

CACI Training Module SOPs

Submittals

CACI

1. Purpose

The **Submittal** applications allows KTRs working on construction and facilities management projects to ask questions to NAVFAC. An e-mail notification will alert you when NAVFAC responds. View all new responses and other communications upon login.

Submittals are drawings and information sent to the NAVFAC team for review.

Recently, new updates to eCMS were made to improve the efficiency and intuitiveness of processing Submittals.

If you have used the system previously, you will notice that the detail screen for Submittals are displayed differently. The screen is organized to display like a form and is arranged in sections for a more logical response. The basic information required has not changed. To improve and streamline collaboration, new functionality provides the ability to add **Reviewers**, facilitate **Reviewer Response** and use **Notes** to communicate efficiently.

A new **Reviewer** Section appears in Submittal Detail screens. In the system, subject matter experts (SMEs) are referred to as Reviewers. This section can only be completed by NAVFAC users; however, contractors are able to see who was added as a reviewer.

Level	* Reviewer	Distribution List	Required	Due Date
1	Test AE	ecms@caci.com	<input checked="" type="checkbox"/>	2018-12-31
2	Test ET	ecms@caci.com	<input checked="" type="checkbox"/>	2019-01-01

Add Reviewer Select Template

Submittals – Issues/Internal Routing are no longer required for the COR/CM/PAR to send a submittal to reviewers. Like RFIs, reviewers are added in the **Reviewers** Section.

Reviewer Response – This is a new feature for Submittals and simplifies the way reviewers respond to the COR/CM/PAR. Once the Submittal is sent to a reviewer, a **Reviewer Response** box appears at the top of the Submittal informing the reviewer of the response due date and a drop-down box of responses. The Reviewer selects a response, adds any additional notes and completes the review.

This action sends the Submittal to the COR/CM/PAR for final disposition.

Reviewer response required by 2018-12-19

Select Review Response... Complete Review

ZZ-ACME-00070

*Subject Subject name for your Request For Information (RFI)

GOV Disposition Closed

CON Spec-Section

Spec Paragraph

Drawing Number

Drawing Sheet Number

*RFI.Created_Date 2018-12-18

Required 2018-12-31

FSC Spec-Section

Spec Page Number

Drawing Detail

RFI Disclaimer

NOTE: If the determination of this RFI is "Answered - No Cost" then this reply is given with the expressed understanding that it does not constitute a basis for any change in the amount or time of subject contract. Information provided in this response does not authorize work not currently included in the contract. If determination of this RFI is "Answered - Pending PCO" then this response may require a change to the contract.

A new **Notes** Section also appears in the Submittal Detail screens. Notes can be submitted by all users, contractors and NAVFAC alike. All notes default to private, so they can only be seen initially by NAVFAC users. However, the COR/CM/PAR can decide which notes should be seen by the contractor by making them public.

The screenshot shows the 'RFI Detail' screen with tabs for 'Attachments', 'Related Objects', and 'History'. The 'Notes' section is active, displaying three entries:

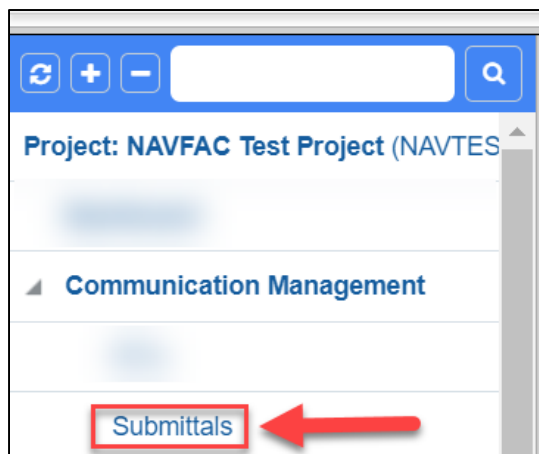
- 001**: KTR PM, 2018-12-30 04:26 AM, Private. Note: 'For COR review.' with a 'Comment' button.
- 002**: Test AE, 2018-12-30 08:22 AM, Private. Note: 'Sending to AE and ET for review.' with a 'Comment' button.
- 003**: Test AE, 2018-12-30 08:27 AM, Private. Note: 'Test AE has submitted their review with a status of Requires Further Discussion' with a 'Comment' button.

The software vendor continues to work on enhancements to further improve ease of use of the system. The user community will be notified of these changes as they occur. As you navigate through the system as a new user, you can request assistance through ecmssupport@caci.com or post an issue in the Forums Project (directions are provided in *Section 1.4 - Technical Support and Feedback*).

Submittals

1. Responding to a Submittal as the COR

To access Submittals, go to the Navigation Panel, open Communication Management, and then select **Submittals**.



From here, you can see all Submittals created on this project. Click on the **Status** heading so the submittals will filter the “1. Open, submitted” submittals to the top.

SUBMITTALS							
Submittal No.	Submittal Type Code	Spec. Section	Name	Submittal Variation	Status	Date Required	Attachments

Below is an example of the submittals that are “1. Open, submitted” filtering to the top.

SUBMITTALS							
Submittal No.	Submittal Type Code	Spec. Section	Name	Submittal Variation	Status	Date Required	Attachments
					1. Open, submitted		
					1. Open, submitted		
					1. Open, submitted		

Locate the submittal and then hover over and click the Submittal No. to view the submittal.

SUBMITTALS							
Submittal No.	Submittal Type Code	Spec. Section	Name	Submittal Variation	Status	Date Required	Attachments
CC18NA-00084	SAF	01 35 26	Contractor Name	No	1. Open, submitted	2019-01-25	

As the COR, you have two options: to answer the Sumittal or to Add a Reviewer. For this example, we will answer the Submittal. Select the drop down for **Status**.

Submittal No. CC18NA-00084		Status 1. Open, submitted	Spec Section 01 35 26
Name Contractor Name	Package No.	Spec Sub-Section	
Type Safety Plan	<input type="checkbox"/> Procurement Item		

There are nine options to choose from: 1. Open, submitted, 2. Disapproved; Resubmit, 3. Return for Correct/Resubmit, 4. Note on drawings; Resubmit, 5. Approved/Accept, as noted, 6. Approved/Accepted, 7. Acknowledged Receipt, 8. Sent separately; Completed, 9. Not Reviewed.

★ Status	1. Open, submitted
Package No.	2. Disapproved; Resubmit 3. Return for Correct/Resubmit 4. Note on drawings; Resubmit 5. Approved/Accept, as noted 6. Approved/Accepted 7. Acknowledged Receipt 8. Sent separately; Completed 9. Not Reviewed

Once you have reviewed the submittal and selected the **Status**, click **Save** at the top right corner. For this example, we chose option 6. “Approved/Accepted”. Now the contractor can see the COR’s response.

Submittal Detail

Submittal No. CC18NA-00084

Name Contractor Name

Type Safety Plan

Procurement Item

Status 6 Approved/Accepted

Spec Section 01 35 26

Package No.

Spec Sub-Section

2. How the COR adds a reviewer

As the COR, you have two options: to answer the Summittal or to Add a Reviewer. For this example, we will add a Reviewer. In the submittal, scroll down to find the **Reviewer** section.

Then select **Add a Reviewer**.

Reviewer

Level	Reviewer	Distribution List	Required	Due Date	Status	Action Date
Add Reviewer						

Select_Template

Create_Template

Then click the **magnifying glass** to choose the reviewer.

To search for the reviewer, type the percent sign (%), which is the wild card for your search and then type either the first or last name. In the example below, %test% is typed in the Find bar, and the names with “test” filtered. If you need to add multiple users of a Distribution List as reviewers, navigate to Distribution Lists in the popup and check the Distribution Lists.

Reviewer

Level	Reviewer	Distribution List

Add Reviewer

Find: %test%

Go Close Accept

Prev Set 1 - 14 of 14 Next Set Add New

Project Contacts Distribution Lists

TEST PME	TESTCIPME	NAVFAC Partner	NAVPAR01	<input type="checkbox"/>
Test AE	TEST_AE	Architectural Engineer	ARCENG01	<input type="checkbox"/>
Test CM	TESTCICM	NAVFAC Partner	NAVPAR01	<input type="checkbox"/>
Test COR	TESTCICOR	NAVFAC Partner	NAVPAR01	<input type="checkbox"/>
Test DM	TESTCIDM	NAVFAC Partner	NAVPAR01	<input type="checkbox"/>
Test ET	TESTCIET	NAVFAC Partner	NAVPAR01	<input type="checkbox"/>
Test PM	TESTCIPM	NAVFAC Partner	NAVPAR01	<input type="checkbox"/>
Test Passive	TP	NAVFAC	NAV	<input type="checkbox"/>

For this example, the Design Manager will be added to be the reviewer. Make sure to check the box to the right of their name, then click **Accept** at the top right.

Find: %test% Go Close **Accept** Add New

1 - 14 of 14 Prev Set Next Set

Project Contacts Distribution Lists

	Level	Reviewer	Distribution List
Add Reviewer			
Test DM	TESTCIDM	NAVFAC Partner	NAVPAR01 <input checked="" type="checkbox"/>

The **level** indicates the order of review. For an example, if you add multiple reviewers, the level 1 would be the first to review the RFI, the level 2 would be the second to review, and so on.

Reviewer

	Level	Reviewer	Distribution List	Required	Due Date	Status	Action Date
	1	TEST DM		<input type="checkbox"/>	2018-12-20		
Add Reviewer				Select_Template		Create_Template	

Click the **Required** checkbox and then click on the **mini calendar** in the Due Date section.

Reviewer

	Level	Reviewer	Distribution List	Required	Due Date	Status	Action Date
	1	TEST DM		<input type="checkbox"/>	2018-12-20		
Add Reviewer				Select_Template		Create_Template	

The COR can change the due date for the reviewer response. Select the due date.

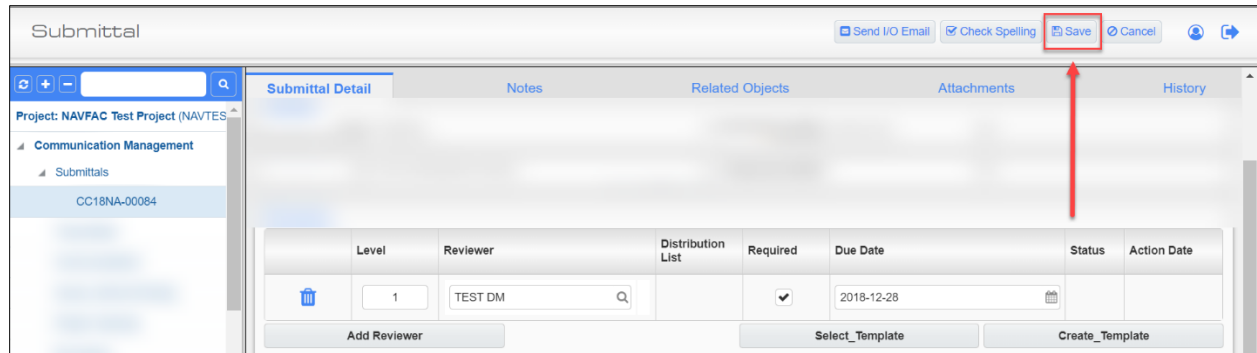
Reviewer

	Level	Reviewer	Distribution List	Required	Due Date	Status	Action Date
	1	TEST DM		<input checked="" type="checkbox"/>	2018-12-28		
Add Reviewer				Select_Template		Create_Template	

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

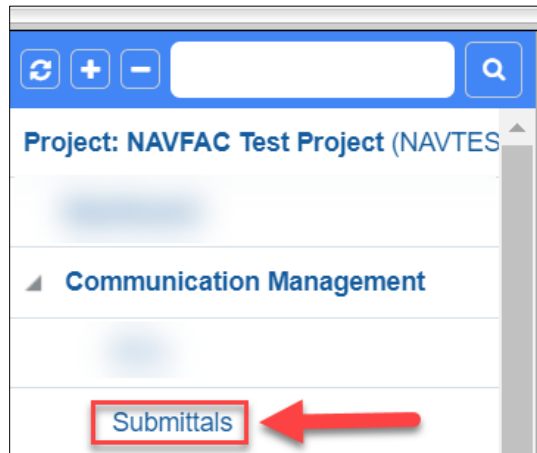
Once you have reviewed the submittal and you're ready to send it to the reviewer, select **Save**. The reviewer will now need to respond.



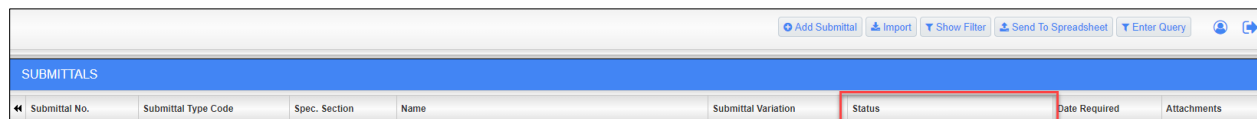
3. Responding to a Submittal as the Reviewer

Once the COR adds a reviewer and saves the submittal, it is time for the reviewer to respond.

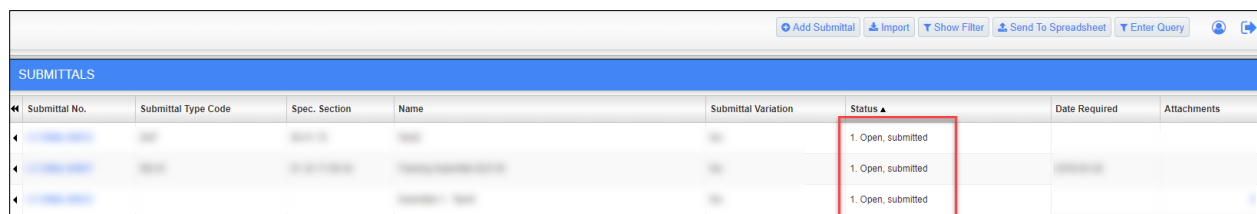
After the reviewer logs in, go to the Navigation Panel, open Communication Management, and then select **Submittals**.



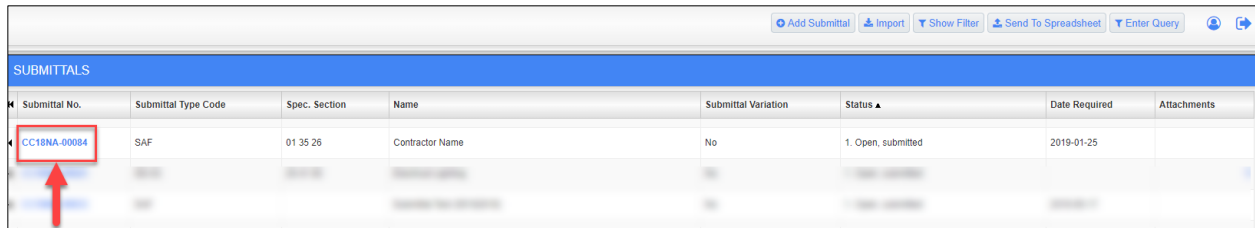
Click on the **Status** heading so the submittals will filter the “1. Open, submitted” submittals to the top.



Below is an example of the submittals that are “1. Open, submitted” filtering to the top.

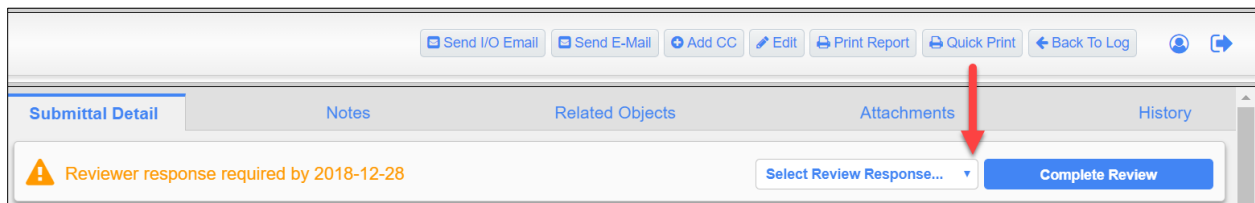


Locate the submittal and then hover over and click the Submittal No. to view the submittal.



Submittal No.	Submittal Type Code	Spec. Section	Name	Submittal Variation	Status	Date Required	Attachments
CC18NA-00084	SAF	01 35 26	Contractor Name	No	1. Open, submitted	2019-01-25	

Once the reviewer opens the submittal, they will see a notification that appears at the top of the submittal in orange text, informing the reviewer of when the response is due. Review the submittal and then click on the **Select Review Response** drop down box.



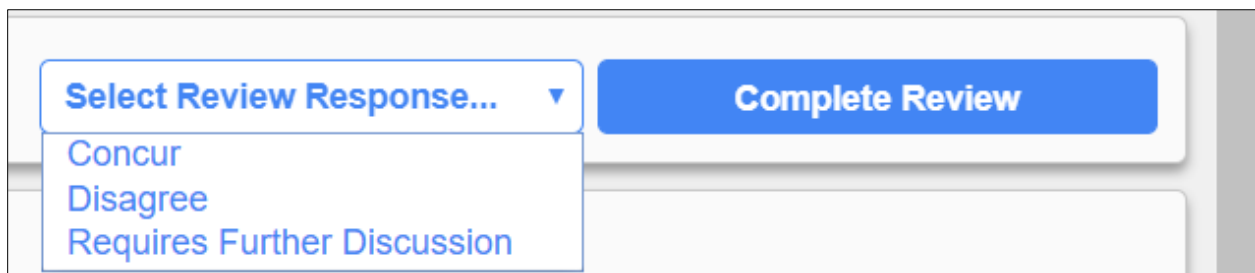
Send I/O Email Send E-Mail Add CC Edit Print Report Quick Print Back To Log

Submittal Detail Notes Related Objects Attachments History

Reviewer response required by 2018-12-28

Select Review Response... Complete Review

Select the review response for the submittal. The three options are: Concur, Disagree, and Requires Further Discussion. Once you have selected your review response, click **Complete Review**. The COR will now need to respond to the Submittal.

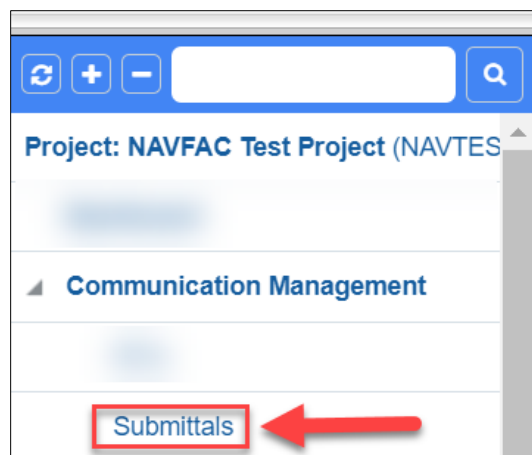


Select Review Response... Complete Review

Concur
Disagree
Requires Further Discussion

1.1.1.1 Responding to a Submittal as the COR after the Reviewer has responded

After logging in, go to the Navigation Panel, open Communication Management, and then select **Submittals**. *Currently, “Submittals” will not be bolded or display the number of how many submittals need to be reviewed. This functionality will be added.*

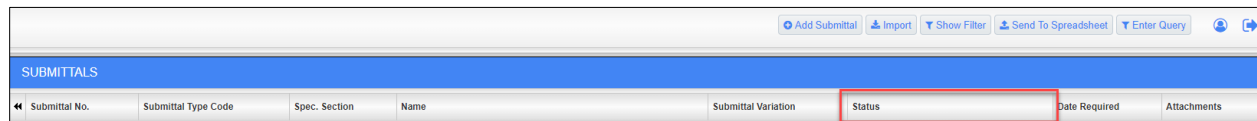


Project: NAVFAC Test Project (NAVTES)

Communication Management

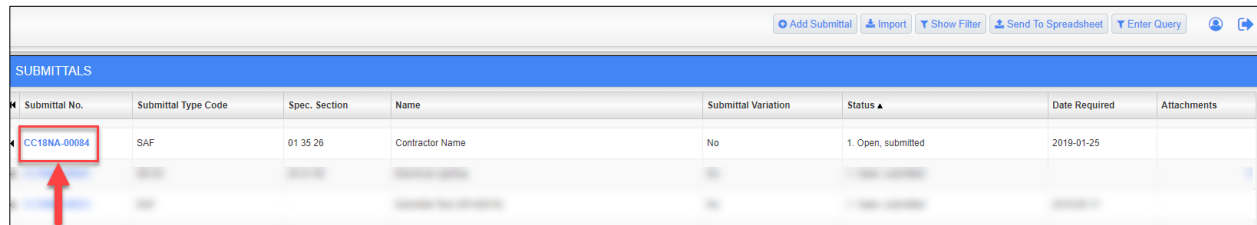
Submittals

Click on the **Status** heading so the submittals will filter the “1. Open, submitted” submittals to the top.



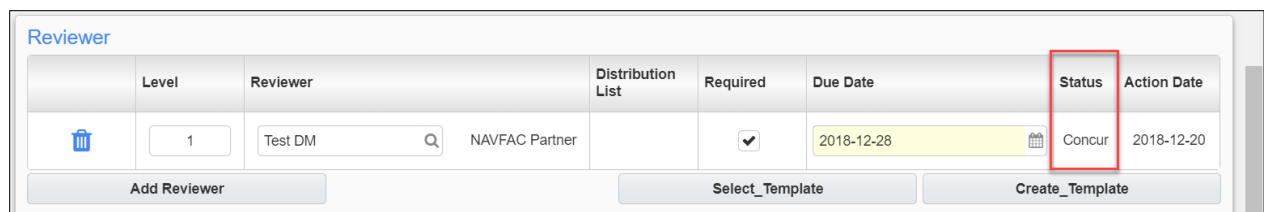
Submittal No.	Submittal Type Code	Spec. Section	Name	Submittal Variation	Status	Date Required	Attachments
CC18NA-00084	SAF	01 35 26	Contractor Name	No	1. Open, submitted	2019-01-25	

Locate the submittal and then hover over and click the Submittal No. to view the submittal.



Submittal No.	Submittal Type Code	Spec. Section	Name	Submittal Variation	Status	Date Required	Attachments
CC18NA-00084	SAF	01 35 26	Contractor Name	No	1. Open, submitted	2019-01-25	

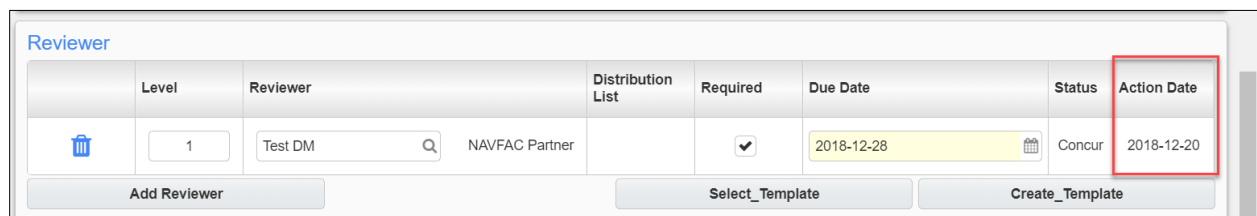
Once you have opened the submittal, scroll down to the **Reviewer** section to see what their response was. The response will be under the “Status” category. In this example, you can see that the reviewer Concurred with the submittal.



	Level	Reviewer	Distribution List	Required	Due Date	Status	Action Date
	1	Test DM	NAVFAC Partner		2018-12-28	Concur	2018-12-20

Add Reviewer Select_Template Create_Template

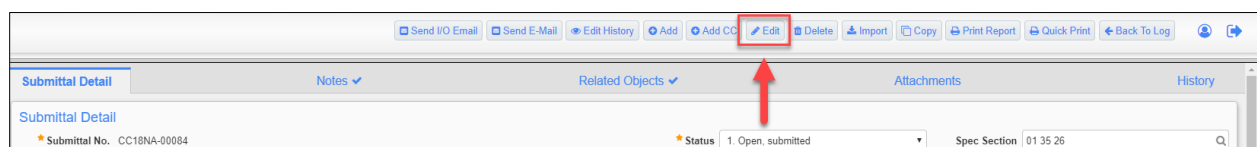
The action date is when the reviewer responded to the submittal.



	Level	Reviewer	Distribution List	Required	Due Date	Status	Action Date
	1	Test DM	NAVFAC Partner		2018-12-28	Concur	2018-12-20

Add Reviewer Select_Template Create_Template

After reviewing the submittal and the response from the reviewer, scroll to the top of the submittal and select “Edit”.



Submittal Detail		Notes	Related Objects	Attachments	History
Submittal No. CC18NA-00084		Status 1. Open, submitted		Spec Section 01 35 26	

Send I/O Email Send E-Mail Edit History Add Add CC **Edit** Delete Import Copy Print Report Quick Print Back To Log

Now that you are in edit mode, click on the Status drop down box. There are nine options to choose from: 1. Open, submitted, 2. Disapproved; Resubmit, 3. Return for Correct/Resubmit, 4. Note on drawings; Resubmit, 5. Approved/Accept, as noted, 6. Approved/Accepted, 7. Acknowledged Receipt, 8. Sent separately, Completed, 9. Not Reviewed.

★ Status 1. Open, submitted ▼

Package No.

2. Disapproved; Resubmit
3. Return for Correct/Resubmit
4. Note on drawings; Resubmit
5. Approved/Accept, as noted
6. Approved/Accepted
7. Acknowledged Receipt
8. Sent separately; Completed
9. Not Reviewed

For this example, option “6. Approved/Accepted” was chosen as the status. Once you have reviewed the submittal and selected the Status, click **Save** at the top right corner. Now the contractor can see the COR’s response.

Send I/O Email Check Spelling **Save** Cancel

Submittal Detail Notes Related Objects Attachments History

Submittal Detail

★ Submittal No. CC18NA-00084

★ Name Contractor Name

Type Safety Plan ☐ Procurement Item

★ Status 6. Approved/Accepted Spec Section 01 35 26

Package No. Spec Sub-Section

Sorting Data

eCMS offers three ways to filter and sort information to find specific cases to review.

- Execute a query (**Simplest; Recommended**)
- Send information to a downloadable Excel spreadsheet and sort the information from there, or
- Use the Filtering function in eCMS (**Most Complicated**)



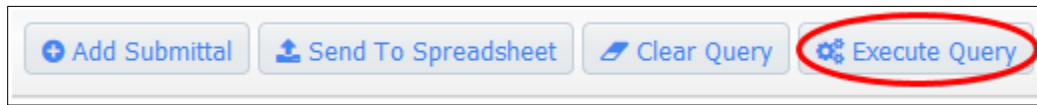
1. Enter and Execute a Query

Select **Enter Query** from the top, right of the screen.

Blue bars will display at the top of the spreadsheet; enter the search terms for the field to be filtered. For instance, to filter all Submittals with the word Light in the title, enter Light% under the **Name** field.

SUBMITTALS						
Submittal No.	Name	From Partner	From Contact	Returned By Partner	Returned By Contact	Sent To Partner
	LIGHT%					
0002	Subject	Test Company	Government Cor			

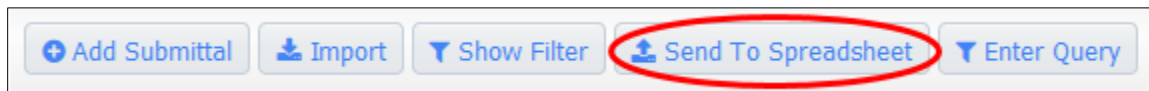
Select **Execute Query** in the top, right, and the system will show a list of all Submittals.



To query multiple fields, enter the information in each field and click **Execute Query**. Use % to sort for a portion of text. For example, let's say we want to search for all RFIs that have the word "maximum" in the subject line. Someone may have shortened it to "max" when entering this field. To find everything with the word "Maximum" in the subject, we would enter %max% in the query field under Subject. This will pull all RFIs with the word "Max" in it, even if they have words or letters in front or after that term. This field is not case sensitive.

2. Send to Spreadsheet

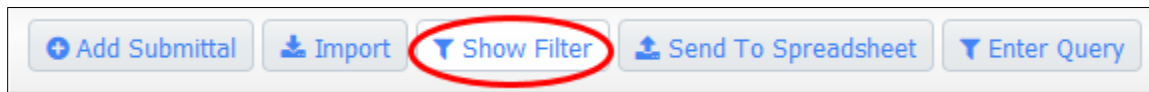
Send all RFIs or Submittals to an Excel spreadsheet, or send a filtered list to an Excel spreadsheet by clicking on the Send to Spreadsheet button in the top, right corner of the screen.



This will automatically download a spreadsheet with all the user's **RFI** or **Submittal** information included. Use the functions of Microsoft Excel to sort the fields and find specific information. If a filter is turned on, only the filtered list will download to Excel.

3. Filtering

Select the **RFIs** or **Submittals** button in the navigation bar on the left side of the screen to pull up a list of all RFIs or Submittals. To find specific RFIs or Submittals, sort the list by selecting the **Show Filter** button at the top, right of the screen.



FILTER			
Column	Operator	Value	Example Value
Submittal No.	<input type="text"/>	<input type="text"/>	
Submittal Type Code	<input type="text"/>	<input type="text"/>	
Spec. Section	<input type="text"/>	<input type="text"/>	
Name	<input type="text"/>	<input type="text"/>	
Submittal Variation	<input type="text"/>	<input type="text"/>	
Status	<input type="text"/>	<input type="text"/>	
Date Required	<input type="text"/>	<input type="text"/>	
Current Cycle	<input type="text"/>	<input type="text"/>	
Attachments	<input type="text"/>	<input type="text"/>	
QC Inspect and Test Reqmnt	<input type="text"/>	<input type="text"/>	
Procurement Item	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	

This will pull up a list of fields used for filtering searches. Using the two columns available, enter the Operator code and Value to sort data.

Operator: Select the dropdown arrow next to the field to sort. A list of symbols appears that set the parameters of the filter:

Operator Symbol	Meaning
=	Equals
!=	Not Equal
>	Greater Than
>=	Greater Than or Equal To
<	Less Than
<=	Less Than or Equal To
IN	Equal to Any Value in Test
NOT IN	Not Equal to Any Value in Test
LIKE	Value A matches pattern in Value B
NOT LIKE	Value A does not match pattern in Value B
BETWEEN	Value Range between X and Y
NOT BETWEEN	Value Range not between X and Y
IS NULL	Find Blank or Incorrect Values

IS NOT NULL	Find Values that are Complete
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After selecting a symbol in the **Operator** column, enter the values to filter in the **Value** column. To ensure correct filtering, enter the values to match the **Example Value** format that appears in the far-right column.

Column	Operator	Value	Example Value
Submittal No.	▼		
Submittal Type Code	▼		
Spec. Section	▼		
Name	▼		
From Partner	▼		
From Contact	= ▼	'Bob Smith'	'Xyz'

Enter dates in DD-MON-YY format and use a % as a wildcard for searches. This field is somewhat technical. An easier way to sort data is to download to Excel or use the **Enter Query** functions described in the sections above. Filtering can be used to set up a permanent view of folders for those that know what they want to see each day.