

GETTING STARTED WITH THE CONSOLIDATED PROJECT MANAGEMENT (CPM) SYSTEM

Introduction

Welcome to the Consolidated Project Management (CPM) System. The CPM system was created in 1995 and since that time has been updated and expanded as we continue to keep up-to-date with technology and users' needs. Today the CPM system represents a versatile, straightforward system for the management and oversight of construction projects. The system is extremely intuitive, making it easy-to-use, and on average only takes a few minutes for new users to begin to access supportive project-related data.

Steps to Set-Up

If you are reading this memo, it is likely you are a new user and if so here are three things to note before you begin to use the system.

- 1) The system will require a copy of Adobe Acrobat on your computer to display some of the documents.
- 2) When you first access the system it will automatically request to download a program called Crystal Reports, which is needed to create logs and most of the system reports. You will need to lower your internet security settings to permit Crystal Reports to download. *(This is a temporary setting that is only required at this one time during the initial set-up, and after set-up you will return your security settings to their normal level.)* Your internet security settings can be found on your internet browser under Tools, Internet Options and may involve both the Privacy and Security tab settings. These must be lowered to permit the download. Once Crystal Reports has been downloaded you may raise your security setting to the previous level and that will not interfere with the program. This is a one time event. Once Crystal Reports has been installed, no further action is required. If you do not have administrative authority on your system to download and install a new program, contact your system administrator so Crystal Reports can be installed. Should the administrator require additional information prior to granting access, please call Matt Scoble or Erica Holt at Consolidated CM's Oakland office, (510) 208-1720.
- 3) It is noted that the system stores photos and PDF format (Adobe Acrobat) documents as well as generating its own Crystal Reports-based material. PDF documents such as RFIs will, on most systems, appear on the computer screen as a pop-up. In order to view these documents, the pop-up blocker must be turned off, or set to not block the Consolidated CM website. The pop-up blocker and its setting are found on the internet browser under Tools.

Logging In


The log in procedure is straight forward. The log in page is called the CPM Portal. The login page URL is: <http://cpm.consolidatedcm.com/private/login.cfm>


Once you are on the log in page: 1) enter your user name, 2) enter your password and 3) select the project you are interested in from the pop-up list. The pop-up list will remember the project last visited, so on future site visits that project will appear by default, though you can of course select a different project. If you do not have a user name and password, request one from the CCM project manager.


Using the System


As noted in the Introduction, the CPM system is intuitive and user friendly and the principal functions can be found on the Tool Bar at the top of the screen. The system stores Submittals, RFIs, Change Orders, reference documents, Inspection Reports, and As-builts. It is intended to be self explanatory, but the following four points are worth noting:

- **All Data is exportable.** Export of data can be accomplished by clicking on the Export icon, shown on the right, which appears as an envelope with a red download arrow at the top of the Report page as shown below in the following picture. Data may be exported into a number of programs including Word, Excel, and Adobe Acrobat. When the Export function is selected, the Report Viewer Export box will appear and the software to use and the location to route the new file can be selected. The export of data into programs such as Excel is useful to facilitate special analysis of the data for reports or other needs.


- **Old reports are saved in the buffer** to speed the system so when new data is added to the system and a new report requested, it may be necessary to click on the Refresh button, which appears as a lightning bolt icon, as shown at right.


- **Printing of Reports** must be done by using Crystal Reports. The Printer icon at the top of the Report screen will permit the user to print any of the available reports. If the browser print function is used (instead of the Crystal Reports Print icon) the reports will print, but the printed pages will be blank.


- **Centering Reports** To center reports on the screen, click the Centering icon at the top left of the Report screen (to the right of the Refresh button). The Centering icon appears as three small rectangles



Crystal Report Viewer - Windows Internet Explorer

Crystal Reports: Print, Export, Refresh and Centering Buttons

**City of Modesto
Tertiary Improvements**

RFI MASTER LOG

Total Number of RFIs: 223 Date: 10/9/10
Page No: 1

RFI NUM	SPEC REF	SUBJECT	RFI DATE	DOC DATE	ANSWER RECEIVED	STATUS	COM. DIRECTION
1.0	02381-2.01	Precast Manhole	10/30/2008	11/17/2008	11/03/2008	Answered	1) Precast Manholes: a. Allowed per Addendum 3 of The Technical Specification Section 02300-Paragraph 1.) Confirmed Documents: a.) Ten copies of half's
2.0	00700_023	Testing	10/30/2008	11/18/2008	10/30/2008	Answered	1) As this project is situated within an active wa
3.0		Supp. Cond	10/30/2008	11/18/2008	11/03/2008	Answered	The overhead electric lines shown connecting to th The two existing aeration power stations can stay The "Labview Highway" reference is unannotated It is acceptable to provide 8" round box, provided 1.) Per TID, 12KV "vault" may be eliminated, credit The City would like to run the entire primary elec We concur with the contract order of precedence as See Attached
4.0	N/A	Power Feed	10/31/2008	11/20/2008	11/05/2008	Answered	Pump discharge at Manhole 1 shall be 4" DR per Con
5.0	N/A	Location of Overhead Power Lines	10/31/2008	11/21/2008	11/05/2008	Answered	1. Double Manhole 4 reference to Dwg A/7-11 on Con
6.0	N/A	Requirements for Temporary Power	10/31/2008	11/21/2008	11/05/2008	Answered	1. Excavation Extent: Continuous along 12" DR per
7.0	01140-1.11	Temporary Access-Lakeville Hwy	10/31/2008	11/21/2008	10/31/2008	Answered	The marked fiber optic line has been identified as Provide all construction joints shown on the drawi
8.0	02084	IS	11/06/2008	12/01/2008	11/07/2008	Answered	5) 1/4" style waterstop as not acceptable. Provide
9.0	N/A	12KV Ductbank-Location of Termination	11/12/2008	12/05/2008	11/13/2008	Answered	Provide PVC waterstop/where shown on the drawings It is acceptable to pour the 15" tall circular wal Contractor's proposal is acceptable.
10.0	N/A	Run Overhead Line Underground	11/12/2008	12/05/2008	11/18/2008	Answered	
11.0	00800_014	Testing	11/12/2008	12/05/2008	11/18/2008	Answered	
12.0	17302	Flow Meters	11/12/2008	12/05/2008	12/03/2008	Answered	
13.0	N/A	Manhole Discharge Pipes	11/13/2008	12/08/2008	11/26/2008	Answered	
14.0	N/A	Manhole 4	11/13/2008	12/08/2008	11/26/2008	Answered	
15.0	N/A	Limits of Encasement	11/13/2008	12/08/2008	11/26/2008	Answered	
16.0	N/A	Underground Fiber Optic Lines	11/14/2008	12/10/2008	11/14/2008	Answered	
17.0	N/A	Foam Pit	11/14/2008	12/10/2008	11/21/2008	Answered	
18.0	N/A	Water Stop	11/14/2008	12/10/2008	11/21/2008	Answered	
19.0	N/A	Swell Stop instead of PVC	11/14/2008	12/10/2008	11/21/2008	Answered	
20.0	03300	Oxidation Ditch Walls	11/14/2008	12/10/2008	11/21/2008	Answered	
21.0	03310 3.02	Steel Deck Bearing	11/21/2008	12/16/2008	11/26/2008	Answered	
22.0	N/A	Chemical Sled Pad	11/21/2008	12/16/2008	11/26/2008	Answered	Note: Int 1
23.0	N/A	Foam Pit Dwg. Y-7	11/21/2008	12/16/2008	12/05/2008	Answered	1. Chemical sled pad and associated yard piping is
24.0	N/A	2 Inch MP Line Dwg# 04-M03	11/21/2008	12/16/2008	12/05/2008	Answered	1. Connect, 4" FOM line on 02-M04 connects to 4" W
25.0	N/A	Back Pulse Tank Line Size	11/21/2008	12/16/2008	12/05/2008	Answered	1. 2" MP shall be relabelled 2" SA on F04-M03 and 1. The 6" DR lateral line from the Back Pulse Tank

Available Reports and Information

The CPM system maintains both a database and a library of images. Data is stored on Change Orders, Proposed Change Orders, and Requests for Information (RFI), Submittals, Inspection Requests, Daily Inspection Reports, Meeting Minutes, As-built Drawings, electronic documents in all of these types of information, photos and other useful reference documents. From this stored information, standard reports are available which include logs, statistics, projections and Interactive As-builts. For special reports, all the data is exportable as noted above.

Conclusion

This memo is a brief overview of the CPM system intended to help get you started using it. As you work with the system, you will rapidly become proficient in its use; however, from time to time you may have questions or have a special need which requires assistance. In either case, please call Consolidated CM Inc., (510) 208-1720, and ask for Matt Scoble or Erica Holt with questions or to discuss your issue.