

Assistant Manager Quick Guide

PMC Project Management System

Your Role: Project-Level Management

Your Permissions

Feature	Access
View Dashboard	✓ Yes
Create Snags	✓ Assigned Projects
Edit Snags	✓ Assigned Projects
Delete Snags	✗ No
Manage Users	✗ No
Settings	✓ Limited
Export Reports	✓ Yes
Floor Plans	✓ Yes
Recycle Bin	✓ Yes

Your Projects

You can only manage snags in projects assigned to you by the Manager.

To see your assigned projects: 1. Check the [Project](#) filter dropdown 2. Your projects are highlighted

Daily Tasks

1. Monitor Your Projects

- Review dashboard stats

- Check for new snags in your projects
- Follow up on overdue items

2. Create New Snags

1. Click [+ New Snag](#) (or Ctrl+N)
2. Select your assigned project
3. Fill in snag details
4. Assign contractor if known

3. Track Progress

- Filter snags by [In Progress](#)
- Check contractor updates
- Add comments for follow-up

4. Generate Reports

1. Filter snags by your project
2. Click [Excel](#) or [PDF](#)
3. Export for stakeholders

Workflow

Create Snag → Assign Contractor → Monitor Progress → Request Approval

Note: You cannot approve snags - escalate to Manager for approval.

Key Shortcuts

Action	Shortcut
New Snag	Ctrl + N
Search	Ctrl + K
Dashboard	Alt + 1
Snags	Alt + 2

Tips

1. [Use filters](#) to focus on your projects only
 2. [Add comments](#) to keep communication documented
 3. [Upload photos](#) for clear issue documentation
 4. [Set due dates](#) to track deadlines
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Need Help?

Contact your Manager for: - Access to additional projects - Snag approvals - User management - System settings changes

[Login](#): assistant@pmc.com / [assistant123](#)