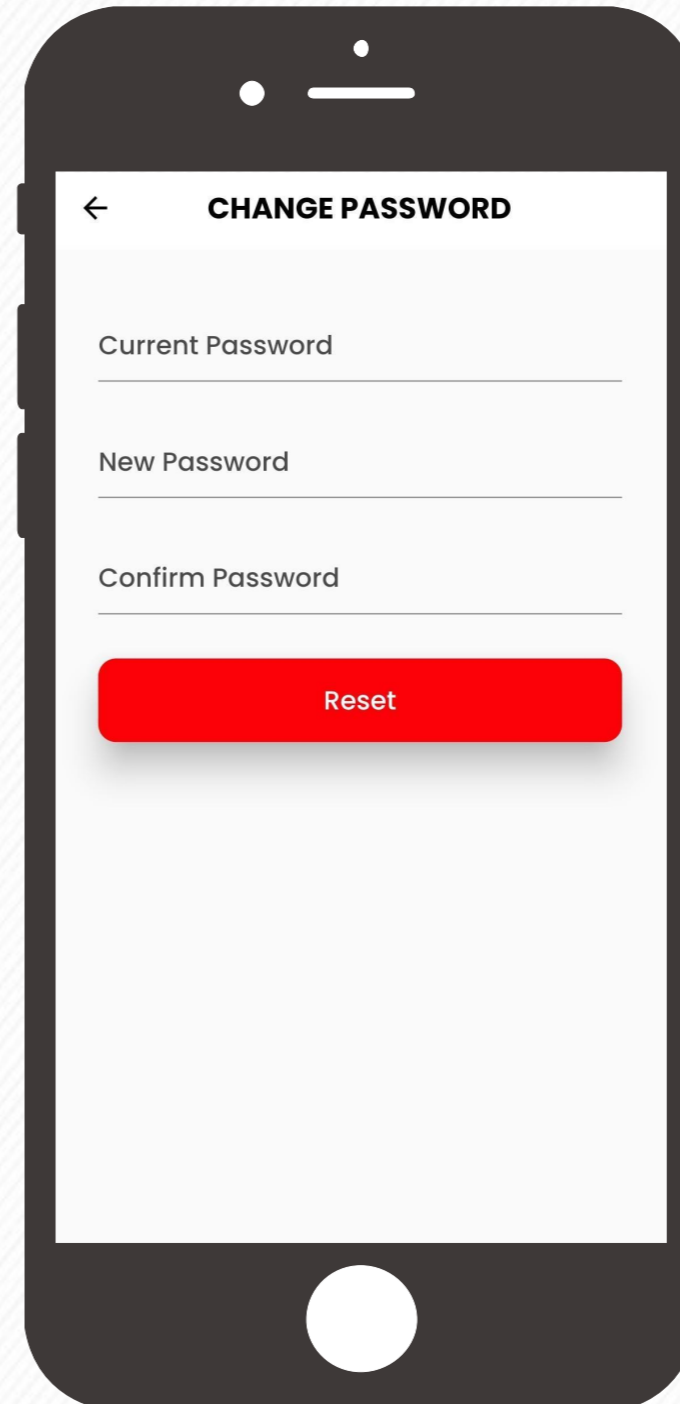
In order to reset the password, click on the **Change Password** tab from the account menu. Enter the current password & new password. Click on the **Reset** Button to save the new password
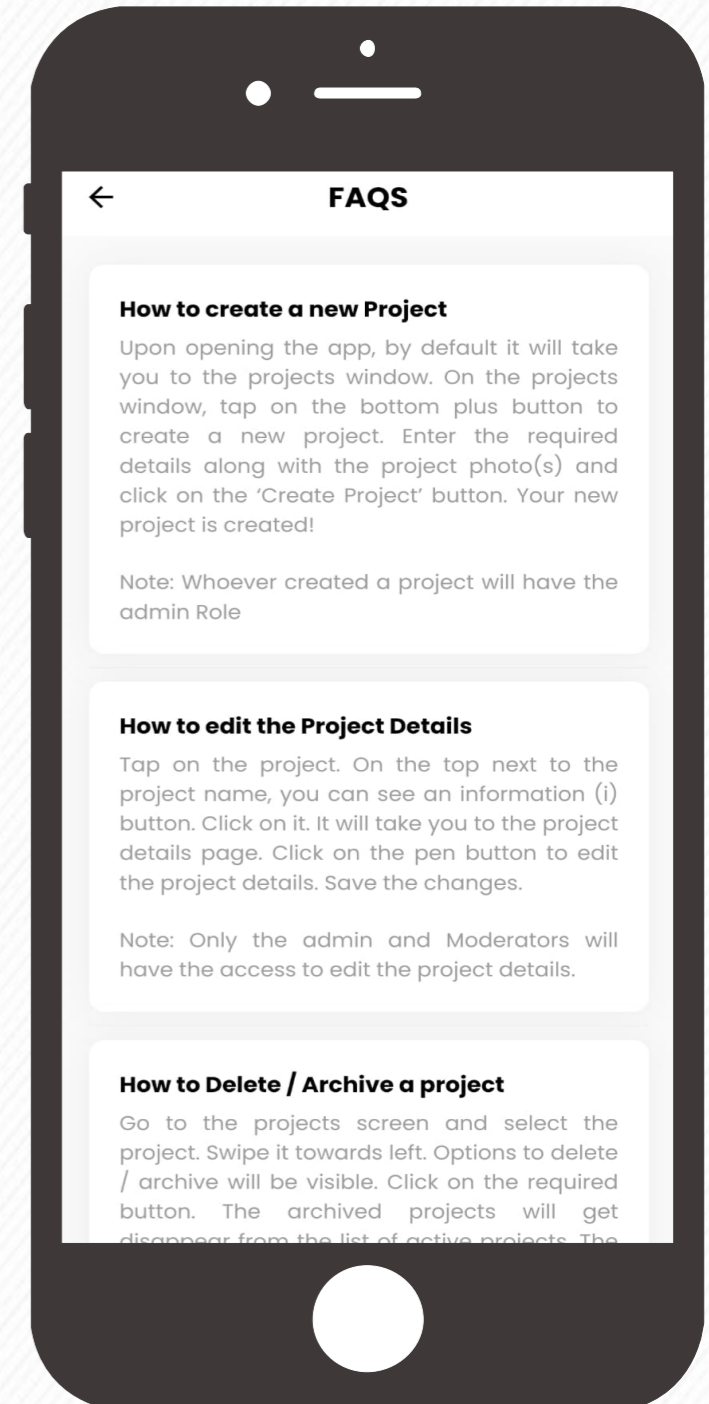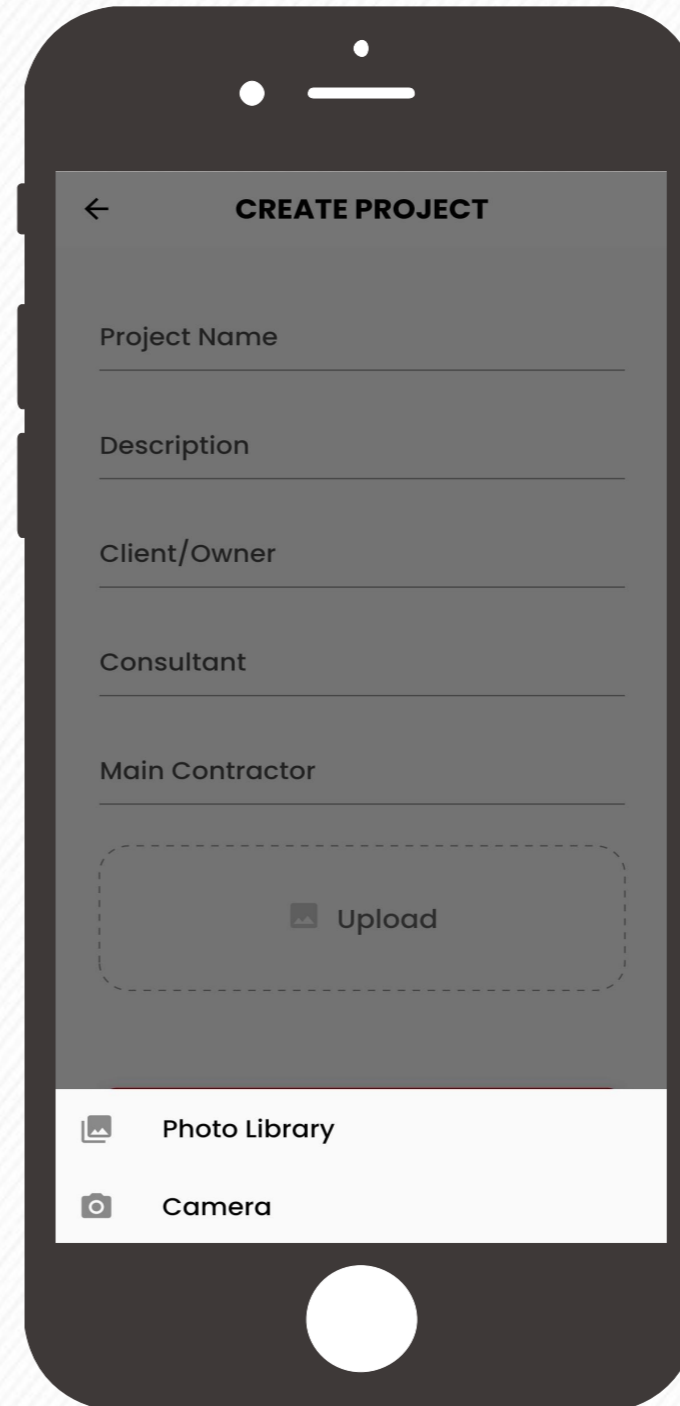
Our customer's frequently asked questions and the associated answers can be found in the **FAQ** section. If the FAQ section is not sufficient to clarify your doubts, then contact us at **info@snagsight.com**
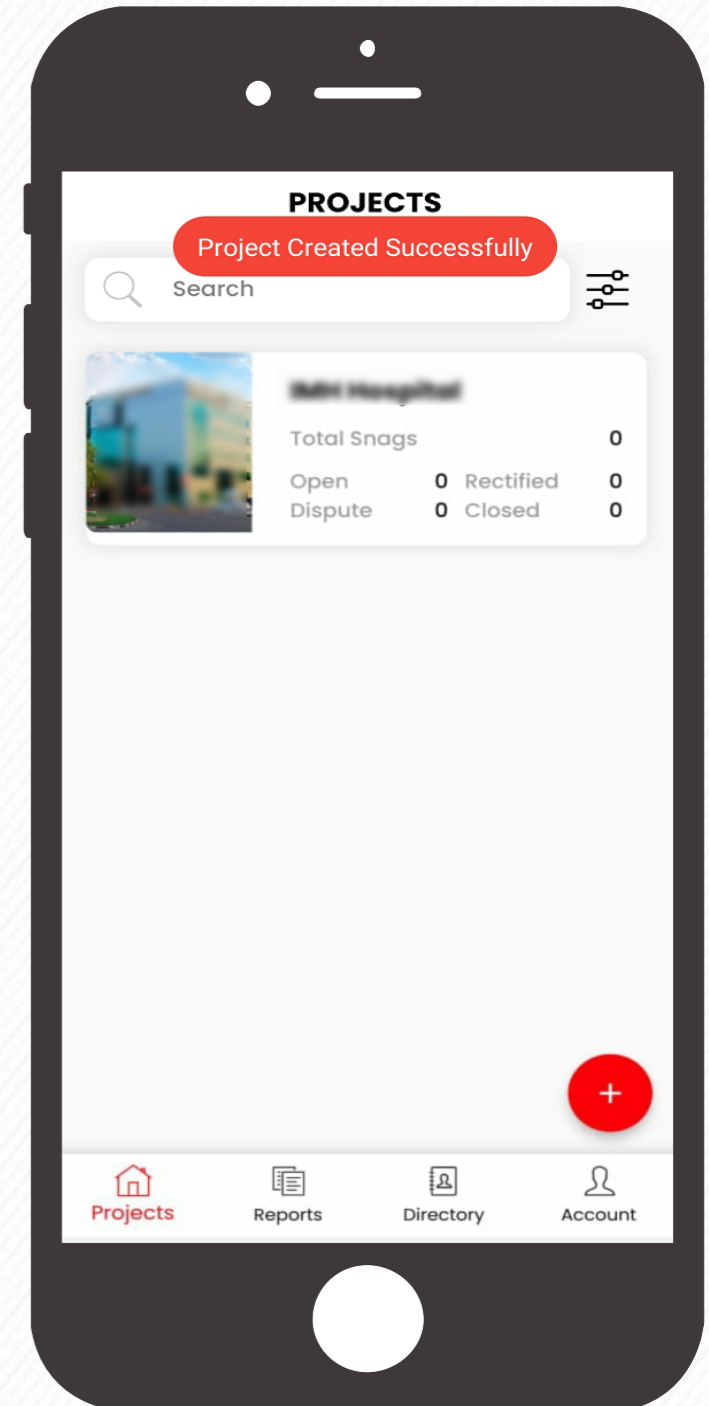
Create a Project

SNAG SIGHT

PROJECTS

Search

No Projects Available

Projects | Reports | Directory | Account

Login using your Credentials. You will be automatically redirected to the Projects Page. Tap the red plus ⊕ button on at the bottom right corner to get started.

CREATE PROJECT

Project Name

Description

Client/Owner

Consultant

Main Contractor

🖼 Upload
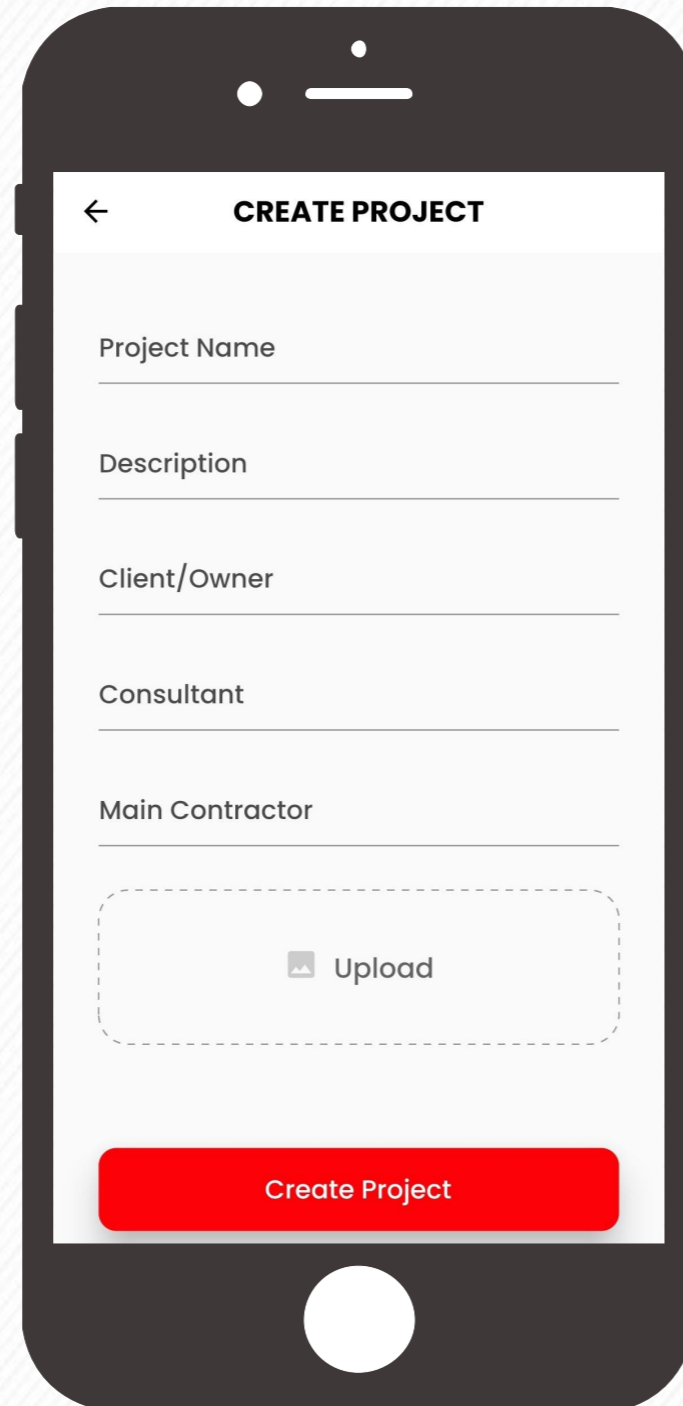
Create Project

Enter the project details such as Project Name, Description, Details of Client, Consultant & Contractor etc.

CREATE PROJECT

Project Name
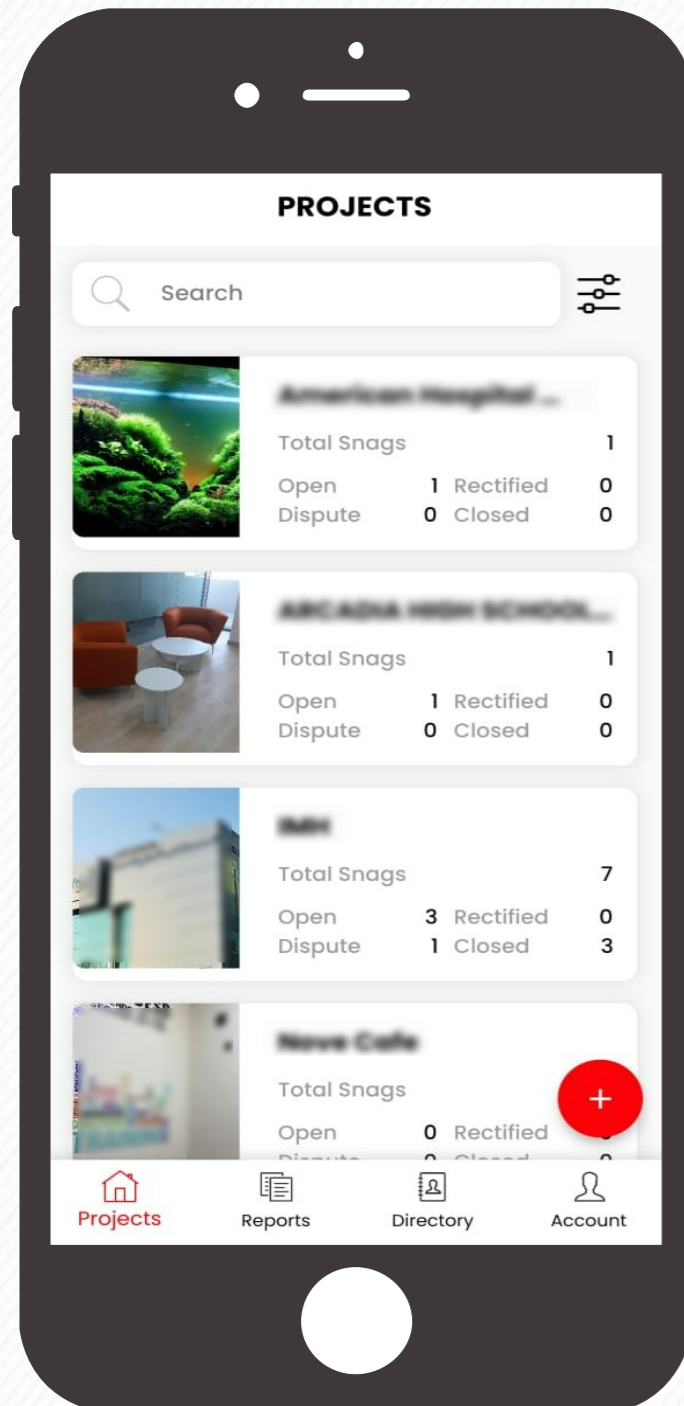
Description

Client/Owner

Consultant

Main Contractor

🖼 Upload

🖼 Photo Library

📷 Camera

Tap the Upload button to add project photo from your library or using your camera.

PROJECTS

Project Created Successfully

Search

Total Snags 0
Open 0 Rectified 0
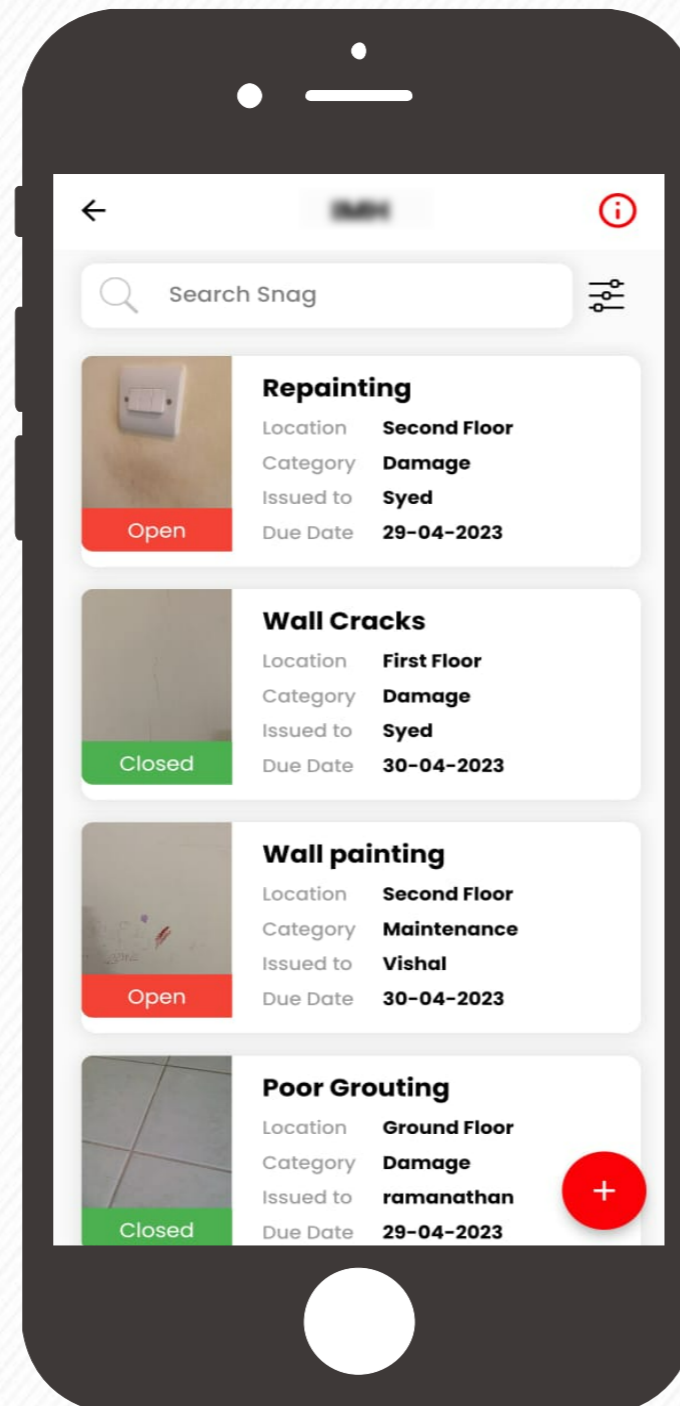Dispute 0 Closed 0

Projects | Reports | Directory | Account

Click on the **Create Project** Button.

Your new project has been created Successfully

PROJECTS

Search

American Hospital ...
Total Snags	1
Open 1	Rectified 0
Dispute 0	Closed 0

ARCADIA HIGH SCHOOL...
Total Snags	1
Open 1	Rectified 0
Dispute 0	Closed 0

IMH
Total Snags	7
Open 3	Rectified 0
Dispute 1	Closed 3

Neve Cafe
Total Snags	
Open 0	Rectified 0

Projects   Reports   Directory   Account

IMH   Search Snag

Repainting
Open
Location	Second Floor
Category	Damage
Issued to	Syed
Due Date	29-04-2023

Wall Cracks
Closed
Location	First Floor
Category	Damage
Issued to	Syed
Due Date	30-04-2023

Wall painting
Open
Location	Second Floor
Category	Maintenance
Issued to	Vishal
Due Date	30-04-2023

Poor Grouting
Closed
Location	Ground Floor
Category	Damage
Issued to	ramanathan
Due Date	29-04-2023

IMH

IMH
2B+G+4 Hospital at Mankool
Client	IMH
Consultant	Adnan Safarini
Contractor	Al Shirawi Contracting

Project Teams   Project Locations

UPDATE PROJECT

2B+G+4 Hospital at Mankool

IMH

Adnan Safarini
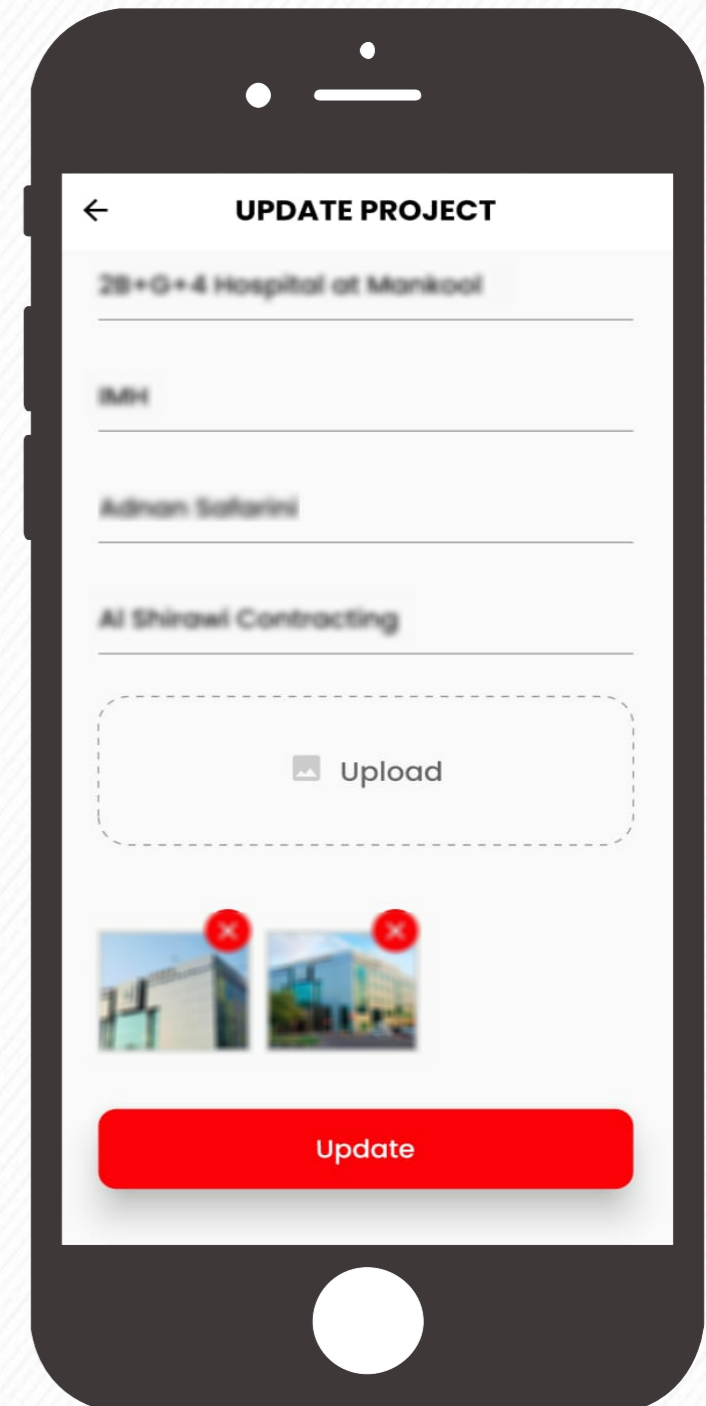
Al Shirawi Contracting

Upload

Update

Tap on the project whose details to be edited / modified.

On the top next to the project name, you can see an information ⓘ button. Click on it. It will take you to the project details page
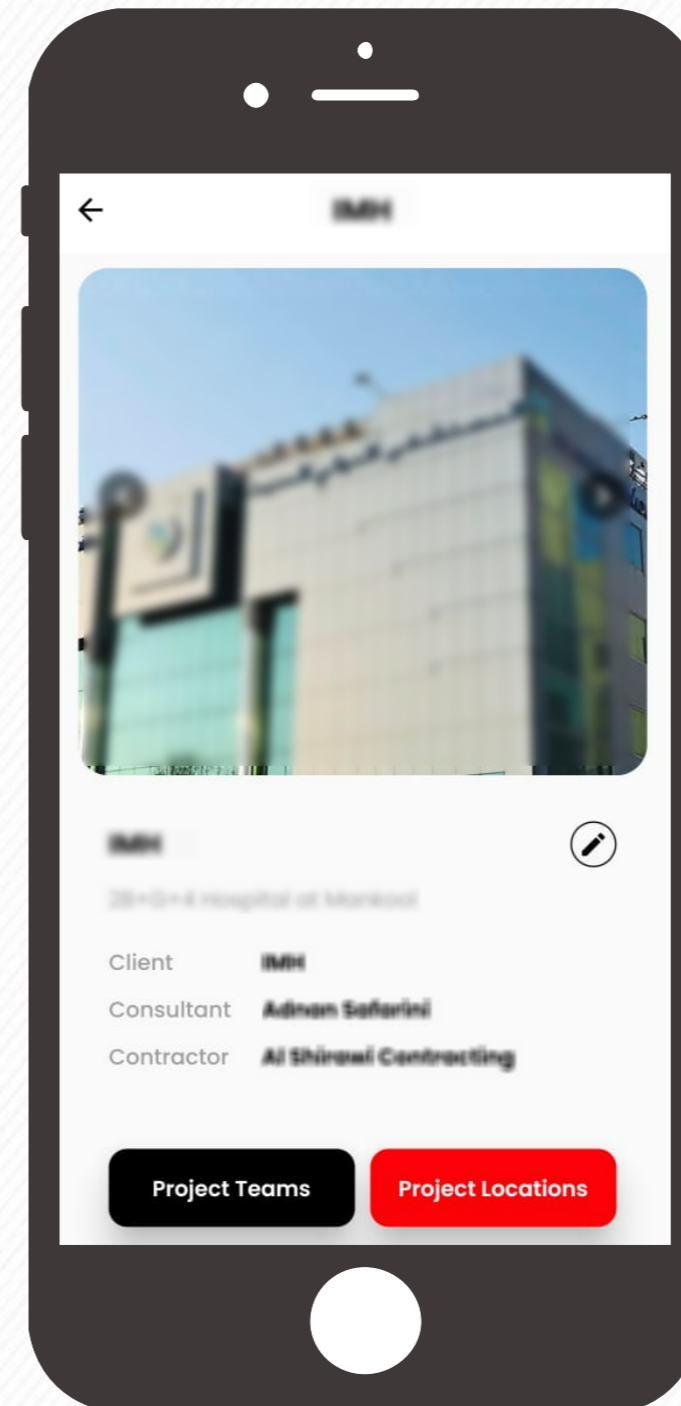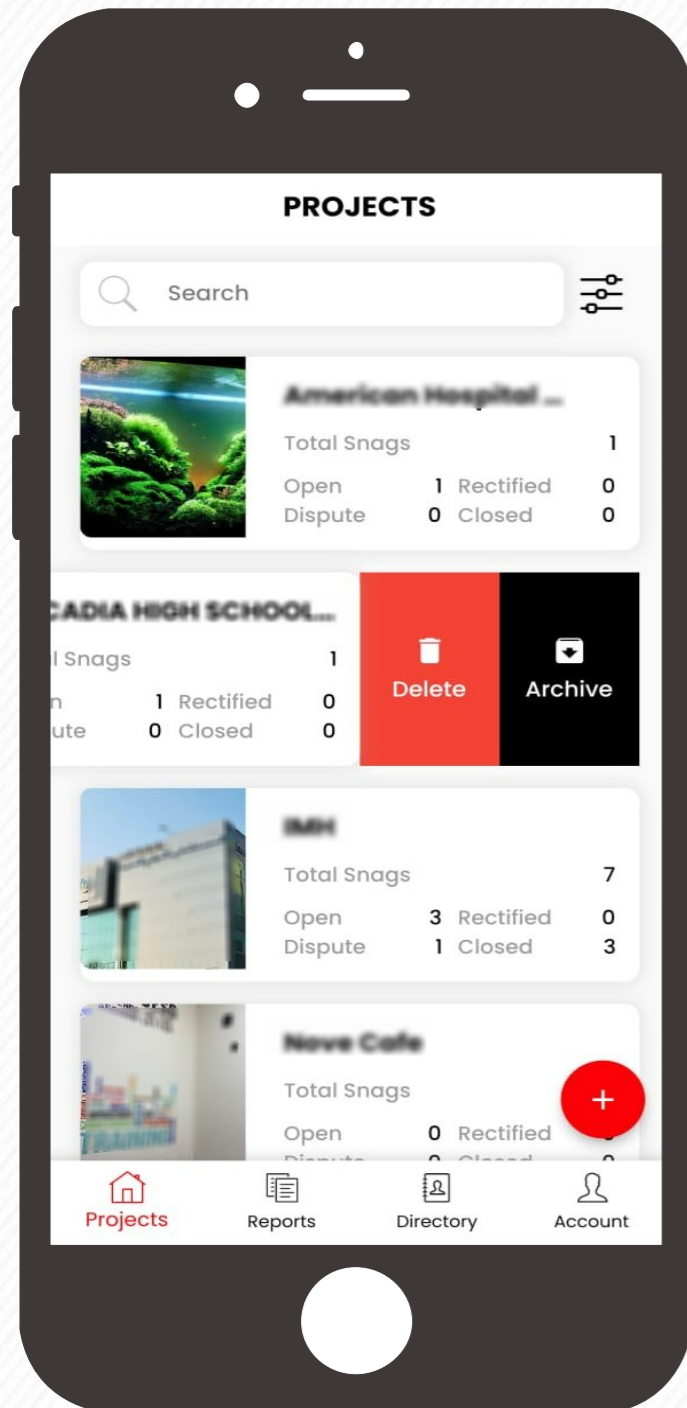
Click on the pen button ✎ to edit the project details

Make the required changes and Click on the **Update** button to update the project detail.

Your project details will be updated Successfully

Delete / Archive a Project

Screen 1 — PROJECTS

Search

American Hospital ...
Total Snags		1
Open	1	Rectified	0
Dispute	0	Closed	0

CADIA HIGH SCHOOL...
l Snags	1
n	1 Rectified	0
ute	0 Closed	0

🗑 Delete   ▣ Archive

IMH
Total Snags		7
Open	3	Rectified	0
Dispute	1	Closed	3

Nove Cafe
Total Snags	
Open	0 Rectified
Dispute	Closed	0

Projects | Reports | Directory | Account

Screen 2 — PROJECTS

Search

American Hospital ...
Total Snags		1
Open	1	Rectified	0
Dispute	0	Closed	0

Warning!

Are you sure you want to delete this project?

Cancel   Delete

Total Snags	7
Open	3 Rectified	0
Dispute	1 Closed	3

Nove Cafe
| Total Snags | |
| Open | 0 Rectified |

Projects | Reports | Directory | Account

Screen 3 — PROJECTS

Search

American Hospital ...
Total Snags		1
Open	1	Rectified	0
Dispute	0	Closed	0

Confirm!

Are you sure you want to archive this project?

Cancel   Archive

Total Snags	7
Open	3 Rectified	0
Dispute	1 Closed	3

Nove Cafe
Total Snags	
Open	0 Rectified	0
Dispute	0 Closed	0

Projects | Reports | Directory | Account

Screen 4 — PROJECTS

Search

Filter Projects

Sort By

Name Ascending ▾

Archived

☑ Show Archived

Reset   Submit

Nove Cafe
| Total Snags | |
| Open | 0 Rectified |

Projects | Reports | Directory | Account

Go to the projects screen and select the project to be deleted / Archived.

Swipe it towards left. Options to delete / archive will be visible.
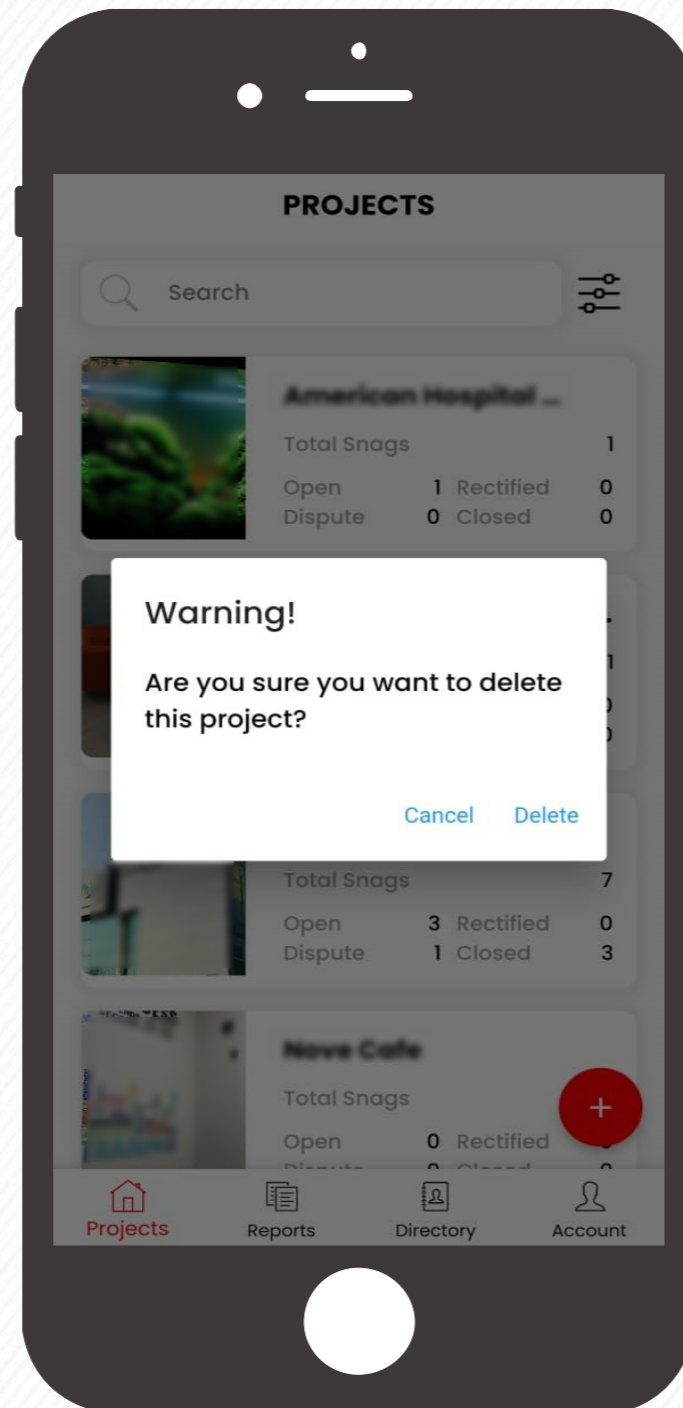
Click on the **Delete** button and confirm the same to delete the project.

Once the project is deleted, the entire data will be deleted.
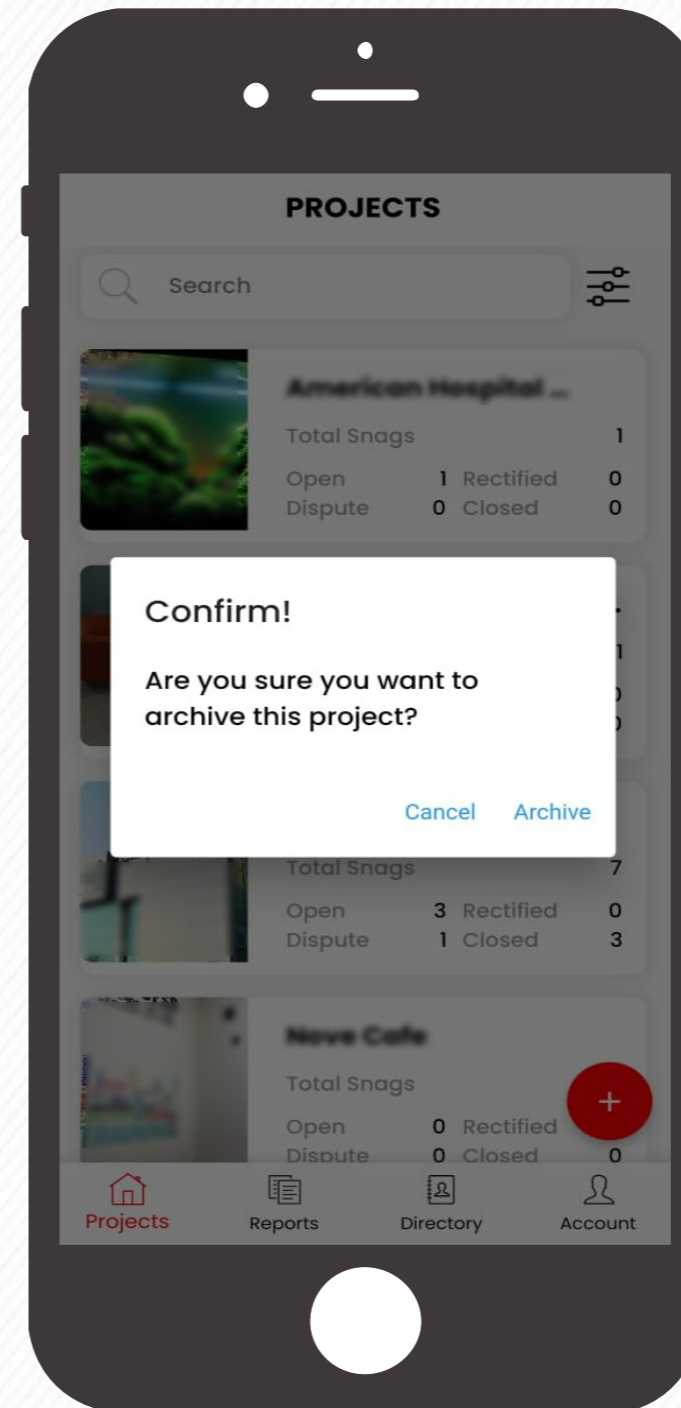
Upon completion, the project can be archived. The archived project will be hidden from the active projects
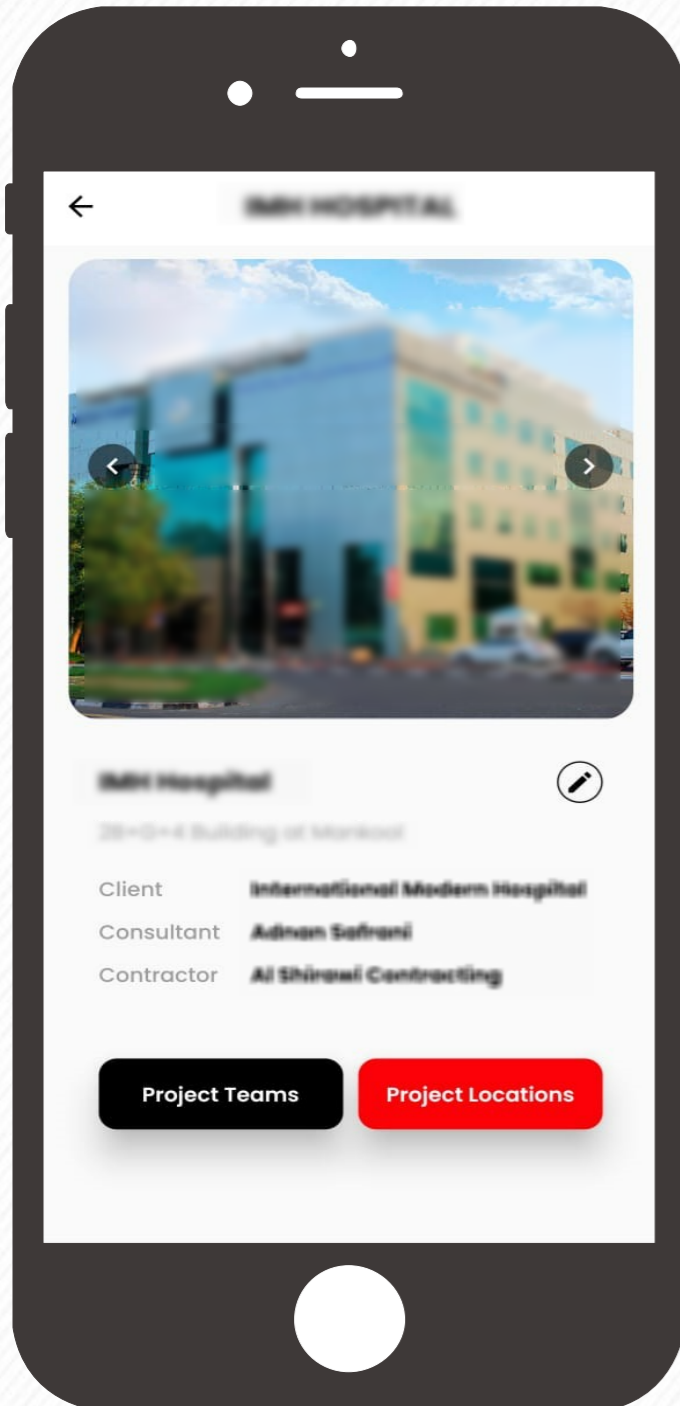
In case, if you want to archive the project, click on the **Archive** button and confirm the same.
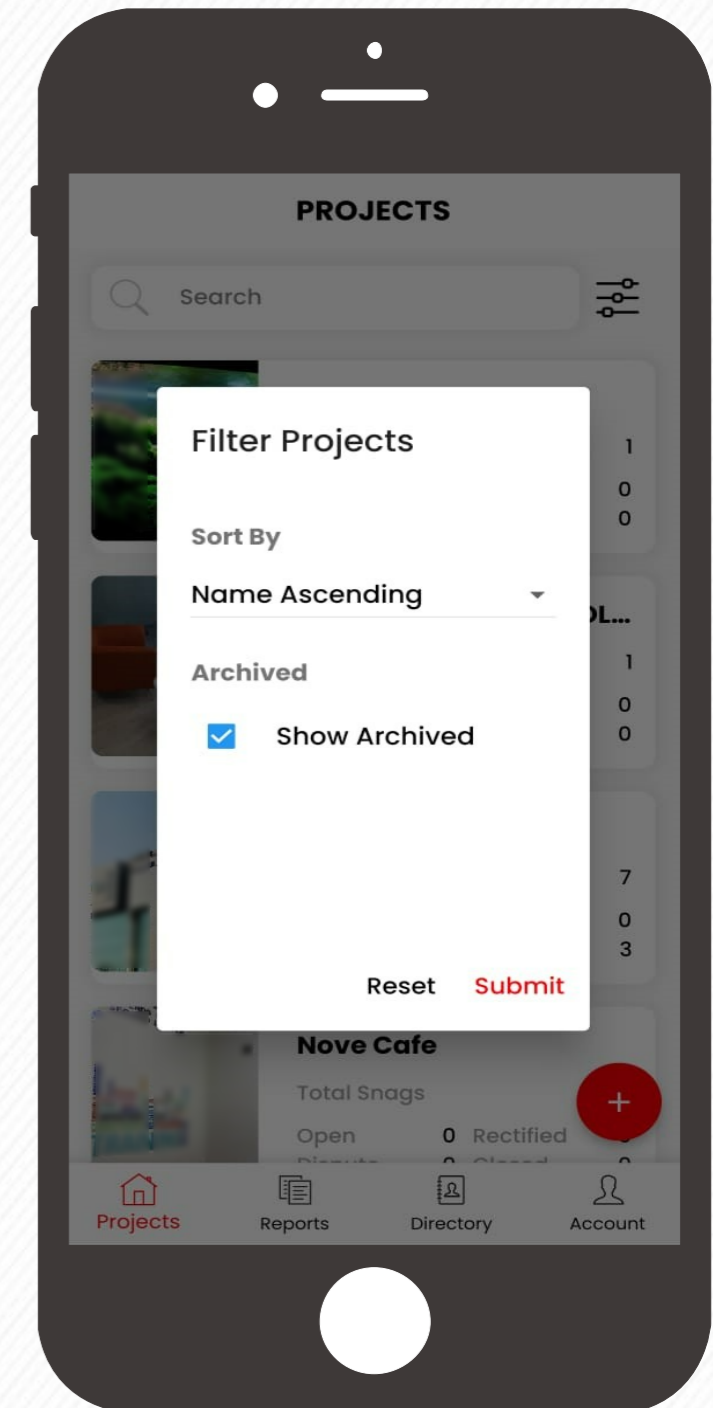
The archived project and the associated data can be viewed by using the Filter option.

Select "Show Archived" check box and click the submit button to view the archived projects.
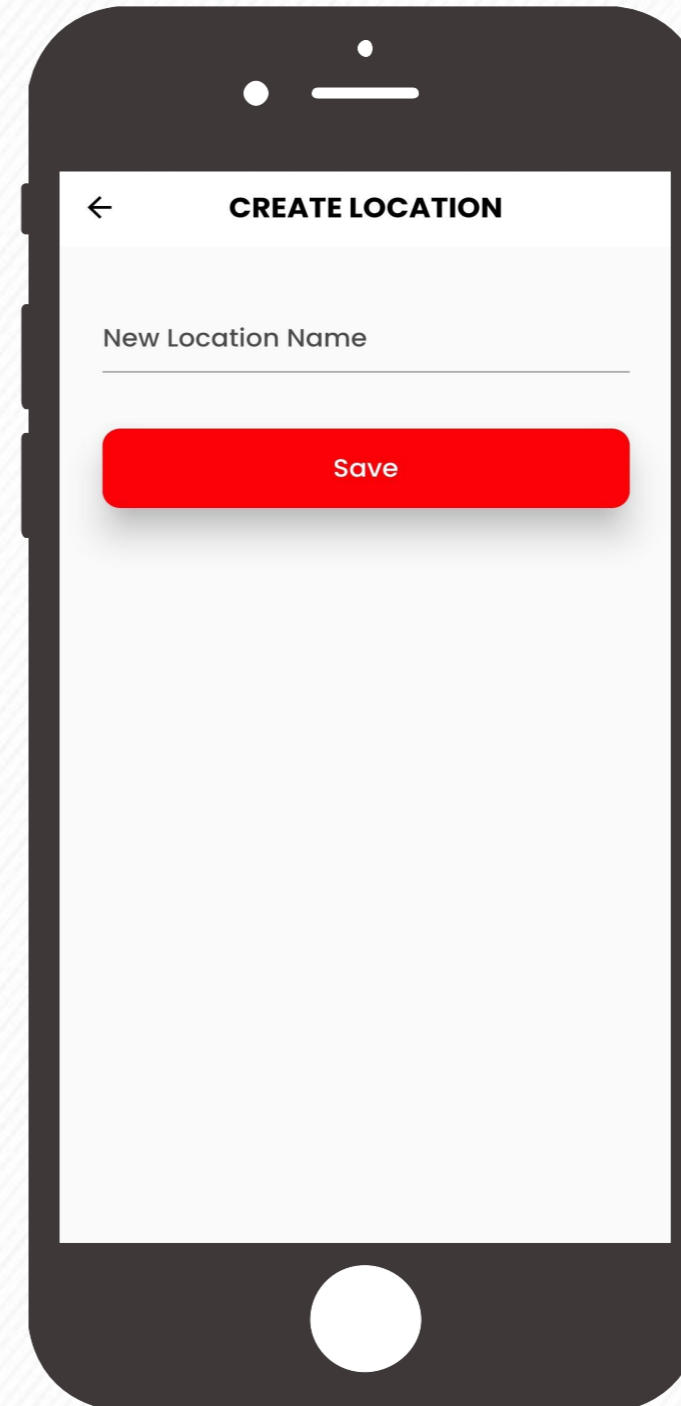
Add Location

SNAG SIGHT

Tap on the project in which Locations to be added. Click on the project information ⓘ button which will take you to the project details page
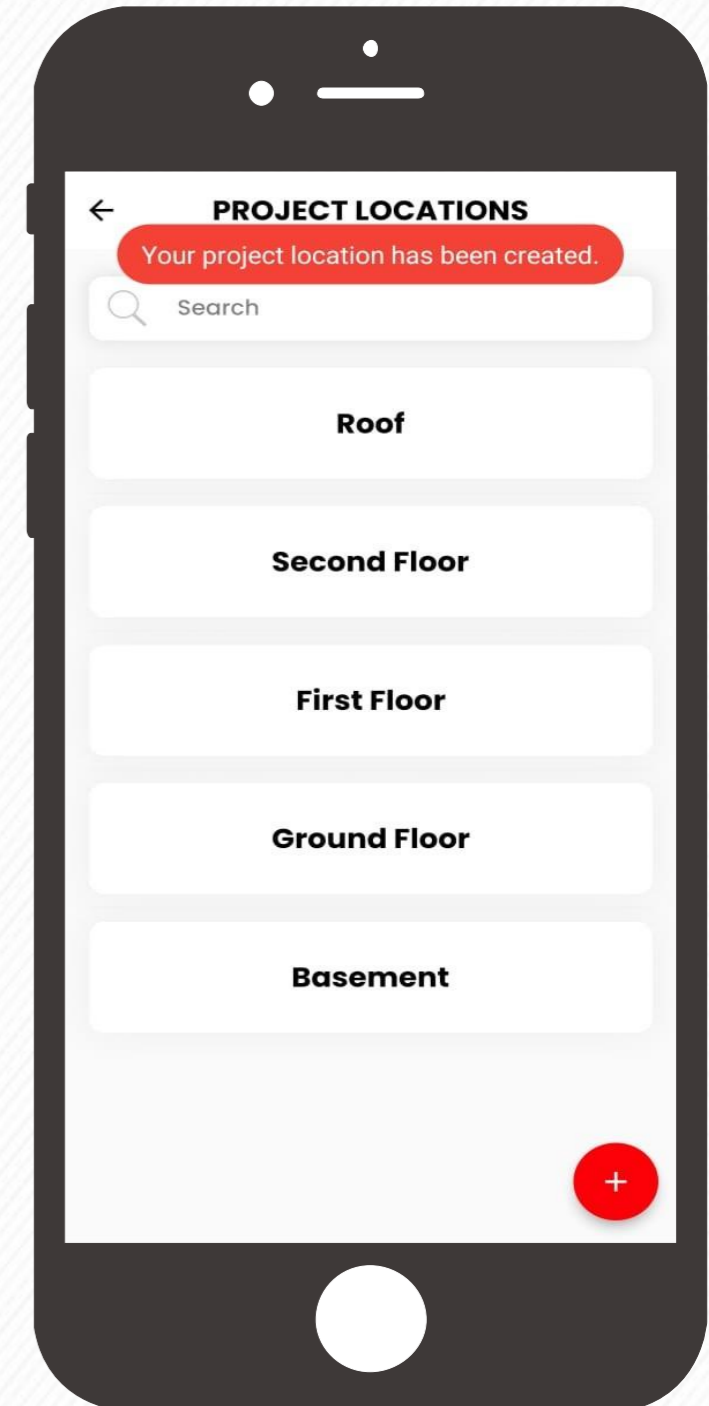
Click on the **Project Locations** button.
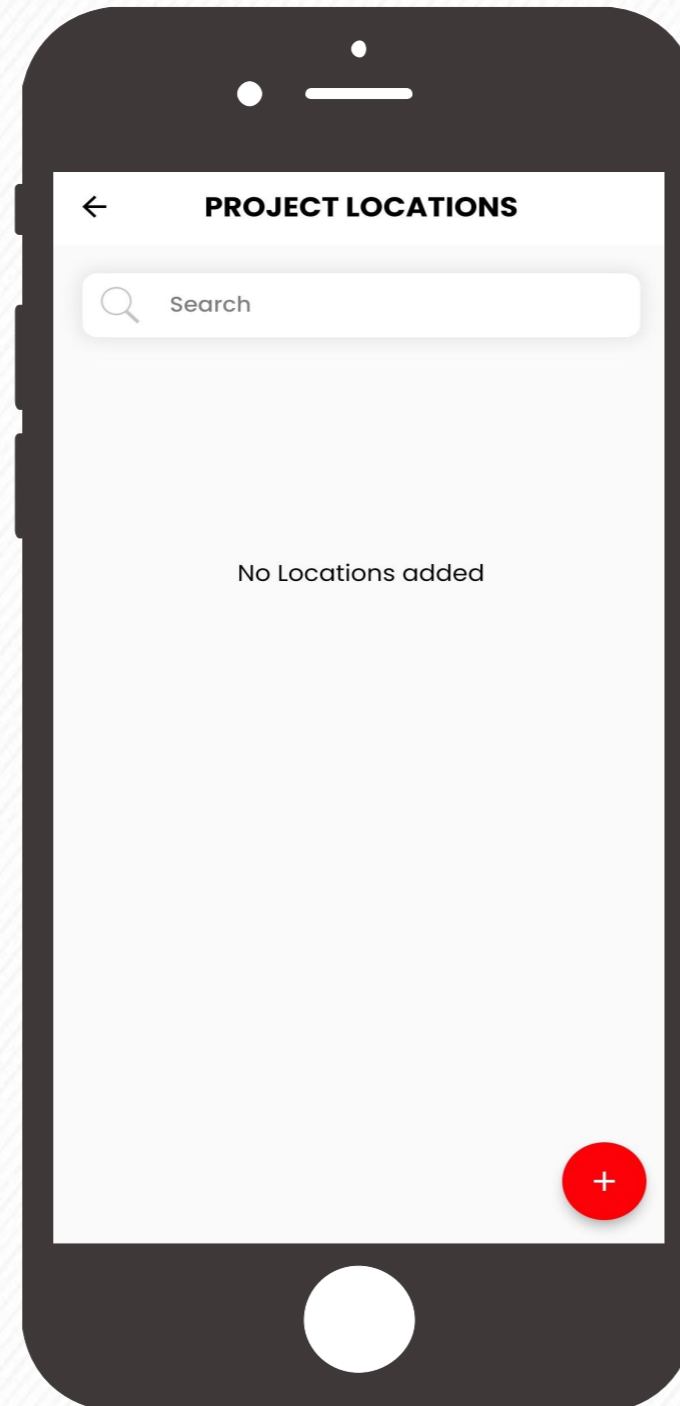
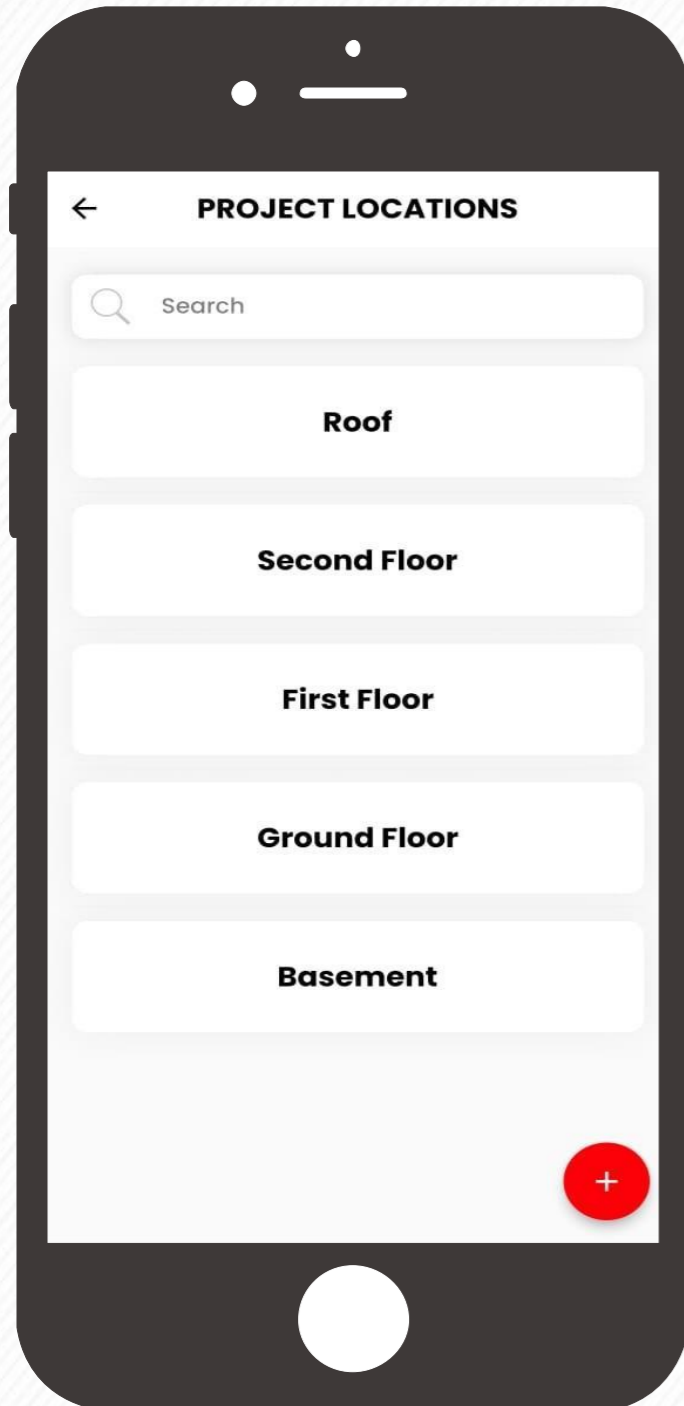On the Project Location window, tap on the bottom plus ➕ button.

Enter the New Location Name and Click the **Save** Button

Your Project Location has been saved successfully

Repeat the previous step by tapping the plus button ➕ and add all the Project Locations

Add Sub Location

PROJECT LOCATIONS

Search

Roof

Second Floor

First Floor

Ground Floor

Basement

+

PROJECT SUB LOCATIONS

Search

No Sublocations added

Add Sub Location

CREATE SUB LOCATION

Ground Floor

New Sub Location Name

Save

PROJECT SUB LOCATIONS

Your project location has been created.

Search

Gym Room

Admin Room

Security Room

Reception Area

Add Sub Location

Go to the Project Locations window (by following the Previous Instruction)

Tap on the **Project Location**, in which Sub Locations to be added
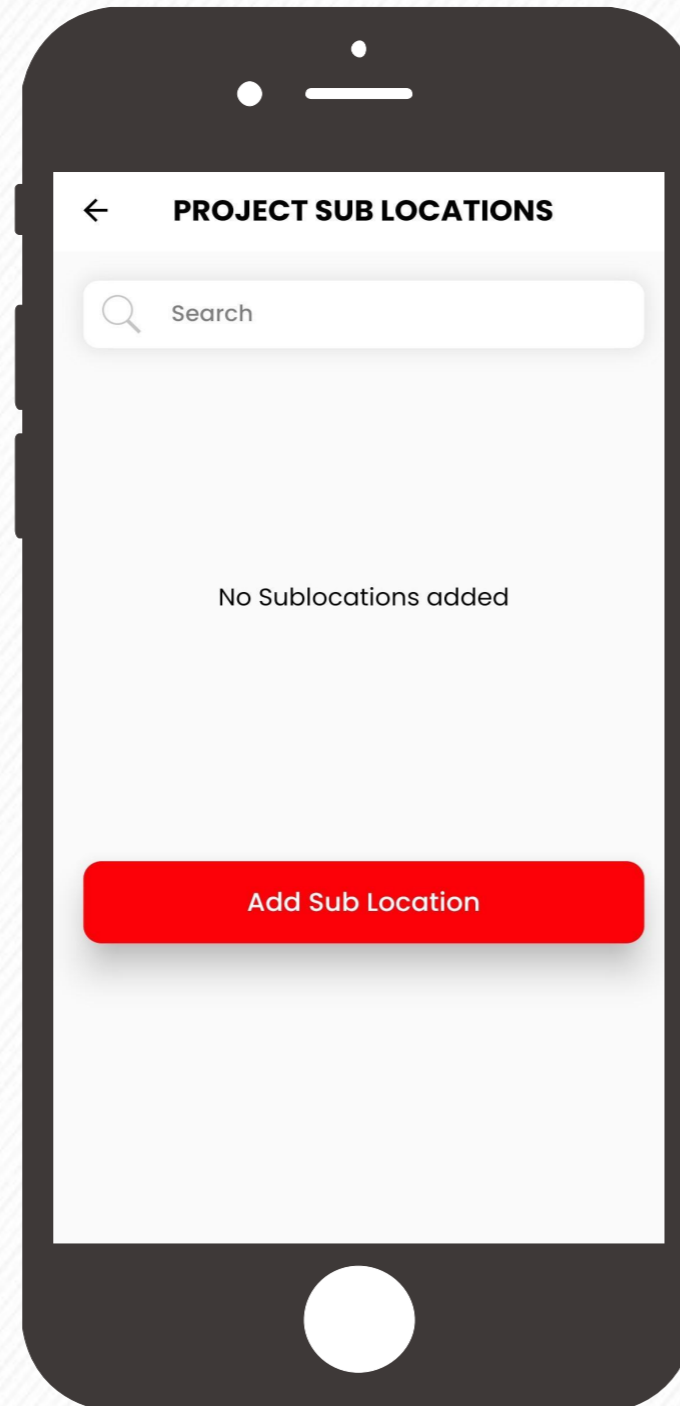
Click on the **Add Sub Location** button
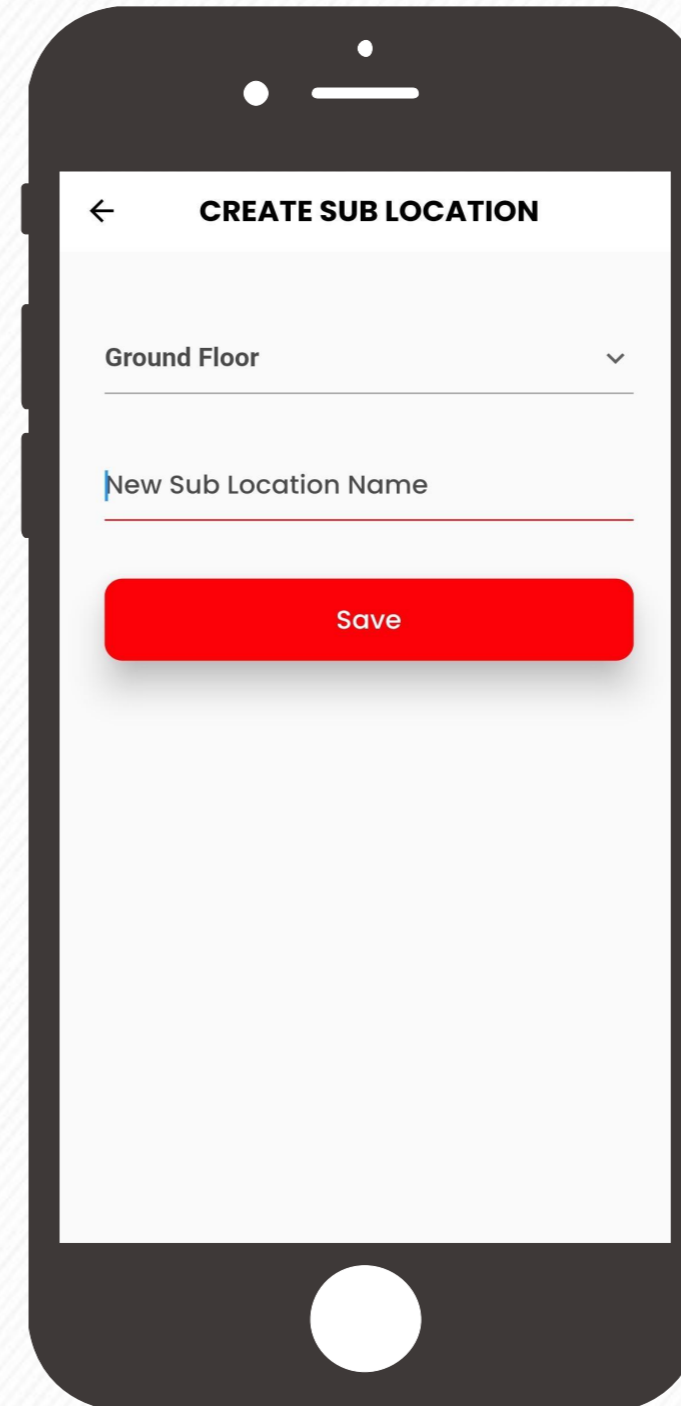
Enter the New Sub Location Name under the selected Location

Click on the **Save** button.

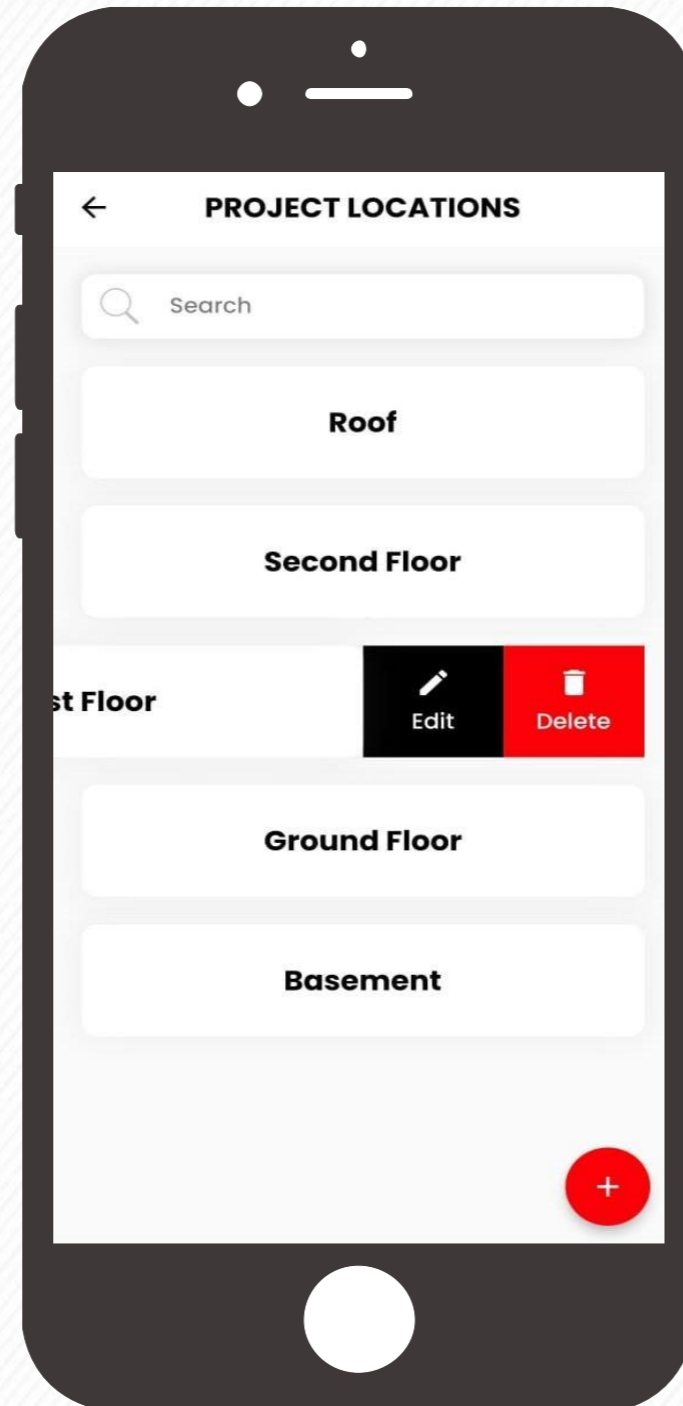Your new Sub Location will be saved successfully
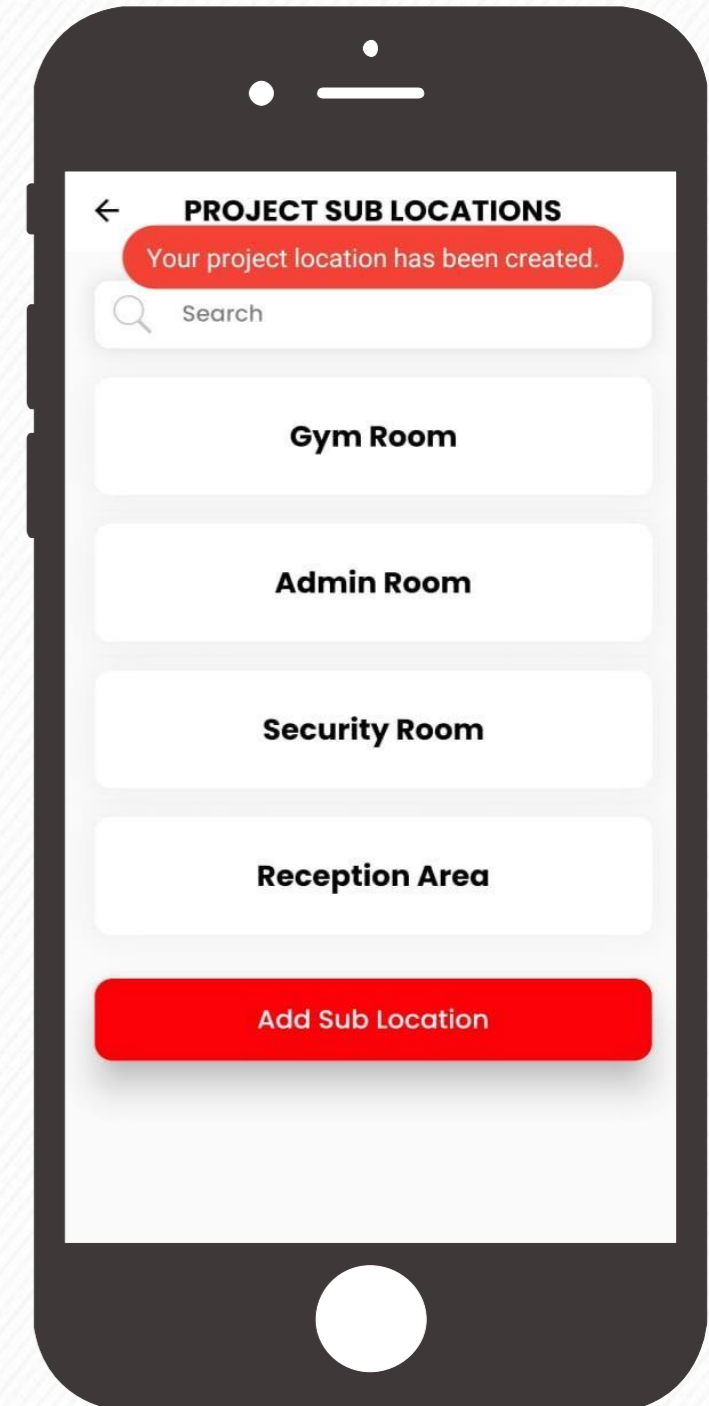
Add all other Sub locations by tapping on the **Add Sub Location** button.

The same process to be repeated for adding Sub Locations under other Locations.
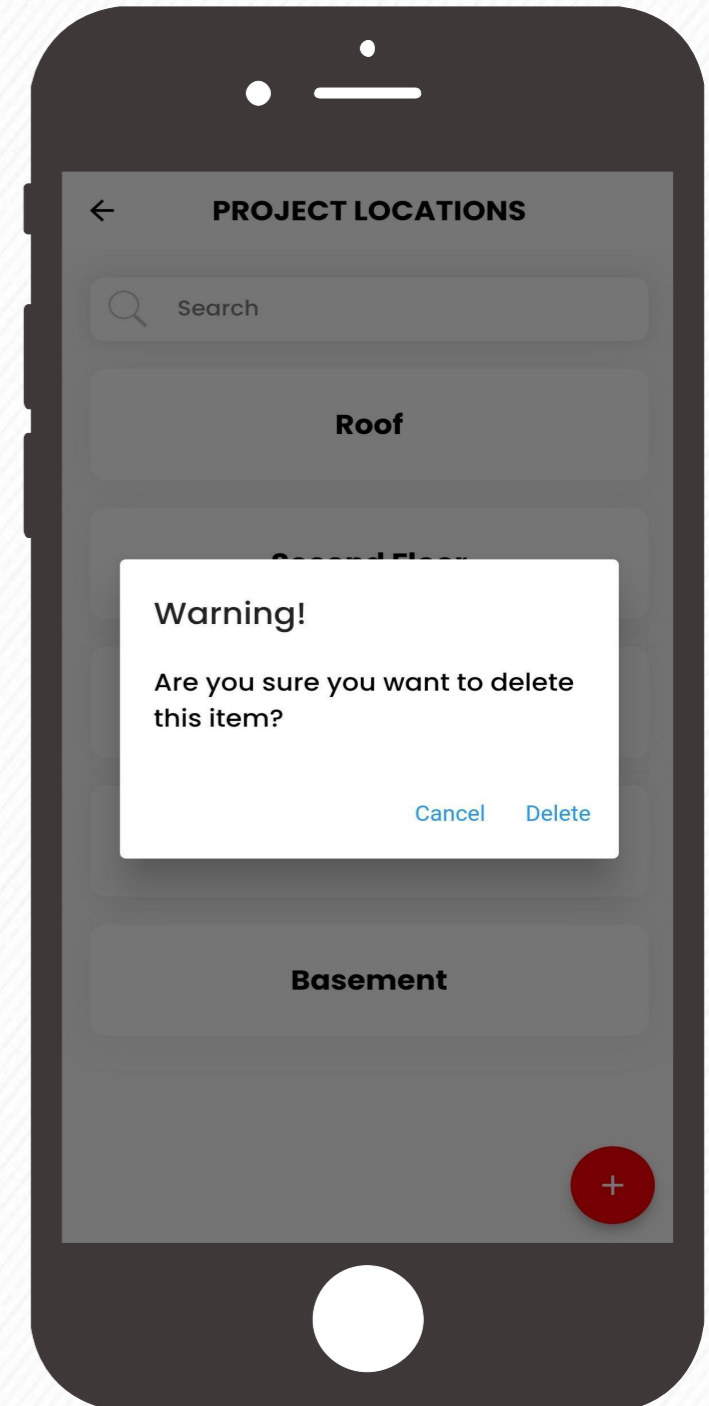
Edit / Delete Location

← PROJECT LOCATIONS

Search

Roof

Second Floor

First Floor

Ground Floor

Basement

← PROJECT LOCATIONS

Search

Roof

Second Floor

st Floor | ✏ Edit | 🗑 Delete

Ground Floor

Basement

← UPDATE LOCATION

First Floor

Save

← PROJECT LOCATIONS

Search

Roof

Second Floor

Warning!

Are you sure you want to delete this item?

Cancel   Delete

Basement
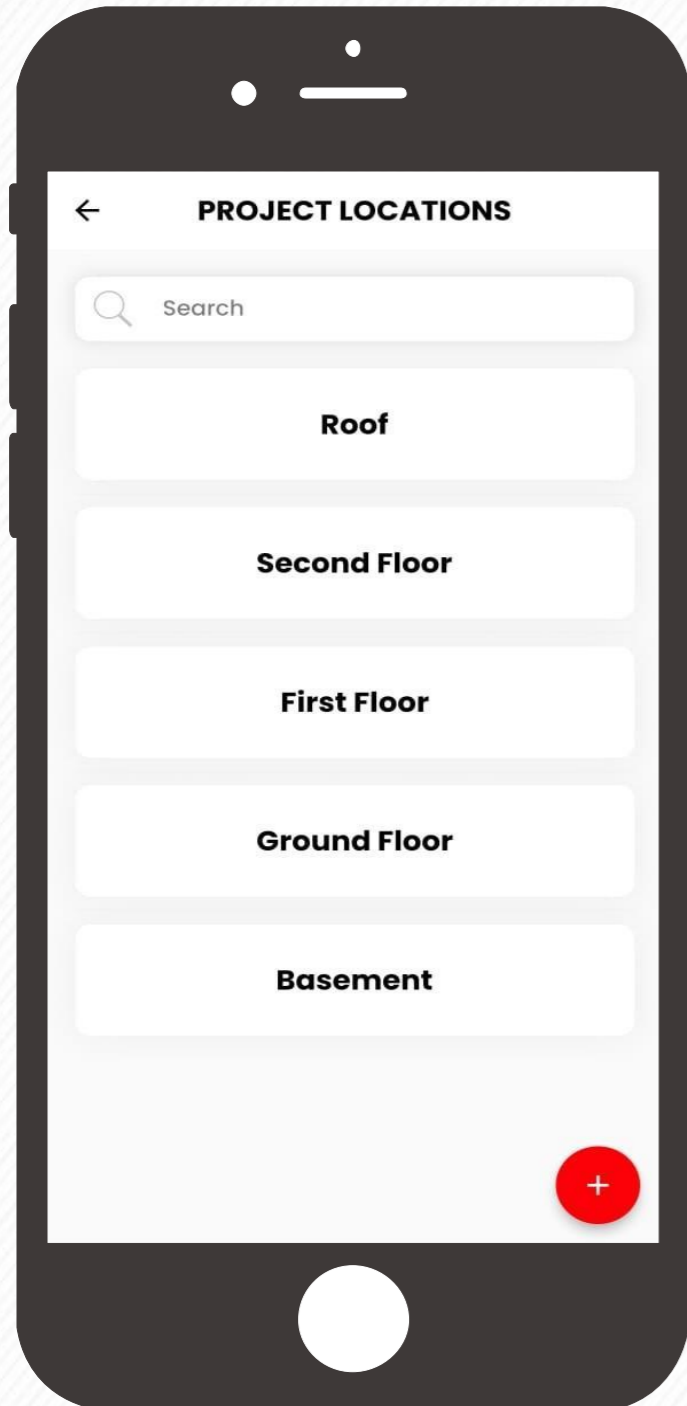
Open the Project Locations window

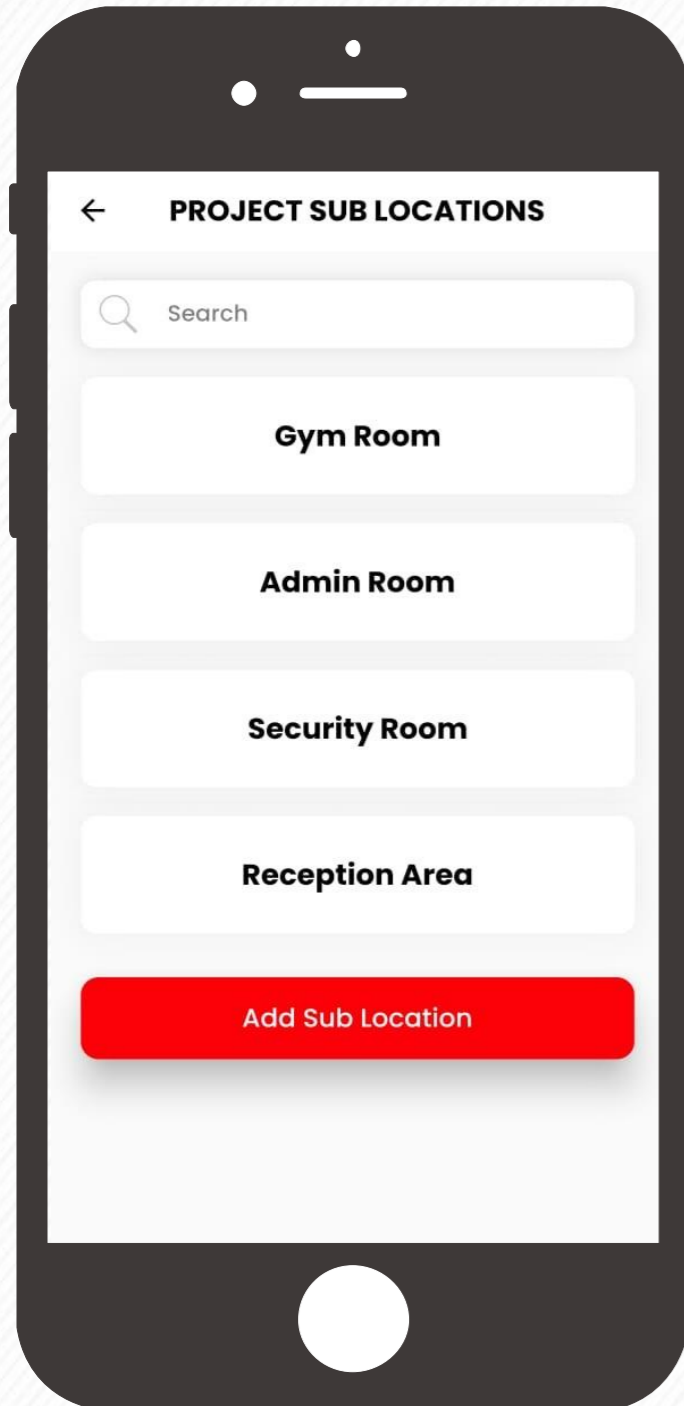Click on the Project Location which needs to be edited or deleted. Swipe it towards left
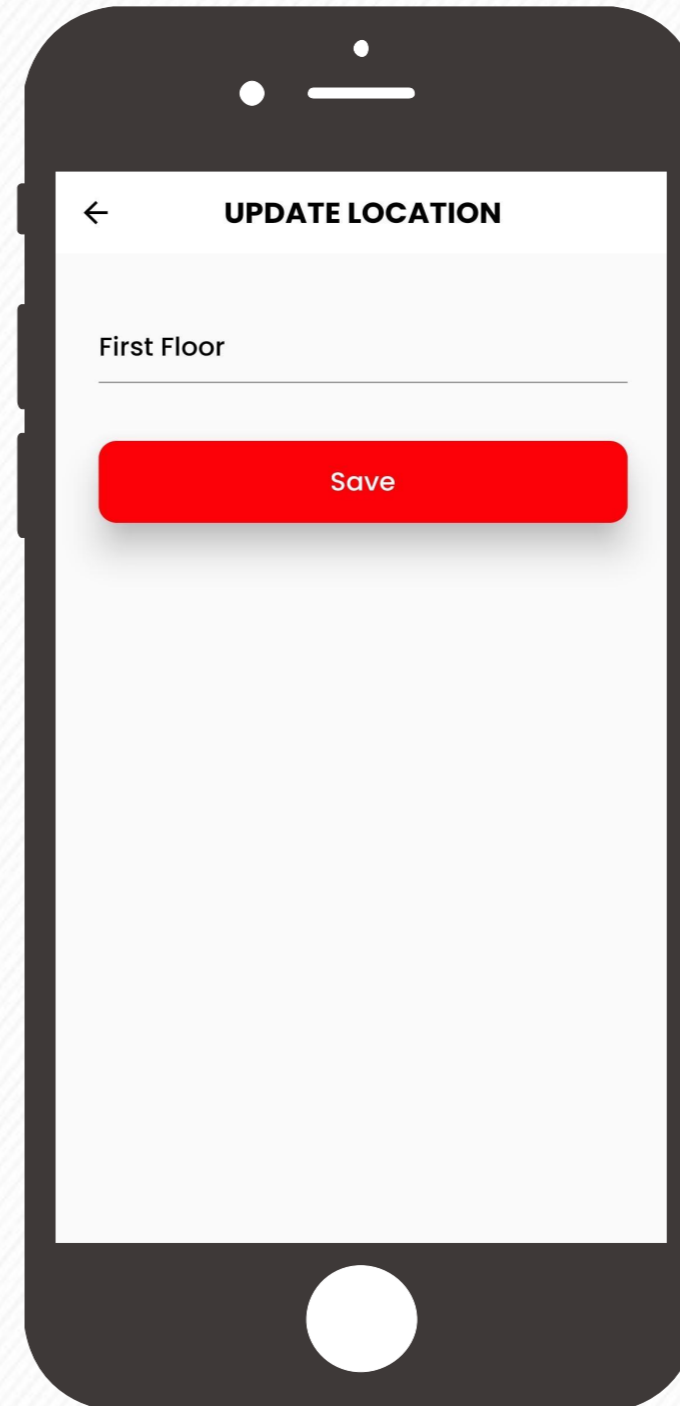
For Edit purpose, Click on the **Edit** button as shown in the second screen

Make the required changes and click on the **Save** button. Your location name will be updated accordingly.
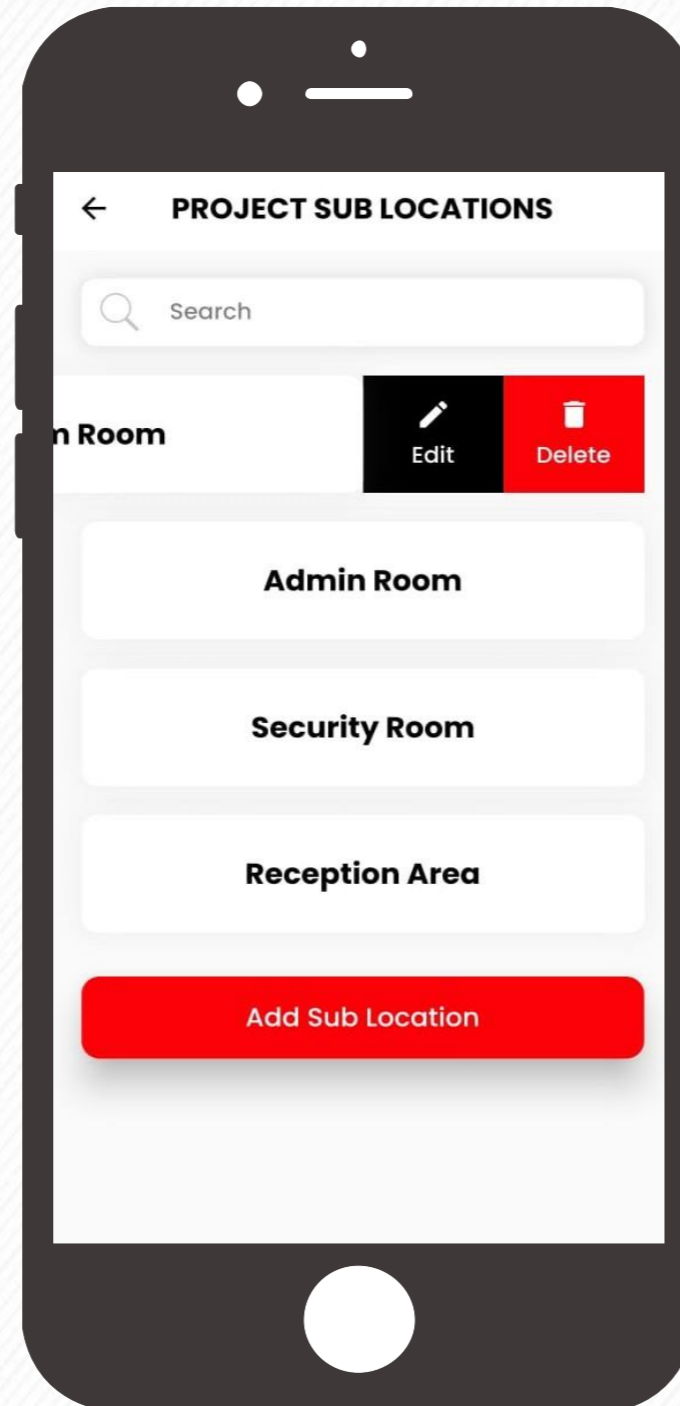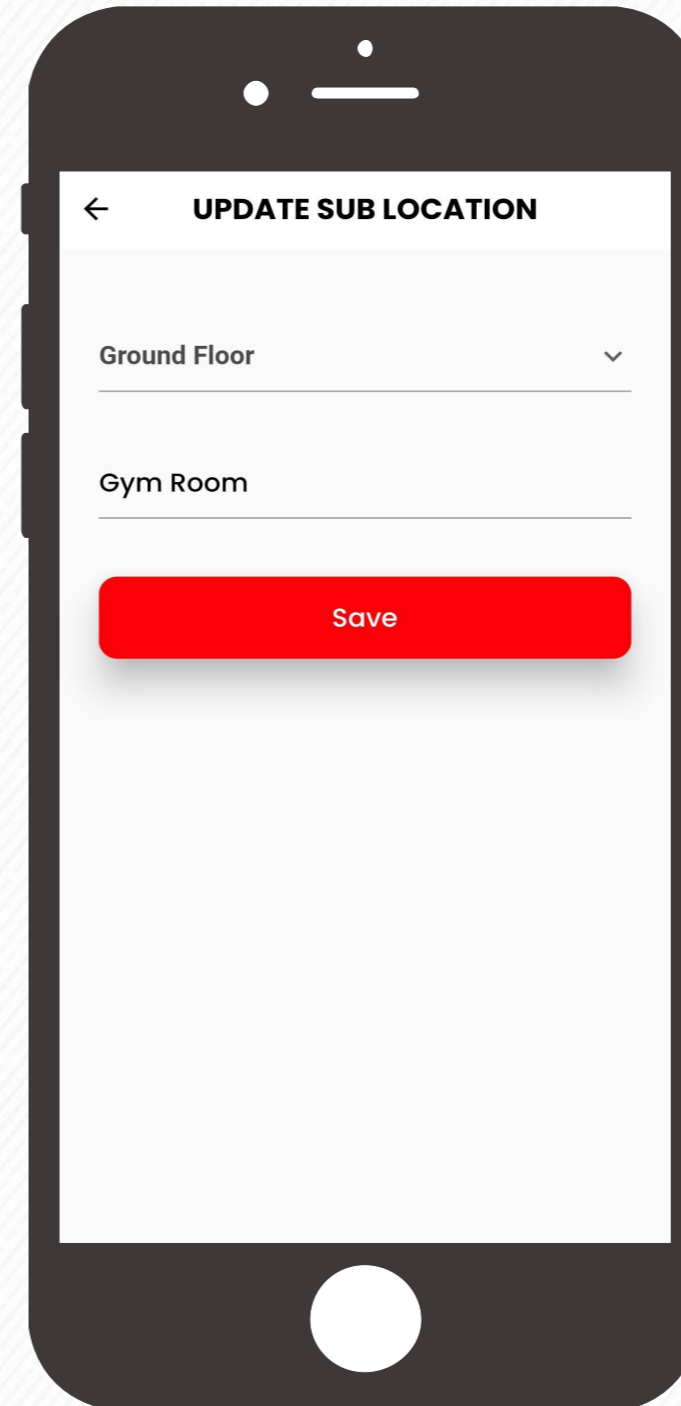
For delete purpose, Click on the **Delete** button as shown in the second screen

Pop up message will come for the final confirmation. Upon confirmation, the selected location will be deleted from the project locations list.

Role : Admin & Moderator

Edit / Delete Sub Location

Screen 1

← **PROJECT SUB LOCATIONS**

Search

Gym Room

Admin Room

Security Room

Reception Area

Add Sub Location

Screen 2

← **PROJECT SUB LOCATIONS**

Search

n Room   ✏️ Edit   🗑️ Delete

Admin Room

Security Room

Reception Area

Add Sub Location

Screen 3

← **UPDATE SUB LOCATION**

Ground Floor ⌄

Gym Room

Save

Screen 4

← **PROJECT SUB LOCATIONS**

Search

Gym Room

Admin Room

Warning!

Are you sure you want to delete this item?

Cancel   Delete

Add Sub Location

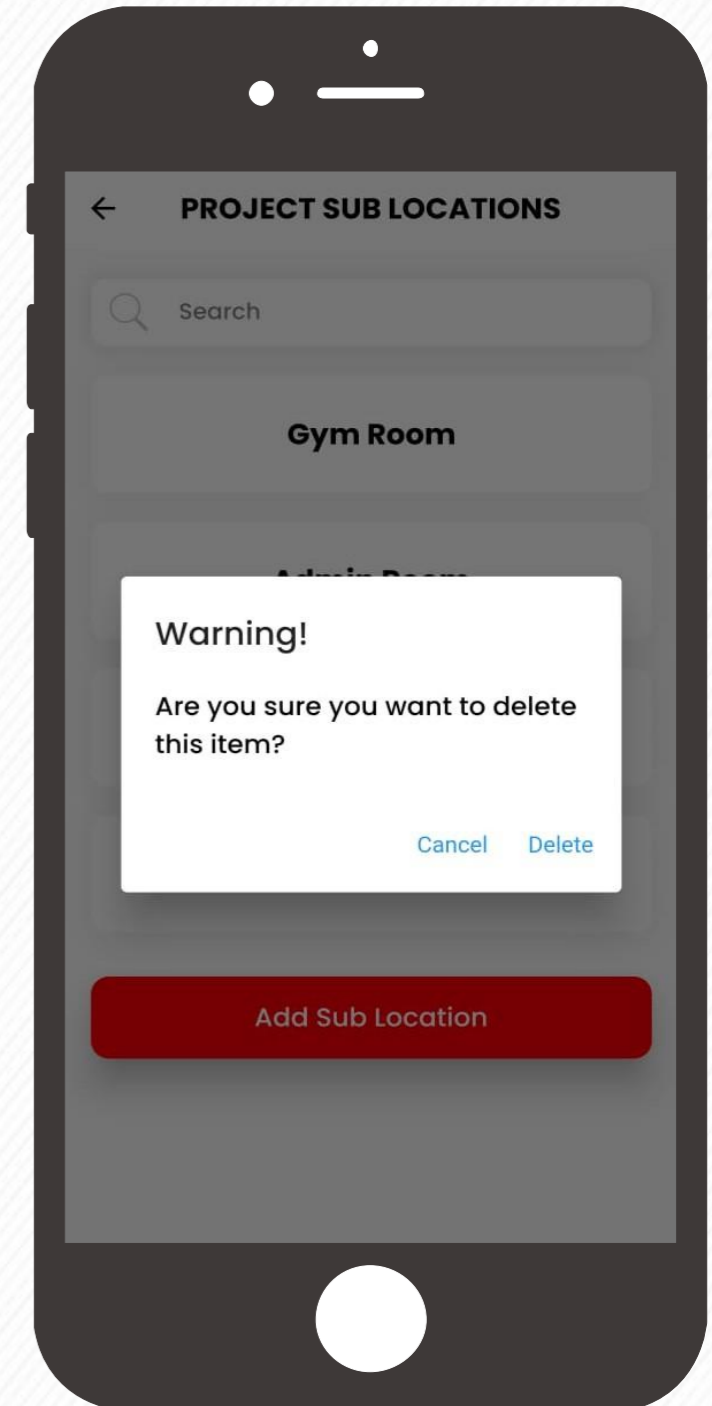Open the Project Sub Locations window

Click on the Sub Location which needs to be edited or deleted.

Swipe it towards left

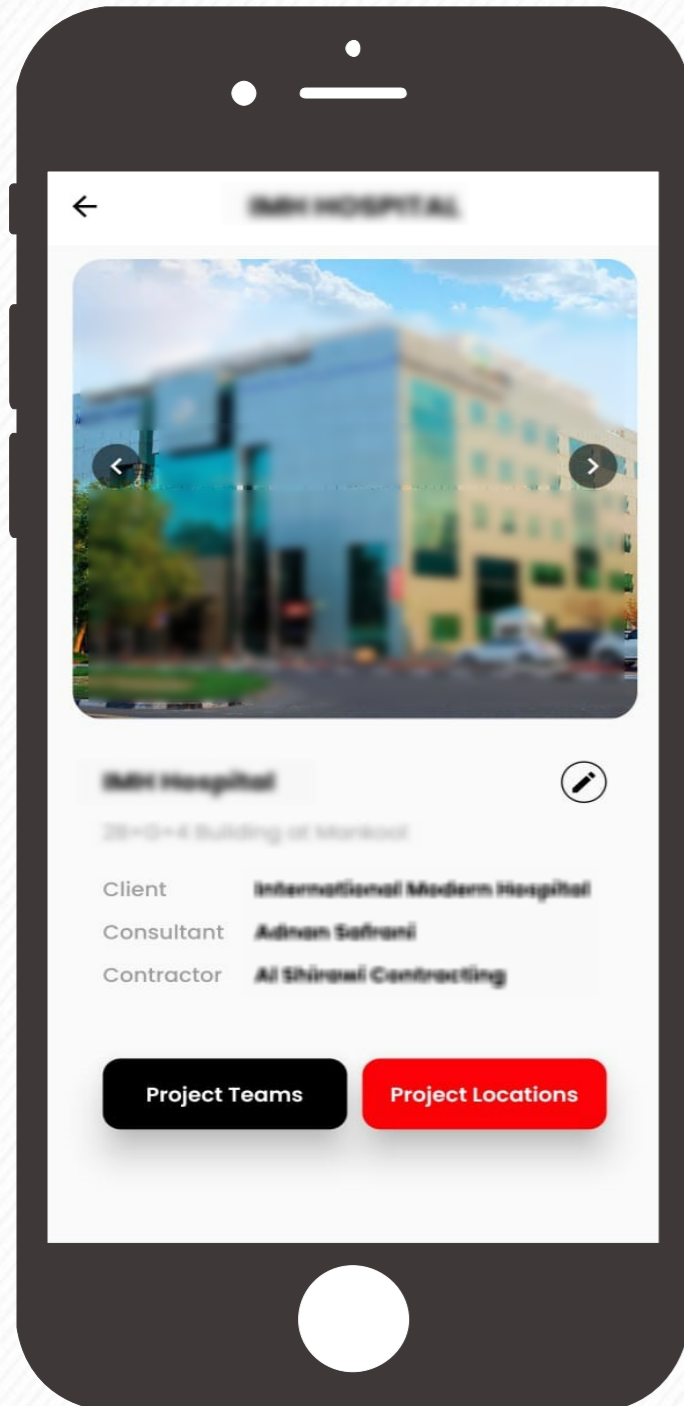For Edit purpose, Click on the **Edit** button as shown in the second screen

Make the require changes and click on the **Save** button. Your Sub location name will be updated accordingly.

For delete purpose, Click on the **Delete** button as shown in the second screen

Pop up message will come for the final confirmation. Upon confirmation, the selected Sub location will be deleted from the project Sub locations list.

Role : Admin & Moderator

Invite a **Project Team Member**

SNAG SIGHT

Screen 1 — IMH HOSPITAL

Project Teams | Project Locations

Client: International Modern Hospital
Consultant: Adnan Safrani
Contractor: Al Shirawi Contracting

Screen 2 — PROJECT TEAMS

Search

Nidhin — Invitation Accepted
nidhin@qhse.ae — Admin

Screen 3 — INVITE USER

IMH Hospital

Email

Send Invitation

Screen 4 — PROJECT TEAMS

Invitation sent successfully

Search

Vivek — Invitation Sent
nidhin@qhse.ae — Team Member

Vishal — Invitation Accepted
vishal.ramesh96@gmail.com — Team Member

Syed — Invitation Accepted
syed.musthafa@alshirawi.ae — Moderator

ramanathan — Invitation Accepted
ramanathan1991@hotmail.com — Management

Unni — Invitation Accepted
unnikaroth@protonmail.com — Admin

Nidhin — Invitation Accepted
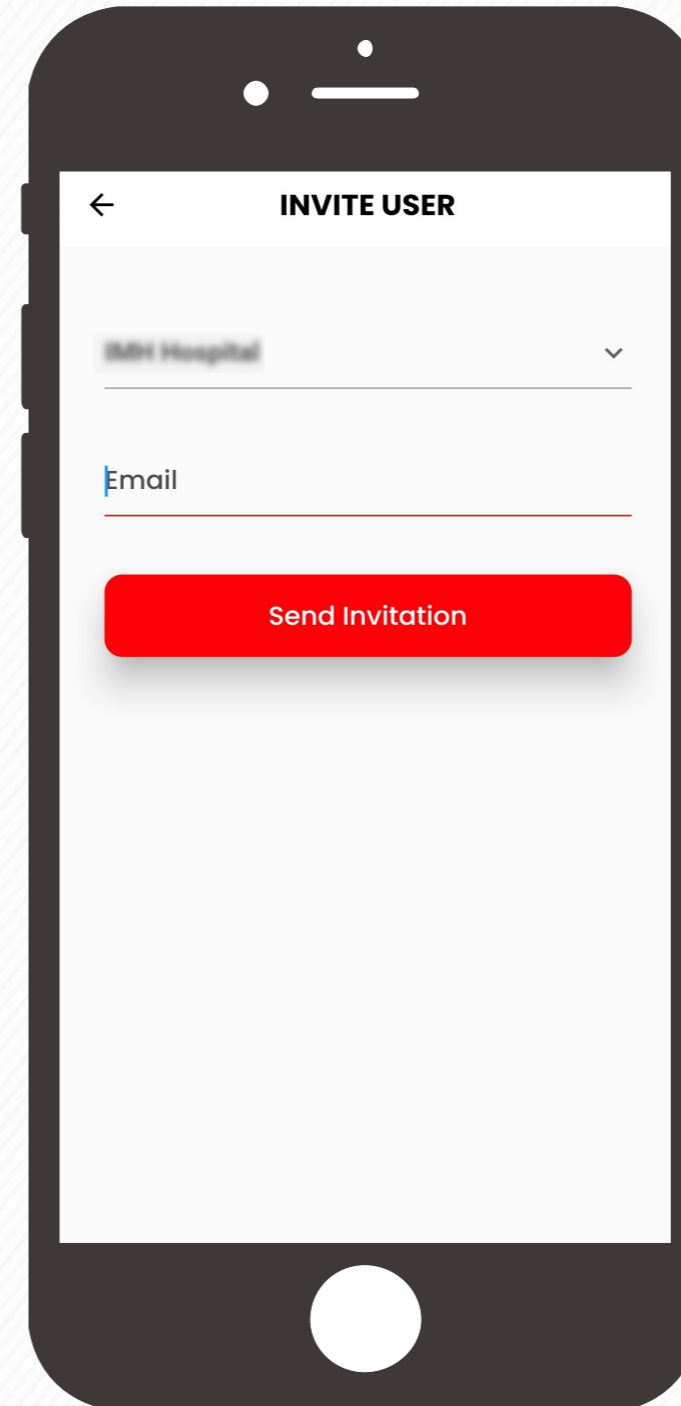nikikaroth@gmail.com — Mode...

Tap on the project in which collaborators / Team members to be added.

Click on the project information ⓘ button which will take you to the project details page.
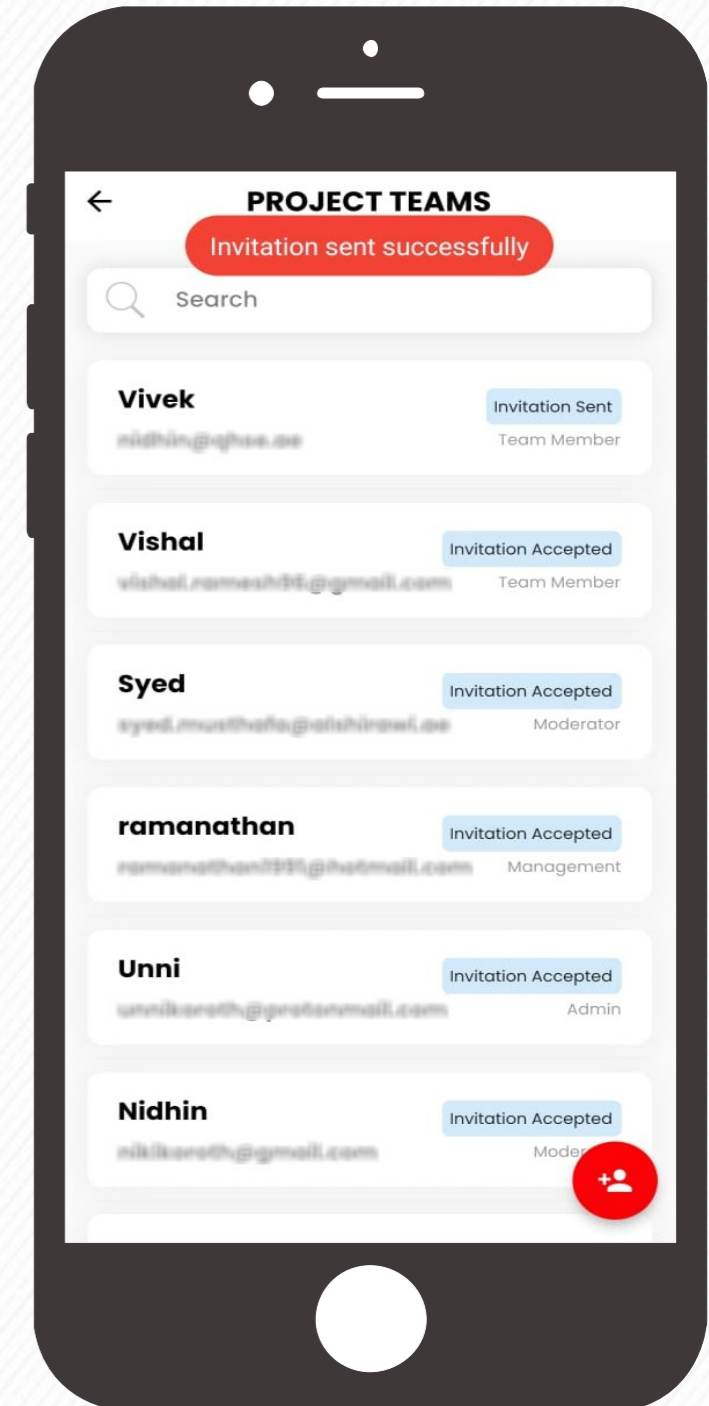
Click on the **Project Teams** button.
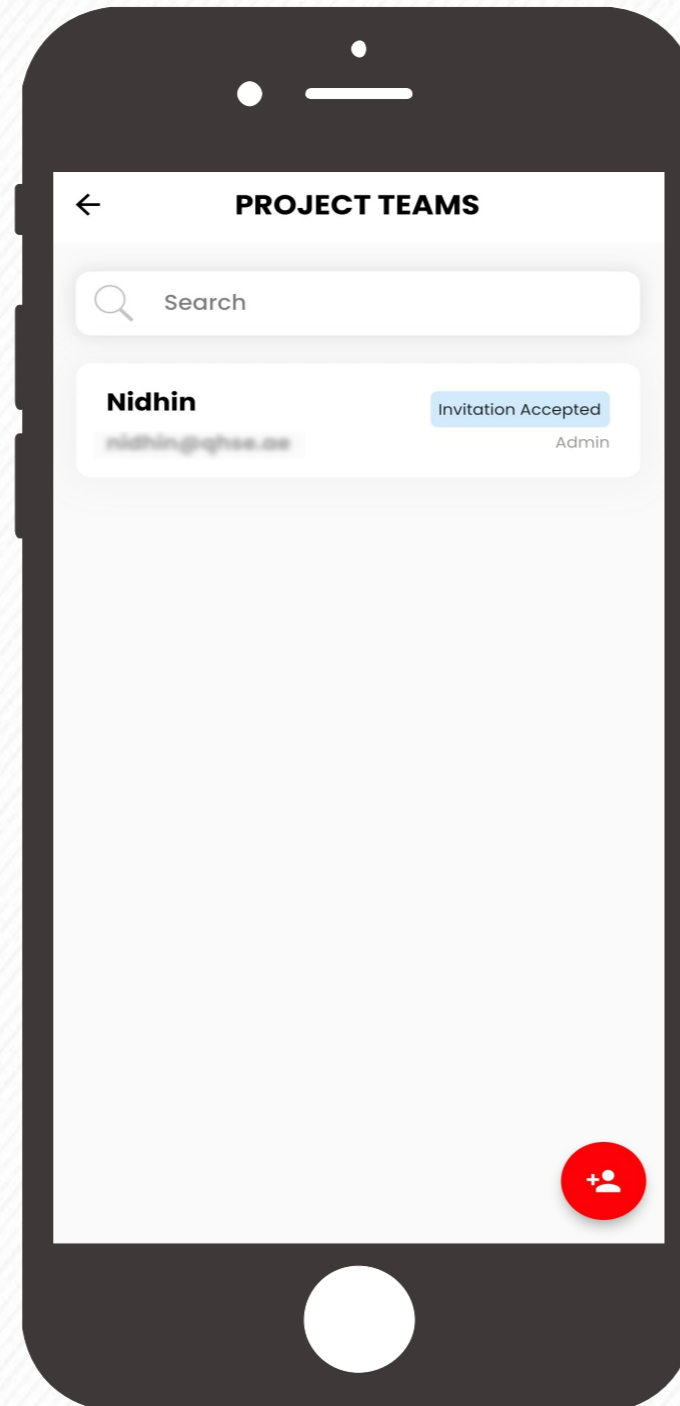
On the Project Teams window, tap on the add team member 👤 button which is in the bottom right corner

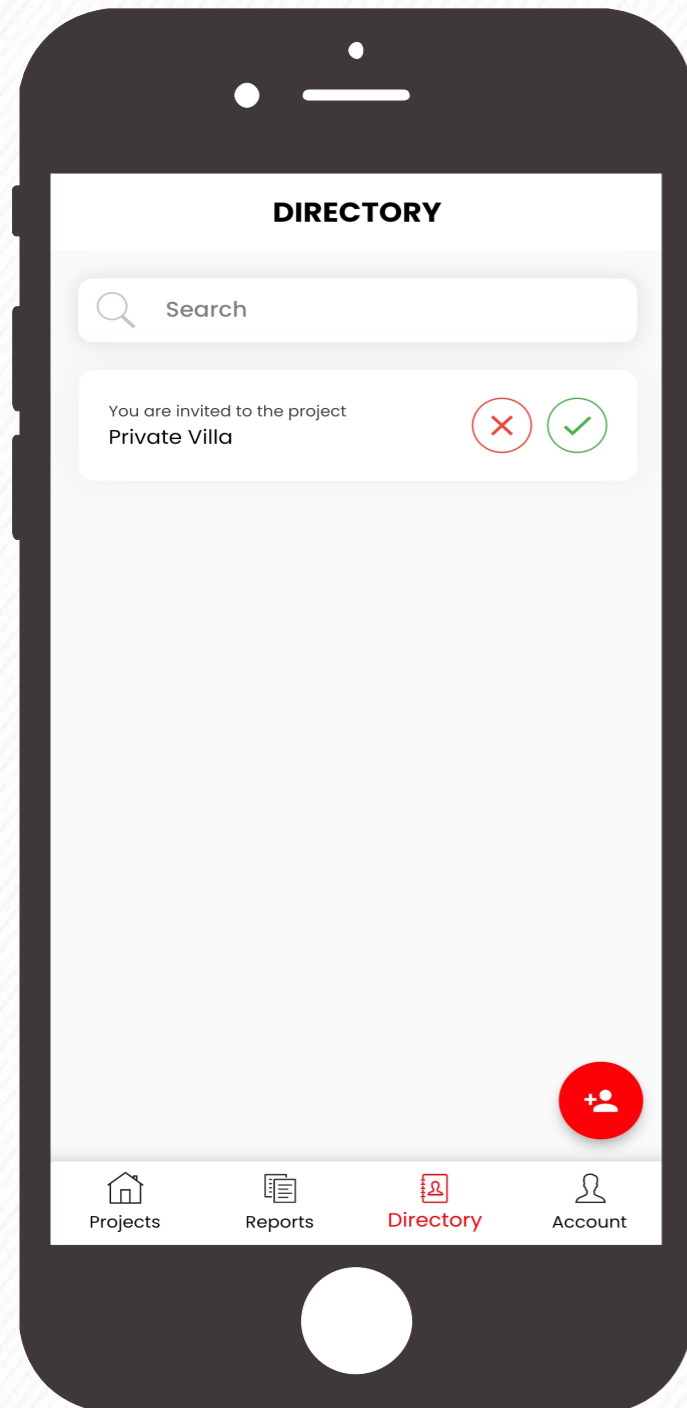Enter the E-mail ID of the project Team member to be invited

Click on Send Invitation button

Note: If the invitee doesn't have a Snag Sight account, please instruct to sign up first. Then send the invitation.

The invitee will receive a notification in the Snag Sight application, upon acceptance the invitee will be added automatically as a project team member


Role 👤 : Admin & Moderator

Accept / Reject a Project Invitation

SNAG SIGHT

Screen 1 — DIRECTORY

Search

You are invited to the project
Private Villa ✗ ✓

Projects | Reports | **Directory** | Account

Screen 2 — DIRECTORY

Search

You are invited to the project
Private Villa ✗ ✓

Are you Sure?

Do you want to reject this project invitation?

Cancel   Reject

Projects | Reports | Directory | Account

Screen 3 — DIRECTORY

Search

You are invited to the project
Private Villa ✗ ✓

Are you Sure?

Do you want to accept this project invitation?

Cancel   Accept

Projects | Reports | Directory | Account

Screen 4 — DIRECTORY

You have successfully accepted the project invitation.

Search

Private Villa

Projects | Reports | Directory | Account

In case of any project invitations, the same will appear in the **Directory** Page.

Open the Snag Sight app and click on the **Directory** Tab.

Check for any invitations
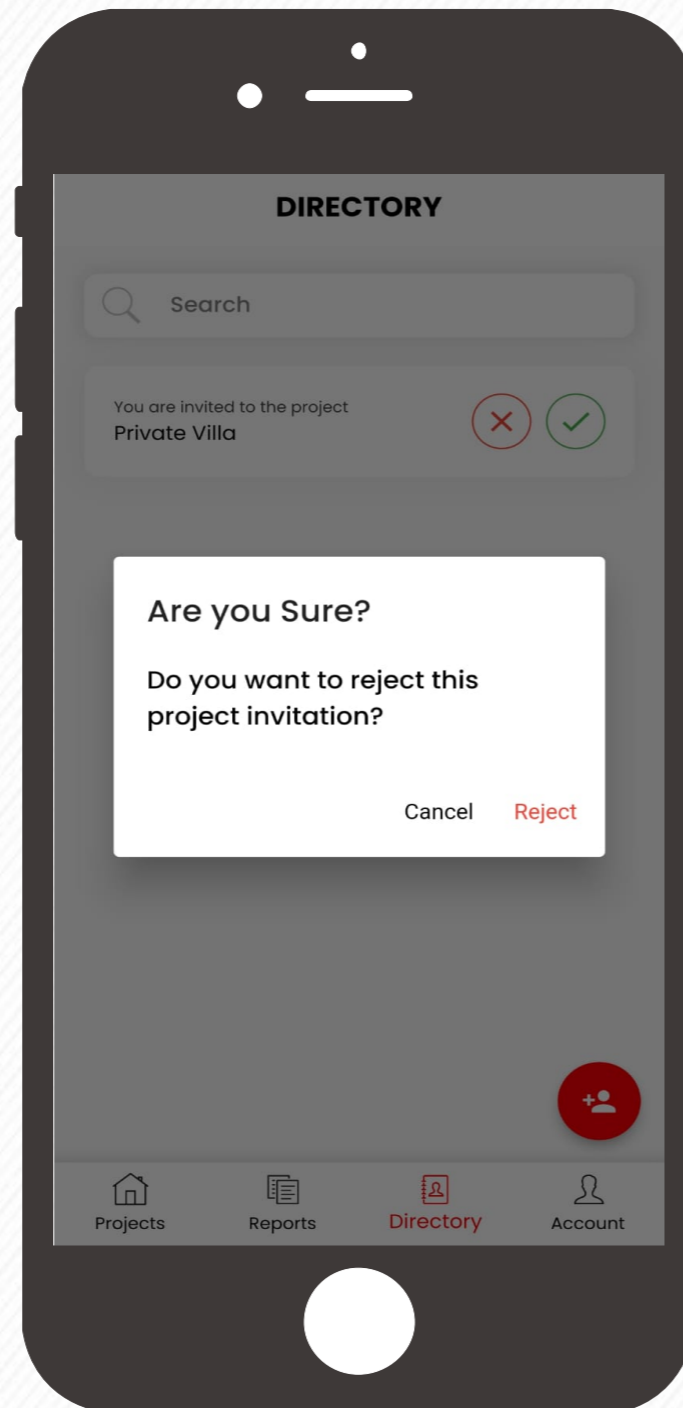
In case, if the project invitation came by mistake or if you don't want to become part of the project team, click on the decline ✗ button and click on the **Reject** button on the pop up message to reconfirm the same.
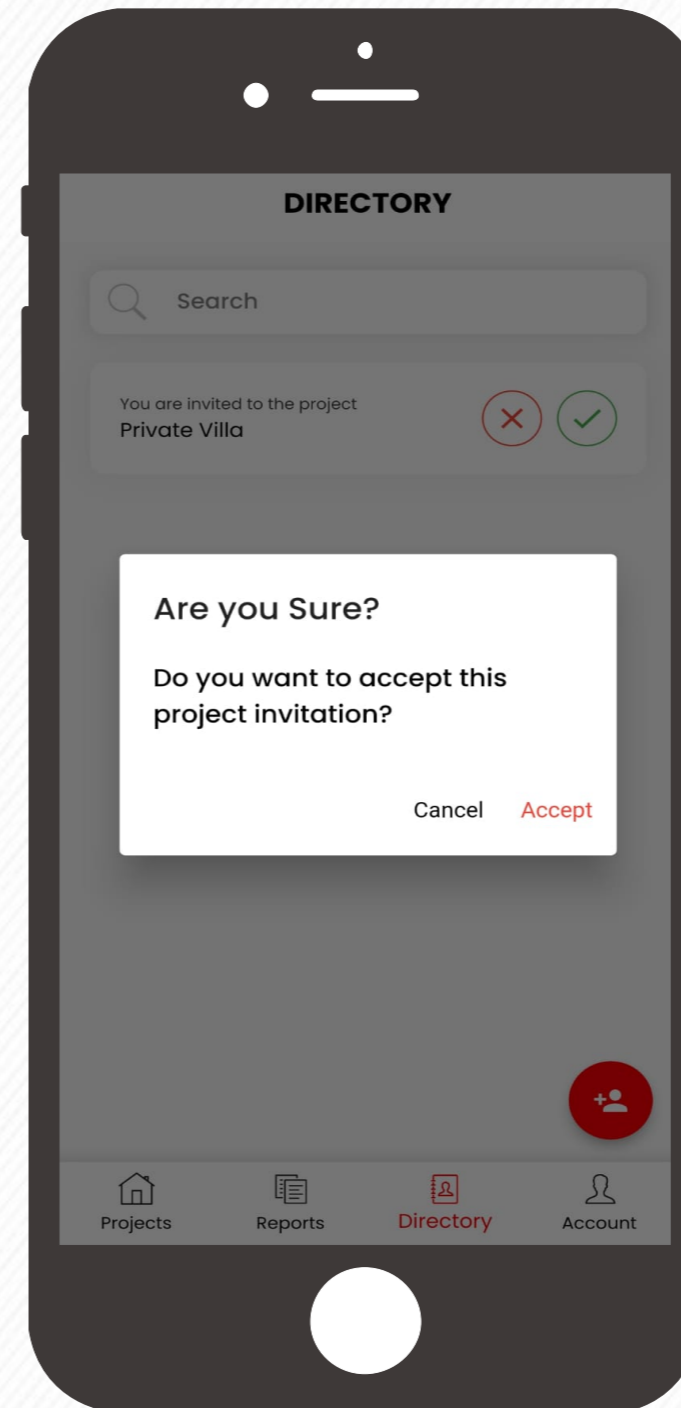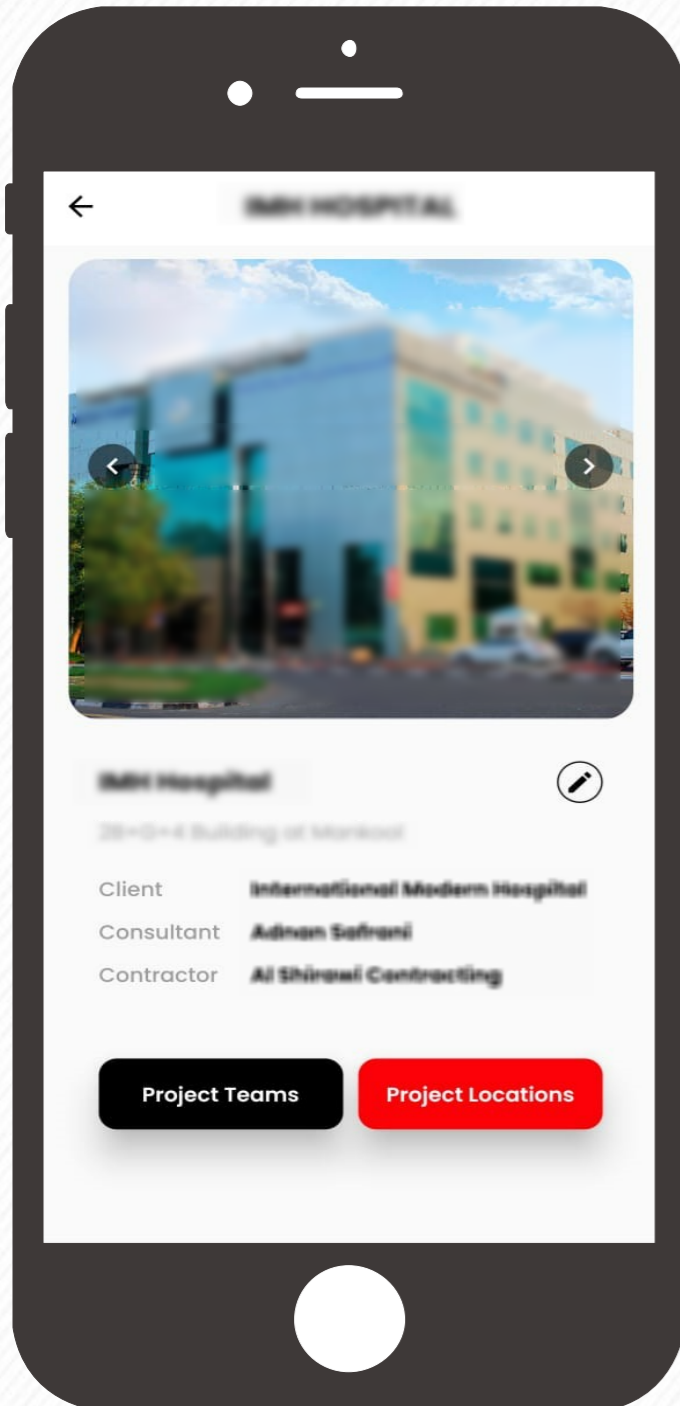
For accepting the invitation, click on the ✓ button and click on the **Accept** button on the pop up message to reconfirm the same.
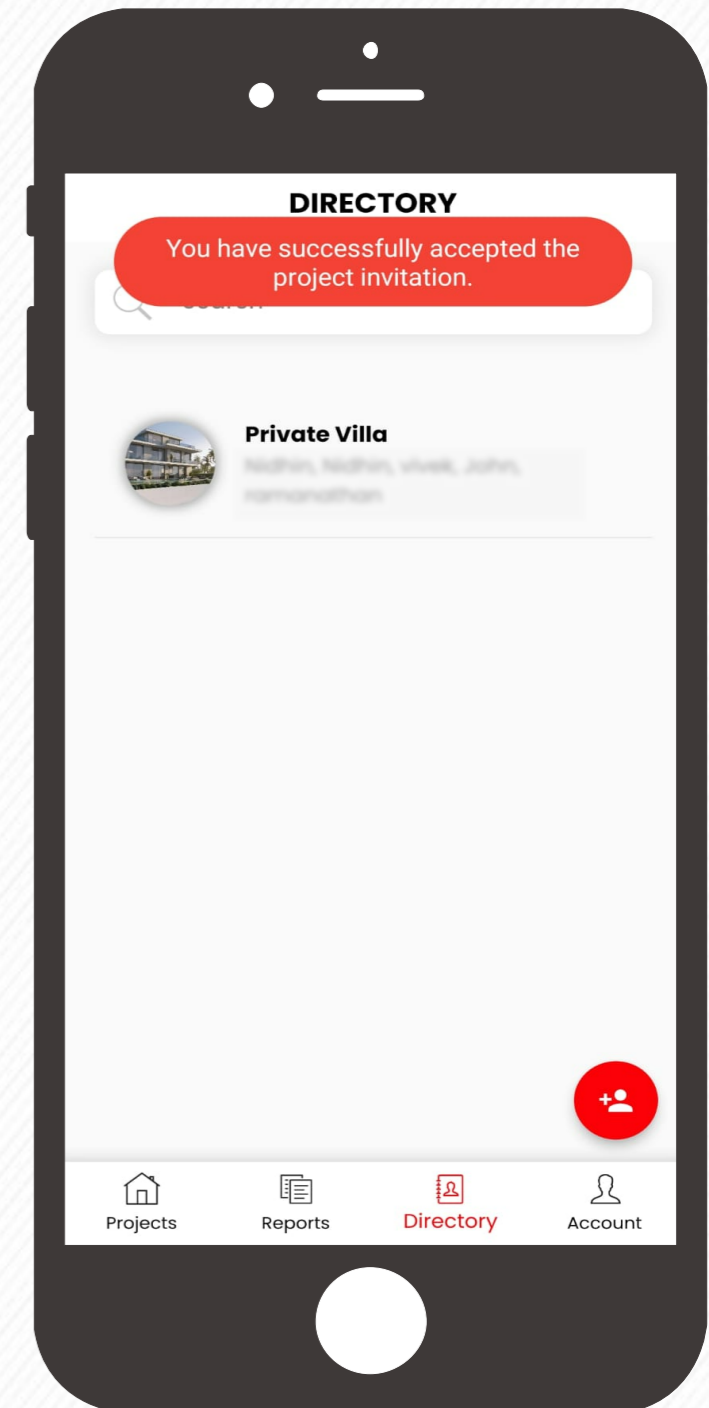
Upon acceptance, you will be automatically added as one of the project **team member**.
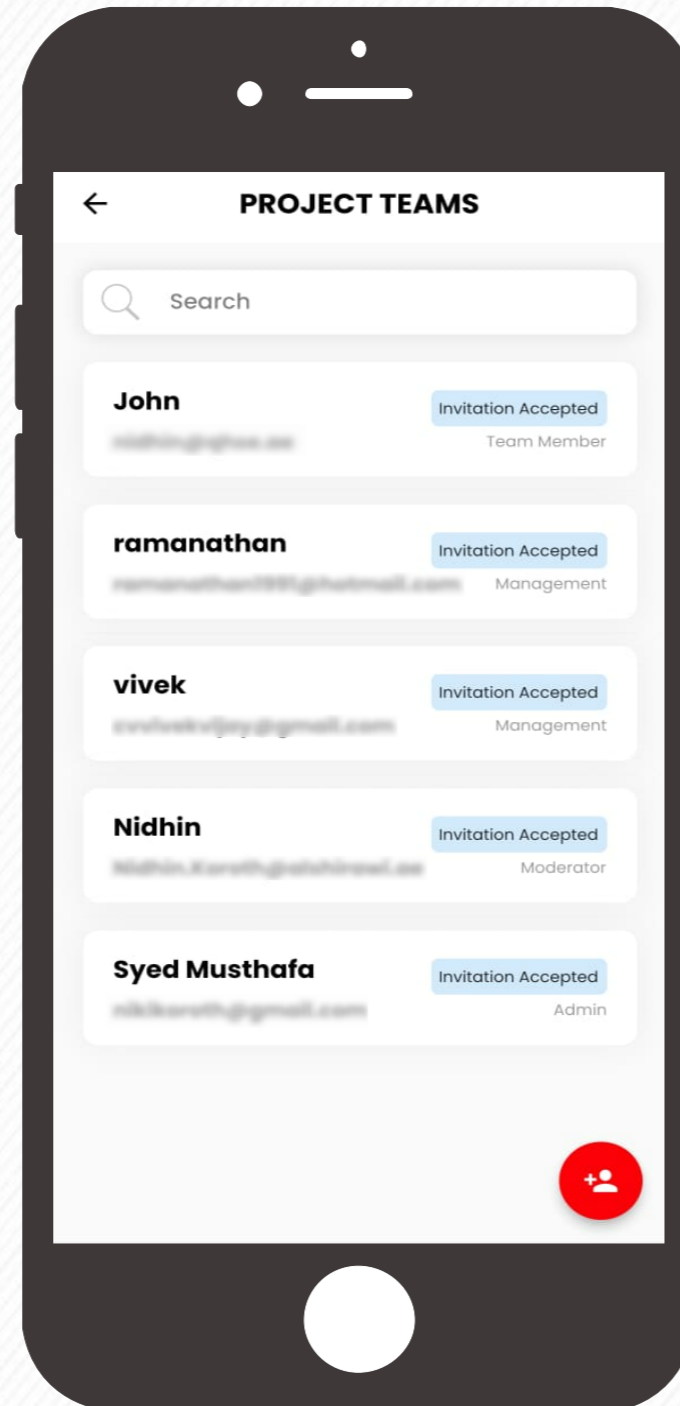
Admin can assign the roles based your profile.

Delete a **Project Team Member**

SNAG SIGHT

Tap on the project in which collaborators / Team members to be deleted.
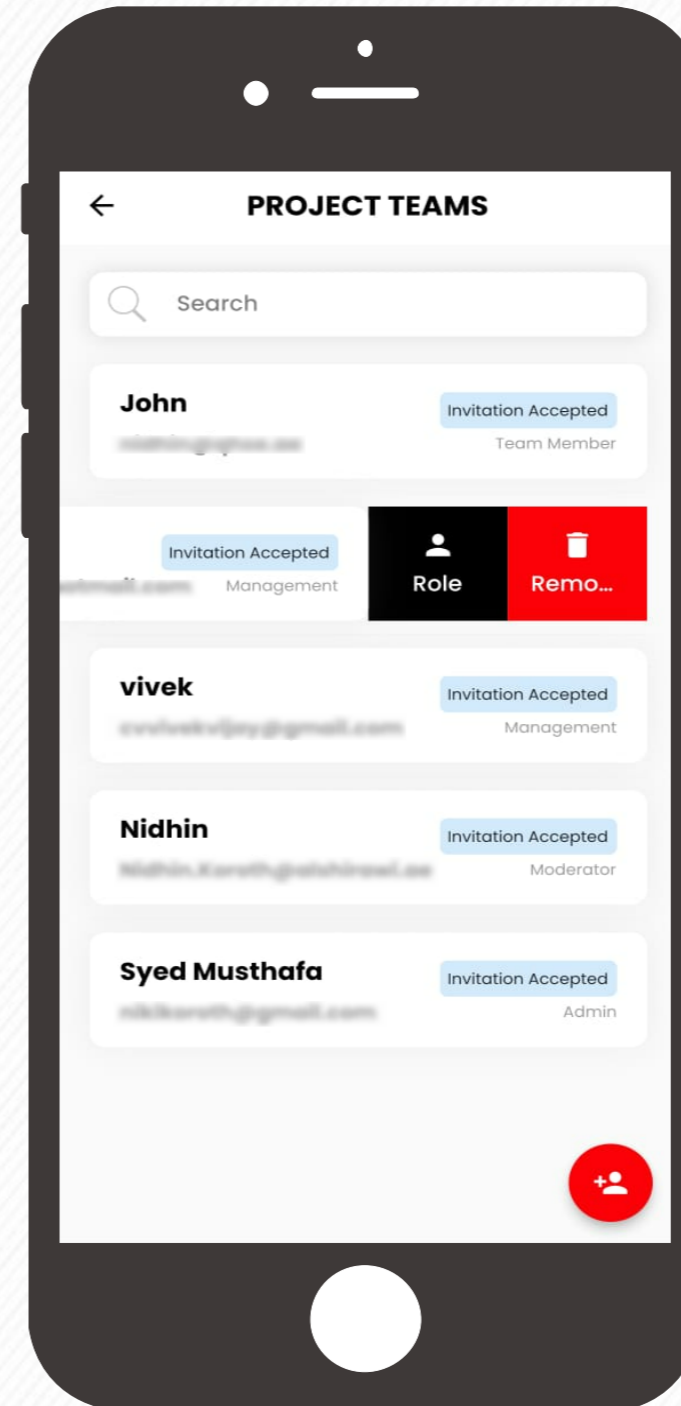
Click on the project information ⓘ button which will take you to the project information page.

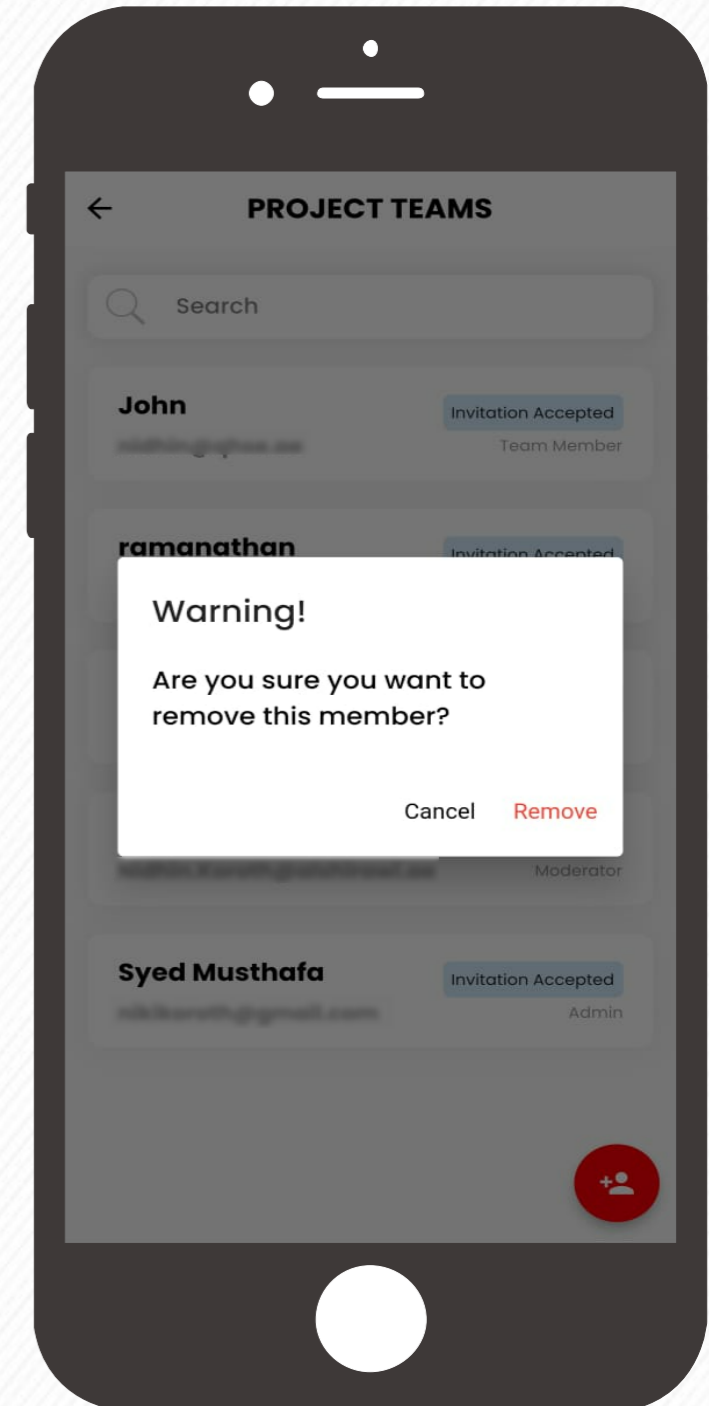Click on the **Project Teams** button.

On the Project Teams window, list of project team members will appear.

Identify the team members to be deleted from the project.

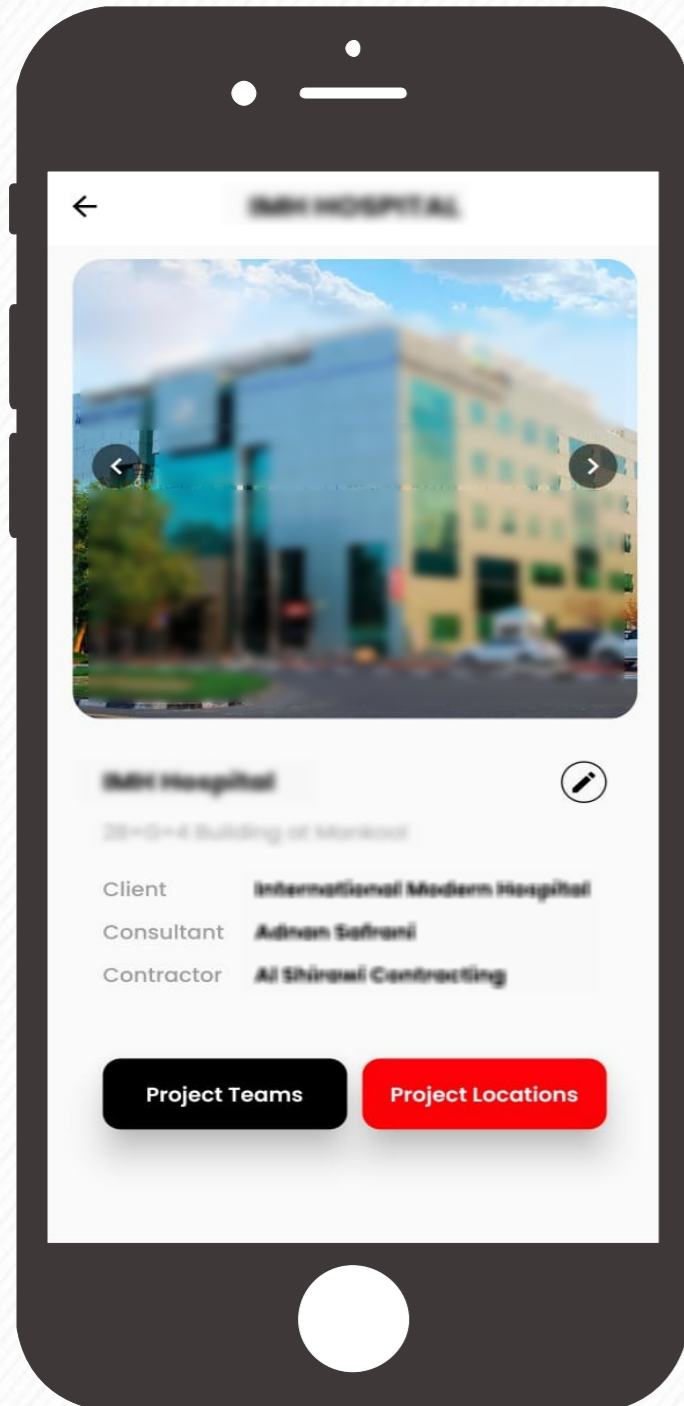Click on the team members and swipe it towards left.

Click on the **Remove** button.

Click on the **Remove** button in the pop up message to re-confirm the action.

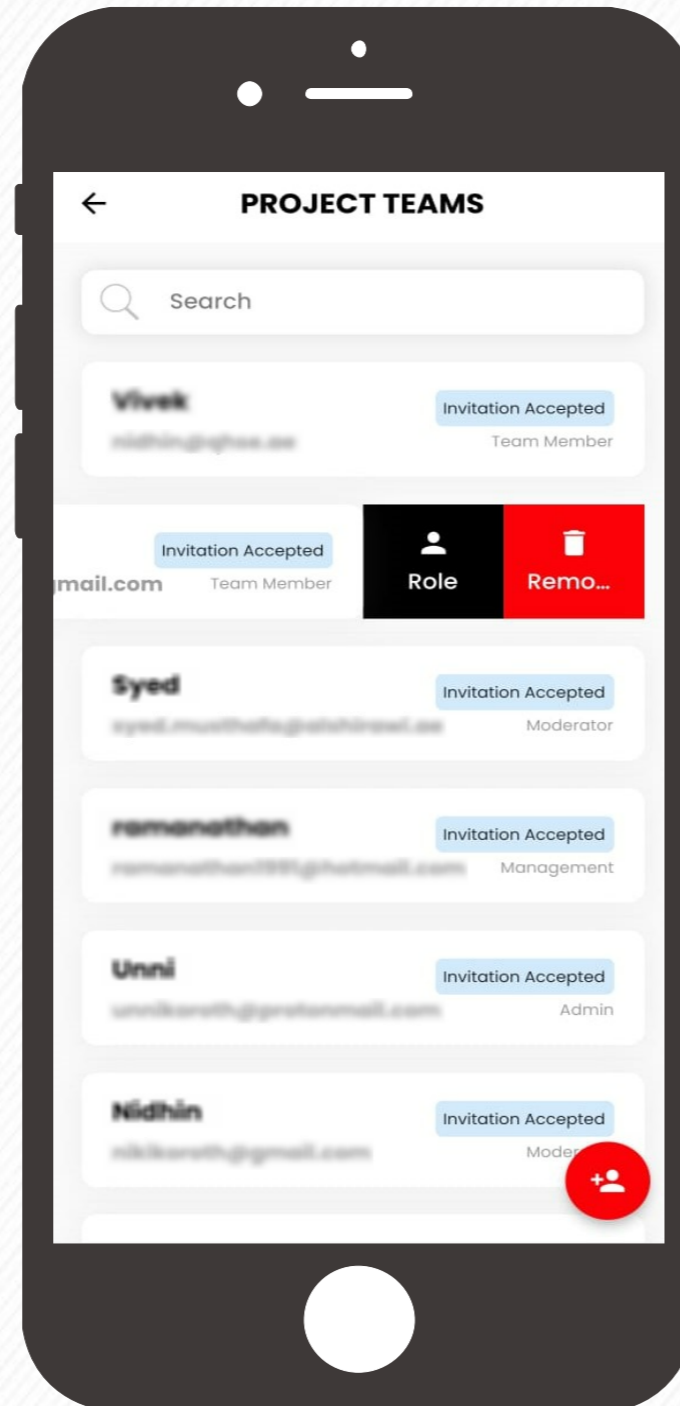The selected member will be deleted from the project.

Define Role of a **Project Team Member**

SNAG SIGHT

Tap on the project in which collaborators / Team member's role to be modified.

Click on the project information ⓘ button which will take you to the project details page.

Click on the **Project Team**s button.

From the list of Project Team Members, select the team member whose role to be modified

Swipe it towards left.

Click on the **Role** Button.
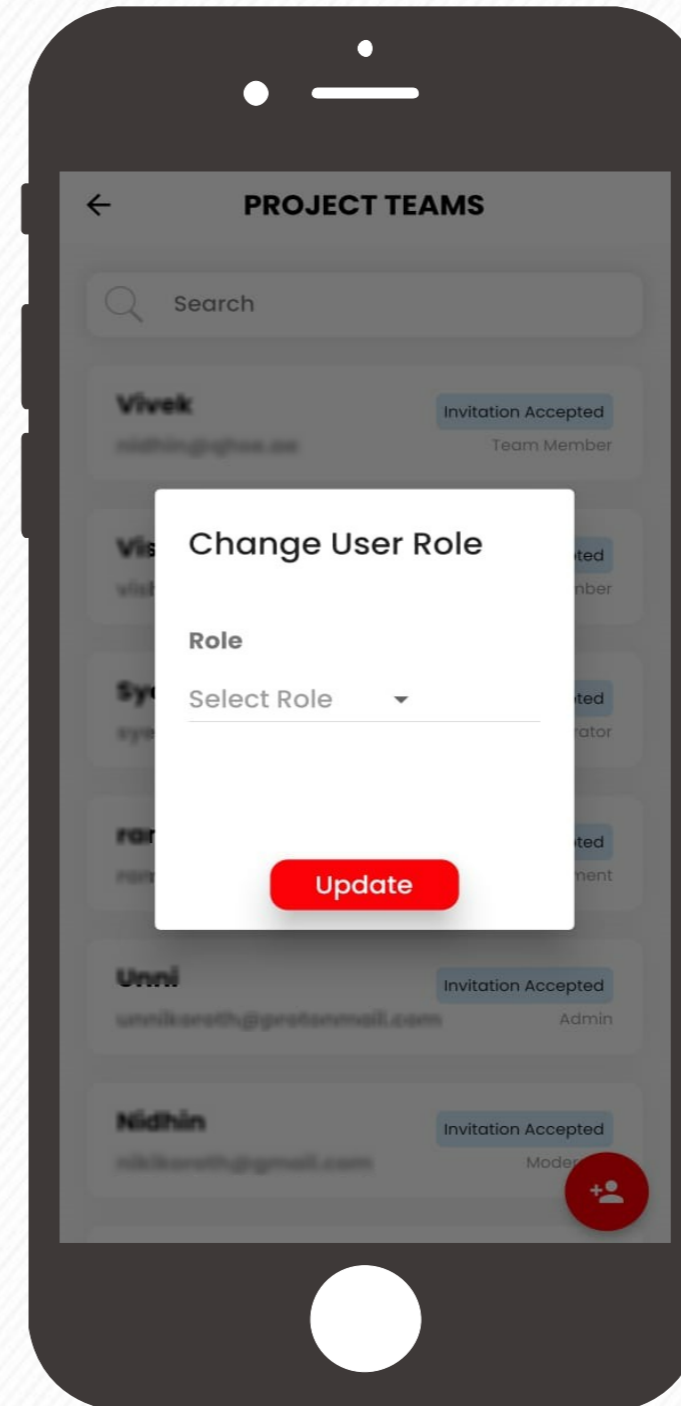
From the Pop-up window, click on the drop down arrow to select the user role options.

(Refer to next page for the role descriptions)

Based on the user profile, select the required role

Upon selection, click on the **Update** button to save the changes.

The user will get the privileges as per the assigned role.

: Admin
Role

User Roles

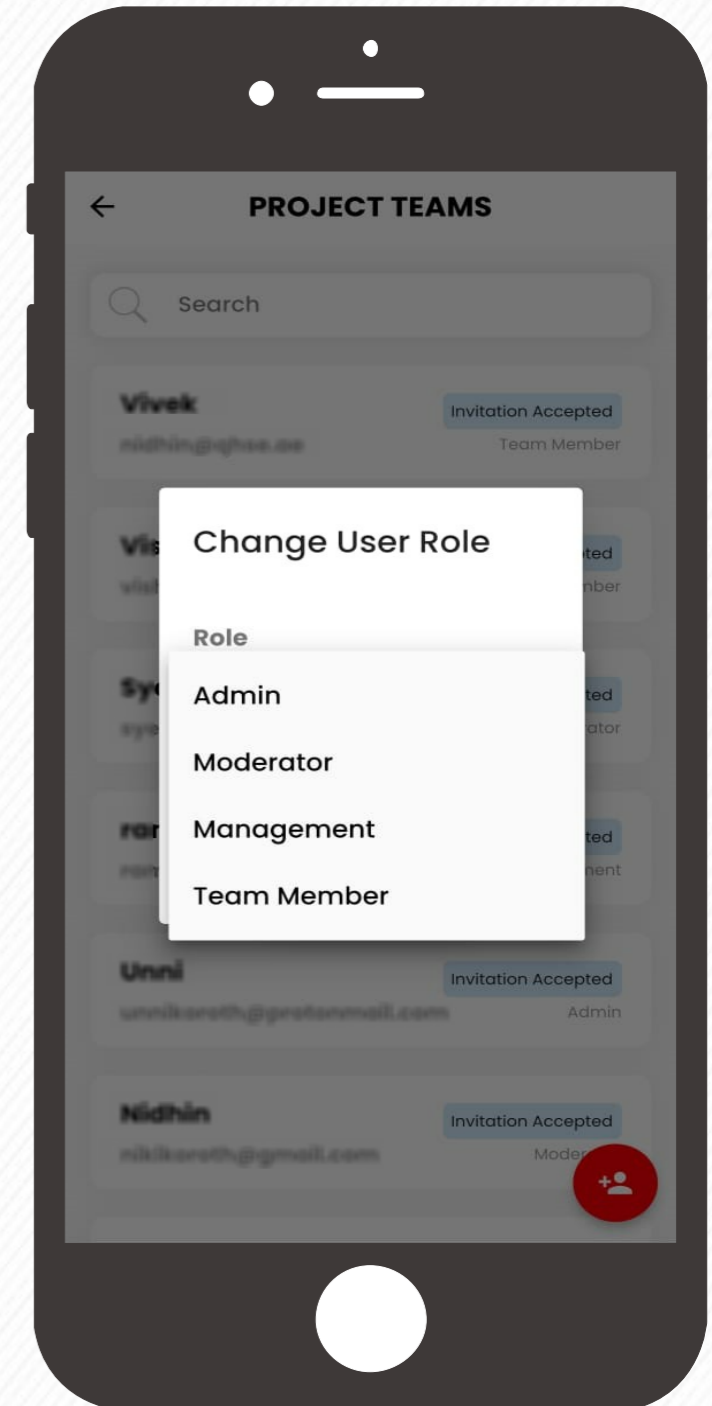**SNAG SIGHT**

	Admin	Moderator	Management (View only access)	Team Member
View Project Details	✅	✅	✅	✅
Edit Project Details	✅	✅	❌	❌
Archive / Delete the project	✅	❌	❌	❌
Add or remove collaborators	✅	✅	❌	❌
Add / Edit Locations	✅	✅	❌	❌
Add / Edit Sub Locations	✅	✅	❌	❌
Add Snags & Delete Snags	✅	✅	❌	❌
Edit Snag Details (Description, Location, Category, Priority, Issued to, Due Date)	✅	✅	❌	❌
View All Snags	✅	✅	✅	❌ * Only the assigned snag can be viewed
Update Snag Status	✅	✅	❌	✅ * Only the assigned snags, status can be updated
Approve or Reject Snag Status Change	✅	✅	❌	❌
Generate Report	✅	✅	✅	✅ * Only for the assigned snags
Settings / More	✅	✅	✅	✅

ADMIN

The person who created the project will have admin power. In general, the project's administrator will have full access.

Ex: Project Manager, Quality Manager, Facility Manager etc.

MODERATOR

Moderators serve as the supporting group. They are able to do everything like admin except archive / delete projects.

Ex: Project Engineer, Quality Engineer, Inspectors, Facility Engineer etc.

MANAGEMENT

For those at the managerial level, this position has been created. They'll only be able to view the project snag status and action taken.
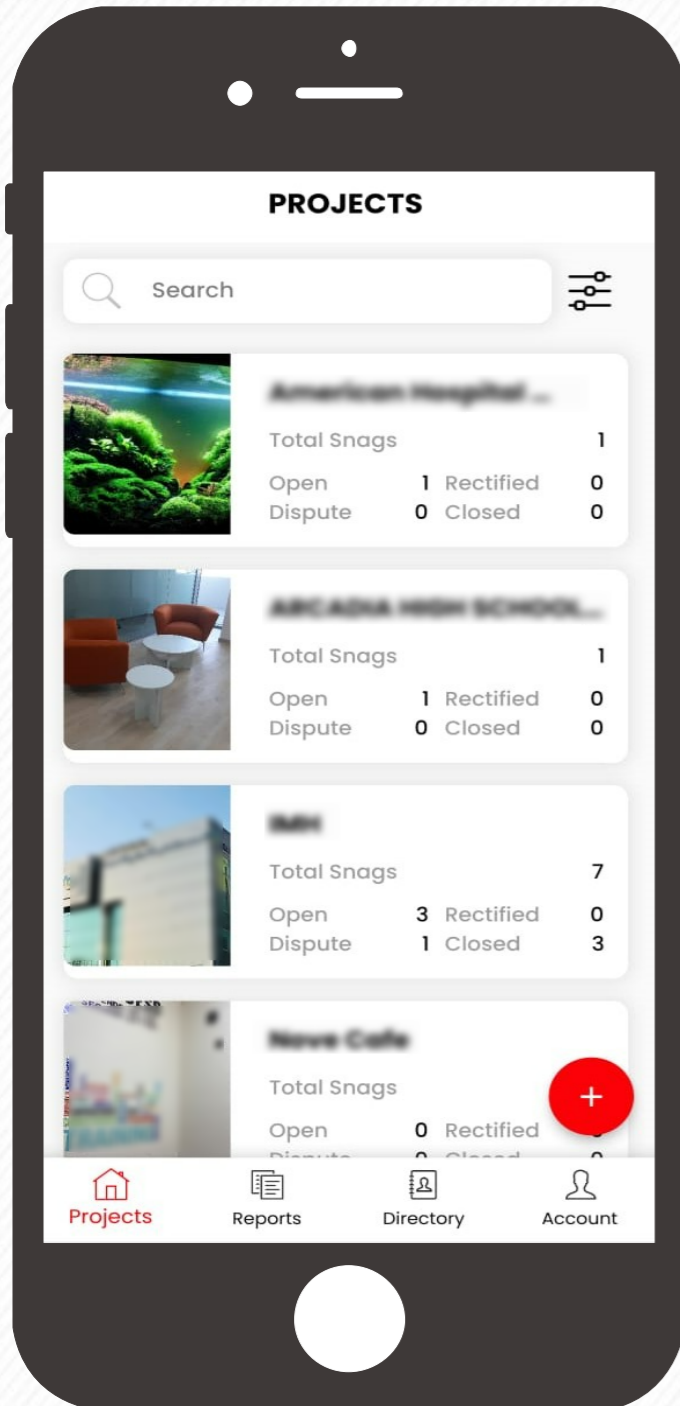
Ex: Client, Project Director, General Manager etc.
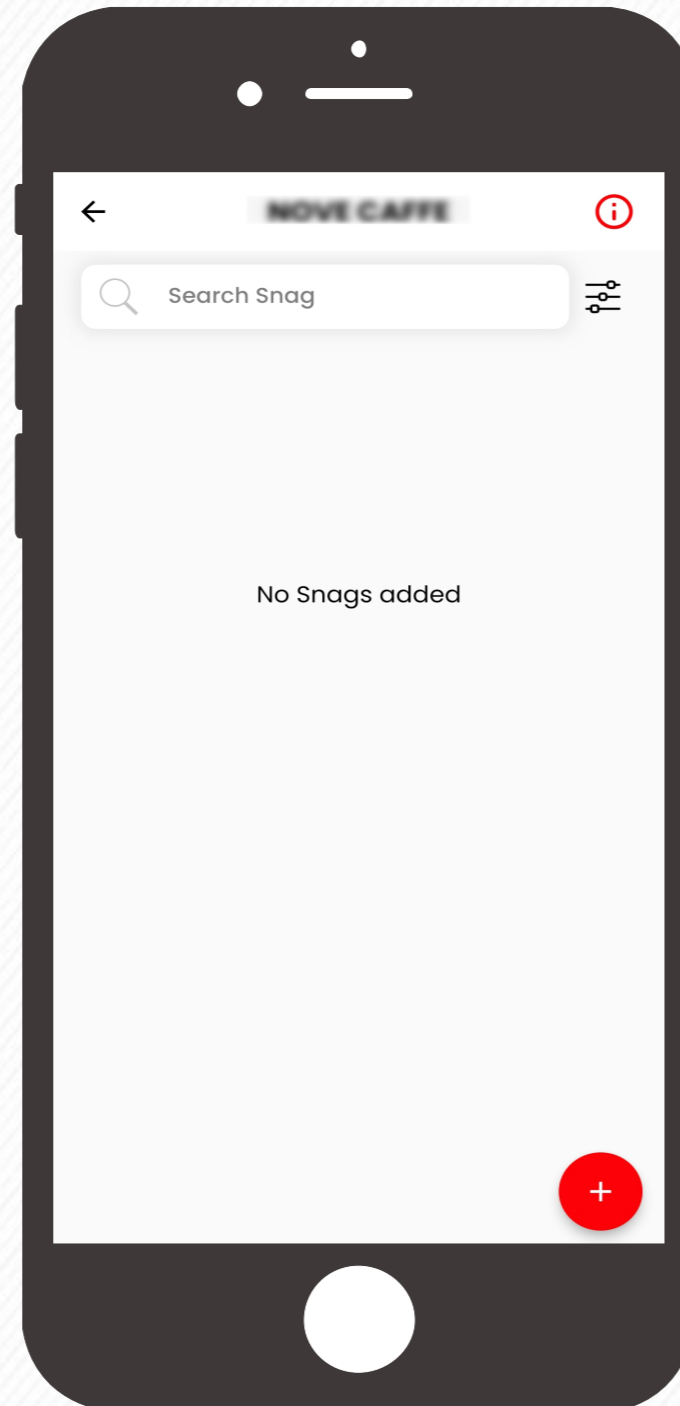
TEAM MEMBER

Team members will have access only to the snags which are assigned to them.

Ex: Sub Contractor etc.

: Admin
Role

Add a Snag

SNAG SIGHT

PROJECTS

Search

American Hospital ...
Total Snags   1
Open   1   Rectified   0
Dispute   0   Closed   0

ARCADIA HIGH SCHOOL...
Total Snags   1
Open   1   Rectified   0
Dispute   0   Closed   0

IMH
Total Snags   7
Open   3   Rectified   0
Dispute   1   Closed   3

Nove Cafe
Total Snags
Open   0   Rectified

Projects   Reports   Directory   Account

NOVE CAFFE

Search Snag

No Snags added

CREATE SNAG

Upload

Title

Description

Location ⌄   Sub Location ⌄

Issued to ⌄   Priority ⌄

Category ⌄   Due date 📅

Create Snag

NOVE CAFFE

New snag has been created.

Search Snag

Paint Damage
Location   Ground Floor
Category   ID & Fit-out
Issued to   John
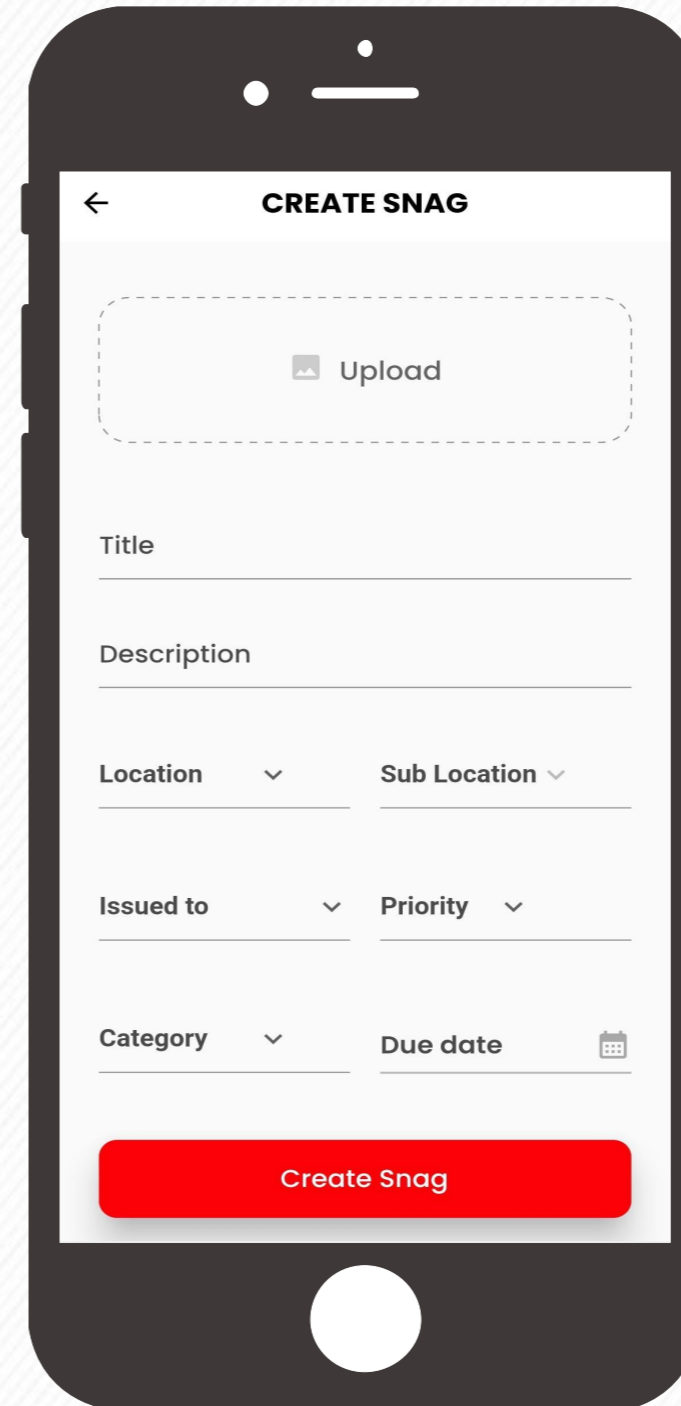Open
Due Date   02-06-2023
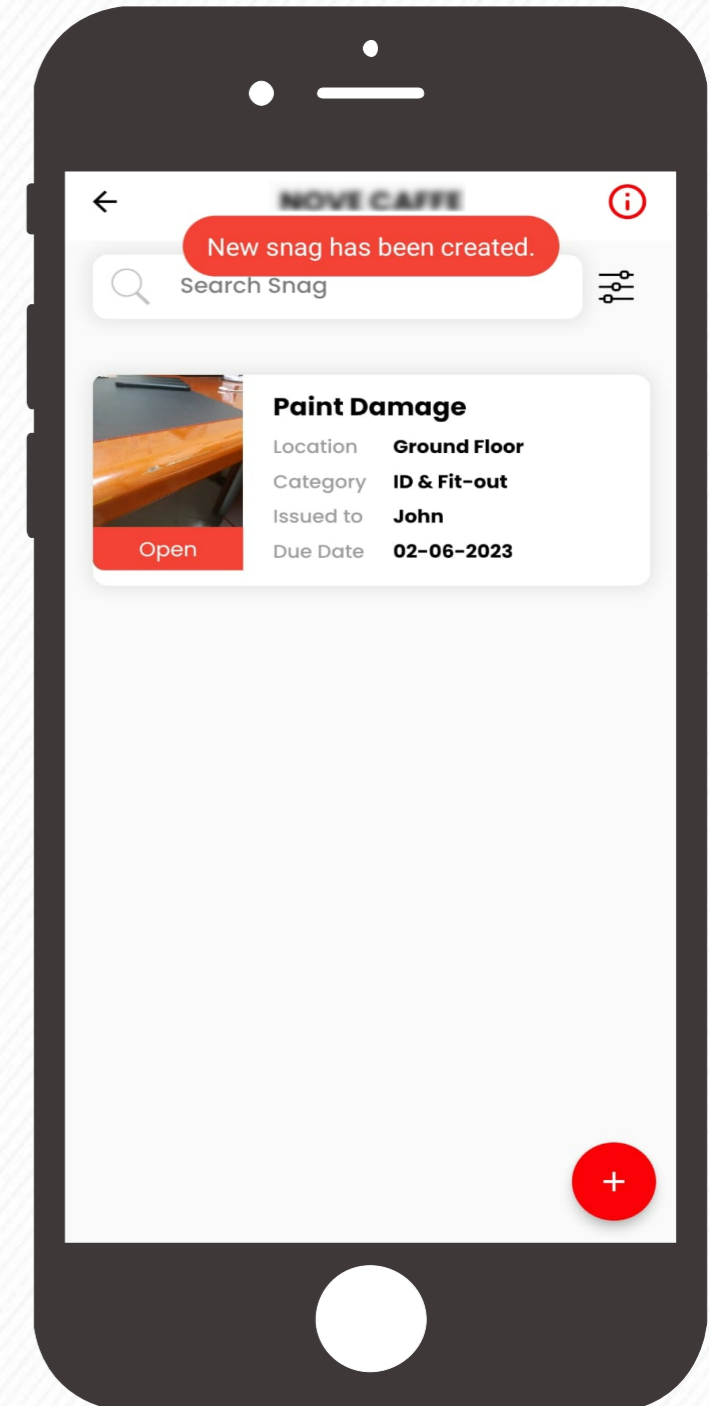
Tap on the project in which new snag to be added.

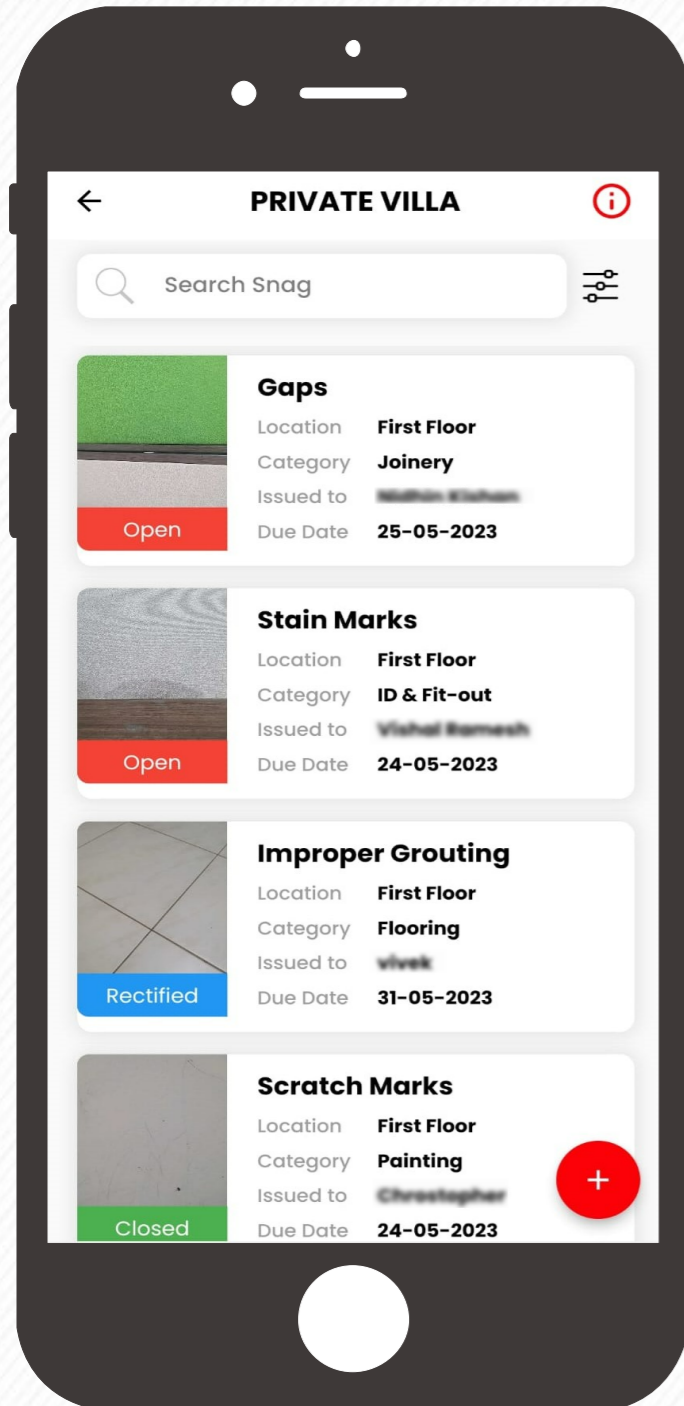Tap the ⊕ button at the bottom right corner.

Tap the Upload button to add snag photo from your library or using your camera.

Fill the other details related to the snag and click on the **Create Snag** Button

New snag has been created.

Repeat the process to add multiple snags.

Delete a Snag
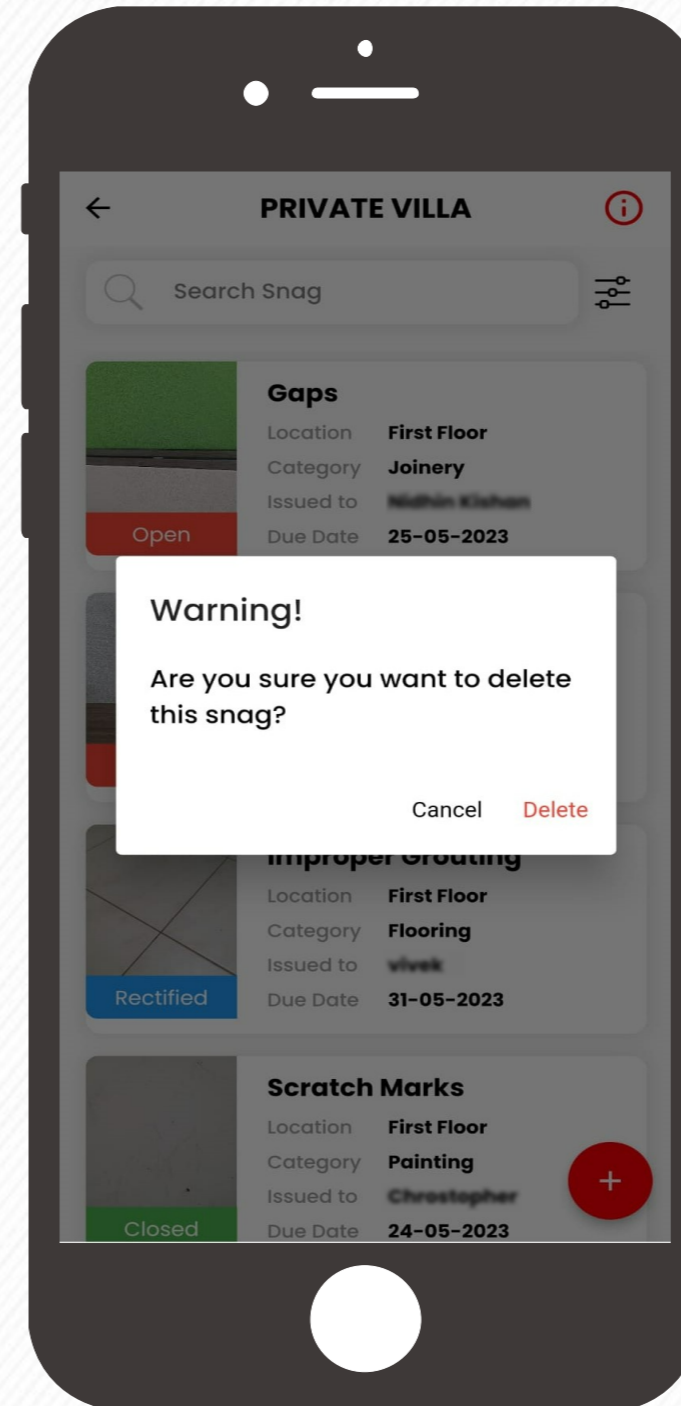

Tap on the project to view the list of snags.
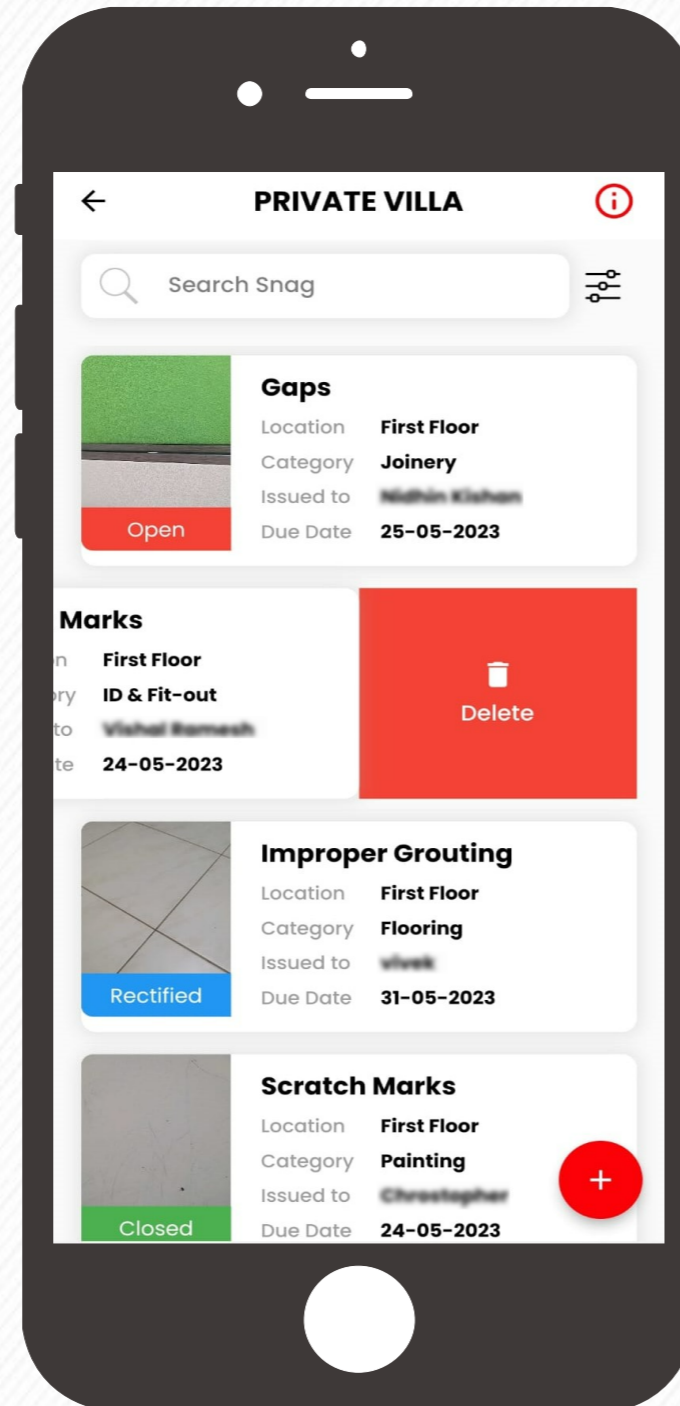
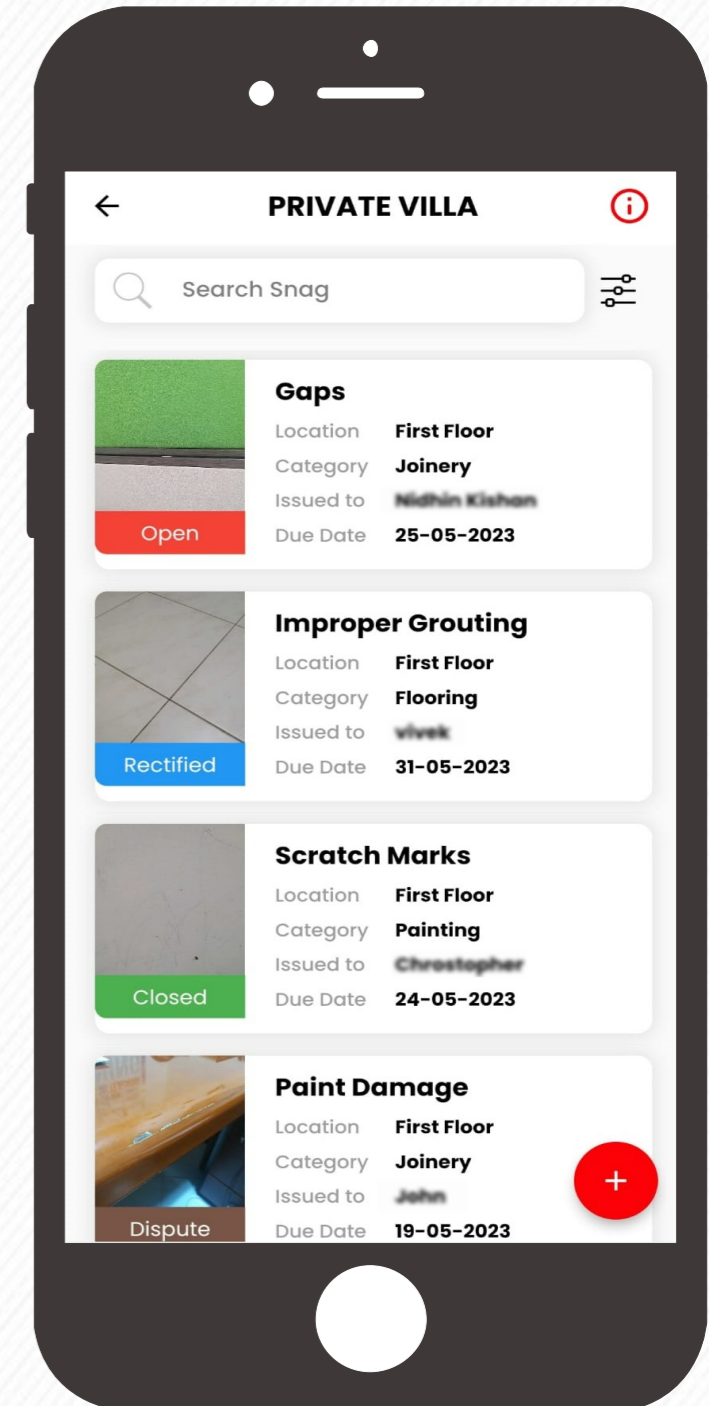Identify the sang which needs to be deleted.

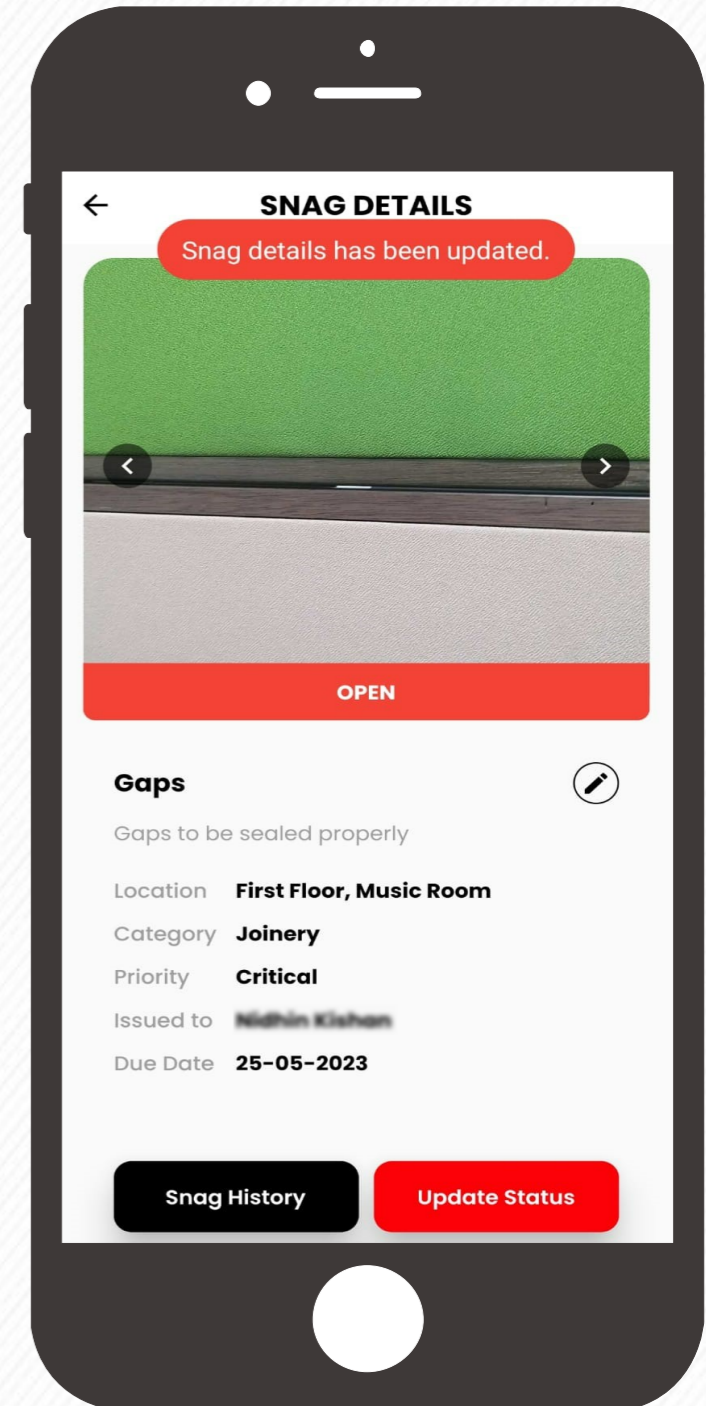Swipe it towards left. Delete option will be visible.
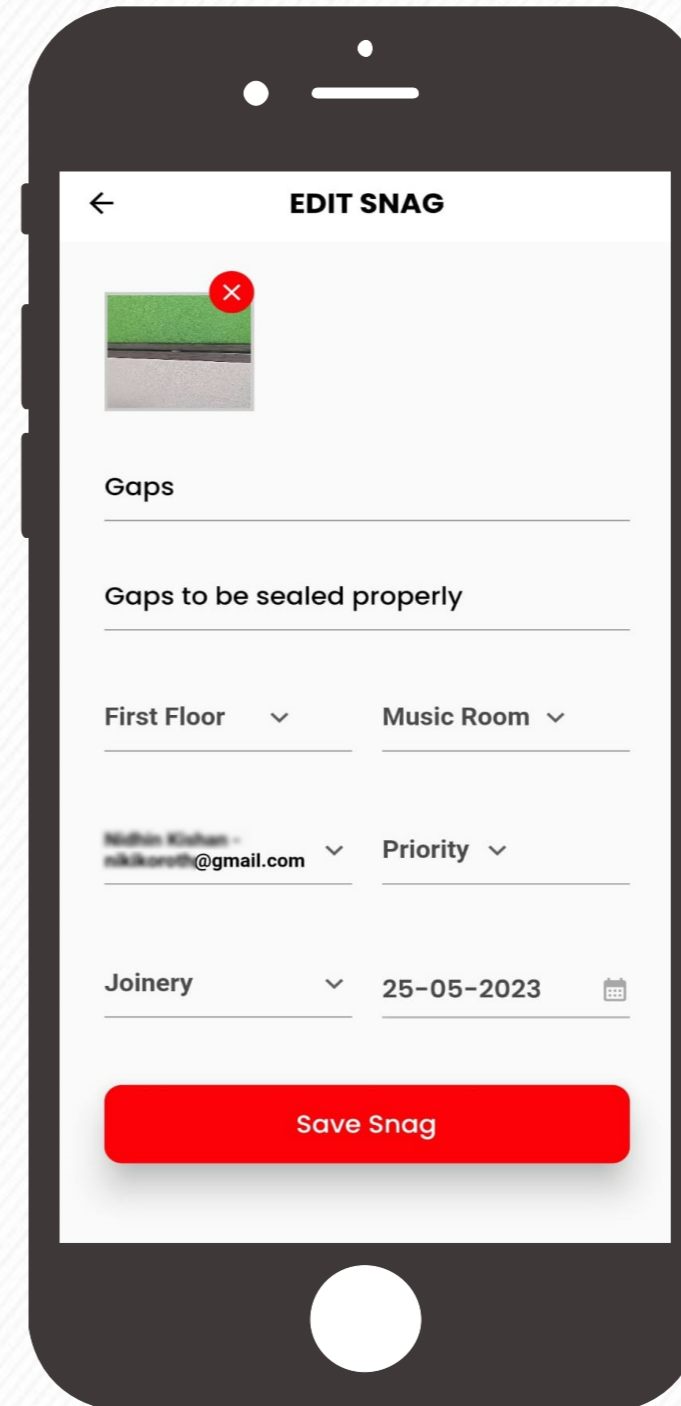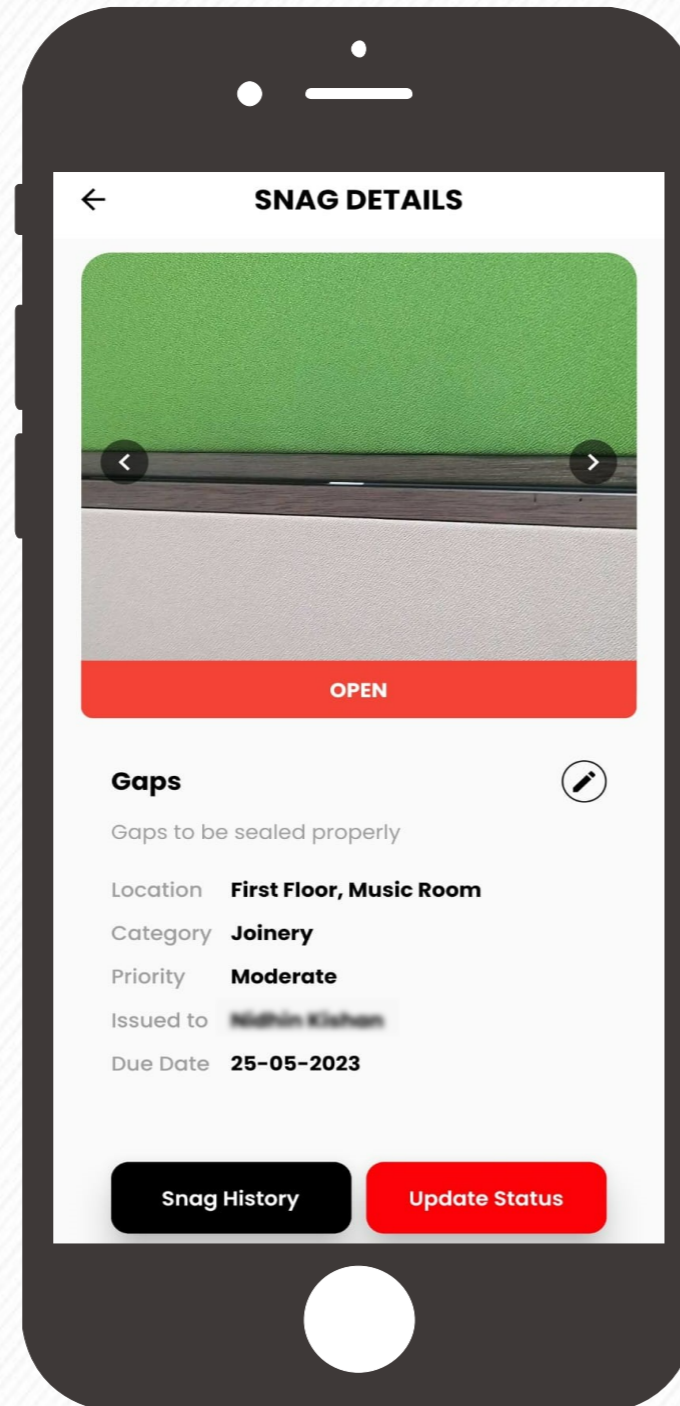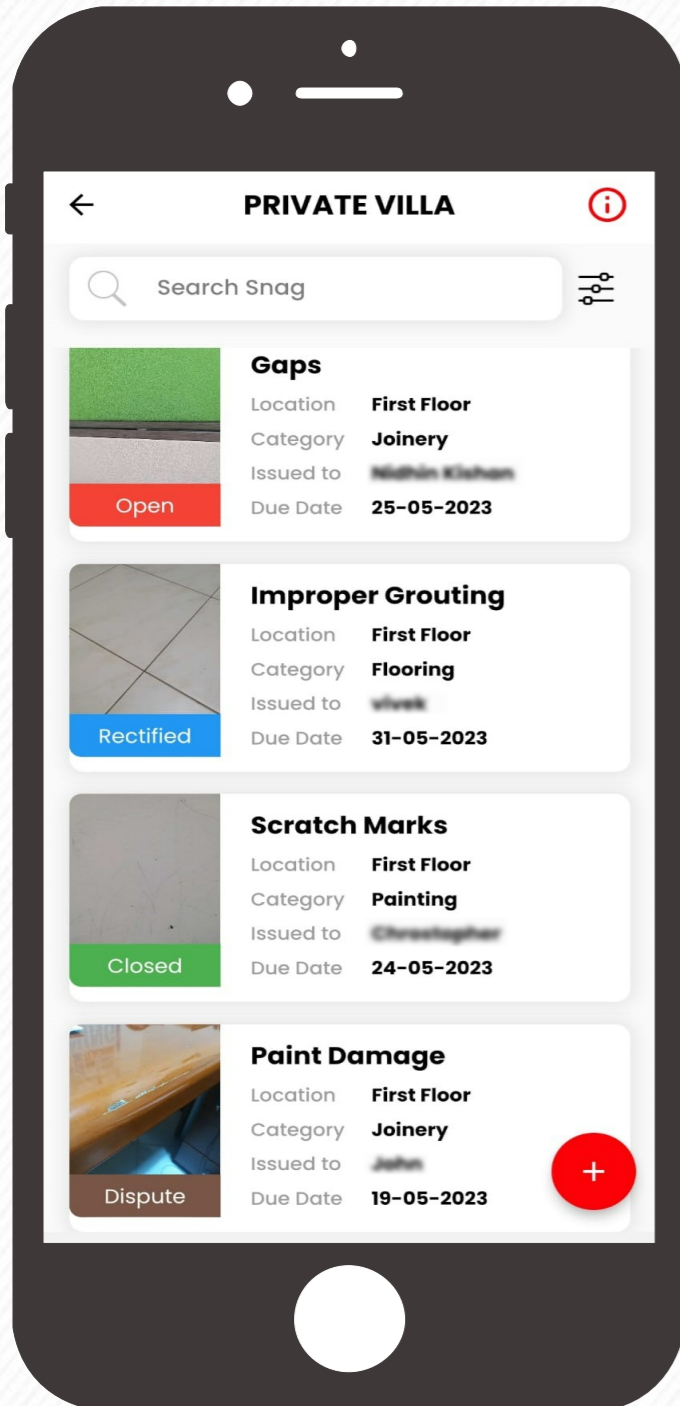
Click on the **Delete** Button

Pop up message will appear to reconfirm the action

Click on the **Delete** button

The selected snag will get deleted from the snag list and active snag list will appear.

Repeat the steps to delete more snags.

Edit Snag Details

Screen 1 — PRIVATE VILLA

PRIVATE VILLA

Search Snag

Gaps
Location **First Floor**
Category **Joinery**
Issued to Nidhin Kishan
Due Date **25-05-2023**
Open

Improper Grouting
Location **First Floor**
Category **Flooring**
Issued to vivek
Due Date **31-05-2023**
Rectified

Scratch Marks
Location **First Floor**
Category **Painting**
Issued to Christopher
Due Date **24-05-2023**
Closed

Paint Damage
Location **First Floor**
Category **Joinery**
Issued to John
Due Date **19-05-2023**
Dispute

Screen 2 — SNAG DETAILS

SNAG DETAILS

OPEN

Gaps
Gaps to be sealed properly

Location **First Floor, Music Room**
Category **Joinery**
Priority **Moderate**
Issued to Nidhin Kishan
Due Date **25-05-2023**

Snag History   Update Status

Screen 3 — EDIT SNAG

EDIT SNAG

Gaps

Gaps to be sealed properly

First Floor ⌄   Music Room ⌄

Nidhin Kishan - nikikorot@gmail.com   Priority ⌄

Joinery ⌄   25-05-2023

Save Snag

Screen 4 — SNAG DETAILS

SNAG DETAILS

Snag details has been updated.

OPEN

Gaps
Gaps to be sealed properly

Location **First Floor, Music Room**
Category **Joinery**
Priority **Critical**
Issued to Nidhin Kishan
Due Date **25-05-2023**

Snag History   Update Status

Tap on the project to view the list of snags.

Tap on the snag which needs to be edited / modified.

Click on the **edit** ✎ button next to the snag title.

Make the required changes in the respective fields.

After making the required changes, click the **Save Snag** button.

The selected snag details will get updated based on the changes made.

SNAG SIGHT

Tap on the project to view the list of snags.

Tap on the Snag whose status needs to be modified based on the action taken.
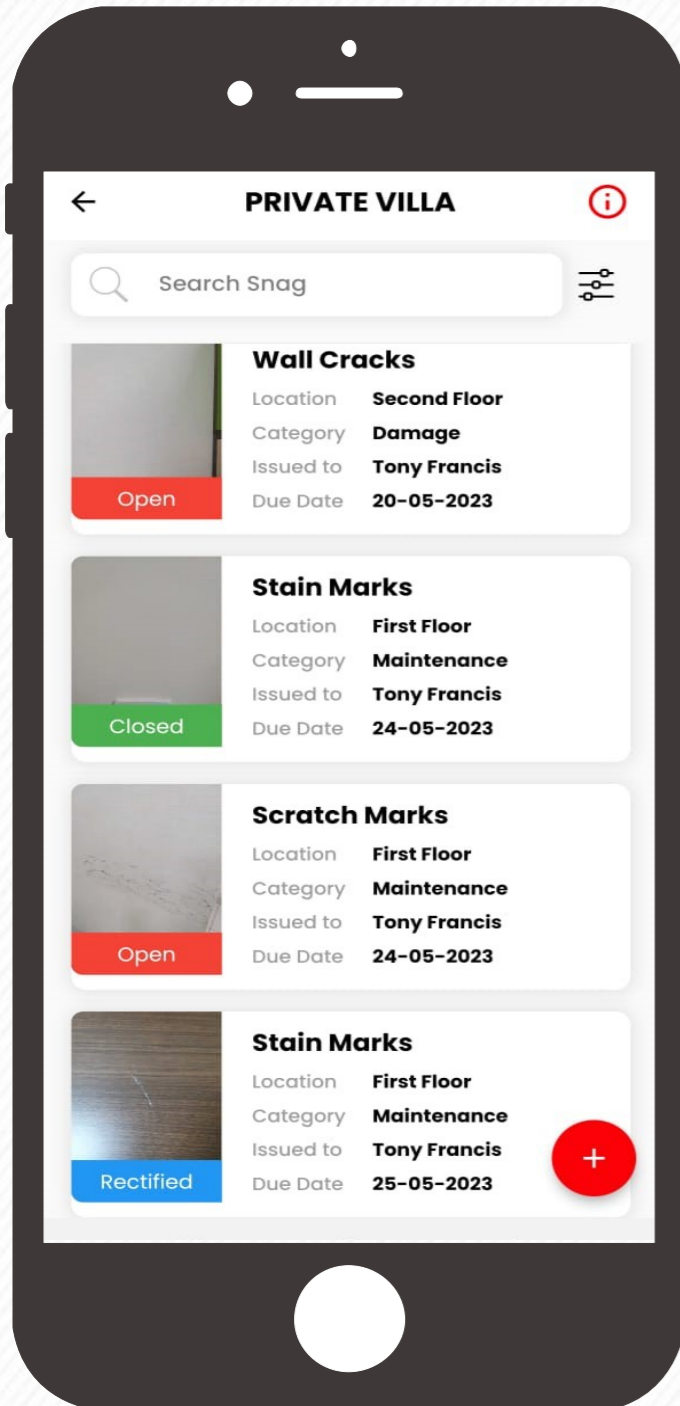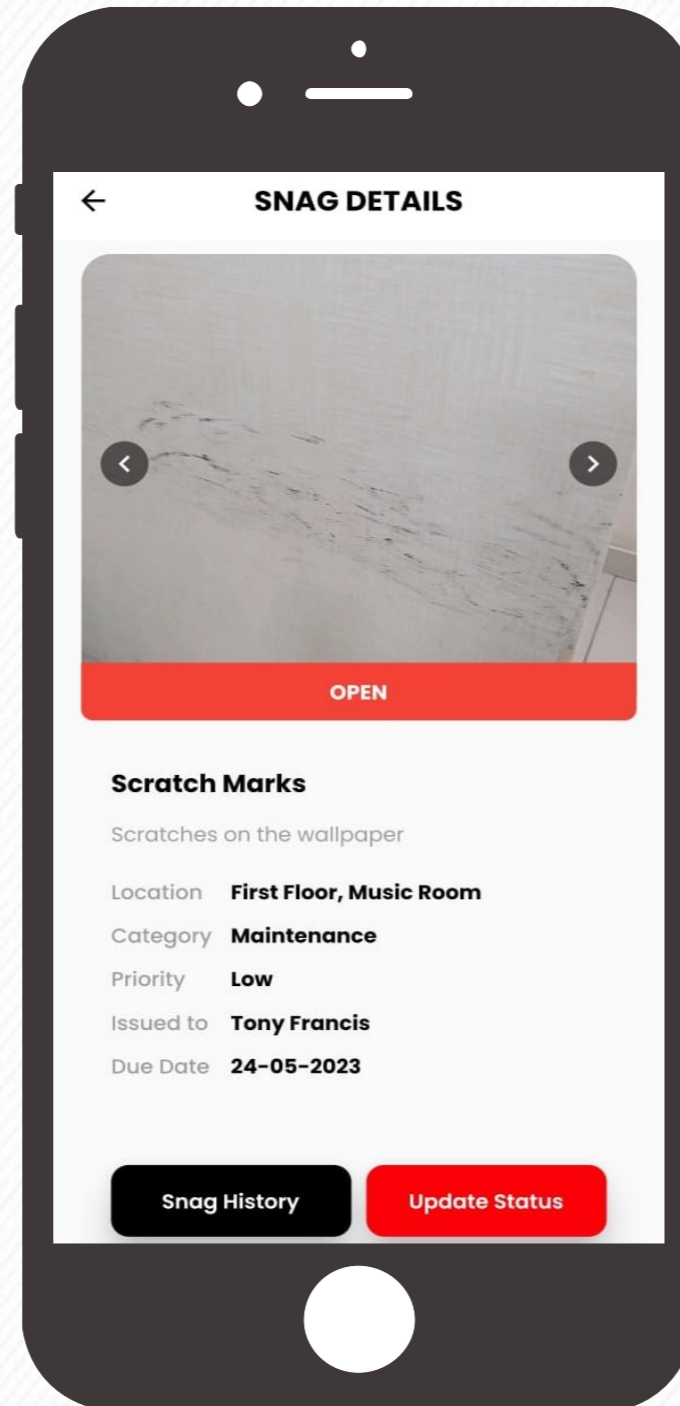
Click on the **Update Status** button at the bottom right corner.
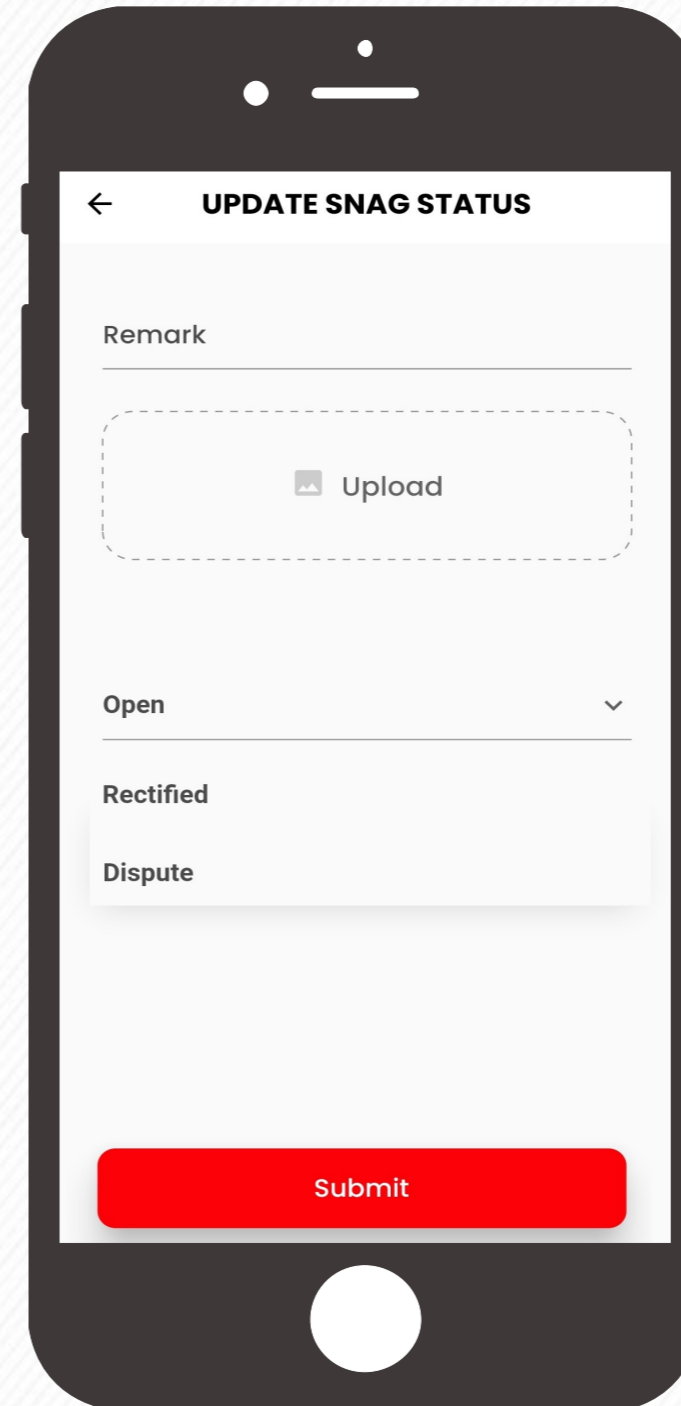
Enter the Action taken details in the **Remarks** section and attach the supporting rectification photographs.

From the drop down menu select the status as **Rectified**. If the assigned snag is not related to your scope of work, select **Dispute** status from the drop down menu.
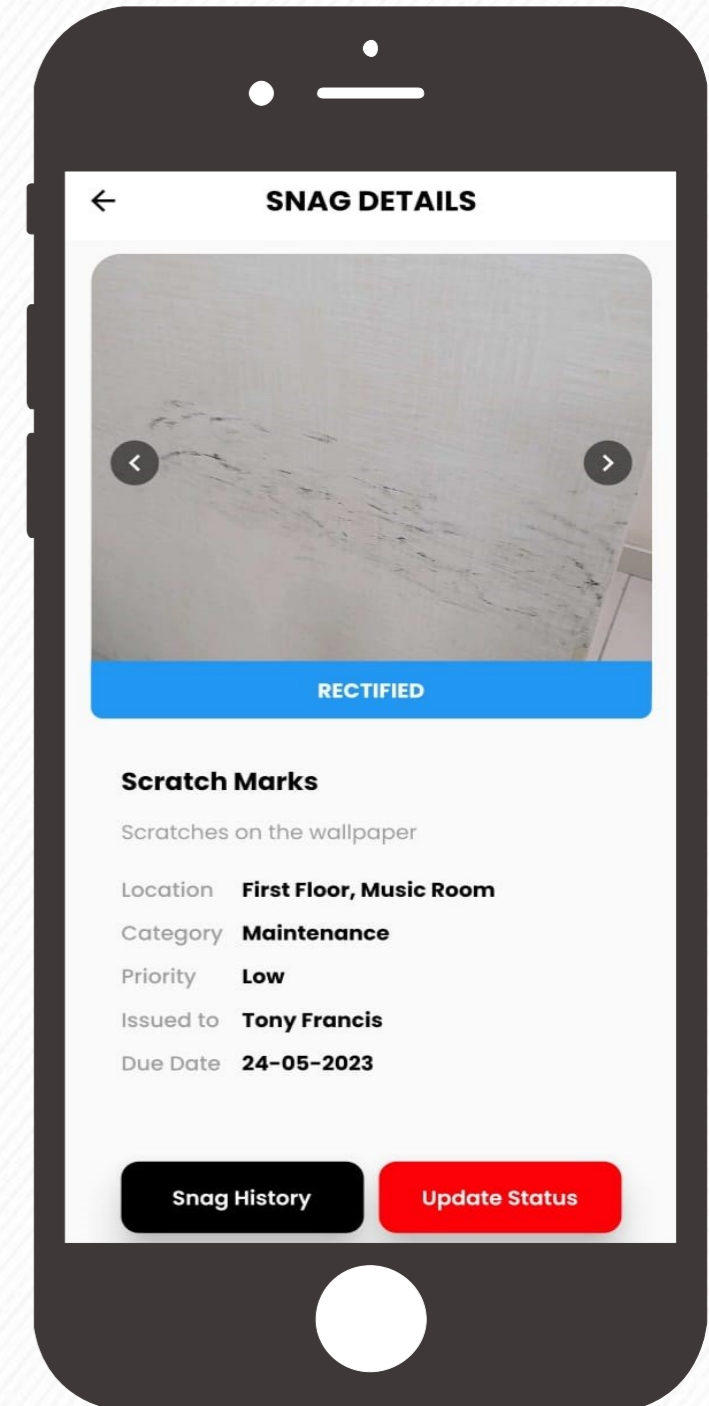
The Snag status will get updated as either **Rectified** or **Dispute** based on the selection made.

SNAG SIGHT

PRIVATE VILLA

Search Snag

Wall Cracks
Location	Second Floor
Category	Structural
Issued to	Jaspreet Singh
Due Date	01-07-2023

Open

Paint Peel off
Location	First Floor
Category	ID & Fit-out
Issued to	Tony Francis
Due Date	24-05-2023

Dispute

Stain Marks
Location	First Floor
Category	ID & Fit-out
Issued to	Tony Francis
Due Date	26-06-2023

Rectified

Scratch Marks
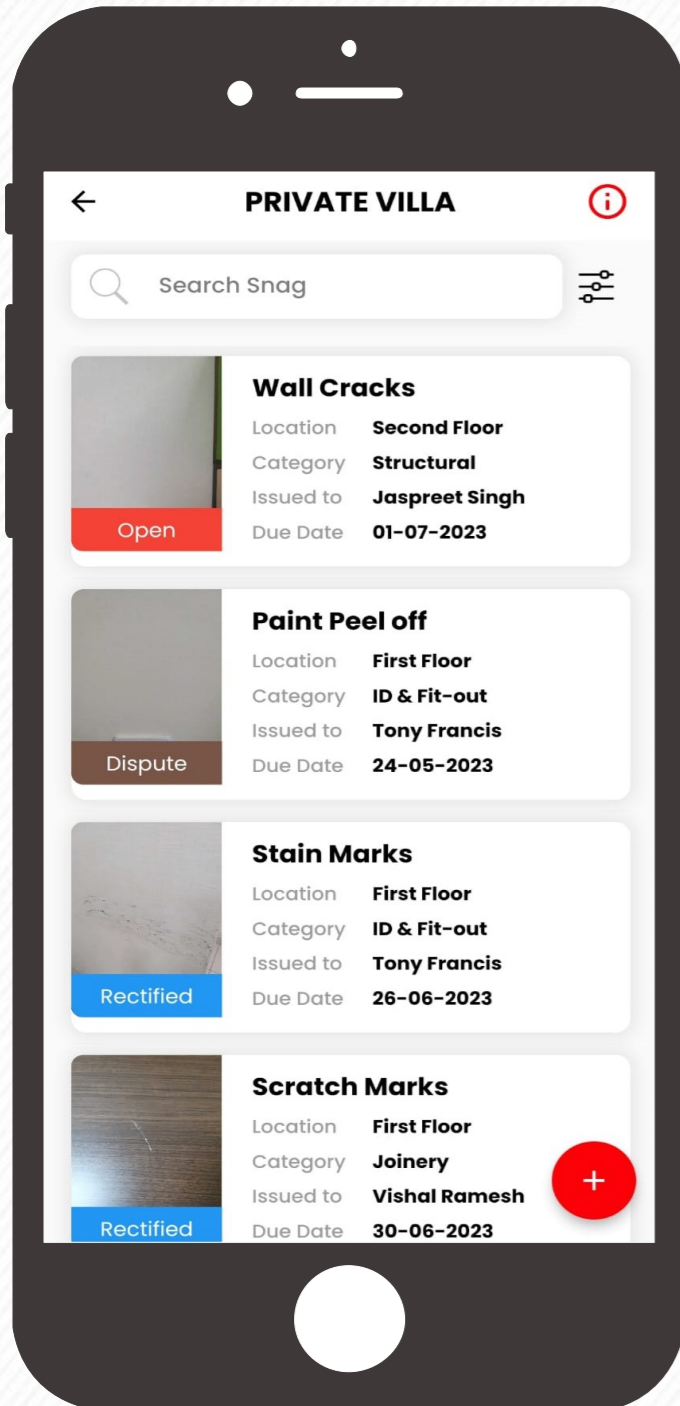|	
Location	First Floor
Category	Joinery
Issued to	Vishal Ramesh
Due Date	30-06-2023

Rectified

SNAG DETAILS

RECTIFIED

Paint Damage

Table edge painting has been damaged

Location	First Floor, Music Room
Category	Joinery
Priority	High
Issued to	Jaspreet Singh
Due Date	23-06-2023

Snag History | Update Status

SNAG HISTORY

Open — **Tony Francis**
21-06-2023 17:38
Table edge painting has been damaged

Rectified — **Jaspreet Singh**
21-06-2023 17:44
Paint touch has been done

SNAG DETAILS

RECTIFIED

Paint Damage

Table edge painting has been damaged

|	
Location	First Floor, Music Room
Category	Joinery
Priority	High
Issued to	Jaspreet Singh
Due Date	23-06-2023

Snag History | Update Status

From the list of snags, filter the snags whose status has been updated as either **Rectified** or **Dispute** by the assignee

Tap on the snag whose status update needs to be verified for its closure.
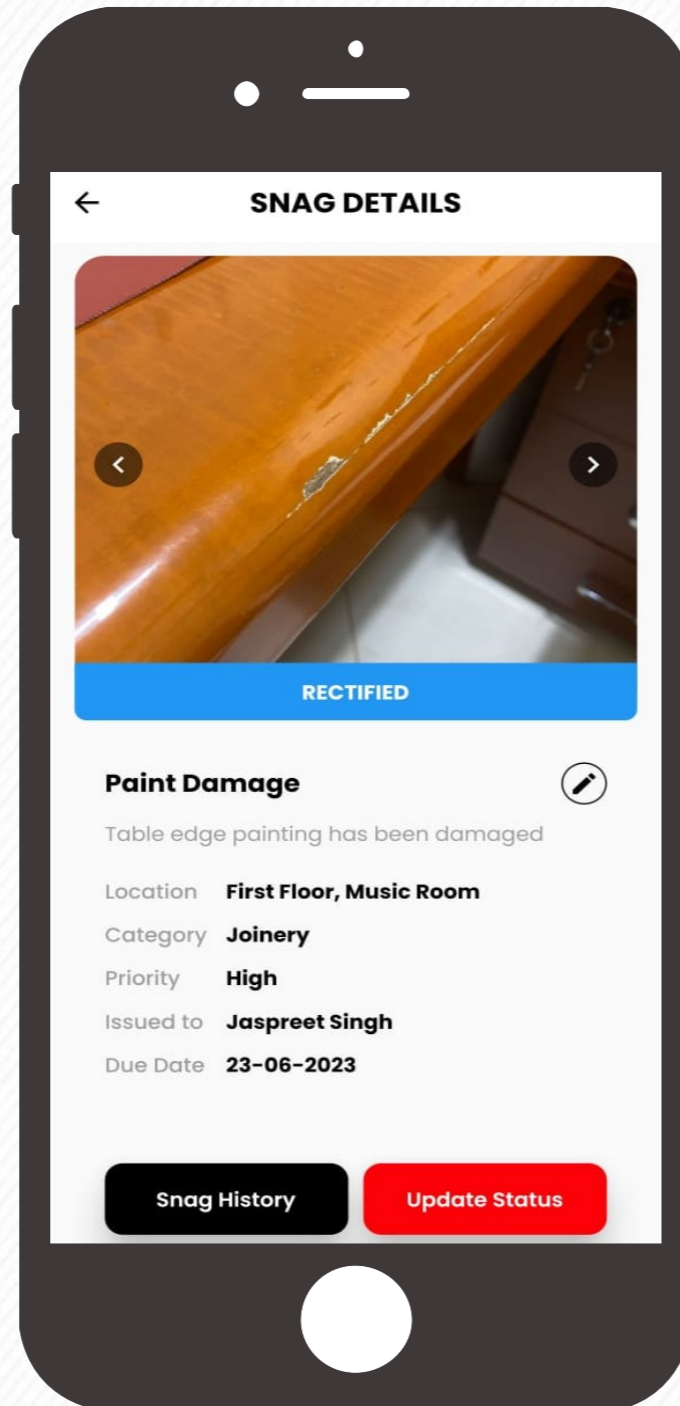
Click on the **Snag History** button to view the action taken details (shared by the assignee during the status change from **Open** to **Rectified** or **Dispute**)
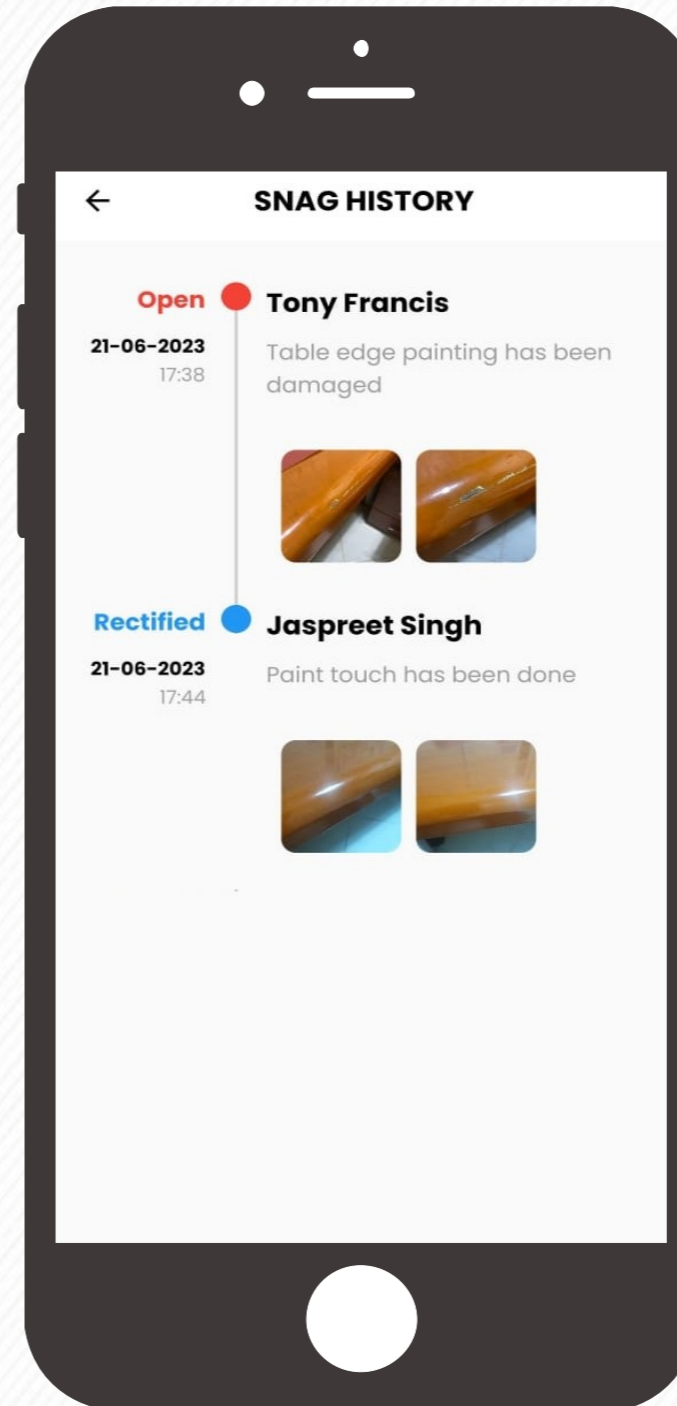
Action taken details and the associated supporting photographs shared by the assignee are saved under the **Snag History**.

Tap on the thumbnail to enlarge the photograph.
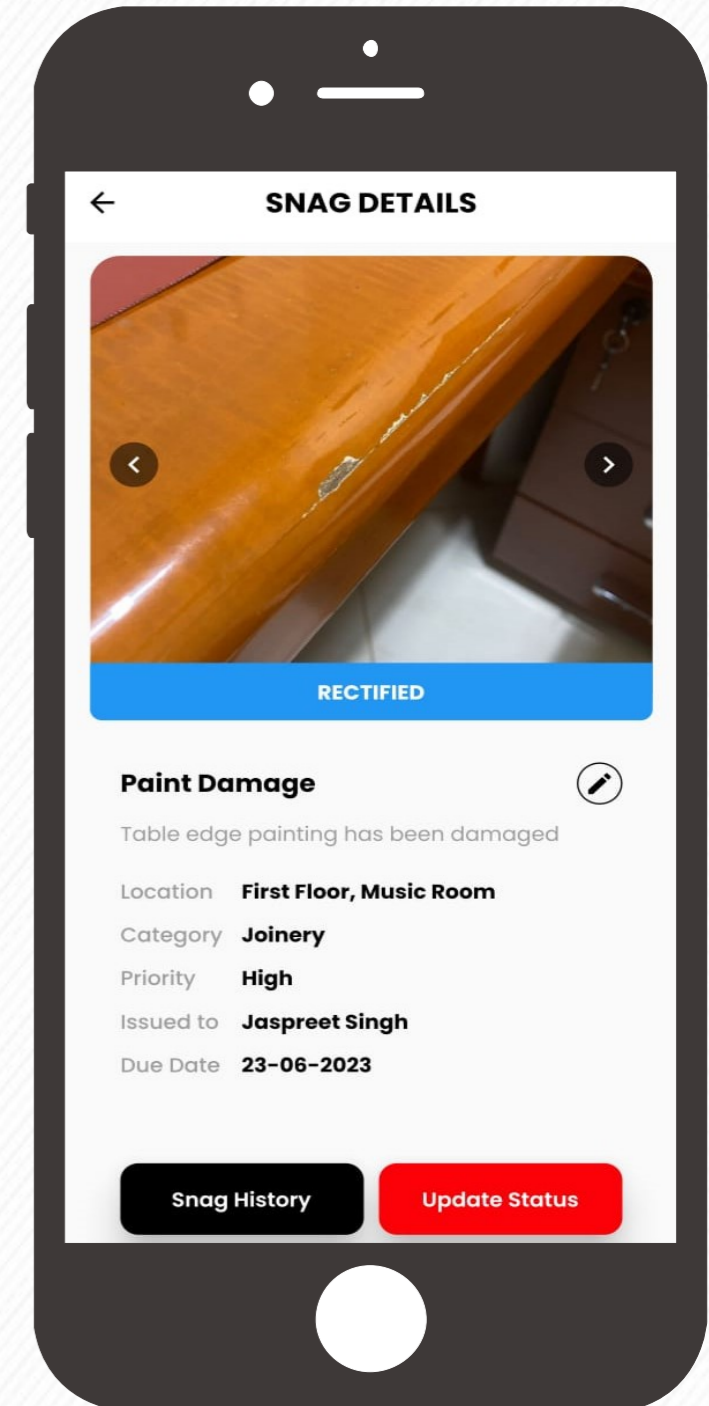
Physically verify the action taken details by visiting the exact snag location.

Then click on the **Update Status** button to record the admin / moderator response.

SNAG SIGHT

UPDATE SNAG STATUS

Remark

Upload

Open

Rectified
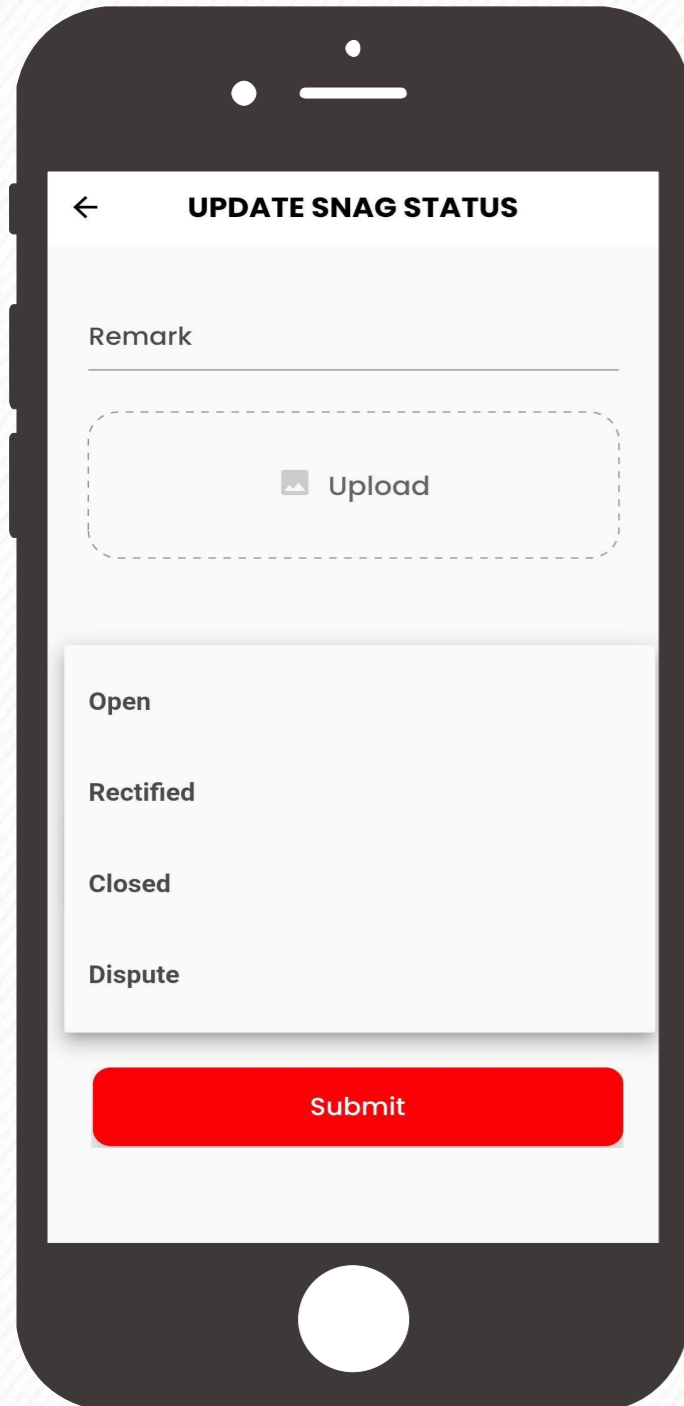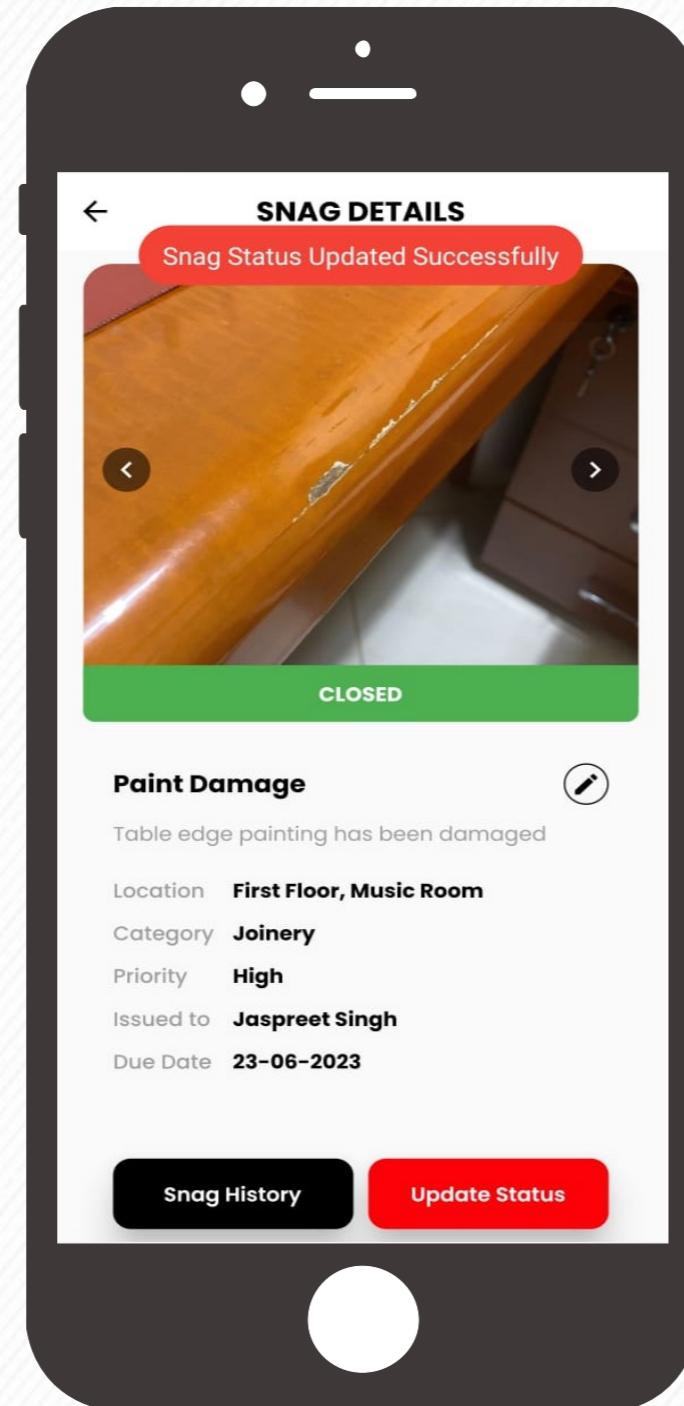
Closed

Dispute

Submit

SNAG DETAILS

Snag Status Updated Successfully

CLOSED

Paint Damage

Table edge painting has been damaged

Location	First Floor, Music Room
Category	Joinery
Priority	High
Issued to	Jaspreet Singh
Due Date	23-06-2023

Snag History | Update Status

SNAG DETAILS

Snag Status Updated Successfully

OPEN

Paint Damage

Table edge painting has been damaged

Location	First Floor, Music Room
Category	Joinery
Priority	High
Issued to	Jaspreet Singh
Due Date	23-06-2023

Snag History | Update Status

SNAG DETAILS

Snag Status Updated Successfully

DISPUTE

Paint Damage

Table edge painting has been damaged

| Location | First Floor, Music Room |
Category	Joinery
Priority	High
Issued to	Jaspreet Singh
Due Date	23-06-2023

Snag History | Update Status

Upon verification, the admin / Moderators can upload the photos either using camera or from the library.

Admin / Moderators can change the snag status to **Closed**, **Dispute** or **Open**

If the rectification / action taken found satisfactory, select the **Closed** status and click on the **Submit** Button.

The snag will be considered as **Closed**.
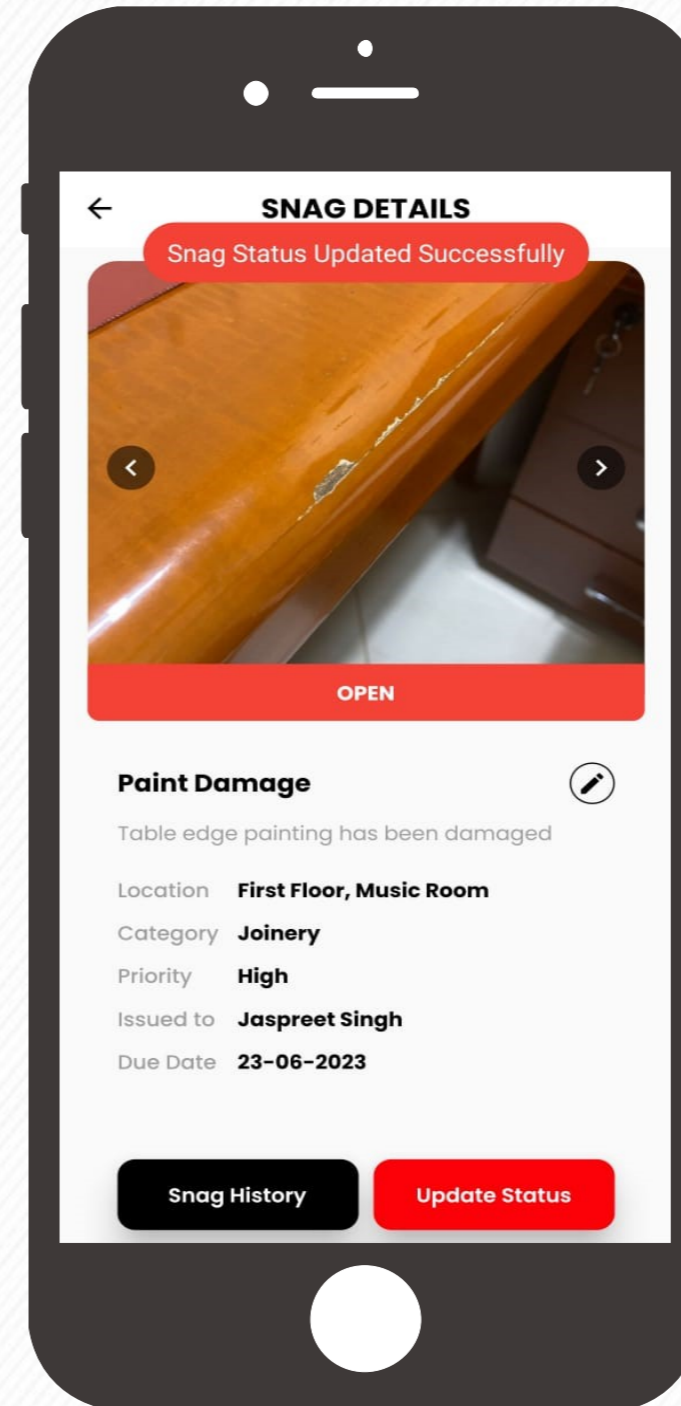
If the rectification / action taken is not satisfactory, select the **Open** status and click on the **Submit** Button.

The snag will be **Re Opened** for further rectifications.
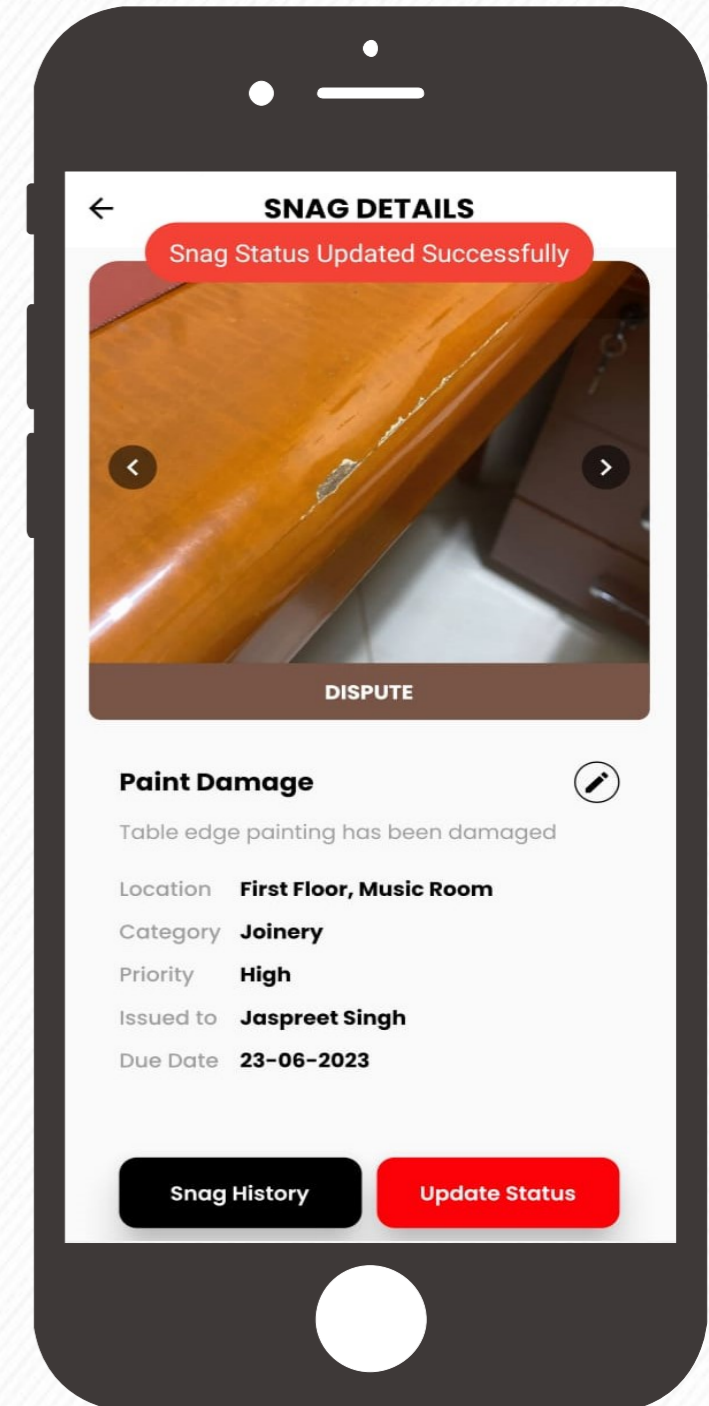
In case of any conflict, admin / moderators are not in a position to decide, then select the **Dispute** status and click on the **Submit** Button.

Upon conflict resolution, snag under dispute status can can be either assigned to a new team as **Open** or can be **Closed**.

Role : Admin, Moderators

SNAG SIGHT

Screen 1 — PRIVATE VILLA
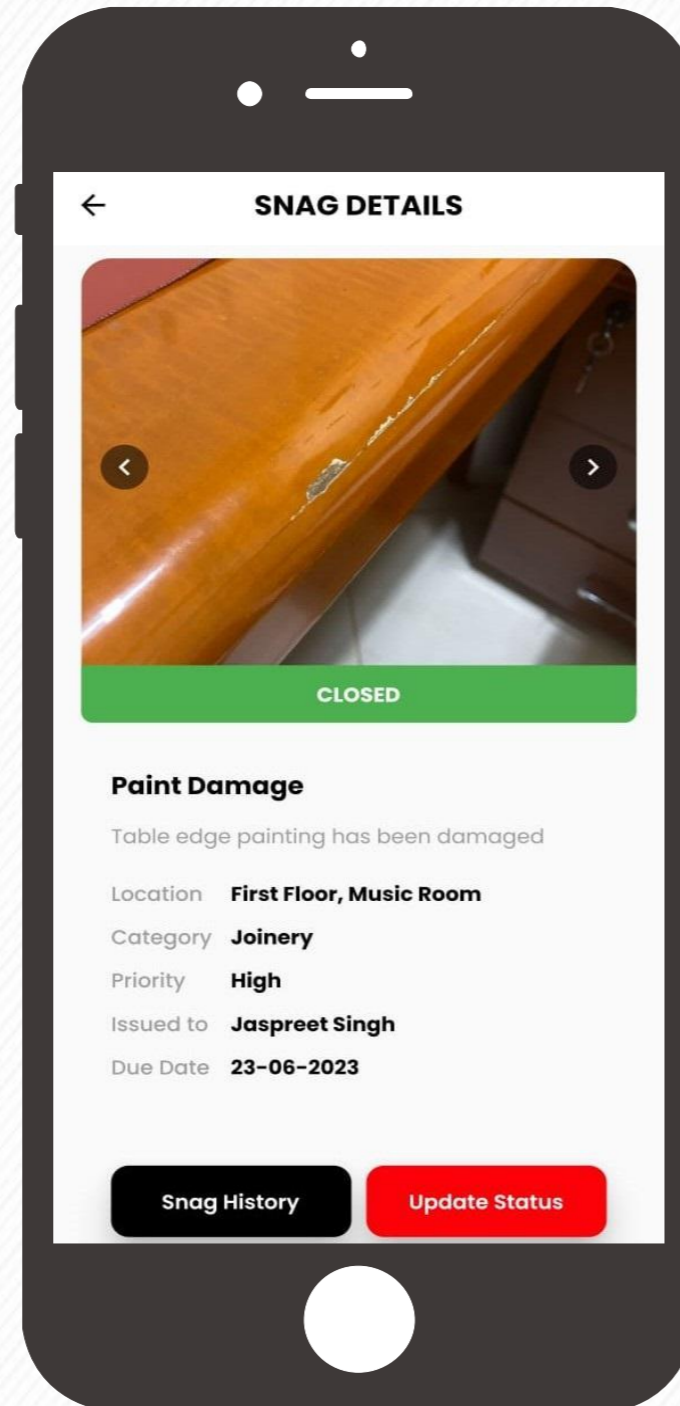

Wall Cracks
Location Second Floor
Category Structural
Issued to Jaspreet Singh
Open Due Date 01-07-2023

Paint Peel off
Location First Floor
Category ID & Fit-out
Issued to Tony Francis
Dispute Due Date 24-05-2023

Stain Marks
Location First Floor
Category ID & Fit-out
Issued to Tony Francis
Rectified Due Date 26-06-2023

Scratch Marks
Location First Floor
Category Joinery
Issued to Vishal Ramesh
Rectified Due Date 30-06-2023

Screen 2 — SNAG DETAILS

CLOSED

Paint Damage
Table edge painting has been damaged

Location First Floor, Music Room
Category Joinery
Priority High
Issued to Jaspreet Singh
Due Date 23-06-2023

Snag History | Update Status

Screen 3 — SNAG HISTORY

Open — Tony Francis
21-06-2023 17:38
Table edge painting has been damaged

Rectified — Jaspreet Singh
27-06-2023 08:06
Paint touch has been done

Closed — Tony Francis
29-06-2023 04:08
Rectification works found satisfactory. Snag can be closed
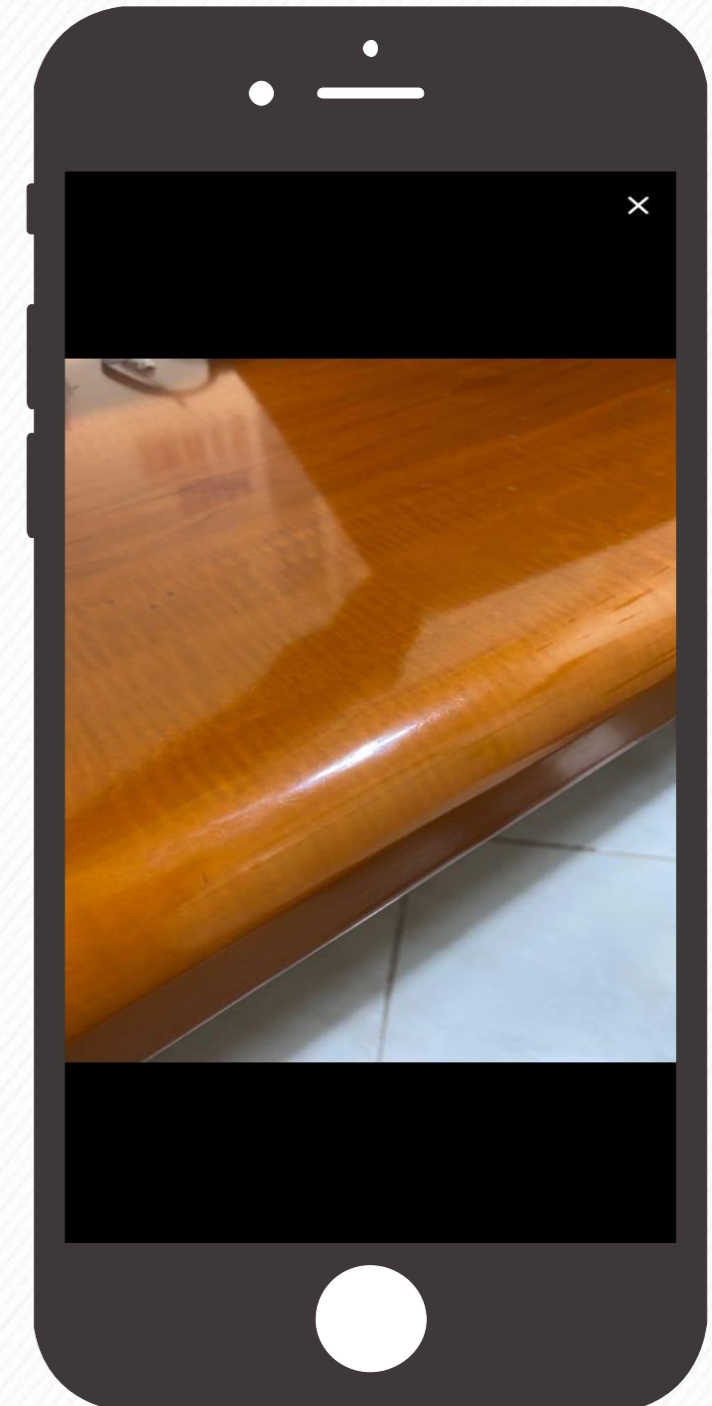

From the list of snags, tap on the snag whose history to be viewed

Click on the **Snag History** Button which is situated at the bottom left corner.
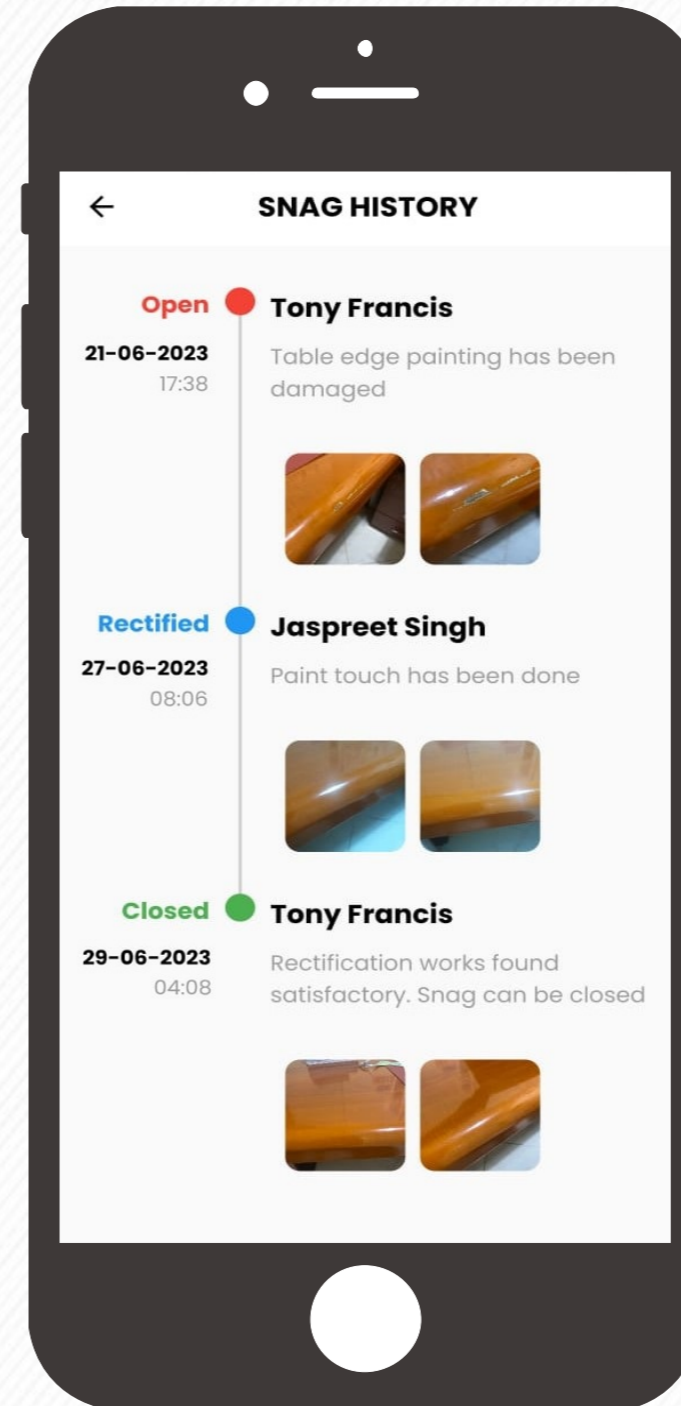
Snag History along with the action taken details and the associated supporting photographs will be visible.
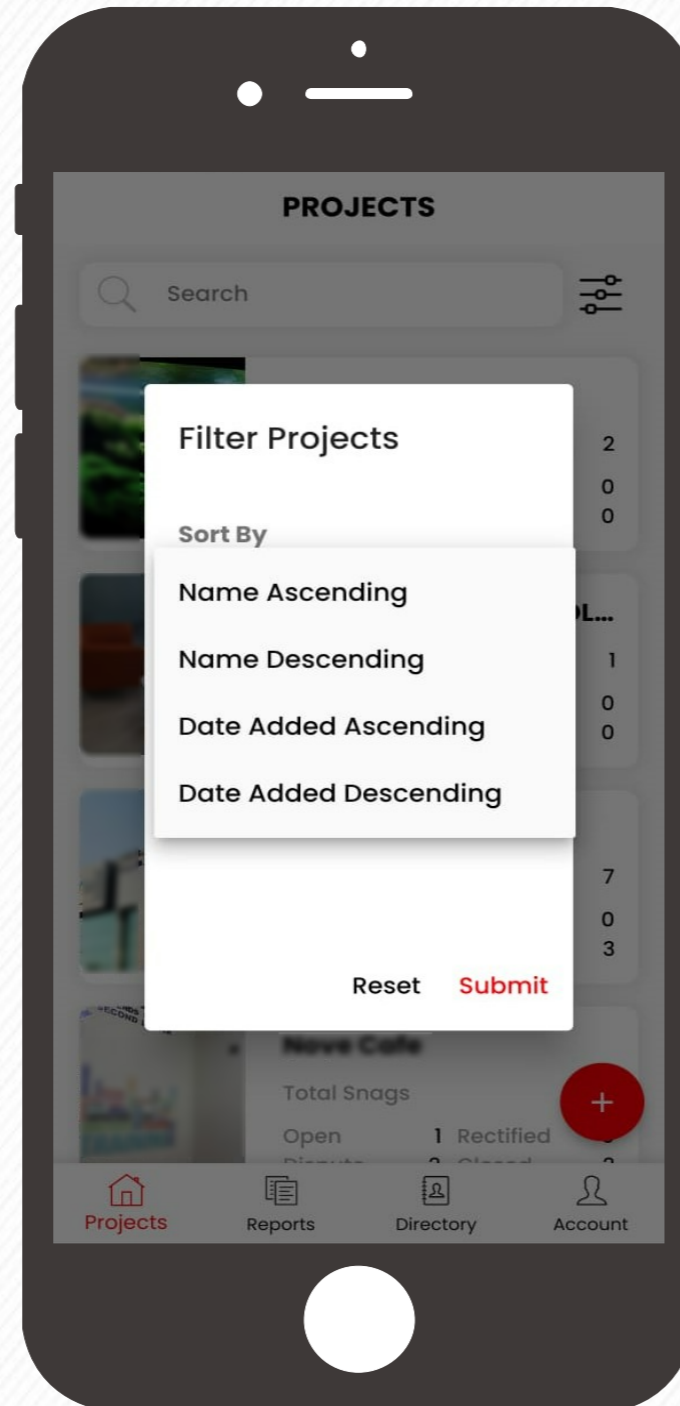
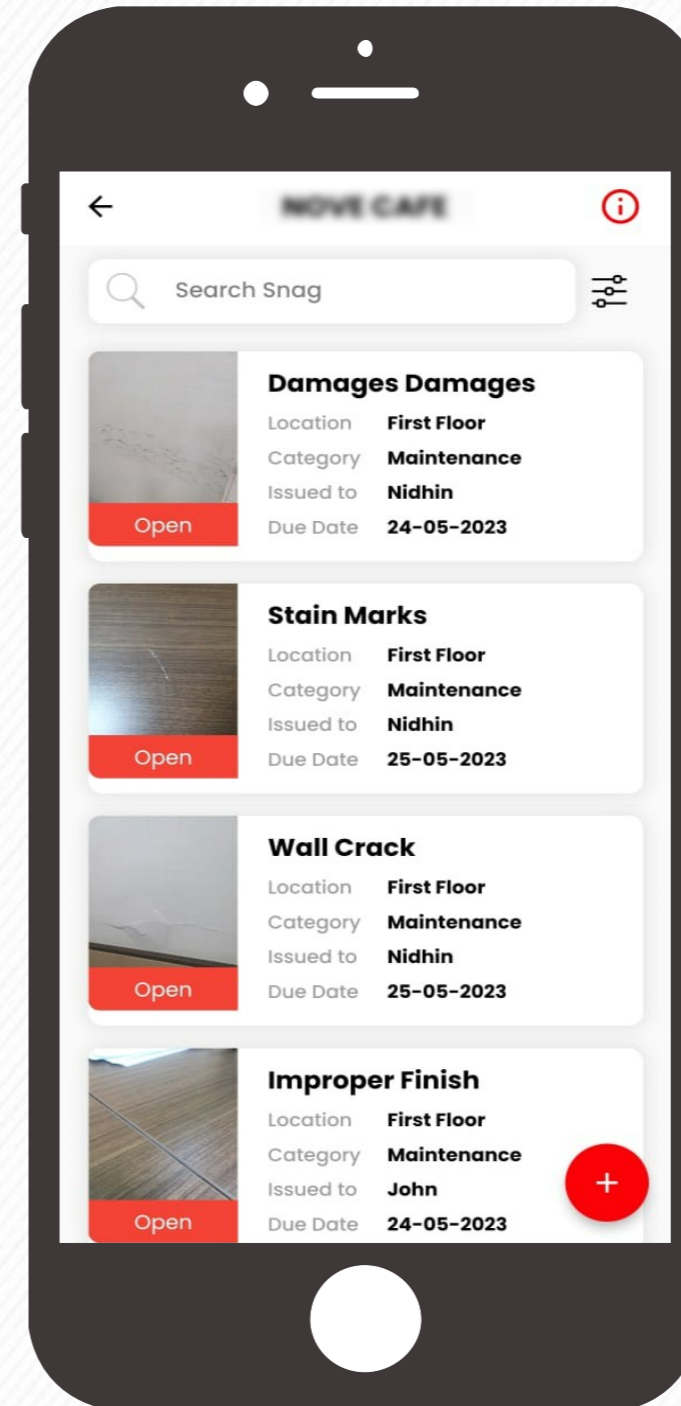Tap on the thumbnail to enlarge / zoom the photograph.

Role : Admin, Moderator & Management (All Snags), Team Member (Assigned Snag)

Filter & Sort
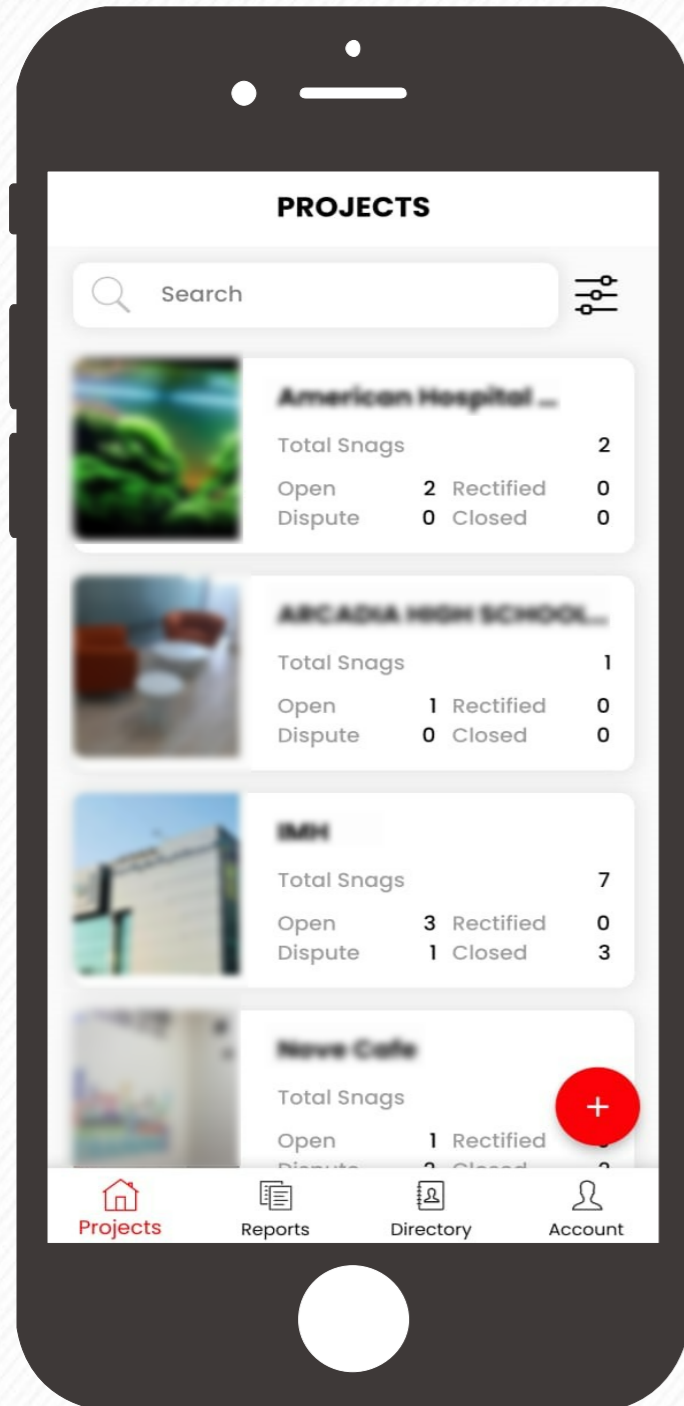
1. PROJECTS FILTER

From the Projects Tab, click on the **filter** ⚙ button which is situated at the top next to the search box.
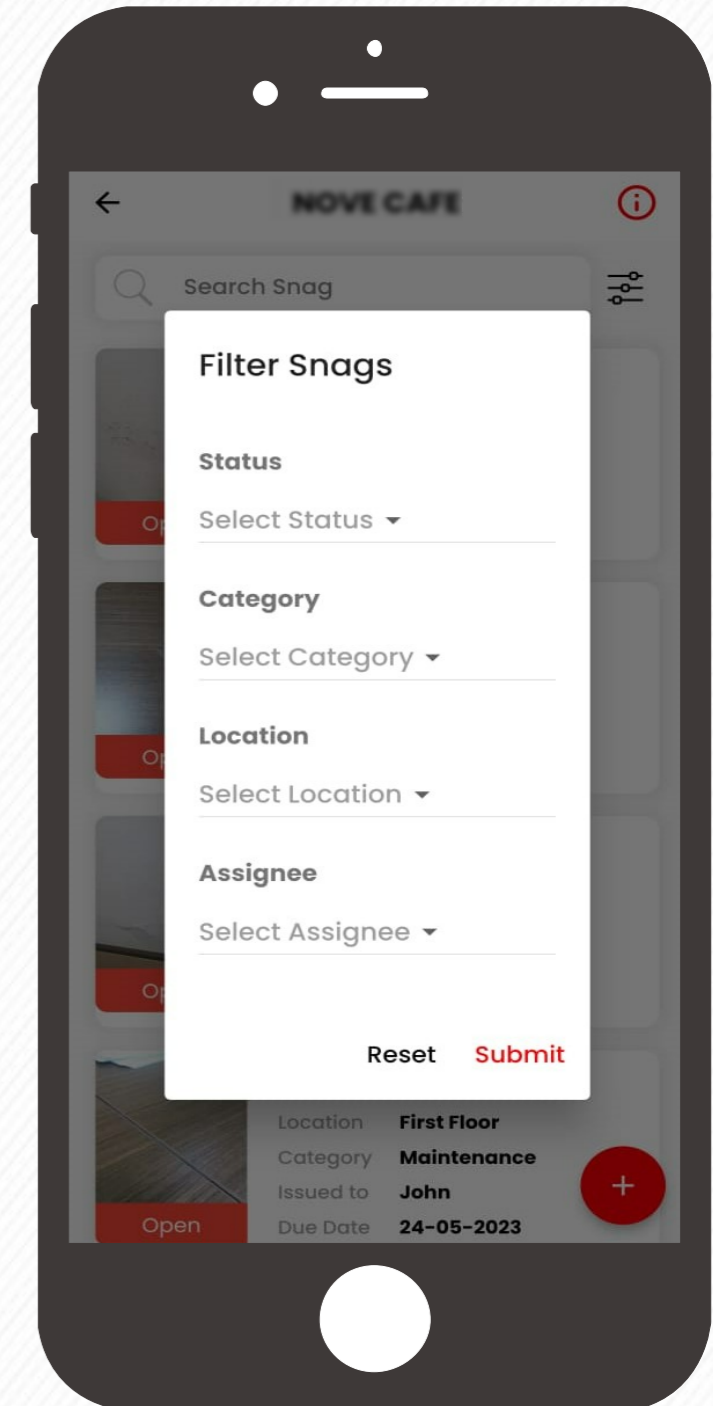
From the filter options, select the criteria and click the **Submit** button.

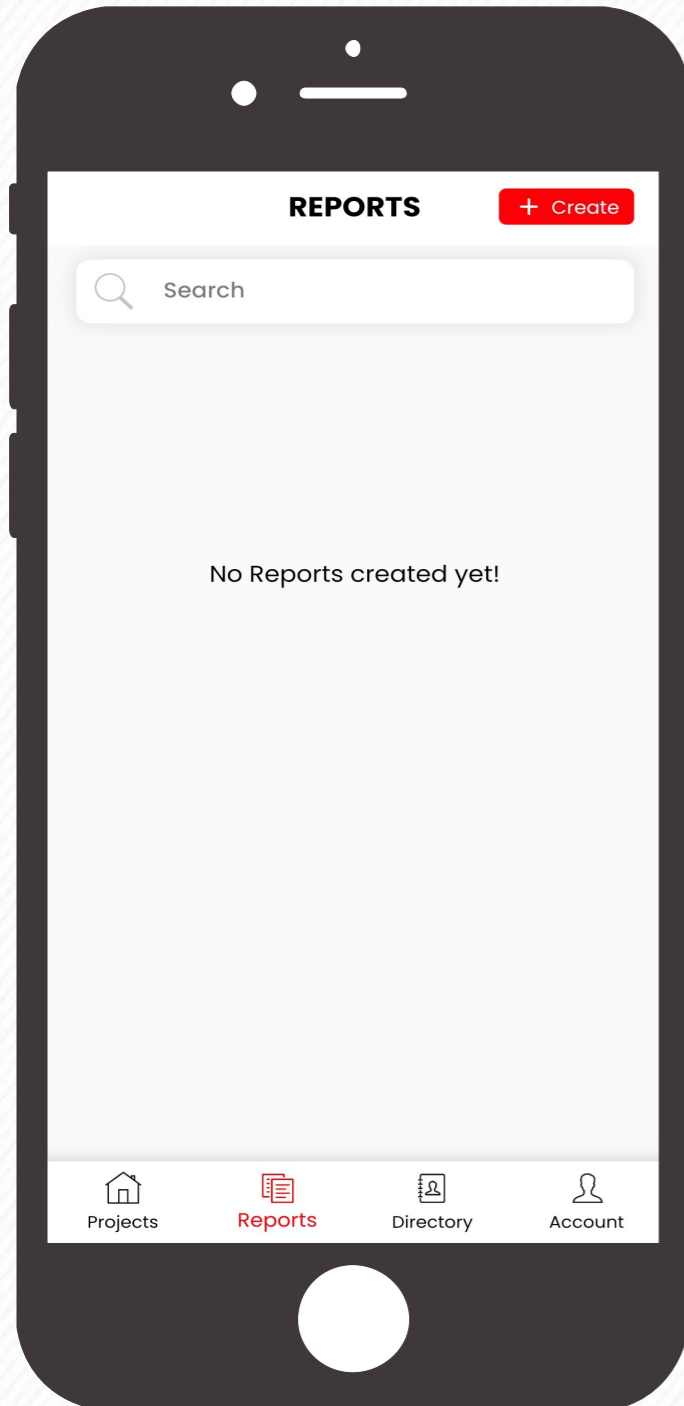The projects will get filtered / sorted based on the selected criteria.

PROJECTS

Filter Projects

Sort By

Name Ascending

Name Descending

Date Added Ascending

Date Added Descending

Reset   Submit

2. SNAGS FILTER

From the snag list page, click on the **filter** ⚙ button which is situated at the top next to the search box.

From the filter options, select the criteria and click the **Submit** button.

The snags will get filtered / sorted based on the selected criteria.

NOVE CAFE

Damages Damages	
Location	First Floor
Category	Maintenance
Issued to	Nidhin
Due Date	24-05-2023

Stain Marks	
Location	First Floor
Category	Maintenance
Issued to	Nidhin
Due Date	25-05-2023

Wall Crack	
Location	First Floor
Category	Maintenance
Issued to	Nidhin
Due Date	25-05-2023

Improper Finish	
Location	First Floor
Category	Maintenance
Issued to	John
Due Date	24-05-2023

Filter Snags

Status

Select Status ▾

Category

Select Category ▾

Location

Select Location ▾

Assignee

Select Assignee ▾

Reset   Submit

Role : All Users

Generate Report

REPORTS + Create

Search

No Reports created yet!

Projects | Reports | Directory | Account

← **CREATE REPORT**

Select Project ⌄

PDF ⌄ Select Status ⌄

Select Priority ⌄ Select Category ⌄

Select Location ⌄

Select Assignee ⌄

Reset Generate

REPORTS + Create

Search

📄 **Down Town Views**
Jun 30 2023, 6:16 AM

📄 **Private Villa**
Jun 30 2023, 6:16 AM

📊 **Frond O Villa**
Jul 01 2023, 3:32 PM

📄 **Private Villa**
Jul 01 2023, 3:32 PM

📊 **Down Town Views**
Jul 01 2023, 3:32 PM

Projects | Reports | Directory | Account

Project Name	Private Villa
Client	
Consultant	
Main Contractor	
Report Date	01-07-2023

| TOTAL 57 | OPEN 47 (82.46%) | CLOSED 3 (5.26%) | RECTIFIED 5 (8.77%) | DISPUTE 2 (3.51%) |

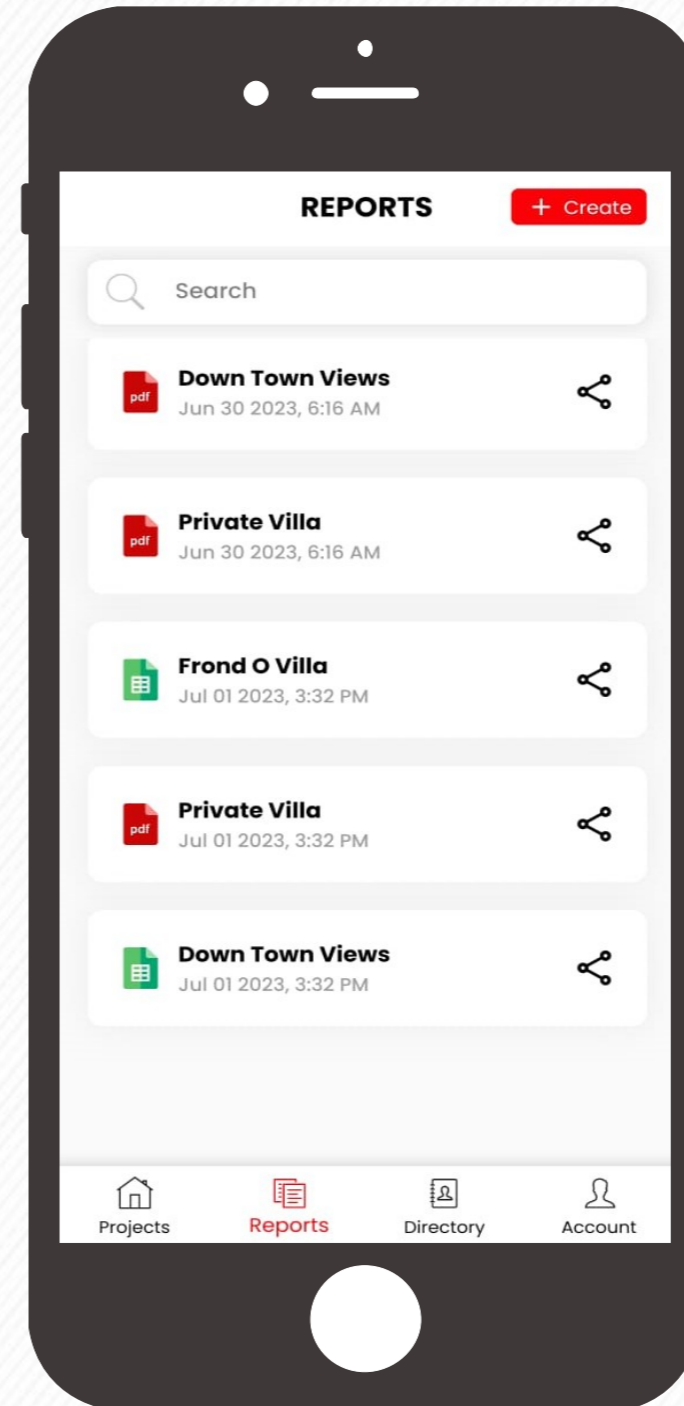Report Generated By

Paint Damage | CLOSED

Go to the Reports tab and Click on the **Create** Button which is situated at the top right corner
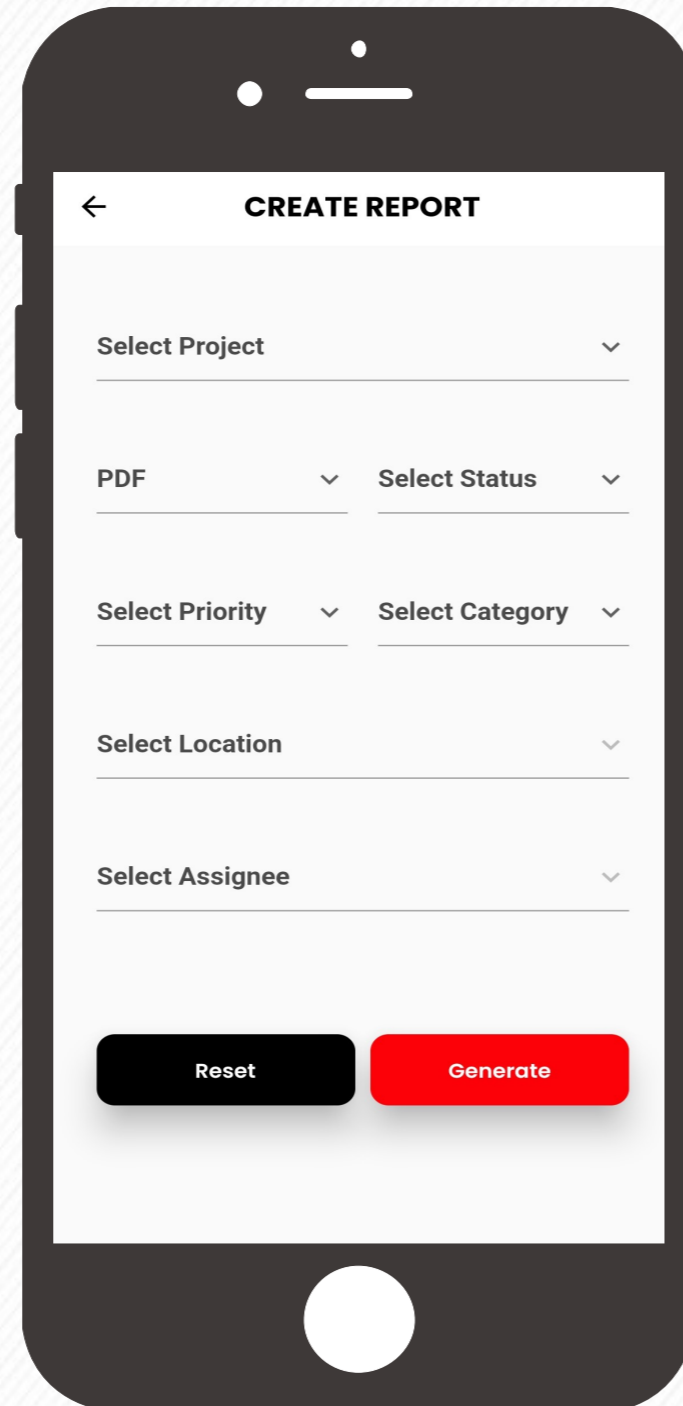
From the drop down menu select the project and the associated criteria /filters.

Upon selection, click on the **Generate** button

Reports will get generated based on the Selected parameters.

The generated report can be opened by clicking on it or it can be shared by clicking on the share ⦵ button
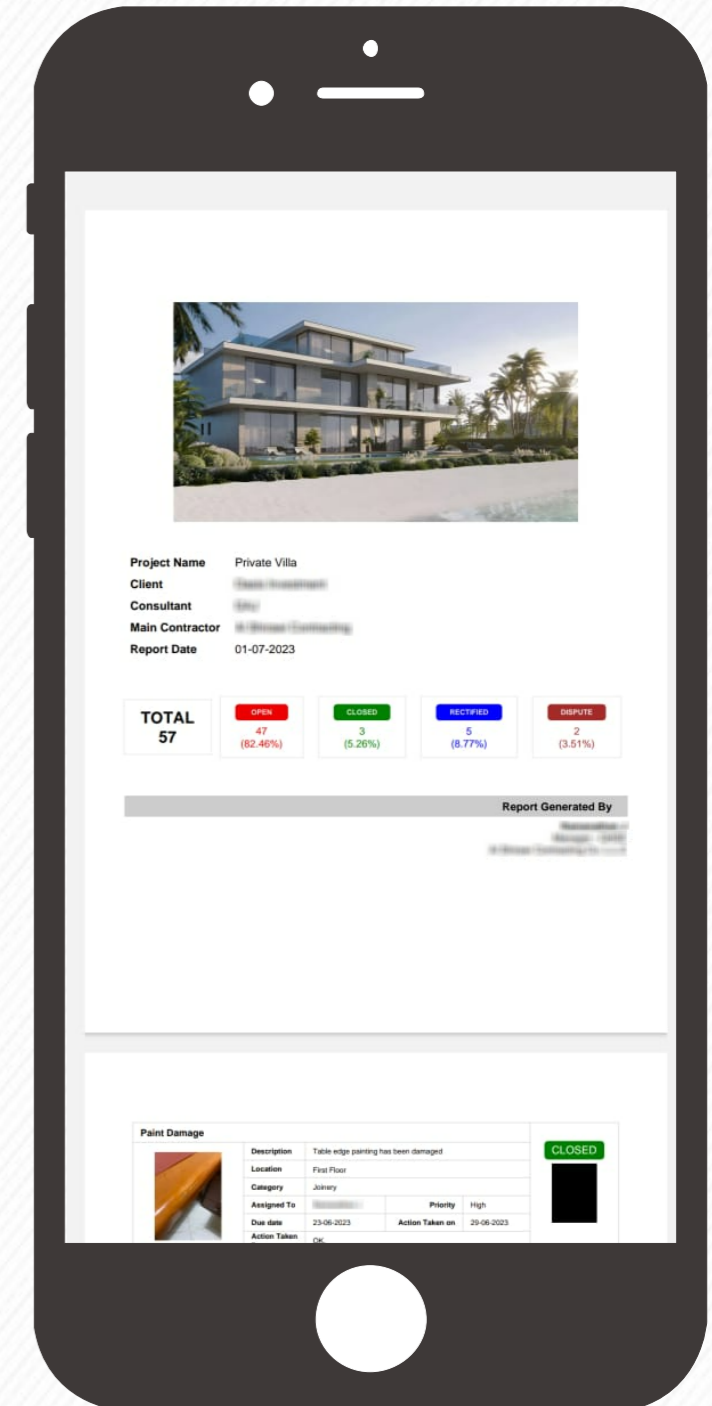
Sample Report with Project information and Before & After photographs of Snags

---

👤 **Role** : Admin, Moderator & Management (All Snags), Team Member (Assigned Snag)