Construction Management System (CMS)

User guide to the Project Manager ***DRAFT***

Accessing the System

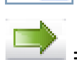
1) Go to http://facilities.fiu.edu/construction/cms.htm
2) Click on the link titled *Project Manager*
3) You will be asked for your username and password. This is the same as the one you use to log into your computer.

Navigating the System

1) When you log in you will be presented with the Project List screen. This screen displays all projects that are assigned. The projects displayed on the list is dependent on the login information, this was done so that each PM only sees his or her projects.

Edit	Detail	BTNumber	BTDescription	FMNumber	FMDescription	Site	Building	Room	Statu
				80612	Repair Building Leaks	UP	24 PCA		ACT
				80583	Divide Existing Space into Two Offices	UP	02 DM	261	ACT

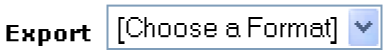
2) Next you will see the navigation & search bar. This bar has the following icons:

a.  = Displays all records
b.  = Search for projects. You can search by several criteria
c.  = Number of pages. Allows you to jump to the next page of records.
d.  = Same as above only difference is it is one page at a time.
e.  = Takes you to the bottom of the page.

3) Next you will see the records & export bar. This allows you to adjust the number of records to display and how to export them.

a. 

= Displays amount of records per page. Maximum 900.

b. 

= allows you to export the current page into the following formats: XLS(EXCEL), DOC(WORD), CSV,TXT and XML.

4) Next you will see the column headings. By default everything is sorted by the FMnumber column using the newest on top order.

a. 

= If you click on the  buttons you can change the sort order of any column

5) Finally, the data portion has the following icons:

a.  = Edit button allows you to make changes to the line that you have selected. Here is where you will add information to the project.

b.  = Details button shows every column of data for the project table in a read only manner. This is useful if you want to get all information about the project.

<u>Updating a Project</u>

Once you have logged in an successfully navigated through the Project List screen then you need to find the project you are interested in updating and then click on the EDIT button. On the update project screen you have all the fields in the project table. You will notice that some are read only and others provide access via a drop down or text. These are the fields that you are required to enter. Below are the mandatory fields with some descriptions.

1) 

= Overall status of Project.

a. ACTIVE = Currently in progress.
b. CLOSED = Project is completed.
c. FUNDING= Project does not have sufficient funding to proceed.
d. ON HOLD = Project is taking longer than 120 days and does not merit a CLOSED state.

2) 

= Phase that the project is in.

Program Completion Date	06/11/2009
Design Completion Date	06/18/2009
Bid/GMP Completion Date	06/22/2009
Construction Start Date:	06/25/2009
Substantial Completion Date:	07/15/2009
Warranty Expiration Date	06/01/2010
Closeout Completion Date	07/31/2009

3) = Enter the completion Date to the applicable areas.

Architect /Engineer	

4)

Builder	

5) = Construction Manager or General Contractor

Builder 2	
Builder 3	
Builder 4	

6) = Additional sub contractors.

PO Number Builder	
PO Number Builder 2	
PO Number Builder 3	
PO Number Builder 4	

7) = Purchase Order Number for the applicable lines.

8) Enter Remarks about the various sections of the project.

Project Comments:	
Scope Comments:	
Schedule Comments:	
Budget Comments	

= These are any remarks about the progress of the project.

Finally, hit the Update button to save the changes.