

Authority Quick Guide

PMC Project Management System

Your Role: Approval & Oversight

Your Permissions

| Feature | Access |
|---------------------|-----------------|
| View Assigned Snags | ✓ Only Assigned |
| Approve Snags | ✓ Yes |
| Add Comments | ✓ Yes |
| Export Reports | ✓ Yes |
| Create Snags | ✗ No |
| Edit Snags | ✗ No |
| Delete Snags | ✗ No |
| Settings | ✗ No |

Your Role in the Workflow

You are part of the [approval chain](#) for specific snags that require authority oversight.

Snag Created → Contractor Works → Pending Approval → YOU REVIEW → Resolved

Approval Process

When You Receive an Assignment

1. **Email Notification:** You'll receive an email when assigned
2. **Review Required:** Check the snag details

3. **Make Decision:** Approve or request changes

Reviewing a Snag

1. Go to **Snags** page (shows only your assigned snags)
2. Click on the snag to open details
3. Review:
 4. Original issue description
 5. Photos (before and after)
 6. Contractor comments
 7. Work timeline

Approval Actions

To Approve: 1. Verify work is complete 2. Change status to **Resolved** 3. Add approval comment

To Request Changes: 1. Add detailed comment explaining issues 2. Change status to **In Progress** or **Rejected** 3. Contractor will be notified

Export Your Reports

You can export snag data for your records:

1. Go to **Snags** page
2. Apply any filters needed
3. Click **Excel** or **PDF**
4. Select branding options
5. Download report

Email Notifications

You will receive emails for: -  New snags assigned for your approval -  Status changes on your assigned snags -  Comments requiring your attention

Dashboard View

Your dashboard shows: - **Snags awaiting your approval** - **Recently approved items** - **Overdue approvals**

Best Practices





1. **Review Promptly:** Don't delay approvals
2. **Check Photos:** Compare before/after images
3. **Read Comments:** Understand the work done
4. **Document Decisions:** Add clear approval comments
5. **Escalate Issues:** Contact Manager for complex cases

Quick Reference

Status Meanings

| Status | For You |
|------------------|-------------------|
| Pending Approval | Needs your review |
| In Progress | Work ongoing |
| Resolved | You approved |
| Rejected | You sent back |

Priority Indicators

-  **Critical:** Review immediately
-  **High:** Review within 24 hours
-  **Medium:** Review within week
-  **Low:** Review when available

Contact

For questions about: - [Approval authority](#) → Contact Manager - [Technical issues](#) → Contact Manager - [Snag details](#) → Add comment on snag

Login: authority@pmc.com / [authority123](#)