

Mobile App - Structural

- User Management
- VESSEL PROJECT
- REPAIR VESSEL PROJECT

User Management

1.1 Downloading *cuteQM* app

To use the *cuteQM* app you must first download it from the **Play Store**.

1. Open the **Play Store** and search for "*cuteQM*".
2. Download and install the *cuteQM* app on your mobile phone.
3. After installation, open the *cuteQM*

You are ready to go!

1.2 Log in

After installation, when you open the *cuteQM* app you may be asked to Login.

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Follow the steps to successfully log into your account.

1. Before enter your user id and password, tap (Settings icon) and enter the app URL that is provided by your administrator.
2. Tap **Save**.
3. Enter your user id and password in the allocated fields.
4. Tap **Log in** to complete the process.

The home screen of the *cuteQM* app is appeared.

1.3 Home screen of *cuteQM* app

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Figure 1.3 Home screen of cuteQM app

image-16516472087651647235358.png

Image not found **(show/hide icon)** helps to show/hide the user id information that is displayed in the left pane of the home screen. if you touch this icon the information appears on, if you touch this icon again the information goes off.

image-1651647291202.png

Image not found **provided with** a down arrow. If you click the down arrow, a list opens with three options such as **Clear Storage**, **Sync Data**, and **Log out**.

- **Clear Storage** - clears all data in this app. Tap the **Clear Storage** option to delete all the data.
- **Sync Data**- synchronizes your inspection results with the respective reports in the web application. If your inspection results are not automatically synchronized with the web application, tap the **Sync Data** option for manual synchronization.
- **Log out** - See "[Log out](#)" section for details about log out of the app.

image-1651647412329.png

Image not found **Project** helps to select the project. To select the project,

1. Tap the **Project** box, and select the project such as vessel or repair vessel, from a drop-down list.

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Image not found **Module** helps to select the module. To select the module,

2. Select **Structural** under the **Module**
3. Tap **GO**.

A dashboard of the app is appeared.

You can navigate through the app using the dashboard. The dashboard shows different tabs according to the type of project and module that you have selected.

1. If you have selected the vessel project in the **Project** box, the dashboard shows the following tabs, (See the topic, "[VESSEL PROJECT](#)" for more details about the vessel project.)

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Figure 2.3 Dashboard for vessel project in cuteQM app

2. If you have selected the repair vessel project in the **Project** box, the dashboard shows the following tabs, (See the topic, "[REPAIR VESSEL PROJECT](#)" for more details about the repair vessel project.)

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Figure 2.4 Dashboard for repair vessel project in cuteQM app

image-1651647895961.png

Note: The dashboard does not display **MILL CERTIFICATES** and **TEST EQUIPMENT** tabs unless your administrator adds your role in the **cuteQM_Certificate Access** option in the web application.

1.4 Log out

Log out of your user's account from this **Log out** option. This command ends your current session of the app work.

1. Tap the Log out option for logging out of the app. This will lead you back to the Log in Screen. See Fig 2.2.

VESSEL PROJECT

2.0 Vessel Project

The dashboard of the vessel project contains various tabs See Fig 2.3. The following sections explain you about the functionalities of each tab associated with the vessel project,

2.1 SET DEFAULT PROJECT

The **SET DEFAULT PROJECT** tab helps you to select or change the project and module.

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To switchover between the vessel and repair vessel projects and modules,

[image-1651649063618.png](#)

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Note: If you are signing in to the app after the first-time login process, the app automatically redirects you into the dashboard page.

1. Tap **SET DEFAULT PROJECT**. See Fig 2.3. The **SET DEFAULT PROJECT** page opens.

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2. Tap the **Project** box, and select the vessel type project from a drop-down list.

3. Select the module you want, under the **Module**

4. Tap **GO**.

2.2 TAKE OFFLINE DATA

The **TAKE OFFLINE DATA** tab helps you viewing the reports for the specific inspection dates you want.

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When you select the respective dashboard tab you can view a list of reports corresponding to today and previous day. However, if you want to view the reports other than today and previous day, you must navigate to the **TAKE OFFLINE DATA** tab.

Do the following steps to view the reports using the **TAKE OFFLINE DATA** tab,

1. Tap **TAKE OFFLINE DATA**. See Fig 2.3.

A new window opens for selecting category and date you want.

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2. In the **Category** box, tap and select the option you want to view the reports from a drop-down list.

3. In the **Date** box, choose the period of inspection by selecting respective dates.

[image-1651649382189.png](#)

Tip: If you want to choose the period of inspection for more than one day, you must select from and to dates, accordingly.

4. Tap **Submit**.

A new page opens for the selected option in the **Category** box.

2.3 MILL CERTIFICATES

The **MILL CERTIFICATES** tab allows you to view the material certificates added in the web application. This feature works only in online mode.

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To view the material certificates,

1. Tap **MILL CERTIFICATES**. See Fig 2.3.

The **Mill Certificates** page opens.

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2. Tap the **Component** box and select the component name from a drop-down list.

[image-1651649587639.png](#)

Note: If you want to view the certificate for a specific component, enter the size, thickness, material name, class, heat number, rating, do number, expiry date or remarks of the component in the respective boxes.

3. Tap **Get Certificates**. A list of material certificates for the selected component is appeared.

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Tip: If you want to view any attachment added with the material certificate, tap (Attach icon).

[image-1651649678098.png](#)

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[image-1651649731121.png](#)

Note: If the number of certificates exceeds 500, you will receive the following notification: **“The result records are more than 500, so system can’t load, pls add another filter and search”**.

2.4 TEST EQUIPMENT

The **TEST EQUIPMENT** tab helps you to get the details of the testing equipment that are added in the web application. This feature works only in online mode.

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To get the test equipment details,

1. Tap **TEST EQUIPMENT**. See Fig 2.3.

The **Testing Equipment** page opens.

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2. Enter the component name in the **Component**

[image-1651650852566.png](#)

Note: If you want to get details for the specific test equipment, enter the description, test date, expiry date, or remarks of the equipment in the respective boxes.

3. Tap **Get Test Equipment**. A list of test equipment reports for the selected component is appeared.

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Tip: If you want to view an attachment added with the test equipment, tap (Attach icon).

[image-1651650931130.png](#)

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[image-1651650961628.png](#)

Note: If the number of test equipment reports exceeds 500, you will receive the following notification: **“The result records are more than 500, so system can’t load, pls add another filter and search”**.

2.5 MIR

The **MIR** tab helps you to check and update a material verification report for the MIR requests, which are uploaded in the web application, by adding your inspection details. This MIR feature automatically updates and synchronizes your inspection details with the material verification report in the web application.

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Note: When you click the **MIR** tab in the dashboard, the **MIR** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See " [TAKE OFFLINE DATA](#) " for more details).

1. Tap **MIR**. See Fig 2.5.

The **MIR** page opens with a list of reports for the selected date.

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Figure 2.5 MIR page

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Tip: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

1. If you want to filter one report among the list of reports, you must enter the report number, inspection date or location details in the respective boxes given in the **MIR** page.

The **MIR** page contains the following fields:

- **Report Number**- shows the request's report number.
- **Inspection Date**- shows the date of inspection.
- **Location**- shows the location where the inspection to be performed.
- **Result**- you can add your inspection results.
- **Signature**- you can add your signature after completing the inspection.
- **Attach** - you can view any supporting document that is attached in the web application by tapping (**Attach** icon).

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Tip: You can filter the supporting document by using the **File Name** and **File Size in KB** options provided in the **Attach** page. See Fig given below.

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- **Print**- you can download a copy of the report by tapping (**Print** icon).

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Tip: After adding your inspection details and signature into the MIR report, you can download a latest copy of the report by using the **Print** option to check whether your inspection details and signature are successfully updated with the report.

- **Sync** - notifies whether your inspection details are automatically synchronized with the web application or not. This **Sync** section initially shows the Sync icon like . Once you add your inspection details the Sync icon appears in . After synchronization of your inspection details, the **Sync** section changes the Sync icon into .

image-1651651131600.png

Tip: If your inspection details are not automatically synchronized, navigate to the manual synchronization option. (See "[Sync Data](#)" for more details.)

To add your MIR inspection result

1. Once you find out the report where you need to add your inspection details, tap (**Result** icon) to add your inspection results, See Fig 3.1.

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The **Result** page opens with a list of reports including the material details. Each report shows material specifications such as description, specification, size, and type.

2. In the **Remarks** box, type your remarks if any.
3. In **Cert** column, tap (Edit icon) for the report you want to add your result.

A new page for the selected report opens.

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4. Check and re-enter **Quantity** of the materials if you want.
5. In **Heat No** box, enter the heat number.
6. Check the certificate number in the **Cert**
7. In **Dimen**, **Visual**, and **Mill Test** options, choose **Accepted** or **Rejected** based on your inspection details.

8. In **Plate No** box, enter the plate number.
9. In **Unique No** box, enter the unique number.
10. In the **Remarks** box, type your remarks if any.
11. Tap **Save**.

To add your signature

Once you have saved your inspection results, you must add your signature in the **Signature** field.

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Note: Make sure that you can add your signature if your role has assigned as QA, Subcontractor, Client or Owner, by the administrator.

[image-1651651776716.png](#)

1. Tap [Image not found or type unknown](#) (**Signature icon**), See Fig 3.1. The signature page opens.

[image-1651651377808.png](#)

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Note: If you are a login user, you can directly do sign for the respective role in the signature box, otherwise you must login with your user id and password before signing.

[image-1651651715097.png](#)

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[image-1651651732552.png](#)

2. Tap [Image not found or type unknown](#) (**Sign icon**) provided in the right-side pane for the corresponding **Type** based on your role.

A new signature box opens.

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3. In the **Name** box, enter your name.

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Note: If your role has assigned as QA, your name will be automatically displayed in the **Name** box. Other than QA, you must add your name before signing.

4. In the **Signature** box, write your signature, and tap **Save**.

2.6 MATERIAL SUBSTITUTION

The **MATERIAL SUBSTITUTION** tab helps you to check and update the material substitution request, which is uploaded in the web application, by adding your inspection details. This material substitution feature automatically updates and synchronizes your inspection details with the material substitution report in the web application.

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[image-1651651958880.png](#)

Note: When you click the **MATERIAL SUBSTITUTION** tab in the dashboard, the **RFI**

Material Substitution page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details).

1. Tap **MATERIAL SUBSTITUTION**. See Fig 2.6.

The **RFI Material Substitution** page opens with a list of reports for the selected date.

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Figure 2.6 RFI Material Substitution page

[image-1651652011212.png](#)

Tip 1: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

2. If you want to filter one report among the list of reports, you must enter the report number, inspection date, location or status details in the respective boxes given in the **RFI Material Substitution** page.

The **RFI Material Substitution** page contains multiple fields such as **Report Number**, **Inspection Date**, **Location**, **Status**, **Result**, **Signature**, **Attach**, **Print**, and **Sync**.

- **Status** - shows the status of comment added in the **Result**

None- notifies that there are no comments in the **Result** page.

Open- notifies that there is a comment added in the **Open comment** box.

Close - notifies that there is a comment added in the **Close comment** box.

(See the topic "[The MIR page contains the following fields](#)" for more details about other fields in the **RFI Material Substitution** page.)

To add your RFI material substitution result

1. Once you find out the report where you need to add your inspection details, tap

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(**Result** icon) to add your inspection results, See Fig 3.2.

[image-1651652236386.png](#)

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The **Result** page opens with a list of reports including the material details. Each report shows material specifications such as DWG. Ref detail, material name, original size, original grade, and quantity.

2. In the **Remarks** box, type your remarks if any. See Fig 3.
3. If you do not want to give any comments, enable **None**.
4. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**
5. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**
6. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap

[image-1651652268632.png](#)

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(**Signature** icon), See Fig 3.2.

To know how to add your signature, see the topic "[To add your signature](#)".

2.7 RFI FITUP INSPECTION

The **RFI FITUP INSPECTION** tab helps you to check and approve the RFI fitup request raised in the web application, by adding and updating your inspection details. This RFI fitup inspection feature automatically updates and synchronizes your inspection details with the RFI Fitup report that is uploaded in the web application.

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Note: When you click the **RFI FITUP INSPECTION** tab in the dashboard, the **RFI Fitup Request** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details.)

1. Tap **RFI FITUP INSPECTION**. See Fig 2.7.

The **RFI Fitup Request** page opens with a list of reports for the selected date.

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Figure 2.7 RFI Fitup Request page

[image-1651652367454.png](#)

Tip 1: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

2. If you want to filter one report among the list of reports, you must enter the report number, inspection date, location or status details in the respective boxes given in the **RFI Fitup Request** page.

The **RFI Fitup Request** page contains multiple fields such as **Report Number, Inspection Date, Location, Status, Result, Signature, Attach, Print, and Sync**.

- **Status** - shows the status of comment added in the **Result**

None- notifies that there are no comments in the **Result** page.

Open- notifies that there is a comment added in the **Open comment** box.

Close - notifies that there is a comment added in the **Close comment** box.

(See the topic "[The MIR page contains the following fields](#)" for more details about other fields in the **RFI Fitup Request** page.)

To add your RFI fitup inspection result

1. Once you find out the report where you need to add your inspection details, tap

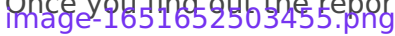


Image not found (Result icon) to add your inspection results, See Fig 3.3.



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The **Result** page opens with a list of reports including the material specifications such as system and sub system numbers, drawing number, joint number, piece mark number, size, and width details, WPS, and plate number.

2. In the **Remarks** box, type your remarks if any. See Fig 3.
3. If you do not want to give any comments, enable **None**.
4. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**
5. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**
6. In the **Heat No** box, check and edit the heat number.
7. In the **Result** box, tap and choose **Accepted, Rejected or Cancelled** from a drop-down list based on your inspection details.
8. In the **Remarks** box, type your remarks if any.
9. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap



Image not found (Signature icon), See Fig 3.3.

To know how to add your signature, see the topic "[To add your signature](#)".

2.8 RFI WELD INSPECTION

The **RFI WELD INSPECTION** tab allows you to check and approve the RFI weld visual request raised in the web application, by adding and updating your inspection details. This RFI Weld Inspection feature automatically updates and synchronizes your inspection details with the RFI Weld report that is uploaded in the web application.

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[image-1651652692947.png](#)

Note: When you click the **RFI WELD INSPECTION** tab in the dashboard, the **RFI Weld Inspection** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details.)

1. Tap **RFI WELD INSPECTION**. See Fig 2.3.

The **RFI Weld Inspection** page opens with a list of reports for the selected date.

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Figure 3.4 RFI Weld Inspection page

[image-1651652753313.png](#)

Tip: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

1. If you want to filter one report among the list of reports, you must enter the report number, inspection date or location details in the respective boxes given in the **RFI Weld Inspection** page.

The **RFI Weld Inspection** page contains multiple fields such as **Report Number, Inspection Date, Location, Result, Signature, Attach, Print, and Sync**. (See the topic "[The MIR page contains the following fields](#)" for more details about each field in the **RFI Weld Inspection** page.)

To add your RFI weld inspection result

1. Once you find out the report where you need to add your inspection details, tap

[image-1651652851350.png](#)

(**Result icon**) to add your inspection results, See Fig 3.4.

[image-1651652875009.png](#)

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The **Result** page opens with a list of reports including the material details. Each report shows material specifications such as system and sub system names, drawing number, joint number, and WPS.

2. In the **Remarks** box, type your remarks if any.
3. If you do not want to give any comments, enable **None**.
4. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**
5. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**
6. In the **Result** box, tap and choose **Pending, Accepted, Rejected or Cancelled** from a drop-down list based on your inspection details.
7. In the **Remarks** box, type your remarks if any.

[image-1651652995265.png](#)

8. To add the welding details, tap  (welding details add icon). A new window opens.

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- In the **Date** box, choose date.
- In the **Name** box, tap and select your name from a drop-down list.
- In the **Layers** box, tap and select layers from a drop-down list.
- In the **Process** box, tap and select the weld process from a drop-down list.
- In the **Position** box, tap and select the weld position from a drop-down list.
- Tap **Save**.

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9. If you want to delete any welder ID details from a list, tap  (delete icon).

[image-1651653119519.png](#)

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You will receive the following notification: “**Confirm delete?**”. If you want to delete tap **Yes**, otherwise tap **No**.

10. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap

[image-1651653149997.png](#)

Image not found or type unknown (Signature icon), See Fig 3.4.

To know how to add your signature, see the topic “[To add your signature](#)”.

2.9 RFI HYDRO PRESSURE

The **RFI HYDRO PRESSURE** tab helps you to check and update the RFI hydro pressure request, which is uploaded in the web application, by adding your inspection details. This RFI hydro pressure feature automatically updates and synchronizes your inspection details with the material substitution report in the web application.

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[image-1651653192424.png](#)

Image not found or type unknown **Note:** When you click the **RFI HYDRO PRESSURE** tab in the dashboard, the **RFI Hydro Pressure** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See “[TAKE OFFLINE DATA](#)” for more details.)

1. Tap **RFIHYDRO PRESSURE**. See Fig 2.3.

The **RFI Hydro Pressure** page opens with a list of reports for the selected date.

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Figure 3.5 RFI Hydro Pressure page

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Tip 1: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

2. If you want to filter one report among the list of reports, you must enter the report number, inspection date or status details in the respective boxes given in the **RFI Hydro Pressure** page.

The **RFI Hydro Pressure** page contains multiple fields such as **Report Number, Inspection Date, Status, Result, Signature, Attach, Print, and Sync.**

- **Status** - shows the status of comment added in the **Result**

None- notifies that there are no comments in the **Result** page.

Open- notifies that there is a comment added in the **Open comment** box.

Close - notifies that there is a comment added in the **Close comment** box.

(See the topic "[The MIR page contains the following fields](#)" for more details about other fields in the **RFI Hydro Pressure** page.)

To add your RFI hydro pressure inspection result

1. Once you find out the report where you need to add your inspection details, tap

image-1651653512798.png

Image not found or type unknown
(**Result** icon) to add your inspection results, See Fig 3.5.

image-1651653530001.png

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The **Result** page opens with a list of reports including the material details. Each report shows material specifications such as description certificate number and test type serial number.

2. In the **Remarks** box, type your remarks if any.
3. If you do not want to give any comments, enable **None**.
4. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**
5. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**
6. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap

[image-1651653559012.png](#)

Image not found or type unknown (Signature icon), See Fig 3.5.

To know how to add your signature, see the topic "[To add your signature](#)".

2.10 RFI MECHANICAL COMPLETION

The **RFI MECHANICAL COMPLETION** tab helps you to check and update the RFI mechanical completion request, which is uploaded in the web application, by adding your inspection details. This RFI mechanical completion feature automatically updates and synchronizes your inspection details with the material substitution report in the web application.

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Note: When you click the **RFI MECHANICAL COMPLETION** tab in the dashboard, the **RFI Mechanical Completion** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details.)

1. Tap **RFIMECHANICAL COMPLETION**. See Fig 2.3.

The **RFI Mechanical Completion** page opens with a list of reports for the selected date.

[image-1651653682894.png](#)

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Figure 2.10 RFI Mechanical Completion page

[image-1651653703929.png](#)

Tip: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

2. If you want to filter one report among the list of reports, you must enter the report number, inspection date or status details in the respective boxes given in the **RFI Mechanical Completion** page.

The **RFI Mechanical Completion** page contains multiple fields such as **Report Number, Inspection Date, Status, Result, Signature, Attach, Print, and Sync.**

- **Status** - shows the status of comment added in the **Result**

None- notifies that there are no comments in the **Result** page.

Open- notifies that there is a comment added in the **Open comment** box.

Close - notifies that there is a comment added in the **Close comment** box.

(See the topic "[The MIR page contains the following fields](#)" for more details about other fields in the **RFI Mechanical Completion** page.)

To add your RFI Mechanical Completion inspection result

1. Once you find out the report where you need to add your inspection details, tap [image-1651653805333.png](#)

Image not found or type unknown (Result icon) to add your inspection results, See Fig 3.6.

[image-1651653830938.png](#)

Image not found or type unknown

2. In the **Remarks** box, type your remarks if any.
3. If you do not want to give any comments, enable **None**.
4. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**
5. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**
6. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap

[image-1651653871757.png](#)

Image not found or type unknown (Signature icon), See Fig 3.6.

To know how to add your signature, see the topic "[To add your signature](#)".

2.11 LOAD TEST

The **LOAD TEST** tab helps you to check and update the load test request, which is uploaded in the web application, by adding your inspection details. This load test feature automatically updates and synchronizes your inspection details with the load test report in the web application.

[image-1651654056753.png](#)

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[image-1651654066114.png](#)

Note: When you click the **LOAD TEST** tab in the dashboard, the **Load Test** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details.)

2. Tap **LOAD TEST**. See Fig 2.11.

The **Load Test** page opens with a list of reports for the selected date.

[image-1651654096637.png](#)

Image not found or type unknown

Figure 2.11 Load Test page

[image-1651654129821.png](#)

Tip 1: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

2. If you want to filter one report among the list of reports, you must enter the report number, inspection date, location or status details in the respective boxes given in the **Load Test** page.

The **Load Test** page contains multiple fields such as **Report Number, Inspection Date, Location, Status, Result, Signature, Attach, Print, and Sync.**

- **Status** - shows the status of comment added in the **Result**

None- notifies that there are no comments in the **Result** page.

Open- notifies that there is a comment added in the **Open comment** box.

Close - notifies that there is a comment added in the **Close comment** box.

(See the topic "[The MIR page contains the following fields](#)" for more details about other fields in the **Load Test** page.)

To add your load test inspection result

1. Once you find out the report where you need to add your inspection details, tap

[image-1651654183734.png](#)

Image not found (Result icon) to add your inspection results, See Fig 3.7.

[image-1651654200914.png](#)

Image not found or type unknown

The **Result** page opens with a list of reports including the material details. Each report shows material specifications such as drawing number, sub-contractor name, location, longitudinal and elevation details, frame number, work scope, and test performed.

2. In the **Remarks** box, type your remarks if any.
3. If you do not want to give any comments, enable **None**.
4. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**
5. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**
6. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap

[image-1651654228757.png](#)

Image not found (Signature icon), See Fig 3.7.

To know how to add your signature, see the topic "[To add your signature](#)".

2.12 DIMENSION

The **DIMENSION** tab helps you to check and update the dimension request, which is uploaded in the web application, by adding your inspection details. This dimension feature automatically updates and synchronizes your inspection details with the load test report in the web application.

[image-1651654256349.png](#)

Image not found or type unknown

[image-1651654267642.png](#)

Note: When you click the **DIMENSION** tab in the dashboard, the **Dimension** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details.)

1. Tap **DIMENSION**. See Fig 2.3. The **Dimension** page opens with a list of reports for the selected date.

[image-1651654294959.png](#)

Image not found or type unknown

Figure 3.8 Dimension page

[image-1651654321561.png](#)

Tip 1: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

2. If you want to filter one report among the list of reports, you must enter the report number, inspection date, location or status details in the respective boxes given in the **Dimension** page.

The **Dimension** page contains multiple fields such as **Report Number, Inspection Date, Location, Status, Result, Signature, Attach, Print, and Sync**.

- **Status** - shows the status of comment added in the **Result**

None- notifies that there are no comments in the **Result** page.

Open- notifies that there is a comment added in the **Open comment** box.

Close - notifies that there is a comment added in the **Close comment** box.

(See the topic "[The MIR page contains the following fields](#)" for more details about other fields in the **Dimension** page.)

To add your load test inspection result


1. Once you find out the report where you need to add your inspection details, tap 

Image not found or type unknown (Result icon) to add your inspection results, See Fig 3.8.



Image not found or type unknown

The **Result** page opens with a list of reports including the material details. Each report shows material specifications such as drawing number, sub-contractor name, location, longitudinal and elevation details, frame number, work scope, and test performed.

2. In the **Remarks** box, type your remarks if any.
3. If you do not want to give any comments, enable **None**.
4. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**
5. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**
6. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap



Image not found or type unknown (Signature icon), See Fig 3.8.

To know how to add your signature, see the topic "[To add your signature](#)".

2.13 NDT REPORTS

The **NDT REPORTS** tab allows you to check and update the NDT request raised in the web application, by adding and updating your inspection details. This feature automatically updates and synchronizes your inspection details with the NDT report that is uploaded in the web application.

image-1651654760001.png

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There are four main types of NDT Reports: **RT**, **UT**, **PT**, and **MT**.

image-1651654753974.png

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Note: When you click the **NDT REPORTS** tab in the dashboard, the **NDT Reports** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details.)

1. Tap **NDT REPORTS**. See Fig 2.13.

The **NDT Reports** page opens with a list of reports for the corresponding types such as **RT**, **UT**, **PT**, and **MT**. You must select the respective type to view the relevant reports.

image-1651654778966.png

Image not found or type unknown

Figure 2.13 NDT Reports page

image-1651654800740.png

Image not found or type unknown
Tip 1: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

2. If you want to filter one report among the list of reports, you must enter the report number, NDT request number or inspection date details in the respective boxes given in the **NDT Reports** page.

The **NDT Reports** page contains multiple fields such as **Report Number**, **NDT Request number**, **Inspection Date**, **Result**, **Signature**, **Attach**, and **Sync**. (See the topic "[The MIR page contains the following fields](#)" for more details about each field in the **Hydro Pressure** page.)

image-1651654841089.png

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Tip: In the **NDT Reports** option, the **Print** field is not available.

To add your inspection result for NDT RT report

1. Tap **RT**.
2. Once you find out the NDT RT report where you need to add your inspection details, tap

image-1651654883214.png

Image not found or type unknown
(Result icon) to add your inspection results, See Fig 3.9.

The **Result** page opens with a list of reports including the material details.

image-1651654883214.png

Image not found or type unknown

Each report shows material specifications such as drawing number, spool number, joint number, and joint length.

3. In the **Remarks** box, type your remarks if any.

image-1651654901608.png

4. If you want to add the new NDT RT report, tap **Add icon**. A new window opens.

image-1651655031758.png

Image not found or type unknown

- In the **Marker** box, enter the marker number.
- In the **Result** box, tap and choose **NA, Accepted, Rejected or Reshoot** from a drop-down list based on your inspection details.
- In the **Remarks** box, type your remarks if any.
- Tap **Save**.

image-1651655081477.png

5. If you want to edit the existing NDT RT report, tap **Edit icon**. A new window opens.

image-1651655141167.png

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- In the **Marker** box, check and edit the marker number if you want.
- In the **Result** box, tap and choose **NA, Accepted, Rejected or Reshoot** from a drop-down list based on your inspection details.
- In the **Remarks** box, type your remarks if any.
- Tap **Save**.

image-1651655383541.png

6. If you want to delete any existing NDT RT report from a list, tap **Delete icon**.

image-165165555151.png

Image not found or type unknown

You will receive the following notification: “**Confirm delete?**”. If you want to delete tab **Yes**, otherwise tab **No**.

7. Tap **Save**.

To add your signature for NDT RT Report

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap

image-1651655419941.png

Image not found (Signature icon), See Fig 3.9.

To know how to add your signature, see the topic “[To add your signature](#)”.

To add your inspection result for NDT UT, PT, and MT reports

image-1651655436146.png

Image not found **Note:** Follow the same procedure to add result for the NDT UT, PT or MT reports.

1. Tap **UT,PT** or **MT**, See Fig 3.9.
2. Once you find out the NDT UT, PT or MT report, where you need to add your inspection details, tap

image-1651655456788.png

Image not found (Result icon) to add your inspection results, See Fig 3.9.

The **Result** page opens with a list of reports including the material details.

image-1651655474609.png

Image not found or type unknown

Each report shows material specifications such as drawing number, spool number, joint number, and joint length.

3. In the **Remarks** box, type your remarks if any.
4. In the **Result** box, tap and choose **Accepted, Rejected or Cancelled** from a drop-down list based on your inspection details.

5. In the **Remarks** box, type your remarks if any.
6. Tap **Save**.

To add your signature for NDT UT, PT, and MT reports

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap

[image-1651655500507.png](#)

Image not found (Signature icon), See Fig 3.9.

To know how to add your signature, see the topic "[To add your signature](#)".

REPAIR VESSEL PROJECT

3.0 REPAIR VESSEL PROJECT

The dashboard of the repair vessel project contains various tabs See Fig 2.4. The following sections explain you about the functionalities of each tab associated with the vessel project,

[image-1651656015404.png](#)

Note: The following tabs in the dashboard of the repair vessel project have same functionalities of vessel project, so these tabs had already explained in the vessel project chapter. If you want to know more about each tab, click the respective tab.

1. [SET DEFAULT PROJECT](#)
2. [TAKE OFFLINE DATA](#)
3. [MILL CERTIFICATES](#)
4. [TEST EQUIPMENT](#)
5. [MIR](#)
6. [MATERIAL SUBSTITUTION](#)
7. [LOAD TEST](#)
8. [DIMENSION](#)
9. [RFI HYDRO PRESSURE](#)

3.1 RFI FITUP GENERIC

The **RFI FITUP GENERIC** tab helps you to check and approve the RFI fitup generic request raised in the web application, by adding and updating your inspection details. This RFI Fitup Generic feature automatically updates and synchronizes your inspection details with the RFI fitup generic report that is uploaded in the web application.

[image-1651656066359.png](#)

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image-1651656676141.png

Image not found or type unknown

Note: When you click the **RFI FITUP GENERIC** tab in the dashboard, the **RFI Fitup Generic** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details.)

1. Tap **RFI FITUP GENERIC**. See Fig 2.4.

The **RFI Fitup Generic** page opens with a list of reports for the selected date.

image-1651656103362.png

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Figure 4.1 RFI Fitup Generic page

image-1651656123965.png

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Tip: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

2. If you want to filter one report among the list of reports, you must enter the report number, inspection date, location or status details in the respective boxes given in the **RFI Fitup Generic** page.

The **RFI Fitup Generic** page contains multiple fields such as **Report Number, Inspection Date, Location, Status, Result, Signature, Attach, Print, and Sync.**

- **Status** - shows the status of comment added in the **Result**

None- notifies that there are no comments in the **Result** page.

Open- notifies that there is a comment added in the **Open comment** box.

Close - notifies that there is a comment added in the **Close comment** box.

(See the topic "[The MIR page contains the following fields](#)" for more details about other fields in the **RFI Fitup Generic** page.)

image-1651656196850.png

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Note: Each report has a corresponding check box, which is located on the left pane of the **RFI Fitup Generic** page. If you want to do sign together for more than one report, you must enable the respective check boxes.

1. You must enable the respective check box of the reports.

image-1651656221911.png

If you have enabled more than one check box, Image not found (Signature icon) will appear in the top of the page.

image-1651656275559.png

Image not found or type unknown

image-1651656288199.png

2. Tap Image not found (Signature icon). The signature page opens.

3. Tap your assigned role, enter your name, and do sign.

To add your RFI fitup generic inspection result

1. Once you find out the report where you need to add your inspection details, tap

image-1651656305716.png

Image not found (Result icon) to add your inspection results, See Fig 4.1.

image-1651656334604.png

Image not found or type unknown

The **Result** page opens with a list of reports including the material details. Each report shows material specifications such as drawing number, sub-contractor name, location, longitudinal and elevation details, and frame number.

2. In the **Remarks** box, type your remarks if any.
3. If you do not want to give any comments, enable **None**.
4. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**
5. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**
6. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap

image-1651656353098.png

Image not found (Signature icon), See Fig 4.1.

To know how to add your signature, see the topic "[To add your signature](#)".

3.2 RFI WELDVI GENERIC

The **RFI WELDVI GENERIC** tab allows you to check and approve the RFI weldVI generic request raised in the web application, by adding and updating your inspection details. This RFI WeldVI Generic feature automatically updates and synchronizes your inspection details with the RFI WeldVI generic report that is uploaded in the web application.

[image-1651656376460.png](#)

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[image-1651656403781.png](#)

Note: When you click the **RFI WELDVI GENERIC** tab in the dashboard, the **RFI WeldVI Generic** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details.)

1. Tap **RFI WELDVI GENERIC**. See Fig 2.4.

The **RFI WeldVI Generic** page opens with a list of reports for the selected date.

[image-1651656430333.png](#)

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Figure 4.2 RFI WeldVI Generic page

[image-1651656454986.png](#)

Tip: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

1. If you want to filter one report among the list of reports, you must enter the report number, inspection date, location or status details in the respective boxes given in the **RFI WeldVI Generic** page.

The **RFI WeldVI Generic** page contains multiple fields such as **Report Number, Inspection Date, Location, Status, Result, Signature, Attach, Print, and Sync**.

- **Status** - shows the status of comment added in the **Result**

None- notifies that there are no comments in the **Result** page.

Open- notifies that there is a comment added in the **Open comment** box.

Close - notifies that there is a comment added in the **Close comment** box.

(See the topic "[The MIR page contains the following fields](#)" for more details about other fields in the **RFI WeldVI Generic** page.)

[image-1651656500314.png](#)

Note Each report has a corresponding check box, which is located on the left pane of the **RFI WeldVI Generic** page. If you want to do sign together for more than one report, you must enable the respective check boxes.

1. You must enable the respective check box of the reports.

[image-1651656520152.png](#)

If you have enabled more than one check box, **(Signature icon)** will appear in the top of the page.

[image-1651656542560.png](#)

Image not found or type unknown

[image-1651656596063.png](#)

2. Tap **(Signature icon)**. The signature page opens.
3. Tap your assigned role, enter your name, and do sign.

To add your RFI WeldVI generic inspection result

1. Once you find out the report where you need to add your inspection details, tap

[image-1651656681761.png](#)

(Result icon) to add your inspection results, See Fig 4.2.

[image-1651656694527.png](#)

Image not found or type unknown

The **Result** page opens with a list of reports including the material details. Each report shows material specifications such as drawing number, sub-contractor name, location, longitudinal and elevation details, and frame number.

2. In the **Remarks** box, type your remarks if any.

3. If you do not want to give any comments, enable **None**.
4. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**
5. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**
6. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise,

[image-1651656719130.png](#)

Image not found or type unknown
tap **(Signature icon)**, See Fig 4.2.

To know how to add your signature, see the topic "[To add your signature](#)".

3.3 BACK GOUGING

The **BACK GOUGING** tab helps you to check and update the back-gouging request, which is uploaded in the web application, by adding your inspection details. This back-gouging feature automatically updates and synchronizes your inspection details with the back-gouging report in the web application.

[image-1651656757940.png](#)

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[image-1651656769629.png](#)

Image not found or type unknown
Note: When you click the **BACK GOUGING** tab in the dashboard, the **Back Gouging** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details.)

1. Tap **BACK GOUGING**. See Fig 2.4.

The **Back Gouging** page opens with a list of reports for the selected date.

[image-1651656797276.png](#)

Image not found or type unknown

Figure 4.3 Back Gouging page

[image-1651656822908.png](#)

Image not found or type unknown

Tip: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

1. If you want to filter one report among the list of reports, you must enter the report number, inspection date, location or status details in the respective boxes given in the **Back Gouging** page.

The **Back Gouging** page contains multiple fields such as **Report Number, Inspection Date, Location, Status, Result, Signature, Attach, Print, and Sync.**

- **Status** - shows the status of comment added in the **Result**

None- notifies that there are no comments in the **Result** page.

Open- notifies that there is a comment added in the **Open comment** box.

Close - notifies that there is a comment added in the **Close comment** box.

(See the topic "[The MIR page contains the following fields](#)" for more details about other fields in the **Back Gouging** page).

[image-1651656870926.png](#)

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Note: Each report has a corresponding check box, which is located on the left pane of the **Back Gouging** page. If you want to do sign together for more than one report, you must enable the respective check boxes.

1. You must enable the respective check box of the reports.

[image-1651656894886.png](#)

If you have enabled more than one check box, [Image not found or type unknown](#) (**Signature icon**) will appear in the top of the page.

[image-1651656923670.png](#)

Image not found or type unknown

[image-1651656950656.png](#)

2. Tap [Image not found or type unknown](#) (**Signature icon**). The signature page opens.

3. Tap your assigned role, enter your name, and do sign.

To add your back gouging inspection result


1. Once you find out the report where you need to add your inspection details, tap 

Image not found or type unknown (Result icon) to add your inspection results, See Fig 4.3.



Image not found or type unknown

The **Result** page opens with a list of reports including the material details. Each report shows material specifications such as drawing number, sub-contractor name, location, longitudinal and elevation details, and frame number.

2. In the **Remarks** box, type your remarks if any.
3. If you do not want to give any comments, enable **None**.
4. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**
5. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**
6. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap



Image not found or type unknown (Signature icon), See Fig 4.3.

To know how to add your signature, see the topic "[To add your signature](#)".

3.4 VACUUM TEST

The **VACUUM TEST** tab helps you to check and update the vacuum test request, which is uploaded in the web application, by adding your inspection details. This vacuum test feature automatically updates and synchronizes your inspection details with the vacuum test report in the web application.



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image-1651657070009.png

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Note: When you click the **VACUUM TEST** tab in the dashboard, the **Vacuum Test** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details.)

1. Tap **VACUUM TEST**. See Fig 2.4.

The **Vacuum Test** page opens with a list of reports for the selected date.

image-1651657095570.png

Image not found or type unknown

Figure 4.4 Vacuum Test page

image-1651657124002.png

Image not found or type unknown
Tip: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

2. If you want to filter one report among the list of reports, you must enter the report number, inspection date, location or status details in the respective boxes given in the **Vacuum Test** page.

The **Vacuum Test** page contains multiple fields such as **Report Number, Inspection Date, Location, Status, Result, Signature, Attach, Print, and Sync**.

- **Status** - shows the status of comment added in the **Result**
None- notifies that there are no comments in the **Result** page.
Open- notifies that there is a comment added in the **Open comment** box.
Close - notifies that there is a comment added in the **Close comment** box.


(See the topic "[The MIR page contains the following fields](#)" for more details about other fields in the **Vacuum Test** page).

image-1651657187253.png

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Note: Each report has a corresponding check box, which is located on the left pane of the **Vacuum Test** page. If you want to do sign together for more than one report, you must enable the respective check boxes.

1. You must enable the respective check box of the reports.

[image-1651657223825.png](#)

If you have enabled more than one check box,  will appear in the top of the page.

[image-1651657249792.png](#)

Image not found or type unknown

[image-1651657272840.png](#)

2. Tap . The signature page opens.

3. Tap your assigned role, enter your name, and do sign.

To add your vacuum test inspection result

1. Once you find out the report where you need to add your inspection details, tap

[image-1651657294257.png](#)

 to add your inspection results, See Fig 4.3.

[image-1651657322230.png](#)

Image not found or type unknown

The **Result** page opens with a list of reports including the material details. Each report shows material specifications such as drawing number, sub-contractor name, location, longitudinal and elevation details, and frame number.

2. In the **Remarks** box, type your remarks if any.

3. If you do not want to give any comments, enable **None**.

4. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**

5. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**

6. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap

[image-1651657341632.png](#)

, See Fig 4.4.

To know how to add your signature, see the topic "[To add your signature](#)".

3.5 NDT INSPECTION GENERIC

The **NDT INSPECTION GENERIC** tab allows you to check and update the NDT inspection generic request raised in the web application, by adding and updating your inspection details. This feature automatically updates and synchronizes your inspection details with the NDT inspection generic report uploaded in the web application.

[image-1651657390178.png](#)

Image not found or type unknown

There are four main types of NDT Inspection Generic: **RT**, **UT**, **PT**, and **MT**.

[image-1651657402041.png](#)

Note: When you click the **NDT INSPECTION GENERIC** tab in the dashboard, the **NDT Inspection Generic** page displays a list of reports corresponding to today and previous day. However, if you want to view the reports for other dates, you must navigate to the **TAKE OFFLINE DATA** option. (See "[TAKE OFFLINE DATA](#)" for more details.)

1. Tap **NDT INSPECTION GENERIC**. See Fig 2.4.

The **NDT Inspection Generic** page opens with a list of reports for the corresponding types such as **RT**, **UT**, **PT**, and **MT**. You must select the respective type to view the relevant reports.

[image-1651657444637.png](#)

Image not found or type unknown

Figure 4.5 NDT Inspection Generic page

[image-1651657465838.png](#)

Tip 1: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

2. If you want to filter one report among the list of reports, you must enter the report number, inspection date, location or status details in the respective boxes given in the **NDT Inspection Generic** page.

The **NDT Inspection Generic** page contains multiple fields such as **Report Number, Inspection Date, Location, Status, Result, Signature, Attach, Print, and Sync.**

- **Status** - shows the status of comment added in the **Result**

None- notifies that there are no comments in the **Result** page.

Open- notifies that there is a comment added in the **Open comment** box.

Close - notifies that there is a comment added in the **Close comment** box.

(See the topic "[The MIR page contains the following fields](#)" for more details about other fields in the **NDT Inspection Generic** page).

[image-1651657548742.png](#)

Note: Each report has a corresponding check box, which is located on the left pane of the **NDT Inspection Generic** page. If you want to do sign together for more than one report, you must enable the respective check boxes.

1. You must enable the respective check box of the reports.

[image-1651657568069.png](#)

If you have enabled more than one check box, **(Signature icon)** will appear in the top of the page.

[image-1651657601959.png](#)

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[image-1651657628502.png](#)

2. Tap **(Signature icon)**. The signature page opens.

3. Tap your assigned role, enter your name, and do sign.

To add your NDT RT, UT, PT, and MT inspection results

1. Tap **RT, UT, PT** or **MT**. A list of reports is appeared for the selected type.

[image-1651657628502.png](#)

2. Once you find out the report where you need to add your inspection details, tap **(Result icon)** to add your inspection results, See Fig 4.5.

The **Result** page opens with a list of material details.

image-1651657756405.png

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Each report shows material specifications such as drawing number, sub-contractor name, designation, welding position, weld type, cost centre, requisition name, thickness, location, longitudinal and elevation details, WPS, process, and welder names.

3. In the **Remarks** box, type your remarks if any.
4. If you do not want to give any comments, enable **None**.
5. If you want to give an open comment, enable the **Open** option and enter your comment in the **Open Comment**
6. If you want to give a close comment, enable the **Close** option and enter your comment in the **Close Comment**
7. Tap **Save**.

To add your signature

Once you have saved your inspection results, the **Result** page automatically redirects you into the **Signature** page. Otherwise, tap

image-1651657812427.png

Image not found (Signature icon), See Fig 4.5.

To know how to add your signature, see the topic "[To add your signature](#)".

3.6 SHOW ALL PENDING REPORTS

The **SHOW ALL PENDING REPORTS** tab helps you to view all pending reports for the inspections those are not completed yet. By using this feature, you can check whether the QA, Sub contractor, Client, and Owner have submitted their inspection report.

image-1651657859522.png

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This feature automatically updates the detail of all pending reports from the web application. You can view the pending reports in an offline mode also.

Do the following steps to view the pending reports,

1. Tap **SHOW ALL PENDING REPORTS**. See Fig 2.4. The **Pending Reports** page opens.

[image-1651657888164.png](#)

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Figure 4.6 Pending Reports page

[image-1651657906744.png](#)

Tip 1: You can configure displaying of the number of reports per page by selecting **10**, **25**, **50** or **100**, accordingly.

2. If you want to filter one report among all reports, you must enter the report number or category details in the respective boxes given in the **Pending Reports** page.

The **Pending Reports** page contains the following fields:

- **Report Number** - shows the report number of the pending reports.
- **Category** - shows the category of the pending reports.
- **QA, Subcon, Client, and Owner**- each field appears with a check box to show whether the inspection has completed by the QA, Subcontractor, Client, and Owner, respectively.

[image-1651657942976.png](#)

Note: If the check box of any field is enabled with the tick mark, it means that the respective person has completed the inspection.

- **Not required** - appears with a check box that helps you to decide about further inspection process. You can enable the check box if you have decided that no need of any further inspection process to be done by the QA, Subcontractor, Client or Owner.

2. Tap the **Category** box, and select the category from a drop-down list.

The **Pending Reports** page shows a list of pending reports corresponding to the selected category. You can check the status of the report.

3. If want to end up the inspection process, enable the check box in the **Not required**
4. Tap **Save**.