

Punch Lists

7.0 Punch Lists

A punch list is a list of items or tasks that need to be done before a project is completed. The **Punch Lists** menu in the home page of the **cuteQM** app helps to create and view the punch lists in Structural project.

7.1 Create a New Punch List

If you want to create a punch list, do the following,

1. Click the **Create New Punch List** in the **Punch lists** menu. The **Create Punch** page opens.

image-1652051542829.png

Figure 7.1: Create Punch page

2. In the **Modules** box, select any module from the given modules.
3. In the **Systems** box, select a system from a drop-down list.
4. In the **Sub-Systems** box, select a sub-system from a drop-down list.
5. In the **ITR No** box, enter the ITR number.
6. In the **Drawing No** box, enter the drawing number.
7. In the **Test Pack** box, select a test pack from a drop-down list.
8. In the **Tag No** box, enter the tag number.
9. In the **Reference Types** box, select the reference type from the given options.
10. In the **Select Project** box, select a project from a drop-down list.
11. In the **Category** box, select any category from the given categories such as **A, B, and C**.

A - Item to be cleared before hydrostatic test.
B - Item to be cleared after hydrostatic test.
C - Item which can be cleared after hydrostatic test but before final acceptance of the whole plant.

12. In the **Type** box, select the type of punch such as whether internal or external.
13. In the **Item** box, enter the item details.
14. In the **Location** box, select a location from a drop-down list.
15. In the **Description/ Punch** box, enter the description for the punch list.
16. In the **Punch Raised From** box, select the detail such as from where the punch has been raised.
17. In the **Date Raised** box, select the date when the punch has been raised.
18. In the **Punch Raised By** box, enter the name of a person who has raised the punch.

19. In the **Responsible Dept** box, enter the department name, which is responsible for the punch.
20. In the **Responsible Person** box, enter the name of a person who is responsible for the punch.
21. In the **Expected Clearance** box, select the expected date of clearing the punch list.
22. Click **Save**.

The punch list is successfully added.

7.1.11 Add report photos

If you want to add any report photos for the punch list,

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1. Click **(ADD button)** in the **Report Photos** box.

[image-1652051776205.png](#)

[image-1652051794306.png](#)

2. Click **(Browse button)** to browse a photo stored in your computer.
3. Click **Upload**.
The selected photo will be updated.

7.2 View Punch Lists

The **View Punch Lists** tab helps you to view and edit the punch list, which is added by using the **Create New Punch List** tab.

1. Click the **View Punch Lists** tab in the **Punch Lists** menu.

The **Punch List** page opens with added punch lists.

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[image-1652051874994.png](#)

Figure 7.2: Punch List page

Note: If you want to verify the added punch list item, click the check box provided in the **Verify** column.

If you want to clear the added punch list item, click the check box provided in the **Clear** column.

7.2.1 Print a Punch List Report

If you want to print a punch list report, click (**Print** button) provided in the upper side of the **Punch List** page. See Fig 7.2.

7.2.2 Attach a File into a Punch List

If you want to attach any file with any punch list listed in the **Punch List** page, follow the procedures given in the topic "[Attach a file into a client master drawing](#)" in the **Client Master Drawing** section.

7.2.3 Edit Any Punch List

If you want to edit any existing punch list in the **Punch List** page, click (Edit icon) in the **Edit** column for the respective punch list. See Fig 7.2. Edit the details in the respective box you want.

7.2.4 Export Punch Lists

You can export the punch lists added in the **Punch List** page in the pdf and excel formats. To know how to export, see the topic, "[Export Areas list](#)" in the **Area** option.

7.2.5 Filter Any Punch List

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If you want to filter any punch list in the **Punch List** page, you can use the **Image not found or type unknown (FILTER** button). To know how to filter, see the topic, "**Filter Any Area**".

7.3 Punch List Detail Report

The **Punch List Detail Report** tab in the **Punch Lists** menu helps you to view a detailed report of the punch lists. To view the punch list detail report,

1. Click **Punch List Detail Report** in the **Punch Lists** menu.

The **Punch List Detail Report** page opens.

[image-1652052208862.png](#)

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Figure 7.3: Punch List Detail Report page

2. In the **Modules** field, select **Piping** from the given modules.
3. In the **Systems** box, select a system from a drop-down list.
4. In the **Sub Systems** box, select a sub-system from a drop-down list.
5. In the **ITR No** box, enter the ITR number.

6. In the **Drawing** box, enter the drawing number.
 7. In the **Category** box, select a category from a list.
 8. In the **Status** box, select a status from a drop-down list.
 9. In the **Punch Raised From** box, select a person who has raised the punch list.
 10. In the **Responsible Party** box, select a responsible party from a drop-down list.
 11. In the **Test Pack** box, select a test pack from a drop-down list.
 12. In the **Tag No** box, enter the tag number.
 13. In the **Raised Date** box, select a raised date of the punch list.
- The punch list report opens based on the selected data.

7.3.1 Print Punch List Detail Report

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If you want to print the punch list detail report, use [Image not found or type unknown](#) and [Image not found or type unknown](#) (print icons) provided in the Punch List Detail Report page.

[image-1652069099724](#)

- If you want to print the current page of the punch list detail report, click [Image not found or type unknown](#) (print icon including the page number).

[image-1652069107885.png](#)

- If you want to print all the pages of the punch list detail report, click [Image not found or type unknown](#) (print icon).

7.3.2 View Punch List Detail Report

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You can view the punch list detail report in various formats by using the option [Image not found or type unknown](#) provided in the upper right corner of the punch list detail report page.

7.4 Punch List System Report

The **Punch List System Report** tab in the **Punch Lists** menu helps you to view a punch list system report. To view the punch list system report,

1. Click **Punch List System Report** in the **Punch Lists** menu.
The **Punch List System Report** page opens.

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Figure 7.4: Punch List System Report page

2. In the **Modules** field, select **Piping** from the given modules.
 3. In the **Systems** box, select a system from a drop-down list.
 4. In the **Sub Systems** box, select a sub-system from a drop-down list.
- The punch list system report opens based on the selected data.

7.4.1 Print Punch List System Report

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If you want to print the punch list system report, use [Image not found or type unknown](#) and [Image not found or type unknown](#) (print icons) provided in the Punch List system Report page.

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1. If you want to print the current page of the punch list system report, click [Image not found or type unknown](#) (print icon including the page number).
2. If you want to print all the pages of the punch list system report, click [Image not found or type unknown](#) (print icon).

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7.4.2 View Punch List System Report

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You can view the punch list system report in various formats by using the option [Image not found or type unknown](#) provided in the upper right corner of the punch list system report page.

7.5 Punch List Sub System Report

The **Punch List Sub System Report** tab in the **Punch Lists** menu helps you to view a punch list sub system report. To view the punch list sub system report,

1. Click **Punch List Sub System Report** in the **Punch Lists** menu.
- The **Punch List Sub System Report** page opens.

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Figure 7.5: Punch List Sub System Report page

2. In the **Modules** field, select **Piping** from the given modules.
 3. In the **Systems** box, select a system from a drop-down list.
 4. In the **Sub Systems** box, select a sub-system from a drop-down list.
- The punch list sub system report opens based on the selected data.

7.5.1 Print Punch List Sub System Report

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If you want to print the punch list sub system report, use [Image not found or type unknown](#) and [Image not found or type unknown](#) (print icons) provided in the Punch List Sub System Report page.

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1. If you want to print the current page of the punch list sub system report, click [Image not found or type unknown](#) (print icon including the page number).

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2. If you want to print all the pages of the punch list sub system report, click [Image not found or type unknown](#) (print type un icon).

7.5.2 View Punch List Sub System Report

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You can view the punch list sub system report in various formats by using the option [Image not found or type unknown](#) provided in the upper right corner of the punch list sub system report page.

7.6 Punch List Category Report

The **Punch List Category Report** tab in the **Punch Lists** menu helps you to view a punch list category report. To view the punch list category report,

1. Click **Punch List Category Report** in the **Punch Lists** menu.

The **Punch List Category Report** page opens.

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Figure 7.6: Punch List Category Report page

2. In the **Modules** field, select **Piping** from the given modules.

3. In the **Systems** box, select a system from a drop-down list.

4. In the **Sub Systems** box, select a sub-system from a drop-down list.

The punch list category report opens based on the selected data.

7.6.1 Print Punch List Category Report



If you want to print the punch list category report, use  and  (print icons) provided in the Punch List Category Report page.

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1. If you want to print the current page of the punch list category report, click  (print icon including the page number).

image-1652070328140

2. If you want to print all the pages of the punch list category report, click  (print icon).

7.6.2 View Punch List Category Report

image-1652070314

You can view the punch list category report in various formats by using the option  provided in the upper right corner of the punch list category report page.

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