



Quality Management System

User Manual

Mobile Check List Interface - Basic

Ver.	Date	Details

GENERAL:

QAonline system is a web-based platform for quality activities and documentation management in Infrastructure, Railway, Paving and Construction projects. The system assists quality engineers and project managers in the complex task of quality procedure implementation, data and document tracking and Quality process compliance management

DOCUMENT SCOPE:

This version of the manual is a shortened version, which covers the instructions for Mobile Check List interface.

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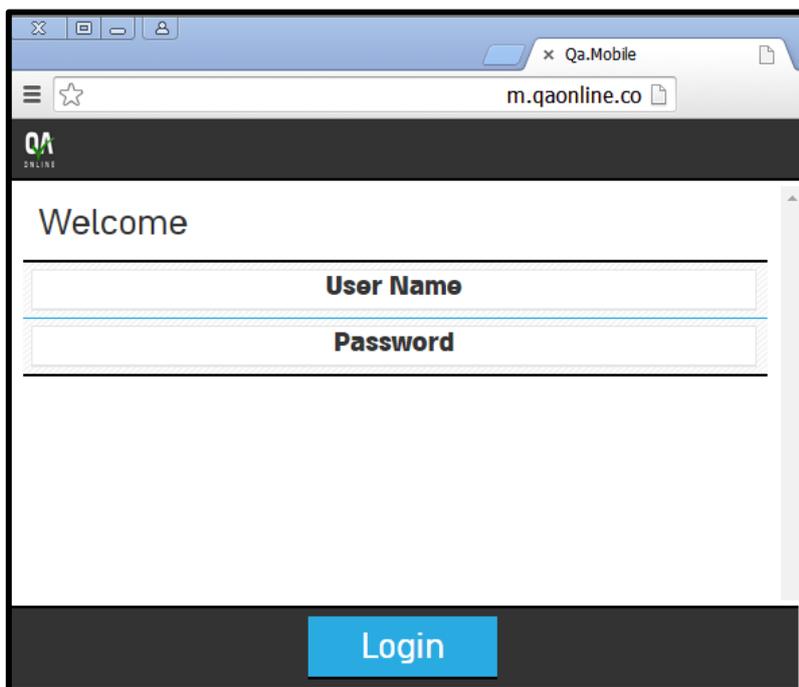
1. System Login

1.1 WEBSITE ADDRESS

System Website Address is m.qaonline.co.il

1.2 LOGIN SCREEN

The login screen is displayed below.

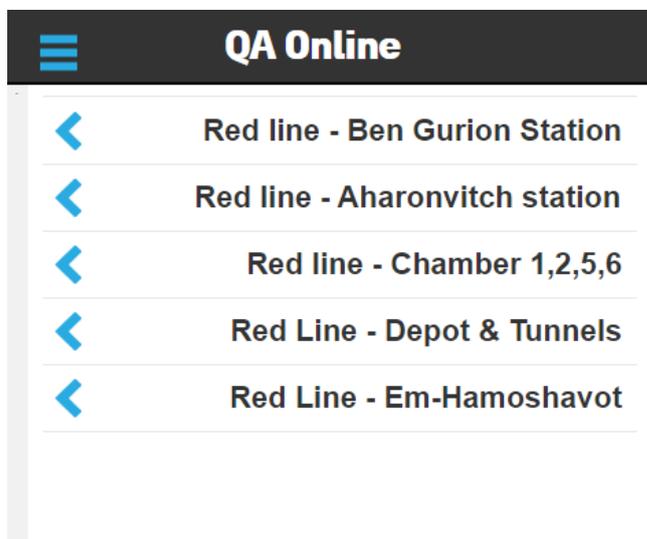


Enter user name and password provided by the system administrator and click "**Login**" button.



2. Main Page

2.1 PROJECT LIST

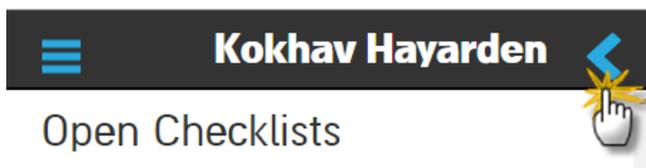


System will display user's active projects list.

Select appropriate Project to continue and display opened checklists

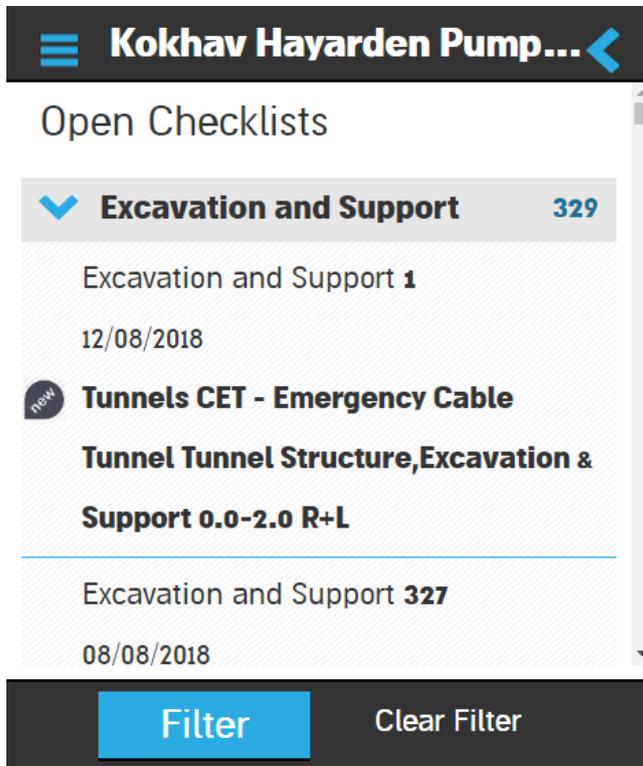
Remark:

If user is related to single project, Opened checklist will be displayed immediately after login



Return to previous page by click the arrow on upper right side

2.2 ACTIVE CHECKLISTS



Selecting a project will display the user-linked open checklists.

The checklists are sorted by type. Clicking on the name of the checklist type displays all open lists of this type.

For each checklist, the list name and number, the date of the list, and a link to the element in the project's project tree will be displayed. If the list is part of a group, the group number is displayed in parentheses.

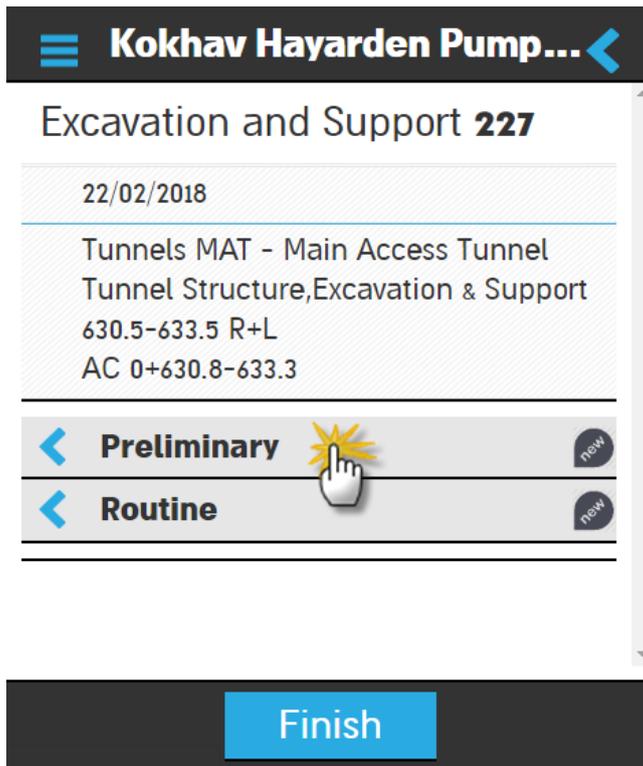
The display also includes a status indication for the checklist:

ICON	STATUS	DETAILS
	NEW	The checklist was opened, and no details were saved.
	ON PROCESS	The checklist includes details, but additional actions are required.
	WAITING	The checklist is linked to a laboratory test order for which no results were obtained
	NCR	NCR

3. Basic operations

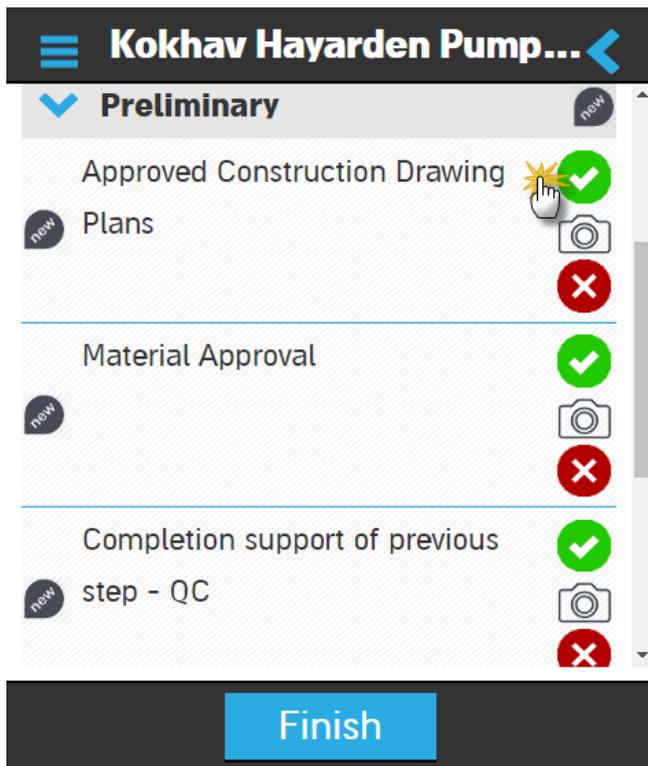
3.1 INFORMATION AND SIGNING

Filling data in a checklist is possible after opening a new list or selecting a list from the open checklists as specified in section 2.2 above.



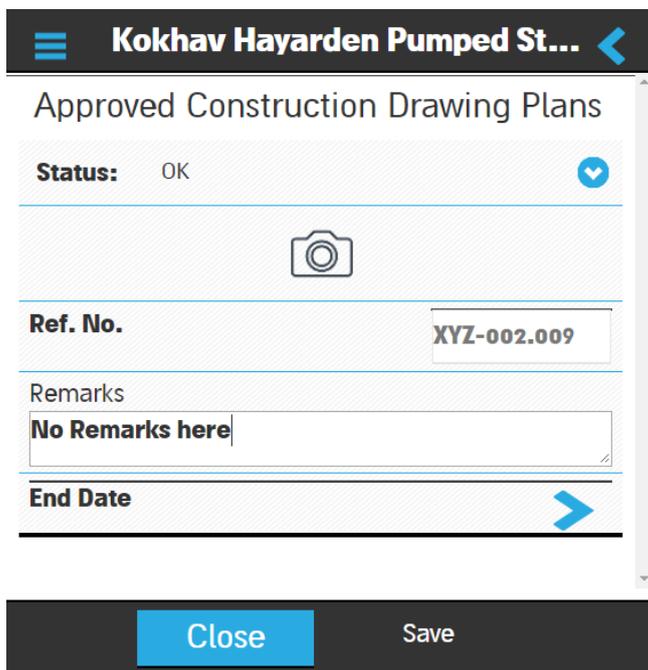
The checklist view includes the project name, type and run number of the checklist, and the list of categories of the steps.

Click category to display corresponding steps under the same category.



To sign and approve click the green checkmark.

To display step content and revise status information, dates etc. Click the Text



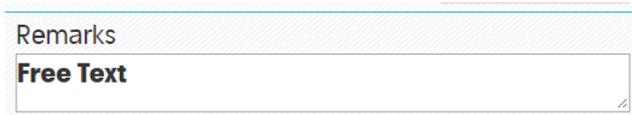
In the pull-down screen, fill in the required details.

By clicking "**Save**" the data will be saved without signing the step.

When you click "**Close**" the data will be saved and the step will get signed.

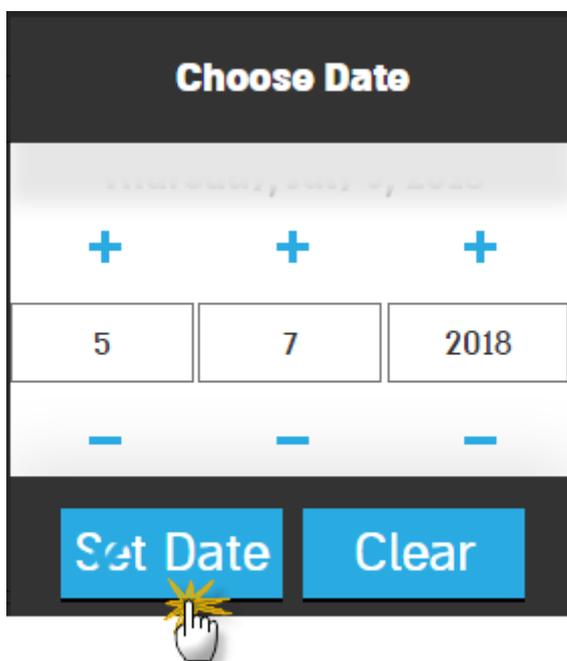
3.2 FIELD TYPES IN THE CHECKLIST

3.2.1 TEXT



Text fields for free typing

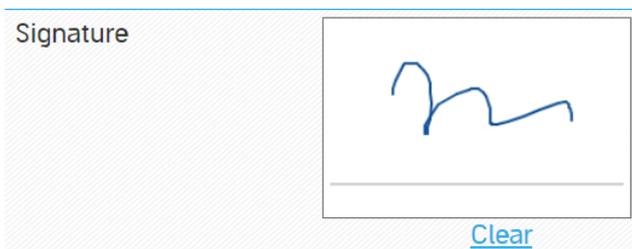
3.2.2 DATE



Date fields to select the date of execution of the step. Click "Set"

Note: The default value is the date of signature.

3.2.3 SIGNATURE



Fields for manual signature.

Note: Users who have submitted a signed form to the system registry are not required to perform a manual signature

3.2.4 DROPDOWN

Status: OK 

Drop-down fields contain predefined information.

Status: OK

OK

NC

NA



These fields include stage status, material selection, signature selection, etc.

Click on the field and select the required value.

Completion support of previous step - SM

Name: Yuanping Huang 

Status: OK 

Selected values will be displayed.

Notes:

Status type fields will determine the status of the step. Selecting the "invalid" status will take the list to a "mismatch" status.

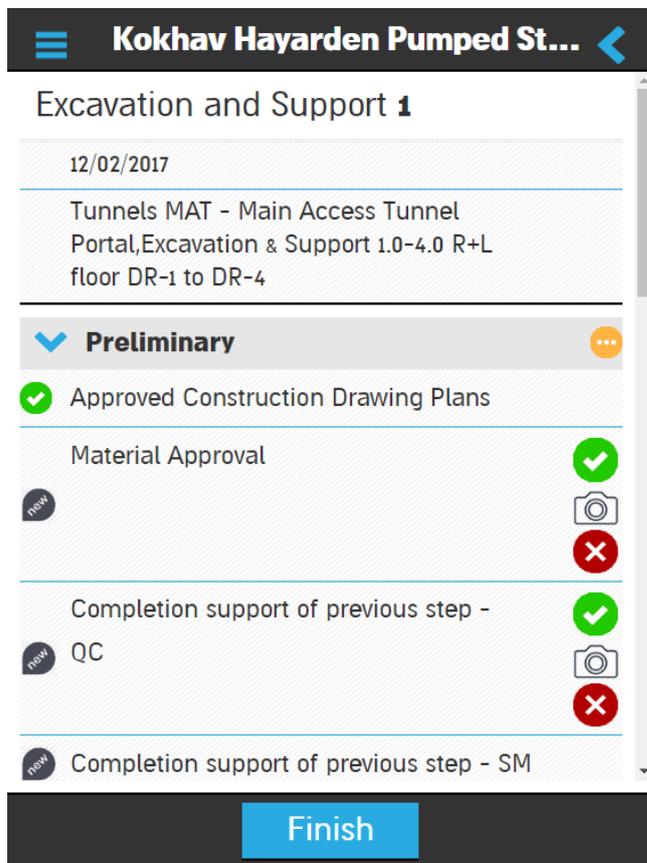
The name of the person responsible must be chosen at the stages where the signature is not the responsibility of the quality controller or the person who opened the list.

3.2.5 FILE UPLOAD / PHOTO




Clicking the field will open the camera or system folders to link a file or image to the checklist.

3.3 STEP STATUS



The system displays for each category the latest status.

Details	STATUS	ICON
A new stage where no details were saved.	NEW	
Data has been saved, but additional actions are required.	ON Process	
Order a laboratory test for which no results were obtained.	Waiting	
The step is in the "NCR" status	NCR	
The stage is Approved and signed	Signed	

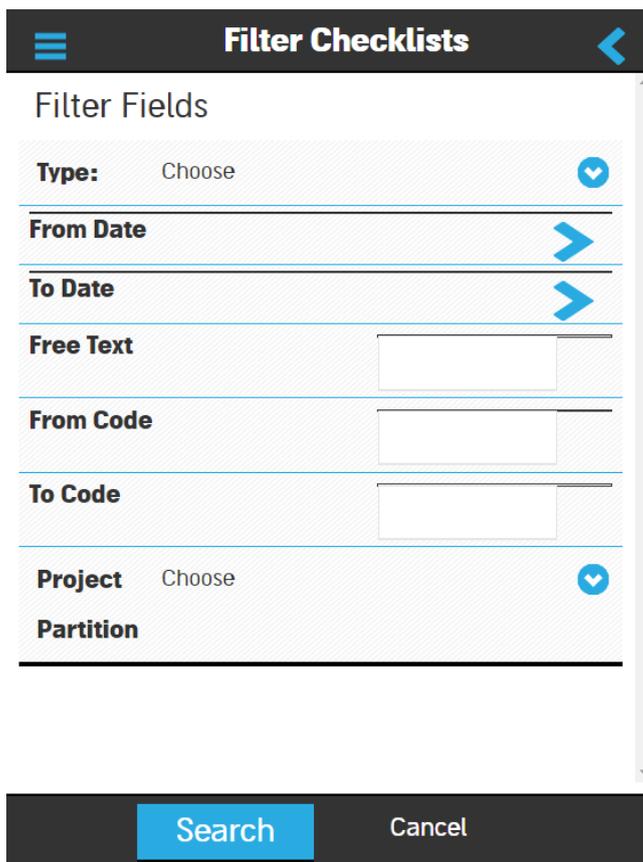
Note:

When all mandatory steps in the checklist are signed, the entire list will receive a "closed" status and will no longer be displayed in the interface. To edit closed lists, they must be returned to the "open" status through the main system.

4. Filtering checklists



Filter the list view by clicking "**Filter**" at the bottom of the screen.



The filter box allows you to choose a checklist type, date range, number of checklists, free text and structures / elements.

To activate the filter click on "**Search**"

The system will only show filter-matching checklists.

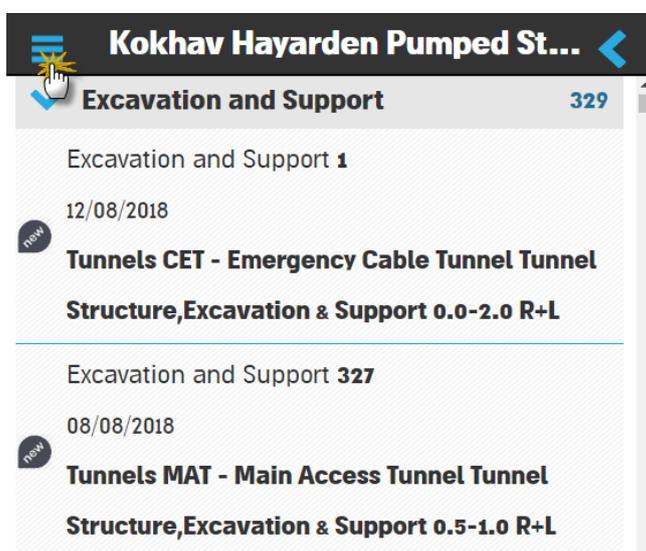


To clear filter filtering click on "**Clear Filter**"

5. COLLECTIVE SIGNATURE

The system enables a series of centralized operations to shorten the time required for tasks that include updating details on a large number of checklists.

A centralized signature on the stages allows signing and closing stages in several checklists using a single signature operation on a stage, without the need for individual entry to each list.



After choosing a project, click on the menu control on the top right of the screen.



Select "Collective Step Signature" option from menu

☰
Collective Step Signature
⏪

Filter Fields

Type:	Choose	⏵
	Excavation and Support	
From Date		⏵
To Date		⏵
Free Text	<input style="width: 90%;" type="text"/>	
From Code	<input style="width: 90%;" type="text"/>	
To Code	<input style="width: 90%;" type="text"/>	
Project	Choose	⏵
Partition		

Next
Cancel

The filter box allows you to choose a checklist type, date range, number of checklists, free text and structures / elements.

You must select the type of checklist for which a bulk signature is required.

To continue click on "**Next**"

Kokhav Hayarden Pumped St...

Excavation and Support 329

undefined

Excavation and Support **1**

new 12/08/2018

**Tunnels CET - Emergency Cable Tunnel Tunnel
Structure,Excavation & Support 0.0-2.0 R+L**

Excavation and Support **327**

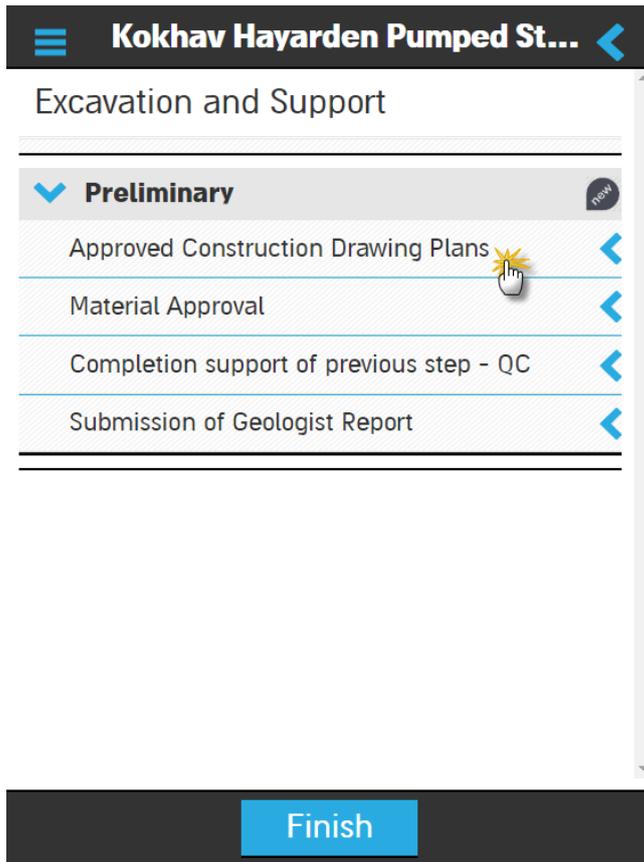
new 08/08/2018

**Tunnels MAT - Main Access Tunnel Tunnel
Structure,Excavation & Support 0.5-1.0 R+L**

Next  **Cancel**

The filter matching lists will be displayed. You can deselect label lists by unchecking the list name.

To continue click on "**Next**"



The screenshot shows a mobile application interface. At the top, there is a dark header with a hamburger menu icon, the text "Kokhav Hayarden Pumped St...", and a back arrow. Below the header, the title "Excavation and Support" is displayed. A list of steps is shown under a "Preliminary" section, which has a blue checkmark icon and a "new" badge. The steps are: "Approved Construction Drawing Plans" (with a yellow starburst icon and a hand cursor), "Material Approval", "Completion support of previous step - QC", and "Submission of Geologist Report". Each step has a blue arrow pointing left. At the bottom of the screen, there is a dark bar with a blue "Finish" button.

The system displays the steps in the tagging lists available for signing.

Click on Step to fill out the details and execute a signature.