



STATE OF NEW JERSEY

**SCHOOLS DEVELOPMENT AUTHORITY**

## **Section 33**

# **Accessing DB02 Safety Reports**

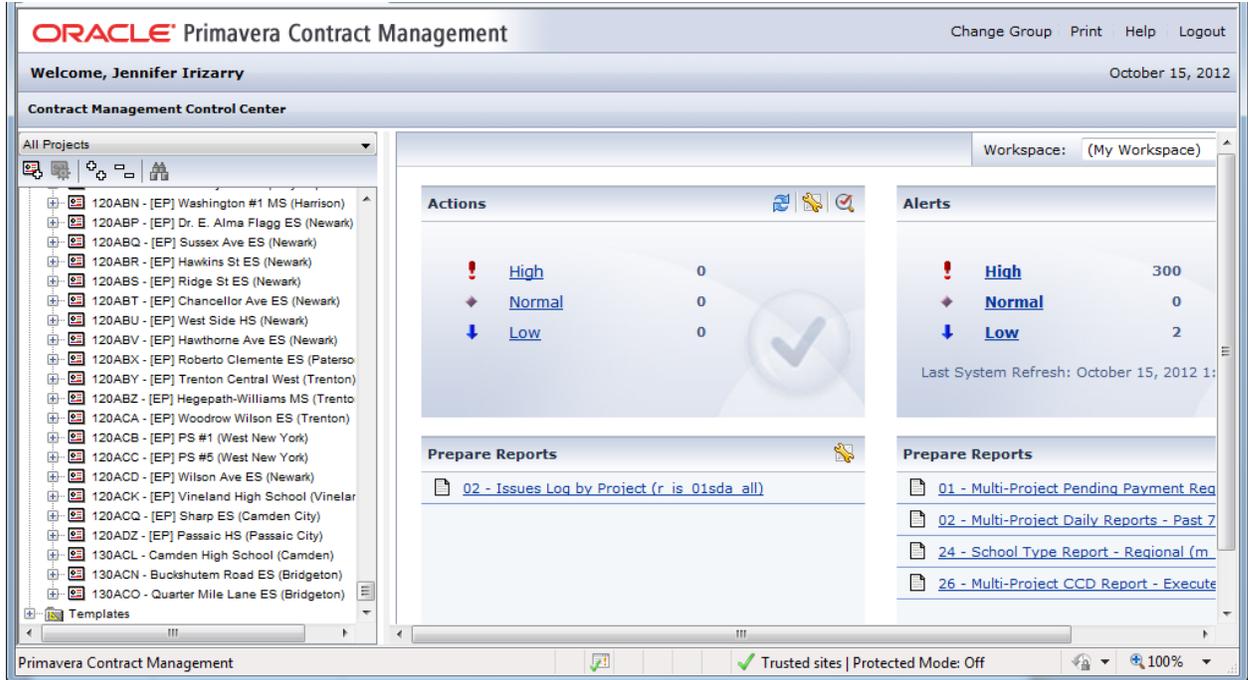
**ORACLE** Primavera

# I. Safety Reports (DB02)

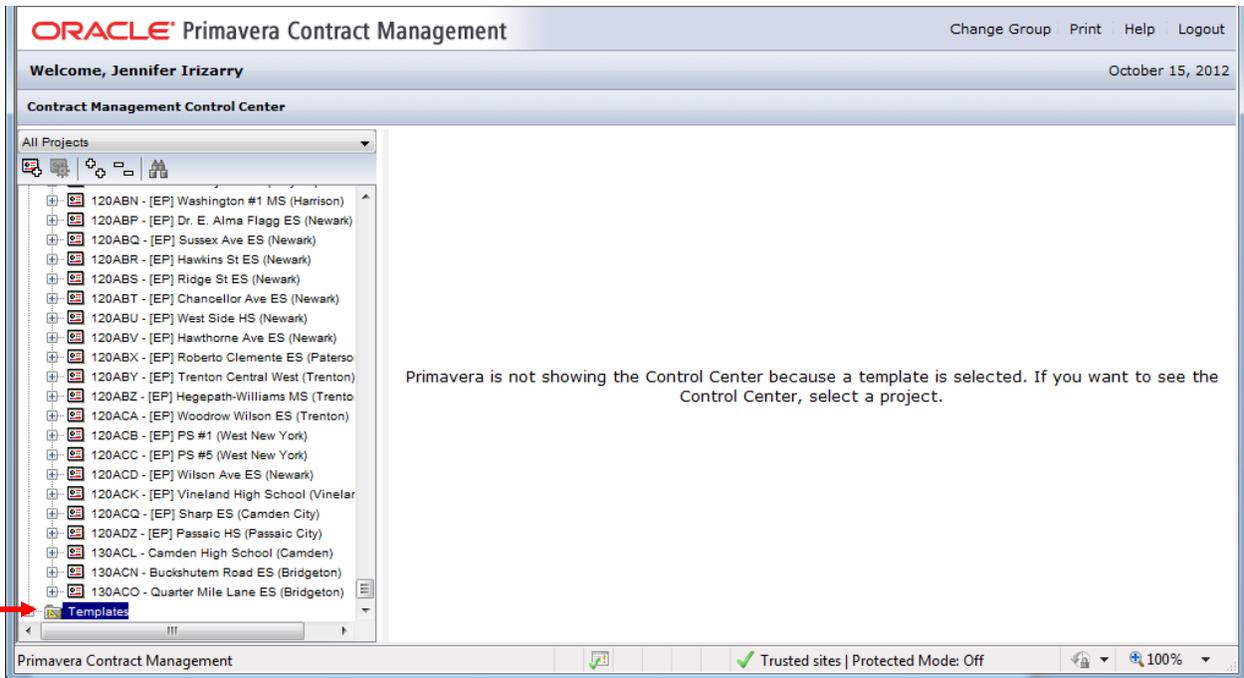
This manual will describe the processes for accessing DB02 report documents in Contract Management.

## To access a DB02 Safety report

1. Once logged into Primavera, the Contract Management Control Center screen displays (as shown).

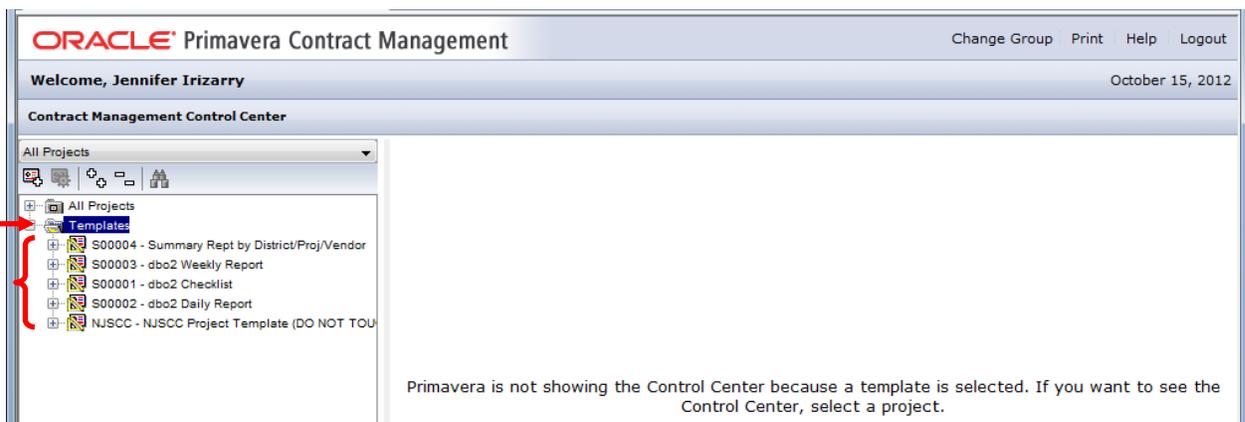


2. Select the **Templates** option located at the bottom of the project list on the left side of the screen.

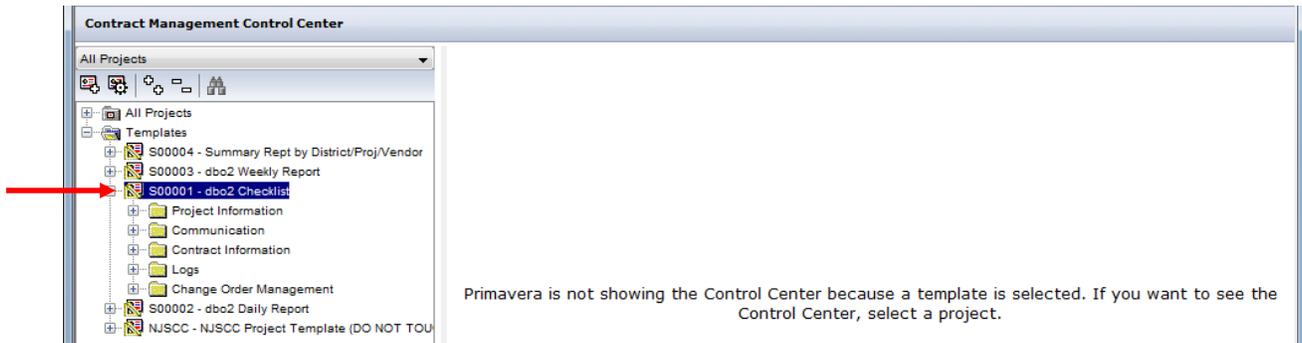


**Important:** When you select the *Templates* option, everything on the right side of the Control Center panel will disappear and you will see the message shown above. Your control center screen will return to normal when you select a different project.

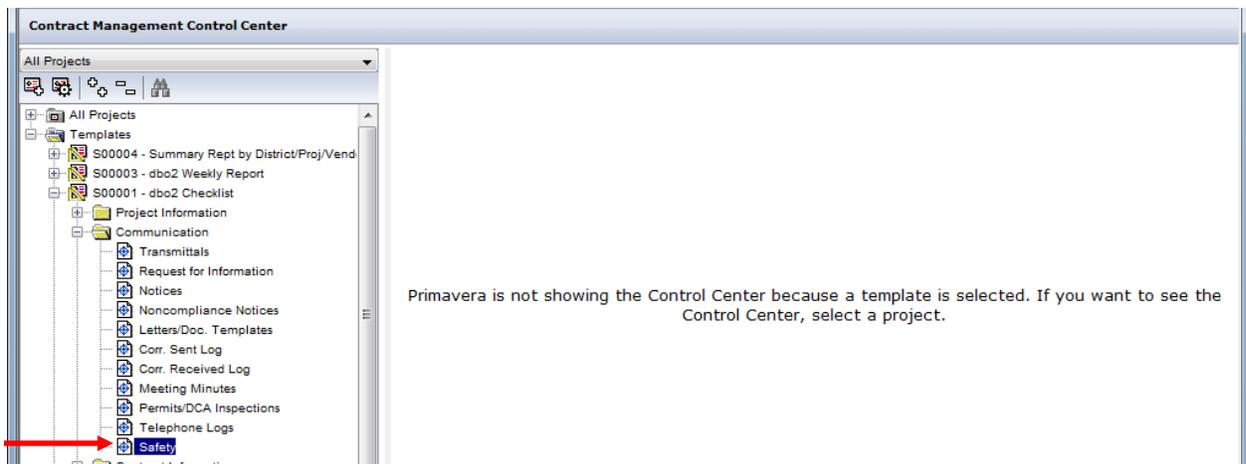
3. Select the plus sign next to **Templates** to display the available report folder options which include:
  - a. S00001 – db02 Checklist
  - b. S00002 – db02 Daily Report
  - c. S00003 – db02 Weekly Report
  - d. S00004 – Summary Rept by District/Proj/Vendor



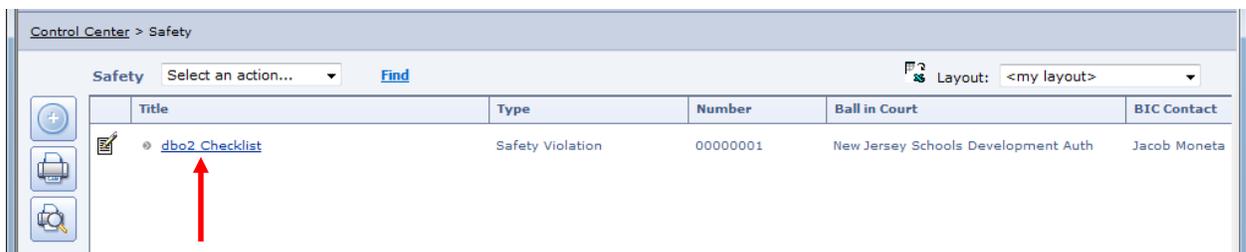
- Select the desired report option to display the associated folders. The db02 Checklist option has been selected in the example below.



- Select the **Communication** folder (a list of modules displays) and click the **Safety** module.



- The Safety log displays. Select any available document by clicking the file name (blue link) to open the document.



7. The Safety document displays. Click the **Attachments** tab to view the attached file. Open the attached document by clicking the file name (blue link). The document will open in the native program in which it was created (i.e., PDF, Word or Excel)

