

KSK Planning Tutorial

Date: 13th Dec 2022

STEP 1: To Create Group



Welcome, demoacc (Logout)
Date: 13-12-2022,Tue

ATTENDANCEREPORTKSK PlanningProgress GroupCHANGE PASSWORDDownload

KSK Planning Assign (under maintenance)

General Worker Management	
Group of KSK	
demoacc_1(2)	
Subcon Worker Management	
Group of Subcon	

STEP 1:
Create KSK group &
Subcon as KSK group

- [MUST] Define group for all the KSK (general worker)
- [OPTIONAL] In the case where PIC need to use subcon worker as KSK, create subcon worker group.

STEP 2: To Create Planning



Welcome, demoacc (Logout)
Date: 13-12-2022,Tue

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KSK Planning Assign (under maintenance)

General Worker Management	
Group of KSK	
demoacc_1(2)	
demoacc_2(1)	
Subcon Worker Management	
Group of Subcon	
demoacc-AN PLASTERED CEILING-PLASTER CEILING-SOHO-1(2)	
demoacc-BERJAYA TILING ENTERPRISE-TILE-SOHO-1(2)	

KSK Planning														
Work Category	Task	Remark/Defect URL	Group of KSK	Headcount	Loc 1	Loc 2	Targeted Start Date	Targeted End Date	Backcharge	Backcharge HR	Actual Start Date	Actual End Date	Progress	
SAFETY HEALTH AND ENVIRONMENT	EDGE PROTECTION/BARRICADE		demoacc_1(2)	0 / 0 / 0	APARTMENT	LEVEL 6	2022-12-13	2022-12-13	PAK LIM ENGINEERING SDN BHD- Temporary Metal Work	5.00	2022-12-13	12/13/2022	40	Update

STEP 2:
Create planning every
Friday, effective on 13th
Dec 2022

Weekly Planning	
Work Category:	
Remark/Defect URL:	
Group of KSK:	
Loc 1:	
Targeted Start Date:	12/13/2022
Targeted End Date:	12/13/2022
Backcharge:	
Backcharge HR:	
Save	

- [MANDATORY]:
 - o Work Category
 - o Remark / Defect URL
 - o Group of KSK
 - o Loc 1
 - o Targeted Start Date
 - o Targeted End Date
- [OPTIONAL] – May also fill in backcharge individually via app:
 - o Backcharge
 - o Backcharge HR

Notes: The backcharge hour is defined by per worker on daily basics.

Example: For a group of 2, and task lasted for 3 days, **“10”** Backcharge HR would mean a total of 60 BC hours (10 x 2 x 3).

STEP 3: To Start A Task

Work Category	Task	Remark/Defect URL	Group of KSK	Headcount	Loc 1	Loc 2	Targeted Start Date	Targeted End Date	Backcharge	Backcharge HR	Actual Start Date	Actual End Date	Progress
SITE FACILITY	SITE OFFICE/TOILET	123...	demoacc_1(2)	0 / 0 / 0	Podium	GROUND FLOOR	2022-12-14	2022-12-14		0.00	12/15/2022		Not Started
SAFETY HEALTH AND ENVIRONMENT	EDGE PROTECTION/BARRICADE	www.defect.com.my...	demoacc-BAKTI TIARA (M) SDN. BHD.- Aluminium Formwork-1(2)	0 / 0 / 0	APARTMENT		2022-12-15	2022-12-20					Not Started
DEFECT WORK (CONST)	STRUCTURAL	www.report-defect.com...	demoacc_2(1)	0 / 0 / 0	Podium	GROUND FLOOR	2022-12-15	2022-12-29					Not Started

(1) Select Actual Start Date

(2) Click "Update"

- Select the actual start date
- Click the "Update" button

STEP 4: To Update Progress

Work Category	Task	Remark/Defect URL	Group of KSK	Headcount	Loc 1	Loc 2	Targeted Start Date	Targeted End Date	Backcharge	Backcharge HR	Actual Start Date	Actual End Date	Progress
SITE FACILITY	SITE OFFICE/TOILET	123...	demoacc_1(2)	0 / 0 / 0	Podium	GROUND FLOOR	2022-12-14	2022-12-14		0.00	2022-12-15	12/15/2022	40%
SAFETY HEALTH AND ENVIRONMENT	EDGE PROTECTION/BARRICADE	www.defect.com.my...	demoacc-BAKTI TIARA (M) SDN. BHD.- Aluminium Formwork-1(2)	0 / 0 / 0	APARTMENT		2022-12-15	2022-12-20		0.00	12/15/2022		Not Started

Update the progress (suggested on every Friday)

- Select the progress (20%, 40%, 60%, and 80%)
- Click the "Update" button

STEP 5: To End a task

Work Category	Task	Remark/Defect URL	Group of KSK	Headcount	Loc 1	Loc 2	Targeted Start Date	Targeted End Date	Backcharge	Backcharge HR	Actual Start Date	Actual End Date	Progress
SITE FACILITY	SITE OFFICE/TOILET	123...	demoacc_1(2)	0 / 0 / 0	Podium	GROUND FLOOR	2022-12-14	2022-12-14		0.00	2022-12-15	12/15/2022	100%
SAFETY HEALTH AND ENVIRONMENT	EDGE PROTECTION/BARRICADE	www.defect.com.my...	demoacc-BAKTI TIARA (M) SDN. BHD.- Aluminium Formwork-1(2)	0 / 0 / 0	APARTMENT		2022-12-15	2022-12-20		0.00			
DEFECT WORK (CONST)	STRUCTURAL	www.report-defect.com...	demoacc_2(1)	0 / 0 / 0	Podium	GROUND FLOOR	2022-12-15	2022-12-29	RADINN NE ENTERPRISE-Tower Crane Operator	10.00			

(1) Select Actual End Date

(2) Update progress to 100%

(3) Click "Update"

- Select actual end date
- Update progress to 100%
- Click the "Update" button