

# LESSON 04

## Workflow

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### Objectives

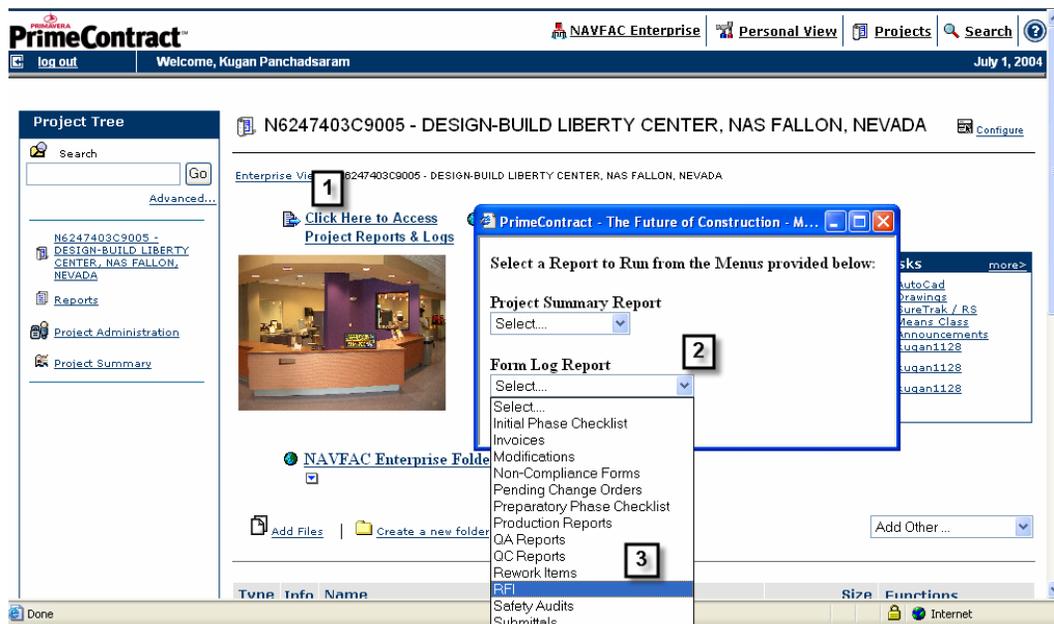
This lesson will provide you with the information required to retrieve and review workflow status information (RFIs, Submittals in progress). At the completion of this lesson the participant will be able to:

- Understand the term and concept of workflow
- Be able to print a document in the workflow
- Be able to check the workflow status

**This feature will be available for contractors in December 2004.**

## Check Workflow Status

- Workflows are the representations of process flows for a document (RFIs, Submittals, etc.) in PrimeContract. They show who has been sent the document and where the document will be going.
- Workflow shows the sequential steps in which a document travels and allows the person who initiates or manages the workflow to monitor its progress at all times through the workflow status page.
- If the workflow for a document can not be viewed, the user must contact the ROICC Project Coordinator to be given permission to view the workflow.
- As a demonstration we will print an RFI that is currently in progress.
- Navigate to “ N6247403C9005 - DESIGN-BUILD LIBERTY CENTER, NAS FALLON” [ from your favorites].



 [Click Here to Access Project Reports & Logs](#)

- Click on [Click Here to Access Project Reports & Logs](#) . [1] Select Form log Report. [2]
- Select RFI from “Form Log Report”. [3]

## Check Workflow Status (Contd...)

- RFI log will display listing of RFI.

PrimeContract Report - Microsoft Internet Explorer

Show Report Outline Page 1 of 1 View: 100% Go Print from PDF Save Show Search

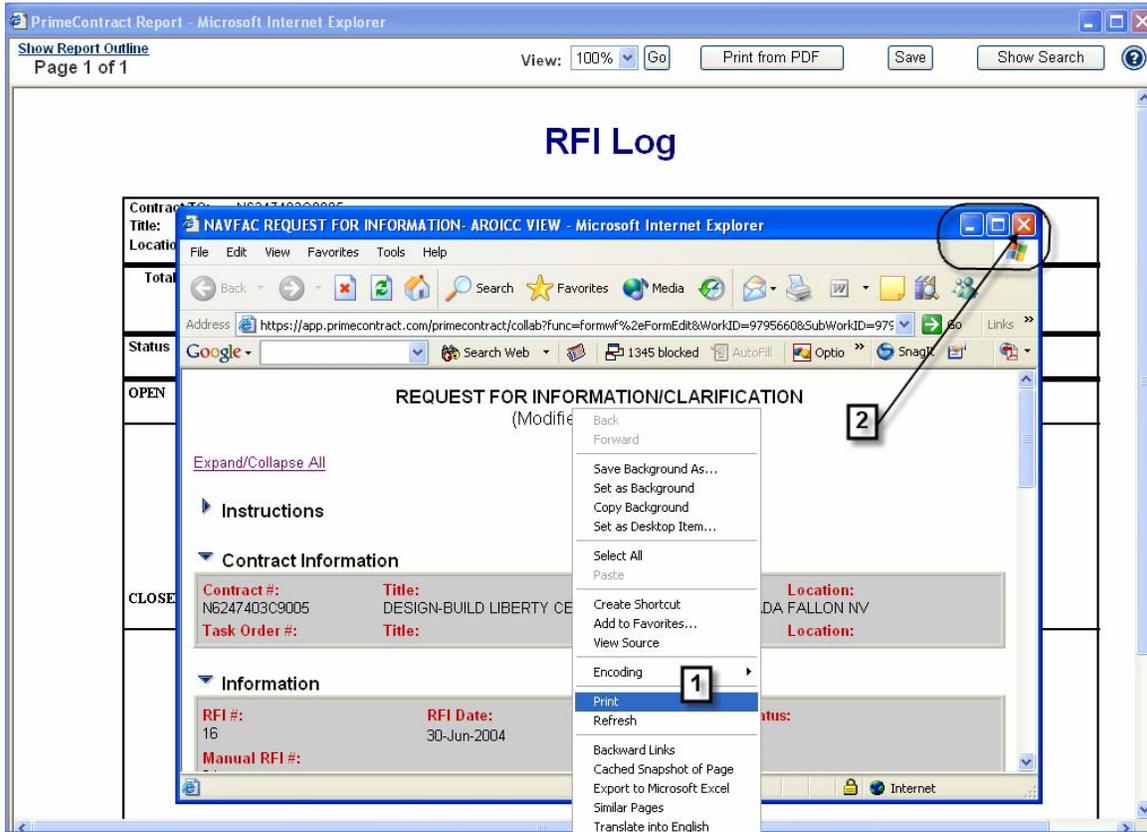
### RFI Log

<b>Contract/TO:</b> N6247403C9005					
<b>Title:</b> DESIGN-BUILD LIBERTY CENTER, NAS FALLON, NEVADA					
<b>Location:</b> FALLON NV					
<b>Total Number of RFIs:</b> 6		<b>Priority (Open)</b>	<b>Urgent:</b> 0	<b>RFI Age</b>	<b>Average:</b> 8
<b>Open:</b> 4			<b>Normal:</b> 4		<b>H:</b> 22
<b>Closed:</b> 2					<b>L:</b> 0
<b>Status</b>	<b>Priority</b>	<b>PC RFI #</b>	<b>Date Sent</b>	<b>Date Closed</b>	<b>RFI Age</b>
<b>OPEN</b>					
	<b>NORMAL</b>				
		11	6/9/2004		22
			<b>Subject:</b> Electrical Outlets, View Window		
		13	6/16/2004		15
			<b>Subject:</b> Ceiling Height in new Offices.		
		14	6/30/2004		1
			<b>Subject:</b> Fire Sprinklers, Duct Smoke Detectors		
		16	6/30/2004		1
			<b>Subject:</b> Electrical Question		
<b>CLOSED</b>					
	<b>NORMAL</b>				
		4	4/28/2004	4/28/2004	0
			<b>Subject:</b> Mechanical Questions		
		9	6/9/2004	6/16/2004	7
			<b>Subject:</b> Glass Wall, Ceiling Grid		

- Click on **“View Form”**. [1]

## Check Workflow Status (Contd...)

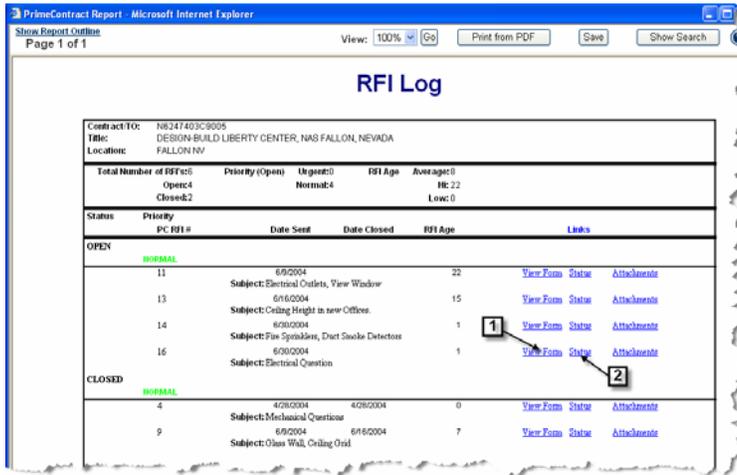
- The following window will appear.



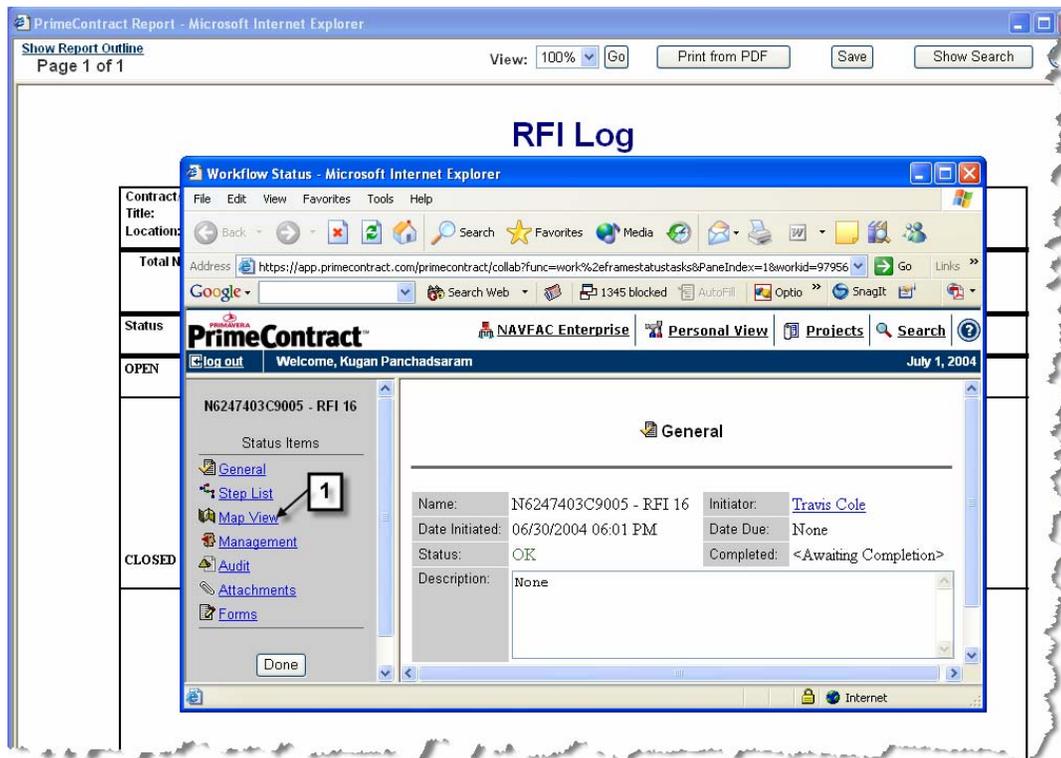
- To print this document, right-click in the document, then select print from the pop-up menu.
- To exit out of this view, Click on “X” on the top right window. [2]

## Check Workflow Status (Contd...)

- To see who is in possession where the document, click on “Status” link. [2]



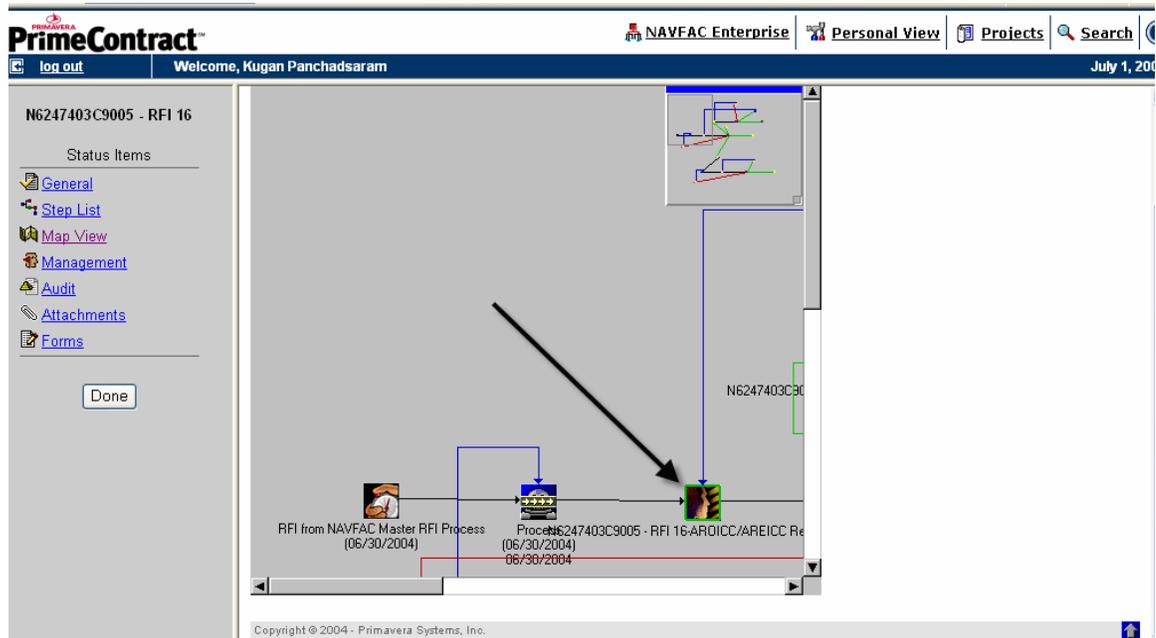
- The following window will appear.



- Click on Map View. [1]

## Check Workflow Status (Contd...)

- The following map view will appear.



- From the diagram, you can tell who is in possession of the RFI.

- When done click on the “X” in the top- right corner.



- You will return to the RFI form window. Click on the “X” in the top- right corner.



You must have permission to view work flow.  
Your ROICC Engineer can provide you this permission.