



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Section 12

Meeting Minutes

ORACLE Primavera

Table of Contents

Section Title	Page Number
I. Meeting Minutes Overview	3
II. Create a New Meeting Minutes Document	3
A. General Tab	5
B. Status Tab	6
C. This Meeting Tab	7
D. Business Items Tab	8
E. Attendees Tab	15
F. SDA Data Tab	17
G. Issues Tab	18
H. Attachments Tab	20
III. Version Document	23
IV. Distributing Copies of the Meeting Minutes Document	24
A. Generate a Transmittal	24
B. Print a Transmittal	32
C. Print a Meeting Minutes Document Report	33
D. E-Mail a Meeting Minutes Document	36
V. Update the Status of a Business Item	40
VI. Approve and Save a Meeting Minutes Document	44
VII. Generate a Subsequent Meeting Minutes Document	49
VIII. Alert Subscription	56

I. Meeting Minutes Overview

The Meeting Minutes log keeps track of information such as:

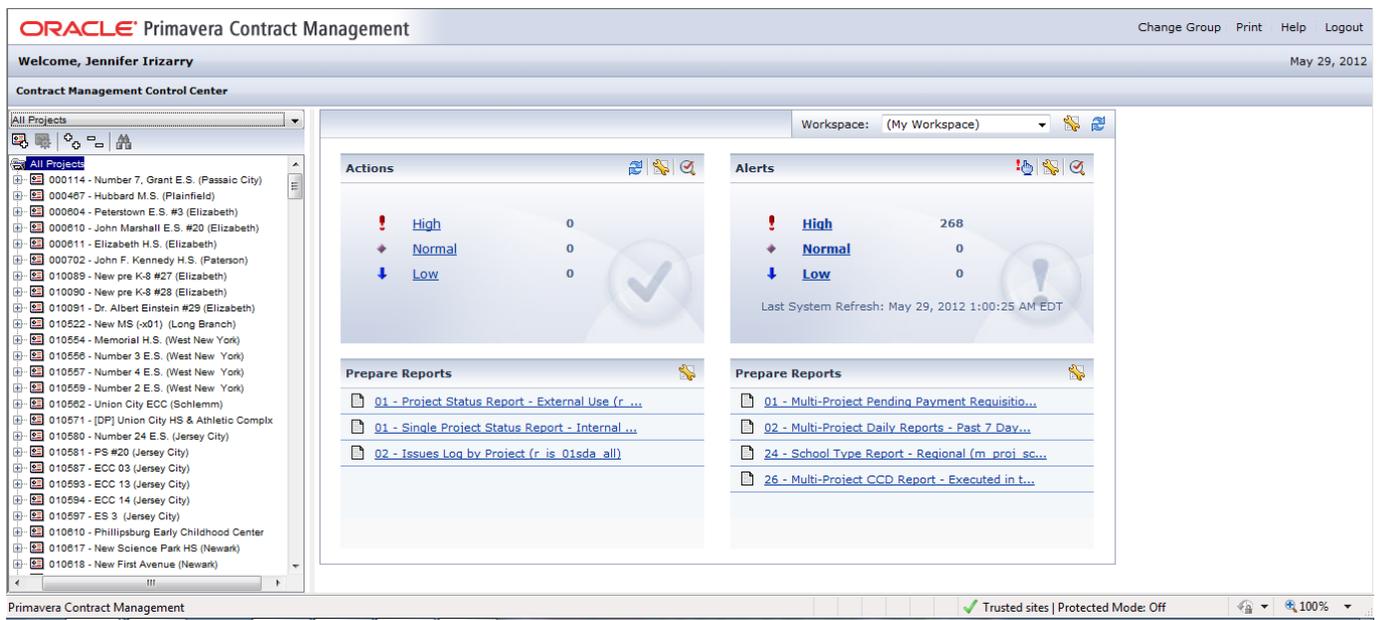
- When a meeting took place
- The purpose of the meeting
- Who attended
- What was discussed
- Decisions made
- Responsibility for follow-up

With Contract Management, you can create a new Meeting Minutes document or generate a Meeting Minutes document from an existing one using the **Generate Document** command. When you generate a new Meeting Minutes document from an existing one, Contract Management copies items from the original Meeting Minutes document to the new one (as long as the items are not closed).

II. Create a New Meeting Minutes Document

This procedure explains how to create a new Meeting Minutes document when previous Meeting Minutes do not exist.

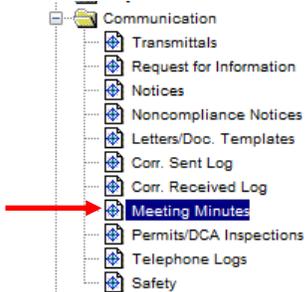
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



2. Select your desired project.



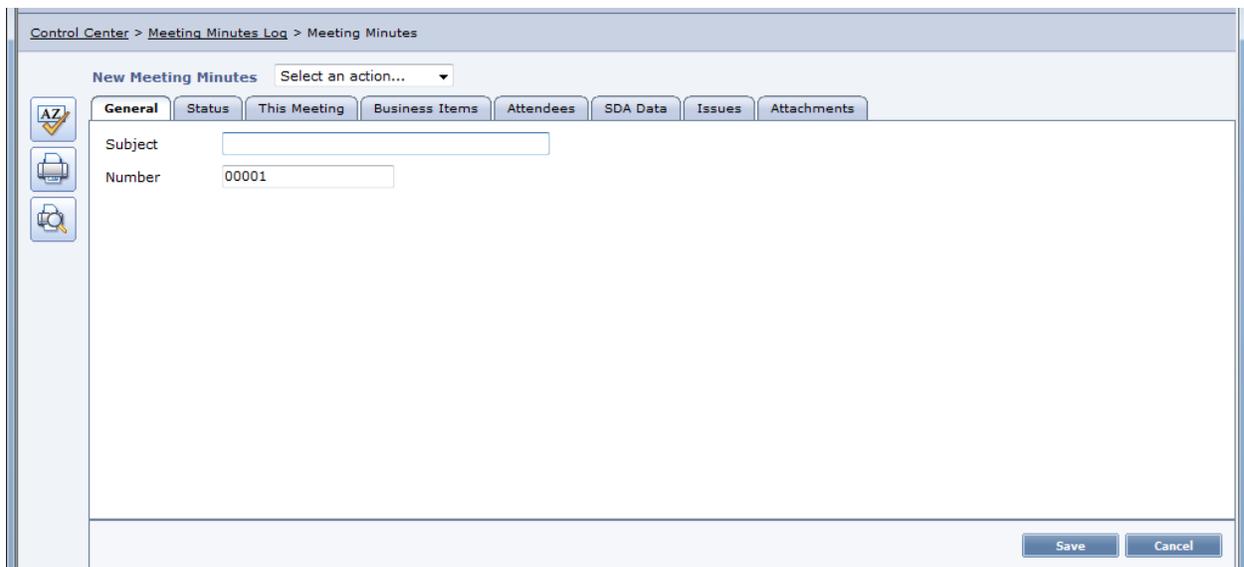
3. Open the **Communication** folder (a list of modules will display) and select **Meeting Minutes**.



4. The Meeting Minutes **Log View** will display. Click the **Add Document** button.

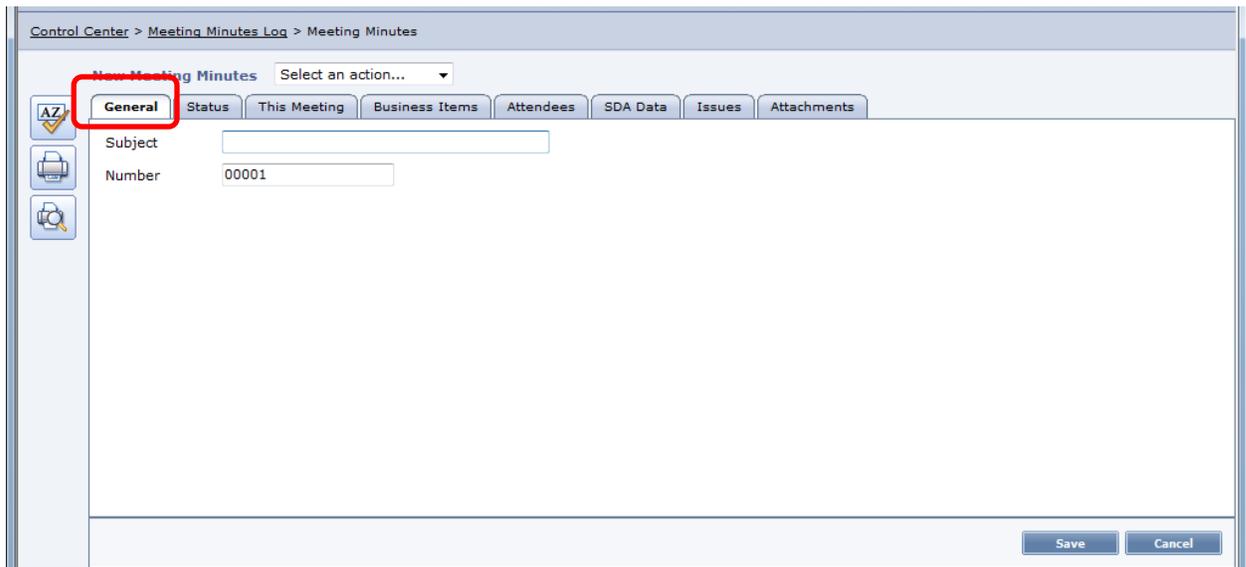


5. A blank Meeting Minutes document displays.



The Meeting Minutes screen is divided into several sections:

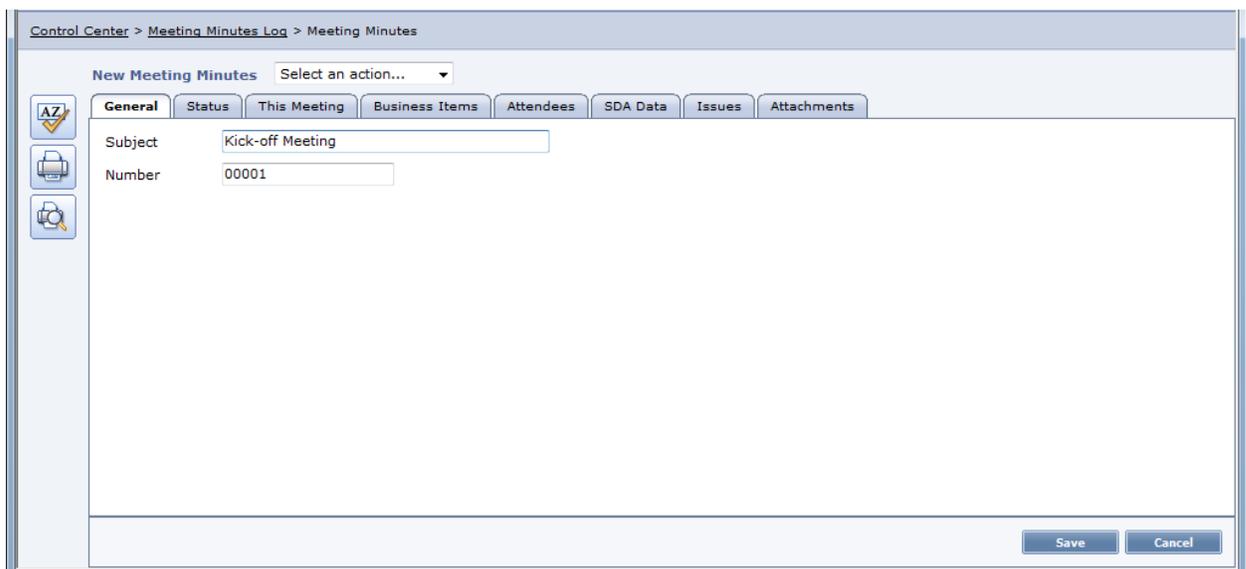
A. General Tab



The screenshot shows the 'New Meeting Minutes' form in the 'General' tab. The 'Subject' field is empty, and the 'Number' field contains '00001'. The 'General' tab is highlighted with a red box. The 'Save' and 'Cancel' buttons are visible at the bottom right.

- **Subject** – Enter a brief title for the meeting (50 character field).
- **Number** – Contract Management automatically supplies the next sequential number, edit as necessary. If desired, you can add a prefix to the meeting number relating to the meeting type, for example, P001 for Progress Meeting.

An example of a complete section is shown:



The screenshot shows the 'New Meeting Minutes' form in the 'General' tab. The 'Subject' field contains 'Kick-off Meeting' and the 'Number' field contains '00001'. The 'General' tab is highlighted. The 'Save' and 'Cancel' buttons are visible at the bottom right.

B. Status Tab

Control Center > Meeting Minutes Log > Meeting Minutes

New Meeting Minutes Select an action...

General **Status** This Meeting Business Items Attendees SDA Data Issues Attachments

Ball in Court <none selected> ...

Priority Normal

Approved? no

Approved by

Company New Jersey Schools Development Auth

Contact Jennifer Irizarry ...

Approved Date ...

- **Ball in Court** – If desired, an overall responsible party for the meeting can be chosen by clicking the **select** button next to the field. You will also be able to choose a Ball in Court contact at the Business Item level.
- **Priority** – **Normal** is the default, but can be changed to **High** or **Low** as necessary.
- **Approved ?** – Once the document is finished, Meeting Minutes can be approved and saved (given the appropriate access rights) by selecting the approver, entering approval date and clicking the **Approve and Save** link. Once approved, a document cannot be edited unless you have the appropriate access rights.
- **Approved By** – Use the **select** button to choose the approver's name in the **Contact** field. The **Company** will automatically populate based on the name selected. Click the **calendar icon** to choose the **Approved Date**. By default, the Company and Contact name of the person creating the document will display in those fields.

An example of a completed section is shown. Note that the document has not yet been approved.

New Meeting Minutes Select an action...

General **Status** This Meeting Business Items Attendees SDA Data Issues Attachments

Ball in Court New Jersey Schools Development Auth
Aaron Goss ...

Priority Normal

Approved? no

Approved by

Company New Jersey Schools Development Auth

Contact Jennifer Irizarry ...

Approved Date ...

Save Cancel

C. This Meeting Tab

New Meeting Minutes Select an action...

General Status **This Meeting** Business Items Attendees SDA Data Issues Attachments

Date * Sep 14, 2012

Time

Location

Coordinator <none selected>

Contract <none selected>

Change Management Number

Latest

* Required

- **Date** – The current date will display by default, but can be changed by clicking the **calendar icon** to choose a new date. This is a required field.
- **Time** – Enter the meeting time.
- **Location** – Enter the location for the meeting (example – jobsite) (22 character field).
- **Coordinator** – Select the coordinator for this meeting by clicking the **select** button to choose the name.
NOTE: If the Ball in Court for the meeting is blank, the Coordinator name will be automatically used as the Ball in Court.
- **Contract** – Select a contract number reference using the **select** button.
- **Change Management Number** – If you initiate Change Management from this meeting, the number will be automatically indicated here.
- **Latest** – Automatically checked if this is the latest meeting.

An example of a completed section is shown.

Control Center > Meeting Minutes Log > Meeting Minutes

New Meeting Minutes Select an action...

General Status **This Meeting** Business Items Attendees SDA Data Issues Attachments

Date * Oct 23, 2012

Time 10:00 am

Location Project Site

Coordinator Epic Management, Inc.
William Costello

Contract Construction (NT-0032-C02)

Change Management Number

Latest

* Required

Save Cancel

D. Business Items Tab

To add business items to this document, click the **Add** button.



A blank Business Item displays. There are a number of sections in this Business Item:

The screenshot shows the 'Business Item' form. It includes a 'Spelling' button and a 'help' link. The form fields are: No. (00001), Ball in Court (<none selected> with a select button), Status (New Item), Priority (Normal), Description (a large text area), Due, Started, Completed (each with a date picker), Activity ID, and Order Code (00001). There is also an 'SDA Data' section with a link icon and a 'top of page' link at the bottom right.

- **No.** - Contract Management automatically sequentially numbers each item.
- **Ball in Court** – Select the responsible party for this item by clicking the **select** button. If they have a Contract Management account, this will appear in their Actions list in the Control Center.

- **Status** – The default is **New Item**. Leave this default setting until the status of this Business Item changes.
- **Priority** – **Normal** is the default, but can be changed to **High** or **Low** as necessary.
- **Description** – Enter a description of the item including what was discussed and what decisions were made (4000 character field).
- **Due** – Click the **calendar icon** to enter the due date for this item.
- **Started** – Click the **calendar icon** to enter the date the item started.
- **Completed** – Click the **calendar icon** to enter the date item was completed.
- **Activity ID** – If applicable, enter the associated activity ID as listed in the project schedule.
- **Order Code** – Will be equivalent to the Business Item Number and completed automatically by Contract Management, do not enter a value in this field.

Scroll to the **SDA Data** section and complete the following, if applicable:

- **Additional Description** – Enter any additional information required for the description of the item including what was discussed and what decisions were made (4000 character field).
- **CSI** – Click the **select** button to reference a specification section.
- **Revised Due Date** – If the item has been carried over (Old Business) and the Due Date has changed from the original, click the **calendar icon** to choose a new date.

- **Section Heading** – Click the **select** button to choose a category for the Business Item from the list. Click once to highlight the desired value, then click the **Select** button at the bottom of the screen to return to the Business Item.

The screenshot shows a dialog box titled "Select Field Value" with a "help" link in the top right corner. Below the title bar is a search input field and a "Find" button. A list of categories is displayed, with "Administration" selected. At the bottom, there are "Select" and "Cancel" buttons, with the "Select" button highlighted by a red box.

Scroll to the **Issues** section and complete the following, if applicable.

Note: Issues can also be linked at the Meeting Minutes document level in addition to the Business Item level.

- If this Business Item relates to an Issue that was previously entered in the Issues log, it can be linked to this Business Item. Click the **Link** button in the **Issues** section.

The screenshot shows the "Issues" section in a software interface. The "Issues" section is expanded, showing a "Link" button highlighted with a red box. Below the button is a table with the header "Issue Title and Code".

- The **Select Issue** window will display. Choose the desired issue by clicking the **select** link to the left of the issue title.

Select Issues [help](#)

Issues

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

[select](#) Cracked Foundation (CF1)
[select](#) Underground Storage Tank (UST1)

- The selected issue will display in the **Issues** section of the Business Item.

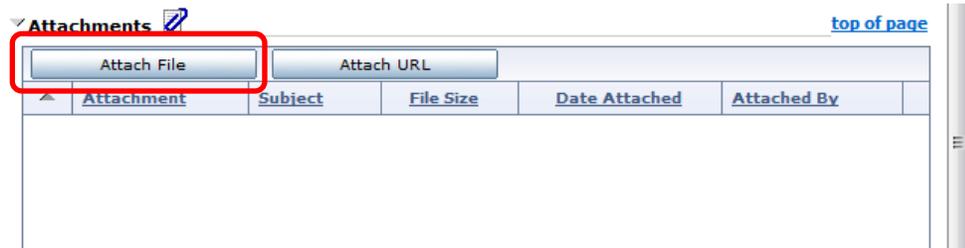
Issues [top of page](#)

Link	Issue Title and Code	
Link	Underground Storage Tank (UST1)	unlink

Scroll to the **Attachments** section and complete the following, if applicable.

Note: Attachments can also be linked at the Meeting Minutes document level in addition to the Business Item level.

- To attach supporting documentation to this Business Item, scroll to the **Attachments** section and click the **Attach File** button.



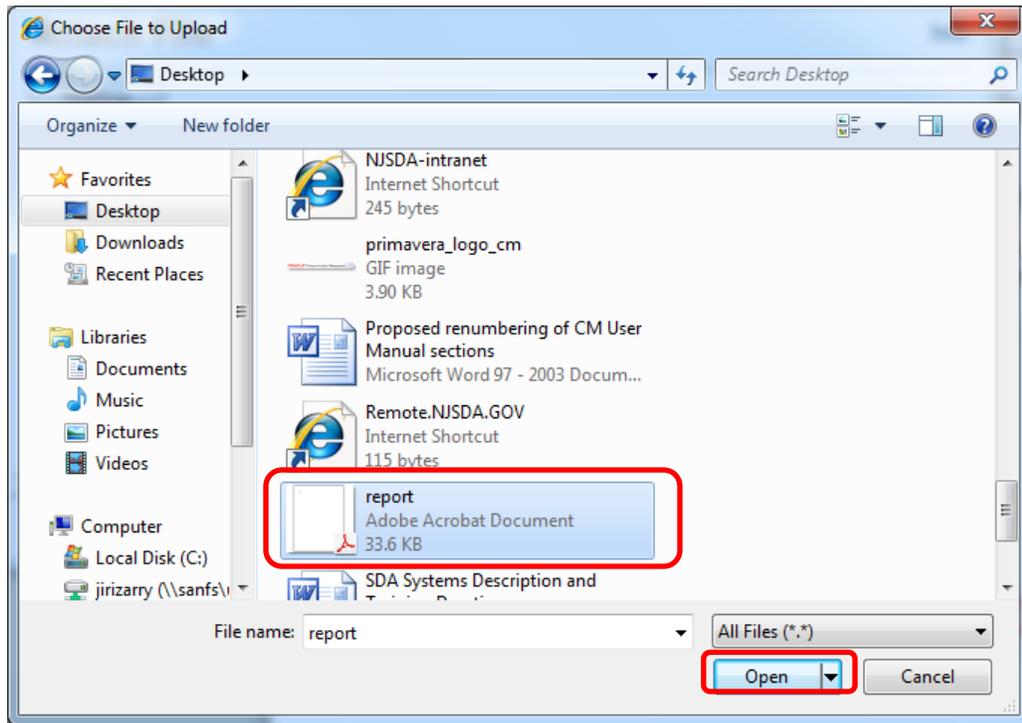
- Click the **Browse** button to navigate to the document you wish to attach.

The screenshot shows the "Attach File" form. At the top right, there is a link labeled "help". Below it, there is a "Spelling" button. The form contains the following fields and controls:

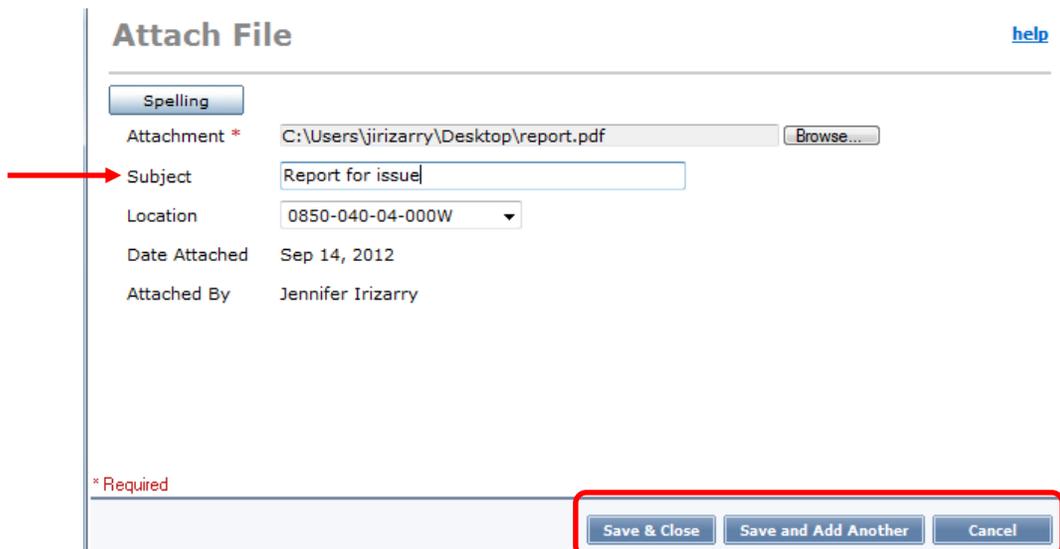
- Attachment ***: A text input field with a "Browse..." button to its right, which is highlighted with a red rectangular box.
- Subject**: A text input field.
- Location**: A dropdown menu with the value "0850-040-04-000W" selected.
- Date Attached**: A text input field with the value "Sep 14, 2012".
- Attached By**: A text input field with the value "Jennifer Irizarry".

At the bottom left, there is a red asterisk followed by the text "* Required". At the bottom right, there are three buttons: "Save & Close", "Save and Add Another", and "Cancel".

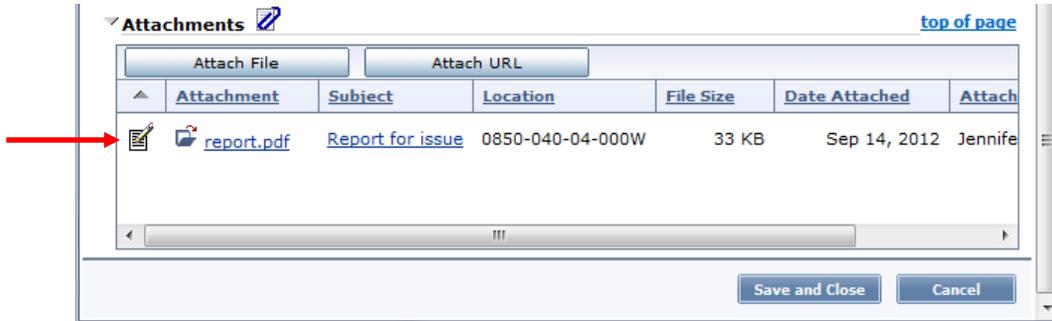
- The **Choose File** window will display. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



- Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save & Add Another** button to add additional documents repeating the same process.



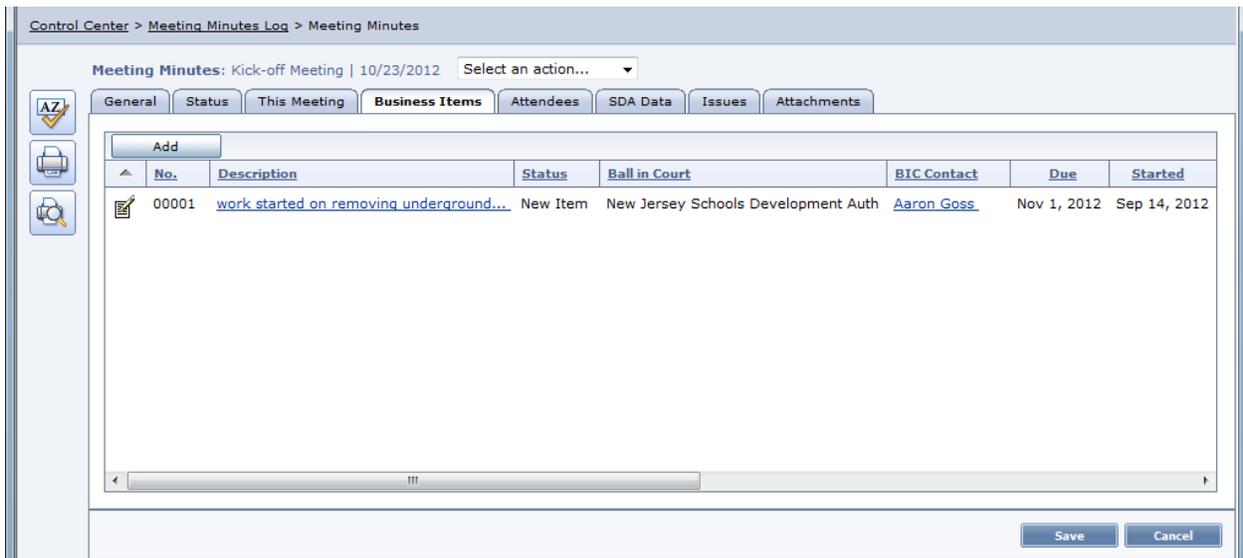
- The attached file will display in the **Attachments** section.



When all necessary Business Items have been entered, scroll to the bottom of the screen and click the **Save & Add Another** button to add another item or the **Save & Close** button to save changes and return to the Meeting Minutes document.

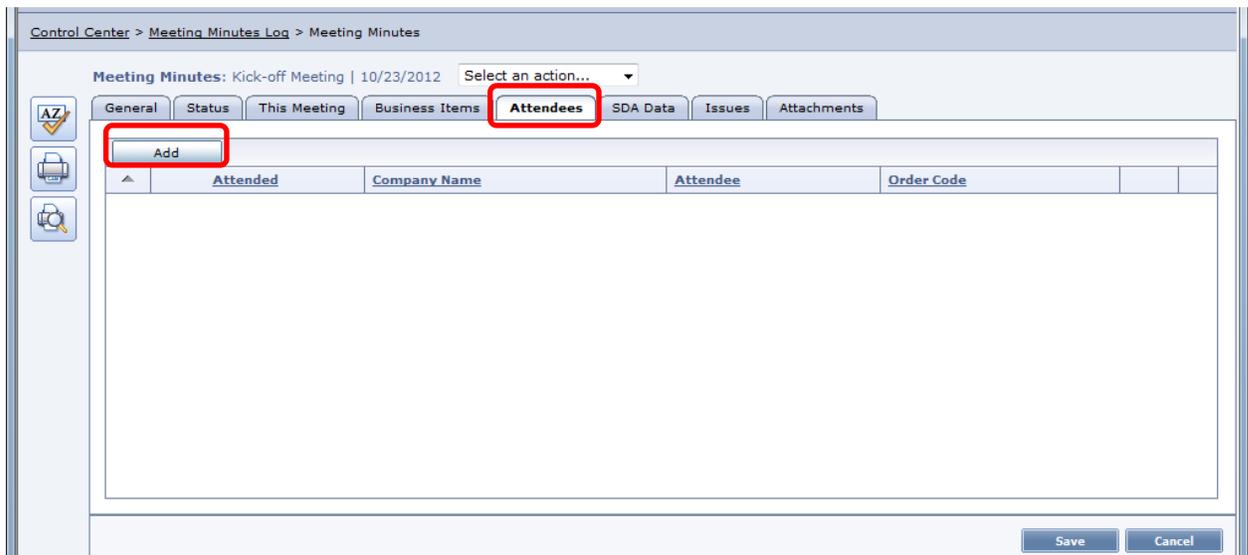


An example of a completed Business Item is shown:



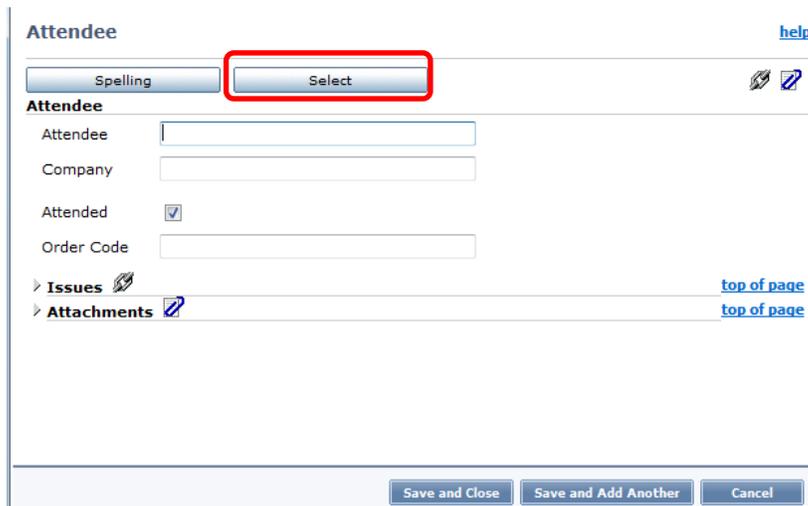
E. Attendees Tab

Click the **Attendees** tab and click the **Add** button to enter the names of those who attended the meeting.



The screenshot shows the 'Meeting Minutes' interface. The breadcrumb trail is 'Control Center > Meeting Minutes Log > Meeting Minutes'. The main title is 'Meeting Minutes: Kick-off Meeting | 10/23/2012' with a 'Select an action...' dropdown. The 'Attendees' tab is selected and highlighted with a red box. Below the tabs is an 'Add' button, also highlighted with a red box. The main area contains a table with columns: 'Attended', 'Company Name', 'Attendee', and 'Order Code'. The table is currently empty. At the bottom right, there are 'Save' and 'Cancel' buttons.

A blank Attendee screen will display.



The screenshot shows the 'Attendee' form. At the top right is a 'help' link. Below it are 'Spelling' and 'Select' buttons, with the 'Select' button highlighted by a red box. The form fields include: 'Attendee' (text input), 'Company' (text input), 'Attended' (checkbox, checked), and 'Order Code' (text input). Below these are sections for 'Issues' and 'Attachments', each with a 'top of page' link. At the bottom, there are 'Save and Close', 'Save and Add Another', and 'Cancel' buttons.

- To complete both the **Attendee** name and the **Company**, click the **select** button to choose the attendee's name from the contact list. If the attendee name does not appear in the contact list, manually enter the Attendee name and Company (Attendee is a 22 character field, Company is a 36 character field).

- The **Attended** checkbox is automatically checked. Uncheck if they did not attend.
- **Order Code** - Use this field to set the sort order of the attendee rows in the Attendees section of the Meeting Minutes document window. The field will display the company identification name or number, and the initials of the attendee.

An example of a completed **Attendees** dialog box is shown:

Attendee [help](#)

Spelling Select

Attendee

Attendee

Company

Attended

Order Code

Issues [top of page](#)

Attachments [top of page](#)

Save and Close Save and Add Another Cancel

To add more attendees, scroll to the bottom of the screen and click the **Save and Add Another** button. When all Attendees have been entered, click the **Save and Close** button to save changes and return to the Meeting Minutes document.



An example of a completed Attendees tab is shown.

Meeting Minutes: Kick-off Meeting | 10/23/2012 Select an action...

General Status This Meeting Business Items **Attendees** SDA Data Issues Attachments

Add

Attended	Company Name	Attendee	Order Code	
<input checked="" type="checkbox"/>	DandK Construction Co, Inc	Dilip Verghese	2228473 NNA	delete
<input checked="" type="checkbox"/>	Epic Management, Inc.	William Costello	2331752 WC	delete
<input checked="" type="checkbox"/>	New Jersey Schools Development Auth	Aaron Goss	NJSCC AGO	delete
<input checked="" type="checkbox"/>	New Jersey Schools Development Auth	James Adams	NJSCC JA	delete
<input checked="" type="checkbox"/>	New Jersey Schools Development Auth	Richard Ferrara	NJSCC RFE	delete

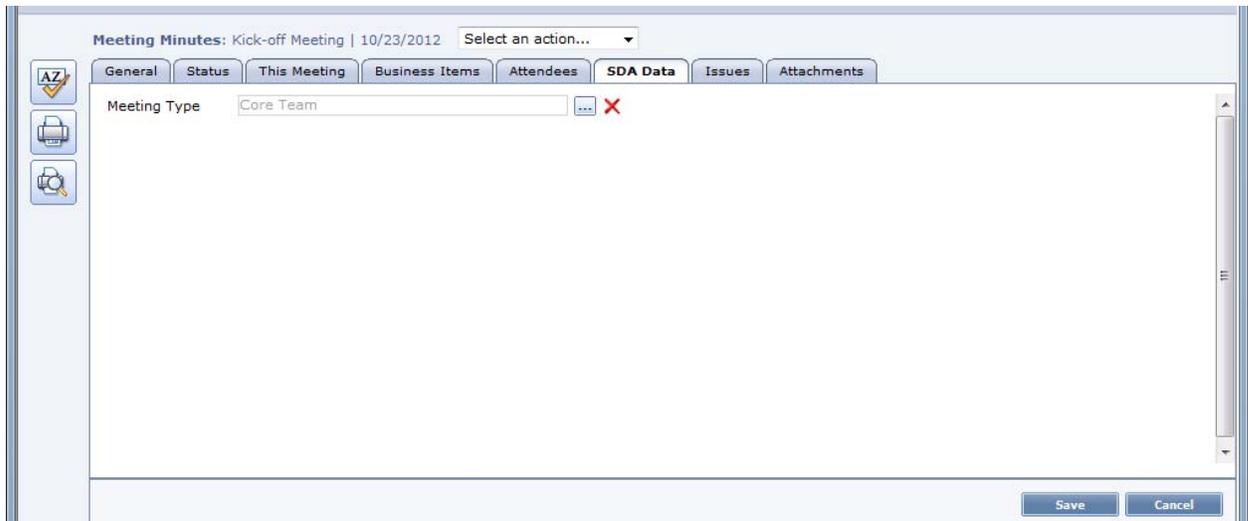
Save Cancel

F. SDA Data Tab

Click the **select button** to choose an applicable **Meeting Type** from the selection list.



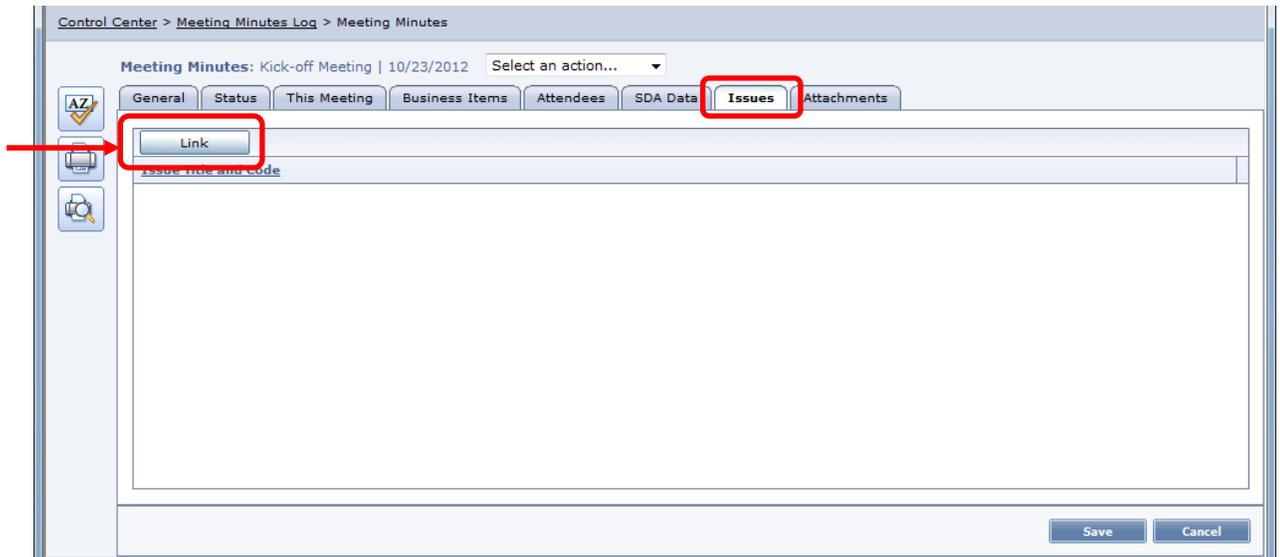
An example of a completed SDA Data tab is shown.



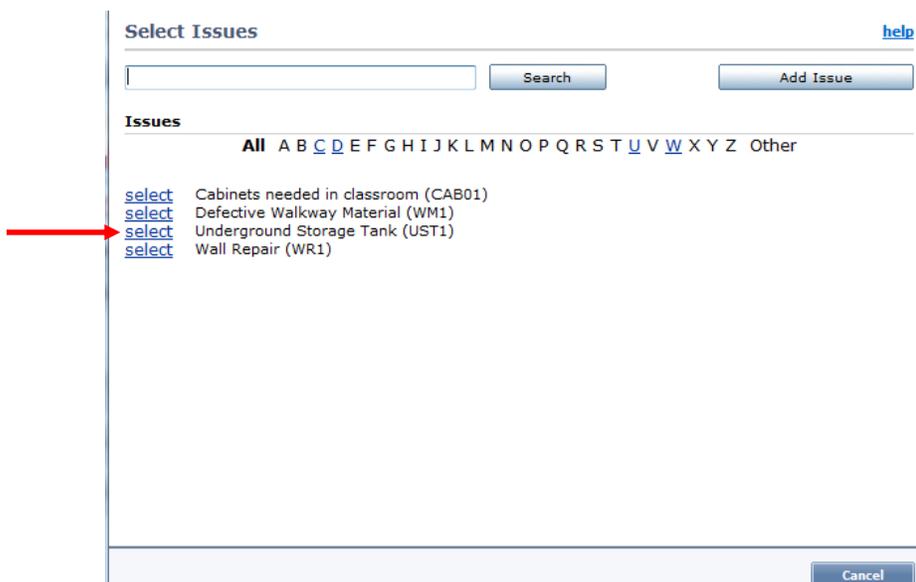
G. Issues Tab

If this Meeting Minutes document relates to an Issue that was previously entered in the Issues log, it can be linked to this document. Click the **Link** button and choose the desired issue from the dialog box.

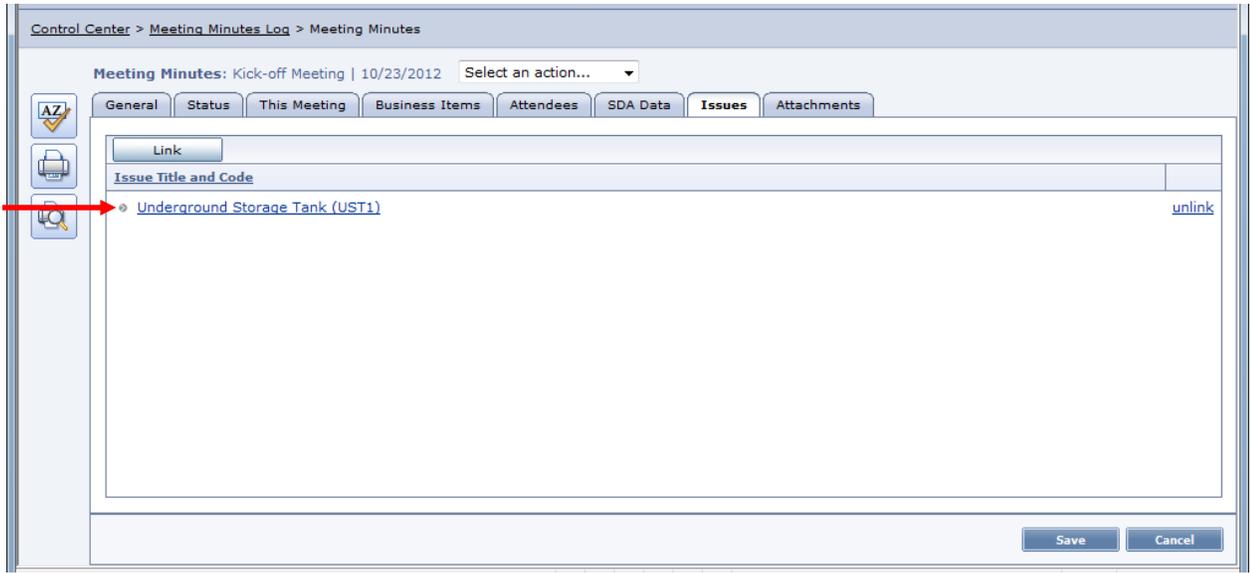
Note: Issues can also be linked at the Business Item level in addition to the document level.



- The **Select Issue** window displays. Choose the desired issue by clicking the **select** link to the left of the issue title.



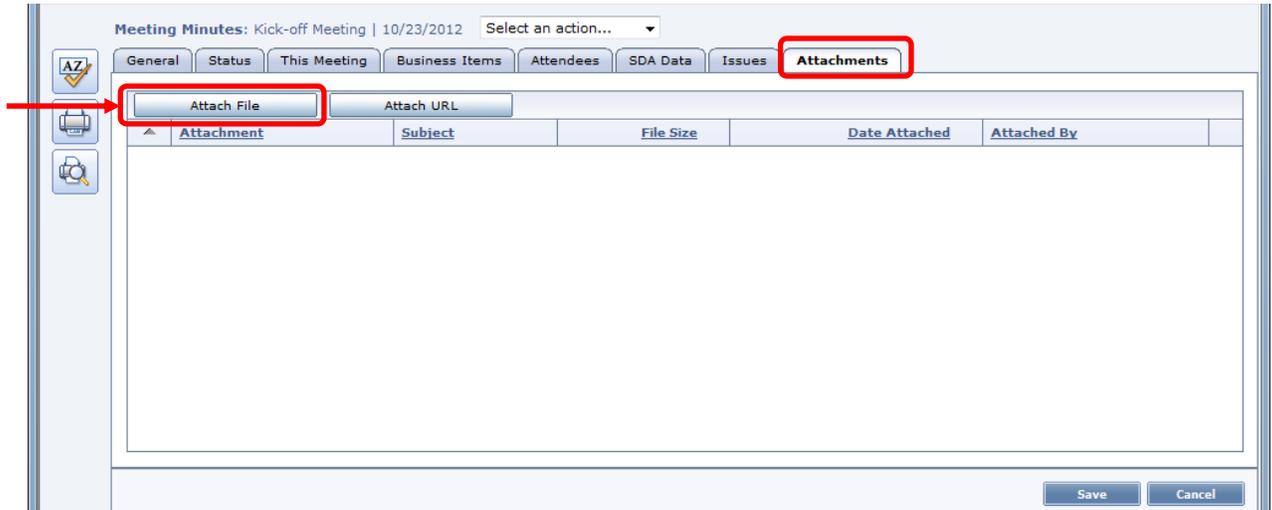
- The selected issue will display in the **Issues** tab.



H. Attachments Tab

To attach supporting documentation to this Meeting Minutes document, scroll to the **Attachments** section and click the **Attach File** button.

Note: Attachments can also be linked at the Business Item level in addition to the document level.



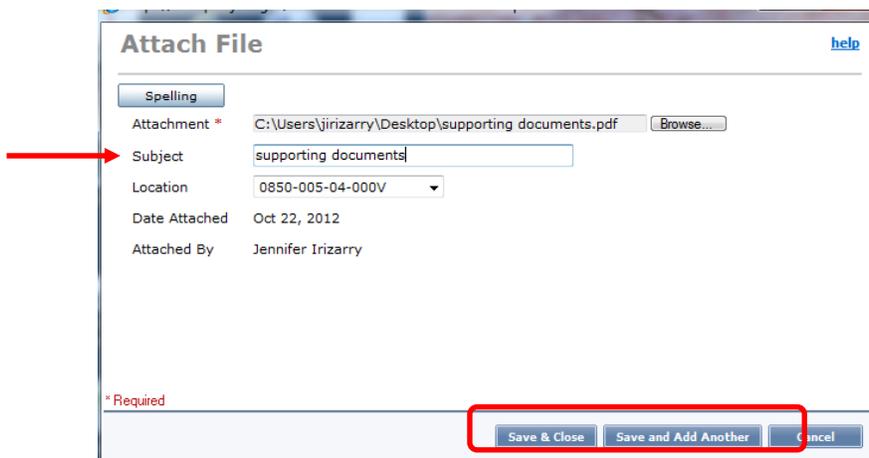
Click the **Browse** button to navigate to the document you wish to attach.

The 'Attach File' dialog box is shown. It has a 'Spelling' button at the top left and a 'help' link at the top right. The 'Attachment *' field is empty, and the 'Browse...' button next to it is highlighted with a red box. Below this are fields for 'Subject', 'Location' (set to 'NJSCCTR-Attachments'), 'Date Attached' (set to 'May 29, 2012'), and 'Attached By' (set to 'Jennifer Irizarry'). At the bottom, there are buttons for 'Save & Close', 'Save and Add Another', and 'Cancel'. A red asterisk indicates that the 'Attachment' field is required.

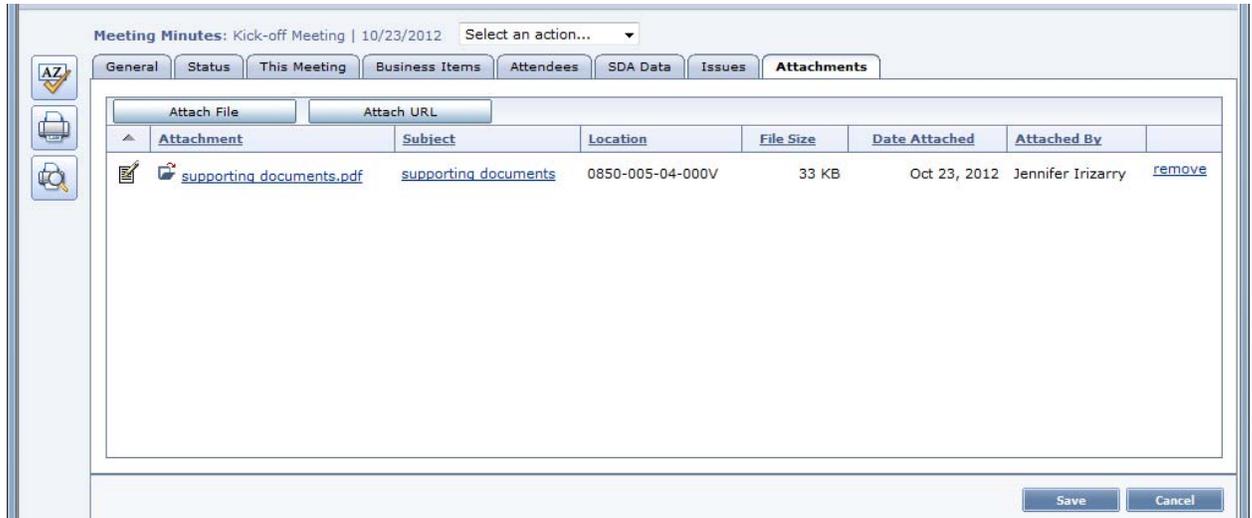
The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



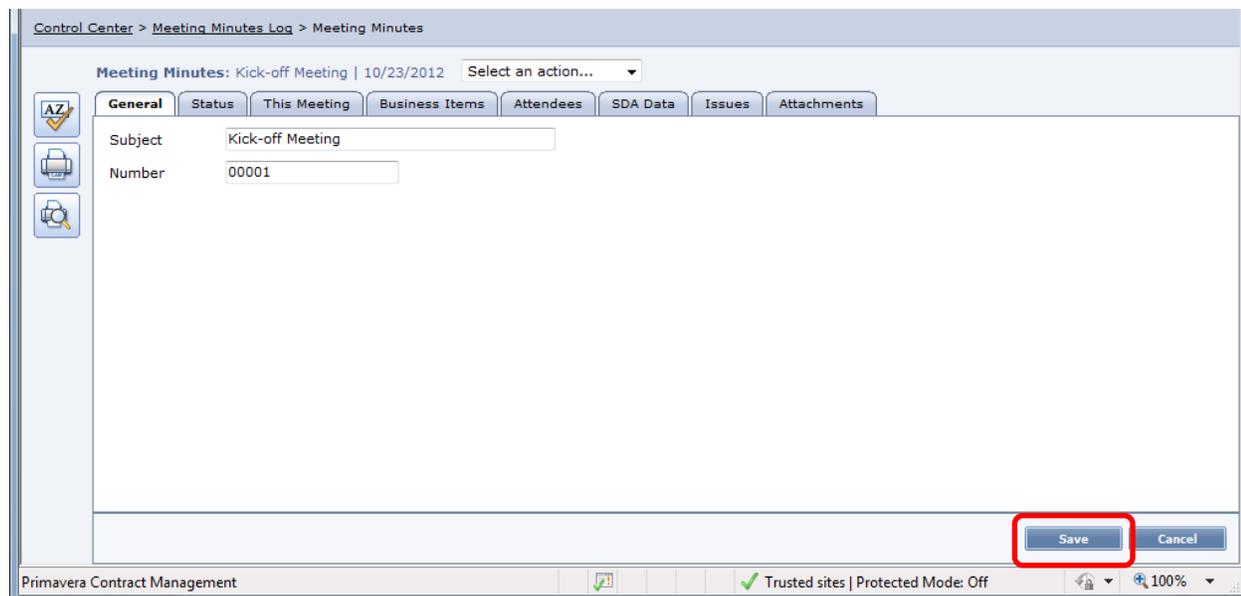
Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save and Add Another** button to add additional documents repeating the same process.



The attached file displays in the **Attachments** section.



When all fields on the document are completed, click the **Save** button at the bottom of the document window.



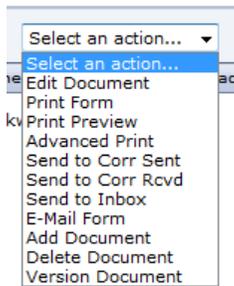
III. Version Document

Contract Management 13.0 provides a Version Document feature to help you maintain multiple versions of your documents and provide a snapshot of the change history of the documents. Versioning a document means it will maintain versions of both the document and any attachments. The document version will be stored as an html file. The attachment version will show information on the location, path and the file size of an attachment, as well as the user who attached the file to the document and the date of attachment.

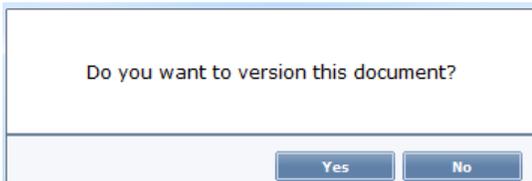
The Versions Tab will be used to track document versions. This tab only displays when you open the document in View mode, not in Edit mode. On the Versions tab, you can view and access previous versions of the selected document, identify who created the versions and when the versions were created.

A. Create a Document Version

1. To create a version of the current document, click the Select an Action menu from the top of the screen and choose Version Document from the drop-down list.



2. Contract Management will prompt you to confirm the Version Document function. Click the Yes button to continue or No to cancel.



3. The Versions tab displays the document version you just created. As new document versions are created, they will be listed on this tab in reverse chronological order. Click the icon to open each version. When the version displays, it will show information available in the document when the version was created.



IV. Distributing Copies of the Meeting Minutes Document

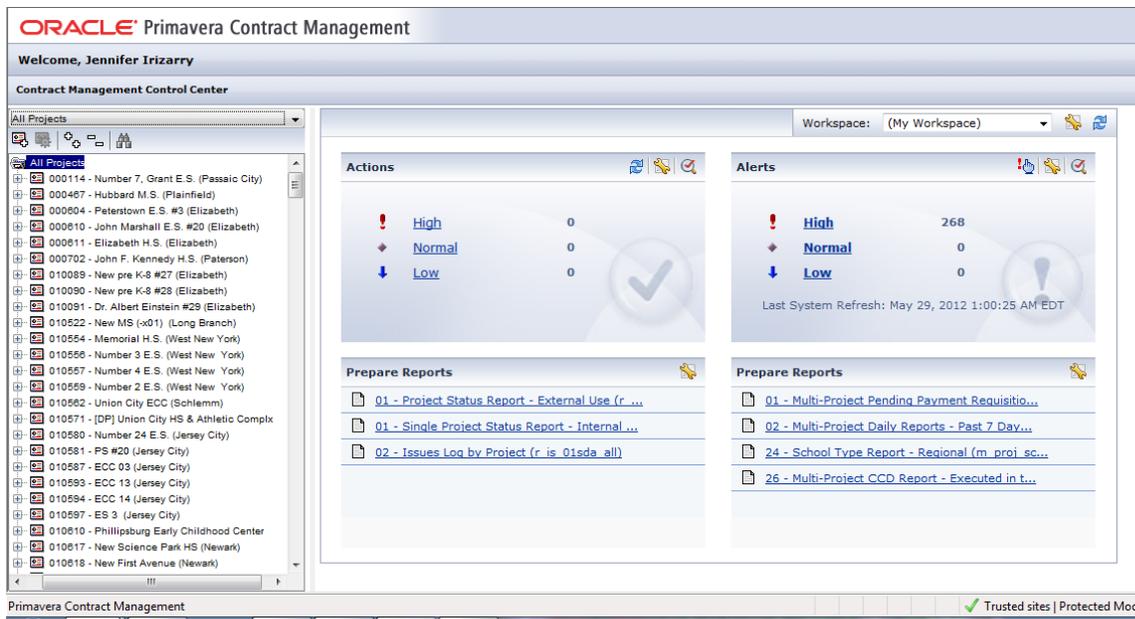
There are several methods used to distribute copies of the Meeting Minutes document, including:

- Generating and printing a Transmittal
- Printing the Meeting Minutes document
- E-mailing the Meeting Minutes document

A. Generate a Transmittal

The **Generate Transmittal** command is used to create a Transmittal document from the Meeting Minutes once they are ready for distribution.

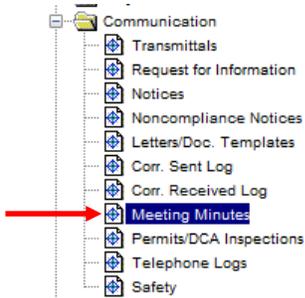
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



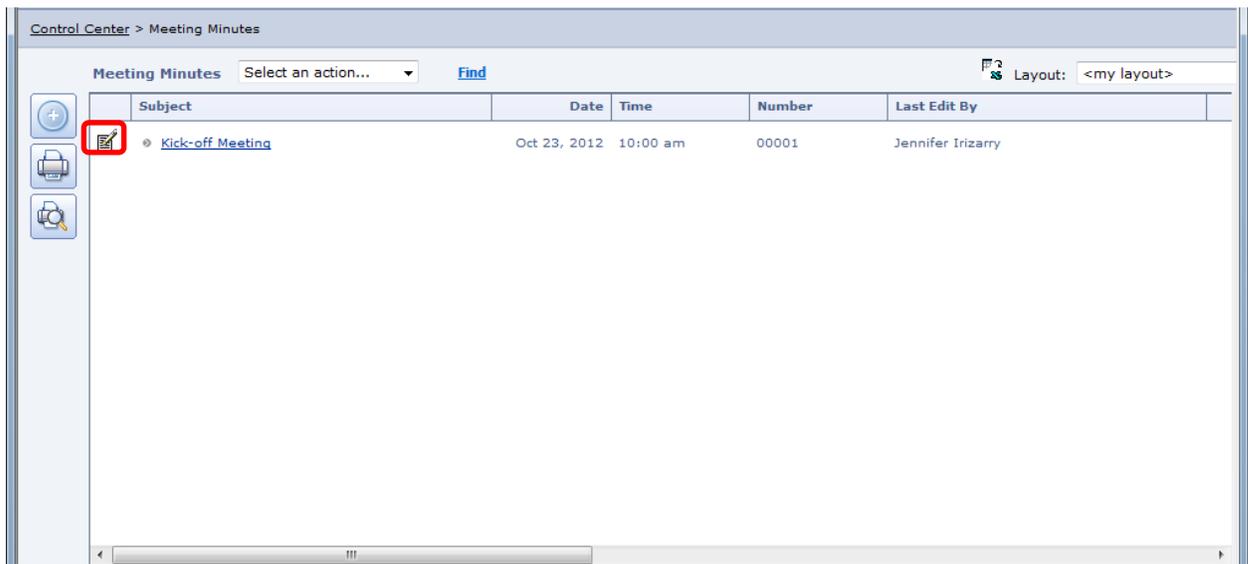
2. Select your desired project.



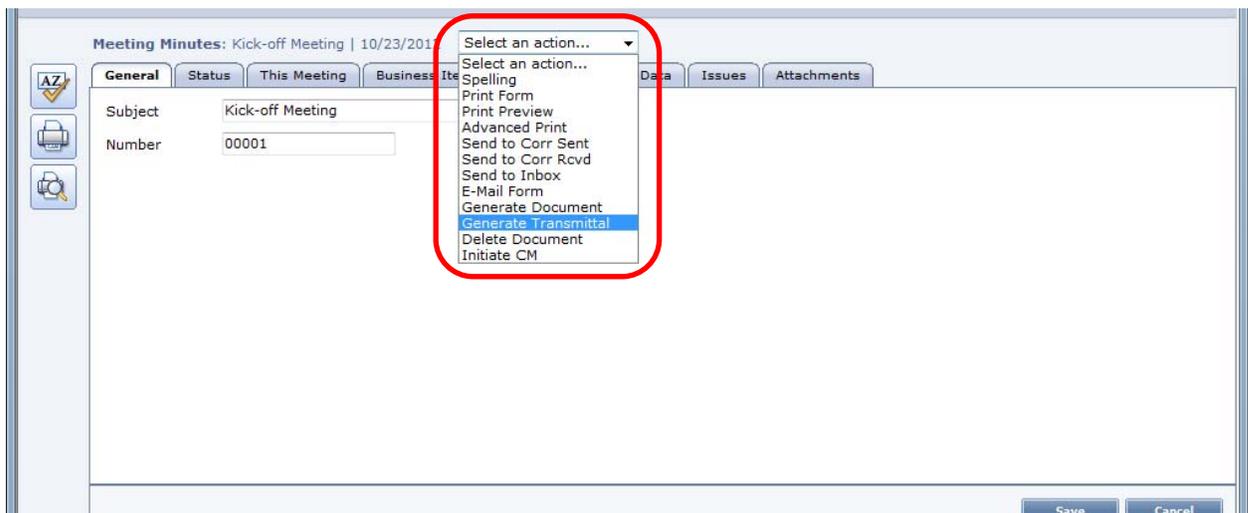
3. Open the **Communication** folder (a list of modules will display) and select **Meeting Minutes**.



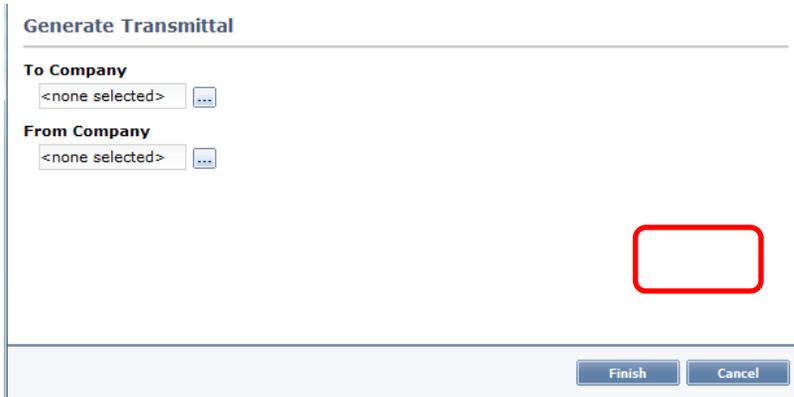
4. The Meeting Minutes **Log View** displays. Locate the desired Meeting Minutes document and click the **edit icon** to the left of the title.



5. The Meeting Minutes document displays. With the document open, choose **Generate Transmittal** from the **Select an action** menu on the top of the screen.



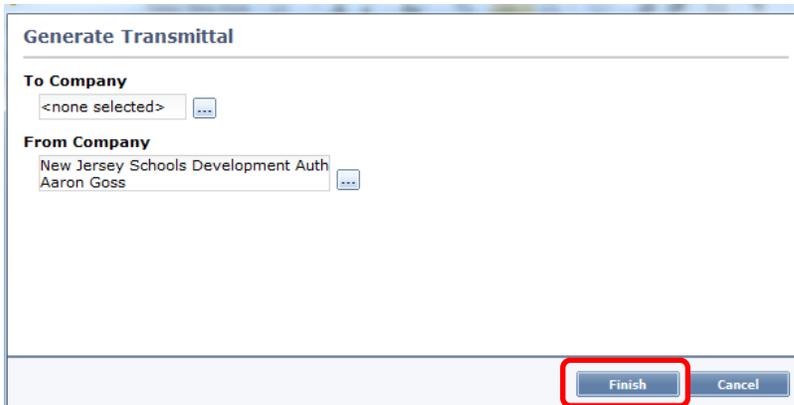
6. The Generate Transmittal dialog box displays.



The screenshot shows a dialog box titled "Generate Transmittal". It has two main sections: "To Company" and "From Company". Both sections have a dropdown menu currently showing "<none selected>" and a small "..." button to its right. To the right of these sections, there is a large empty rectangular area, which is highlighted with a red border. At the bottom of the dialog, there are two buttons: "Finish" and "Cancel".

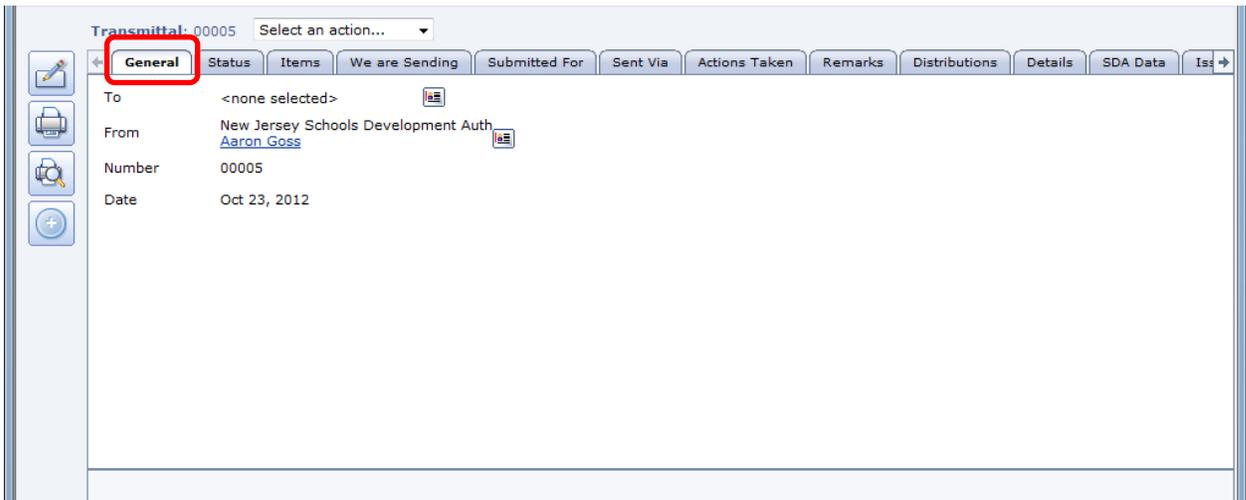
- **To** – Leave blank. The Distribution section will be created on the Transmittal document.
- **From** - Click the **select** button next to the field to choose the name of the person sending the Transmittal.

6. Click the **Finish** button when completed.

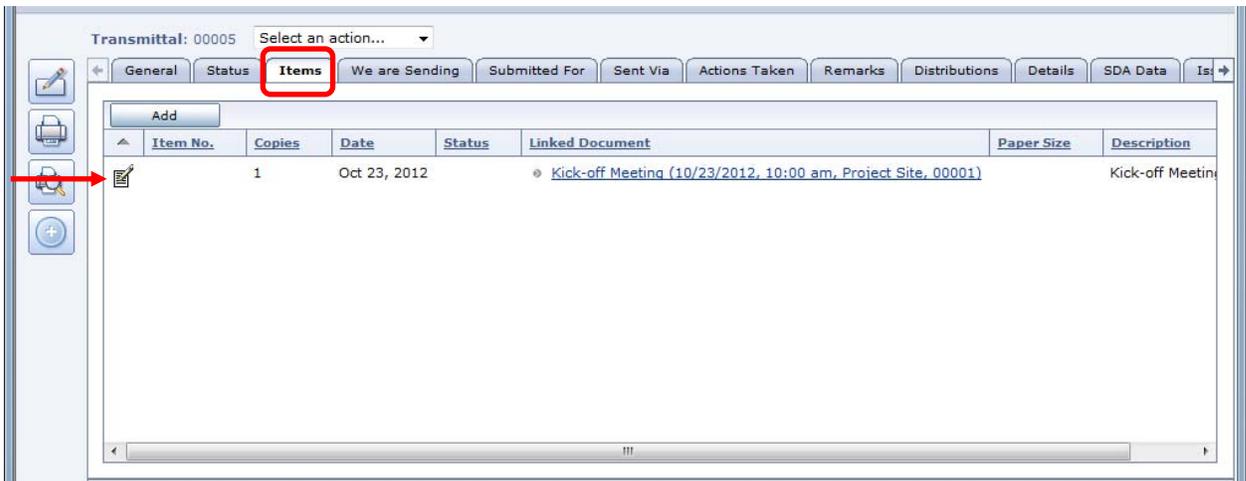


This screenshot shows the same "Generate Transmittal" dialog box. The "To Company" field remains "<none selected>". The "From Company" field now contains the text "New Jersey Schools Development Auth" and "Aaron Goss" below it, with a small "..." button to its right. At the bottom, the "Finish" button is highlighted with a red border, while the "Cancel" button remains unhighlighted.

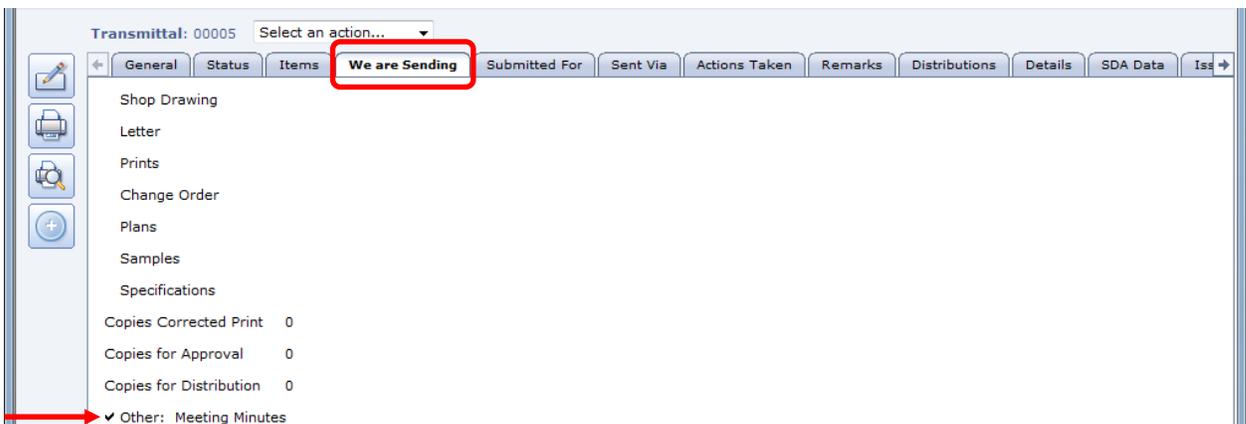
7. The Transmittal document displays. The General Tab lists the **From** name, the document **Number** and the **Date** the document was created



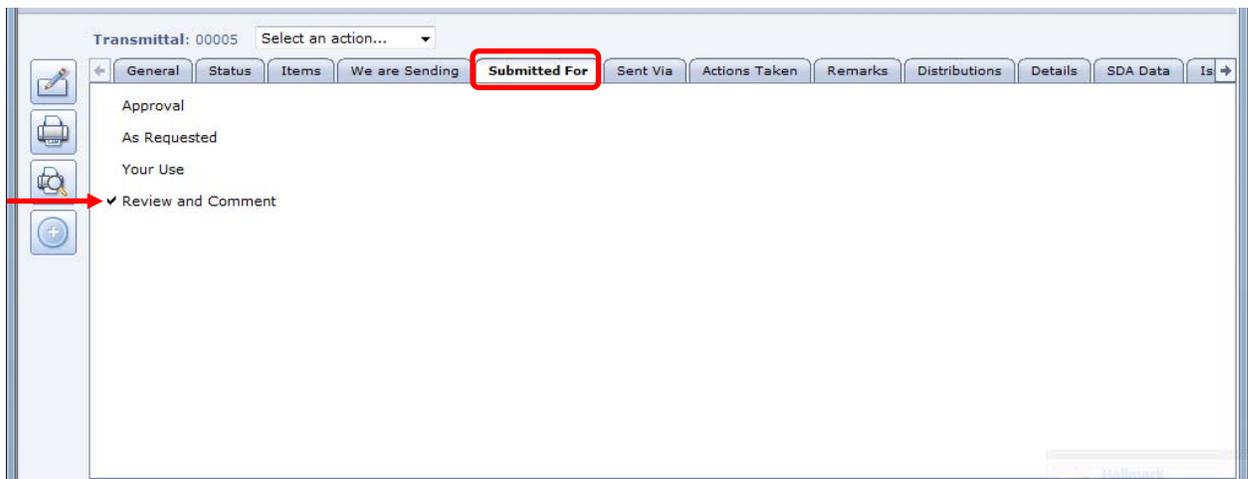
8. Click the **Items** tab to view the Meeting Minutes document which has been automatically linked to this Transmittal.



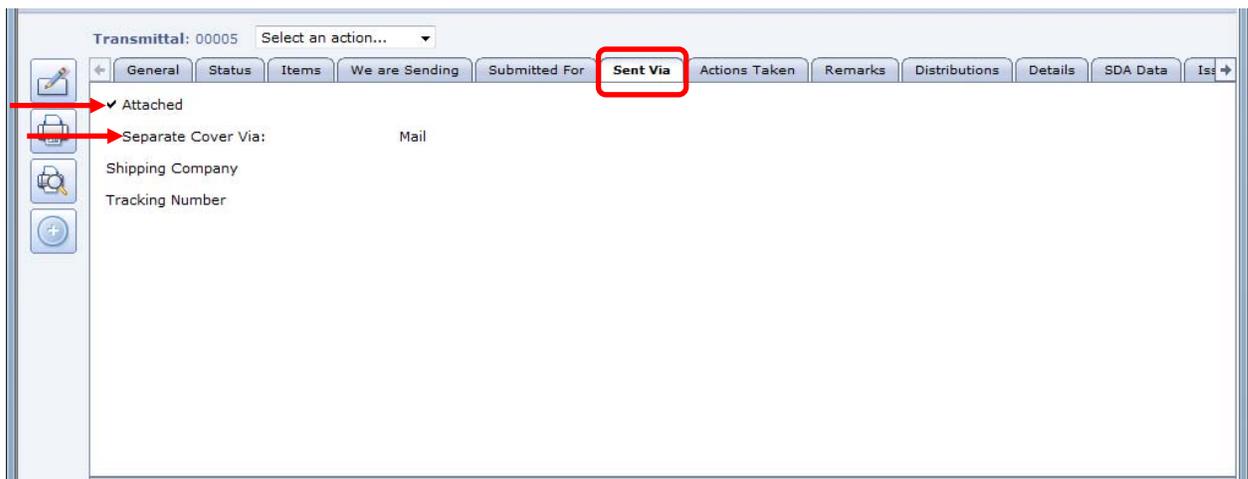
9. Click the **We Are Sending** tab to view that the **Other** field has been automatically populated.



10. Click the **Submitted For** tab to view that the **Review and Comment** field has been automatically populated.



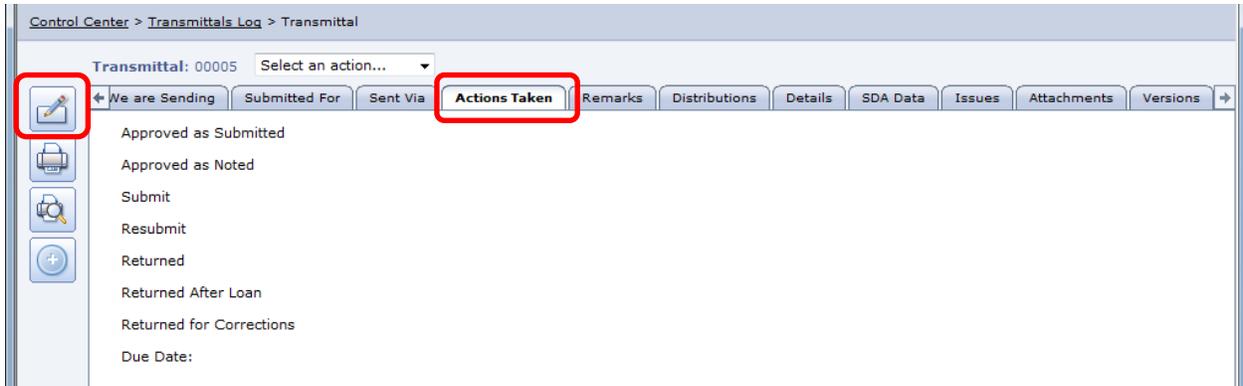
11. Click the **Sent Via** tab to view that the **Attached** and **Separate Cover Via** fields have been automatically populated.



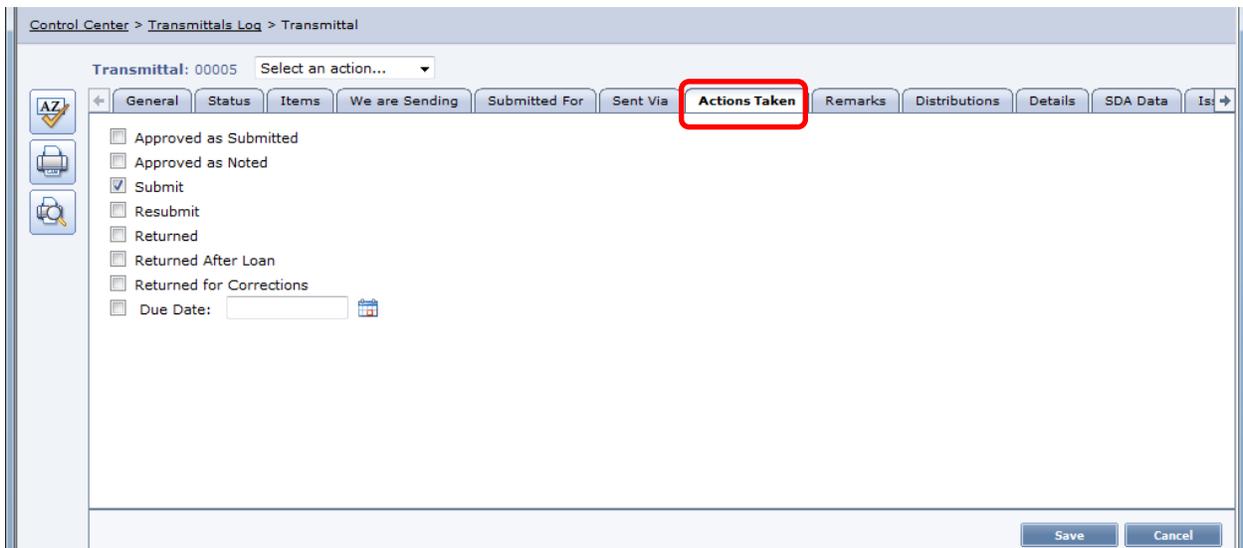
12. Click the **Details** tab to view that the **Reference** and **Signed** fields have been automatically populated.



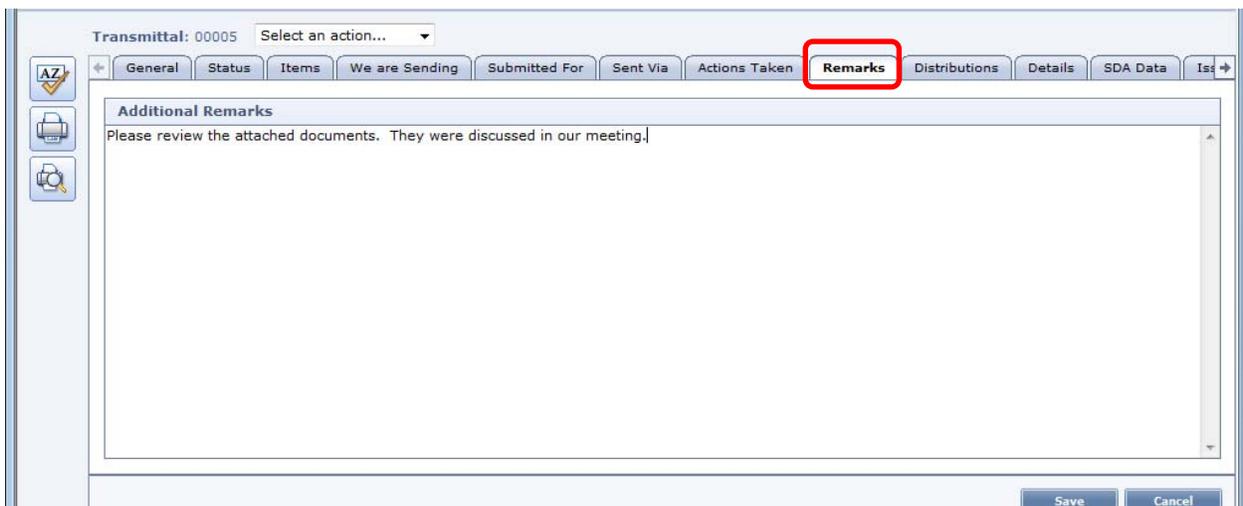
13. Click the **Edit document** icon on the left side of the screen and click the **Actions Taken** tab.



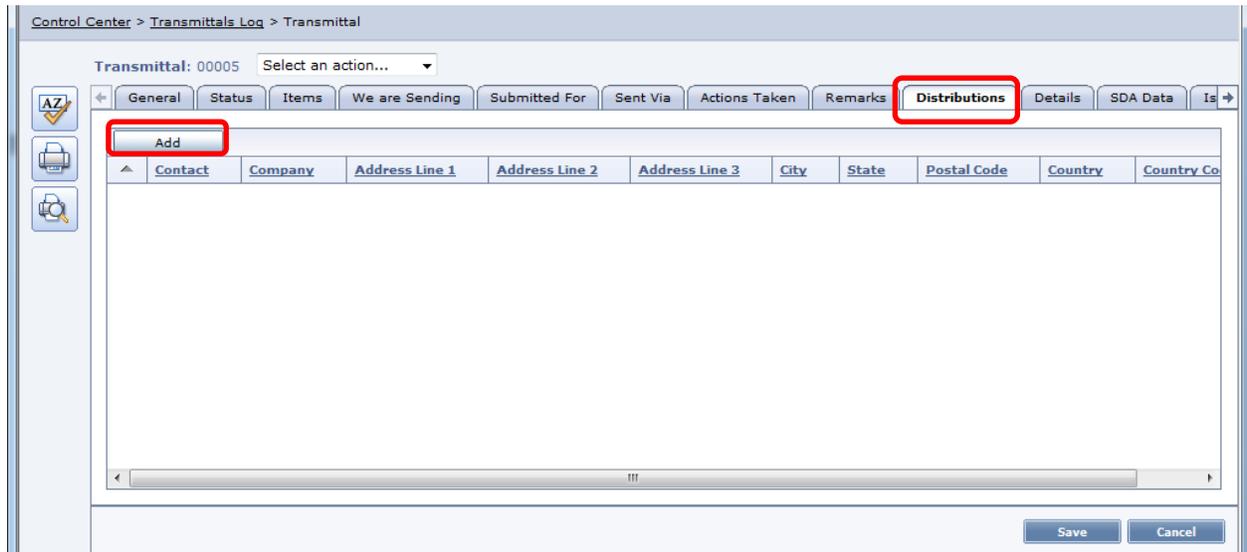
14. Click the appropriate checkbox(es) indicating what actions you are taking, or what actions the recipient must take regarding the attached contents.



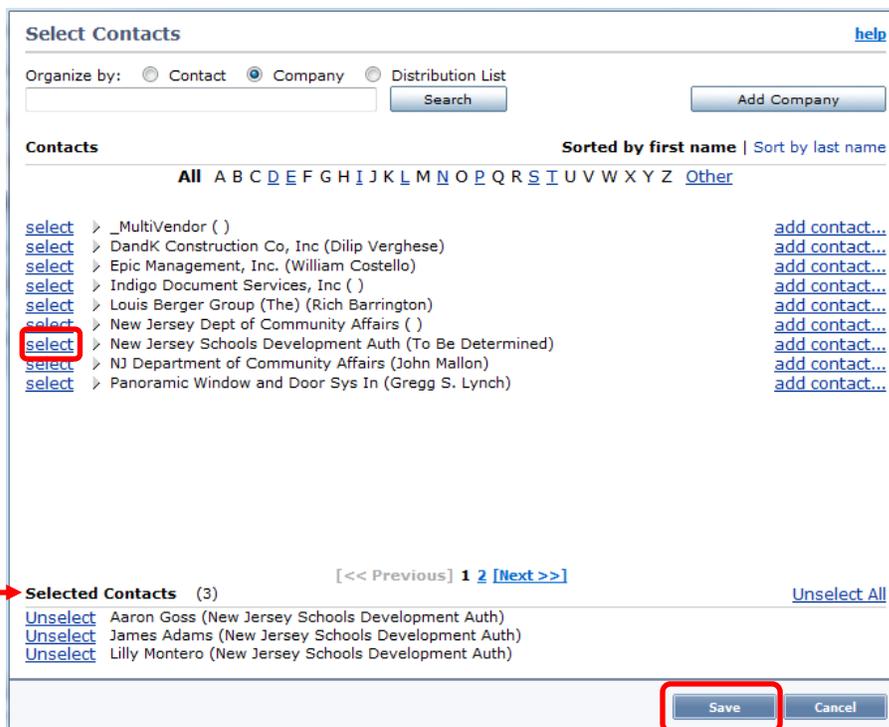
15. Click the **Remarks** tab and enter any applicable comments regarding the Transmittal.



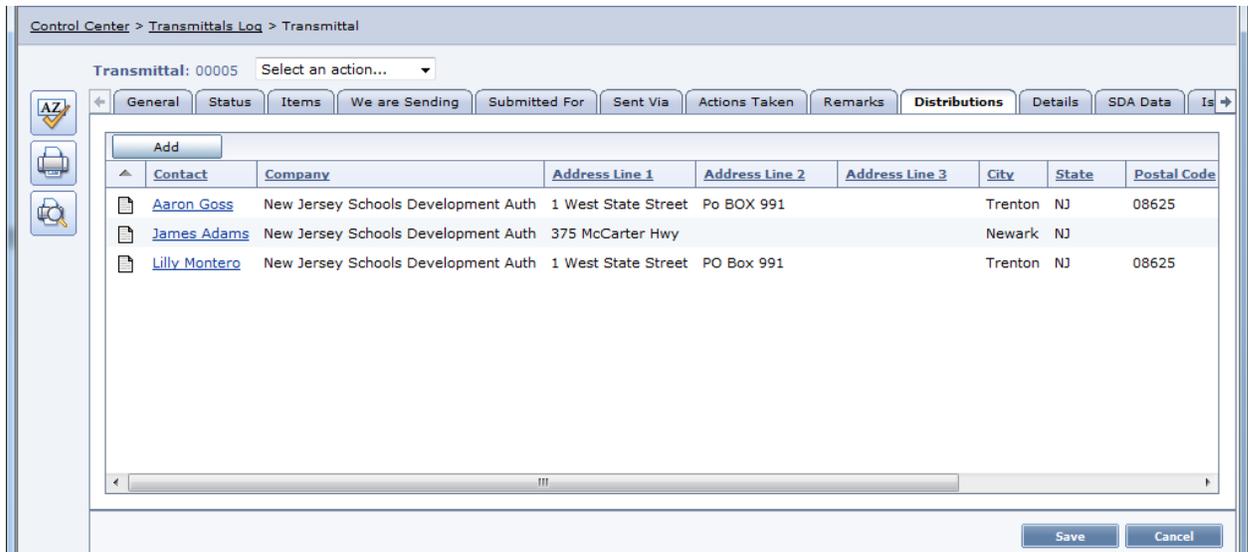
16. Click the **Distribution** tab. This section will be used to identify the contacts who will receive the document distribution. The contacts are not automatically notified, but a transmittal can be printed for each contact on the distribution list. Users may also receive the Meeting Minutes via Email (see page 29). Click the **Add** button.



17. The **Select Contacts** dialog box displays. Select the name (or names) from the list by clicking the **select** link to the left of the desired name. The names will be added at the bottom of the window in the **Selected Contacts** section. When completed, click the **Save** button to return to the Transmittal document.



18. The selected names will display in the Distributions tab.

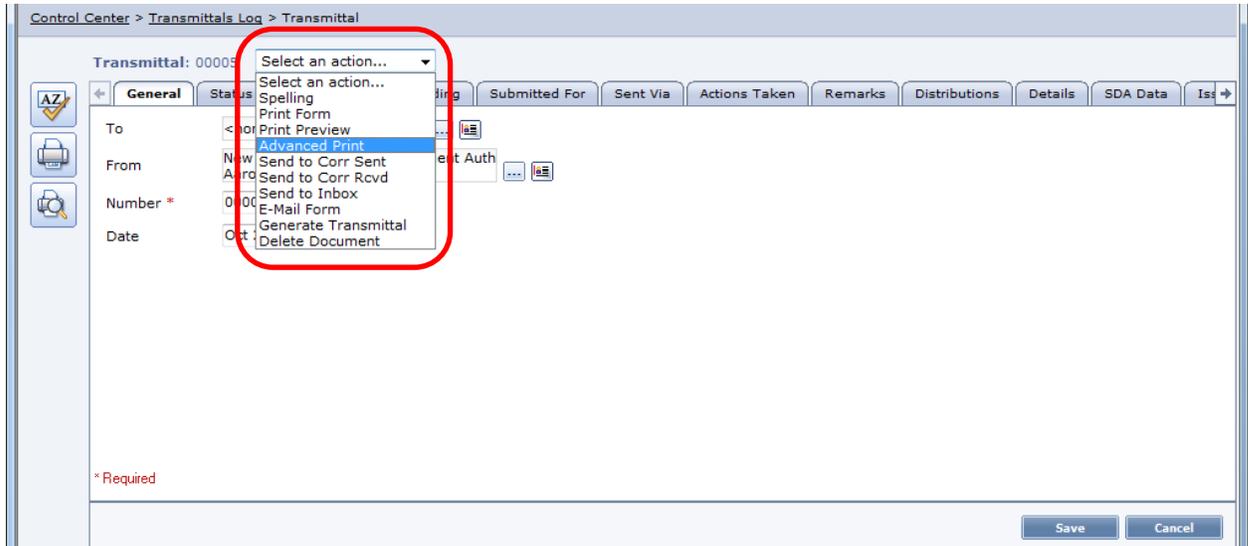


19. The next step will be to print the Transmittal.

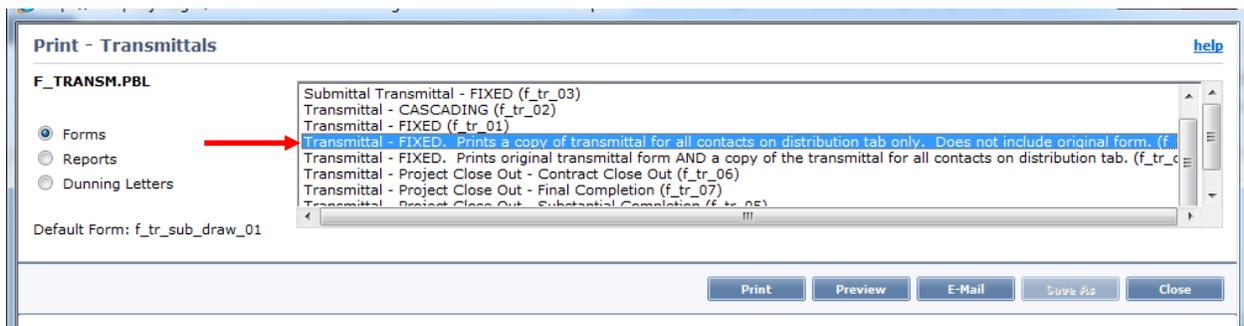
B. Print a Transmittal

To print the Transmittal and a copy for each recipient listed on the Distribution section:

1. With the transmittal document open, choose **Advanced Print** from the **Select an action** menu on the top of the screen.



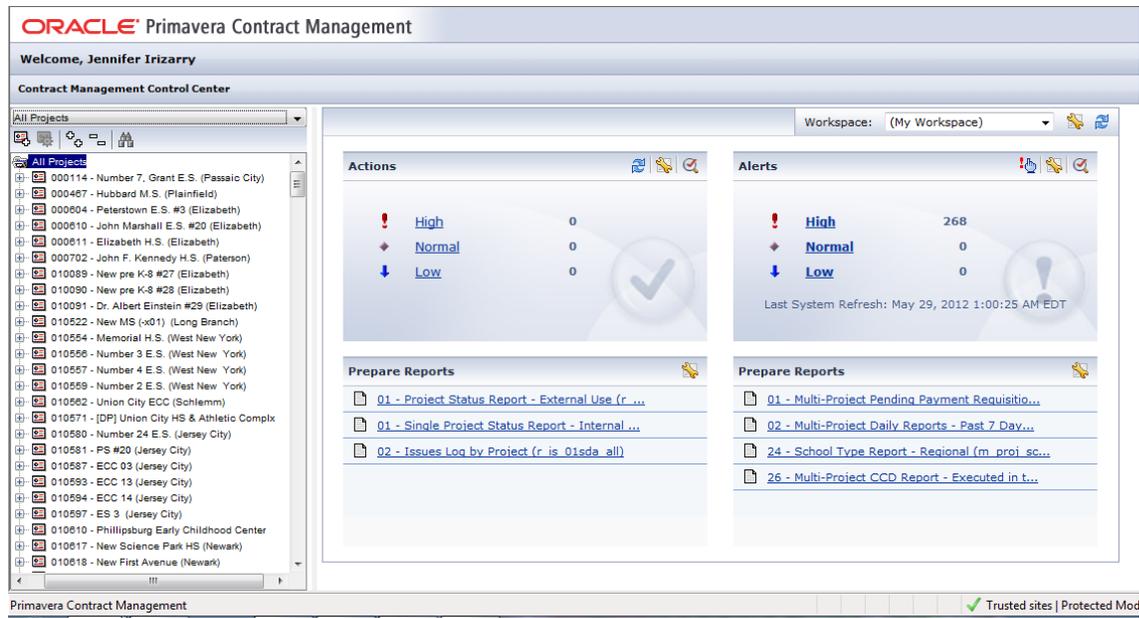
2. The **Print – Transmittals** dialog box displays. Select the form **Transmittal-FIXED Prints a copy of transmittal for all contacts on distribution tab only. Does not include original form.**



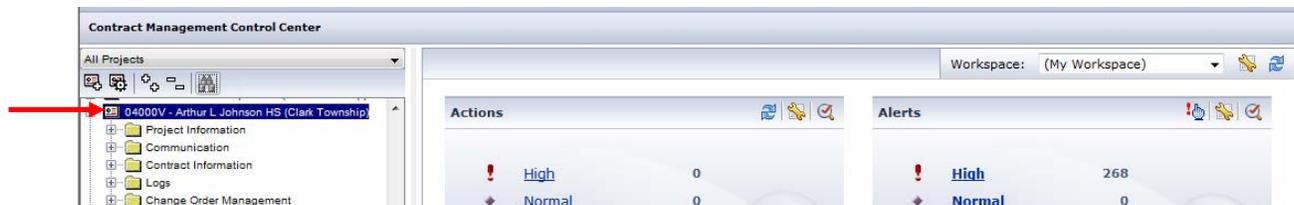
- Click **Print** to get a printed output or to create a PDF file
- Click **Preview** to see your output displayed in the window
- Click **E-Mail** to electronically send the output to another user (transmittal only)
- Click **Save As** to save the output to your local computer or other desired location
- Click **Close** when finished to return to the document

C. Print a Meeting Minutes Document Report

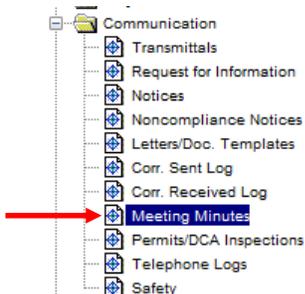
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



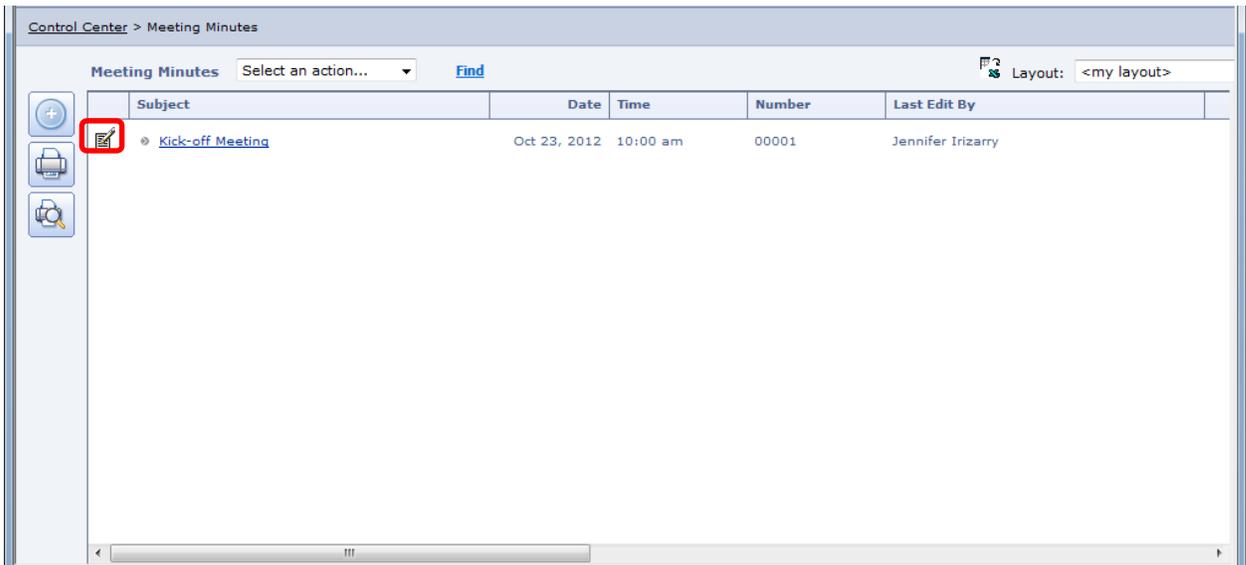
2. Select your desired project.



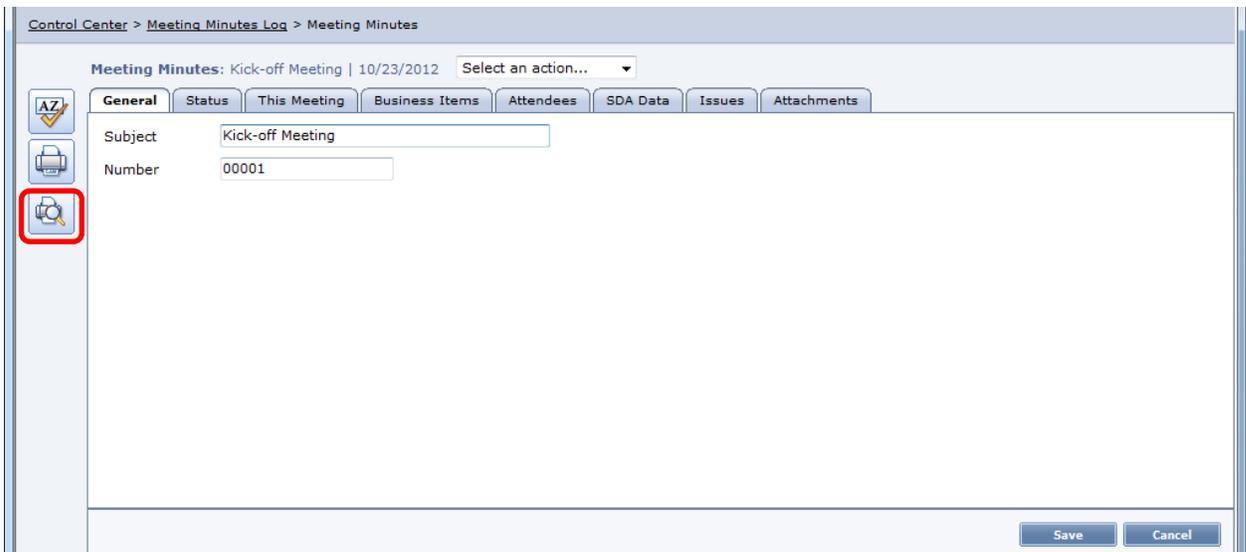
3. Open the **Communication** folder (a list of modules will display) and select **Meeting Minutes**.



- The Meeting Minutes **Log View** displays. Locate the desired Meeting Minutes document and click the **edit icon** to the left of the title.



- With the Meeting Minutes document opened, click the **Print Preview** button on the left side of the screen.



- The Meeting Minutes report displays (a sample is shown). Click the **Print** button on the upper left side of the page to print the document, or click the **Save a Copy** button to save the document to a desired local or network location. Click the **Close** button when finished.

The screenshot shows a web browser window with a toolbar at the top. The toolbar contains icons for Print, Save, and Close, which are highlighted with red boxes. The main content area displays the following information:

New Jersey Schools Development Auth **ALL MEETING MINUTES ITEMS**
 1 West State Street
 PO Box 991
 Trenton, NJ 08625 Printed Date: 10/23/2012

CONTRACT NUMBER: NT-0032-C02
PROJECT TITLE: Arthur L Johnson HS (Clark Township) **MEETING DATE:** 10/23/2012
LOCATION: Project Site **SUBJECT:** Kick-off Meeting
CREATED BY: Jennifer Irizarry **MEETING NUMBER:** 00001

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	AGO	Aaron Goss	New Jersey Schools Development Auth
Y	NNA	Dilip Verghese	DandK Construction Co, Inc
Y	JA	James Adams	New Jersey Schools Development Auth
Y	RFE	Richard Ferrara	New Jersey Schools Development Auth
Y	WC	William Costello	Epic Management, Inc.

ITEM **CSI** **STATUS** **STARTED** **DUE** **REV DUE DATE** **BALL IN COURT**

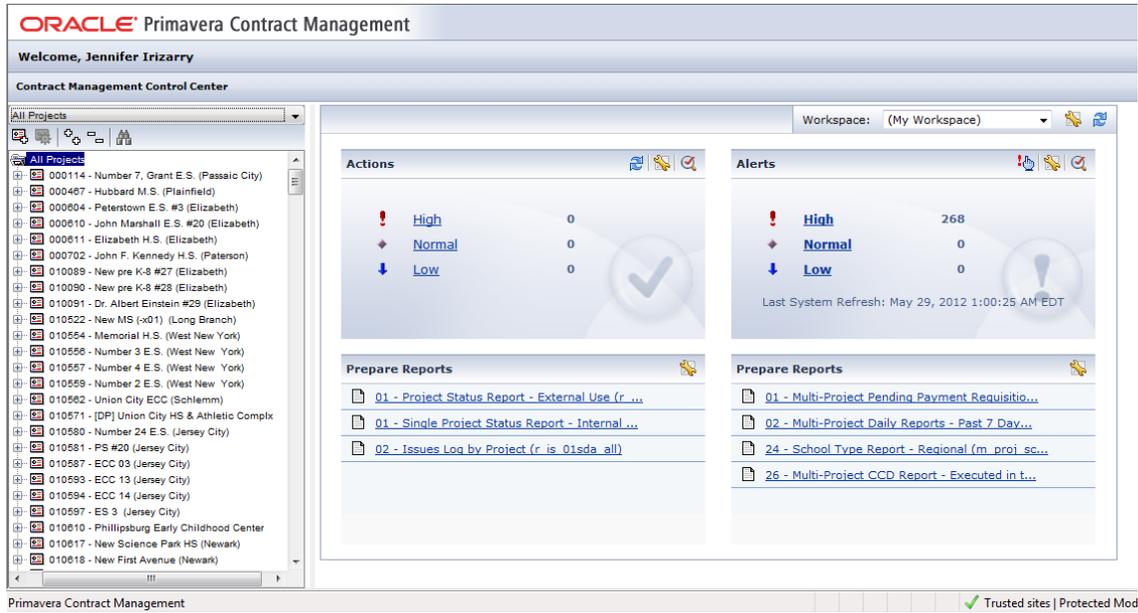
00001 ----- NEW 9/14/2012 11/1/2012 ----- New Jersey Schools Development Auth / Aaron Goss

work started on removing underground storage tank

D. Email a Meeting Minutes Document

To email a Meeting Minutes document:

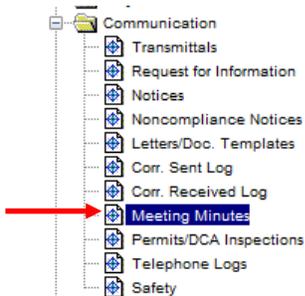
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



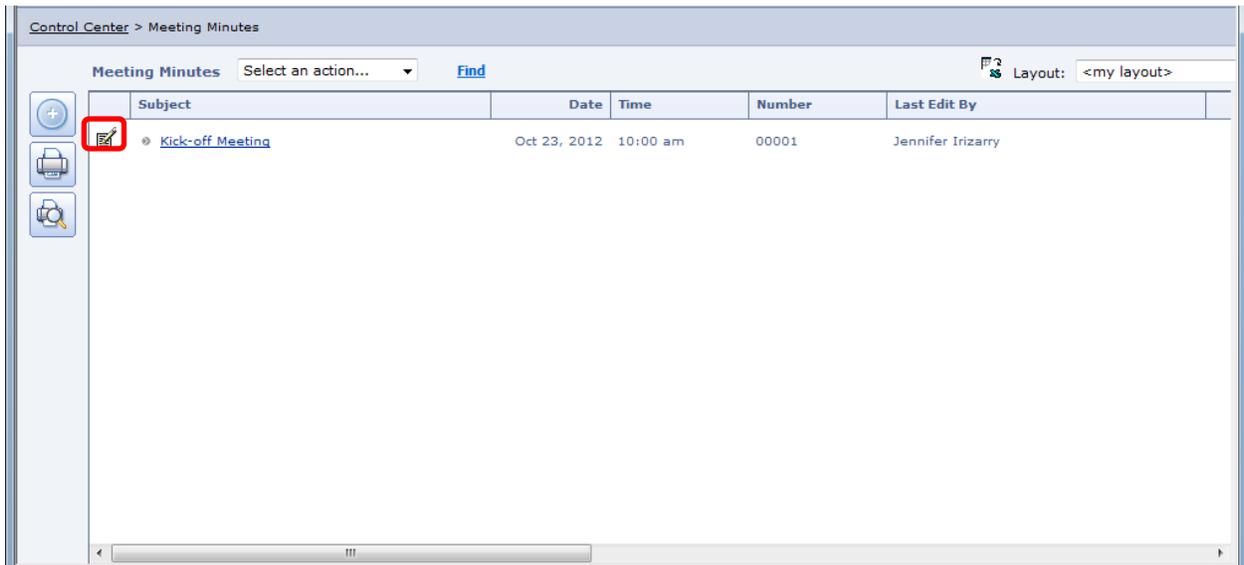
2. Select your desired project.



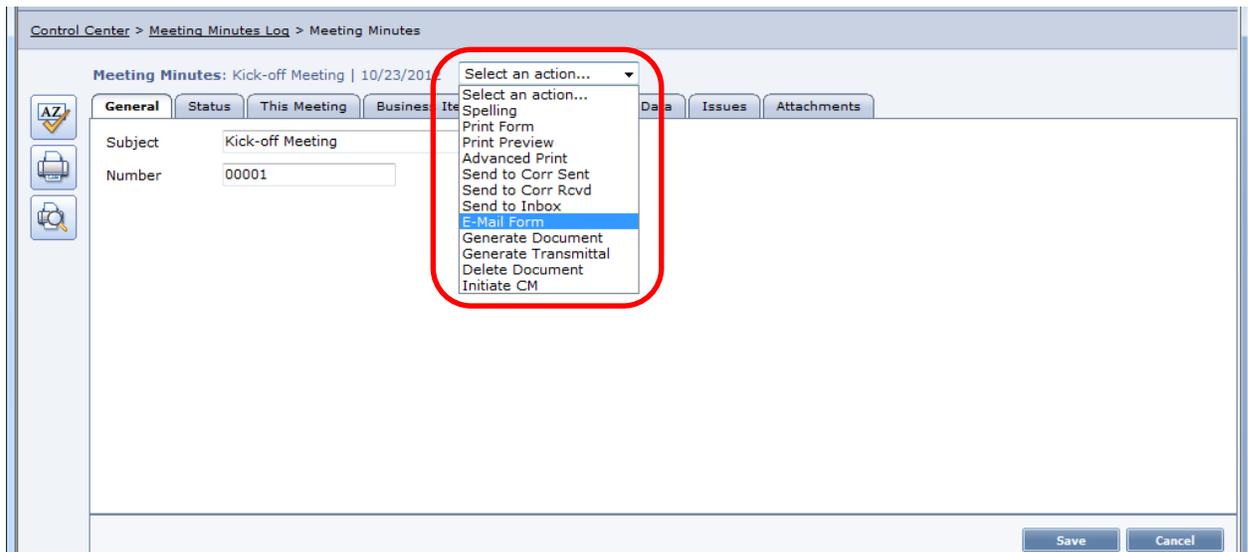
3. Open the **Communication** folder (a list of modules will display) and select **Meeting Minutes**.



4. The Meeting Minutes **Log View** displays. Locate the desired Meeting Minutes document and click the **edit icon** to the left of the title.



5. With the Meeting Minutes document open, choose the **Select an ACTION** drop-down list on the top of the screen and choose **E-Mail Form**.



- The **E-Mail dialog box** displays. Click the **select** button in the **To** box to choose the applicable names from the contact list. **Note:** If a Transmittal has already been created, the contacts chosen for the Transmittal will automatically display in the To box.

The screenshot shows the 'E-Mail' dialog box with the following fields and controls:

- To ***: A text field containing 'Aaron Goss <agoss@njsda.gov>, Richard Ferrara <rferrara@njsda.gov>'. A small 'select' button is highlighted with a red box.
- Subject**: A text field containing 'MTG: NJSDA Meeting Minutes - CASCADING'.
- Remarks**: A large empty text area for entering comments.
- Include Attachments**: A checkbox for including attachments.
- OK** and **Cancel** buttons: Located at the bottom right of the dialog.

- The default information in the **Subject** field can be changed as required.

This close-up shows the 'Subject' text field containing the text: 'MTG: NJSDA Meeting Minutes - CASCADING'.

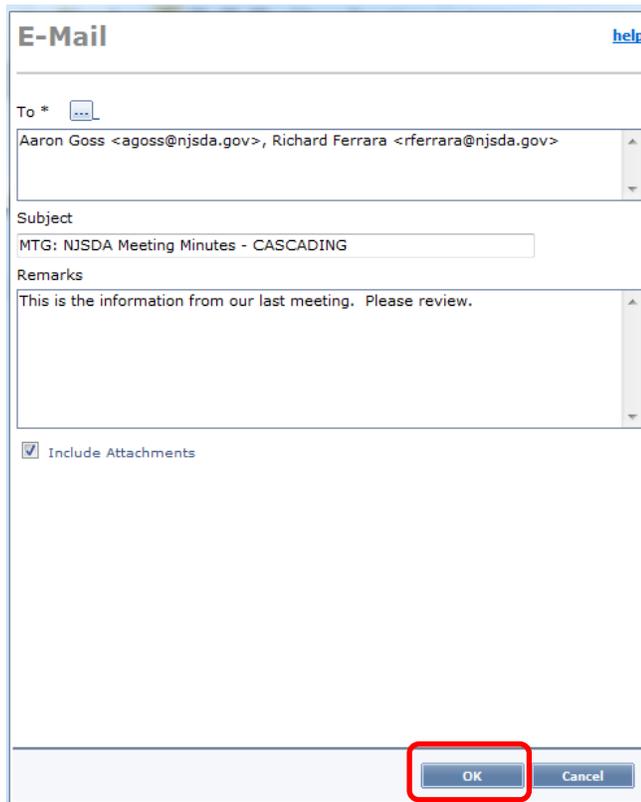
- Enter any comments in the **Remarks** field. The information entered here will display in the body of the e-mail message.

This close-up shows the 'Remarks' text area containing the text: 'This is the information from our last meeting. Please review.'

9. If there are any attachments to be included with the e-mail, check the **Include Attachments** box at the bottom of the **E-mail** window.



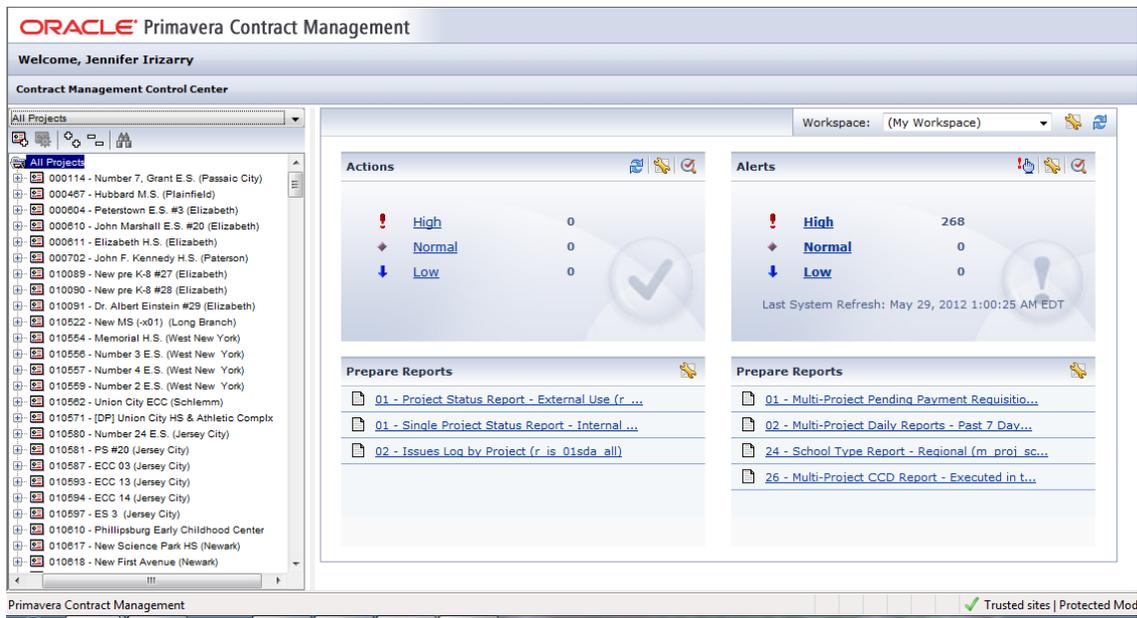
10. When all fields have been completed, click the **OK** button to send the e-mail.

A screenshot of an "E-Mail" window. The window has a title bar with "E-Mail" and a "help" link. Below the title bar, there are several fields: "To *" with a dropdown arrow, containing "Aaron Goss <agoss@njsda.gov>, Richard Ferrara <rferrara@njsda.gov>"; "Subject" with a text box containing "MTG: NJSDA Meeting Minutes - CASCADING"; "Remarks" with a text area containing "This is the information from our last meeting. Please review."; and a checkbox labeled "Include Attachments" which is checked. At the bottom of the window, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

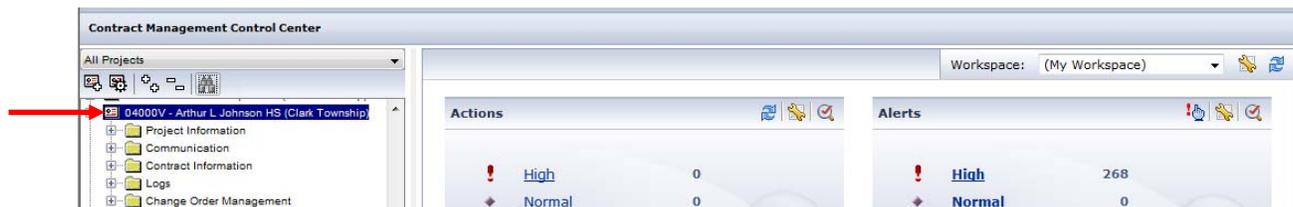
V. Update the Status of a Business Item

As Business Item tasks are updated or completed, their status should be changed.

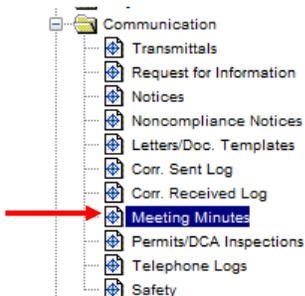
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



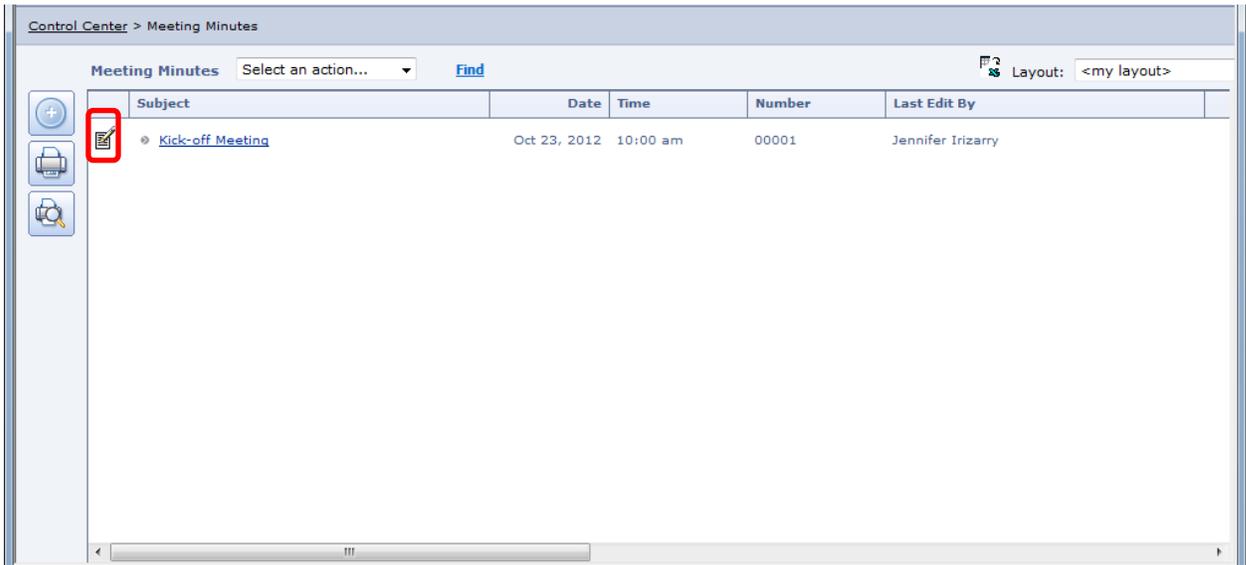
2. Select your desired project.



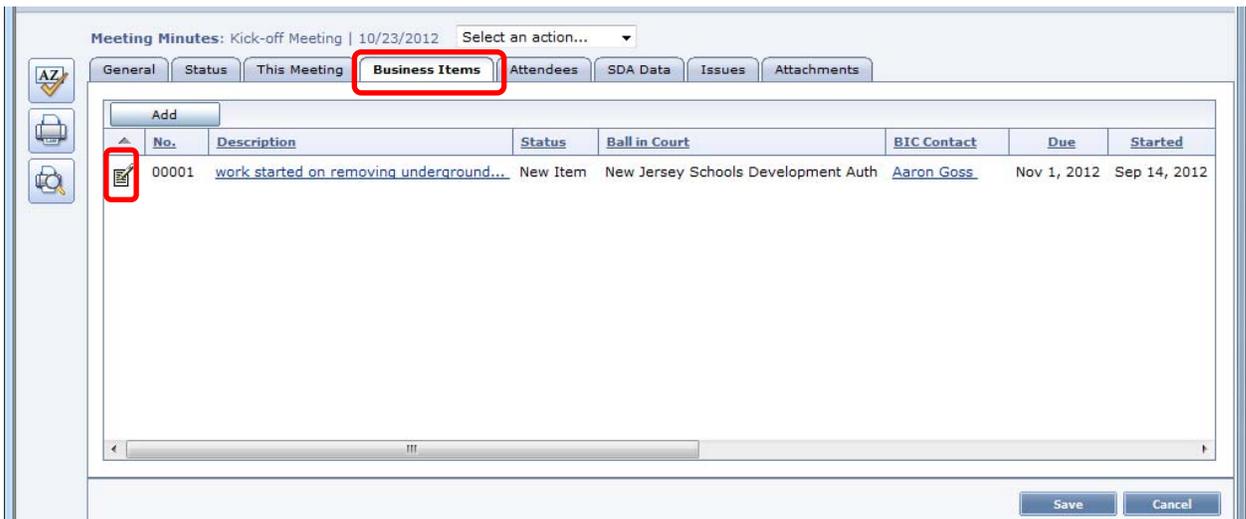
3. Open the **Communication** folder (a list of modules will display) and select **Meeting Minutes**.



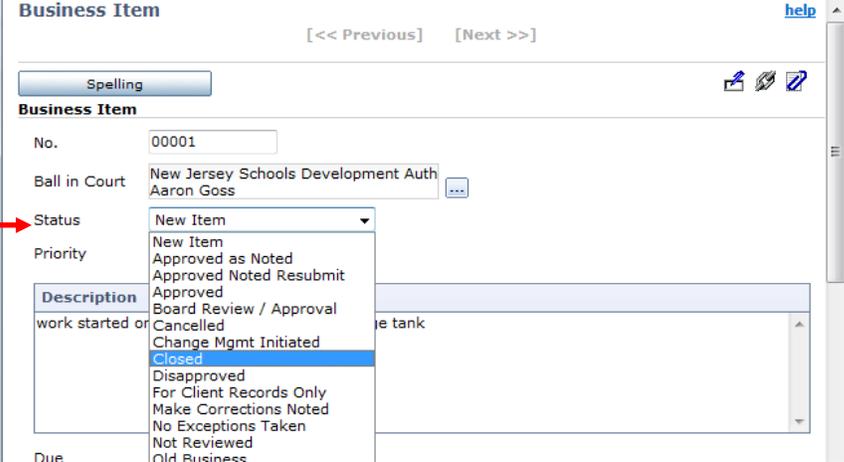
- The Meeting Minutes **Log View** displays. Locate your desired Meeting Minutes document and click the **edit icon** to the left of the title to open it.



- With the Meeting Minutes document open, click the **Business Items** tab. Locate the Business Item you wish to update and click the **edit icon** to the left of the title to open it.

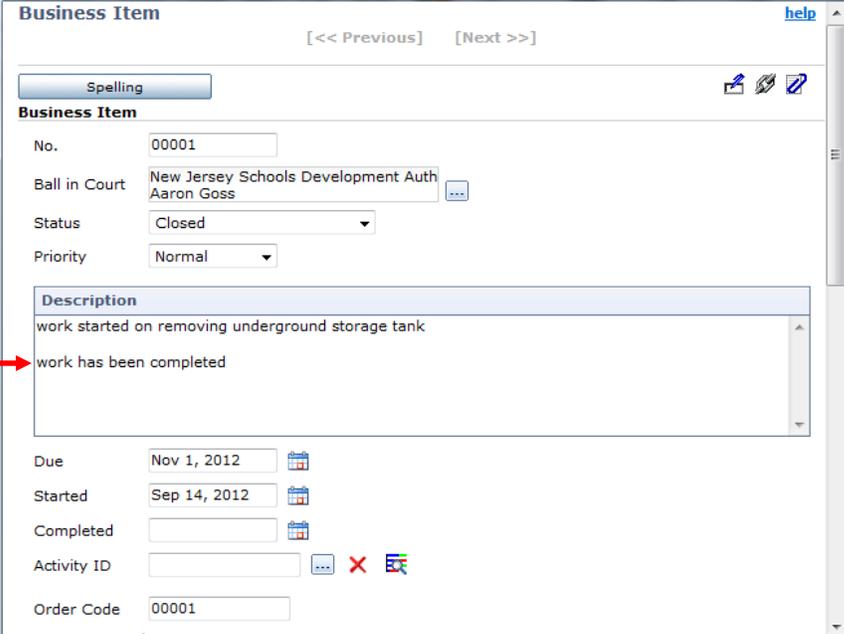


- The **Business Item dialog box** displays. Click the drop down box on the **Status** field to choose the updated status for this item. In the example shown, Closed was selected.



The screenshot shows the 'Business Item' dialog box. The 'Status' dropdown menu is open, displaying a list of options: 'New Item', 'Approved as Noted', 'Approved Noted Resubmit', 'Approved', 'Board Review / Approval', 'Cancelled', 'Change Mgmt Initiated', 'Closed', 'Disapproved', 'For Client Records Only', 'Make Corrections Noted', 'No Exceptions Taken', 'Not Reviewed', and 'Old Business'. The 'Closed' option is highlighted in blue. A red arrow points to the 'Status' field label.

- Enter any applicable comments regarding the status change in the **Description** field.



The screenshot shows the 'Business Item' dialog box. The 'Status' dropdown menu is now closed and set to 'Closed'. The 'Description' field contains the text 'work started on removing underground storage tank' and 'work has been completed'. A red arrow points to the second line of the description.

- If the Business Item will remain open (due to a status of anything other than closed or cancelled) and the Due Date must be extended, update the **Due** date field by clicking the **calendar icon** to the right of this field. If the Business Item has been closed, a **Completed** date must be entered by clicking the **calendar icon** to the right of the field.

The screenshot shows a 'Business Item' form with the following fields:

- No.: 00001
- Ball in Court: New Jersey Schools Development Auth, Aaron Goss
- Status: Closed
- Priority: Normal
- Description: work started on removing underground storage tank, work has been completed
- Due: Nov 1, 2012 (calendar icon highlighted)
- Started: Sep 14, 2012 (calendar icon highlighted)
- Completed: Oct 23, 2012 (calendar icon highlighted)
- Activity ID: [empty]
- Order Code: 00001

- When all changes are completed, scroll to the bottom of the window. If there are more Business Items to edit, click the **Save and Edit Next** button, otherwise click the **Save and Close** button to return to the Meeting Minutes document screen.



- The updated Status and Due completion dates for the Business Item will display in the Business Items section. In the example shown, the status of the Business Item now displays as **Closed**. Click the **Save** button at the bottom of the window to save your work.

The screenshot shows the 'Meeting Minutes' interface with the following table:

No.	Description	Status	Ball in Court	BIC Contact	Due	Started
00001	work started on removing underground...	Closed	New Jersey Schools Development Auth	Aaron Goss	Nov 1, 2012	Sep 14, 2012

The 'Status' column for the first row is highlighted with a red box. At the bottom right, the 'Save' button is also highlighted with a red box.

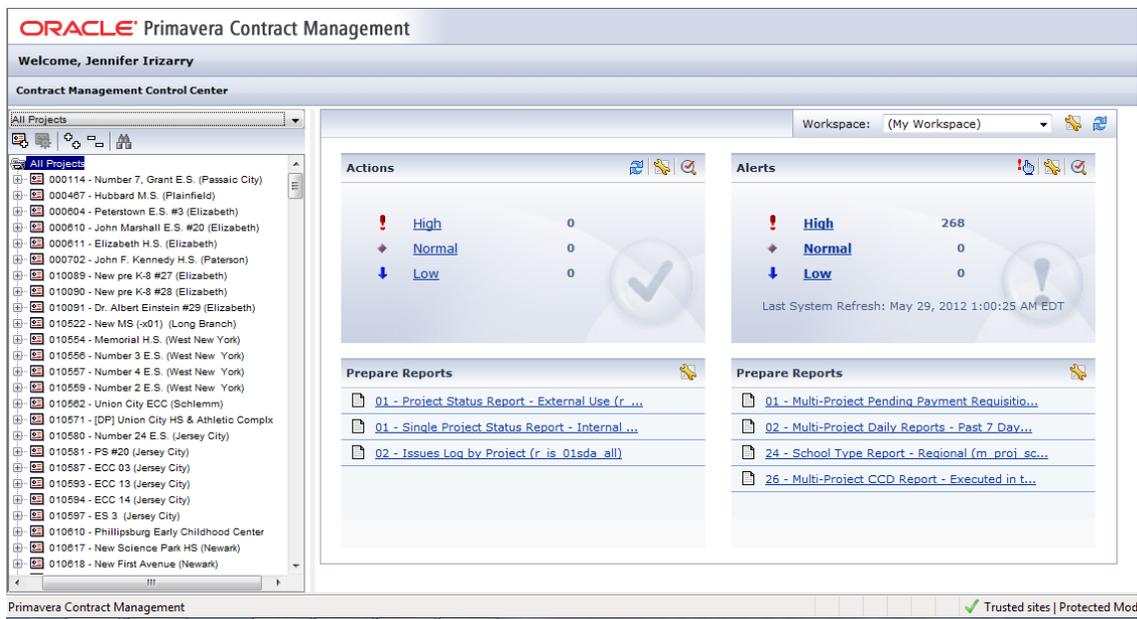
VI. Approve and Save a Meeting Minutes Document

Before a new Meeting Minutes document is created, it is recommended that the current Meeting Minutes document be approved and saved. While this is an *optional* function, approving and saving a document will ensure the integrity of all historical information that is entered on this document.

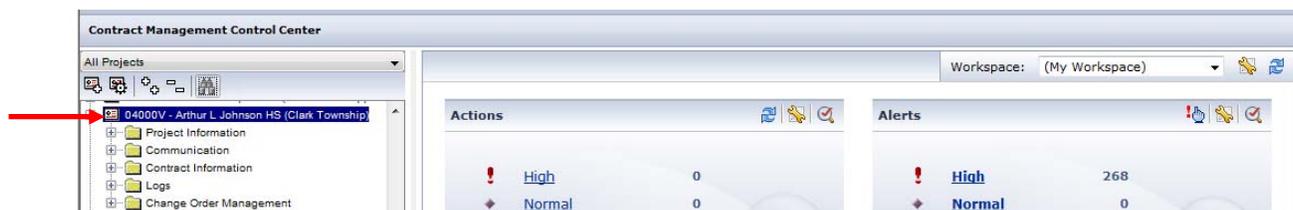
It is important to note that this function should only be selected right before you are ready to generate a new Meeting Minutes document. If the approve and save function is chosen at any point before you are ready to generate a new Meeting Minutes document, a user (such as an Architect or General Contractor) who would normally be able to edit their own Business Items will be locked out of the document.

To approve and save a Meeting Minutes document:

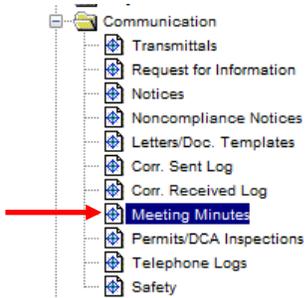
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



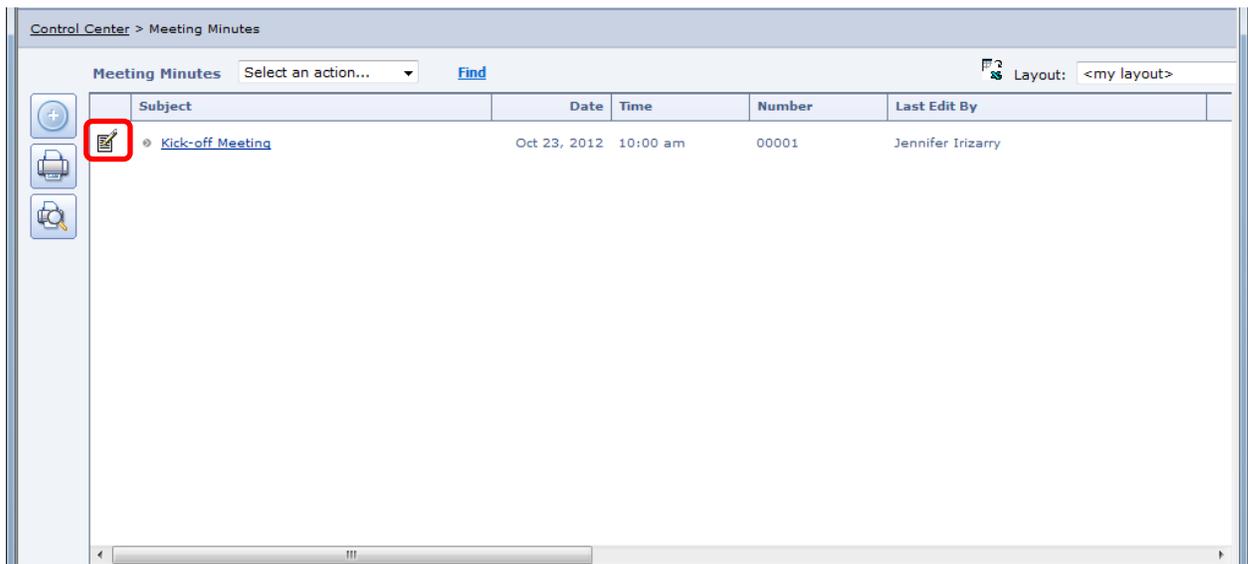
2. Select your desired project.



3. Open the **Communication** folder (a list of modules will display) and select **Meeting Minutes**.



4. The Meeting Minutes **Log View** displays. Locate your desired Meeting Minutes document and click the **edit icon** to the left of the title to open it.



5. The Meeting Minutes document displays. Click the **Status** tab.



- The **Approved by** information must be completed before the Approve and Save button can be clicked. The default information displayed in the Approved by section reflects the name of the person who created the document. This needs to be changed to the person who is approving the Meeting Minutes document. Click the **select** button next to the field to select the correct name from the contact list.

The screenshot shows a web application interface for 'Meeting Minutes: Kick-off Meeting | 10/23/2012'. The 'Status' tab is active. The 'Approved by' section is highlighted with a red arrow. The 'Contact' field is highlighted with a red box, and a red arrow points to the 'Approved Date' field.

Ball in Court	New Jersey Schools Development Auth Aaron Goss
Priority	Normal
Approved?	no <input type="button" value="Approve and Save"/>
Approved by	
Company	New Jersey Schools Development Auth
Contact	Jennifer Irizarry <input type="button" value="..."/>
Approved Date	<input type="text"/> <input type="button" value="Calendar"/>

- Click the **calendar icon** on the **Approved Date** field to select the date the document is approved.

The screenshot shows the same web application interface. The 'Approved Date' field is now highlighted with a red box, and a red arrow points to the calendar icon next to it.

Ball in Court	New Jersey Schools Development Auth Aaron Goss
Priority	Normal
Approved?	no <input type="button" value="Approve and Save"/>
Approved by	
Company	New Jersey Schools Development Auth
Contact	Aaron Goss <input type="button" value="..."/>
Approved Date	Oct 23, 2012 <input type="button" value="Calendar"/>

- Click the **select** button next to the field to change the **Ball in Court** field to **To Be Determined**. This step will ensure that this document will not continue to display in a user's Action Item box on the Control Center.

The screenshot shows a web application interface for 'Meeting Minutes: Kick-off Meeting | 10/23/2012'. The interface includes a navigation bar with tabs: General, Status, This Meeting, Business Items, Attendees, SDA Data, Issues, and Attachments. On the left, there are three icons: a checkmark with 'AZ', a printer, and a magnifying glass. The main form area contains the following fields:

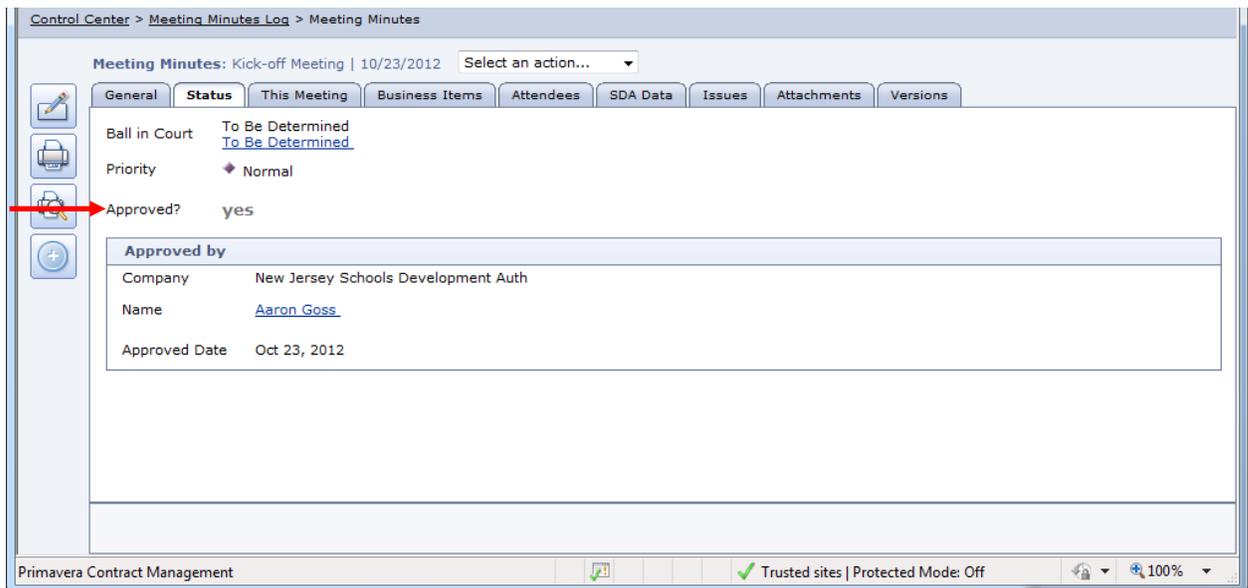
- Ball in Court:** A dropdown menu with 'To Be Determined' selected. A red box highlights the three-dot select button to the right of the dropdown.
- Priority:** A dropdown menu with 'Normal' selected.
- Approved?:** A radio button labeled 'no' and a button labeled 'Approve and Save'.
- Approved by:** A section with three fields:
 - Company:** 'New Jersey Schools Development Auth'
 - Contact:** 'Aaron Goss' with a three-dot select button to its right.
 - Approved Date:** 'Oct 23, 2012' with a calendar icon to its right.

At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

- When completed, click the **Approve and Save** button.

This screenshot is identical to the one above, showing the same 'Meeting Minutes' form. The only difference is that the 'Approve and Save' button is now highlighted with a red box, indicating the next step in the process.

10. The **Approved?** field will change to **yes**. This means that the document cannot be changed unless you have the appropriate edit rights.



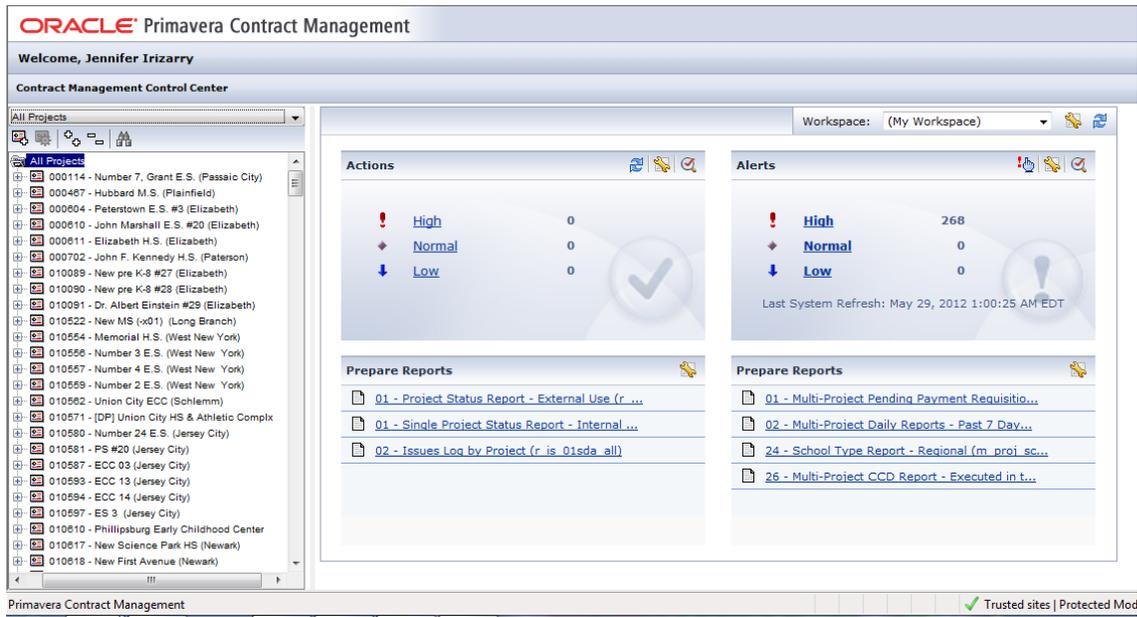
VII. Generate a Subsequent Meeting Minutes Document

This procedure outlines how to create a new Meeting Minutes document from a previous Meeting Minutes document. This will allow all information entered on the original document to be copied over into the new document.

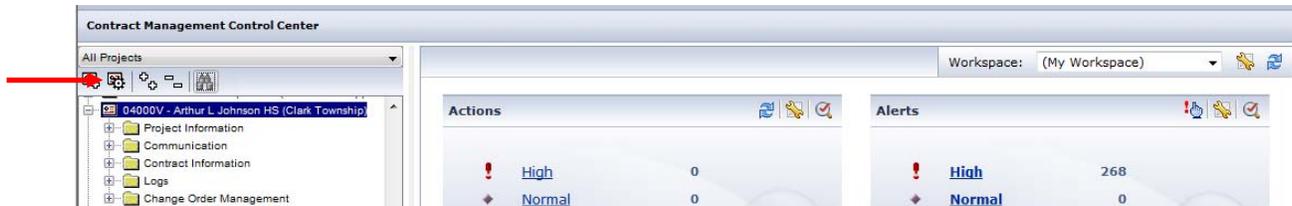
It is recommended that the previous Meeting Minutes document be **Approved and Saved** before beginning this process.

Note: Any Business Item with a status of **Closed** will not be copied over into the new document.

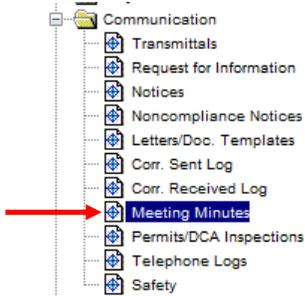
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



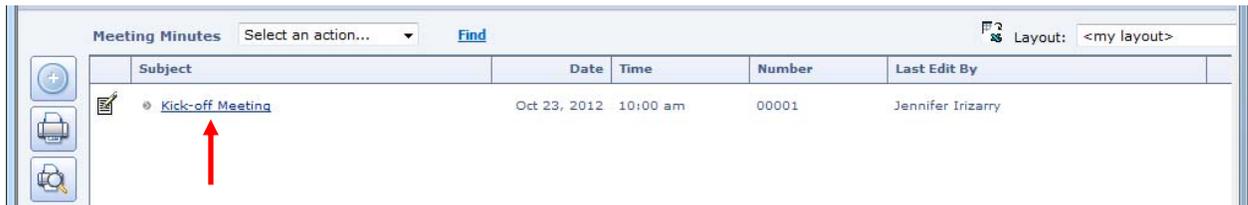
2. Select your desired project.



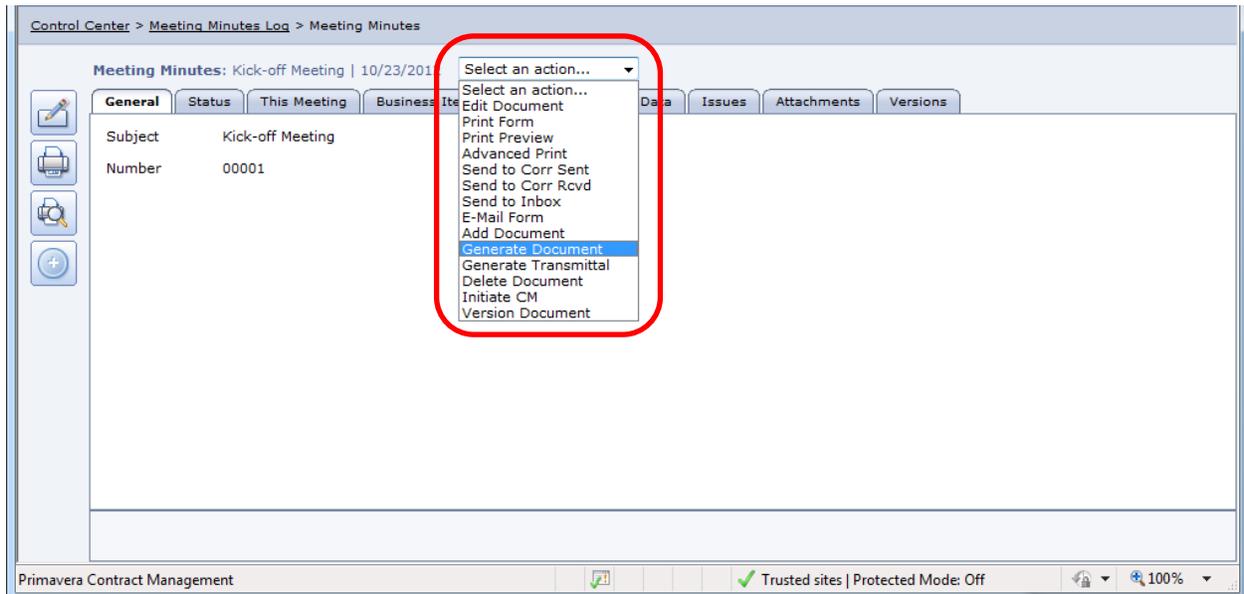
3. Open the **Communication** folder (a list of modules will display) and select **Meeting Minutes**.



4. The Meeting Minutes **Log View** will display. Locate your desired Meeting Minutes document and click the **blue title link** to open it.



5. With the Meeting Minutes document open, click the drop down box on the **Select an action** menu on the top of the screen and choose **Generate Document**.



6. The **Generate Meeting Minutes** dialog box displays.

Generate Meeting Minutes

Subject

Number

Date * 

Time

Location

Link the new Meeting Minutes to the same Issues as the original?
 yes no

Link the new Meeting Minutes to the same Attachments as the original?
 yes no

7. The **Subject** field will reflect the same title as the last meeting. If this is incorrect, edit the Subject to reflect the new information (50 character field). In the example shown, the Subject was changed.

Generate Meeting Minutes

→ Subject

Number

Date * 

Time

Location

Link the new Meeting Minutes to the same Issues as the original?
 yes no

Link the new Meeting Minutes to the same Attachments as the original?
 yes no

* Required

8. The **Number** field will automatically increment to the next available number. If this is incorrect, edit the Number field as needed. In the example shown, the Number was not changed.

Generate Meeting Minutes

Subject: Follow-up Meeting

Number: 00002

Date *: Oct 23, 2012

Time: 10:00 am

Location: Project Site

Link the new Meeting Minutes to the same Issues as the original?
 yes no

Link the new Meeting Minutes to the same Attachments as the original?
 yes no

* Required

Finish Cancel

9. The **Date** field will display the current date. If this is incorrect, edit the Date field by clicking the **calendar icon** to the right of the field. This is a required field. In the example shown, the Date was not changed.

Generate Meeting Minutes

Subject: Follow-up Meeting

Number: 00002

Date *: Oct 23, 2012

Time: 10:00 am

Location: Project Site

Link the new Meeting Minutes to the same Issues as the original?
 yes no

Link the new Meeting Minutes to the same Attachments as the original?
 yes no

* Required

Finish Cancel

10. The **Time** field will reflect the same time as the previous meeting. If this is incorrect, edit the Time field as needed. In the example shown, the Time field was not changed.

Generate Meeting Minutes

Subject: Follow-up Meeting

Number: 00002

Date *: Oct 23, 2012

Time: 10:00 am

Location: Project Site

Link the new Meeting Minutes to the same Issues as the original?
 yes no

Link the new Meeting Minutes to the same Attachments as the original?
 yes no

* Required

Finish Cancel

11. The **Location** field will reflect the same location as the previous meeting. If this is incorrect, edit the Location field as needed (22 character field). In the example shown, the Location field was not changed.

Generate Meeting Minutes

Subject: Follow-up Meeting

Number: 00002

Date *: Oct 23, 2012

Time: 10:00 am

Location: Project Site

Link the new Meeting Minutes to the same Issues as the original?
 yes no

Link the new Meeting Minutes to the same Attachments as the original?
 yes no

* Required

Finish Cancel

12. The **Yes/No** options for the **Issues** and **Attachments** questions will default to **yes**. If the new meeting should be linked to the same Issues or Attachments as the original meeting, leave the default to yes, otherwise click the **no** option to change it. In the example shown, the no option was selected for both questions.

Generate Meeting Minutes

Subject: Follow-up Meeting

Number: 00002

Date *: Oct 23, 2012

Time: 10:00 am

Location: Project Site

Link the new Meeting Minutes to the same Issues as the original?
 yes no

Link the new Meeting Minutes to the same Attachments as the original?
 yes no

* Required

Finish Cancel

13. When all options have been selected, click the **Finish** button to generate the new Meeting Minutes document.

Generate Meeting Minutes

Subject: Follow-up Meeting

Number: 00002

Date *: Oct 23, 2012

Time: 10:00 am

Location: Project Site

Link the new Meeting Minutes to the same Issues as the original?
 yes no

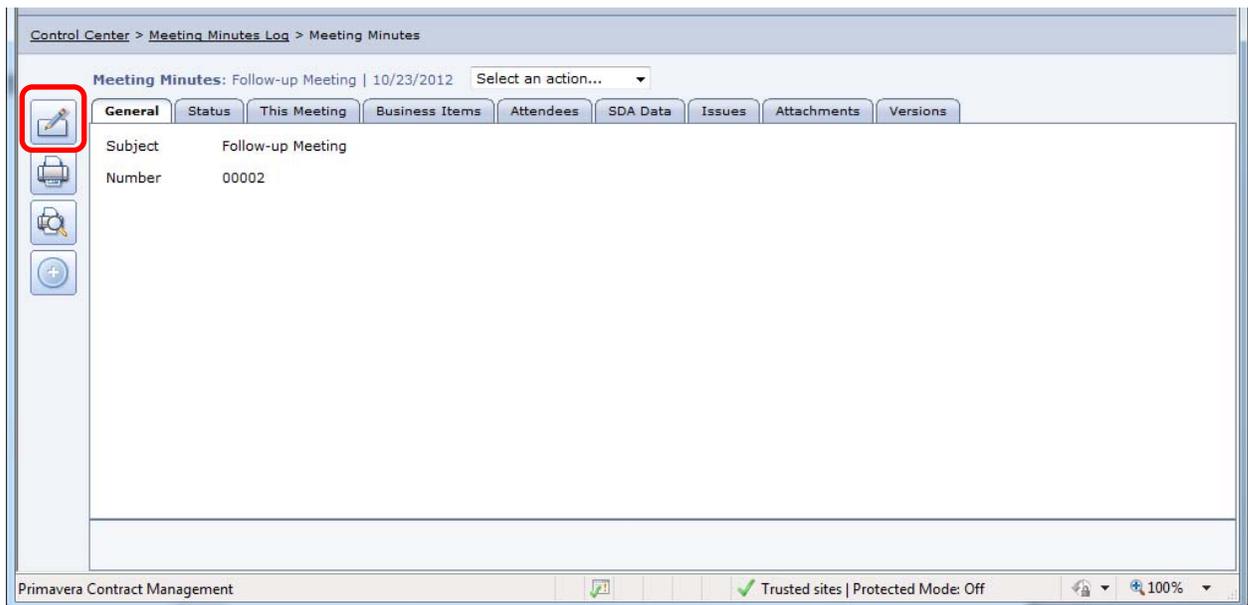
Link the new Meeting Minutes to the same Attachments as the original?
 yes no

* Required

Finish Cancel

14. The new Meeting Minutes document displays. Notice that any Business Items that displayed a status of New Business in the previous Meeting Minutes document will now display a status of **Old Business**. Additionally, any Business Item with a status of Closed in the previous Meeting Minutes document will not be listed in the current document.

Click the **Edit Document** button on the upper left hand side of the screen to edit the document following the previously described processes.



VIII. Meeting Minutes Alert Subscription

Alerts allow a user to receive a notification when a document is due or past due. The notification will display on the 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 the Meeting Minutes alert, select the **Requests and Access Forms** link under the **Contract Management Login** section of the **Contract Management Splash Page**.

STATE OF NEW JERSEY
SCHOOLS DEVELOPMENT AUTHORITY

PRIMAVERA

Welcome to Contract Manager 12.1

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→ **Contract Manager Login:**

- ▶ [Login](#)
- ▶ [Login Requirements](#)
- ▶ [Request and Access Forms \(New User, Lost Password, Delete Request, Others\)](#)

What is New

- **Attn Primavera Users:**

We are pleased to announce the release of the new Consolidated Project Status Report today, August 18th. This report will allow users to see key data pertaining to

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

STATE OF NEW JERSEY
SCHOOLS DEVELOPMENT AUTHORITY

PRIMAVERA

Please make your selection:

- New User
- Lost or Forgot Password
- Modify Access
- Change/Modify User and Contact Info
- Request a Custom Report
- Request a Letter Template
- Request a Global Layout
- Request to Delete a Primavera Document
- Alert Subscriptions

- The **Contract Management Alert Subscription** page will display. Complete the contact information at the top of the page. To subscribe to the Meeting Minutes alert, click the **Yes** box located to the right of the **Meeting Minute Items Due/Overdue** line item. Click the **No** box when you no longer wish to receive this alert.
- Once this alert has been 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.



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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safety Notice Entered	Notifies the user when a new safety violation has been entered.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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+	<input type="checkbox"/> Yes <input type="checkbox"/> No

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- This alert will be triggered when the **Due** date on a Business Item approaches or goes beyond the current date.

Business Item [help](#)

[<< Previous] [Next >>](#)]

Spelling #bc [SDA Data](#) [issues](#) [attachments](#)

Business Item

No.

Bell in Court Epic Management, Inc.
William Costello [select...](#)

Status

Priority

Description

→ Due

Started

- Once the Due date approaches or goes beyond the current date, alerts will be sent via the Control Center in the **Alerts** option box. Click the applicable priority link to view the alert.

ORACLE Primavera Contract Management

Welcome, Jennifer Irizarry

Contract Management Control Center

Workspace: (My Workspace)

Priority	Count
High	268
Normal	0
Low	0

Last System Refresh: May 29, 2012 1:00:25 AM EDT

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

Control Center > Alerts - High

Forward Mark Read Mark Unread

select all unselect all expand all collapse all

[Edit Alerts](#) [Update](#)

High

Meeting Minute Business Items due/overdue

<input checked="" type="checkbox"/> → Construction CO & Info Mtg #2...	due 38 days ago	Aly Alsharif	010968
<input type="checkbox"/> Construction CO & Info Mtg #2...	due 38 days ago	Aly Alsharif	010968
<input type="checkbox"/> Construction CO & Info Mtg #2...	due 38 days ago	Aly Alsharif	010968
<input type="checkbox"/> Construction CO & Info Mtg #2...	due 38 days ago	Aly Alsharif	010968
<input type="checkbox"/> Construction CO & Info Mtg #2...	due 38 days ago	Jerrold A. Rendall Jr.	010968