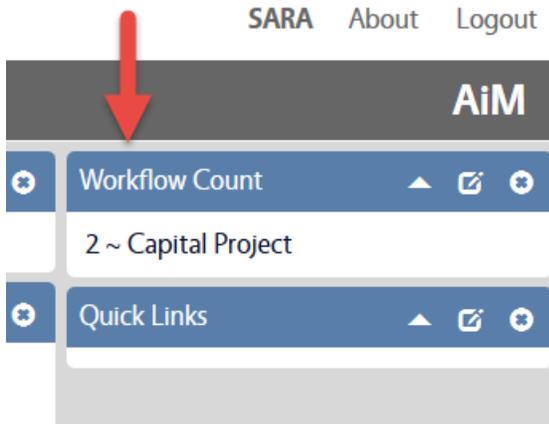


Submitting an Estimate in AiM

Estimators will receive an email notification when a project has been assigned to them in order to prepare an estimate.

Login to AiM, and locate the Workflow Count channel in the upper right section of the Workdesk:



Click the Words “Capital Project” to see a list of the items assigned to you.

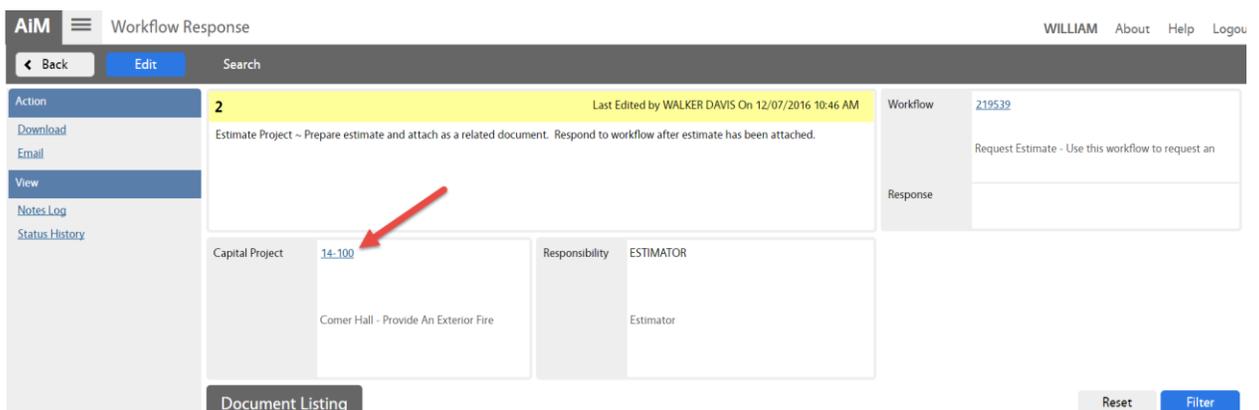
Click on the Date hyperlink of the project you want to open/review.

You will see any documents currently attached to the project, for example, the PIF, Scope, Strategy document, etc.

You may click the thumbnail to open and review any of these attachments.

When ready to submit your estimate:

- 1) Go to the project itself to enter the total estimate amount:
 - a) Click on the blue hyperlink with the project #.



- b) Click on the blue EDIT button, scroll down to the Project Component Group section, and click on the “**Construction**” component.



c) Enter the estimate total amount in the **“Planned Budget”** field for the Construction component:



d) Click on Done → Save.

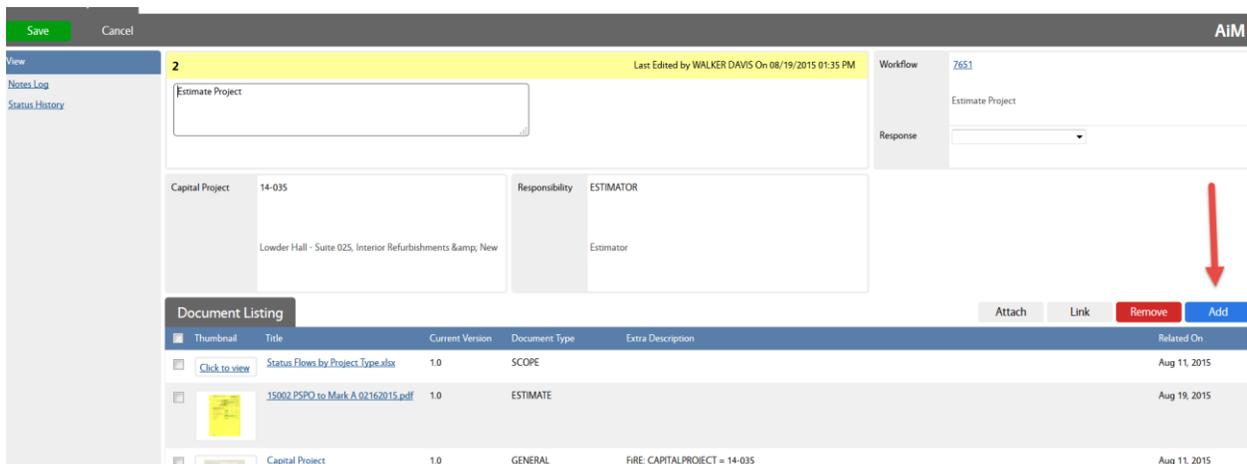
Now, you can upload your Estimate and respond to the Project’s Workflow to route it to the Chief Estimator.

2. Go back to the AiM Workdesk.

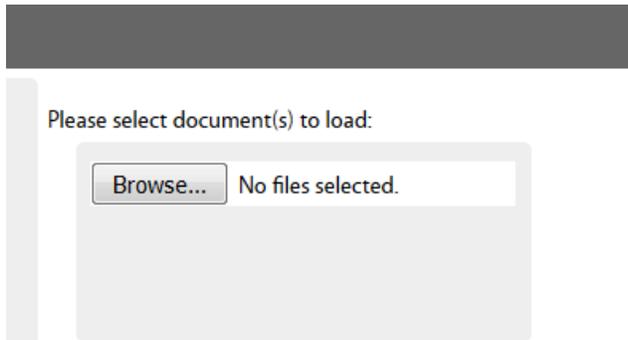
3. From your Workflow Count channel, go to the Workflow Response screen of the project that you are updating.

a) Click EDIT on the Workflow Response page.

b) Click the blue Add button to upload your Estimate.



c) Click Browse and locate the estimate you prepared.



d) Click Next.

e) In the Type field, click the Zoom and select "ESTIMATE".

f) Click Next.

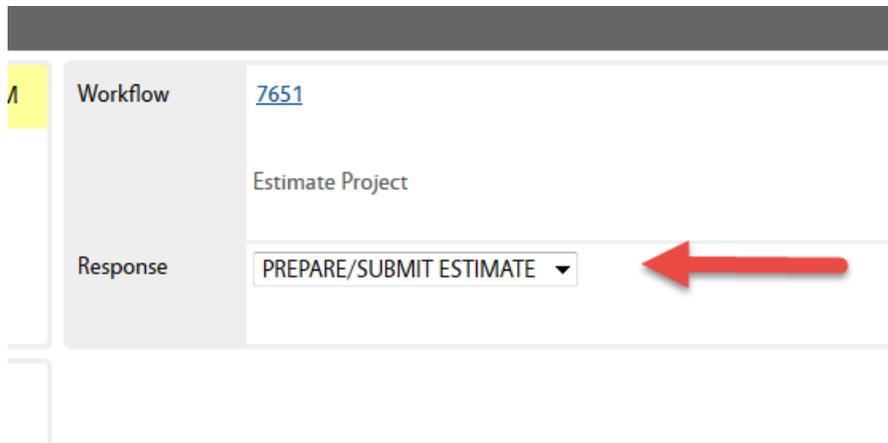
g) Click Next again to bypass the Attributes screen.

h) Click Next.

i) Click Next again to bypass the Permissions screen.

j) You have now uploaded the document and will be returned to the Workflow Response screen.

4. When you are ready to Submit the estimate for review, select "**Prepare/Submit Estimate**" from the Response dropdown.



5. Press Save.

Your estimate has now been submitted to the Chief Estimator for review.