

# Manager Quick Guide

---









## PMC Project Management System

Your Role: Full System Administrator

---

### Your Permissions

As a Manager, you have **complete access** to all features:

Feature	Access
Create/Edit/Delete Snags	 Full
Approve Snags	 Yes
Manage Users	 Yes
System Settings	 Full
Export Reports	 All formats
Audit Logs	 Yes
Recycle Bin	 Yes
Floor Plans	 Full

---

### Daily Tasks

#### 1. Review Dashboard

- Check **Overdue** count (red card)
- Review **Pending Approval** snags
- Monitor **Recent Activity** feed

#### 2. Approve Pending Snags

1. Go to **Snags** page
2. Filter by **Pending Approval** status

3. Review each snag's work

4. Click **Approve** or **Reject**

### 3. Assign Contractors

1. Open snag details

2. Select contractor from dropdown

3. Save - contractor receives email notification

### 4. Export Weekly Reports

1. Go to **Snags** page

2. Click **PDF** or **Excel**

3. Enable company branding

4. Share with stakeholders

## Key Shortcuts

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

## Settings You Control

- **Company & Branding:** Logo, name, website
- **Team & Authority:** User permissions
- **Reports:** Automated report scheduling
- **Notifications:** Email preferences
- **Security:** Password policies
- **Backup:** Data backup settings

## Quick Actions

### Bulk Status Update

1. Select multiple snags (checkboxes)
2. Click **Update Status** in toolbar
3. Choose new status
4. Confirm

### Add New User

1. Go to **Users** page
2. Click **+ Add User**
3. Fill details and assign role
4. User receives invitation email

---

**Login:** manager@pmc.com / manager123