

USER MANUAL

site[▲]round



By



Swift Dynamics Co., Ltd

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sitearound****

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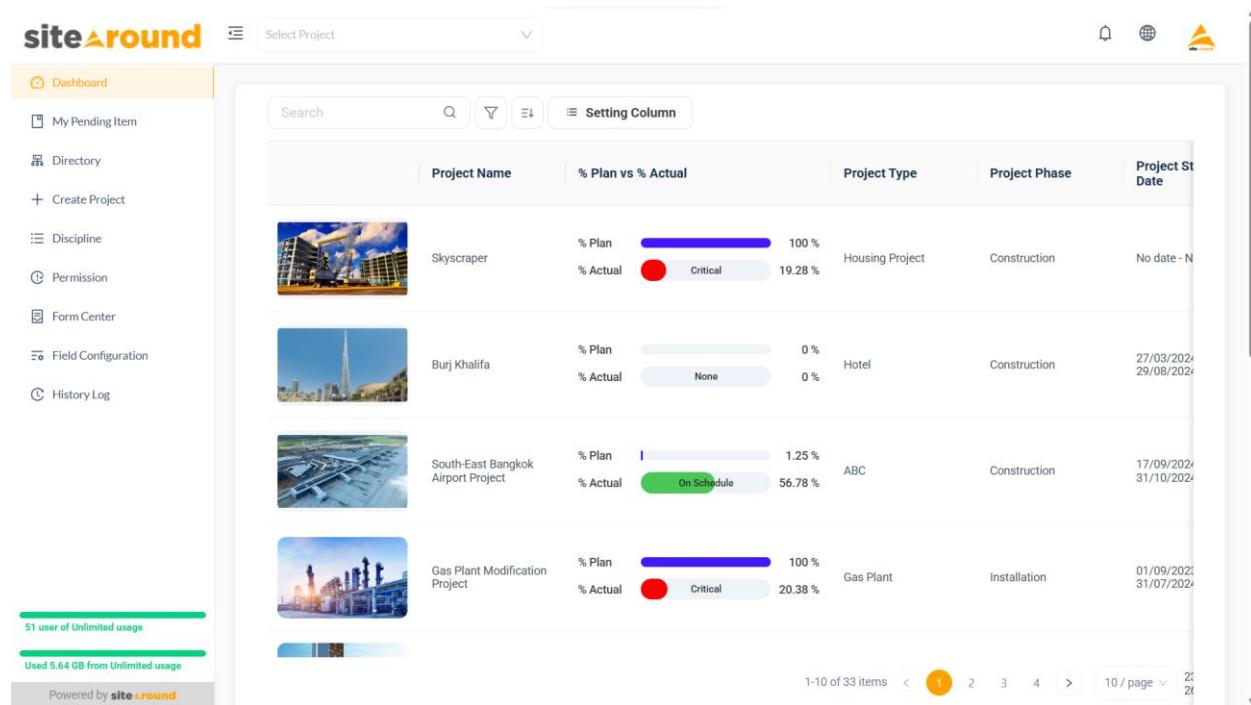
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Chapter 1 Corporate

Sitearound has two levels: Corporate and Project. The Project level grants users access to individual projects, while the Corporate level enables leaders to access multiple projects and create new ones.

1.1 Main Menu

At the Corporate level, you can do everything available at the Project level, plus access all your projects within the account and manage users. This includes setting up permission templates to control user access to different tools in Sitearound.



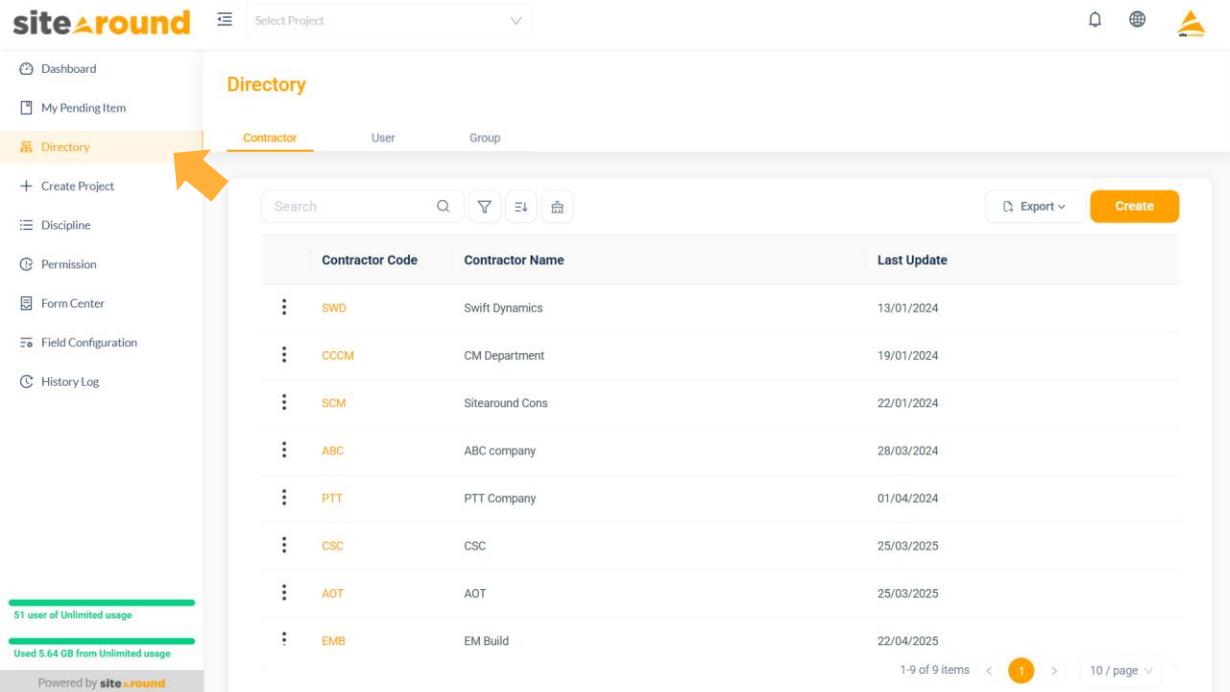
The screenshot shows the Sitearound Corporate dashboard. On the left, there's a sidebar with various menu items: Dashboard (selected), My Pending Item, Directory, Create Project, Discipline, Permission, Form Center, Field Configuration, and History Log. Below these are usage statistics: "51 user of Unlimited usage" and "Used 5.64 GB from Unlimited usage". At the bottom of the sidebar is the text "Powered by site around". The main area is a table titled "Setting Column" showing four project entries:

	Project Name	% Plan vs % Actual	Project Type	Project Phase	Project St Date
	Skyscraper	<div style="width: 100%;">% Plan 100 % Critical</div> <div style="width: 19.28%;">% Actual 19.28 %</div>	Housing Project	Construction	No date - N
	Burj Khalifa	<div style="width: 0%;">% Plan 0 % None</div> <div style="width: 0%;">% Actual 0 %</div>	Hotel	Construction	27/03/2024 29/08/2024
	South-East Bangkok Airport Project	<div style="width: 1.25%;">% Plan 1.25 % On Schedule</div> <div style="width: 56.78%;">% Actual 56.78 %</div>	ABC	Construction	17/09/2024 31/10/2024
	Gas Plant Modification Project	<div style="width: 100%;">% Plan 100 % Critical</div> <div style="width: 20.38%;">% Actual 20.38 %</div>	Gas Plant	Installation	01/09/2024 31/07/2024

At the bottom right, there are navigation links for page numbers (1-10 of 33 items) and a "10 / page" dropdown.

1.2 Directory Overview

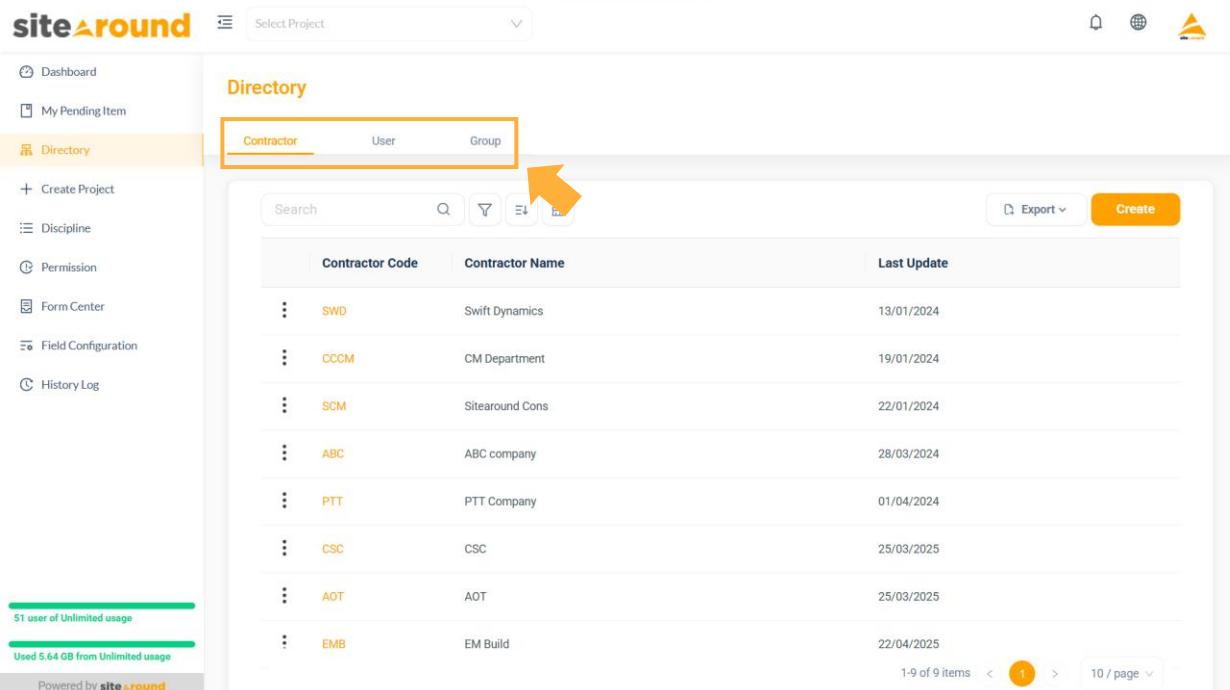
- To view and manage users and companies in Sitearound account, click a “Directory” option on the side menu.



The screenshot shows the Sitearound interface. On the left, there's a sidebar with various options like Dashboard, My Pending Item, Create Project, Discipline, Permission, Form Center, Field Configuration, and History Log. Below these are two progress bars: '51 user of Unlimited usage' and 'Used 5.64 GB from Unlimited usage'. At the bottom of the sidebar is a 'Powered by sitearound' footer. The main area is titled 'Directory' and has tabs for Contractor, User, and Group. The 'Contractor' tab is active. There's a search bar and a 'Create' button. The main table lists contractor codes (SWD, CCCM, SCM, ABC, PTT, CSC, AOT, EMB) and names (Swift Dynamics, CM Department, Sitearound Cons, ABC company, PTT Company, CSC, AOT, EM Build) along with their last update dates (13/01/2024 to 22/04/2025). Navigation buttons at the bottom indicate 1-9 of 9 items and 10 / page.

Contractor Code	Contractor Name	Last Update
SWD	Swift Dynamics	13/01/2024
CCCM	CM Department	19/01/2024
SCM	Sitearound Cons	22/01/2024
ABC	ABC company	28/03/2024
PTT	PTT Company	01/04/2024
CSC	CSC	25/03/2025
AOT	AOT	25/03/2025
EMB	EM Build	22/04/2025

- Users can be viewed by selecting either under the “Users” or “Company” tab at the top of the page.



This screenshot is identical to the one above, showing the 'Directory' page with the 'User' tab now selected instead of 'Contractor'. The rest of the interface, including the sidebar, table data, and footer, remains the same.

Contractor Code	Contractor Name	Last Update
SWD	Swift Dynamics	13/01/2024
CCCM	CM Department	19/01/2024
SCM	Sitearound Cons	22/01/2024
ABC	ABC company	28/03/2024
PTT	PTT Company	01/04/2024
CSC	CSC	25/03/2025
AOT	AOT	25/03/2025
EMB	EM Build	22/04/2025

1.3 Create New User

- To add a new user, click a “Directory” option on the side menu.

Contractor	Name	Email	Verify Status	Active Status	Last Active
Swift Dynamics	SWD - Junior NL	natthapon.l@swiftdynamics.co.th	✓	Active	09/05/2025
KT kanyotha	Demo-Yawittha Pita	pyawittha@gmail.com	✓	Active	08/05/2025
EM Build	Yawittha Pita	yawittha.p@swiftdynamics.co.th	✓	Active	13/05/2025
Swift Dynamics	SWD - Chollada Rangrae	chollada.r@swiftdynamics.co.th	✓	Active	10/04/2025
AOT	AoT Officer	aot@sitearound.com	✓	Active	25/03/2025
CSC	CSC Consult	csc@sitearound.com	✓	Active	26/03/2025
Swift Dynamics	SWD - Kruckchai Petanerawat	kruckchai.p@swiftdynamics.co.th	✗	Active	-
Swift Dynamics	SWD - Nutthaporn Amthonokum	nutthaporn@swiftdynamics.co.th	✗	Active	-

- In a “Directory” page, click “Create User” button on the top right of the page.

Contractor	Name	Email	Verify Status	Active Status	Last Active
Swift Dynamics	SWD - Junior NL	natthapon.l@swiftdynamics.co.th	✓	Active	09/05/2025
KT kanyotha	Demo-Yawittha Pita	pyawittha@gmail.com	✓	Active	08/05/2025
EM Build	Yawittha Pita	yawittha.p@swiftdynamics.co.th	✓	Active	13/05/2025
Swift Dynamics	SWD - Chollada Rangrae	chollada.r@swiftdynamics.co.th	✓	Active	10/04/2025
AOT	AoT Officer	aot@sitearound.com	✓	Active	25/03/2025
CSC	CSC Consult	csc@sitearound.com	✓	Active	26/03/2025
Swift Dynamics	SWD - Kruckchai Petanerawat	kruckchai.p@swiftdynamics.co.th	✗	Active	-
Swift Dynamics	SWD - Nutthaporn Amthonokum	nutthaporn@swiftdynamics.co.th	✗	Active	-

3. Enter user information, then click a “Create” button on the top right of the page to add user.

Create User

Directory / User Form

General Information

* Email: nisachon@gmail.com

* First Name: Nisachon * Last Name: Mongkon

Contractor Name: Swift Dynamics Phone:

* Permission: View Only * User Type: Internal

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1.4 Edit User

1. To edit user information, click a “Directory” option on the side menu.

Directory

Contractor	User	Group			
Swift Dynamics	Nisachon Mongkon	nisachon@gmail.com	✗	Active	-
Swift Dynamics	SWD - Junior NL	natthapon.l@swiftdynamics.co.th	✓	Active	09/05/2025
KT kanyotha	Demo-Yawittha Pita	pyawittha@gmail.com	✓	Active	08/05/2025
EM Build	Yawittha Pita	yawittha.p@swiftdynamics.co.th	✓	Active	13/05/2025
Swift Dynamics	SWD - Chollada Rangrae	chollada.r@swiftdynamics.co.th	✓	Active	10/04/2025
AOT	AoT Officer	aot@sitearound.com	✓	Active	25/03/2025
CSC	CSC Consult	csc@sitearound.com	✓	Active	26/03/2025
Swift Dynamics	SWD - Kruckchai Petanerawat	kruckchai.o@swiftdynamics.co.th	✗	Active	-

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2. In a “Directory” page, click a “⋮” button and choose “Edit” option.

The screenshot shows the Sitearound platform's Directory section. On the left, there's a sidebar with various navigation options like Dashboard, My Pending Item, Create Project, Discipline, Permission, Form Center, Field Configuration, and History Log. The main area is titled "Directory" and has tabs for Contractor, User (which is selected), and Group. A search bar and export options are at the top. Below is a table listing users with columns for Contractor, Name, Email, Verify Status, Active Status, and Last Active. One row is highlighted for "Swift Dynamics" with three users listed: "Nisachon Mongkon", "SWD - Junior NL", and "Demo-Yawittha Pita". A context menu is open over the second user, showing options: View, Edit (highlighted with an orange arrow), Delete, Resend Email, and Unlock User. At the bottom, there are pagination controls and a note about usage.

3. After completing the edits, click the “Edit” button at the top right of the page

The screenshot shows the "Edit User" page. The left sidebar is identical to the previous screenshot. The main area is titled "Edit User" and "Directory / User Form". It contains a "General Information" section with fields for Email (nisachon@gmail.com), First Name (Nisachon), Last Name (Mongkon), Contractor Name (Swift Dynamics), Phone (0978940983), Permission (View Only), and User Type (Internal). There are "Cancel" and "Edit" buttons at the top right. The bottom of the page includes copyright information and links to Terms & Conditions and Privacy & Policy.

1.5 Delete User

- To deactivate an inactive user, click a “Directory” menu on the side menu.

Contractor	Name	Email	Verify Status	Active Status	Last Active
Swift Dynamics	Nisachon Mongkon	nisachon@gmail.com	X	Active	-
Swift Dynamics	SWD - Junior NL	natthapon.l@swiftdynamics.co.th	✓	Active	09/05/2025
KT kanyotha	Demo-Yawittha Pita	pyawittha@gmail.com	✓	Active	08/05/2025
EM Build	Yawittha Pita	yawittha.p@swiftdynamics.co.th	✓	Active	13/05/2025
Swift Dynamics	SWD - Chollada Rangrae	chollada.r@swiftdynamics.co.th	✓	Active	10/04/2025
AOT	AoT Officer	aot@sitearound.com	✓	Active	25/03/2025
CSC	CSC Consult	csc@sitearound.com	✓	Active	26/03/2025
Swift Dynamics	SWD - Kruckchai Petanerawat	kruckchai.p@swiftdynamics.co.th	X	Active	-

- In a “Directory” page, click a “⋮” button and choose “Delete” option.

Contractor	Name	Email	Verify Status	Active Status	Last Active
Swift Dynamics	Nisachon Mongkon	nisachon@gmail.com	X	Active	-
⋮	View	SWD - Junior NL	✓	Active	09/05/2025
	Edit	Demo-Yawittha Pita	✓	Active	08/05/2025
	Delete	Yawittha Pita	✓	Active	13/05/2025
	Resend Email				
	Unlock User				
Swift Dynamics	SWD - Chollada Rangrae	chollada.r@swiftdynamics.co.th	✓	Active	10/04/2025
AOT	AoT Officer	aot@sitearound.com	✓	Active	25/03/2025
CSC	CSC Consult	csc@sitearound.com	✓	Active	26/03/2025
Swift Dynamics	SWD - Kruckchai Petanerawat	kruckchai.p@swiftdynamics.co.th	X	Active	-

3. Confirm the deletion.

The screenshot shows the 'User' tab in the 'Directory' section of the sitearound application. A modal dialog box is displayed, asking 'Do you want to remove? This action cannot be reversed.' with a 'Yes, remove it' button highlighted by a yellow arrow. The main table lists users with columns: Contractor, Name, Email, Verify Status, Active Status, and Last Active. One row is selected, showing 'Swift Dynamics' as the contractor, 'nisachon Mongkon' as the name, and 'nisachon@gmail.com' as the email.

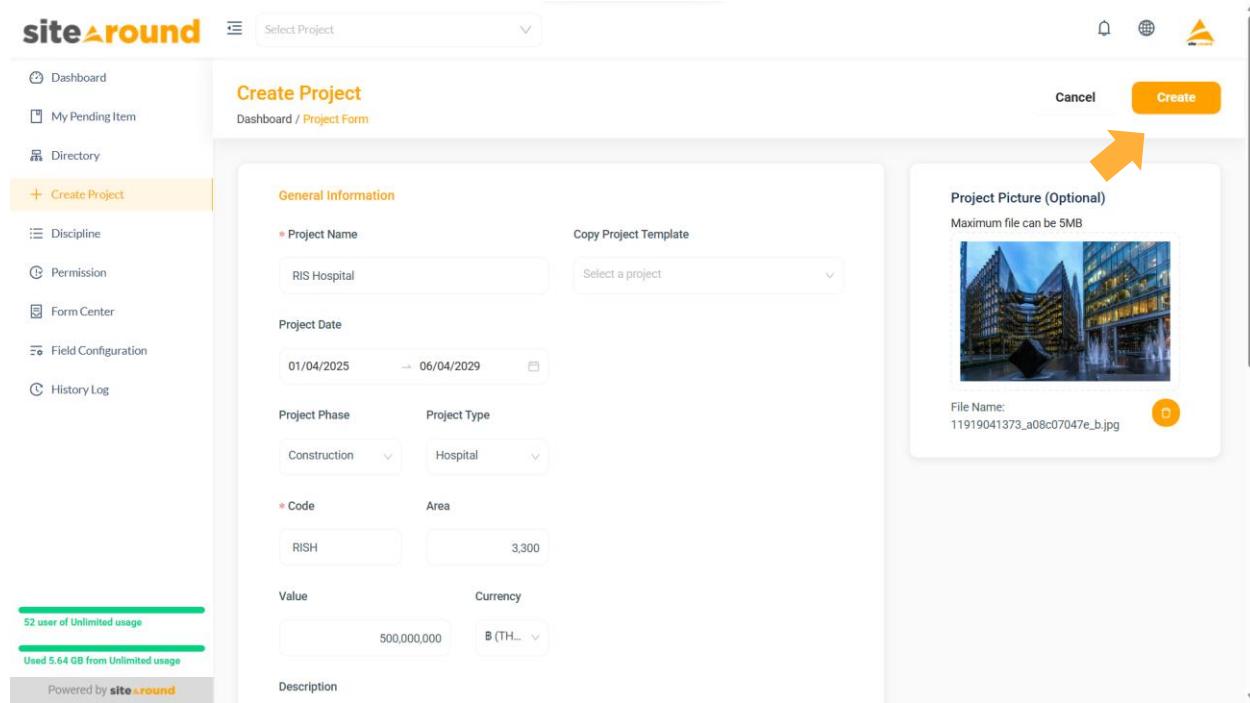
Contractor	Name	Email	Verify Status	Active Status	Last Active
Swift Dynamics	Nisachon Mongkon	nisachon@gmail.com	X	Active	-
Swift Dynamics	SWD - Junior NL	natthapon.l@swiftdynamics.co.th	✓	Active	09/05/2025
KT kanyotha	Demo-Yawiththa Pita	pyawiththa@gmail.com	✓	Active	08/05/2025
EM Build	Yawiththa Pita	yawiththa.p@swiftdynamics.co.th	✓	Active	13/05/2025
Swift Dynamics	SWD - Chollada Rangrae	chollada.r@swiftdynamics.co.th	✓	Active	10/04/2025
AOT	AoT Officer	aot@sitearound.com	✓	Active	25/03/2025
CSC	CSC Consult	csc@sitearound.com	✓	Active	26/03/2025
Swift Dynamics	SWD - Kruckchai Petanerawat	kruckchai.p@swiftdynamics.co.th	X	Active	-

1.6 Create Project

1. To create a new project, click a “Create Project” option on the side menu.

The screenshot shows the 'Create Project' form in the sitearound application. An orange arrow points to the '+ Create Project' button in the sidebar. The main form is divided into several sections: 'General Information' (Project Name, Copy Project Template), 'Project Date' (Start date, End date), 'Project Phase' (Select a project ...), 'Project Type' (Select a project ...), 'Code' (Text input), 'Area' (Text input), 'Value' (Text input), 'Currency' (Select dropdown), and 'Description' (Text area). There is also a 'Project Picture (Optional)' section with an 'Upload' button.

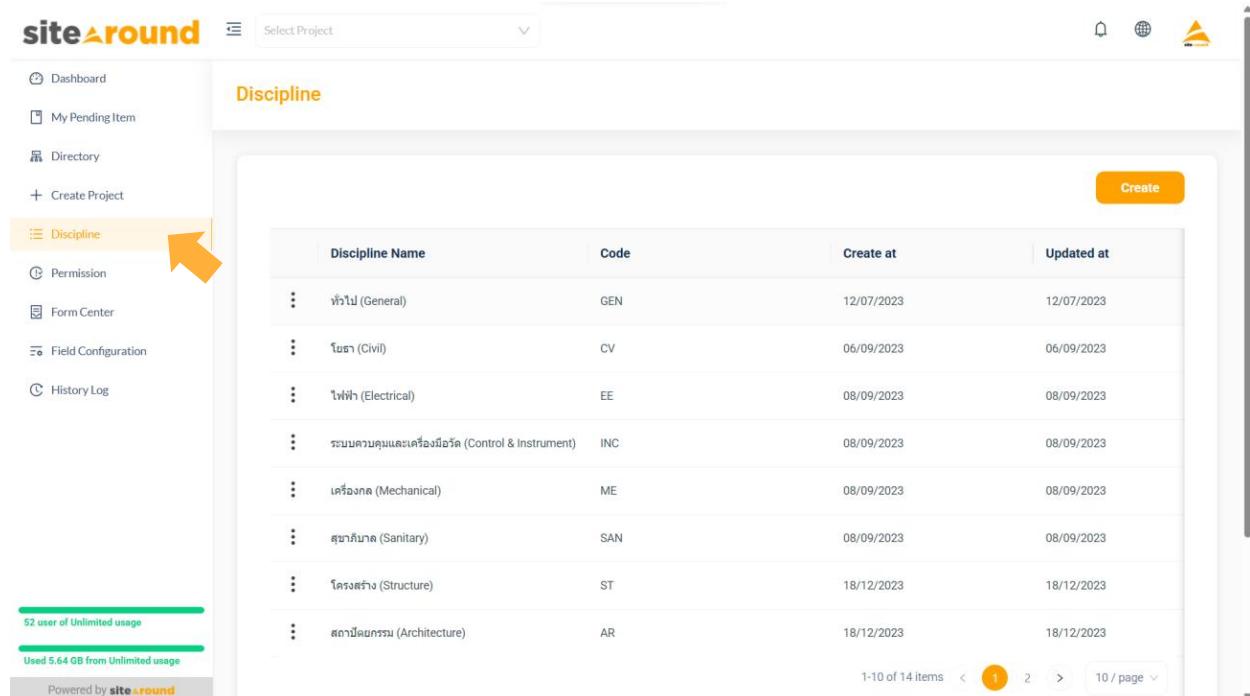
2. Enter the project information, select project type, enter value of the project and other mandatory fields. Then click a “Create” button on the top right of the page.



The screenshot shows the 'Create Project' form. On the left sidebar, 'Create Project' is highlighted. The main form has sections for 'General Information' (Project Name: RIS Hospital, Project Date: 01/04/2025 - 06/04/2029, Project Phase: Construction, Project Type: Hospital, Code: RISH, Area: 3,300), 'Project Picture (Optional)' (image of a modern building, File Name: 11919041373_a08c07047e_b.jpg), and 'Description'. At the top right is a 'Create' button, which is highlighted with an orange arrow.

1.7 Create Discipline

1. To create a discipline, Click “Discipline” menu on the side menu.



The screenshot shows the 'Discipline' list page. On the left sidebar, 'Discipline' is highlighted. The main area displays a table of disciplines with columns: Discipline Name, Code, Create at, and Updated at. The disciplines listed are: ทั่วไป (General) (GEN), โภชา (Civil) (CV), ไฟฟ้า (Electrical) (EE), ระบบควบคุมและเครื่องมือร็อก (Control & Instrument) (INC), เครื่องกล (Mechanical) (ME), สุขาภิบาล (Sanitary) (SAN), โครงสร้าง (Structure) (ST), and สถาปัตยกรรม (Architecture) (AR). The table includes pagination at the bottom: 1-10 of 14 items, page 1 of 2, and 10 / page.

2. Then click a “Create Discipline” button on the top right of the page.

Discipline Name	Code	Create at	Updated at
ทั่วไป (General)	GEN	12/07/2023	12/07/2023
โยธา (Civil)	CV	06/09/2023	06/09/2023
ไฟฟ้า (Electrical)	EE	08/09/2023	08/09/2023
ระบบควบคุมและเครื่องมือร็อก (Control & Instrument)	INC	08/09/2023	08/09/2023
เครื่องกล (Mechanical)	ME	08/09/2023	08/09/2023
สุขาภิบาล (Sanitary)	SAN	08/09/2023	08/09/2023
โครงสร้าง (Structure)	ST	18/12/2023	18/12/2023
สถาปัตยกรรม (Architecture)	AR	18/12/2023	18/12/2023

3. Enter discipline name and code, then click a “Create” button on the top right of the page.

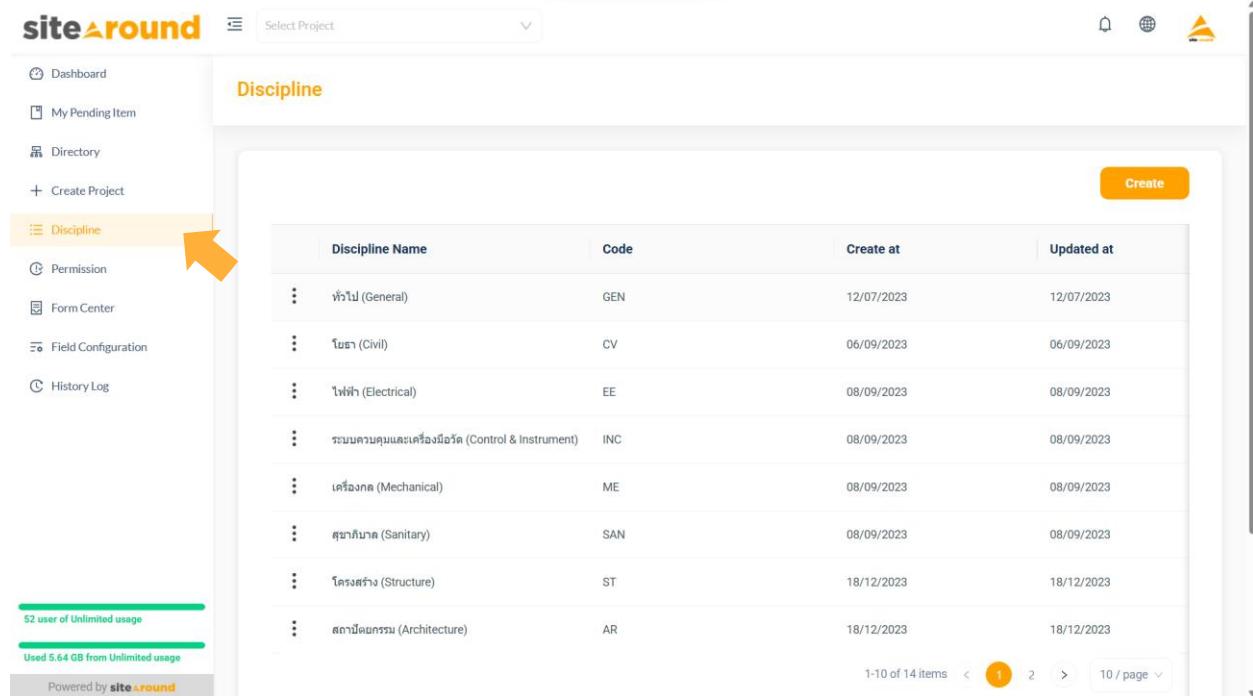
Discipline

Discipline / Discipline Form

* Discipline Name	* Discipline Code
Sanitary	SN

1.8 View and Edit Discipline

- To view the discipline, click a “Discipline” menu on the side menu.

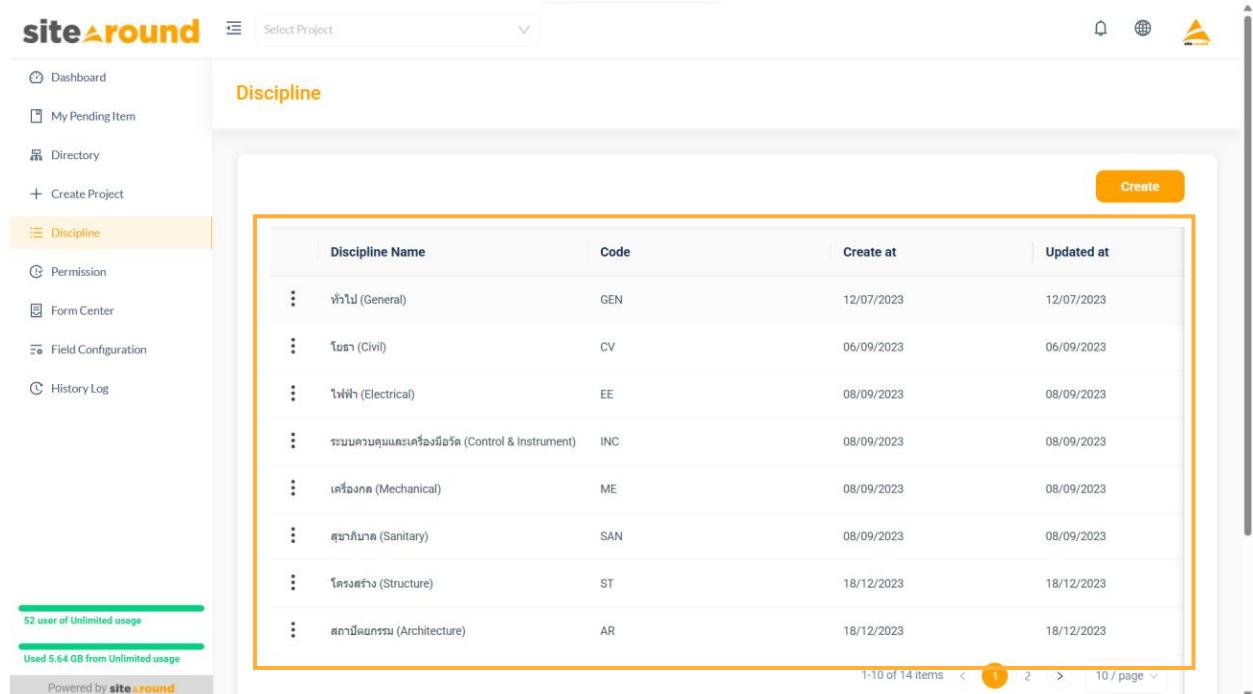


The screenshot shows the sitearound web interface. On the left, there's a sidebar with various menu items: Dashboard, My Pending Item, Directory, Create Project, Discipline (which is highlighted with an orange background and has an orange arrow pointing to it), Permission, Form Center, Field Configuration, and History Log. Below the sidebar, there are two progress bars: '52 user of Unlimited usage' and 'Used 5.64 GB from Unlimited usage'. The main content area is titled 'Discipline' and contains a table with the following data:

Discipline Name	Code	Create at	Updated at
ทั่วไป (General)	GEN	12/07/2023	12/07/2023
โยธา (Civil)	CV	06/09/2023	06/09/2023
ไฟฟ้า (Electrical)	EE	08/09/2023	08/09/2023
ระบบควบคุมและเครื่องมือร็อก (Control & Instrument)	INC	08/09/2023	08/09/2023
เครื่องกล (Mechanical)	ME	08/09/2023	08/09/2023
สุขาภิบาล (Sanitary)	SAN	08/09/2023	08/09/2023
โครงสร้าง (Structure)	ST	18/12/2023	18/12/2023
สถาปัตยกรรม (Architecture)	AR	18/12/2023	18/12/2023

At the bottom right of the table, there are pagination controls: '1-10 of 14 items', a page number '1' in a yellow circle, '2', '10 / page', and a dropdown arrow.

- Then you will be able to view a full list of disciplines with its details.



This screenshot is identical to the one above, showing the Discipline list table. A yellow rectangular box highlights the entire table area. The table data is the same as in the previous screenshot.

3. To edit a discipline, click a “⋮” icon and click “Edit”.

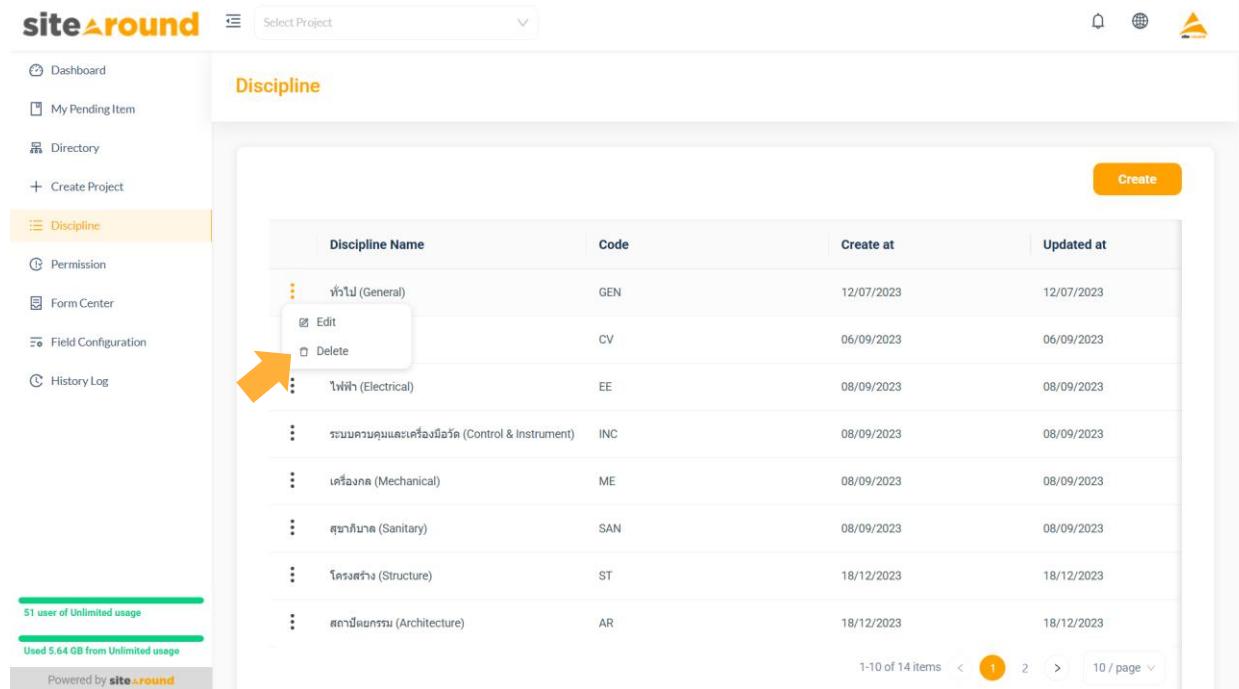
Discipline Name	Code	Create at	Updated at
ทั่วไป (General)	GEN	12/07/2023	12/07/2023
ไฟฟ้า (Electrical)	EE	08/09/2023	08/09/2023
ระบบควบคุมและเครื่องมือช่าง (Control & Instrument)	INC	08/09/2023	08/09/2023
เครื่องกล (Mechanical)	ME	08/09/2023	08/09/2023
สุขาภิบาล (Sanitary)	SAN	08/09/2023	08/09/2023
โครงสร้าง (Structure)	ST	18/12/2023	18/12/2023
สถาปัตยกรรม (Architecture)	AR	18/12/2023	18/12/2023

4. After completing the edits, click the “Edit” button at the top right of the page.

Discipline / Discipline Form

* Discipline Name	* Discipline Code
ทั่วไป (General)	GEN

5. To delete a discipline, click a “⋮” icon and click “Delete”.

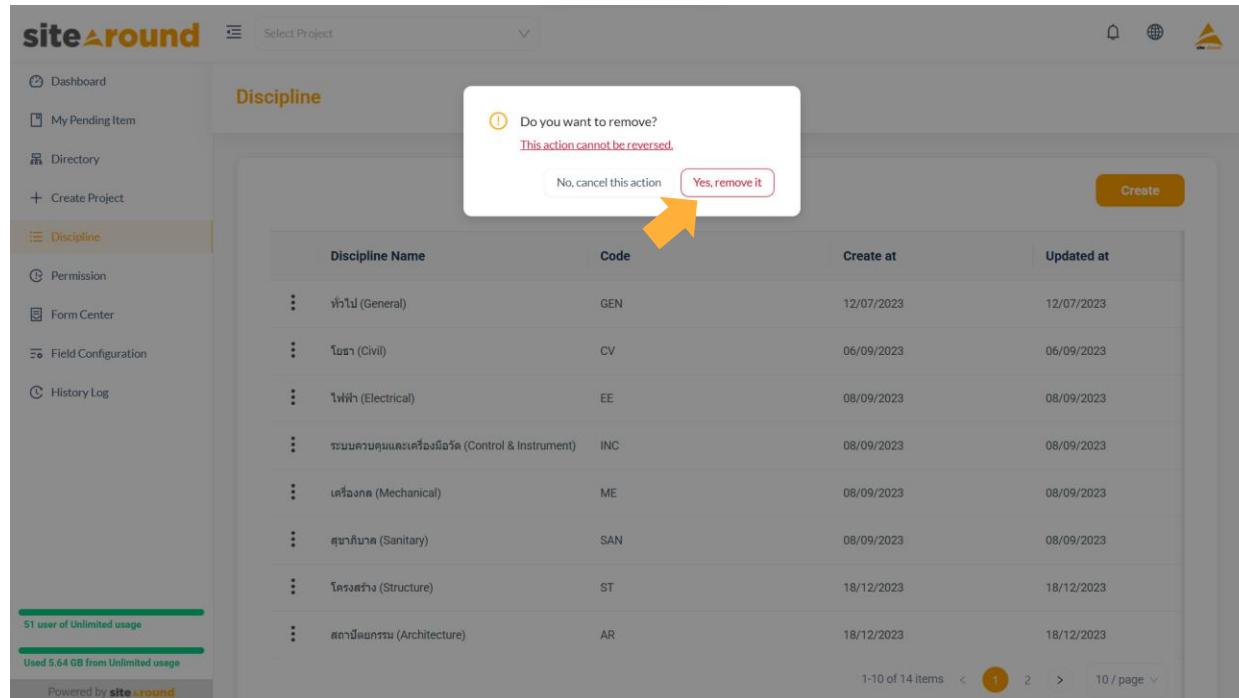


The screenshot shows the Discipline page in the sitearound application. On the left, there's a sidebar with various project management options like Dashboard, My Pending Item, Directory, Create Project, Discipline (which is selected and highlighted in orange), Permission, Form Center, Field Configuration, and History Log. Below the sidebar, usage statistics are displayed: "51 user of Unlimited usage" and "Used 5.64 GB from Unlimited usage". The main content area is titled "Discipline" and contains a table with the following data:

Discipline Name	Code	Create at	Updated at
ทั่วไป (General)	GEN	12/07/2023	12/07/2023
ไฟฟ้า (Electrical)	CV	06/09/2023	06/09/2023
ระบบควบคุมและเครื่องมือช่าง (Control & Instrument)	INC	08/09/2023	08/09/2023
เครื่องกล (Mechanical)	ME	08/09/2023	08/09/2023
สุขาภิบาล (Sanitary)	SAN	08/09/2023	08/09/2023
โครงสร้าง (Structure)	ST	18/12/2023	18/12/2023
สถาปัตยกรรม (Architecture)	AR	18/12/2023	18/12/2023

A context menu is open over the first row ("ทั่วไป (General)"). It includes options for "Edit" and "Delete". A yellow arrow points to the "Delete" option. In the top right corner of the main content area, there's a "Create" button.

6. Comfirm the deletion.



This screenshot shows the same Discipline page after a deletion attempt. A confirmation dialog box is overlaid on the page, asking "Do you want to remove? This action cannot be reversed." It has two buttons: "No, cancel this action" and a red-bordered "Yes, remove it". A yellow arrow points to the "Yes, remove it" button. The table data remains the same as in the previous screenshot, except for the first row which is now missing.

1.9 Permission Overview

1. Click a “Permission” option on the side menu.

The screenshot shows the sitearound interface with the 'Permission' option selected in the sidebar. The main content area displays a list of permission names. An orange arrow points to the 'Permission' button in the sidebar. The list includes:

Permission Name
Default Admin
Admin
General
Contractor
Engineer
Admin
View Only
QCC

At the bottom right, there is a pagination indicator showing '1-10 of 17 items' and a 'Create' button.

2. To edit and see the permission, click a “⋮” icon and click “Edit”.

The screenshot shows the same interface as above, but with a specific row expanded. An orange arrow points to the three-dot menu icon next to the 'Admin' permission name. A dropdown menu is open, showing 'Edit' and 'Delete' options. The rest of the list remains the same as in the previous screenshot.

3. There are 4 standard level of permission which are Not Allowed, View Only, General, and Admin.
Only administrators can create a new template, edit and delete this permission tool.

Tools	Not Allowed	View Only	General	Admin
Directory ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Specification ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Location ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Form ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Document ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Request for information ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Submittal ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inspection ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

1.10 Create Permission

1. To create new permission, click “Permission” option on the side menu.

Permission Name
Default Admin
Admin
General
Contractor
Engineer
Admin
View Only
QCC

2. Then click “Create” button on the top right of the page.

The screenshot shows the 'Permission' section of the sitearound interface. On the left, there's a sidebar with various navigation options like Dashboard, My Pending Item, Directory, Create Project, Discipline, and Permission (which is selected). Below the sidebar, there are two progress bars: '51 user of Unlimited usage' and 'Used 5.64 GB from Unlimited usage'. The main content area is titled 'Permission' and lists several permission entries: Default Admin, Admin, General, Contractor, Engineer, Admin, View Only, and QCC. At the top right of this list is a prominent orange 'Create' button. An orange arrow points towards this 'Create' button.

3. Enter the position name and select the permission level ranging for each tool.

The screenshot shows the 'Permission Form' page. The sidebar and progress bars are identical to the previous screenshot. The main area is titled 'Permission Form' and 'Permission / Permission Form'. It features a table where you can assign permissions to various tools. The columns are 'Name' (containing 'Office Engineer'), 'Tools' (listing Directory, Specification, Location, Form, Document, Request for information, Submittal, and Inspection), and four permission levels: 'Not Allowed', 'View Only', 'General', and 'Admin'. Each tool has a row of radio buttons next to these levels. Orange arrows point to the 'Name' field ('Office Engineer') and the 'Admin' column header. The 'Create' button is also visible at the top right of the form.

4. After finish, click “Create” button on the top right of the page.

Permission Form

Name: Office Engineer

Tools	Not Allowed	View Only	General	Admin
Directory ⓘ	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Specification ⓘ	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Location ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Form ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Document ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Request for information ⓘ	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Submittal ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inspection ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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1.11 View and Edit Permission

1. To view the permission, click “Permission” menu on the side menu.

Permission

Permission Name:

- Default Admin
- Admin
- General
- Contractor
- Engineer
- Admin
- View Only
- QCC

Powered by sitearound

2. To edit the permission, click a “⋮” icon and click “Edit”.

The screenshot shows the 'Permission' list page. On the left, there's a sidebar with various project management options like Dashboard, My Pending Item, Directory, Create Project, Discipline, and Permission (which is currently selected). The main area displays a list of permission levels: Default Admin, Admin, Contractor, Engineer, Admin, View Only, and QCC. For the 'Admin' permission level, a context menu is open, showing 'Edit' and 'Delete' options, with an orange arrow pointing to 'Edit'. At the top right of the list area is a 'Create' button.

3. After complete editing the permission level, click a “Create” button on the top right of the page.

The screenshot shows the 'Permission Form' page. The sidebar on the left is identical to the previous screenshot. The main area is titled 'Permission Form' and shows a table with columns: Tools, Not Allowed, View Only, General, and Admin. There are eight rows corresponding to different categories: Directory, Specification, Location, Form, Document, Request for information, Submittal, and Inspection. Each row has three radio buttons under 'Not Allowed', 'View Only', and 'General', and one radio button under 'Admin'. The 'View Only' radio button is selected for all categories except 'Admin'. At the top right of the form is a 'Create' button, which has an orange arrow pointing to it.

Chapter 2 Principle

When you access a project in Sitearound, your project information and workflows are clearly organized and summarized. Learn how to make the most of the powerful Dashboard and My Pending Items features.

2.1 Project Dashboard

When you enter into the project level by clicking on a project, the “Project Dashboard” will be displayed.

The screenshot shows the Sitearound Project Dashboard for the "South-East Bangkok Airport Project". The dashboard is divided into several sections:

- Left Sidebar:** A navigation menu with categories like Principle, Project Dashboard (selected), Location, Transmittal (with a "New Transmittal" button), Inbox, Sent, Draft, Deleted Items, Project Management, Quality & Safety, and Setting.
- Request for Information:** Shows counts of 21 Open, 20 Overdue, and 34 Total RFIs.
- Submittal:** Shows counts of 58 Open, 54 Overdue, and 76 Total Submittals.
- Inspection:** Shows counts of 136 Open, 126 Overdue, and 150 Total Inspections.
- Work Order:** Shows counts of 107 Open, 107 Overdue, and 119 Total Work Orders.
- Announcement:** A welcome message from Sitearound, stating "Welcome to Sitearound Construction Management Platform", followed by contact information: Tel: (+66) 97 020 5923 // (+66) 89 662 1933, and a "New Announcement" button.
- Overdue Task:** A table listing four inspection tasks due on 12/05/2025, all assigned to an Inspector role. The table includes columns for Item Type, Role, Document Code, Subject, and Due Date.

The Dashboard displays the current number of RFIs, Submittals, Inspections, and Work Orders, categorized into three main statuses: Open, Overdue, and Total.

The screenshot shows the Sitearound Project Dashboard for the "South-East Bangkok Airport Project". The dashboard includes a sidebar with navigation links like "Project Dashboard", "My Pending Item", "Location", "Transmittal", "New Transmittal", "Inbox", "Sent", "Draft", "Deleted Items", "Project Management", "Quality & Safety", and "Setting". The main area features four cards: "Request for Information" (21 Open, 20 Overdue, 34 Total), "Submittal" (58 Open, 54 Overdue, 76 Total), "Inspection" (136 Open, 126 Overdue, 150 Total), and "Work Order" (107 Open, 107 Overdue, 119 Total). To the right, there's an "Announcement" section with a welcome message and contact information. Below the cards is a table titled "Overdue Task" listing inspection items with columns for Item Type, Role, Document Code, Subject, and Due Date.

Item Type	Role	Document Code	Subject	Due Date
Inspection	Inspector	TWA-I00173	ข้อความมีการตรวจสอบที่ zone A	12/05/2025
Inspection	Inspector	TWA-I00172	Inspection 016	12/05/2025
Inspection	Inspector	TWA-I00171	Inspection 015	11/05/2025
Inspection	Inspector	TWA-I00170	Inspection 014	10/05/2025

When you click the number, the system will bring you to that list page.

- For example, when you click on the RFI, the system will bring you to the RFI page.

This screenshot is identical to the one above, showing the Sitearound Project Dashboard. An orange arrow points to the number "21" in the "Open" column of the "Request for Information" card. This indicates that clicking on the number will lead to a detailed list of open RFI items.

The screenshot shows the 'Request for Information' section of the Sitearound platform. On the left, a sidebar navigation includes 'Principle', 'Location', 'Transmittal', 'Project Management' (selected), 'Document', 'Request for Information' (selected), 'Submittal', 'Schedule', 'Task Management', 'Quality & Safety', and 'Setting'. The main area displays a table with columns: Document Code, Subject, Ball in Court, Due Date, Completion Date, and Progress. The table contains six rows of data, each with a 'More' button. At the bottom, there are pagination controls (1-10 of 26 items) and a '10 / page' dropdown.

The Dashboard also displays your today's tasks. Sitearound enables you to efficiently access tasks assigned to you that are due on the current day

The screenshot shows the 'Project Dashboard' section of the Sitearound platform. The sidebar navigation is identical to the previous screenshot. The dashboard features four cards: 'Request for Information' (21 Open, 20 Overdue, 34 Total), 'Submittal' (58 Open, 54 Overdue, 76 Total), 'Inspection' (136 Open, 126 Overdue, 150 Total), and 'Work Order' (107 Open, 107 Overdue, 119 Total). To the right, there is an 'Announcement' section with a welcome message, contact information (Tel: +66 97 020 5923 // +66 89 662 1933), and a 'New Announcement' button. Below these is a large 'Overdue Task' table with columns: Item Type, Role, Document Code, Subject, and Due Date. The table lists four inspection tasks due between May 10 and May 12, 2025. At the bottom, there are pagination controls (1-10 of 178 items) and a '10 / page' dropdown.

2.2 My Pending Item

- To find all the tasks pending your actions, click “My Pending Item” option on the side menu. Thus, the system will show a list of items with their details.

My Pending Item

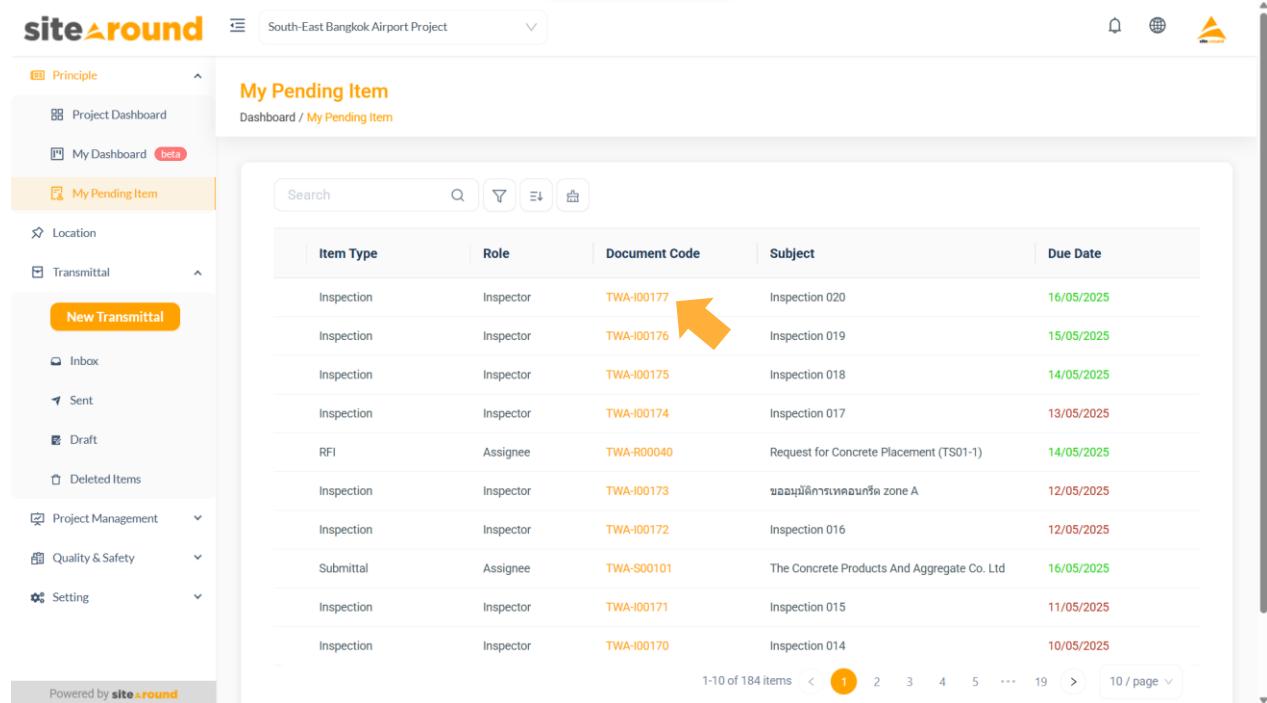
Item Type	Role	Document Code	Subject	Due Date
Inspection	Inspector	TWA-I00177	Inspection 020	16/05/2025
Inspection	Inspector	TWA-I00176	Inspection 019	15/05/2025
Inspection	Inspector	TWA-I00175	Inspection 018	14/05/2025
Inspection	Inspector	TWA-I00174	Inspection 017	13/05/2025
RFI	Assignee	TWA-R00040	Request for Concrete Placement (TS01-1)	14/05/2025
Inspection	Inspector	TWA-I00173	ขออนุมัติการเทคอนกรีต zone A	12/05/2025
Inspection	Inspector	TWA-I00172	Inspection 016	12/05/2025
Submittal	Assignee	TWA-S00101	The Concrete Products And Aggregate Co. Ltd	16/05/2025
Inspection	Inspector	TWA-I00171	Inspection 015	11/05/2025
Inspection	Inspector	TWA-I00170	Inspection 014	10/05/2025

- To filter, click a “” icon and the filter drop-down will appears.

My Pending Item

Item Type	Role	Document Code	Subject	Due Date
Inspection	Inspector	TWA-I00172	Inspection 016	12/05/2025
Submittal	Assignee	TWA-S00101	The Concrete Products And Aggregate Co. Ltd	16/05/2025
Inspection	Inspector	TWA-I00171	Inspection 015	11/05/2025
Inspection	Inspector	TWA-I00170	Inspection 014	10/05/2025

3. To view more details about an item, click its document code that appears in orange color.



The screenshot shows the sitearound software interface for the 'South-East Bangkok Airport Project'. The left sidebar includes sections for Principle, Project Dashboard, My Dashboard (beta), My Pending Item (selected), Location, Transmittal (New Transmittal button), Inbox, Sent, Draft, Deleted Items, Project Management, Quality & Safety, and Setting. The main content area is titled 'My Pending Item' and shows a table of pending items. The table has columns for Item Type, Role, Document Code, Subject, and Due Date. The 'Document Code' column contains orange text, with 'TWA-I00177' highlighted by a yellow arrow. The table data is as follows:

Item Type	Role	Document Code	Subject	Due Date
Inspection	Inspector	TWA-I00177	Inspection 020	16/05/2025
Inspection	Inspector	TWA-I00176	Inspection 019	15/05/2025
Inspection	Inspector	TWA-I00175	Inspection 018	14/05/2025
Inspection	Inspector	TWA-I00174	Inspection 017	13/05/2025
RFI	Assignee	TWA-R00040	Request for Concrete Placement (TS01-1)	14/05/2025
Inspection	Inspector	TWA-I00173	ขออนุมัติการเดินทางเข้า zone A	12/05/2025
Inspection	Inspector	TWA-I00172	Inspection 016	12/05/2025
Submittal	Assignee	TWA-S00101	The Concrete Products And Aggregate Co. Ltd	16/05/2025
Inspection	Inspector	TWA-I00171	Inspection 015	11/05/2025
Inspection	Inspector	TWA-I00170	Inspection 014	10/05/2025

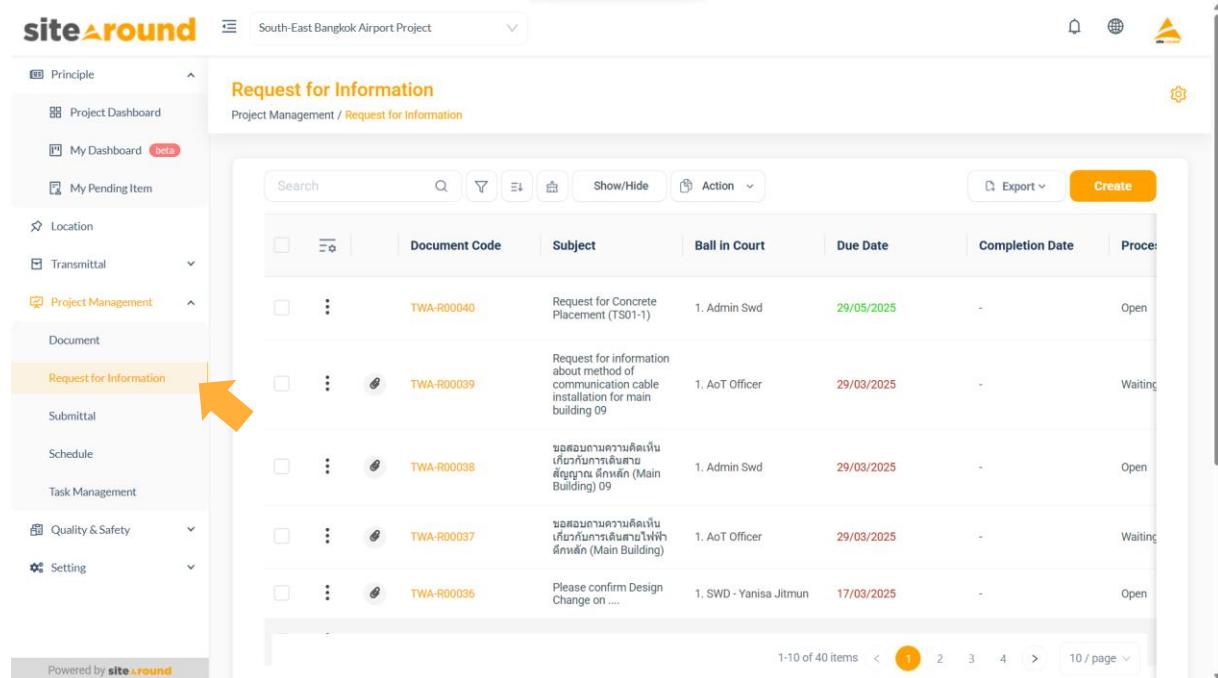
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Chapter 3 Reports

Reports in Sitearound are easily customizable to suit the specific needs of each project. Learn how to view and download reports, as well as create multiple report templates tailored to your project's requirements.

3.1 View and Download Reports

1. To view and download reports, click the “**Project Management**” option in the side menu, then select the document category you wish to access.



The screenshot shows the Sitearound Project Management interface. On the left, a sidebar lists categories: Principle, Project Dashboard, My Dashboard (beta), My Pending Item, Location, Transmittal, Project Management (selected), Document (selected), Request for Information (highlighted with a yellow arrow), Submittal, Schedule, Task Management, Quality & Safety, and Setting. The main content area is titled "Request for Information" and shows a list of items with columns: Document Code, Subject, Ball in Court, Due Date, Completion Date, and Process. The first item is TWA-R00040, Request for Concrete Placement (TS01-1). The second item is TWA-R00039, Request for information about method of communication cable installation for main building 09. The third item is TWA-R00038, ขอสอบถามความคิดเห็น เกี่ยวกับการติดตั้งสาย สัญญาณ ตึกหลัก (Main Building) 09. The fourth item is TWA-R00037, ขอสอบถามความคิดเห็น เกี่ยวกับการติดตั้งสายไฟฟ้า ตึกหลัก (Main Building). The fifth item is TWA-R00036, Please confirm Design Change on

2. Click on a icon “□”, to the document desired to download.

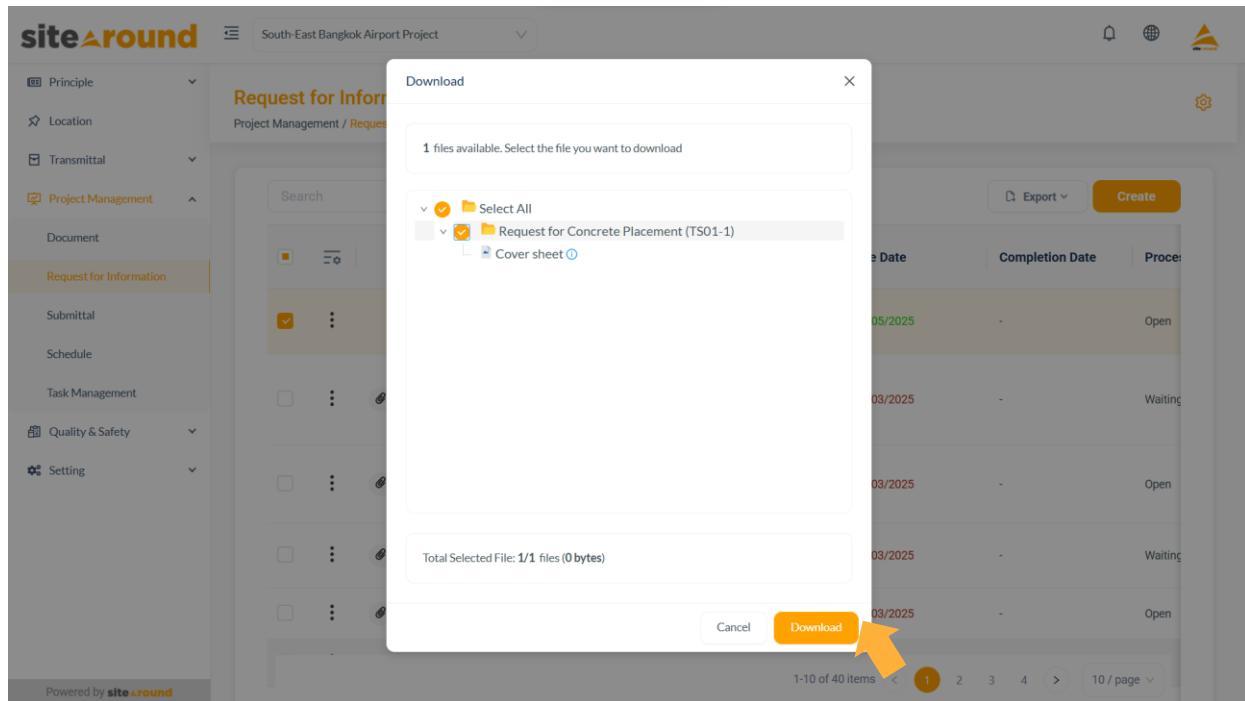
The screenshot shows the 'Request for Information' section of the sitearound software. The left sidebar has 'Project Management' selected under 'Document'. The main area displays a table of requests. The first row, 'TWA-R00040', is highlighted with an orange background. An orange arrow points to the download icon (a small square with a dot) in the 'Action' column for this row. The table columns include Document Code, Subject, Ball in Court, Due Date, Completion Date, and Status. The status for the first item is 'Open'.

	Document Code	Subject	Ball in Court	Due Date	Completion Date	Status
<input checked="" type="checkbox"/>	TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
<input type="checkbox"/>	TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00038	ขอสอบถามความคิดเห็นเกี่ยวกับการติดตั้งสายสัญญาณ ตึกหลัก (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
<input type="checkbox"/>	TWA-R00037	ขอสอบถามความคิดเห็นเกี่ยวกับการติดตั้งสายไฟฟ้า ตึกหลัก (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

3. To export the reports to PDF click a “Action” button and there will be drop down menu. Then click “Download”.

This screenshot is similar to the previous one but shows the 'Action' button in the header being interacted with. An orange arrow points to the 'Action' button, which has a dropdown menu open. The 'Download' option in the menu is highlighted with an orange background. The rest of the interface and data table are identical to the first screenshot.

4. Choose the document and click “Download” again. The downloaded document package will then be sent to your email.



Chapter 4 Document

All documents and files are conveniently centralized in a single location. Sitearound also offers a unique feature that allows older documents to be seamlessly replaced with newer versions, helping to prevent confusion and eliminate duplication.

4.1 Document Overview

Sitearound's Document feature functions as both a storage system and a document management tool. It allows you to create organized folders and subfolders, while its version control capability ensures that document updates are properly tracked and managed.

The screenshot shows the Sitearound Document management interface. On the left is a sidebar with project navigation: Principle, Project Dashboard, My Dashboard (beta), My Pending Item, Location, Transmittal, Project Management, Quality & Safety, and Setting. The main area has tabs for Document, Drive, and Recycle Bin, with Document selected. A search bar and a 'Click to Upload' button are at the top. The left pane shows a tree view of the 'South-East Bangkok Airport Project' folder structure, including '1', 'AOT', 'BIM Files', 'by Kwang', 'Civil', 'Create by kwang', 'Daily Pictures', 'General', and 'IFC'. The right pane displays a table for the 'South-East Bangkok Airport Project' with columns: Name, Type, Size, Created At, Updated at, and three-dot actions. The table lists several folder entries:

Name	Type	Size	Created At	Updated at	Actions
1	Folder	-	21/04/2025 14:58	21/04/2025 14:58	⋮
AOT	Folder	-	25/03/2025 14:43	25/03/2025 14:43	⋮
BIM Files	Folder	-	24/05/2024 09:31	24/05/2024 09:31	⋮
by Kwang	Folder	-	09/09/2024 10:29	09/09/2024 10:29	⋮
Civil	Folder	-	28/03/2024 13:15	28/03/2024 13:15	⋮
Create by kwang	Folder	-	11/08/2024 23:36	11/08/2024 23:36	⋮

This means the latest version of the document that is edited or uploaded, it will replace to the older ones preventing confusion. It also allows you to view older versions of the document.

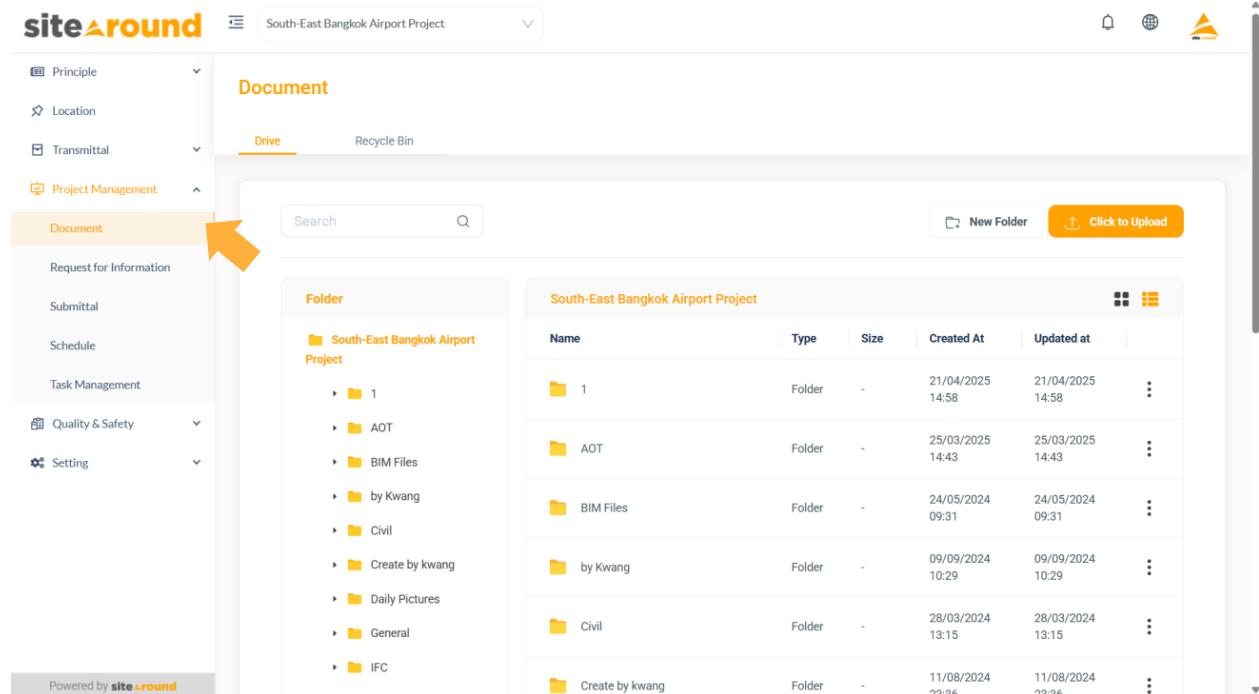
The screenshot shows the sitearound platform's document management feature. A modal window titled "File Version" is open, displaying a list of two document versions. The first version, "Sitearound_Overall_Presentation_CM2025-R1.pdf" (Version 2), was uploaded on 14/05/2025 at 11:11 and created by Admin Swd. The second version, "Sitearound_Overall_Presentation_CM2025.pdf" (Version 1), was uploaded on 21/04/2025 at 14:59 and also created by Admin Swd. Below the table, there is a breadcrumb navigation path: "by Kwang > Civil > Create by kwang > Daily Pictures > General > IFC > PDF Fillable Form". The main application window in the background shows a sidebar with "Project Management" selected, and a central area with a dark blue background featuring the Swift Dynamics logo and the text "IoT-Enabled Workspace Management Platform for Digital Transformation".

The Document tool helps you to store all project-related documents in a centralized location including project schedules, design drawings, reports, pictures, and etc.

The screenshot shows a document viewer window within the sitearound platform. The document being viewed is a presentation slide for Swift Dynamics. The slide has a dark blue background with a red wireframe graphic on the right. The Swift Dynamics logo is on the left. The text on the slide reads "IoT-Enabled Workspace Management Platform for Digital Transformation". The viewer window has a toolbar at the top with icons for file operations like print, zoom, and search. The sidebar on the left shows the project structure, and the bottom of the screen displays the footer with the Swift Dynamics logo and copyright information.

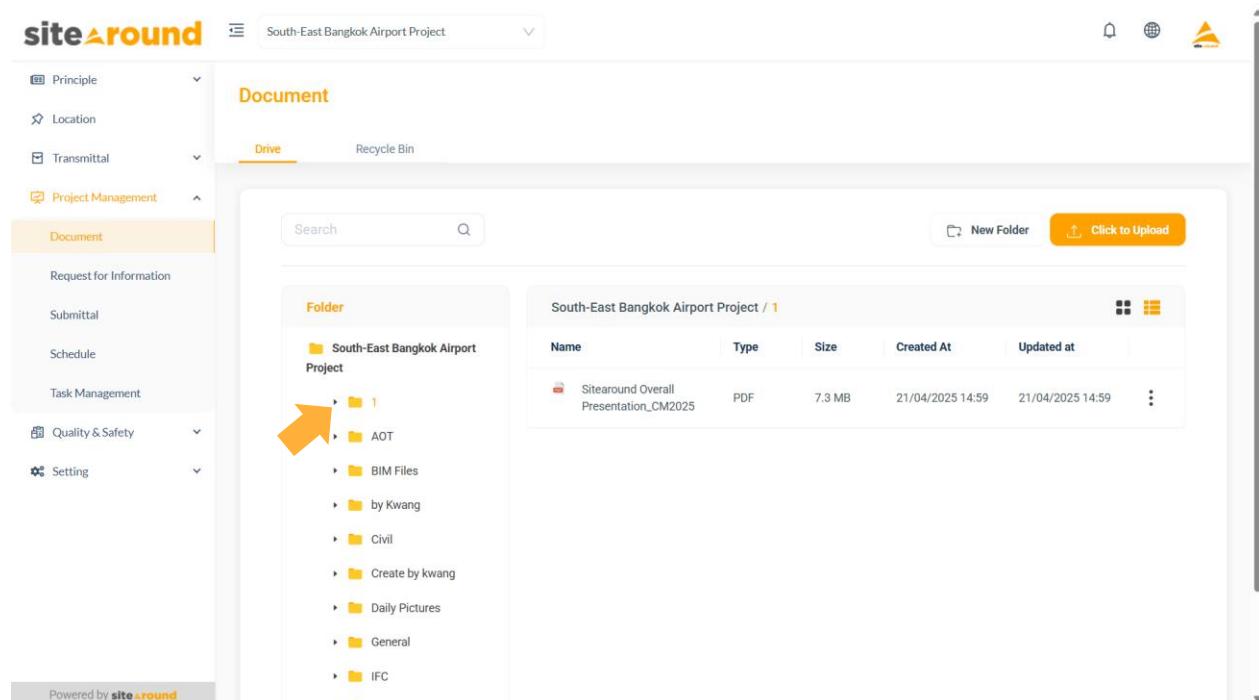
4.2 View and Download Documents

- To download a document, click a “Document” option on the side menu.



The screenshot shows the sitearound interface for the "South-East Bangkok Airport Project". The left sidebar has a "Project Management" section with "Document" selected. The main area is titled "Document" and contains two tabs: "Drive" (selected) and "Recycle Bin". There is a search bar and buttons for "New Folder" and "Click to Upload". On the left, there's a tree view of folders under "South-East Bangkok Airport Project": "1", "AOT", "BIM Files", "by Kwang", "Civil", "Create by kwang", "Daily Pictures", "General", and "IFC". To the right is a table for "South-East Bangkok Airport Project" showing files like "1", "AOT", "BIM Files", "by Kwang", "Civil", and "Create by kwang".

- Then, click to the folder that the document located in.



This screenshot shows the same sitearound interface as the previous one, but now the "1" folder is selected in the left sidebar. The main area shows the contents of the "1" folder, which includes a single file: "Sitearound Overall Presentation_CM2025" (Type: PDF, Size: 7.3 MB, Created At: 21/04/2025 14:59, Updated at: 21/04/2025 14:59).

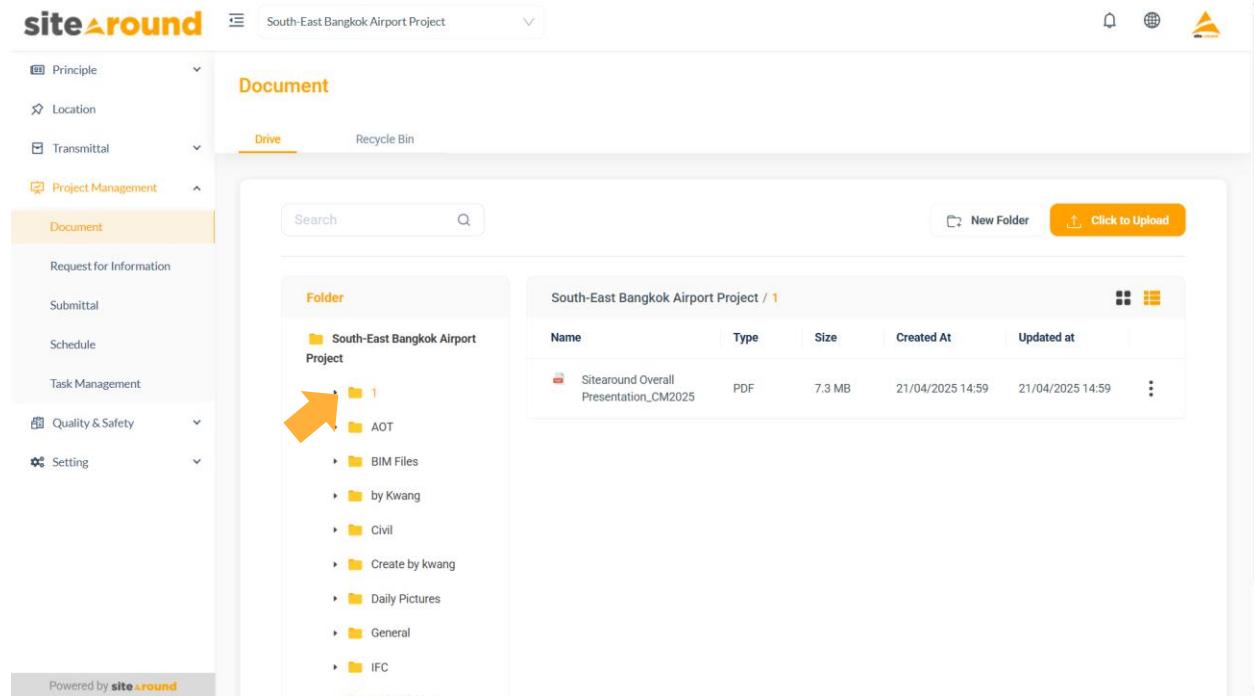
3. Click a “⋮” icon there will be drop-down section and click “Download”. The document will be downloaded to your computer.

The screenshot shows the sitearound Document Drive interface. On the left, a sidebar menu is open under the "Document" category, which is highlighted with a yellow background. The main area displays a list of files and folders. A specific file, "Sitearound Overall Presentation_CM2025", is selected. To its right, a context menu is open, with the "Download" option highlighted by an orange arrow. The menu also includes options like "Move to Folder", "History", "Permission", "Related Items", "File Version", "Rename", and "Delete".

4. To view a document, click a “Document” menu on the side menu.

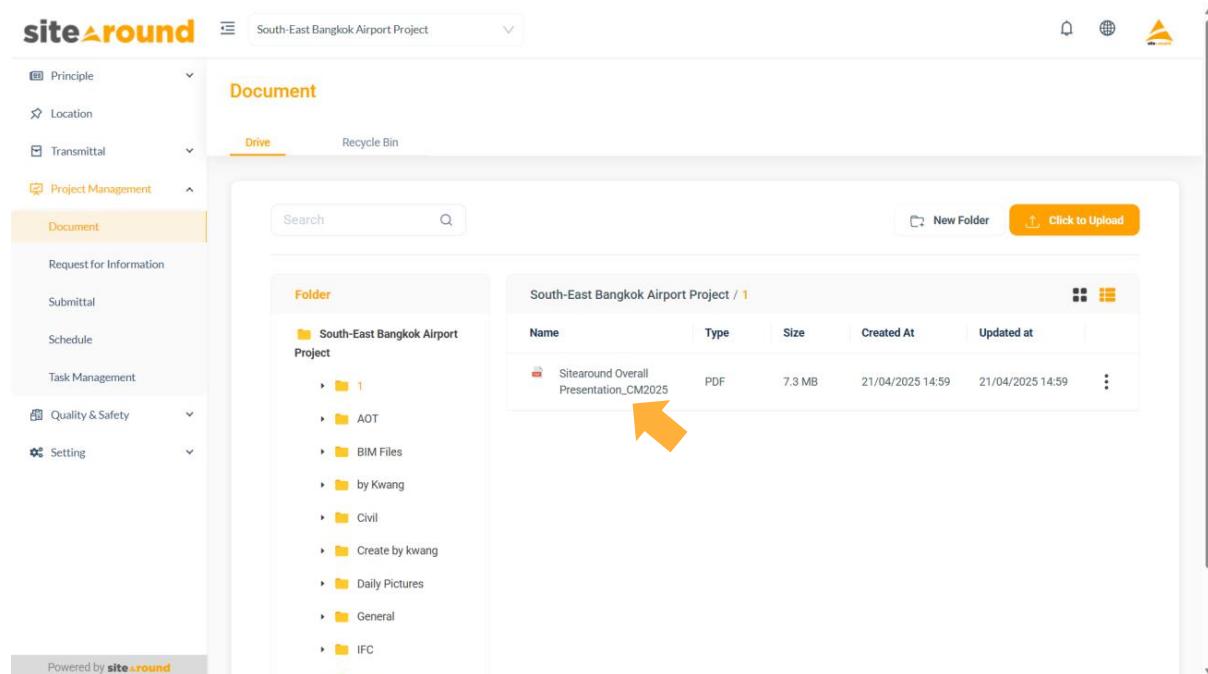
The screenshot shows the sitearound Document Drive interface. A large orange arrow points to the "Document" menu item in the sidebar, which is highlighted with a yellow background. The main area displays a list of files and folders, including "1", "AOT", "BIM Files", "by Kwang", "Civil", "Create by kwang", "Daily Pictures", "General", and "IFC".

5. Then, click to the folder that the document located in.



The screenshot shows the sitearound Document Drive interface. On the left, there's a sidebar with project navigation: Principle, Location, Transmittal, Project Management (selected), Document (selected), Request for Information, Submittal, Schedule, Task Management, Quality & Safety, and Setting. The main area is titled "Document" and has tabs for "Drive" (selected) and "Recycle Bin". A search bar is at the top. Below it is a table for "South-East Bangkok Airport Project / 1" with columns: Name, Type, Size, Created At, and Updated at. One item is listed: "Sitearound Overall Presentation_CM2025" (PDF, 7.3 MB, created 21/04/2025 14:59, updated 21/04/2025 14:59). To the left of the table is a tree view of the folder structure under "South-East Bangkok Airport Project": 1, AOT, BIM Files, by Kwang, Civil, Create by kwang, Daily Pictures, General, IFC, and miscellanea. An orange arrow points to the "1" folder in the tree view.

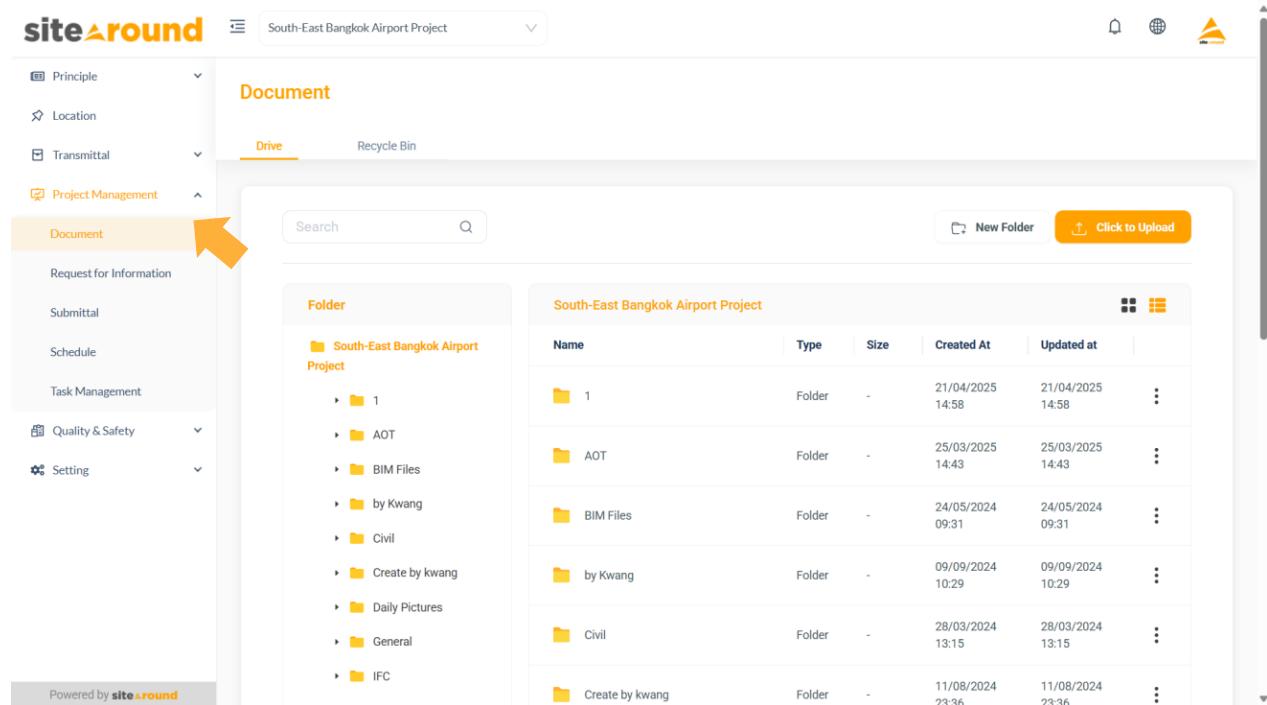
6. Click to the document's name. The document will then appear.



This screenshot is similar to the previous one but with a difference: the file "Sitearound Overall Presentation_CM2025" in the list has been selected, indicated by a blue border around its row. An orange arrow points to this selected file.

4.3 Create Folder

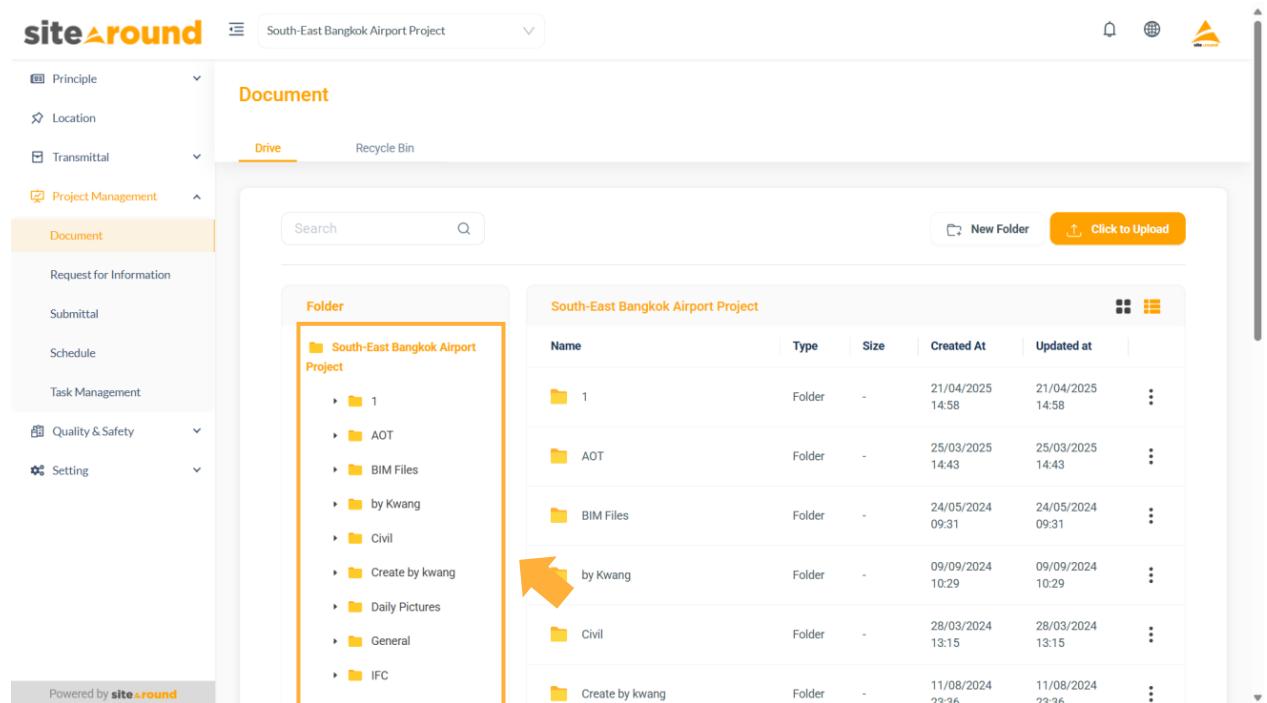
- To create a folder, click a “Document” option on the side menu.



The screenshot shows the sitearound interface for the "South-East Bangkok Airport Project". The left sidebar has a "Document" option highlighted with a yellow arrow. The main area shows a "Drive" tab with a search bar and a "Recycle Bin" tab. On the right, there's a table of files and folders under "South-East Bangkok Airport Project".

Name	Type	Size	Created At	Updated at
1	Folder	-	21/04/2025 14:58	21/04/2025 14:58
AOT	Folder	-	25/03/2025 14:43	25/03/2025 14:43
BIM Files	Folder	-	24/05/2024 09:31	24/05/2024 09:31
by Kwang	Folder	-	09/09/2024 10:29	09/09/2024 10:29
Civil	Folder	-	28/03/2024 13:15	28/03/2024 13:15
Create by kwang	Folder	-	11/08/2024 23:36	11/08/2024 23:36
Daily Pictures	Folder	-		
General	Folder	-		
IFC	Folder	-		

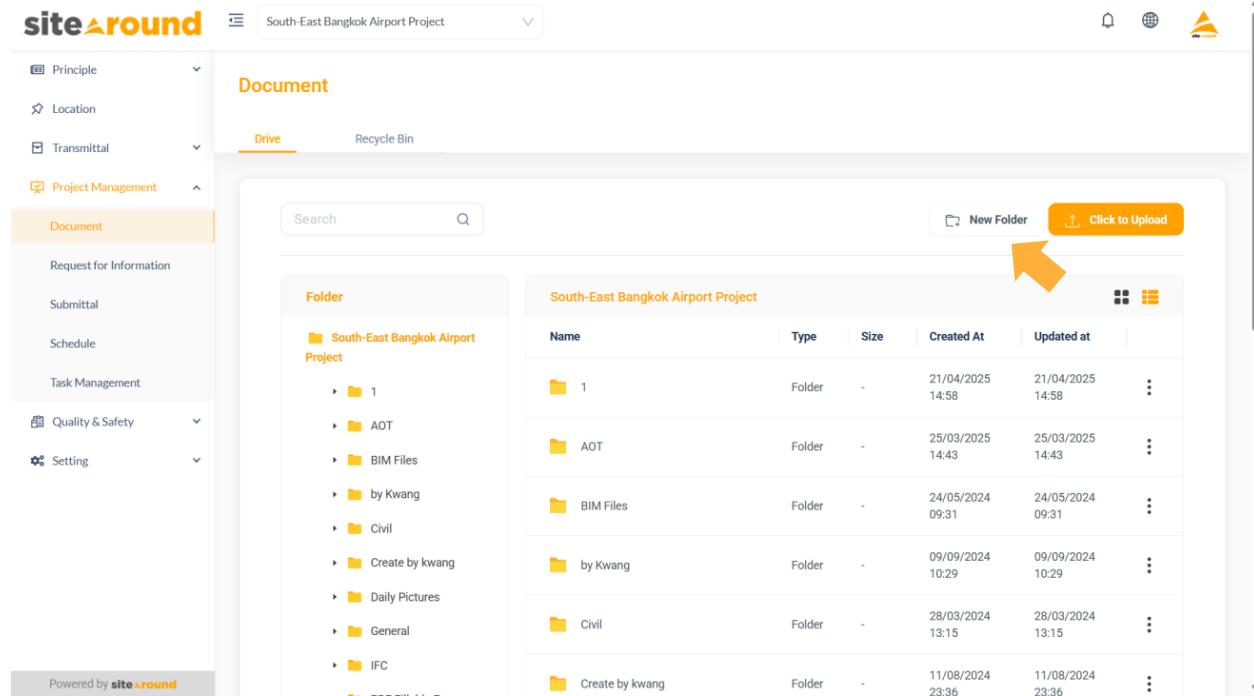
- Then, choose the hierarchy you wish to add the folder into.



This screenshot is similar to the previous one, but the "by Kwang" folder in the sidebar is highlighted with a yellow box and a yellow arrow points to it. The main area shows the same file list as before.

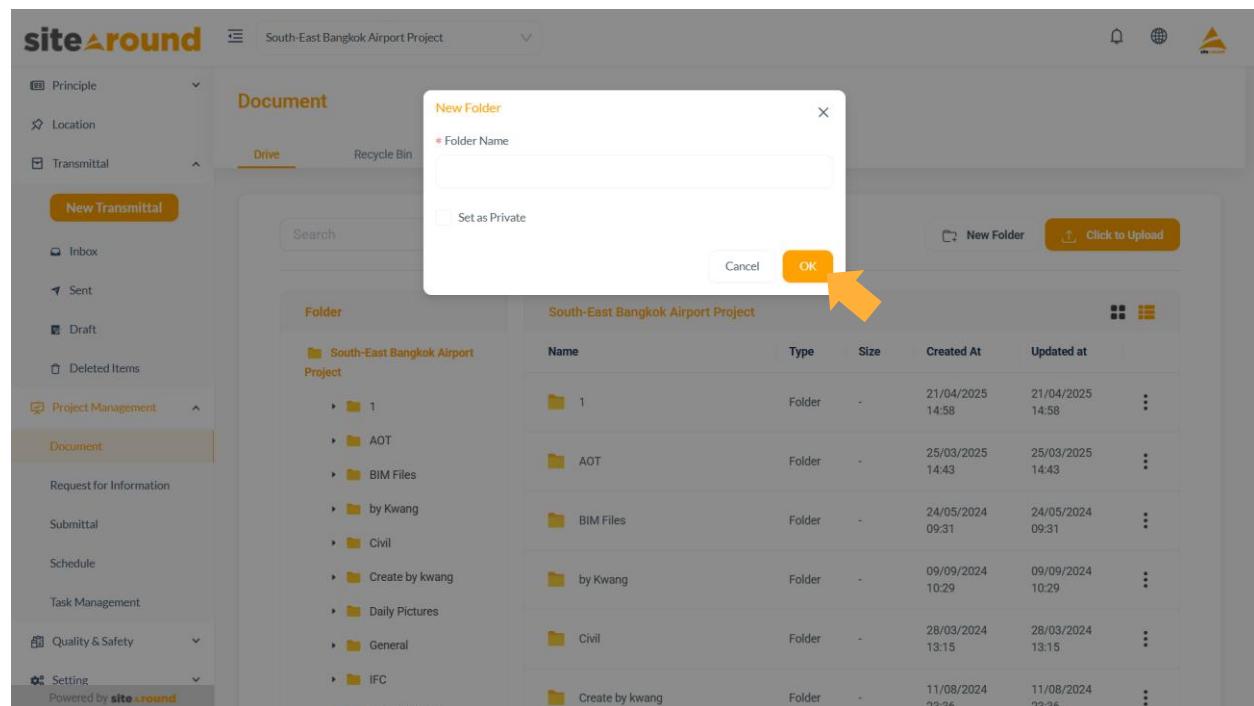
Name	Type	Size	Created At	Updated at
1	Folder	-	21/04/2025 14:58	21/04/2025 14:58
AOT	Folder	-	25/03/2025 14:43	25/03/2025 14:43
BIM Files	Folder	-	24/05/2024 09:31	24/05/2024 09:31
by Kwang	Folder	-	09/09/2024 10:29	09/09/2024 10:29
Civil	Folder	-	28/03/2024 13:15	28/03/2024 13:15
Create by kwang	Folder	-	11/08/2024 23:36	11/08/2024 23:36

3. Click the “Create Folder” button on the top right of the page.



The screenshot shows the sitearound Document Drive interface. On the left, there's a sidebar with project navigation. The main area is titled "Document" and shows a "Drive" view with a "Recycle Bin" tab. A search bar is at the top. Below it is a table of files and folders. At the top right of the table, there are two buttons: "New Folder" and "Click to Upload". A yellow arrow points to the "New Folder" button. The table lists several folders under the project "South-East Bangkok Airport Project", including "1", "AOT", "BIM Files", "by Kwang", "Civil", "Create by kwang", "Daily Pictures", "General", and "IFC".

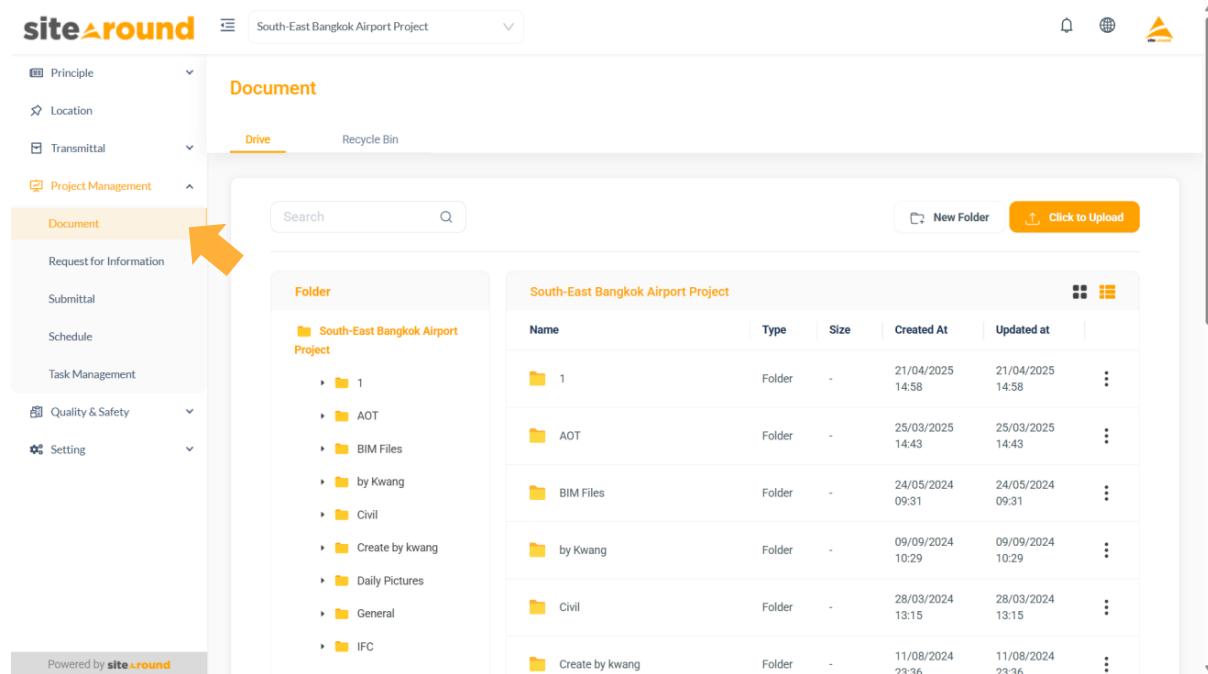
4. Name the folder as you please, then click “OK” to create your folder.



This screenshot shows the same sitearound interface as above, but with a "New Folder" dialog box overlaid. The dialog has fields for "Folder Name" and "Set as Private". At the bottom right of the dialog is an "OK" button, which is highlighted with an orange arrow. The background table of files and folders is visible through the dialog.

4.4 Upload Document

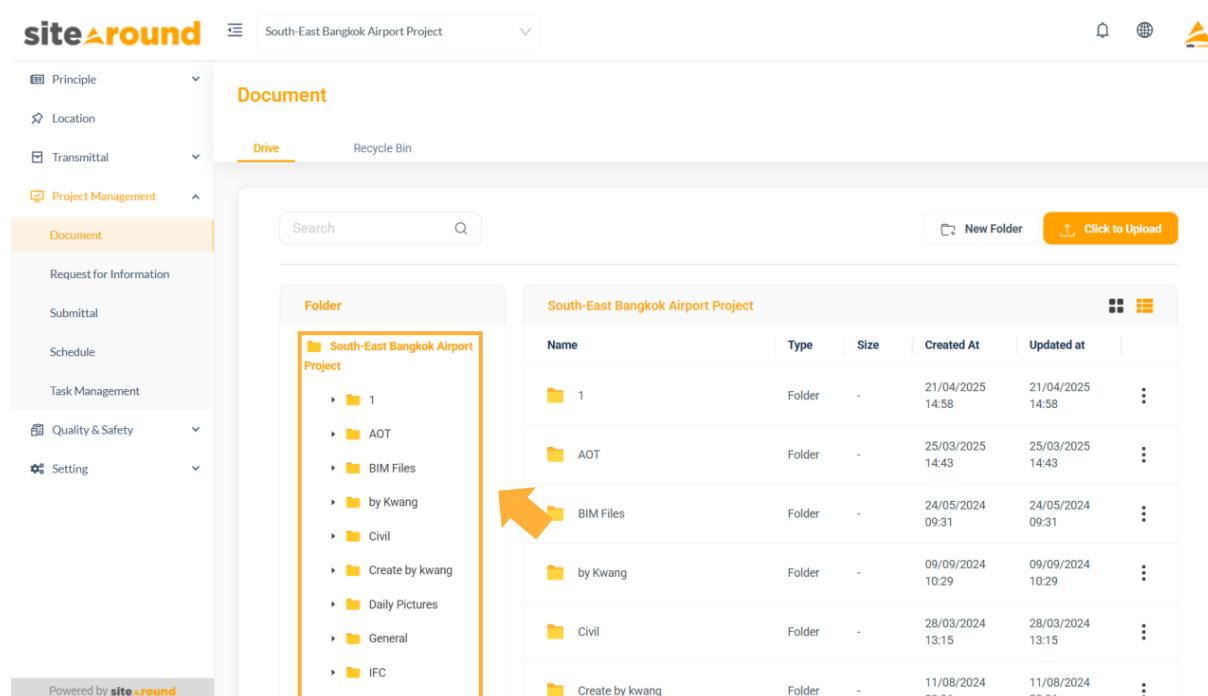
1. To upload a document, click a “Document” menu on the side menu.



The screenshot shows the sitearound software interface. The left sidebar has a 'Project Management' section with 'Document' selected, highlighted by an orange arrow. The main area is titled 'Document' and shows a 'Drive' tab and a 'Recycle Bin'. A search bar and a 'New Folder' button are at the top. Below is a table of files and folders under 'South-East Bangkok Airport Project'. The table columns are Name, Type, Size, Created At, and Updated at. The data includes:

Name	Type	Size	Created At	Updated at
1	Folder	-	21/04/2025 14:58	21/04/2025 14:58
AOT	Folder	-	25/03/2025 14:43	25/03/2025 14:43
BIM Files	Folder	-	24/05/2024 09:31	24/05/2024 09:31
by Kwang	Folder	-	09/09/2024 10:29	09/09/2024 10:29
Civil	Folder	-	28/03/2024 13:15	28/03/2024 13:15
Create by kwang	Folder	-	11/08/2024 23:36	11/08/2024 23:36
Daily Pictures	Folder	-		
General	Folder	-		
IFC	Folder	-		

2. Select the folder you wish to store the file in.



This screenshot is similar to the previous one, showing the 'Document' menu selected in the sidebar. The 'BIM Files' folder in the 'Drive' section is highlighted with an orange arrow. The main table data remains the same as in the first screenshot.

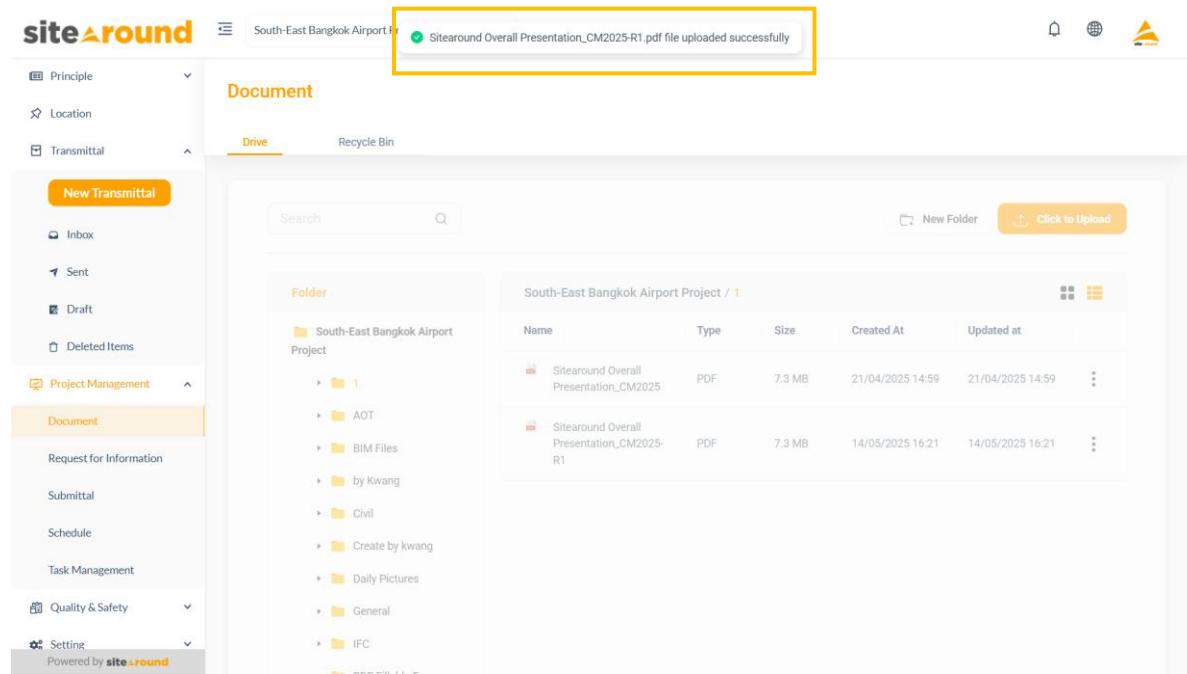
3. Then, click the “Click to Upload” button on the top right of the page.

The screenshot shows the Sitearound platform's document management interface. On the left, there is a sidebar with project navigation options like Principle, Location, Transmittal, Project Management, Document, Request for Information, Submittal, Schedule, Task Management, Quality & Safety, and Setting. The 'Document' tab is selected. In the center, there is a 'Drive' section with a search bar and a 'Recycle Bin' link. A large orange arrow points to a prominent 'Click to Upload' button located at the top right of the main content area. Below it, there is a table listing files under 'South-East Bangkok Airport Project / 1'. The table columns include Name, Type, Size, Created At, and Updated at. One file is listed: 'Sitearound Overall Presentation_CM2025.pdf' (Type: PDF, Size: 7.3 MB, Created At: 21/04/2025 14:59, Updated at: 21/04/2025 14:59). On the far left of the main content area, there is a sidebar for 'Folder' navigation.

4. Choose the file you wish to upload from your computer.

This screenshot shows the same Sitearound interface as above, but with a file selection dialog box ('Open') overlaid on the 'Click to Upload' area. The dialog shows a list of files from the 'Downloads' folder, including 'Fw_Construction System _ Claim Process_...' and 'Sitearound Overall Presentation_CM2025...'. An orange arrow points to the 'Open' button at the bottom right of the dialog. The rest of the interface, including the sidebar and the main document list, remains visible in the background.

5. Then your file will be uploaded automatically to Sitearound.

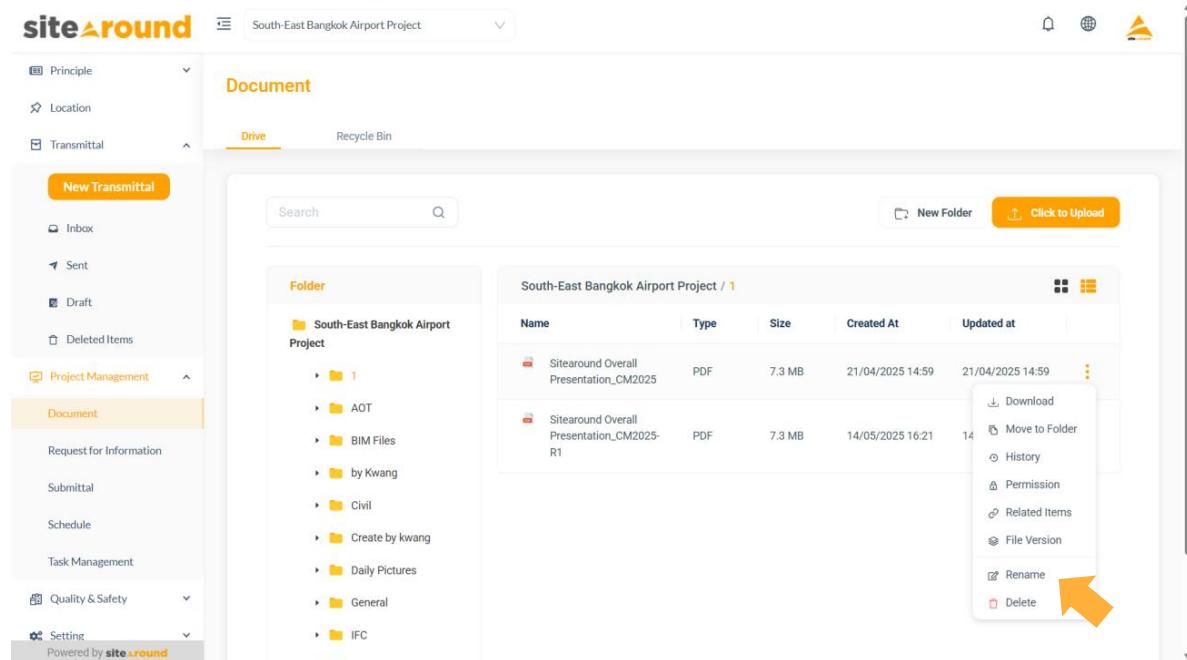


The screenshot shows the Sitearound web interface. In the top right corner, there is a success message: "Sitearound Overall Presentation_CM2025-R1.pdf file uploaded successfully". The main area is titled "Document" and shows a list of files under the "Drive" tab. The list includes "South-East Bangkok Airport Project / 1", "Sitearound Overall Presentation_CM2025", and "Sitearound Overall Presentation_CM2025-R1". The "Sitearound Overall Presentation_CM2025-R1" file is highlighted with a yellow box. On the left sidebar, the "Project Management" section is expanded, showing "Document" as the selected category. A yellow box highlights the "Document" button in the sidebar.

4.5 Rename, Move and Delete Document

Rename

1. To rename the file, click a ":" icon and click "Rename".



The screenshot shows the Sitearound interface with a context menu open over a file named "Sitearound Overall Presentation_CM2025-R1". The menu options include "Download", "Move to Folder", "History", "Permission", "Related Items", "File Version", "Rename", and "Delete". An orange arrow points to the "Rename" option at the bottom of the menu. The left sidebar shows the "Project Management" section with "Document" selected.

2. Enter a new name in the pop-up window and click “OK” to confirm.

The screenshot shows the sitearound interface for the 'South-East Bangkok Airport Project'. On the left, there's a sidebar with project management categories like Principle, Location, Transmittal, and Document. The Document section is selected. In the center, there's a 'Document' tab and a 'Drive' tab. A 'Rename' dialog box is open over the Drive tab, prompting for a new name. The file 'Sitearound Overall Presentation_CM2025.pdf' is selected. An orange arrow points to the 'OK' button in the dialog. The main area shows a list of files in the project folder, including 'Sitearound Overall Presentation_CM2025.pdf' and 'Sitearound Overall Presentation_CM2025-R1.pdf'.

Move

1. To move a file to a different folder, click a “⋮” icon.

This screenshot shows the same sitearound interface as the previous one, but with a different focus. An orange arrow points to the three-dot menu icon (⋮) next to the file 'Sitearound Overall Presentation_CM2025.pdf' in the list. Another orange arrow points to the three-dot menu icon on the right side of the list, indicating where the file can be moved to another folder. The rest of the interface is identical to the first screenshot.

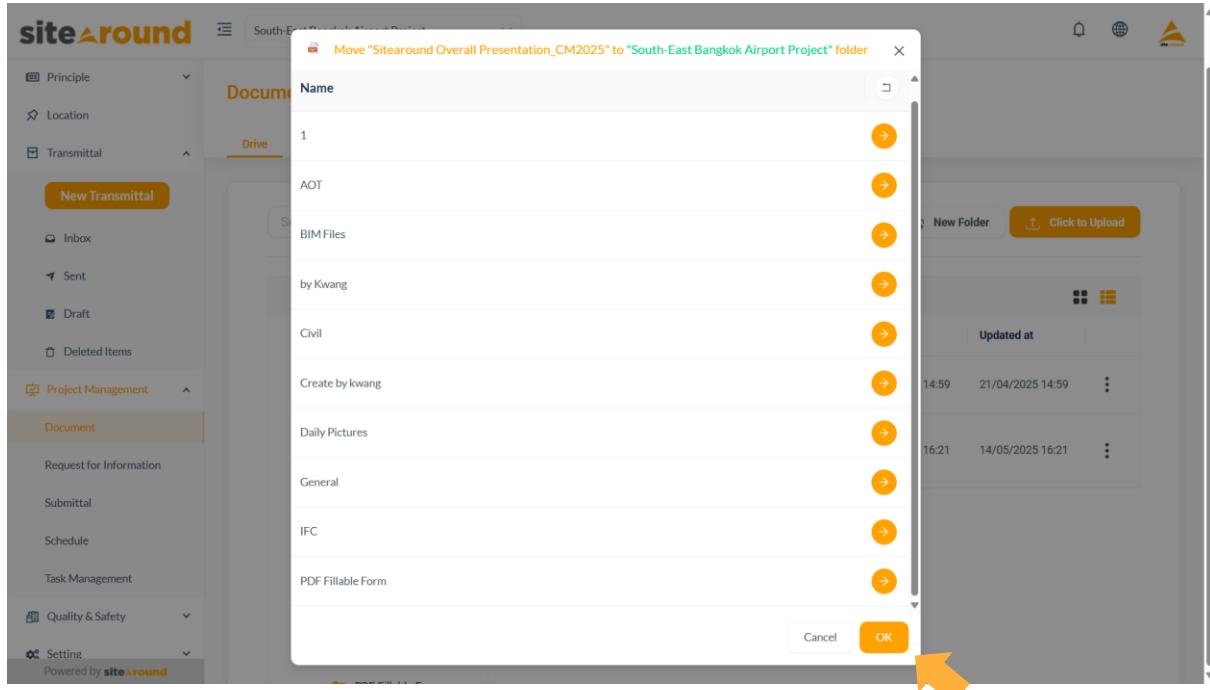
2. Choose “Move to folder” from the dropdown options menu.

The screenshot shows the sitearound interface with the 'Document' section selected. On the left, there's a sidebar with various project management and document-related tabs. In the center, a list of files is displayed under the heading 'South-East Bangkok Airport Project / 1'. One specific file, 'Sitearound Overall Presentation_CM2025', is highlighted. A context menu is open over this file, listing several actions: Download, Move to Folder, History, Permission, Related Items, File Version, Rename, and Delete. An orange arrow points to the 'Move to Folder' option in the menu.

3. A pop-up window will display a list of folders to shift this file to.

The screenshot shows a modal dialog box titled 'Move "Sitearound Overall Presentation_CM2025" to "South-East Bangkok Airport Project" folder'. This dialog lists various destination folders on the left: 1, AOT, BIM Files, by Kwang, Civil, Create by kwang, Daily Pictures, General, IFC, and PDF Fillable Form. Each folder name is preceded by a small circular icon. At the bottom right of the dialog are two buttons: 'Cancel' and 'OK'. The background of the main sitearound interface is visible, showing the 'Document' section with a list of files.

- Click “OK” to complete moving the file.



History

- To view the history of a file, click a “⋮” icon.

The screenshot shows a context menu for a file named 'Sitearound Overall Presentation_CM2025'. The menu items are: Download, Move to Folder, History (highlighted with an orange arrow), Permission, Related Items, File Version, Rename, and Delete.

2. Choose “History” from the dropdown options menu.

The screenshot shows the sitearound interface with the 'Drive' tab selected. On the left, there's a sidebar with various project management and document-related sections. The main area displays a list of files under the project folder. A context menu is open over the first file in the list, showing options like 'Download', 'Move to Folder', 'History' (which is highlighted with an orange arrow), 'Permission', 'Related Items', 'File Version', 'Rename', and 'Delete'.

Name	Type	Size	Created At	Updated at
Sitearound Overall Presentation_CM2025	PDF	7.3 MB	21/04/2025 14:59	21/04/2025 14:59
Sitearound Overall Presentation_CM2025-R1	PDF	7.3 MB	14/05/2025 16:21	14/05/2025 16:21

3. All the history of that specific file will be displayed.

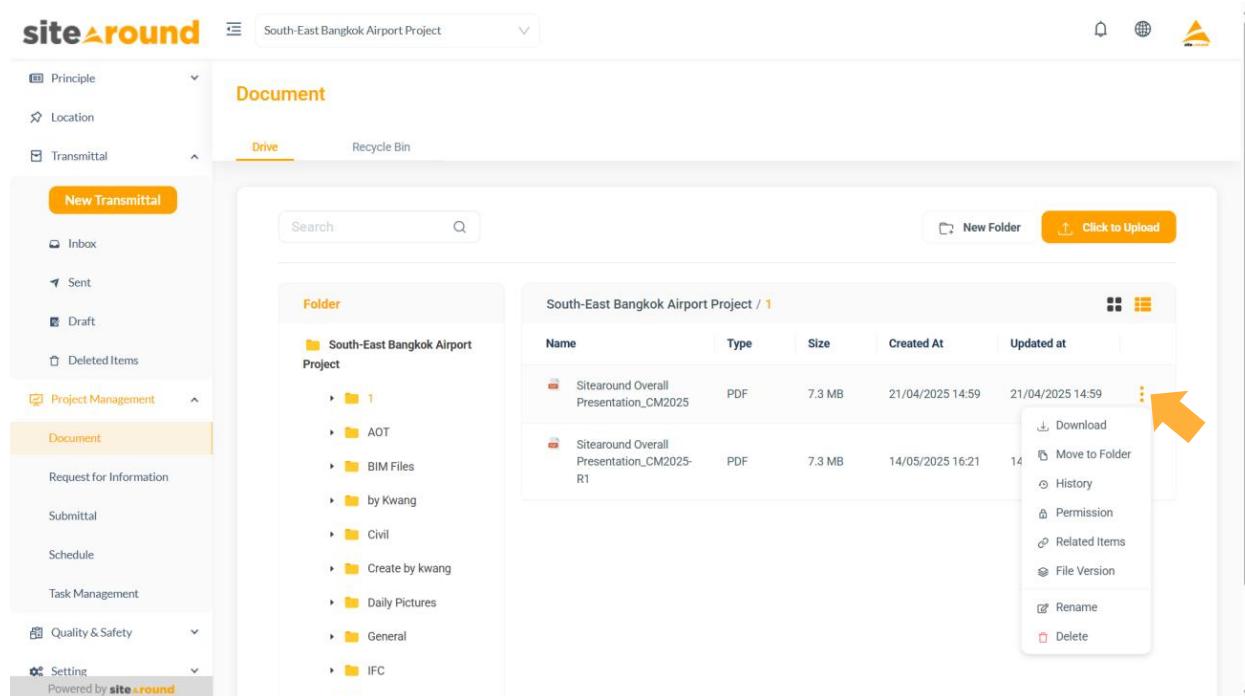
The screenshot shows the 'History Log' modal window. It contains a table with columns for '#', 'Action', 'Action By', and 'Action at'. The table shows two entries:

#	Action	Action By	Action at
1	Uploaded Sitearound Overall Presentation_CM2025.pdf as a new version.	Admin Swd	14/05/2025 11:11
2	Created Sitearound Overall Presentation_CM2025.pdf in 1.	Admin Swd	21/04/2025 14:59

At the bottom of the modal, there are buttons for 'Cancel' and 'Upload'.

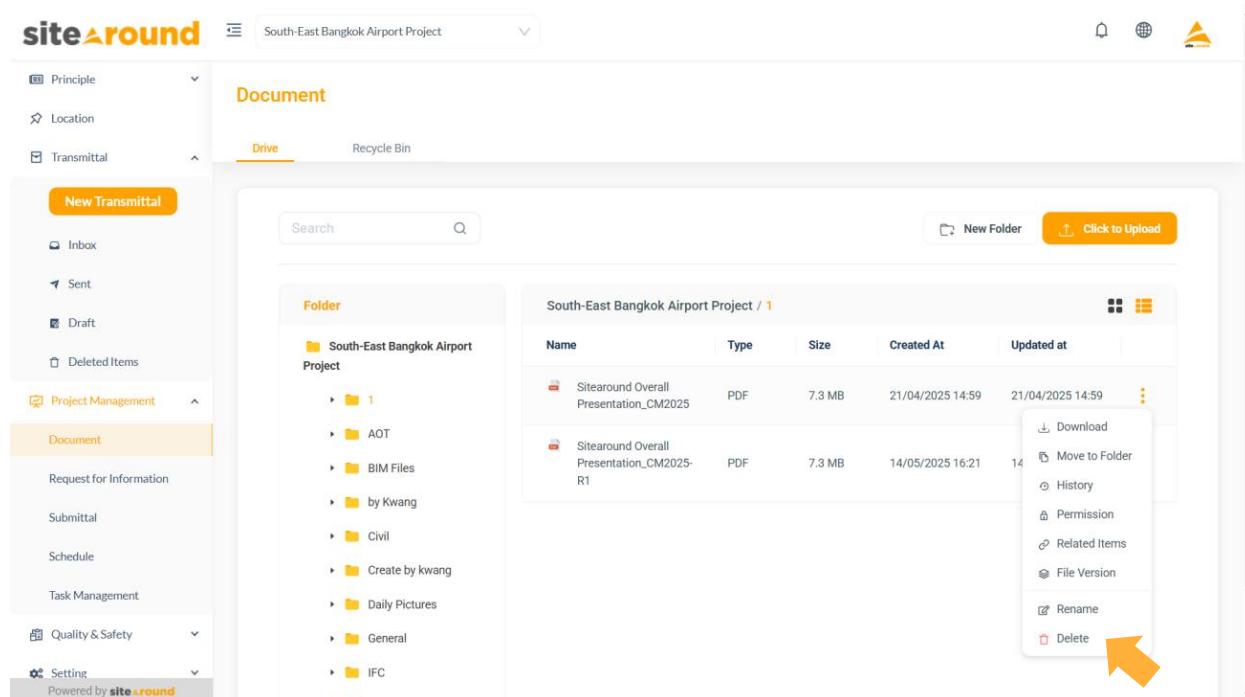
Delete

1. To delete file, click a “⋮” icon.



The screenshot shows the sitearound platform's document management interface. On the left, there's a sidebar with navigation links like 'Principle', 'Location', 'Transmittal', 'New Transmittal', 'Inbox', 'Sent', 'Draft', 'Deleted Items', 'Project Management' (which is expanded to show 'Document', 'Request for Information', 'Submittal', 'Schedule', 'Task Management', 'Quality & Safety', and 'Setting'), and a 'Powered by sitearound' footer. The main area is titled 'Document' and contains tabs for 'Drive' and 'Recycle Bin'. Under 'Drive', there's a search bar, a 'New Folder' button, and a 'Click to Upload' button. Below these are sections for 'Folder' and 'South-East Bangkok Airport Project / 1'. The folder structure includes '1', 'AOT', 'BIM Files', 'by Kwang', 'Civil', 'Create by kwang', 'Daily Pictures', 'General', 'IFC', and 'Presentation'. In the 'South-East Bangkok Airport Project / 1' table, two files are listed: 'Sitearound Overall Presentation_CM2025' and 'Sitearound Overall Presentation_CM2025-R1'. To the right of each file is a three-dot menu icon. An orange arrow points to the menu icon for the first file. The menu options include 'Download', 'Move to Folder', 'History', 'Permission', 'Related Items', 'File Version', 'Rename', and 'Delete'.

2. Choose “Delete” from the dropdown options menu.



This screenshot is identical to the one above, showing the sitearound platform's document management interface. It features the same sidebar, main 'Document' section with 'Drive' and 'Recycle Bin' tabs, and the same file list under 'South-East Bangkok Airport Project / 1'. The file 'Sitearound Overall Presentation_CM2025' has a three-dot menu icon to its right. An orange arrow points to the 'Delete' option in the dropdown menu that appears when clicking this icon. The other options in the menu are 'Download', 'Move to Folder', 'History', 'Permission', 'Related Items', 'File Version', 'Rename', and 'Download' again.

3. Confirm the deletion.

The screenshot shows the sitearound platform's document management interface. On the left, a sidebar menu is open under 'Project Management' with 'Document' selected. The main area shows a 'Document' view with a 'Drive' tab selected. A modal dialog box titled 'Delete Confirmation' is displayed, stating 'Item will be permanently deleted.' with 'Cancel' and 'Delete' buttons. Below the modal, there is a table listing files and folders. One folder, 'Sitearound Overall Presentation_CM2025-R1', is highlighted. The table columns are 'Folder', 'Name', 'Type', 'Size', 'Created At', and 'Updated at'. The table data includes:

Folder	Name	Type	Size	Created At	Updated at
South-East Bangkok Airport Project	Sitearound Overall Presentation_CM2025-R1	PDF	7.3 MB	21/04/2025 14:59	21/04/2025 14:59
	1				
	AOT				
	BIM Files				
	by Kwang				
	Civil				
	Create by kwang				
	Daily Pictures				
	General				
	IFC				

4.6 Upload New Document Version

1. To upload a new document version, click a “Document” menu on the side menu.

The screenshot shows the sitearound platform's document management interface. On the left, a sidebar menu is open under 'Project Management' with 'Document' selected, indicated by an orange arrow. The main area shows a 'Document' view with a 'Drive' tab selected. The table below lists files and folders, identical to the previous screenshot. The table columns are 'Folder', 'Name', 'Type', 'Size', 'Created At', and 'Updated at'. The table data includes:

Folder	Name	Type	Size	Created At	Updated at
South-East Bangkok Airport Project	Sitearound Overall Presentation_CM2025-R1	PDF	7.3 MB	21/04/2025 14:59	21/04/2025 14:59
	1				
	AOT				
	BIM Files				
	by Kwang				
	Civil				
	Create by kwang				
	Daily Pictures				
	General				
	IFC				

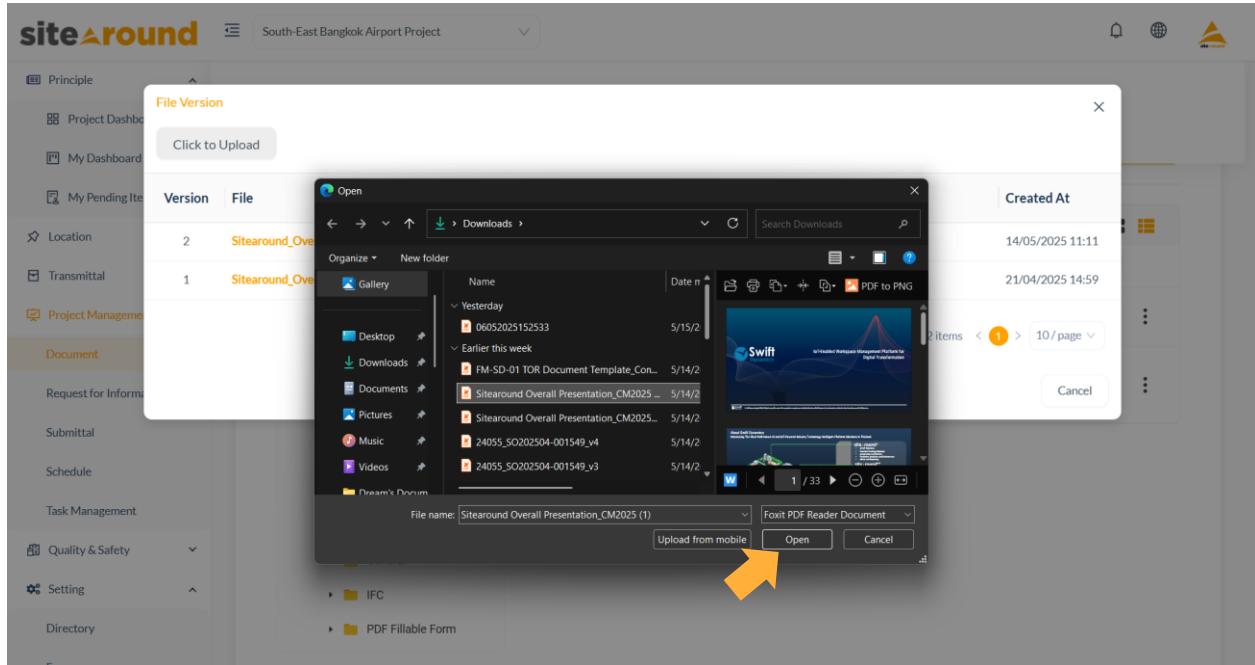
2. Click “Files Version” icon on the right of the file you wish to create a new version of.

The screenshot shows the sitearound interface for the 'South-East Bangkok Airport Project'. On the left, there's a sidebar with various project management sections like Principle, Location, Transmittal, and Document. The Document section is currently selected. In the main area, there's a 'Drive' tab and a 'Recycle Bin'. Below it, a search bar and a 'New Folder' button are visible. A large table lists files in the project directory. One specific file, 'Sitearound Overall Presentation_CM2025.pdf', has a context menu open next to it. The menu includes options like Download, Move to Folder, History, Permission, Related Items, File Version (which is highlighted with an orange arrow), Rename, and Delete.

3. To upload new version of the files, click “Click to Upload” on the top left side of the pop-up window.

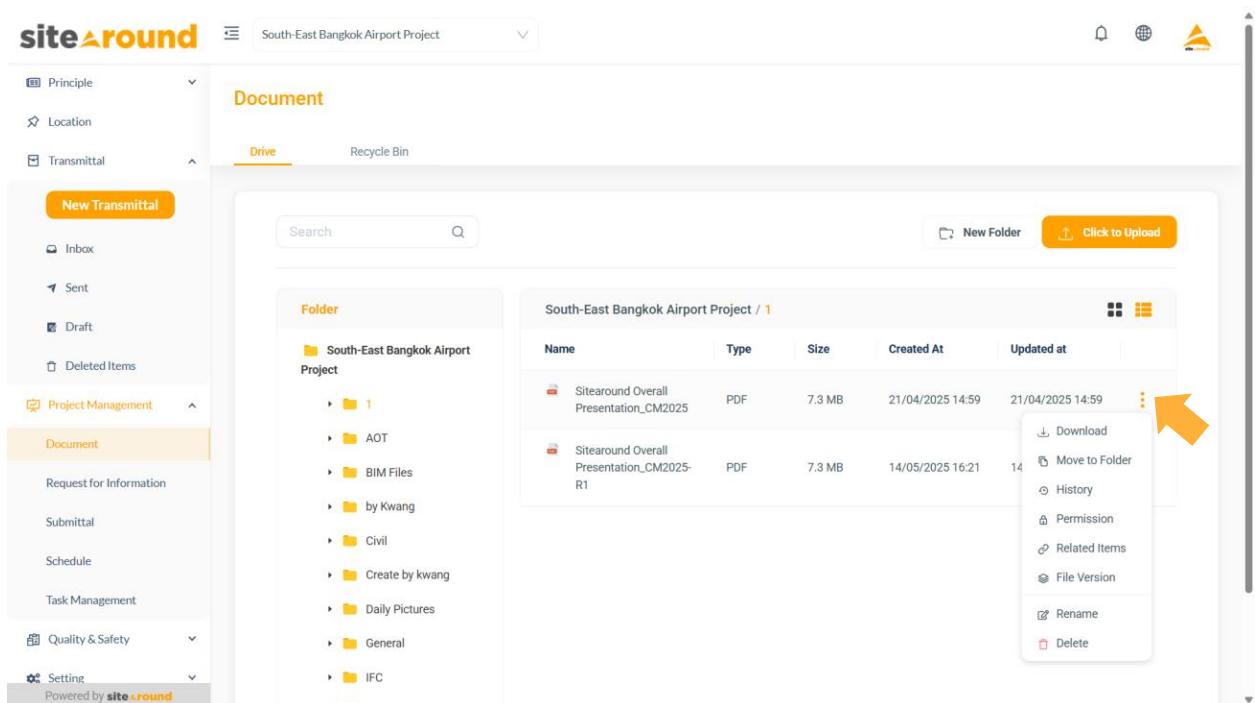
This screenshot shows the 'File Version' dialog box from the sitearound platform. It lists two versions of a file: 'Sitearound_Overall_Presentation_CM2025-R1.pdf' (Version 2) and 'Sitearound_Overall_Presentation_CM2025.pdf' (Version 1). The dialog has columns for Version, File, Created By, and Created At. At the top left of the dialog, there's a 'Click to Upload' button, which is highlighted with an orange arrow. The background of the main application interface is visible, showing the same project structure and navigation as the first screenshot.

4. Next, choose a file you wish to upload, click “Open”.



View Version History

1. To check file's version history, click the vertical ellipses icon on the right of a file. click a “⋮” icon.

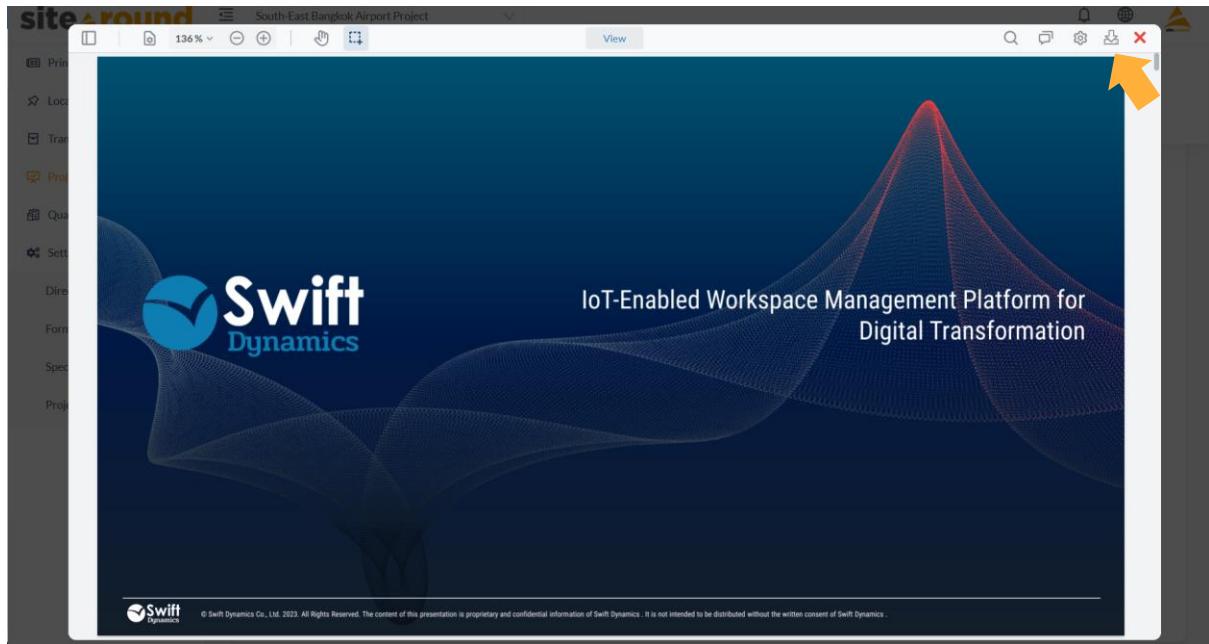


2. Choose “File Version” from the dropdown options menu.

The screenshot shows the sitearound interface for the "South-East Bangkok Airport Project". On the left, there's a sidebar with navigation links like Principle, Location, Transmittal, and Project Management (which is expanded to show Document, Request for Information, Submittal, Schedule, Task Management, Quality & Safety, and Setting). The main area is titled "Document" and shows a "Drive" tab selected. There's a search bar and buttons for "New Folder" and "Click to Upload". Below these are two sections: "Folder" (listing "South-East Bangkok Airport Project" with sub-folders like 1, AOT, BIM Files, etc.) and "South-East Bangkok Airport Project / 1" (listing files like "Sitearound Overall Presentation_CM2025" and "Sitearound Overall Presentation_CM2025-R1"). To the right of the files is a context menu with options: Download, Move to Folder, History, Permission, Related Items, File Version (which is highlighted with an orange arrow), Rename, and Delete.

3. All file versions will be displayed. You can download a file to your computer by clicking on its name

This screenshot shows the "File Version" modal dialog from the sitearound interface. It lists three versions of a file: "Sitearound_Overall_Presentation_CM2025-1.pdf" (Version 3, Created by Admin Swd on 16/05/2025 11:31), "Sitearound_Overall_Presentation_CM2025-R1.pdf" (Version 2, Created by Admin Swd on 14/05/2025 11:11), and "Sitearound_Overall_Presentation_CM2025.pdf" (Version 1, Created by Admin Swd on 21/04/2025 14:59). The modal has a header "File Version", a "Click to Upload" button, and a footer with pagination "1-3 of 3 items < 1 > 10 / page". The background of the main interface is visible, showing the "Document" section with a folder structure on the left.

4. The popup window will appear. Click the icon “

Chapter 5 RFI (Request for Information)

Sitearound's RFI tool aims to facilitate communications among project stakeholders.

5.1 RFI Overview

1. Click “Request for Information” option on the side menu.

The screenshot shows the Sitearound Project Management interface. On the left, there is a sidebar with various project management categories: Principle, Location, Transmittal, Project Management (which is currently selected and highlighted in orange), Document, Quality & Safety, and Setting. Under Project Management, the 'Request for Information' option is also highlighted in orange and has a yellow arrow pointing to it. The main content area is titled 'Request for Information' and shows a list of 40 items. The columns in the table include: Document Code, Subject, Ball in Court, Due Date, Completion Date, and Process. The first item in the list is 'TWA-R00040' with the subject 'Request for Concrete Placement (TS01-1)'. The last item listed is 'TWA-R00036' with the subject 'Please confirm Design Change on'. At the bottom of the table, there is a pagination indicator showing '1-10 of 40 items' and a '10 / page' dropdown.

Document Code	Subject	Ball in Court	Due Date	Completion Date	Process
TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00038	ขอสอบถามความคิดเห็นเกี่ยวกับการติดตั้งสายสัญญาณ ลีฟเล็ฟ (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
TWA-R00037	ขอสอบถามความคิดเห็นเกี่ยวกับการติดตั้งสายไฟฟ้า ลีฟเล็ฟ (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

2. All of the Request for Information items will be displayed, you can click on “Document Code” to view their details

The screenshot shows the 'Request for Information' section of the sitearound software. The left sidebar has 'Project Management' expanded, with 'Request for Information' selected. The main area displays a table of RFI items. The columns are: Document Code, Subject, Ball in Court, Due Date, Completion Date, and Process. The first item, TWA-R00040, is highlighted with an orange arrow pointing to its 'Document Code' value.

	Document Code	Subject	Ball in Court	Due Date	Completion Date	Process
<input type="checkbox"/>	TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
<input type="checkbox"/>	TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00038	ขอสอบถามความคิดเห็นเกี่ยวกับการติดเส้นสายสัญญาณ ตึกหลัก (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
<input type="checkbox"/>	TWA-R00037	ขอสอบถามความคิดเห็นเกี่ยวกับการติดเส้นสายไฟฟ้า ตึกหลัก (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

5.2 Create RFI

1. To create a Request for Information, click “Request for Information” option on the side menu.

The screenshot shows the 'Request for Information' section of the sitearound software. The left sidebar has 'Project Management' expanded, with 'Request for Information' selected. The main area displays a table of RFI items, identical to the one in the previous screenshot. The first item, TWA-R00040, is highlighted with an orange arrow pointing to its 'Document Code' value.

	Document Code	Subject	Ball in Court	Due Date	Completion Date	Process
<input type="checkbox"/>	TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
<input type="checkbox"/>	TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00038	ขอสอบถามความคิดเห็นเกี่ยวกับการติดเส้นสายสัญญาณ ตึกหลัก (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
<input type="checkbox"/>	TWA-R00037	ขอสอบถามความคิดเห็นเกี่ยวกับการติดเส้นสายไฟฟ้า ตึกหลัก (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

2. Click “Create” on the top right of the table.

The screenshot shows the 'Request for Information' section of the sitearound software. On the left, there's a sidebar with various project management categories like Principle, Location, Transmittal, Project Management, Document, Quality & Safety, and Setting. Under 'Project Management', 'Request for Information' is selected and highlighted in orange. The main area displays a table titled 'Request for Information' with columns: Document Code, Subject, Ball in Court, Due Date, Completion Date, and Project. There are six items listed in the table, each with a 'More' button (three dots) and a status indicator (Open or Waiting). At the bottom right of the table, there's a 'Create' button. The footer of the page says 'Powered by sitearound'.

3. Fill in the necessary information in the General Information section.

The screenshot shows the 'Create Request for Information' form. The sidebar on the left is identical to the previous screenshot, with 'Request for Information' selected. The main form has a title 'Create Request for Information' and a subtitle 'Project Management / Request for Information / Request for Information Form'. It includes a 'General Information' section with fields for Discipline, Subject, Due Date, Distribution List, Drawing Number, Responsible Contractor, Specification, Received From, Cost Impact, and Schedule Impact (Days). There are 'Cancel', 'Draft', and 'Create' buttons at the top right. The 'Create' button is highlighted with a yellow arrow. The footer says 'Powered by sitearound'.

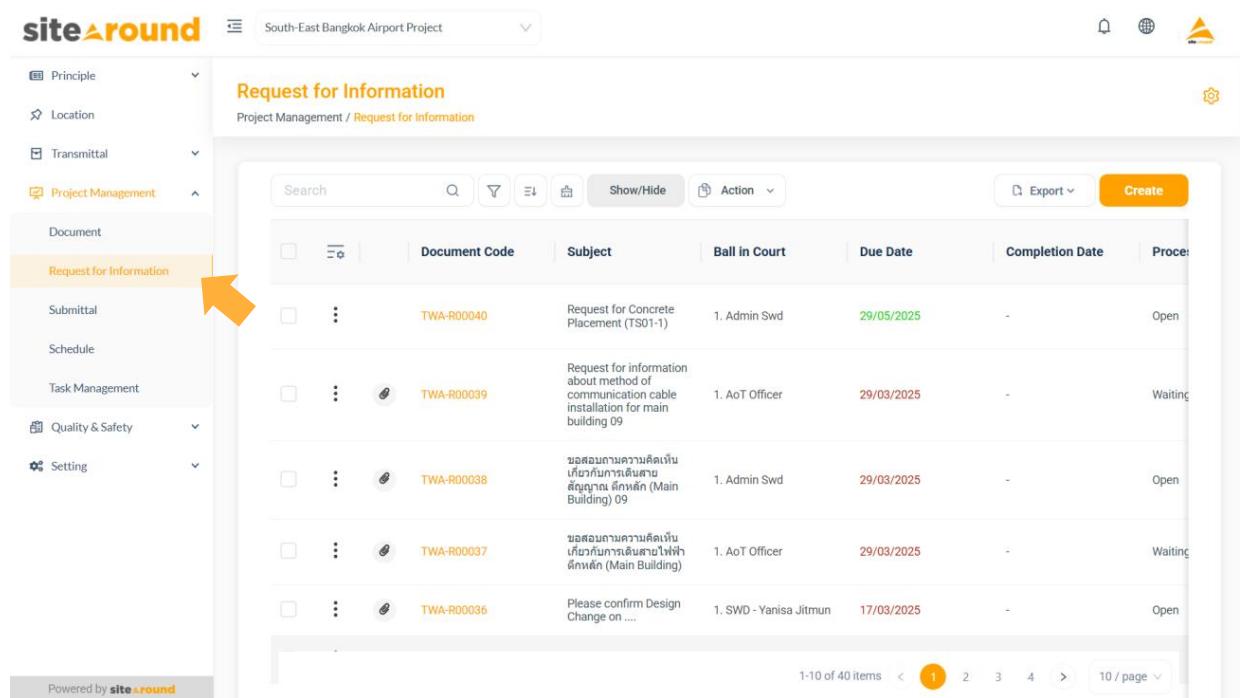
The screenshot shows the 'Create Request for Information' form in the sitearound software. The left sidebar has 'Request for Information' selected. The main form includes fields for location selection, workflow steps, assignees, and due dates. Buttons for 'Cancel', 'Draft', and 'Create' are at the top right.

- When complete, click “Create” button on the top-right of the page to create the RFI, or click “Draft” button to save it as a drafted RFI for later actions.

The screenshot shows the 'Create Request for Information' form in the sitearound software. The 'Create' button is highlighted with an orange arrow. The rest of the interface is identical to the previous screenshot.

5.3 Edit RFI

- To edit Request for Information, click “Request for Information” option on the side menu.

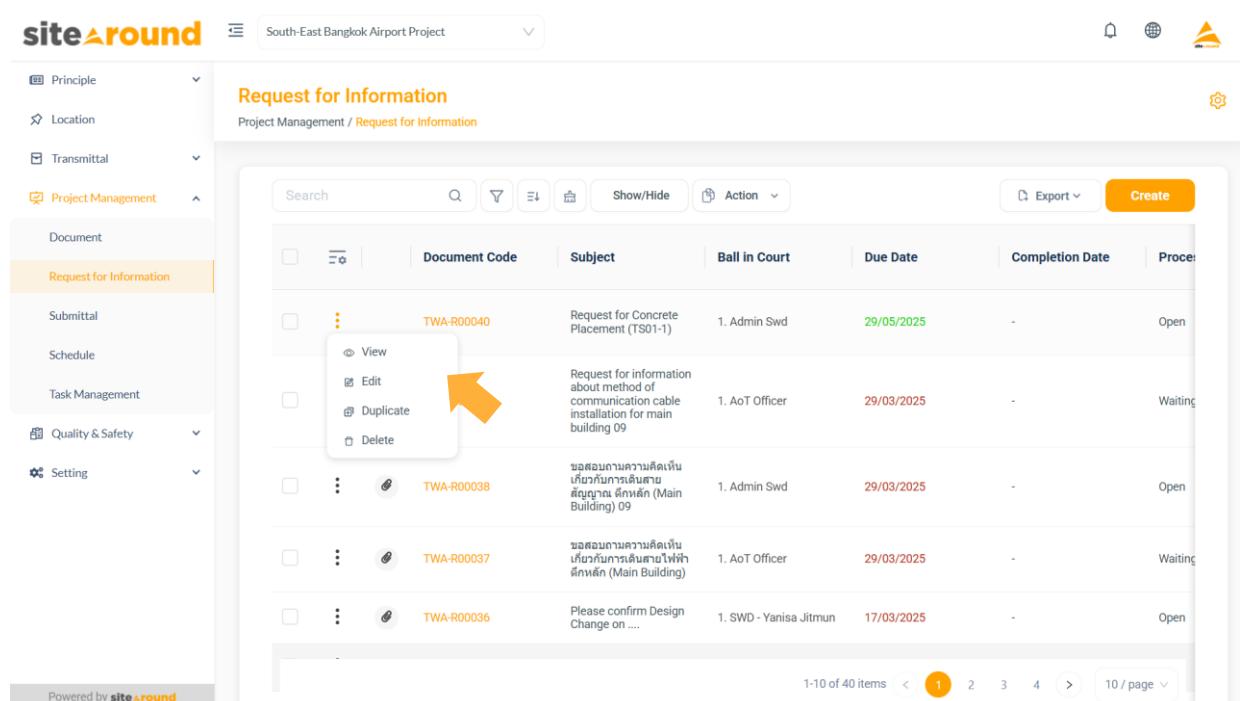


The screenshot shows the sitearound software interface for the "South-East Bangkok Airport Project". The left sidebar has a "Project Management" section with "Request for Information" selected. The main area displays a table of RFI requests:

	Document Code	Subject	Ball in Court	Due Date	Completion Date	Process
<input type="checkbox"/>	TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
<input type="checkbox"/>	TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00038	ขอสอบถามความคืบหน้าเรื่องการเดินสายไฟฟ้าหลัก (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
<input type="checkbox"/>	TWA-R00037	ขอสอบถามความคืบหน้าเรื่องการเดินสายไฟฟ้าหลัก (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

At the bottom, it says "Powered by sitearound".

- Click “⋮” icon on the left of each Request for Information and choose “Edit” to edit the RFI



The screenshot shows the sitearound software interface for the "South-East Bangkok Airport Project". The left sidebar has a "Project Management" section with "Request for Information" selected. The main area displays a table of RFI requests. A context menu is open over the first row (TWA-R00040), with "Edit" highlighted. The menu options are:

- View
- Edit (highlighted)
- Duplicate
- Delete

The table data is identical to the previous screenshot:

	Document Code	Subject	Ball in Court	Due Date	Completion Date	Process
<input type="checkbox"/>	TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
<input type="checkbox"/>	TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00038	ขอสอบถามความคืบหน้าเรื่องการเดินสายไฟฟ้าหลัก (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
<input type="checkbox"/>	TWA-R00037	ขอสอบถามความคืบหน้าเรื่องการเดินสายไฟฟ้าหลัก (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

At the bottom, it says "Powered by sitearound".

3. After complete edition, click “Edit” button on the top right of the page.

The screenshot shows the 'Edit Request for Information' form for the 'South-East Bangkok Airport Project'. The left sidebar has 'Request for Information' selected. The main form includes fields for Discipline (selectable from a dropdown), Subject (Request for Concrete Placement (TS01-1)), Due Date (2025-05-29), Distribution List, Drawing Number, Responsible Contractor, Specification, Received From, Cost Impact, and Schedule Impact (Days). The 'Edit' button in the top right corner is highlighted with an orange arrow.

5.4 Delete RFI

1. To delete an RFI, click “RFI” option on the side menu.

The screenshot shows the 'Request for Information' list for the 'South-East Bangkok Airport Project'. The left sidebar has 'Request for Information' selected. The main area displays a table with columns: Document Code, Subject, Ball in Court, Due Date, Completion Date, and Process. Five items are listed:

	Document Code	Subject	Ball in Court	Due Date	Completion Date	Process
<input type="checkbox"/>	TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
<input type="checkbox"/>	TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00038	ขอสอบถามความคิดเห็นเกี่ยวกับการติดเส้นสัญญาณ ตึกหลัก (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
<input type="checkbox"/>	TWA-R00037	ขอสอบถามความคิดเห็นเกี่ยวกับการติดเส้นไฟฟ้า ตึกหลัก (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

2. Click “⋮” icon on the left of each Request for Information and choose “Delete” to delete the RFI

The screenshot shows the 'Request for Information' section of the sitearound platform. On the left, there's a sidebar with 'Project Management' selected under 'Document'. The main area displays a table of RFIs with columns for Document Code, Subject, Ball in Court, Due Date, Completion Date, and Process. One row for RFI TWA-R00038 is highlighted. A modal menu is open next to the ⋮ icon for this RFI, showing options: View, Edit, Duplicate, and Delete. An orange arrow points to the 'Delete' button in this menu. The table below shows other RFIs like TWA-R00040 and TWA-R00039.

3. Confirm a deletion.

This screenshot shows the same 'Request for Information' page after a deletion. A confirmation dialog box is centered over the table. The box has a warning icon and the title 'Delete Confirmation'. The message inside says 'Item will be marked as deleted. You can restore it at any time later.' At the bottom right of the dialog is a red 'Delete' button, which has a red arrow pointing to it from the left side of the image. The background table shows the remaining RFIs: TWA-R00040, TWA-R00039, TWA-R00038, TWA-R00037, and TWA-R00036.

5.5 RFI General Setting

- To manage the RFI settings, click “RFI” menu on the side menu.

Document Code	Subject	Ball in Court	Due Date	Completion Date	Status
TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00038	ขอสอบถามความคืบหน้า เกี่ยวกับการติดตั้งสาย สัญญาณ ศูนย์ฯ (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
TWA-R00037	ขอสอบถามความคืบหน้า เกี่ยวกับการติดตั้งสายไฟฟ้า ศูนย์ฯ (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

- Click “Setting” icon on the top right of the page.

Document Code	Subject	Ball in Court	Due Date	Completion Date	Status
TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00038	ขอสอบถามความคืบหน้า เกี่ยวกับการติดตั้งสาย สัญญาณ ศูนย์ฯ (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
TWA-R00037	ขอสอบถามความคืบหน้า เกี่ยวกับการติดตั้งสายไฟฟ้า ศูนย์ฯ (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

3. The first section is the Default Setting which allows you to set up a Default RFI Manager to review all RFIs.

Role	Action
Originator	<input checked="" type="checkbox"/> RFI Created
Assignee	<input checked="" type="checkbox"/> RFI Updated, Edited, or Deleted
Manager	<input checked="" type="checkbox"/> RFI Updated, Edited, or Deleted

4. The next section is the Notification Setting that will notify through email. This allows you to manage who will receive what RFI-related notifications.

Role	Action
Originator	<input checked="" type="checkbox"/> RFI Created
Assignee	<input checked="" type="checkbox"/> RFI Updated, Edited, or Deleted
Manager	<input checked="" type="checkbox"/> RFI Updated, Edited, or Deleted
Distribution List	<input checked="" type="checkbox"/> Response Submitted by Assignee <input checked="" type="checkbox"/> RFI Closed

5. The final section is the Template Setting which allows you to customize the workflow of RFI templates.

Discipline	Name	Description	Updated at	Action	
โครงสร้าง (Structure)	RFI - ST	Pattarit Suriyathakerng (at 18/09/2024)			
เครื่องกล (Mechanical)	RFI - ME	Admin Swd (at 20/03/2024)			
ปั้นๆ (Civil)	RFI - CV	Admin Swd (at 20/03/2024)			
ไฟฟ้า (Electrical)	RFI - EE	SWD - Supawan Koomkam (at 26/03/2025)			
ทั่วไป (General)	RFI - GEN	Admin Swd (at 20/03/2024)			
สถาปัตยกรรม (Architecture)	RFI - AR	Admin Swd (at 20/03/2024)			
ทั่วไป (General)	Test Workflow - 1	Admin Swd (at 25/04/2024)			
ตกแต่งภายใน (Interior Decoration)	ID Design	Pattarit Suriyathakerng (at 01/07/2024)			

6. Any changes will be saved when click “Save” button on the top-right of the section.

Default Setting

Default Manager	Duration(Days)
AoT Officer	3

Field Configuration

Notification Setting

Role	Action
Originator	<input checked="" type="checkbox"/> RFI Created
Assignee	<input checked="" type="checkbox"/> RFI Updated, Edited, or Deleted
Manager	<input checked="" type="checkbox"/> RFI Updated, Edited, or Deleted

5.6 Setup Default RFI Manager

- To set up a default RFI manager, click “RFI” option on the side menu.

Request for Information

Document Code	Subject	Ball in Court	Due Date	Completion Date	Status
TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00038	ขอสอบถามความคิดเห็น เกี่ยวกับการเดิมที่สาย สัญญาณ ด้านหลัง (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
TWA-R00037	ขอสอบถามความคิดเห็น เกี่ยวกับการเดิมที่สายไฟฟ้า ด้านหลัง (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

- Click “Setting” icon on the top-right of the page.

Request for Information

Document Code	Subject	Ball in Court	Due Date	Completion Date	Status
TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00038	ขอสอบถามความคิดเห็น เกี่ยวกับการเดิมที่สาย สัญญาณ ด้านหลัง (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
TWA-R00037	ขอสอบถามความคิดเห็น เกี่ยวกับการเดิมที่สายไฟฟ้า ด้านหลัง (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

3. Select the person you'd like to name as the Default RFI Manager.

The screenshot shows the 'Setting' page for 'Request for Information'. On the left, there's a sidebar with 'Project Management' selected, specifically 'Request for Information'. In the main area, there's a 'Default Setting' section. Under 'Default Manager', a dropdown menu is open, showing 'AoT Officer' as the selected option. Below this, there's a table for 'Role' and 'Action' settings. The 'Duration(Days)' input field is highlighted with an orange arrow pointing to it. The value '3' is entered in this field.

4. Then, select the Duration (in days) that this person is required to review the RFI.

- For example, if the duration is set to 5 that means the Default RFI Manager must approve the RFI within 5 days. If they don't, it will be displayed as overdue.

The screenshot shows the 'Setting' page for 'Request for Information'. The 'Duration(Days)' input field is highlighted with an orange arrow pointing to it, containing the value '3'. Below this, there are two other sections: 'Field Configuration' and 'Notification Setting'. The 'Notification Setting' section contains a table for 'Role' and 'Action' settings, similar to the one in the previous screenshot.

5. When complete, click “Save” button on the top right of the page.

Default Setting

Default Manager: CSC Consult Duration(Days): 3

Field Configuration

Notification Setting

Role	Action
Originator	<input checked="" type="checkbox"/> RFI Created
Assignee	<input checked="" type="checkbox"/> RFI Updated, Edited, or Deleted
Manager	<input checked="" type="checkbox"/> RFI Updated, Edited, or Deleted

5.7 RFI Email Notification Setting

1. To manage RFI notifications, click “RFI” menu on the side menu.

Document Code	Subject	Ball in Court	Due Date	Completion Date	Process
TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00038	ขอสอบถามความคิดเห็นเกี่ยวกับการเดินเส้นสัญญา ตึกหลัก (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
TWA-R00037	ขอสอบถามความคิดเห็นเกี่ยวกับการเดินเส้นไฟฟ้า ตึกหลัก (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

2. Click “Setting” icon on the top right of the page.

The screenshot shows the 'Request for Information' section of the sitearound platform. The left sidebar has 'Project Management' selected under 'Document'. The main area displays a table of RFI items with columns for Document Code, Subject, Ball in Court, Due Date, Completion Date, and Process. The first item is 'TWA-R00040' with subject 'Request for Concrete Placement (TS01-1)'. The second item is 'TWA-R00039' with subject 'Request for information about method of communication cable installation for main building 09'. The third item is 'TWA-R00038' with subject 'ขอสอบถามความคิดเห็น เกี่ยวกับการติดตั้งสาย สัญญาณ คิลเด็ก (Main Building) 09'. The fourth item is 'TWA-R00037' with subject 'ขอสอบถามความคิดเห็น เกี่ยวกับการติดตั้งสาย สัญญาณ คิลเด็ก (Main Building)'. The fifth item is 'TWA-R00036' with subject 'Please confirm Design Change on'. The bottom right of the table shows pagination from 1-10 of 40 items.

3. Under the Email Notification Setting, the notification will notify according to the turn on button of that action.

The screenshot shows the 'Setting' section of the sitearound platform. The left sidebar has 'Project Management' selected under 'Transmittal'. The main area shows a 'Notification Setting' table with rows for 'Originator', 'Assignee', 'Manager', and 'Distribution List'. Each row has a toggle switch next to an action name: 'RFI Created', 'RFI Updated, Edited, or Deleted', 'Response Submitted by Assignee', and 'RFI Closed'. The 'Originator' row's toggle switch is highlighted with an orange arrow. Below this is a 'Template' section.

4. When complete, click “Save” button on the top-right of the page.

The screenshot shows the sitearound software interface. On the left, there is a sidebar with various project management and document categories. The 'Request for Information' category is currently selected. In the main area, a 'Setting' screen is displayed. A modal window titled 'Notification Setting' is open, listing roles (Originator, Assignee, Manager, Distribution List) and their corresponding actions (RFI Created, RFI Updated, Edited, or Deleted, Response Submitted by Assignee, RFI Closed). Each action has a toggle switch. In the top right corner of the modal, there are 'Cancel' and 'Save' buttons, with an orange arrow pointing to the 'Save' button.

5.8 Set Up RFI Template

1. To set up RFI template, click “RFI” option on the side menu.

The screenshot shows the sitearound software interface. On the left, there is a sidebar with various project management and document categories. The 'Request for Information' category is currently selected. In the main area, a table displays a list of RFIs. The columns include Document Code, Subject, Ball in Court, Due Date, Completion Date, and Status. The status column shows entries like 'Open' and 'Waiting'. At the top of the table, there are search and filter options, and a 'Create' button. An orange arrow points to the 'Request for Information' category in the sidebar.

	Document Code	Subject	Ball in Court	Due Date	Completion Date	Status
<input type="checkbox"/>	TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
<input type="checkbox"/>	TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00038	ขอสอบถามความคิดเห็น เกี่ยวกับการเดินสาย สัญญาณ ไฟฟ้า (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
<input type="checkbox"/>	TWA-R00037	ขอสอบถามความคิดเห็น เกี่ยวกับการเดินสายไฟฟ้า ลึกหลัก (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

2. Click “Setting” icon on the top right of the page.

The screenshot shows the 'Request for Information' section of the sitearound platform. On the left, there's a sidebar with various project management categories like Principle, Location, Transmittal, Project Management, Document, Quality & Safety, and Setting. Under Project Management, 'Request for Information' is selected. The main area displays a table of RFI items with columns for Document Code, Subject, Ball in Court, Due Date, Completion Date, and Progress. The first item is TWA-R00040, a request for concrete placement. The second item is TWA-R00039, a request for communication cable installation. The third item is TWA-R00038, a request for Main Building 09. The fourth item is TWA-R00037, another request for Main Building. The fifth item is TWA-R00036, a request for design change confirmation. The table includes a search bar at the top and a footer showing page 1-10 of 40 items.

3. Click “Create Template” button on the top-right of the Template section.

The screenshot shows the 'Setting' section of the sitearound platform. On the left, there's a sidebar with categories like Principle, Location, Transmittal, Project Management (which has 'New Transmittal' highlighted), Document, Quality & Safety, and Setting. Under Project Management, 'Request for Information' is selected. The main area displays a table titled 'Template' with columns for Discipline, Name, Description, Updated at, and Action. The table lists various RFI types: Structure (RFI-ST), Mechanical (RFI-ME), Civil (RFI-CV), Electrical (RFI-EE), General (RFI-GEN), Architecture (RFI-AR), and Test Workflow - 1. Each row has edit, add, and delete icons in the Action column. The table includes a search bar at the top and a footer showing page 1-10 of 10 items.

4. Enter the details necessary to your template.

Create Request for Information Template
Project Management / Request for Information / Setting / Template Form

General Information

* Template Name * Discipline

Description

Normal **B** **I** **U** **¶** **¶** **¶** **¶**

Specification Distribution List

5. Under the Workflow section, add steps an RFI would have to pass through to gain approval.
- You can add multiple steps and multiple participants in each step.

Workflow

Assignee

No	* Name	* Option	* Duration (Day)	Delete
Step 1		Or	0	

Add Step

Manager

* Manager * Duration (Days)

Mark Up Manager

Name

6. When complete, click “Save” button on the top-right of the page.

The screenshot shows the 'Create Request for Information Template' screen. On the left, there's a sidebar with 'Project Management' selected under 'Request for Information'. The main area has a 'Workflow' section with two steps: 'Step 1' assigned to 'Main Contractor' with a duration of 1 day, and 'Step 2' assigned to 'Supawan Koomkam - SWD' with a duration of 2 days. Below this is a 'Manager' section where 'AoT Officer' is assigned with a duration of 3 days. A large orange arrow points to the 'Create' button in the top right corner.

5.9 Edit RFI Template

1. To edit an RFI template, click “RFI” menu on the side menu.

The screenshot shows the 'Setting' screen with a 'Template' table. The table lists various RFI templates with columns for Discipline, Name, Description, Updated at, and Action. The 'Request for Information' menu item in the sidebar is highlighted with an orange arrow. The table data is as follows:

Discipline	Name	Description	Updated at	Action
โครงสร้าง (Structure)	RFI - ST		Pattarit Suriyathakerng (at 18/09/2024)	
เครื่องกล (Mechanical)	RFI - ME		Admin Swd (at 20/03/2024)	
โยธา (Civil)	RFI - CV		Admin Swd (at 20/03/2024)	
ไฟฟ้า (Electrical)	RFI - EE		SWD - Supawan Koomkam (at 26/03/2025)	
ทั่วไป (General)	RFI - GEN		Admin Swd (at 20/03/2024)	
สถาปัตยกรรม (Architecture)	RFI - AR		Admin Swd (at 20/03/2024)	
ทั่วไป (General)	Test Workflow - 1		Admin Swd (at 25/04/2024)	

2. Click “Setting” icon on the top right of the page.

The screenshot shows the 'Request for Information' section of the sitearound platform. The left sidebar has 'Project Management' selected under 'Request for Information'. The main area displays a table of RFI items with columns for Document Code, Subject, Ball in Court, Due Date, Completion Date, and Status. Five RFI entries are listed, each with a 'More' button and a status indicator (Open or Waiting). At the top right of the main area, there is a gear icon with a yellow arrow pointing towards it.

	Document Code	Subject	Ball in Court	Due Date	Completion Date	Status
<input type="checkbox"/>	TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
<input type="checkbox"/>	TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00038	ขอสอบถามความคิดเห็น เกี่ยวกับการเดินเส้น สัญญาณ ไฟฟ้า (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
<input type="checkbox"/>	TWA-R00037	ขอสอบถามความคิดเห็น เกี่ยวกับการเดินเส้นไฟฟ้า ไฟฟ้า (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
<input type="checkbox"/>	TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

3. Click “Edit” button on the left of each template.

The screenshot shows the 'Setting' section of the sitearound platform. The left sidebar has 'Project Management' selected under 'Request for Information'. The main area displays a table of templates with columns for Discipline, Name, Description, Updated at, and Action. Seven template entries are listed, each with an edit icon (pencil) and a delete icon (trash can). At the top right of the main area, there is a 'Create Template' button and a yellow arrow pointing towards the edit icons.

Discipline	Name	Description	Updated at	Action
โครงสร้าง (Structure)	RFI - ST	(i) Pattarit Suriyathakerng (at 18/09/2024)		
เครื่องกล (Mechanical)	RFI - ME	(i) Admin Swd (at 20/03/2024)		
ปูนซาก (Civil)	RFI - CV	(i) Admin Swd (at 20/03/2024)		
ไฟฟ้า (Electrical)	RFI - EE	(i) SWD - Supawan Koomkam (at 26/03/2025)		
ทั่วไป (General)	RFI - GEN	(i) Admin Swd (at 20/03/2024)		
สถาปัตยกรรม (Architecture)	RFI - AR	(i) Admin Swd (at 20/03/2024)		
ทั่วไป (General)	Test Workflow - 1	(i) Admin Swd (at 25/04/2024)		

4. After complete edition, click “Save” button on the top-right of the page.

The screenshot shows the 'Edit Request for Information' form. On the left, there's a sidebar with 'Project Management' selected, and 'Request for Information' is highlighted. The main form has sections for 'General Information' (Template Name: RFI - ST, Discipline: โครงสร้าง (Structure)), 'Description' (with a rich text editor), 'Specification', and 'Distribution List'. The top right has 'Cancel' and 'Edit' buttons, with the 'Edit' button being highlighted by an orange arrow.

5.10 Delete RFI

1. To delete an RFI template, click “RFI” menu on the side menu.

The screenshot shows the 'Request for Information' list. The sidebar has 'Request for Information' selected. The main area displays a table of RFIs with columns: Document Code, Subject, Ball in Court, Due Date, Completion Date, and Process. The table includes rows for TWA-R00040, TWA-R00039, TWA-R00038, TWA-R00037, and TWA-R00036. The 'Create' button is visible in the top right of the list area. An orange arrow points to the 'Request for Information' menu item in the sidebar.

Document Code	Subject	Ball in Court	Due Date	Completion Date	Process
TWA-R00040	Request for Concrete Placement (TS01-1)	1. Admin Swd	29/05/2025	-	Open
TWA-R00039	Request for information about method of communication cable installation for main building 09	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00038	ขอสอบถามความคิดเห็นเกี่ยวกับการติดตั้งสายสัญญา ลีกนัก (Main Building) 09	1. Admin Swd	29/03/2025	-	Open
TWA-R00037	ขอสอบถามความคิดเห็นเกี่ยวกับการติดตั้งสายไฟฟ้า ลีกนัก (Main Building)	1. AoT Officer	29/03/2025	-	Waiting
TWA-R00036	Please confirm Design Change on	1. SWD - Yanisa Jitmun	17/03/2025	-	Open

2. Click “Setting” icon on the top right of the page.

The screenshot shows the 'Request for Information' section of the sitearound platform. On the left, there's a sidebar with various project management categories like Principle, Location, Transmittal, Project Management, Document, Quality & Safety, and Setting. Under 'Document', 'Request for Information' is selected. The main area displays a table of RFI items with columns for Document Code, Subject, Bell in Court, Due Date, Completion Date, and Process. Five RFI entries are listed, each with a delete icon (trash can) next to it. At the bottom right of the table, there are navigation buttons for page numbers and a '10 / page' dropdown. The top right corner of the main content area has a yellow gear icon, which is highlighted by a large orange arrow.

3. Click “Delete” icon on the right of each template.

The screenshot shows the 'Setting' module of the sitearound platform. The sidebar includes categories like Principle, Location, Transmittal, New Transmittal (highlighted), Inbox, Sent, Draft, Deleted Items, Project Management, Document, Request for Information, Submittal, Schedule, Task Management, Quality & Safety, and Setting. Under 'Request for Information', 'New Transmittal' is selected. The main area shows a table titled 'Template' with columns for Discipline, Name, Description, Updated at, and Action. Eight template entries are listed, each with a delete icon (trash can) in the 'Action' column. The bottom right of the table has navigation buttons for page numbers and a '10 / page' dropdown. The delete icon in the table is highlighted by a large orange arrow.

4. Confirm the deletion

Discipline	Name	Description	Updated at	Action
โครงสร้าง (Structure)	RFI - ST		Pattanit Suriyathakerng (at 18/09/2024)	
เครื่องกล (Mechanical)	RFI - ME		Admin Swd (at 20/03/2024)	
โยธา (Civil)	RFI - CV		Admin Swd (at 20/03/2024)	
ไฟฟ้า (Electrical)	RFI - EE		SWD - Supawan Koomkam (at 26/03/2025)	
ทั่วไป (General)	RFI - GEN		Admin Swd (at 20/03/2024)	
สถาปัตยกรรม (Architecture)	RFI - AR		Admin Swd (at 20/03/2024)	
ทั่วไป (General)	Test Workflow - 1		Admin Swd (at 25/04/2024)	

5.11 Close RFI

1. To close an RFI, click “My Pending Items” under “Principle” on the side menu.

Item Type	Role	Document Code	Subject	Due Date
RFI	Manager	TWA-R00041	MATERIAL-ST	25/05/2025
Inspection	Manager	TWA-I00187	TEST RESULT CONCRETE - STATION A ZONE B4	25/05/2025
Inspection	Inspector	TWA-I00186	Inspection 029	25/05/2025
Inspection	Manager	TWA-I00185	Inspection 028	30/05/2025
Inspection	Inspector	TWA-I00184	Inspection 027	23/05/2025
Inspection	Inspector	TWA-I00183	Inspection 026	22/05/2025
Inspection	Inspector	TWA-I00182	Inspection 025	21/05/2025
Inspection	Inspector	TWA-I00181	Inspection 024	20/05/2025
Inspection	Inspector	TWA-I00180	Inspection 023	19/05/2025
Inspection	Inspector	TWA-I00179	Inspection 022	18/05/2025

2. Click on “Document Code” of the RFI item you wish to close.

The screenshot shows the 'My Pending Item' dashboard for the 'South-East Bangkok Airport Project'. The left sidebar includes sections for Principle, Location, Transmittal, Project Management, Quality & Safety, and Setting. Under Project Management, 'Request for Information' is selected. The main area displays a table of pending items:

Item Type	Role	Document Code	Subject	Due Date
RFI	Manager	TWA-R00041	MATERIAL-ST	25/05/2025
Inspection	Manager	TWA-I00187	TEST RESULT CONCRETE - STATION A ZONE B4	25/05/2025
Inspection	Inspector	TWA-I00186	Inspection 029	25/05/2025
Inspection	Manager	TWA-I00185	Inspection 028	30/05/2025
Inspection	Inspector	TWA-I00184	Inspection 027	23/05/2025
Inspection	Inspector	TWA-I00183	Inspection 026	22/05/2025
Inspection	Inspector	TWA-I00182	Inspection 025	21/05/2025
Inspection	Inspector	TWA-I00181	Inspection 024	20/05/2025
Inspection	Inspector	TWA-I00180	Inspection 023	19/05/2025
Inspection	Inspector	TWA-I00179	Inspection 022	18/05/2025

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3. User with role of assignee or manager can add additional comments or even mark ups to the file from this section.

The screenshot shows the detail view for the 'MATERIAL-ST (RFI)' item. The left sidebar shows 'Request for Information' is selected under Project Management. The main area has tabs for General, Related Items (0), and Change History. The General tab shows:

- Forward for Review (0)**

Below this is the 'Manager Review' section, which contains a rich text editor toolbar and a text area. At the bottom are 'Approve' and 'Reject' buttons. A 'General Information' section is partially visible at the bottom.

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COMPRESSION TEST

SPECIMEN FROM	TESTER'S NAME	TYPE OF SPECIMEN	DATE OF CASTING	DATE OF TESTING
:	:	CYLINDER	:	:

SPEC. NO.	CROSS SECTIONAL AREA (cm ²)	VOLUME (cm ³)	WEIGHT (kg)	DENSITY (kg/cm ³)	TOTAL LOAD (kN)	ULTIMATE STRENGTH (MPa)	REMARKS
1	6301.3	12.45	2.35	680	32.82	334.8	
2	6301.3	12.81	2.42	674	32.49	331.1	
3	6301.3	12.69	2.36	684	33.05	336.9	

Remarks: 1. The testing results are good only for those specimens tested.
2. Not valid unless signed and sealed.

Tested by: Checked by: Department Head: CIVIL ENGINEERING LABORATORY

Please recheck the position

Comments (3)
Sort: Position

Page 2
Admin Swd May 22, 10:41 AM
Admin Swd May 22, 10:42 AM
Admin Swd May 22, 10:42 AM
Please recheck the position

4. The manager can mark the answer from each step as official answer for this RFI.

MATERIAL-ST (RFI)
Project Management / My Pending Item / View

Order	Name	Due Date	Response Date	Response	Attachment	Mark Official
Originator	Admin Swd	-	-	-	รายงานการทดสอบผลิตภัณฑ์ที่ดิน.pdf	<input type="checkbox"/>
Step 1 (or)	Demo-Yawitha Pita	22/05/2025	22/05/2025	Submitted	-	<input type="checkbox"/>
Step 2 (or)	Yawitha Pita	23/05/2025	22/05/2025	Submitted	-	<input type="checkbox"/>
Manager	Admin Swd	25/05/2025	-	Pending	-	No

Forward for Review (0)

Manager Review

Order	Name	Due Date	Response	Attachment	Mark Official
Originator	Admin Swd		-	View Attachment	No
Step 1 (or)	Demo-Yawittha Pita	22/05/2025	22/05/2025	Submitted	<input type="checkbox"/>
Step 2 (or)	Yawittha Pita	23/05/2025	22/05/2025	Submitted	<input type="checkbox"/>
Manager	Admin Swd	25/05/2025	Pending	-	No

5. When complete, the manager can select “Approved” or “Rejected” to have the final decision on whether an RFI shall be closed.
- Closing an RFI means it has already been answered.

Chapter 6 Submittal

Submittal ensures documents, sketches, and files travel through an organized process for review. Submittals can be approved and rejected along the way and the review process easily customizable with multiple reviewers and hierarchies to ensure efficiency.

6.1 Submittal Overview

Sitearound's Submittal tool facilitates the management of submittal packages, tracks the approval process, and controls all information in a single library.

The screenshot shows the Sitearound Submittal tool interface. The left sidebar has a navigation menu with categories like Principle, Location, Transmittal, Project Management, Document, Request for Information, Submittal (which is selected and highlighted in orange), Schedule, Task Management, Quality & Safety, and Setting. The main area is titled "Submittal" and shows a table of submittals. The table columns are: Document Code, Subject, Process Status, Task Decision, Document Number, Rev, and Ball in Court. There are 102 items listed, with the first few rows shown below:

Document Code	Subject	Process Status	Task Decision	Document Number	Rev	Ball in Court
TWA-S00102	TEST RESULT INSPECTION	Review	Deleted	ST-TEST-CONTEST-01	00	-
TWA-S00101	The Concrete Products And Aggregate Co. Ltd	Open	In Process	J2608-2024-0895WD	01	1. SWD - Yanisa Jitma 2. Admin Swd
TWA-S00100	VO inwiflu	Open	In Process	VO-2025	00	1. SWD - Supawan Koomikam
TWA-S00099	Request for Material Approval - All Floor Tiles	Open	In Process	SEBA-AR-MATT-001	00	1. SWD - Yanisa Jitma
TWA-S00098	Payment Request for Jan 2025 - MEP and Civil work	Review	In Process	LAKESROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	01	1. Admin Swd
TWA-S00097	Payment Request for Jan 2025 - MEP and Civil work	Draft	Pending	LAKESROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	00	-
TWA-S00096	Request for approval Site Instruction - EE - Lighting system for Corridor floor 2	Open	In Process	SI-EE-001	00	1. SWD - Supawan Koomikam
TWA-S00095	Test inspection	Review	In Process	Test inspection	00	1. Admin Swd
TWA-S00094	Daily 26-03-2025	Review	In Process	11	11	1. SWD - Supawan Koomikam

At the bottom, there is a footer note: "Powered by sitearound".

Sitearound offers advanced workflow management capabilities, allowing users to create customized submittal templates tailored to various document types requiring approval. Each template is equipped with a comprehensive rejection rule engine that designates a responsible party whenever a document is rejected at any stage of the approval process.

Discipline	Name	Description	Updated at	Action
ทั่วไป (General)	GEN - Daily request	SWD - Yanisa Jitmun (at 25/03/2025)	🕒	edit copy trash
ทั่วไป (General)	GEN - Overtime request	SWD - Yanisa Jitmun (at 25/03/2025)	🕒	edit copy trash
ทั่วไป (General)	GEN - Daily report	SWD - Yanisa Jitmun (at 25/03/2025)	🕒	edit copy trash
โครงสร้าง (Structure)	ST - Weekly report	Admin Swd (at 26/06/2024)	🕒	edit copy trash
ทั่วไป (General)	GEN - Monthly report	Admin Swd (at 26/06/2024)	🕒	edit copy trash
ไฟฟ้า (Electrical)	EE - Site instructions	SWD - Supawan Koomkam (at 03/10/2024)	🕒	edit copy trash
สถาปัตยกรรม (Architecture)	AR - Design Changed Approval	Admin Swd (at 22/01/2025)	🕒	edit copy trash
ทั่วไป (General)	GEN - Variation Order Approval	Admin Swd (at 26/06/2024)	🕒	edit copy trash
ทั่วไป (General)	GEN - Safety report	Admin Swd (at 24/10/2024)	🕒	edit copy trash
ทั่วไป (General)	GEN - Test Workflow - 2	Admin Swd (at 26/06/2024)	🕒	edit copy trash

1-10 of 28 items < 1 2 3 > 10 / page ▾

Sitearound's standard submittal workflow begins with the submittal originator creating a submittal item. The task is then routed to a review initiator for initial review and necessary revisions before being forwarded to the designated reviewers for further evaluation.

On Sitearound, you can specify a rejection rule, for example, if the fourth reviewer rejects the submittal, this submittal can go back to any previous reviewer. Additionally, Sitearound provides the reviewers with the ability to markup all files attached to the submittal so there is no need to manually save the files first in order to make comments and then re-upload them back to the system.

The screenshot shows the 'Edit Submittal Template' screen. The left sidebar has 'Submittal' selected. The main area contains a table for 'Assignee' with two steps: Step 1 (Admin Swd | Cons, Manager) and Step 2 (SWD - Supawan Koomkam). Below this is a 'Manager' section with one entry (Admin Swd | Cons, Manager). A 'Mark Up Manager' section is also present.

Once all reviewers have completed their required actions, the Submittal Manager is responsible for closing the submittal. It is important to note that the Submittal Manager oversees the entire process, ensuring effective coordination and control of the submittal from initiation to completion.

6.2 View, Edit, and Delete Submittal

View

- To view a submittal, click “Submittal” menu on the left of the page.

The screenshot shows the 'Setting' screen with the 'Template' section. An orange arrow points to the 'Submittal' menu item in the left sidebar. The main area displays a table of templates with columns for Discipline, Name, Description, Updated at, and Action.

Discipline	Name	Description	Updated at	Action
ทั่วไป (General)	GEN - Daily request		SWD - Yanisa Jitmun (at 25/03/2025)	
ทั่วไป (General)	GEN - Overtime request		SWD - Yanisa Jitmun (at 25/03/2025)	
ทั่วไป (General)	GEN - Daily report		SWD - Yanisa Jitmun (at 25/03/2025)	
โครงสร้าง (Structure)	ST - Weekly report		Admin Swd (at 26/06/2024)	
ทั่วไป (General)	GEN - Monthly report		Admin Swd (at 26/06/2024)	
ไฟฟ้า (Electrical)	EE - Site instructions		SWD - Supawan Koomkam (at 03/10/2024)	
สถาปัตยกรรม (Architecture)	AR - Design Changed Approval		Admin Swd (at 22/01/2025)	
ทั่วไป (General)	GEN - Variation Order Approval		Admin Swd (at 26/06/2024)	
ทั่วไป (General)	GEN - Safety report		Admin Swd (at 24/10/2024)	
ทั่วไป (General)	GEN - Test Workflow - 2		Admin Swd (at 26/06/2024)	

2. To view a submittal item, click the “Document Code” on the submittal item you wish to open.

The screenshot shows the sitearound interface for the "South-East Bangkok Airport Project". The left sidebar has a "Project Management" section with "Submittal" selected. The main area is titled "Submittal" and shows a table of submittals. The columns are: Document Code, Subject, Process Status, Task Decision, Document Number, Rev, and Ball in Court. The second row, which is highlighted, has a "Document Code" value of "TWA-S00102" and a subject of "TEST RESULT INSPECTION". An orange arrow points to the "Document Code" column for this row. The table also includes rows for other submittals like "The Concrete Products And Aggregate Co. Ltd" and "VO សារុប". At the bottom, there are pagination controls and a "10/page" link.

3. Each submittal form includes essential information displayed at the bottom of the page:

- General Information and Workflow: This section provides users with key details about the submittal item, including its general attributes and current status within the workflow.

The screenshot shows the "The Concrete Products And Aggregate Co. Ltd (Submittal)" view page. The left sidebar has a "Project Management" section with "Submittal" selected. The main area has a "General" tab selected, showing various details of the submittal. The fields include Discipline (អំពើនៅក្នុង), Subject (The Concrete Products And Aggregate Co. Ltd), Document Code (TWA-S00101), Due Date (22/05/2025), Responsible Contractor (SWD - Supawan Koomkam), Drawing Number (-), Created By (SWD - Supawan Koomkam), Created At (08/05/2025), Document Number (J2608-2024-089SWD), Rev (01), Process Status (Open), Task Decision (In Process), Initiator (SWD - Supawan Koomkam), Initiator Due Date (11/05/2025), Assignee (-), Distribution List (-), Manager (Admin Swd), Manager Due Date (22/05/2025), Cost Impact (-), Schedule Impact (-), Location (-), Specification (-), Received From (-), and Files (Defect_List.pdf). An orange arrow points to the "General" tab.

Edit

- To edit a Submittal, click “Submittal” menu on the side menu.

The screenshot shows the sitearound software interface for the "South-East Bangkok Airport Project". The left sidebar has a tree view with categories like Principle, Location, Transmittal, and Project Management. Under Project Management, "Submittal" is selected and highlighted with a yellow background. The main content area is titled "Submittal" and shows a table of documents. The table columns are: Document Code, Subject, Process Status, Task Decision, Document Number, Rev, and Ball in Court. There are 103 items listed, with the first few rows showing TWA-S00103 (Cable Wire, Draft, Pending, MAT, 01, -), TWA-S00102 (TEST RESULT INSPECTION, Review, Deleted, ST-TEST-CONTEST-01, 00, -), and TWA-S00101 (The Concrete Products And Aggregate Co. Ltd, Open, In Process, J2608-2024-0895SWD, 01, 1. SWD - Yanisa Jitmiri, 2. Admin Swd).

- To edit the file, click a “⋮” icon and the option “Edit”.

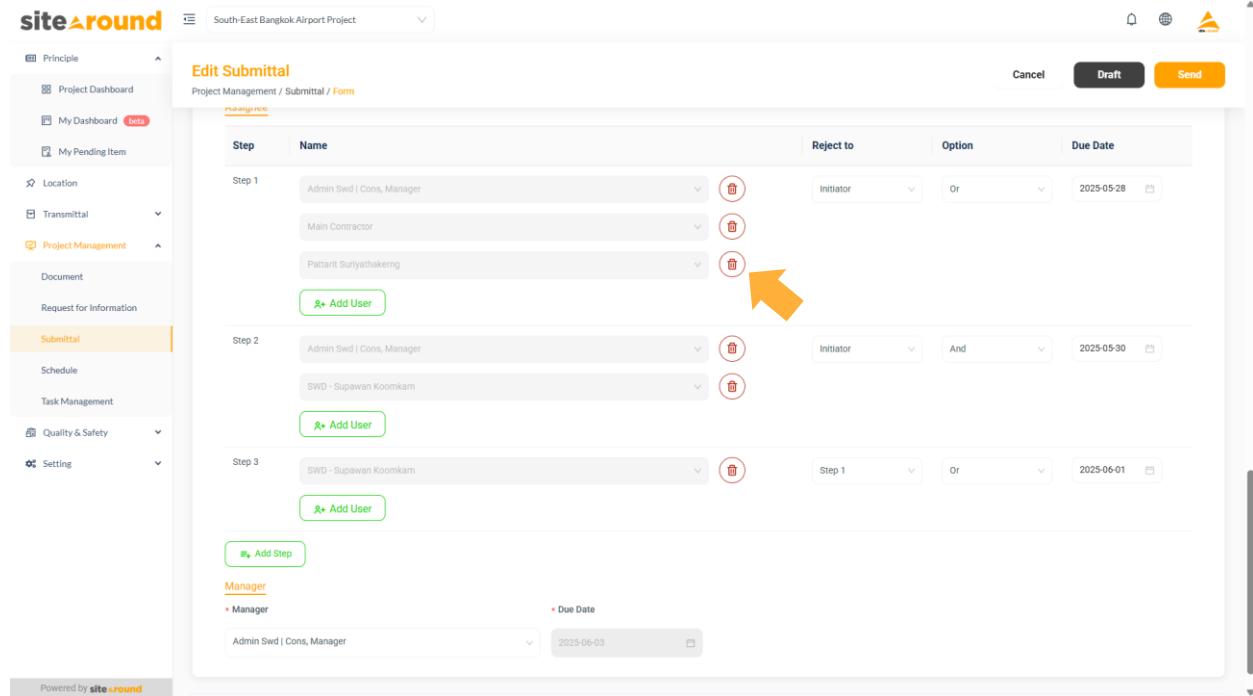
This screenshot is similar to the previous one, showing the Submittal list page. However, a context menu is open over the first row (TWA-S00103). The menu options are: View, Edit, Duplicate, and Delete. The "Edit" option is highlighted with a yellow background. The rest of the table and sidebar are identical to the first screenshot.

2. Sitearound will show all the information of that submittal and you will be prompted to edit the information there.

The screenshot shows the 'Edit Submittal' page for the 'South-East Bangkok Airport Project'. The left sidebar has a 'Submittal' section selected. The main form area contains fields for General Information, including Discipline ('Electrical'), Subject ('Cable Wire'), Document Number ('MAT'), Responsible Contractor ('KT kanyotha'), and a 'Description' rich text editor.

3. In the Workflow section, you can add new steps by clicking the “Add Step” button, and assign users by selecting the “Add User” button.

The screenshot shows the 'Edit Submittal' page with the 'Workflow' section expanded. It displays three steps: Step 1, Step 2, and Step 3. Each step has an 'Initiator' field (set to 'Admin Swd | Cons. Manager') and a 'Due Date' field (set to '2025-05-23'). The 'Assignee' table for each step includes a row for 'Pattart Suryathakeng' with an 'Add User' button highlighted by an orange box and arrow. At the bottom of the workflow table, there is another 'Add Step' button highlighted by an orange box and arrow.

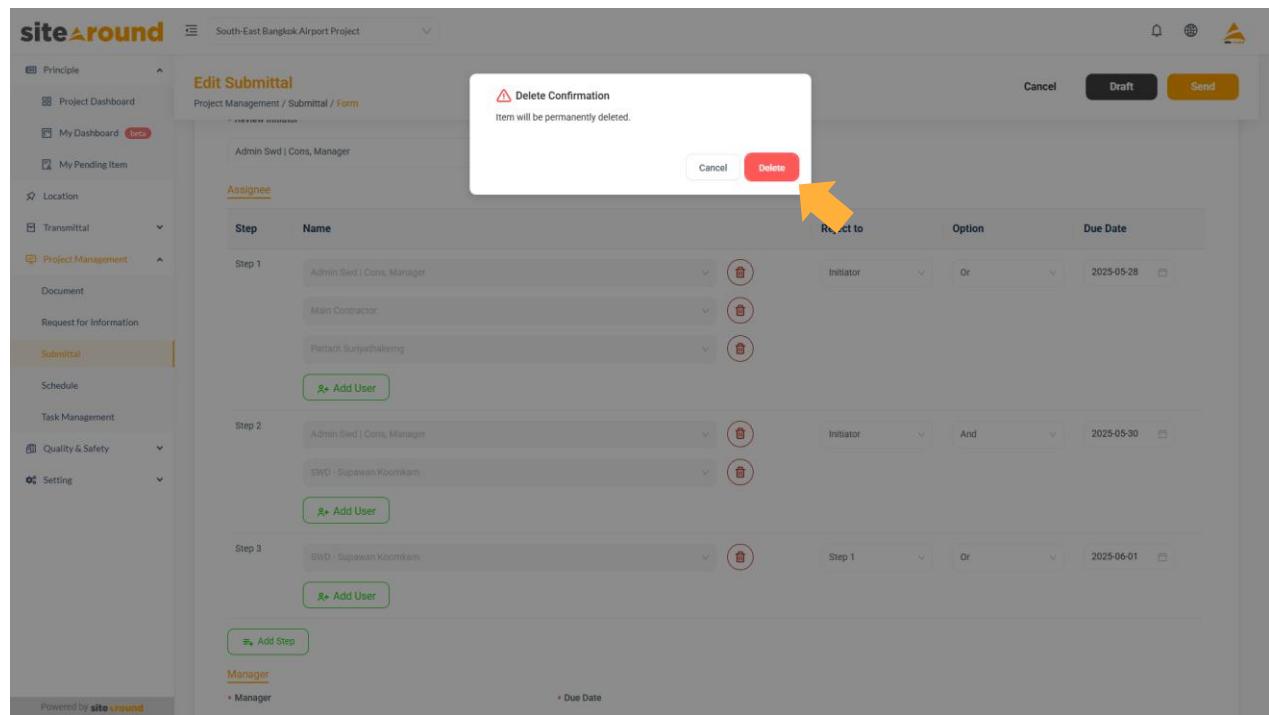
4. If you want to delete the assignees, simply click an “


The screenshot shows the 'Edit Submittal' interface for the 'South-East Bangkok Airport Project'. It displays three steps of assignees:

 - Step 1:** Admin Swd | Cons. Manager, Main Contractor, Pattarit Suryathakerng. The 'Pattarit Suryathakerng' row has a trash icon highlighted by an orange arrow.
 - Step 2:** Admin Swd | Cons. Manager, SWD - Supawan Koomikam. Both rows have trash icons.
 - Step 3:** SWD - Supawan Koomikam. Has a trash icon.

Buttons for 'Add User' and 'Add Step' are visible. A sidebar on the left shows project navigation, and a footer indicates 'Powered by sitearound'.

5. To confirm your deletion, click “Delete”.

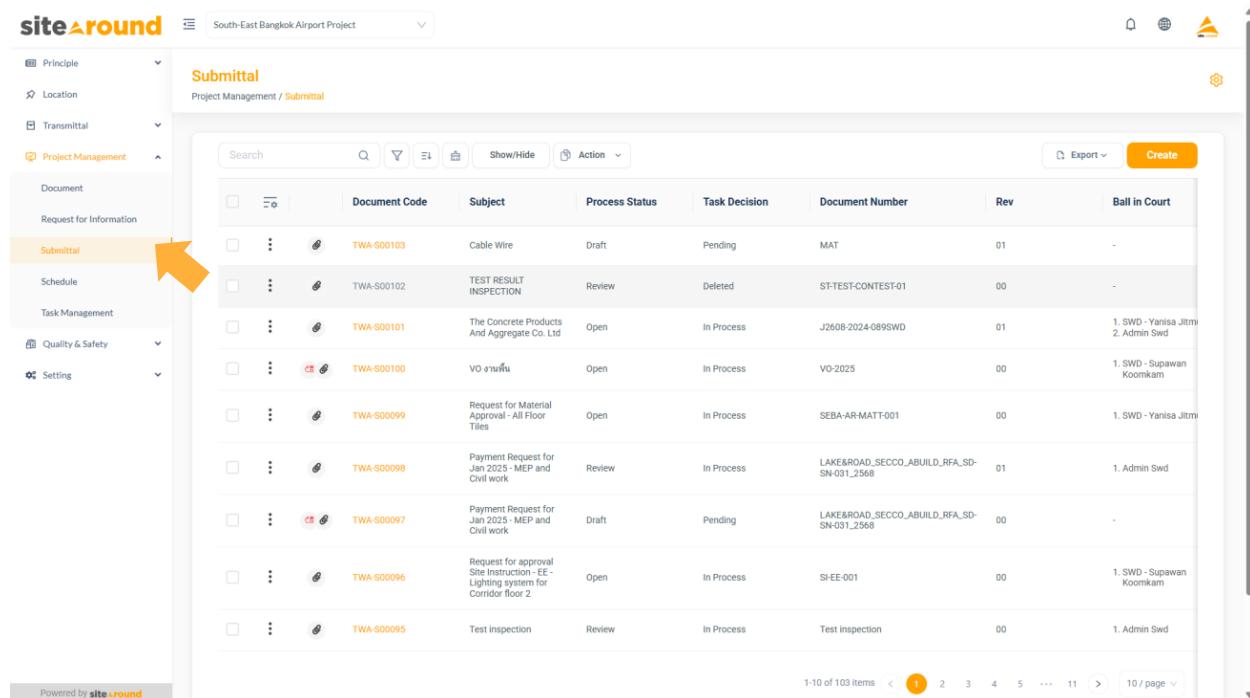


The screenshot shows the 'Edit Submittal' interface with a 'Delete Confirmation' dialog box overlaid. The dialog contains the message: "⚠ Delete Confirmation Item will be permanently deleted." with 'Cancel' and 'Delete' buttons. The 'Delete' button is highlighted by an orange arrow.

The main interface shows three steps of assignees, identical to the previous screenshot. A sidebar on the left shows project navigation, and a footer indicates 'Powered by sitearound'.

Delete

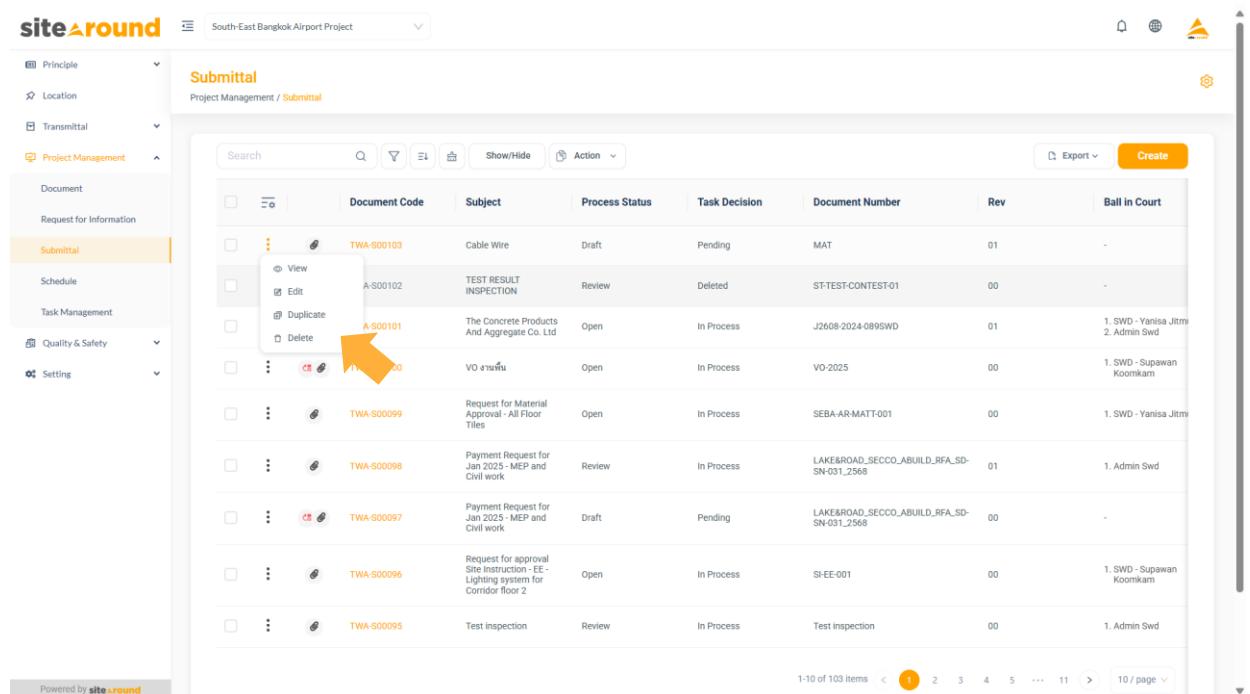
- To delete a Submittal, click “Submittal” menu on the side menu.



The screenshot shows the sitearound software interface for the "South-East Bangkok Airport Project". The left sidebar has a tree view with "Project Management" expanded, showing "Document", "Request for Information", and "Submittal" (which is selected and highlighted in orange). The main content area is titled "Submittal" and shows a table of submittals. The table columns are: Document Code, Subject, Process Status, Task Decision, Document Number, Rev, and Ball in Court. The table contains 10 rows of data, with the second row (TWA-S00102) being highlighted in gray. At the bottom right of the table, there is a pagination control showing "1-10 of 103 items" and a "10 / page" dropdown.

Document Code	Subject	Process Status	Task Decision	Document Number	Rev	Ball in Court
TWA-S00103	Cable Wire	Draft	Pending	MAT	01	-
TWA-S00102	TEST RESULT INSPECTION	Review	Deleted	ST-TEST-CONTEST-01	00	-
TWA-S00101	The Concrete Products And Aggregate Co. Ltd	Open	In Process	J2608-2024-089SWD	01	1. SWD - Yanisa Jitma 2. Admin Swd
TWA-S00100	VO စာမျက်	Open	In Process	VO-2025	00	1. SWD - Supawan Koomkam
TWA-S00099	Request for Material Approval - All Floor Tiles	Open	In Process	SEBA-AR-MATT-001	00	1. SWD - Yanisa Jitma
TWA-S00098	Payment Request for Jan 2025 - MEP and Civil work	Review	In Process	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	01	1. Admin Swd
TWA-S00097	Payment Request for Jan 2025 - MEP and Civil work	Draft	Pending	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	00	-
TWA-S00096	Request for approval Site Instruction - EE - Lighting system for Corridor floor 2	Open	In Process	SI-EE-001	00	1. SWD - Supawan Koomkam
TWA-S00095	Test inspection	Review	In Process	Test inspection	00	1. Admin Swd

- To delete the submittal, click a “⋮” icon and choose the option “Delete”.



This screenshot is similar to the one above, showing the "Submittal" list page. A yellow arrow points to the three-dot menu icon (⋮) next to the submittal row with Document Code "TWA-S00102". A context menu is open over this row, with the "Delete" option highlighted. The rest of the table and interface elements are identical to the previous screenshot.

3. Click the red button to confirm the deletion.

The screenshot shows the Submittal page for the South-East Bangkok Airport Project. A modal dialog titled "Delete Confirmation" is displayed, stating "Item will be marked as deleted. You can restore it at any time later." It contains two buttons: "Cancel" and a red "Delete" button, which is highlighted with a yellow arrow. The main table lists several submittals with their details like Document Code, Subject, Process Status, Task Decision, Document Number, Rev, and Ball in Court. One entry, TWA-S00102, is shown as Deleted.

Document Code	Subject	Process Status	Task Decision	Document Number	Rev	Ball in Court
TWA-S00103	Cable Wire	Draft	Pending	MAT	01	-
TWA-S00102	TEST RESULT INSPECTION	Review	Deleted	ST-TEST-CONTEST-01	00	-
TWA-S00101	The Concrete Products And Aggregate Co. Ltd	Open	In Process	J2608-2024-0895WD	01	1. SWD - Yanisa Jitma 2. Admin Swd
TWA-S00100	VO សម្រាប់	Open	In Process	VO-2025	00	1. SWD - Supawan Koomkam
TWA-S00099	Request for Material Approval - All Floor Tiles	Open	In Process	SEBA-AR-MATT-001	00	1. SWD - Yanisa Jitma
TWA-S00098	Payment Request for Jan 2025 - MEP and Civil work	Review	In Process	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	01	1. Admin Swd
TWA-S00097	Payment Request for Jan 2025 - MEP and Civil work	Draft	Pending	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	00	-
TWA-S00096	Request for approval Site Instruction - EE - Lighting system for Corridor floor 2	Open	In Process	SI-EE-001	00	1. SWD - Supawan Koomkam
TWA-S00095	Test inspection	Review	In Process	Test inspection	00	1. Admin Swd

4. This deleted submittal will still appear on the table with the process status of deleted.

- The deleted submittal can be restored, resubmit, and view by clicking on a ":" icon of the deleted files.

The screenshot shows the Submittal page for the South-East Bangkok Airport Project. A submittal entry for TWA-S00102, which was previously deleted, is now listed again with its status as "Deleted". The entry includes options to "View", "Restore", and "Resubmit". The main table below shows other submittals with their details. The submittal TWA-S00102 has been restored.

Document Code	Subject	Process Status	Task Decision	Document Number	Rev	Ball in Court
TWA-S00103	Cable Wire	Draft	Pending	MAT	01	-
TWA-S00102	TEST RESULT INSPECTION	Review	Deleted	ST-TEST-CONTEST-01	00	-
TWA-S00101	The Concrete Products And Aggregate Co. Ltd	Open	In Process	J2608-2024-0895WD	01	1. SWD - Yanisa Jitma 2. Admin Swd
TWA-S00100	VO សម្រាប់	Open	In Process	VO-2025	00	1. SWD - Supawan Koomkam
TWA-S00099	Request for Material Approval - All Floor Tiles	Open	In Process	SEBA-AR-MATT-001	00	1. SWD - Yanisa Jitma
TWA-S00098	Payment Request for Jan 2025 - MEP and Civil work	Review	In Process	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	01	1. Admin Swd
TWA-S00097	Payment Request for Jan 2025 - MEP and Civil work	Draft	Pending	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	00	-
TWA-S00096	Request for approval Site Instruction - EE - Lighting system for Corridor floor 2	Open	In Process	SI-EE-001	00	1. SWD - Supawan Koomkam
TWA-S00095	Test inspection	Review	In Process	Test inspection	00	1. Admin Swd

6.3 Create Submittal

- To create a submittal, click “Submittal” menu on the side menu.

The screenshot shows the sitearound Project Management interface. The left sidebar has a tree view with categories like Principle, Location, Transmittal, and Project Management. Under Project Management, 'Submittal' is selected and highlighted in orange. The main content area is titled 'Submittal' and shows a table of existing submittals. The table columns include Document Code, Subject, Process Status, Task Decision, Document Number, Rev, and Ball in Court. A large orange arrow points from the left sidebar towards the 'Create' button located at the top right of the main content area.

	Document Code	Subject	Process Status	Task Decision	Document Number	Rev	Ball in Court
<input type="checkbox"/>	TWA-S00103	Cable Wire	Draft	Pending	MAT	01	-
<input type="checkbox"/>	TWA-S00102	TEST RESULT INSPECTION	Review	Deleted	ST-TEST-CONTEST-01	00	-
<input type="checkbox"/>	TWA-S00101	The Concrete Products And Aggregate Co. Ltd	Open	In Process	J2608-2024-089SWD	01	1. SWD - Yanisa Jitmu 2. Admin Swd
<input type="checkbox"/>	TWA-S00100	VO ณัชพี	Open	In Process	VO-2025	00	1. SWD - Supawan Koomkam
<input type="checkbox"/>	TWA-S00099	Request for Material Approval - All Floor Tiles	Open	In Process	SEBA-AR-MATT-001	00	1. SWD - Yanisa Jitmu
<input type="checkbox"/>	TWA-S00098	Payment Request for Jan 2025 - MEP and Civil work	Review	In Process	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	01	1. Admin Swd
<input type="checkbox"/>	TWA-S00097	Payment Request for Jan 2025 - MEP and Civil work	Draft	Pending	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	00	-
<input type="checkbox"/>	TWA-S00096	Request for approval Site Instruction - EE - Lighting system for Corridor floor 2	Open	In Process	SI-EE-001	00	1. SWD - Supawan Koomkam
<input type="checkbox"/>	TWA-S00095	Test inspection	Review	In Process	Test inspection	00	1. Admin Swd

- Click the “Create” button on the top right of the page.

This screenshot is identical to the one above, showing the sitearound Project Management Submittal page. It features the same sidebar, table of submittals, and prominent 'Create' button at the top right. A large orange arrow points from the right side of the 'Create' button towards the right edge of the main content area, likely indicating where a new submittal form would open.

3. Fill out the information required – at least the mandatory fields.

Create Submittal

Project Management / Submittal / Form

General Information

* Discipline * Template

* Subject

* Document Number * Rev * Due Date
2025-05-30

Distribution List Drawing Number

Responsible Contractor Specification

Received From Cost Impact Schedule Impact (Days)

Description

Normal

Powered by sitearound

4. Then click the “Create” button on the top right of the page.

Create Submittal

Project Management / Submittal / Form

General Information

* Discipline * Template

* Subject

* Document Number * Rev * Due Date
2025-05-30

Distribution List Drawing Number

Responsible Contractor Specification

Received From Cost Impact Schedule Impact (Days)

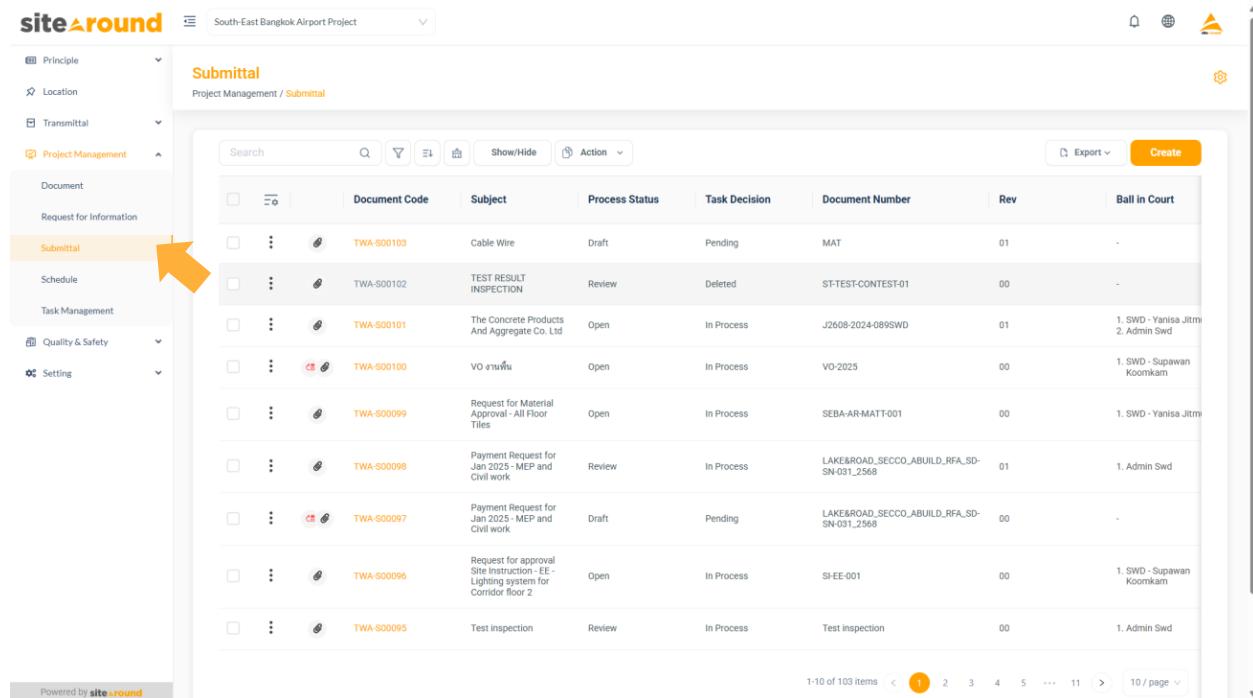
Description

Normal

Powered by sitearound

6.4 Draft Submittal

- To draft a submittal, click “Submittal” menu on the side menu.

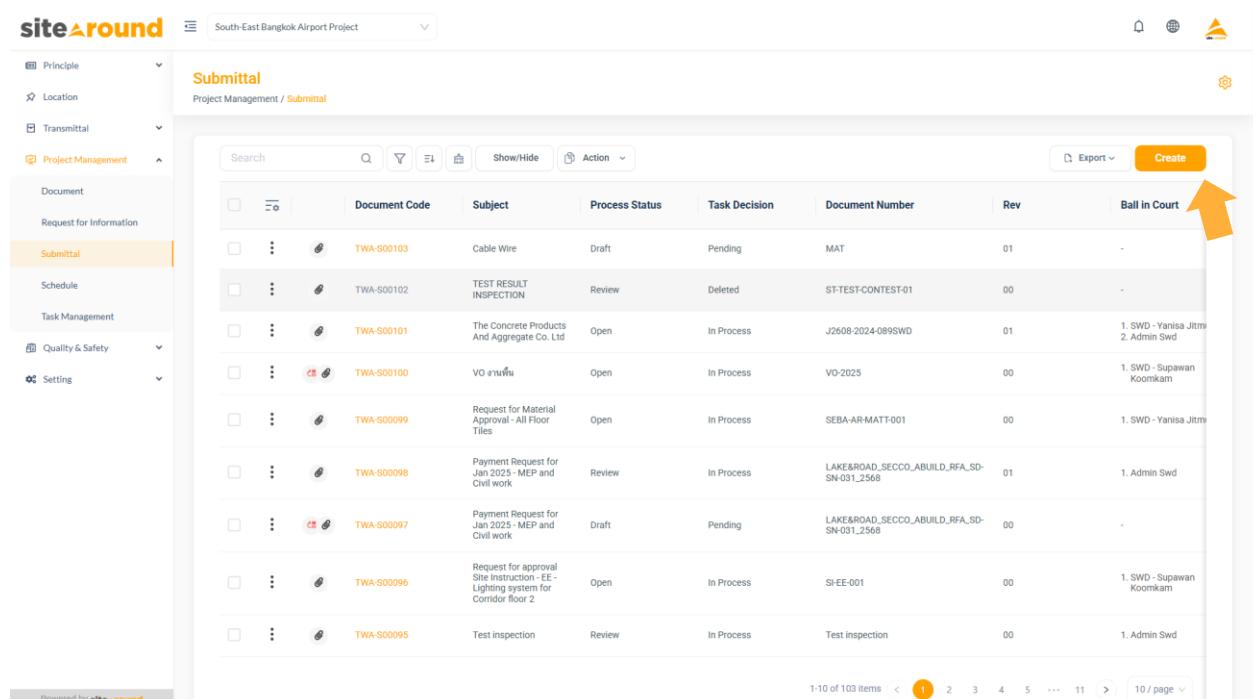


The screenshot shows the sitearound Project Management interface. The left sidebar has a 'Project Management' section with 'Submittal' selected. The main area is titled 'Submittal' and shows a list of documents. The first document in the list is 'TWA-S00103' with the subject 'Cable Wire' and status 'Draft'. A yellow arrow points to the 'Submittal' menu item in the sidebar.

	Document Code	Subject	Process Status	Task Decision	Document Number	Rev	Ball in Court
<input type="checkbox"/>	TWA-S00103	Cable Wire	Draft	Pending	MAT	01	-
<input type="checkbox"/>	TWA-S00102	TEST RESULT INSPECTION	Review	Deleted	ST-TEST-CONTEST-01	00	-
<input type="checkbox"/>	TWA-S00101	The Concrete Products And Aggregate Co. Ltd	Open	In Process	J2608-2024-0895WD	01	1. SWD - Yanisa Jitm 2. Admin Swd
<input type="checkbox"/>	TWA-S00100	VO งานพื้น	Open	In Process	VO-2025	00	1. SWD - Supawan Koomkam
<input type="checkbox"/>	TWA-S00099	Request for Material Approval - All Floor Tiles	Open	In Process	SEBA-AR-MATT-001	00	1. SWD - Yanisa Jitm
<input type="checkbox"/>	TWA-S00098	Payment Request for Jan 2025 - MEP and Civil work	Review	In Process	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	01	1. Admin Swd
<input type="checkbox"/>	TWA-S00097	Payment Request for Jan 2025 - MEP and Civil work	Draft	Pending	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	00	-
<input type="checkbox"/>	TWA-S00096	Request for approval Site Instruction - EE - Lighting system for Corridor floor 2	Open	In Process	SH-EE-001	00	1. SWD - Supawan Koomkam
<input type="checkbox"/>	TWA-S00095	Test inspection	Review	In Process	Test inspection	00	1. Admin Swd

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- Click the “Create” button on the top right of the page.



The screenshot shows the sitearound Project Management interface. The left sidebar has a 'Project Management' section with 'Submittal' selected. The main area is titled 'Submittal' and shows a list of documents. The 'Create' button is located in the top right corner of the page header. A yellow arrow points to the 'Create' button.

	Document Code	Subject	Process Status	Task Decision	Document Number	Rev	Ball in Court
<input type="checkbox"/>	TWA-S00103	Cable Wire	Draft	Pending	MAT	01	-
<input type="checkbox"/>	TWA-S00102	TEST RESULT INSPECTION	Review	Deleted	ST-TEST-CONTEST-01	00	-
<input type="checkbox"/>	TWA-S00101	The Concrete Products And Aggregate Co. Ltd	Open	In Process	J2608-2024-0895WD	01	1. SWD - Yanisa Jitm 2. Admin Swd
<input type="checkbox"/>	TWA-S00100	VO งานพื้น	Open	In Process	VO-2025	00	1. SWD - Supawan Koomkam
<input type="checkbox"/>	TWA-S00099	Request for Material Approval - All Floor Tiles	Open	In Process	SEBA-AR-MATT-001	00	1. SWD - Yanisa Jitm
<input type="checkbox"/>	TWA-S00098	Payment Request for Jan 2025 - MEP and Civil work	Review	In Process	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	01	1. Admin Swd
<input type="checkbox"/>	TWA-S00097	Payment Request for Jan 2025 - MEP and Civil work	Draft	Pending	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	00	-
<input type="checkbox"/>	TWA-S00096	Request for approval Site Instruction - EE - Lighting system for Corridor floor 2	Open	In Process	SH-EE-001	00	1. SWD - Supawan Koomkam
<input type="checkbox"/>	TWA-S00095	Test inspection	Review	In Process	Test inspection	00	1. Admin Swd

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3. Fill out the information required – at least the mandatory fields.

The screenshot shows the 'Create Submittal' form in Sitearound. The left sidebar has 'Submittal' selected under 'Project Management'. The main form area is titled 'General Information' and contains fields for Discipline, Subject, Document Number, Rev, Due Date, Distribution List, Responsible Contractor, Received From, Cost Impact, and Schedule Impact. A 'Description' rich text editor is at the bottom. At the top right are 'Cancel', 'Draft' (highlighted in black), and 'Create' buttons. A vertical scroll bar is on the right side of the page.

4. Click the “Draft” button located at the top right corner of the page.

This action will save the submittal as a draft in Sitearound without sending it to the responsible parties.

You can return to the draft at any time to add or modify information before final submission.

The screenshot is identical to the previous one, showing the 'Create Submittal' form. However, a large yellow arrow points specifically to the 'Draft' button at the top right of the form area.

5. On the Submittal main page, the drafted Submittal items in the system will appear on the table with the process status of “Draft”.

	Document Code	Subject	Process Status	Task Decision	Document Number	Rev	Ball in Court
<input type="checkbox"/>	TWA-S00104	PAYMENT	Draft	Pending	MONTHLY-REPORT-001	00	-
<input type="checkbox"/>	TWA-S00103	Cable Wire	Draft	Pending	MAT	01	-
<input type="checkbox"/>	TWA-S00102	TEST RESULT INSPECTION	Review	Deleted	ST-TEST-CONTEST-01	00	-
<input type="checkbox"/>	TWA-S00101	The Concrete Products And Aggregate Co. Ltd	Open	In Process	J2608-2024-0895WD	01	1. SWD - Yanisa Jitma 2. Admin Swd
<input type="checkbox"/>	TWA-S00100	VO အမျိန်	Open	In Process	VO-2025	00	1. SWD - Supawan Koomkam
<input type="checkbox"/>	TWA-S00099	Request for Material Approval - All Floor Tiles	Open	In Process	SEBA-AR-MATT-001	00	1. SWD - Yanisa Jitma
<input type="checkbox"/>	TWA-S00098	Payment Request for Jan 2025 - MEP and Civil work	Review	In Process	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	01	1. Admin Swd
<input type="checkbox"/>	TWA-S00097	Payment Request for Jan 2025 - MEP and Civil work	Draft	Pending	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	00	-
<input type="checkbox"/>	TWA-S00096	Request for approval Site Instruction - EE - Lighting system for Corridor floor 2	Open	In Process	SH-E-001	00	1. SWD - Supawan Koomkam

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6.5 Set Up Submittal Template

1. To set up a submittal template, click “Submittal” menu on the side menu.

	Document Code	Subject	Process Status	Task Decision	Document Number	Rev	Ball in Court
<input type="checkbox"/>	TWA-S00103	Cable Wire	Draft	Pending	MAT	01	-
<input type="checkbox"/>	TWA-S00102	TEST RESULT INSPECTION	Review	Deleted	ST-TEST-CONTEST-01	00	-
<input type="checkbox"/>	TWA-S00101	The Concrete Products And Aggregate Co. Ltd	Open	In Process	J2608-2024-0895WD	01	1. SWD - Yanisa Jitma 2. Admin Swd
<input type="checkbox"/>	TWA-S00100	VO အမျိန်	Open	In Process	VO-2025	00	1. SWD - Supawan Koomkam
<input type="checkbox"/>	TWA-S00099	Request for Material Approval - All Floor Tiles	Open	In Process	SEBA-AR-MATT-001	00	1. SWD - Yanisa Jitma
<input type="checkbox"/>	TWA-S00098	Payment Request for Jan 2025 - MEP and Civil work	Review	In Process	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	01	1. Admin Swd
<input type="checkbox"/>	TWA-S00097	Payment Request for Jan 2025 - MEP and Civil work	Draft	Pending	LAKE&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568	00	-
<input type="checkbox"/>	TWA-S00096	Request for approval Site Instruction - EE - Lighting system for Corridor floor 2	Open	In Process	SH-E-001	00	1. SWD - Supawan Koomkam
<input type="checkbox"/>	TWA-S00095	Test inspection	Review	In Process	Test inspection	00	1. Admin Swd

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- Click “Settings” icon on the top right of the page.

The screenshot shows the 'Submittal' section of the sitearound platform. On the left, there's a sidebar with categories like Principle, Location, Transmittal, Project Management, Document, Request for Information, Submittal (which is selected and highlighted in orange), Schedule, Task Management, Quality & Safety, and Setting. The main area displays a table of submittal items with columns for Document Code, Subject, Process Status, Task Decision, Document Number, Rev, and Ball in Court. Each row contains a small thumbnail, three dots, and a gear icon. The table has 103 items. At the top right of the table is a yellow 'Create' button. A large orange arrow points from the bottom right towards this 'Create' button.

- Go to the template section which is the third section on this page.

The screenshot shows the 'Setting' section of the sitearound platform. The sidebar on the left includes Project Dashboard, My Dashboard (beta), My Pending Item, Location, Transmittal, Project Management (which is selected and highlighted in orange), Document, Request for Information, Submittal (selected), Schedule, Task Management, Quality & Safety, and Setting. The main area is titled 'Template' and shows a table with columns for Discipline, Name, Description, Updated at, and Action. The table lists various templates such as GEN - Daily request, GEN - Overtime request, GEN - Daily report, ST - Weekly report, GEN - Monthly report, EE - Site instructions, AR - Design Changed Approval, GEN - Variation Order Approval, GEN - Safety report, and GEN - Test Workflow - 2. Each row has a small thumbnail, three dots, and a gear icon. At the top right of the table is a yellow 'Create Template' button. A large orange arrow points from the bottom right towards this 'Create Template' button.

4. Click “Create” button located at the top right corner of the Template section.
- Please note that only users with Admin permission on the Submittal tool are authorized to create a Submittal template

The screenshot shows the 'Template' section of the sitearound interface. On the left is a sidebar with project navigation. The main area displays a table of existing templates with columns for Discipline, Name, Description, Updated at, and Action. A prominent orange arrow points to the 'Create Template' button in the top right corner of the table header.

Discipline	Name	Description	Updated at	Action
ทั่วไป (General)	GEN - Daily request	SWD - Yanisa Jitmun (at 25/03/2025)		
ทั่วไป (General)	GEN - Overtime request	SWD - Yanisa Jitmun (at 25/03/2025)		
ทั่วไป (General)	GEN - Daily report	SWD - Yanisa Jitmun (at 25/03/2025)		
โครงสร้าง (Structure)	ST - Weekly report	Admin Swd (at 26/06/2024)		
ทั่วไป (General)	GEN - Monthly report	Admin Swd (at 26/06/2024)		
ไฟฟ้า (Electrical)	EE - Site instructions	SWD - Supawan Koomkam (at 03/10/2024)		
สถาปัตยกรรม (Architecture)	AR - Design Changed Approval	Admin Swd (at 22/01/2025)		
ทั่วไป (General)	GEN - Variation Order Approval	Admin Swd (at 26/06/2024)		
ทั่วไป (General)	GEN - Safety report	Admin Swd (at 24/10/2024)		
ทั่วไป (General)	GEN - Test Workflow - 2	Admin Swd (at 26/06/2024)		

5. Fill out your details.
- This includes adding steps, users, and other customizations to your template.

The screenshot shows the 'Create Submittal Template' dialog. The left sidebar is visible. The main area has two main sections: 'General Information' and 'Field Configuration'. In 'General Information', there are fields for 'Template Name' (with a red asterisk) and 'Discipline' (with a red asterisk). Below that is a 'Description' rich text editor. In 'Field Configuration', there is a 'Specification' dropdown and a 'Distribution List' dropdown. At the bottom left is a 'Setting' button. In the top right corner of the dialog, there is a 'Create' button.

- When complete, click “Save” button on the top right of the page.

The screenshot shows the 'Create Submittal Template' form. On the left, there's a sidebar with 'Principle' (Project Dashboard, My Dashboard), 'Location', 'Transmittal', 'Project Management' (Document, Request for Information, Submittal, Schedule, Task Management), 'Quality & Safety', and 'Setting'. The 'Submittal' option under 'Project Management' is selected. The main area has tabs for 'General Information' (Template Name, Discipline), 'Description' (Rich text editor), 'Specification' (dropdown), 'Distribution List' (dropdown), and 'Field Configuration' (Setting). At the top right are 'Cancel' and 'Create' buttons, with the 'Create' button highlighted by an orange arrow.

6.6 Close Submittal

- To close a Submittal, click “My Pending Items” under “Principle” menu on the side menu.

The screenshot shows the 'My Pending Item' page. The sidebar includes 'Principle' (Project Dashboard, My Dashboard), 'Location', 'Transmittal', 'Project Management' (Document, Request for Information, Submittal, Schedule, Task Management), 'Quality & Safety', and 'Setting'. The 'Submittal' option under 'Project Management' is selected. The main content area displays a table of pending items with columns: Item Type, Role, Document Code, Subject, and Due Date. The table lists various inspection tasks with their respective details and due dates. A yellow arrow points to the 'My Pending Item' link in the sidebar.

Item Type	Role	Document Code	Subject	Due Date
Inspection	Inspector	TWA-000189	Inspection 091	27/05/2025
Inspection	Inspector	TWA-000188	Inspection 030	26/05/2025
Inspection	Manager	TWA-000187	TEST RESULT CONCRETE - STATION A ZONE B4	25/05/2025
Inspection	Inspector	TWA-000186	Inspection 029	25/05/2025
Inspection	Manager	TWA-000185	Inspection 028	30/05/2025
Inspection	Inspector	TWA-000184	Inspection 027	23/05/2025
Inspection	Inspector	TWA-000183	Inspection 026	22/05/2025
Inspection	Inspector	TWA-000182	Inspection 025	21/05/2025
Inspection	Inspector	TWA-000181	Inspection 024	20/05/2025
Inspection	Inspector	TWA-000180	Inspection 023	19/05/2025

- Click on the “Document Code” of the submittal item you wish to close.

My Pending Item

Dashboard / My Pending item

Item Type	Role	Document Code	Subject	Due Date
Inspection	Inspector	TWA-000189	Inspection 031	27/05/2025
Inspection	Inspector	TWA-000188	Inspection 030	26/05/2025
Inspection	Manager	TWA-000187	TEST RESULT CONCRETE - STATION A ZONE B4	25/05/2025
Inspection	Inspector	TWA-000186	Inspection 029	25/05/2025
Inspection	Manager	TWA-000185	Inspection 028	30/05/2025
Inspection	Inspector	TWA-000184	Inspection 027	23/05/2025
Inspection	Inspector	TWA-000183	Inspection 026	22/05/2025
Inspection	Inspector	TWA-000182	Inspection 025	21/05/2025
Inspection	Inspector	TWA-000181	Inspection 024	20/05/2025
Inspection	Inspector	TWA-000180	Inspection 023	19/05/2025

1-10 of 196 items < 1 2 3 4 5 ... 20 > 10 / page ▾

3. The assignee and manager can add additional comments or even make mark ups to the file from here.

TEST RESULT CONCRETE - STATION A ZONE B4 (Inspection)

Project Management / My Pending Item / Inspection View

General Related Items (0) Change History

> Forward for Review (0)

Manager Review

Normal

Approve **Reject**

General Information

Discipline	Material Test	Template	Test
------------	---------------	----------	------

- When complete, the manager can select “Approved” or “Rejected” to have the final decision on whether a Submittal shall be closed.

The screenshot shows the sitearound software interface for a project titled "South-East Bangkok Airport Project". The left sidebar includes sections for Principle, Project Dashboard, My Dashboard (selected), My Pending Item, Location, Transmittal, Project Management, Document, Request for Information, Submittal, Schedule, Task Management, Quality & Safety, Inspection (selected), Work Order, ITP, and Setting. The main content area displays "TEST RESULT CONCRETE - STATION A ZONE B4 (Inspection)" under "Project Management / My Pending Item / Inspection View". The "Manager Review" section contains a rich text editor, an "Attach Files" button, and two buttons: "Approve" (green) and "Reject" (red). The "Reject" button is highlighted with an orange border and has a yellow arrow pointing to it. Below the review section is a "General Information" table with columns for Discipline (Material Test), Subject (TEST RESULT CONCRETE - STATION A ZONE B4), Document Code (TWA-I00187), Due Date (25/05/2025), Template, and Test.

- If you reject a submittal, you will have the options to determine what happens to the file next and to whom the document will rejected to.

The screenshot shows the sitearound software interface for a project titled "South-East Bangkok Airport Project". The left sidebar includes sections for Principle, Project Dashboard, My Dashboard (selected), My Pending Item, Location, Transmittal, Project Management, Document, Request for Information, Submittal, Schedule, Task Management, Quality & Safety, Inspection (selected), Work Order, ITP, and Setting. The main content area displays "TEST RESULT CONCRETE - STATION A ZONE B4 (Inspection)" under "Project Management / My Pending Item / Inspection View". A confirmation dialog box titled "Confirmation (Reject)" is open, containing the message "* Select Option" and a "Reject" button. A yellow arrow points to the "Reject" button. In the background, the "Manager Review" section is visible with its "Approve" and "Reject" buttons, and the "General Information" table below it.

The screenshot shows the sitearound software interface for a "South-East Bangkok Airport Project". On the left, a sidebar menu is open under "Project Management", with "Submittal" selected. The main content area displays a "TEST RESULT CONCRETE - STATION A" page. A modal dialog titled "Confirmation (Reject)" is open, showing a dropdown menu with options: "Select Option", "Return to Step 1" (which is highlighted in yellow), "Return to Step 2", "Return to Inspector", and "Close with reject". Below the modal, there are "Approve" and "Reject" buttons. At the bottom of the page, there is a "General Information" section with fields for Discipline (Material Test), Subject (TEST RESULT CONCRETE - STATION A ZONE B4), Document Code (TWA-00187), and Due Date (25/05/2025).

6.7 Submittal Email Notification Setting

1. To manage submittal notifications, click “Submittal” menu on the side menu.

The screenshot shows the sitearound software interface for a "South-East Bangkok Airport Project". On the left, a sidebar menu is open under "Project Management", with "Submittal" selected. A yellow arrow points to the "Submittal" menu item. The main content area displays a table titled "Submittal" with columns: Search, Document Code, Subject, Process Status, Task Decision, Document Number, Rev, and Ball in Court. The table lists several submittals, such as TWA-S00103 (Cable Wire, Draft, Pending, MAT, 01), TWA-S00102 (TEST RESULT INSPECTION, Review, Deleted, ST-TEST-CONTEST-01, 00), TWA-S00101 (The Concrete Products And Aggregate Co. Ltd, Open, In Process, J2608-2024-089SWD, 01), TWA-S00100 (VO အာမိန္ဒ, Open, In Process, VO-2025, 00), TWA-S00099 (Request for Material Approval - All Floor Tiles, Open, In Process, SEBA-AR-MATT-001, 00), TWA-S00098 (Payment Request for Jan 2025 - MEP and Civil work, Review, In Process, LAKER&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568, 01), TWA-S00097 (Payment Request for Jan 2025 - MEP and Civil work, Draft, Pending, LAKER&ROAD_SECCO_ABUILD_RFA_SD-SN-031_2568, 00), TWA-S00096 (Request for approval Site Instruction - EE - Lighting system for Corridor floor 2, Open, In Process, SH-EE-001, 00), and TWA-S00095 (Test inspection, Review, In Process, Test inspection, 00). The bottom of the page shows a navigation bar with "1-10 of 103 items" and a "10 / page" dropdown.

2. Click “Setting” icon on the top right of the page.

The screenshot shows the 'Submittal' section of the sitearound platform. On the left is a sidebar with project management categories like Principle, Location, Transmittal, and Project Management. Under Project Management, 'Submittal' is selected and highlighted in orange. The main area displays a table of submittals with columns for Document Code, Subject, Process Status, Task Decision, Document Number, Rev, and Ball in Court. Each row contains a small orange icon next to the document code. A large orange arrow points from the bottom right towards the 'Create' button in the top right corner of the table header.

3. Under the Notification Setting, select the boxes in the table to match your needs.

The screenshot shows the 'Setting' section of the sitearound platform. The sidebar has 'Submittal' selected. The main area features a 'Field Configuration' section with a 'Setting' button. Below it is a table titled 'Notification Setting'. The table has two columns: 'Role' and 'Action'. The 'Role' column lists 'Originator', 'Initiator', 'Assignee', 'Manager', and 'Distribution List'. The 'Action' column contains several toggle switches. Some are off (e.g., 'Submittal Created', 'Submittal Updated, Edited, or Deleted') and some are on (e.g., 'Submittal Reviewed by Initiator', 'Response Submitted by Assignee', 'Submittal Closed'). A dropdown menu next to the 'Manager' row says 'Notify When Return to Originator'. The entire table is enclosed in a large orange border.

4. When complete, click “Save” button on the top-right of the page.

The screenshot shows the sitearound software interface with the following details:

- Project Management:** South-East Bangkok Airport Project
- Left Sidebar:** Principle, Location, Transmittal, Project Management (selected), Document, Request for Information, Submittal (selected), Schedule, Task Management, Quality & Safety, Setting.
- Current Page:** Setting > Submittal
- Form Fields:**
 - Field Configuration:** Setting
 - Notification Setting:** Role: Originator, Initiator, Assignee, Manager, Distribution List. Action: Submittal Created (on), Submittal Updated, Edited, or Deleted (off), Submittal Reviewed by Initiator (on), Response Submitted by Assignee (on), Submittal Closed (on). Notify When Return to Originator dropdown.
 - Template:** Export, Create Template.
- Buttons:** Cancel, Save (highlighted with a yellow arrow).

Chapter 7 Location

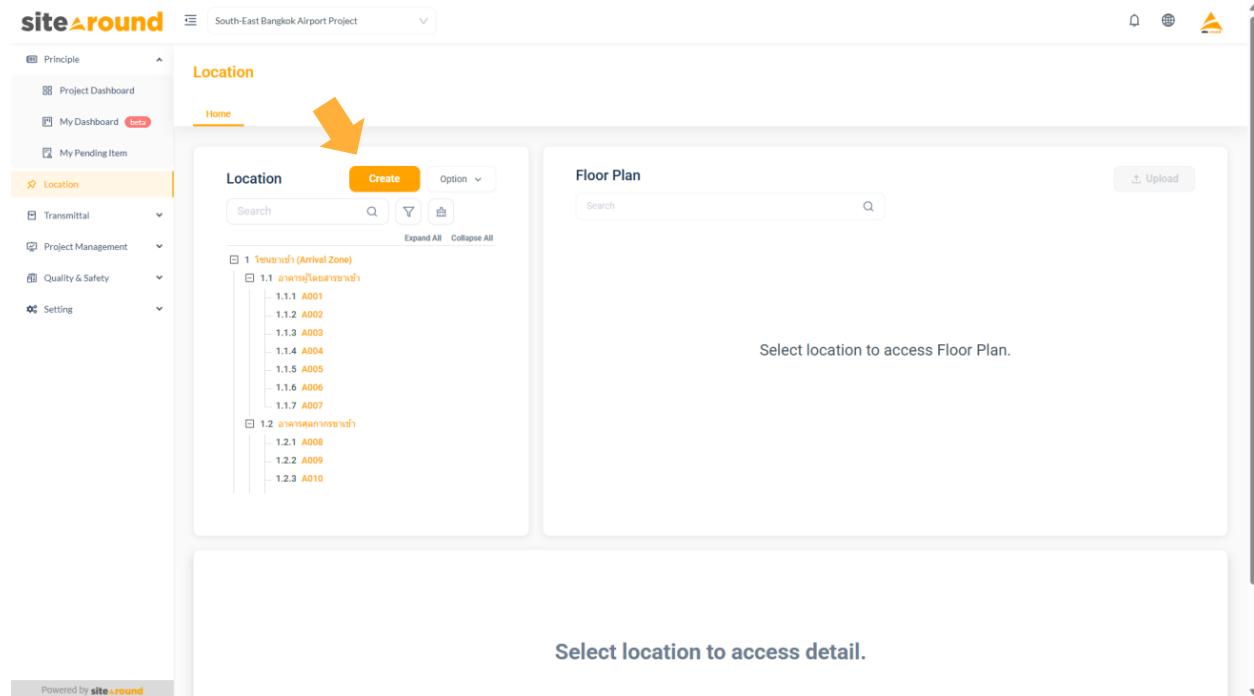
Users who have admin permission in this menu can set location to categorize RFIs/Submittals/Inspections through Setting > Location.

7.1 Location Overview

1. To view the location, click “Location” menu under the Setting menu on the side menu.

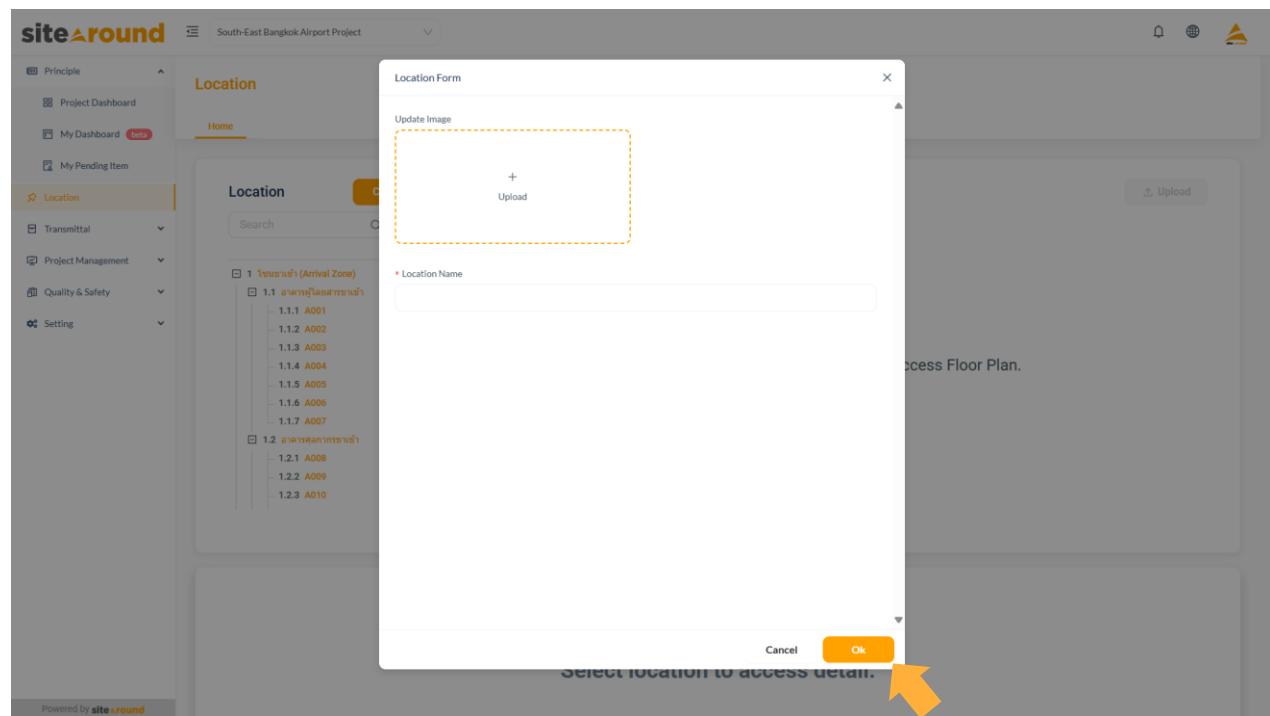
The screenshot shows the sitearound software interface for the "South-East Bangkok Airport Project". The left sidebar contains a navigation menu with several categories: Principle, Project Dashboard, My Dashboard (beta), My Pending Item, Location (highlighted with a yellow arrow), Transmittal, Project Management, Quality & Safety, and Setting. The main content area is titled "Location" and displays a hierarchical tree structure under the heading "Location". The tree starts with "1 ទីតាំងសាច់ (Arrival Zone)" which branches into "1.1 ភាគអាសយដ្ឋាន" and "1.2 ភាគអនកចាកខ្លោះ". Under "1.1", there are seven items labeled A001 through A007. Under "1.2", there are three items labeled A008 through A010. To the right of the tree, there is a "Floor Plan" section with a search bar and an "Upload" button, accompanied by the text "Select location to access Floor Plan.". Below the tree, a message says "Select location to access detail." At the bottom left of the content area, it says "Powered by sitearound".

2. To create a new location, click “Create” button on the top right of the page.



The screenshot shows the 'Location' module of the sitearound application. On the left is a sidebar with various project management and safety-related tabs. The main content area has two sections: 'Location' on the left and 'Floor Plan' on the right. The 'Location' section contains a search bar and a tree view of locations under 'Arrival Zone'. The 'Floor Plan' section has a search bar and an 'Upload' button. A large yellow arrow points to the 'Create' button located at the top right of the 'Location' section's header.

3. Enter location name and photo, then click “Ok” button to proceed.



This screenshot shows a modal dialog box titled 'Location Form' overlying the main application interface. The dialog contains fields for 'Update Image' (with a placeholder 'Upload' button) and 'Location Name' (with a required indicator). In the background, the 'Location' module is visible with its tree view of locations. A large yellow arrow points to the 'Ok' button at the bottom right of the dialog box.

4. User also can add sub-location by clicking “+” on the right of the row.

The screenshot shows the 'Location' module in the sitearound application. On the left, there's a sidebar with various project management tabs like Principle, Location (which is selected and highlighted in orange), Transmittal, etc. The main area has two panels: 'Location' on the left and 'Floor Plan' on the right. The 'Location' panel shows a hierarchy of locations. A yellow arrow points to the '+' icon located to the right of the first item under location 1.1. This '+' icon is used to add sub-locations. The 'Floor Plan' panel below it has a message: 'Select location to access Floor Plan.' At the bottom, there's a message: 'Select location to access detail.'

5. And sub-location will be shown or hide as hierarchy if you click at the “□” which is on the left side of location’s name.

This screenshot is from the same sitearound application as the previous one, showing the 'Location' module. A yellow arrow points to the square expand/collapse icon located to the left of the first item under location 1.1. This icon allows users to collapse the current location into a single node or expand it to show its sub-locations. The rest of the interface is identical to the first screenshot, including the 'Floor Plan' panel and the bottom messages.

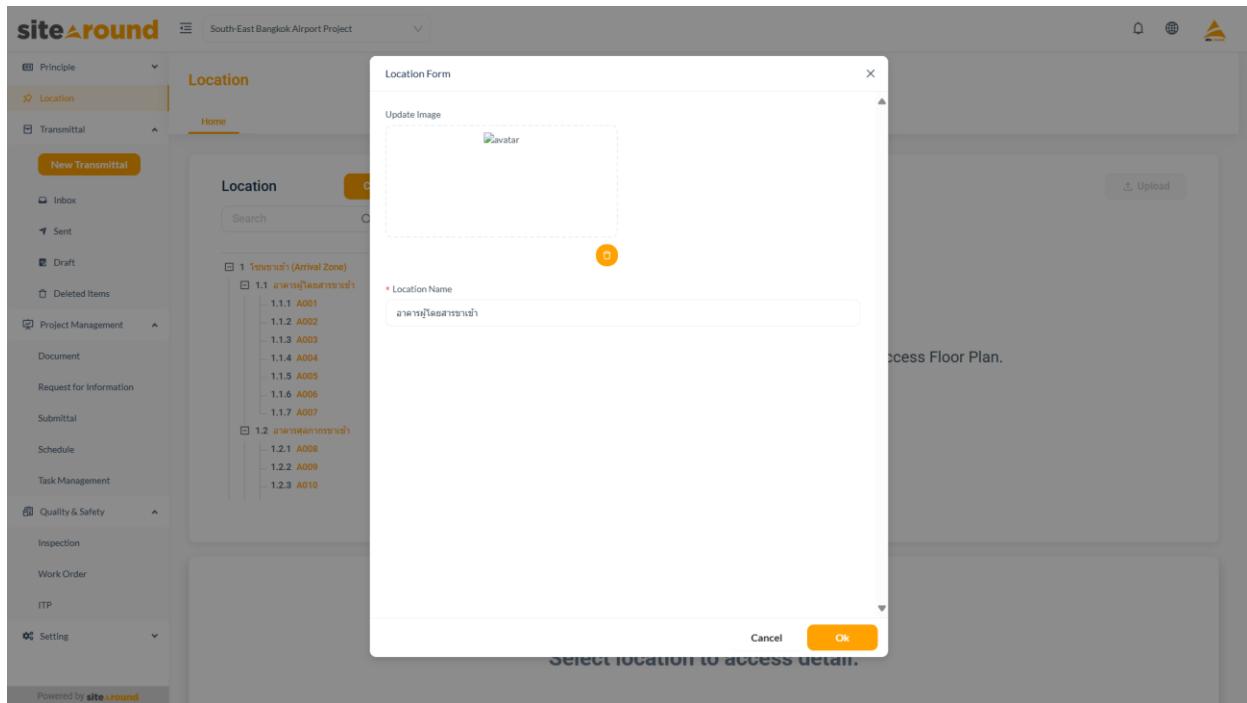
- Once locations have been fully configured, they will become available for selection in the Location field when creating new RFIs, Submittals, or Inspections.

7.2 Editing Location

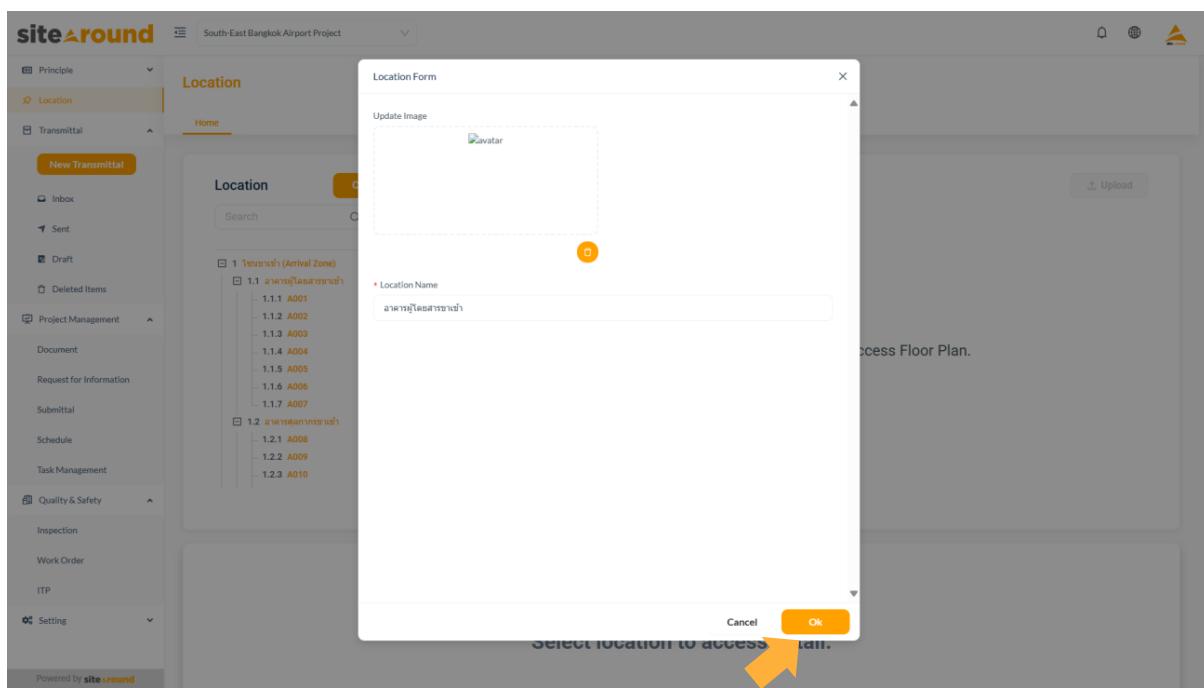
- To edit a location, click “⋮” icon of the right side of the location

Level 1	Level 2	Level 3
1 TERMINAL (Arrival Zone)	1.1 TERMINAL (Arrival Zone)	1.1.1 A001 1.1.2 A002 1.1.3 A003 1.1.4 A004 1.1.5 A005 1.1.6 A006 1.1.7 A007
	1.2 TERMINAL (Arrival Zone)	1.2.1 A008 1.2.2 A009 1.2.3 A010

2. A pop-up window will appear, allowing you to edit the location details.



3. After finish editing, click “Ok” icon on the right bottom of the pop-up to save.



Chapter 8 Project Information

Project details may vary between projects. Users with Admin permissions for this menu can modify or update the project information as needed.

8.1 Editing Project Information

1. Click “Setting”, then select “Project Information” to view or modify the project details.

sitearound South-East Bangkok Airport Project

Edit Project

General Information

- Project Name: South-East Bangkok Airport Project
- Project Date: 17/09/2024
- Project Phase: Construction
- Project Type: ABC
- Code: TWA
- Area:
- Value: 0
- Currency: ₧ (THB - Thai Baht)

Description:

Project Picture (Optional)
Maximum file can be 5MB

Cancel Edit

Powered by sitearound

2. Update the desired information in the available fields, then click ‘Edit’ to save your changes.

sitearound South-East Bangkok Airport Project

Edit Project

General Information

- Project Name: South-East Bangkok Airport Project
- Project Date: 17/09/2024
- Project Phase: Construction
- Project Type: ABC
- Code: TWA
- Area:
- Value: 0
- Currency: ₧ (THB - Thai Baht)

Description:

Project Picture (Optional)
Maximum file can be 5MB

Cancel Edit

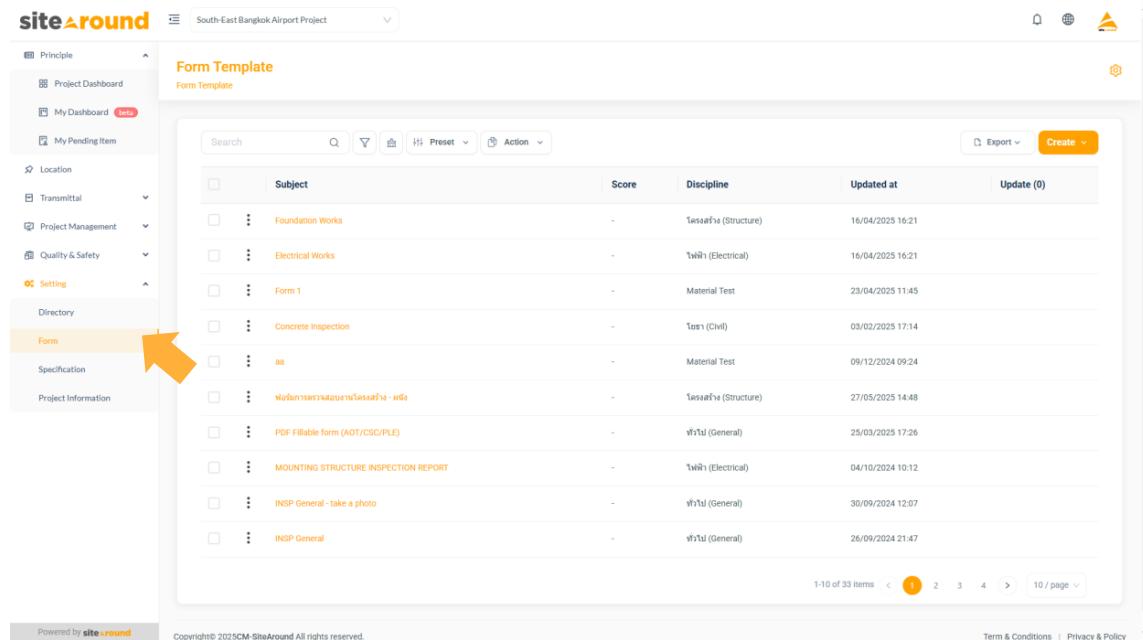
Upload

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Chapter 9 Inspection and Work Order

9.1 Inspection Forms

Users can view forms that had been created for individual project through “Forms” menu.



Form Template

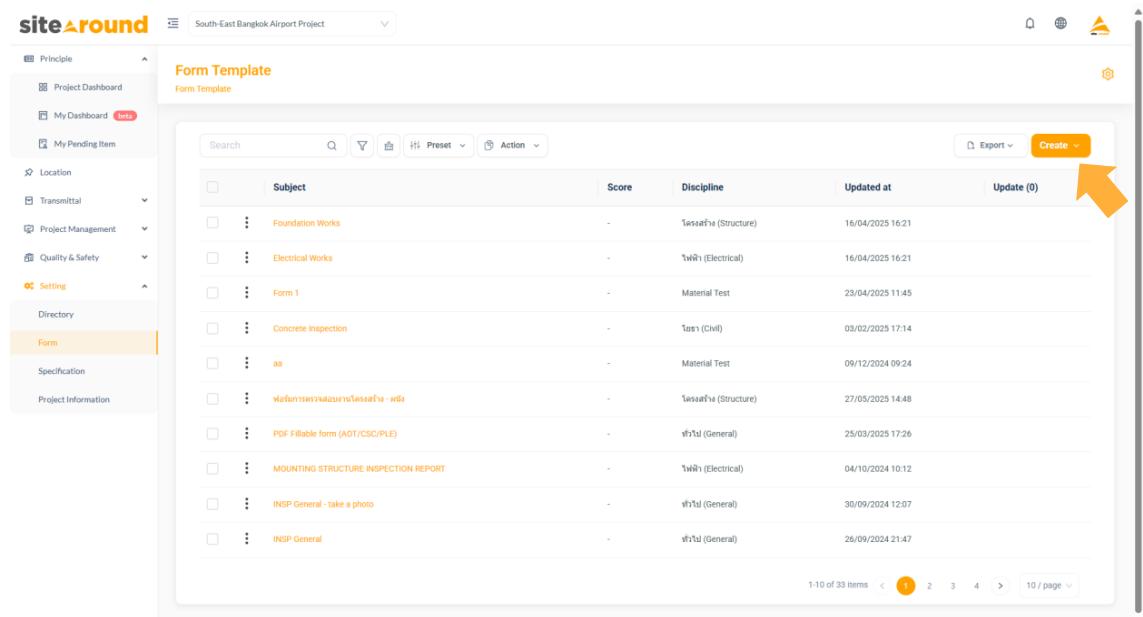
Form Template

Subject	Score	Discipline	Updated at	Update (0)
Foundation Works	-	โครงสร้าง (Structure)	16/04/2025 16:21	
Electrical Works	-	ไฟฟ้า (Electrical)	16/04/2025 16:21	
Form 1	-	Material Test	23/04/2025 11:45	
Concrete Inspection	-	สถาปัตย์ (Civil)	03/02/2025 17:14	
aa	-	Material Test	09/12/2024 09:24	
พัฒนาระบบตรวจสอบโครงสร้าง - ไทย	-	โครงสร้าง (Structure)	27/05/2025 14:48	
PDF Fillable form (AOT/CSC/PLE)	-	ทั่วไป (General)	25/03/2025 17:26	
MOUNTING STRUCTURE INSPECTION REPORT	-	ไฟฟ้า (Electrical)	04/10/2024 10:12	
INSP General - take a photo	-	ทั่วไป (General)	30/09/2024 12:07	
INSP General	-	ทั่วไป (General)	26/09/2024 21:47	

1-10 of 33 items < 1 2 3 4 > 10 / page

9.1.1 Creating form

- To create form, click “Create” button.



Form Template

Form Template

Subject	Score	Discipline	Updated at	Update (0)
Foundation Works	-	โครงสร้าง (Structure)	16/04/2025 16:21	
Electrical Works	-	ไฟฟ้า (Electrical)	16/04/2025 16:21	
Form 1	-	Material Test	23/04/2025 11:45	
Concrete Inspection	-	สถาปัตย์ (Civil)	03/02/2025 17:14	
aa	-	Material Test	09/12/2024 09:24	
พัฒนาระบบตรวจสอบโครงสร้าง - ไทย	-	โครงสร้าง (Structure)	27/05/2025 14:48	
PDF Fillable form (AOT/CSC/PLE)	-	ทั่วไป (General)	25/03/2025 17:26	
MOUNTING STRUCTURE INSPECTION REPORT	-	ไฟฟ้า (Electrical)	04/10/2024 10:12	
INSP General - take a photo	-	ทั่วไป (General)	30/09/2024 12:07	
INSP General	-	ทั่วไป (General)	26/09/2024 21:47	

1-10 of 33 items < 1 2 3 4 > 10 / page

2. Enter form name and select discipline. Be reminded that the form will be linked to selected discipline only.

The screenshot shows the 'Create Form Template' dialog box. In the 'General Information' section, the 'Subject' field is highlighted with a red border. The 'Discipline' dropdown menu is open, showing 'Select a Discipline'. The 'Result Template' dropdown is set to 'Pass / Fail'. Below the dialog, there is a section titled 'Section 1' with a 'Section Name' input field. The left sidebar has a 'Form' category selected. The top right corner has a 'Create' button.

3. There will be 4 types of form template which are :
 - Pass / Fail = Inspectors can respond with **Pass**, **Fail**, or **N/A**.
 - Score = Inspectors can provide a score ranging from **1 to 5**.
 - *Custom = Users can define the answer types for each checklist item. Answers can be fully customized in the **Settings** menu.
 - PDF = Users can attach a **PDF file** or insert **PDF text fields** into the inspection form within Sitearound.

The screenshot shows the 'Create Form Template' page. On the left, there's a sidebar with categories like Principle, Location, Transmittal, Project Management, Quality & Safety, Setting, Directory, Form (which is selected), Specification, and Project Information. The main area has tabs for 'General Information' and 'Result Template'. Under 'Result Template', a dropdown menu is open, showing options: Pass / Fail (selected), Score, Custom, Custom With Score, and PDF. At the bottom right of the main area, there are 'Duplicate' and 'Delete Section' buttons.

4. Then, enter information to all mandatory fields.

- You can add title by clicking on “ Title” button and click on “” icon on the right side to the title in order to delete.
- You can add section by clicking “” button.

5. Click “Create” to confirm your action.

The screenshot shows the 'Create Form Template' page after adding sections. It features a sidebar and tabs similar to the first screenshot. The main area now displays a 'Section 1' header with a 'Section Name' input field and a 'Delete Section' button. Below this is a table with columns: No., Title, Detail, and Action. A single row is shown with '1.1' in the No. column and 'Title' in the Title column. At the bottom, there's a 'Duplicate' button and a 'Delete Section' button.

9.1.2 View Form

To view a form, click “⋮” icon on the left of the form, then select “View” from the drop-down menu.

Subject	Score	Discipline	Updated at	Update (0)
Foundation Works	-	โครงสร้าง (Structure)	16/04/2025 16:21	
Concrete Inspection	-	ไฟฟ้า (Electrical)	16/04/2025 16:21	
aa	-	Material Test	23/04/2025 11:45	
พัฒนาระบบตรวจสอบ - ก่อสร้าง	-	โครงสร้าง (Structure)	27/05/2025 14:48	
PDF Fillable form (AOT/CSC/PLE)	-	ทั่วไป (General)	25/03/2025 17:26	
MOUNTING STRUCTURE INSPECTION REPORT	-	ไฟฟ้า (Electrical)	04/10/2024 10:12	
INSP General - take a photo	-	ทั่วไป (General)	30/09/2024 12:07	
INSP General	-	ทั่วไป (General)	26/09/2024 21:47	

9.1.3 Edit Form

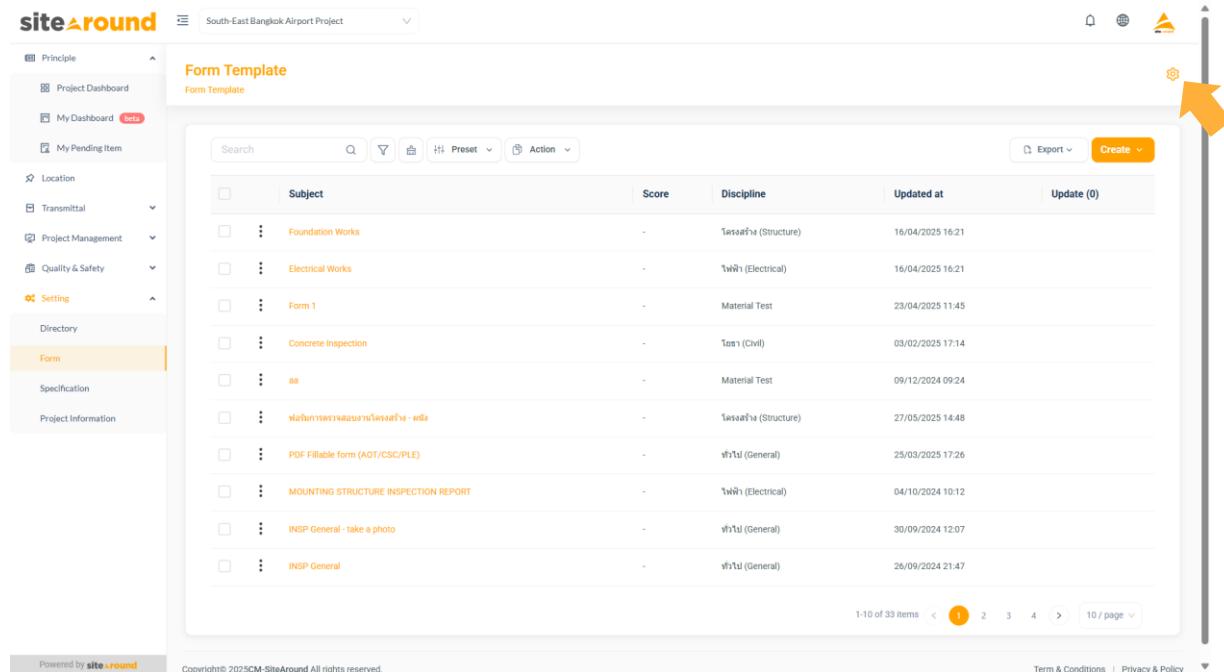
To edit a form, click “⋮” icon on the left of the form, then select “Edit” from the drop-down menu.

Subject	Score	Discipline	Updated at	Update (0)
Foundation Works	-	โครงสร้าง (Structure)	16/04/2025 16:21	
Concrete Inspection	-	ไฟฟ้า (Electrical)	16/04/2025 16:21	
aa	-	Material Test	09/12/2024 09:24	
พัฒนาระบบตรวจสอบ - ก่อสร้าง	-	โครงสร้าง (Structure)	27/05/2025 14:48	
PDF Fillable form (AOT/CSC/PLE)	-	ทั่วไป (General)	25/03/2025 17:26	
MOUNTING STRUCTURE INSPECTION REPORT	-	ไฟฟ้า (Electrical)	04/10/2024 10:12	
INSP General - take a photo	-	ทั่วไป (General)	30/09/2024 12:07	
INSP General	-	ทั่วไป (General)	26/09/2024 21:47	

9.2 Custom Result

9.2.1 View Custom Result Lists

- Click “Setting” icon on the top right of the page to go to custom result menu.



Form Template

Form Template

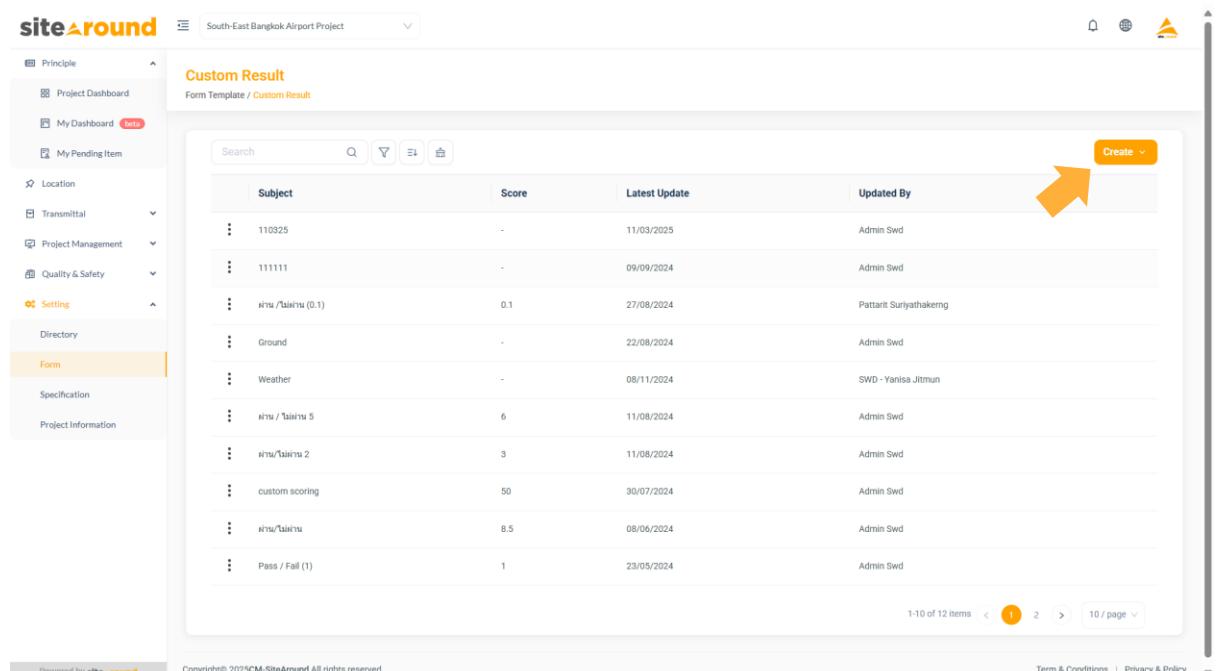
Subject	Score	Discipline	Updated at	Update (0)
Foundation Works	-	โครงสร้าง (Structure)	16/04/2025 16:21	
Electrical Works	-	ไฟฟ้า (Electrical)	16/04/2025 16:21	
Form 1	-	Material Test	23/04/2025 11:45	
Concrete Inspection	-	โครงสร้าง (Civil)	03/02/2025 17:14	
aa	-	Material Test	09/12/2024 09:24	
พัสดุการตรวจสอบความปลอดภัย - รบก	-	โครงสร้าง (Structure)	27/05/2025 14:48	
PDF Fillable form (AOT/CSC/PLE)	-	ทั่วไป (General)	25/03/2025 17:26	
MOUNTING STRUCTURE INSPECTION REPORT	-	ไฟฟ้า (Electrical)	04/10/2024 10:12	
INSP General - take a photo	-	ทั่วไป (General)	30/09/2024 12:07	
INSP General	-	ทั่วไป (General)	26/09/2024 21:47	

1-10 of 33 items < 1 2 3 4 > 10 / page

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9.2.2 Creating Custom Result

- Click “Create Custom Result” button on the top right of the page.



Custom Result

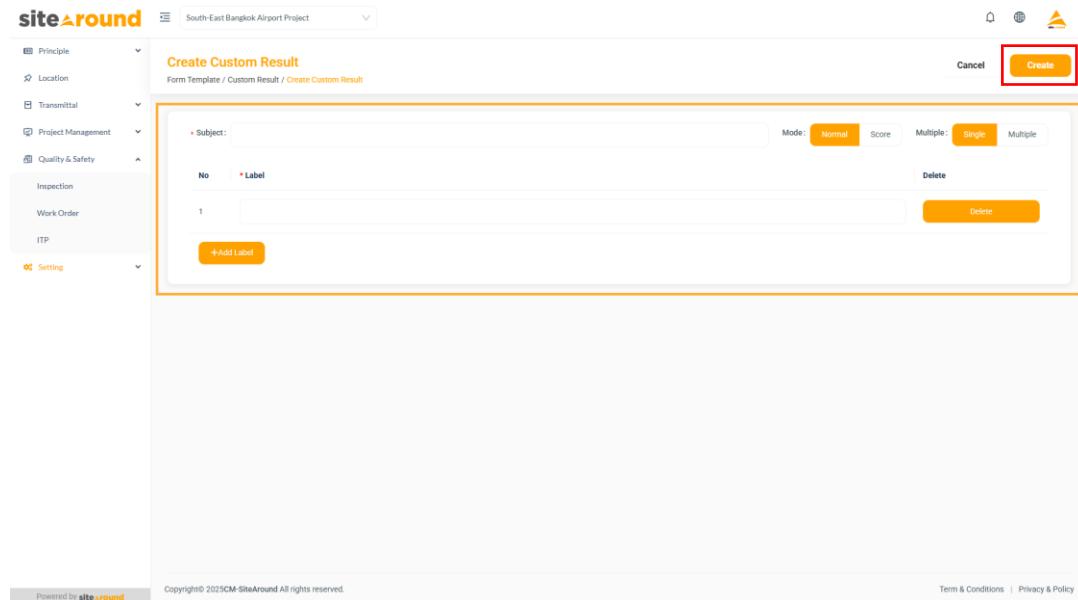
Form Template / Custom Result

Subject	Score	Latest Update	Updated By
110325	-	11/03/2025	Admin Swd
111111	-	09/09/2024	Admin Swd
ก่อ / ตีก่อ (0.1)	0.1	27/08/2024	Pattarit Suriyathakeng
Ground	-	22/08/2024	Admin Swd
Weather	-	08/11/2024	SWD - Yanisa Jitmun
ก่อ / ตีก่อ 5	6	11/08/2024	Admin Swd
ก่อ / ตีก่อ 2	3	11/08/2024	Admin Swd
custom scoring	50	30/07/2024	Admin Swd
ก่อ / ตีก่อ	8.5	08/06/2024	Admin Swd
Pass / Fail (1)	1	23/05/2024	Admin Swd

1-10 of 12 items < 1 2 > 10 / page

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2. Enter information to the fields following step by step below:

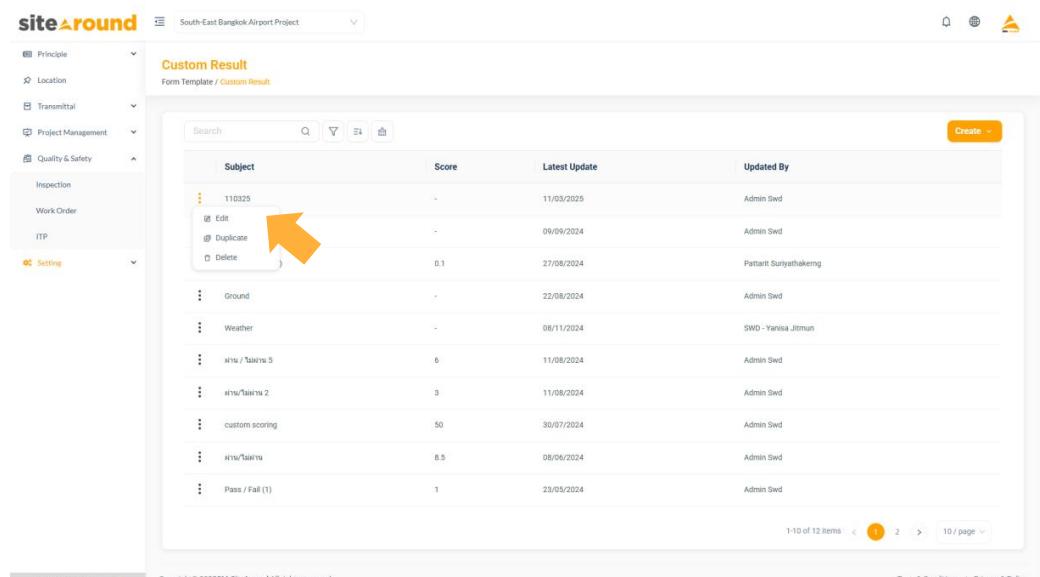


The screenshot shows the 'Create Custom Result' page. On the left is a sidebar with categories: Principle, Location, Transmittal, Project Management, Quality & Safety (selected), Inspection, Work Order, ITP, and Setting. The main area has a title 'Create Custom Result' and a sub-section 'Form Template / Custom Result / Create Custom Result'. It contains fields for 'Subject' (with a required asterisk) and 'Label' (with 'No' and 'Label' columns). A table row is shown with 'No' 1 and 'Label'. Buttons include '+Add Label', 'Delete', 'Score' (disabled), 'Multiple' (disabled), 'Single' (selected), and 'Multiple'. The 'Create' button at the top right is highlighted with a red box.

1. Enter Title Name
2. Enter Result Name into “Label Field”.
3. Click “+Add Label” to add more result.
4. Click Create button to confirm your set up.

9.2.3 Editing Custom Result

To edit a custom result, click “⋮” icon on the left of the form, then select “Edit” from the drop-down menu.



The screenshot shows the 'Custom Result' list page. The sidebar is identical to the previous screenshot. The main area has a table with columns: Subject, Score, Latest Update, and Updated By. The first row, '110325', has an orange arrow pointing to its 'Edit' option in the dropdown menu. Other rows include 'Ground', 'Weather', 'HHR / HHR 5', 'HHR/HHR 2', 'custom scoring', 'HHR/HHR', and 'Pass / Fail (1)'. At the bottom, there are pagination controls: '1-10 of 12 items', a yellow circular page number '2', and '10 / page'.

9.2.4 Deleting Custom Result

To delete a custom result, click “⋮” icon on the left of the form, then select “Delete” from the drop-down menu.

Subject	Score	Latest Update	Updated By
110325	-	11/03/2025	Admin Swd
Ground	-	22/08/2024	Admin Swd
Weather	-	08/11/2024	SWD - Yanisa Jitmun
泥土 / 泥土 5	6	11/08/2024	Admin Swd
泥土 / 泥土 2	3	11/08/2024	Admin Swd
custom scoring	50	30/07/2024	Admin Swd
泥土 / 泥土	8.5	08/06/2024	Admin Swd
Pass / Fail (1)	1	23/05/2024	Admin Swd

9.2.5 How to select custom result while creating form.

- Select custom option in Form Template Field.

2. Choose the custom result that had been created.

Create Form Template

Form Template / Form

Cancel Create

Result Template

Custom

Section 1

Section Name

No. Title Detail

1.1 Title Detail

Add Section

Date
Ground
Instruction
Number
Pass/Fail
Score
Signature
Select a Result Type

Delete Section

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9.3 Inspection Setting

Users can configure default information, notification settings, and workflow templates for inspections by navigating to **Quality Safety > Inspection** and clicking the **Settings** icon.

Inspection

Quality & Safety / Inspection

Search Export Action

Document Code Subject Template Location ITP Code Process Status Task Decision Ball in C

TWA-I00189	Inspection 031	Milestone 1 - Excavate	จุดเข้ามา (Arrival Zone) > อาคารที่ต้องการ หมายเลข->A001	TWA-ITP00184	Review	In Process	1. Adm 2. SWI Koo 3. SWI Jim
TWA-I00188	Inspection 030	Milestone 1 - Excavate	จุดเข้ามา (Arrival Zone) > อาคารที่ต้องการ หมายเลข->A001	TWA-ITP00183	Review	In Process	1. Adm 2. SWI Koo 3. SWI Jim
TWA-I00187	TEST RESULT CONCRETE - STATION A ZONE B4	Test	-	-	Waiting For Manager	In Process	1. Adm
TWA-I00186	Inspection 029	Milestone 1 - Excavate	จุดเข้ามา (Arrival Zone) > อาคารที่ต้องการ หมายเลข->A001	TWA-ITP00182	Review	In Process	1. Adm 2. SWI Koo 3. SWI Jim
TWA-I00185	Inspection 028	Milestone 1 - Excavate	จุดเข้ามา (Arrival Zone) > อาคารที่ต้องการ หมายเลข->A001	TWA-ITP00181	Waiting For Manager	In Process	1. Adm
TWA-I00184	Inspection 027	Milestone 1 - Excavate	จุดเข้ามา (Arrival Zone) > อาคารที่ต้องการ หมายเลข->A001	TWA-ITP00180	Review	In Process	1. Adm 2. SWI Koo 3. SWI Jim

1-10 of 162 items < 1 2 3 4 5 ... 17 > 10 / page In vi id

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9.3.1 Specification of Inspection Setting

1. Default Settings – Define the default **Inspection Manager** and specify the number of days allocated for document review.
2. Email Notification Settings – Enable notifications based on specific steps and actions within the inspection process.

Note: These settings also apply to notifications received via the Web and Mobile Application.

The screenshot shows the sitearound software interface with the 'South-East Bangkok Airport Project' selected in the top navigation bar. The left sidebar includes categories like Principle, Location, Transmittal, Project Management, Quality & Safety, Inspection (which is selected), Work Order, ITP, Setting, Directory, Form, Specification, and Project Information. The main content area is titled 'Setting' under 'Quality & Safety / Inspection / Setting'. It contains three main sections: 'Default Setting', 'Field Configuration', and 'Notification Setting'. The 'Notification Setting' section is highlighted with an orange border. It displays a table with columns 'Role' and 'Action'. The 'Role' column lists 'Originator', 'Inspector', 'Assignee', 'Manager', and 'Distribution List'. The 'Action' column contains seven toggle switches, each associated with an inspection event: 'Inspection Created', 'Inspection Updated, Edited, or Deleted', 'Form Submitted by Inspector', 'Response Submitted by Assignee', 'Inspection Closed', and 'New Comment Added'. All switches are currently turned on.

3. Then, click “Save” to confirm setting.

9.3.2 Creating Inspection Workflow Template

- Click “Create” button to create workflow template.

The screenshot shows the 'Setting' section under 'Quality & Safety / Inspection / Setting'. On the left, there's a sidebar with various project management and quality/safety options. The main area displays a table titled 'Template' with columns for Discipline, Name, Description, Updated at, and Action. There are 22 items listed, including 'Request for Inspection (PDF form) - Floor 1', 'Construction Site Inspection - D', and several Milestone and Safety templates. At the top right of the table, there's a 'Create Template' button. A yellow arrow points to this button.

Discipline	Name	Description	Updated at	Action
ทั่วไป (General)	Request for Inspection (PDF form) - Floor 1	SWD - Yanisa Jitmun (at 25/03/2023)		
ทั่วไป (General)	Construction Site Inspection - D	Admin Swd (at 14/02/2025)		
ไฟฟ้า (Electrical)	Safety Template	Admin Swd (at 14/05/2024)		
โครงสร้าง (Structure)	Milestone 1 - Excavate	Admin Swd (at 23/05/2024)		
โยธา (Civil)	Milestone 1 - Civil Work A	SWD - Yanisa Jitmun (at 08/11/2024)		
โยธา (Civil)	Milestone 1 - Civil Work B : Concrete Inspection	SWD - Yanisa Jitmun (at 03/02/2025)		
โยธา (Civil)	Milestone 2 - Civil Work C	Admin Swd (at 23/05/2024)		
โยธา (Civil)	Milestone 2 - Civil Work D	Admin Swd (at 01/07/2024)		
ไฟฟ้า (Electrical)	Milestone 3 - Electrical Work A	Admin Swd (at 23/05/2024)		
ทั่วไป (General)	1-5 scoring form template	Admin Swd (at 14/06/2024)		

- Enter the template name and select the appropriate discipline—both fields are mandatory.

Note: The template will be associated exclusively with the selected discipline.

The screenshot shows the 'Create Inspection Template' form under 'Quality & Safety / Inspection / Setting / Template Form'. The left sidebar has the 'Inspection' tab selected. The main form has a 'General Information' section with 'Template Name' and 'Discipline' fields, both of which are highlighted with a yellow box. Below this is a 'Description' rich-text editor. Further down are sections for 'Specification' and 'Form', with the 'Form' section showing a message 'Please Select a discipline first'. At the top right of the form, there are 'Cancel' and 'Create' buttons.

3. Enter description of this template and select distribution list which both fields **are not mandatory**.

The screenshot shows the 'Create Inspection Template' interface. On the left, there's a sidebar with categories like Principle, Location, Transmittal, Project Management, Quality & Safety, and Inspection (which is selected). The main area has tabs for General Information, Description, Specification, and Distribution List. The 'Description' field is highlighted with an orange border. Below it is the 'Specification' field. At the bottom, there's a 'Form' section with a 'Form' field and a note 'Please Select a discipline first'.

4. **Select a Form** – The form options available will be based on the previously selected discipline.
 5. **Assign an Inspector and Inspection Duration** – Choose the inspector and define the inspection timeframe.
 6. **Add Assignees** – Click ‘Add Step’ to include additional workflow steps. Multiple assignees can be added within the same step.

Use the OR / AND option to define the step's logic and conditions.

7. **Assign an Inspection Manager** – Select the responsible inspection manager for the process.

This screenshot continues from the previous one, showing the 'Create Inspection Template' page. It includes sections for 'Form', 'Field Configuration', 'Workflow', and 'Assignee'. The 'Workflow' section has a 'Inspector' step with 'Review Inspector' and 'Duration (Days)' fields. The 'Assignee' section shows a table with a single row for 'Step 1'. A new row is being added, indicated by an 'Add Step' button. This new row contains a 'Manager' field with 'Manager' selected and a 'Duration (Days)' field set to 1. The 'Manager' field in this row is highlighted with an orange border.

9.4 Creating Inspection

1. Go to Quality & Safety > Inspection to create inspection.

Inspection

	Document Code	Subject	Template	Location	ITP Code	Status
<input type="checkbox"/>	TWA-I00189	Inspection 031	Milestone 1 - Excavate	จุดเข้ามา (Arrival Zone)->อาคารผู้โดยสาร ขาเข้า->A001	TWA-ITP00184	Review
<input type="checkbox"/>	TWA-I00188	Inspection 030	Milestone 1 - Excavate	จุดเข้ามา (Arrival Zone)->อาคารผู้โดยสาร ขาเข้า->A001	TWA-ITP00183	Review
<input type="checkbox"/>	TWA-I00187	TEST RESULT CONCRETE - STATION A ZONE B4	Test	-	-	Waiting
<input type="checkbox"/>	TWA-I00186	Inspection 029	Milestone 1 - Excavate	จุดเข้ามา (Arrival Zone)->อาคารผู้โดยสาร ขาเข้า->A001	TWA-ITP00182	Review

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2. Click “Create”.

Inspection

	Document Code	Subject	Template	Location	ITP Code	Status
<input type="checkbox"/>	TWA-I00189	Inspection 031	Milestone 1 - Excavate	จุดเข้ามา (Arrival Zone)->อาคารผู้โดยสาร ขาเข้า->A001	TWA-ITP00184	Review
<input type="checkbox"/>	TWA-I00188	Inspection 030	Milestone 1 - Excavate	จุดเข้ามา (Arrival Zone)->อาคารผู้โดยสาร ขาเข้า->A001	TWA-ITP00183	Review
<input type="checkbox"/>	TWA-I00187	TEST RESULT CONCRETE - STATION A ZONE B4	Test	-	-	Waiting
<input type="checkbox"/>	TWA-I00186	Inspection 029	Milestone 1 - Excavate	จุดเข้ามา (Arrival Zone)->อาคารผู้โดยสาร ขาเข้า->A001	TWA-ITP00182	Review

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- Fill information in blank fields.

1

Create Inspection
Quality & Safety / Inspection / Inspection Form

General Information

Discipline

Subject

Due Date
2025-05-30

Distribution List

Drawing Number

Responsible Contractor

Specification

Received From

Description

Normal **B** **I** **U** **%** **≡** **☰** **↶**

Cancel Draft Create

Set as Private

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- The fields with red asterisk must be filled. If template field is selected, inspector, due date, review workflow will be automatically generated as it was set in a setting.
- Attach a File** – Users can upload files in any format to Sitearound, with a maximum file size of **400 MB**. Additionally, select the **location** to be select the inspected are you wish.
- Select a Template Field** – Once a template is selected, the associated form will be automatically generated. However, you may modify or replace the form if needed.

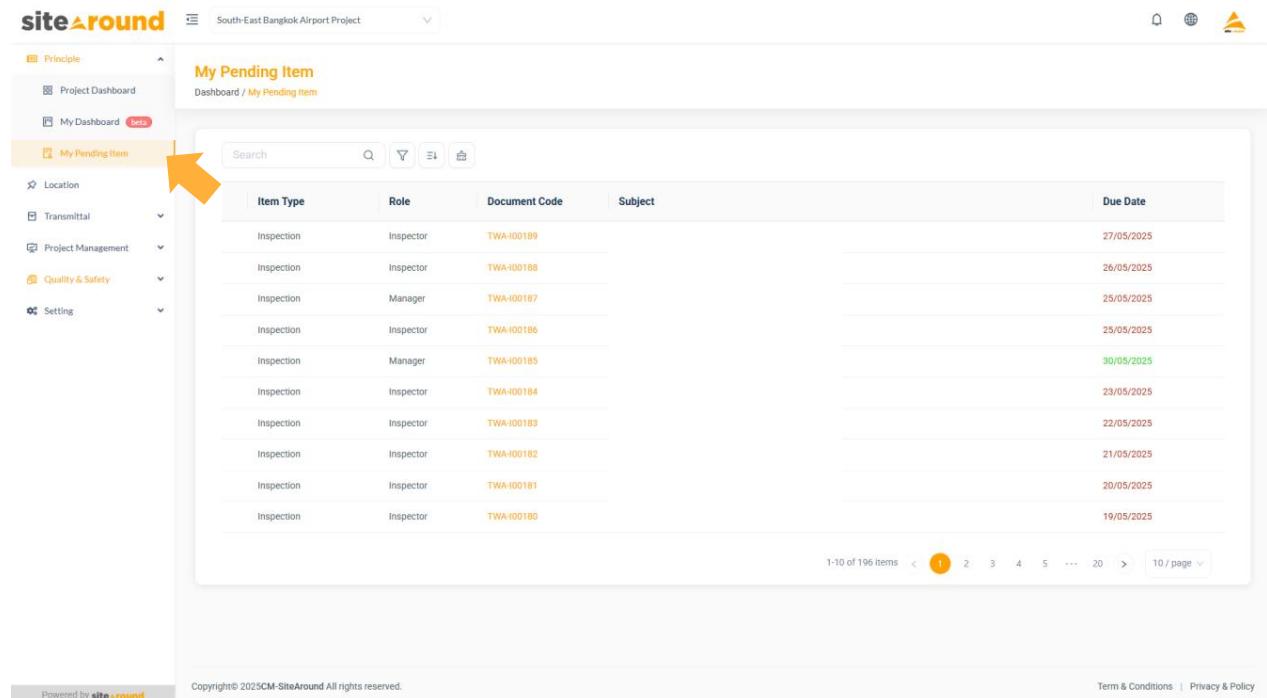
The screenshot shows the 'Create Inspection' page for the 'South-East Bangkok Airport Project'. The left sidebar has 'Quality & Safety' selected, with 'Inspection' highlighted. A large orange box labeled '2' covers the 'Attachment' and 'Floor Plan' sections. Another orange box labeled '3' covers the 'Form' section, which contains a dropdown menu with the message 'Please Select a discipline first'.

- Workflow will be automatically generated if the template is selected and these fields are also available to edit.

The screenshot shows the 'Create Inspection' page with the 'Workflow' section highlighted by a large orange box labeled '4'. The 'Inspector' section shows 'Review Inspector' assigned to 'Admin Swd | Cons, Manager' with a due date of '2025-05-29'. The 'Assignee' section shows 'Step 1' assigned to 'SWD - Yanisa Jitmun' with a due date of '2025-05-30'. Below it, a new step is being added for a 'Manager' named 'Admin Swd | Cons, Manager' with a due date of '2025-05-31'.

9.5 How to do inspection tasks on Sitearound?

1. Go to “My Pending Item”.

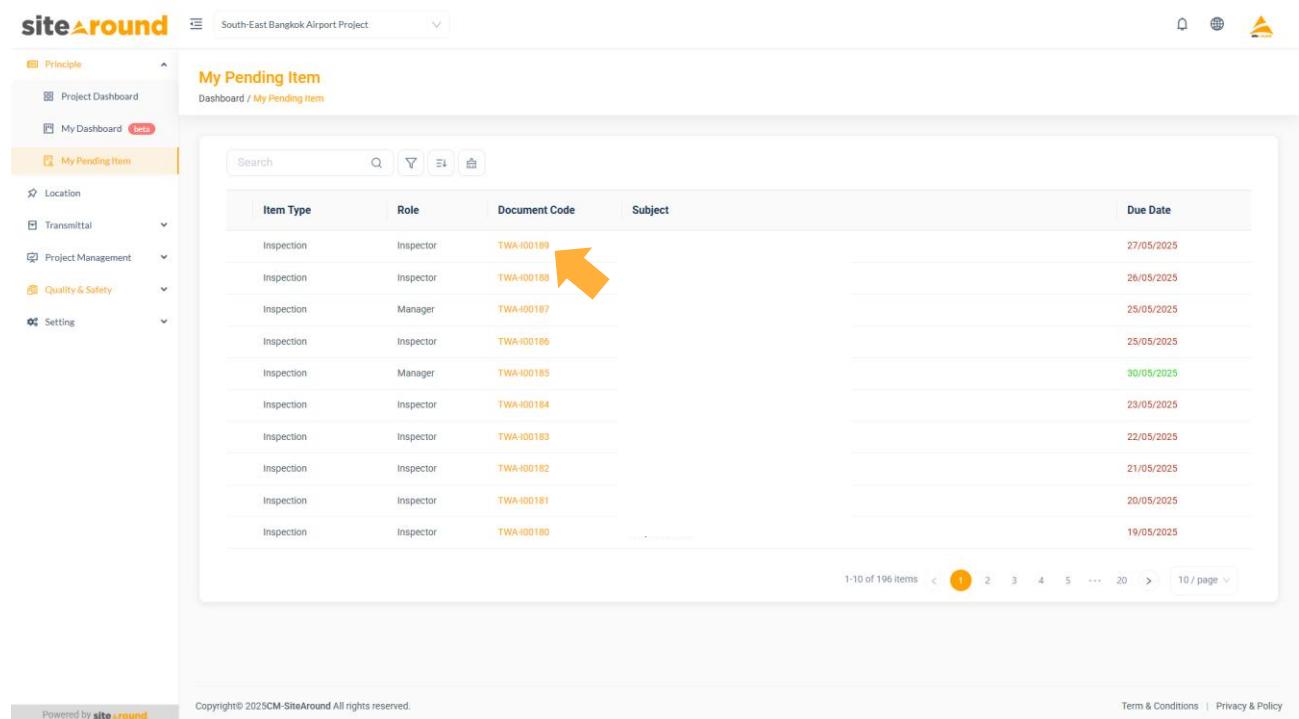


The screenshot shows the Sitearound interface for the "South-East Bangkok Airport Project". The left sidebar has a "My Pending Item" link highlighted with an orange arrow. The main content area is titled "My Pending Item" and displays a table of inspection tasks. The table columns are: Item Type, Role, Document Code, Subject, and Due Date. The data in the table is as follows:

Item Type	Role	Document Code	Subject	Due Date
Inspection	Inspector	TWA-I00189		27/05/2025
Inspection	Inspector	TWA-I00188		26/05/2025
Inspection	Manager	TWA-I00187		25/05/2025
Inspection	Inspector	TWA-I00186		25/05/2025
Inspection	Manager	TWA-I00185		30/05/2025
Inspection	Inspector	TWA-I00184		23/05/2025
Inspection	Inspector	TWA-I00183		22/05/2025
Inspection	Inspector	TWA-I00182		21/05/2025
Inspection	Inspector	TWA-I00181		20/05/2025
Inspection	Inspector	TWA-I00180		19/05/2025

At the bottom of the page, there are copyright and legal links: "Powered by sitearound", "Copyright © 2025 CM-SiteAround All rights reserved.", "Term & Conditions | Privacy & Policy".

2. Click at the blue link (Document Code) to view the task.



This screenshot is identical to the one above, showing the "My Pending Item" dashboard. An orange arrow points to the "Document Code" column for the second row, specifically to the link "TWA-I00188". The rest of the table and the page footer are the same as the first screenshot.

- Fill the result into the inspection form.

- Add Comments or Attach Files – Click the icon on the right side of the field to add a comment or attach a file. If an item fails and requires correction, users can generate a work order directly from the list by clicking on ‘’ icon to assign it to the responsible party.

- Click “Submit” after inspector fill the result into all lists.

9.6 Creating Work Order

In a quality inspection task, if a defect is identified or the result does not meet the specified criteria, the inspector can generate a work order directly to the responsible person to facilitate continued tracking of the defect status.

1. Create Work Order. There are multiple ways to create work order.

- Create work order from inspection lists by clicking “Create Work Order” under the list.

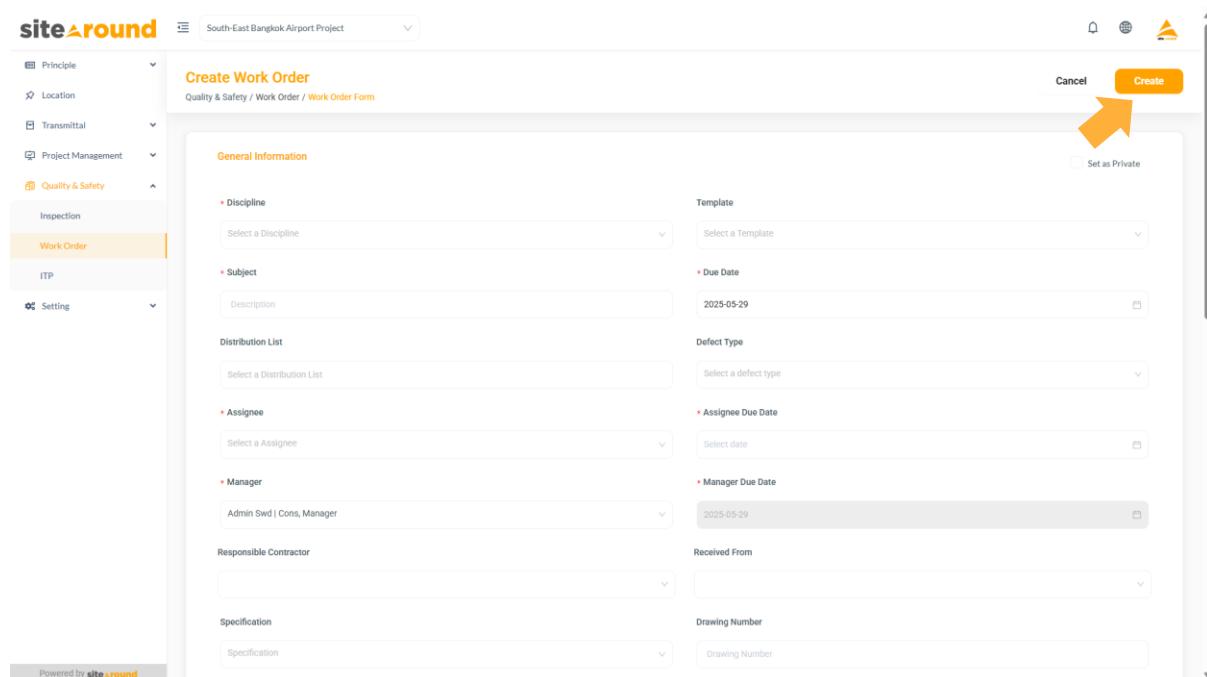
The screenshot shows the 'Inspection 031 (Inspection)' page. On the left, there's a sidebar with navigation items like Principle, Location, Transmittal, Project Management, Quality & Safety, and Inspection. Under Inspection, 'Work Order' is selected. The main area displays an 'Inspection Form' for 'Section #1 Excavation Safety Inspection'. It lists four inspection items (#1.1 to #1.4) with their respective results and buttons for creating work orders. To the right, there's a summary card with a circular progress bar showing '0 / 7' and a legend for scores: Score: 0 (green), Max Score: 7 (green), Respond: 0 (blue), and Pending: 7 (light blue).

- To create a work order, navigate to Quality Safety > Work Order, then click the “Create” button.

The screenshot shows the 'Work Order' list page. The sidebar has the same navigation as before, with 'Work Order' selected under Quality & Safety. The main area is a table with columns: Document Code, Subject, Process Status, Task Decision, Ball in Court, Before, After, and Defect T. There are five rows of work orders listed, each with a thumbnail image. At the top right of the table, there's a 'Create' button. The bottom of the screen shows pagination controls and a page number indicator.

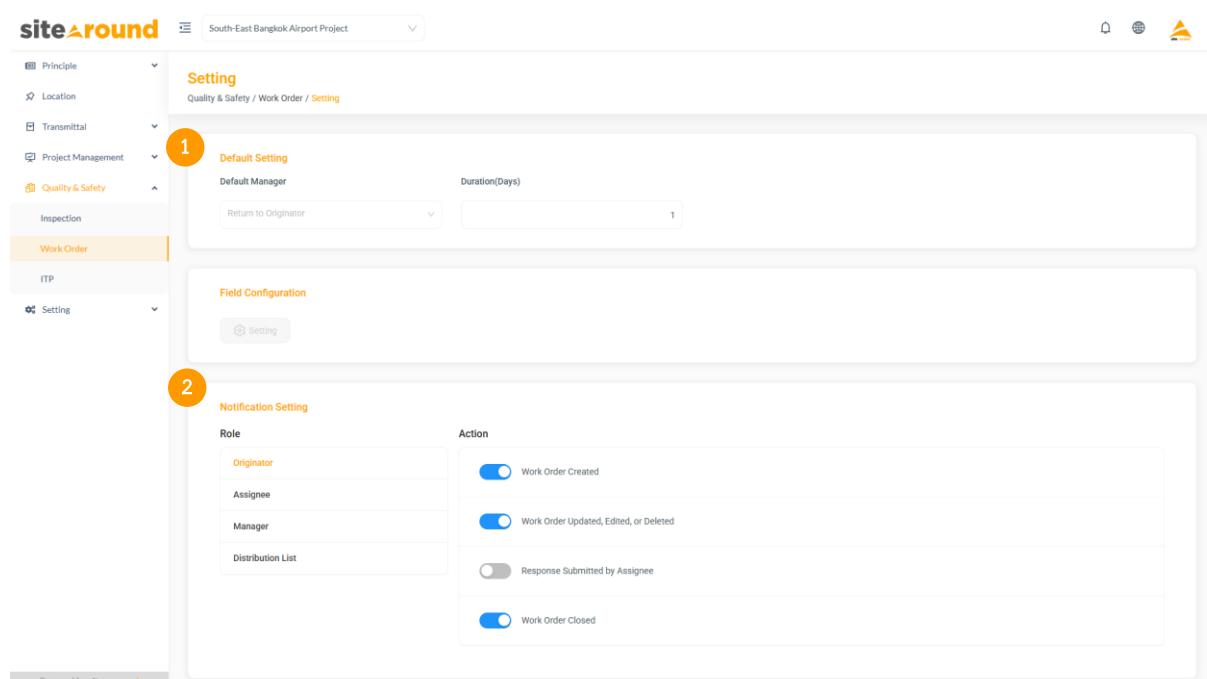
2. User can set Default Setting, Notification, Defect Type through setting icon at the top right.

3. Fill information in the blank fields. After completion, click “Create” button on the top right of the page.



The screenshot shows the 'Create Work Order' interface. The left sidebar has a tree view with 'Work Order' selected. The main area is titled 'Create Work Order' under 'Quality & Safety / Work Order / Work Order Form'. It includes sections for 'General Information', 'Distribution List', 'Assignee', 'Responsible Contractor', 'Specification', and 'Drawing Number'. The 'Create' button is highlighted with an orange arrow.

9.7 Work Order Setting



The screenshot shows the 'Setting' page for 'Work Order'. The left sidebar has a tree view with 'Work Order' selected. The main area is titled 'Setting' under 'Quality & Safety / Work Order / Setting'. It contains two main sections: 'Default Setting' (with a 'Duration(Days)' field) and 'Notification Setting' (with a table showing roles and their associated actions). Orange circles numbered 1 and 2 point to the 'Default Setting' and 'Notification Setting' sections respectively.

The screenshot shows the sitearound software interface for the 'South-East Bangkok Airport Project'. The left sidebar has a tree view with categories like Principle, Location, Transmittal, Project Management, Quality & Safety (which is expanded), Inspection, Work Order (selected), ITP, and Setting. Under Quality & Safety, there are sub-options: Inspection, Work Order, and Setting. The main content area is titled 'Setting' and specifically 'Template'. It shows a table with columns: Discipline, Name, Description, Updated at, and Action. There are six rows of data:

Discipline	Name	Description	Updated at	Action
ไทย (Civil)	QCC	Admin Ssd (at 14/06/2024)		
งานตกแต่ง (Interior Decoration)	Warranty Workflow	SWD - Supawan Koomkam (at 14/06/2024)		
Material Test	Normal Defect	Pattarit Suryathakeng (at 17/12/2024)		
Material Test	Critical Defect	Pattarit Suryathakeng (at 17/12/2024)		
Material Test	Low Defect	Pattarit Suryathakeng (at 17/12/2024)		
สถาปัตยกรรม (Architecture)	AR-Defect	SWD - Yansai Jitmun (at 04/02/2025)		

At the bottom right of the template section, there are buttons for 'Export' and 'Create Template'. Below the table, it says '1-6 of 6 items' and has navigation arrows. The number '3' is circled in orange above the template table.

The screenshot shows the 'Defect Type' section of the sitearound software. It has a search bar labeled 'Search from defect name' with a magnifying glass icon. Below the search bar is a table with a single row under the heading 'Defect'.

Defect	Action
[OLD-29] Labor	
[OLD-111] Urgent	

At the bottom right of the defect type section, there is a 'Create' button. The number '4' is circled in orange above the defect type table.

1. Default Settings - To set user who will be default manager in Work Order and set duration to reviewing or approving.
2. Email Notification Settings - To set notification for each role.
3. Template - To set workflow template, click at 'Create' button to create new template.
4. Defect Type - To set defect type, click at 'Create' button to create new defect type.

9.8 Deleting Inspection and Work Order

Click “⋮” icon on the left of the document, then select “Delete” from the drop-down.

The screenshot shows the sitearound software interface for the "South-East Bangkok Airport Project". The left sidebar has a tree view with "Quality & Safety" expanded, and "Work Order" is selected under it. The main area is titled "Work Order" and shows a list of work orders. The first work order, TWA-W00127, has a context menu open over it. The menu includes options: View, Edit, Duplicate, Delete, and others. An orange arrow points to the "Delete" option in this menu. The table below lists several work orders with columns for Document Code, Subject, Process Status, Task Decision, Ball in Court, Before, After, Defect Type, and ID. The first work order is for "Inspection 009" and is marked as "Open" with "In Process" status. The second work order is for "note" and is also "Open". The third and fourth work orders are for "note defect" and "Note" respectively, both marked as "Open". The fifth work order is for "Note" and is marked as "Open". The bottom right corner of the screen shows the page number 122.

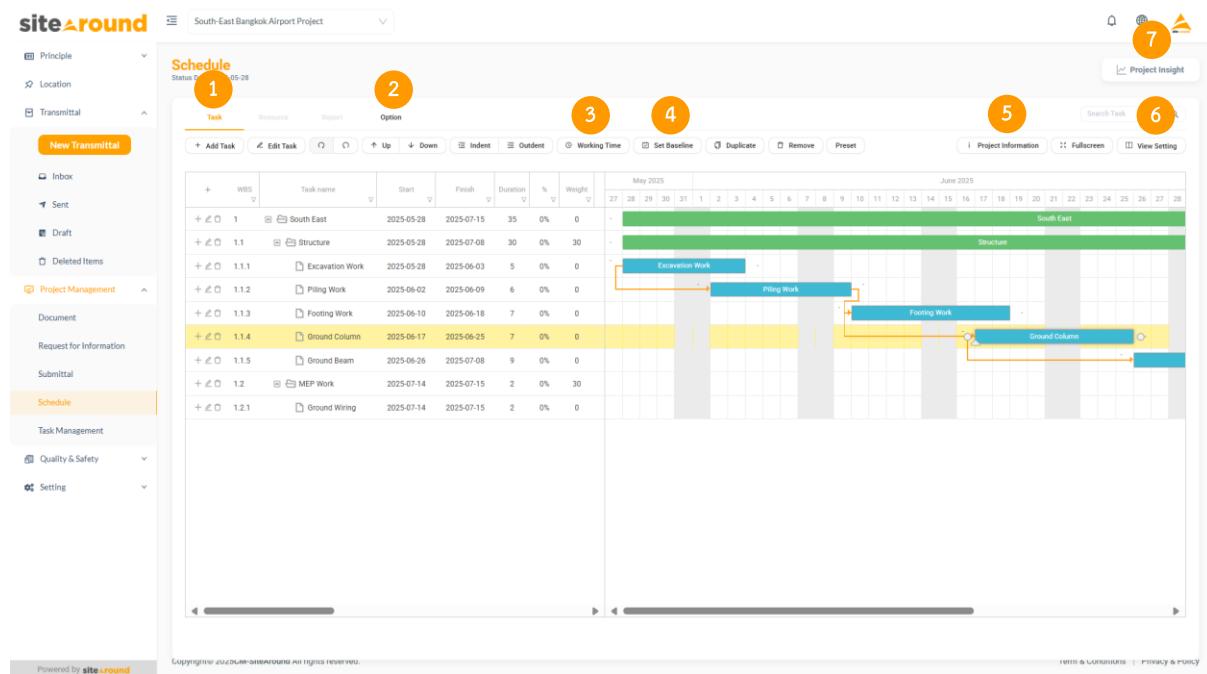
Document Code	Subject	Process Status	Task Decision	Ball in Court	Before	After	Defect Type	ID
TWA-W00127	Inspection 009	Open	In Process	1. Yawittha Pita				0
99126	note	Open	In Process	1. SWD - Supawan Koomkam				20
TWA-W00125	note defect	Open	In Process	1. SWD - Supawan Koomkam				20
TWA-W00124	พากเพียบเบี้ยน	Open	In Process	1. AoT Officer				20
TWA-W00123	Note	Open	In Process	1. SWD - Supawan Koomkam			ไม่สามารถ	20
TWA-W00122	Note	Open	In Process	1. SWD - Supawan Koomkam			ไม่สามารถ	20

Chapter 10 Schedule

The **Schedule** tool is designed to support effective project management. It enables users to plan activities, estimate costs, and track progress against the project timeline.

10.1 Schedule Overview

Sitearound supports online schedule creation, status tracking, and task execution on designated workdays. If a schedule has already been created using Microsoft Project, the file can be imported into Sitearound for display and ongoing tracking.



Within the schedule home page, there are menus to choose from:

1. Schedule Home Page
2. Schedule Option
3. Schedule Working Time
4. Schedule Baseline
5. Project Information
6. Schedule View Setting
7. Project Insight

10.2 View Schedule

1. You can view the schedule by clicking "Schedule" option on the side menu.

The screenshot shows the sitearound software interface for the "South-East Bangkok Airport Project". The left sidebar has a tree view with categories like Principle, Location, Transmittal, Project Management (which is expanded), Document, Request for Information, Submittal, Schedule (highlighted in orange), Task Management, Quality & Safety, and Setting. The main area is a Gantt chart titled "Schedule" with a status date of "2025-05-28". The chart lists tasks from WBS level 1 to 2.1. The tasks include "South East", "Structure", "Excavation Work", "Piling Work", "Footing Work", and "Ground Column". The chart spans from May 27 to June 28, 2025. A yellow arrow points to the "Schedule" tab in the sidebar.

2. Click "View" to enter the view menu and select a schedule visibility pattern.

The screenshot shows the sitearound software interface for the "South-East Bangkok Airport Project". The left sidebar has a tree view with categories like Principle, Location, Transmittal, Project Management (which is expanded), Document, Request for Information, Submittal, Schedule (highlighted in orange), Task Management, Quality & Safety, and Setting. The main area is a Gantt chart titled "Schedule" with a status date of "2025-05-28". The chart lists tasks from WBS level 1 to 2.1. The tasks include "South East", "Structure", "Excavation Work", "Piling Work", "Footing Work", and "Ground Column". The chart spans from May 27 to June 28, 2025. A yellow arrow points to the "View Setting" button in the top right corner, and another yellow arrow points to the open "View Setting" dropdown menu.

The following display adjustment options can be accessed by clicking “View Setting”.

WBS	Task name	Start	Finish	Duration	%	Weight
+ 1	South East	2025-05-28	2025-07-15	35	0%	0
+ 1.1	Structure	2025-05-28	2025-07-08	30	0%	30
+ 1.1.1	Excavation Work	2025-05-28	2025-06-03	5	0%	0
+ 1.1.2	Piling Work	2025-06-02	2025-06-09	6	0%	0
+ 1.1.3	Footing Work	2025-06-10	2025-06-18	7	0%	0
+ 1.1.4	Ground Column	2025-06-17	2025-06-25	7	0%	0
+ 1.1.5	Ground Beam	2025-06-26	2025-07-08	9	0%	0
+ 1.2	MEP Work	2025-07-14	2025-07-15	2	0%	30
+ 1.2.1	Ground Wiring	2025-07-14	2025-07-15	2	0%	0

Users can customize the visibility and layout of the schedule to suit their preferences using the following features:

- Column Form** – Add or modify information in the table on the left side of the schedule.
- Filter Data** – Toggle the visibility of various elements, including Baseline, Safety Duration, Critical Path, Task Conditions, Current Day Marker, and Status Date Marker.
- Time Scale Form** – Adjust the Gantt chart’s time scale to display in **year**, **quarter**, **month**, **week**, or **day** intervals.
- Show / Hide** – Choose which elements to display or hide within the Gantt chart.
- Layout** – Select the preferred layout style for how the schedule is presented on screen.
- Collapse All** – Collapse all sub-tasks for a streamlined view.
- Expand All** – Expand all sub-tasks to view detailed task structures.
- Zoom to Fit** – Automatically adjust the Gantt chart to fit the screen.
- Zoom In** – Increase the zoom level for a more detailed view.
- Zoom Out** – Decrease the zoom level for a broader overview.

10.3 Create Schedule

1. You can create a schedule by clicking "Schedule" from left toolbar.

The screenshot shows the 'Schedule' module of the sitearound software. The left sidebar has a 'Schedule' button highlighted with an orange arrow. The main area displays a Gantt chart for the 'South-East Bangkok Airport Project'. The chart shows tasks like 'Excavation Work', 'Piling Work', 'Footing Work', and 'Ground Column' with their respective start and end dates. Below the chart is a table of tasks with columns for WBS, Task name, Start, Finish, Duration, %, and Weight.

WBS	Task name	Start	Finish	Duration	%	Weight
1	South East	2025-05-28	2025-07-15	35	0%	0
1.1	Structure	2025-05-28	2025-07-08	30	0%	30
1.1.1	Excavation Work	2025-05-28	2025-06-03	5	0%	0
1.1.2	Piling Work	2025-06-02	2025-06-09	6	0%	0
1.1.3	Footing Work	2025-06-10	2025-06-18	7	0%	0
1.1.4	Ground Column	2025-06-17	2025-06-25	7	0%	0
1.1.5	Ground Beam	2025-06-26	2025-07-08	9	0%	0
1.2	MEP Work	2025-07-14	2025-07-15	2	0%	30
1.2.1	Ground Wiring	2025-07-14	2025-07-15	2	0%	0

2. Click "+ Add Task" button to create new schedule.

The screenshot shows the 'Schedule' module of the sitearound software. A large orange arrow points to the '+ Add Task' button in the top toolbar. The interface is identical to the previous screenshot, displaying the Gantt chart and task table for the 'South-East Bangkok Airport Project'.

3. Complete the basic information: task type, task name, start date, finish date, cost.
4. Fill in other appropriate information such as assignee(s), priority, constraint type, description, attachment and etc.

Schedule Status Date: 2025-05-28

[WBS:-] Task

General Information

Type: Task
Name: Task
Group: Select your group
Assignee: Select your assignee
Discipline: Select your discipline
Priority: Low Medium High
Progress: 0
Confirm Progress

Create

Schedule Status Date: 2025-05-28

[WBS:-] Task

Date

Start: 28/05/2025
Finish: 28/05/2025
Duration: 1

Weight

Weight: 0
Cost variance: 0
Estimated time to complete: 0
Estimated cost to complete(Days): 0

Create

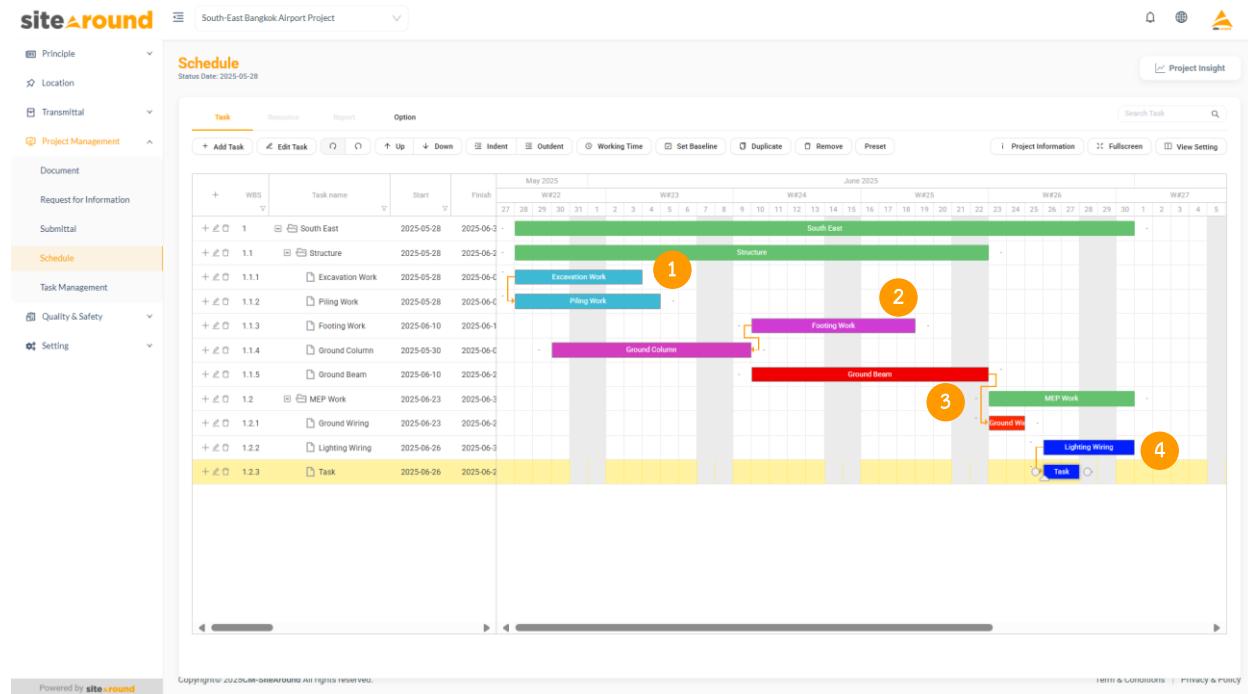
The screenshot shows the 'Schedule' module of the sitearound software. On the left, there's a sidebar with various project management categories like Principle, Location, Transmittal, Project Management (which is expanded to show Document, Request for Information, Submittal, and Schedule), Quality & Safety, and Setting. The 'Schedule' tab is selected. In the main area, there's a 'Task' tab and a 'Resource' tab. A modal window titled '[WBS-] Task' is open, showing a hierarchical WBS structure on the left (e.g., + WBS, 1, 1.1, 1.1.1, etc.) and a Gantt chart on the right. The Gantt chart shows tasks like 'South East', 'Ground Column', and 'Ground Beam' over a timeline from July 20 to July 29. At the bottom of the modal, there are 'Cancel' and 'Create' buttons, with a yellow arrow pointing to the 'Create' button.

5. Click “Create” to confirm the creation of the task.

The screenshot shows the 'Schedule' module of the sitearound software. The interface is similar to the previous one, with a sidebar and a 'Task' tab. A modal window titled '[WBS-] Task' is open, showing a 'General Information' section with fields for Type (Task), Name (Task), Group (Select your group), Assignee (Select your assignee), Discipline (Select your discipline), Priority (Medium selected), and Progress (0). Below these fields is a 'Confirm Progress' button. At the bottom of the modal, there are 'Cancel' and 'Create' buttons, with a large orange arrow pointing to the 'Create' button.

10.4 Create and delete task relationships

The relationship between tasks can be divided into four categories:



1. Start-to-Start
2. Start-to-Finish
3. Finish-to-Start
4. Finish-to-Finish

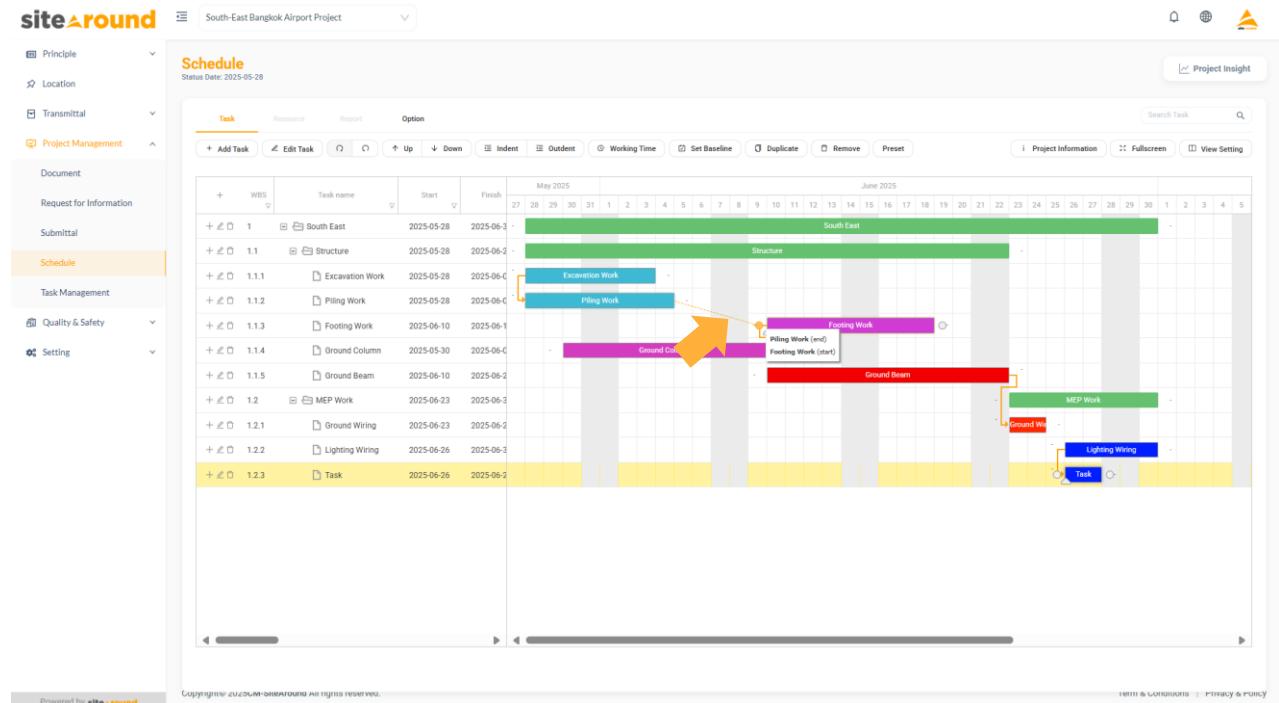
1. You can create a task relationship by clicking "Schedule" from left toolbar.

The screenshot shows the sitearound software interface for the "South-East Bangkok Airport Project". The left sidebar is organized into sections: Principle, Location, Transmittal, Project Management (which is expanded), Document, Request for Information, Submittal, and Schedule. The "Schedule" section is currently selected. The main area displays a Gantt chart for May and June 2025. Tasks are color-coded by category: "South East" (green), "Structure" (light green), "Excavation Work" (blue), "Piling Work" (cyan), "Footing Work" (yellow), "Ground Column" (light blue), "Ground Beam" (red), "MEP Work" (purple), "Ground Wiring" (orange), "Lighting Wiring" (pink), and "Task" (yellow). Relationships between tasks are shown as orange arrows. For example, "Excavation Work" is followed by "Piling Work", which is followed by "Footing Work". A yellow arrow highlights the "Schedule" tab in the sidebar.

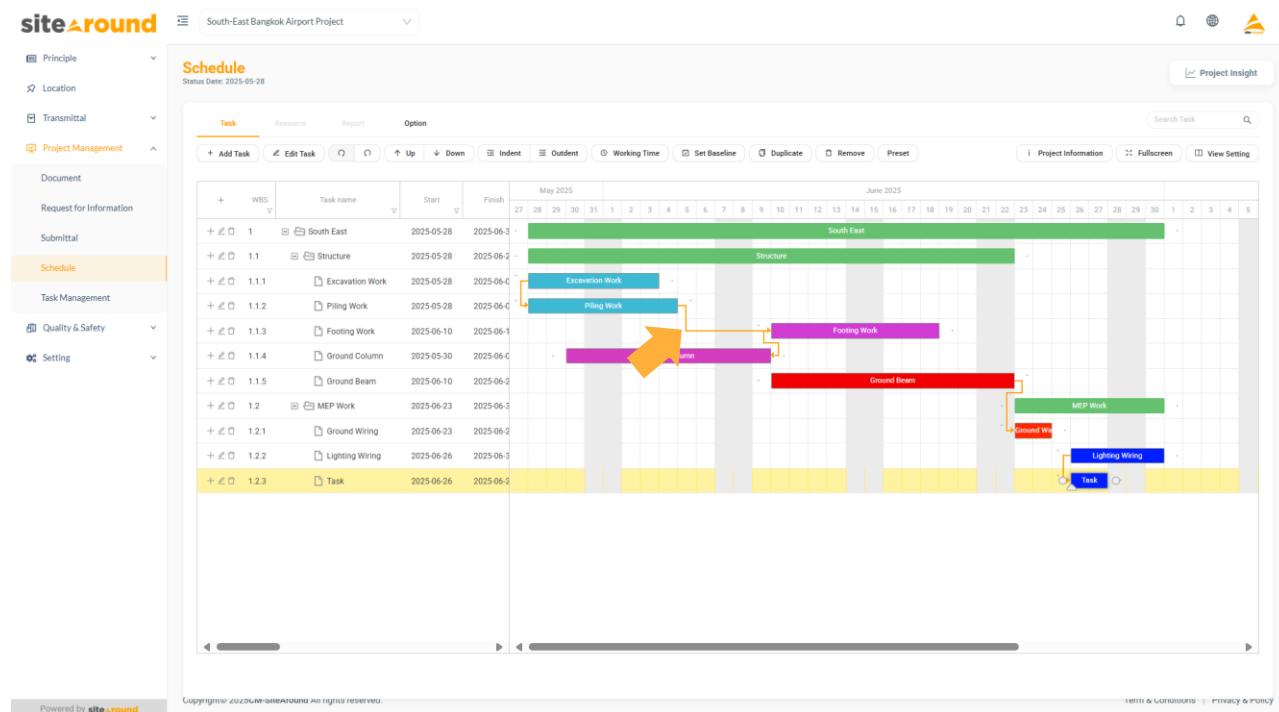
2. Then, click and hold the **circle icon** next to the task you want to use as the starting point for creating a relationship.

This screenshot shows the same project interface as the previous one, but with a specific task highlighted: "Excavation Work" (blue bar). A yellow arrow points to the small circular icon located to the left of the start date "2025-05-28" for this task, indicating where to click and hold to begin creating a task relationship.

3. Drag the cursor to the **circle icon** next to the task you wish to connect to.



4. Release the click to create a relationship between the tasks.



5. You can delete the relationship between the tasks by double-clicking the relationship line and clicking "Remove" to confirm the deletion.

The screenshot shows the sitearound project management software's Gantt chart view for the "South-East Bangkok Airport Project". The left sidebar has a "Schedule" section selected. A tooltip "Link Form: Piling Work link to Footing Work" is displayed over a dependency line between two tasks. A yellow arrow points from the "Remove" button in the tooltip to the dependency line. The Gantt chart displays various tasks like "Structure", "Excavation Work", "Piling Work", etc., with their start and end dates.

10.5 Move the plan

You can move the task by clicking "Schedule" from left toolbar.

The screenshot shows the sitearound project management software's Gantt chart view for the "South-East Bangkok Airport Project". The left sidebar has a "Schedule" section selected. An orange arrow points from the "Schedule" icon in the toolbar to the "Excavation Work" task bar in the Gantt chart, indicating where it can be moved. The Gantt chart displays various tasks like "Structure", "Excavation Work", "Piling Work", etc., with their start and end dates.

The task can be moved as follows:

The screenshot shows a Gantt chart for the "South-East Bangkok Airport Project". The chart displays tasks from May 28 to June 2, 2025. Tasks include South East, Structure, Excavation Work, Piling Work, Footing Work, Ground Column, Ground Beam, MEP Work, Ground Wiring, Lighting Wiring, and Task. Numbered circles 1 through 5 are overlaid on the chart, corresponding to the steps listed below.

Task	Start Date	Finish Date	Duration
South East	2025-05-28	2025-06-03	5 days
Structure	2025-05-28	2025-06-02	4 days
Excavation Work	2025-05-28	2025-06-01	3 days
Piling Work	2025-05-28	2025-06-01	3 days
Footing Work	2025-06-10	2025-06-11	1 day
Ground Column	2025-06-03	2025-06-04	1 day
Ground Beam	2025-06-04	2025-06-05	1 day
MEP Work	2025-06-23	2025-06-23	0 days
Ground Wiring	2025-06-23	2025-06-23	0 days
Lighting Wiring	2025-06-26	2025-06-26	0 days
Task	2025-06-26	2025-06-26	0 days

1. Move the task up.
2. Move the task down.
3. Move the task into subtasks.
4. Move the task out as the main task.
5. Set Baseline of the schedule.

10.6 Edit and delete the task

- You can edit and delete the task by clicking "Schedule" from left toolbar.

The screenshot shows the 'Schedule' module in the sitearound software. The left sidebar has a tree view with 'Project Management' expanded, showing 'Schedule' selected. The main area is a Gantt chart titled 'South-East Bangkok Airport Project' with tasks listed in a table above the chart. The chart shows various work packages and their sub-tasks with colored bars representing their duration and timing. An orange arrow points to the 'Schedule' option in the sidebar.

- Double-click the task you want to edit, or click the edit symbol to enter the task information.

This screenshot shows the 'Schedule' module with the 'Edit Task' button highlighted in the toolbar. The Gantt chart shows the same tasks as the previous screenshot, but with specific tasks like 'Excavation Work' and 'Piling Work' highlighted in orange, suggesting they are currently selected or being edited. An orange arrow points to the 'Edit Task' button in the toolbar.

3. Modify the task information as required, then click "Update" to apply the changes.

The screenshot shows the 'Schedule' module for the 'South-East Bangkok Airport Project'. A modal window titled '[WBS: 1.1.1] Excavation Work' is open, allowing modification of task details. The Gantt chart on the right visualizes the project timeline from May 14 to June 30, 2025, with various tasks like 'Excavation Work', 'Piling Work', 'Footing Work', etc., assigned to specific dates.

4. To delete a task, click the **delete icon**, then select “**Yes**” to complete the action.

The screenshot shows the 'Schedule' module for the 'South-East Bangkok Airport Project'. The Gantt chart displays tasks over a period from May 27 to June 30, 2025. A specific task, 'Excavation Work', is highlighted with a delete icon (trash can) overlaid on its start date. This indicates the process of deleting the task.

5. Alternatively, you can edit the task you want to delete, then click "Remove" and click "Confirm".

10.7 Import schedule

1. You can import the schedule by clicking "Schedule" from left toolbar.

2. Click "Option" to access the Schedule Action menu.

The screenshot shows the 'Schedule' module for the 'South-East Bangkok Airport Project'. The left sidebar has 'Project Management' selected under 'Schedule'. The main area displays a Gantt chart from May 28 to June 30, 2025. Tasks include 'South East', 'Structure', 'Excavation Work', 'Piling Work', 'Footing Work', 'Ground Column', 'Ground Beam', 'MEP Work', 'Ground Wiring', 'Lighting Wiring', and 'Task'. An orange arrow points to the 'Option' button in the top navigation bar.

3. Click "Import", then select the Microsoft Project file you want to import.

Please note that only .xml file can be imported.

The screenshot shows the 'Schedule' module for the 'South-East Bangkok Airport Project'. The left sidebar has 'Project Management' selected under 'Schedule'. The main area displays a Gantt chart from May 28 to June 30, 2025. Tasks include 'South East', 'Structure', 'Excavation Work', 'Piling Work', 'Footing Work', 'Ground Column', 'Ground Beam', 'MEP Work', 'Ground Wiring', 'Lighting Wiring', and 'Task'. An orange arrow points to the 'Import' button in the 'Schedule Action' menu.

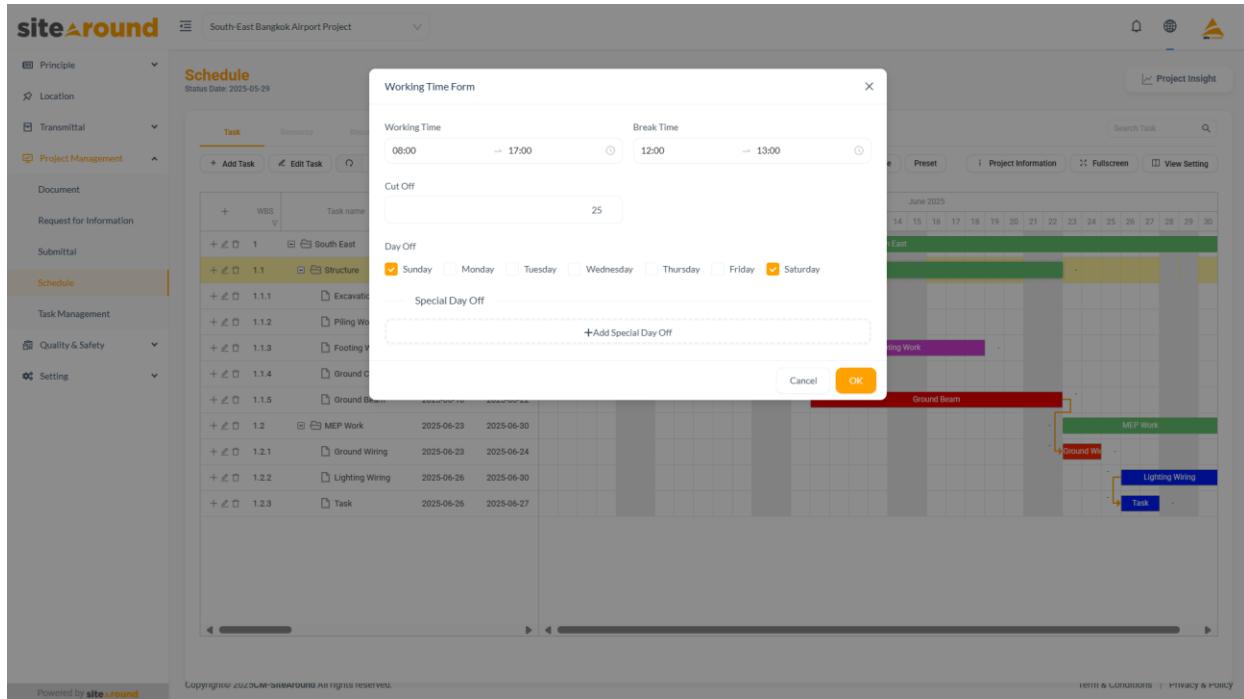
*If an existing schedule is already in place, importing a new schedule will automatically overwrite it. Please note that the previous schedule will be permanently deleted and cannot be recovered.

10.8 Set working days and holidays

1. You can set workdays and holidays by clicking "Schedule" from left toolbar.

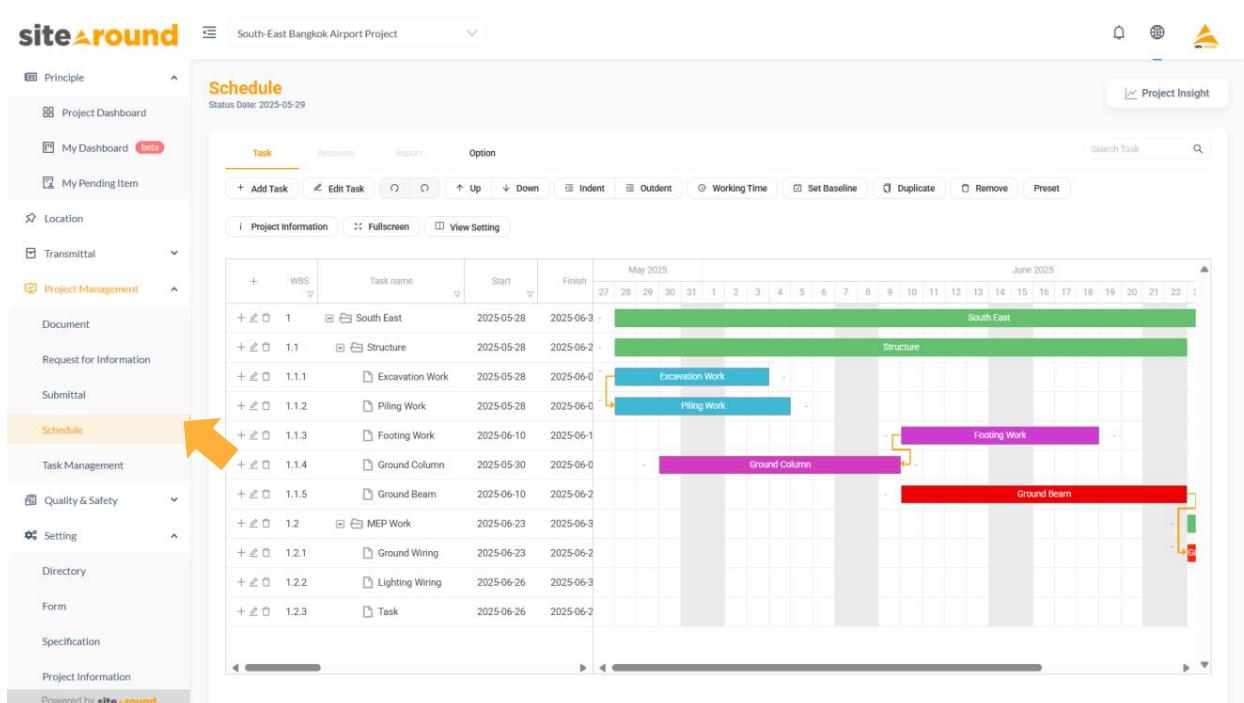
2. Click "Project" to access the Project Schedule menu.

4. Click "Working Time" to open a pop-up window where you can configure regular days off, special holidays, and working hours.



10.9 Set up baseline

1. You can set up the project baseline by clicking "Schedule" from left toolbar.



2. Click "Project" to access the Project Schedule menu.

The screenshot shows the sitearound Project Management interface. On the left, there's a sidebar with various project management categories like Principle, Location, Transmittal, Project Management (which is expanded), Document, Request for Information, Submittal, Schedule (which is selected and highlighted in orange), Task Management, Quality & Safety, Setting, and Project Information. The main area is titled 'Schedule' with a status date of 2025-05-29. It features a Gantt chart from May 27 to June 30, 2025. Tasks include 'South East' (green), 'Structure' (green), 'Excavation Work' (blue), 'Piling Work' (blue), 'Footing Work' (purple), 'Ground Column' (purple), 'Ground Beam' (red), 'MEP Work' (green), 'Ground Wiring' (yellow), 'Lighting Wiring' (blue), and 'Task' (blue). Below the chart is a toolbar with buttons for Add Task, Edit Task, Sort, Filter, Set Baseline (which has a yellow arrow pointing to it), Duplicate, Remove, and Preset. There are also buttons for Project Information, Fullscreen, and View Setting.

3. Click "Set Baseline", then enter the name of the baseline and click "OK" to confirm the set up.

This screenshot shows the 'Set Baseline' dialog box overlaid on the Gantt chart. The dialog box has a text input field labeled 'Enter baseline name' and an 'OK' button. The background Gantt chart shows the same tasks and timeline as the previous screenshot, with colors corresponding to the task types: green for South East, Structure, and MEP Work; blue for Excavation Work, Piling Work, Ground Column, and Task; purple for Footing Work; red for Ground Beam; yellow for Ground Wiring; and blue for Lighting Wiring. The toolbar at the top of the interface includes buttons for Add Task, Edit Task, Sort, Filter, Set Baseline, Duplicate, Remove, Preset, Project Information, Fullscreen, and View Setting.

The project base values can be used to calculate BCWS, BCWP, and so on.

10.10 Update Progress

1. You can update the progress by clicking "Schedule" from left toolbar.

The screenshot shows the 'Schedule' view of the sitearound project management software. The left sidebar is open, showing various project management categories like 'Principle', 'Project Dashboard', 'My Dashboard (beta)', 'My Pending Item', 'Location', 'Transmittal', 'Project Management' (which is expanded), 'Document', 'Request for Information', 'Submittal', 'Schedule' (which is selected and highlighted in orange), 'Task Management', 'Quality & Safety', 'Setting', 'Directory', 'Form', 'Specification', and 'Project Information'. The main area displays a Gantt chart titled 'South-East Bangkok Airport Project' with tasks listed under WBS level 1 and 2. The tasks include 'South East', 'Structure', 'Excavation Work', 'Piling Work', 'Footing Work', 'Ground Column', 'Ground Beam', 'MEP Work', 'Ground Wiring', 'Lighting Wiring', and 'Task'. The Gantt chart shows the start and end dates for each task, and the progress is indicated by colored bars (green, blue, purple, red) corresponding to the WBS levels. A yellow arrow points to the 'Schedule' button in the sidebar.

2. Double-click the task you want to edit, or click the edit symbol to enter the task information.

The screenshot shows the 'Schedule' view of the sitearound project management software, similar to the previous one but with a different focus. The left sidebar is visible with the 'Schedule' category selected. The main area features a Gantt chart for the 'South-East Bangkok Airport Project'. A yellow arrow points to the 'Edit Task' icon in the toolbar above the chart. The Gantt chart displays tasks at WBS levels 1 and 2, with colored bars representing their duration and progress. The tasks listed are the same as in the first screenshot: 'South East', 'Structure', 'Excavation Work', 'Piling Work', 'Footing Work', 'Ground Column', 'Ground Beam', 'MEP Work', 'Ground Wiring', 'Lighting Wiring', and 'Task'. The toolbar includes buttons for 'Add Task', 'Edit Task' (with the edit icon highlighted), 'Up/Down', 'Indent/Outdent', 'Working Time', 'Set Baseline', 'Duplicate', 'Remove', and 'Preset'. A search bar for 'Search Task' is also present.

3. Enter the task progress and click "Confirm Progress", then select "Confirm" to finalize the changes.

The screenshot shows the sitearound software's project management interface. On the left, the navigation sidebar includes categories like Principle, Location, Transmittal, Project Management (which is currently selected), Document, Request for Information, Submittal, Schedule (selected), Task Management, Quality & Safety, and Setting. The main area displays a 'Schedule' for the 'South-East Bangkok Airport Project' with a status date of 2025-05-29. A modal window titled '[WBS: 1.1.1] Excavation Work' is open, showing 'General Information' for a task named 'Excavation Work'. The task is categorized under WBS 1.1.1. The progress bar indicates 51% completion. A large orange arrow highlights the 'Confirm Progress' button at the bottom right of the modal. In the background, a Gantt chart shows various tasks like 'Excavation Work', 'Ground Beam', 'MEP Work', 'Lighting Wiring', and 'Task' across a timeline from June 14 to June 30, 2025.

This screenshot shows the same project management interface as the previous one, but with a different task selected in the WBS tree. The 'Excavation Work' task is now set to 50% progress. A confirmation dialog box is displayed, asking 'Do you want to set this progress? Please confirm this action.' with 'Cancel' and 'Confirm' buttons. An orange arrow points from the 'Confirm' button in the dialog to the 'Confirm' button in the main modal. The background Gantt chart remains visible.

4. Moreover, you can easily update the task progress by double clicking the “%” on each task.

The screenshot shows the 'Schedule' module of the sitearound software. The left sidebar has a 'Project Management' section with 'Schedule' selected. The main area shows a Gantt chart for the 'South-East Bangkok Airport Project'. The chart lists tasks in WBS order: 1 (South East), 1.1 (Structure), 1.1.1 (Excavation Work), 1.1.2 (Piling Work), 1.1.3 (Footing Work), 1.1.4 (Ground Column), 1.1.5 (Ground Beam), 1.2 (MEP Work), 1.2.1 (Ground Wiring), 1.2.2 (Lighting Wiring), and 1.2.3 (Task). The 'Piling Work' task is highlighted with a yellow background and has a progress bar indicating 0% completion. A yellow arrow points to this progress bar.

10.11 Download the Schedule

1. You can download the schedule by clicking "Schedule" from left toolbar.

This screenshot is identical to the one above, showing the 'Schedule' module of the sitearound software. The left sidebar shows the 'Project Management' section with 'Schedule' selected. The main area displays the same Gantt chart with tasks and their progress. A large orange arrow points to the 'Schedule' button in the left sidebar, which is highlighted in orange, indicating it is the active module.

2. Click "Option" to access the Schedule Action menu.

The screenshot shows the 'Schedule' view for the 'South-East Bangkok Airport Project'. The left sidebar includes sections for Principle, Location, Transmittal, and Project Management (with 'Schedule' highlighted). The main area displays a Gantt chart from May 28 to June 23, 2025. Tasks are categorized by WBS level 1: South East, Structure, Excavation Work, Piling Work, Footing Work, Ground Column, Ground Beam, MEP Work, Ground Wiring, Lighting Wiring, and Task. An orange arrow points to the 'Option' button in the top navigation bar.

3. Click "Export", then select the file format you want to download, such as PDF, Excel, Microsoft Project, etc.

The screenshot shows the 'Schedule' view for the 'South-East Bangkok Airport Project'. The left sidebar includes sections for Principle, Location, Transmittal, and Project Management (with 'Schedule' highlighted). The main area displays a Gantt chart from May 28 to June 23, 2025. Tasks are categorized by WBS level 1: South East, Structure, Excavation Work, Piling Work, Footing Work, Ground Column, Ground Beam, MEP Work, Ground Wiring, Lighting Wiring, and Task. An orange arrow points to the 'J. Export' button in the top navigation bar, which is part of the 'BCWP/BCWS (Excel)' dropdown menu.