

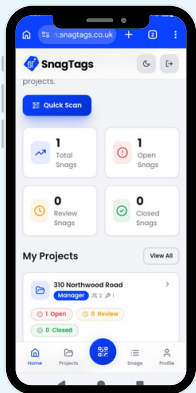
8

# How to document a snag



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

1

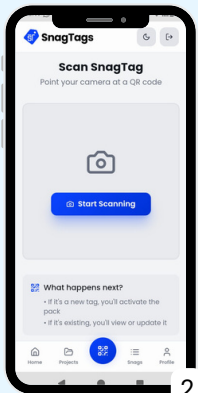


1

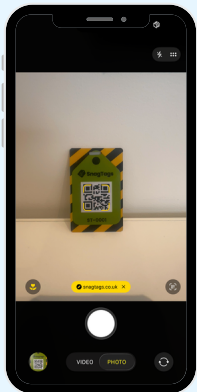
Tap on Quick Scan / or open your camera or your phone and scan the QR code

2

Start Scanning



2



4

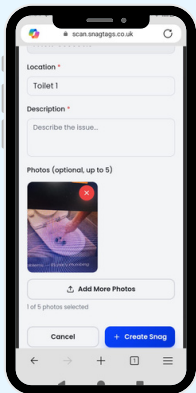
Fill in All Fields

3

Scan the QR code

A smartphone app form for creating a snag. The form fields are: Tag ID (PACK-000009.3), Location (Toilet 1), Description (Describe the issue...), and Photos (optional, up to 5). There are buttons for 'Take Photos', 'Upload Photos', 'Cancel', and '+ Create Snag'. The browser address bar shows 'scan.snagtags.co.uk' and the page title is 'Create New Snag'.

3

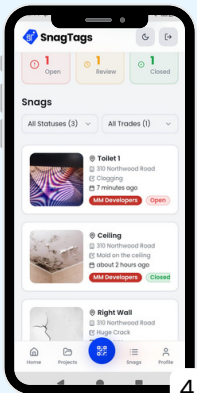


6

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



4