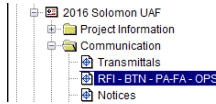




Bulletin Cheat Sheet

1. The Bulletin is generated by the AOR within the Communication folder of the project: RFI-BTN-PF-FA-OPS



2. Click on the "Add Document" button to create new Bulletin



3. Choose "Bulletin" under the "Type" dropdown, Choose the GC within the TO:, Choose yourself (AOR) within the FROM:, Type in the Bulletin subject within the TITLE (ex: Btn#1 – New Doors & Hardware), the date defaults to today's date.

4. Browse to the "Review Status" tab, select yourself (AOR) as the Document Owner. SAVE – Click "Add Reviewers" to select the DM, the PM, then Jack O'Connell (LL) as reviewers. (To find your reviewers, right click on the project and select Project Settings, then click on Key Parties tab)
5. Click the edit pencil and browse to "Question" tab – select the applicable option under each dropdown: Work Impact and Reason, then within the Question area, enter the bulletin direction in detail. Input the date under your

name as shown:

6. REMEMBER to enter any reference document, along with the General Contract within the Details tab.
7. Browse to "Attachments" and click on Attach File, browse, select your document, input a subject and "Save"
8. Browse to the Review Status tab and click on "Initiate" – upon approval or rejection of the bulletin, the AOR receives the notification, goes into PCM and forwards via the "Select an action" dropdown, Email Form to the GC (for pricing if applicable) and yourself.
9. If you need to REVISE an already approved bulletin, create a new bulletin with the same # and add an R, (example - original #00001, revised #0001R) and type in same title but include REVISED or REV if space is limited.