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**WEBCM 100**  
**Introduction to WEBCM**  
**For Construction and Architect**  
**Engineer Community**  
Version 2.0, June 2004

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*Student Training Manual*



**PRIMAVERA**  
project management software for business success

# **WEBCM 100**

Course Number: WEBCM 100  
Course Edition: 2.0  
For Software Version: May 2004

## **Acknowledgements**

### **Curriculum Developers and Technical Writers:**

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**June 2004**

## **Notices**

### **Disclaimer**

The information contained within is accurate at the time of writing to the best of the authors' knowledge. Every effort has been made to ensure accuracy, but the parties cannot be held responsible for any loss or damage resulting from reliance of the information provided herein.

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## ***General Information***

### ***Technical Support***

Primavera Inc is the developer and custodian for maintaining WEBCM for NAVFAC Engineering Command.

The procedure to follow for technical support is as follows:

A WebCM user that requires assistance will contact their ROICC Project Engineer for help resolving the issue. If the ROICC Project Engineer is unable to resolve, he/she may contact Primavera Inc.

The number can be verified using the links in the "Support Information" section on your personal view. Always ensure you have all appropriate Primavera products serial number (#11970159) available when speaking with Primavera Technical Support.

### **Telephone**

WEBCM support representatives are available Monday - Friday, 8:00 a.m. - 8:00 p.m. ET. Please call 1-603-227-7227 for assistance.

### **Live Support**

Real-time on-line chat support is available Monday through Friday from 8am to 8pm Eastern US Time (Greenwich Mean Time - 5). Callback requests are available any time. If we receive your callback request after hours, we will respond the next day. Login link/procedure is available through the "Live Support" link in the "Support Information" section of your personal or project view.

## Computer Setup

WEBCM will function on Windows 2000 / Windows XP. Only Internet explorer 5.5 or higher is required to use WEBCM.

The following link is the entry point to WEBCM:

<http://www.primecontract.com>



## Daily Agenda

This is a one-day training class. The class will convene at 0800 and is scheduled to be in session until 1700.

The following daily agenda is provided:

- **Instruction Activities:** 0800 through 1200
- **Lunch Break:** 1200 - 1300
- **Instruction Activities:** 1300 – 1700
- There will be at least two class break in the morning and two class break in the afternoon each day.
  
- Students are responsible for arriving on time in the morning and when returning from breaks. Delayed classroom activity start times are likely to delay completing the day's activities on time.

Starting and stopping points are somewhat flexible and will be dictated by over-all class progress.

## Student Information

This student information sheet is used to populate the student information database and provide a report to NAVFAC management regarding employees that have been trained.

### Student Information Sheet

Please enter the following information using personal information or standard NAVFAC terminology/abbreviations as appropriate:

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Job Position Title: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Work email Address: \_\_\_\_\_

**DO NOT ENTER** your social security number.

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# Workshop Contents

	<b>Title</b>	<b>WEBCM Folder #</b>
Lesson 01	WEBCM Screen Navigation	N/A
Lesson 02	Folder Navigation & Document Handling	N/A
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Lesson 06	Photo Folders	8
Lesson 07	Contract Drawings	15
Lesson 08	Specifications	16
Lesson 09	Schedule	6
Lesson 10	RFI	4
Lesson 11	Correspondence	1
Lesson 12	Contract Items	14
Lesson 13	Production Report	2
Lesson 14	Preparatory/Initial Checklist	2
Lesson 15	Quality Control Report	2
Lesson 16	Deficiency List	2
Lesson 17	Safety Audit	7
Lesson 18	Non Compliance	2
Lesson 19	Invoice/Payroll/Labor Interviews	5
Lesson 20	Submittals	12
Lesson 21	Multiple File Upload	N/A

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