

Inspector Quick Guide

PMC Project Management System

Your Role: On-Site Snag Detection & Documentation

Your Permissions

Feature	Access
View Dashboard	✓ Yes
Create Snags	✓ Full
Edit Snags	✓ Yes
Delete Snags	✗ No
Floor Plans	✓ Create & Edit
View All Snags	✓ Yes
Export Reports	✗ No
Settings	✗ No




Primary Responsibilities

1. **Inspect sites** and identify defects
2. **Document snags** with photos and descriptions
3. **Map locations** on floor plans
4. **Update status** as work progresses

Creating a New Snag

Step-by-Step

1. Click **+ New Snag** (or Ctrl+N)

2. **Fill Required Fields:**
 3. Project/Building Name
 4. Location/Floor (be specific!)
 5. Description (detailed)
 6. Priority level
 7. Due date
 8. **Add Photos** (Important!):
 9. Click  Camera for direct capture
 10. Click  Gallery for existing photos
 11. Upload up to 10 photos
 12. **Use AI Features:**
 13. Click  **AI Smart Description** - auto-generates description from photo
 14. Click **Defect Analysis** - AI identifies defect type
 15. **Select Category:**
 16. Civil/Structure
 17. Electrical
 18. Plumbing
 19. HVAC
 20. Fire Safety
 21. Landscape
 22. Click **Create Snag**
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Floor Plan Mapping

Upload New Floor Plan

1. Go to **Floor Plans** page
2. Click **Upload Floor Plan**
3. Enter plan name and floor number
4. Upload image file

Pin Snags on Floor Plan

1. Open a floor plan

2. Click on the exact location
3. Select the snag to pin
4. Pin appears with status color

On-Site Mobile Tips

Quick Photo Capture

1. Open snag or create new
2. Click **Camera** button
3. Phone camera opens directly
4. Capture and confirm

Pull-to-Refresh

Swipe down on snag list to refresh and see latest updates.

Status Updates

When you observe work completion:

1. Find the snag
2. Click **Status** dropdown
3. Change to:
4. **In Progress** - work started
5. **Pending Approval** - work complete, needs review

Note: Only Managers can mark as **Resolved**

Key Shortcuts

Action	Shortcut
New Snag	Ctrl + N
Search	Ctrl + K
Close Modal	Esc

Best Practices

1. **Be Specific:** Include exact location (Tower A, Floor 3, Unit 102, Bathroom)
 2. **Take Clear Photos:** Good lighting, multiple angles
 3. **Use Categories:** Helps with filtering and reporting
 4. **Set Realistic Due Dates:** Consider contractor availability
 5. **Add Possible Solutions:** Helps contractors understand the fix
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