



# Virtual Project Information Management System

# KEY FEATURES

## 1) Document Management Tools

- ✓ Document/Drawing Management
- ✓ Risks Management
- ✓ Daily Diary
- ✓ Tasks Management
- ✓ Export Data for Extended Usage

## 2) Contracts Management Tools

- ✓ Claims Management
- ✓ Change Management
- ✓ Cost and Payments Monitoring
- ✓ Issues Tracking

## 3) Project Health Tools

- ✓ Dashboard
- ✓ Progress and Schedule Review

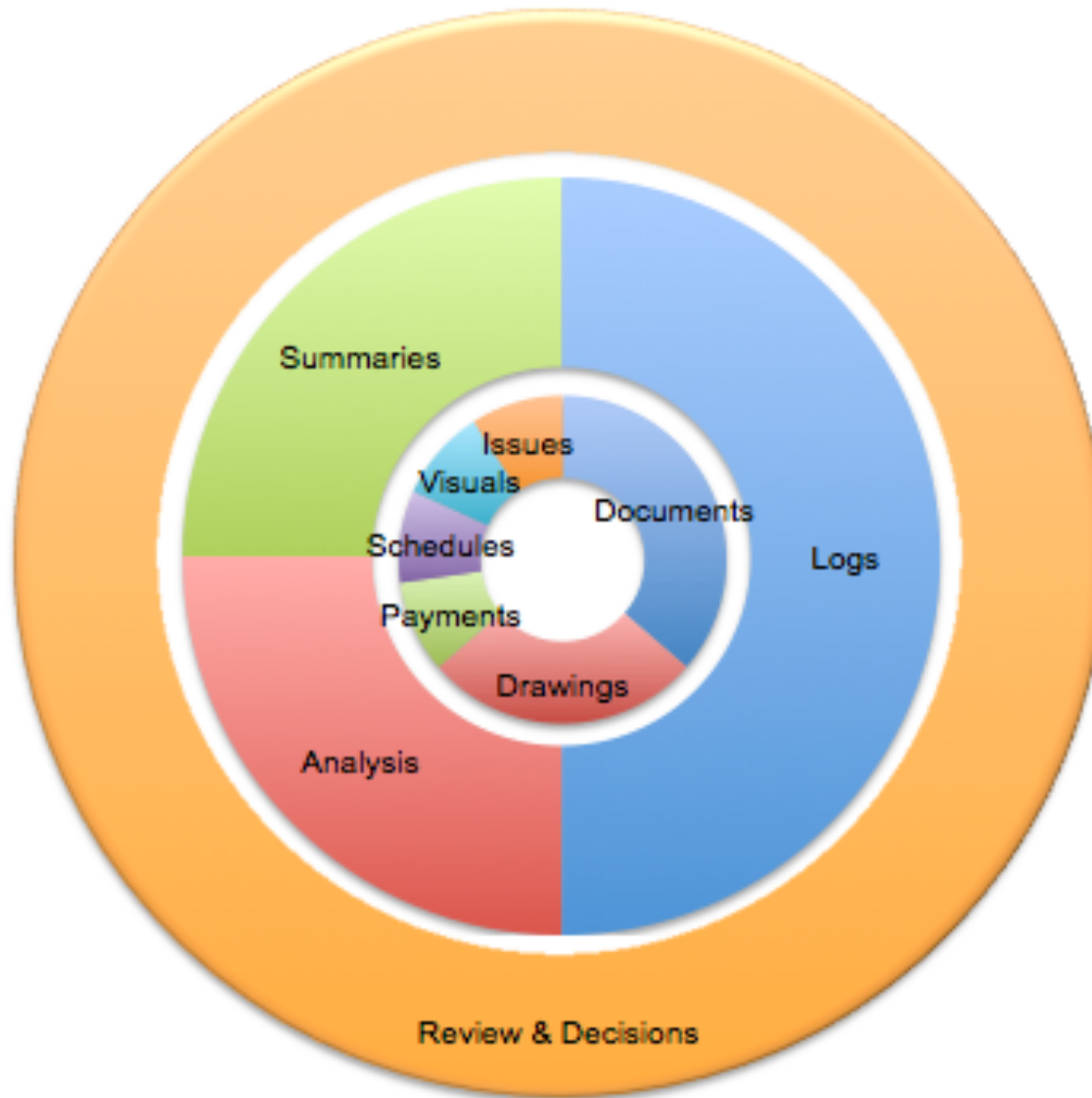
## 4) Project Support Tools

- ✓ Calendar
- ✓ Discussion Forum


# KEY BENEFITS

1. Multiple projects with single log-on
2. Covers all phases of the project
3. Project's progress reflection on a single screen
4. Scrutinized and processed information for timely decision making
5. Easy to setup, customizable & user-friendly
6. Export data to worksheets for further analysis
7. Import data from worksheets in a click
8. Easy to schedule and track the project


# DATA & INFORMATION LAYERS




# ACCESS RIGHTS



Sign in to start your session

Email 

Password 

[I forgot my password](#)

# DASHBOARD

[Complete, Accurate, Real Time Updated and Critical Insight of the Project on Single Screen](#)

## 1. Status - Cost and Payments

- Planned Value, Actual Value, Earned Value, Actual Payments

## 2. Key Performance Indicators

- Schedule, Cost, Quality, Safety, Risks, Team Performance  
Productivity Ratio

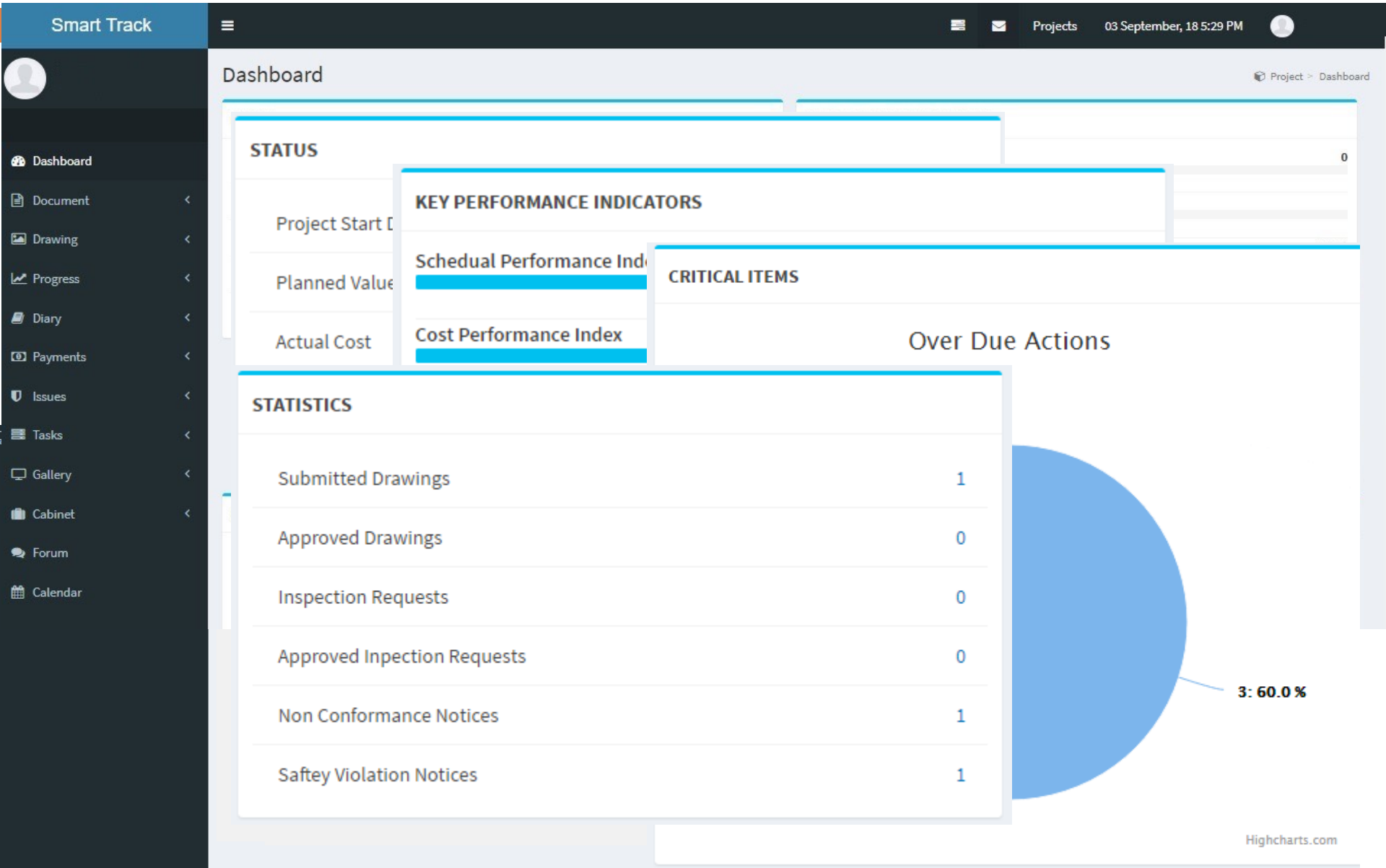
## 3. Statistics

- Submitted and Approved Drawings, Inspection Requests  
Total Non Conformance Notices & Safety Violation Notices

## 4. Critical Items

- Overdue Actions on Documents, Drawings, Materials, Non-Conformance Notices, Safety Violations & Tasks

# DASHBOARD



# DOCUMENTS MANAGEMENT

Document module can allow the user to

1. Attach, View, Download, Print, Search Scanned Documents
2. Assign properties to the documents including but not limited to *Priority, Phase, Trade, Issue Refs, Status, Response etc.*
3. Apply Sort, Search and Filter on Any Field
4. Track All Documents Related to one Subject or Issue
5. Group All Documents by Company, Phase, Trade, Type etc.
6. View Pending, Overdue and Critical Items
7. Determine Performance and Response Quality of Parties



# DOCUMENTS MANAGEMENT

## Add Document

\*Receipt Date

\*Print Date

\*Received From

\*Sent To

\*Reference

\*Copied

- PM
- Designer
- Employer
- Contractor

\*Medium

\*Priority

## Document

High Rise Tower > List Document

### List Document

#### Select Columns

- Receipt Date
- Copied
- Due Date
- Document Type
- Status
- Trade

- Print Date
- Subject
- Issue No
- Action Date
- Response
- File

- Received From
- Abstract
- Reference
- Assigned To
- Notes
- Created Date

- Sent To
- Action Required
- Medium
- Priority
- Phase
- Updated Date

Receipt Date	Print Date	Received From	Sent To	Copied	Subject	Control
06 Feb, 17	06 Feb, 17	PM	Contractor	Employer	Honey combing in column A	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
01 Feb, 17	01 Feb, 17	PM	Contractor	Employer	Unsafe scaffolding	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>

Save New

Total: 2

# DRAWINGS MANAGEMENT

1. Assign properties to the drawings including but not limited to *Priority, Phase, Trade, Issue Refs, Status, Response, Purpose*
2. Attach, View, Download, Print, Search Scanned Drawings
3. Apply Sort, Search and Filter on Any Field
4. Track All Drawings Related to one Subject or Issue
5. Group All Drawings by Phase, Trade, Status, Purpose etc.
6. Track Changes and Revisions in Drawings and Submissions
7. View Pending, Overdue and Critical Drawings Requiring Action
8. Determine Performance and Response Quality of Parties

# DRAWINGS MANAGEMENT

### Drawing

High Rise Tower > Add Drawing

#### Add Drawing

\*Receipt Date

\*Subm Ref.

\*Revision

\*Drawing Ref.

\*Title

Issue No

\*Produced By

\*Issued To

\*Copied  PM  Designer

### Drawing

High Rise Tower > List Drawing

#### List Drawing

Select Columns

- Subm Ref
- Produced By
- Medium
- Action
- Issue No
- Priority
- Dwg Ref
- Issued To
- Purpose
- Status
- Phase
- Copied
- Title
- Issue Date
- Due Date
- Assigned To
- Trade
- File
- Rev
- Receipt Date
- Action Date
- Notes
- Action Required

Subm Ref	Dwg Ref	Title	Rev	Produced By	Issued To	Control
SD/ST/01	SD/ST/01	Foundation Zone A	0	Contractor	Designer	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>

Total: 1

# PROGRESS AND SCHEDULE MONITORING

1. Activity-by-Activity Progress Review
2. Display Look Ahead Activities
3. Planned and Actual Costs & Resources Monitoring
4. Apply Sort, Search and Filter on Any Field
5. Review Budget, Contract, Actual, Claimed & Certified Amounts
6. Maintain Daily Diary and Record Critical Information  
*Manpower, Weather Conditions, Constrains & Progress Notes*
7. Review Historical Data and Identify Reasons of Progress Gaps
8. View Productivity Ratio



# COST AND PAYMENTS



1. Review Budget vs. Contract vs. Actual Costs
2. Review Claimed & Certified Amounts
3. View Cash Flow Requirements
4. Track Change Orders From Initiation Till Conclusion
5. Determine Performance and Response Quality of Parties
6. Apply Sort, Search and Filter on Any Field

# COST AND PAYMENTS

## Payments

High Rise Tower > Add Payments

### Add Payments

\*Submit Date

\*Payment To

\*Period Milestone

Description

Budget Payment

\*Claimed Payment

Notes

Certified Payment

## Payments

High Rise Tower > List Payments

### List Payments

Select Columns

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> Payment To      | <input checked="" type="checkbox"/> Description       | <input checked="" type="checkbox"/> Period Milestone | <input checked="" type="checkbox"/> Budget Payment |
| <input checked="" type="checkbox"/> Claimed Payment | <input checked="" type="checkbox"/> Certified Payment | <input type="checkbox"/> Deductions                  | <input type="checkbox"/> Actual Payment            |
| <input type="checkbox"/> Subm Date                  | <input type="checkbox"/> Certified Date               | <input type="checkbox"/> Payment Date                | <input type="checkbox"/> Notes                     |

Payment To	Description	Period Milestone	Budget Payment	Claimed Payment	Certified Payment	Control
Contractor		01	100,000	100,000	90,000	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
Sum			100,000	100,000	90,000	

Total: 1

# CHANGES , CLAIMS & RISKS (ISSUES) MANAGEMENT

1. Identify, Link, Log and Track Potential Issues
2. Track Changes From Initiation Till Conclusion
3. Analyze Issues by Category, Root Cause, Impact Type etc.
4. Group Issues by Phase, Trade, Responsibility etc.
5. Track Cost and Time Variations Directly Related to Issues
6. Develop Detailed Risks Register
7. Review Risks at Initiation and After Mitigation
8. Review Residual Risk Rating
9. Determine Overall Project Risks Rating
10. Classify Risks Owners
11. Analyze Historical Data and Predict Risks Trend
12. Determine Performance and Response Quality of Parties
13. Group Active and Mitigated Risks
14. Develop Lessons Learned List



# CHANGES, CLAIMS & RISKS (ISSUES) MANAGEMENT

### Issues

High Rise Tower > Add Issues

Add Issues

Issue Ref

Received From

Ini Date

\*Phase & Trade

Rfp No

Impact Type

### Issues

High Rise Tower > List Issues

List Issues

Select Columns

- Issue Ref
- SWI No
- Trade
- Budget Cost
- Committed Time
- Org Risk Probability
- Residual Risk Impact
- Description
- VO No
- Impact Type
- Committed Cost
- Actual Time
- Org Risk Impact
- Risk Mitigation
- Ini Date
- Ini By
- Root Cause
- Actual Cost
- Notes
- Residual Risk Rate
- Risk Status
- RFP No
- Phase
- Responsibility
- Budget Time
- Org Risk Rate
- Residual Risk Probability
- Risk Validity

Issue Ref	Description	Ini Date	RFP No	SWI No	VO No	Control
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Total: 0

Risk Mitigation

Risk Status

Risk Validity

# TASKS MANAGEMENT & COLLABORATION

1. Multi Level User Authorization and Permissions
2. Assign Tasks to Members Upon Receipt/Issue of Document
3. Schedule Tasks and Due Dates for the Entire Project
4. Prepare To-Do List
5. Auto Notification Email to the Concerned Team Member(s)
6. View Overdue and Critical Tasks
7. View Tasks with Due Date within Next 7 Days
8. Group Tasks by Organization, Assignee, Status etc.
9. Multi Response/Notes by Others on the Same Task
10. Time Stamp and User Identification For QC & Tracking Entries
11. Apply Sort, Search and Filter on Any Field

# TASKS MANAGEMENT & COLLABORATION

Tasks High Rise Tower > Add Tasks

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Add Tasks

<b>*Ref</b>	<input type="text"/>	<b>Assigned To</b>	Saeed Ashraf ▾
<b>Date</b>	<input type="text"/>	<b>Organization</b>	Select ▾
<b>Due Date</b>	<input type="text"/>	<b>Notes</b>	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
<b>Actual Date</b>	<input type="text"/>		
<b>Status</b>	Select ▾		

# PHOTO GALLERY & FILES CABINET

1. Upload, Download, Organize and Store Photos  
*JPEG, GIF, BMP, PNG etc.*
2. Upload, Download, Organize and Store Files  
*Spreadsheet, Document, Presentations, Dwg, PDF etc.*
3. Search, Filter Photos and Files by *Description, Date, Title*

# PROJECT CALENDAR

1. View Synchronized project calendar
2. Create events/ meetings on the calendar by checking the availability of the team members.
3. Tag the event/ meeting participants in the event.
4. Edit / delete the scheduled event/ meeting.

September 2018


Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30 9:58a meeting @ headoffice	31	1
2	3	4	5 12:16p kick off meeting @ I	6	7	8
9	10 12:17p meeting with struct	11	12	13	14 12:17p meeting with client	15
16	17	18	19	20	21	22

# DISCUSSION FORUM

1. Send / receive instant messages to & from the team members.
2. Share their information or opinion related to any current issue of the ongoing-project,
3. Explore lessons learnt from the resolved issue/ completed project,
4. Comment/ update on task-on-hand and/or,
5. Give recommendations about any ongoing issue.

Discussion Form

ID	Title
124	Own
123	QA/C
119	New
118	Impa



Posted - 7:30 PM today

### Owner Supplied Materials

Owner intends to supply materials to contractors even the contracts are supply and installation

Comments (0)

Response

Send

# EXPORT DATA – TABULAR SUMMARIES & ANALYSIS

Row Labels	Total
▼ Pending	4
Dascon	4
▼ Responded	129
Dascon	109
TPMS	13
R&B	7
<b>Grand Total</b>	<b>133</b>

Row Labels	Total
▼ Dascon	113
TPMS	113
▼ TPMS	13
Dascon	11
R&B	2
▼ R&B	7
TPMS	7
<b>Grand Total</b>	<b>133</b>

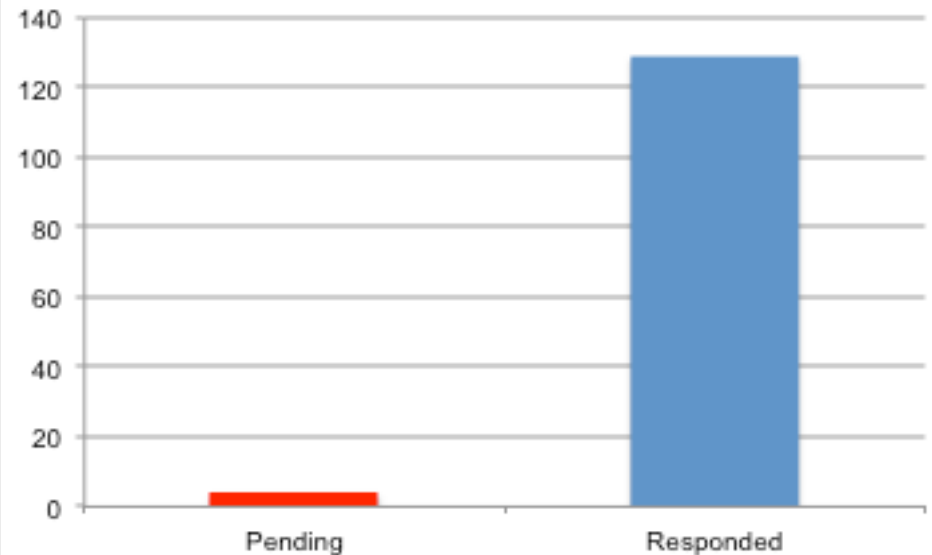
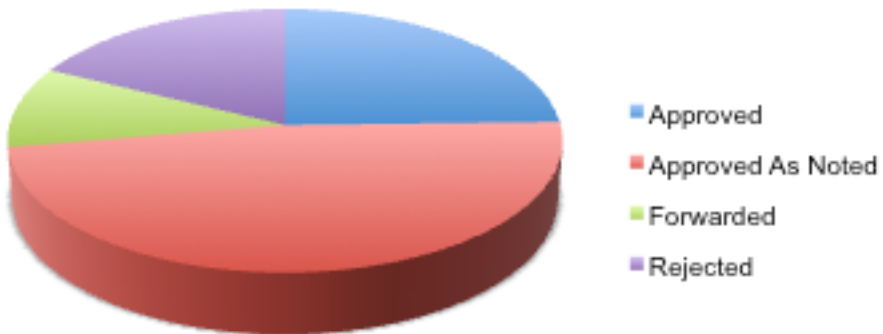
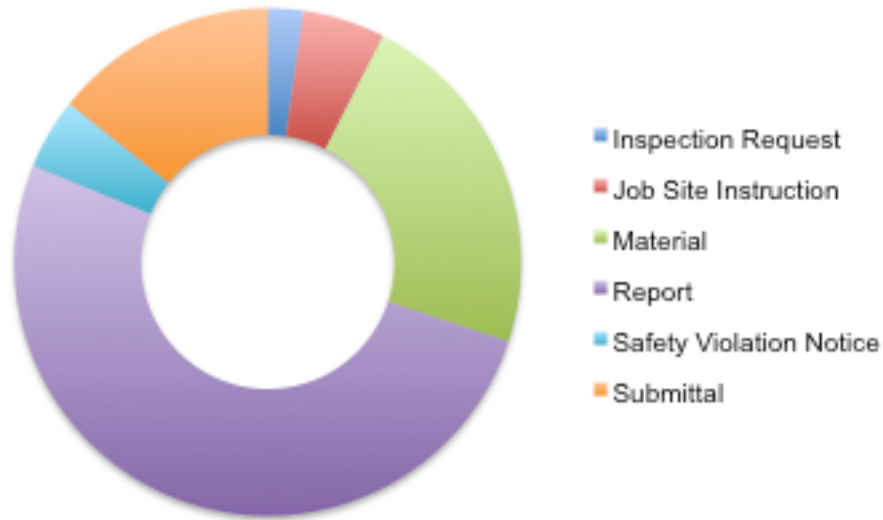
# EXPORT DATA – TABULAR SUMMARIES & ANALYSIS

Row Labels	Total
▼ 0	3
Dascon	3
▼ Approved	32
Dascon	29
R&B	3
▼ Approved As Noted	62
Dascon	59
R&B	3
▼ Forwarded	13
TPMS	13
▼ Rejected	23
Dascon	22
R&B	1
<b>Grand Total</b>	<b>133</b>

Row Labels	Total
▼ Dascon	113
Inspection Request	3
Material	30
Report	63
Submittal	17
▼ TPMS	13
Job Site Instruction	7
Safety Violation Notice	6
▼ R&B	7
Report	5
Submittal	2
<b>Grand Total</b>	<b>133</b>

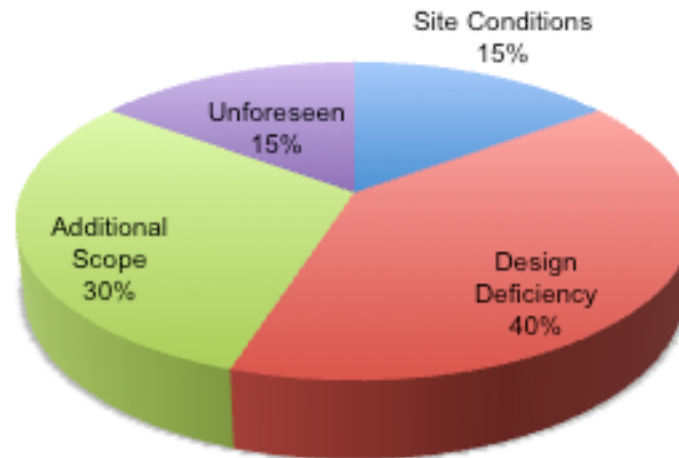


# EXPORT DATA - CHARTS ILLUSTRATIONS



# EXPORT DATA – CHARTS ILLUSTRATIONS

## Variations by Category



# EXPORT DATA - CHARTS ILLUSTRATIONS

Risks	Rate
Cost	4
Time	5
Communication	3
Contractual	3
Quality	7
Design	5
Resources	8
Procurement	5



# CUSTOMIZATION – ADD MULTIPLE PROJECTS

Control Panel > Projects > List Projects

## Projects

### List of Projects

Name	Client	Location	Budget	Currency	Start Date	Duration	Site Area	Foot Print Area	Control
Rawalpindi	HOTELS	Faizabad, Rawalpindi	150,000,000	PKR	01 Aug, 16	11	8072	3142	<a href="#">Users</a> <a href="#">Customize</a> <a href="#">Edit</a> <a href="#">Delete</a>
High Rise Tower	TPMS	Islamabad	150,000,000	\$	01 Jan, 17	730	45000	40000	<a href="#">Users</a> <a href="#">Customize</a> <a href="#">Edit</a> <a href="#">Delete</a>
TPMS	TPMS	Global Operations	0		01 Feb, 17	0	0	0	<a href="#">Users</a> <a href="#">Customize</a> <a href="#">Edit</a> <a href="#">Delete</a>

Total: 3

# CUSTOMIZATION – DEFAULT VALUES

## Project(AvariXpress Hotel, Rawalpindi)'s Customization

Control Panel > Projects > Project's Customization

### Document Type [+ Add](#)

Name	Action
Agreement	<a href="#">✖ Delete</a>
Change Order	<a href="#">✖ Delete</a>
Claim	<a href="#">✖ Delete</a>
Cost	<a href="#">✖ Delete</a>
Document	<a href="#">✖ Delete</a>
Inspection Request	<a href="#">✖ Delete</a>
Insurance	<a href="#">✖ Delete</a>
Job Site Instruction	<a href="#">✖ Delete</a>
Letter	<a href="#">✖ Delete</a>
Material	<a href="#">✖ Delete</a>
Minutes Of Meeting	<a href="#">✖ Delete</a>
Non Conformance Notice	<a href="#">✖ Delete</a>
Notice	<a href="#">✖ Delete</a>

### Impact Type [+ Add](#)

Name	Action
Cost	<a href="#">✖ Delete</a>
Time	<a href="#">✖ Delete</a>
Quality	<a href="#">✖ Delete</a>

### Medium [+ Add](#)

Name	Action
Print	<a href="#">✖ Delete</a>
Email	<a href="#">✖ Delete</a>
Verbal	<a href="#">✖ Delete</a>

### Phase [+ Add](#)

Name	Action
Construction	<a href="#">✖ Delete</a>

# CUSTOMIZATION - PERMISSIONS

Update User in **AvariXpress Hotel, Rawalpindi** Project

Select Role:

Document | Drawing | Progress | Diary | Payments | Issues | Tasks | Gallery | Cabinet | Dashboard

Add  Edit  View  Delete  Export  Import

Name	Show		Label
	<input type="radio"/> All	<input type="radio"/> All	
receipt_date	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="Receipt Date"/>
print_date	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="Print Date"/>
received_from	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="Received From"/>
sent_to	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="Sent To"/>
copied	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="Copied"/>
subject	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="Subject"/>
abstract	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="Abstract"/>
action_required	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="Action Required"/>

- project manager
- document controller
- quantity surveyor
- planning engineer
- contract engineer
- stake holder
- project manager**
- design manager
- resident engineer
- safety manager
- site manager
- admin

# CUSTOMIZATION - VIEW

Smart Track Control Panel Projects 22 February, 17 12:08 PM Saeed Ashraf

**Saeed Ashraf** Online

High Rise Tower

- Dashboard
- Document**
- Add
- List
- Find | Filter
- Drawing
- Progress
- Diary
- Payments
- Issues
- Tasks
- Gallery
- Cabinet
- Reports

## Document

High Rise Tower > List Document

List Document

Select Columns

<input checked="" type="checkbox"/> Receipt Date	<input checked="" type="checkbox"/> Print Date	<input checked="" type="checkbox"/> Received From	<input checked="" type="checkbox"/> Sent To
<input checked="" type="checkbox"/> Copied	<input checked="" type="checkbox"/> Subject	<input type="checkbox"/> Abstract	<input type="checkbox"/> Action Required
<input type="checkbox"/> Due Date	<input type="checkbox"/> Issue No	<input type="checkbox"/> Reference	<input type="checkbox"/> Medium
<input type="checkbox"/> Document Type	<input type="checkbox"/> Action Date	<input type="checkbox"/> Assigned To	<input type="checkbox"/> Priority
<input type="checkbox"/> Status	<input type="checkbox"/> Response	<input type="checkbox"/> Notes	<input type="checkbox"/> Phase
<input type="checkbox"/> Trade	<input type="checkbox"/> File	<input type="checkbox"/> Created Date	<input type="checkbox"/> Updated Date

Receipt Date	Print Date	Received From	Sent To	Copied	Subject	Control
06 Feb, 17	06 Feb, 17	PM	Contractor	Employer	Honey combing in column A	Edit View Delete
01 Feb, 17	01 Feb, 17	PM	Contractor	Employer	Unsafe scaffolding	Edit View Delete

Total: 2

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# Why Smarttrack?

- We're offering the opportunity to manage your project in an effective way
- Manage every aspect of your project from start to closeout.
- Easy to setup: have your project up & running in days. Initiation, Basic training, Project Setup, Start
- Fantastic addition to your project portfolio