



SnagTags

Quick Start Guides

Everything you need to
start using SnagTags on
site today

Snag It. Tag It. **Sorted.**

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Quick Start Guides

Section 1: Getting Started

1

How to use a pack of SnagTags for a new project



Snag It. Tag It. [Sorted.](#)

4

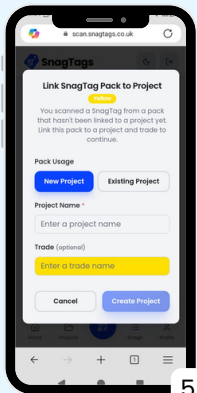


2

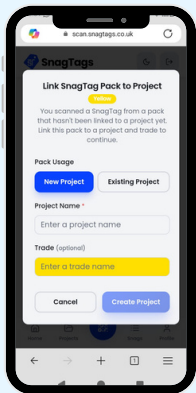
Select New Project

1

Scan the QR Code on the SnagTag and Tap Continue with Email, then click the Magic Link in your email



5

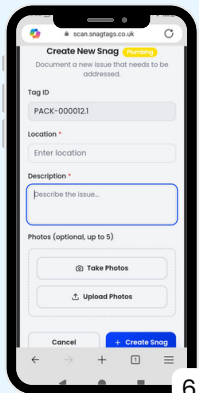


4

Create New Snag, repeat this with all of the SnagTags for your site snagging

3

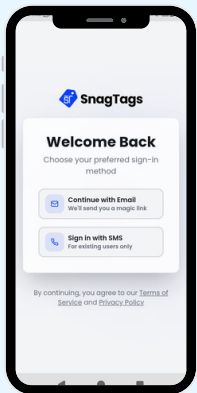
Fill in the Fields and Click Create Project and add the Trade your allocating these SnagTags to



6

How to identify myself using SMS



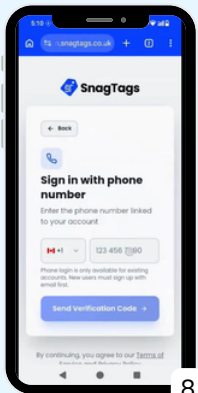


2

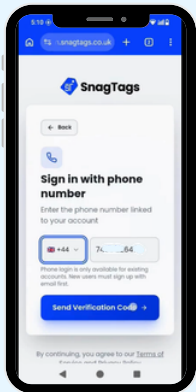
Enter your
Mobile Number

1

Scan the QR Code
on the SnagTag
and Tap Continue
with SMS



8

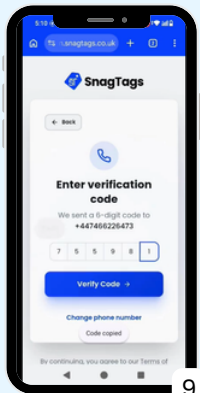


3

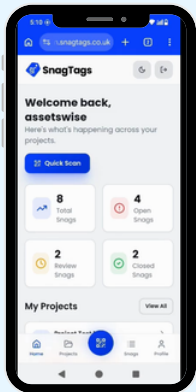
Click send
Verification Code

4

Enter SMS Code



9

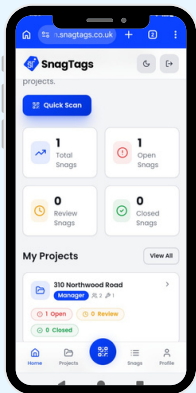


5

Logged in
successfully

How to Add a SnagTags Pack to an Existing Trade



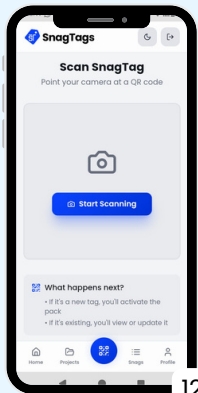


2

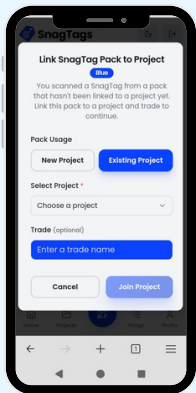
Select Start scanning

1

Tap the Quick Scan button



12

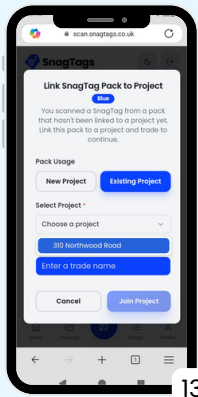


3

Select the Existing Project

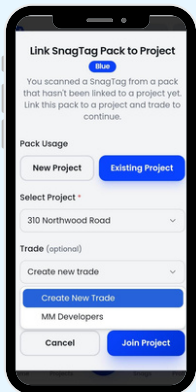
4

Choose from an Existing Project you have already set up



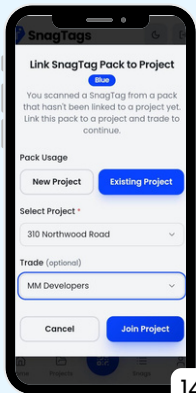
5

Select an Existing Trade from the list



6

Select Join Project - once you have done this you can create new snags



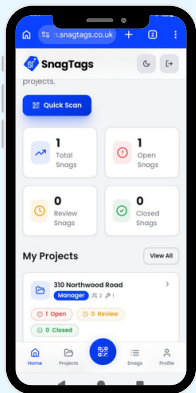
14

4

How to Use a New Pack of SnagTags for a Trade in an Existing Project



Snag It. Tag It. [Sorted.](#)

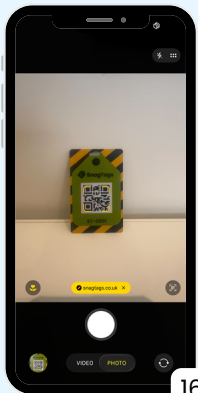


1

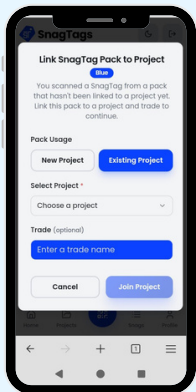
Tap Quick Scan

2

Start Scanning



16

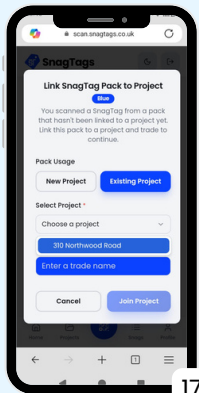


4

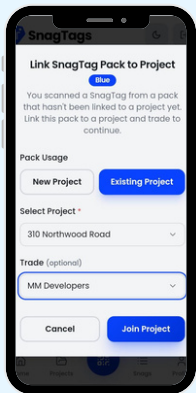
Fill in All Fields including your Trade details

3

Select Existing Project



17

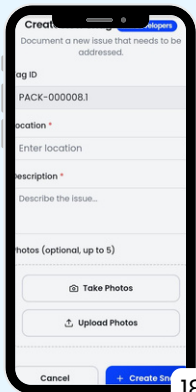


6

Create a New Snag

5

Select Join Project



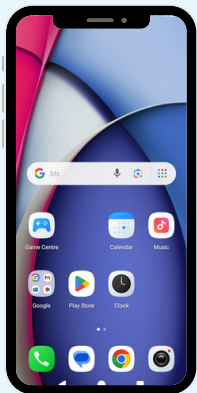
18

5

How to scan SnagTags with the camera app on my phone



Snag It. Tag It. [Sorted.](#)



1

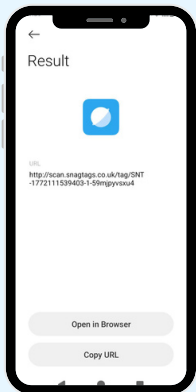
Open the
Camera App
from your device

2

Start Scanning



20

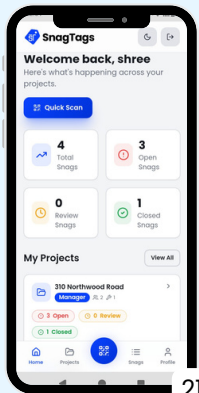


4

You will be
logged into
your account

3

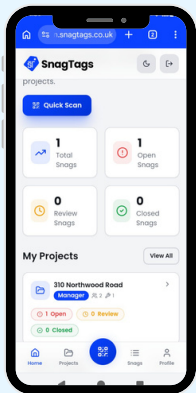
Open the Link



21

How to scan SnagTags without the camera app of my phone



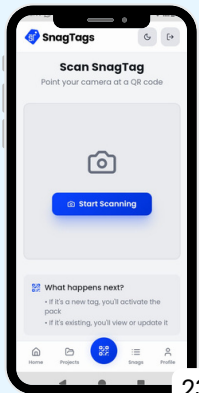


2

Start Scanning

1

There are two ways to scan: Quick Scan or by tapping the Scan QR icon

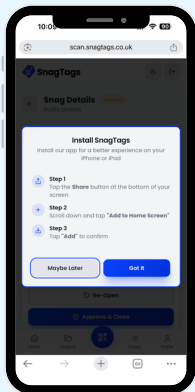


7

How to open SnagTags like any other app on my phone



Snag It. Tag It. [Sorted.](#)

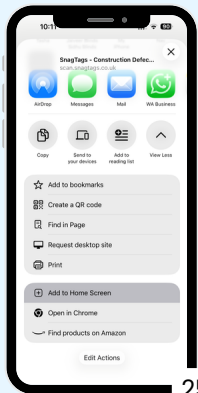


1

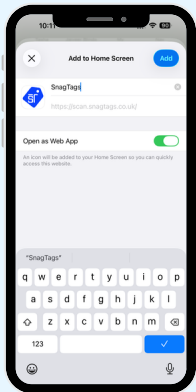
Log into your account and you should see instructions to add to your Home Screen as an app

2

Click Share > Add to Home Screen



25



3

Click Add



4

You will now see
this as an App
on your device



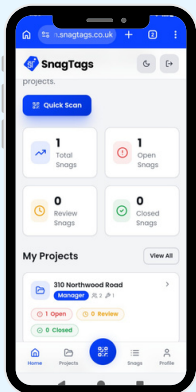
Quick Start Guides

Section 2: Operations

How to document a snag



Snag It. Tag It. [Sorted.](#)

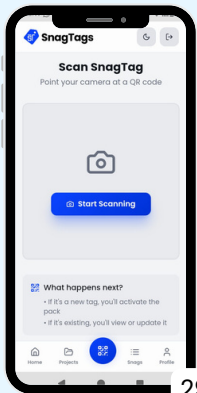


2

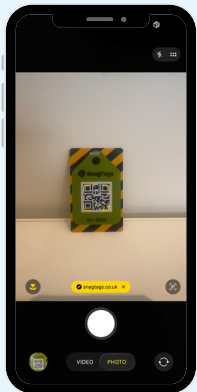
Start Scanning

1

Tap on Quick Scan / or open your camera or your phone and scan the QR code



29



4

Fill in All Fields

3

Scan the QR code

A smartphone screen displaying the SnagTag app form. The URL is "scan.snagtags.co.uk". The form includes fields for "Tag ID" (PACK-000009.3), "Location" (Toilet 1), and "Description" (Describe the issue...). There are buttons for "Take Photos", "Upload Photos", "Cancel", and "+ Create Snag".

scan.snagtags.co.uk

Create new snag [View existing snag](#)

Document a new issue that needs to be addressed.

Tag ID

PACK-000009.3

Location *

Toilet 1

Description *

Describe the issue...

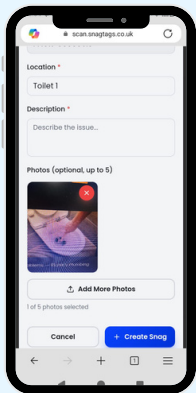
Photos (optional, up to 5)

Take Photos

Upload Photos

Cancel + Create Snag

30

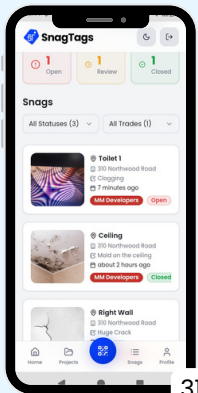


6

Once created, this will be in "Review" stage, to then be updated by the specified trade. You can then view all recent Snags on your Project(s)

5

Add the Location, Description and Photos to create the Snag



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How your Trade can update the Snag



Snag It. Tag It. [Sorted.](#)

1

NB: Anyone can scan the SnagTags and gain access, if you want to prevent this, please see details in Guide no. 10

Once you have submitted for your Snag(s) for review, you advise the trade to locate the physical tag(s) on site, alternatively you can provide them a PDF to the Snags on the project

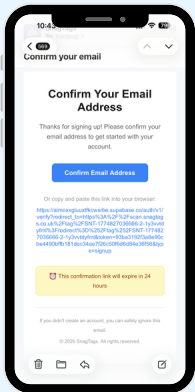
2

The Trade can then simply scan the QR code of the Snags using their Camera App, they will then be prompted to Register



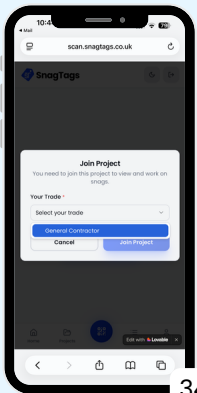
3

Once they enter their email address, they will receive their Magic Link



4

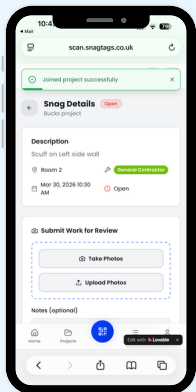
They will then be prompted to Join the project and select their trade from the dropdown



34

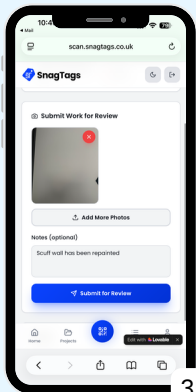
5

The Snag(s) you raised will be visible to the Trade

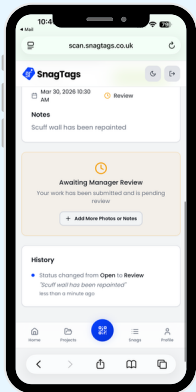


6

They fix the issue(s) and update the Snag(s) with a Description and Photos



35

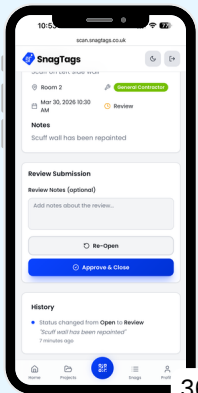


8

The Manager will be notified of the update, and you will see an option to Close or Re-Open the Snag

7

This will automatically change the Status to "Awaiting Manager Review"

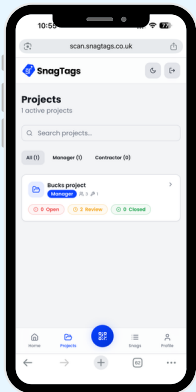


36

How to manage who has access to the SnagTags



Snag It. Tag It. [Sorted.](#)

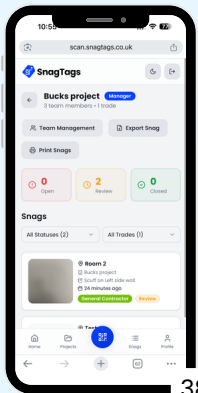


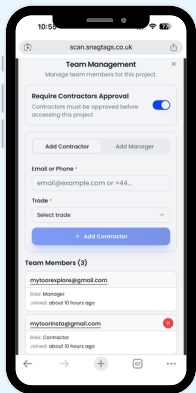
1

Log in and in your dashboard select the Project(s) you want to manage the access on

2

In the Project dashboard select "Team Management"



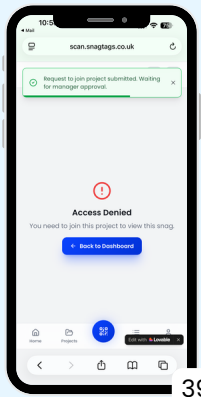


3

You will see a list of the people and their roles registered to this project, If you want to restrict access, toggle "Require Contractors Approval"

4

If an unauthorised person tries to scan they will see "Access Denied". You will then receive a notification to approve or deny access to that user

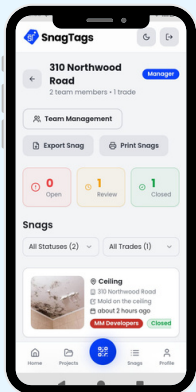


39

How to close or reopen a Snag



Snag It. Tag It. [Sorted.](#)

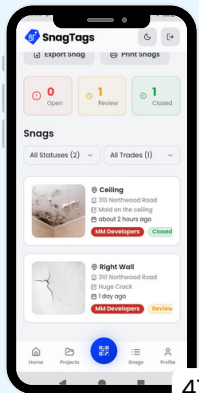


2

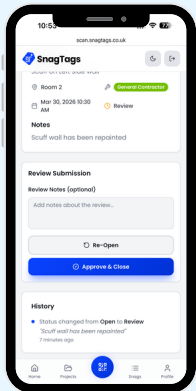
Review Completed Task/Snag Update

1

Open the Snag to review



41



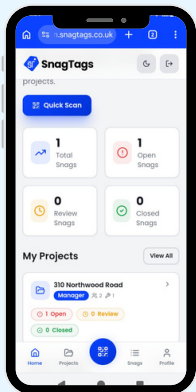
3

Re Open (with comments) or Approve and Close the Snag

How to see a list of my projects



Snag It. Tag It. [Sorted.](#)

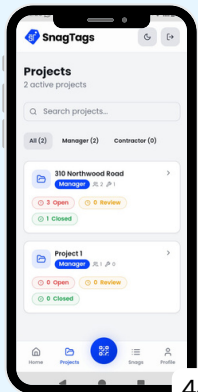


2

View the Project List
and Select a
Project

1

Select Projects to
View the Project
List



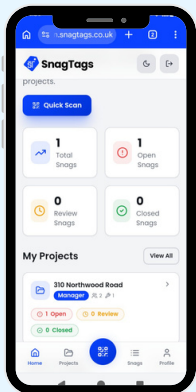
13

How to see a list of all snags in a project



Snag It. Tag It. [Sorted.](#)

45

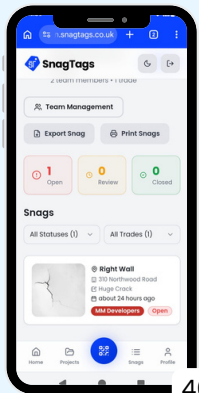


2

Sort Snags by
Status or Trade

1

Go to My Projects
and Choose a
Project

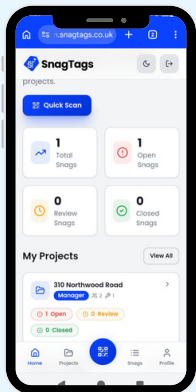


46

How to see a list of all snags in all projects



Snag It. Tag It. [Sorted.](#)

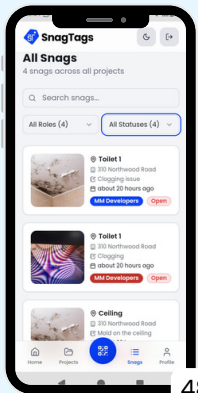


2

Sort Snags by Role or Status

1

Select Snags to View All Snags Across Projects





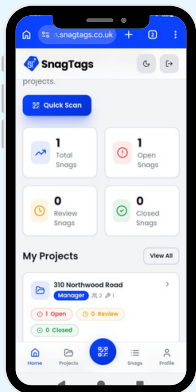
Quick Start Guides

Section 3: Notifications

How to Get Notified About New Snags



Snag It. Tag It. [Sorted.](#)

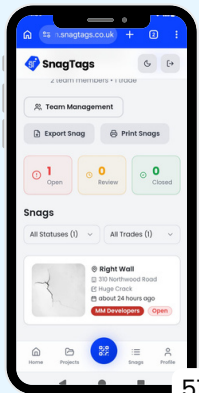


2

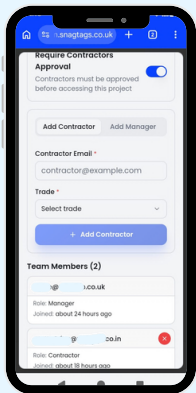
Select "Team Management"

1

To check if the contractor is in the project

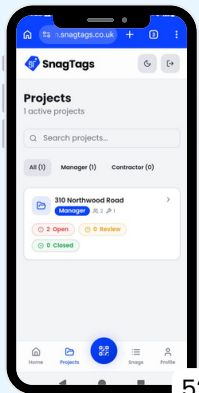


51



3

Check the contractor details

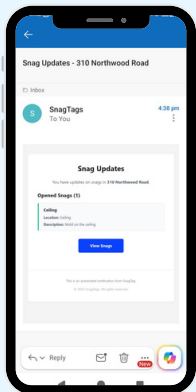


4

When a new Snag is opened, they will receive an Email and/or SMS Notification

5

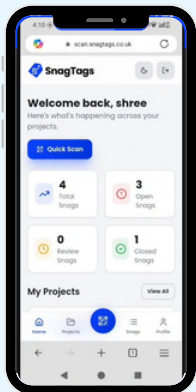
The email notification they receive will look like this



As a Manager, How to Get Notified About Snags



Snag It. Tag It. [Sorted.](#)

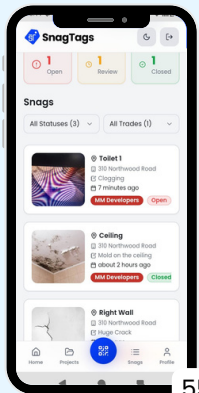


2

The Manager will get notified via email

1

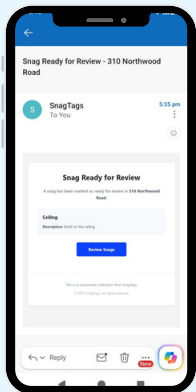
When the Snag is made ready for review



55

3

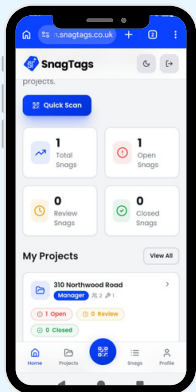
The email notification looks like this



How to get notified via SMS



Snag It. Tag It. [Sorted.](#)

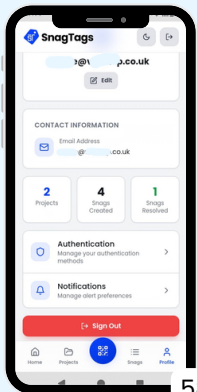


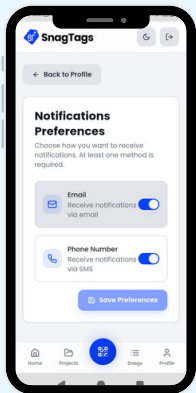
2

Open Notifications

1

Go to your Profile



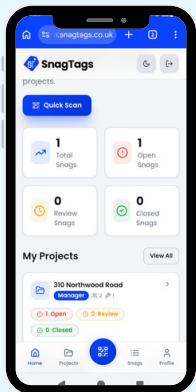


3

Update SMS
Notifications
Here

How to change my email address or phone number



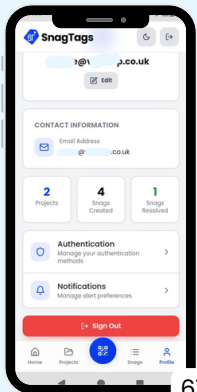


1

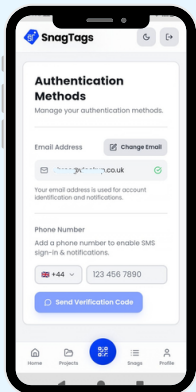
Go to your Profile

2

Open
Authentication



61

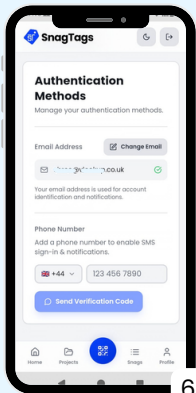


4

Update Phone Number

3

Update Email



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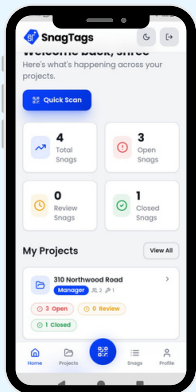
Quick Start Guides

Section 4: Reporting

How to get a PDF of all snags in a project



Snag It. Tag It. [Sorted.](#)

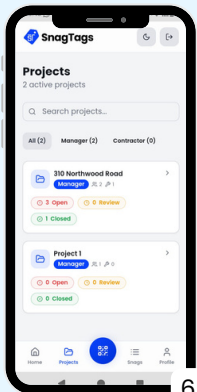


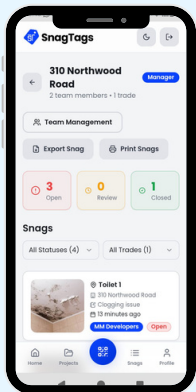
2

Select a Project to
Download Snag
List in PDF

1

Click on Projects



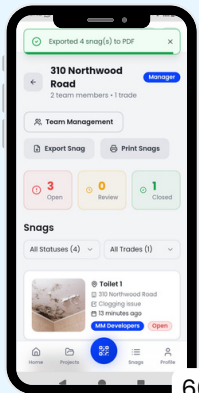


4

Successfully
Downloaded Snag
List PDF

3

Select Export
Snag



66

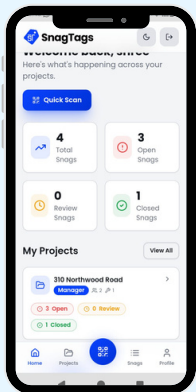


This is how the Snag List PDF looks. You can send these to the Trades, and even if a tag on site goes missing, they can scan the QR codes in this PDF to retrieve the details

How to print a list of snags in a project



Snag It. Tag It. [Sorted.](#)

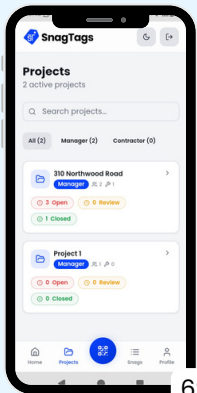


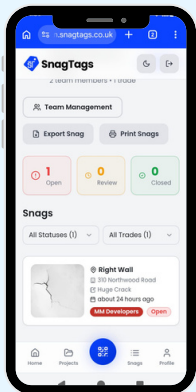
2

Select a Project to Print the Snag List

1

Click on Projects





4

Print - Choose your printer and confirm

3

Click on Print Snags



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