

User Manual

in the

Site-Pro.App L

Unit 1 Century Park Pacific Road, Altrincham WA14 5BJ

T: 0161 883 0103 E: info@site-pro.ap

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Complete Construction Project Management Software. Link your site operations to your cloud based admin panel.

Real time information at the touch of a button.



Contents

Follow Steps 1 to 5 in Project Setup

- 1. Set up your clients
- 2. Set up your Folders & Categories
- 3. Set up your plots
- 4. Set up your projects
- 5. Upload your drawings to each project

General usage

- 6. Create Forms: QA forms
- 7. Adding app users to projects
- 8. Client side dashboard viewing
- 9. Progress reporting
- 10. Price work item setup
- 11. Blocker reporting
- 12. RFI reporting
- 13. Set up your RAMS
- 14. Set up your Fire Stopping items
- 15. Snagging works
- 16. POD
- 17. Asset Management
- 18. Daily Diary
- 19. Plot Tracker

How to use SitePro UK App

- 19. See videos
- 20. See videos



Step by Step Dashboard Setup Guide

1. Client Setup

Setting up your clients for access to the SitePro UK software





2. Categories & Folder Setup

Creating drawing folder categories and sub categories for app side and dashboard viewing.

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Creating sub categories enables each project app side user to accurately navigate drawing files on site.



3. Plot tracking Setup

Creating plots which are traceable work locations for use in conjunction with fixer price work items. This section will notify you if one or more individuals are working in the same location.



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4. Project Setup

Creating your first project or adding a new project.

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5. Drawing Uploads

Uploading your project drawings, specifications or project packs to the correct folders and sub folders for app side viewing and dashboard viewing.

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All drawings uploaded will be visible for each app user under the selected category.



6. Create Forms: QA form Setup

Creating your first QA audit form and assigning it to a project.

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Once your forms are created they are ready for each assigned app side user. This section is used in conjunction with the drawings uploaded in the earlier sections and will enable accurate recording of each build sequence.

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View QA audit records by using the viewing eye on each item above.



Each question has its own geo located compliant/non compliant View Location tab



Once the view button is selected for each question, a complete time stamped audit will open up showing the time taken on that section and the progress made in that period.

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Green compliant Geo Pins are then used to show that compliant audit checks have taken place in line with contract requirements and keeping your client BSR compliant.





7. Assigning Users to Projects

All new site based app users sign up from their Apple or Android phones. On registration they will be required to complete a health & safety form and new starter form as mandatory.





Once the individual has registered, the admin or sub admin will have to approve them for work and assign them to the relevant project. See below.

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8. Client side Viewing

When you set up your client in step 1 they will now have access to the new project you created under step 4. This is where the client will see a live flow of information relating to your project.





Note: Audits/Blockers/RFI's are all automatically sequentially numbered on creatio



9. Progress Reporting

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11. Blocker reporting

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12. RFI reporting

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13. RAMS & bespoke forms

Create bespoke RAMS to issue to your client which can be edited further after client review process.

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Add and remove as required

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ငံ, Clients	Hearing Protection where levels exceed 80dBA	X			
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🖉 Designer	Cut 5 Hand protection Gloves (Mandatory)	X			
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요 Users	CT03 NBS K10.220B MR Plasterboard 12.5mm MR Wallboard on British Gypsum Casoline MF suspended ce	
ⓒ Contractor	CT05 NBS K40.105 Suspended ceiling with lay in grid tegular tiles 600mm x 600mm Ecophon or equivalent	
🖞 Clients	CT08A NBS K40.XXX Board faced soffit insulation 260mm (130mm +130mm) Rockwool soffit slab to meet	
Architects	CT08BNB5 K40,XXX Soffit insulation (130mm) Reduced thickness to allow service zone distribution below L	
🖉 Designer	CT09 NBS K40.116 to reception areas Suspended ceiling-Concealed grid with perforated metal tiles on an !	
🛗 Time Sheet 🧹	CT14 NBS K10.220B Painted Plasterboard celling, black. 12.5mm Wallboard on British Gypsum Casoline Mf	
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QA Forms	Deflection Head - As Per BG Project Pack	APR Insulation - As Per BG Project Pack
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Once all the item descriptions have been completed your RAMS are ready for export from the RAMS List

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HEALTH AND SAFETY SITE SPECIFIC RISK ASSESSMENT & METHOD STATEMENT INCLUDING COVID-19 ADDENDUM

SFS, Ceilings & Partitions RAMS



UNIT,2 AMBASSADOR PLACE ALTRINCHAM WAIS 8DB

Tel: 0161 883 0103 Email: sales@msccontractors.co.uk

Date of Issue	Comments	Ref No.	Authorised By	Revision
24 Nov 2023	Rev1 Incomplete	MSC018	K Hodgkiss	1
Approved By:	КН			
Position: Man	aging Director			
Signature: /	KR			

A complete download is then available with all required Health & Safety data & process site requirements.



14. Fire Stopping & PFP Items

First set up your products and manufacturers which would be available for users to select on the App for audit purposes.

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Create your PFP item for auditing

Audits are then undertaken using the SitePro UK app utilising your uploaded drawings.

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Each audit conducted on site is auto time and date stamped







Rockwool - Fire Stopping to Service Penetrations - Rockwool SP60 Cavity Barrier

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A full audit is then available including, sequentially numbered images and all other vital BSR required key information along with test data.



15. Snagging

Once your projects have been created and drawings uploaded your ready to use the snagging section to communicate with project assigned users.

On the app side, your site manager can create a snagging form for floor plates with multiple units or individual areas. Images and text is uploaded direct from the application and each issue assigned to a selected tradesmen.

The tradesmen will then receive a notification of a snag item being assigned to his account. Once fixed he can mark as complete.

The site manager can then close out the snagging notification on the dashboard stating they are happy with the correction made.

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16. POD

Now your projects are underway, each delivery note can now be photographed onsite as they arrive saving time on collecting those valuable MOS notes for applications.

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17. Asset Management

Now your projects are underway, each delivery note can now be photographed onsite as they arrive saving time on collecting those valuable MOS notes for applications.

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The user will be prompted and required to upload images of each item via the app on a weekly basis reducing your risk of loss.



18. Daily Diary

Now your projects are underway, keeping an accurate record of site activities and verbal confirmations is vital for loss and recovery. Users complete the diary entries on there app which automatically uploads to the cloud system.

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Job Number	MSC0011		
User Name	Peter Harrison	®	
Date	2024-02-05		

Site Attendance Trade:

Plasterer, Fixers, Joiners, M+E, Painters

Weather:

10 degrees average and dry

Visitors:

2 x MSC QS

Plant Hire:

Nothing new

Work Progress:

Work progress is out sequence due a number blockers in place, to add to that we had a telehandler down today too.

Materials:

Some materials couldn't be brought from the basement today because of the telehandler being out of operation but we managed to get some up before this happened.

Delays:

See blockers

Inspections Progress:

See blockers



18. Plot Tracking & Handover Management

Now your projects are underway, keeping an accurate record of site handovers is paramount to a succesful project delivery. Utilising the Plot & Handover Tracker you can digitally Plot, Track & Notify your clients and interfacing trades in real time.

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Hello! Karl Hodgkiss 2

Karl Hodgkiss has Hand Over BLOCK(A) FLOOR(6) Plot Number(3) for Plot Tracker Test plot

Regards, SITEPRO



How to Use the SitePro UK APP

1. QA Check List

See video

2. Site Progress Report

See video

3. RAMS

See video

4. Drawing Control

See video

5. RFI

See video

6. Blocker Report

See video

7. Time Sheet & Price Work items

See video

8. Snagging Report

See video



9. Fire Stopping

See video

10. Expenses

See video

11. POD

See video

12. Asset Management

See video

13. Contact the Office

See video

14. My Details

See video

All user videos are available via the integration tab on our website <u>www.site-pro.app/integration</u> or via our YouTube Channel @HowtouseSiteProUK