

# Quality management system

# User manual (Read-only)

הערות	תאריך	גרסה
	20.12.2020	2.001



# System - General:

QAOnline system is a web-based platform for quality activities and document management in Infrastructure, Railway, Paving, and Construction projects. The system assists quality engineers and project managers in quality procedure implementation, data & document tracking.

# **Purpose of the document:**

This version is a shortened one, which covers basic features, data views, and reports.

QAonline בע"מ

כתובת המשרד: רחוב יוזמה 3, בנין כרמלים, טירת הכרמל

<u>office@qaonline.co.il</u> 04-8574448 **פקס:** 04-8582014 **כתובת דואר:** ת"ד 500, טירת הכרמל, 39104 **טלפון:** 04-8582014



### **Contents**

Systen	1 - General:
1.	Login and home page4
.1.1	Website address 4
.1.2	Login page 4
1.3.	Home page
.1.4	Selecting Active Project
.1.5	Navigate back to Home Page
.1.6	Log out5
2.	Accessing Data6
.2.1	Access Documents from the main page 6
.2.2	Access Documents by Structure
.2.3	Access Documents by Document Type 10
3.	Document Lists \ Reports options 12
.3.1	Searching \ Filtering12
.3.2	Display report12
.3.3	Excel Reports and Bulk Exports

QAonline בע"מ



## 1. Login and home page

#### 1.1. Website address

System Website Address is www.qaonline.co.il

#### 1.2. Login page

The logon screen is displayed below.

Enter the username and password provided by the system administrator, and click on the "Login" button.



#### 1.3. Home page

System home page includes the following:

Title & 1. 04 1 options 2. Projects list. 3. General Menu. And Report Docs 4. Map Display 5. ΒI Dashboard

QAonline בע"מ

כתובת המשרד: רחוב יוזמה 3, בנין כרמלים, טירת הכרמל

<u>office@qaonline.co.il</u> 04-8574448 **פקס:** 04-8582014 **כתובת דואר:** ת"ד 500, טירת הכרמל, 39104 **טלפון:** 04-8582014

Page | 5

#### 1.4. Selecting Active Project

Users can set active project by:

- Select the project's name in the project list displayed at the homepage.
- 2. Using the side menu



#### 1.5. Navigate back to Home Page

- 1. Click the QAONLINE Icon at the upper left corner.
- 2. Click the username at the right top.





#### 1.6. Log out

1. Click the Log out icon at the right top.



QAonline בע"מ



# 2. Accessing Data

#### 2.1. Access Documents from the main page

Project Documents and forms are accessible directly from the main page.

J-NET     Kokhav Hayarden Pum     NTA - Green Line G-3-2     NTA - Purple Line PLET     NTA - Purple Line PLET	ped Storage Plant		and the second sec	
1. Expand the	J-NET			
project folder by clicking on	<u>س</u>	1	۵	Total
the V sign.	Inspection orders	2	2	4
	Checklists	8	0	8
	Non Conformance	16	6	22
	Suppliers / Sub-C			31
	Materials Approval			23
2. Click the	✓ J-NET			
hyperlink to display the list		1	<b>a</b>	Total
of	Inspection orders	2	2	4
corresponding documents by	Checklists	8	0	8
type and status (when	Non Conformance	16	6	22
applicable).	Suppliers / Sub-C		6	31
	Materials Approval			23

QAonline בע"מ

כתובת המשרד: רחוב יוזמה 3, בנין כרמלים, טירת הכרמל

<u>office@qaonline.co.il</u> 04-8574448 **פקס:** 04-8582014 **פקס:** 04-8574448 כתובת דואר: ת"ד 500, טירת הכרמל, 39104 טלפון:



3. The document interface includes a log of selected documents

	NET Nc Report								
	From NC Code:	To Nc Code:	Open By:	Status:	Suppliers:	м	anufacturers: Sever	ity Level: From	Date:
8			Select	⇒ ามอ	▼ Select	•	select 👻 Sele	n 💌	*
Projects	Q 🖁 🗞	🔁 💥 🗾	<b>•</b> •						
Structures	Drag Columna Here to Group B	By Column							
Proces	Non Comformance Code	Openning Date	Open By	User Name	Severity level	Status	Location	Location	Subject
apeus	1	24/08/2020	QC	Eliyahu Daniel	1	Close	Mock-Up Section Electrical Wo	rks Mock-Up (Botanic garden)	Installation of mult
Inspections	2	18/10/2020	QC	Eliyahu Daniel	1	Close	Mock-Up Section Earthworks	Mock-Up (Botanic garden)	Unapproved materi
 Checklists	3	21/10/2020	QC	Eliyahu Daniel	1	Close	Mock-Up Section Electrical Wo	rks Mock-Up (Botanic garden)	Unapproved materi
N.C	4	21/10/2020	QC	Eliyahu Daniel	1	Close	Mock-Up Section Electrical Wo	rks Mock-Up (Botanic garden)	Unapproved materi
Reports	6	08/11/2020	QC	Eliyahu Daniel	1	Close	Mock-Up Section Electrical Wo	rks Mock-Up (Botanic garden)	Pulling ropes & pip
8	9	15/11/2020	QC	Eliyahu Daniel	1	Close	Mock-Up Section Concrete Wor	ks Mock-Up (Botanic garden)	Unapproved materi

4.

Click the Document number to display the report.

Non Comformance Code	Openning Date	Open By
1	24/08/2020	QC
2	18/10/2020	QC
3	21/10/2020	QC
4	21/10/2020	QC
6	08/11/2020	QC
20	15/11/2020	QC

QAonline בע"מ



#### 2.2. Access Documents by Structure

1. Select Menu: Structures >>		Home Page
Active Structure Report	<b>P</b> rojects	
		Active structures report Summary reports
	Reports	

2. Expand the Project Structure tree using the arrows at the left side of each level \ name.

Structures	Checklist Reports	Lab Reports	N.C	Quality Docs
Route 1-30				
Mock-Up	<u>8</u>	4	22	
Section	5	2	<u>10</u>	
Earthworks	4	2	1	
Foundation piles				
Concrete Works			2	
<ul> <li>Electrical Works</li> </ul>			5	
<ul> <li>Track Works</li> </ul>	1		2	
Station	3	2	11	

3. Click the hyperlink to display the list of corresponding documents by type and struture.

	Structures	Checklist Reports	Lab Reports	N.C	Quality Docs
٠	Route 1-30				
•	Mock-Up	<u>8</u>	4	22	
	<ul> <li>Section</li> </ul>	5	2	<u>10</u>	
	<ul> <li>Earthworks</li> </ul>	4	2	1	
	<ul> <li>Foundation piles</li> </ul>	<b>**</b>			
	Concrete Works			2	
	<ul> <li>Electrical Works</li> </ul>			5	
	<ul> <li>Track Works</li> </ul>	1		2	
	Station	3	2	11	

QAonline בע"מ



4. Click a Document number to display report.

לא כולל מבוטלוו ביישור בייטר בי מיות	× *				*	• 5	alect		Structures		Section	
m												
mn												
Status	User name	Project Partition	Structures	Structure Part	Element	From Segment	To Segment	Side	Opening Date	Last Update Date	Certificates	Inspection
In Process	Daniel Eliyahu	Mock-Up	Section	Earthworks	Fill layer 1	40	76	с	10/08/2020	22/12/2020	05/307704A	3
In Process	Daniel Eliyahu	Mock-Up	Section	Earthworks	Fill layer 2	1	76	с	11/08/2020	23/12/2020	05/307702	4
In Process	Daniel Eliyahu	Mock-Up	Section	Earthworks	Fill layer 3	1	76	с	12/08/2020	23/12/2020		
New	Daniel Eliyahu	Mock-Up	Section	Earthworks	Fill layer 4	1	76	с	16/08/2020	28/12/2020		
	Status In Process In Process In Process New	Status         User name           In Process         Daniel Eliyahu           In Process         Daniel Eliyahu           In Process         Daniel Eliyahu           New         Daniel Eliyahu	Status         User name         Project Partition           In Process         Daniel         Mock-Up           New         Daniel         Mock-Up	Status         User name         Project Partition         Structures           In Process         Daniel         Mock-Up         Section           New         Daniel         Mock-Up         Section	Status         User name         Project Partition         Structures         Structure Part           In Process         Daniel         Mock-Up         Section         Earthworks           New         Daniel         Mock-Up         Section         Earthworks	Status         User name         Project Partition         Structures         Structure Part         Element           In Process         Daniel         Mock-Up         Section         Earthworks         Fill layer 1           In Process         Daniel         Mock-Up         Section         Earthworks         Fill layer 2           In Process         Daniel         Mock-Up         Section         Earthworks         Fill layer 3           In Process         Daniel         Mock-Up         Section         Earthworks         Fill layer 3           New         Daniel         Mock-Up         Section         Earthworks         Fill layer 4	Status         User name         Project Partition         Structures         Structure Part         Element         Prom Segment           In Process         Daniel         Mock-Up         Section         Earthworks         Fill layer 1         40           In Process         Daniel         Mock-Up         Section         Earthworks         Fill layer 2         1           In Process         Daniel         Mock-Up         Section         Earthworks         Fill layer 3         1           In Process         Daniel         Mock-Up         Section         Earthworks         Fill layer 3         1           New         Daniel         Mock-Up         Section         Earthworks         Fill layer 4         1	Status         User name         Project Partition         Structures         Structure Part         Element         Prom Segment         To Segment           In Process         Daniel         Mock-Up         Section         Earthworks         Fill layer 1         40         76           In Process         Daniel         Mock-Up         Section         Earthworks         Fill layer 2         1         76           In Process         Daniel         Mock-Up         Section         Earthworks         Fill layer 3         1         76           New         Daniel         Mock-Up         Section         Earthworks         Fill layer 3         1         76	Status         User name         Project Partition         Structures         Structure Part         Element         Prom Segment         To Segment         Stegment         Stegment <thstegment< th="">         Stegment         S</thstegment<>	Status         User name         Project Partition         Structures         Structure Part         Element         Form Segment         To Segment         Side         Date           In Process         Dariel         Mock-Up         Section         Earthworks         Fill layer 1         40         76         C         10/08/2020           In Process         Dariel         Mock-Up         Section         Earthworks         Fill layer 2         1         76         C         1/08/2020           In Process         Dariel         Mock-Up         Section         Earthworks         Fill layer 3         1         76         C         12/08/2020           New         Dariel         Mock-Up         Section         Earthworks         Fill layer 3         1         76         C         12/08/2020	Status         User name         Project Partition         Structures         Structure Part         Element         Prom Segment         To Segment         Side         "Date"         Ugdate           In Process         Daniel         MockUp         Section         Earthworks         Fill layer 1         40         76         C         10/08/2020         22/12/2020           In Process         Daniel         MockUp         Section         Earthworks         Fill layer 2         1         76         C         11/08/2020         23/12/2020           In Process         Daniel         MockUp         Section         Earthworks         Fill layer 3         1         76         C         12/08/2020         23/12/2020           In Process         Daniel         MockUp         Section         Earthworks         Fill layer 3         1         76         C         12/08/2020         23/12/2020           New         Daniel         MockUp         Section         Earthworks         Fill layer 4         1         76         C         16/08/2020         28/12/2020	Status         User name         Project Partition         Structures         Structure Part         Element         Prom Segment         To Segment         Side         To Segment         Update Date         Outdate Date         Outdate Date         Outdate Date         Outdate Date         Outdate Date         Outdate Date         Outdate Date         Outdate Date         Outdate         Outdate <thoutdate< th="">         Outdate         O</thoutdate<>

5. Click X sign at the top right corner to close the popup and get back to the active structure report page.

							0	
e:	Pr	oject Partition:	:	Structure Type:	ructures:	uctures: 🕛		
	▼ S	elect	*	Structures	<b>*</b>	Section	-	
	From Segment	To Segment	Side	Opening Date	Last Update Date	Certificates	Inspectior	
	40	76	С	10/08/2020	22/12/2020	05/307704A	3	
	1	76	С	11/08/2020	23/12/2020	05/307702	4	

QAonline בע"מ



#### 2.3. Access Documents by Document Type

Documents are accessible through two main menu options:

#### 1.

#### Reports menu

Displays various reporting options and document access to Laboratory inpections, NCR & Checklists.



#### 2.

#### Docs>>Locate Document

Displays summery reports and document access to project's specific document forms.

QAonline בע"מ



3. Select the relevant document type using the side menu \ sub menu.

	Locate Document >	General Documentation	31
	Tasks Report	Materials Approval Mock Up Report	23
Settings		Suppliers / Sub-Contractors Approval	

4. The system will display the coresponding documents list.

					Suppliers / Sub-Contractors Ap	proval									
From Date	e:		To Date:	From Num:	To Num:	Show All Versions:	Open By:								
		*		*		Select	* Select *								
Supplier N	Name:		Supplied Materials:	From Validation:	To Validation:	Refrence #:	JTMT Approval - Status:								
Select		-			*	*	Select -								
Q	8	Σ													
Drag a co	Disg a column header here to group by that column														
		Documer Num	t Document distributed	Refrence #	Discipline	Supplied Materials	Supplier Name	From Date	To Date						
			22 No	J_K1000_00_09.00X000_PC_SU_05789_A	EL-Electrical	Electrical conduits pipes	Banias-Bambiplast	21/07/2020	05/01/2022						
			23 No	J_A0000_00_09.00X000_PC_SU_04292_A	CV-Civil,EL-Electrical,GN-General	Precast Pulling Chambers	wolfman	23/08/2020	03/04/2022						
			24 No	J_K1000_00_09.00X000_PC_SU_04830_B	CV-Civil,GN-General,TW-Trackworks	Imprinted Concrete Admixtures	Creative Concrete	09/09/2020	31/01/2021						
			25 No	J_K1000_00_09.00X000_PC_SU_04726_A	CV-Civil,GN-General,TW-Trackworks	Imprinted Concrete Admixtures	Nadir Color Industries	25/08/2020	30/12/2020						
			26 No	J_K0000_00_09.00X000_PC_SU_06372_A	CV-Civil,GN-General	Construction Chemicals	ישראל -sika ישראל	12/11/2020	11/12/2021						
			27 No	J_K1000_00_09.00X000_PC_SU_06386_A	CV-Civil,GN-General	Construction Chemicals	A.Z Advanced construction technologies	11/11/2020	28/05/2021						
									,						
ר עמוד	דודי 10 🖛						P	iges: 1 - 1 (10 item	s) < 🚺 >						

QAonline בע"מ



# 3. Document Lists \ Reports options

#### 3.1. Searching \ Filtering

Project Documents and forms are accessible directly from the main page.

 Each reporting page includes relevent fields for filtering and searching. Including: date range, doc numbers, reference codes and keyword search options.
 Fill the search fileds and click the search tool icon to filter the display accordingly

	Suppliers / Sub-Contractors Approval						
From Date:	To Date:	From Num:	To Num:	Show All Versions:	Open By	•	
	-	*		Select	✓ Select		*
Supplier Name:	Supplied Materials:	From Validation:	To Validation:	Refrence #:	JTMT A	pproval - Status:	
Select	*		*	*	Select		
Drag a d Inn header here to p	youp by that column						

2. Use the Clear filter to reset.

	Suppliers / Sub-Contractors Approval							
From Date:	To Date:	From Num:	To Num:	Show All Versions:	Open By:			
	-	*		Select	✓ Select	-		
Supplier Name:	Supplied Materials:	From Validation:	To Validation:	Refrence #:	JTMT Approval - Statu	IS:		
Select	•		*	•	Select			
Orag a column Urer here to g	Nove a state of the section of the s							

#### 3.2. Display report

1. According to report type, click on the document number or the "display Report" button to see the full document.

#	Document Num	Document distributed	Refrence #	Discipline
Ø	22	No	J_K1000_00_09.00X000_PC_SU_05789_A	EL-Electrical
	23	No	J_A0000_00_09.00X000_PC_SU_04292_A	CV-Civil,EL-Electrical,GN-General
	24	No	J_K1000_00_09.00X000_PC_SU_04830_B	CV-Civil,GN-General,TW-Trackworks

2. Use the attachments button to access the attached files list



QAonline בע"מ



#### 3.3. Excel Reports and Bulk Exports

- Click the XLS button to export the list to excel file. The system will download the file to local machine.
- Click the ∑ button to create an archive folder with all documents and attachments matching the current documents search. The system will download the file to local machine.



QAonline בע"מ