

CMLT+ User Manual

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1.00 Introduction

CMLT+ is a web-based application and also a advanced version of existing CML Techniques. Document upload, document listing, commenting and document viewing has been made simpler in CMLT+ to promote user friendly user interface and provide better features than the earlier versions. CMLT+ is heading towards the building responsive features specific to various device screen resolutions of the view port.

This document is intended to introduce CMLT+ features as a step-to-step guide detailing about the usage and purpose of the application.

2.00 User Roles

User roles are defined to have different authorization levels. Below is the list of User Roles in CMLT+:

2.01 Super Admin

Super Admins are the users with the superior authorization level. Users belonging to this category are enabled to manage users, projects, company profiles and view the list of logged in users.

2.02 Admin

Admin user is enabled to create, edit and delete the project related items in CMLT+. All CML employees will be provided Admin permissions by default.

2.03 User

Normal user will be provided basic permissions to view, comment and print features.

2.04 Read Only

Read Only users are the users with limited privileges of only viewing the project related items.

3.00 Pages & Features

CMLT+ is accessible through the URL https://cms.cmltechniques.com. This section will walk through every page of CMLT+.

3.01 User Login

Login page include the links to Password Reset page and Account request page as illustrated in the figure below.



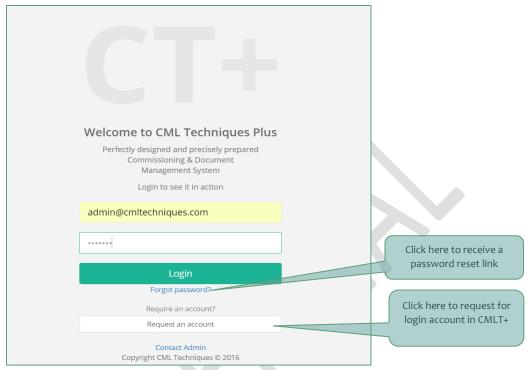


Figure 1: User Login

On clicking 'Forgot Password' link on the login screen, the user will be redirected to the Reset Password page as shown in the figure below. An email will be sent to the specified email address with the password reset link on entering a valid email address and clicking on 'Send Email' button. User is required to click on the password reset link provided in the email to set the new password for CMLT+.

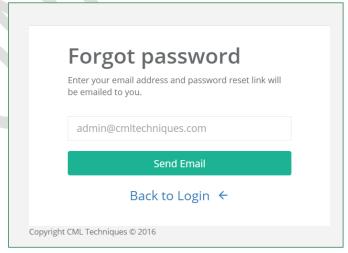


Figure 2: Forgot Password

On clicking 'Request an Account' in the login screen, the user will be navigated to the Account Request page as shown in the figure below. On submitting the details here, a request will be sent to the admin of



CML T+ to create a login account. An email will be sent to the user with the login credentials once the login account is created.

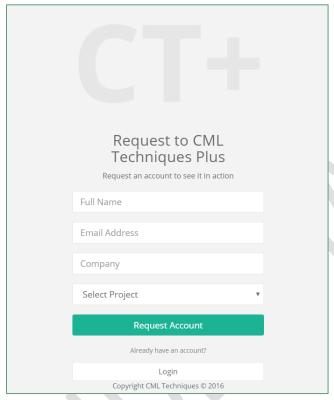
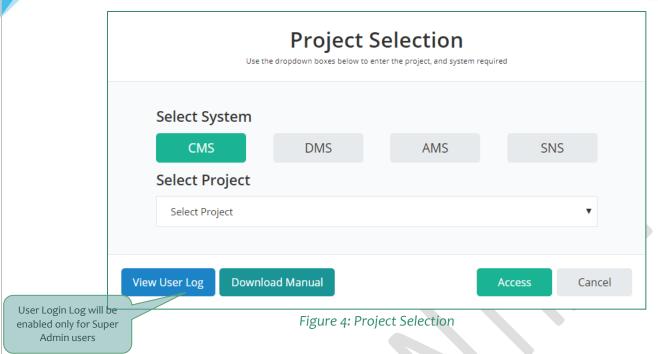


Figure 3: Account Request

3.02 Project Selection

On valid login, the first thing user needs to do is select one of the accessible projects and click 'Access' to view the project data. An additional link will be provided only for Super Admin users to view the logged in users in the past. A snapshot of the same as been given below.





3.03 Dashboard

Project users will be redirected to the project dashboard post login and project selection. Project Dashboard depicts the graphical representation of the project status as shown in the figure below. The kind of graphs displayed will be as per project needs.



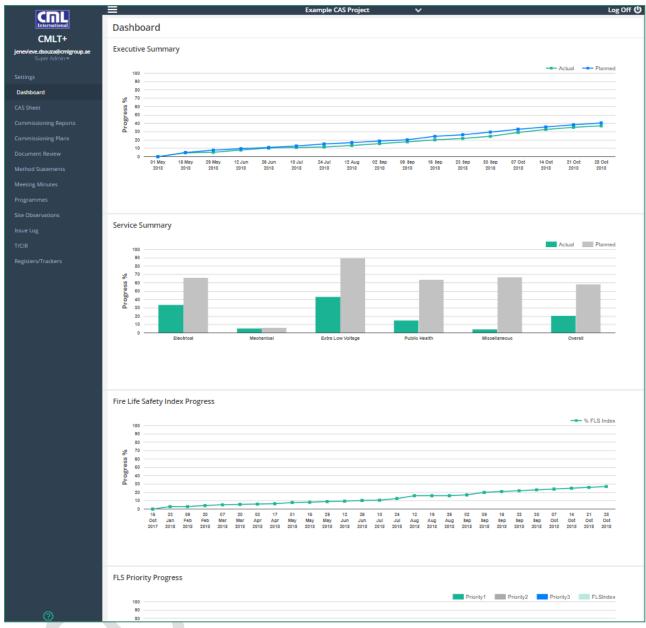


Figure 5: Project Dashboard

The navigation menu on the left-hand side displays the user login name, user role name and a list of authorized navigation menu items. Settings menu will be enabled only for super admins. The question mark icon in the left navigation footer will navigate the user to the query page wherein user can post their queries/enquiries to CMLT+ admin.

The top bar facilitates the user to minimize the navigation bar, switch project and log out.

3.04 CAS Sheets

CAS sheets are accessed using the 'CAS Sheet' link on the left navigation pane. A snapshot of CAS sheet navigation tree is shown in the figure below:



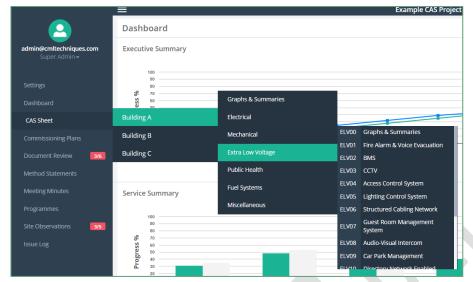


Figure 6: CAS Sheet Navigation

Overall summaries at the desired level can be viewed using the menu selection 'Graphs & Summaries' in the CAS sheet navigation menu. Building/Zone filter is enabled to view the Overall Summary for a specific building/zone. Similarly, overall summaries at service level can be viewed by selecting 'Graphs & Summaries' under corresponding service menu.



Figure 7: CAS Overall Summary

Building based CAS sheets are shown as an example here and will be configured as per project needs. User will be navigated to a CAS sheet main page based on the menu selection. Figure below depicts the Mechanical CAS Main.



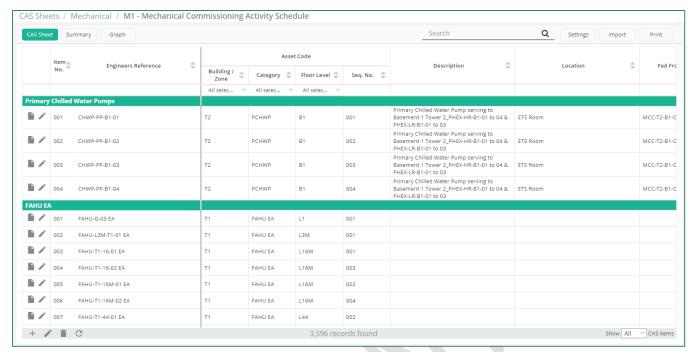


Figure 8: CAS Main

Following features are available in CAS Main page:

a) Add CAS item

On clicking 'Add' icon from bottom left toolbar, a popup window will be displayed to input he CAS details as shown in the figure below. CAS item will be added on inputting valid CAS data and clicking 'Add' / 'Add & Exit' buttons. 'Add & Exit' and 'Cancel' buttons will close the Add dialog whereas 'Add' button will keep the pop-up open to input next time.

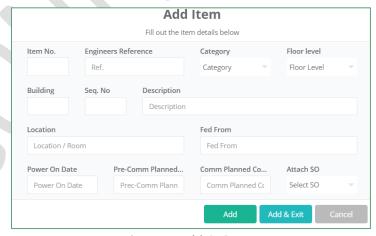


Figure 9: Add CAS Item

b) Edit CAS item

Existing CAS items can be edited by selecting a row and using the 'Edit' icon in the bottom left toolbar or edit icon in the corresponding row. Edit icon from bottom toolbar will display a popup to edit only the



basic information of the selected CAS item whereas row edit option will enable the users to input the test data for the selected row as depicted in the figures below.

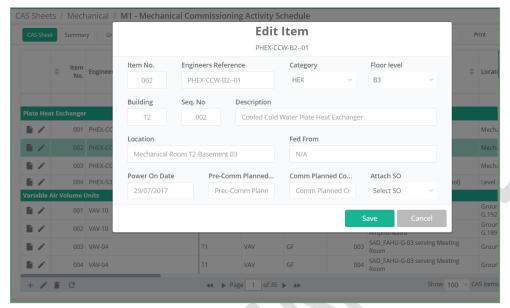


Figure 10: Edit CAS Item

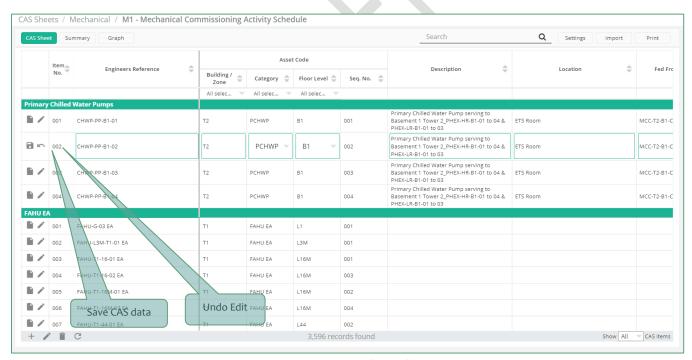


Figure 11: CAS Inline Edit



c) Delete CAS items

User is enabled to delete multiple CAS items using the delete icon at the bottom left toolbar. Clicking once on the row will select the row for deletion. On clicking delete icon and confirming, the selected row(s) will be deleted.

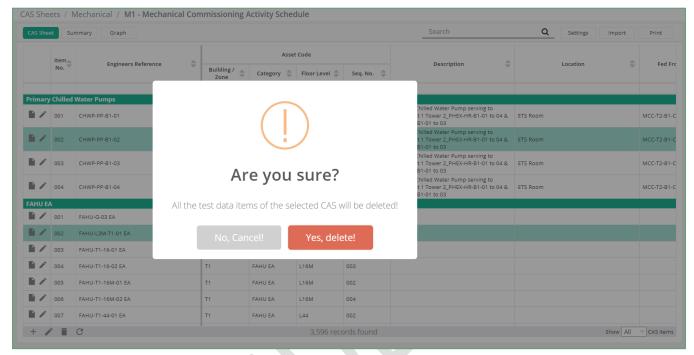


Figure 12: Delete CAS Item

d) Upload CAS

CMLT+ enables users to perform a bulk upload of CAS items in excel format. Select the excel option at top right corner and click on 'Import' option. Upload popup will be displayed as shown in the figure below.



Figure 13: Upload CAS

The upload file format is downloadable from the link provided in the popup window. The upload file format must exactly match the downloaded version of excel. On clicking 'Upload' button, the CAS items from the excel file will be imported to CMLT+. User will be able to view the uploaded CAS items instantly.

e) Print CAS

Clicking 'Print' on the top right corner will show the print preview of the selected CAS Sheet.

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f) Filter CAS items

CMLT+ provides a search box at top right corner to search text across all columns of the CAS Sheet. Also, column search with multiple selection is also provided to filter the records based on selected column data.

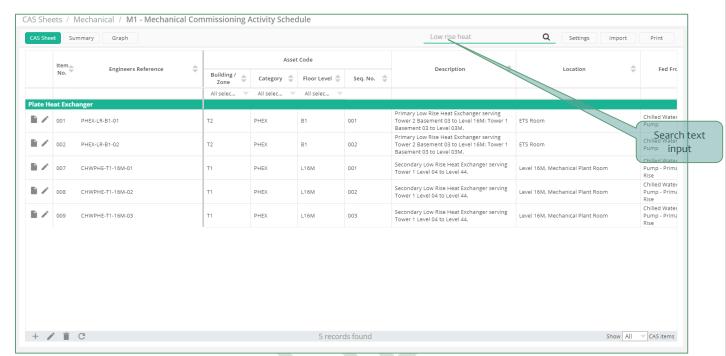


Figure 14: Search CAS

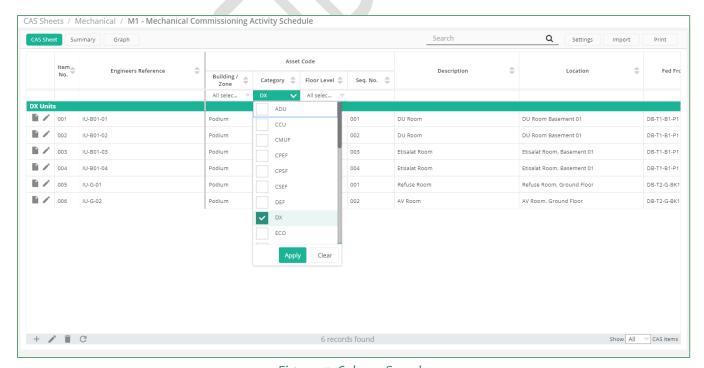


Figure 15: Column Search



g) Sort CAS items

Sort icons are provided in each of the column headers. On clicking sort icon, the corresponding column will be sorted in the ascending or descending order alternatively.

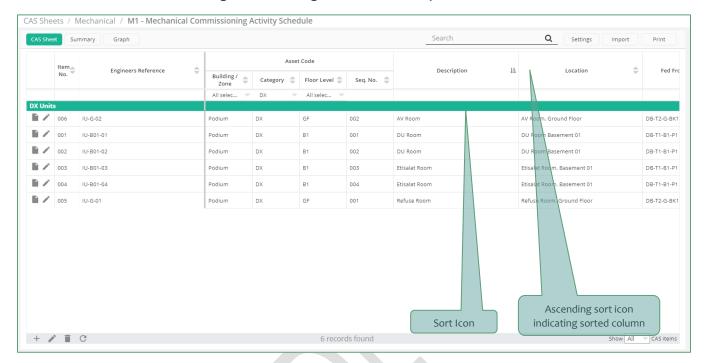


Figure 16: Data Sorting

h) CAS Summary

Summary button in the CAS main page will navigate the user to the CAS summary page. CAS Summary display the progress of the selected CAS sheet based on the filter criteria. By default, the CAS summary shows the progress of the CAS sheet at category level or test based level depending on the project needs.



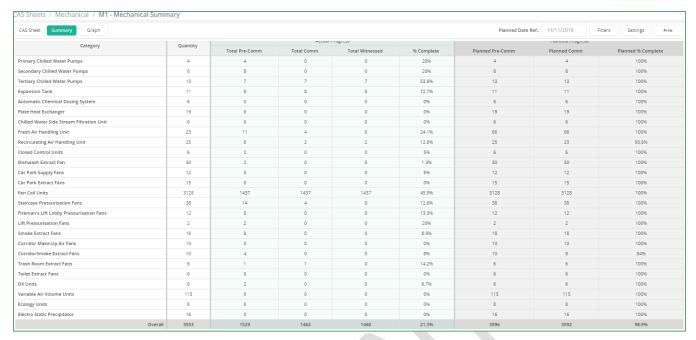


Figure 17: CAS Summary

CAS summary view could be customized and filtered using the Filters option at the top right corner of the page. On clicking 'Filters' button, a popup window is displayed as shown in the figure below. Selecting the required option and clicking on Filter will filter the summary as per the selected criteria. On clicking the Reset button, the selected filter criteria will be cleared, and summary view will be reset to default. Cancel option will close the modal popup window without doing anything.

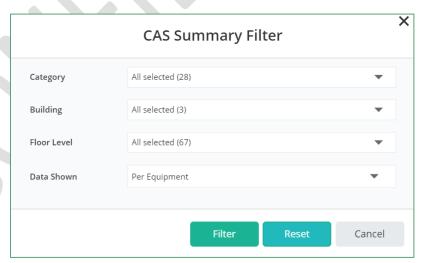


Figure 18: CAS Summary Filters

i) CAS Graph

Graphical representation of the CAS sheet progress is available by selecting 'Graph' button in CAS main page or Summary page. CAS graph displays the progress in terms of categories or tests based on the



project needs. Filters are available to view the progress for desired category building, floor or planned reference. 'Reset Filters' button will clear the filters and return the graph view to the default one.



Figure 19: CAS Progress Chart

j) CAS Settings

CAS Settings section will enable the users to update the configurable items related to their respective project CAS sheets and is available only for admin users.

Below is a list of configurable items available in CAS Sheet Settings page:

❖ Floors: On landing to Settings page, the Floors configuration page will be displayed as shown in the figure below. User will be enabled to add new floor levels and update existing ones.



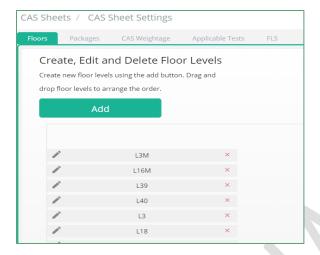


Figure 20: Floor Settings

❖ Packages: Packages tab enables the user to add and edit the CAS packages for each of the CAS sheets. User needs to manually update the packages if CAS sheet items are created manually else the packages will be added automatically during CAS excel upload. Below is the snapshot of the Settings page for adding/updating the CAS Sheet Packages.

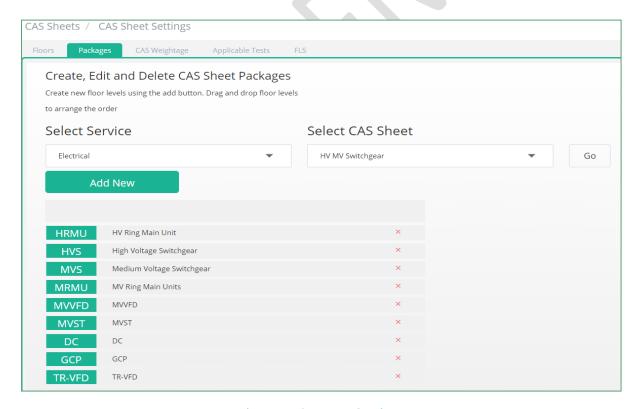


Figure 21: Category Settings

CAS Weightage: CAS weightage can be defined at category level using the CAS Weightage tab in CAS Settings page. User needs to select a specific service and CAS sheet to view the categories of the



desired CAS sheet. Edit icon on screen will enable the user to edit and save the category weightage as per project needs.

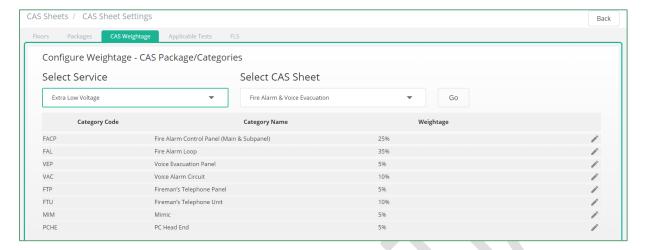


Figure 22: Category Weightage Settings

❖ Fire Life Safety: FLS categories can be configured using the FLS tab in CAS Settings page. FLS categories are categorized into Priority1, Priority2 and Priority3 as per the project needs. It might not be required for all the projects to have FLS configuration as the need to have it in the project may vary based on client requirements.

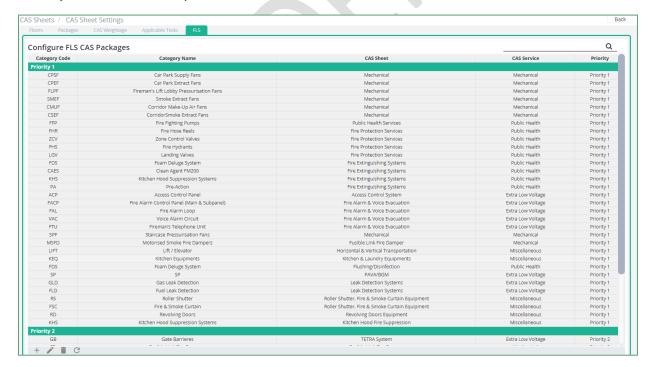


Figure 23: FLS Settings

Categories need to be pre-configured for them to appear for selection here. Selecting the add icon in the bottom left toolbar will open a add window to select the project category as shown in the figure below.



Once a category is added to the FLS list, the progress of that CAS will be added up to generate the FLS index for that project.

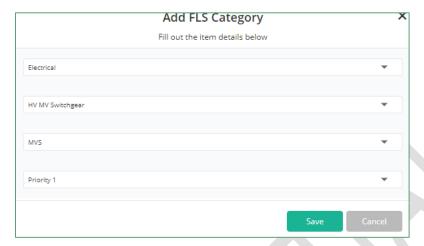


Figure 24: Configure FLS Category

k) Test Packs & Test Documentation

Test Documentation icon is displayed for every CAS item in the first column of the CAS main listing page. On clicking the document icon, user will be navigated to the test document view page. Test documents uploaded for the selected CAS item are listed in the left-hand side. New test document can be uploaded by clicking on the 'Upload Test Document' button. Uploaded documents are available for review and displayed on the screen as shown in the figure below. Desired document can be reviewed by clicking on the file list on the right-hand side



Figure 25: Test Packs



CML test document templates are made available for download at the bottom right of the page. Test pack templates vary from project to project and can be used as per the project agreements. Once the test documents are completed or partially completed, a scanned copy must be uploaded here.

3.05 Commissioning Reports

Select Commissioning Reports in the file tree on the left-hand side to navigate to the Commissioning Report log. Commissioning Reports in CMLT+ is developed to upload, review, comment and view the commissioning reports. A snap shot of the Commissioning Report log is shown in the figure below:

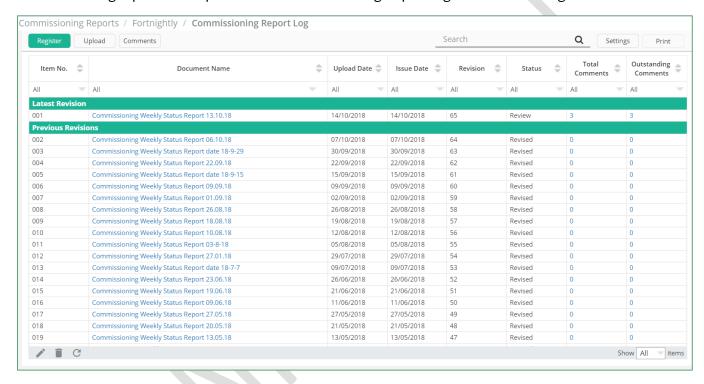


Figure 26: Commissioning Report Log

Commissioning Report Log is featured with:

Upload: Upload window is displayed on clicking Upload button on the top left toolbar.



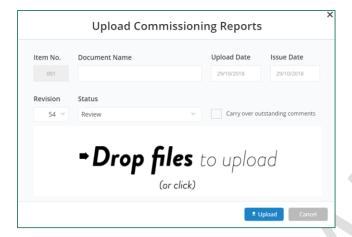


Figure 27: Upload Commissioning Report

- **Edit:** Edit window is displayed on selecting a row and clicking on Edit icon on the bottom left toolbar.
- ❖ **Delete:** One or more commissioning report(s) can be deleted on clicking the corresponding rows and selecting delete icon on bottom left toolbar.
- Print: Print preview of the Commissioning Report Log is available on clicking Print button in the top right toolbar.
- ❖ View: Commissioning Report can be viewed in the browser by clicking on the document name link (2nd column) in the Commissioning Report Log. Commissioning Report review mode enables user to review the report and add/edit the comments for a specific page or section instantaneously. Comments created will be stored as drafts until user selects Issue Comments. Draft comments and Issued comments are available for viewing in 2 separate windows.

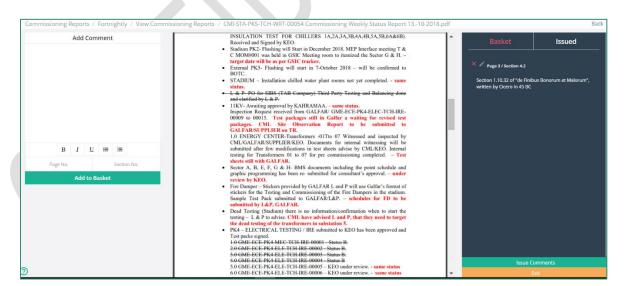


Figure 28: Commissioning Report Review

Comments: Comments related to the Commissioning Reports can be created/viewed using the Comments button at top left toolbar. Comments Log page displays a list of comments for all the Commissioning Reports. Additional features on Comments Log page are highlighted in the figure below:





Figure 29: Commissioning Report Comments

New Comment: Enables user to input and save new comment.

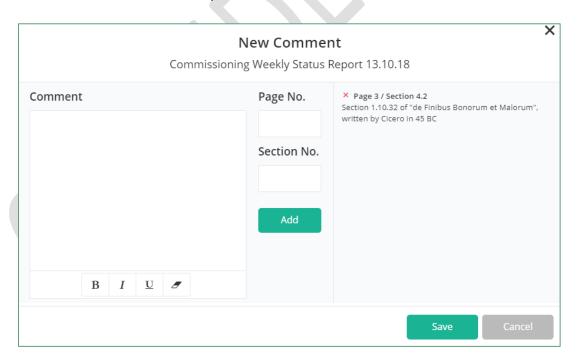


Figure 30: Commissioning Report - Add New Comment

Edit Comment: Bottom left edit icon enables user to edit only those comments which are recorded by logged in user.





Figure 31: Commissioning Report - Edit Comment

❖ Delete Comment: Comment delete icon in the bottom left toolbar will delete the selected comment.

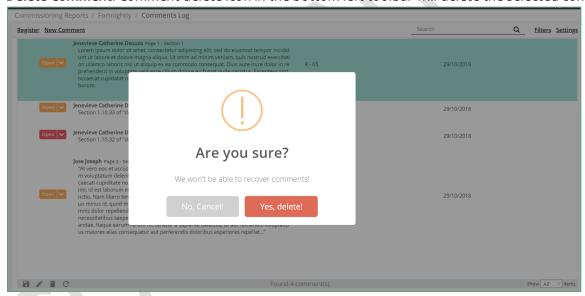


Figure 32: Commissioning Reports - Delete Comment

* Respond: Inline Respond icon enables user to input response to the selected comment. In the figure below, the text highlighted in red font is the response text. User needs to click on 'Save' icon in the bottom left toolbar to save the response.



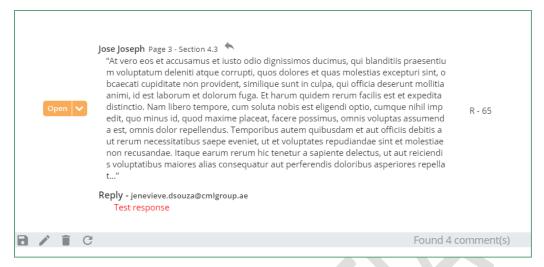


Figure 33: Commissioning Reports - Response to Comment

❖ Status Change: Comment status can be toggled Open/Close using the buttons provided inline. User will not be allowed to change the status of the comments in draft status i.e. comments which are not issued yet.

3.06 Commissioning Plans

On clicking Commissioning Plans in the file tree, user will be redirected to the Commissioning Plan Log showing a list of commissioning plans with different revisions as shown in the figure below:

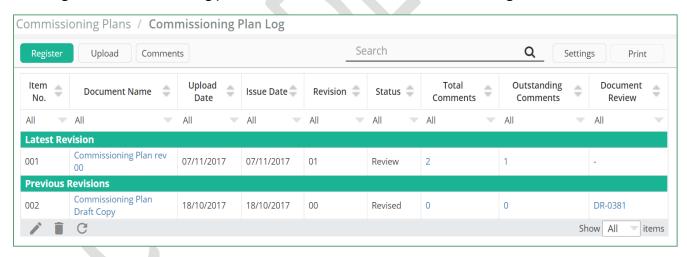


Figure 34: Commissioning Plan Log

Commissioning Plan Log is featured with:

- Upload: Upload window is displayed on clicking Upload button on the top left toolbar.
- **Edit:** Edit window is displayed on selecting a row and clicking on Edit icon on the bottom left toolbar.
- Delete: One or more commissioning plans(s) can be deleted on clicking the desired rows and selecting delete icon on bottom left toolbar.
- Print: Print preview of the Commissioning Plan Log is available on clicking Print button in the top right toolbar.

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❖ View: Commissioning Plan can be viewed in the browser by clicking on the document name link (2nd column) in the Commissioning Plan Log. Commissioning Plan review mode enables user to review the document and add/edit the comments for a specific page or section instantaneously. Comments created will be stored as drafts until user selects Issue Comments. Draft comments and Issued comments are available for viewing in 2 separate windows as shown in the figure below.



Figure 35: Commissioning Plan - Review

❖ Comments: Comments related to the Commissioning Plans can be created/viewed using the Comments button at top left toolbar. Comments Log page displays a list of comments for all the Commissioning Plans. Additional features on Comments Log page are highlighted in the figure below.



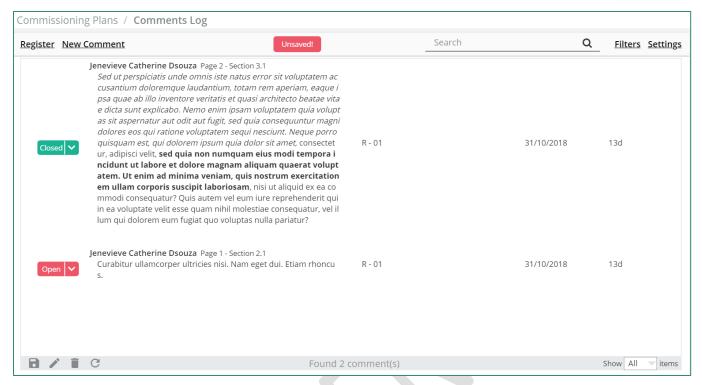


Figure 36: Commissioning Plan Comments

♣ New Comment: Clicking on 'New Comment' in the Comments page enables user to input and save new comments.

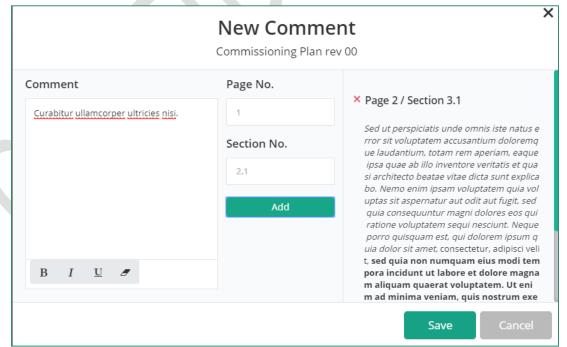


Figure 37: Commissioning Plan - Add New Comment



- Edit Comment: Bottom left edit icon enables user to edit only those comments which are recorded by logged in user.
- Delete Comment: Comment delete icon in the bottom left toolbar will delete the selected comment.
- **Respond:** Inline Respond icon enables user to input response to the selected comment.
- **Comment Status Change:** Comment status can be toggled Open/Close using the buttons provided in respective rows inline.

3.07 Document Review

a) DR Log

DR Log is the listing page showing all the Document Reviews till date for a project. For the convenience of the users, CMLT+ has provided both PDF upload and manual data entry features to create a document review in the system.

Document Review Log for DR Data Entry lists all the Document Reviews created in the system including PDF uploads. Clicking on DR number will redirect the user to the edit page. Document links are enabled for the records associated with PDF uploads. Clicking Document link (3rd column from left) will redirect the user to view document page.

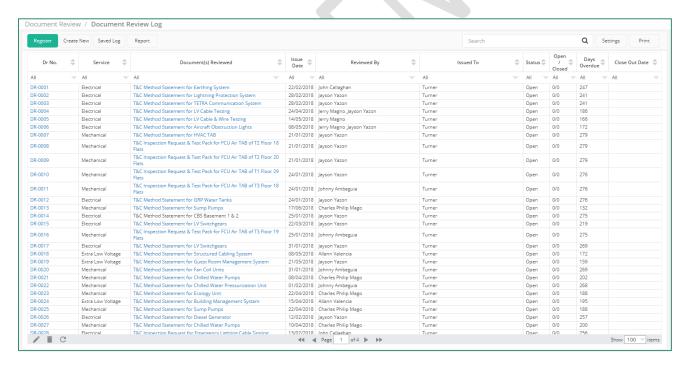


Figure 38: DR Log - Data Entry

Document Review Log for **PDF upload** displays all the Document Reviews created for the project including the ones which are created from Data Entry page. PDF uploaded DRs are identified with enabled links in the second column of the respective DRs as shown in the figure below



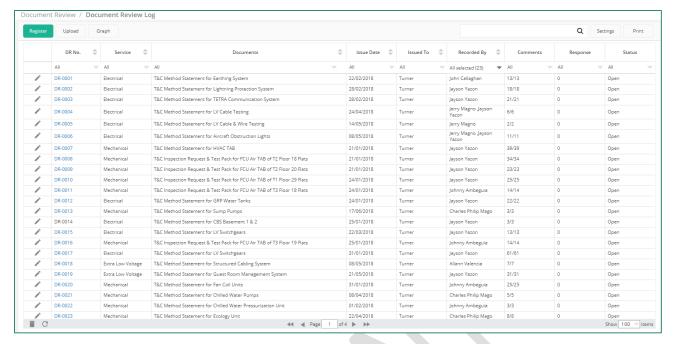


Figure 39: DR Log - PDF Upload

b) Create DR

New Document Review record can be created with manual data entry by clicking on the Create button in DR Log screen. This option is available only with Data Entry selection.

User needs to input the Document Review details by selecting the service, document description, issued to user and item details. File upload feature is provided for each of the DR item.

On clicking Issue button, the DR will be issued to the selected user. On clicking Save button, the DR will be saved as a draft until the user manually opts to issue them and notify the user.



Figure 40: DR Data Entry - Create DR

c) DR Saved Log

DR Saved Log is available by clicking on the **Saved Log** button in the Document Review Log of Data Entry page. The DRs listed in this page are the ones which are in draft status and not issued yet. Any updates to these records could be done and saved again without sending to any user. DR Saved Log screen is identical to DR Log page.



3.08 Method Statements

Method Statements in CMLT+ are featured with the following. Each of these features/pages are detailed in the subsequent sections.

- Method Statement Register
- Method Statement Graph (Status and Executive)
- Method Statement Log
- Method Statement Comments
- Method Statement View/Review PDF

a) Method Statement Register

On selecting the **Method Statement Log** in the file tree, the user will be navigated to the Method Statement Register listing the status of each of the systems as shown in the figure below:

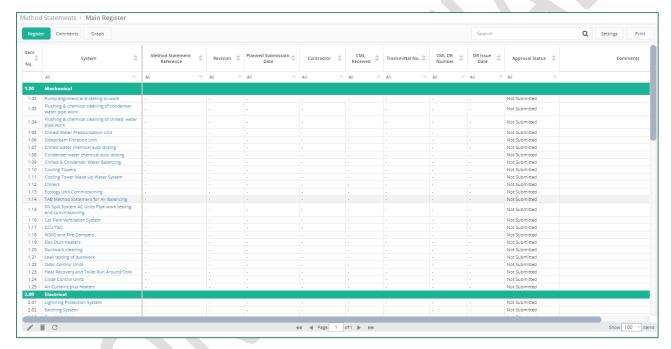


Figure 41: Method Statements Register

Method Statement System information can be updated using the edit icon in the bottom left toolbar or by double clicking on a specific cell of a row. On click of Edit icon modal popup is displayed as shown in the figure below:





Figure 42: MS System Edit Window

On double clicking certain cells (Planned Submission or Transmittal No. or Contractor or CML Received or Comments), the cells will be enabled to edit the information as depicted in the figure below. On pressing enter key, the details will be saved automatically. Other details are updated based on the document upload for that specific system.

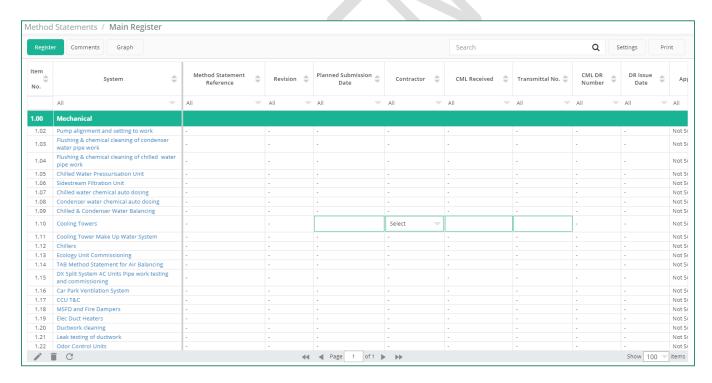


Figure 43: MS Inline Edit



b) Method Statement Graph (Status and Executive)

Graph button on MS Register page will redirect the user to Method Statement Graph. User is enable to filter the graph status by services and graph type. By default, status graph will be displayed as shown in the figure below:

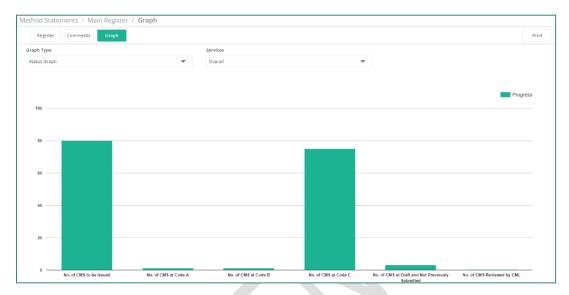


Figure 44: MS Status Graph

On changing the graph type to Executive Summary, the following graph will be displayed with the status in the history on weekly basis.

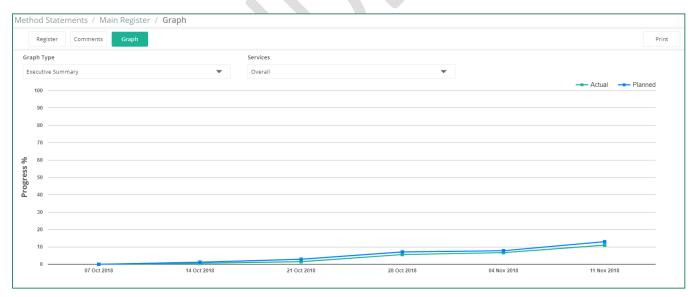


Figure 45: MS Graph - Executive Summary

c) Method Statement Log

On clicking the system name in the Method Statement file tree or in Register, user will be navigated to the Method Statement Log for the selected system. Method Statement Log displays a list of Method Statements uploaded for that system till date with various revisions as shown in the figure below. By



selecting appropriate options in MS Log screen, users will be enabled to view/review the Method Statements and input their comments if any.

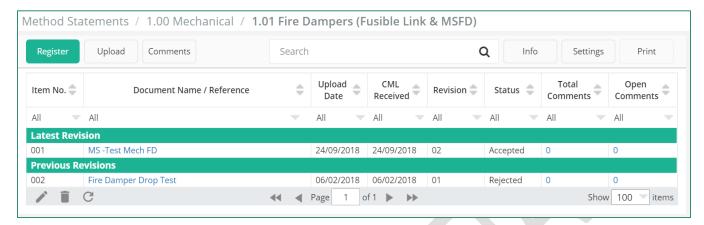


Figure 46: Method Statement Log

Method Statement Log is featured with:

Upload: Upload window is displayed on clicking Upload button on the top left toolbar.

Upload button in the top left corner will open a modal window to select a method statement and input the details. Method Statement record will be created in the system by clicking on Upload button. The latest version of the method statements will be considered for review and the earlier versions will be put to revised status.

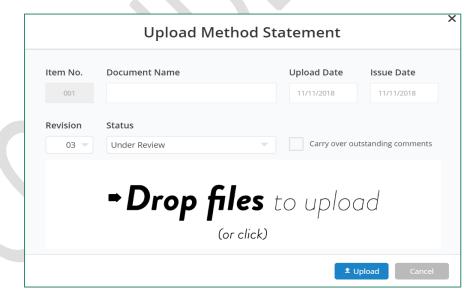


Figure 47: Method Statement Upload

Method Statement details once uploaded are available for edit/update anytime using edit icon in the bottom left toolbar. Click once on any row and select the edit option to view the edit window as shown in the figure below.



Edit: Edit window is displayed on selecting a row and clicking on Edit icon on the bottom left toolbar.

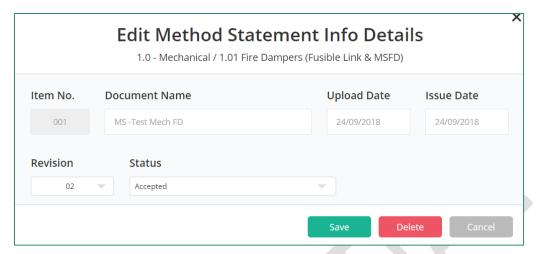


Figure 48: Method Statement Edit

- ❖ **Delete:** One or more method statement(s) can be deleted on clicking the corresponding rows and selecting delete icon on bottom left toolbar.
- Print: Print preview of the Method Statement Log is available on clicking Print button in the top right toolbar.
- ❖ View: Method Statement can be viewed in the browser by clicking on the document name link (2nd column) in the Method Statement Log. Method Statement review mode enables user to review the report and add/edit the comments for a specific page or section instantaneously. Comments created will be stored as drafts until user selects Issue Comments. Draft comments and Issued comments are available for viewing in 2 separate windows.
- ❖ Comments: Comments related to the Method Statements can be created/viewed using the Comments button at top left toolbar. Comments Log page displays a list of comments for all the Method Statements. Additional features on Comments Log page are highlighted in the figure below:
 - **♦ New Comment:** Enables user to input and save new comment.
 - **Edit Comment:** Bottom left edit icon enables user to edit only those comments which are recorded by logged in user.
 - **Delete Comment:** Comment delete icon in the bottom left toolbar will delete the selected comment.
 - Respond: Inline Respond icon enables user to input response to the selected comment.
 - **Status Change:** Comment status can be toggled Open/Close using the buttons provided inline.

d) Method Statement Comments

Method Statement Comments Log is available on selecting the Comments button in the top left toolbar of Method Statement Log.



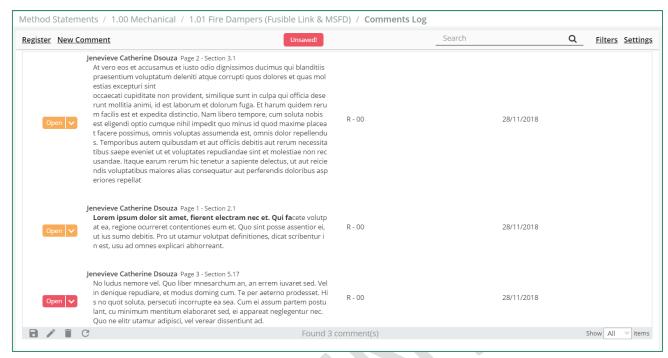


Figure 49: Method Statement - Comment Page

New comment can be added using the link New Comment at top left toolbar. On selecting New Comment link, a popup window will be displayed for the user to input the comment details such as comment text, page and section details as shown in the figure below. Save button in the New Comment dialog will issue the comments to the user whoever uploaded the document and Cancel button will save the comment as draft. Comments in draft status will be available only to the user who created it and marked with red in the status section.



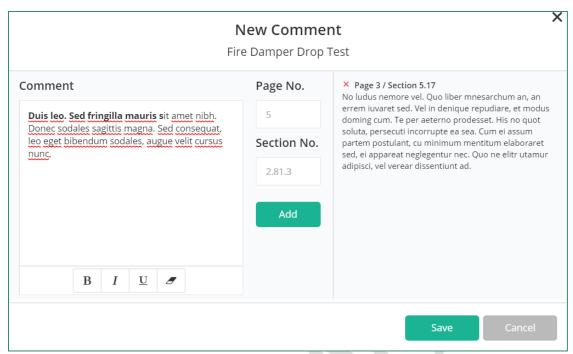


Figure 50: Method Statement - Add Comment

Issued comments are enabled for edit by selecting the comment and clicking on the edit icon at the bottom left toolbar. Edit Comment window will be displayed to allow editing of comment details as shown in the figure below. Clicking on Cancel will save the changes in draft status and clicking on Save Changes button will save and issue the comments.

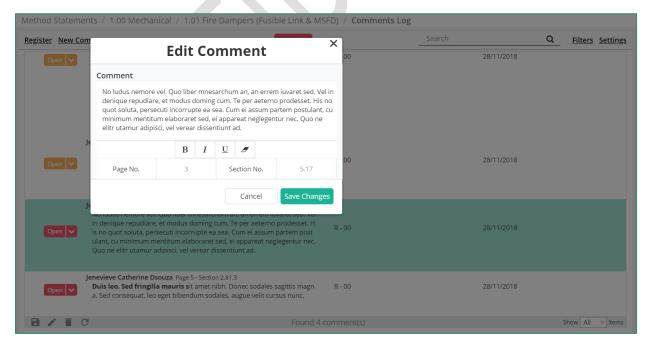


Figure 51: Method Statement - Edit Comment



Response to the comments can be created using the reply icon next in the comment section. On clicking reply icon, the page will enable the response section for editing as shown in the figure below. User must click on 'Save' icon provided at the bottom of the page to save the response.

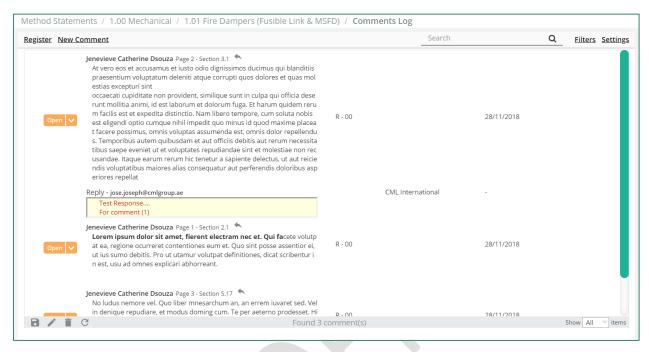


Figure 52: Method Statement - Response to Comment

e) Method Statement View/Review PDF

Method Statement is available for viewing in the browser by clicking on the document name in the log page. Method Statement pdf will be displayed as shown in the figure below. Users will be enabled to review and add/edit their comments for the selected document. 'Add to Basket' button will save the comments in the draft status and listed in the Basket section in the righthand side. Issue Comments will issue the comments to the user whoever uploaded the document. Issues Comments could be viewed by clicking on Issued tab at the top right corner of the page. Exit button will navigate the user to Method Statement Log.



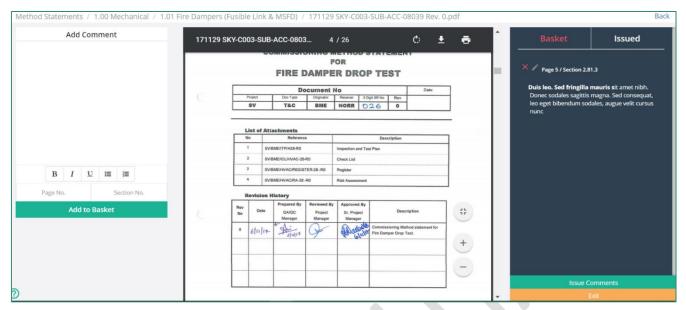


Figure 53: Review Method Statement

3.09 Meeting Minutes

Meeting minutes are categorized as per the project requirements and configured separately creating folders for each of the meeting category. Meeting minutes module in CMLT+ will enable the users to upload all revisions of meeting minutes whenever available. Uploaded documents are available for the project users to view online anytime. On selecting a specific meeting folder under Meeting Minutes in the navigation bar, the user will be redirected to the Meeting Minutes Log listing all the revisions for the selected folder as shown in the figure below:

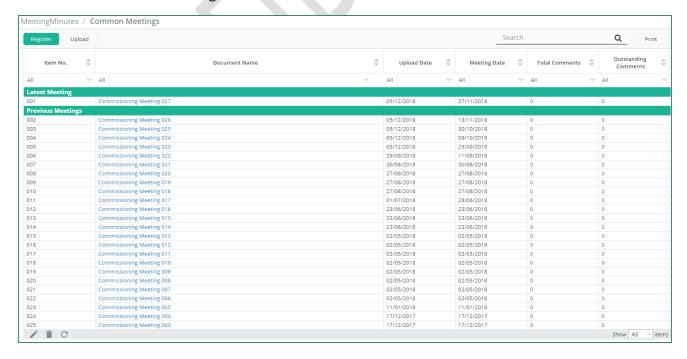


Figure 54: Meeting Minutes Log



Meeting Minutes Log is featured with:

• Upload: Upload window is displayed on clicking Upload button on the top left toolbar. User is enabled to input the document name, meeting date and upload meeting minutes in PDF format. On selecting Upload button, the meeting minutes will be uploaded in CMLT+.

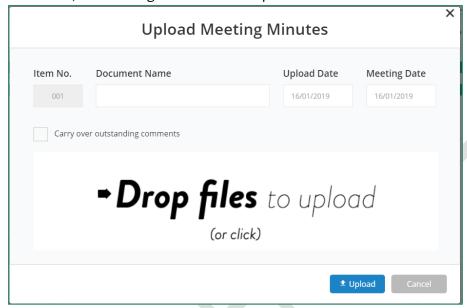


Figure 55: Upload Meeting Minutes

Edit: Edit window is displayed on selecting a row and clicking on Edit icon on the bottom left toolbar.

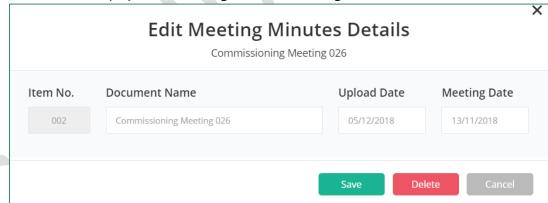


Figure 56: Edit Meeting Minutes Details

- ❖ **Delete:** One or more meeting minute(s) can be deleted on clicking the corresponding rows and selecting delete icon on bottom left toolbar.
- Print: Print preview of the Meeting Minutes Log is available on clicking Print button in the top right toolbar.
- ❖ View: Meeting Minutes can be viewed in the browser by clicking on the document name link (2nd column) in the Meeting Minutes Log. Meeting Minutes review mode enables user to review the report and add/edit the comments for a specific page or section instantaneously. Comments created



will be stored as drafts until user selects Issue Comments. Draft comments and Issued comments are available for viewing in 2 separate tabs.

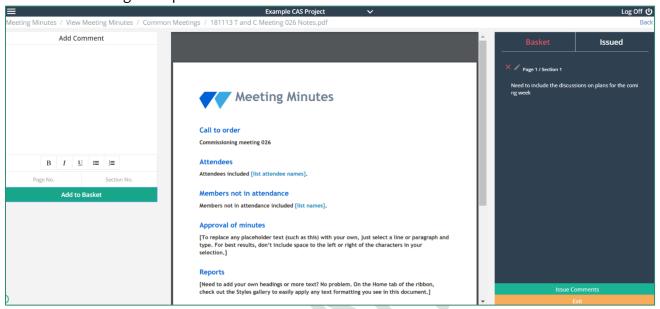


Figure 57: View/Review Meeting Minutes

3.10 Programmes

CMLT+ enables users to upload commissioning programmes and planning estimates in the PDF format. Two folders named Full Programmes and Two Week Look Ahead are created under Programmes menu in the navigation bar. Folder structure can be modified as per the project needs before the project commences. On select a specific folder under the Programmes menu, the user will be redirected to the Programmes Log to view the list of Programmes uploaded till date as shown in the figure below.

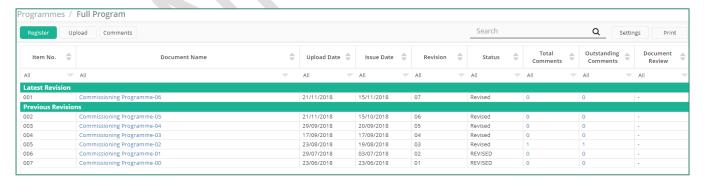


Figure 58: Programmes Log

Program Log is featured with:

Upload: Upload window is displayed on clicking Upload button on the top left toolbar.



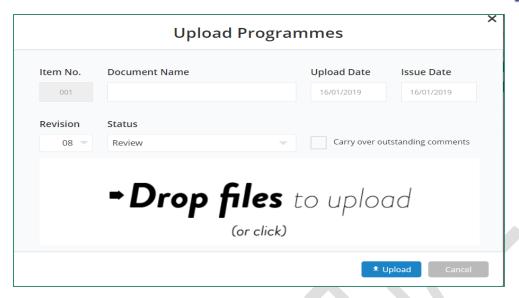


Figure 59: Upload Programmes

Edit: Edit window is displayed on selecting a row and clicking on Edit icon on the bottom left toolbar.

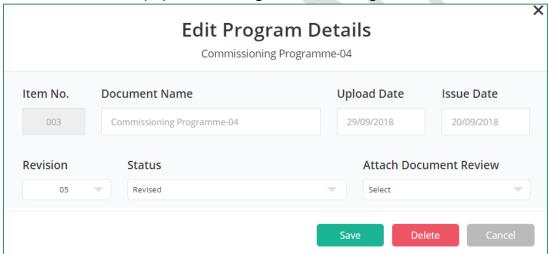


Figure 60: Edit Program

- ❖ **Delete:** One or more Programmes can be deleted on clicking the corresponding rows and selecting delete icon on bottom left toolbar.
- ❖ Print: Print preview of the Program Log is available on clicking Print button in the top right toolbar.
- ❖ View: Program can be viewed in the browser by clicking on the document name link (2nd column) in the Program Log. Program review mode enables user to review the report and add/edit the comments for a specific page or section instantaneously. Comments created will be stored as drafts until user selects Issue Comments. Draft comments and Issued comments are available for viewing in 2 separate tabs.



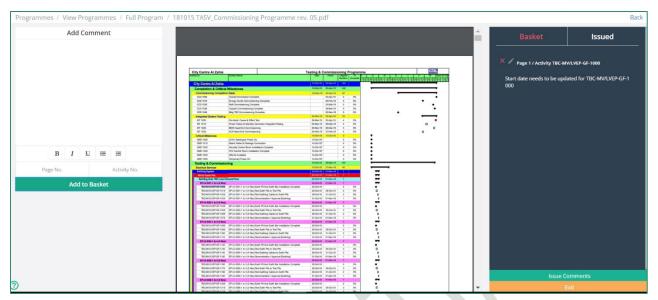


Figure 61: View/Review Programme

❖ Comments: Comments related to the Programs can be created/viewed using the Comments button at top left toolbar. Comments Log page displays a list of comments for all the Programs. Additional features on Comments Log page are highlighted in the figure below:

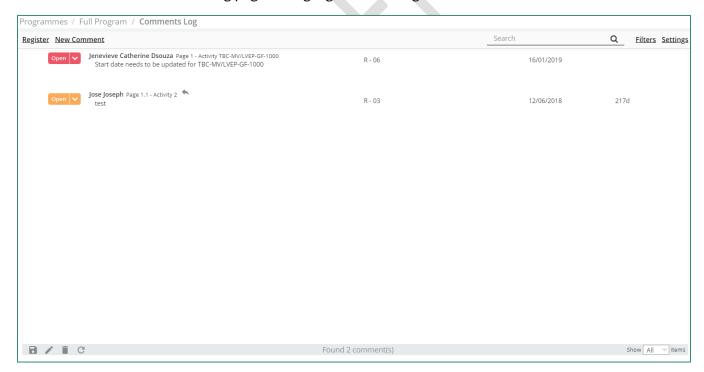


Figure 62: Programmes - Comments Log

New Comment: Enables user to input and save new comment.



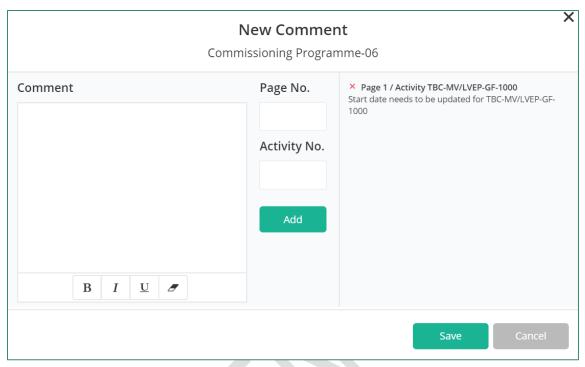


Figure 63: Programmes - Add New Comment

Edit Comment: Bottom left edit icon enables user to edit only those comments which are recorded by logged in user.

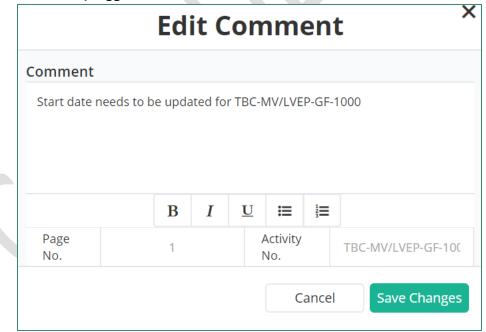


Figure 64: Programmes - Edit Comment

♣ Delete Comment: Comment delete icon in the bottom left toolbar will delete the selected comment.



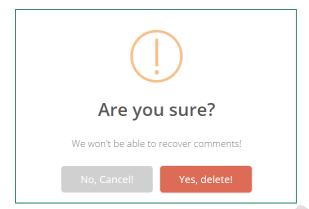


Figure 65: Programmes - Delete Comment

Respond: Inline Respond icon enables user to input response to the selected comment.



Figure 66: Programmes - Response to Comments

Status Change: Comment status can be toggled Open/Close using the buttons provided inline in the Comments Log page.

3.11 Site Observation

Site Observation will detail the observations made on site by CML site engineers. These site observations are issued to the concerned contractors for further actions. CMLT+ enables the users to either manually input the Site Observation details in CMLT+ or upload the previously created Site Observation document using the options Data Entry and PDF Upload respectively.

On selecting Data Entry option, the user will be redirected to Site Observation log as shown in the figure below.



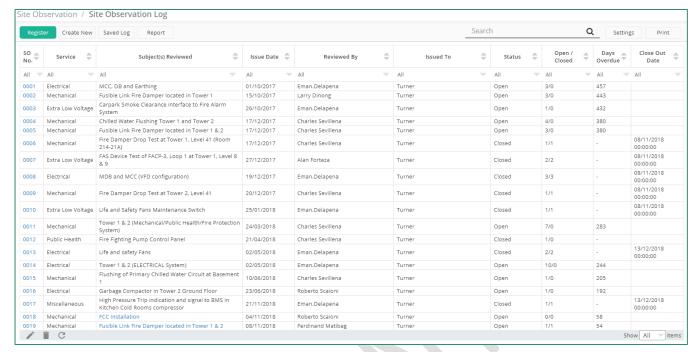


Figure 67: Site Observation Log - Data Entry

Site Observation log provides the user various options to create a SO, save SO in draft status, view graphical representation of SO status, filter SO log and print of SO log. On clicking 'Create New' button, SO details screen will be displayed for the user to input the details of each SO item as shown in the figure below.

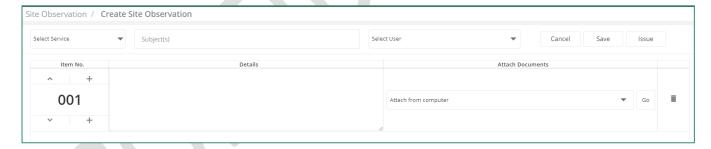


Figure 68: Create Site Observation

To create a Site Observation, the user needs to input the service, subject, user to whomever the SO is to be issued and item details including the images if any. Clicking on 'Save' button will store the Site Observation in draft status without issuing it whereas 'Issue' option will issue the Site Observation to the concerned user and send email notification to take up necessary actions if required.

Site observation stored in draft status will be available only to the user whoever created it. Draft SOs can be viewed and edited anytime online using the 'Saved Log' option in Site Observation Log page and then selecting the desired SO number from the Saved Log page. Similarly issued Site Observations can also be edited and reissued by clicking on the SO number in the Site Observation Log. On clicking the SO number, the user will be redirected to SO details page as shown in the figure below.



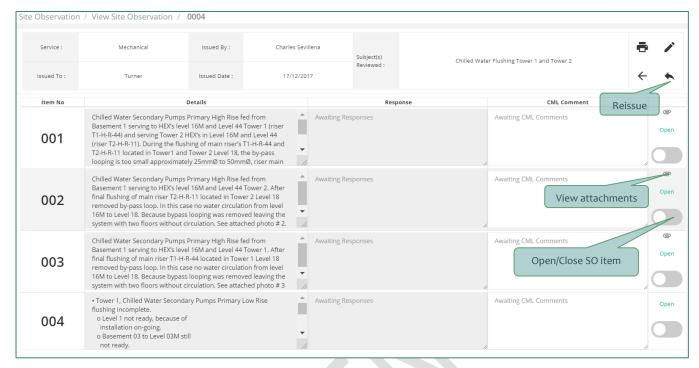


Figure 69: Site Observation - Edit Details

To view the Site Observation images associated with a item, the user needs to click on the attachment icon on the left hand side. User will be enabled to view the images in a pop-up window as shown in the figure below.

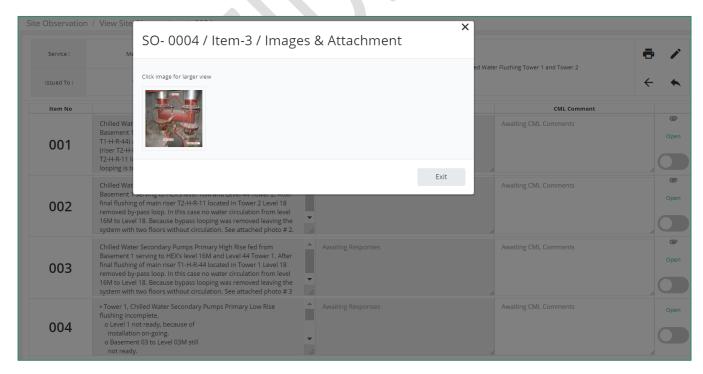


Figure 70: Site Observation Details - View Images



CMLT+ allows users to upload the Site Observation documents in PDF formats. This will enable the users to generate the Site Observation details in offline mode and upload them in CMLT+ once completed. Also, the users can update the uploaded file anytime whenever there are updates to the site observations.

On selecting 'PDF Upload' option from the Site Observation menu, the Site Observation log will be displayed as shown below. SO numbers will have links enabled only if they have PDF files associated with them.

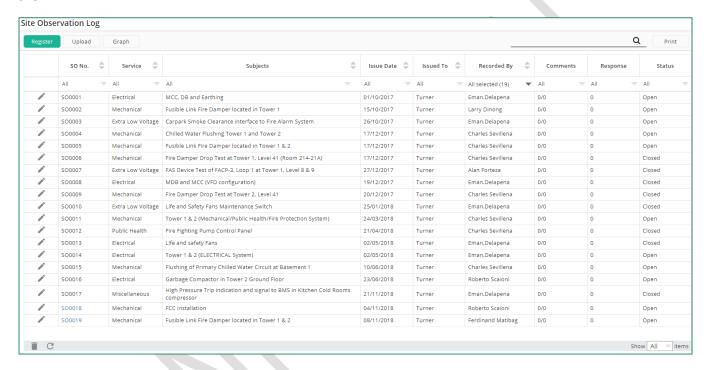


Figure 71: Site Observation Log - PDF Upload

Uploading a new SO document is made simpler in CMLT+ by clicking Upload button in the SO Log page. A pop-up window will be displayed for the user to input the details of the SO and select the file for upload as shown in the figure below. Upload pop-up will also be enabled in edit mode for updating the SO file.



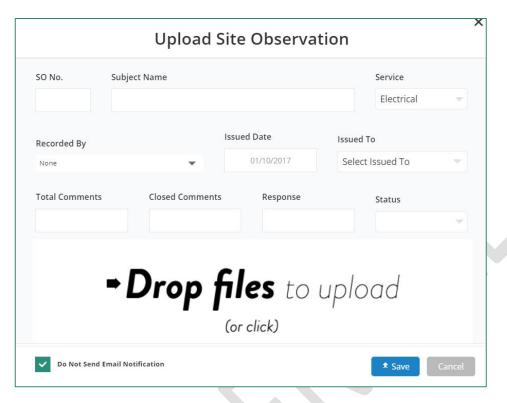


Figure 72: Upload SO PDF

3.12 Issue Log

In the entire commissioning process there are certain issues encountered at the site which needs to be recorded and tracked by the project personnel. Such issues are logged into the issue tracker with the resolutions and recommendations.

User is enabled to view the issue list by clicking on the Issue Log link from navigation menu. Issue Log will display all the issues recorded till date as shown in the figure below.



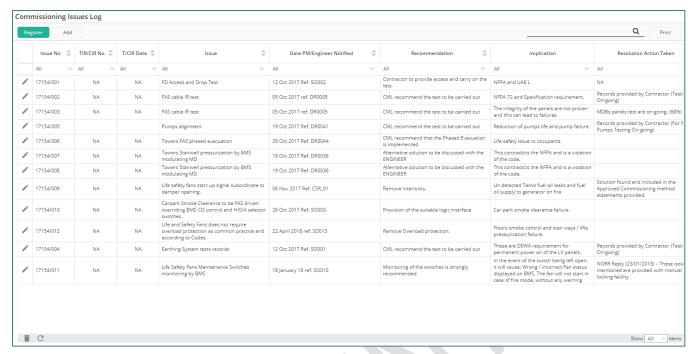


Figure 73: Issue Log

User is enabled to add a new issue by clicking on 'Add' button. On inputting the required details as directed on the screen and clicking 'Save' button, the issue will be created and listed in the Issue Log page.

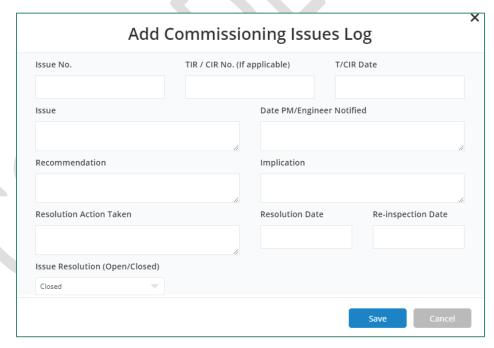


Figure 74: Add New Issue

On selecting the edit icon from the first column cell, the issue entry will be enabled for edit as shown in the figure below.



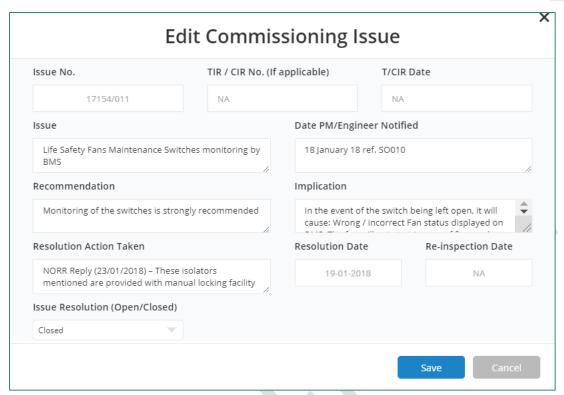


Figure 75: Edit Issue

Any of the issues can be deleted from the system by simply selecting the desired row and clicking on the delete icon at the bottom left corner of the page.

3.13 T/CIR

Testing and commissioning inspection reports are the test inspection documents created as part of commissioning activity. On selecting T/CIR link from the navigation menu, the TCIR list will be displayed as shown in the figure below.



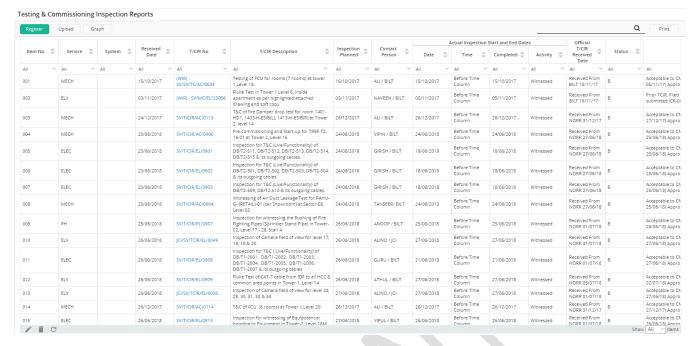


Figure 76: T/CIR Log

The TCIR Log provides upload option to upload a new TCIR document. On clicking 'Upload' button from the top left corner, a pop-up will be displayed prompting to input the T/CIR details as shown in the figure below.

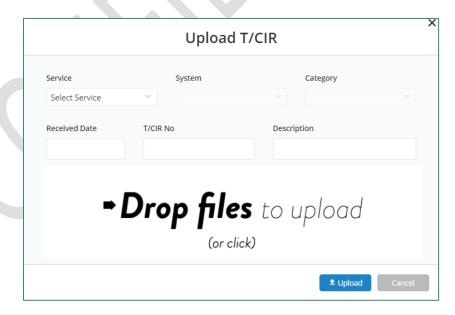


Figure 77: Upload T/CIR



To edit a T/CIR, the user needs to select the desired record and click on the edit icon at the bottom left of the page. Edit pop-up window will be displayed for the user to edit the details as shown in the figure below.

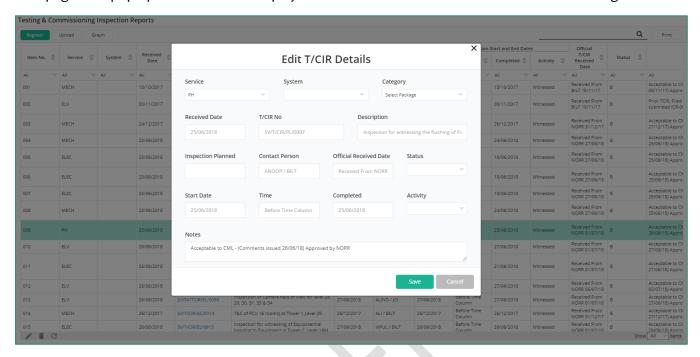


Figure 78: Edit T/CIR Details

To delete a T/CIR record, the user must select the required record and click on the delete icon at the bottom left of the page.

To view or review the T/CIR document the user must click on a specific T/CIR number on the screen. On clicking the T/CIR number, the PDF file be displayed on the screen enabling the users to review it as shown in the figure below.





Figure 79: View T/CIR



Revision History

The table below records the changes made to this document.

Version #	Date	Author	Note
1.0	20/01/2019	Jenevieve Catherine Dsouza	Initial Draft