

Lesson 05

Accepting a Project Invitation

Objectives

This lesson will provide the user with an overview of how to sign up for a WEBCM account and accept a project invitation to participate in WEBCM project management. At the completion of this lesson the participant will be able to:

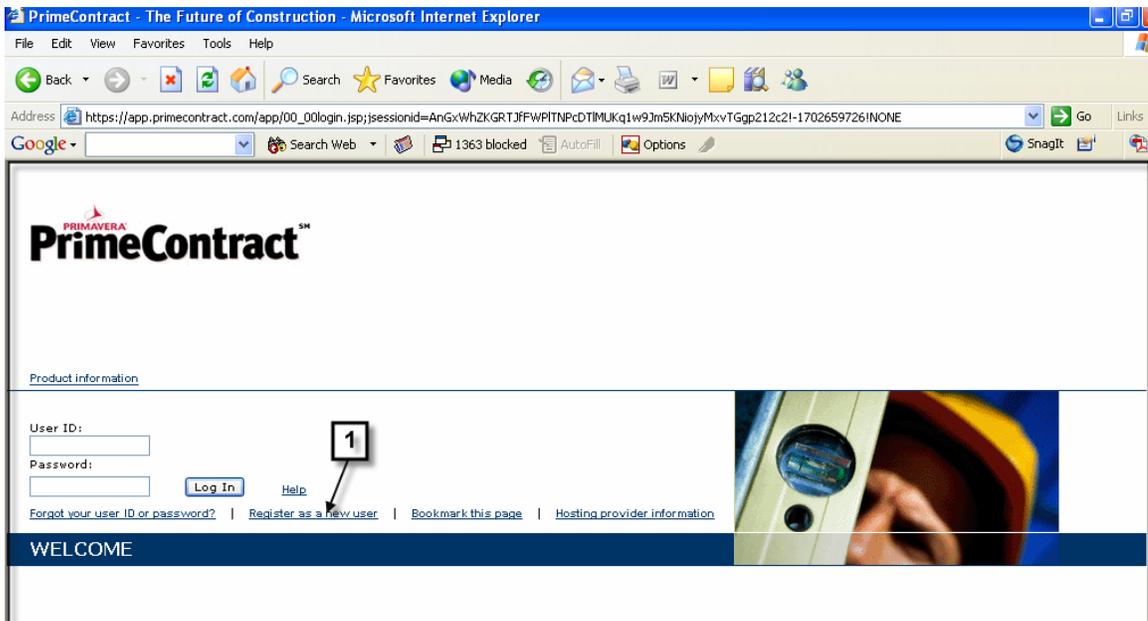
- Register for a user account.
- Accept a project invitation.

WEBCM Registration

- If the user does not have a WEBCM login ID, the user must register through the PrimeContract website.
- Open the internet explorer.
- Type the following URL address: [www.primecontract.com]



- The following window will appear.



- Click on Register as a new user. [1]

WEBCM Registration (Contd...)

- Member Registration window will appear.

July 3, 2004



Member Registration [Help](#)

INSTRUCTIONS: To become a registered user of PrimeContract, please enter the requested information in the form below. Note that fields marked with * are required.

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.

Please enter the following information: (fields marked with * are required)

First Name*	<input type="text" value="Kugan"/>
Last Name*	<input type="text" value="Construction Manager"/>
Title	<input type="text" value="Construction Manager"/>
Company Name*	<input type="text" value="WEBCM Training"/>
Email Address*	<input type="text" value="kugan1128@gmail.com"/>
Country *	<input type="text" value="United States"/>
Street Address*	<input type="text" value="1220 Pacific Hwy"/>
City or Town*	<input type="text" value="San Diego"/>
State*	<input type="text" value="California"/>
Postal or Zip Code*	<input type="text" value="92132"/>
Telephone No.*	<input type="text" value="619-532-3761"/> Ext. <input type="text"/>
Fax No.	<input type="text"/>
Mobile No.	<input type="text"/>
Pager No.	<input type="text"/> Code <input type="text"/>

Please use only 5 digit zip code here (like 32526). Do not use 5 digits plus 4 additional (32526-5903 etc.)

Choose a user ID for your PrimeContract account:
Your user ID must be at least 6 characters long but no more than 30.

Enter your User ID*

Enter a Password for your PrimeContract account:
Your Password must be at least 6 characters long but no more than 30.

Type in Password*

Re-Type Password*

Please record your user ID and password in a safe place. If you forget your password, PrimeContract can verify your identity by asking you a security question of your choice. Please select a security question, and then type the correct answer to this question. Examples: Name of your first pet or your childhood hero.

Your Question*

Your Answer*

1

- Complete the registration form. Then click  [1]
- WRITE DOWN YOUR USER ID, PASSWORD, AND SECURITY QUESTION DOWN AND STORE IN A SECURE LOCATION!

WEBCM Registration (Contd...)

- You will see the “Member Registration Thank You” window.



- Click on

WEBCM Registration (Contd...)

- The Log in window will appear.



- Enter User ID and Password [1].
- Click on [2].
- You will see the “PRIMECONTRACT PROJECT PARTICIPANT AGREEMENT” window the first time you login.
- Scroll down to the bottom of the agreement, and click on .

WEBCM Registration (Contd...)

- Now, you will be in the PrimeContract site. Now you have completed the first step toward participating in WEBCM on NAVFAC projects.

Manage Projects - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://app.primcontract.com/app/sua/projectsview>

Google Search Web 1363 blocked AutoFill Options

PrimeContract Personal View Projects Search

log out Welcome, Kugan Construction Manager July 3, 2004

Powered by Primavera Systems, Inc. and Livelink

Projects

Expand all Collapse all

Organize...

Default

Projects	Role
You have no projects at this time.	

Search

GO

Advanced...

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

Support Information

- Contact Information
- Live Support
- Support Knowledgebase
- Online Lessons
- Latest Features and Updates
- Service Announcements

Copyright © 2004 - Primavera Systems, Inc.

Project Invitation

- After the pre-construction conference, a project invitation to join the project in WEBCM will be sent to the contracting firm.
- The Superintendent, Quality Control Manager, Construction Manager, and Contractor's home office key personnel will get this email invitation. You must provide the following to the ROICC Project Engineer for the personnel requiring WEBCM access.
 - Last Name
 - First Name
 - Position Title
 - Email address
- The invitation will appear in the users email inbox and look similar to the following.

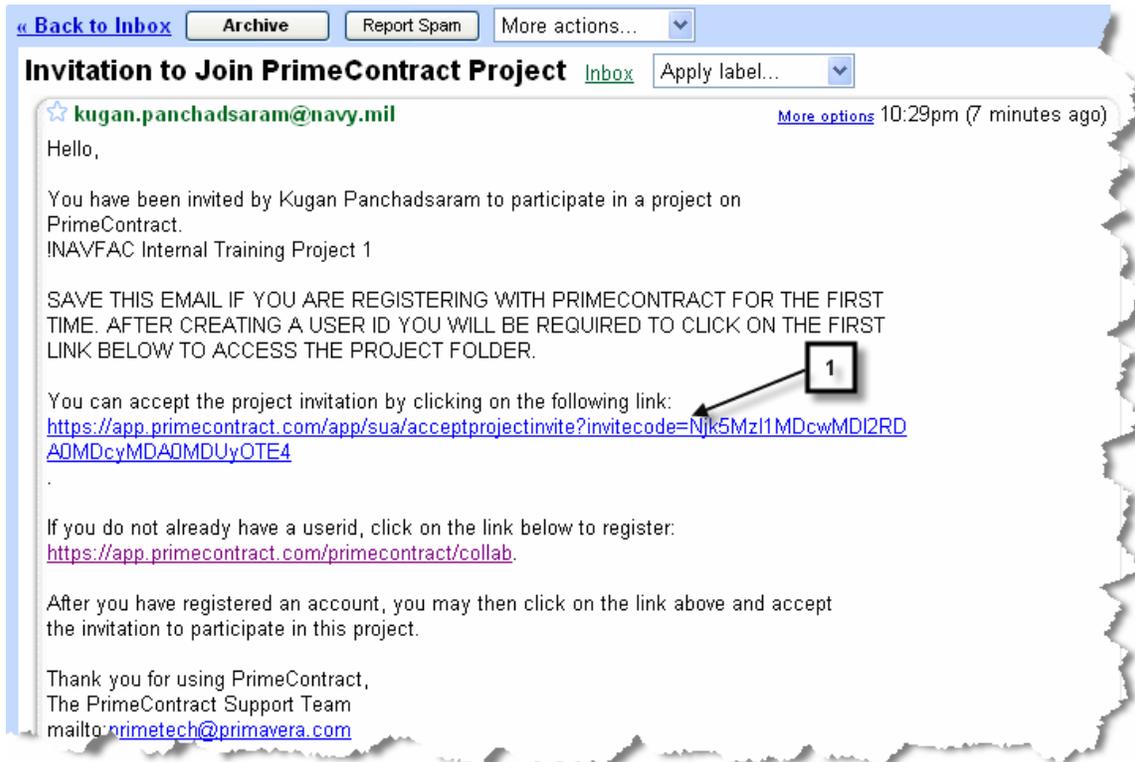
kugan.panchadsaram

Invitation to Join PrimeContract Project -

- The email will come from the Project Coordinator from the participating ROICC office and the subject will state "Invitation to Join Prime Contract Project".
- Open the email.

Project Invitation (Contd...)

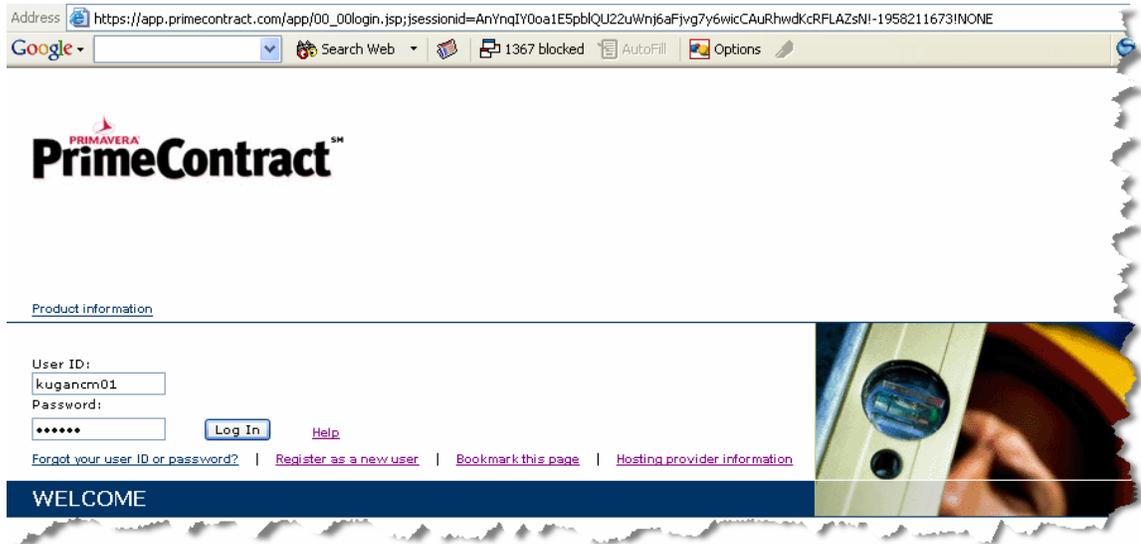
- The email will look like the following.



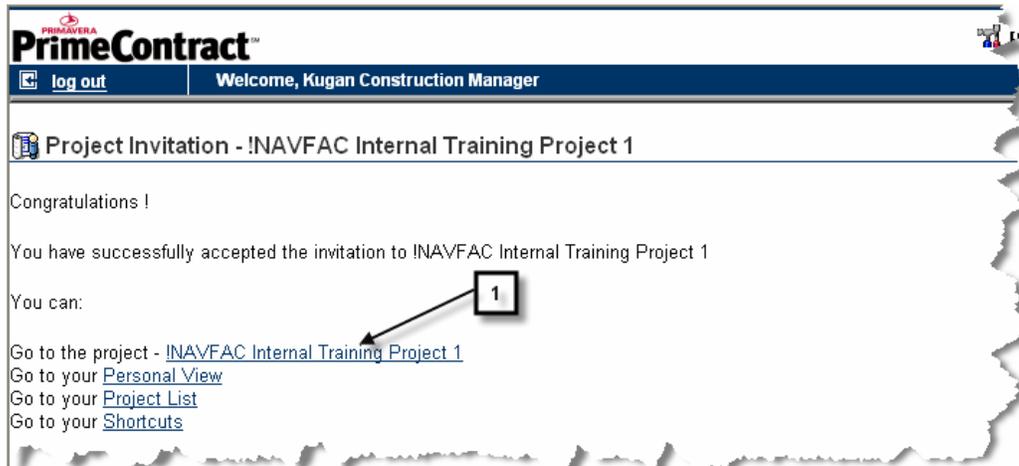
- This email will provide the user with two web links.
- The first link will allow the user to accept the project invitation. [1]
- The second link allows the user to register for a WEBCM account if they do not have a webcm account.
- **DO NOT USE THIS LINK TO REGISTER!**
- See page 2 of this lesson to Register with PrimeContract
- Click on the first link to accept the invitation. [1]

Project Invitation (Contd...)

- The following window will appear.



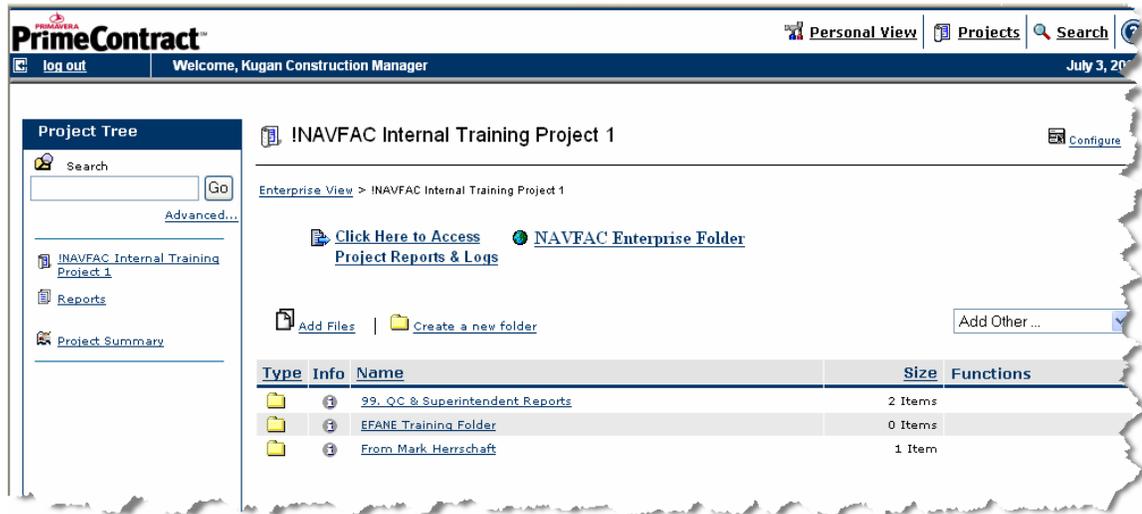
- Log-in to WEBCM using your User ID and Password.
- The user will see the welcome window.



- Click on “Go to the project” link [1].

Project Invitation (Contd...)

- The user will be sent directly to the project in which they have been invited.



- At this point the user will not have full access or not play any type of Role at this point. You may or may not see any folders on the project screen.
- The ROICC office will get an email notification of your acceptance. Then the ROICC office will provide you with the proper access to use WEBCM.

Project Invitation (Contd...)

- Log-in to WEBCM the following day. The user should have access to that project [should be able to see many folders].
- If the user does not have access or does not have complete access, contact your ROICC project manager to have this done.

The screenshot shows the PrimeContract web interface. At the top, there is a navigation bar with 'Personal View', 'Projects', and 'Search' options. The main header displays 'Welcome, Kugan Construction Manager' and the date 'July 3, 2004'. The central area is titled 'INAVFAC Internal Training Project 1' and includes a search bar, a 'Go' button, and an 'Advanced...' link. Below this, there are links for 'Click Here to Access Project Reports & Logs' and 'NAVFAC Enterprise Folder'. A 'tasks' sidebar on the right lists various review items like '- RFI 253 CCM Reviews RFI'. At the bottom, there are buttons for 'Add Files' and 'Create a new folder', and a table listing project folders and their contents.

Type	Info	Name	Size	Functions
Folder		01. Correspondence	15 Items	
Folder		02. Daily Reports	17 Items	
Folder		03. Submittals	5 Items	
Folder		04. Requests For Information	3 Items	
Folder		05. Invoices/Payrolls/Labor Interviews	17 Items	
Folder		06. Schedules	3 Items	
Folder		07. Safety/Environmental	4 Items	
Folder		08. Photos	4 Items	
Folder		10. Constructability Reviews	2 Items	
Folder		11. Commissioning	2 Items	
Folder		12. Closeout	3 Items	
Folder		13. Reports	3 Items	
Folder		14. Contract Items	5 Items	
Folder		15. Contract Drawings	5 Items	
Folder		16. Contract Specifications	1 Item	
Folder		18. Miscellaneous	16 Items	
Folder		21. Meeting Minutes	15 Items	
Folder		99. QC & Superintendent Reports	2 Items	
Folder		EFANE Training Folder	0 Items	
Folder		From Mark Herrschaft	1 Item	

This Page Intentionally Left Blank