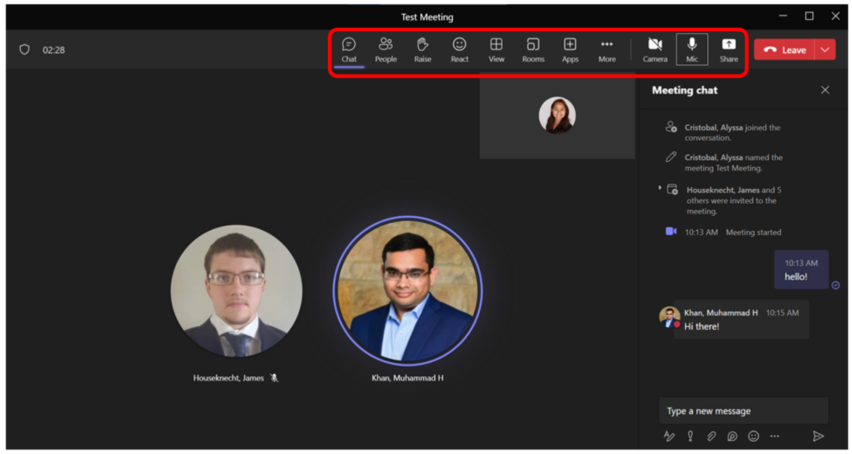
Teams Meeting Controls (All)

Meeting Controls:

1. **Chat:** Utilize to ask questions
2. **People:** See a list of everyone in the meeting
3. **Raise** your "hand" to let people know you want to contribute without interrupting
4. **View:** Customize how you see attendees and content
5. **Share:** Share your screen



Meeting controls are easy to use and extremely useful for participation. Meeting controls can be accessed by clicking each icon to hide/unhide:

- Chat: Selected in the screen shot above (see "Meeting chat" on the right side). You'll be able to access the chat after the meeting from your chat list.
  - Utilize the chat function to ask questions while the presenter is speaking. Feel free to raise your hand and unmute when the presenter asks if there are any questions at the end of each training module.
- People: See a list of everyone in *and* invited to the meeting.
- Raise your "hand" to let people know you want to contribute without interrupting: Meeting presenters will be notified, and everyone will see that your hand is raised when viewing People.
- React: Choose an emoji like 👍and it will appear for a few seconds on screen for everyone in the meeting.
- View: Customize how you see attendees and content.
- Share your screen:
  - When you are sharing, the content being shared will be outlined in red.
  - If the Share icon is grey, you'll have to ask the meeting organizer to change the setting for Who can present?

Other notable icons to keep in mind:

- Click the Mic to mute/unmute.
  - The person speaking will be circled in purple.
- Click the Camera to tun your camera on/off.

TRAINEE NOTES

Electronic Construction Management System (eCMS)

Module 12: Distribution Lists (ALL)

This module includes the following topics:

- Introduction
- Creating a Distribution List
- Editing/Deleting a Distribution List
- Using a Distribution List
- Summary

Training Structure & Registration (All)

Module 1: Basics	Module 8: Meetings
Module 2: Dashboards	Module 9: Non-Compliance Notices
Module 3: Communications	Module 10: PSPDF Viewer
Module 4: Issues	Module 11: Checklists
Module 5 & 6: RFIs and Submittals	**Module 12: Distribution Lists**
	Module 13: Reviewer Templates
Module 7: Daily Reports	Module 14: Punch Lists

Access the links below to find the training registration survey and other training material!
NAVFAC eCMS SharePoint Online Site
eCMS Public-Facing Site

- At this time the Deloitte team, in conjunction with the eCMS User Group, is offering 13 training sessions split up across 14 different Modules (see above).
- Training sessions are conducted multiple times a day, on a weekly basis. This schedule alternates timeslots and audiences to accommodate busy schedules and time zones that may not be EST. You can find the training schedule and training registration survey, along with training material, posted in the following locations:
  - the eCMS SharePoint Online site (NAVFAC Personnel Only): (https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/NAVFACHeadquartersConstructionDC5/SitePages/Electronic-Construction-Management-System-(eCMS).aspx)
  - eCMS Public Facing Site (Contractor & NAVFAC Accessible): (https://www.navfac.navy.mil/Directorates/Planning-Design-and-Construction/About-Us/Planning-Design-and-Construction-Documents/Electronic-Construction-Management-System-eCMS/)
- If you would like to attend a certain training session, you can do so by filling out the survey on the sites (see above).

- **NOTE: ***Registration must be done at least 1 day in advance.**
- Meeting invites are processed at the end of each day, so if you would like to obtain a meeting invite for a "same day" registration, please reach out to your eCMS POC.

TRAINEE NOTES

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Introduction (All)

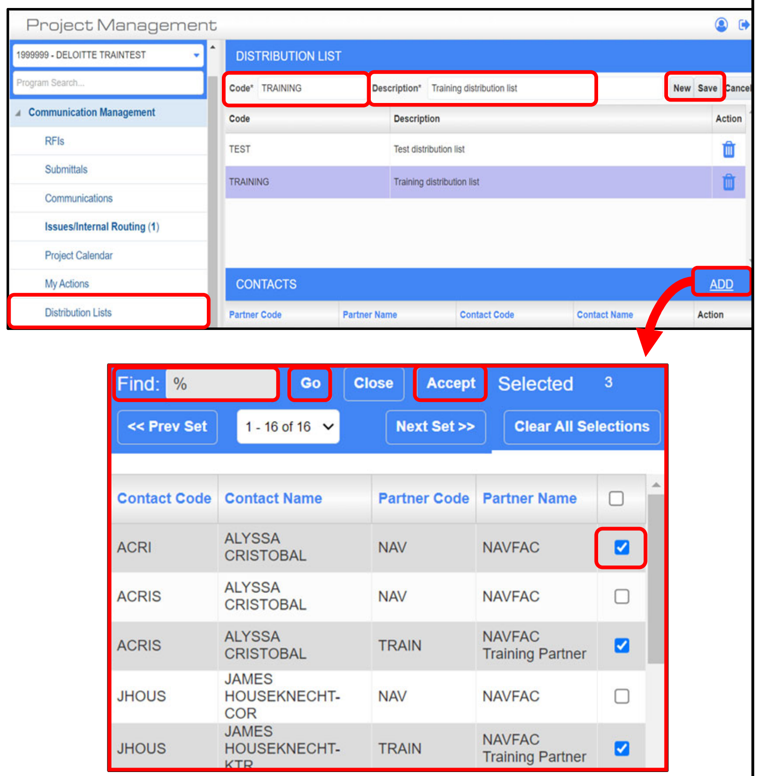
- Distribution Lists are used to group project contacts into lists
- Anywhere in the system where a CC can be entered, selecting a distribution list instead of individual contacts is allowed
- Distribution lists can be created and edited through the navigation pane
- Can be created by any role (COR, REV, KTR, etc)

- Throughout your project lifecycle, you may find yourself copying the same group of users on various eCMS records (for instance in the Receiver section of an RFI). In this case, you can predefine an eCMS Distribution List to replace the process of manually entering each of those users each time.
- **NOTE: Refer to contract documents; specifically contract specifications that have requirements for preparation and information to be included with each eCMS object, regardless of if there is a designated eCMS field or data input.**

TRAINEE NOTES

Creating a Distribution List (All)

1. Navigate to Distribution List
2. Click **New**
3. Enter **Code** and **Description**
4. Click **Save**
5. Click **Add** to add contacts to list
6. Locate the desired contacts and click the checkbox to select
7. Click **Accept**
8. Click **Save**



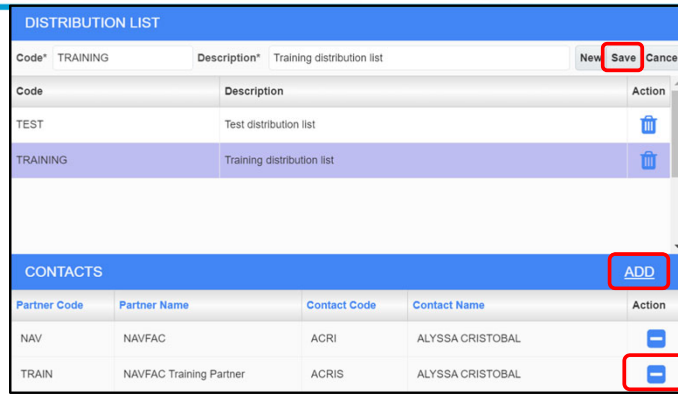
- Adding a Distribution List is a straightforward process.
  - Navigate to Distribution List under Communication Management
  - **NOTE:** The user will only see the CONTACTS table after they enter and save the Code and Description of the Distribution List.
  - **NOTE:** The highlighted selection is the current record a user is editing.
  - Select **Add**
  - Search for Project Contacts or navigate to them by scrolling, select the users you wish to add to this Distribution List
  - Select **Accept**
  - Select **Save**
- The Distribution Lists screen can be used to group project contacts into lists.
- Distribution lists are unique to each project.
- The same contact can be in more than one distribution list.
- The system allows for CCs to be added individually or by selecting a predefined distribution list.
- **BEST PRACTICE:** Naming convention for the Code should be a single word, all capital letters. Make the code as descriptive as possible within the 10 character limit.

TRAINEE NOTES

Editing/Deleting a Distribution List (All)

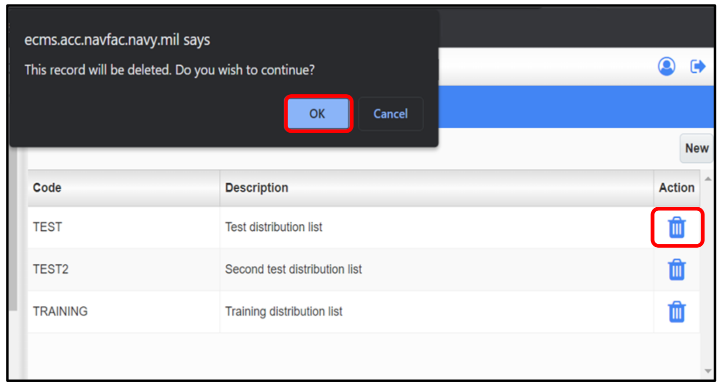
Edit

1. Navigate to and select Distribution List record
2. Click **Add** to add additional contact(s) to the Distribution List
3. Click **Save** after making edits



Deletion

1. Navigate to Distribution List
2. Click the trash icon to delete the Distribution List
3. Click **OK** to confirm deletion

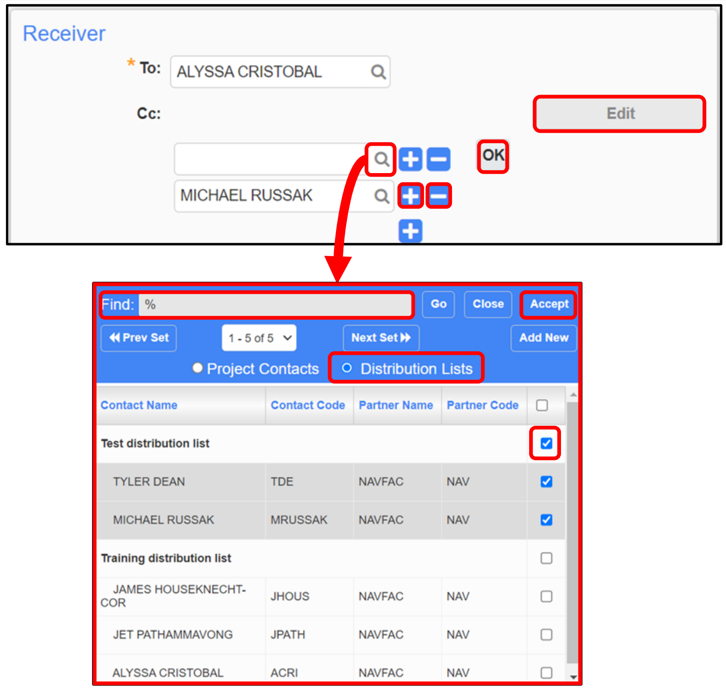


- Editing and Deleting a Distribution List is very straightforward:
  - Navigate to Distribution List
  - Edit:
    - Select the record you would like to edit
    - Add contacts by clicking the ADD button and following same process as described when creating a list.
    - To remove a contact, select the "minus" icon
      - You will be asked if you want to continue with this deletion.
      - **NOTE:** Browser popups must be enabled.
    - Click Save to save edits on a record
  - Delete
    - Select the "trash" icon to delete the record
      - You will be asked if you want to continue with this deletion.
      - **NOTE:** Browser popups must be enabled.

TRAINEE NOTES

Using a Distribution List (All)

1. Navigate to and open desired object
2. In **CC:** field, click **Edit**
3. Click the magnifying glass icon to open **List of Values** screen
4. Change the default from **Project Contacts** to **Distribution Lists**
5. Search for and select desired list(s) using checkbox
6. Click **Accept**
7. Use the **"plus" and "minus"** icons to add or remove contacts from **CC:** field
8. Click **OK** to save **CC:** field
9. Continue editing, saving, or submitting the eCMS Object



- Anywhere in the system where a CC can be entered, selecting a Distribution List instead of individual contacts is allowed.
- When entering CCs, the List of Values (LOV) that is provided to select contacts, also allows for the selection of distribution lists.
- To display distribution lists, change the default from 'Project Contacts' to 'Distribution Lists'.
  - The system will redisplay the LOV showing all distribution lists and their associated contacts.
  - You can now either select one or more specific contacts or select one or more complete distribution lists by checking the select box next to the distribution list name.
- **NOTE:** A user can also add a Distribution List as a Reviewer in a Reviewer Table. Distribution Lists are unique when used in the Reviewer Table. The action will show up for each of the Reviewers in the list Distribution List. Once one person completes their review, the action will disappear from the others.

TRAINEE NOTES

Summary

- Distribution Lists are used to group project contacts into lists
- Anywhere in the system where a CC can be entered, selecting a distribution list instead of individual contacts is allowed
- Can be created by any role (COR, REV, KTR, etc)
- Distribution lists are unique to each project
- The same contact can be used in more than one distribution list.

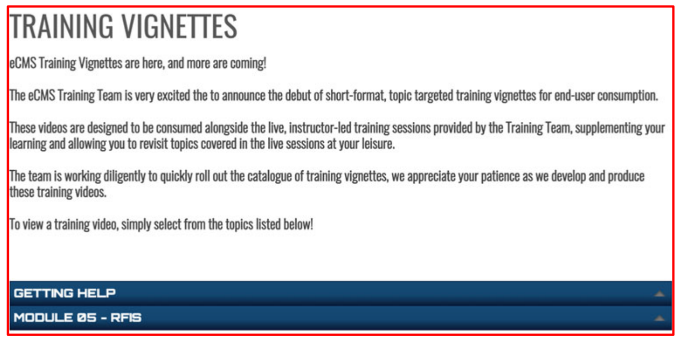
TRAINEE NOTES

Help Resources (All)

- NAVFAC resources:
  - NAVFAC eCMS Page
  - STS System:
    - Category → Application Support
    - Subcategory → eCMS - XX
  - Local Power Users
  - PDC Staff
- Externally accessible resources:
  - eCMS Public-Facing Site
  - Send email to nitcopswatch@us.navy.mil
  - Local Power Users
  - PDC Staff

Check out the new eCMS **Training Vignettes**!

Available on both the NAVFAC eCMS Page and eCMS Public-Facing Site



- Help resources are available for both NAVFAC users and External / Contractor users.
- Note that some help resources are accessible to Contractors (such as the Public-Facing Site) but ALL resources are accessible by NAVFAC personnel.
- Help resources are constantly being changed and updated – you should always "go to the source" and get the latest version of a help resource because the eCMS application and associated help tools could have changed since you last used them.
- **The eCMS Training Team is very excited the to announce the debut of short-format, topic targeted training vignettes for end-user consumption.** These videos are designed to be consumed alongside the live, instructor-led training sessions provided by the Training Team, supplementing your learning and allowing you to revisit topics covered in the live sessions at your leisure. The team is working diligently to quickly roll out the catalogue of training vignettes, we appreciate your patience as we develop and produce these training videos.

TRAINEE NOTES

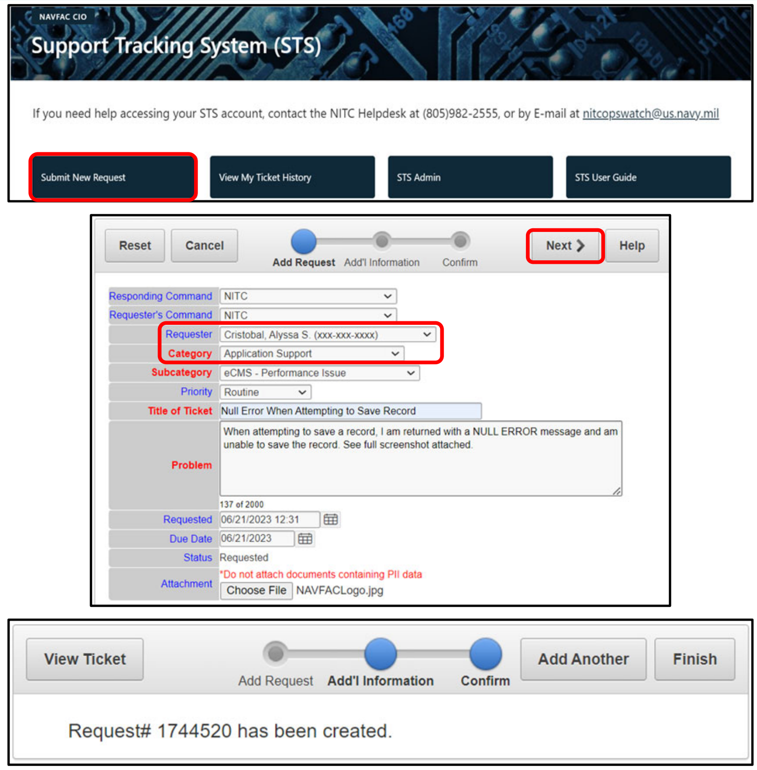
Requesting eCMS Help (All)

NAVFAC Users

1. Navigate to the [eCMS SharePoint Online Page]
2. Submit New Request
3. Fill in required information:
   a) Category = Application Support
   b) Subcategory = eCMS – XX
4. Attach supporting information: ie Full Screenshot
5. Select **Next** to submit ticket

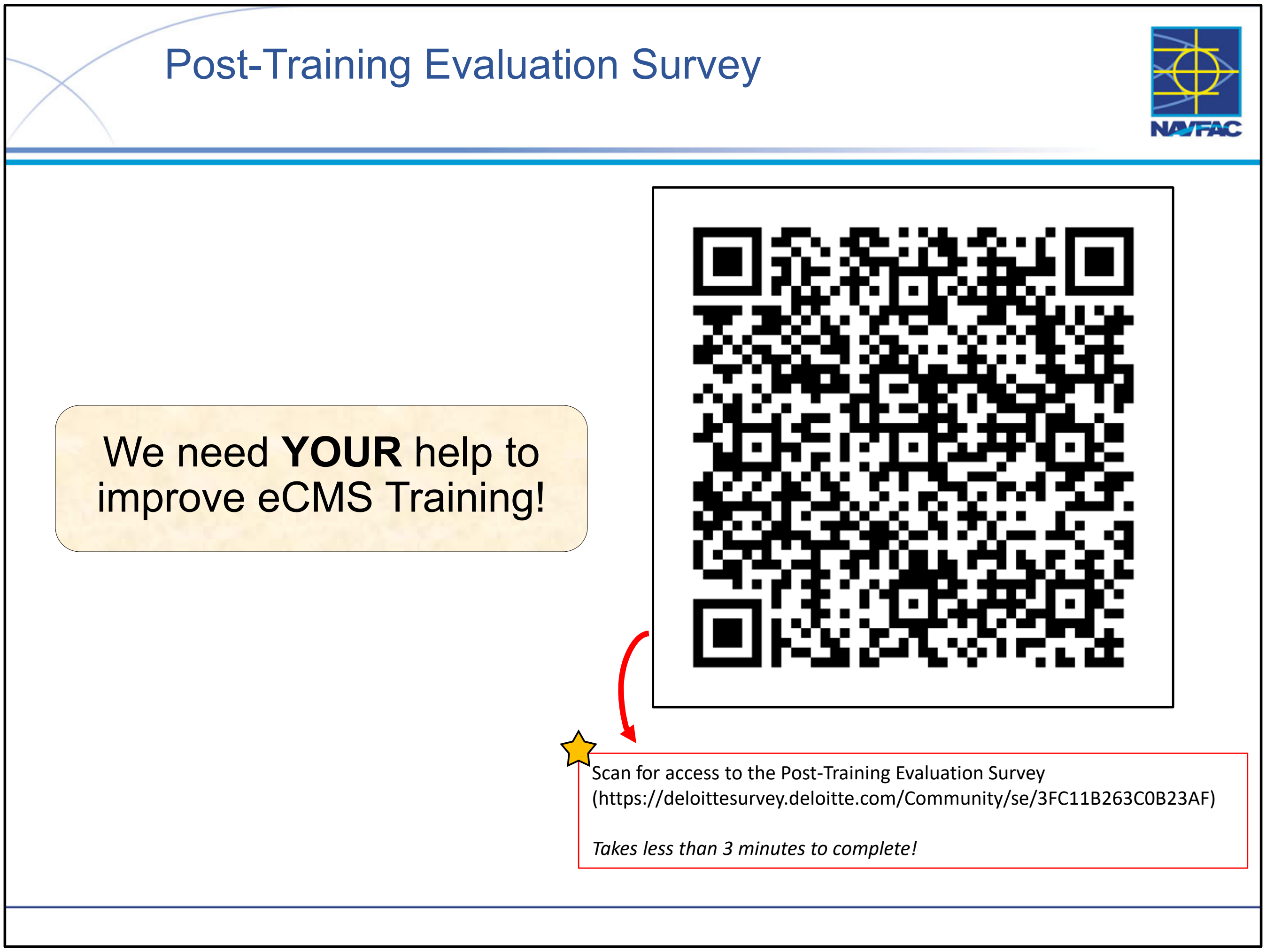
KTR Users

1. Send email to nitcopswatch@us.navy.mil
2. Attach supplemental information



- There are several reasons that you may need to request support concerning eCMS – You may need a new user or project created in the system, be experiencing technical issues/errors preventing your usage of the system, or may not be able to access the system entirely.
- The primary medium for requesting support is through NAVFAC's Support Tracking System (STS).
- If you do not have access to the STS Portal (if you are a KTR User), you can instead send an email directly to nitcopswatch@us.navy.mil.
- When submitting a help request through STS, either directly, or through NITC Ops Watch, there are certain pieces of information or attachments you must provide in order to effectively receive the help you require.
  - A detailed breakdown of what to include with your help request (via STS Ticket or email) can be found in the **eCMS Get-Help Guide.**
  - If you are experiencing technical issues/errors, attach a full-screen screenshot of your browser. Include your full name, User ID, Email address (associated with eCMS account) along with a detailed explanation of the issue you are experiencing.
  - If you are requesting a new project or user creation, make sure you are attaching the associated forms (these forms are found on the eCMS SharePoint Online Site and more information about them can be found in eCMS Training Module 1: Basics).
- **NOTE: NITC will REJECT submissions containing insufficient information.**

TRAINEE NOTES



- **This survey will take you less than 3 minutes to complete!**
- We want to hear from you!
- Taking a few minutes to complete our post-training evaluation survey is a powerful way to shape the future of our eCMS training curriculum.
- These insights help us understand what worked well, what didn't, and how we can improve to meet your specific needs.
- Your voice directly influences the design and content of our future training sessions, ensuring that we're delivering the most effective and relevant learning experiences. Your input is invaluable in making our training the best it can be.
- Thank you for being an essential part of this improvement journey!

- The post-training evaluation survey can be found by scanning the QR code on the slide, or following the link shown: (https://deloittesurvey.deloitte.com/Community/se/3FC11B263C0B23AF).

TRAINEE NOTES

Questions

What Questions do YOU Have?

TRAINEE NOTES

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