

# 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.

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**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.

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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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**Figure 7.2: Punch List page**

 Image not found or type unknown **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 **(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.

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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.

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- 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).

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- 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).

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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

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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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