



# **NAVFAC eCMS Guide**

## **Navigating Projects in eCMS**

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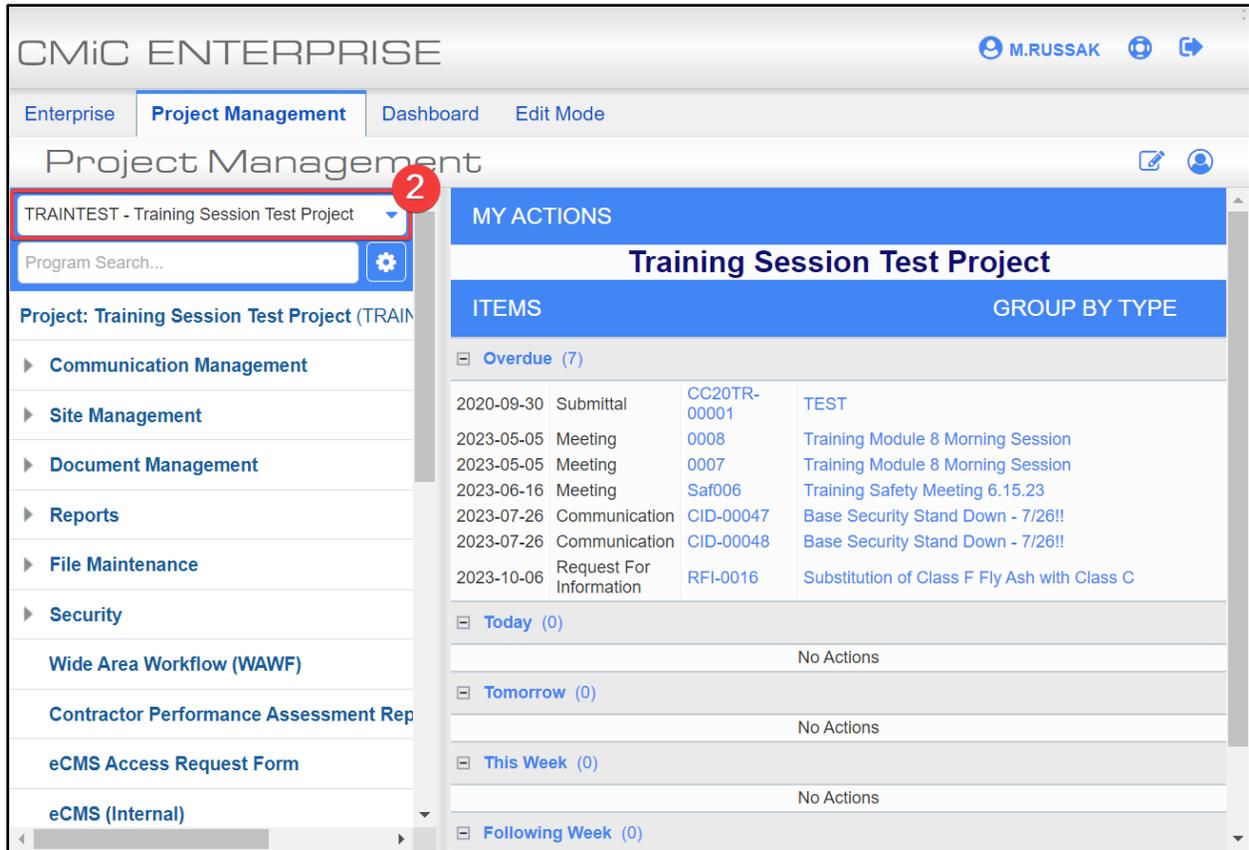
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# 1 Navigating Projects in eCMS

1. Navigate to eCMS and log in



CMiC ENTERPRISE

Enterprise **Project Management** Dashboard Edit Mode

Project Management

TRAINTEST - Training Session Test Project

Program Search...

Project: Training Session Test Project (TRAINTEST)

- Communication Management
- Site Management
- Document Management
- Reports
- File Maintenance
- Security
- Wide Area Workflow (WAWF)
- Contractor Performance Assessment Report
- eCMS Access Request Form
- eCMS (Internal)

**MY ACTIONS**

**Training Session Test Project**

**ITEMS** **GROUP BY TYPE**

Overdue (7)			
2020-09-30	Submittal	CC20TR-00001	TEST
2023-05-05	Meeting	0008	Training Module 8 Morning Session
2023-05-05	Meeting	0007	Training Module 8 Morning Session
2023-06-16	Meeting	Saf006	Training Safety Meeting 6.15.23
2023-07-26	Communication	CID-00047	Base Security Stand Down - 7/26!!
2023-07-26	Communication	CID-00048	Base Security Stand Down - 7/26!!
2023-10-06	Request For Information	RFI-0016	Substitution of Class F Fly Ash with Class C
Today (0)			
No Actions			
Tomorrow (0)			
No Actions			
This Week (0)			
No Actions			
Following Week (0)			

2. Select the project dropdown

CMiC ENTERPRISE M.RUSSAK

Enterprise **Project Management** Dashboard Edit Mode

## Project Management

Project Search... 3

FORUMS	Forums
DTEST	Deloitte Train/Test
SECTEST1	Security Test Project 1
UATTEST	UAT Testing
5928996	Restore/upgrade fire suppression system PM 333
5923099	REHAB LARGE TOW TANK, RICKOVER, USNA-590
5963301	Repair Groundwater Relief System, Dry Dock 6, PSNS
5953151	Child Development Center, Naval Base Point Loma, San Diego, Ca
5993611	Curation Warehouse Environmental B1093 (TP3CN6006)
5990783	FY23 Misc Paving Phase 2

**eCMS (Internal)**

**MY ACTIONS**

### Training Session Test Project

**ITEMS** GROUP BY TYPE

**Overdue (7)**

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**Today (0)**  
No Actions

**Tomorrow (0)**  
No Actions

**This Week (0)**  
No Actions

**Following Week (0)**

3. Select project from list of recently visited projects (proceed to **Step 5.**) **OR** select magnifying glass icon

Find:  ← **7 digit ACQR goes here**

◀ Prev Set 1 - 1 of 1 ▼ Next Set ▶

Show Closed Projects

Company Code	Project Code	Project Name	Address	Customer Name
NAV	TRAINTEST	Training Session Test Project		

↑ **Select blue text**

4. Search for project

- **NOTE:** to find your project, search with the following format: **%1234567%**, where 1234567 is the unique project identifier (ACQR)
- **NOTE:** once you have found your project, select any of the “blue text” to step into the project

After a brief bit of loading, you will step into your eCMS project.