Section 2

System Navigation

Oracle Primavera

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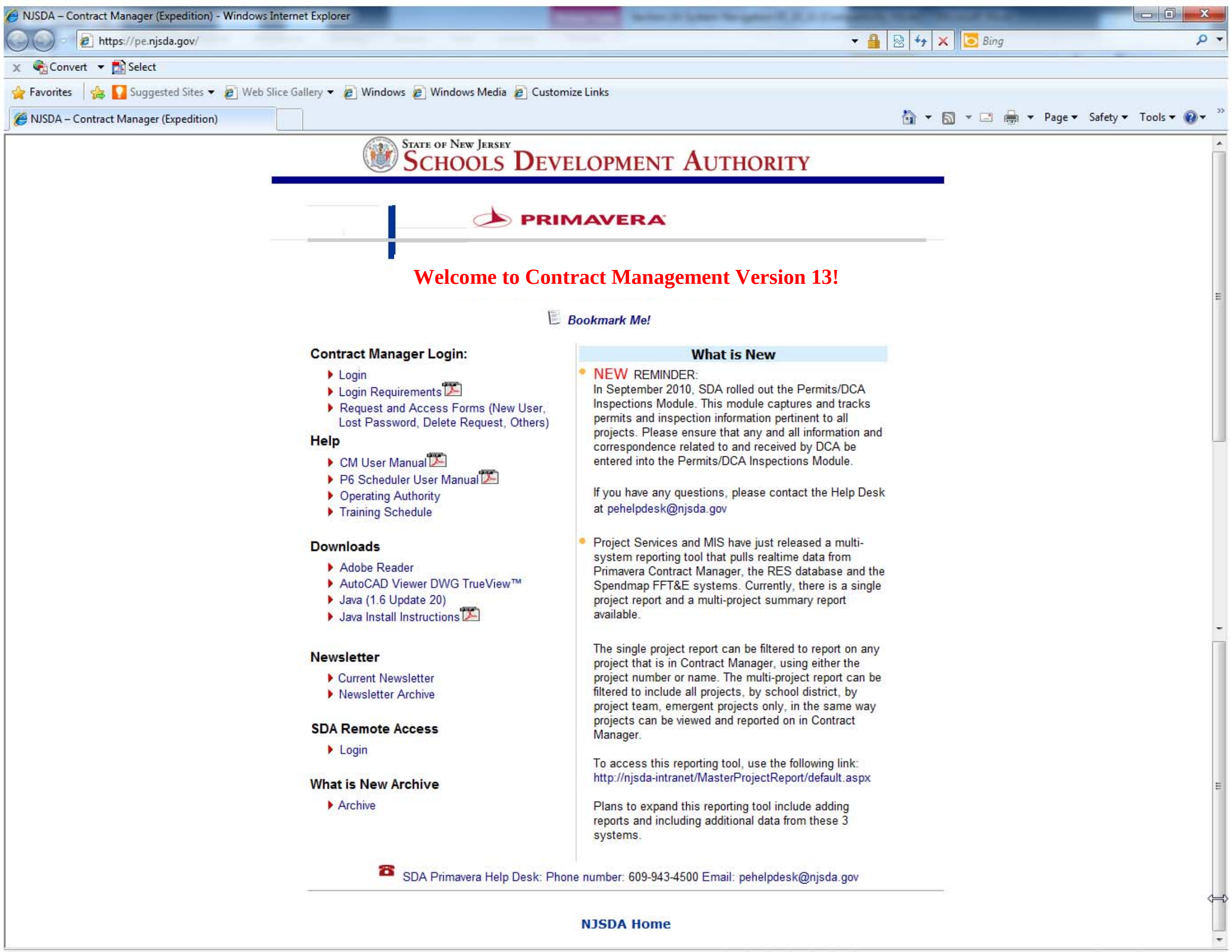
I. CONNECTING TO CONTRACT MANAGEMENT

Primavera Contract Management is a web based application which can be accessed by opening an Internet Explorer browser and typing the following URL: https://pe.njsda.gov/.

The main page (splash page) of Contract Management will display.

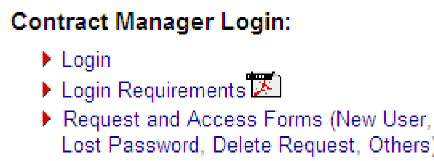


II. Main Page (Splash Page)

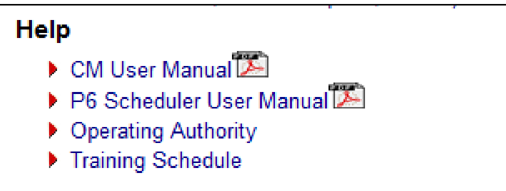
A. Overview

The main page is divided into three sections. The first section is the left hand side of the page and contains the following information:

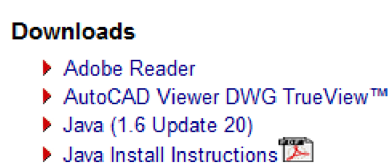
1. Contract Management Login

Login: Upon selection, the main login page will display	
Login Requirements: Provides users with instructions for system requirements in order to successfully use the application	
Requests and Access Forms: Provides users with a list of various end user requests, such as new user account, resetting a password, requesting a customized report, requesting to have a document deleted and alert subscription	

2. Help

CM User Manual: Contains each section of the user manual (PDF format)	
P6 Scheduler User Manual: Provides users with instructions for access and usage of the P6 Project Scheduler program	
Operating Authority: The policy listed reflects the Operating Authority by Level of Authority and subject	
Training Schedule: Provides users with the latest training schedule information	

3. Downloads

Adobe Reader: Provides users with downloads to Adobe Reader	
AutoCAD Viewer DWG TrueView: Use the free DWG TrueView to accurately view, plot, and publish authentic DWG and DWF files.	
Java (1.6 Update 20): Select to update your current version of the Java utility	
Java Install Instructions: Provides users with step-by-step instructions on installing the latest version of Java	

4. Newsletter

Current Newsletter: Provides users with the latest system update information	**Newsletter** Current Newsletter Newsletter Archive
Newsletter Archive: Provides users with a complete listing of all issued newsletters	

5. SDA Remote Access

Login: Provides SDA users with the ability to remotely access SDA databases and information through a secure web server	**SDA Remote Access** Login

6. What is New Archive

Archive: Provides users with access to all documented enhancements as listed in the What is New section of the splash page	**What is New Archive** Archive

The second section is the right side of the page and contains the following information.

What is New: Contains information on any changes/enhancements that have been made to the system. Items are dated for easy reference.	**What is New** NEW- Attn Primavera Users: Effective Monday, February 1st, the Primavera Contract Manager system will be upgraded to version 12.1 Service Pack 3. This upgrade will have minimal impact on system users with the exception of those entering payment requisitions. Payment requisitions that contain line items with multiple cost codes on the Schedule of Values must be fully costed before the requisition can be certified. You will not be able to complete the "Update This Period" until the line items are fully costed on the Schedule of Values. Please reference **Section 6** of the user manual Payment Requisitions for further information on processing documents with multiple cost codes. The system upgrade will begin on Friday 1/29 at 5:00pm and will be complete prior to Monday 2/1 at 8:00am. Updates regarding the system's availability will be posted on the **PE Splash Page**. If you have any questions, please feel free to contact us at pehelpdesk@njsda.gov

The third section is at the bottom of the page and contains information on contacting the SDA Contract Management Help Desk should you require assistance while using the application.

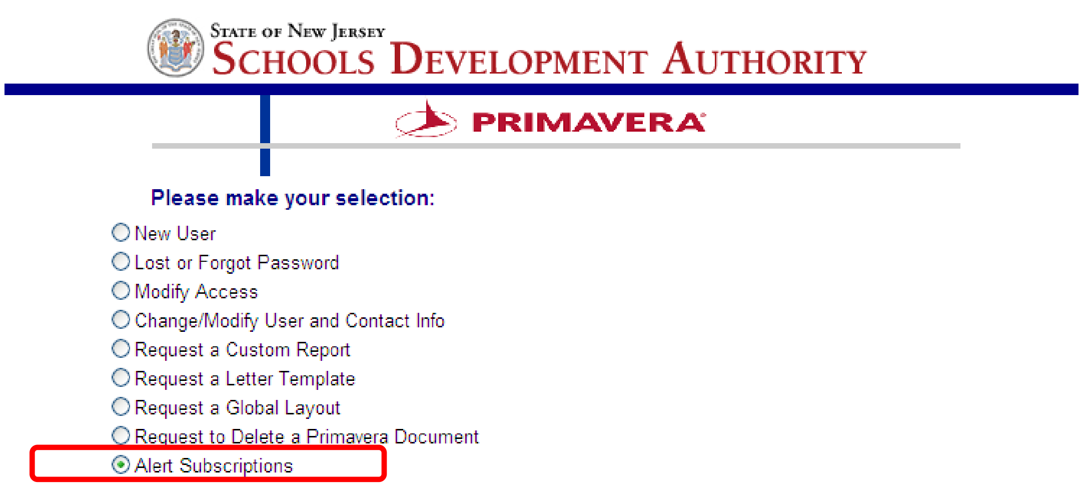
Help Desk Information: Lists the phone number and e-mail address of the SDA Contract Management Help Desk	SDA Primavera Help Desk: Phone number: 609-943-4500 Email: pehelpdesk@njsda.gov

B. Alert Subscriptions

Alerts allow a user to receive a notification when a document is due or past due. The notification will display on the users Control Center screen in the Alerts box. The Alerts box will provide a direct link to the applicable Contract Management document.

1. To subscribe to an alert, select the **Requests and Access Forms** link under the **Contract Management Login** section.

2. Select the **Alert Subscriptions** option.



3. The **Contract Management Alert Subscription** page will display. Complete the contact information at the top of the page. Choose your desired alert by clicking the **Yes** box located to the right of the alert. Click the **No** box when you no longer wish to receive a selected alert.

4. Once all alerts are selected, click the **Submit** button at the bottom of the page. The Contract Management Systems Administrator will notify you via e-mail when your alert subscription has been processed.

Note: There is no limit to the number of alerts you can choose. Customized alerts are not available.

Contract Management Alerts Subscription

Instructions: Check the boxes for the Alerts you would like to view

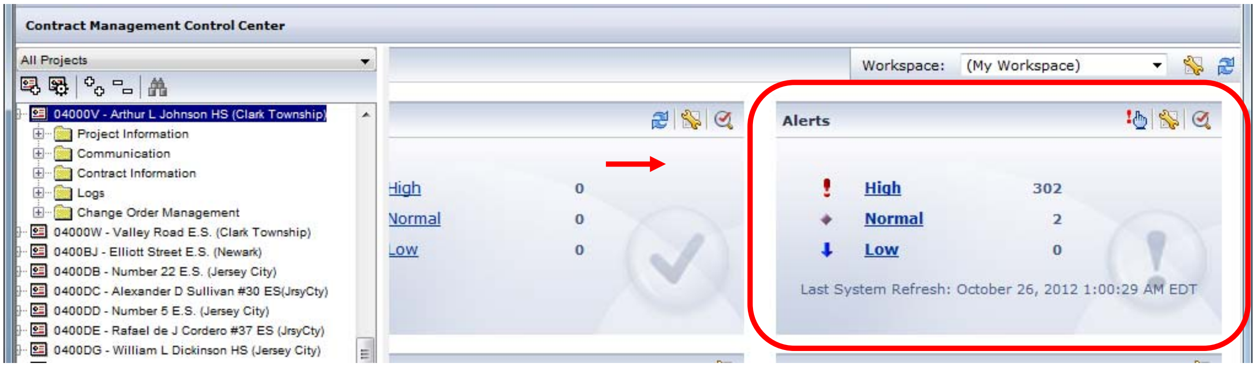
First Name: Last Name: Phone: Email:

Alert	Description	Subscription
Change Orders Due/Overdue	Notifies the user if a change order entered will become due or overdue. These alerts are determined based upon the 'Required Date' field in the change order. Low Priority = 7 days prior to due date, Medium Priority = on due date, High Priority = 7 days past due date.	☐Yes ☐No
Meeting Minute Items Due/Overdue	Notifies the user if any business items within Meeting Minutes module are due. These alerts are based upon the 'Due Date' field. Low Priority = 5 days prior to due date, Medium Priority = 3 days prior to due date, High Priority = on due date.	☐Yes ☐No
Safety Notice Entered	Notifies the user when a new safety violation has been entered.	☐Yes ☐No
New Incident Report Entered	Notifies the user when a new injury or illness report has been entered. High priority alert on the date the doc is entered.	☐Yes ☐No
Drawings Distributed Today	Notifies the user of drawings that have been distributed today or if the drawings sent date is today's date. This is only a medium priority alert.	☐Yes ☐No
Notice to Comply Due	Notifies the user of any non-compliance notices that are due. This is determined by the number of days till 'Due Date' field. Low Priority = 5 days prior to due date, Medium Priority = on due date, High Priority = 5 days past due date.	☐Yes ☐No
Notice to Comply with Response Not Complete	Notifies the user of any non-compliance notices that contain a response but have not been completed. This is determined by the action signature dates and responded date fields. Low Priority = document open 1 day, Medium Priority = document open 7 days, High Priority = document open 14 days.	☐Yes ☐No
Punch List Items Due	Notifies the user of any punch list items that are due. This is based on the number of days until the 'Due Date' field. Low priority = 30 days until due date, Medium priority = 10 days to due date, High priority = on due date.	☐Yes ☐No
Request for Information (RFI) Due	Notifies the user of any requests that are due. This is based on the 'Responded Date' field not having been entered. Low Priority = on due date, Medium Priority = 3 days past the due date, High Priority = 7 days past the due date.	☐Yes ☐No
Submittals Overdue	Notifies the user if a submittal has reached or passed the date entered in the 'Due Date' field. Low Priority = on due date, Medium Priority = 3 days past the due date, High Priority = 7 days past the due date.	☐Yes ☐No
Unpaid Invoices	Notifies the user of an unpaid invoice. Low Priority = 20 days unpaid, Medium Priority = 25 days unpaid, High Priority = 30 days unpaid.	☐Yes ☐No
Proposal Requests and CCDs Due/Overdue	Notifies the user of any CCDs (aka Proposal Requests) that are due. (The responded date is not entered.) Low 20-25 days, Med 25-29 days, High 30+	☐Yes ☐No

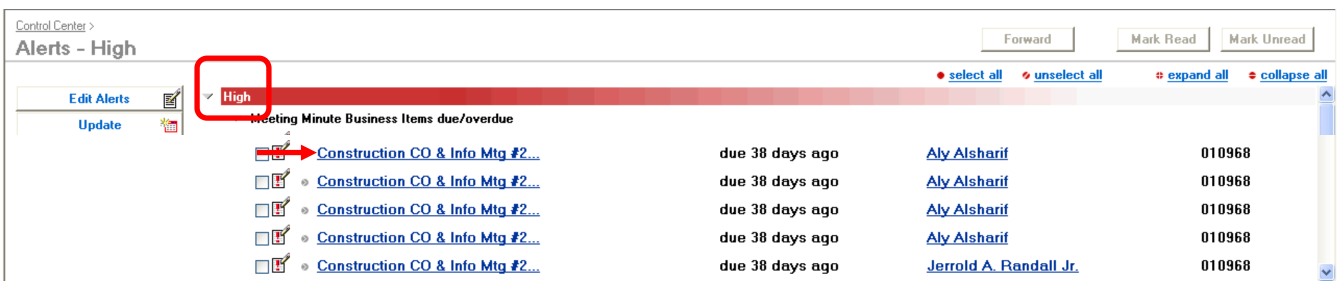
Submit Cancel

NJSDA Home

4. Once the subscription(s) are set up, alerts will be sent to the user via the Control Center in the **Alerts** option box. When the due date for a document approaches, the **High**, **Normal** or **Low** priority link will become active. Click the applicable priority link to view the alert, or click the **View All Alerts** link to view them.



5. The **Alerts** screen will display all applicable documents. Click on a blue document link to open the document for review.

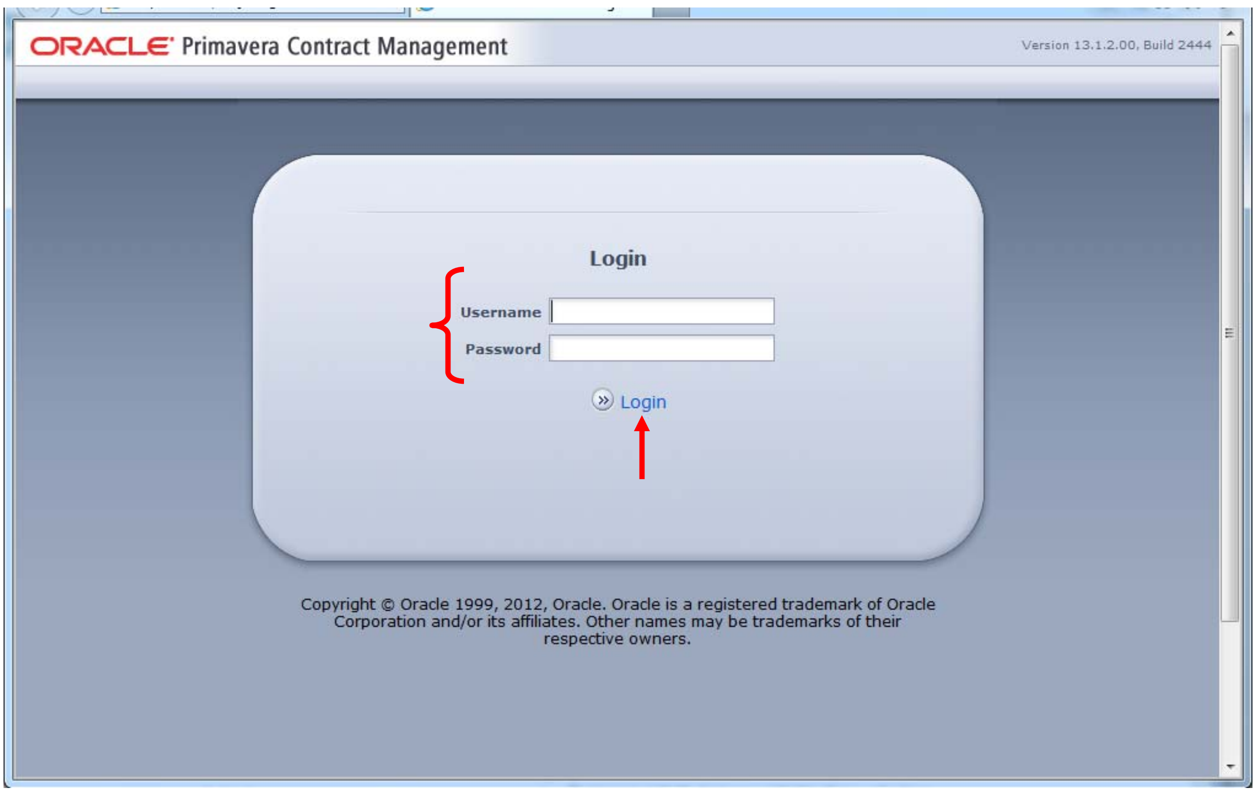


III. LOGGING INTO CONTRACT MANAGEMENT

Once the **Login** page displays, log in to the system by entering the **Username** and **Password** provided to you by the Contract Management System Administrator, then click the **Login** button.

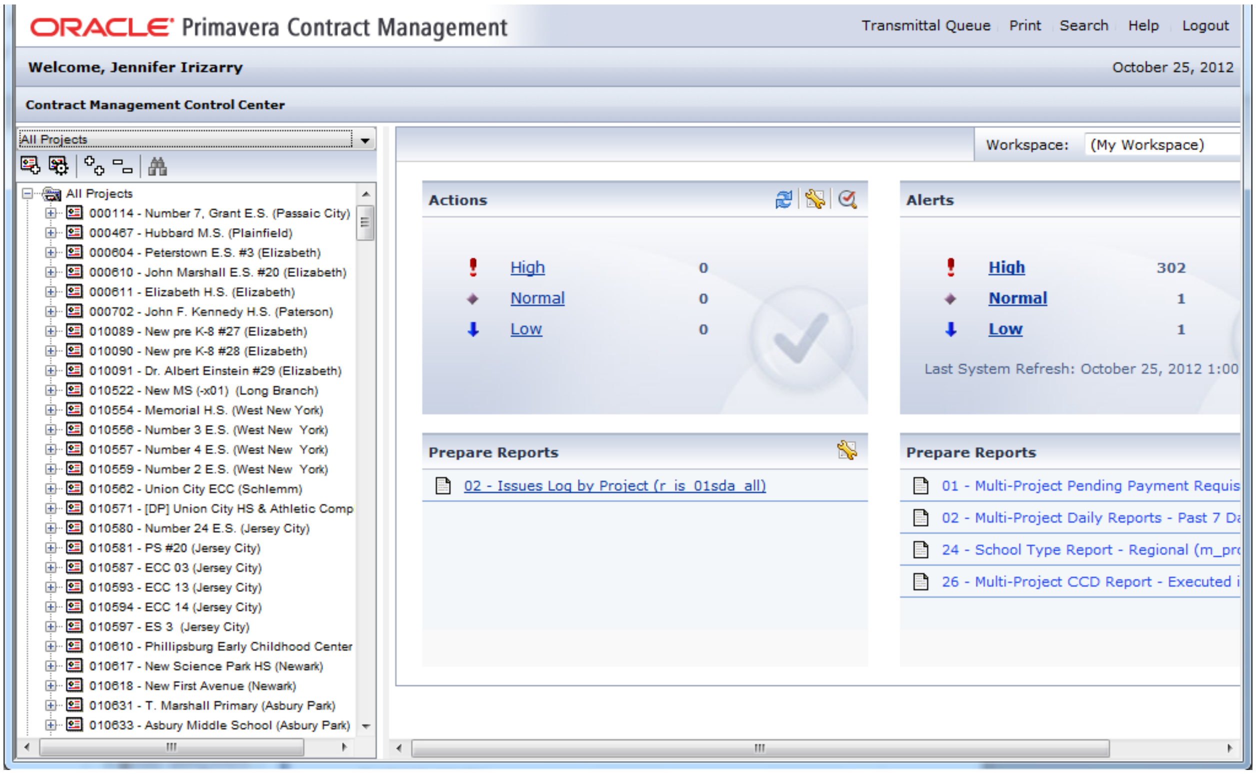
NOTE: Contract Management uses a complex password naming convention. Complex passwords must contain at least one (1) character from three (3) of the following four (4) character groupings, and be a minimum of five (5) characters in length. Passwords will be required to be changed every ninety (90) days.

* English uppercase characters (A through Z)
* English lowercase characters (a through z)
* Numbers (0 through 9)
* Non-alphabetic characters (such as !, $, #, %)



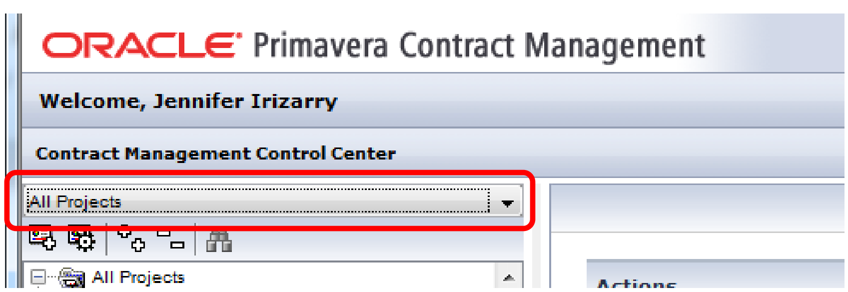
IV. THE CONTROL CENTER

The **Contract Management Control Center** screen loads automatically once your login has been verified. The screen will display a list of projects on the left side of the screen (based on your level of access) and a series of customizable windows on the right side of the screen.



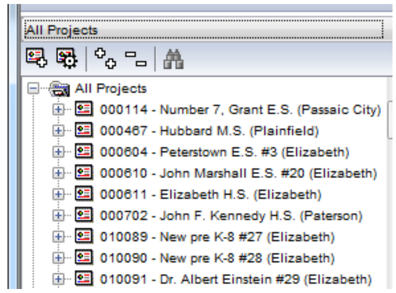
A. Project Views

Project Views allow you to sort your project list in a variety of ways to be able to quickly locate your desired project. Click on the **drop-down arrow** above the Project Tree on the left side of the screen to select a different project view.

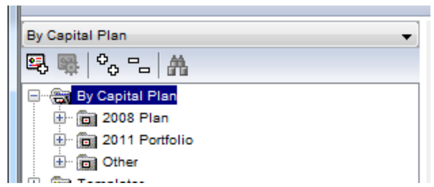


To facilitate organization and reporting, several **Project Views** have been created:

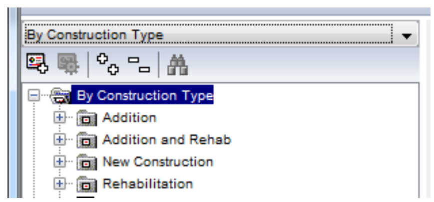
1. All Projects



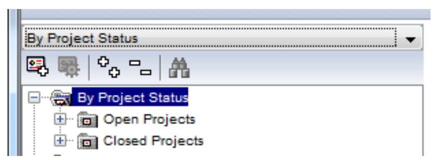
2. By Capital Plan



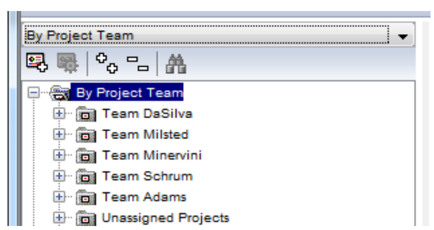
3. By Construction Type



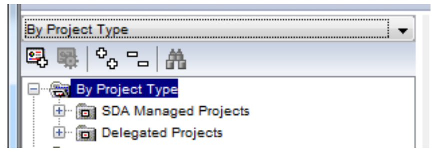
4. By Project Status



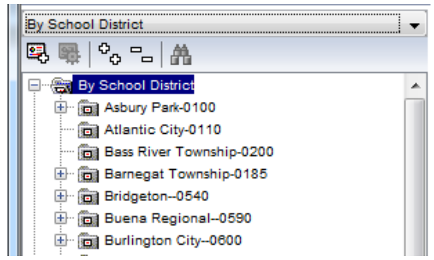
5. By Project Team



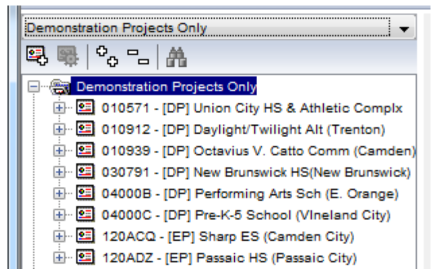
6. By Project Type



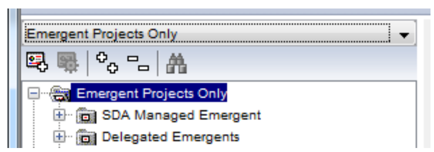
7. By School District



8. Demonstration Projects Only



9. Emergent Projects Only

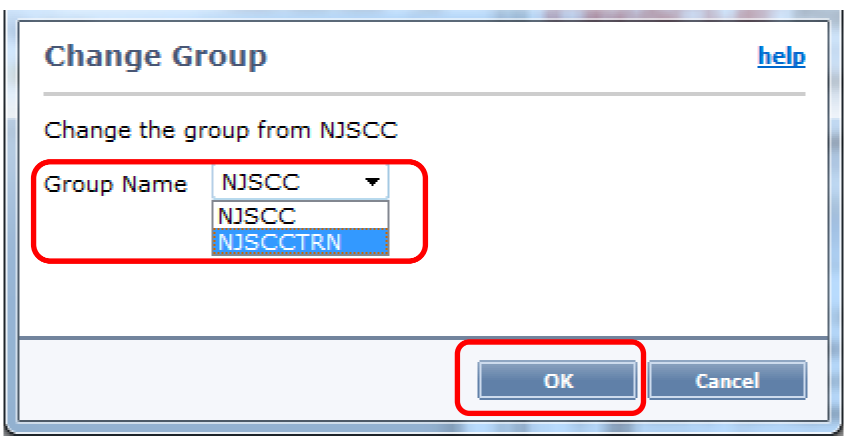


B. Switching Between the Production and Training Environments

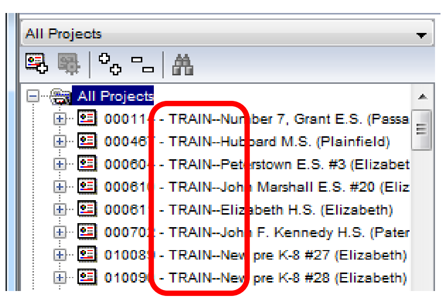
Every user has access to both the Production and Training environments in Contract Management. The Production environment contains live data and represents the daily working environment. The Training environment is a copy of the Production environment, but allows users the opportunity to practice a new skill or process before the data is entered in the Production environment.

To switch between the Production and Training environments, be sure you have selected the option at the top of your project list. The example below shows the **All Projects** option, but if your list is sorted differently (i.e., by School District, by Project Manager, etc.) select that option instead. When a selection is made, an option will display on the upper right hand portion of the screen labeled Change Group. Select **Change Group**.

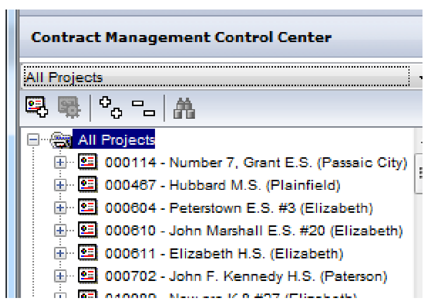
When the following menu appears, choose the drop down arrow to display the list. **NJSCC** is the Production environment, **NJSCCTRN** is the Training environment. In this example, the Training environment has been selected. Click the **OK** button when finished.



IMPORTANT: When the project list in the Training environment displays, the word **TRAIN** will be part of the project name. This is the designator between the Training and Production environments. *Be sure you are in the desired environment* <u>*before*</u> *you begin working.*



Training Environment



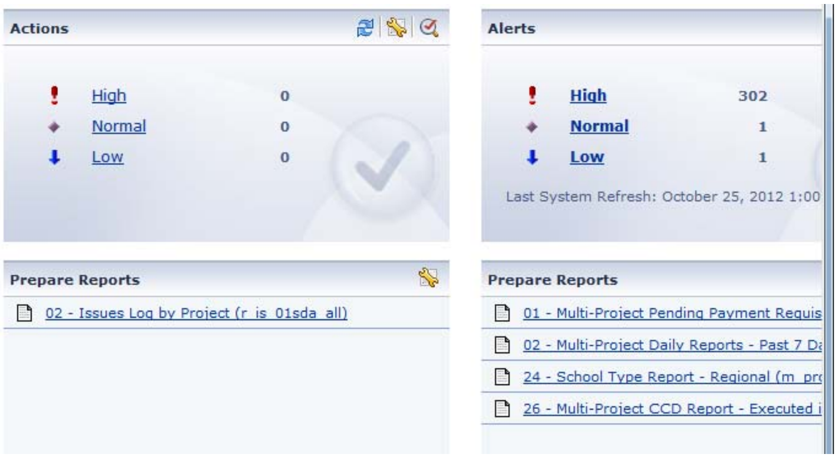
Production Environment

NOTE: If you do not have access to the Training environment, please contact the Contract Management System Administrator.

V. MODIFYING THE CONTROL CENTER

A. Overview

The **Control Center** screen (default screen) is first displayed upon successfully logging into Contract Management and contains the following options. Your default options may differ from the ones listed below, however, directions are provided on page 19 of this manual to allow you to customize your Control Center workspace. Please note: you can add a maximum of 12 windows only.



- **Actions:** The Actions window will list all documents currently in your Ball in Court waiting to be processed. Documents are classified in your Ball in Court based on the three priority levels (High, Normal and Low). You can click on the priority level to view the Action List containing all documents in your court for that level or click on the View All button (magnifying glass) to see all documents.

- **Alerts:** Contract Management can automatically alert you to documents that require attention. You can subscribe to these alerts from the Splash Page, selecting the Requests and Access Forms link under the Contract Management Login section. You can click on the priority level to view the Alerts List containing all documents for that level or click on the View All button (magnifying glass) to see all documents.

- **Issues:** The Issues log window organizes various project documents by issue. Issues can encompass a wide range of project concerns, such as problems that must be resolved before a job is completed, or conditions that can lead to changes or claims. Organizing project information by issue enables you to quickly review each problem that may affect the project schedule or costs at completion.

- **Request for Information:** Place a Request for Information window in your Control Center to view the total number of RFIs, as well as the number of approved, closed and new RFIs. Click the Customize button (wrench) to choose how to display the information, such as in a pie or bar chart. Place the cursor over a section of the chart to display the number of RFIs for that type.

- **Inbox:** Primavera's Inbox and related Send to Inbox feature provide a convenient method for transferring Primavera documents electronically between users. Use the Inbox to retrieve documents other users have sent you. You can open documents from other projects while in the Inbox without closing the project you are currently in, and when previewing the document, you can forward it to another user. Primavera automatically records documents here that are sent by choosing Send to Inbox from the Select an Action drop-down. The Inbox displays the name of the document, the date and time sent, and its project.

- **Submittals:** Place a Submittals window in the Control Center to view a chart showing the number of submittals based on status. Click the Customize button (wrench)to edit the information that appears in the chart. Place the cursor over a section of the chart to display the number of submittals for that type. Click a section of the chart to open the Submittals Window log window which you can directly access submittals of the type selected.

- **Prepare Reports:** You can select up to five reports to run directly from the workspace by using a Prepare Reports object. You can add multiple Prepare Reports options if you require more than five reports to be displayed.

- **Prepare Documents:** Place a Prepare Documents window in your Control Center to display up to five document types that you can click to create quickly, such as issues, submittals, transmittals, and so on. Click the Customize button (wrench) to choose the types of documents that you can create from your Control Center. You can only use modules to which you have access rights to with this feature.

- **Primavera Summary Schedule:** Place a Primavera Summary Schedule object in the Workspace to view activity data from your linked project schedule. Click an individual bar to open an activity data chart for that project.

- **RFI Turnaround Time:** Place an RFI Turnaround Time object in the Workspace to view the average turnaround time for RFIs based on criteria that you set. Place the cursor over a section of the chart to display the average turnaround time for that topic. Click a section of the chart to open the RFI Turnaround Time log, from which you can directly access RFIs of the type selected.

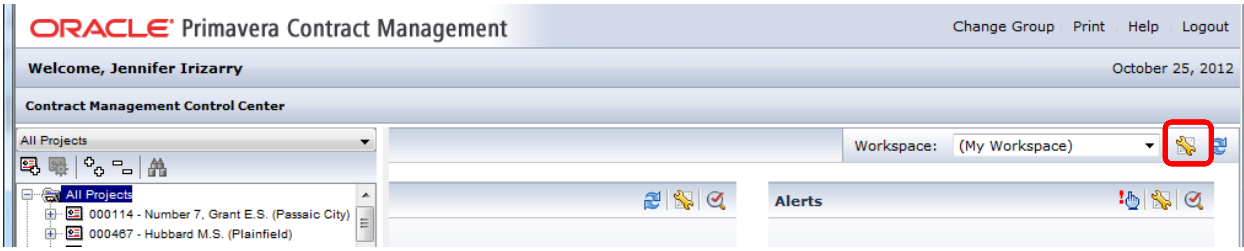
- **Update Submittals Schedule:** Place an Update Submittals Schedule object in the Workspace to update activity data from a P6 module schedule or from the project's lead time.

- **Safety:** Place a Safety object in the Workspace to view the number of open and closed safety notices, and their dispositions (resolved, duplicate, and so forth). Red indicates open documents, and blue indicates closed documents.

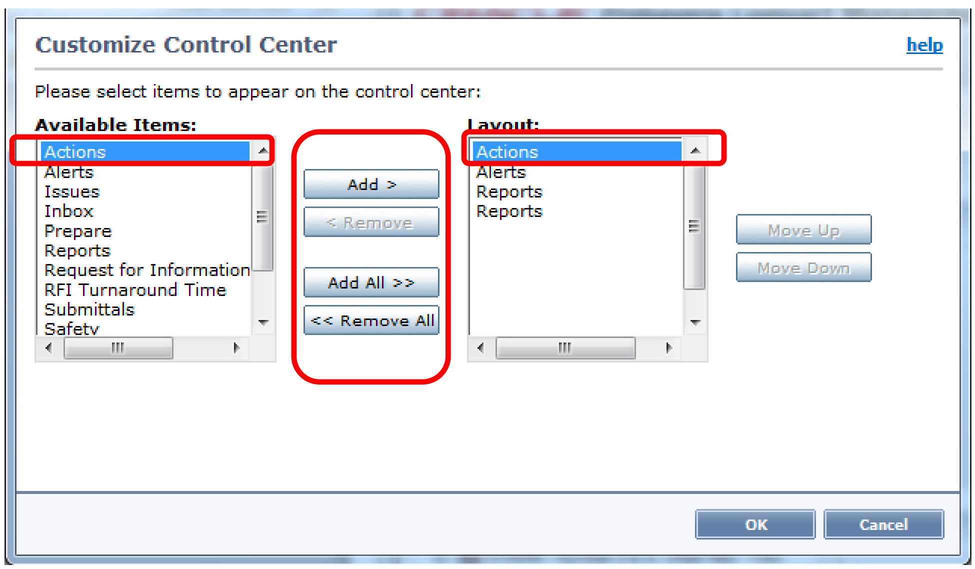
- **Shortcuts:** Place a Shortcuts object in the Workspace to display up to five links that you can click to open frequently accessed Web sites in separate Browsers. Each project, as well as the top-level folder (all projects), can have its own Shortcuts object. Each object contains its own separate Web links.

B. Customizing the Control Center Workspace

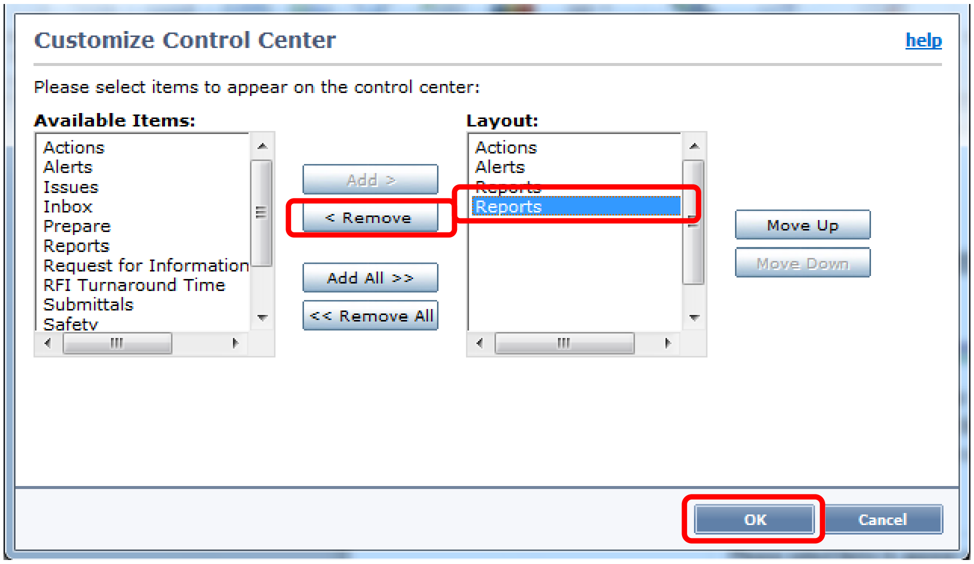
1. Depending upon your job responsibilities, you may wish to add or remove some or all of the options which are displayed by default. To change the items displayed on the Control Center, choose the **Customize button (wrench)** in the upper right corner of the screen. ***The option in your Workspace box must display (My Workspace) in order to perform this function.***



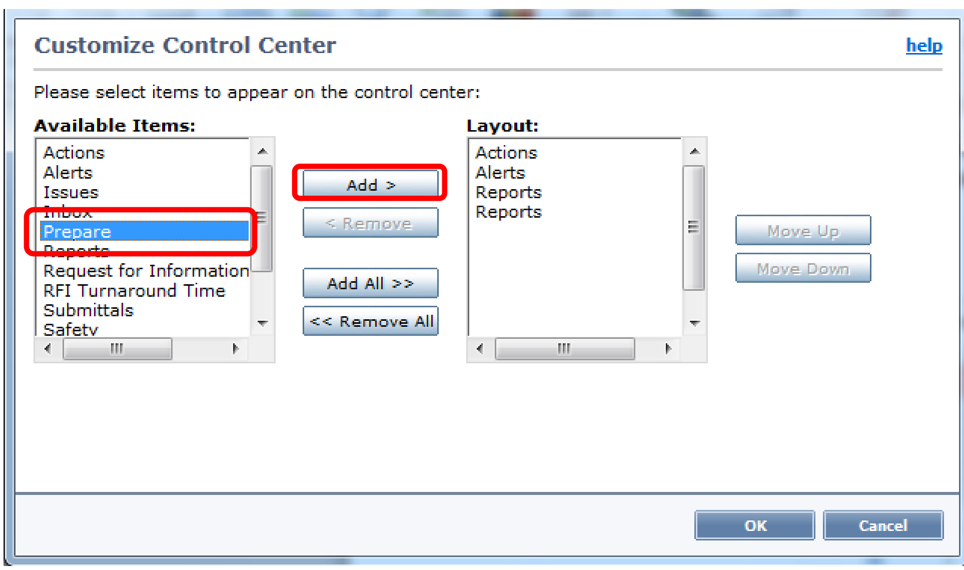
2. The **Customize Control Center** screen displays. The **Available Items** column shows all options that can be selected while the **Layout** column shows the options that are currently populated on your screen**.** Between the Available Items column and the Layout column are the **Action** buttons for adding and removing items from your Control Center.



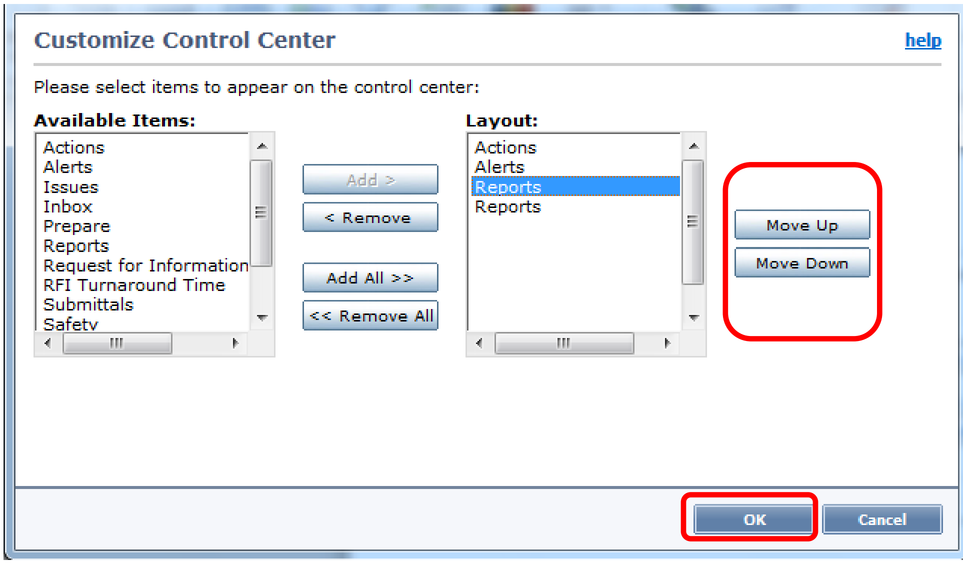
3. To remove an item(s) in the Layout column, highlight the item(s) and click the **Remove** button. This will remove the item from your Control Center panel. Repeat this process as needed. Click the **OK** button to save changes when completed.



4. To add selected item(s) in the Layout column, highlight the item(s) in the Available Items column and click the **Add** button to add them to the Layout column. Repeat this process as needed.



5. By default, the new item(s) will display at the bottom of the Layout list, which is where it will display on the Control Center. To change the position of where it will display on the Control Center, click the option in the Layout column and choose the **Move Up** or **Move Down** buttons to slide it to the desired location. Repeat this process as needed. Click the **OK** button to save changes when completed.

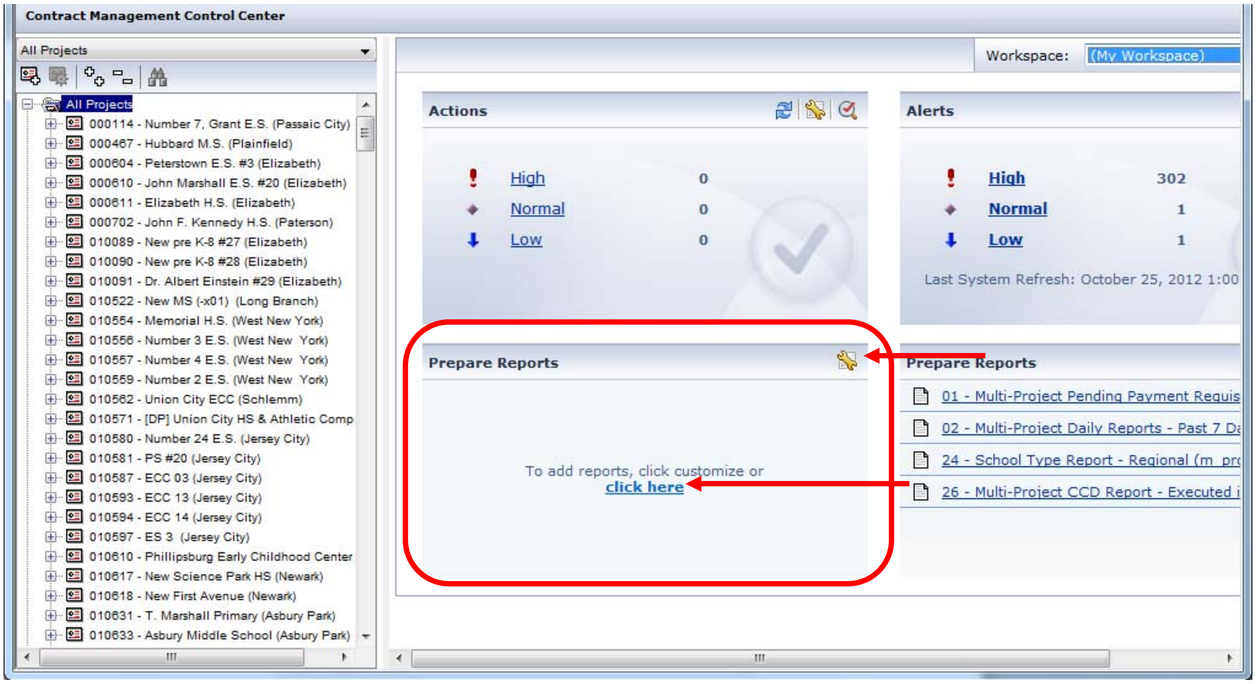


Note: *Click the **Add All** button to move all items from the Available Items column to the Layout column if you wish to have all items appear on your Control Center.*
*Click the **Remove All** button to remove all items from the Layout column.*

C. Selecting Reports for the Control Center

To accelerate and simplify the process of running reports, you can add selected reports to your Control Center screen.

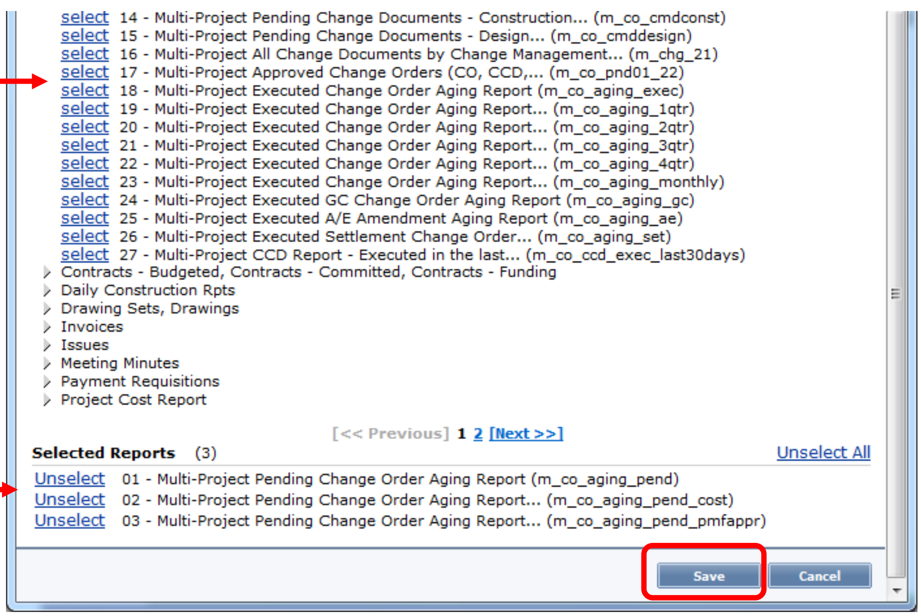
1. Verify that the **Prepare Reports** option displays on the Control Center screen. To add reports to this window, choose the **click here** link or the **Customize** link (wrench).



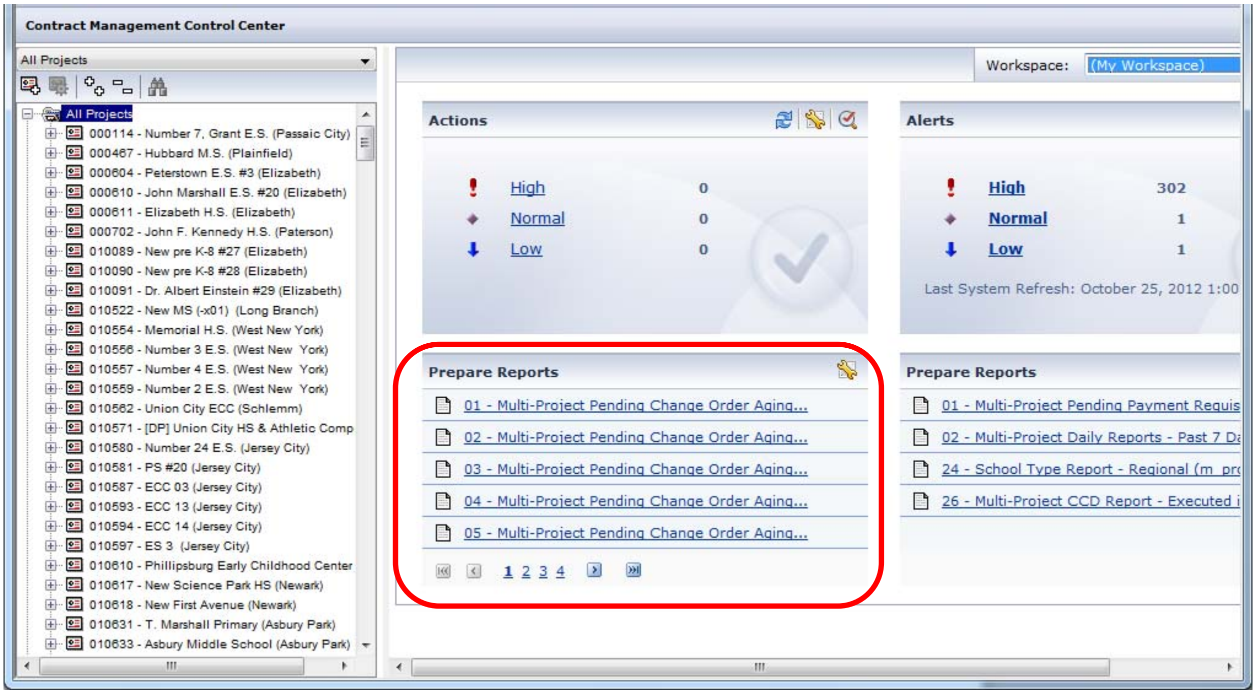
2. The **Select Reports** window displays showing the available report categories.

3. Click the category by selecting the gray arrow to display all available reports in that category. The example below has selected the Change Management category and displays all available reports within that category. Select the report(s) you wish to add to your Control Center by choosing the **select** link next to the report name.

4. The reports are added at the bottom of the reports screen under the **Selected Reports** section. If you selected the wrong report or want to choose a different report, choose the **unselect** option to remove it from the Selected Reports section, then repeat the process to choose another report. When you have finished selecting your desired reports, click the **Save** button.



5. The selected reports now display in your **Prepare Reports** window on the Control Center.

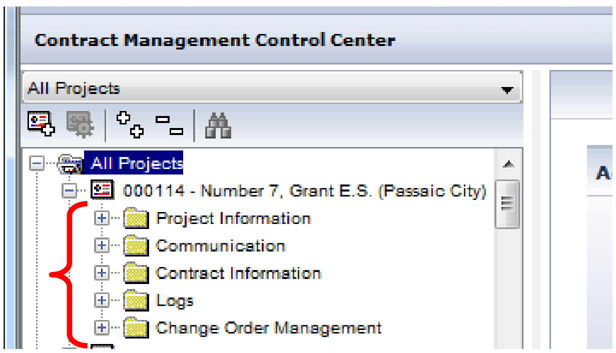


NOTE: you may select as many reports as desired for a report window. A maximum of 5 reports will list in the window at one time. If you select more than 5, use the scroll options at the bottom of the Prepare Reports window.

VI. PROJECT FOLDERS

Each project in Contract Management contains a series of folders which organize all the information for the project. The folders include the following:

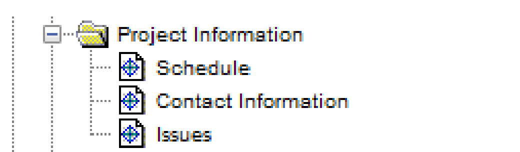
- Project Information
- Communication
- Contract Information
- Logs
- Change Order Management



NOTE: Your available project folders will vary based on your level of access to the system.

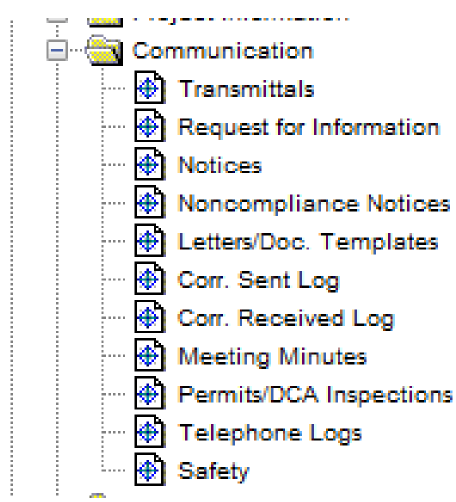
A. Project Information Folder

The **Project Information** folder contains modules which include information that crosses all subject areas within the project. They are:

<table>
<tr><td>Schedule: The window displays a list of activities in the linked P6 Project Scheduling tool, with a bar chart indicating the duration and scheduled dates of those activities. The schedule will only be available if it is linked to the project.</td><td rowspan="3">
</td></tr>
<tr><td>Contact Information: This link will provide a listing of all parties who are associated with this project.</td></tr>
<tr><td>Issues: Issues can encompass a wide range of project concerns, such as problems that must be resolved before job completion, or conditions that can lead to change orders or claims.</td></tr>
</table>

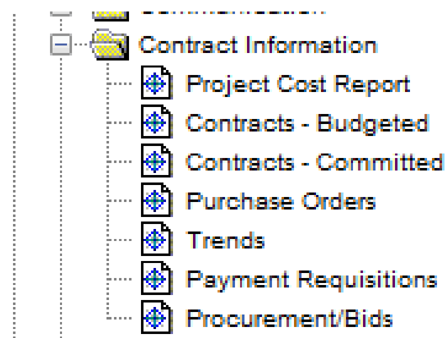
B. Communication Folder

The **Communication** folder contains modules which track information that has been sent or received by project team members.

Transmittals: Transmittals are memos or cover letters that accompany project documents or other items.	
Request for Information: These requests and the answers they solicit provide additional information or clarify some aspect of the project, such as procedures, equipment and materials.	
Notices: Use notices to inform project participants of the latest project developments or deviations from the contract assumptions. You can also use them to manage requests from contractors that you do not want reflected on the cost worksheet.	
Noncompliance Notices: Use non-compliance notices to keep records of and inform project participants of deviations from a contract.	
Letters/Document Templates: Use this document window to create and keep a record of letters. Once created, you can then type the body of the letter and other information in Microsoft Word.	
Correspondence Sent Log: Use this document window to track documents that you sent to other contacts.	
Correspondence Received Log: Use this document window to record details about a document that you received.	
Meeting Minutes: Use the Meeting Minutes document window to add a new meeting document, review a meeting, and edit information about a meeting. You can also add business items and meeting attendees from this window.	
Permits/DCA Inspections: Use this module to capture permit and inspection information. This will enable users to monitor the status and expiration information for each permit and inspection notice entered in the system.	
Telephone Logs: Contract Management provides a Telephone Log for you to record the date, content and parties involved in a call involving important project information. Once entered, these documents can be printed or e-mailed as required.	
Safety: This module will track both safety violations and injury and illness reports.	

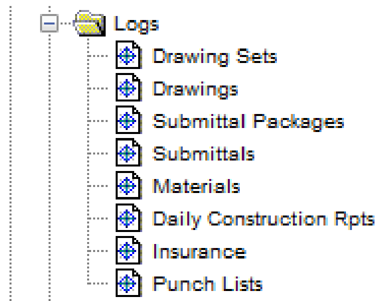
C. Contract Information Folder

The **Contract Information** folder contains modules which track information related to project costs, budget and contracts.

Project Cost Report: This report tracks costs distributed from contracts, purchase orders, requisitions, proposals, change orders, and trends. Use the Cost Report to closely track budgeted costs, committed costs, actual expenditures, and budget revisions caused by changes.	
Contracts – Budgeted: This window displays a one-line summary of each budget created for the project.	
Contracts – Committed: This window displays a one-line summary of each committed contract.	
Purchase Orders: Not currently used	
Trends: Use this document window to enter items of estimated or actual value which will alter your budget information.	
Payment Requisitions: Requisitions, or formal requests for payment, are usually issued by general contractors to the owner on a monthly basis as portions of work on a project are completed.	
Procurement / Bids: Not currently used	

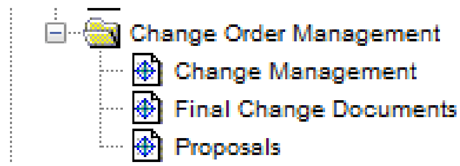
D. Logs Folder

The **Logs** folder contains modules which track information received on a regular or pre-planned basis.

Drawing Sets: The Drawing Sets module will be used to track the physical location (regional office, cubby/rack)and attributes (size, phase/progress, date) of the drawings. Drawing reviewers can use the 'Ball-in-Court' to indicate that they have borrowed the drawings for review.	
Drawings: This module will maintain and identify drawings, specifications, and other supporting project Tracking drawings through the Drawings log enables you to maintain a history of drawing revisions along with each revision's received and sent dates.	
Submittal Packages: Organizing individual submittals into packages enables you to review them at a summary or a detailed level.	
Submittals: These are documents which are submitted for a review and approval process.	
Materials: Not currently used	
Daily Construction Reports: These reports are created to document daily activity at construction sites, such as a description of physical conditions, a summary of the work accomplished at the job site, weather conditions, list resources used and delivered, log visitors to the site, and report of any problems encountered that day.	
Insurance: This module will store information about relevant insurance policies for construction contractors, including worker's compensation and bonding.	
Punch Lists: A punch list contains items that need to be completed before a particular project can finish. Use this option to create a punch list and add individual items to it for review.	

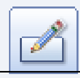
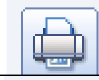
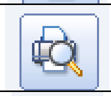
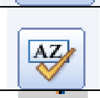
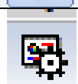
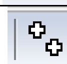
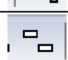
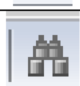
E. Change Order Management Folder

The **Change Order Management** folder contains modules which track Change Orders and all related documents.

<table>
<tr><td>Change Management: These are the master records that hold all change documents associated with the change management process.</td><td rowspan="3">
</td></tr>
<tr><td>Final Change Documents: These include Change Orders, Construction Change Directives, and Settlement documents.</td></tr>
<tr><td>Proposals: These include Contract Change Request/Authority (CCR/A), Contractor Proposals (CP) and Authority Agent Recommendations (AAR).</td></tr>
</table>

VII. BUTTONS AND ICONS

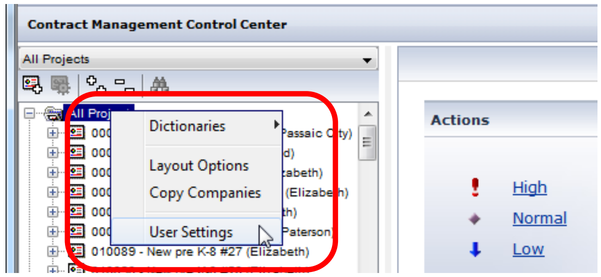
Use the following table to reference the most commonly used icons and buttons in Contract Management.

Button	Description
	Add Document
	Edit Document
	Print Report or Print Form
	Print Preview
	Spell Check
	SDA Data button (from Control Center)
	Expand all projects in the project list (from Control Center)
	Collapse all projects in the project list (from Control Center)
	Find a project in the project list (from Control Center)
	Refresh the display (from Control Center)
	Customize the options in the workspace (from Control Center)
	View all actions or alerts (from Control Center)

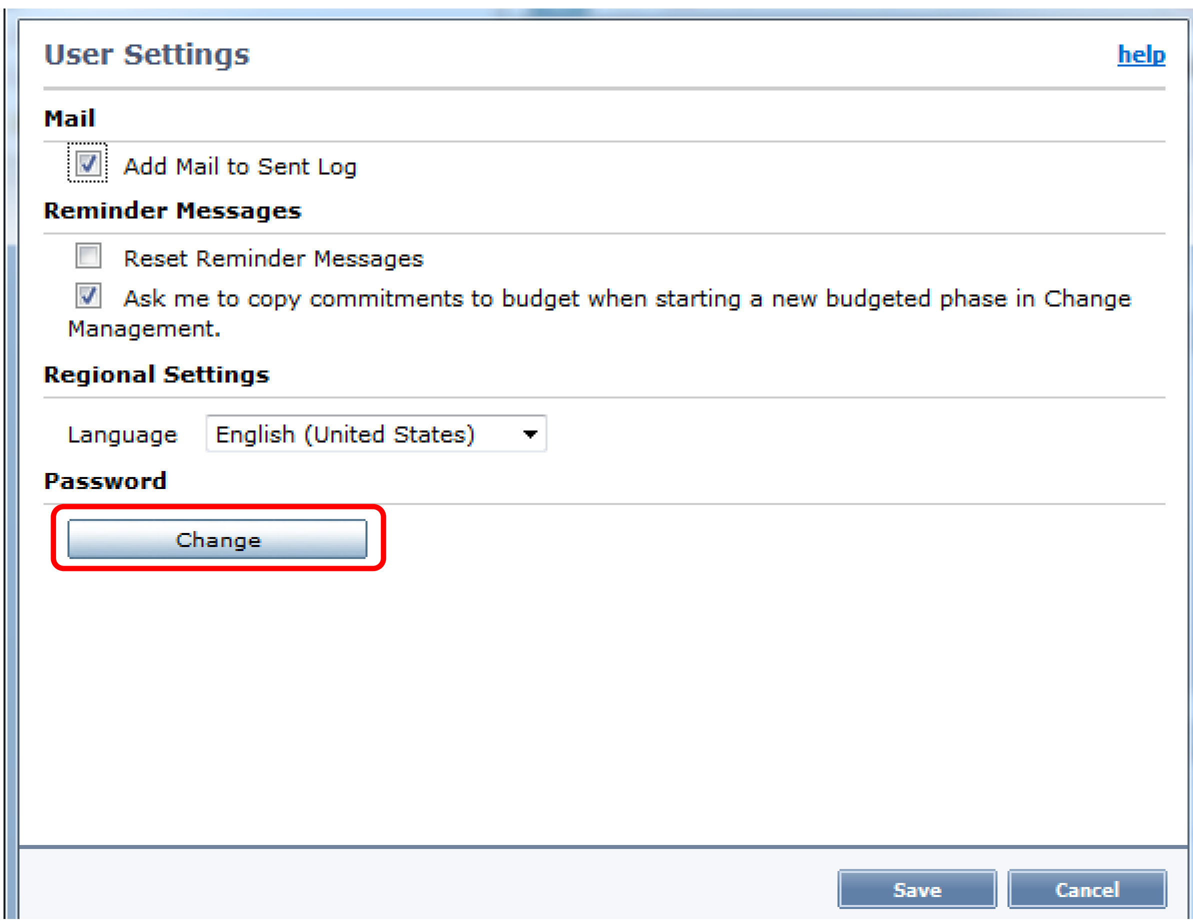
VIII. CHANGING YOUR PASSWORD

Although you will be prompted to change your password every ninety (90) days, you can manually change your password at any time.

1. From the Control Center, **right click** on the option listed at the top of the projects list to display the following menu. Choose **User Settings** to continue.

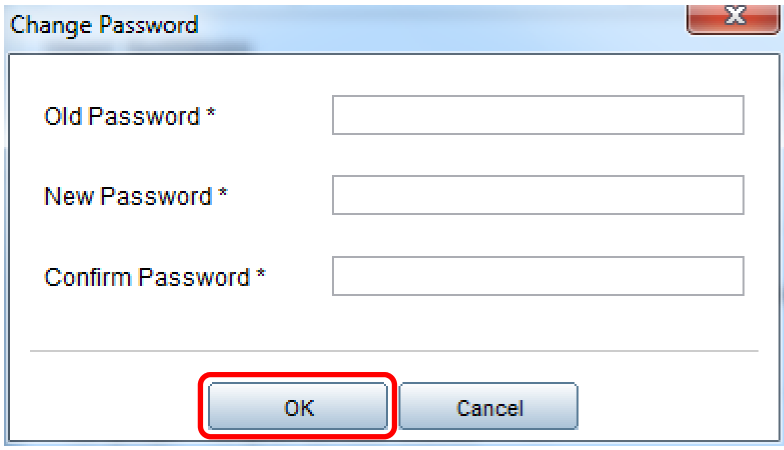


2. The **User Settings** window will display. Click the **Change** button under the **Password** category.



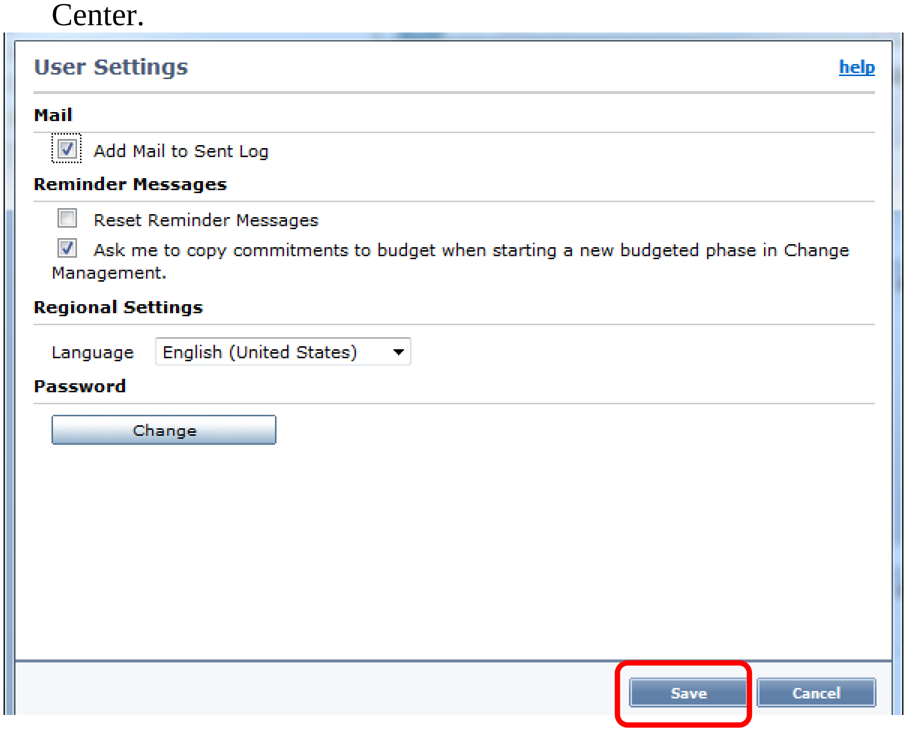
3. The **Change Password** window will display. Type in your current password in the **Old Password** field. Type in your new password in the **New Password** and **Confirm Password** fields using the password naming conventions as described on page 9 of this manual. Click **OK** when finished.

   IMPORTANT: If no characters display as you type, close the window to refresh the display or tab to another open window in your Windows workspace. Repeat the previous steps again.



4. If you are successful in changing your password, a confirmation message will display. If there were any errors, you will be prompted to repeat the process.

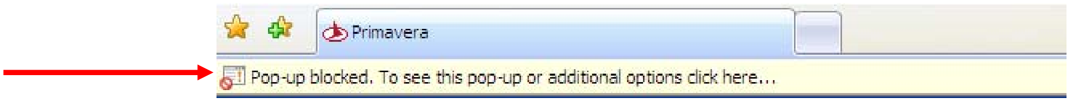
5. When you return to the User Settings window, click the **Save** button to return to the Control Center.



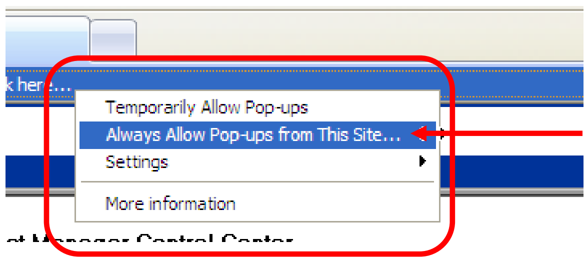
IX. TROUBLESHOOTING ERRORS

a. Pop-Up Error

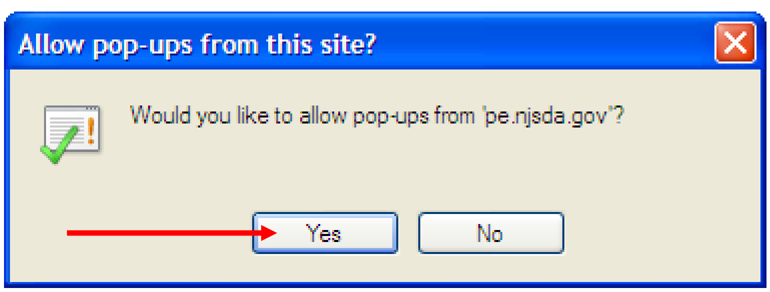
If you select an option on the project list and nothing happens, look at the top of the screen to see if the following message is being displayed:



This indicates that an internet browser setting must be adjusted. Click on the yellow box. The following menu displays. Select the **Always Allow Pop-ups from This Site** option.



Answer **Yes** to the following prompt. This will add Contract Management to your system settings in the internet browser and allow menus to be displayed in the system. You should only need to perform this step once.



b. Log View Export Error

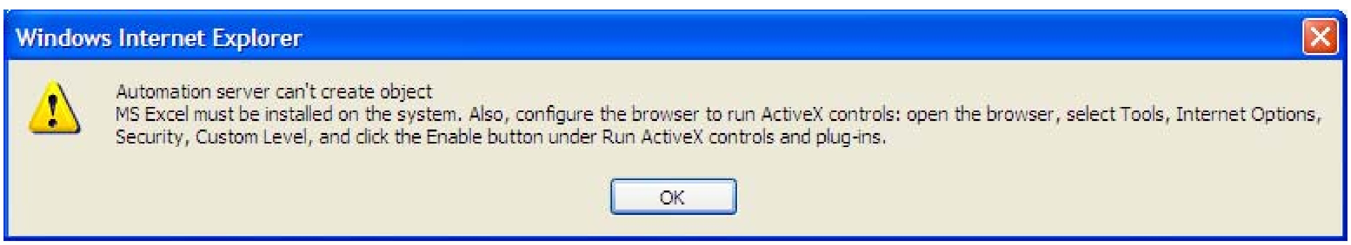
Selecting a project folder will display the log view of that project folder. The log view will display the overall summary details of the documents contained within that folder. From the log view you will be able to add, edit or print document information.

Every log view can be exported to Excel for reporting purposes. Once exported, you can manipulate the summary information to create a customized report.

IMPORTANT: Information can only be exported from Contract Management. You cannot import or upload information into the system.

1. To export a log view, choose the **Excel icon** located on the upper right hand corner of the screen.

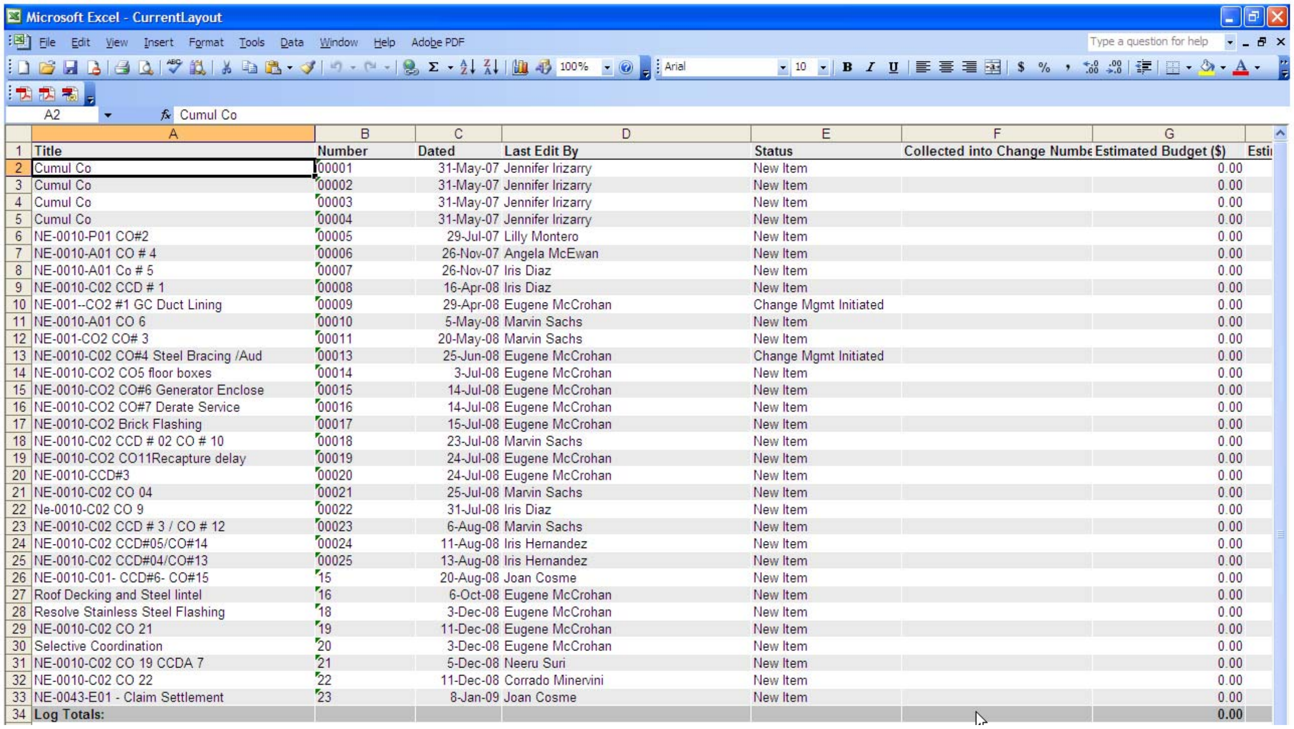
2. If you receive the following error message, perform the steps listed below:



Add http://pe.njsda.gov to Trusted Sites Zone (bookmarks).
a) Go to Tools -> Internet Options -> Security -> Trusted Sites (Green Circle)
b) Click **Sites** Button
c) Uncheck require https: on the bottom of the Trusted Sites page
d) Add http://pe.njsda.gov
e) Close and re-open your browser.

3. If Microsoft Excel still does not open, contact the SDA Contract Management Help desk (pehelpdesk@njsda.gov) to assist in troubleshooting your Internet browser settings.

4. If no error message displays, Microsoft Excel will automatically open and display the log view information.



Microsoft Excel - CurrentLayout

	Title	Number	Dated	Last Edit By	Status	Collected into Change Numbe	Estimated Budget ($)
2	Cumul Co	00001	31-May-07	Jennifer Irizarry	New Item		0.00
3	Cumul Co	00002	31-May-07	Jennifer Irizarry	New Item		0.00
4	Cumul Co	00003	31-May-07	Jennifer Irizarry	New Item		0.00
5	Cumul Co	00004	31-May-07	Jennifer Irizarry	New Item		0.00
6	NE-0010-P01 CO#2	00005	29-Jul-07	Lilly Montero	New Item		0.00
7	NE-0010-A01 CO # 4	00006	26-Nov-07	Angela McEwan	New Item		0.00
8	NE-0010-A01 Co # 5	00007	26-Nov-07	Iris Diaz	New Item		0.00
9	NE-0010-C02 CCD # 1	00008	16-Apr-08	Iris Diaz	New Item		0.00
10	NE-001--CO2 #1 GC Duct Lining	00009	29-Apr-08	Eugene McCrohan	Change Mgmt Initiated		0.00
11	NE-0010-A01 CO 6	00010	5-May-08	Marvin Sachs	New Item		0.00
12	NE-001-CO2 CO# 3	00011	20-May-08	Marvin Sachs	New Item		0.00
13	NE-0010-C02 CO#4 Steel Bracing /Aud	00013	25-Jun-08	Eugene McCrohan	Change Mgmt Initiated		0.00
14	NE-0010-CO2 CO5 floor boxes	00014	3-Jul-08	Eugene McCrohan	New Item		0.00
15	NE-0010-CO2 CO#6 Generator Enclose	00015	14-Jul-08	Eugene McCrohan	New Item		0.00
16	NE-0010-CO2 CO#7 Derate Service	00016	14-Jul-08	Eugene McCrohan	New Item		0.00
17	NE-0010-CO2 Brick Flashing	00017	15-Jul-08	Eugene McCrohan	New Item		0.00
18	NE-0010-C02 CCD # 02 CO # 10	00018	23-Jul-08	Marvin Sachs	New Item		0.00
19	NE-0010-CO2 CO11Recapture delay	00019	24-Jul-08	Eugene McCrohan	New Item		0.00
20	NE-0010-CCD#3	00020	24-Jul-08	Eugene McCrohan	New Item		0.00
21	NE-0010-C02 CO 04	00021	25-Jul-08	Marvin Sachs	New Item		0.00
22	Ne-0010-C02 CO 9	00022	31-Jul-08	Iris Diaz	New Item		0.00
23	NE-0010-C02 CCD # 3 / CO # 12	00023	6-Aug-08	Marvin Sachs	New Item		0.00
24	NE-0010-C02 CCD#05/CO#14	00024	11-Aug-08	Iris Hernandez	New Item		0.00
25	NE-0010-C02 CCD#04/CO#13	00025	13-Aug-08	Iris Hernandez	New Item		0.00
26	NE-0010-C01- CCD#6- CO#15	15	20-Aug-08	Joan Cosme	New Item		0.00
27	Roof Decking and Steel lintel	16	6-Oct-08	Eugene McCrohan	New Item		0.00
28	Resolve Stainless Steel Flashing	18	3-Dec-08	Eugene McCrohan	New Item		0.00
29	NE-0010-C02 CO 21	19	11-Dec-08	Eugene McCrohan	New Item		0.00
30	Selective Coordination	20	3-Dec-08	Eugene McCrohan	New Item		0.00
31	NE-0010-C02 CO 19 CCDA 7	21	5-Dec-08	Neeru Suri	New Item		0.00
32	NE-0010-C02 CO 22	22	11-Dec-08	Corrado Minervini	New Item		0.00
33	NE-0043-E01 - Claim Settlement	23	8-Jan-09	Joan Cosme	New Item		0.00
34	Log Totals:						0.00

5. When finished, return to the Contract Management log view window. To return to the Control Center, select the **Control Center** link at the top left hand corner of the screen.

IMPORTANT: Never use the **Back** button on your internet browser. You may or may not be returned to your desired location.

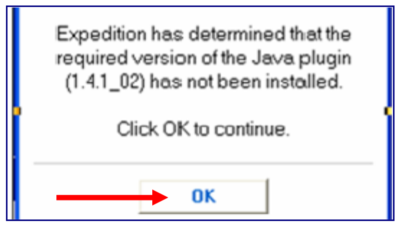
X. JAVA INSTALLATION (First Time Contract Management Users Only)

The first time you log-in to Contract Management, the application server will check your computer to ensure that you have the required version of Java installed.

If you already have the proper Java version installed on your machine, you will be taken directly to the login screen.

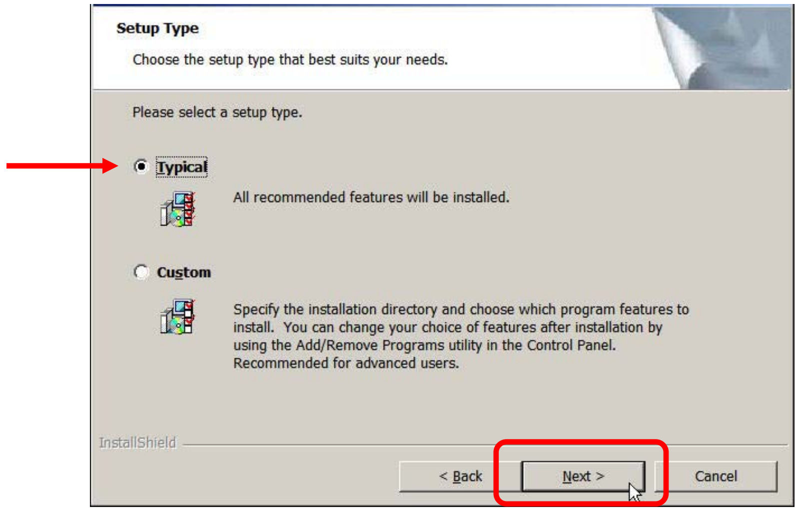
If you do not have the required version, you will be prompted to do the following:

1. **Contract Management** will prompt you to download the latest version of Java. Click on the **OK** button to continue.



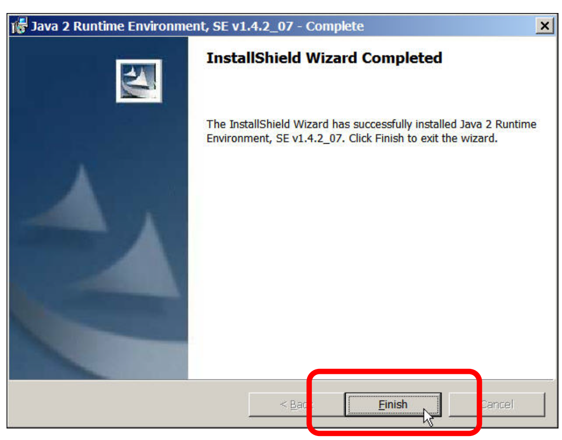
2. You will be prompted to accept the terms of the Java licensing agreement. Click on **I accept the terms in the license agreement** button, and then click the **Next** button to continue.

3. When prompted, choose the **Typical** setup type, and click the **Next** button to continue the Java installation.

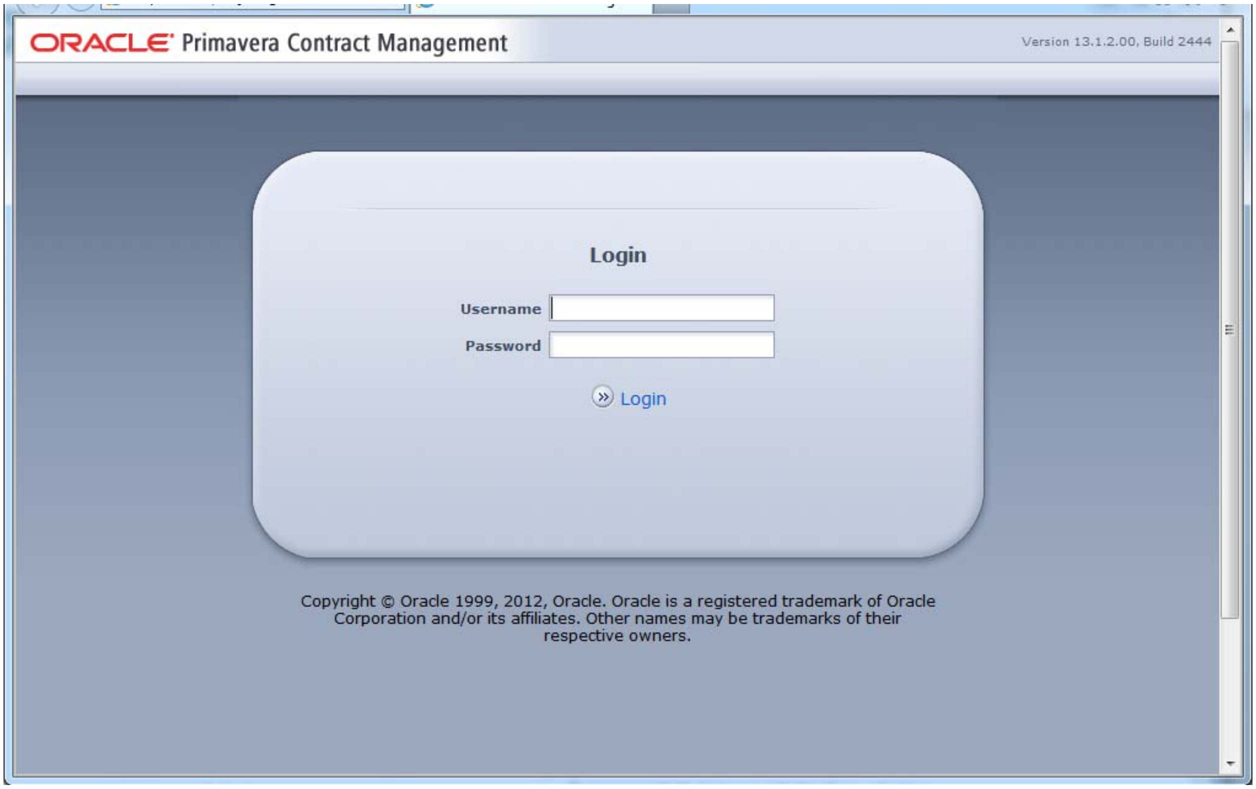


4. Depending upon the configuration of your machine, it may take several minutes for the Java plug-in to load. The installation window will display a progress meter which shows the progress of the Java installation.

5. When the Install Shield Wizard indicates that the Java application has been successfully installed, click the **Finish** button.



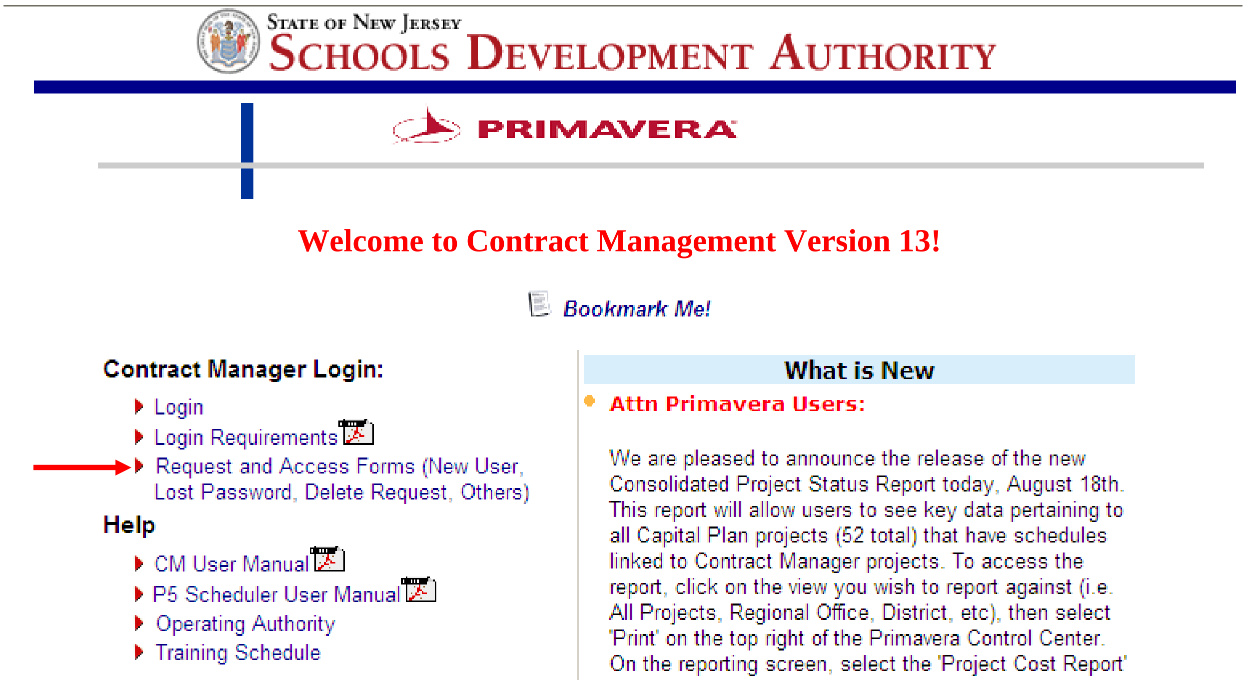
6. Once the Java plug-in has been installed, you will be taken to the Contract Management login page.



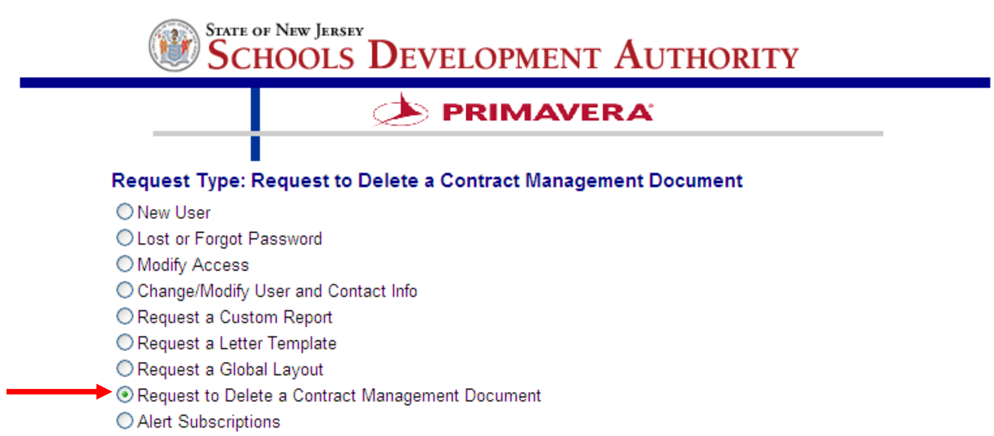
XI. DELETING A DOCUMENT

End users do not have the ability to delete documents in Contract Management. If a document was entered in error, a request must be made to delete it.

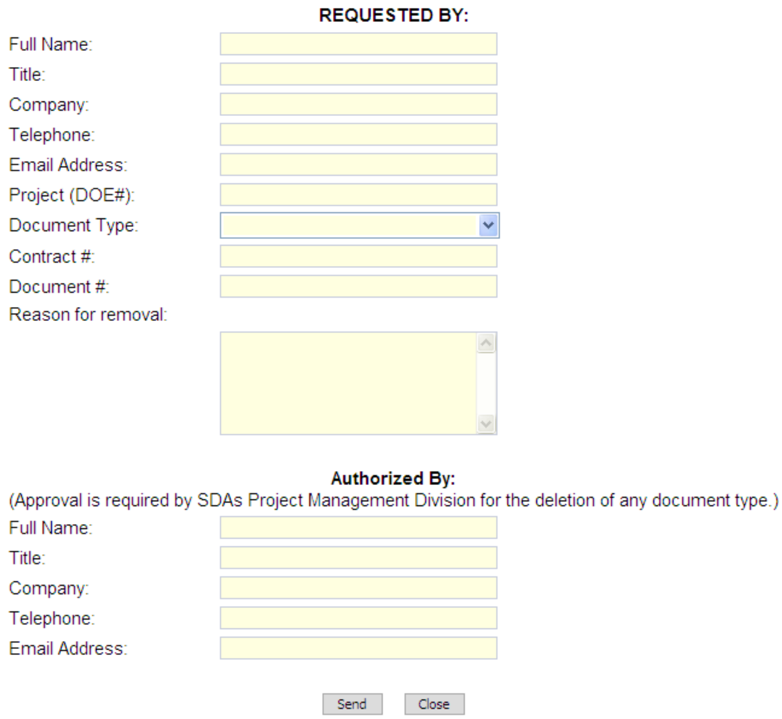
1. From the Contract Management main splash page, click the **Requests and Access Forms** link under the **Contract Management Login section**.



2. When the next window displays, choose the **Request to Delete a Contract Management Document** link.



3. A series of options will display at the bottom of the same screen. All fields must be completed.



4. The **Document Type** drop down list will display the types of documents that can be deleted from the system.

5. Complete the SDA Project Manager's information in the **Authorized By** section of the screen and click **Save** when complete. You will be notified when your document has been successfully deleted.