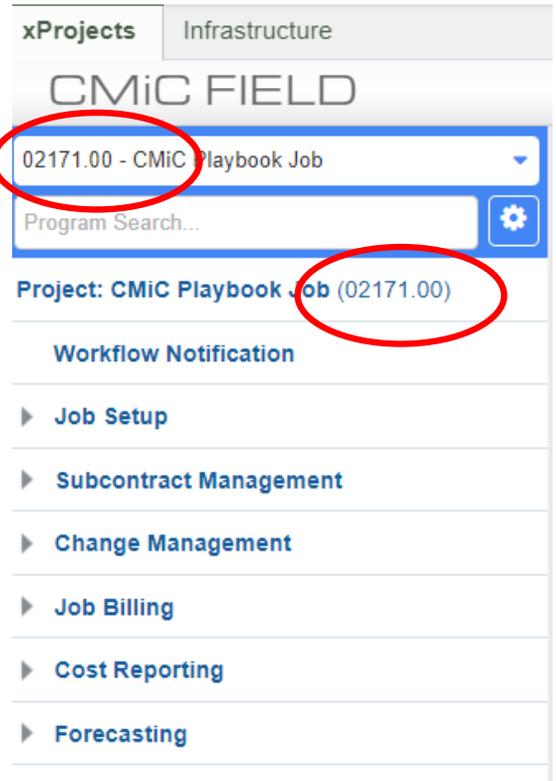


# Module 2: Project Maintenance

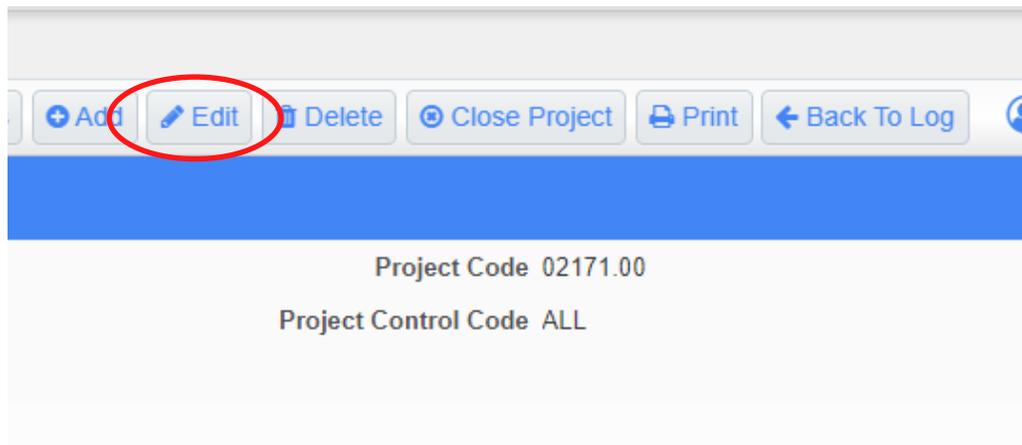
1

- After logging into CMiC, click on the **blue Field** button
- Check to make sure the job number is correct
- Click the "Project" link at the top to access Project Maintenance



2

- Click on the **Edit** button in the top right corner



# Module 2: Project Maintenance

## 3

- **Complete:**
  - **Notice to Proceed**
  - **Substantial Completion Date**
  - **Required Certificate Holders**
  - **Additional Insured**

- **Click "Save"**  
**when done**

General | Key Players | Job Info | Defaults | Security | Notes | Atta

Customer: Sample Client

Customer Address: [Search]

Notice to Proceed: 020223

Substantial Completion Date: [Search]

Hard Bid Project:

Bid Date: [Calendar]

Use Bid Item Expense Authorization: Not Applicable

Allow Manual Entry of RFI Answer By: NA

Required Certificate Holders: [Search]

Additional Insured: [Search]

Ctrl Business Partner: Mr. Tim Trovill, 1234 Main Street, Yourtown MA 01234

## 4

- **Click on the "Key Players" tab**
- **Use the magnifying glass to enter**
  - **Project Manager-Signatory**
  - **Project Manager (Company/ Contact)**
  - **Project Executive (Company/Contact)**
- **Click "Save" in top right corner**

General | **Key Players** | Job Info | Defaults | Security | Notes

Role	Company
Project Manager - Signatory	[Search]
Cost Engineer	[Search]
Owner - Signatory	[Search]
Project Manager	Lee Kennedy Co., Inc. [Search]
Project Executive	Lee Kennedy Co., Inc. [Search]
Superintendent - Signatory	[Search]

LEEKENC2-JBOORAS

Save



# Module 2: Project Maintenance

## **\*NOTE**

- **General Tab:**

- **Customer - Your selection will be the signer of the PCI and OCO**

General | Key Players | Job Info | Defaults | Security | Notes | Atta

Customer Sample Client

Customer Address

Ctrl Business Partner

Mr. Tim Trovill  
1234 Main Street  
Yourtown MA 01234

- **Key Players Tab:**

- **Architect (Signatory) - Your selection will be the signer of the PCI and OCO**

General | Key Players | Job Info | Defaults | Security | Attachments | A

Role	Company	Contact
Owner - Signatory		
Project Executive		
Project Manager - Signatory		
Project Manager		
Superintendent - Signatory		
Cost Engineer		
Architect - Signatory	84 Lumber Company	Jane Seymour

- **Defaults Tab:**

- **Default RFQ Review Period**
- **Auto Calculate Markups**

General | Key Players | Job Info | Defaults | Security | Notes | Attachments | Rev

OTHER

RFI Contact

Default Issue Review Period 7  Use Working Days

Punchlist Completion Period 7  Use Working Days

Use Working Days For OCO Date

Submittal Contact

Schedule

Meeting Footnote

Default Meeting ID Mask

Limit CSI code usage by group All

Auto Calculate Markup

Default RFQ Review Period 2

Default Notice Review Period 7

Default RFI Review Period 7

OCO Completion Date by JB Contract

Submittal Approver

Ball In Court Report

All items noted above will be deemed true and accurate if the readers do not express their objections within the next seven d

Default Agenda Item ID Mask

Track 'In Scope' and 'Out of Scope' Amounts

Activity Start Date of Submittal is Required

**\*NOTE: This only works for above the line billing. If the owner requires the changes to be billed below the line, [See Module 5](#)**