eCMS Processes and Procedures

NAVFAC Users

Updated January 2019

Prepared by CACI International, Inc.

Cover Photo

140806-N-PA772-001 JACKSONVILLE, Fla. (Aug. 6, 2014) U.S. Navy photo by Earl Bittner/Released

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UPDATES

Date	Version	Summary of Changes
July 2017	1.0	First complete draft released
July 17, 2017	1.2	Added Appendix for Advanced Users; Updated process of including multiple SMEs
August 1, 2017	1.3	Updated Section 3.2.2.3 to select the Edit button if Add CC is not visible. Updated Section 1.2.2 to include the link to login to eCMS
August 8, 2017	1.4	Added Section 1.4;
December 2017	2	Updated screenshots to match new system look and feel Incorporated process changes and updates into documentation
September 2018	3	Updates to Submittal Process; Added Site Management Instructions
January 2019	4	Updates to changing password and the new RFI and Submittal processes after upgrade. Added Section 1.4.3, Section 1.5, Section 5.4.1, and Section 5.4.2.

1. GETTING STARTED

1.1. Purpose and Background

NAVFAC is developing an Electronic Construction and Facility Support Contract Management System (eCMS). This effort will streamline complex processes; use best practices and techniques to manage costs, schedules, execution efficiency; and deliver services that fully meet the Command's readiness requirements. This manual serves as a reference for NAVFAC Users.

eCMS will offer:

- A localized platform to submit, review, and respond to Requests for Information (RFIs) and Submittals for NAVFAC Construction and NAVFAC Facilities Support Contracts (FSC)
- An easy system to track project management and team members
- A place to store documents and files related to an RFI or Submittal
- A list of Action Items and a Calendar to help team members stay organized
- A system to capture the communications, decisions, and information related to the lifecycle of a project

eCMS will be used by both NAVFAC personnel and contractors.

1.1.1 UFGS Section 01 31 23.13 20

UFGS Section 01 31 23.13 20 "Electronic Construction and Facility Support Contract Management System" covers the requirements for the Navy use of NAVFAC's web-based eCMS. It establishes that "eCMS is the designated means of transferring technical documents between the Contractor and the Government." Further, "the Contractor will be provided access to eCMS," and "Project roles and system roles will be established to control each user's menu, application, and software privileges…" Refer to Section 01 31 23.13 20 for further requirements regarding the use on eCMS.

1.2. Users

1.2.1 Active and Passive Users

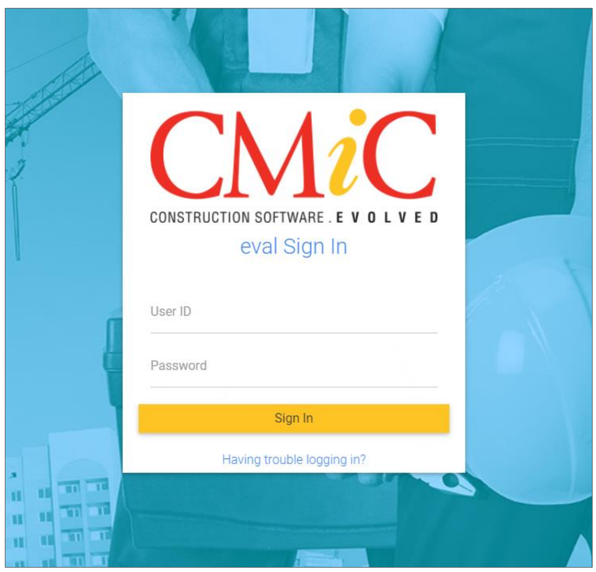
Different users will have different permissions and responsibilities within the eCMS System. NAVFAC Users and Contractors will have different screens. NAVFAC will have active users and passive users. **Active Users** are actively working on the project. **Passive Users** will have read-only access.

1.2.2 Logging In

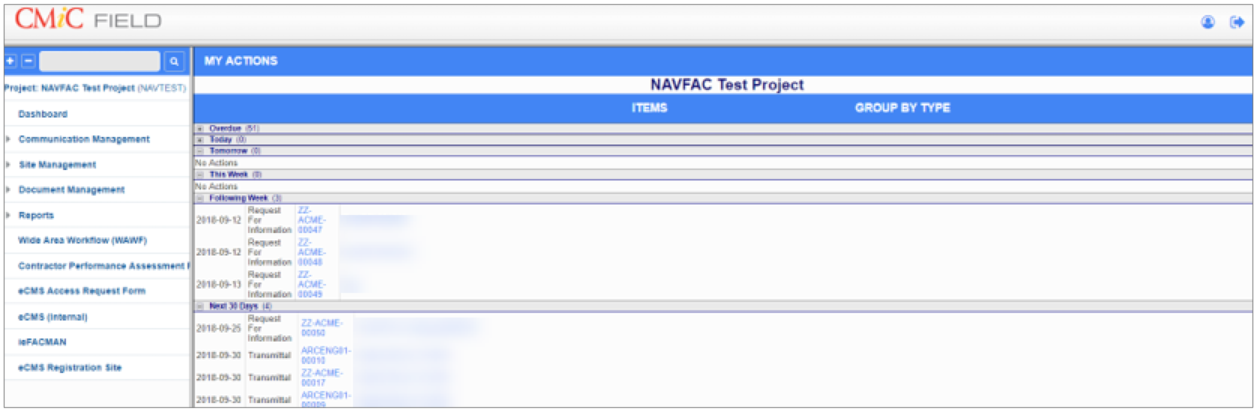
For project team members that do not yet have access to eCMS, the GOV Contracting Officer's Representative (COR) or Construction Manager (CM) must request access through the use of the Project Access Request Form found on the internal NAVFAC Portal: https://hub.navfac.navy.mil/webcenter/faces/oracle/webcenter/page/scopedMD/s42a90a51_7a8d_496e_ac68_f103d7ef63a6/Page601.jspx?_afrLoop=486585411355216#!%40%40%3F_afrLoop%3D486585411355216%26_adf.ctrl-state%3Dlvc68nj1h_45

The minimum information required is First Name, Last Name, E-Mail Address, Project Role, and Phone Number (if available). Any personnel additions, deletions, or changes throughout the project will require a resubmission of the list for GOV approval. A System Administrator will provide all users with a URL, User Name, and Temporary Password for initial access to eCMS.

When visiting the URL that has been provided to access eCMS, a login screen will appear.



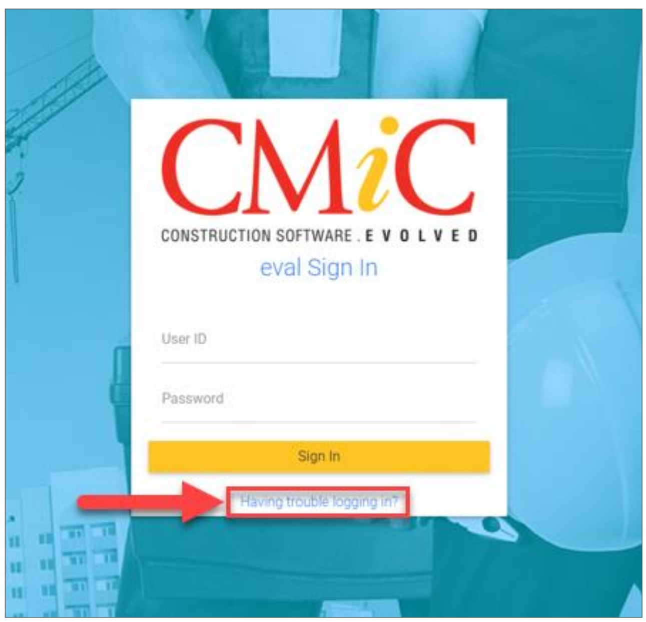
Type your User Name and Password in the blank fields and click the yellow **Sign In** button. This will open the home screen of the system.



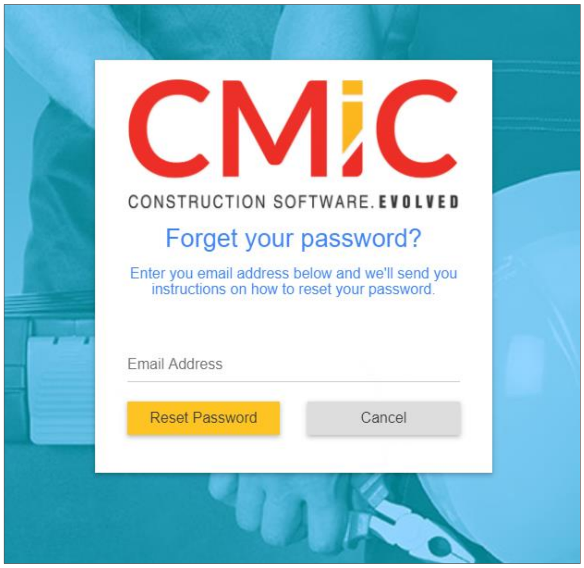
1.2.2.1 Changing Password

Upon first login, please change your password immediately. To do this, please refer to ***1.2.2.2 System Contact Info****.*

If you have forgotten your password, click the **Having trouble logging in?** on the login screen.



Then, enter your e-mail address in the textbox, and click **Reset Password**.



You will receive an e-mail from accounts@cmic.ca with the link to change your password. Click on the link, enter your User ID and new password and click on **Change Password** button.

The DOD password standards are as follows:

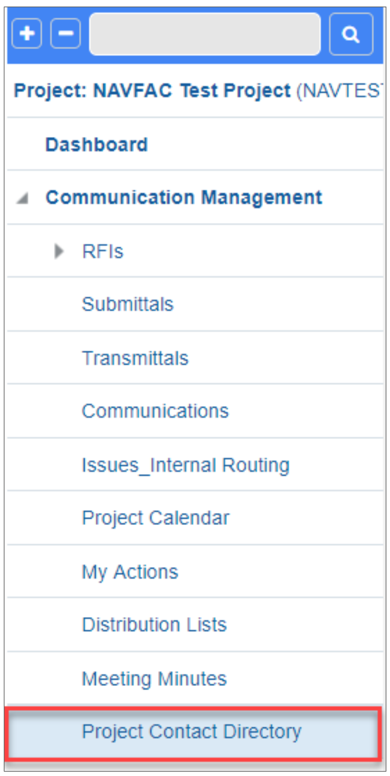
Must be at least 14 characters in length.

- Must contain at least:
    - Two uppercase letters [A-Z]
    - Two lowercase letters [a-z]
    - Two digits [0-9]
    - Two special characters [e.g.: !@#$&*]

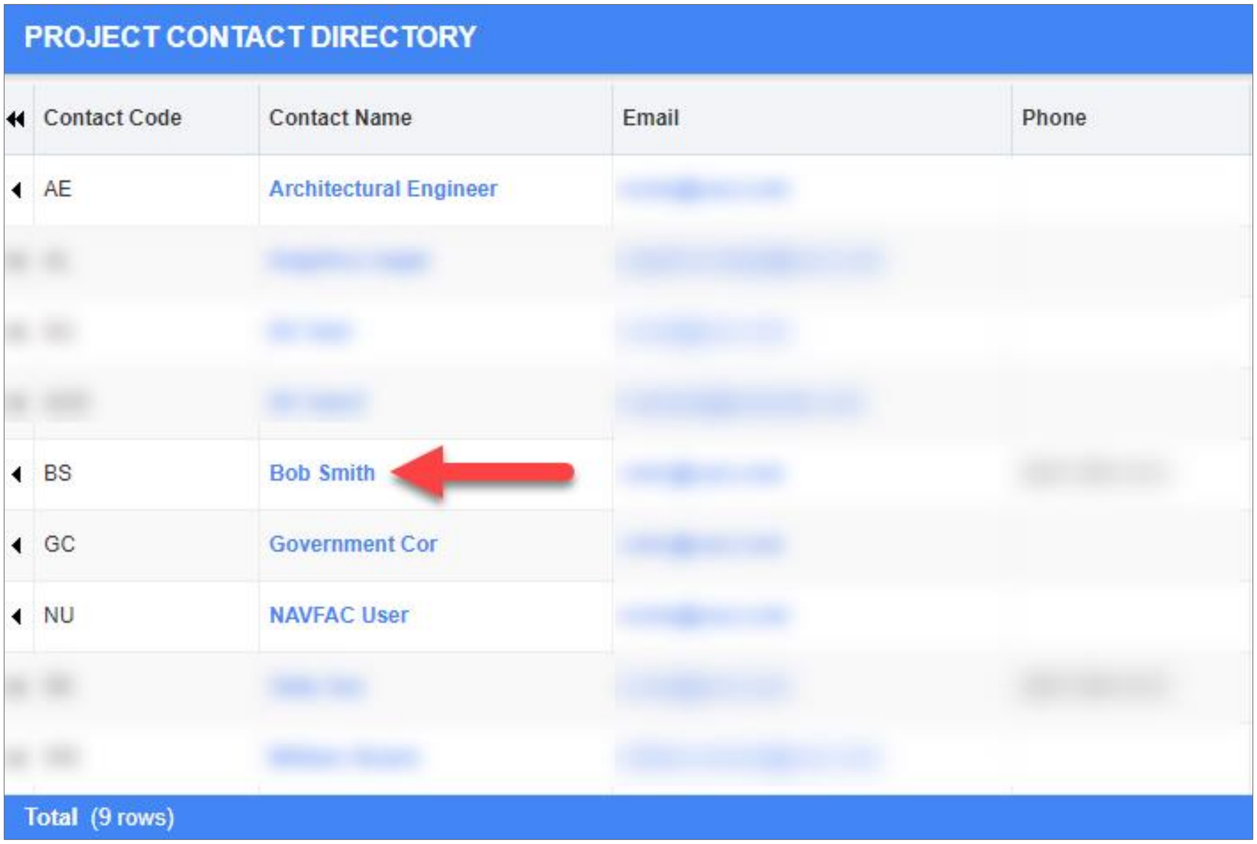
- A new password should differ from the changed password by at least 4 characters.
- A password cannot contain your network account name, username or display name.
- A password cannot be changed to any of the most recent 24 passwords.
- Must be changed no less frequently than every 60 days.
- Cannot be changed more frequently than once per day.

1.2.2.2 System Contact Info

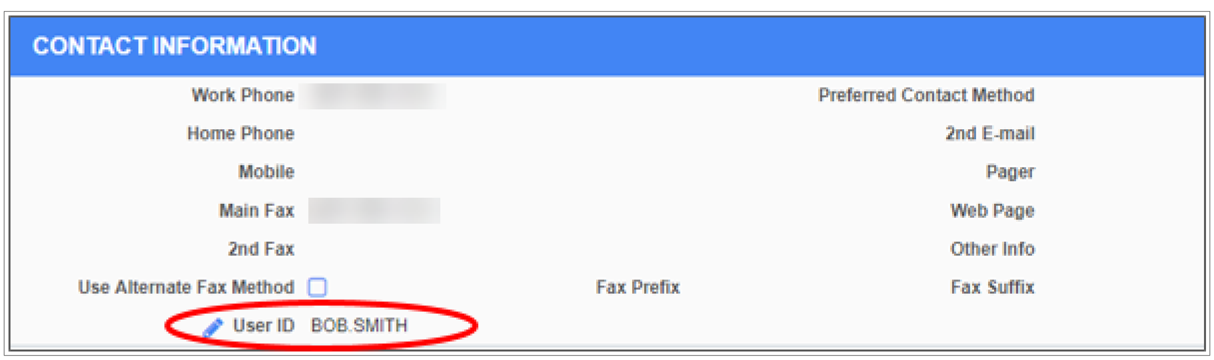
Each user will have an individual profile created prior to their first login to eCMS. To add to or change your profile, including your password, go to the Navigation Pane on the left column of the screen and open the **Communication Management** folder (If you do not see this folder, please refer to ***Section 1.3.1 Navigation Pane***.) Click **Project Contact Directory**.



This will open a screen with contact information for everyone on the project team. Scroll to your name and click on the name under the **Contact Name** column.



This will open your User Profile for the project. At the bottom of your record is a **User ID** field. Click the **pencil icon** next to this field to change your password.



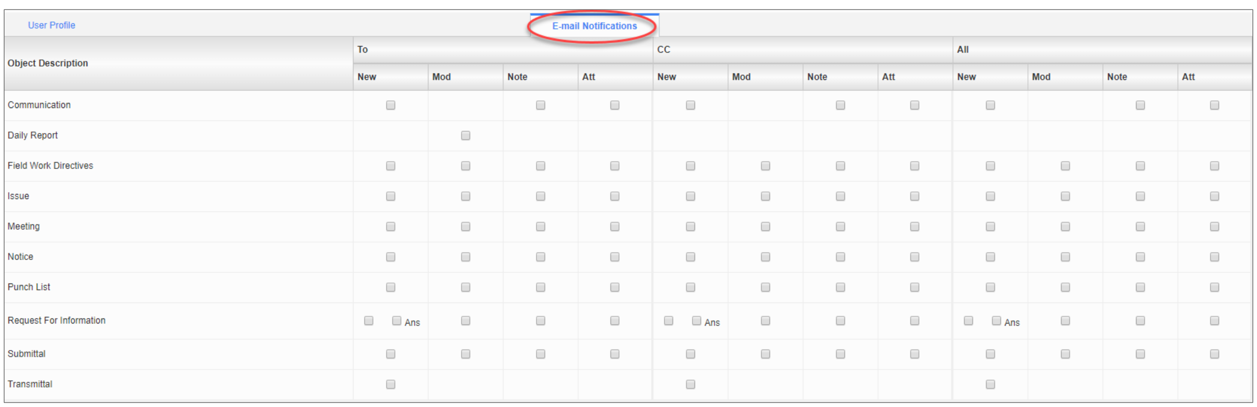
A popup box will open with the option to change the password. Click on the **pencil icon** next to the password field. Change and confirm your new password and click the **Save** button.

If you need to update any other part of your User Profile, select the **Edit** button from the top, right corner of the screen.

This will open the form for changes. Once all updates have been made, click **Save**. If you want the address and contact information applied to all of your projects, click the **Apply to Projects** button.

1.2.2.3 E-mail Notifications

eCMS allows users to set their notification preferences to receive e-mails when information or changes are added to the system. To do this, start from your User Profile screen in the Project Contact Directory. To edit e-mail notification settings, select the e-mail notifications tab.



On this screen, you will see three columns at the top for To, CC, and All. These represent your role in one of the fields listed under the Object Description column, such as Communications, Daily Reports, or Requests for Information. Under each column, there are boxes next to each object description field. For example, under the "To" column, if you check the box under New for Notice, you will receive an e-mail notification whenever a Notice is created where you are listed as the recipient in the "To" column. You also have the option of receiving notifications for changes to fields listed under the object descriptions where you are in the CC distribution or for All changes.

If you want to always receive an e-mail notification when a **Punchlist** is sent to you in eCMS, check the box in the column labeled new under the **To** heading. You would check the **Mod** box to receive an e-mail every time a modification is made to Punchlists submitted to you. You would check the **Note** box to get an e-mail every time a note is added to a Punchlist in that project, and the **Att** box to receive e-mails when attachments are added to Punchlists. After you have selected your preferences, click the **Save** button in the top, right corner of the screen.

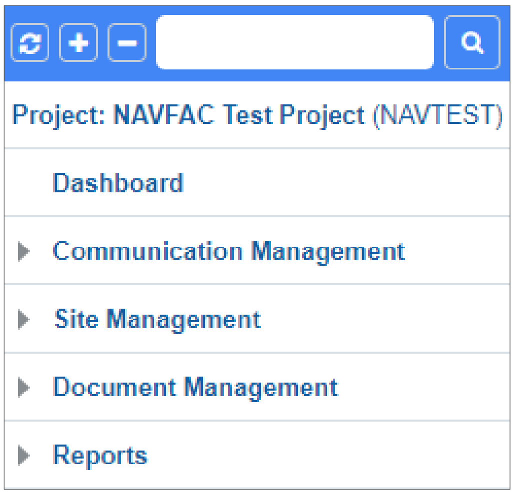
Object Description	To			
	New	Mod	Note	Att
Communication	☐		☐	☐
Daily Report		☐		
Field Work Directives	☐	☐	☐	☐
Issue	☐	☐	☐	☐
Meeting	☐	☐	☐	☐
Notice	☐	☐	☐	☐
Punch List	☑	☑	☑	☑
Request For Information	☐ ☐ Ans	☐	☐	☐
Submittal	☐	☐	☐	☐
Transmittal	☐			

E-mail notifications must be set for each new project. If you are getting too many notifications, this is also the screen to turn them off.

1.3. System Features

1.3.1 Navigation Pane

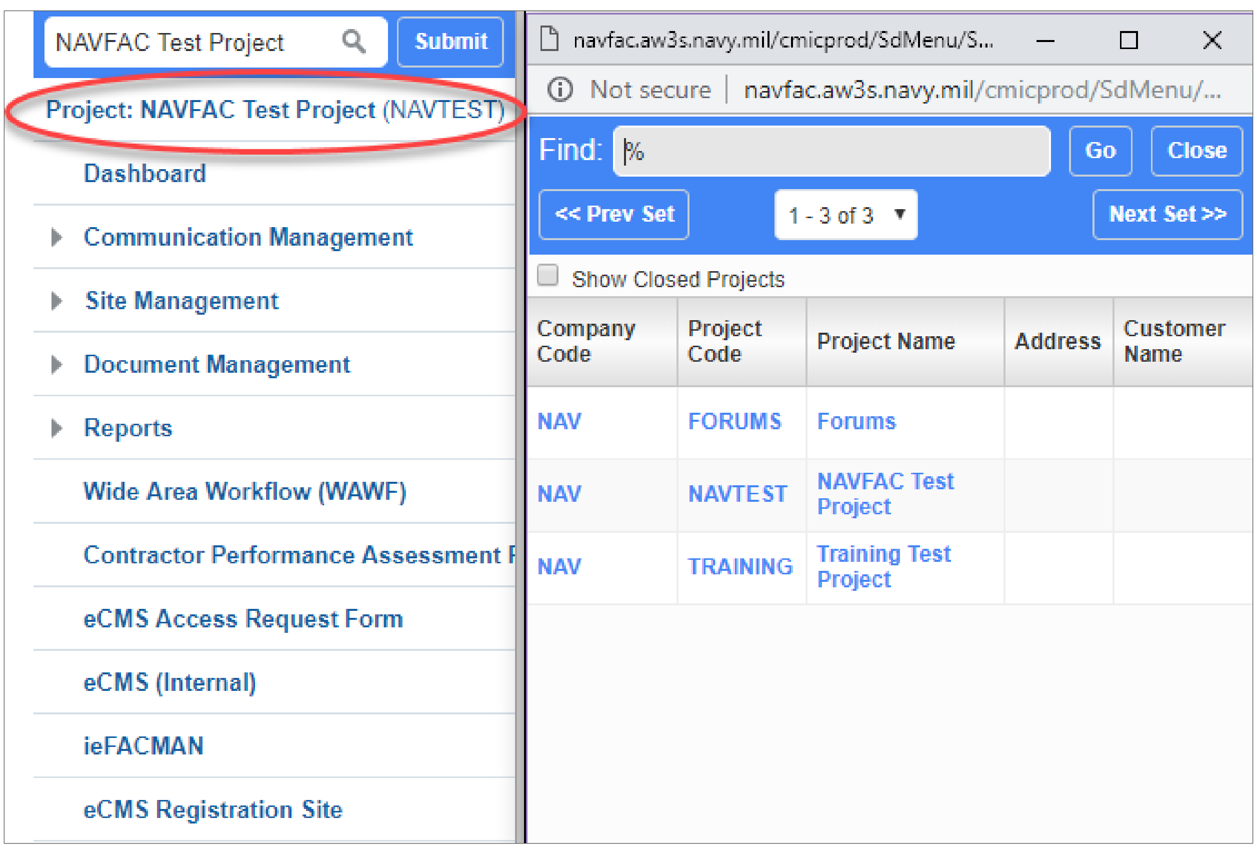
The **Navigation Pane or Treeview** is found on the far left of the screen. The folder structure may vary from project to project.



Click on the gray arrow next to each folder to see the pages for each grouping.

To change project views, click on the name of the project at the top of the menu. This will open a dropdown menu with the last 10 projects viewed by the user. Click the magnifying glass next to this list to open a popup of all projects the user is assigned to.

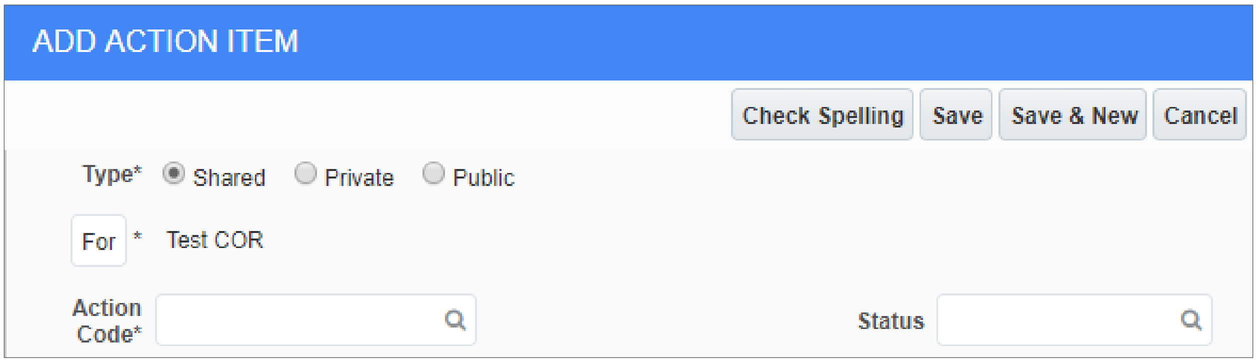
This will open a popup screen with a list of available projects to view.



1.3.2 Required Fields

In each form, there will be fields that are required and fields that offer added information. If the user leaves a required field blank, the user will not be able to submit the form.

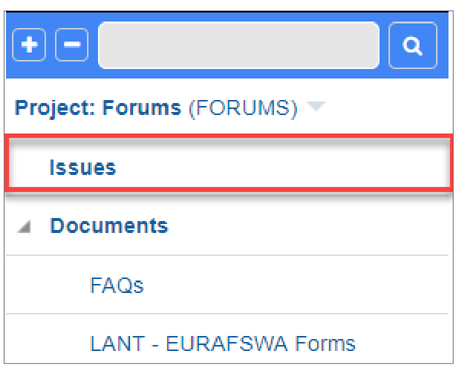
Users can find required fields by looking for the asterisk in the corner next to the label. In the example below, **Type, For,** and **Action Code** are required fields. **Status** is not required.



1.4. Technical Support and Feedback

If you have questions, concerns, or suggestions to provide to the eCMS User Support Team, navigate to the **Forums** project to submit an **Issue**.

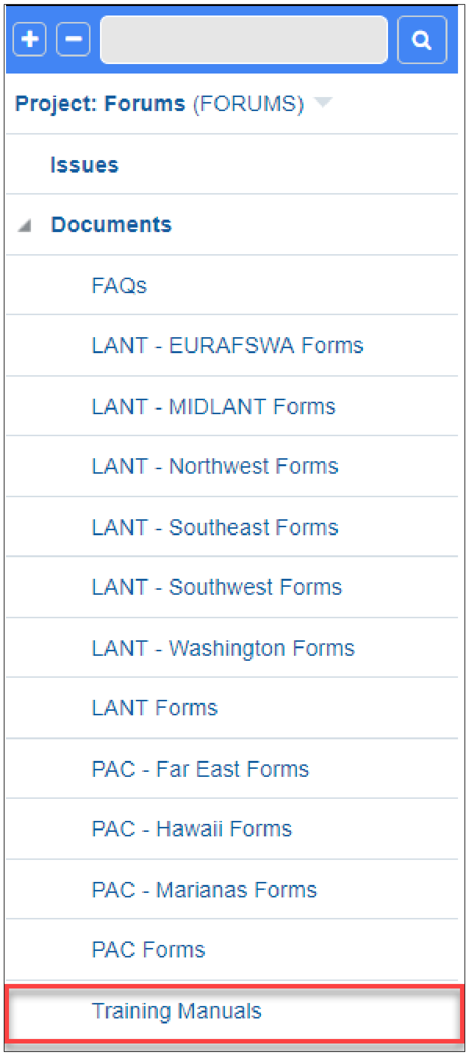
Once logged in, select the current Project at the top of the file tree.



This will open a dropdown list of the last ten projects the user has viewed. To view all of the projects the user is assigned to, select the arrow next to the Search bar at the top of the Navigation Pane. Select **Forums**.

1.4.1 Download Training Manuals

After opening the **Forums** project, use the **Navigation Pane** to select **Documents**, and then **Training Manuals**.



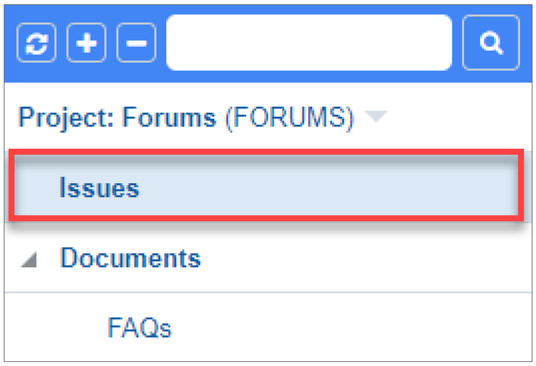
This will open a list of training documents available. Training documents available will include PowerPoint training lessons created to initiate new users, PDF Training Manuals for Contractors and NAVFAC employees, and an assortment of videos on specific lessons within the system. Select a file to view by clicking on the number next to it.

From the Navigation Pane, you can also select the FAQs for cheat sheets on how to resolve Frequently Asked Questions or select the Forms for your region to find frequently used forms.

1.4.2 Submit an Issue for Help or Feedback

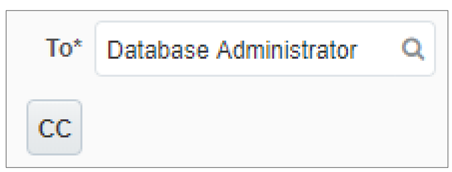
If you are having technical difficulty or would like to offer feedback on either the system or the training manuals, use the Issues application in the **Forums** project.

From the **Navigation Pane,** select **Issues.**



From the **Issues** screen, select **Add Issue** from the top, right of the screen.

The **Issue Detail** screen will open. The **From** section will already be completed. In the**To** section, select **Database Administrator**.



Type a Subject, such as “Feedback: Change to Training Manual.” If your issue is time-sensitive, select a Due Date to set the deadline; otherwise leave it as is. Select the Severity level of the issue from the dropdown. Next, select the Type of issue, such as Documentation Issue, Question, or Feedback.

In the Description section, explain the issue to the team.


Subject* Trouble Submitting RFI
Customer Issue
Severity* Low
Status* New
Type* Feedback
Responsibility
Description

Issues will be reviewed in the order in which they are received. NAVFAC strives to respond to all Issues within two working days of receipt.

1.4.3 Connectivity Issues and Clearing the Cache

The system was upgraded on Dec 8, 2018 and it is recommended that users clear their browser's history and cache to clear out the old system data from the browser. Over the period, the internet browser holds onto information which can cause issues with logging in and affects the page load time. Hence it is recommended that users clear the browser history, cache, and cookies on a regular basis.

Google Chrome

- Click on the Three-Dot menu at the upper right corner.

- Hover over "More Tools".
- Select "Clear browsing data"
- Click on the "Basic" Tab.
- Select all options (*Browsing History, Cookies and other site data,* and *Cached images and files*).
- Set the "Time range" to *All Time*.
- Click on "Clear data".

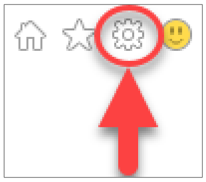
Firefox

- Click on the Hamburger menu at the upper right corner

- Click on "Options".
- On the left-hand side, select "Privacy & Security".
- Scroll to the History section and click "clear your recent history".
- Select all selection in History section.
- Set the "Time range to clear" to *Everything*.
- Click on "Clear Now".

Internet Explorer

- Click on the Tools menu at the upper right corner



- Select “Internet options”.
- Under the Browsing History section, click the “Delete” button.
- Select all options.
- Click “Delete” and click “OK”.

1.5. Frequently Asked Questions (FAQs)

How do I download the PDF attachment on my local drive?

- To download files from eCMS, please refer to ***Section 5.4.2 Downloading Attachments.***

Who should I contact if I have any questions about the system?

- Please e-mail eCMS Support at ecmssupport@caci.com.

How do I request access to the system?

- Only the GOV Contracting Officer’s Representative (COR) or Construction Manager (CM) can request access to the system for everyone in the project. The Project Access Request Form can found on the internal NAVFAC Portal: https://hub.navfac.navy.mil/webcenter/faces/oracle/webcenter/page/scopedMD/s42a90a51_7a8d_496e_ac68_f103d7ef63a6/Page601.jspx?_afrLoop=486585411355216#!%40%40%3F_afrLoop%3D486585411355216%26_adf.ctrl-state%3Dlvc68nj1h_45

Is there a knowledge library on commonly asked question or issues?

- Users can find commonly asked questions and find solutions to common issue in the Issues section of the Forums Project.

Where can I find training guides and documents?

- Users can find FAQs, User Guides, Cheat Sheets, and Live training video at following location of the Forums project.
    - *FAQs*: Forums – Documents – FAQs
    - *Training Documents*: Forums – Documents – Training Manuals

How do I change my password? How do I reset my password?

- Please refer to ***Section 1.2.2.1 Changing Password***.

What are the password requirements?

- Must be at least 14 characters in length.
- Must contain at least:
    - Two uppercase letters [A-Z]
    - Two lowercase letters [a-z]
    - Two digits [0-9]
    - Two special characters [e.g.: !@#$&*]
- A new password should differ from the changed password by at least 4 characters.
- A password cannot contain your network account name, username or display name.
- A password cannot be changed to any of the most recent 24 passwords.
- Must be changed no less frequently than every 60 days.
- Cannot be changed more frequently than once per day.

Can I share my login information with others?

- No. Users must not to share their login information with anyone.

Can I use shared mailbox as my e-mail address?

- No. Because of the privacy and system accountability, shared mailbox cannot be used.

Can I use eCMS for Pre-Award project?

- At this time, users can only use the system for Post Award activities/tasks. Pre-Award functionality will be rolled up in the future releases.

Can I upload files containing PII (Personally identifiable information) to the system?

- No. Users must not upload any files that contain PII (Personally identifiable information).

2. DASHBOARDS AND REPORTING

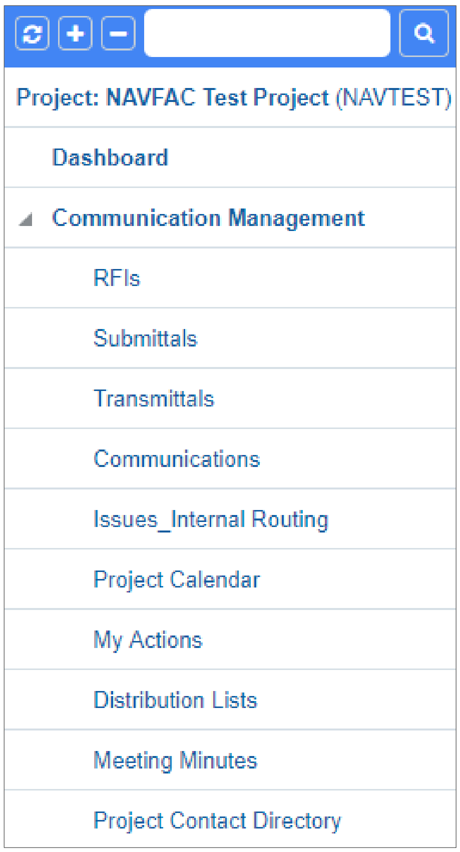
Dashboard and Reporting functionality is under construction and unavailable for use. Custom **Dashboards** will offer rolled-up project management information upon login. There will be a custom dashboard available based on your user role, and the capability to create additional dashboards to suit reporting needs.

3. COMMUNICATION MANAGEMENT

3.1. Background

The **Communication Management** section of eCMS lays the foundation for project management.

Folder structures may vary by projects and permissions, but **Communication Management** will always be included. The Communication Management section will allow for management of RFIs and Submittals, checking deadlines and responsibilities, and accessing team members.



This section will cover:

- How to access RFIs and Submittals sent by KTRs to NAVFAC
- Process for Responding to RFIs and Submittals
- How to add attachments to a record
- How to add a Reviewer(s) to an RFI or Submittal
- How to link related objects and internal routing to an RFI or Submittal
- How to check the RFI or Submittal history
- How to sort data
- How to track action items and milestones
- Accessing the team member directory

3.2. RFIs and Submittals

3.2.1 Purpose

The **Requests for Information** (RFIs) and **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.

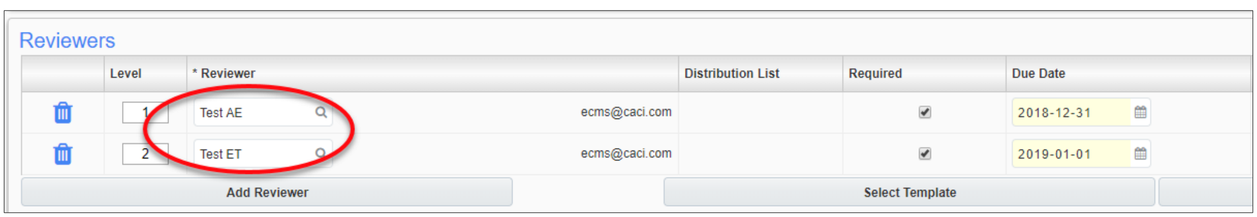
KTRs can send two types of official requests to NAVFAC: RFIs and Submittals.

- **RFIs** are a vehicle for the contractor to obtain added or clarifying information when the contract documents are unclear, incomplete, or contradictory.
- **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 RFIs and Submittals.

If you have used the system previously, you will notice that the detail screen for RFIs and 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**, facilitiate **Reviewer Response** and use **Notes** to communicate efficiently.

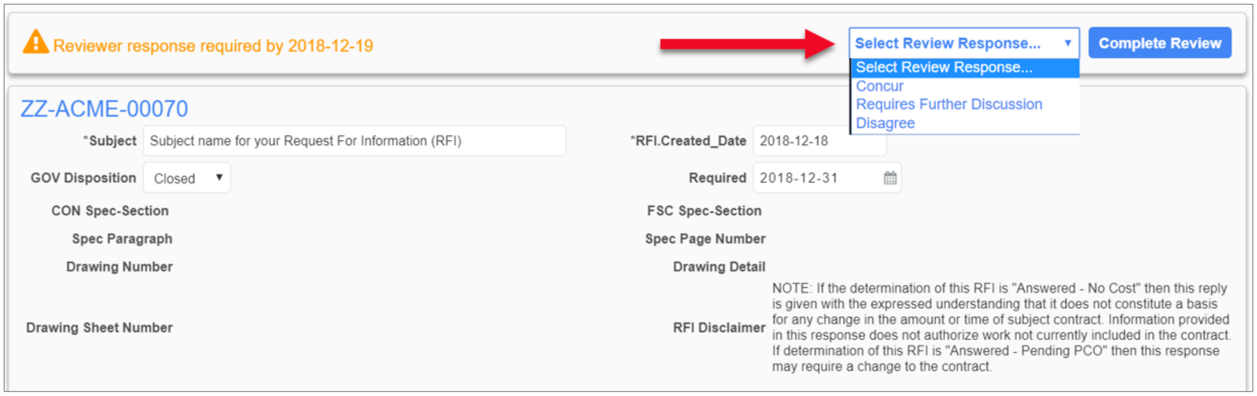
A new **Reviewer** Section appears in both the RFI and Submittal Detail screens. In the system, subject matter experts (SMEs) are referred to as Reviewers. This section can only be completed by NAVFAC users; however, contractors are able to see who was added as a reviewer.



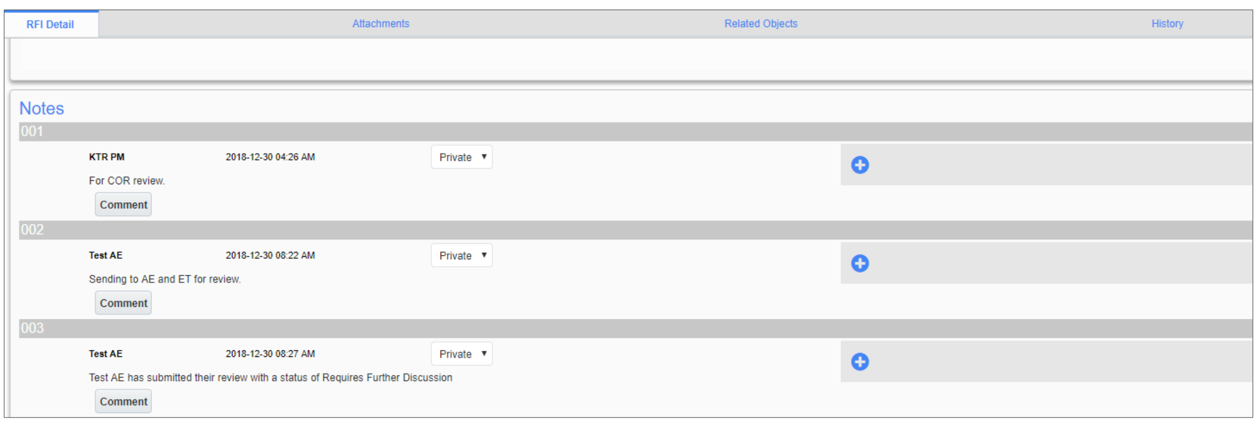
- ➢ RFIs – For RFIs, this means the Forwarding function is no longer required. Instead, the COR/CM navigates to the **Reviewers** Section to add project SMEs for feedback. Reviewers can be added individually or a distribution list can be used.
- ➢ Submittals – Issues/Internal Routing are no longer required 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 both RFIs and Submittals and simplifies the way reviewers respond to the COR/CM/PAR. Once the RFI/Submittal is sent to a reviewer, a **Reviewer Response** box appears at the top of the RFI and 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 RFI/Submittal to the COR/CM/PAR for final disposition.



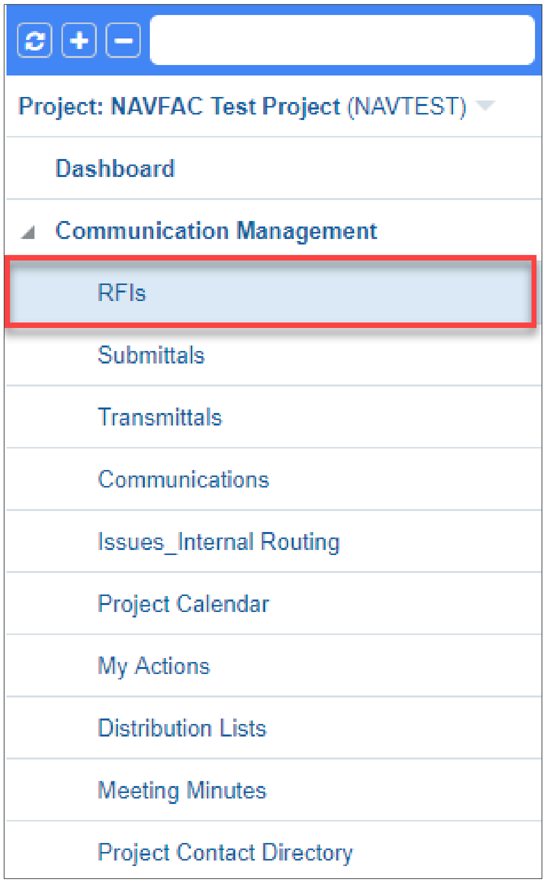
A new **Notes** Section also appears in both the RFI and Submittal Detail screens. Notes can be submitted by all users, contractors and NAVFAC alike. All notes default to private, so they can only be seen initially by NAVFAC users. However, the COR/CM/PAR can decide which notes should be seen by the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



The 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***).

3.2.2 RFI Process

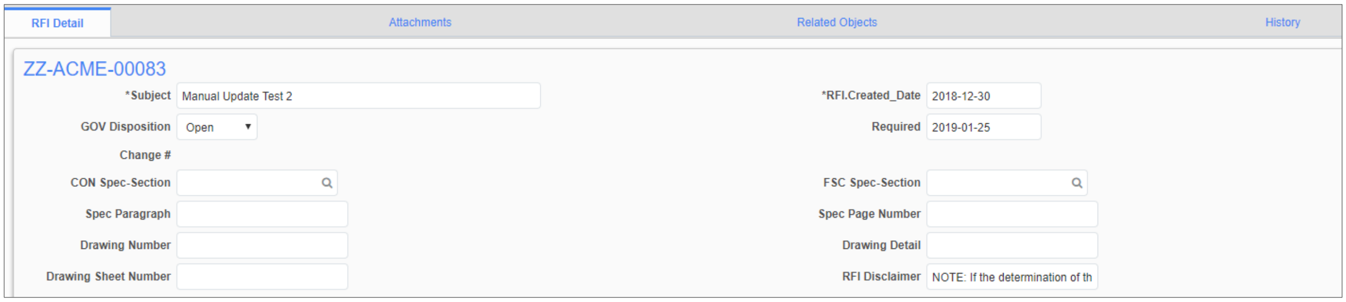
Using the navigation pane on the left side of your screen, click on Communication Management and then RFIs.



This opens the RFI Log. All NAVFAC users can see all RFIs created for the project.

However, when the COR/CM navigates to **Communications**, **RFIs** will be bolded with a number indicating that a new RFI(s) has been submitted for review.

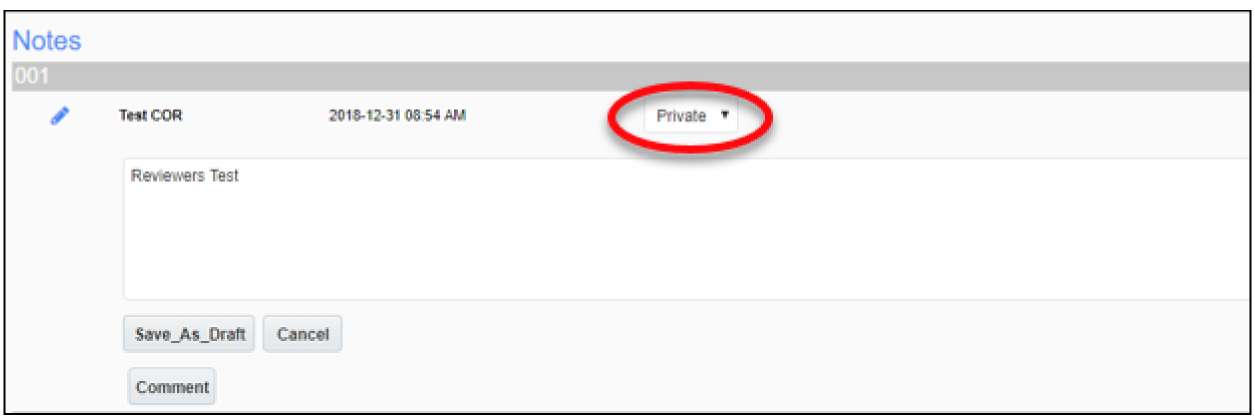
In this case, the COR/CM has one (1) RFI to review. The RFIs can be opened by clicking the title listed on the navigation pane under **RFIs** or from the RFI log. The lists the RFIs to be reviewed at the top of the list. Once the RFI is opened, the **RFI Detail** screen will display.



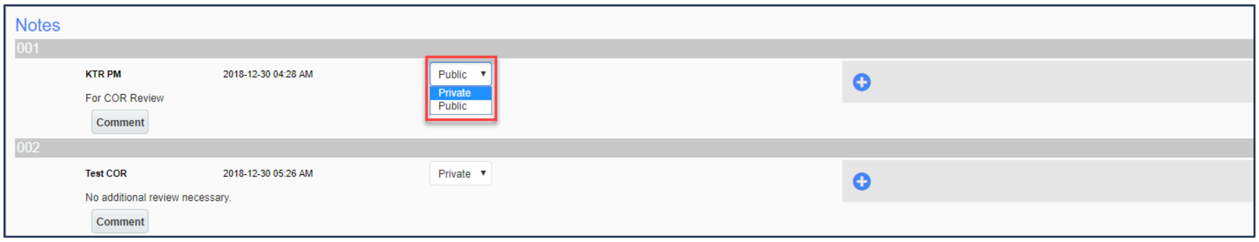
The date and time the RFI was submitted will be recorded in the **Sender** Section of the RFI Detail screen.

3.2.2.1 Responding to an RFI as the COR/CM

To respond to an RFI, navigate to the RFI Detail screen. Scroll down to the **Notes** Section to view any notes the KTR may have added. The COR/CM can add a note here as well. The **Notes**: **Save_ As_Draft** functions like the **Submit** button at the top right of the screen. Clicking one or the other will send the RFI to the selected reviewers. Notes default to **Private** so that only NAVFAC users can see all notes.



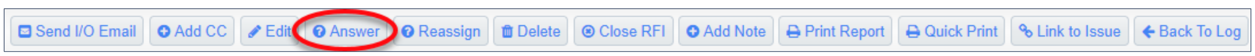
If the COR/CM wants the contractor to see a note, **Public** can be selected from the drop-down menu.



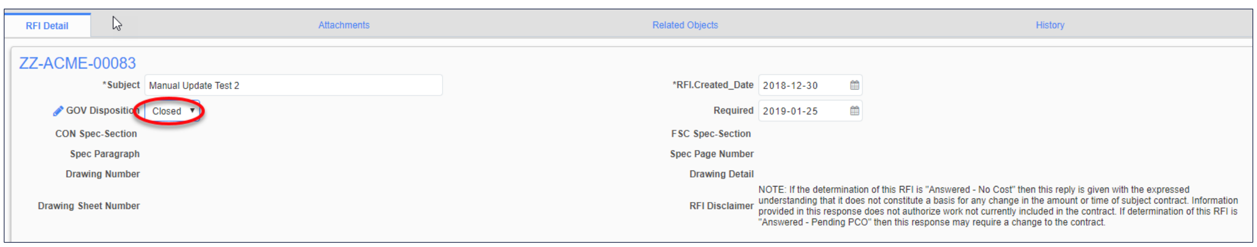
After reviewing the RFI, the COR has to can choose to respond directly to the RFI or request that the RFI by reviewed by project subject matter experts (SMEs).

3.2.2.2 Responding Directly to RFIs

To respond directly to an RFI, click **Answer** from the menu at the top of the screen.

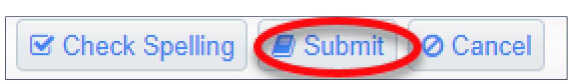


The GOV Disposition will default to **Closed**.



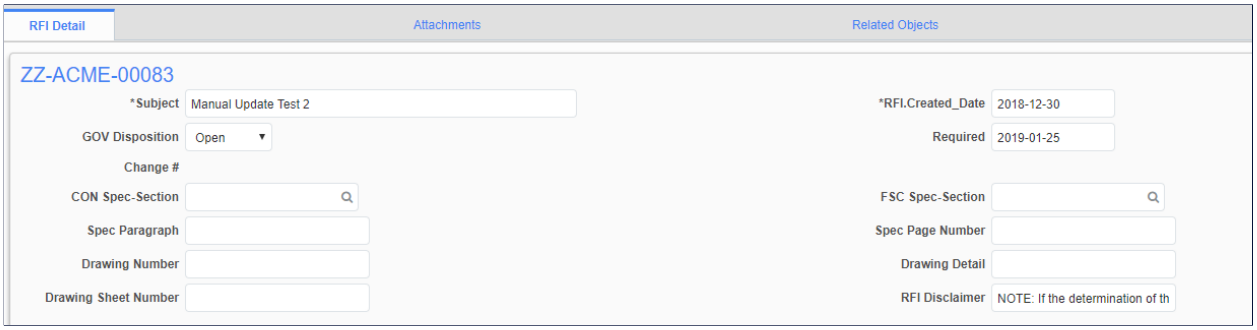
Scroll down to the **Response** box and type the response in the **Answer** Box.

If no changes are needed for a Proposed Solution, simply click the Submit button at the top, right corner of the screen. The RFI will show as processed and the KTR will be notified of the decision.

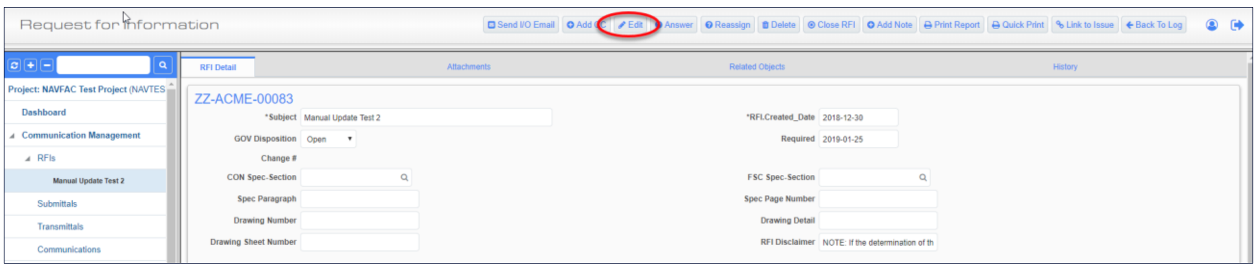


3.2.2.3 Adding Reviewers to RFIs

If the COR decides additional review is required, the GOV Disposition needs to be changed to Open from the drop-down menu.

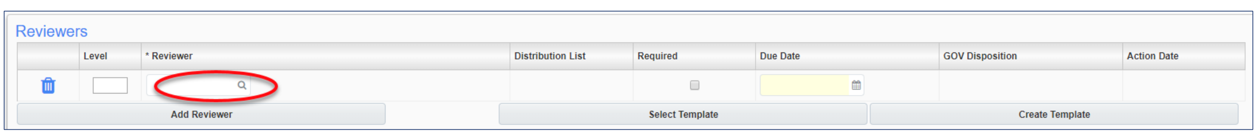


To add reviewers to the RFI, click the **Edit** button at the top of the RFI screen. Reviewers can be added individually from a list of Project Contacts or a slate of reviewers can be added using a Distribution List.



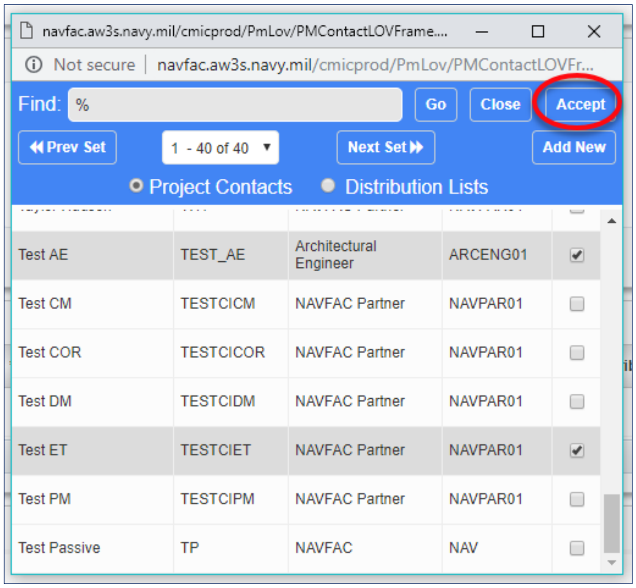
Scroll down to the **Reviewers** Section and click **Add Reviewer**.

To select individual reviewers, click the magnifying glass below the **Reviewer** category.



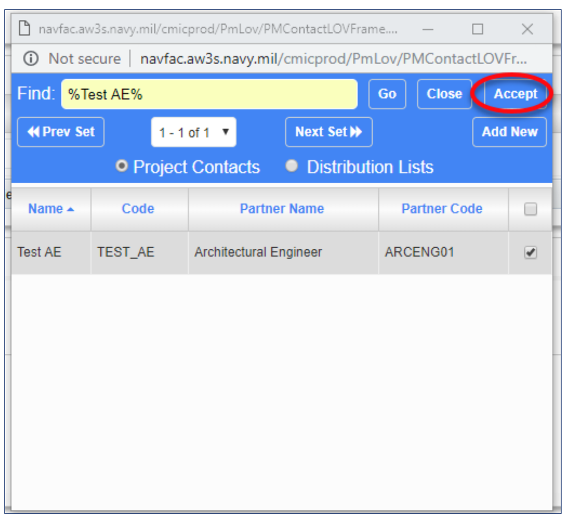
A pop-up box of Project Contacts will display. From here, there are two options to select reviewers. Reviewers can be selected by checking the box of the desired contacts. Once all the reviewers are checked, click **Accept.**

Naval Facilities Engineering Command

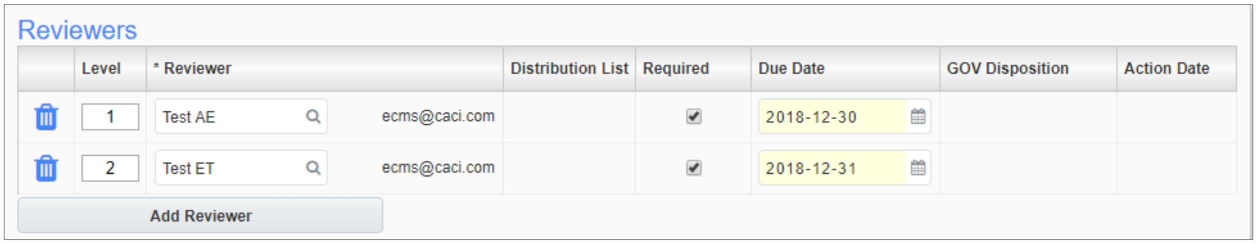


You can also search for a reviewer by using the wild card %. Enter the contact name between % signs. Click **Go.**

The search will produce a list of names with the element searched for. In this case, there is just one, Test AE. Like the first option, to select the reviewer, check the box and click **Accept.**



The selected Reviewers will list in the **Reviewers** Box. The sequence of **Reviewers** can be selected by designating the desired Level: Level 1, Level 2, Level 3 and so on. Check the **Required** box and select a **Due Date** for each Reviewer. The due date defaults to the current date for the first or only reviewer and adds a day for every additional reviewer. The COR/CM can change those dates to align with the RFI.

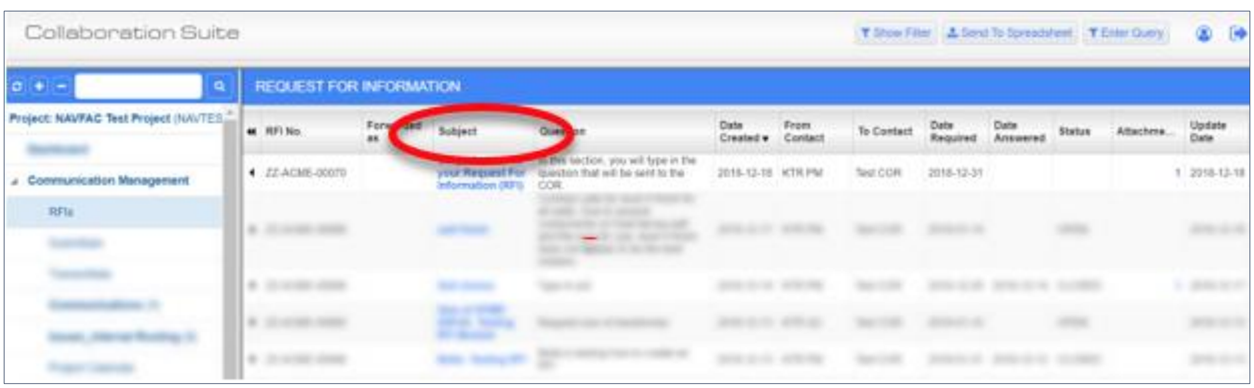


Update the RFI with any additional information that you would like to include such as Attachments, Related Objects and/or a note in the **Notes** Section. At this point, the COR/CM can decide if the new note stays **Private** or should be changed to **Public**.

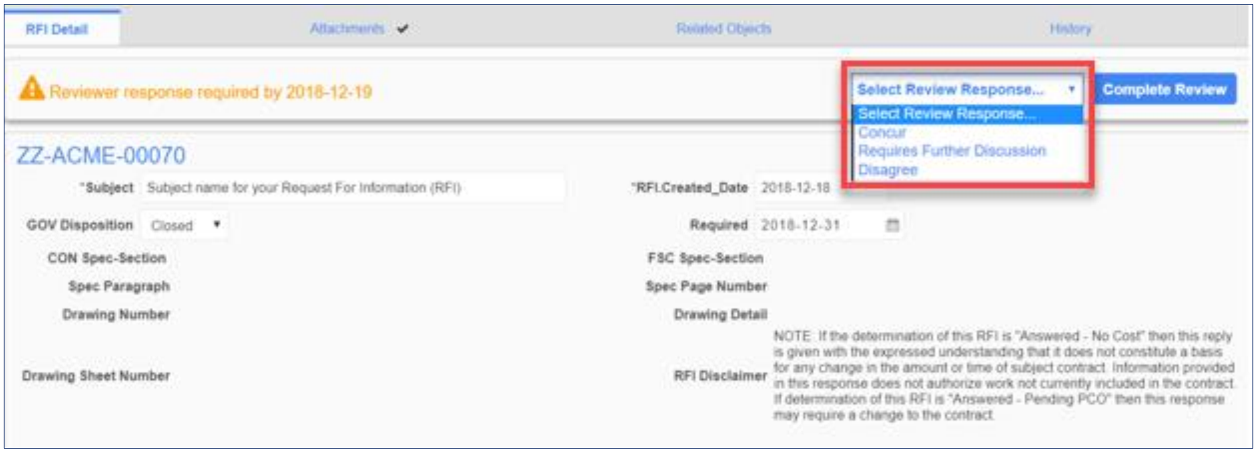
To add Reviewers using a Distribution List, from the Reviewers Section, click Select Template. A pop-up box will display with a list of distribution lists. Click the desired list, and it will populate the Reviewers list.

3.2.2.4 Responding to an RFI as a Reviewer (SME)

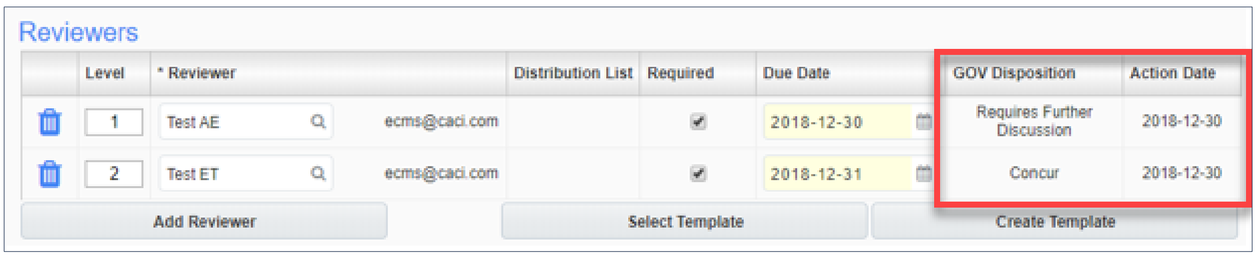
Open the **Communication Management** folder in the Navigation pane and click **RFIs**. The Reviewer(s) will not see RFI bolded or a number indicated the number of RFIs to be reviewed. This functionality will be provided. To find the RFI to be reviewed, use the **Date Created** Column to sort. Hover over the **Date Created** and double click. This will sort the RFIs, with the newest at the top. The new RFI will be located at the top of the RFI log. Click on the **Subject Line** to open.



When the Reviewer opens the RFI, there will be a notification in orange text at the top of the screen indicating the due date for the response from the Reviewer. From here, the Reviewer can review the details of the RFI, add **Notes**, open and review the **Attachments, Related Objects** and **History**. Once everything has been reviewed, the Reviewer can select an answer from the **Select Review Response** and click **Complete Review.**

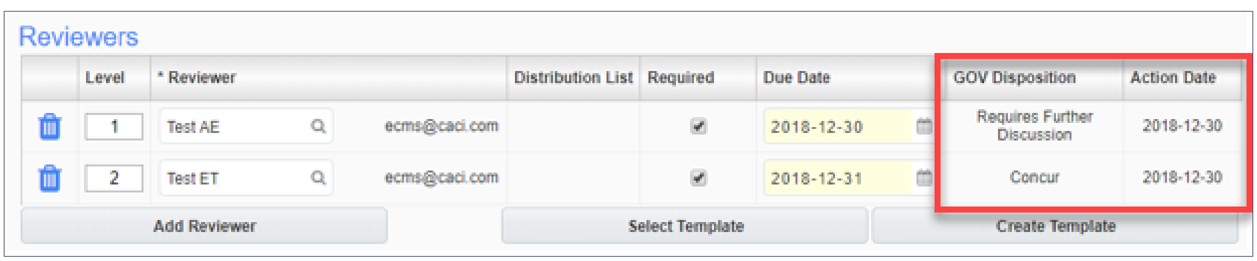


The Reviewer scrolls to the Reviewers Section to check that the **GOV Disposition** has been selected and the decision date is reflected under the **Action Date.**

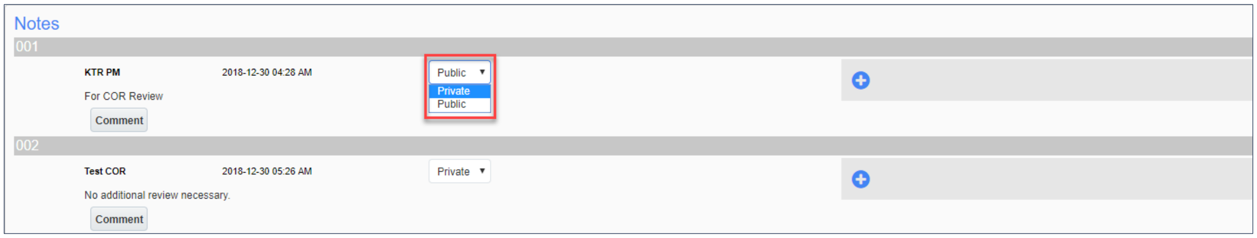


3.2.2.5 COR/CM Answer after Reviewer(s) Respond to RFI

Once the response is received from the Reviewer, open the RFI and scroll to the Reviewers section to view the responses from the reviewers. The responses are found under **GOV Disposition** along with the response date listed under **Action Date**.



Open and review any additional **Attachments, Related Objects** and **Notes**. A new note may be added. At this point, the COR can decide if any or all of the Notes should remain **Private** or be made **Public**.



Now, the COR/CM is ready to answer the RFI. Scroll to the top of the screen and the following menu will display:

Each of these options serves a distinct purpose:

- **Send I/O E-mail** – This field has been disabled for NAVFAC security purposes
- **Add CC** - Copies a User to an RFI; allows the User to edit and add notes
- **Edit** – Allows for changes to be made in any field
- **Answer** – Allows additional information to be added under the **Notes** Section
- **Reassign** – Used by the COR/PAR to reassign to alternative COR/PAR
- **Delete** – COR/PAR only can delete an RFI
- **Close RFI** – Final disposition made by the COR/PAR
- **Add Note** - Adds a note to the bottom of the RFI
- **Print Report** - Prints a report of the RFI
- **Quick Print** – This field is currently not configured for use
- **Link to Issue** - Links the RFI to Issues_Internal Routing task for team members
- **Back to Log** – Returns user to RFI Log

However, the most widely used is **Answer.**

Clicking **Answer** will display the RFI Detail screen, scroll down to the **Response** Section.

Type the response in the Answer box and click Close RFI at the top right of the screen. The Contractor will be notified that an RFI has been answered.

3.2.3 Attachments, Related Objects, and History

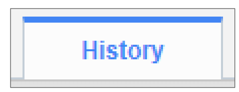
When viewing an individual RFI from the navigation pane, four tabs appear across the top of the screen.

- The first tab, **RFI Detail**, has the bulk of information about the RFI.

- The **Attachments** tab will have attachments sent with this RFI. This is another screen that can be used to add attachments.

- The **Related Objects** tab will track communication, issues, and relevant documentation with stakeholders throughout the project.

- The **History** tab will allow the viewing of updates and decisions made on the RFI.



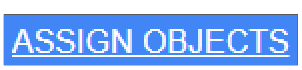
3.2.3.1 Attachments

To upload or download attachments, refer to ***Section 5.4.1 Uploading Attachments*** and ***Section 5.4.2 Downloading Attachments***.

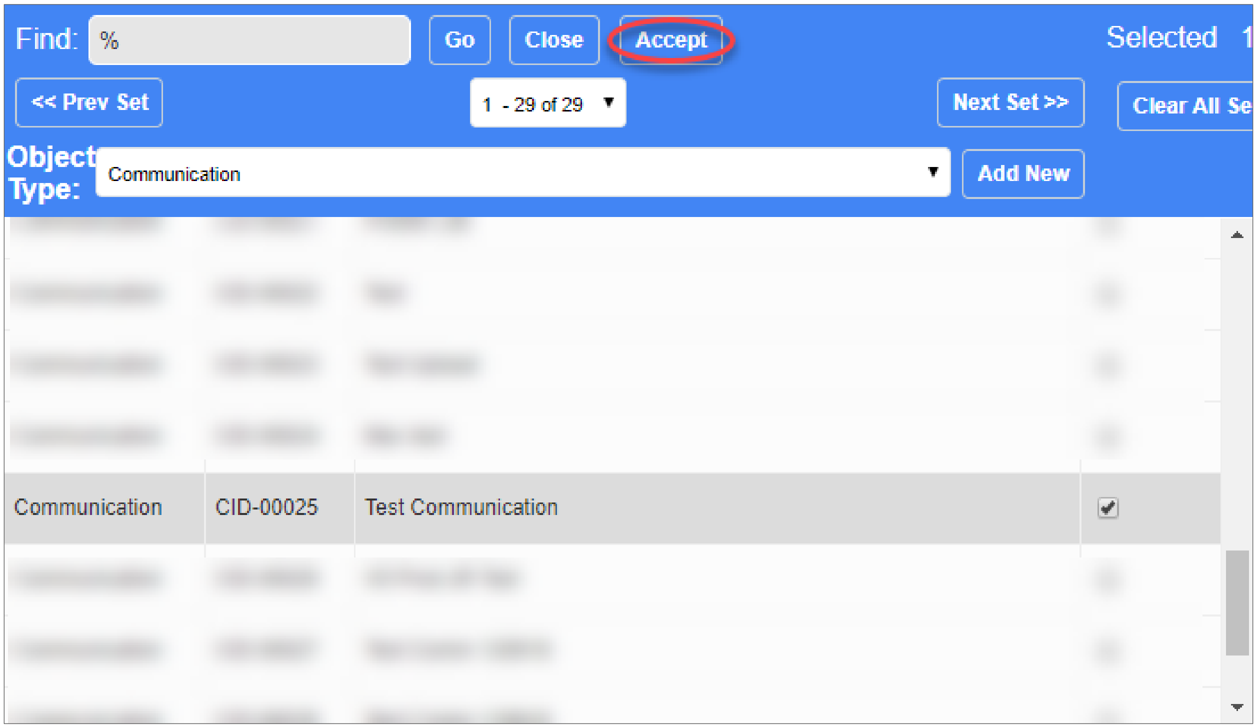
3.2.3.2 Adding Related Objects

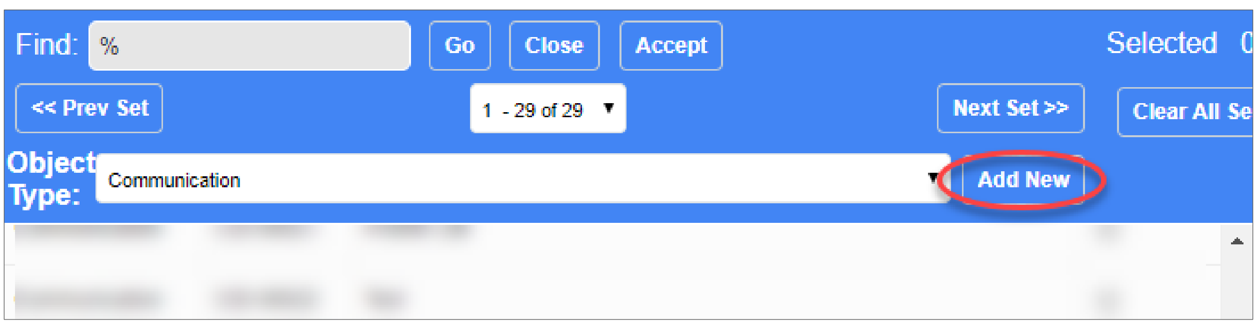
The **Related Object** tab allows different components, such as **Communications, Daily Reports, Internal Routing, Documents**, and **Notices** to be added to an RFI.

Click on the **Related Objects** tab and select the **Assign Object** button at the right corner of the screen.

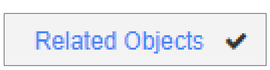


Click the dropdown menu in the **Object Type** field and select the type of object to add. You may now link to an existing object by checking the object and clicking **Accept**. You can also create a new object by selecting the **Add New** button. Both situations are shown below.



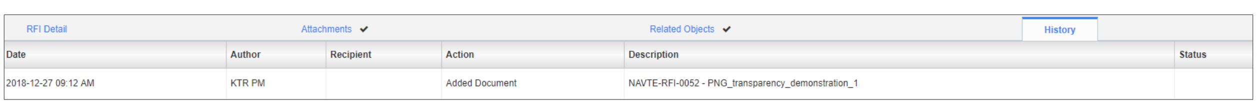


There will now be a checkmark next to the **Related Objects** tab indicating that there is a related object.



3.2.3.3 Reviewing the RFI History

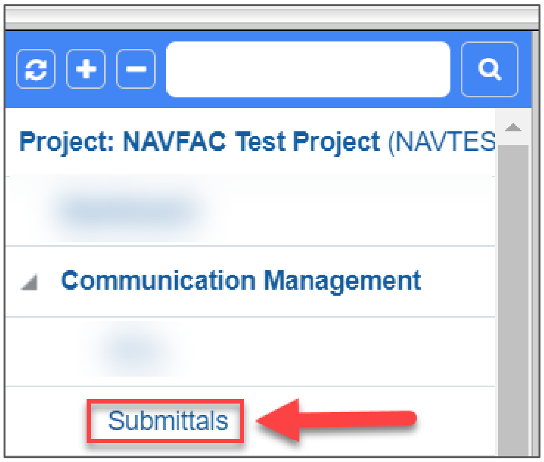
The **History** tab displays all decisions, edits, and notes made to an RFI.



3.2.4 Submittals

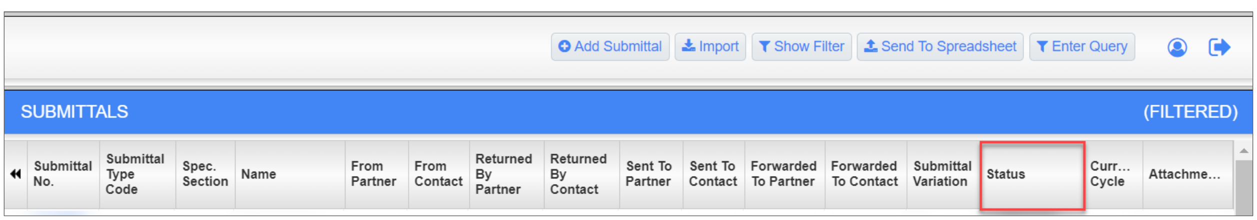
3.2.4.1 Responding to a Submittal as the COR

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

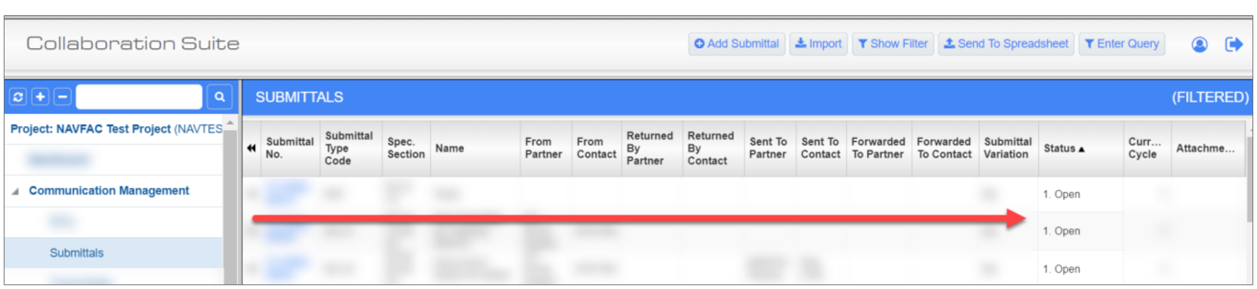


From here, you can see all Submittals created on this project.*Currently, Submittals will not be bolded or display the number of how many submittals need to be answered. This functionality will be added.*

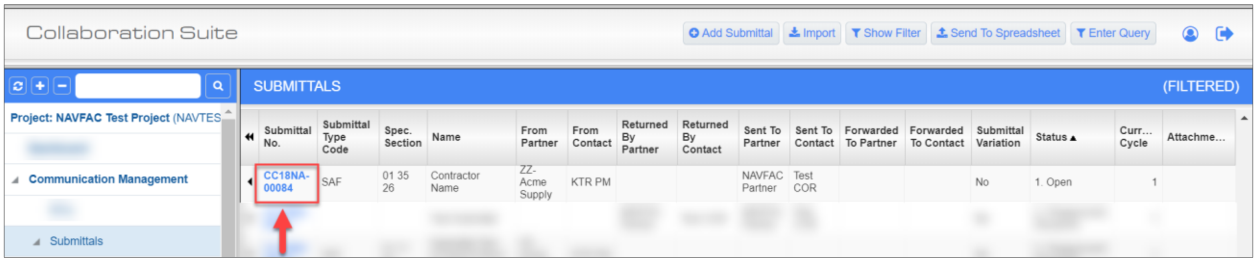
Click on the **Status** heading so the submittals will filter the "Open" submittals to the top.



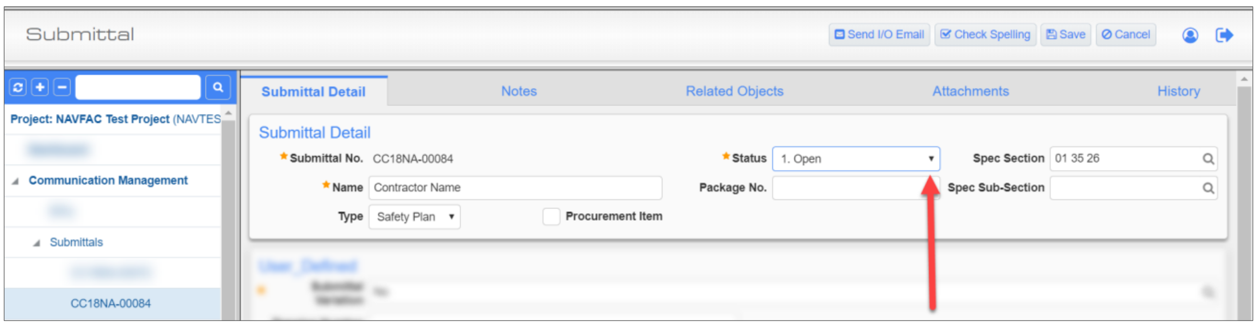
Below is an example of the submittals that are "Open" filtering to the top.



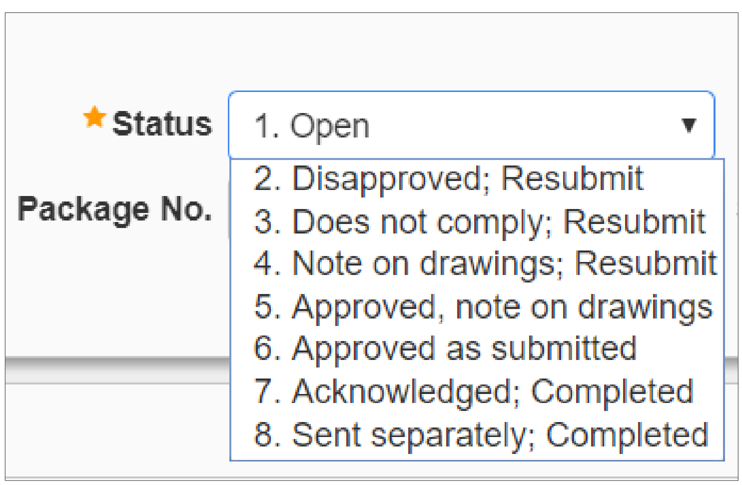
Locate the submittal and then hover over and click the Submittal No. to view the submittal.



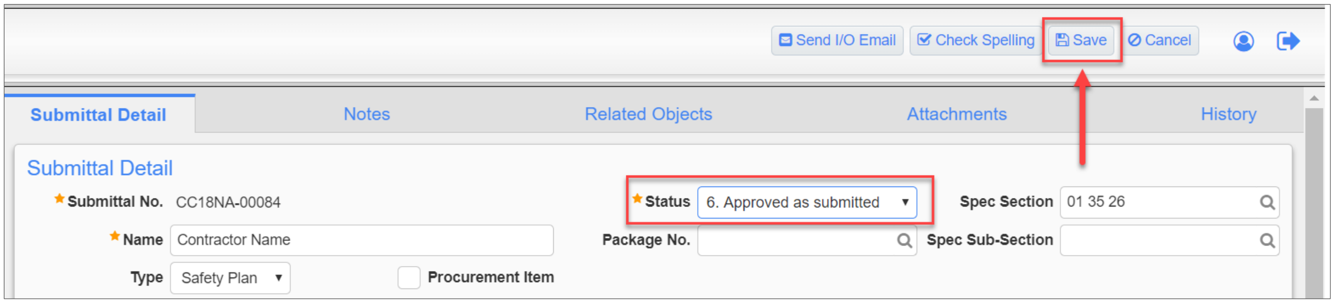
As the COR, you have two options: to answer the Sumittal or to Add a Reviewer. For this example, we will answer the Submittal. **Select the drop down for Status**.



There are eight options to choose from: 1. Open, 2. Disapproved; Resubmit, 3. Does not comply; Resubmit, 4. Note on drawings; Resubmit, 5. Approved, note on drawings, 6. Approved as submitted, 7. Acknowledged; Completed, 8. Sent seperately, Completed.



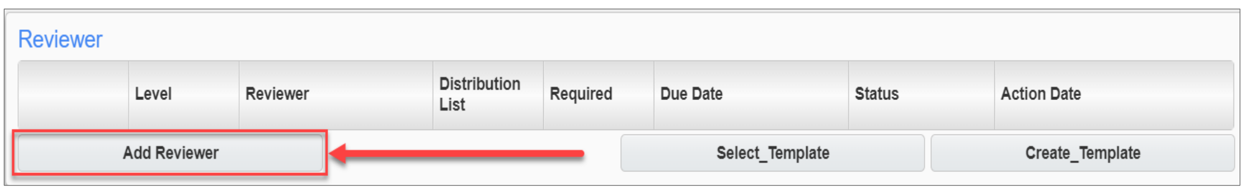
Once you have reviewed the submittal and selected the **Status**, click **Save** at the top right corner. For this example, we chose option 6. “Approved as submitted”. Now the contractor can see the COR’s response.



3.2.4.2 How the COR adds a reviewer

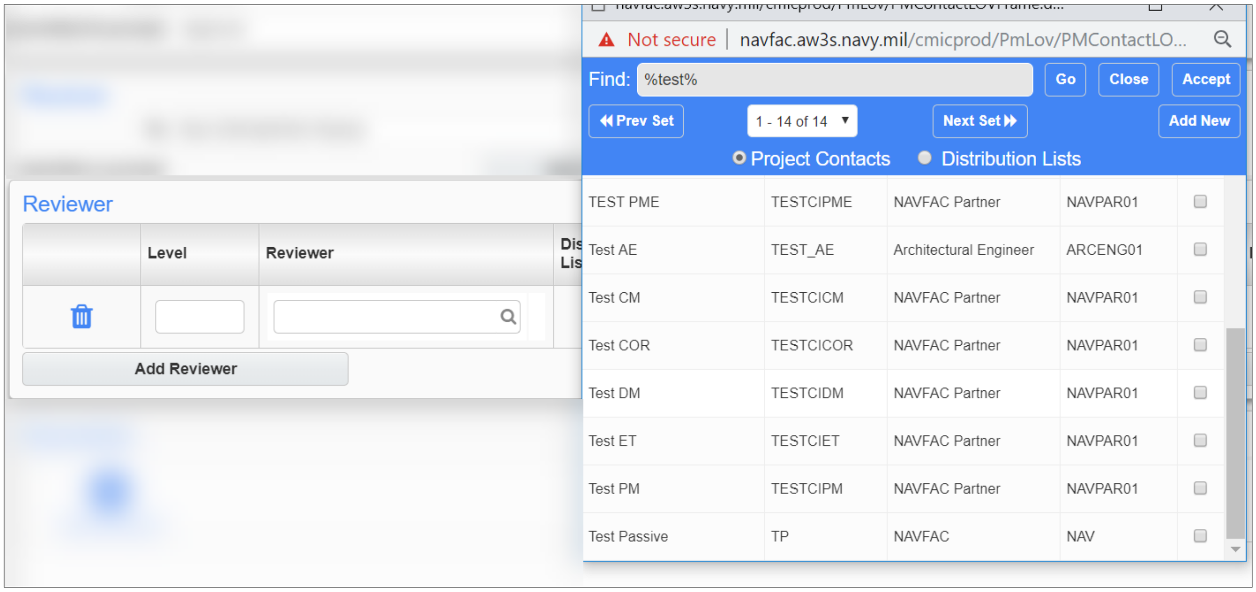
As the COR, you have two options: to answer the Sumittal or to Add a Reviewer. For this example, we will add a Reviewer. In the submittal, scroll down to find the **Reviewer** section.

Then select **Add a Reviewer**.

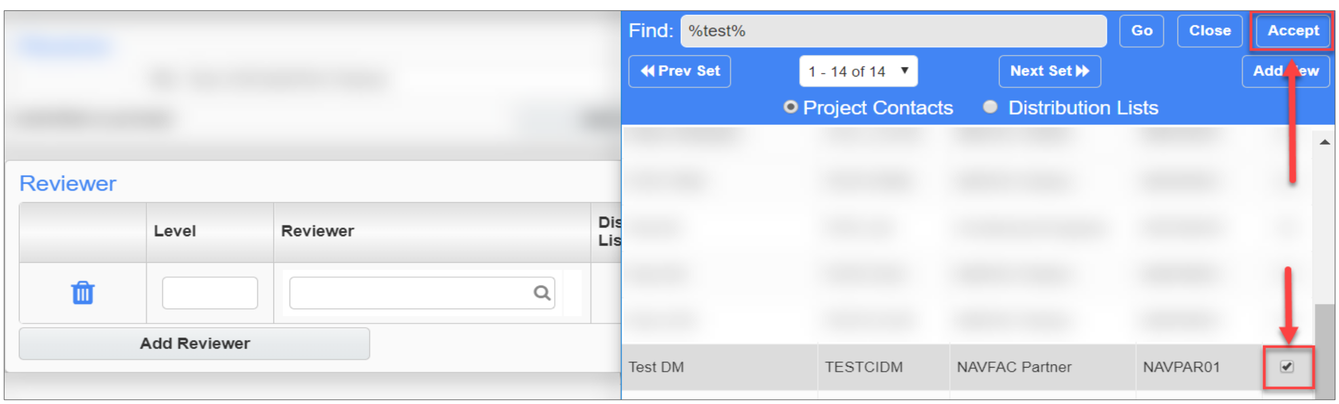


Then click the **magnifying glass** to choose the reviewer.

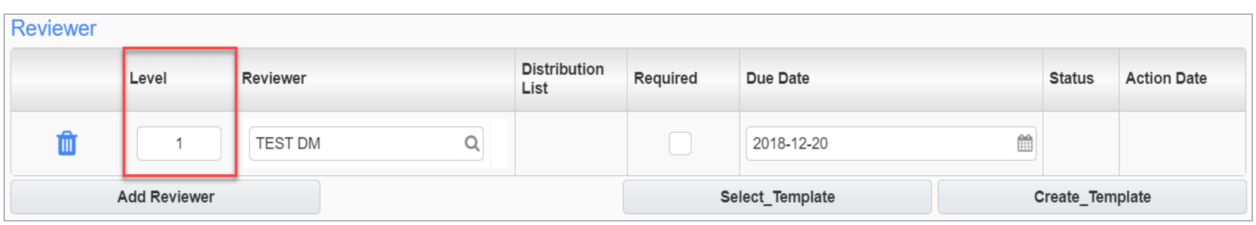
To search for the reviewer, type the percent sign (%), which is the wild card for your search and then type either the first or last name. In this example, %test% is typed in the Find bar, and the names with “test” filtered.



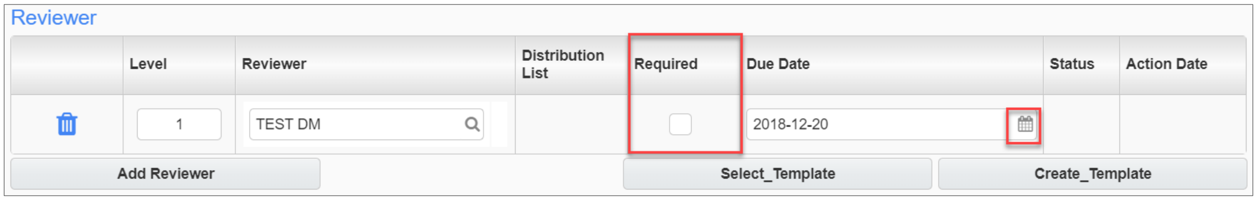
For this example, the Design Manager will be added to be the reviewer. Make sure to check the box to the right of their name, then click **Accept** at the top right.



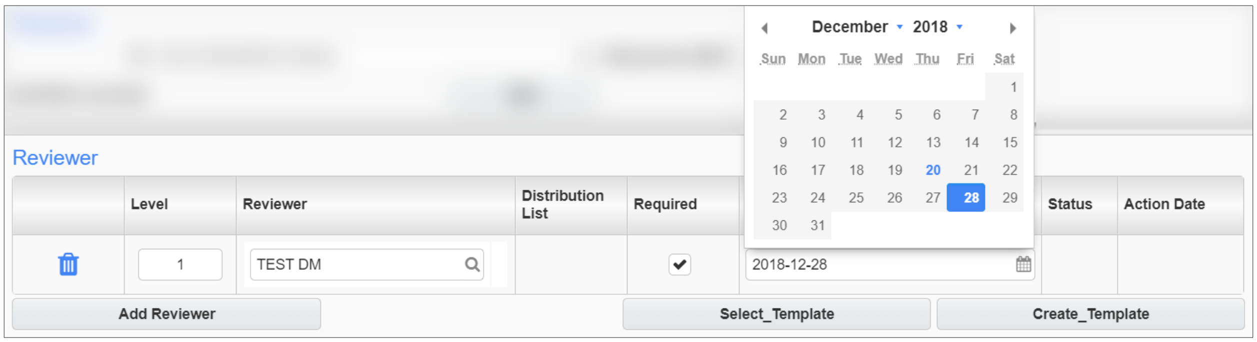
The **level** indicates the order of review. For an example, if you add mulitple reviewers, the level 1 would be the first to review the RFI, the level 2 would be the second to review, and so on.



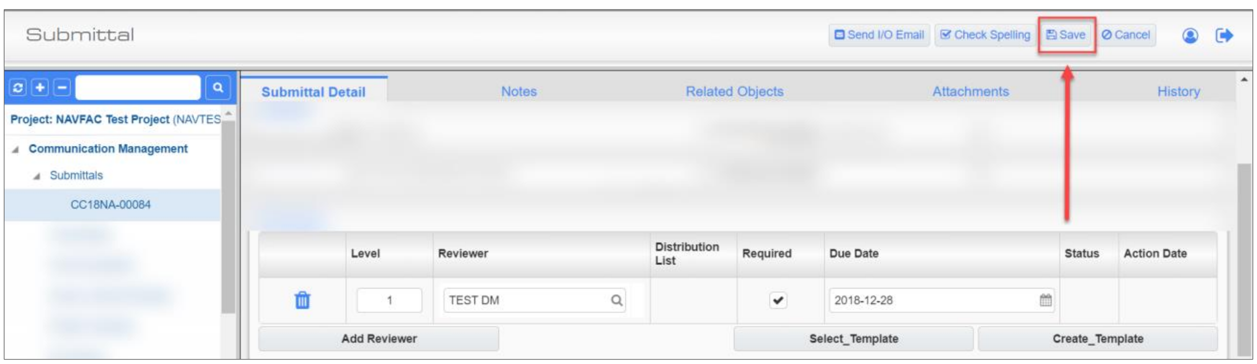
Click the **Required** checkbox and then click on the **mini calendar** in the Due Date section.



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



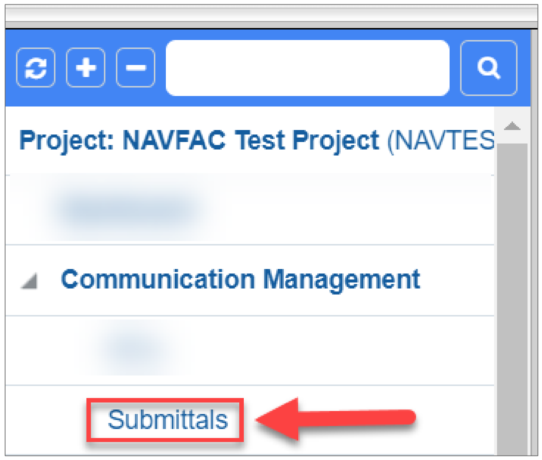
Once you have reviewed the submittal and you're ready to send it to the reviewer, select **Save**. The reviewer will now need to respond.



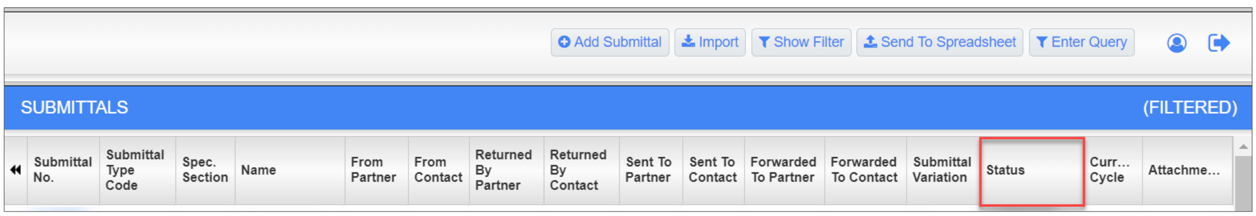
3.2.4.3 Responding to a Submittal as the Reviewer

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

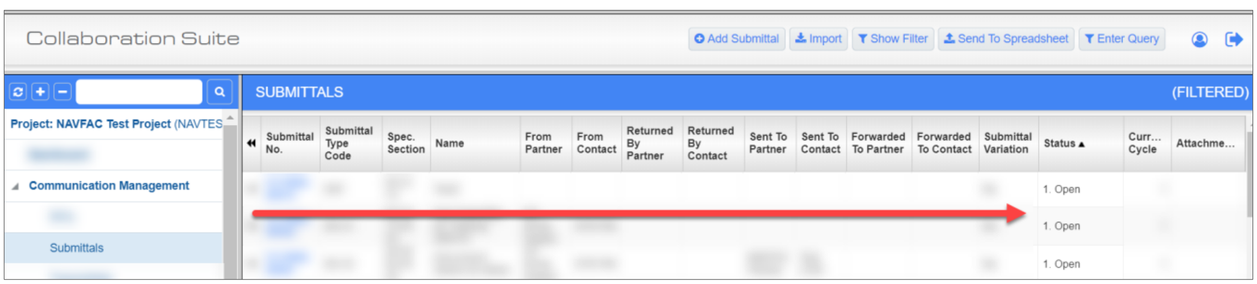
After the reviewer logs in, go to the Navigation Panel, open Communication Management, and then select **Submittals**. *Currently, "Submittals" will not be bolded or display the number of how many submittals need to be reviewed. This functionality will be added.*



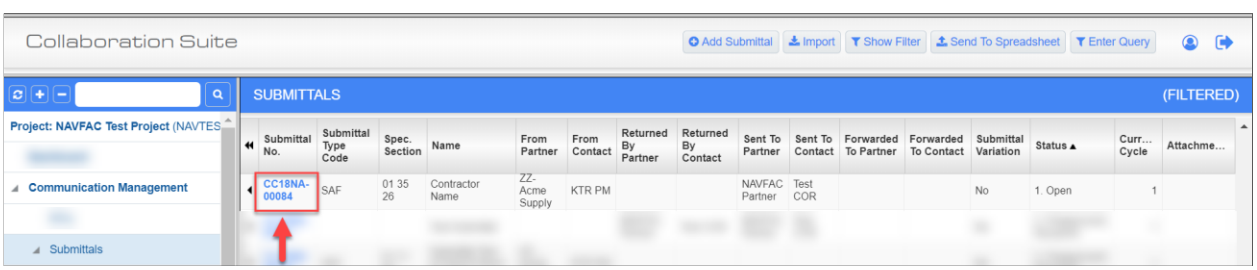
Click on the **Status** heading so the submittals will filter the “Open” submittals to the top.



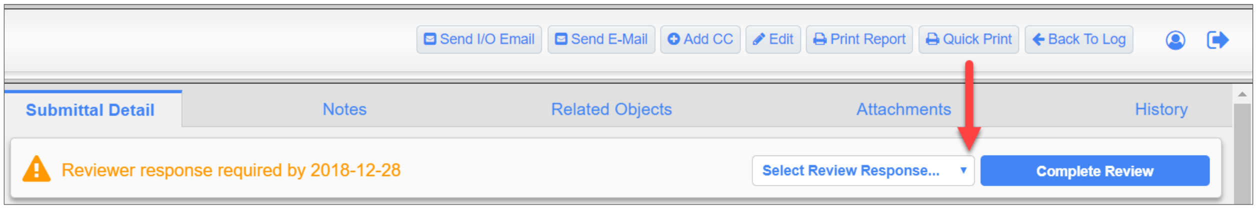
Below is an example of the submittals that are “Open” filtering to the top.



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



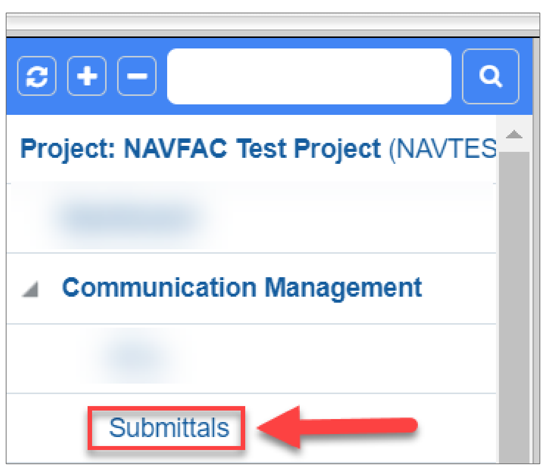
Once the reviewer opens the submittal, they will see a notification that appears at the top of the submittal in orange text, informing the reviewer of when the response is due. Review the submittal and then click on the **Select Review Response** drop down box.



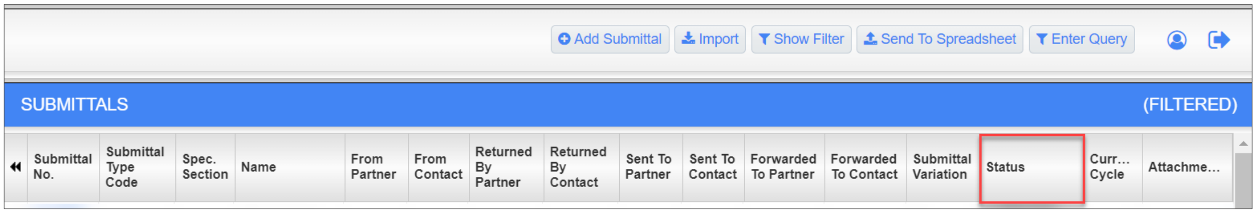
Select the review response for the submiital. The three options are: Concur, Disagree, and Requires Further Discussion. Once you have selected your review response, click **Complete Review**. The COR will now need to respond to the Submittal.

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

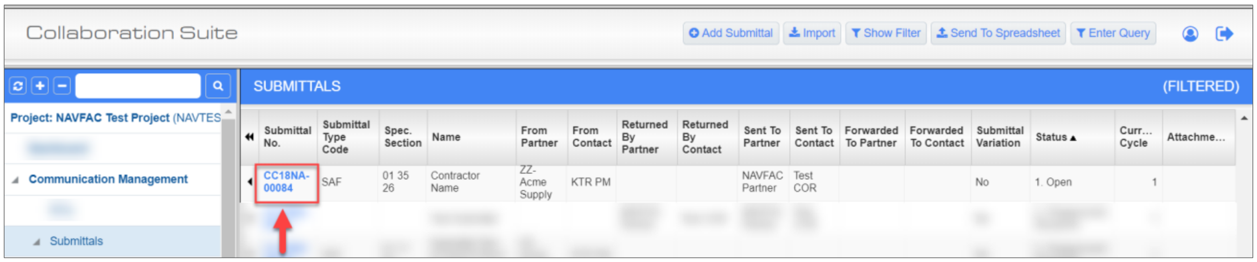
After logging in, go to the Navigation Panel, open Communication Management, and then select **Submittals**. *Currently, “Submittals” will not be bolded or display the number of how many submittals need to be reviewed. This functionality will be added.*



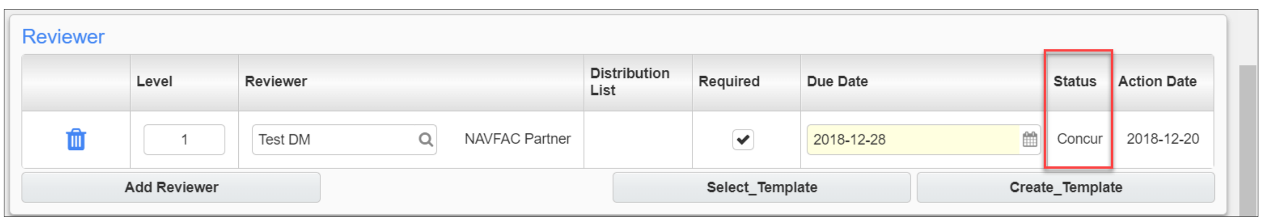
Click on the **Status** heading so the submittals will filter the “Open” submittals to the top.



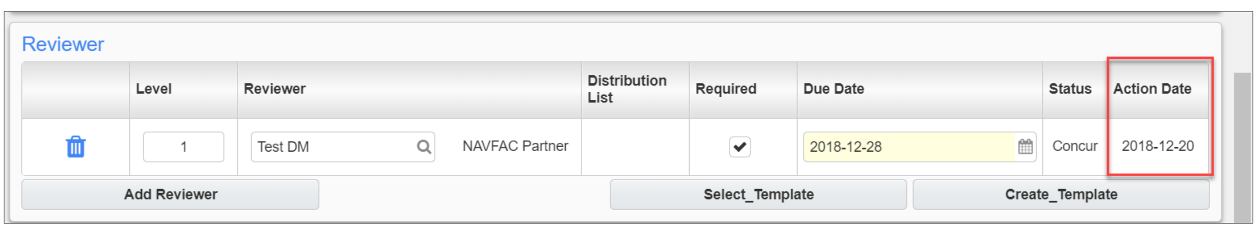
Locate the submittal and then hover over and click the Submittal No. to view the submittal.



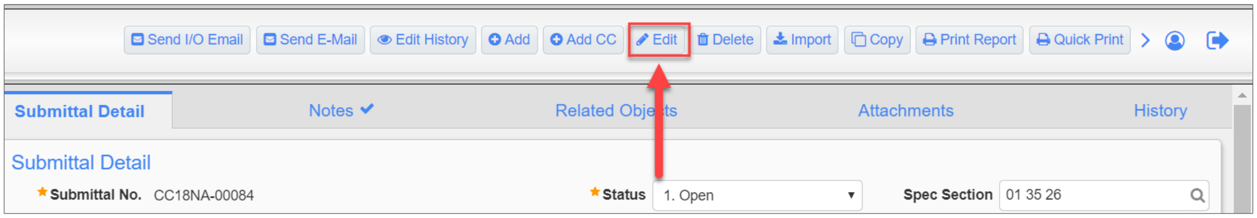
Once you have opened the submittal, scroll down to the **Reviewer** section to see what their reponse was. The response will be under the “Status” category. In this example, you can see that the reviewer Concurred with the submittal.



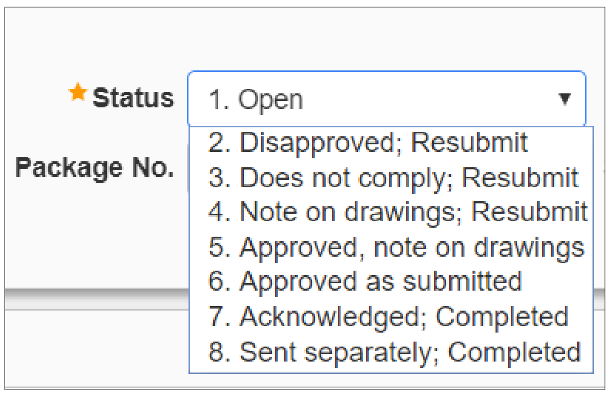
The action date is when the reviewer responded to the submittal.



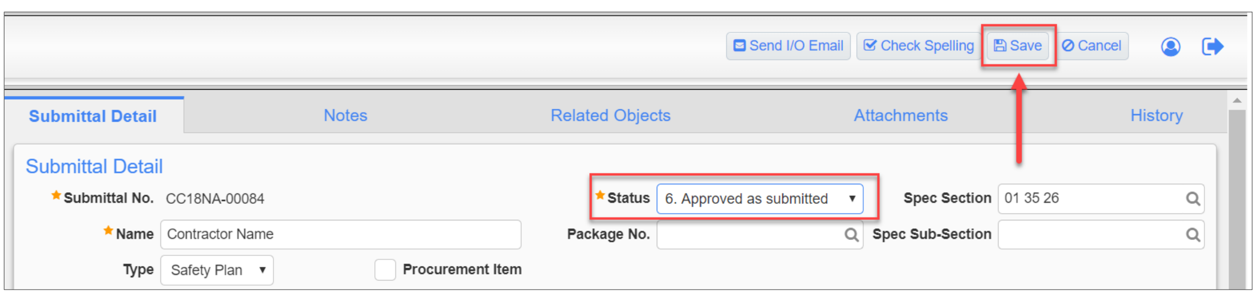
After reviewing the submittal and the response from the reviewer, scroll to the top of the submittal and select “Edit”.



Now that you are in edit mode, click on the Status drop down box. There are eight options to choose from: 1. Open, 2. Disapproved; Resubmit, 3. Does not comply; Resubmit, 4. Note on drawings; Resubmit, 5. Approved, note on drawings, 6. Approved as submitted, 7. Acknowledged; Completed, 8. Sent seperately, Completed.



For this example, option 6. “Approved as submitted” 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.



3.2.5 Sorting Data

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

- Use the Filtering function in eCMS **(Most Complicated)**

- Send information to a downloadable Excel spreadsheet and sort the information from there, or
- Execute a query **(Simplest)**

3.2.5.1 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 Submittlas, sort the list by selecting the **Show Filter** button at the top, right of the screen.

Column	Operator	Value	Example Value
Submittal No.			
Submittal Type Code			
Spec. Section			
Name			
From Partner			
From Contact			
Returned By Partner			
Returned By Contact			
Sent To Partner			
Sent To Contact			
Forwarded To Partner			
Forwarded To Contact			
Submittal Variation			
Status			
Current Cycle			
Attachments			
QC Inspect and Test Reqmnt	!=	'Y'	'Xyz'
Procurement Item	!=	'Y'	'Xyz'

Save As Default | Reset To System Defaults | Show All Filters | Clear | Reset | Submit | Cancel

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 Equals
>	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

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 following sections. Filtering can be used to set up a permanent view of folders for those that know what they want to see each day.

3.2.5.2 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.

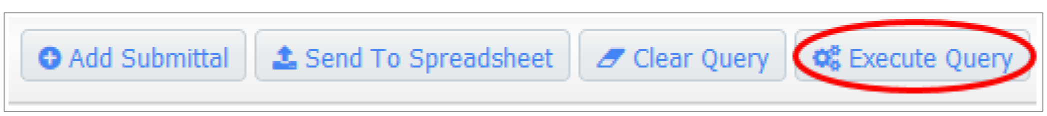
This will automatically download a spreadsheet with all the user's **RFI** or **Submittal** information included. Use the functions of Microsoft Excel to sort the fields and find specific information. If a filter is turned on, only the filtered list will download to Excel.

3.2.5.3 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.

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.

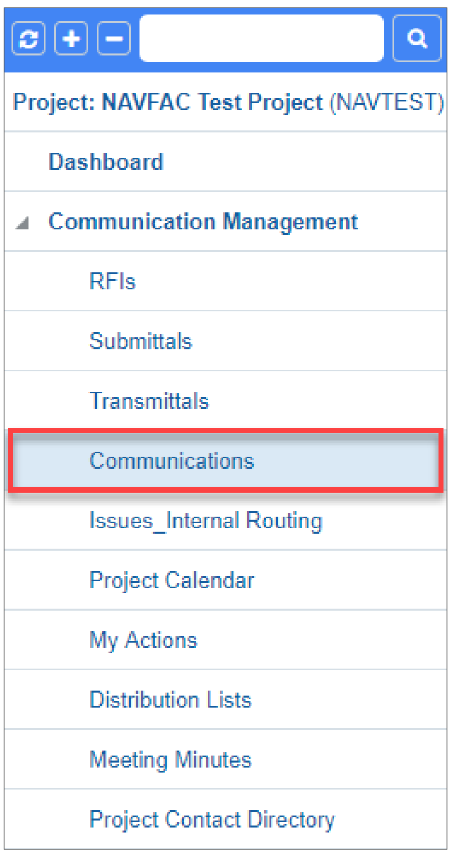
3.3. Communications and Issues/Internal Routing

3.3.1 Purpose

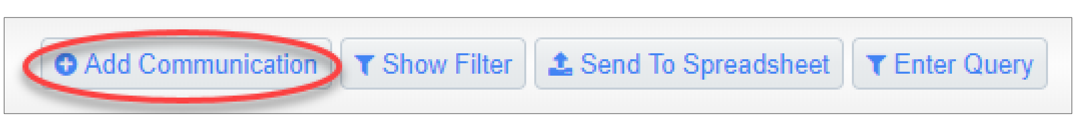
Communications and **Issues_Internal Routing** (also referred to as Issues), can be used to convey information or assign a task to a team member or stakeholder. Using these applications will allow information, reminders, and task deadlines to show up on the recipient's **Project Calendar** and **My Actions** list.

3.3.2 Adding a New Communication

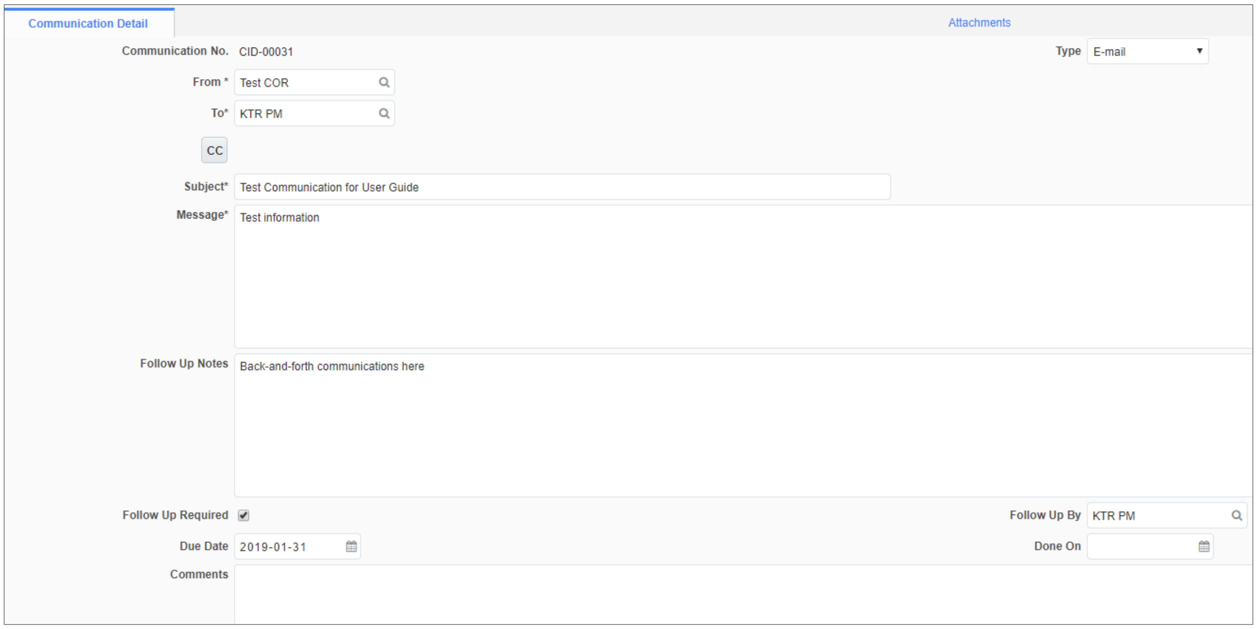
There are two ways to create a **Communication** record. Enter the **Communication** directly through the **Navigation Pane** or use the **Related Objects** tab on any application. Starting in the **Navigation Pane** of the relevant project, open the **Communications** folder.



This will pull up a list of existing communications on this project. At the top, right of the screen, select **Add Communication**.



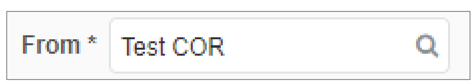
Complete the required fields in the **Communication Detail** screen.



Below is a brief description of each field:

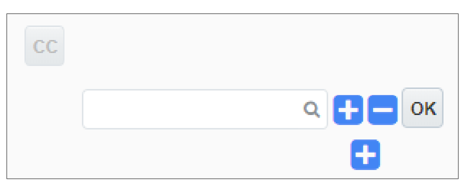
Communication No. – This field generates a number automatically to organize **Communications**.

From – This field will contain the sender's name.

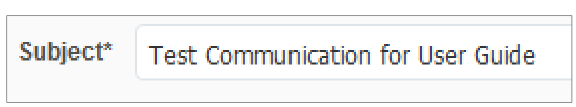


To – Using the dropdown menu, select the team member to receive this Communication.

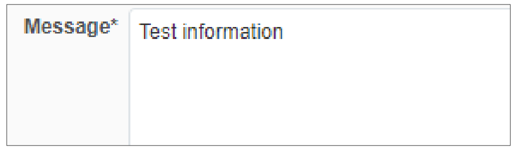
CC – Use this button to copy additional people into the message. They will not be able to respond, but they can view all comments.



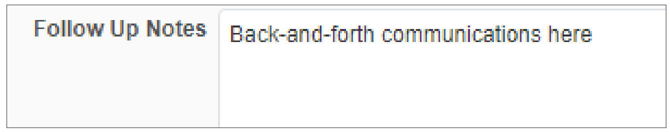
Subject – Enter a short, descriptive title to give a synopsis of the message.



Message – Write out everything needed to describe the situation.

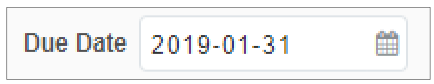


Follow-Up Notes – This section may be completed after receiving a response so that an official record of the decision is captured.

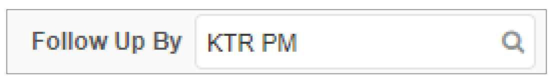


Follow-Up Required – Select this button if a response is required from the recipient. If it is for informational purposes only, this can be left blank.

Due Date – Using the calendar icon next to this field, select the deadline that the recipient has to respond.

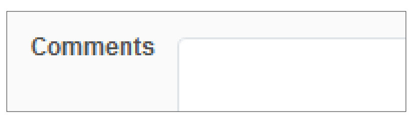


Follow-Up By – The person responding to the communication can use the dropdown menu to list their name here when responding. If someone else provided the answer, they can list them here.



Done On – This field will auto-populate when the Communication is closed.

Comments – The person responding can provide their feedback here.



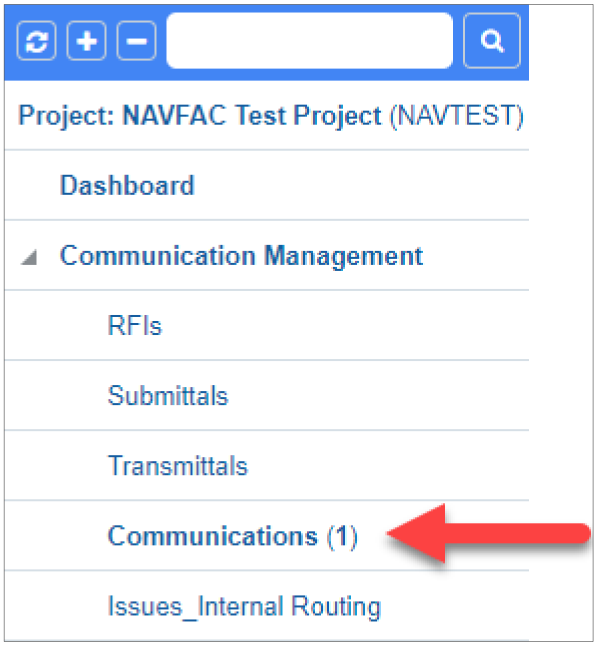
Upon completion of the required fields and adding the message, click **Submit** in the top, right of the screen.

This will send the **Communication** to the recipient and add the due date to their **My Actions** and **Calendar**.

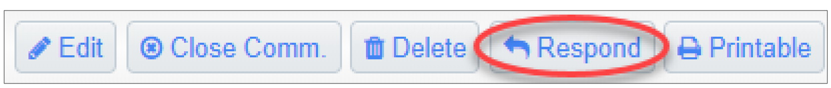
To add a **Communication** through the **Related Objects** tab of an application, see ***Section 3.2.3.2*** and select **Communication**. Then follow the instructions in this section.

3.3.3 Responding to Communications

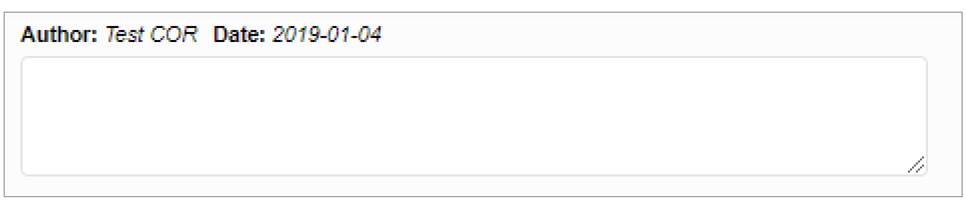
When the recipient opens the project in eCMS, they will see any new communications bolded in the **Communications** folder.



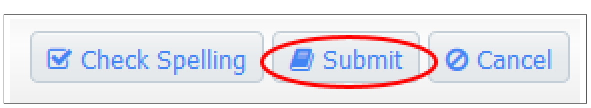
The recipient can then open the **Communication,** and respond by clicking **Respond** in the top, right of the screen.



A small box will appear at the bottom of the screen for the recipient to add their response.

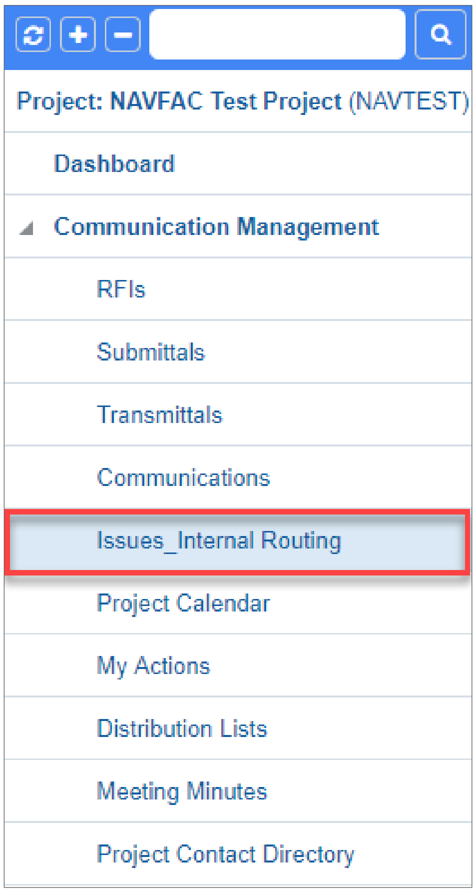


After the response has been added, click **Submit** in the top, right of the screen.



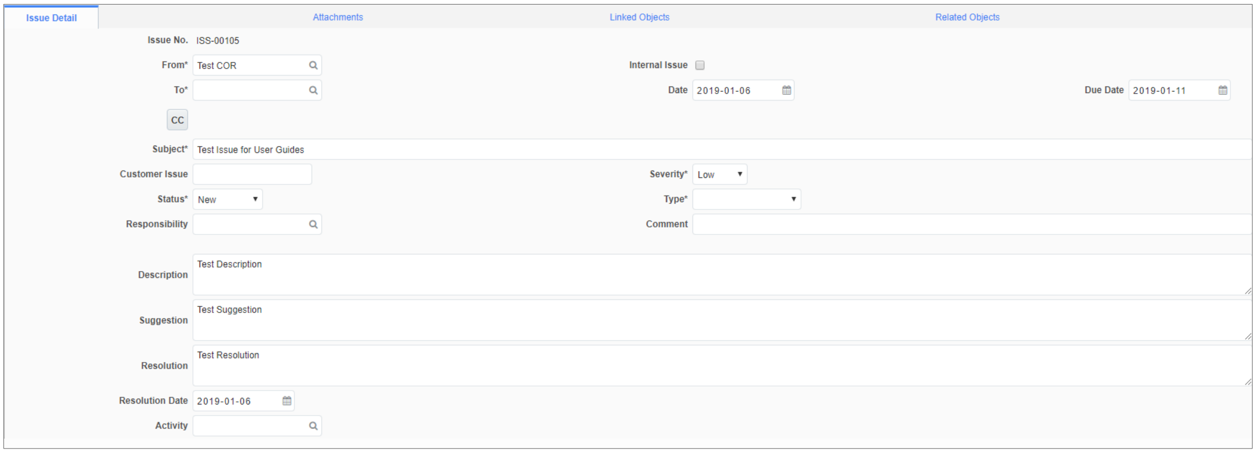
3.3.4 Adding Issues_Internal Routing

Issues/Internal Routing (IR) can be used to document potential problems that may result in a project change, to communication technical information or reports, and to link concerns to specific RFIs or Submittals. There are two ways to create an **IR** record. Enter the **IR** directly through the **Navigation Pane** or use the **Related Objects** tab of an **RFI**. Starting in the **Navigation Pane** of the project, open the **Internal Routing** folder.



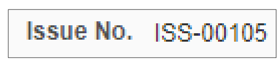
This will pull up a list of existing communications regarding this RFI. At the top, right of the screen, select **Add Issue**.

In the **Issue Detail** screen that appears, complete the required fields.

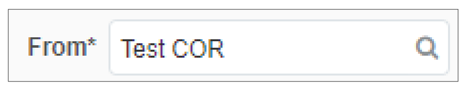


Below is a brief description of each field:

Issue No. – This field generates a number automatically to organize **IRs**.

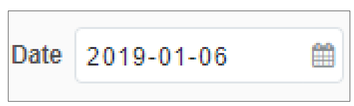


From – This field will contain the sender's name.

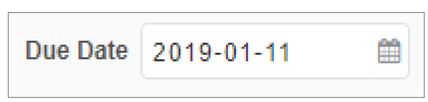


To – Using the dropdown menu, select the team member to receive this **IR**.

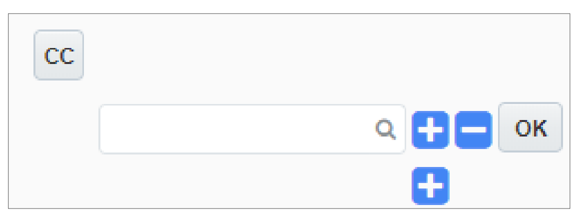
Date – The date the **IR** is created.



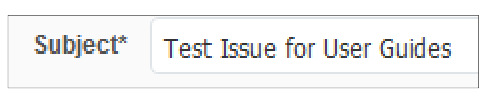
Due Date – Using the calendar icon next to this field, select the response deadline for the recipient.



CC – Use this button to copy additional people into the message. They are unable to respond, but can view all comments.

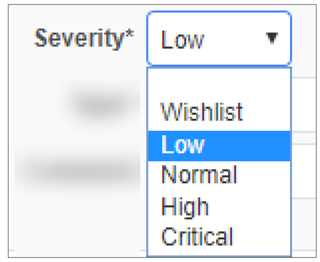


Subject – Enter a short, descriptive title to give a synopsis of the message.

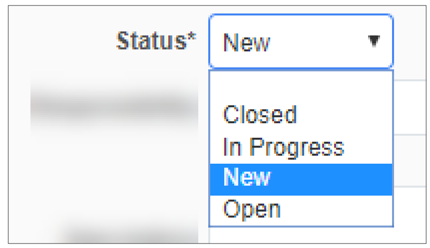


Customer Issue – Leave this field blank

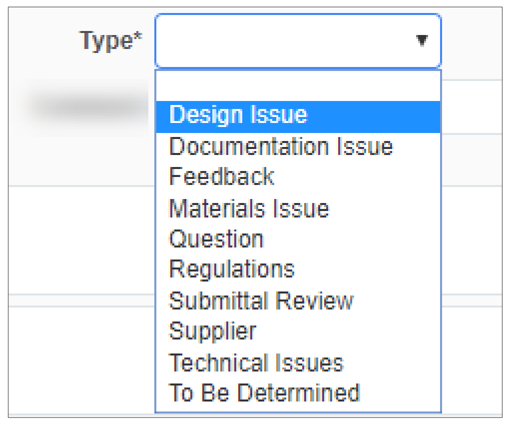
Severity – Choose the **Severity** of the Issue. Use Wishlist if it is something that would make things easier, but the job can be done without it.



Status – The **Status** will default to **New** when created. If updating an IR record, change the status to **Open, In Progress**, or **Closed**.



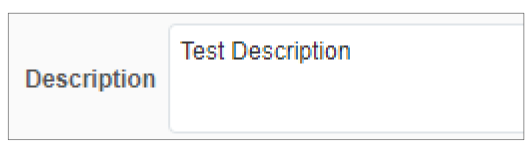
Type – Using the dropdown, select the **Type** that best describes the IR.



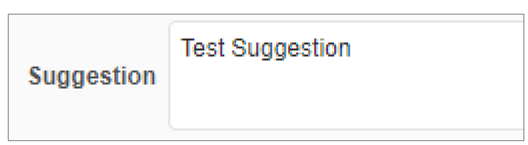
Responsibility – Use the dropdown to select the person responsible for managing this IR task

Comment – Used to provide additional information or thoughts

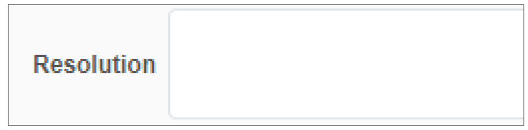
Description – Describe the IR issue and tasks



Suggestion – Respondent to make suggestions in this field if IR is not ready to be resolved



Resolution – Once a decision has been made, and the IR is resolved, enter the final resolution in this field.



Resolution Date – Select the calendar icon next to this field to enter the date this issue was officially resolved

Activity – If applicable, select an **Activity** that the Issue is related to.

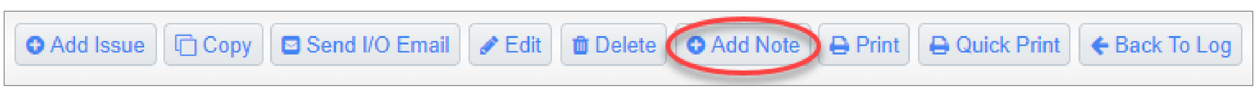
After completing all of the required fields, if you need to save the **IR** as a draft, select **Save** on the upper-right corner. If the **IR** is ready to be submitted, click **Submit**.

This will send the **IR** to the recipient and add the due date to their **My Actions** and **Calendar**.

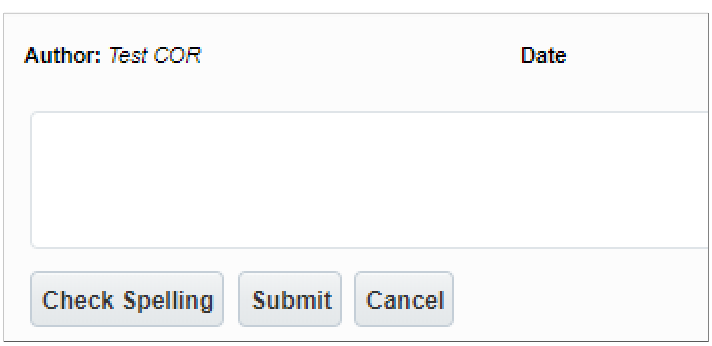
To add an **IR** through the **Related Objects** tab of an RFI, see ***Section 3.2.3.2*** and select **Issue**. Then follow the instructions in this section.

3.3.4.1 Responding to Internal Routing Requests

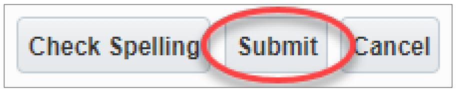
When the recipient opens the project in eCMS, they will see the new **Internal Routing** task bolded in the **Internal Routing** folder. The recipient can then open the **IR**, and respond by clicking **Add Note** in the top, right of the screen.



Selecting **Add Note** will open a small box at the bottom of the screen for the recipient to add their response.



After the response has been added, click **Submit** in the top, right of the screen.



3.3.5 Sorting Data

Select the **Communications or Internal Routing** button in the navigation bar on the left side of the screen to pull up a list of all Communications or IRs (See ***Section 3.3.2*** for reference).

From here, see ***Section 3.2.5*** on how to use each sorting method.

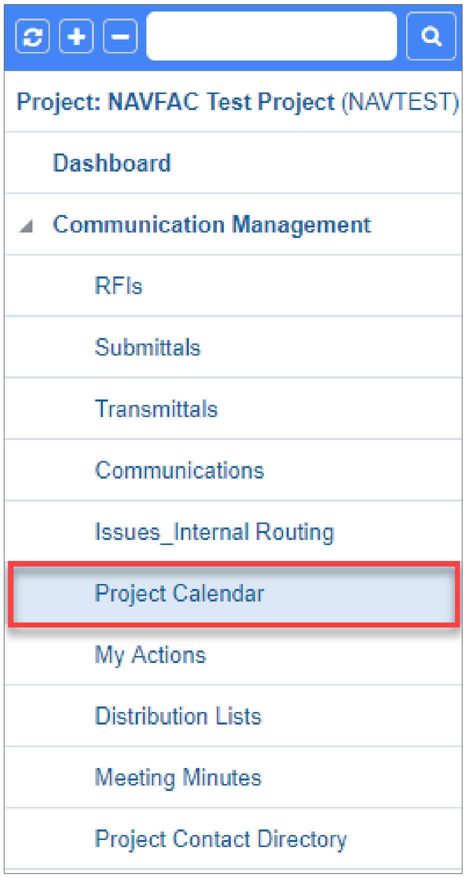
3.4. Project Calendar

3.4.1 Purpose

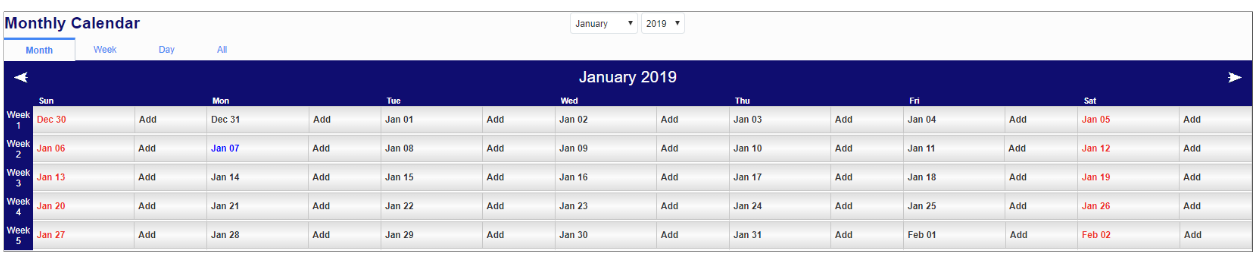
The Project Calendar is your resource for tracking the date RFIs and Submittals were received, their due date, and any Action Items or Issue requests received and due. This lesson will cover:

- Accessing your Project Calendar
- Setting your calendar preferences
- Adding Action Items to your calendar

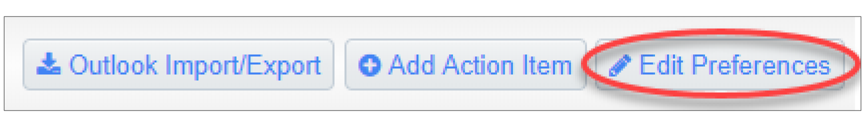
To access the Project Calendar, go to the Navigation Pane on the left side of the screen, open the Communication Management folder and select **Project Calendar**.

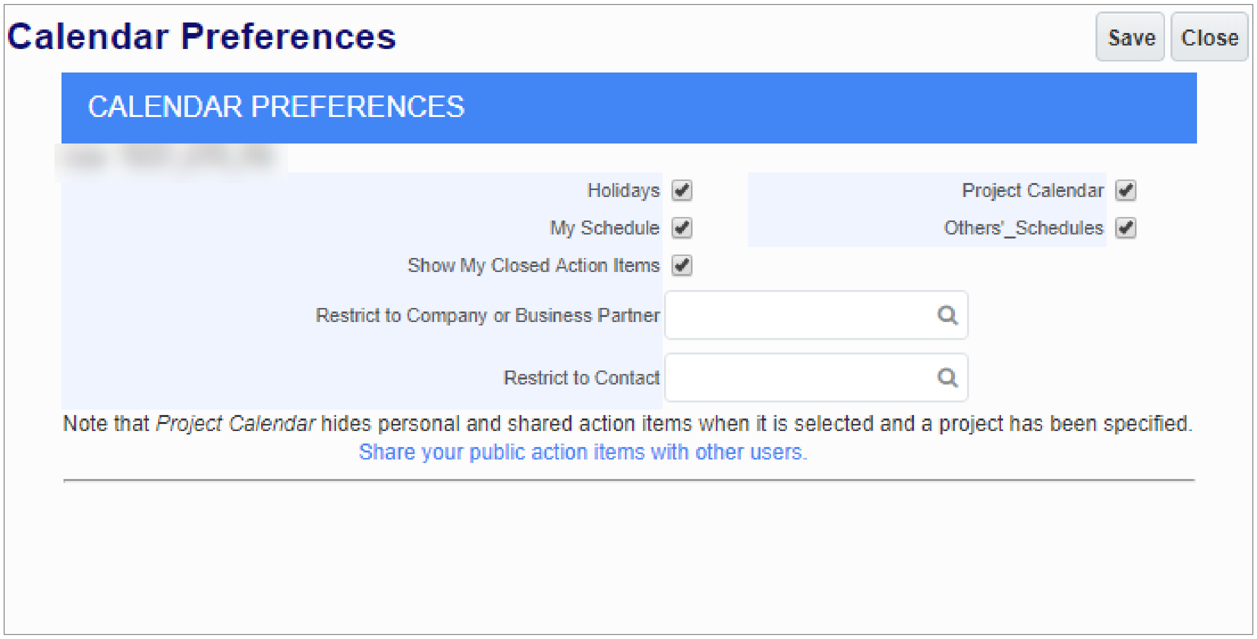


The Project Calendar for the current month will appear. Navigate between Month, Week, Day, and All views by selecting the tabs at the top of the Calendar.



Edit Preferences to change visibility or add holidays by selecting the link in the top, right corner of the screen. A new popup will appear.





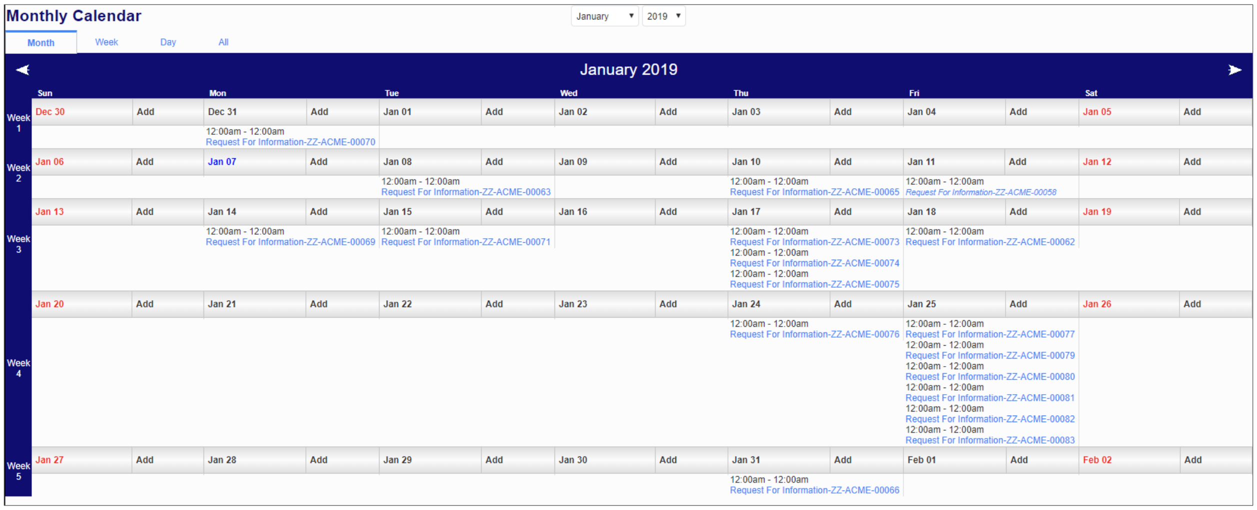
From this screen, users will be able to add holidays to their project calendar, see other team members' schedules, hide or view their own calendar or closed action items, and see the entire project calendar.

In the data fields for **Restrict to Company or Business Partner**, choose a company to hide the action items from. For instance, to only see action items for NAVFAC and the Architecture/Engineer contractor, you could restrict the General Contractor's company to hide their action items.

If you want to restrict a certain person's action items, you may select them from the dropdown menu next to the **Restrict to Contact** data field.

3.4.2 Adding Action Items to Calendar

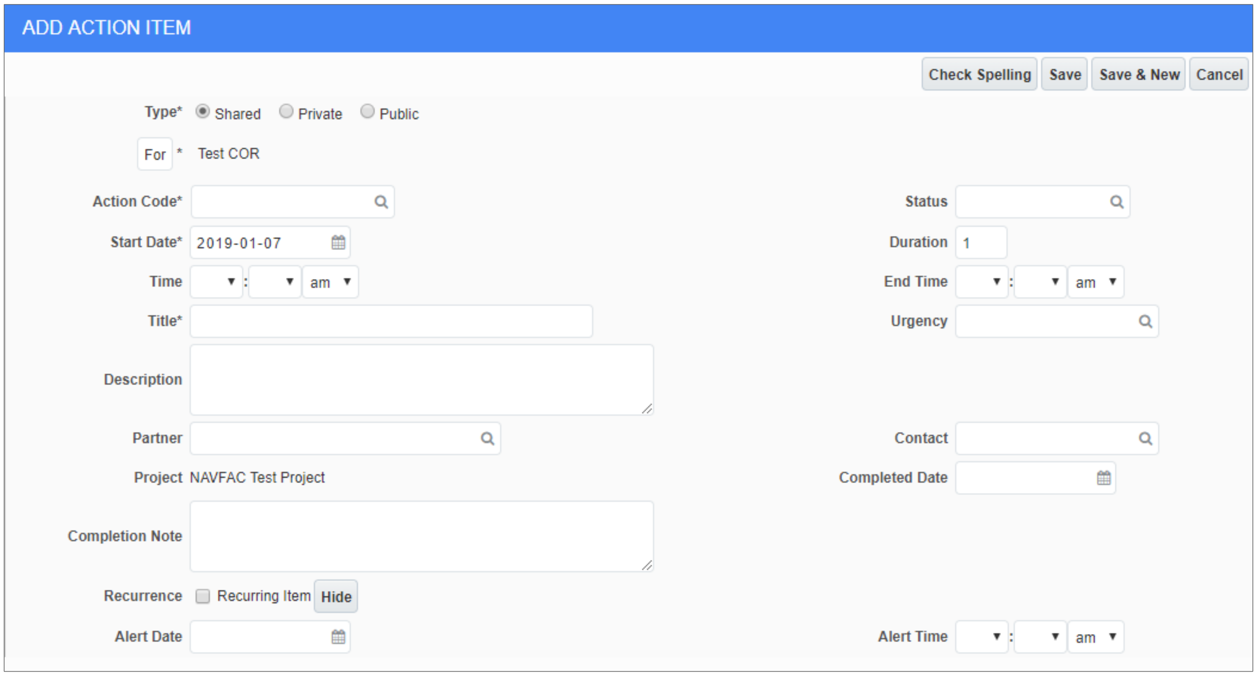
When a user creates an RFI, Submittal, Communication, or Issue, eCMS automatically adds the due date to the calendar of the person assigned to the task as shown in the example below.



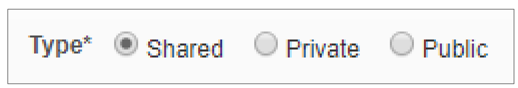
To add events and reminders to your own calendar, select **Add Action Item** from the top, right of the screen.

There is a button for **Outlook Import/Export** at the top, right of the screen. Currently, this functionality has been disabled and you will not be able to use this feature.

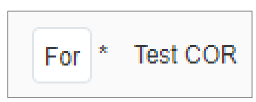
Once the “Add Action Item” screen appears, complete the form to add an action item to your calendar or someone on your team.



Type – Select the button to display if this action item is shared with a specific team, private (only displayed for creator), or public to the entire project team.

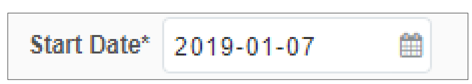


For – Use the dropdown to select the responsible person



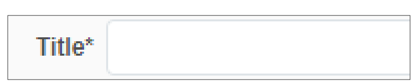
Action Code – This field can be left as is

Start Date – Date the action item is assigned



Time – Time the action item is assigned

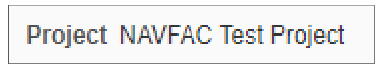
Title – Title of the action item



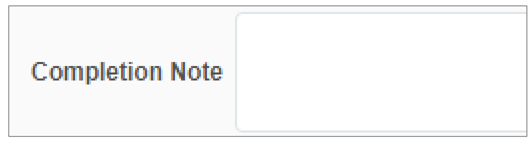
Description – Description of required tasks

Partner – Use the dropdown menu to select if there is a partner organization working on this action item.

Project – The project field will be filled in with the project being viewed.



Completion Note – Any notes after the action item is complete for documentation



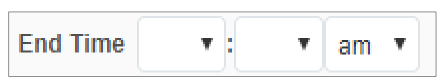
Recurrence – Use this function to set up a recurring action item. When selected, additional fields will appear that allow the user to set daily, weekly, monthly, or yearly recurrence.

Alert Date – Set an alert for the action item

Status – Use the dropdown menu to select the status of the action item.

Duration – This field is not required.

End Time – Time when action item is completed.



Urgency – Using the dropdown menu next to the field, set the urgency of the action item. Your options are **Deferred, High, Low, Ongoing, Pending, Urgent,** or **To Be Determined.**

Contact – Use the dropdown to select the contact for this action item. A list of all project team members will appear.

Completed Date – The date the action item is completed.

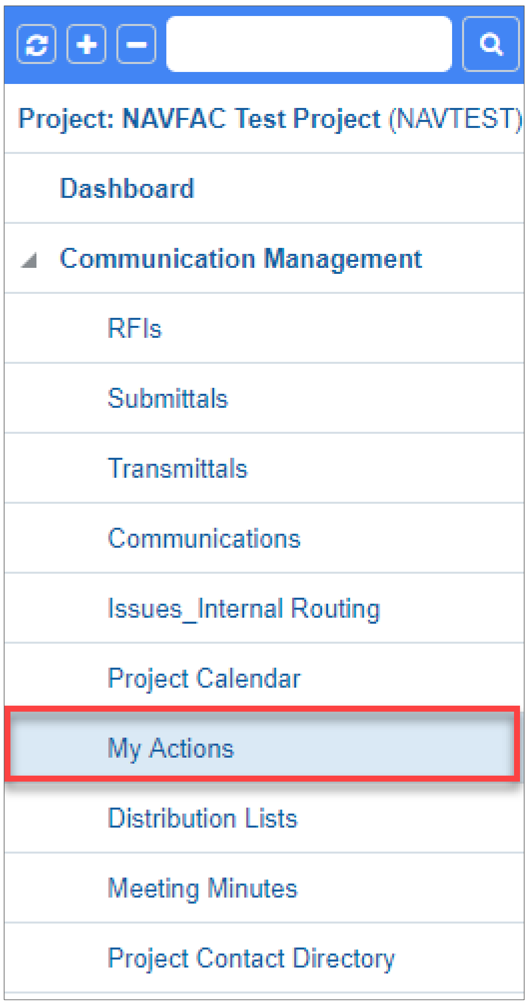
Alert Time – Set a time to receive an alert.

If this Action Item is a recurring action, check the box next to Recurring Item. This will open additional fields allowing you to set daily, weekly, monthly, or yearly recurrence.

After completing the form, click “Save” in the top, right of the pop-up screen. The action item will now appear on the project calendar.

3.5. My Actions

My Actions are a list of upcoming due dates for RFIs, Submittals, Action Items, Communications, and Issues or Internal Routing tasks. Find the **My Actions** section of a project under the **Communication Management** folder in the **Navigation Pane** on the left side of the screen.



This will pull up a list of your action items organized by date.

MY ACTIONS			
NAVFAC Test Project			
ITEMS			GROUP BY TYPE
Overdue (64)			
Today (0)			
No Actions			
Tomorrow (1)			
2019-01-08	Request For Information	ZZ-ACME-00063	[illegible]
This Week (3)			
2019-01-10	Request For Information	ZZ-ACME-00065	[illegible]
2019-01-14	Request For Information	ZZ-ACME-00069	[illegible]
2019-01-15	Request For Information	ZZ-ACME-00071	Finish selection
Following Week (3)			
Next 30 Days (5)			
2019-01-24	Request For Information	ZZ-ACME-00076	Test RFI
2019-01-25	Request For Information	ZZ-ACME-00080	[illegible]
2019-01-25	Request For Information	ZZ-ACME-00083	[illegible]
2019-01-25	Request For Information	ZZ-ACME-00081	[illegible]
2019-01-25	Request For Information	ZZ-ACME-00082	[illegible]

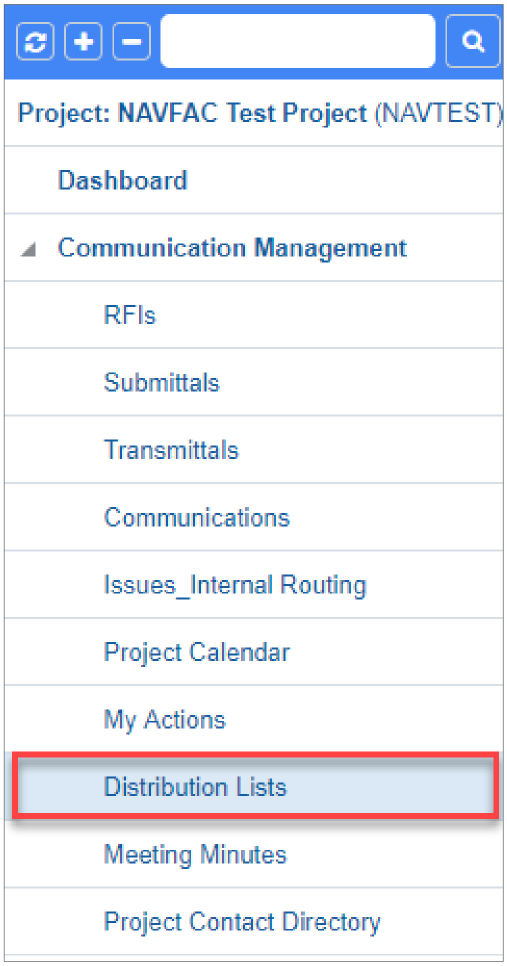
To view tasks by type, click on the “Group By Type” link on the header bar. The list will then be reorganized by type.

MY ACTIONS		
NAVFAC Test Project		
ITEMS		GROUP BY DATE
Issue (8)		
2018-02-26	ISS-00004	Testing Ball in Court
2018-05-10	ISS-00047	[illegible]
2018-05-18	ISS-00053	[illegible]
2018-05-21	ISS-00054	[illegible]
2018-05-23	ISS-00050	Submittal #111
2018-05-28	ISS-00048	Submittal 109
2018-05-31	ISS-00059	[illegible]
2018-10-17	ISS-00092	Test
Meeting (1)		
2018-04-27	12345	[illegible]
Notice (1)		
2018-02-14	NOT-00001	Test notice process flow

3.6. Distribution Lists

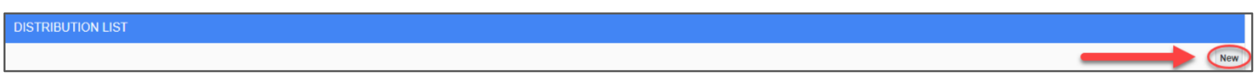
3.6.1 Purpose

Create **Distribution Lists** to quickly group team members together and add them to **Communications, RFIs**, and **Action Items** with the click of a button. A **Distribution List** is just a group of people organized under a similar goal. **Distribution Lists** can be found under **Communication Management**.

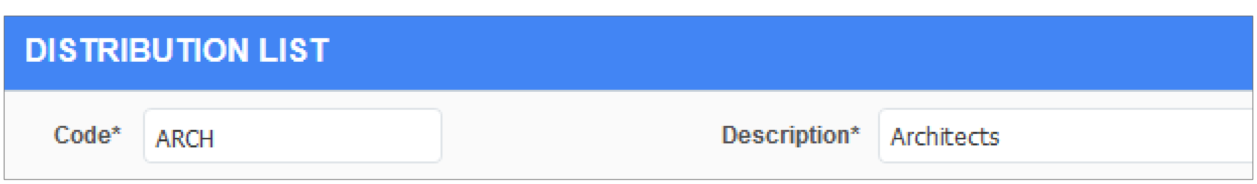


3.6.2 Creating a New Distribution List

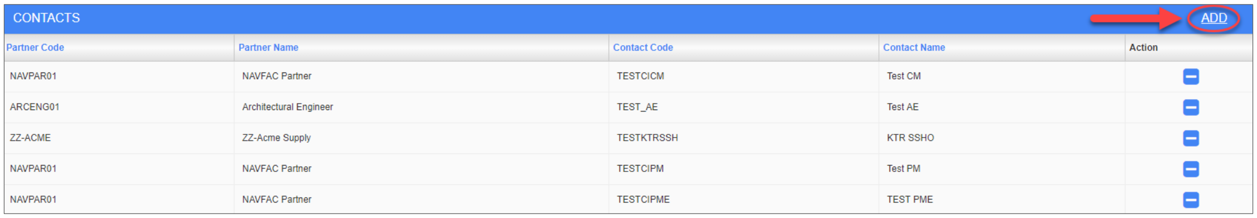
Navigate to the **Distribution Lists** page. In the right corner, select **New**.



Create a **Code** and a **Description** for the new **Distribution List**. The **Code** should be short, and easy to understand. For instance, to create a **Distribution List** of Architects, the **Code** could be “ARCH” and the **Description** would be “Architects”. Click **Save**.



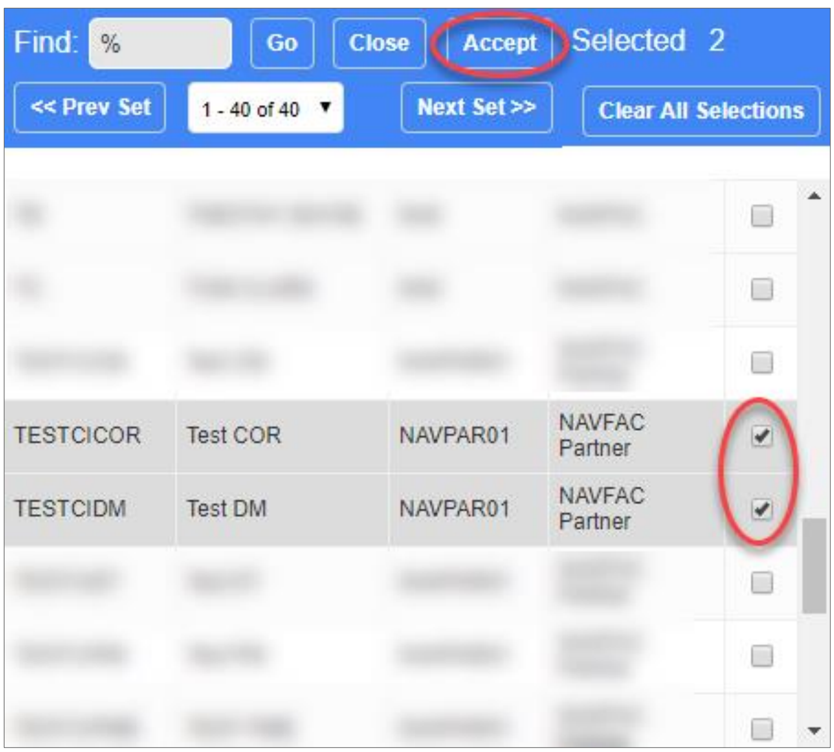
To add team members to a **Distribution List**, highlight the list and click **Add** in the **Contacts** section of the screen.



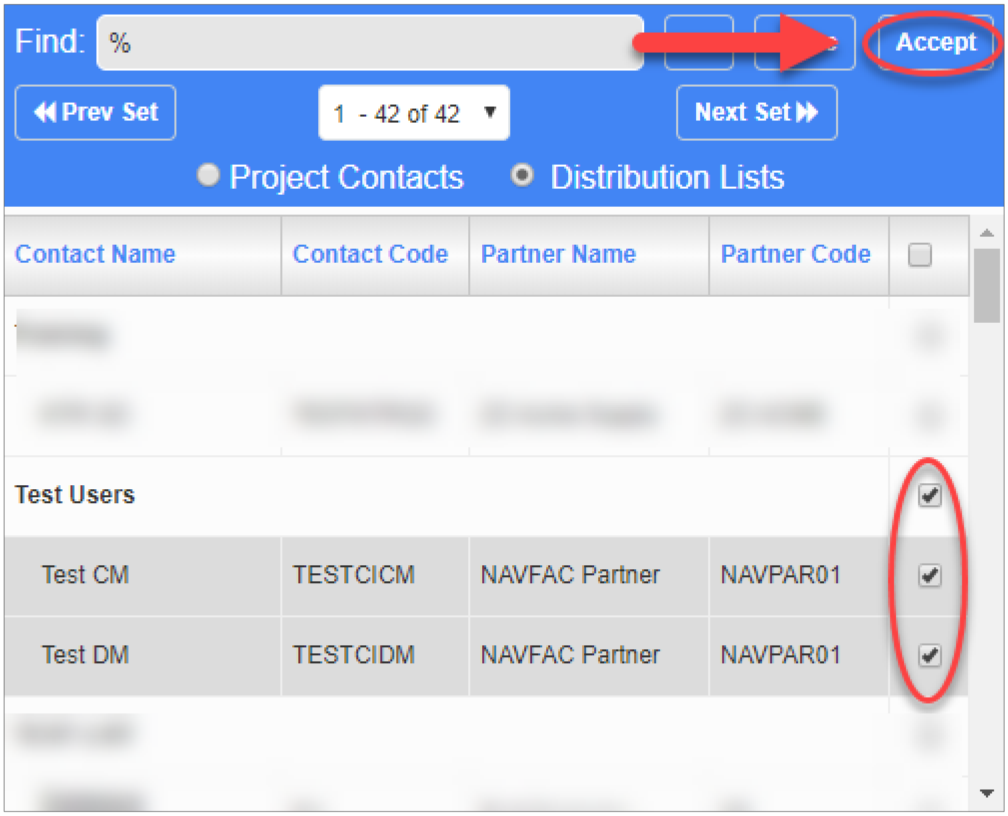
CONTACTS				ADD
Partner Code	Partner Name	Contact Code	Contact Name	Action
NAVPAR01	NAVFAC Partner	TESTCICM	Test CM	
ARCENG01	Architectural Engineer	TEST_AE	Test AE	
ZZ-ACME	ZZ-Acme Supply	TESTKTRSSH	KTR SSHO	
NAVPAR01	NAVFAC Partner	TESTCIPM	Test PM	
NAVPAR01	NAVFAC Partner	TESTCIPME	TEST PME	

A popup will appear with a list of project team members. Select the team members that belong in the **Distribution List** by checking the box next to their name and selecting **Accept**.

3.6.3 Using Distribution Lists within the System



When accessing other sections of the eCMS system, such as **RFIs, Communications, or Internal Routing**, there is a **CC** section. When selecting a user to CC, select **Distribution Lists**.

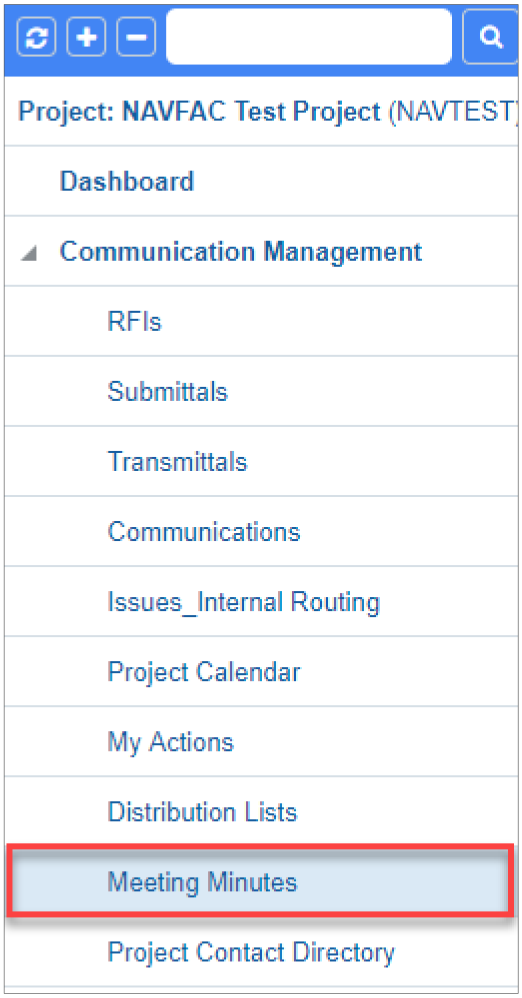


NOTE: Using the **CC** function or **Distribution Lists** will allow the selected group of people to view the information, but will not add the information to their calendars or action items.

3.7. Meeting Minutes

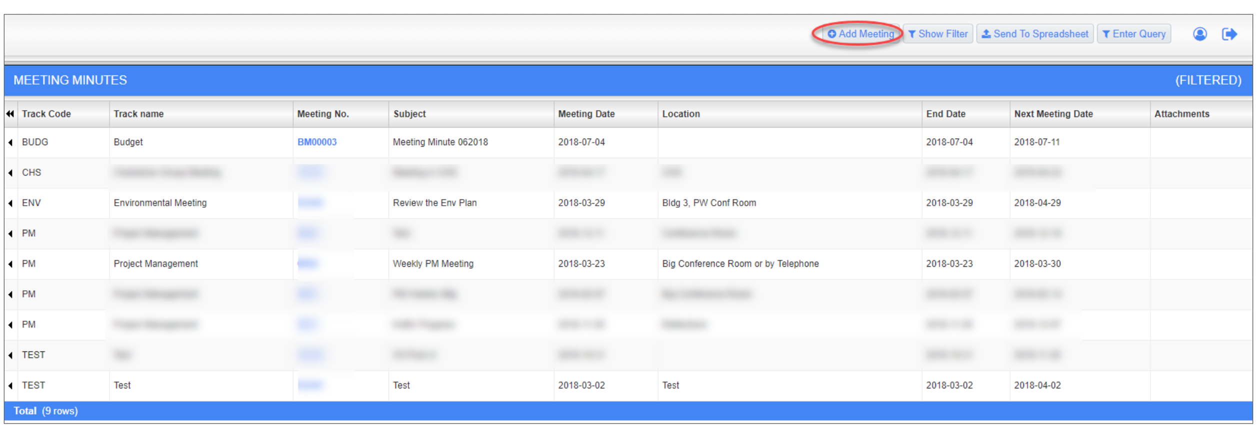
3.7.1 Purpose

Track **Meeting Minutes** in the eCMS system to document discussions and create action items attached to a project. Find the **Meeting Minutes** folder in the **Navigation Pane** on the left side of the screen listed under the **Communications Management** folder.



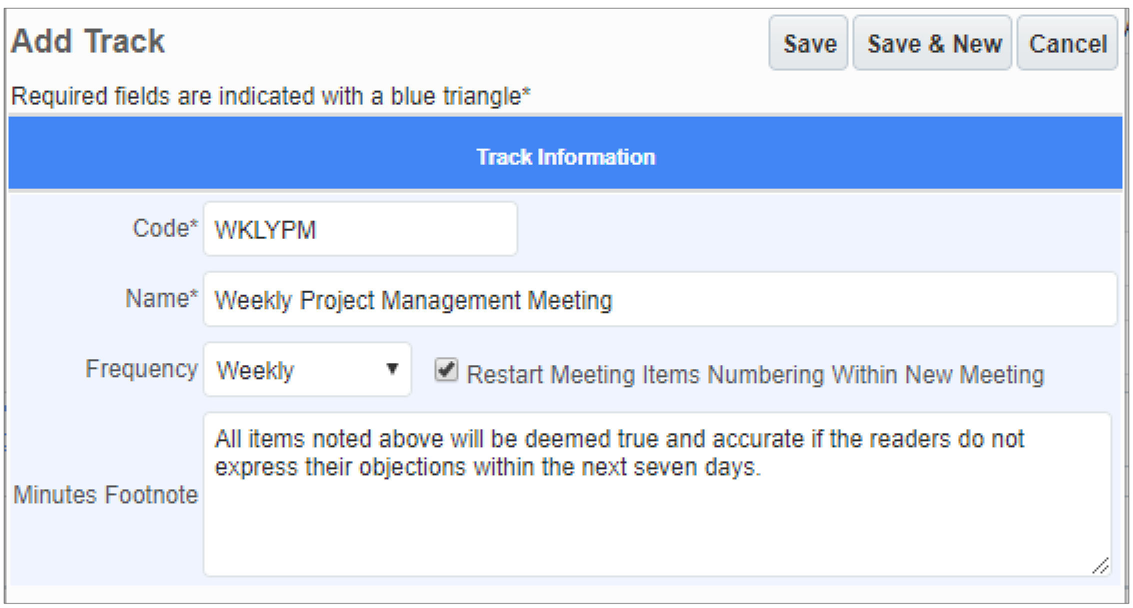
3.7.2 Add a Meeting

To modify an existing meeting, select it from the list on the screen. If you want to create a new meeting, select "Add Meeting" in the top, right corner of the screen. This will open a new screen called "Meeting Information."



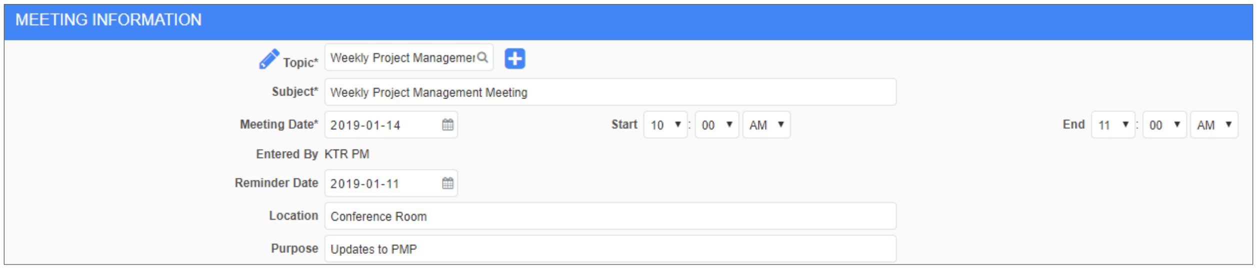
The first field you will see is “Topic.” Topics will vary by project and are the most logical groups to organize information. You can choose to use an existing “Topic” or create a new one. If this is the first time scheduling a meeting on the project, you will most likely have to create new topics. Choose an existing “Topic” by selecting the dropdown menu and selecting the topic. To create a new topic, click the plus sign next to the field.

If you choose to add a topic, a new popup will appear. The first field you will see is “Code.” The Code can be anything you choose, up to ten characters. For example, if you are scheduling a weekly project management meeting, the code could be WKLYPM. After completing all fields, click “Save.”



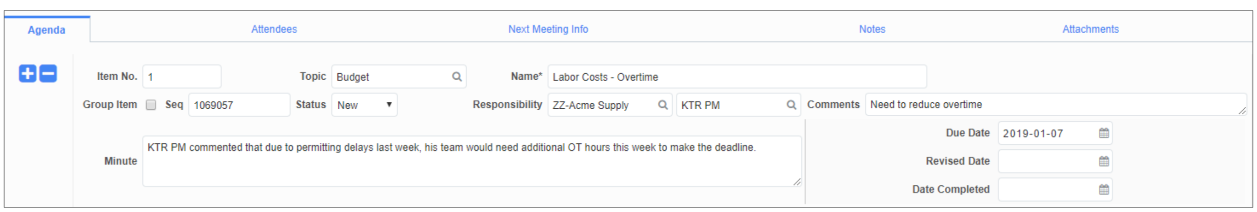
You can now open the dropdown next to “Topic” and select the topic you just created. You can then create a Subject for the meetings, Set the start date and times, schedule a reminder to go out to attendees, and write the location and purpose of the meeting. Save the Meeting if you are ready to add attendees, or Save a Draft if you need to gather additional information.

Once you save, the screen will show “Not Submitted” at the top. You can return to this meeting and make updates at any time. Just click the “Edit,” button to add Agendas, Attendees, Next Meeting Info, Notes, or Attachments.



3.7.3 Agenda

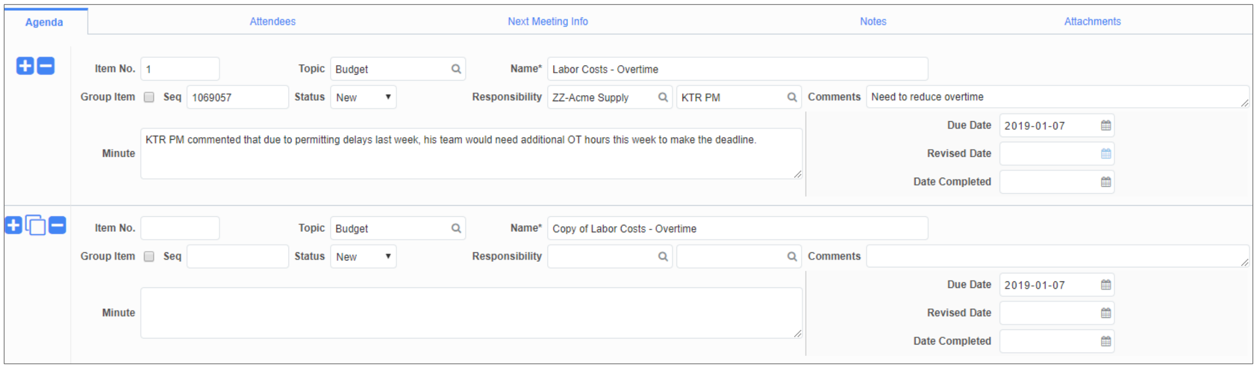
To add agenda items, click on the “Agenda” tab on the screen. Create an item number, select or create a topic for the agenda item. For this example, the agenda item relates to the budget, and will be categorized as a “Budget” topic. In the “Name” data field, be more specific regarding what this agenda item is about. For instance, this item is about Overtime. You can select a person to be responsible for tracking this item, and in the minute field, write what was discussed in the meeting. If you schedule a due date, it will show up on the Project Calendar and My Actions list of the person responsible.



Click **Save**. If you want to add a note to an agenda item, or mark an item as complete, you can do that with the icons that appear on the side of the item.

3.7.3.1 Copy Agenda Items

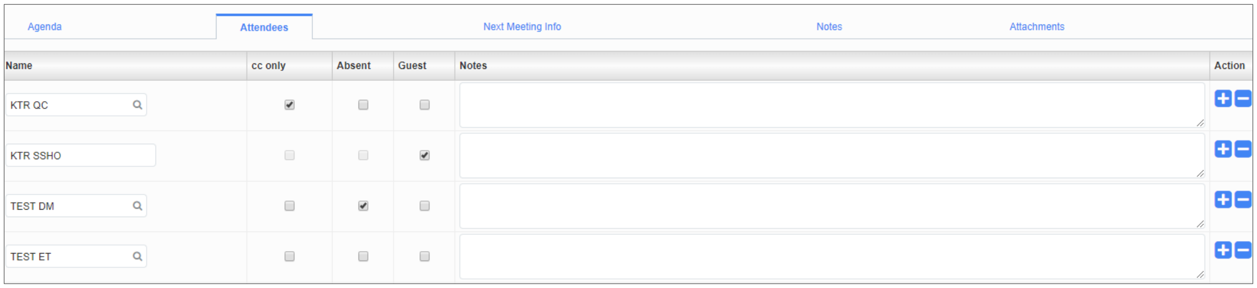
Once Agenda Items are created, you can copy them to save time. To do this, click on the blue plus sign to create a new Agenda Item, then click on the icon to the left of the new item that looks like two pieces of paper. This will copy the agenda item above it, so you can add different discussions or action items from a meeting. Don’t forget to save after each item is created.



3.7.4 Add Attendees

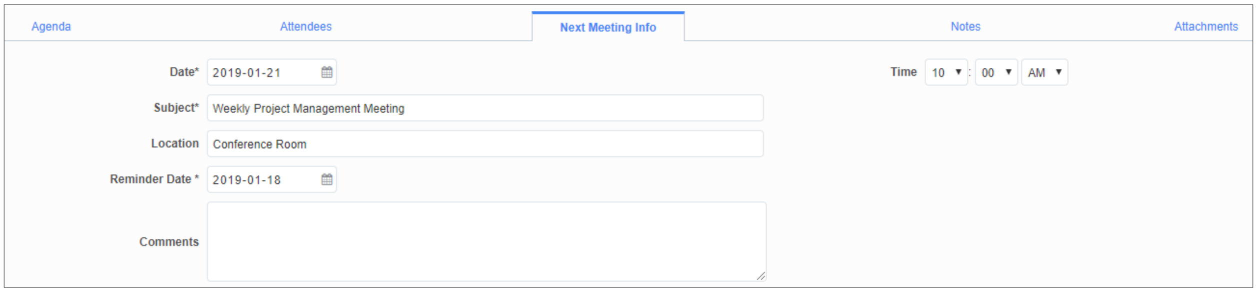
Add everyone invited to the meeting and record their attendance. Click the blue plus sign underneath the Action column. This opens the row for adding team members. Click the magnifying glass icon under the “Name” column.

A popup will appear with everyone currently assigned to the project. Select the team members that attended or were invited to this meeting and click “Accept.” Save.



3.7.5 Next Meeting Info

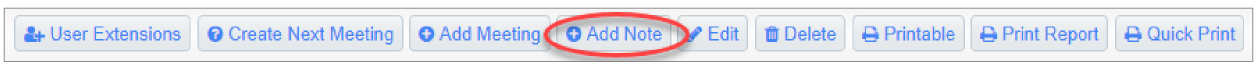
This section will display if a related meeting is scheduled. Click on the **Next Meeting Info** tab on the **Meeting Detail** screen.



3.7.6 Notes and Attachments

The last two tabs are “Notes” and “Attachments.” If you want to add notes or attachments, click on the tab, and then go to the top of the screen.

For notes, click **Add Note**.



For Attachments, click **Upload Multiple** to upload a single or multiple attachment.

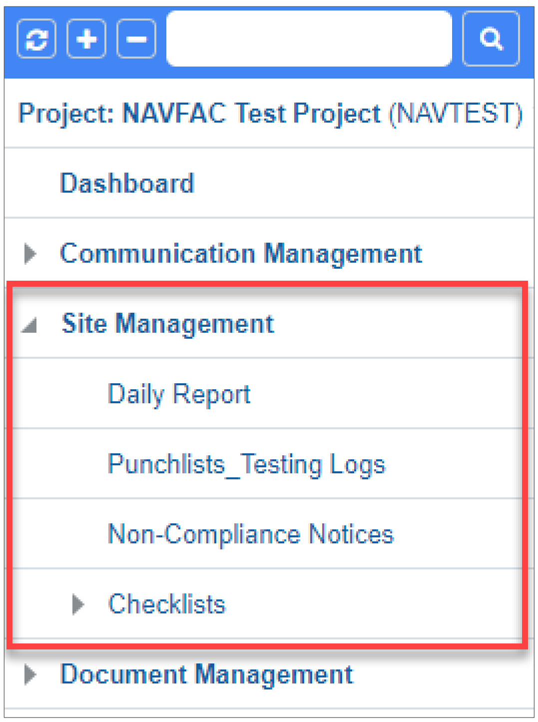
Once you have added all of the information to your meeting, click the **Submit** button at the top of the screen. You can return to this meeting at any time by using the Communications Management folder in the navigation pane.

4. SITE MANAGEMENT

4.1. Background

The Site Management section contains Daily Reports, Punchlists, and Checklists that serve as deliverables KTRs give to NAVFAC. Site Management also contains Non-Compliance Notices, which the government can issue to KTRs. These features allow KTRs to easily add, track, and update deliverables within the project.

Use the **Navigation Pane** on the left side of the screen under the **Site Management** folder to find the following folders.



4.2. Daily Reports

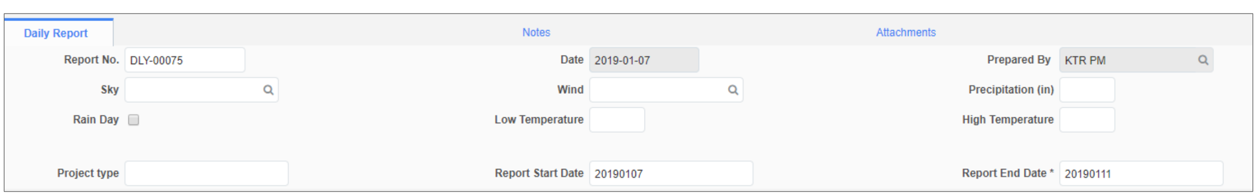
Daily Reports offer an easy place to keep track of safety, material, and labor on a project. To access **Daily Reports**, go to the **Navigation Pane**, select **Site Management**, and then **Daily Report**. The following section details how a Daily Report is created by the KTR.

This will open a screen to start the **Daily Report**. This will open the Daily Report Log where you can view all Daily Reports submitted for this project. Click **Add Daily Report** from the top, right corner to create a new report.

4.2.1 Information in a Daily Report

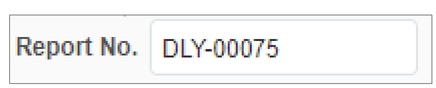
4.2.1.1 Report Identifiers

At the top of each new report is a screen to collect information identifying the report, the date, conditions on-site, and the crew and project manager working.



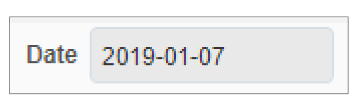
Report No.

The **Report No.** is filled in automatically.



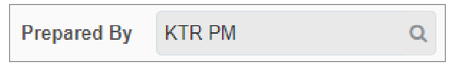
Date

The **Date** is also automatically filled in with the day the report is created.



Prepared By

The **Prepared By** section shows the name of the user creating the report.



Sky

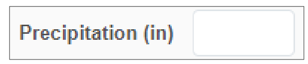
Use the dropdown (magnifying glass icon) to select the sky conditions for the day.

Wind

Use the dropdown (magnifying glass icon) to select the wind conditions for the day.

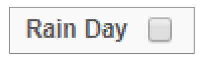
Precipitation (in)

Log total precipitation for the day in inches.



Rain Day

Select this button if there is rain.



Low Temperature (F)

Enter the minimum temperature for the day.

High Temperature (F)

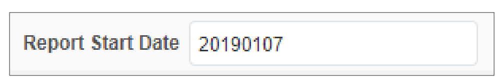
Enter the maximum temperature for the day.

Project Type

Use the box in this field to type if this is a Construction Project (CON) or Facilities Services Project (FSC).

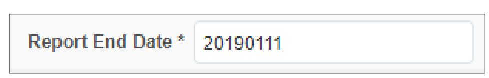
Report Start Date

The Report Start and End Dates can be used when a Daily Report is being submitted for a date range or date that is not the day the report is created.



Report End Date

If the report is created on the same day it is covering, just enter the date in this field.

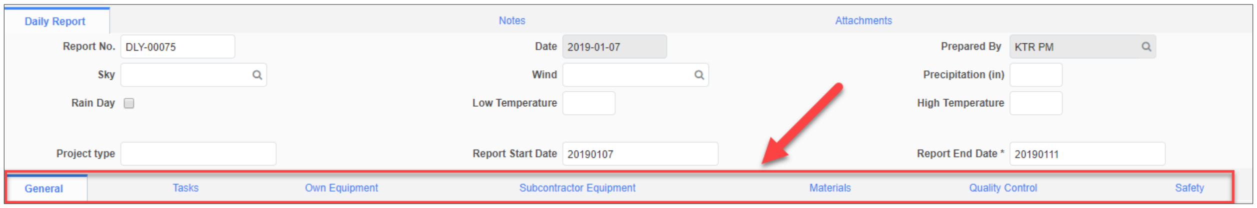


Submitted By

This is a field that displays after Daily Report is submitted. It displays the user that submitted the Daily Report.

4.2.1.2 Daily Report Tabs

After completing the **Report Identifiers** at the top of the **Daily Report**, users will see a list of tabs available to complete different sections of the report.



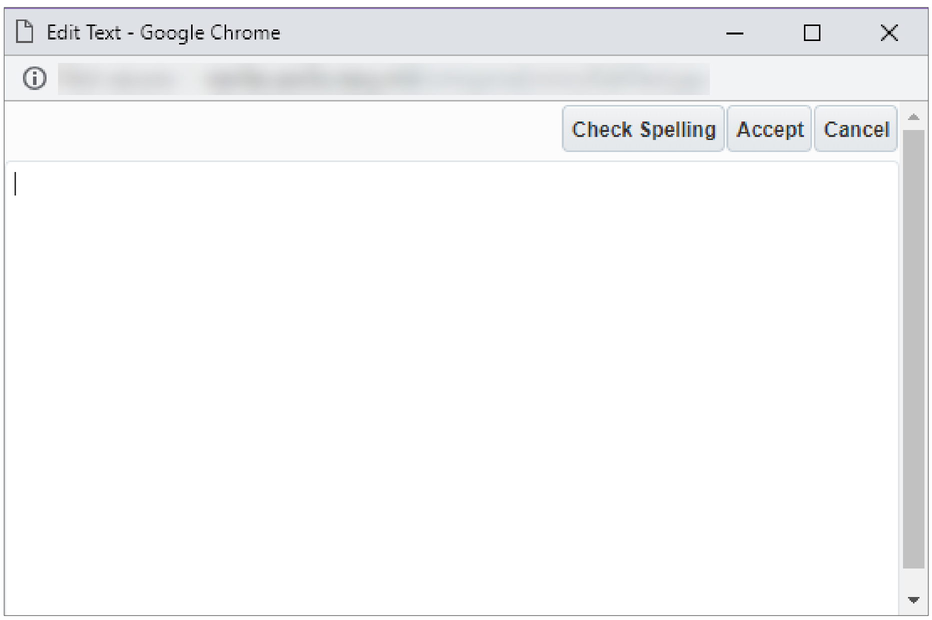
When selected, each tab will open a screen with different sections of a **Daily Report**. The fields in each screen can be completed at the office or in the field on a portable tablet device.

General Tab

Under the **General Tab**, there are seven open-answer fields to start the report. Users may log information with 4,000 characters or less for the following areas:

- Activities
- Work Performed Today
- Problems or Delays
- Subcontractor Progress
- Special Assignments
- Potential Changes
- Incidents on Site

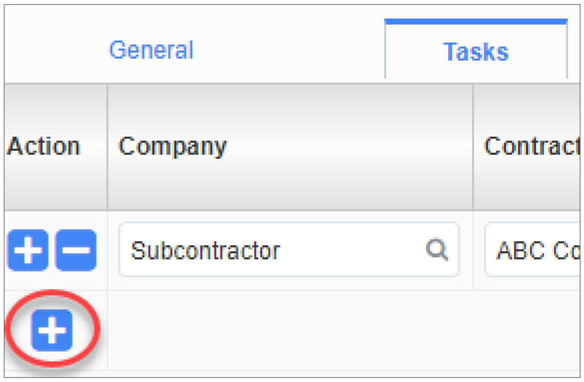
To answer each section, either click in the box and start writing, or double click the box to expand into a larger field. When expanded, users will have the option to check spelling before entering their information.



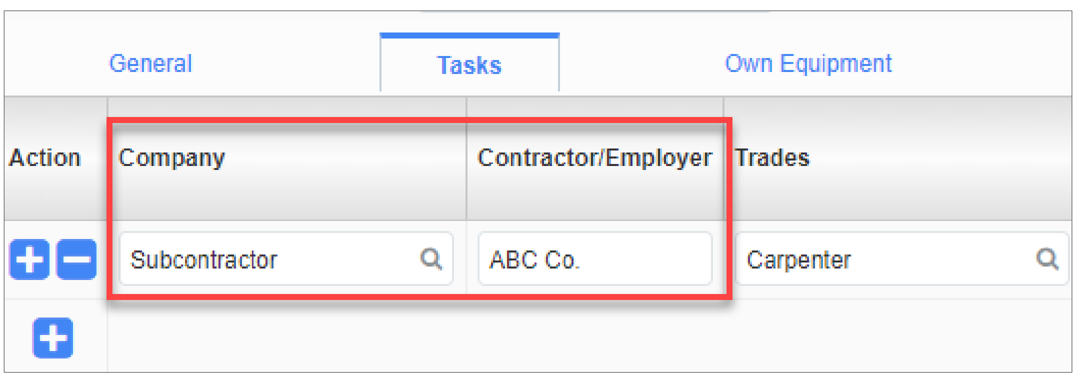
Task

Tasks can keep track of the daily workload, number of staff assigned to a project, the man-hours worked on each team, and any notes.

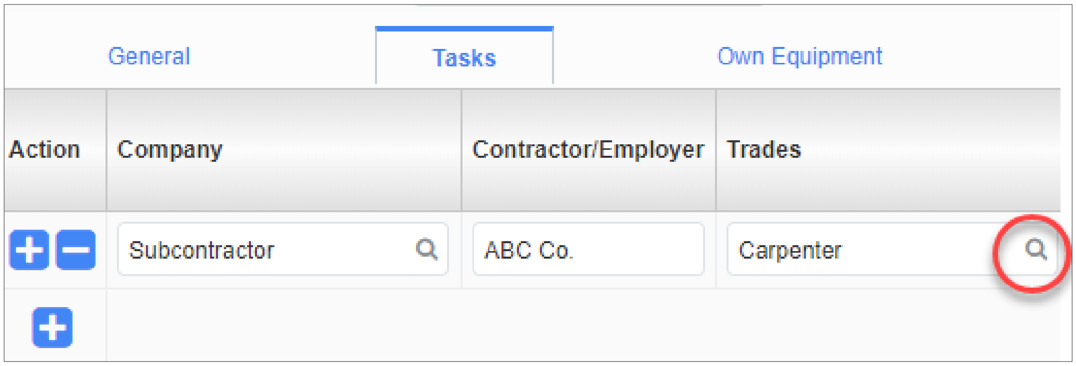
To create a new line, click on the blue plus sign under the **Action** column.



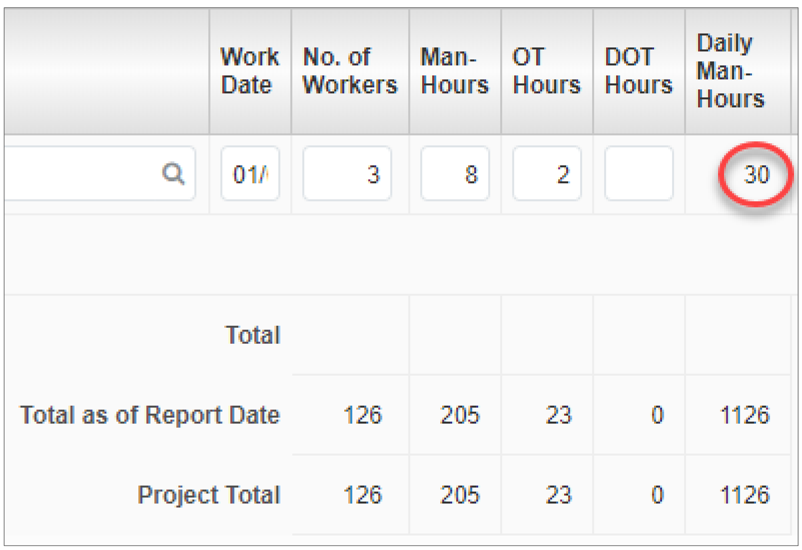
For each new line created, add the **Company**, the **Contractor**, and the **Trade**, for which you are tracking manhours. The company will be the General Prime Contractor, the Architectural Engineering Firm, NAVFAC, or a generic Subcontractor. Subcontractors are not anticipated to have access to eCMS, and therefore, won't be entered into the system. However, you can select Subcontractor as the Company and enter the name of the Subcontractor in the Contractor/Employer field to track their hours.



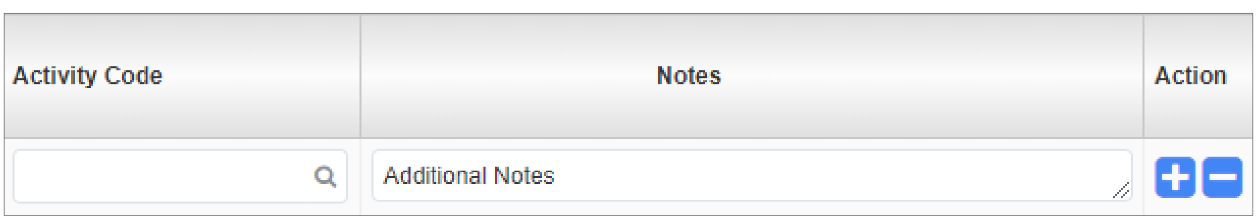
Use the magnifying glass icon to open the list of trades to select the trade you are tracking hours for.



Enter the date in MM/DD/YYYY format in the **Work Date** column. Then you can enter numeric values for **Number of Workers**, **Man-Hours**, **Overtime Hours**, and **Double Overtime Hours**. The Daily Man-Hours field will calculate the total hours worked by all workers. The total of all Daily Reports on the project is calculated in the table below.



If you imported the **Schedule Activities** with the baseline schedule in the **Schedule App** under **Document Management,** then you can use the magnifying glass icon to select an **Activity Code** for this work. Otherwise, leave this field blank. In the **Notes** column, you can add any additional comments.



Own Equipment

The **Own Equipment** tab can be used by the KTR to track the equipment used on projects. To open a new line, click the blue plus sign under the **Action** column.


General
Tasks
Own Equipment
Subcontractor Equipment
Materials
Quality Control
Validate
Select All
Unselect All
Action
Select
Comp*
Schedule Activity No.
Owner
Tran Code
Job
Phase
Cat
Hours Used
Notes (Work Location and Description)

Enter your company in the **Company** field. If you imported the **Schedule Activities** with the baseline schedule in the Schedule App under Document Management, then you can use the magnifying glass icon to select an **Activity Code** for this work. Otherwise, leave this field blank. Enter the person responsible for the equipment in the **Owner** field.

Comp*	Schedule Activity No.	Owner
ZZ-Acme Supply		Sally Sue

If you have a Transaction Code, you can type it in the **Tran Code** field. The **Job** field will autofill with the Project Code. If you like to track the **Phase** and **Category**, you can type entries in those fields, but they are not required. Include a numeric value in the **Hours Used** field and any **Notes**, such as the Work Location and Description, in the last field.

Tran Code	Job	Phase	Cat	Hours Used	Notes (Work Location and Description)	Action
1235	NAVTEST	INITIAL	SAWS	3	Lower Floor, Framework	

Subcontractor Equipment

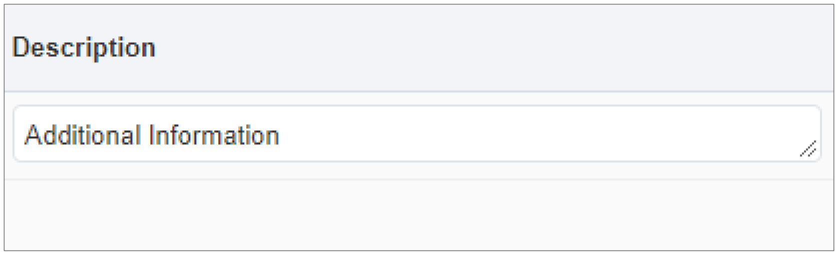
Use the Subcontractor Equipment tab to track the equipment used by the Subcontractors. To add a new line, click the blue plus sign under the Action column.

Action	Owner	Construction Equipment Used Today (incl M
	SUBCON01	Make & Model

Enter the Subcontractor in the **Owner** field. Include the **Equipment Make and Model**.

Owner	Construction Equipment Used Today (incl Make and Model)
SUBCON01	Make & Model

If you need additional room for information or additional details, use the **Description** field.



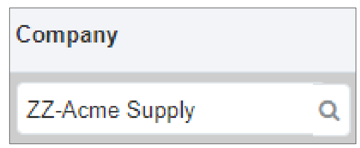
Materials

Under the Materials tab, click the blue plus sign under the Action column to create a new **line.**

Then fill out the open fields for Materials. Here are the definitions.

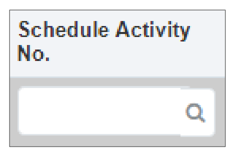
Company

Use the magnifying glass icon to select the company. Choose NAVFAC if submitting on materials for the Navy, Subcontractor if discussing a subcontractor, or the KTR company if reporting for yourself.



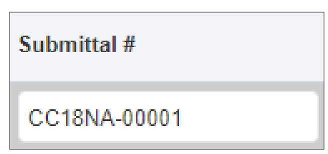
Schedule Activity No.

If you imported the **Schedule Activities** with the baseline schedule in the Schedule App under Document Management, then you can use the magnifying glass icon to select an **Activity Code** for this work. Otherwise, leave this field blank.



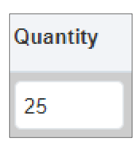
Submittal #

If there is an associated Submittal Number, you can enter it in the **Submittal** # field.



Quantity

Indicate how many units of the material are being used.

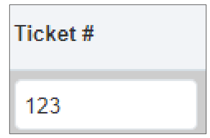


Units

Click the magnifying glass icon to open a list of values for Units. Select the type of Unit, such as Dollars, Box, Cubic Yard, etc., used to measure the material quantities.

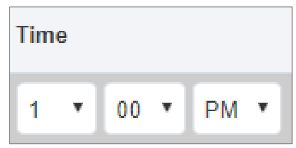
Ticket #

If the material vendor or KTR have an internal ticketing system, track the associated ticket number here.



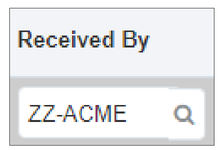
Time

Select the time materials were delivered



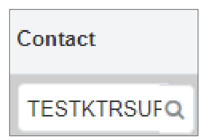
Received By

Use the magnifying glass icon to select the company of the person who received the materials.



Contact

Use the magnifying glass icon to select the person who received the materials.



Vendor

Type in the Vendor's Name

PO Number

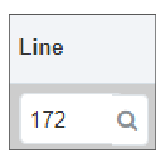
If using Purchase Orders for materials, the PO Number can be tracked here

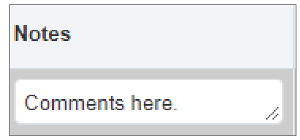
Release

If using release forms, document them here

Line

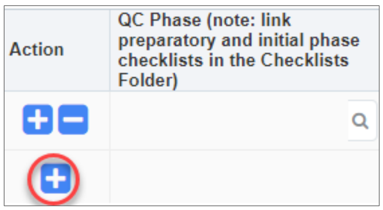
Indicate the line item being purchased



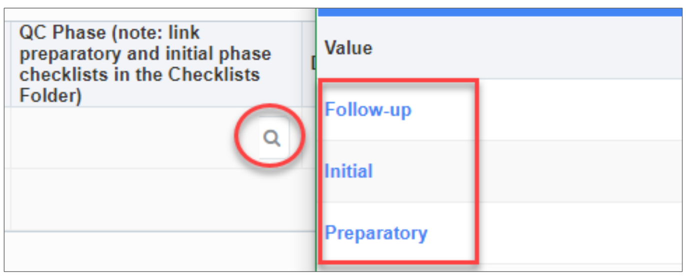
Notes	Record any comments or notes associated with the Notes.	

Quality Control

Under the Quality Control tab, click the blue plus sign under the Action column to create a new **line.**

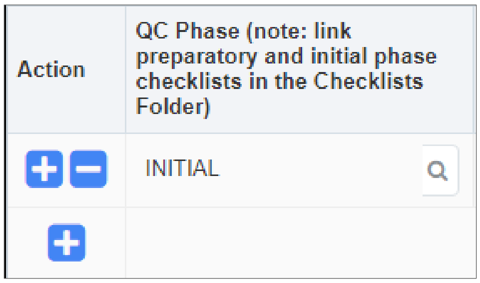


In the next column, **QC Phase**, select the magnifying glass icon to choose the type of checklist completed for this daily report.

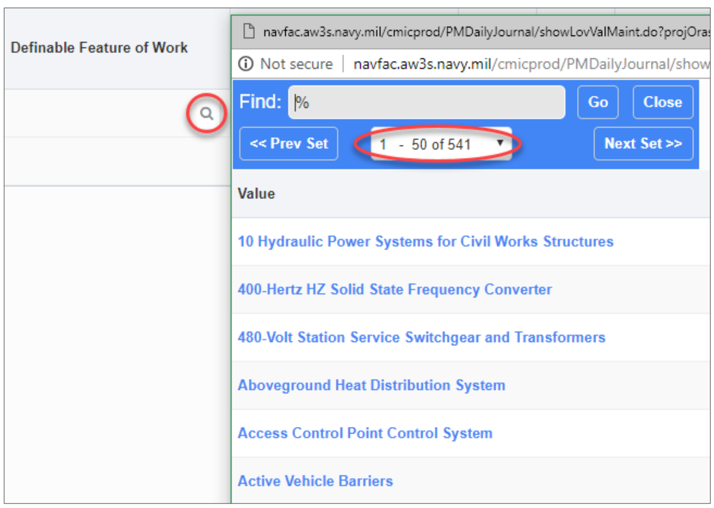


Checklists can be found in the Navigation Pane, under Site Management and then Checklists.

Once the Daily Report is started, complete the checklist, and then link the Daily Report to the checklist using the **Related Objects** tab in the **Checklist**. There is no Related Objects tab in Daily Reports, so this function will need to be completed in the Checklist. Use the **QC Phase** field under the **Quality Control** tab of the **Daily Report** to indicate which checklist was completed.



In the next column, use the magnifying glass icon to select the **Definable Feature of Work**. A pop-up will appear with a list of 541 Definable Features of Work.



If you imported the **Schedule Activities** with the baseline schedule in the Schedule App under Document Management, then you can use the magnifying glass icon to select an **Activity Code** for this work. Otherwise, leave the Activity Code field blank.

Check the boxes to indicate with the work reported in the Daily Report complied with the Contract and with Safety.

The final two columns are comment boxes for **Follow-Up** and **Remarks**. In the Follow-Up box, include information such as 1) Description of Work, 2) Testing Performed & by Whom, 3) Spec Section, 4) Location, and 5) List of Personnel Present. In the Remarks box, if this is the Follow-Up Phase, explain if the work did not comply with the contract or safety. For Re-Work, provide a description, and always include the Manufacturer Representative on-site.

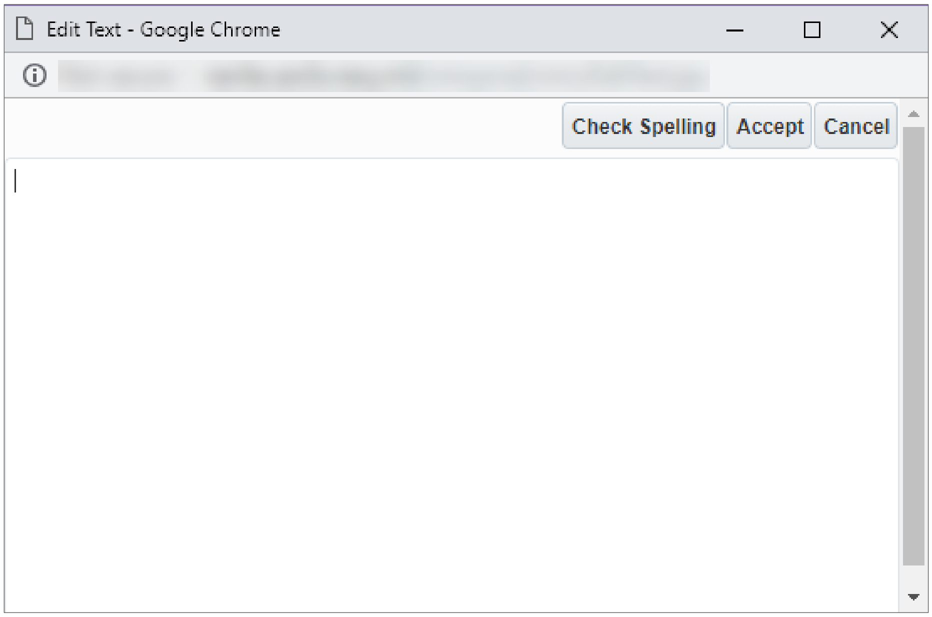
For Follow-up provide 1) Description of Work, 2) Testing Performed & by Whom, 3) Spec Sec, 4) Location, and 5) List of Personnel Present	Remarks - (For Follow-up Phase explain if work does not comply with contract or safety.) (For Re-work provide description) Manufacturer Rep on-site, etc.
1) Description of Work, 2) Testing Performed	Description

Safety

Under the **Safety Tab**, there are six open-answer fields. Users may log information with 4,000 characters or less for the following areas:

- Standards and Policies
- Precautions
- Fail Safe
- Concerns
- Records
- Additional Notes

To answer each section, either click in the box and start writing, or double click the box to expand into a larger field. When expanded, users will have the option to check spelling before entering their information.



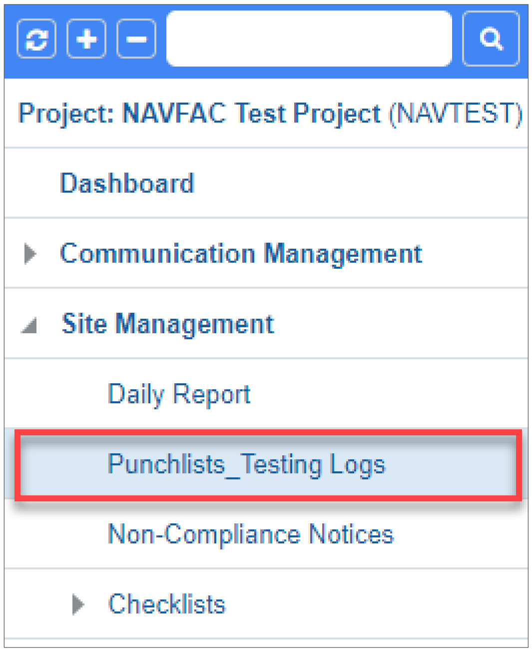
4.2.1.3 Copy Previous Reports

Once a daily report has been created, save time on future Daily Reports by clicking the Copy Previous Report button in the top, right of the screen. Once copied, just update changes that occurred and Submit. All information is copied over except for the Quality Control tab. However, this feature is being programmed and should be available in the future.

4.3. Punchlists and Testing Logs

4.3.1 Purpose

The **Punchlists and Testing Logs** allow KTRs to report any work that is incomplete or damaged near the end of a project. **Punchlists and Testing Logs** are in the **Navigation Pane** under the **Site Management** folder.



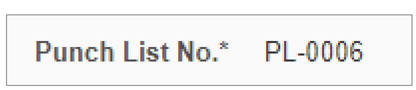
4.3.2 *Adding a New Punchlist*

Under **Site Management**, select **Punchlists_Testing Logs**. A list of existing Punchlists will display on the Punchlist Log.

On the upper right corner, click **Add Punchlist**.

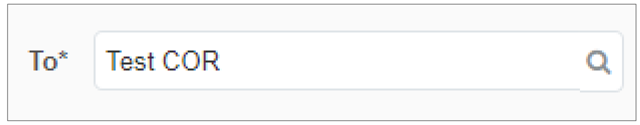
Fill in the required fields. Below is a short description of each field.

Punchlist No. - This is the auto-generated number of the Punchlist.



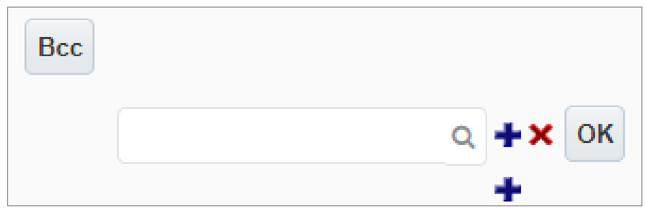
From - This field indicates who sent the Punchlist.

To – Select the receiver of the Punchlist using the dropdown.

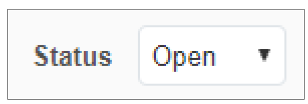


CC – This can be used to add additional users that will need to see this Punchlist. They will not be able to respond.

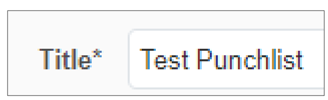
BCC – Additional users can be added to the Punchlist. BCC users will not be able to respond, and their names will not be seen by other users.



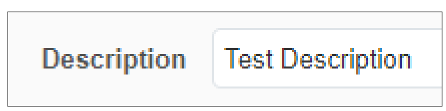
Status – This field can be set to Open or Closed and refers to the overall Punchlist.

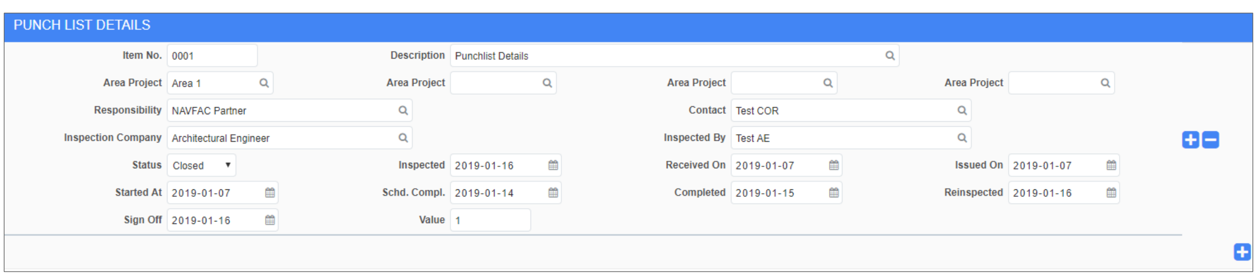


Title - Create a title of the Punchlist.

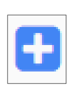


Description – Write a short description of this Punchlist.



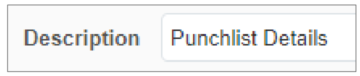


Blue Plus Sign – This adds information of Punchlist Details. Multiple Punchlist Details can be added by clicking this button.



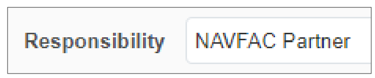
Item No. – This refers to the number of the Punchlist Detail.

Description – A short description of this part of the Punchlist Detail is provided here.

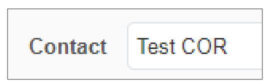


Area Project – This is the physical area discussed in the Punchlist.

Responsibility – A user will be a responsible for this Punchlist. This field indicates the user's company.



Contact – The specific user that is responsible for this Punchlist.

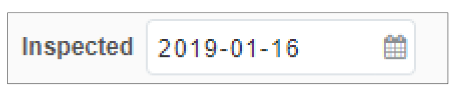


Inspection Company – This is the inspector's company.

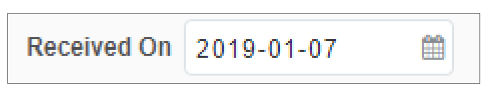
Inspected By – The user who inspected this Punchlist.

Status – This refers to the status of the individual Punchlist Detail. The status can be affected if other fields within the Punchlist Detail have been set.

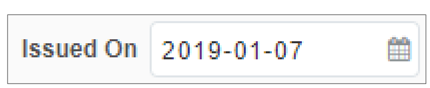
Inspected – The date when Punchlist inspections occurred.



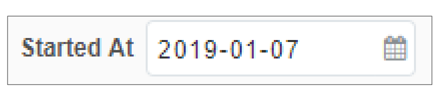
Received On – This is the date of when the Punchlist was received.



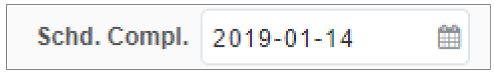
Issued On – Date this part of the Punchlist was issued.



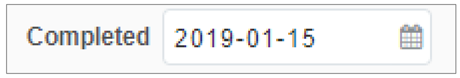
Started At – Date when the Punchlist is worked on after inspection.



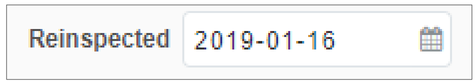
Schd Compl. – This is the Schedule Complete date: the projected date when the Punchlist will be completed.



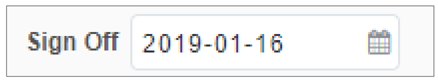
Completed – The date the Punchlist was completed.



Reinspected – The date the Punchlist was reinspected.



Sign Off – The date the Punchlist was signed.



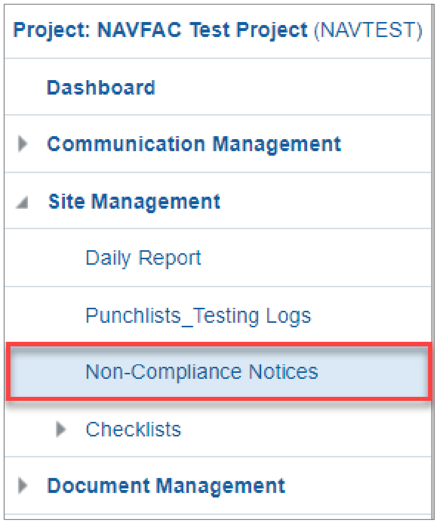
Value – The value of the Punchlist after it has been reinspected and signed.

Once the **Punchlist** has been completed, select **Submit** in the upper-right hand corner.

Refer to ***Section 3.2.3 Attachments, Related Objects, and History*** to add any **Attachments** or **Related Objects** to the Punchlist.

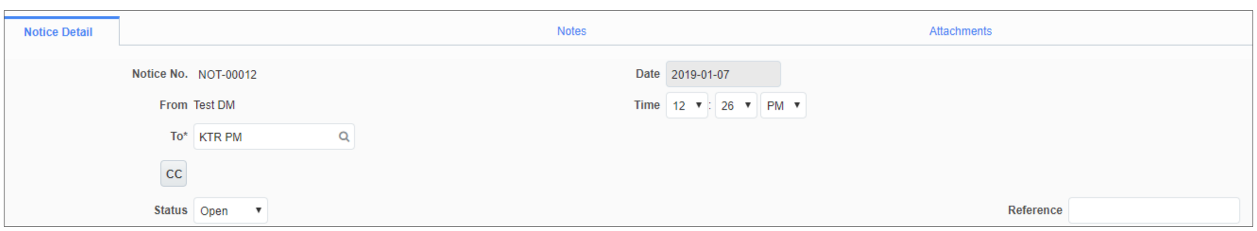
4.4. Non-Compliance Notices

Non-Compliance Notices can only be issued by NAVFAC. **Non-Compliance Notices** are in the **Navigation Pane** under the **Site Management** folder.

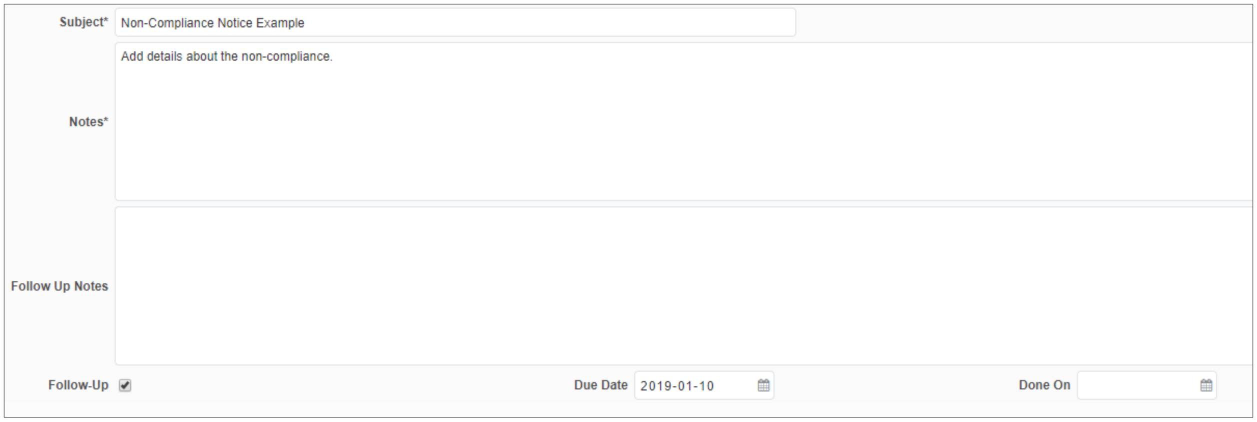


Select **Add Notice** from the top, right corner of the screen.

The first four fields will auto populate with the **Notice Number, Date**, your user name in the **From** field, and the **Time** the non-compliance notice is created (in Eastern Time). Enter the name of the contractor in the **To** field. Use the **CC** function to notify other users of the notice. Using the dropdown list, select the **Status** of the notice.



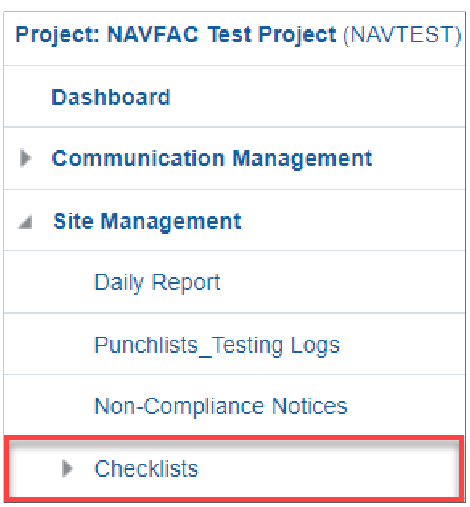
In the **Subject** line, enter a brief description of what this non-compliance notice pertains to. Use the **Notes** field to add details about the non-compliance. **Follow-Up Notes** can be added by NAVFAC or the KTR at a later date. A **Follow-Up** reminder can be set using the button and **Date** field at the bottom to add this to the KTR's action items.



You may use the **Attachments** tab to add drawings and photos. When done, click **Submit** on the top, right of the screen. The KTR will receive an indicator that a non-compliance notice is in their queue and the notice will show up in their My Actions list and on their Project Calendar in eCMS.

4.5. Checklists

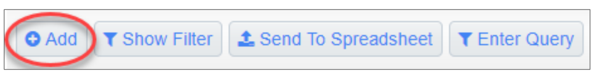
Checklists are used for inspection and to keep the project on track. To locate **Checklists**, select the **Site Management** folder.



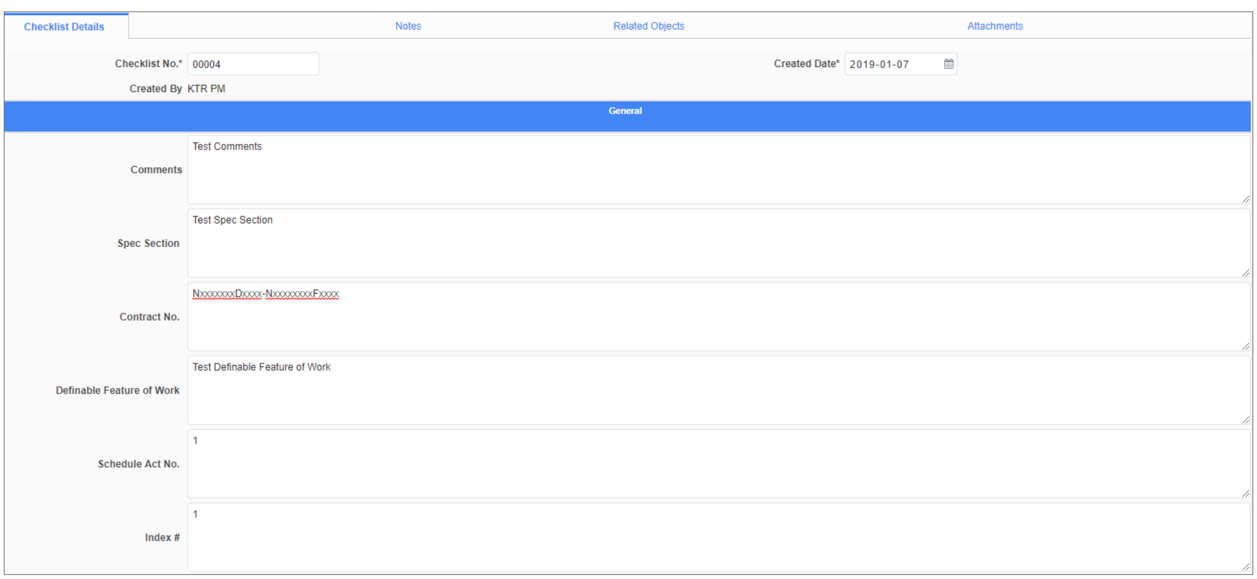
Then, click **Checklists**. The following are the **Checklists** that are currently available.

4.5.1 Adding a New Checklist

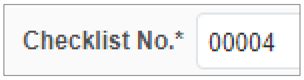
Under **Site Management** and **Checklists**, select one of the Checklists. The **KTR_QC Preparatory Phase** will be used in this example. Select **Add** on the upper-right corner.



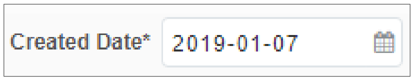
Fill in the required fields of the upper half of the Checklist. A short description of the top fields is provided below.



Checklist No. – An auto-generated number for this specific Checklist

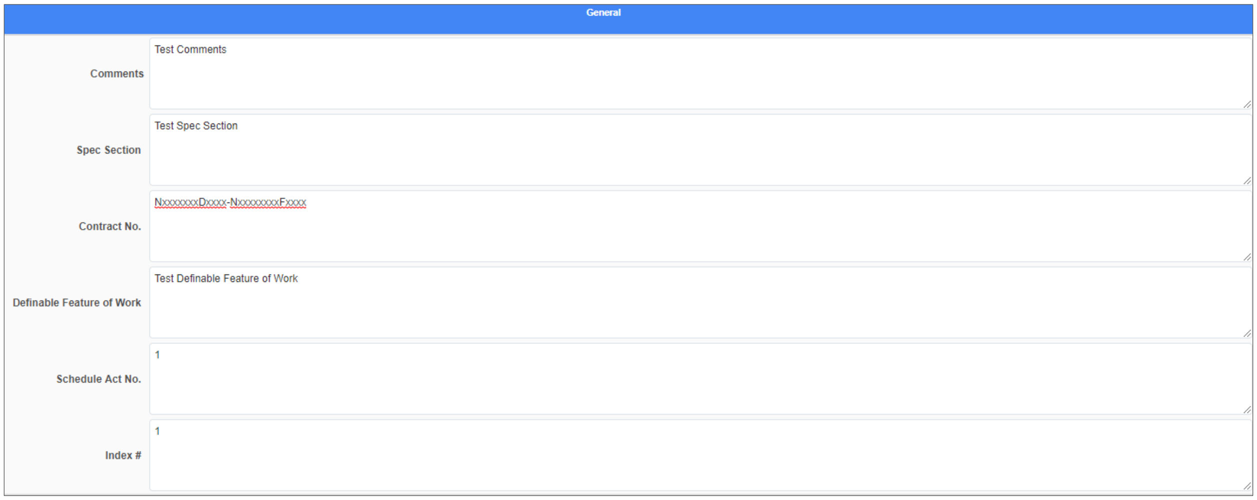


Created Date – The date the Checklist was created

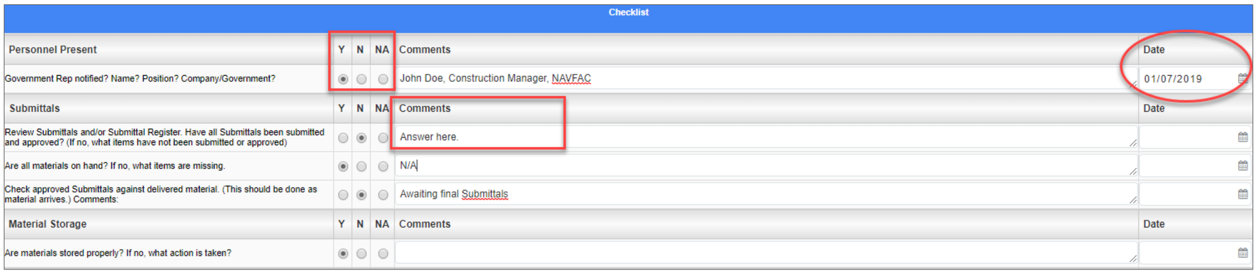


Created By – Indicates the user who created the Checklist

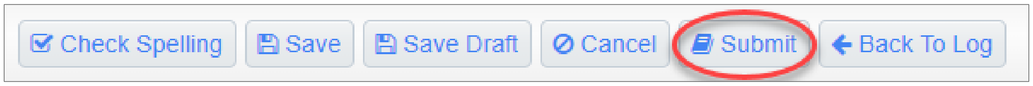
The **General** section varies between Checklists. There will be up to six comment boxes that allow for open answer responses. Each comment box can hold 4,000 characters.



The final part of all of the checklists are the questions. Each question is accompanied by a **Y** for Yes, **N** for No, or **NA** for Not Applicable. Select the answer that best matches the question asked. Then add any additional information in the **Comment** box provided. Type the **Date** when relevant.



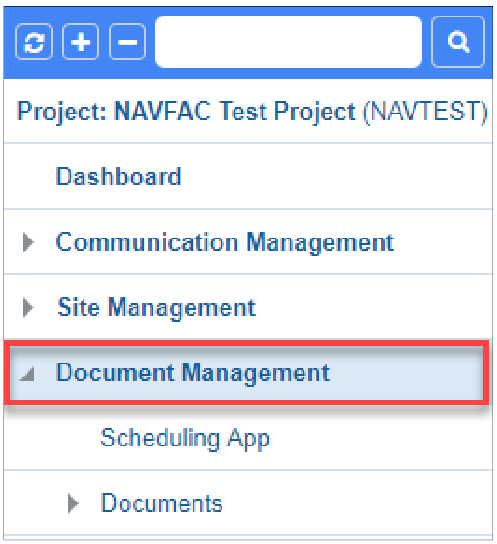
All checklists should be similar to existing forms that you are familiar using. Complete all pertinent information and then select **Submit** in the top, right corner of the screen.



5. DOCUMENT MANAGEMENT

5.1. Background

The Document Management section of eCMS is located in the **Navigation Pane** on the left side of the screen.



This section consists of the **Schedule App**, where schedules can be created from scratch or Primavera and MS Project schedules can be imported or exported. Primavera files can also be uploaded in the Document Attachments.

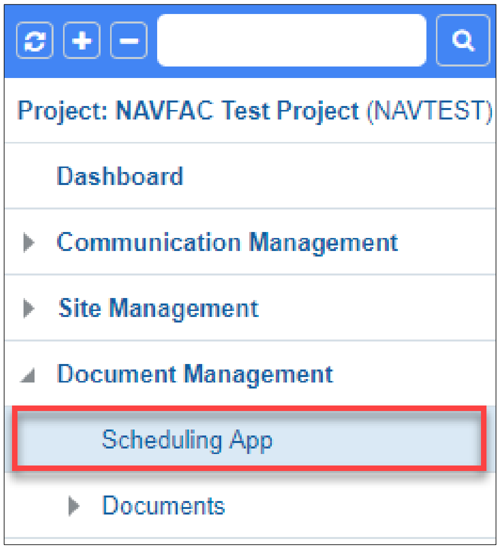
This section also includes **Documents**.

5.2. Restrictions on Document Upload

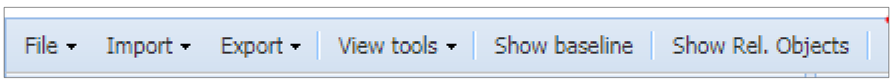
A user can upload as many files as needed However, the size limit of files per batch upload is 200 MBs.

5.3. Schedule App

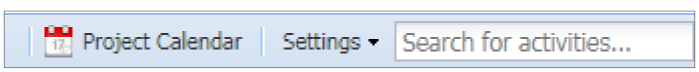
In the **Navigation Pane** on the left side of the screen, open the **Document Management** folder and select the **Schedule App.** If any baseline schedules have been uploaded, they will appear here.



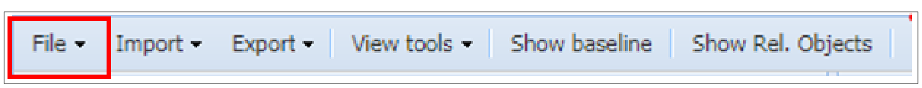
At the top of the schedule screen, several tabs appear. Use these to create a schedule or import an existing schedule.



On the right side of the same bar, the **Project Calendar** displays the **Schedule**. With the dropdown, adjust the settings to only see critical path milestones, cascade changes, or view only tasks that are less than 30% complete. Users can also use the search bar to search for specific activities.

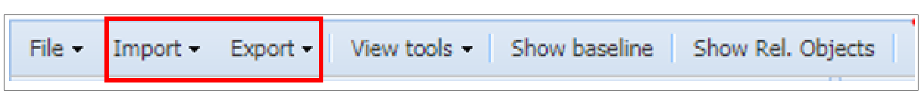


5.3.1 Files

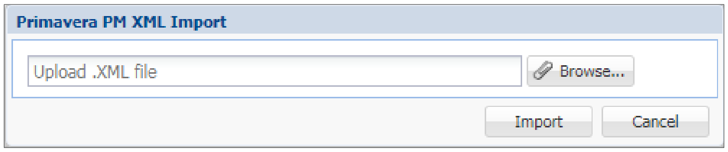


Using the dropdown menu on the **File** section of the tool bar, you can choose to **Save** the schedule created, **Approve** the baseline schedule for the project, Refresh the tasks, or Print the schedule to PDF.

5.3.2 Import/Export Schedules



To import a schedule from CSV, Primavera, or MS Project, select the **Import** dropdown. Select the file type. A popup will appear for the **Import**.



Click the **Browse** button to find the file on your computer and select **Import** when done.

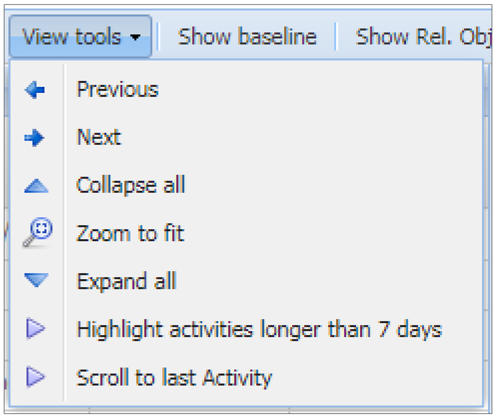
To **Export**, select the dropdown next to the **Export** button on the tool bar. Select the file type to **Export**. This will automatically download the file to the desktop.

NOTE: If the user does not have Primavera or MS Project installed on their computer, these file types will not work.

5.3.3 Tools

Select the dropdown next to **View Tools** on the tool bar.

Use these tools to navigate the **Activities** and **Tasks** in the schedule. The **Previous** and **Next** buttons will move the viewer back and forth between tasks.



Collapse All will collapse all tasks so that the user is only viewing the **Activities** folders.

Activity Name	Start	Finish
P-100 BLDG/TSB-2/SAEP/SITE	08-20-2014	04-08-2018
P-100 PIER WORK LESS MECH/	08-20-2014	09-26-2017
P-100 MECH/ELEC ON PIER	08-20-2014	08-17-2017
P-100 SITE IMPROVEMENTS	08-20-2014	06-14-2016
P-100 TSB-2 UPGRADED DOOR	08-20-2014	06-14-2016
OPTION 1: P-099 BLDG/TSB-2A	08-20-2014	02-08-2017
OPTION 2: P-099 IX-516 MOOR	08-20-2014	09-01-2016
OPTION 3: P-099 TSB-2A UPGR	08-20-2014	08-20-2014
OPTION 4: P-099 DEMO & REM	08-20-2014	08-20-2014
OPTION 5: P-100 ESS & IDS SY	08-20-2014	08-20-2014
OPTION 6: P-099 ESS & IDS SY	08-20-2014	08-20-2014
P-100 FF&E TSB-1 & TSB-2	08-20-2014	08-20-2014
P-099 FF&E TSB-2A	08-20-2014	06-27-2016

Zoom to Fit will format the schedule to appear on one screen. For larger schedules, this may be difficult to read.

Expand All will display all tasks in the **Activities** folders.

Activity Name	Start	Finish
P-100 BLDG/TSB-2/SAEP/SITE	08-20-2014	04-08-2018
Test	11-19-2014	11-19-2014
Mobilization	01-12-2015	01-16-2015
Develop Offsite Parking	03-03-2015	03-23-2015
Install Erosion Control/Silt Fe	02-20-2015	03-02-2015
Clearing & Grubbing Sequen	03-03-2015	03-23-2015
Earthwork Sequence 1	03-10-2015	04-03-2015
Storm Drainage Parking Lot	03-23-2015	04-13-2015

Use the **Highlight Activities Longer than 7 Days** button to see what tasks need extra attention.

The **Scroll to Last Activity** button will take the user to the last activity in the schedule.

5.3.4 Baselines

Select the **Show Baseline** button to show the baseline schedule of the project.

5.3.5 Related Objects

Select the **Show Related Objects** button to see if any **Communications, Internal Routing** tasks, **RFIs, Submittals**, or other documentation are attached to the schedule.

5.3.6 Show Schedule

Select the **Show Schedule** button in the right corner of the **Schedule** page to show a high-level view of the schedule.

5.4. Documents

The Documents dropdown opens a list of available folders for use on your project. Use these folders to organize attachments. Files can be uploaded directly to a folder or attached using the Attachments function of an RFI, Submittal, Communication, Issue, or other applications in the system. Find the Documents folder in the **Navigation Pane** under **Document Management.** Your Documents folders may vary from the picture below.

- Documents
  - Base Specific
  - Claims - REA
  - Closeout - BOD, Warranty, As-Builts
  - Commissioning - Plan/Report
  - Contract Drawings - Native Drawing, PDF
  - Contract Items - Bonds, Ins., Award Docs
  - Contract Specs. - Amendments
  - Correspondence - KTR, NAVFAC, AE
  - Daily Reports - Production, QC, Prep
  - Government Furnished Equipment
  - Invoice Documentation
  - Meeting Minutes - PAK, Pre-con
  - Modifications - RFPs
  - Other
  - Photos - Progress by date
  - Quality - Performance Assessment, DR
  - RFI - Attachments
  - Reports - Test Plan/Log and Reports
  - Safety-Env. - APP, AHA
  - Schedules - PDF, Native
  - Submittal - shop drawings

5.4.1 Uploading Attachments

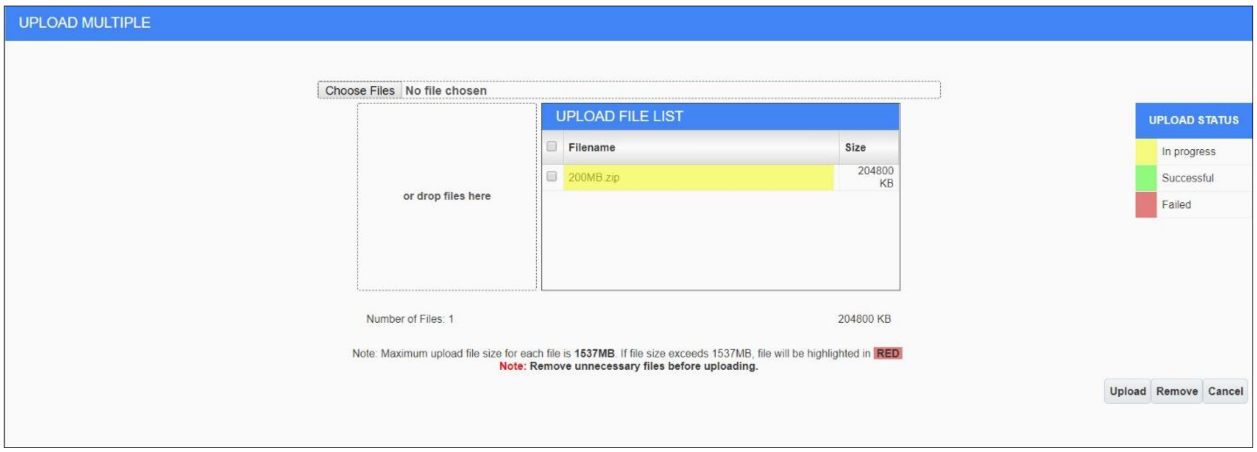
5.4.1.1 Uploading Attachment to an RFI, Submittal, and other records

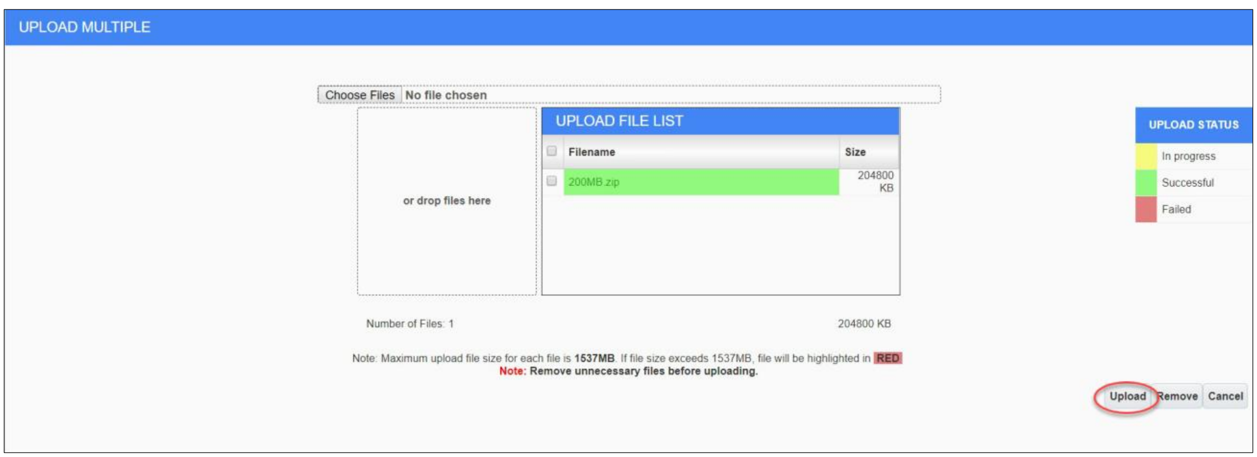
To attach an attachment, the record must first be saved as a draft or submitted. Once this is done, navigate to the **Attachments** tab.

Attachments

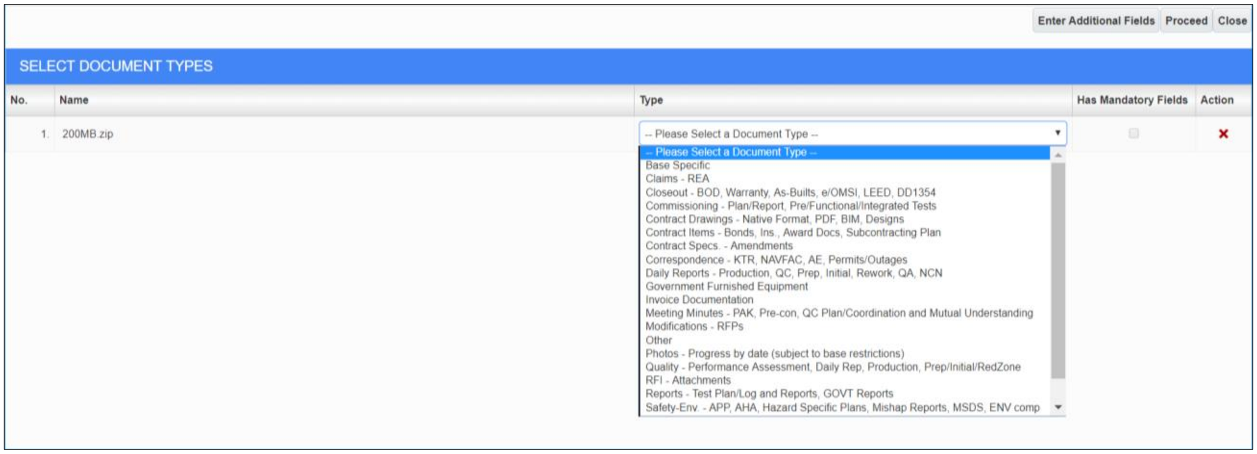
Select **Upload Multiple** on the upper-right corner.

Select the files to upload or drag and drop them on the screen. The bar will turn yellow. Wait for the bar to turn green as shown below. Then, click **Upload.** Please disregard the note as it may display an incorrect maximum file size. The maximum file size per batch upload is 200 MBs.





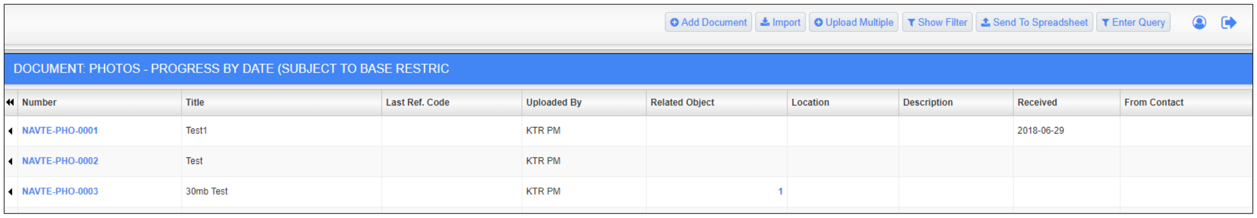
A new screen will appear asking for more information about the files. Use the dropdown menu under **Type** to show the type of file and document folder where this attachment will be placed. Once the **Type** has been selected, click the **Enter Additional Fields** button if you want to add more details, or click **Proceed** to upload.



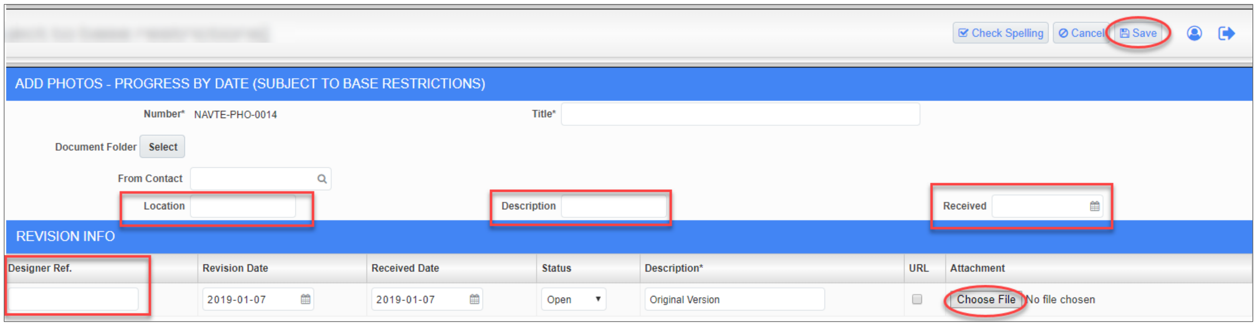
There will now be a checkmark next to the **Attachments** tab indicating that there is an attachment.

5.4.1.2 Uploading Attachments to a Document Folder

Choose the folder to add an attachment. Then select **Add Document** from the top, right bar to add a single file or **Upload Multiple** to add several attachments at once.



A screen will appear to upload attachments. Click **Choose File** from the **Attachment** box. When a user uploads a file, the **Title** will automatically generate.



Complete the boxes to add additional information about the attachment such as the location, description, and date. Enter drawing numbers under the **Designer Ref.** box. After uploading, select **Save** in the top, right of the screen.

5.4.2 Downloading Attachments

5.4.2.1 Downloading Attachment from an RFI, Submittal, and other records

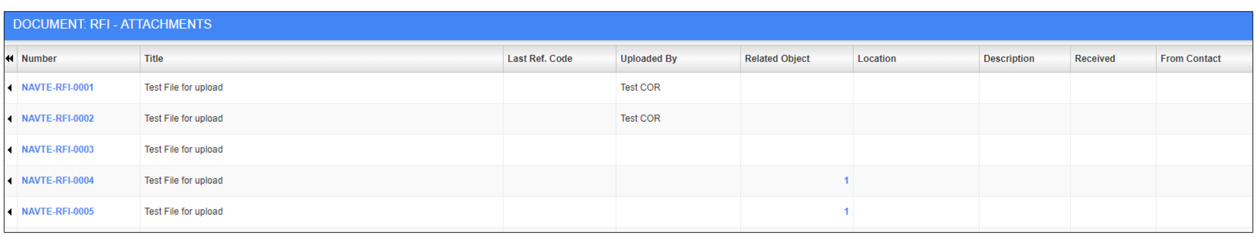
To download an attachment from a record, navigate to the **Attachments** tab.

This tab displays all attachments currently attached to the record. For this example, there are three attachments.

Right-click on the attachment that you want to download. Depending on the browser used, select "Save link as…" or "Save target as…" to download the file.

5.4.2.2 Downloading Attachments from a Document Folder

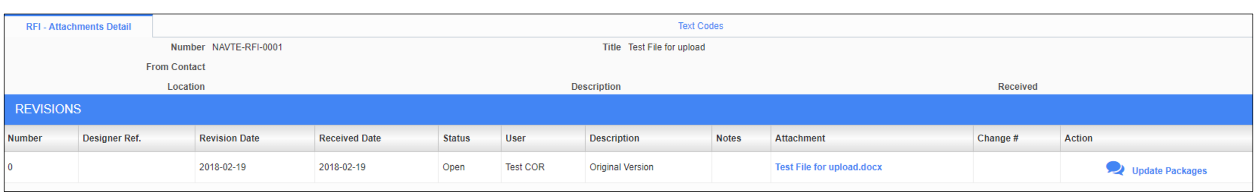
Choose the Documents folder the attachment is located. **RFI – Attachments** will be used for this example. Locate the attachment you want to download. Click the hyperlink in the **Number** column to view.



DOCUMENT: RFI - ATTACHMENTS

Number	Title	Last Ref. Code	Uploaded By	Related Object	Location	Description	Received	From Contact
NAVTE-RFI-0001	Test File for upload		Test COR					
NAVTE-RFI-0002	Test File for upload		Test COR					
NAVTE-RFI-0003	Test File for upload							
NAVTE-RFI-0004	Test File for upload			1				
NAVTE-RFI-0005	Test File for upload			1				

Right-click the hyperlink under the **Attachment** column. Depending on the browser used, select "Save link as…" or "Save target as…" to download the file.



RFI - Attachments Detail | Text Codes

Number NAVTE-RFI-0001 | Title Test File for upload

From Contact

Location | Description | Received

REVISIONS

Number	Designer Ref.	Revision Date	Received Date	Status	User	Description	Notes	Attachment	Change #	Action
0		2018-02-19	2018-02-19	Open	Test COR	Original Version		Test File for upload.docx		Update Packages