

Scaffolding

Scaffolding is a temporary structure that helps workers manage materials during construction or maintenance work. The workers perform erection and dismantle with the use of tags differentiate by colors to indicate the status of the scaffolding.

Master

There are two types of master data in Scaffolding module:

Item Master-The list of items data that will be used in Scaffold module. They are managed centrally so that duplicate items are not entered into the system.

Site Master-The list of sites data that will be used in Scaffold module. They are managed centrally to use Client site code for various project.

Item Master

To view items master, click **Item Master** submenu in the Master, the item master list page opens as below,

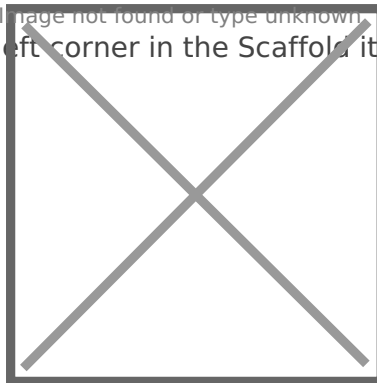
image-1707805890512.png

Add New Item

To create a new item in item master,



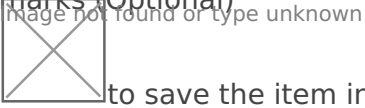
1. Click  button on the top left corner in the Scaffold item Master list view page, the





add item page opens as below,

2. Enter details in the below fields,

- Code (Mandatory)
- Sub Type (Mandatory)
- Select unit - UOM (mandatory)
- Description (Optional)
- Remarks (Optional)



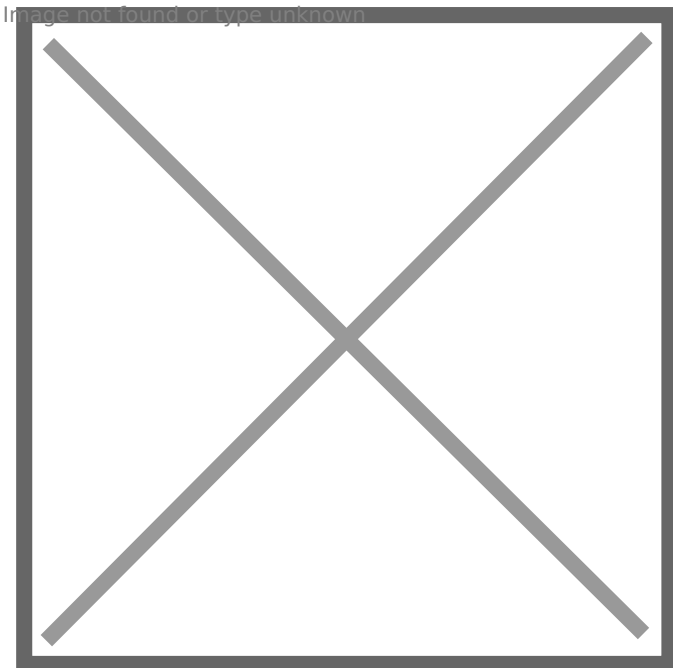
3. Click  to save the item in the item Master. The new added item will be saved to item master list page.

4. Once new item is added to master, user shall add cost details of the item. Navigate to the item name in the item master page, and Click  cost icon.

[image-1707806473826.png](#)

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5. The item cost page opens as below and enter the following details,



6. Click to select Sub Contractor to add item cost for work assigned to sub contractor workers, enter details in below fields,

- Choose Effective Date
- Select Sub Contractor
- Enter Erection Cost
- Enter Dismantle Cost
- Click Save. Item cost will be saved, and user can scroll down and view in the cost page.

[image-1707807238859.png](#)

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[image-1707807852038.png](#)

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7. Click to select Employee to add item cost for work assigned to employees, enter details in below fields
 - Choose Effective Date
 - Enter Erection Cost
 - Enter Dismantle Cost
 - Click Save. Item cost will be saved, and user can scroll down and view in the cost page.

image-1707808068200.png

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Edit Item

To edit item,

1. Click  on the main page to update Item fields.
2. Update the respective fields.
3. Click **Save** button to save edit.

Delete Item

To delete Item record from the Item Master,


1. Click  in the delete column in item master list page.
2. A confirmation window opens, click Yes and the Item record will be deleted.

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Site Master

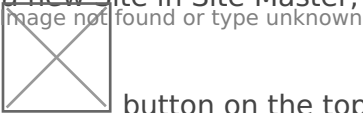
To view Site master, click **Site Master** submenu in the Master, the Site master list page opens as



below,

Add New Site

To create a new Site in Site Master,




1. Click  button on the top right corner in the Scaffold Site Master view page, the add Site page opens as below,
<image-1708067900020.png>

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2. Enter details in below fields,
 - Code (Mandatory)
 - Location (Mandatory)
 - Select Supervisor (Optional)
 - Select Employee (Optional)
 - Select Sub Con (Optional)
3. Click **Save** to save the Site details in the Site Master. **Important notes:** 1) Only selected supervisor and selected employees can view and access projects associated with this Site Code.
4. Only project configured with Client Site code will be available in the scaffold module to create request. To configure client site code in projects,

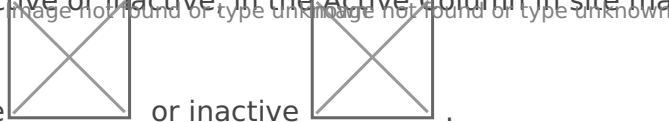
- First, in Admin Settings, check and make sure showSiteCodeConfig setting value is [image-1708069754030](#).

True, so that in project master, client site code field will be enabled. Image not found or type unknown

- Second, navigate to the project in Projects Master in Operation, in the Client Site Code field, click to select [image-1708069990761.png](#)

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5. Note: Site can be active or inactive, in the Active column in site master list page, user can



click to set to active or inactive.

[image-1708070384389.png](#)

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Edit Site

To edit site,

1. Click [image-1707807574072.png](#) edit icon on the main page to update site fields.
2. Update the respective fields.
3. Click **Save** button to save edit.

Delete Site

To delete Site record from the Site Master,

1. Click [image-1707807679842.png](#) delete icon in the delete column in site master list page.
2. A confirmation window opens, click Yes and the Item record will be deleted. [image-1707808182702.png](#)

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Request

Scaffold Request

A Scaffold Request shall be raised against Site code and Project to start the scaffolding procedure. The user can add the Scaffold request to create Temporary tag, Permanent tag and Internal size for scaffolding Erection, Dismantle, Modification and Rental days. They perform checklists like Construction Checklist, Monthly Checklist and Weekly Checklist to abide by safety rules and regulations. To view Scaffold Request, click **Scaffold Request** submenu in the Request, the Scaffold Request page opens as below,

[image-1708126168937.png](#)

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Add New Scaffold Request

To create a new Scaffold Request,



1. Click  button on the top right corner in the scaffold request page, the add Scaffold

Request window opens as below,

[image-1708126669202.png](#)

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2. Enter details in below fields,
 - In Site Code field, click to choose site code.
 - In Project field, click to select project.
 - In Occupier/Main Contractor field, enter Main Contractor name.
 - In Location of Worksite field, enter worksite location.
 - In Client Contact field, enter client contact number.
 - In Free Rental Days field, enter number of free rental days.
 - In Checklist field, click to select checklist option.

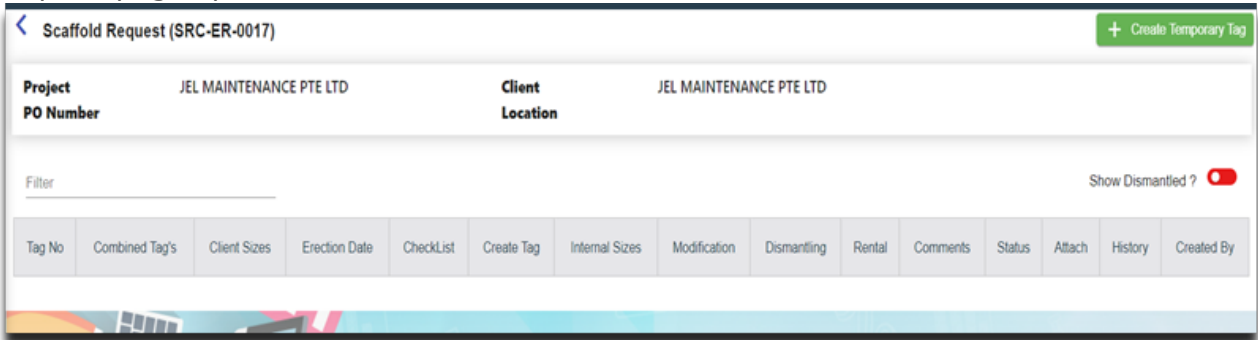
3. Click **Save** to save the Request in the Scaffold Request page. And a unique Scaffold request Key will be generated against the new added Scaffold Request.

Temporary Tag Creation


Based on the client request, admin user will create a few temporary tags against a new scaffold request.

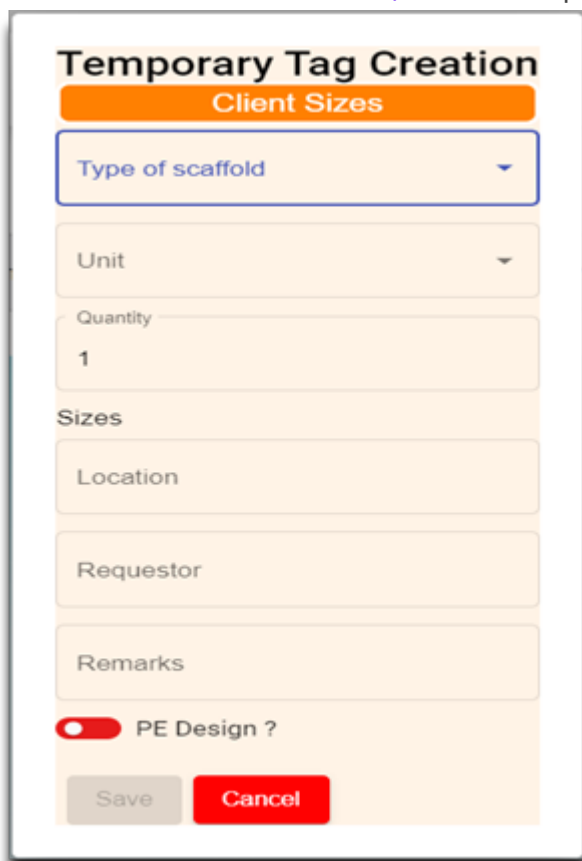
To Create Temporary Tag,

1. Click  (Tag icon) to create temporary tags for the new Scaffold request , the Scaffold Request page opens as below,



The screenshot shows the Scaffold Request (SRC-ER-0017) page. At the top right, there is a green button labeled '+ Create Temporary Tag'. Below this, the Project and Client information is displayed as 'JEL MAINTENANCE PTE LTD'. A table with various columns is visible, including 'Tag No', 'Combined Tag's', 'Client Sizes', 'Erection Date', 'CheckList', 'Create Tag', 'Internal Sizes', 'Modification', 'Dismantling', 'Rental', 'Comments', 'Status', 'Attach', 'History', and 'Created By'. A 'Filter' input field and a 'Show Dismantled?' toggle are also present.

2. Click  (Create Temporary tag icon) , the below page opens,



The screenshot shows the 'Temporary Tag Creation' form. It has an orange header 'Client Sizes'. The form contains several input fields: 'Type of scaffold' (dropdown), 'Unit' (dropdown), 'Quantity' (text input with value '1'), 'Sizes' (text input), 'Location' (text input), 'Requestor' (text input), and 'Remarks' (text area). There is a toggle switch for 'PE Design ?' which is currently turned on. At the bottom, there are 'Save' and 'Cancel' buttons.

3. Enter details in below fields,
 - Type of Scaffold
 - Unit
 - Quantity

- Sizes
- Location
- Requestor
- Remarks
- PE Design (click to enable if applicable)

4. Click **Save** to save the Temporary tag. Once saved successfully, on the scaffold main page, the Tag's Count Column "T" changes from 0 to 1 and L changes from 0 to 1.

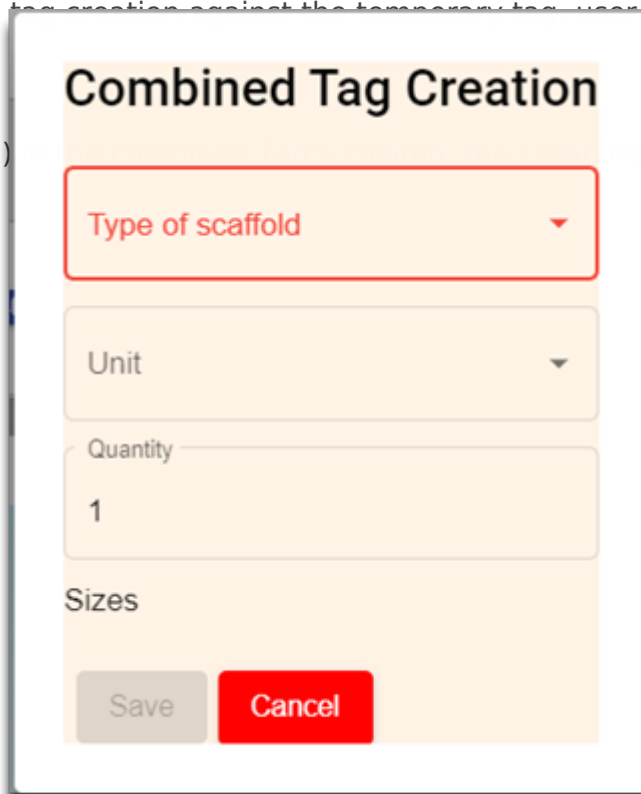
Note: T - Temporary
 P - Permanent
 M - Modify
 D - Dismantle
 R - Rental
 L - Total Line numbers

Combined Tag Creation

If Client request to create combined tag creation against the temporary tag, user can create combined tag.

To Create Combined Tag Creation

1. Click  (Combined Tag icon)



Creation page opens as below,

2. Enter details in below fields,
 - Type of Scaffold
 - Unit
 - Quantity
 - Sizes


3. Click **Save** to save the Combined tag. Note: Client Size column in the scaffold request consists of size details of the Scaffold Type.

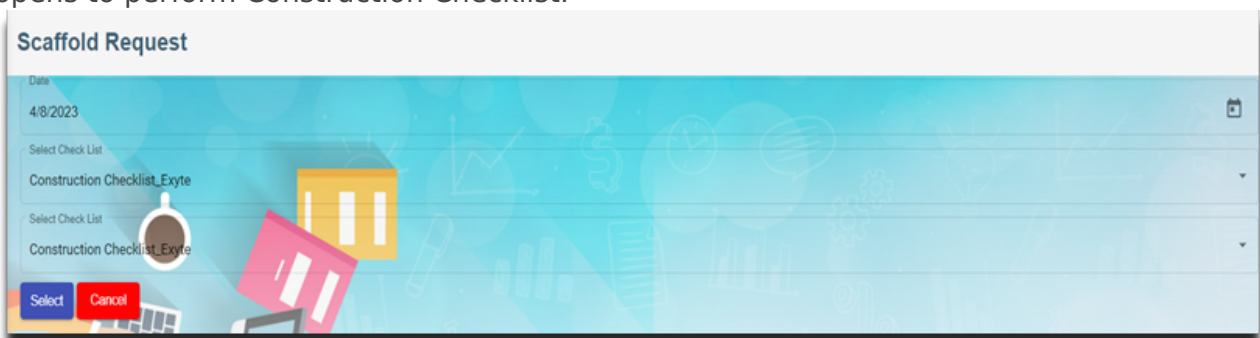
Checklist


Checklist will be performed after Temporary Tag Creation.

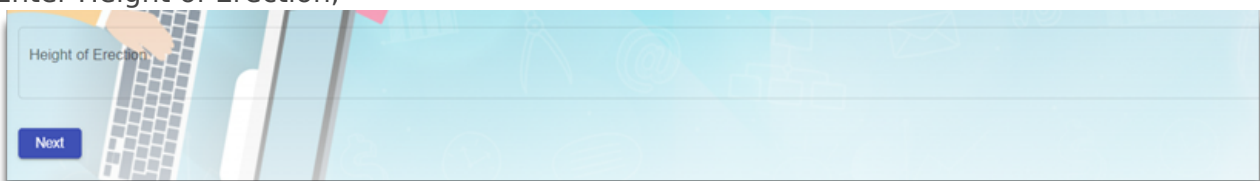
Perform Construction Checklist

To perform construction checklist,

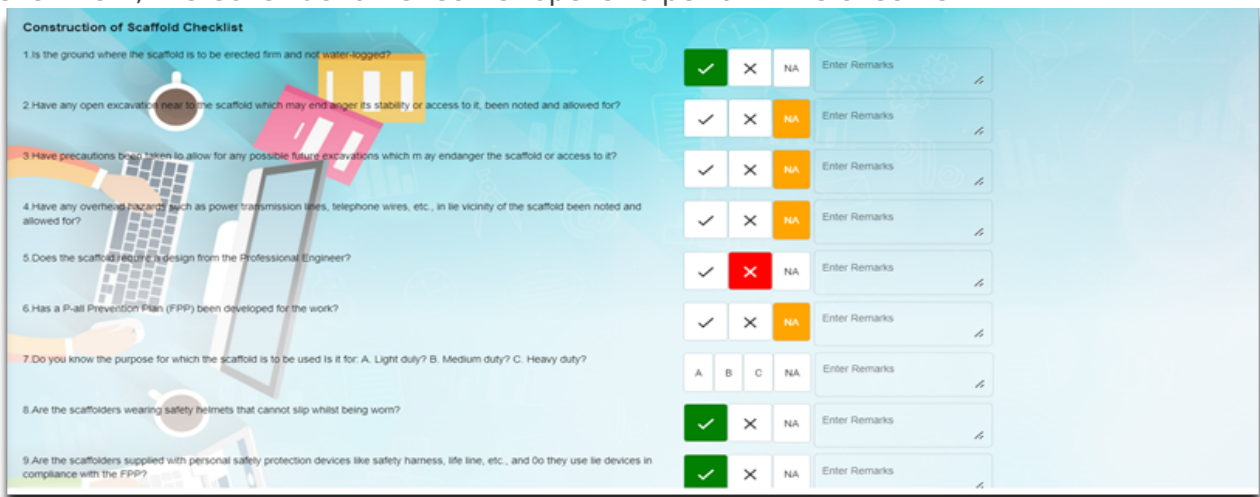
1. Click  (Checklist icon) in the scaffold request, the Scaffold Request Checklist page opens to perform Construction Checklist.



2. Choose Date and Construction Checklist. Note: Date can be modified based on the checklist activity performed date.
3. Click  Select icon.
4. Enter Height of Erection,



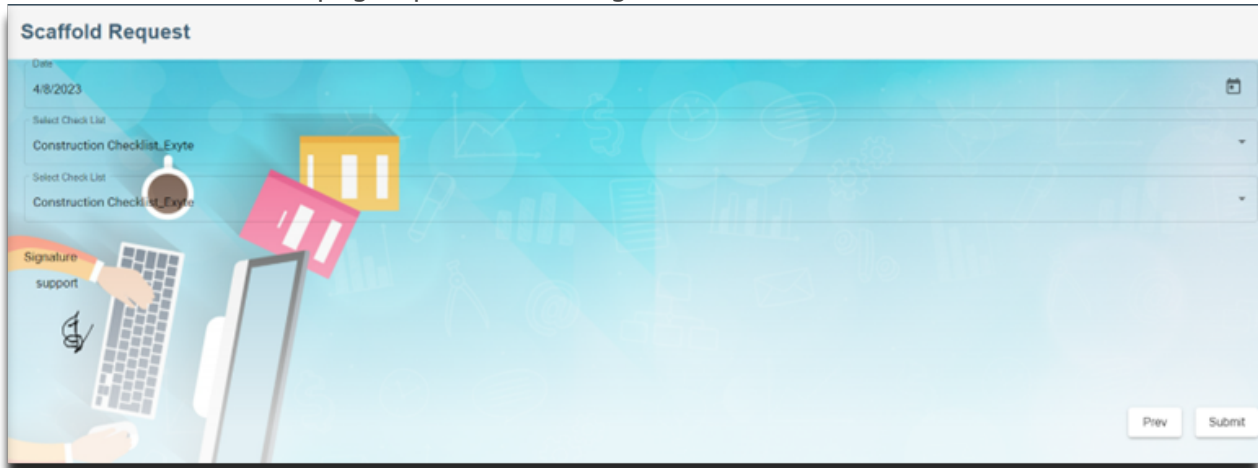
5. Click Next, the Construction Checklist opens to perform the checklist.



6. Click to choose from any of the three ✓


✗ or **NA** for all the line items in the checklist and enter remarks if required.

7. Click **Next**, the below page opens with e-Signature,



The screenshot shows a web form titled "Scaffold Request". At the top, it displays the date "4/8/2023". Below the date, there are two dropdown menus, both set to "Construction Checklist_Exyte". The main area of the form is a light blue background with a graphic of a hand signing a document. In the bottom right corner, there are two buttons: "Prev" and "Submit".

8. Enter signature, and click **Submit**. Note: Once construction checklist is completed, the Checklist icon color will change from blue to green.

9. Click  Print icon in the checklist to print the checklist performed, the Checklist screen opens. Click **Print**.




The screenshot shows a dialog box titled "Check List" with a close button (✗) in the top right corner. It contains a table with the following data:

S.No	Name	Generated on	Print
1	Construction Checklist_Exyte	04-08-23 02:22 PM	

Perform Weekly Checklist

Every week, the employee performs Weekly checklist to cross check the scaffold tag no(s) maintained properly in the site.

1. Click  (Checklist icon) and perform weekly checklist.

2. Choose Date and Weekly Checklist to perform.


3. Click  (Select icon).

4. Enter Location Work Site.

5. Click **Next**, the Weekly Checklist opens to perform the checklist.

6. Click **Next**, the below page opens with e-Signature


7. Enter signature, and Click **Submit**.

-  Number changes from 0 to 1 indicates a weekly checklist performed for the scaffold tag numbers in the line item 1(L-1).




- The orange colour of the Checklist indicates the lapse of the weekly checklist.
- Summary of the Checklist available in the Print icon.

Create Permanent Tag

In the Create Tag page,  icon is used to create permanent tag size against the temporary tag size. The salary will be computed for the workers based on the permanent tag size.

To Create Tag,

1. Click  (create tag icon), the below Permanent Tag Creation window opens,

2. Enter details in the following fields,
 - Date
 - Select Tag (Drop-down list of Temporary Tag(s))
 - Choose Partial or Full
 - Choose Sub Con, Employees or NA (Choose from drop-down list)
 - Size/Manhours
 - Type of Scaffold (open to choose anything from the drop-down list)
3. Click **Save** to save the internal size.

Modifying Tag

Tag can be modified based on additional size request or to modify the request itself by using Tag Modification Request.

To Create Tag Modification Request,

1. Click  (Tag Modification icon), the below Tag Modification Request window opens,

Tag Modification Request
Client Sizes

Tag Number: SRC-23-SILTRONIC - LSWE (LEONG SIEW WENG ENGINEERING PTE LTD)-0023_E1
Scaffold Type: ISE-C

Additional Size Request Modify Request

Type of scaffold: ISE-C: Tower Scaffold (Clean Room)

Unit: m3

Quantity: 1

Purpose/Remarks

Sizes: L, W, H

2. Enter the following details

Option 1:

- o Choose Addition size Request
- o Type of Scaffold (open to choose anything from the drop-down list)
- o PU
- o Si
- o O

Tag Modification Request
Client Sizes

Tag Number: SRC-23-SILTRONIC - LSWE (LEONG SIEW WENG ENGINEERING PTE LTD)-0023_E1
Scaffold Type: ISE-C

Additional Size Request Modify Request

Type of scaffold: ISE-C: Tower Scaffold (Clean Room)

Unit: m3

Quantity: 1

Purpose/Remarks: Test


No of Supervisor: 3

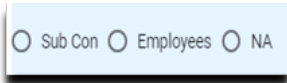
No of Erector: 3

- o Choose Modify Request
- o Type of Scaffold (open to choose anything from the drop-down list)
- o Purpose/Remarks
- o No of Supervisors
- o No of Erectors
- o Click from Date & time
- o Click To Date & time

o Click 

3. Click **Save** to save the Modification Tag.

- Modification tag available in the Tag No column.
- Create tag  appears to create internal size for the worker. If internal size is not required for the modification tag, choose NA inside the Permanent Tag creation




Sub Con Employees NA

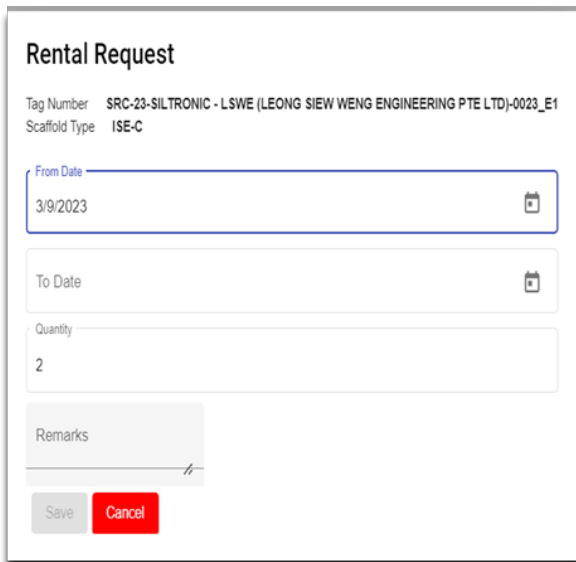
Rental Request

Users shall raise Rental Request after the free rental days get over.

To Create Rental Request,



1. Click  (Rental Request icon), the below Rental Request window opens.



Rental Request

Tag Number SRC-23-SILTRONIC - LSWE (LEONG SIEW WENG ENGINEERING PTE LTD)-0023_E1
Scaffold Type ISE-C

From Date

To Date

Quantity

Remarks

2. Choose From date and To date.

3. Enter remarks in the Remarks field if any.


4. Click **Save** to save the Rental Request.

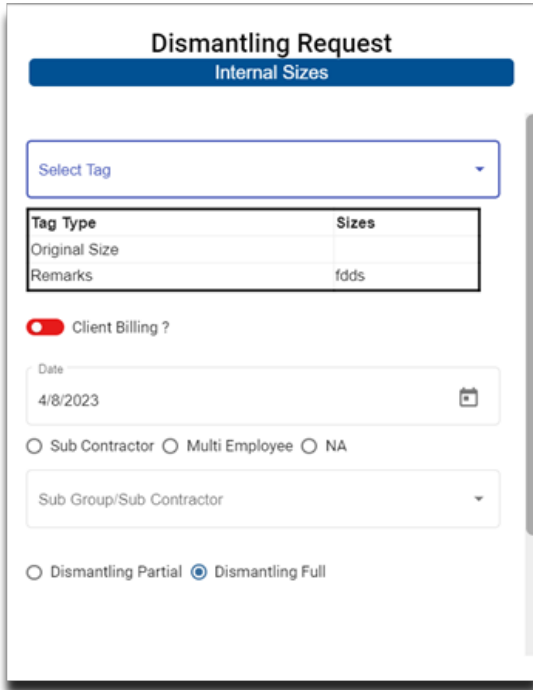
- Rental Request available in the Tag No column in freeze status. As it is redirected to the pending billing tag.
- The tag no in blue colour can modify at any stage. If it changes to white colour, it cannot be modified (freeze for billing)

Dismantling Request

The user raises dismantling Request for internal sizes when the process beings to scaffold dismantling.

To Create Dismantling Request,



1. Click  (Dismantling Request icon), the below Dismantling Request window opens.



The screenshot shows a 'Dismantling Request' window with the following fields and options:

- Title:** Dismantling Request
- Section:** Internal Sizes
- Select Tag:** A dropdown menu.
- Table:**

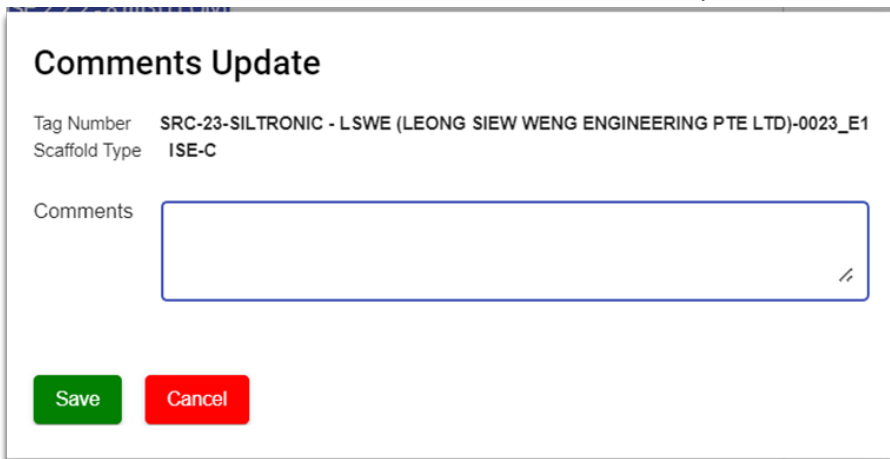
Tag Type	Sizes
Original Size	
Remarks	fdds
- Client Billing ?** A toggle switch currently set to 'No' (red).
- Date:** A date field showing '4/8/2023' with a calendar icon.
- Options:** Radio buttons for 'Sub Contractor', 'Multi Employee', and 'NA'.
- Sub Group/Sub Contractor:** A dropdown menu.
- Dismantling Type:** Radio buttons for 'Dismantling Partial' and 'Dismantling Full' (selected).

2. Enter details in the following fields,
 - Select Tag
 - Client Billing? ( "Yes" /  "No")
 - Date
 - Choose Sub Contractor/ Employee/ NA
 - Choose Dismantling Partial/Full
 - Choose Rental Chargeable? "Yes" or "No"
3. Click **Save** to save the Dismantling Request.

Comment

The user can add comments against the Tag Number for the Scaffold request.
To add Comment,

1. Click  (Comment icon), the below Comment Update window opens,



The screenshot shows a 'Comments Update' window with the following fields and options:

- Title:** Comments Update
- Tag Number:** SRC-23-SILTRONIC - LSWE (LEONG SIEW WENG ENGINEERING PTE LTD)-0023_E1
- Scaffold Type:** ISE-C
- Comments:** A large text input area with a blue border and a small icon in the bottom right corner.
- Buttons:** A green 'Save' button and a red 'Cancel' button.



2. Enter comments.

3. Click **Save** to save the comments.

Status

The user can change the status of the Tag number either active or inactive.

To inactive Status,

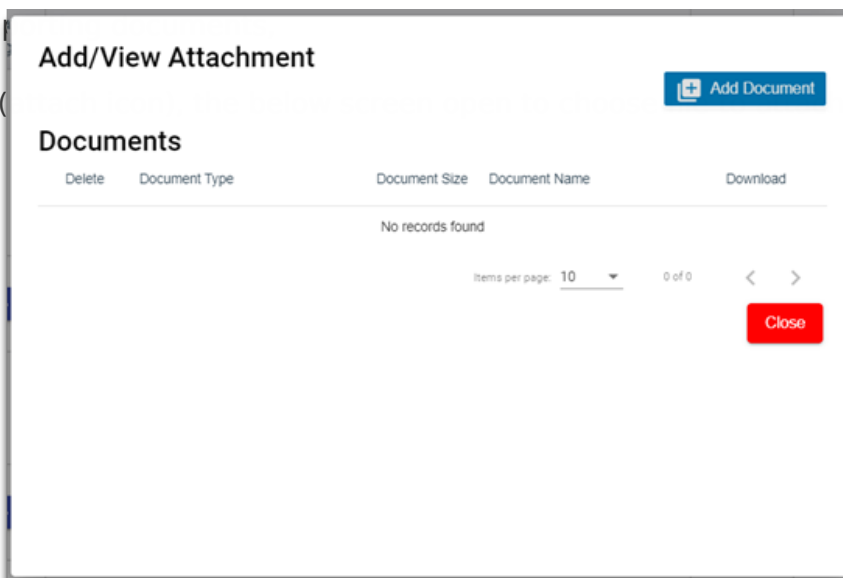
1. Slide the toggle button from  Green to  Red.

Attachment


The supporting documents can be attached against the Tag Number using attachment available under attach column.

To Attach sup

1. Click  against the Tag



Number.

2. Click  Add Document and Choose file to upload the document.
3. Click **Upload**. The attached document is available under Documents.
4. Click **Close**.

History

History gives details about the Client size, Internal size and Created by against Tag Number. Click History and view Client size and Internal size details of the Tag Number.

S No	Tag No	Client Sizes	Internal Sizes	Created By
1	SRC-23-SILTRONIC - LSWE (LEONG SIEW WENG ENGINEERING PTE LTD)-0023_E1	ISE-C - 4*5*6 (240)	ISE - 2*2*2 (8) SRC-PCM-001,SRC-PCM-006,SRC-PCM-032	support on 04/08/2023 12:52 pm
2	SRC-23-SILTRONIC - LSWE (LEONG SIEW WENG ENGINEERING PTE LTD)-0023_E2	ISE-C - 5*6*7 (210)	ISE - 2*2*2 (8) SRC-PCM-006,SRC-PCM-001,SRC-PCM-032	support on 04/08/2023 01:46 pm
3	SRC-23-SILTRONIC - LSWE (LEONG SIEW WENG ENGINEERING PTE LTD)-0023_E3	ISE-H - 3*4*5 (60)	ISE - 2*2*2 (8) SRC-PCM-032,SRC-PCM-001,SRC-PCM-006	support on 04/08/2023 01:50 pm
4	SRC-23-SILTRONIC - LSWE (LEONG SIEW WENG ENGINEERING PTE LTD)-0023_M1	ISE - 4*2*3 (24)		support on 04/08/2023 04:34 pm
5	SRC-23-SILTRONIC - LSWE (LEONG SIEW WENG ENGINEERING PTE LTD)-0023_M2	Modify - S-3.E3H-168 Time 04/08/2023 12:00:am to 11/08/2023 12:00:am		support on 04/08/2023 05:26 pm

Revision #10

Created 10 October 2023 05:45:01 by michelle

Updated 10 December 2024 04:08:36 by Shybin