

LESSON 01

WEBCM Screen Navigation

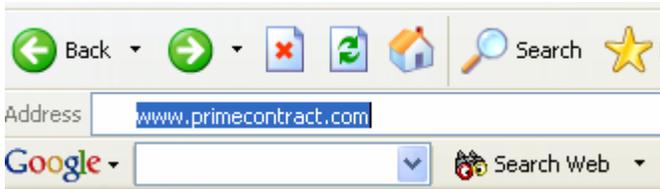
Objectives

This lesson demonstrates ways of navigating around WEBCM Windows. At the completion of this lesson, the participant will be able to:

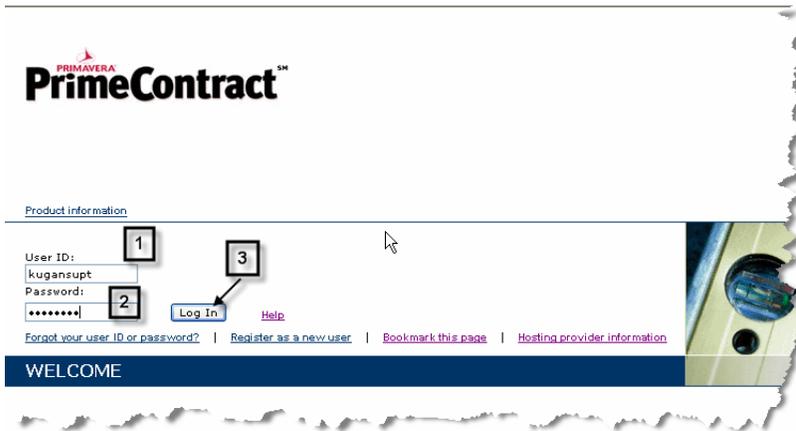
- Login to WEBCM
- Navigate through Project View
- Favorites
- Navigate through Personal View
- Change Password and User Information
- View Action Items

Starting WEBCM

- Open the internet explorer.
- Type the following URL address: [www.primecontract.com]



- The following window will appear.



- Type your user ID <xxxxxxxx> [1]
- Type your Password <*****> [2]
- Click  [3]
- With this login, the user will have access to their projects.
- Warning: 20 Minute intervals of inactivity will Log Out the user!
- Note: If you do not have a user name, see Lesson 05 for details.

Starting WEBCM (Contd...)

The Projects window will appear.

The screenshot shows the PrimeContract WEBCM interface. The top navigation bar includes 'log out', 'Welcome, Kugan Superintendent', 'Personal View', 'Projects', 'Search', and a help icon. The date 'July 4, 2008' is displayed on the right. The main content area is titled 'Projects' and includes 'Expand all' and 'Collapse all' options. A 'Default' dropdown menu is open, showing a list of projects with their roles. The right sidebar contains a 'Search' box, 'Common Tasks' (View Action Items, View Shortcuts, View Alerts, View Personal Files), 'Other Tasks' (My Contact Information, Manage Users and Groups, Check workflow status, View News Items), and 'Support Information' (Contact Information, Live Support, Support Knowledgebase, Online Lessons, Features and Updates).

Projects	Role
INAVFAC Internal Training Project 1	Member
INAVFAC Internal Training Project 2	Guest
A.R. UTILITY SPECIALISTS TAKEOVER OF CDC CONTRACT	Member
Airfield Pavement Repairs Phase 2, Miramar	Member
BPA FOR EMERGENCY GAS LINE REPAIRS	Member
Construct Ground Combat TRNG Range at MCAS Miramar	Member
GOLF COURSE RECLAIMED WATER, MCCS MIRAMAR	Member
IDQ ASPHALT PAVING - WASHOUT BRIG RD	Member
Install Active/Passive Vehicle Barriers Various BI	Member
N6246797C0990 - NAVY LODGE ADDITION, NAS PENSACOLA	Member
N6247403C9005 - DESIGN-BUILD LIBERTY CENTER, NAS F	Member
N6871102D8063 - 0003 - P-556 ENLISTED DINING FACIL	Member
NAS OCEANA	Member

- Your projects will be listed??????
- When the user is added to a project, they will be able to view more information based upon their assigned role (i.e. Superintendent, QC Manager, and Project Manager).
- Getting access to a project is coordinated through each ROICC office. Please contract your project engineer to get access to WEBCM.

Projects View

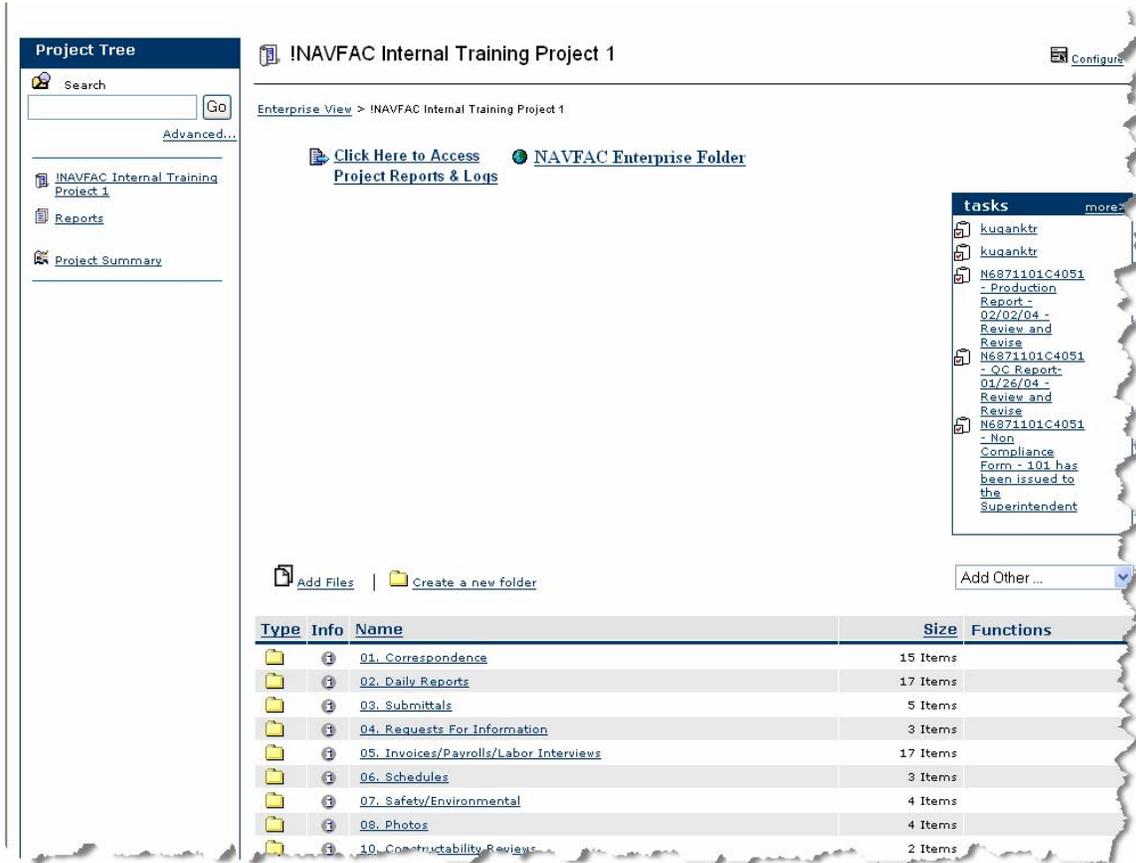
- Displays information about projects that the user plays a role (Project Manager, Superintendent, QC, etc.). [1]
- When you login to WEBCM, you will see the project .

Projects	Role
INAVFAC Internal Training Project 1	Member
INAVFAC Internal Training Project 2	Guest
A.R. UTILITY SPECIALISTS TAKEOVER OF CDC CONTRACT	Member
Airfield Pavement Repairs Phase 2, Miramar	Member
BPA FOR EMERGENCY GAS LINE REPAIRS	Member
Construct Ground Combat TRNG Range at MCAS Miramar	Member
GOLF COURSE RECLAIMED WATER, MCCS MIRAMAR	Member
IDQ ASPHALT PAVING - WASHOUT BRIG RD	Member
Install Active/Passive Vehicle Barriers Various BI	Member
N6246797C0990 - NAVY LODGE ADDITION, NAS PENSACOLA	Member
N6247493C0906 - DESIGN-BUILD LIBERTY CENTER, NAS F	Member

- The user is assigned a Role for each project allowing various levels of access. [1]
- Guest Role: This is the default role in which the user is given access to a project in a “read only” capacity.
- Member Role: This role is for those users participating in the project such as the Superintendent, Project Manager, and others. A member has certain rights that will allow for project participation. The member can initiate RFI’s, Red-Line Drawings, create QC Reports, all depending on their assigned Member role.
- From this window select the project “!INAVFAC Internal Training Project 1” by clicking on it. [2]

Projects View (Contd...)

- The “!NAVFAC Internal Training Project 1” project window will appear.



- Contents of this window and associated folders will be discussed in later lessons.

Favorites

You can bookmark your projects so that the projects can be accessed very easily through your Internet Explorer.

To add a project to your list of Favorites pages:

- Go to the project that you want to add to your Favorites list
- On the Favorites menu, click Add to Favorites
- Type a new name for the project

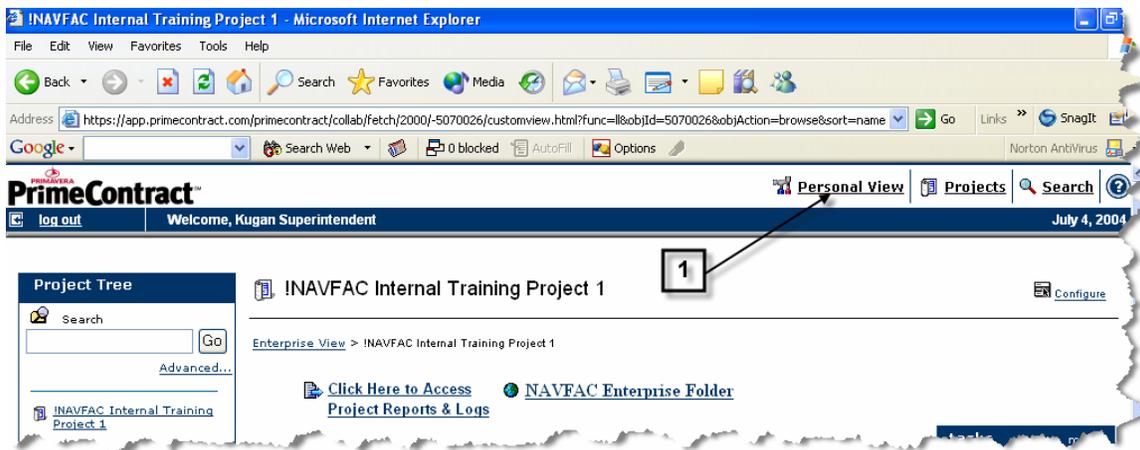
The screenshot shows the PrimeContract web application interface. The top navigation bar includes 'Personal View', 'Projects', and 'Search'. The main content area displays 'INAVFAC Internal Training Project 1' with a 'Configure' button. A 'Project Tree' on the left shows the project structure. A 'tasks' panel on the right lists various tasks. An 'Add Favorite' dialog box is open, prompting the user to add the current page to their Favorites list. The dialog includes a 'Name' field with the text 'INAVFAC Internal Training Project 1' and buttons for 'OK', 'Cancel', 'Make available offline', 'Customize...', and 'Create in >>'. A text box below the dialog provides instructions: 'To add a project to your list of Favorites pages: 1. Go to the project that you want to add to your Favorites list 2. On the Favorites menu, click Add to Favorites 3. Type a new name for the project'.

To open one of your favorite pages, from the Favorites menu on the Internet Explorer, click the page you want to open.

The screenshot shows the Internet Explorer Favorites menu. The menu is open, displaying the following options: 'Add to Favorites...', 'Organize Favorites...', 'Links', 'INAVFAC Internal Training Project 1', 'MSN.com', 'N6247403C9005 - DESIGN-BUILD LIBERTY CENTER, NAS FALLON, ...', 'Radio Station Guide', 'WEBCM Project Listing', and 'ROICC Fallon'. The 'Links' folder is expanded, showing the list of favorite pages.

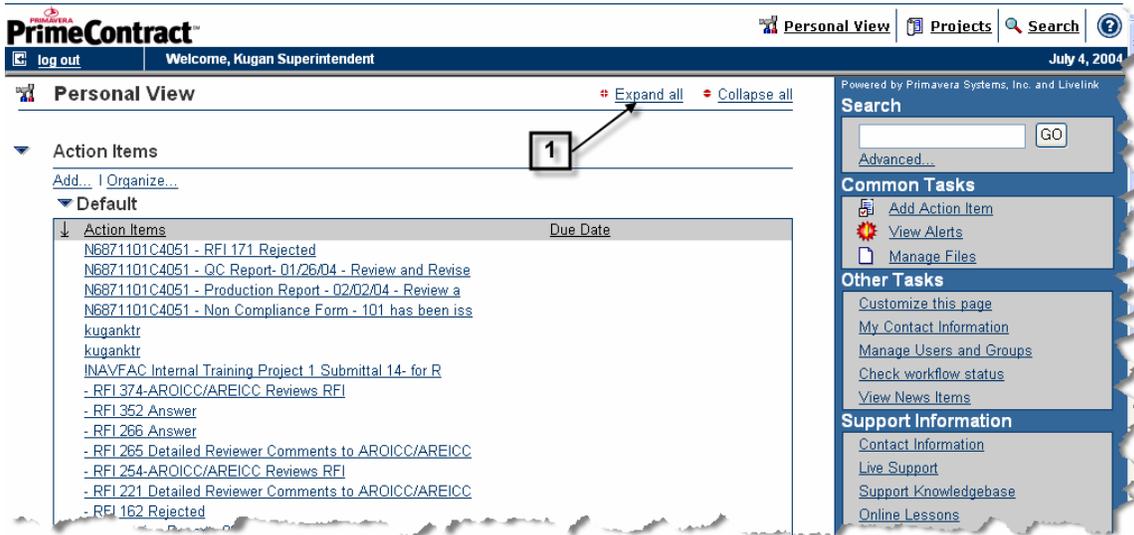
Personal View

- Personal View is the user's own exclusive view in WEBCM.
- Personal View provides a personal storage area that is not associated with a project.
- No other user can access what is stored in the user's Personal View.
- From the current view, click on Personal View. [1]



Personal View (Contd...)

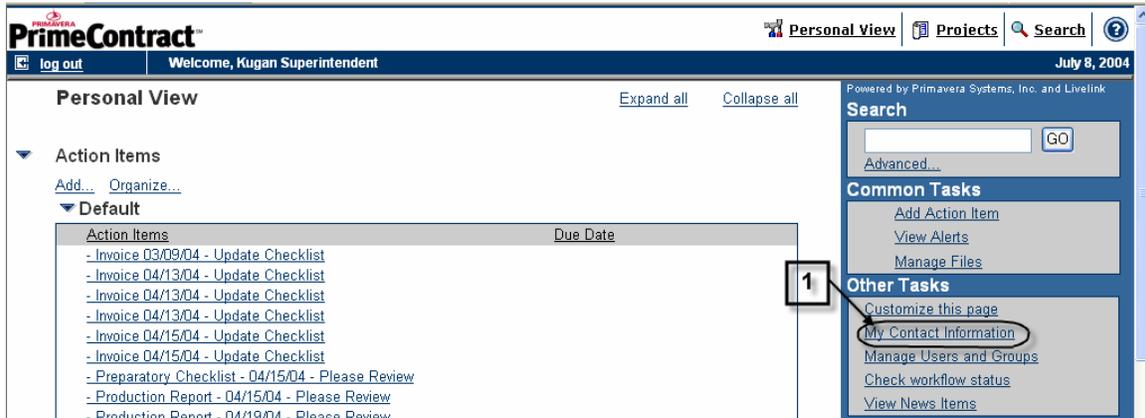
- The following window will appear.



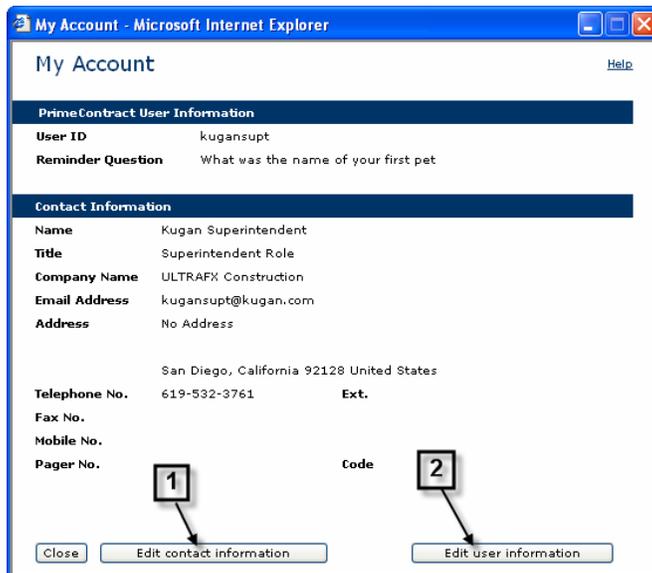
- To ensure that all Action Items, Shortcuts, and Personal Files can be viewed, click on Expand all. [1]
- An alternate to using the Expand all and Collapse all icons is to click on the blue arrows next to each heading.
 - ▼ Action Items
 - ▼ Shortcuts
 - ▼ Personal Files
- Personal Files is a private storage location for the user. The user can store any personal files in this location. This can not be viewed by others. This is the private secure area for the user.

My Contact Information

- To change contact information, user ID, and password, click on My Contact Information. [1]



- The following window will appear.



- Click  [1]

My Contact Information (Contd...)

- The following window will appear

Edit My Contact Information [Help](#)

Contact Information (fields marked with * are required)

First Name*
Last Name*
Title
Company Name*
Email Address*
Country*
Street Address*

City or Town*
State*
Zip*
Telephone No.* **Ext.**
Fax No.
Mobile No.
Pager No. **Code**

- Make changes as appropriate.
 - User ID
 - Password
 - Question
- Click
- Click to cancel update.

My Contact Information (Contd...)

- Click

Edit My User Information [Help](#)

INSTRUCTIONS: To edit your PrimeContract User Information please make changes in the boxes below.

Information that you enter will be used by the system on documents with which you are associated. PrimeContract will not publish or share this information with organizations that are not associated with your contracts, or any other third parties, without your prior approval or assignment.

PrimeContract Account Changes: (required fields marked with *)

Your user ID must be at least 6 characters long but no more than 30.

User ID *

Your password must be at least 6 characters long.

Password *

Password * (re-type)

Your Question*

Your Answer*

- Make changes as appropriate.

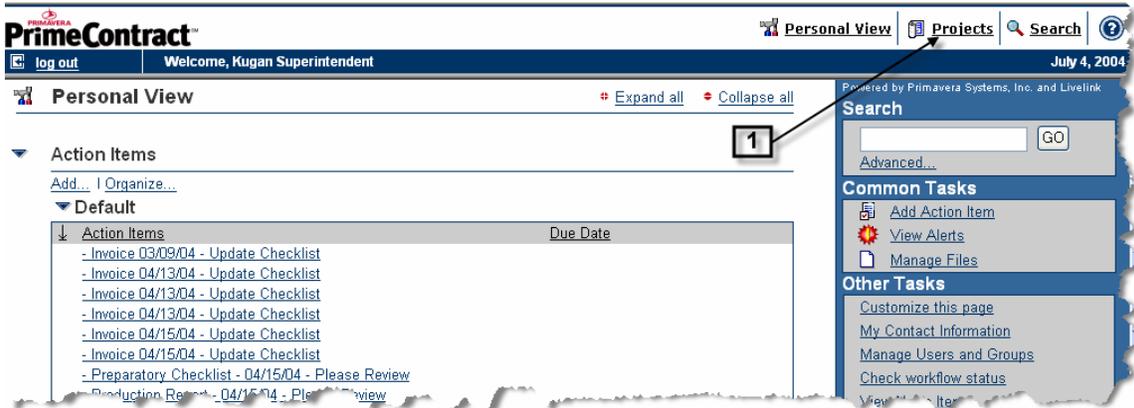
- Click

- Click to cancel update.

- Click on from “My Account” Window

Action Items

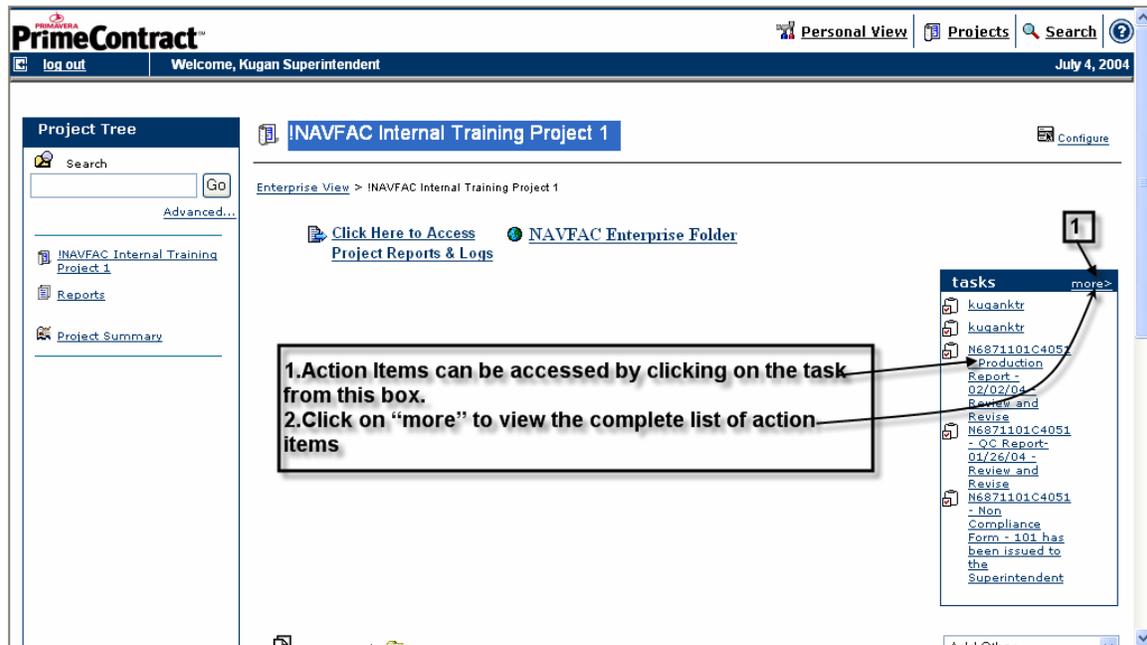
- The user will be sent back to the Personal View Window.



- All your action items appear under Action Items Category.
- Processing Action Items will be discussed throughout the manual.
- Action items also can be accessed through project page.
- Click on Projects link [1]. Then from the Projects page, click on “ !NAVFAC Internal Training Project 1 ”

Action Items (Contd...)

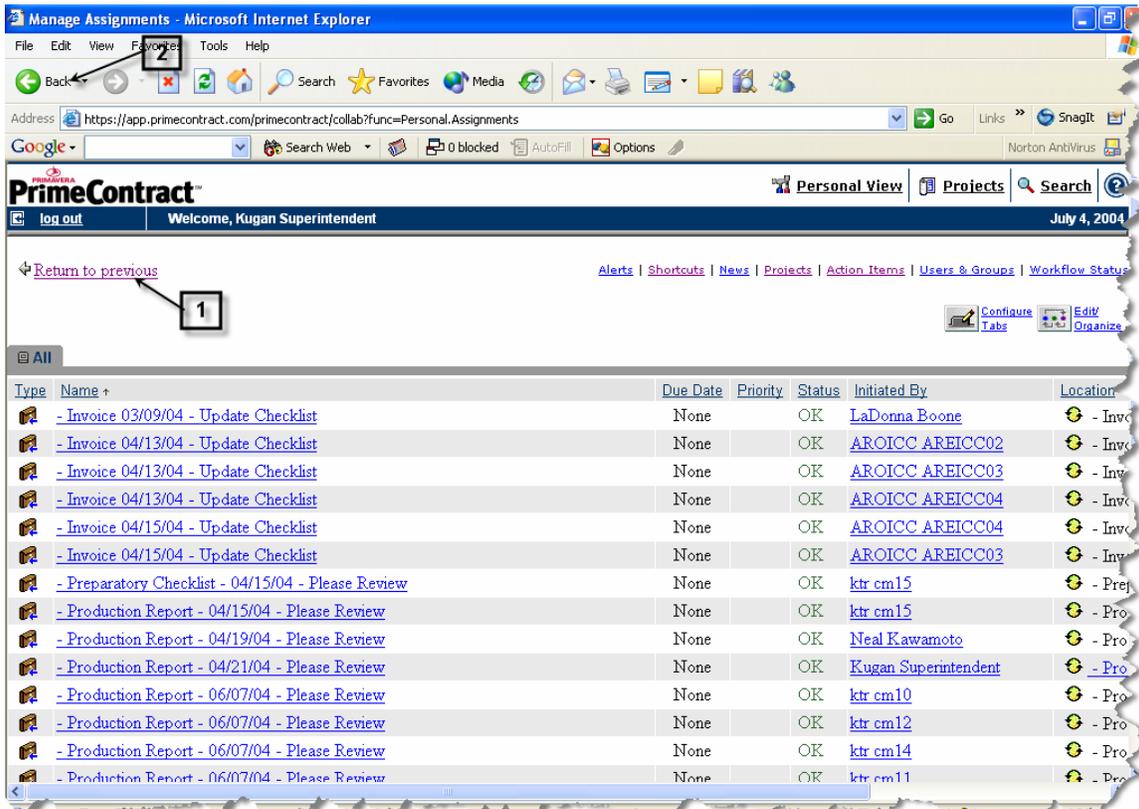
- The “ INAVFAC Internal Training Project 1 ”project main page will appear.



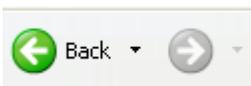
- Contents of this window and associated folders will be discussed in a later lesson.
- Click on more from the “tasks” box to view the complete list of Action Items. [1]

Action Items (Contd...)

- The following window will appear.

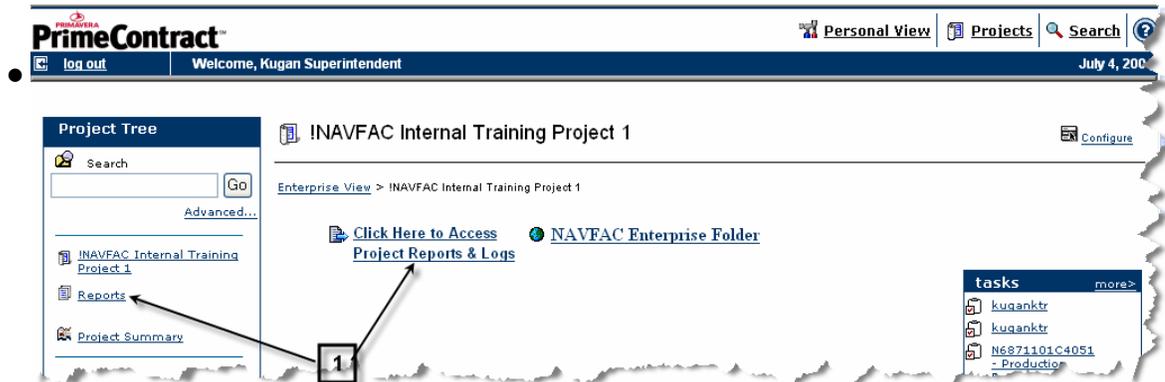


- Processing Action Item will be discussed throughout the Manual.
- Click on the “Return to Previous” link to return to the Projects View. [1]
- When a link is provided, use the link instead of clicking on “Back” navigation button [2]



Reports

- The project window will appear.

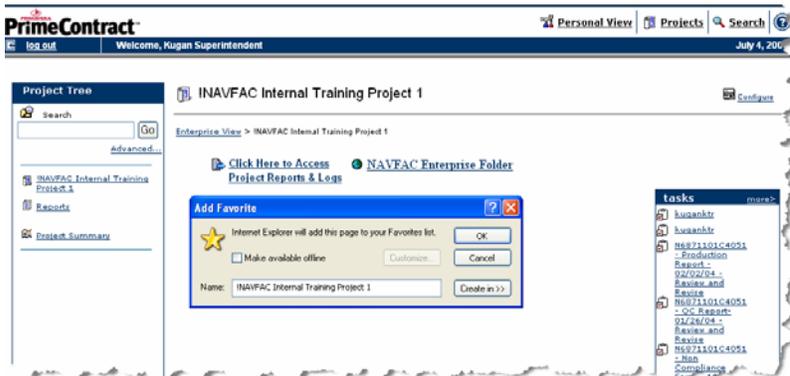


are discussed in lesson 3.

- Reports features will be available for contractors towards December 2004.

Training Project

You will use the “!NAVFAC Internal Training Project 1” throughout the training. Please bookmark this project.



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