WELCOME

Welcome to The Skillman Corporation's eComm to help electronically manage the construction information for this project! To access eComm, which is 100% web based, get to a computer with internet connection and be sure to check emails that will be coming from noreply@skillmanecomm.com so that they do not get caught in SPAM! Find the welcome email from eComm and click the link to get to the site. This email will also contain your login info. If you have questions at any time, please do not hesitate to contact your support team! There is also a "Help/Support" tab that can help you submit a ticket for a question or troubleshooting. We are here to help and can provide one on one assistance anytime.

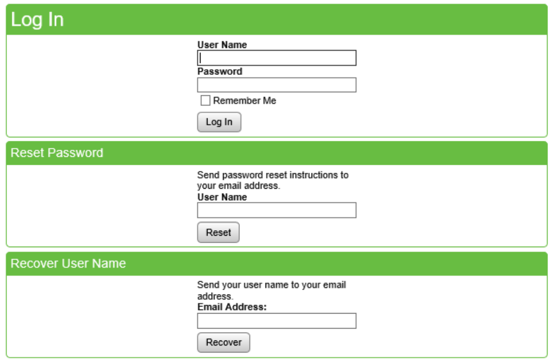
Eastern Engineering's Digital Support Team
software@easternengineering.com
Monday thru Friday, 8:00 AM – 5:00 PM

eComm Project Website

MANUAL

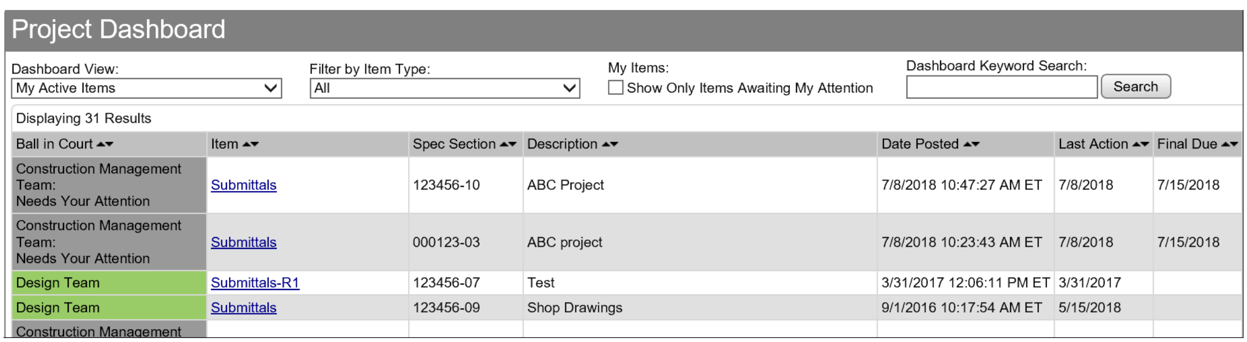
I. LOG IN

Enter your User Name and Password that has been provided via email. (**Your email is your User Name, and a randomly generated password has been setup for you, which you can change once you have logged in**) If you are unsure, use the recovery tools in the log in screen.

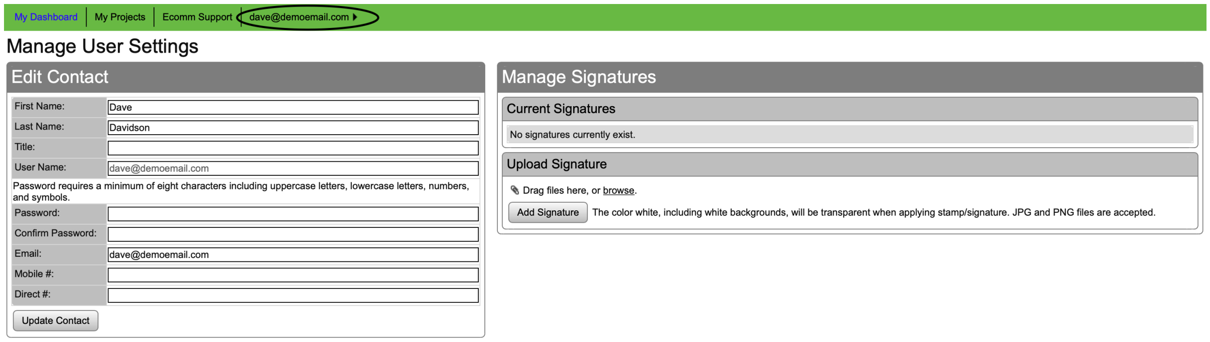


II. MY DASHBOARD

My Active Items "My Active Items" is a list of active items that include you in the workflow. Everyone's Action Items dashboard is different. The action items may require your attention or show the ball in court with whom the item resides. To go directly to the item, click on the item number in the list. Sort column headers ascending and descending order.

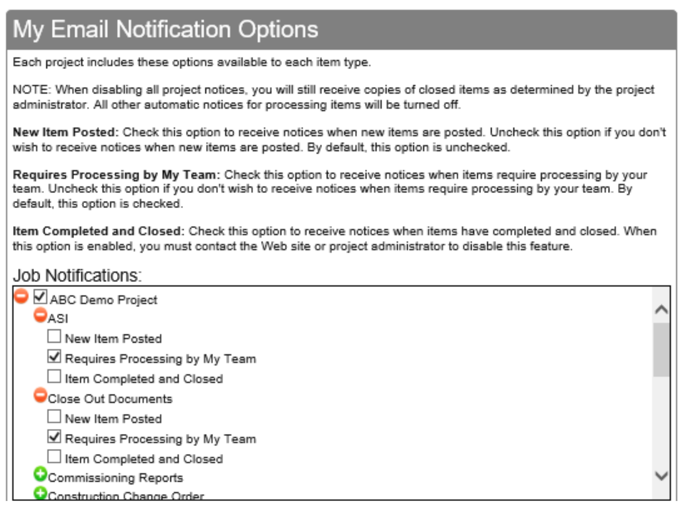


1. Drop down the options to view:
2. "**ALL Project Activity in Last 10 Days**", "**ALL Project Activity in Last 30 Days**" or "**ALL Project Activity Any Time**"
3. Filter by Item Type, using the drop down menu.
4. My Items: Click the box "Show Only Items Awaiting My Attention" to filter items only awaiting your attention to process.
5. Keyword search on My Dashboard allows you to search contact, job, description and other key words or dates.



A. **Change Your Password and Profile Settings.** Mouse over your Login ID and go to My Profile. Update your First Name, Last Name, Password, Email Address and Mobile Phone Number. (*Passwords must be at least 8 characters, one upper case, one lower case, one letter, one symbol.)*

B. **Change Your Email Notification Settings.** Allows you to choose which jobs to receive email notifications from. A check mark in a box by a single job turns off the notifications for that job. Checking the "Disable All Notifications" box will turn off all email notifications for all jobs or items per job. *"There are some exceptions when disabling notifications such as when a project administrator assigns a notice to you when specific items are posted."*

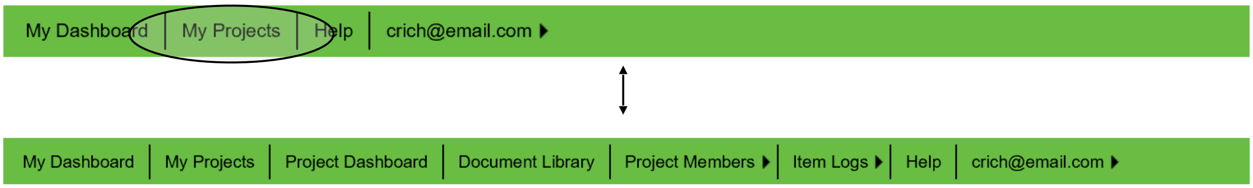


To view recent notifications, mouse over username and click "MY NOTIFICATIONS". My Notifications provides the user a listing of recent notifications regarding any item on any project.

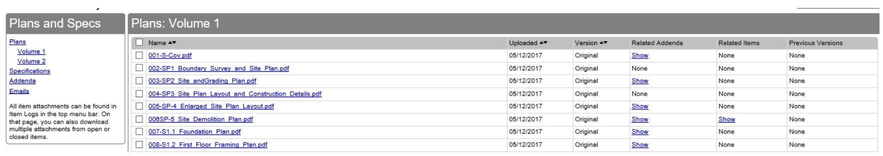
C. **Adding a Stamp and/or Signature.** In your profile, add a stamp to use in the Sign/Annotate tool. Any png or jpg file will work. White background will be transparent when placing stamps. Use this stamp in the markup tool, SEE SECTION XII.

IV. MY PROJECTS

Quick access to the list of all the jobs in the system that you are associated with. Click “Select” next to the job you want to select. **NOTE:** Once you select a project, “Document Library”, “Project Members”, “Item Logs” become available.



A. **Project Dashboard** Always returns you to the main project page with action items list specific to that job. Action items can be filtered by only your items, item type and/or by per page display of 25 up to 200 items.

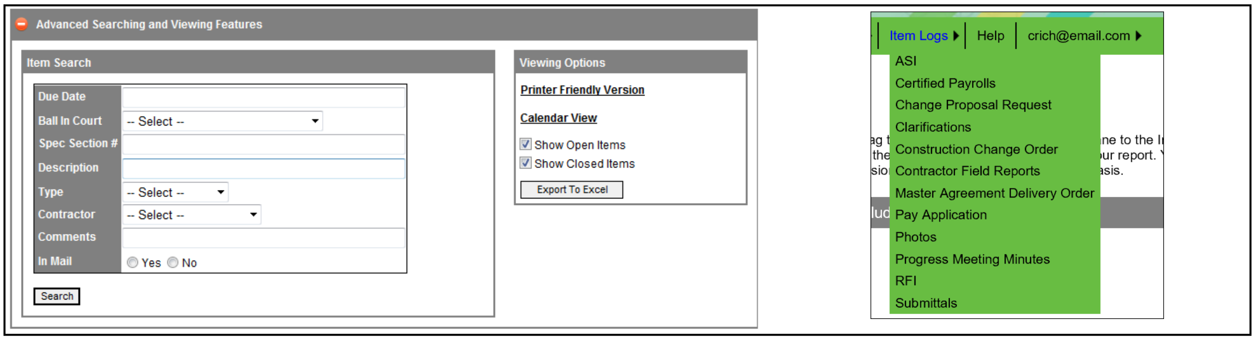


B. **Document Library** Contains links to Plans and Specifications in a table with columns that include Date Uploaded, Related Addenda, Related Item Types, Version Name, and Previous Versions. Each column is sortable. Items relating to plan sheets can be found associated with each sheet. These items can include addenda, any approved log item or replacement sheets that affect plan sheets.
   1. Clicking on individual items will open them. They can then be printed or saved.
   2. Putting a check in the checkbox by an item or multiple items and then clicking the “create zip for download” at the bottom of the page allows you to download a zip file of all the checked items.
   3. A keyword search is available in Document Library that searches key words in file names of plans, specifications and addenda.

C. **Project Members** Provides a list of construction team members, contact information and security level status. The list should include anyone that could potentially require project information.
   1. Each team member has a security level that determines their access to the system. Standard Security Levels:
      a. Subcontractor: Typically has access to post new submittals, view items they have been associated with, and view all items in the Construction Documents List.
      b. General Contractor/Construction Manager/ Architect/Engineer/Owner: Typically has access to a combination of view, forward and process all items in the Process Flow.
      c. Security level access can be customized per job and/or per item.

V. ITEM LOGS

Item Logs contain all of the document logs and it's where new items can be posted and processed. This area is not accessible to all security levels.

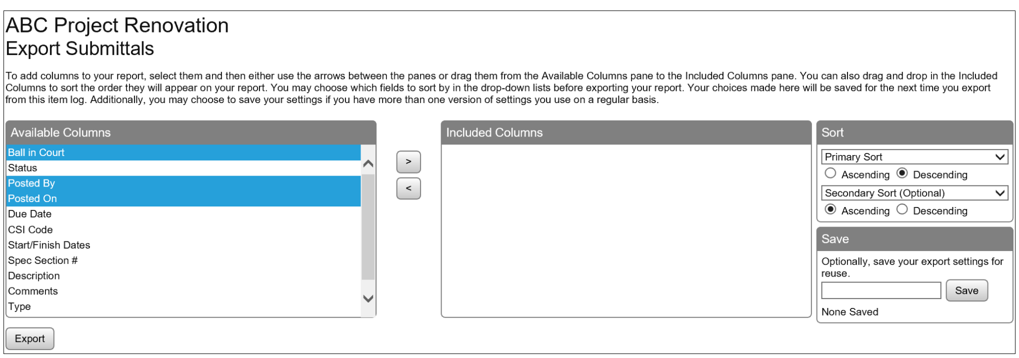


A. Ball-In-Court & Search Ball In Court: Shows where the item is in the Process Flow. If it says "Needs Your Attention" you need to, click "View" and process the item to move it to the next level in the Process Flow. Search feature allows you to search contact, job, description and other key words or dates.

a. Viewing Options: Gives you different options for viewing as well as printing.

b. Select Open or Closed items to filter only on those items.

B. Custom Report After selecting search options, you may click "Export" to obtain a custom spreadsheet report of those items.

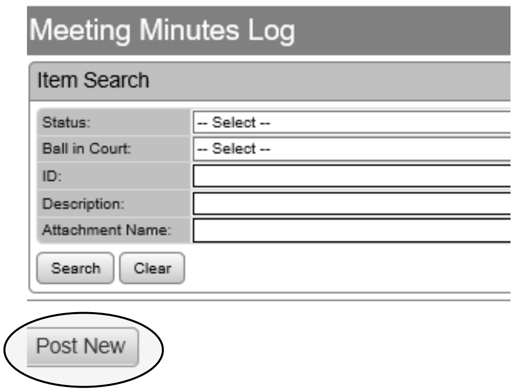


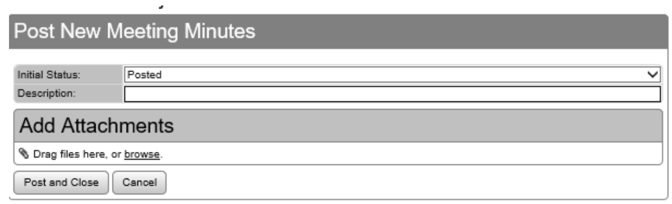
D. **Workflow Options** Pre-determined customizable path that an item takes from creation to closure.

1. **Post New:** Area to fill in information and add files to create a new item. This is the start of the Workflow for all log items. The ability to post new items can be different for all item logs.
2. **Edit/Delete:** Once an item has been saved to the system, but prior to completing it, limited users have the ability to edit or delete it. Items that are only posted and closed, have the ability for the posting user to edit the post and revise any associated information or documents and update it.
3. **View:** In this screen, you can view the item and have access to the action rights to submit it to the next step in the workflow.

VI. POSTING A NEW ITEM

Some items just need to be posted and closed with simple description, like REPORTS, PAY APPS, & Photos. Click “Post New” and simply enter info, add file and click “Post and Close”, other items going into workflow allow you to click “create”. Be sure to save and submit to next step to send to next ball in court action.

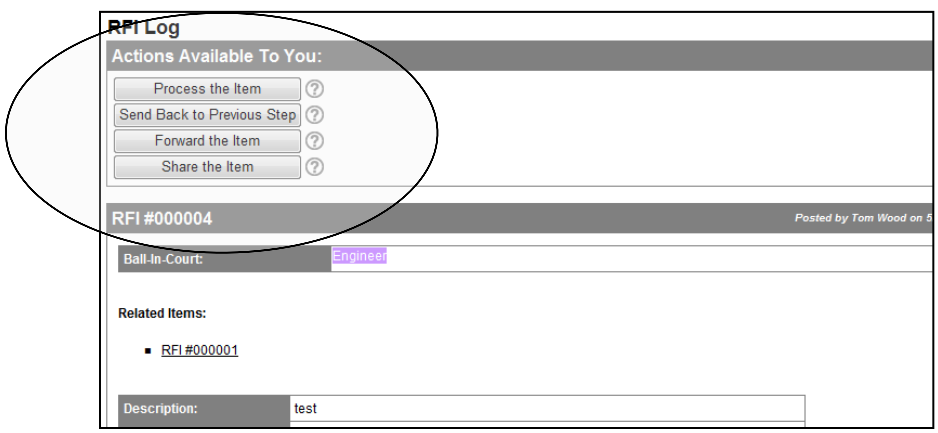




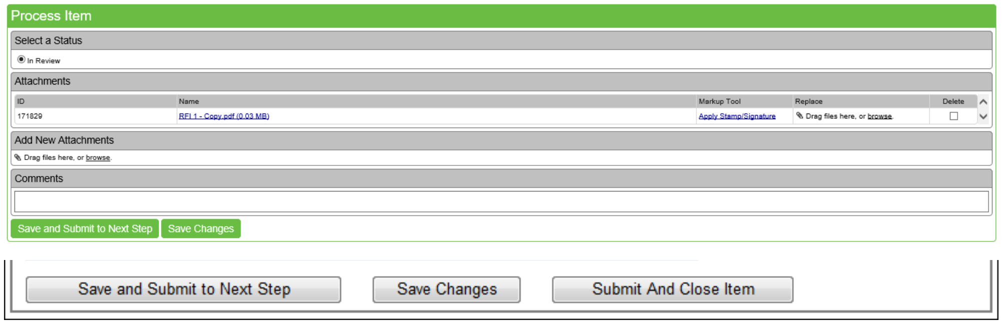
**Items that are only posted and closed, have the ability for the posting user to edit the post and revise any associated information or documents and update it.

VII. ACTIONS AVAILABLE TO YOU ON OPEN ITEMS IN PROCESS

Click “View” on an item to view its details. The following are options when it’s in your Ball in Court and “NEEDS YOUR ATTENTION”.



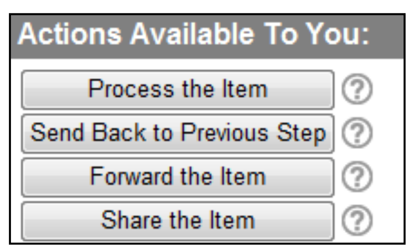
1. **Process the Item** Takes you to the bottom of the page to process the item to the next step in the workflow. Click “SIGN/ANNOTATE” to add stamp/signature to your file in eComm. Go to Section XII for instructions and to Section III for how to add a stamp or signature in My Profile.



1. Select your status. Sometimes it may only be one option to select. "Answered", "Reviewed", etc.
2. Sign/Annotate the file. (Optional) This launches the Mark-Up Tool to stamp or add notes, comments to PDF files.
3. Replace the file. (Optional)
4. Add a file to the item. When you don't want to replace the file and only want to add an attachment to the item. (Optional)
5. Click "Save and Submit to Next Step". If this is a step you can close, select "Submit and Close Item" when this is available to you.
6. Show List, a link that says "User Activity for this Page" that shows a report of users, name, company, date time stamp for accessing that page.
7. "Report" link on details page of attachments. This report shows everyone who has viewed the file.
8. Summary file automatically generated for RFI's or other items generate Summary Attachment upon Item Close in a pdf format file. This file is generated upon closeout to capture all workflow activity.

TIP: You may change the file or add comments and click "SAVE CHANGES". This allows you to update the item without moving it forward in the workflow. This is particularly helpful when you need to save changes and forward to consultant for review along with initial comments that you may have.

2. **Send Back to Previous Step**
   This option will send the item back to previous step. This is available after processing the item in the event of a mistake. You may select which step to send it back to and enter reason for sending it back.



3. **Forward the Item** Important feature for GC, CM and Architect, especially when Architect needs to forward to the Engineer/Consultant for review and feedback. When forwarding an item, contacts can now be deselected as well as selected.

   1. Once an item, such as a Submittal is on the details page. Select "Forward the Item", this option forwards action rights to another user. You will always be able to "override" the forwardee signatures to process the item. Comments are PUBLIC comments and will maintain in the workflow.

2. Select the name you want to send item to "process". This will send an automatic notification to the individual and give them rights to take action in the process flow.

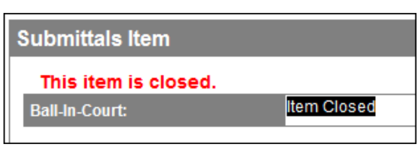
3. By selecting "Do not send back to me". The item will process to the next workflow step and not return to you for final processing. By unchecking, the item returns to you after the user processes it.

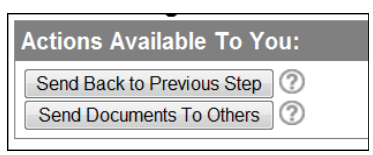
4. **Share the Item** Provides viewing rights to contact selected. You can add a message with it, like an email. It is also used as a communication tool when sending a link to someone to an item or document.

VIII. ACTIONS AVAILABLE TO YOU ON CLOSED ITEMS

After processing an item and it is closed, you may "Send Back to Previous Step" or "Send Documents to Others".

A. **Edit Closed Items:** Items that are only posted and closed, have the ability for the posting user to edit the post and revise any associated information or documents and update it. Click "Edit" from the log screen.





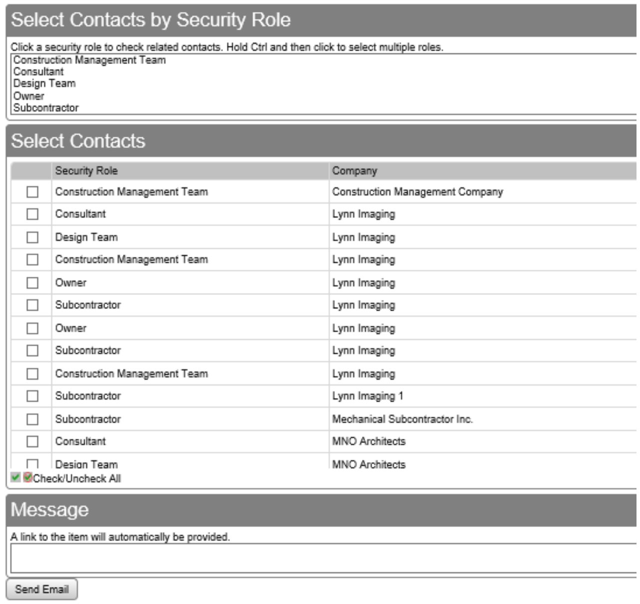
B. **Send Back to Previous Step** This option will send the item back to previous step. This is available only to the user who processed this item in the last step. "This is only available to the current user and to the user who processed this item in the last step. You have the opportunity to indicate the reason for return, selecting the step to return to. All processing users up to this step will receive an email that the item has been sent back."

C. **Send Documents to Others** Any "Closed" item can be opened to "Send Documents to Others". Remember, all the Construction Documents will be posted in the Construction Documents area for everyone's review.

1. To share a Closed Item with one, some or all on the Construction Team, Select "Send Documents to Other Contacts".

2. Select Bid Package for contacts in bid package then click “Refresh List”, or select individuals, and enter your message.

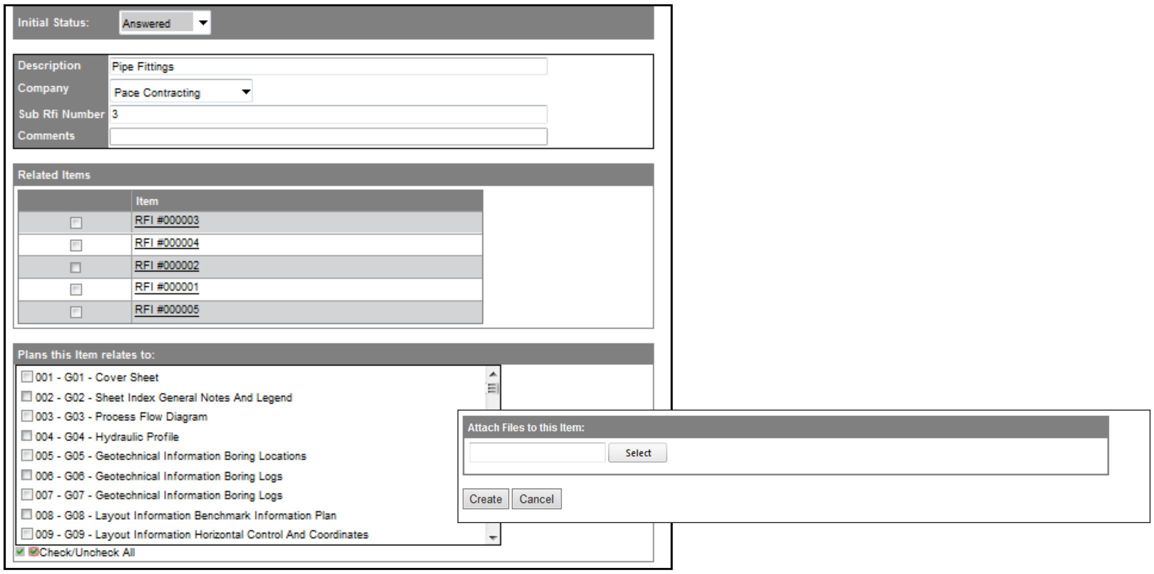
3. An email with a link to the file will be released to those selected to review the information.



IX. **RFI-** Search, Process, Post New

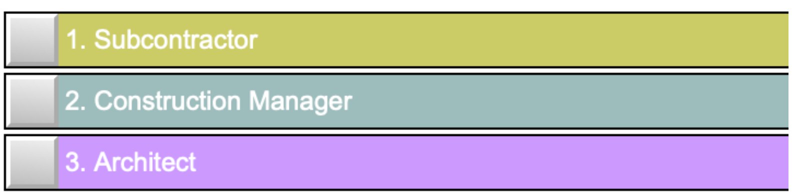
The following is a typical RFI process. RFI settings may change per project. RFI’s can be posted by Subcontractor or CM. Once posted by Sub, it goes to CM for approval and additional information if necessary, then moves on to the Design Team. Once answered by design team, it moves to CM for closure or with the ability to submit more information as requested by the architect. As the RFI item moves to the next approval step, it will automatically send an email. It will show up in their Action Item list and will be in the RFI Log so that you can track its status. You will receive an email notification upon each step’s status change.

A. Select your project from My Dashboard or My Projects.
B. Go to Item Logs, click “RFI”.
C. Click “**Post New**”.
D. Enter Information.
E. If there are related RFI’s or plan sheets, select them in checkbox.
F. Click “SELECT” to attach your file.
G. Click “CREATE”.
H. Confirm that it looks good with your processing selection and file, and click “SAVE AND SUBMIT TO NEXT STEP”. Make sure it goes into the next Ball-In-Court.



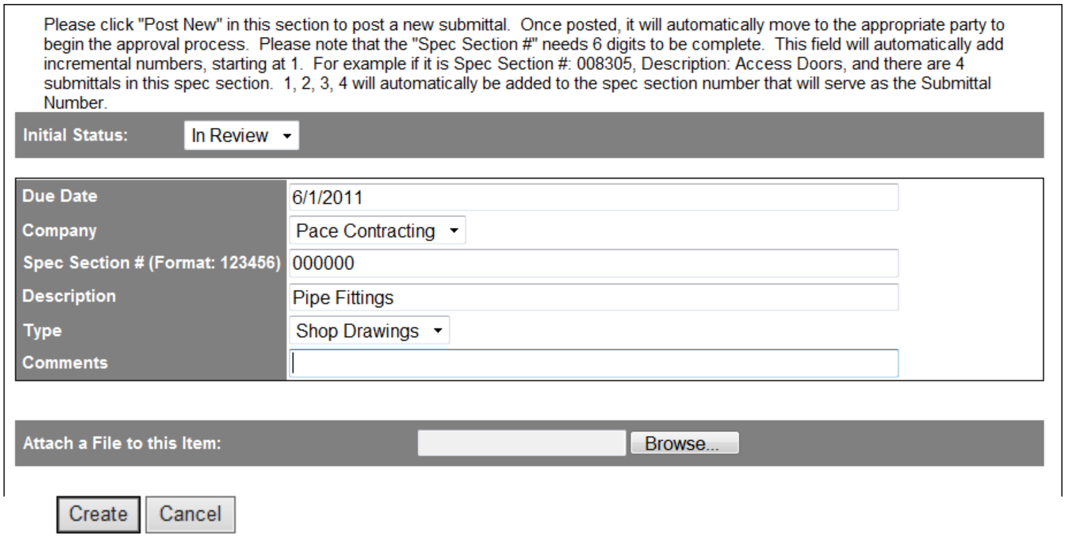
X. SUBMITTALS- Search, Process, Post New

Submittals can be posted by Subcontractor or CM. Once posted by Sub, it goes to CM for approval and additional information if necessary, then moves on to the Design Team. Once answered by Design Team, it closes with their approval/rejected status. As the submittal item moves to the next approval step, it will automatically send an email. It will show up in their Action Item list and will be in the Submittal Log so that you can track its status. You will receive an email notification upon each step's status change.

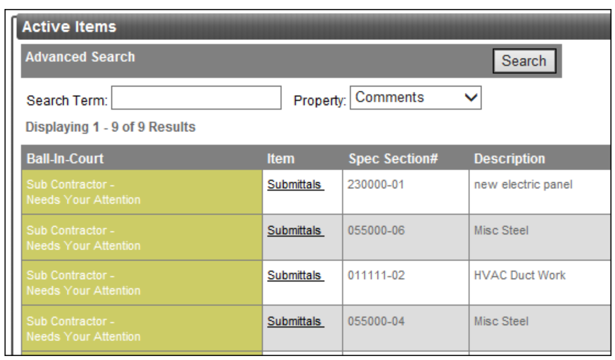


A. **Posting a New Submittal.** If you have a submittal that needs submitted but is NOT already on the log. Click "POST NEW" You may post a new submittal by doing the following:

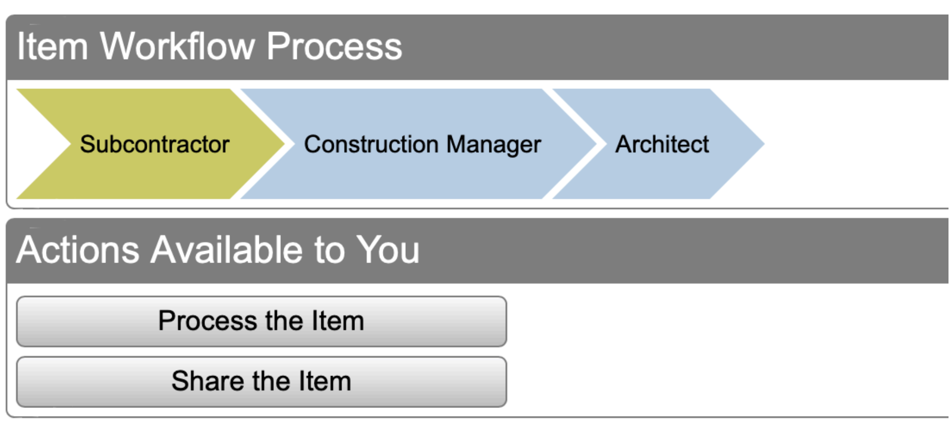
1. Click on the project from My Dashboard or My Projects.
2. Go to Item Log, click "Submittal".
3. Click "POST NEW".
4. Enter Information.
5. Click "Browse" to attach your file.
6. Click "CREATE".
7. Confirm that it looks good with your processing selection and file, and click "SAVE AND SUBMIT TO NEXT STEP". Make sure it goes into the next Ball-In-Court.



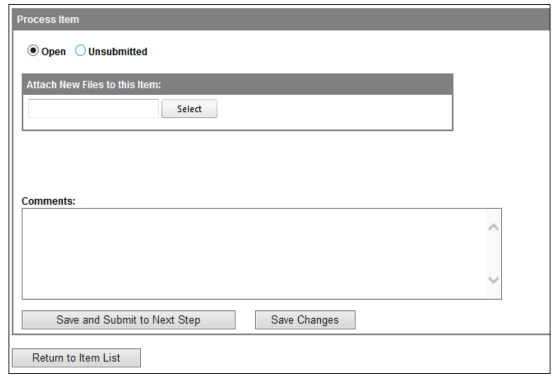
B. **Processing a Submittal in Your Ball-In-Court** This project may have submittals already entered that need subcontractor attention. This means that the log was entered from the GC or Architect's submittal log and the only action that needs to take place is the subcontractor to find his/her submittal, click view, add file and click "SAVE AND SUBMIT TO NEXT STEP". The details of have already been entered. If the subcontractor has provided the submittal by hand delivery or through email to the GC or CM, the GC or CM can process that for the subcontractor as well. Subcontractor dashboard may look like this:



1. Click on "Submittals" corresponding to the spec section number to process. Click on "Process the Item".
2. Change the status from "UNSUBMITTED" to "OPEN".
3. Click "SELECT" and choose your files. Wait for the green dot to appear by your file names.
4. Click "SAVE AND SUBMIT TO NEXT STEP".



5. The submittal will automatically go to the GC or CM for processing. They will receive an automatic email to process this item.

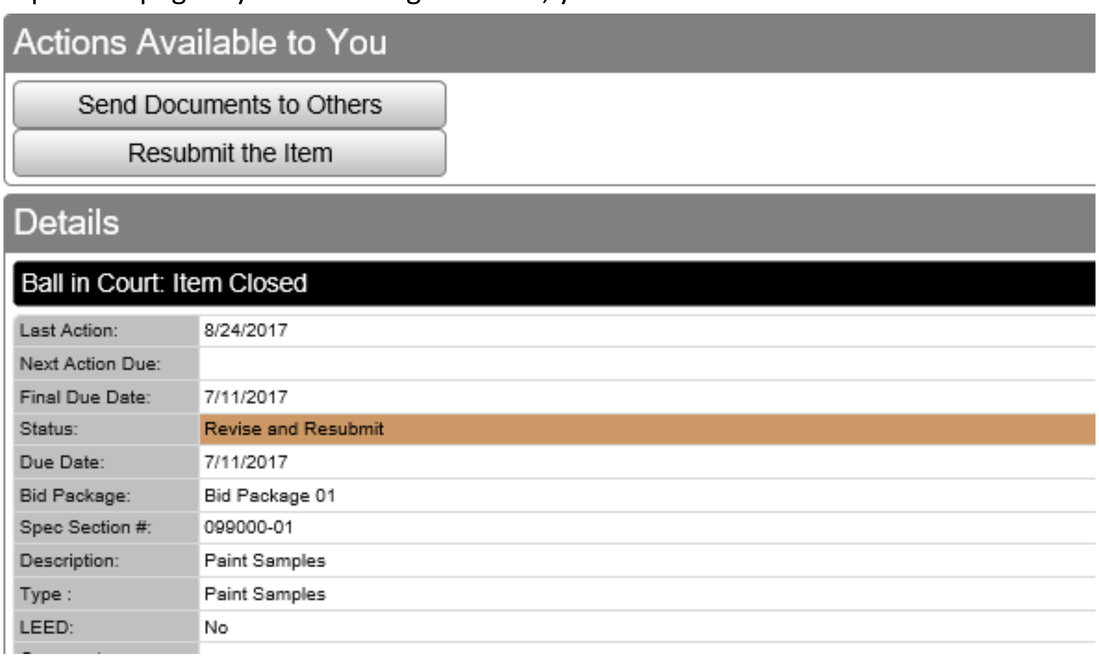


C. **Processing a Resubmittal** In the event a submittal is rejected, it will look like this on the user's dashboard who posted the original submittal.

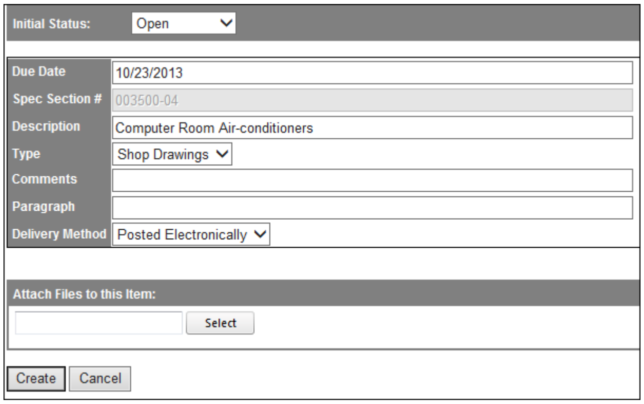
Displaying 16 Results

Ball in Court	Item	Spec Section	Description
Design Team: Forwarded to Consultant	Submittals #000010	000000-04	Submittals #000010
Construction Management Team: Needs Your Attention	ASI #000002		ASI #000002
Construction Management Team: Needs Your Attention	Submittals #000006	000000-01	Shop Drawings
Design Team: Forwarded to Consultant	RFI #000007		Lighting
Rejected by Design Team: Requires Resubmission	Submittals #000008	001100-01	General

1. When the user clicks on the item, the "RESUBMIT THIS ITEM" link is available at the top of the page. By resubmitting this item, you can maintain the submittal chain.

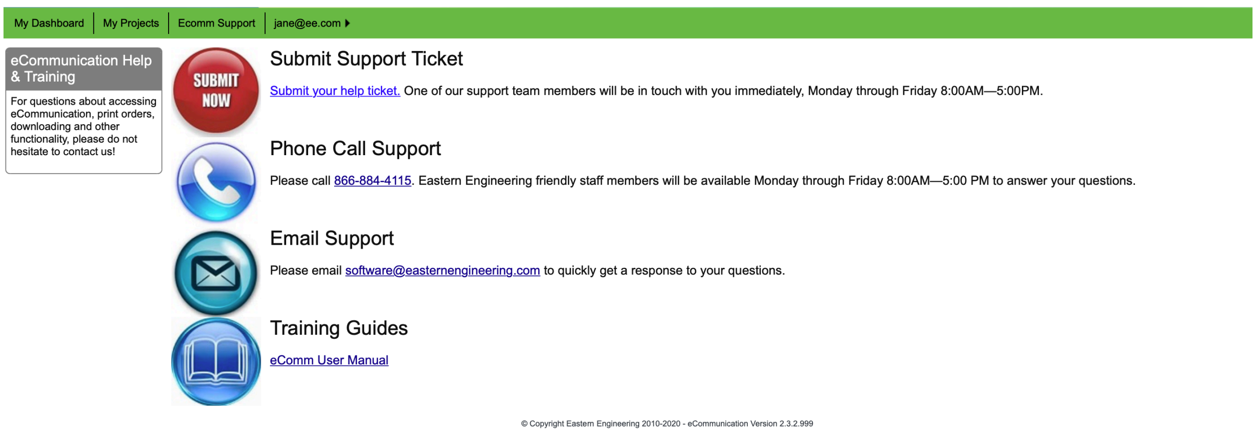


2. You have the ability to change due dates and any details, except spec section number. eComm will add a R, R1, R2 to the submittal numbers. Add your file and click create.



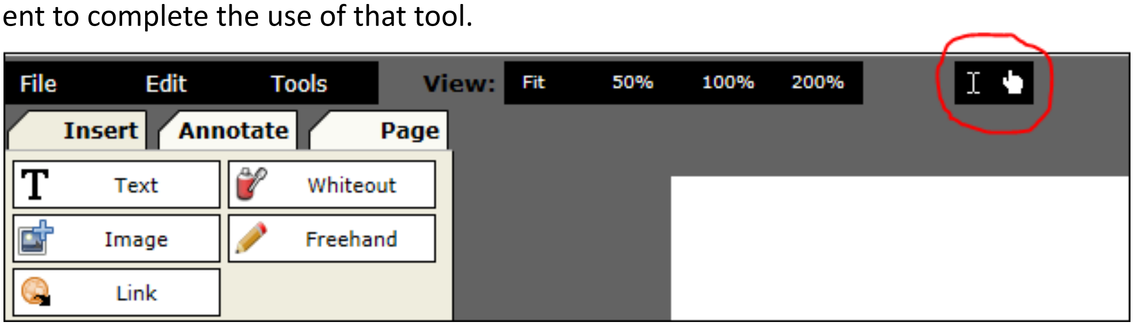
XI. eComm Support

The eComm Support Tab is a convenient way to submit a support ticket, get help quickly and submit contacts to be entered on your project.



XII. Mark Up Tool- Click “Apply Stamp/Signature” (Optional)

When processing options are available to you, click “Sign/Annotate” on PDF files to access the non-Java based mark-up tool. Save an image file of your signature in your profile in order to access it here under images. Once you have inserted your image or made any changes or notes, click the save button and close out of the tool. The changes will stay within the document and cannot be edited. PDF files can be opened with Adobe 9.0 or later. When using any tool and you are finished, remember to click back to the hand (circled in red) to scroll around the document to complete the use of that tool.



A. **File Tab**
   Save: Embeds the images and notes
   Download: downloads the file to computer
   Print: Opens Printer options
   Information: Author Information of Document
   Security: Add a password that is required to open the document.

B. **Tools Tab**
   Pointer: Pointer
   Select Text: Allows you to select text
   Text: Allows to enter text anywhere on the document with font options: 4 font, 1-99 font sizes, 44 font colors, Bold, Italics, Underline, Delete- deletes entire text entered
   Image: Adds an image from saved images in eComm profile.
   Link: Creates an HTML hyperlink anywhere on the document by adding invisible box and right clicking to properties and adding the link location.
   Whiteout: Erases in white anything on the document.
   Freehand: Freehand in black pencil, no color options.
   Rectangle: Draw a rectangle. Can adjust the size, 44 rectangle colors including no color, 44 border colors, 1-99 border size, delete- deletes the rectangle.
   Circle: Draw a circle. Can adjust the size, 44 circle colors including no color, 44 border colors, 1-99 border size, delete- deletes the circle.
   Checkmark: Draw a check mark. Can adjust the size, change to one of 44 color options.
   Line: Draw a line. Can adjust the size, change to one of 44 color options, 1-99 line width, delete-deletes the line.
   Arrow: Draw an arrow. Can adjust the size, change to one of 44 color options, 1-99 line width, delete-deletes the arrow.
   Sticky Note: Adds a yellow sticky note for a comment to open. When double clicked it opens.
   Highlight: Can select an area, highlight in 44 colors. The colors are transparent enough as to view text/images under the highlight.

C. **View Tab**
   Zoom In
   Zoom Out
   100%: Resets view to 100%
   Fit: View to fit screen
   Toggle Panel: ON- view thumbnail view of all sheets, OFF- no view of thumbnails of all sheets.
   Fill Window: Maximizes screen view
   Highlights: Highlights items.

D. **Page Tab**
   Move: Moves items.
   Delete: Deletes a page.
   Append: Adds a new document.
   Crop: Not sure if it's working right. I select an area, then it wants to open my images. Delete if it can't work right. It would be great if you could crop and copy the selection or cropped area. If not, I say delete it.
   Left: Rotates page counter-clockwise.
   Right: Rotates page clockwise.