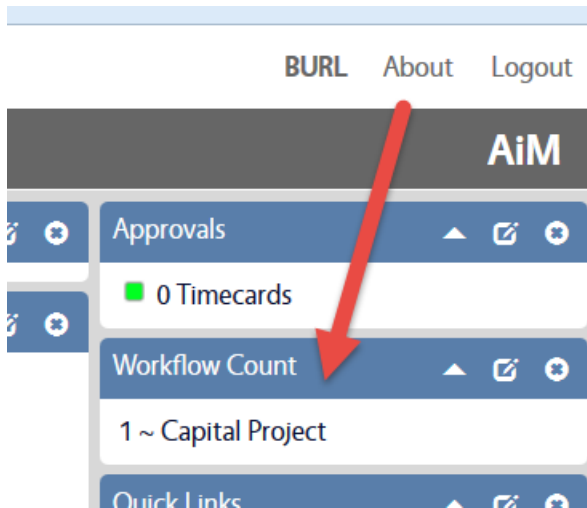


CONSTR SCOPE REVIEW

The AD Construction role will receive a workflow task to review Scopes submitted by the design project manager. To review the scope, login to AiM using your Auburn ID and password.

On your Workdesk, locate the Workflow Count channel. Click the words “Capital Project” to see the listing of project workflows currently assigned to you.



Date	Source Review	Description	Workflow Description	Responsibility
Jul 27, 2015 09:20 AM	15-184	Chemistry Building - Rm 357, Provide Power For A New Autoclave	Construction Scope Review	AD CONSTR

The screenshot above shows us that the AD Constr currently has 1 project workflow: Construction Scope Review for project 15-184.

Click the date hyperlink to review the scope and respond to the workflow. The document type column will identify the documents that were flagged as "SCOPE" documents by the project lead.

The screenshot shows the 'Workflow Response' interface. At the top, there are navigation buttons for 'Back' and 'Edit', and a search bar. The main content area displays a document listing table. A red arrow points to the first row of the table, which is highlighted in blue. The table has the following data:

Thumbnail	Title	Current Version	Document Type	Extra Description	Related On
	E1.0.pdf	1.0	SCOPE		Jul 24, 2015
	15-184 Scope of Work (Signed).pdf	1.0	SCOPE		Jul 24, 2015
	PIF - Project No. 15-184.pdf	1.0	PIF		Jul 24, 2015

Clicking the thumbnail will open the attachment.

Once you have reviewed the documents, click Edit to record your response.

The screenshot shows the 'Capital Project' interface. At the top, there are navigation buttons for 'Edit', 'New', 'Search', and 'Br'. Below the navigation bar, there is a section for 'Action' with a yellow background and the project ID '15-188'.

This allows you to select the Response dropdown

The screenshot shows the 'Construction Scope Review' form. The form has a title 'Construction Scope Review' and a 'Response' dropdown menu. The dropdown menu is currently empty.

There are 3 possible responses:

Approved, Approved with Conditions, or Revisions Required. If you select Approved with Conditions or Revisions Required, please use the Notes Log to record your conditions/concerns

Press the Green save button.