



**DEFECT MODULE
USER GUIDE**

DOCUMENT MANAGEMENT

INEIGHT 

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CHAPTER 1 – INTRODUCTION TO THE DEFECTS MODULE

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1.1 DEFECTS MODULE

InEight Document's Defects module facilitates the easy tracking and managing of defects that may arise through a project. This module manages the process of building inspection lists, as well as recording and closing out defects prior to practical completion.

Features of this module include:

- Defining a Project Inspection List
- Recording defects against the Project Inspection List
- Assign each defect to a contractor for rectification
- Tracking of defects
- Exporting the Project Inspection Lists and the defects
- Inspecting amendments of each defect including claims the defect has been fixed
- Running reports on defects; and
- Resolving defects.

1.2 TERMINOLOGY

The following terms are associated with the Defects module in InEight Document.

Defects Register: This denotes the different templates available on a project.

Project Inspection List: An Inspection List is a work breakdown structure of elements for Inspection and Defects management.

Parent: Parent refers to an Inspection List item (i.e. Building, Area, Location, etc.) that contains subsidiary items (see Child).

Child: Child refers to an Inspection List item (i.e. Room, Item, etc.) that is a subsidiary of a Parent item.

Key Contact: A user that has access to the Defects Module that is the point of contact for Defects on the project for a particular Company.

CHAPTER 2 – PROJECT INSPECTION LIST SET-UP AND CONFIGURATION

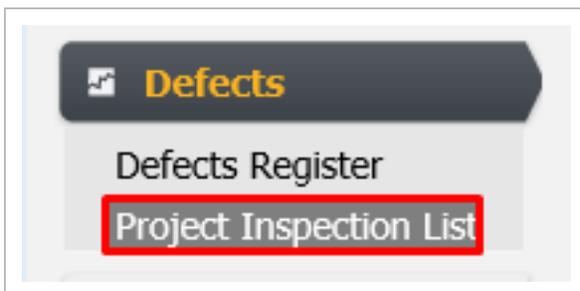
All steps below start from the InEight Document Dashboard and assume you are familiar with the general use of the InEight Document System.

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2.1 CREATING AN INSPECTION LIST

Before assigning defects, a Project Inspection List needs to be created. This list will contain (by default) a breakdown of Buildings, Areas, Locations, Rooms and Items, however, the Project Inspection List allows for the rebadging of these levels. It is also possible to configure the number of levels the List will use between 3 and 8 levels.

1. From the menu on the left-hand side, select the **Defects** module, then **Project Inspection List**.



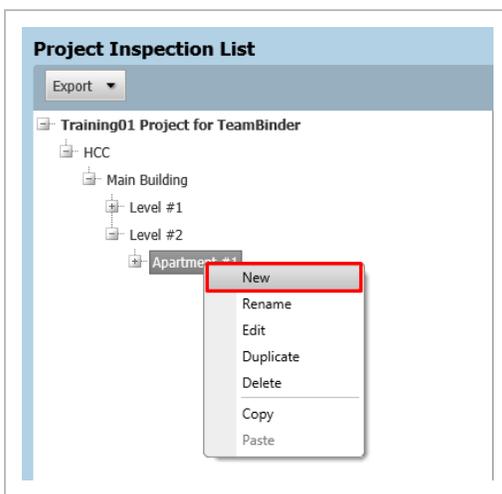
2. The Project Inspection List is displayed in a tree structure, which can be expanded and collapsed on the left side of the vertical divide. Clicking on an item within the Inspection List displays a breakdown of the locations directly under the selected item.



The screenshot shows the 'Project Inspection List' interface. On the left is a tree view for 'Training01 Project for TeamBinder' with sub-items: HCC, Main Building, Level #1, Level #2, and Apartment #1. On the right is a table with columns: Title, Sequence, and Remarks.

Title	Sequence	Remarks
Bedroom 1	1	
Bedroom 2	2	
Bathroom 1	3	
Lounge	4	
Family Room	5	
Kitchen	6	
Laundry	7	
Entrance Foyer	8	
Corridor	9	

3. To add a new location to the Project Inspection List, right-click on the item the new location falls under (i.e. to add a Bedroom, right click on Apartment) and select **New**.



4. This opens the New Creation Screen where the details for the new location can be entered.

Add New Room

Location:

Room *:

Sequence:

Remarks:

Scheduled Inspection date:

Sub Contractor:

Days to Fix:

No records to display.

<input type="checkbox"/> File Name	Size			
No Related Documents selected.				

[Download All](#) | [Download selected files](#)

The New Creation Screen can capture information about the new item. For example its sequence in the Inspection List, the scheduled date for inspection, the Sub Contractor assigned for the inspection and how long they have to fix the defect, and any media related to the item including attachments of Floorplans (PDF/Images) and related supplementary documentation.

Additionally, a default Sub Contractor can be assigned to an Inspection List item, provided that it is one of the last 2 in the structure (e.g. if there are 7 levels in the Inspection List only levels 6 and 7 can have a default Sub Contractor assigned). Once a default Sub Contractor is assigned to an Inspection List item, all defects raised against that item are assigned to that Sub Contractor by default.

- Once the information for the new location has been entered, click **OK**. The new location is then added to the Project Inspection List.

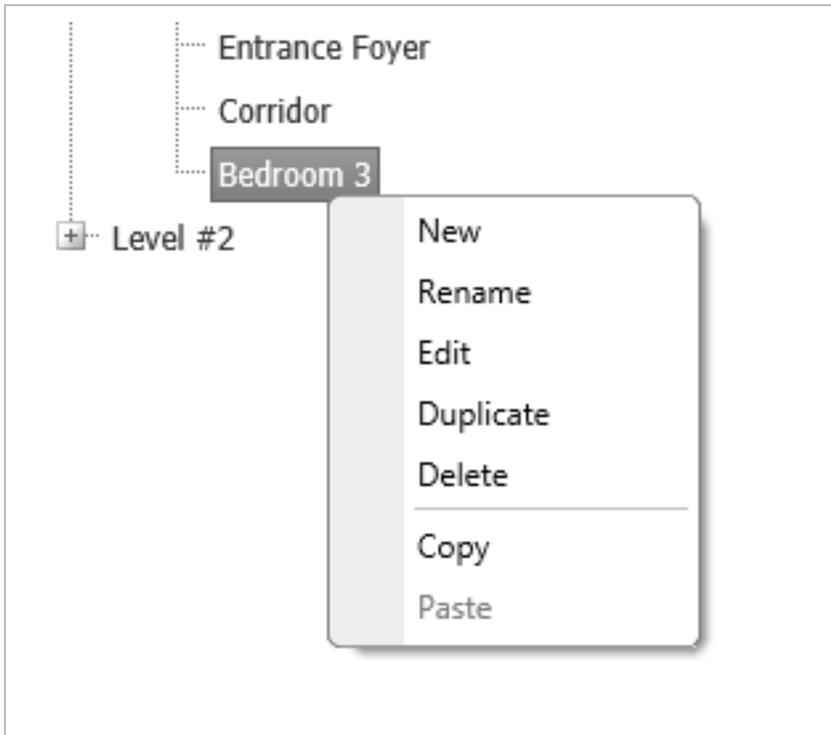
The screenshot displays the 'Project Inspection List' interface. At the top, there is a blue header with the title 'Project Inspection List' and an 'Export' button. Below the header, the main area is divided into two columns. The left column shows a hierarchical tree view of the project structure, starting with 'Training01 Project for TeamBinder'. Underneath, it lists 'HCC', 'Main Building', 'Level #1', 'Level #2', and 'Apartment #1'. Under 'Apartment #1', there are several rooms: 'Bedroom 1', 'Bedroom 2', 'Bathroom 1', 'Lounge', 'Family Room', 'Kitchen', 'Laundry', 'Entrance Foyer', 'Corridor', and 'Bedroom 3'. The 'Bedroom 3' item at the bottom of the tree is highlighted with a red box. The right column is a table with a 'Title' header and a list of room names: 'Bedroom 1', 'Bedroom 2', 'Bathroom 1', 'Lounge', 'Family Room', 'Kitchen', 'Laundry', 'Entrance Foyer', 'Corridor', and 'Bedroom 3'. The 'Bedroom 3' entry in the table is also highlighted with a red box.

- The Project Inspection List sequence can also be updated by dragging and dropping items to their desired locations.

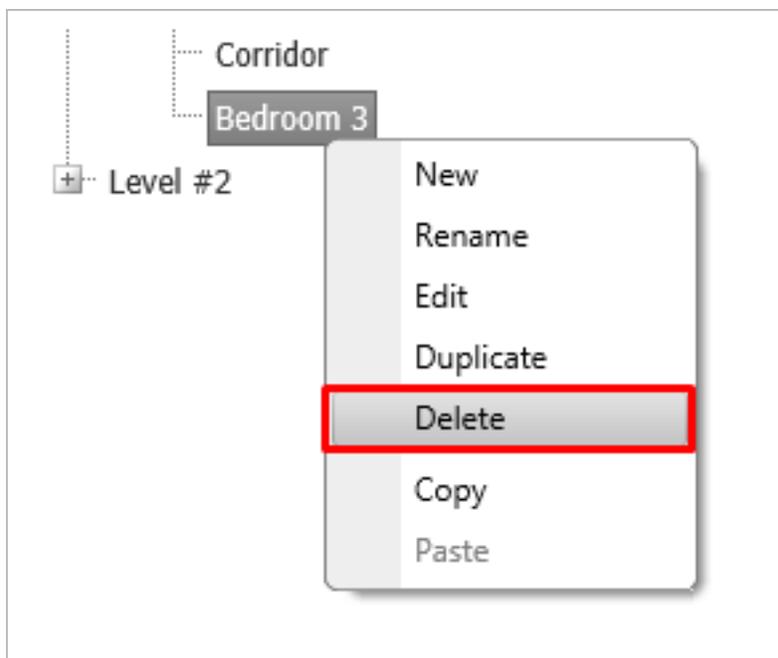
2.2 REMOVING AN INSPECTION LIST ITEM

If an inspection item is added incorrectly, follow the steps below to remove that item. Note that items cannot be removed from the list if a defect has been registered against the item.

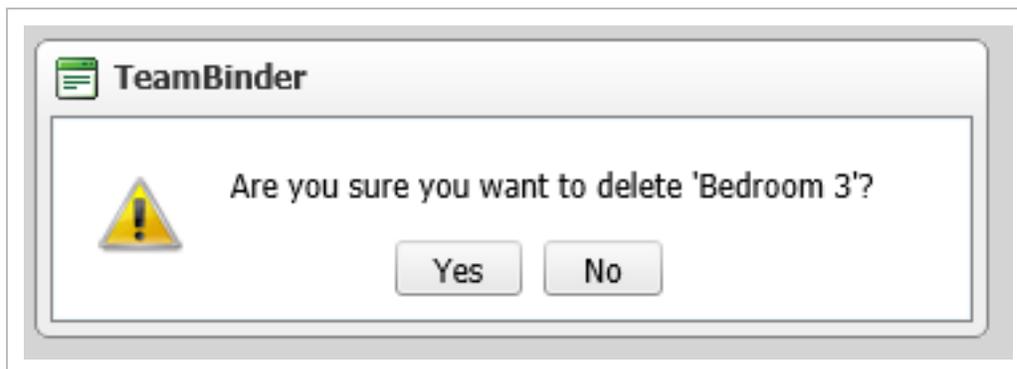
1. From within the Project Inspection List, select the Inspection List item that is to be removed and right-click it.



2. This will display a number of options. From the selection, click **Delete**.



3. InEight Document will prompt you if you want to continue. To proceed, select **Yes**.

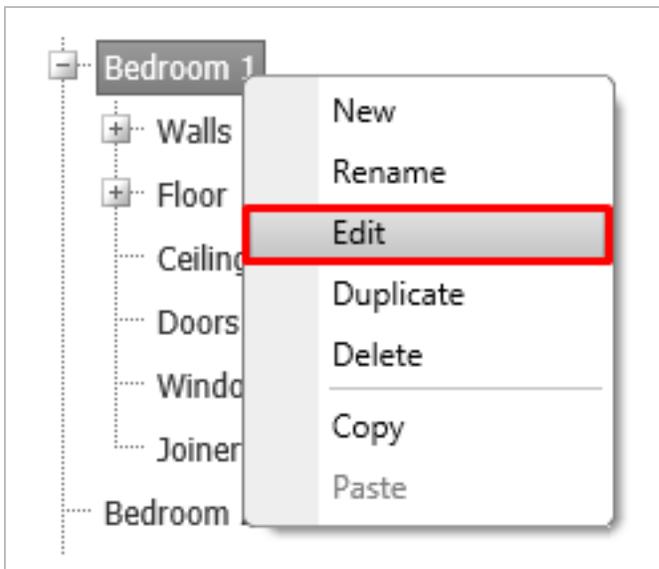


4. This will remove the selected item from the Inspection List.

2.3 EDITING AN INSPECTION LIST ITEM

Should any changes need to be made to any item within the Inspection List, this can be achieved following the steps below.

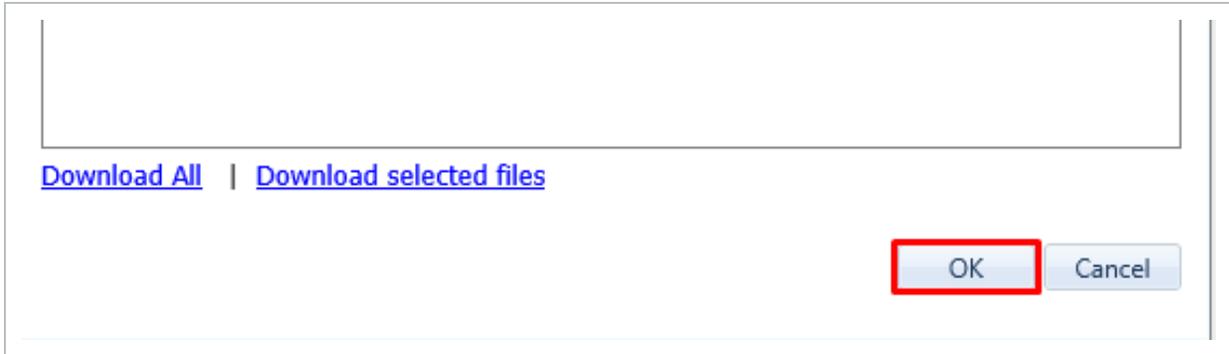
1. Within the Project Inspection List, select the item that is to be edited and right-click on it. This will display a number of options.
2. From the selection, click **Edit**.



3. This will open the Edit screen where the current details will be displayed and editable. The only field that cannot be edited is the parent item (Location in the example below).

A screenshot of the 'Edit Room' dialog box. The dialog has a title bar 'Edit Room'. It contains several fields: 'Location' (text box with 'Apartment #1'), 'Room' (text box with 'Bedroom 1'), 'Sequence' (text box with '1'), 'Remarks' (text area), 'Scheduled Inspection date' (calendar icon), 'Sub Contractor' (dropdown menu with '-- Select a company --'), and 'Days to Fix' (text box with '0'). Below these fields are two buttons: 'Attach Drawing' and 'Attach Related Documents'. The 'Attach Related Documents' section shows a table with columns 'File Name' and 'Size', and a message 'No Related Documents selected.' There are links for 'Download All' and 'Download selected files'. The 'OK' and 'Cancel' buttons are at the bottom right.

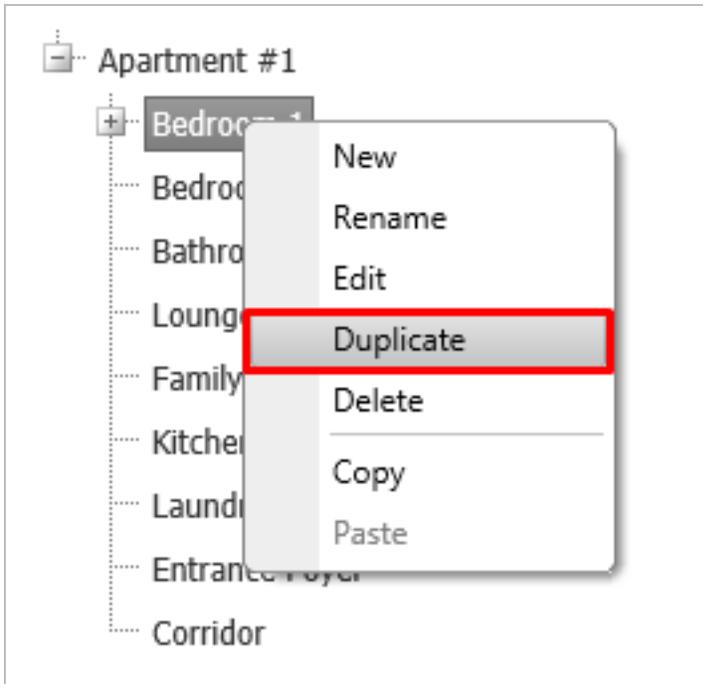
4. Once the changes are made, click **OK**. The changes will then be applied to the Inspection List item.



2.4 DUPLICATING AN INSPECTION LIST ITEM

When creating an Inspection List, there may be many Areas, Locations, Rooms or Items that are similar or have the same child/sub-items. To save time, the Defects module provides the ability to duplicate these items and any child/sub-items associated with them.

1. From within the Inspection List, select the Inspection item to be duplicated, and right-click. This will display a number of options.
2. From the selection, click **Duplicate**.



3. This will open the duplicate item screen where relevant information regarding the item can be

entered.

Duplicate Room

Location: Apartment #1

Room *: Bedroom 1

Sequence: 19

Remarks:

Scheduled Inspection date: dd-mm-yy

Sub Contractor: -- Select a company --

Days to Fix:

Attach Drawing

No records to display.

Attach Related Documents

File Name	Size
No Related Documents selected.	

[Download All](#) | [Download selected files](#)

OK Cancel

4. Once the changes have been made, click **OK** to save.

[Download All](#) | [Download selected files](#)

OK Cancel

5. The Inspection List displays the new item and any duplicate sub-items from the original.



2.5 ADDING DRAWINGS TO INSPECTION LIST ITEMS

Adding a drawing to an Inspection List item allows the defect inspector to further clarify the exact location of the defect. For example, a floor plan may be added as an Inspection List drawing. When capturing the defect location, pins can be placed on the drawing to pinpoint where the defect is located, in relation to the floorplan.

1. Right click on an Inspection List item and select **New** or **Edit**.
2. Select the **Attach Drawing** button, you will then be prompted to select a file to upload to the Inspection List item.

Add New Item

Room:

Item*:

Sequence:

Remarks:

Scheduled Inspection date: 

Attach Drawing

No records to display.

Attach Related Documents

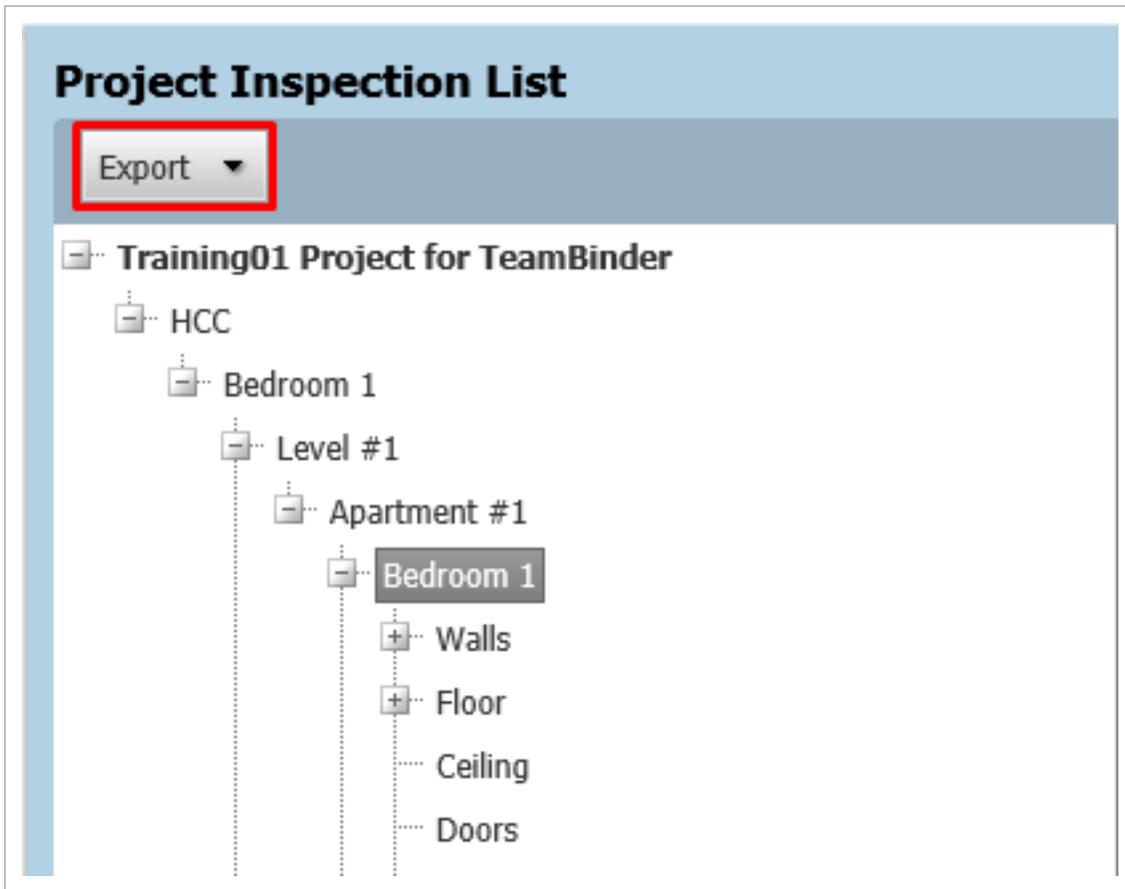
<input type="checkbox"/> File Name	Size			
No Related Documents selected.				

[Download All](#) | [Download selected files](#)

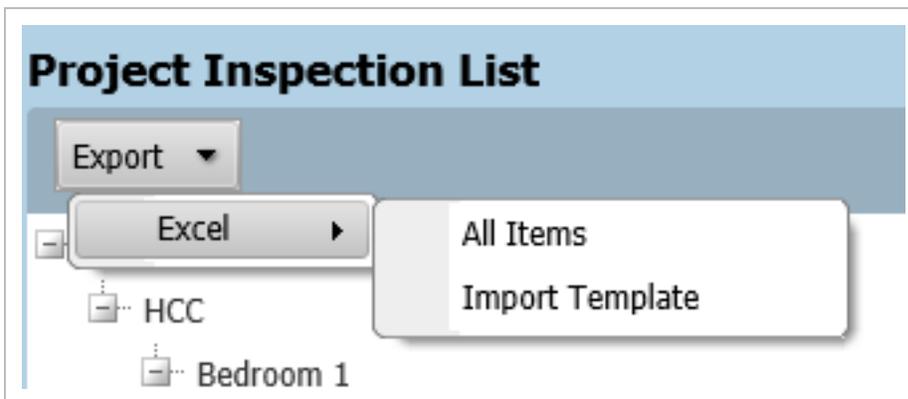
3. Select **OK** to save your changes.

2.6 EXPORTING A PROJECT INSPECTION LIST

1. To export a generated Project Inspection List, within the Inspection List select the **Export** button.



2. This will allow you to select what format the Project Inspection List is to be exported to. Hovering the mouse over the **Excel** selection, will display what is to be exported into Excel.



3. Selecting **All Items** exports all the information currently contained within the Project Inspection

List, into an Excel spreadsheet. This sheet is flat (i.e. has no grouping associated with it) and is in the order of the hierarchy in the template.

2.7 IMPORT TEMPLATE

1. Selecting **Import Template** downloads an Excel spreadsheet to the user's local computer. This spreadsheet contains several fields and examples to assist in uploading another Inspection Lists' output into the Defects module.
2. The Import Template can also be used to upload Defects to the Defect Register in bulk. This can be done by filling the template with existing items from the Project Inspection List and populating the inspection details, inspection date, and defect to be captured.
3. The Import Template also allows you to assign a responsible company and due date when capturing defects.

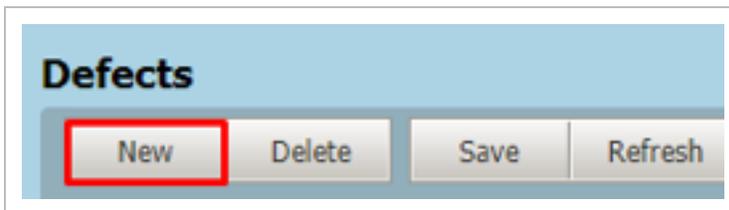
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3.1 GENERATING NEW DEFECTS

3.1.1 Logging of Defects on the Web Application

1. To create a new defect, select the **New** button at the top left of the register. This opens the Defect Information Screen.



2. In the Details tab you can enter in the following information:
 - Inspection Company and Inspector
 - Defect Location within the Project Inspection List and the type of defect
 - Defect Orientation and Position if further clarification is required
 - Whether the defect has passed inspection
 - Additional notes or a Client Reference; and
 - Mark whether the defect is complete or not.

New Defect

Save Close

Details Sub Contractors Photos

Inspection Company*: Houston Contracting Inspector*: Greg Harrison

Build*: Main Building

Area*: -- Select an Area --

Location*: -- Select a Location --

Room*: -- Select a Room --

Item*: -- Select an Item --

Sub Item*: -- Select a Sub Item --

Defect*: -- Select a Defect --

Orientation: North Position: Left

Passed*: No

Notes:

Client Ref:

Complete

- Next, click the **Sub Contractors** tab to open a list of all Sub Contractors assigned the current defect.

HCC-000006

Save Close

Details Sub Contractors Photos Drawings

Inspection Company*: Houston Contracting Inspector*: Greg Harrison

Build*: Main Building

Complete

- To issue the defect to a Sub Contractor, click on the Add button.



5. This opens a list of all Sub Contractors on the project. Select each Sub Contractor by checking the box next to the Sub Contractor. Once all relevant Sub Contractors are selected, click **OK** to add them.



6. Next, assign a sequence to each of the Sub Contractors. The sequence determines the order in which Sub Contractors will be assigned to rectify the Defect. The first Sub Contractor is to be assigned '1'.

Sequence	Contractor	Estimated Hours	Estimated Cost	Fix Claimed	Due by Date
1	Haslam Construction	0.00	0.00		2018-05-14
2	EPC Contractor	0.00	0.00		2018-05-14

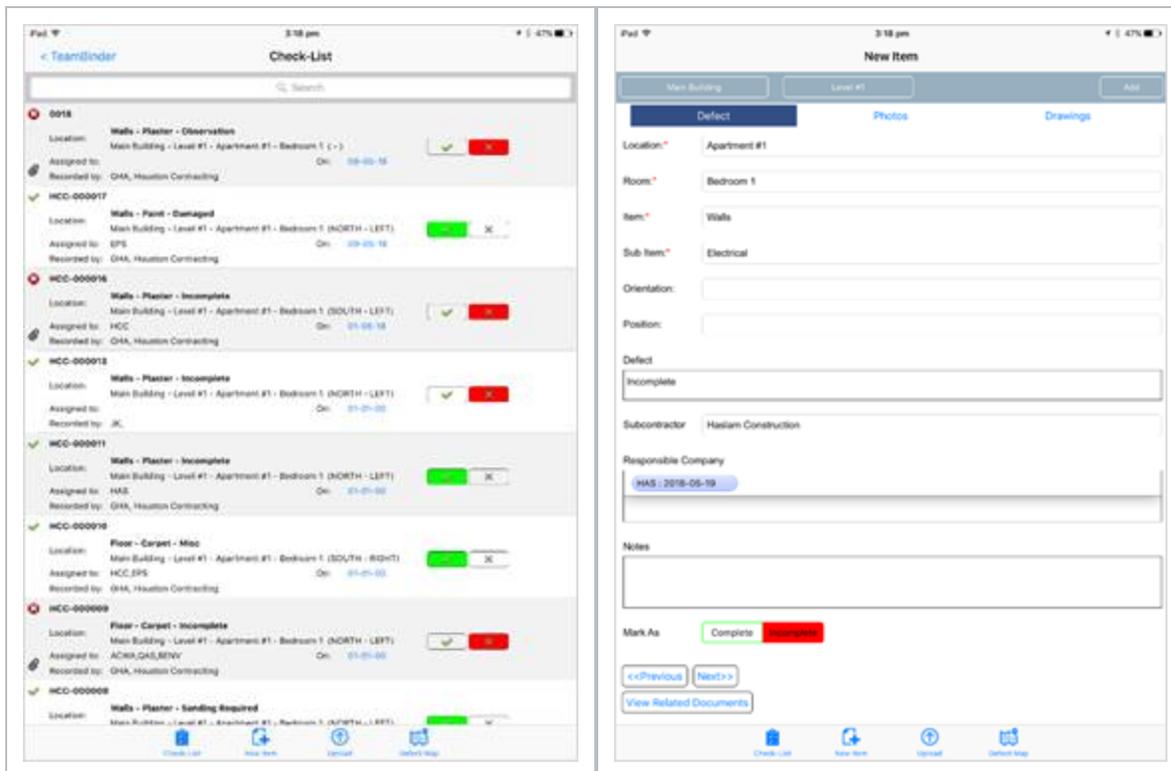
7. After selecting the Sequence, Estimated Hours for fixing the defect and Estimated Cost can be entered.
8. Next, the Due Date needs to be populated. This will be the date by which the Sub Contractor is required to finish fixing the defect.
9. Finally, there is the option of attaching related photos to the defect by selecting the **Photos** tab and then selecting **Attach Photos**.

10. To save the changes made, click **Save**. This will update the defect in the register.

Sequence	Contractor	Estimated Hours	Estimated Cost	Fix Claimed	Due by Date
1	ACWA	2.00	100.00		17-04-18
2	Built Environs	7.00	100.00		18-04-18

3.1.2 Defect Module on Mobile Devices

Users will be able to use the current InEight Document application to access the Defects Module on mobile. The mobile version of the module allows users to view the existing Defect Register and log new defects. One additional feature unique to the mobile version is the ability to capture photos of the defect directly from the camera of the mobile device. This makes the mobile version of the module ideal for defect inspections.

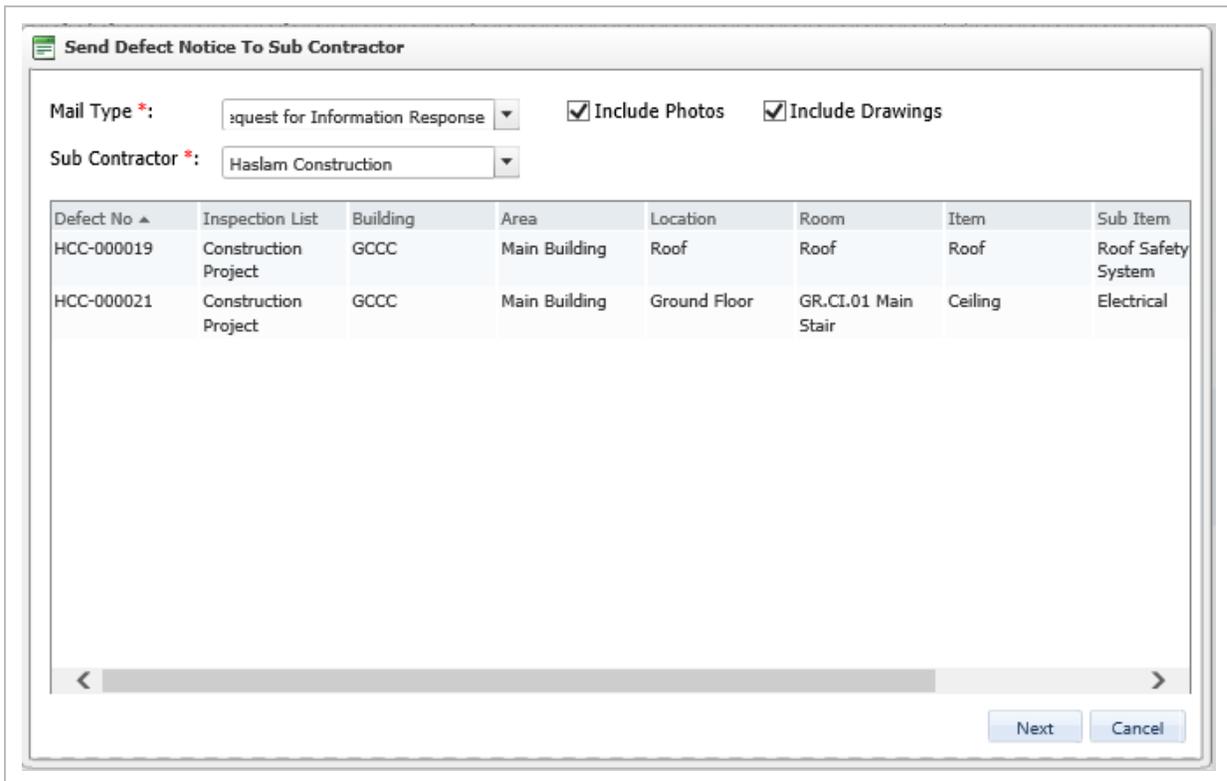


3.2 ISSUING A DEFECT NOTICE TO SUB-CONTRACTORS

1. Select the defect(s) to be issued out to the Sub-Contractors, using the checkbox against each defect in the Defect Register.
2. Click on the **More** button and select **Send Defect Notice To Sub Contractor**.



- This will open a new window. From here select the Mail Type for issuing the Defect Notice. A Sub Contractor that is part of the Defect will also need to be selected to be sent the Defect Notice. Once the Sub Contractor has been selected, the bottom half of the window will display the list of defects from the selected list in the Defects Register, that the Sub Contractors are a part of.



- Clicking **Next** will open the mail creation screen of the selected Mail Type. The 'To:' field will be populated with the Key Contacts for the selected Sub Contractor.

The mail will also have a 'Defect Notice' attached as a PDF. The defect notice includes a summary of the specified defects.

- After the relevant information has been entered into the mail, it can be issued to the Sub

Contractors by clicking **Send**.

3.3 UPDATING DEFECTS AND RE-INSPECTION

Once a company has been assigned to a defect, it appears in their Defects Register. Once they have addressed the issue they can mark the date that the defect was completed in the 'Fix Claimed' column.

The inspecting company will then be able to re-inspect the defect and confirm if the defect can be marked as complete.

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CHAPTER 4 – DEFECTS REPORTING

There are several reports that are available for the Defects Module. Each can be accessed via the ‘Defects Module’ reports header, located by clicking the **Reports** button.

- 4.1 Details report 29
- 4.2 Details – QR Code report 30
- 4.3 Details – By Contractor report 31
- 4.4 Summary – By Contractor, By Area report 32
- 4.5 Defects Without Assigned Responsible Sub Contractors report 33
- 4.6 Defect Inspections – Overdue Defects report 33

NOTE See section [Exporting Defects](#) for details on exporting the Defects Register to Excel.

4.1 DETAILS REPORT

The ‘Details’ report provides an overview of all registered defects for the project.

Defects Register Details - Created Defects													Report No:	03.001
Defect Module Testing													User:	Joe Fredricks
Filter: (Restricted to 10000 records)													Run Date:	04-02-19
													Page:	1
Defect No	Inspector	SubContractor	InspectionList	Building	Area	Location	Room	Item	Subitem	Orientation	Position	Defect	Notes	
HCC-000001	Houston Contracting	EPS,QAS	Construction Project	GCCC	External Works	First Floor	F1.PA.01 Staff CarPark	Floor	Concrete	NA	NA	Needs cleaning		
HCC-000002	Engineering Project Services	HAS	Construction Project	GCCC	Main Building	First Floor	F1.CI.01 Ramp	Ceiling	Paint	NA	NA	Colour incorrect		
HCC-000003	Houston Contracting	HCC	Construction Project	GCCC	Main Building	First Floor	F1.OA.01 Staff Room	Floor	Concrete	NA	NA	Cracking		
HCC-000004	Houston Contracting	HCC	Construction Project	GCCC	Main Building	First Floor	F1.CR.01 Lift Shaft	Lift Doors	Lift Doors	NA	NA	Dented		
HCC-000007	Houston Contracting		Construction Project	GCCC	External Works	First Floor	F1.PA.01 Staff CarPark	Floor	Kerb & Guttering			Incomplete		
HCC-000008	Houston Contracting		Construction Project	GCCC	External Works	First Floor	F1.PA.01 Staff CarPark	Floor	Kerb & Guttering			Cracked		

Images, map location and drawings can be included in the Details report. If the map location is included, it will show the defect’s GPS coordinates captured when defects are created on a mobile device. Coordinates can be displayed in Google Maps or alternative mapping systems. Drawings will be printed at the end of the report.

View: Created Inspected Responsible All

Inspection Company:

Contractor:

Building:

Defect No: 

Completed: Both Yes No

Passed: Both Yes No

Include Photographs

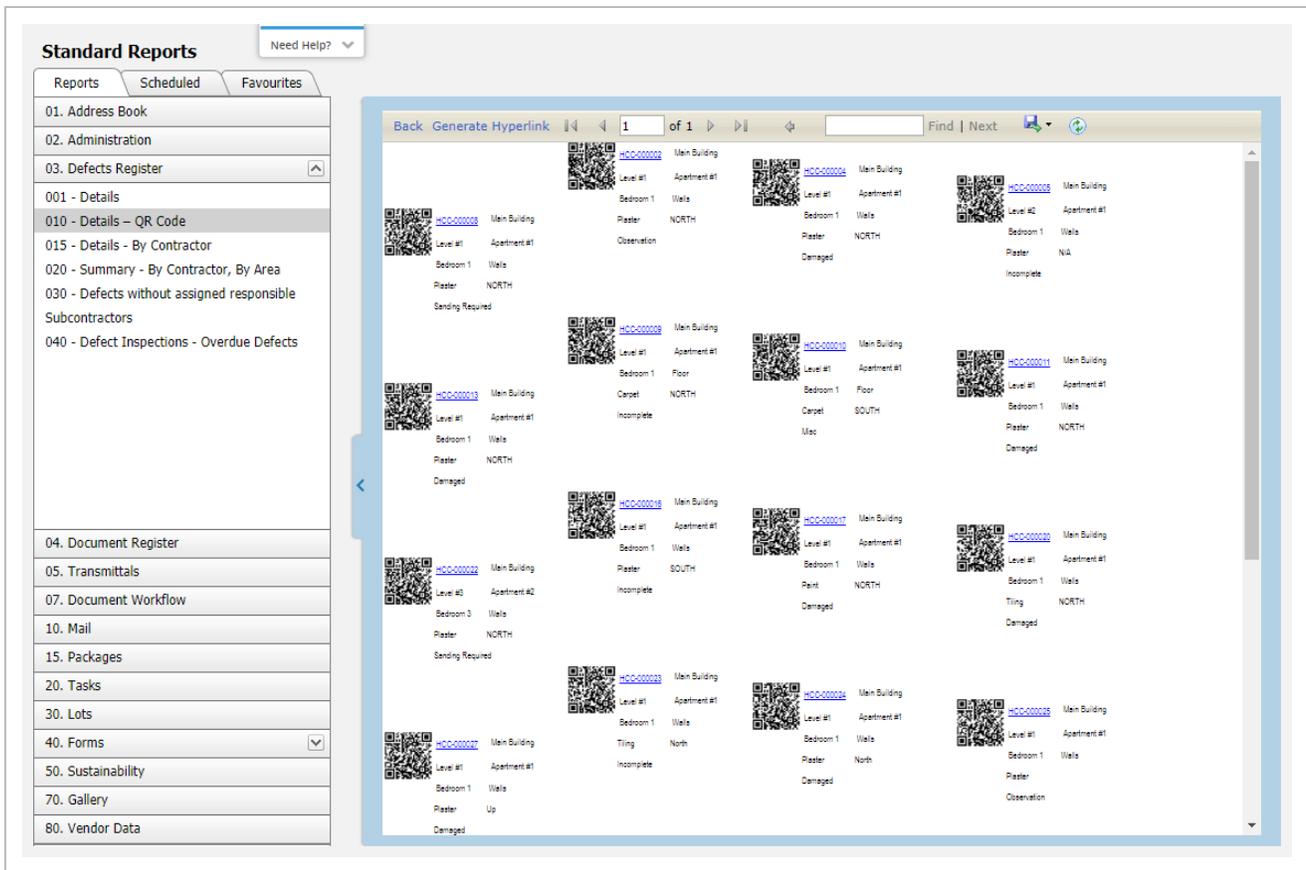
Include Drawings

Include Map Location

Print Images in Larger Size

4.2 DETAILS - QR CODE REPORT

The 'Details – QR Code' report displays information on all the registered defects for the project. The QR Code report can be printed to sticker paper allowing them to be attached to the physical defect. When scanned, these will automatically open the defect on the mobile device.



4.3 DETAILS - BY CONTRACTOR REPORT

The 'Details – By Contractor' report displays all the registered defects and groups them together based on the Sub Contractors that they have been assigned.

Defects Register Details - By Contractor						
Defect Module Testing				Report No:	03.015	
Filter: (Restricted to 10000 records)				User:	Joe Fredricks	
				Run Date:	04-02-19	
				Page:	1	
SubContractor: Engineering Project Services						
InspectionList: Construction Project		Building: GCCC	Area: Main Building		Location: First Floor	
DefectNo	Room	Item, SubItem & Orientation, Postion	Passed	Comments(Defect)	Completed	Inspection Company
HCC-000016	F1.OP.02 Outdoor Play	Floor, Hydraulic & ,	No	Drainage Missing	No	Houston Contracting
HCC-000017	F1.Cl.01 Ramp	Walls, Mechanical & NA, NA	No	Thermostat Missing	No	Houston Contracting
HCC-000018	F1.Cl.01 Ramp	Floor, Rubber & NA, NA	No	Defective Finish	No	Houston Contracting
InspectionList: Construction Project		Building: GCCC	Area: External Works		Location: Ground Floor	
DefectNo	Room	Item, SubItem & Orientation, Postion	Passed	Comments(Defect)	Completed	Inspection Company
HCC-000014	Eastern elevation wall	Concrete, No protection & ,	No	Flashing not protected during rendering	No	Houston Contracting
InspectionList: Construction Project		Building: GCCC	Area: External Works		Location: First Floor	
DefectNo	Room	Item, SubItem & Orientation, Postion	Passed	Comments(Defect)	Completed	Inspection Company
HCC-000001	F1.PA.01 Staff CarPark	Floor, Concrete & NA, NA	No	Needs cleaning	No	Houston Contracting
HCC-000015	F1.PA.01 Staff CarPark	Floor, Kerb & Guttering & NA, NA	No	Incomplete	No	Houston Contracting

4.4 SUMMARY - BY CONTRACTOR, BY AREA REPORT

The ‘Details – By Contractor, By Area’ report provides a summary of the registered defects, grouping them by the assigned Sub Contractor and the number of Total/Claimed/Completed/ Outstanding Defects by Area (as defined in the Project Inspection List).

Defects Register Summary - By Contractor, By Area							
Defect Module Testing				Report No:	03.020		
Filter: (Restricted to 10000 records)				User:	Joe Fredricks		
				Run Date:	04-02-19		
				Page:	1		
Contractor	InspectionList	Building	Area	Original Defect Items	Defects Claimed as Fixed (Not Completed)	Defects Completed	Outstanding Defects
Engineering Project Services	Construction Project	GCCC	External Works	3	2	0	3
Engineering Project Services	Construction Project	GCCC	Main Building	3	0	0	3
Sub Total		GCCC		6	2	0	6
Sub Total	Construction Project			6	2	0	6
Engineering Project Services		Total		6	2	0	6

4.5 DEFECTS WITHOUT ASSIGNED RESPONSIBLE SUB CONTRACTORS REPORT

The 'Defects without assigned responsible Sub Contractors' report provides a summary of the registered defects that have not been assigned to a Sub Contractor, grouped by the Area.

Defects Register Defects without assigned responsible Subcontractors					Report No:	03.030
Defect Module Testing					User:	Joe Fredricks
Filter: (Restricted to 10000 records)					Run Date:	04-02-19
					Page:	1
InspectionList: Construction Project		Building: GCCC		Area: Main Building		Location: Ground Floor
DefectNo	Room	Item, SubItem & Orientation, Postion	Comments(Defect)	Inspection Company		
HCC-000010	GR.OA.01 Office	Ceiling, Electrical & ,	Fittings missing	Houston Contracting		
HCC-000011	GR.CI.04 Main Stair	Floor, Sealing & ,	Incomplete	Houston Contracting		

4.6 DEFECT INSPECTIONS - OVERDUE DEFECTS REPORT

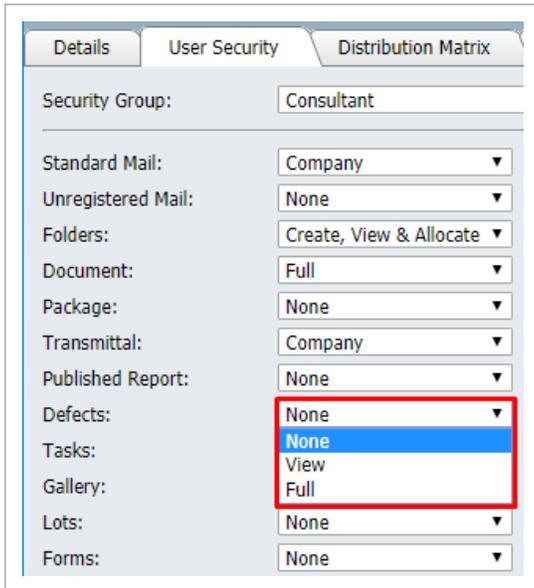
The 'Defect Inspections – Overdue Defects' report provides the details of each defect that's exceeded the Forecast completion date, grouped by assigned Sub Contractor and by Area.

Defects Register Defect Inspections - Overdue Defects						Report No:	03.040	
Defect Module Testing						User:	Joe Fredricks	
Filter: (Restricted to 10000 records)						Run Date:	04-02-19	
						Page:	1	
SubContractor: Engineering Project Services		InspectionList: Construction Project		Building: GCCC		Area: Main Building		Location: First Floor
DefectNo	Room	Item, SubItem & Orientation, Postion	Comments(Defect)	Forecast	Inspection Company			
HCC-000016	F1.OP.02 Outdoor Play	Floor, Hydraulic & ,	Drainage Missing	02-11-18	Houston Contracting			
HCC-000017	F1.CI.01 Ramp	Walls, Mechanical & NA, NA	Thermostat Missing	03-12-18	Houston Contracting			
HCC-000018	F1.CI.01 Ramp	Floor, Rubber & NA, NA	Defective Finish	03-12-18	Houston Contracting			
InspectionList: Construction Project		Building: GCCC		Area: External Works		Location: Ground Floor		
DefectNo	Room	Item, SubItem & Orientation, Postion	Comments(Defect)	Forecast	Inspection Company			
HCC-000014	Eastern elevation wall	Concrete, No protection & ,	Flashing not protected during rendering	01-11-18	Houston Contracting			
InspectionList: Construction Project		Building: GCCC		Area: External Works		Location: First Floor		
DefectNo	Room	Item, SubItem & Orientation, Postion	Comments(Defect)	Forecast	Inspection Company			
HCC-000001	F1.PA.01 Staff CarPark	Floor, Concrete & NA, NA	Needs cleaning	25-10-18	Houston Contracting			
HCC-000015	F1.PA.01 Staff CarPark	Floor, Kerb & Guttering & NA, NA	Incomplete	04-12-18	Houston Contracting			

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CHAPTER 5 – SECURITY SETTINGS

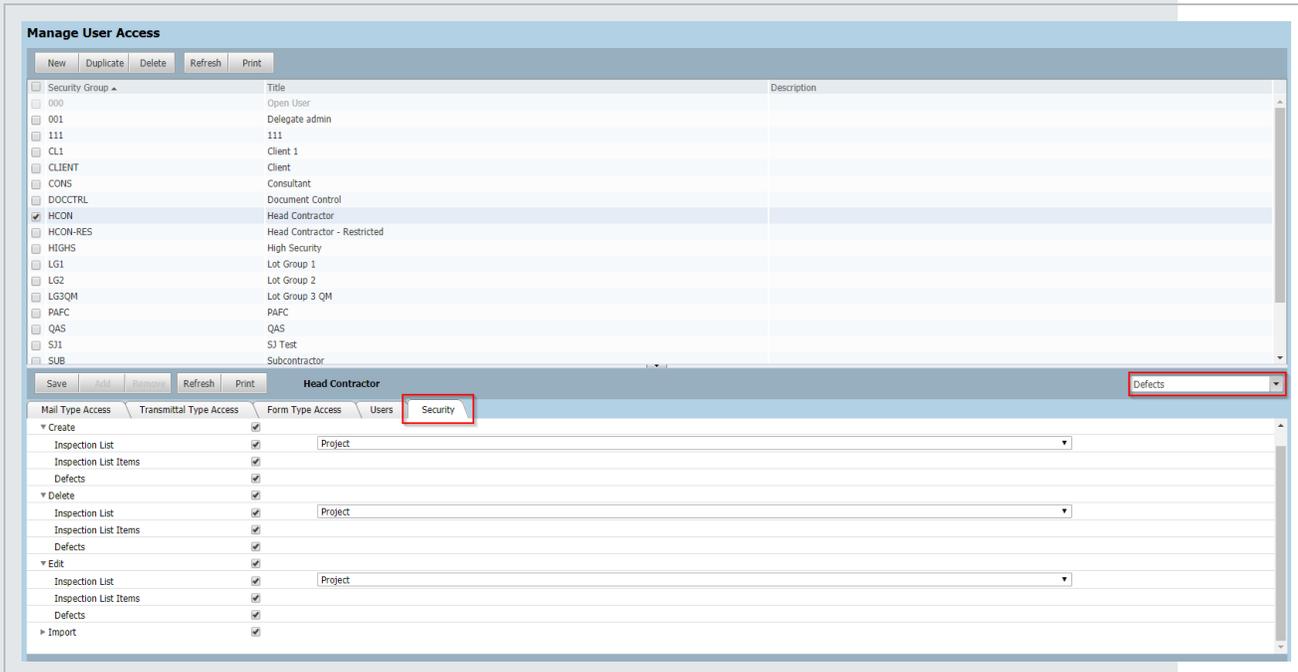
Access to the Defects Module is managed through User Security Settings.



1. None – This means that the user will not have access to the Defects Module.
2. View – User can access the Defects Register and Project Inspection List but will see defects assigned to or raised by their company. User with View access will not be able to create or edit any items in the Defects Register of Project Inspection List.
3. Full –Same access as a user with View access, however, they will also be able to raise their own Defects on the project.

NOTE

Additional security options are now available that allow Administrators to control which users can edit the inspection list, create defects, or mark defects as Claim Fixed.



CHAPTER 6 – ADDITIONAL OPTIONS

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6.1 PROJECT SETTINGS

6.1.1 Default Day to Rectify Defects

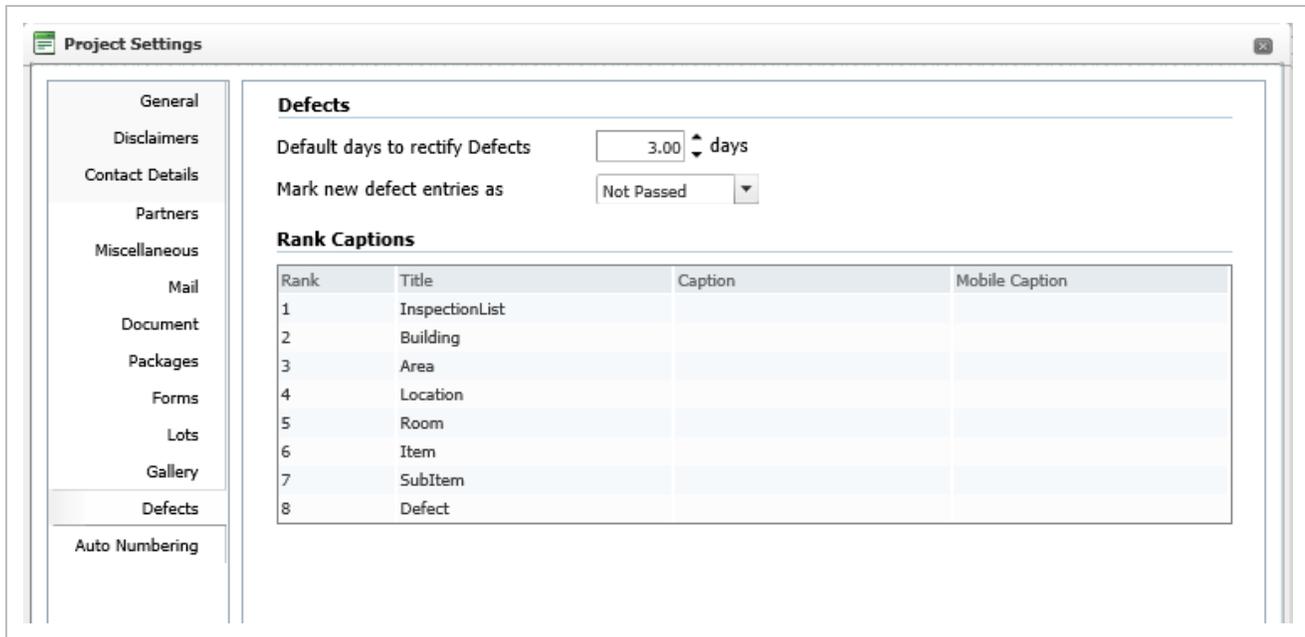
Sets the default number of days an assigned Sub Contractor has to resolve the defect. When a new defect is created and assigned a Sub Contractor the 'Due by Date' will automatically be populated with a date in the future that is the current date, plus the specified number of days.

6.1.2 Mark New Defect Entries

Assigns a default 'Passed' value when creating new defects.

6.1.3 Rank Captions

Rank Captions allows the Primary Administrator to specify an alternate name for each of the Project Inspection List levels. This alternate name replaces the default name in all instances. This can revert back to the default name by deleting the assigned 'Caption'.



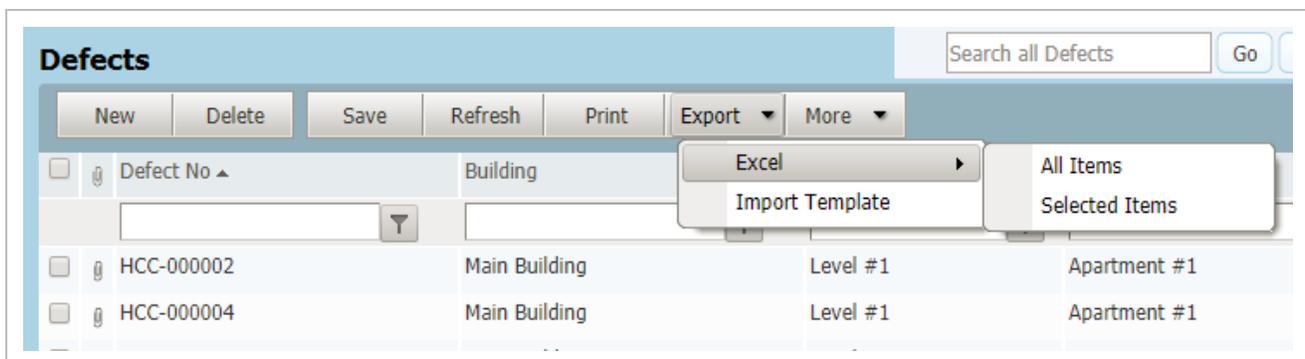
6.1.4 Automatic Numbering

Automatic Numbering can be configured for Defects in **Project Settings** under the **Auto Numbering** tab. This allows the user to control the format of defect reference numbers.

For assistance with this please contact InEight Support.

6.2 EXPORTING DEFECTS

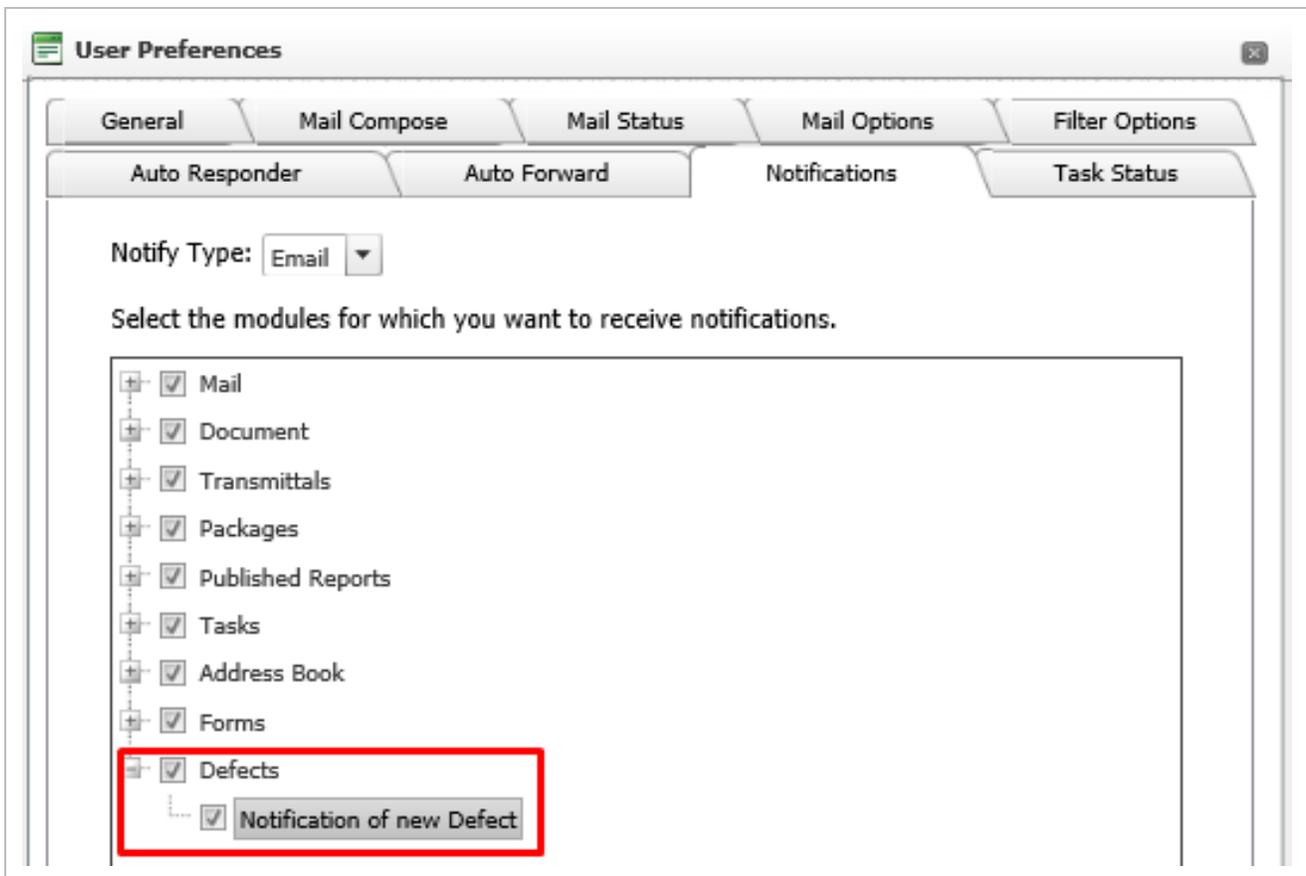
The export tool allows you to export all items or only selected items from the Defects Register to an excel spreadsheet, which displays the metadata against each defect.



Attachment								
#	Link	Defect No	Building	Area	Location	Room	Item	Sub Item
1		1 HCC-000002	Main Building	Level #1	Apartment #1	Bedroom 1	Walls	Plaster
2		1 HCC-000004	Main Building	Level #1	Apartment #1	Bedroom 1	Walls	Plaster
3		1 HCC-000005	Main Building	Level #2	Apartment #1	Bedroom 1	Walls	Plaster
4		1 HCC-000006	Main Building	Level #1	Apartment #1	Bedroom 1	Walls	Electrical
5		0 HCC-000008	Main Building	Level #1	Apartment #1	Bedroom 1	Walls	Plaster
6		1 HCC-000009	Main Building	Level #1	Apartment #1	Bedroom 1	Floor	Carpet
7		0 HCC-000010	Main Building	Level #1	Apartment #1	Bedroom 1	Floor	Carpet
8		0 HCC-000011	Main Building	Level #1	Apartment #1	Bedroom 1	Walls	Plaster

6.3 DEFECT NOTIFICATIONS

Notifications for the Defects Module can be disabled as required, through the User Preferences setting in the 'Notifications' tab.



6.4 REPLACE INSPECTOR / REPLACE SUB CONTRACTOR

There may be a time where a Sub Contractor or Inspector is unable to complete the defect, in this case administrators can 're-assign' the defect to another Sub Contractor or Inspector.

The Sub Contractor/Inspector that is assigned to a defect can be replaced by another Sub Contractor/Inspector as follows:

1. Select **More** then **Replace Sub Contractor** or **Replace Inspector** from the Defects Register.
2. Confirm the change is required when prompted.
3. The Sub Contractor or Inspector will be removed and the new Sub Contractor or Inspector will be added.

6.5 KEY CONTACTS

To specify key contacts:

1. Click **More** then **Key Contacts** from the Defects Register.
2. Click **Add**. This opens a new window. The user can then specify the Company that the Key Contact is from, along with the Key Contact (User).

