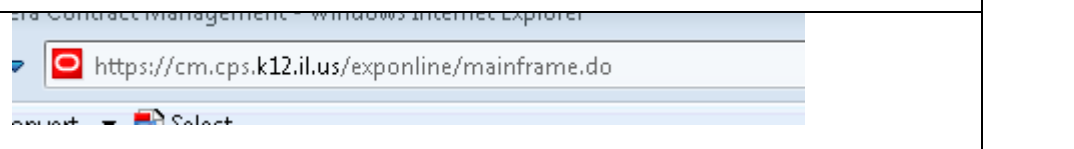
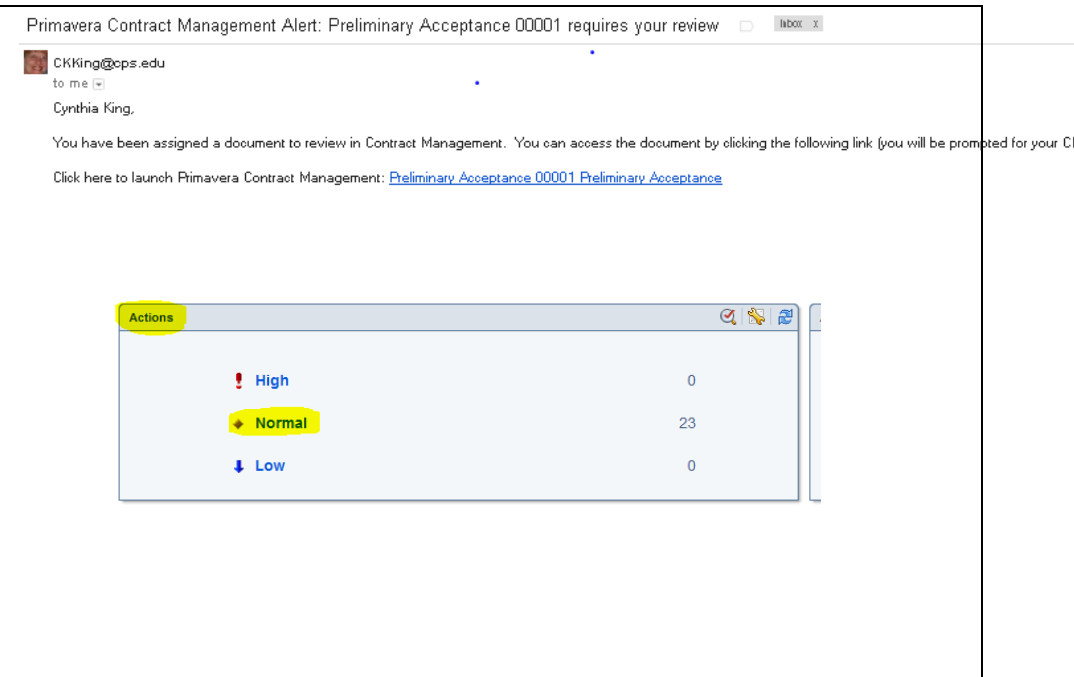


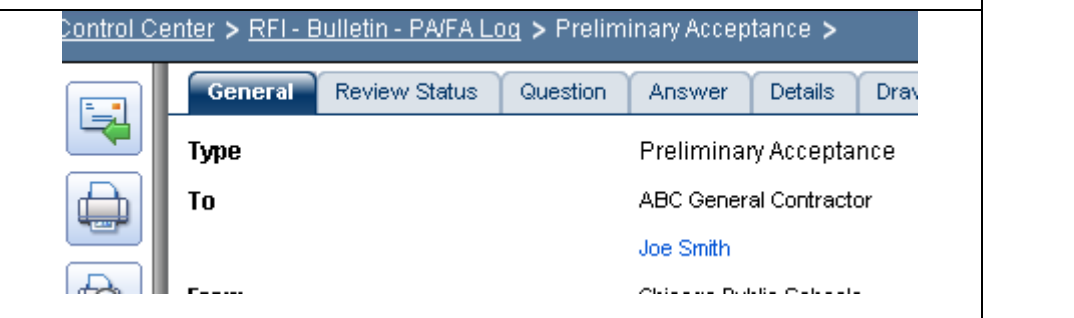
Bldg/Operation Manager's and Quality Manager's Preliminary & Final Acceptance Instruction Manual

Primavera Contract Management <https://cm.cps.k12.il.us>

- 1) The BM/OM, then the QM will receive an email notification from Contract Management. You will either login to Primavera via **<https://cm.cps.k12.il.us>** and go to your Action Box on the dashboard
- 2) **OR** copy the link from the notification by right clicking on it and select "Copy Link Address" and paste it into a new tab within the browser bar of **Internet Explorer** and Enter.



- 3) You will be brought into the "General" tab of the PA or FA requiring your review. *** PLEASE NOTE THAT YOU SHOULD REPLY WITHIN 7 DAYS.**



a) Click on the "Attachments" tab and review the attached documents.

Attachment	Subject
PA.docx	PA Certificate

4) Browse to the "Review Status" tab and click on the "Edit" document button left of your name.

Reviewer	Status
John P O'Connell	✓
Anthony Givens-Belsley	✓
Alex X Hamp	BIC

4) The review window will pop up.

a) Provide comments for review pertaining to the PA or FA.

b) Click on "Approve" or "Reject".

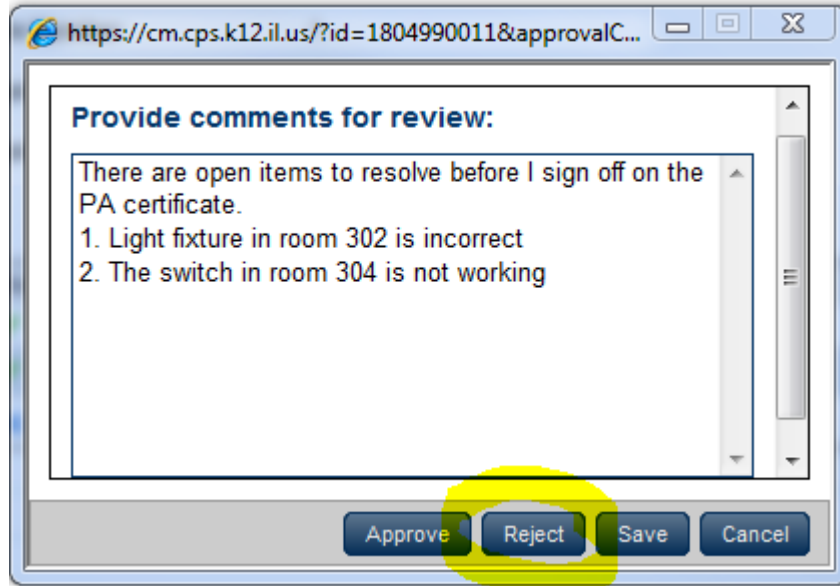
c) If Approved, a notification will be sent to the PM.

Provide comments for review:

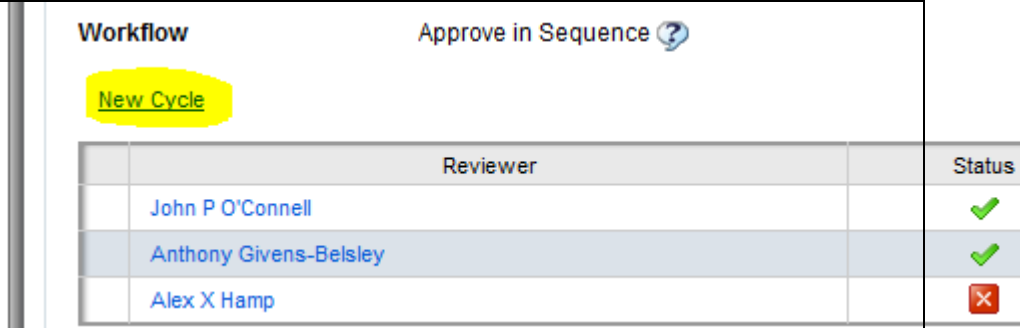
Confirmed

Approve Reject Save Cancel

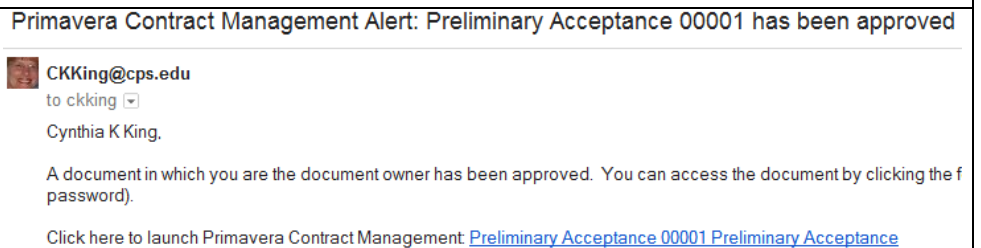
d) If Rejected, please note your reasons for rejection, click REJECT and it will go back to the PM.



5) After the item(s) have been addressed the PM will click on New Cycle, remove the PM from the reviewer list, which leaves the BM/OM, then QM. Click Initiate.



6) Once the QM signs off, the PM will receive a notification that it's been approved. The PM will notify the necessary parties via Email Form.



Updated 1/28/19 - ck