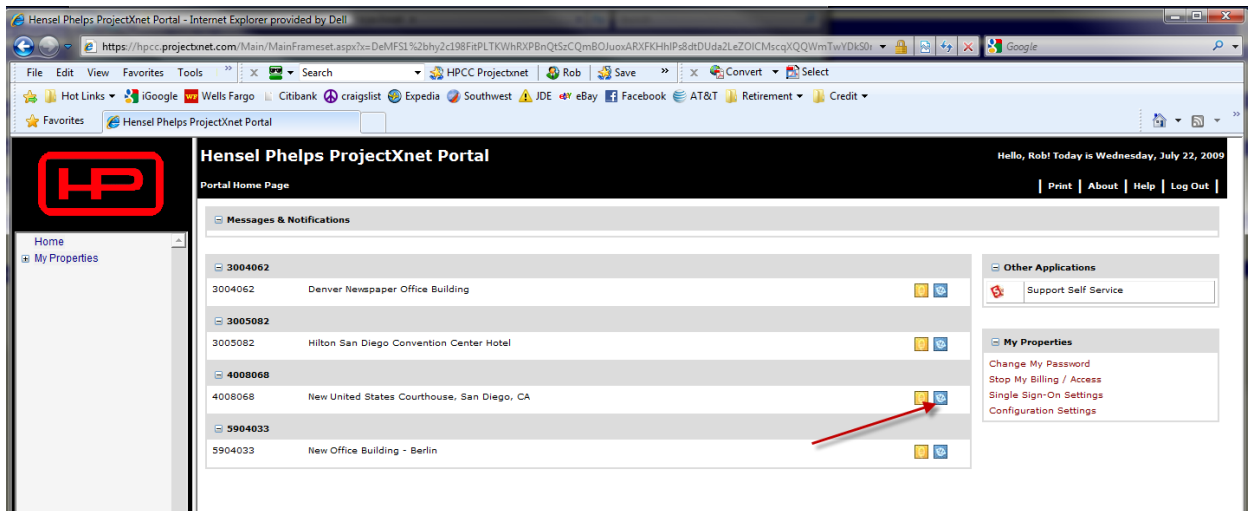


Hensel Phelps ProjectXnet

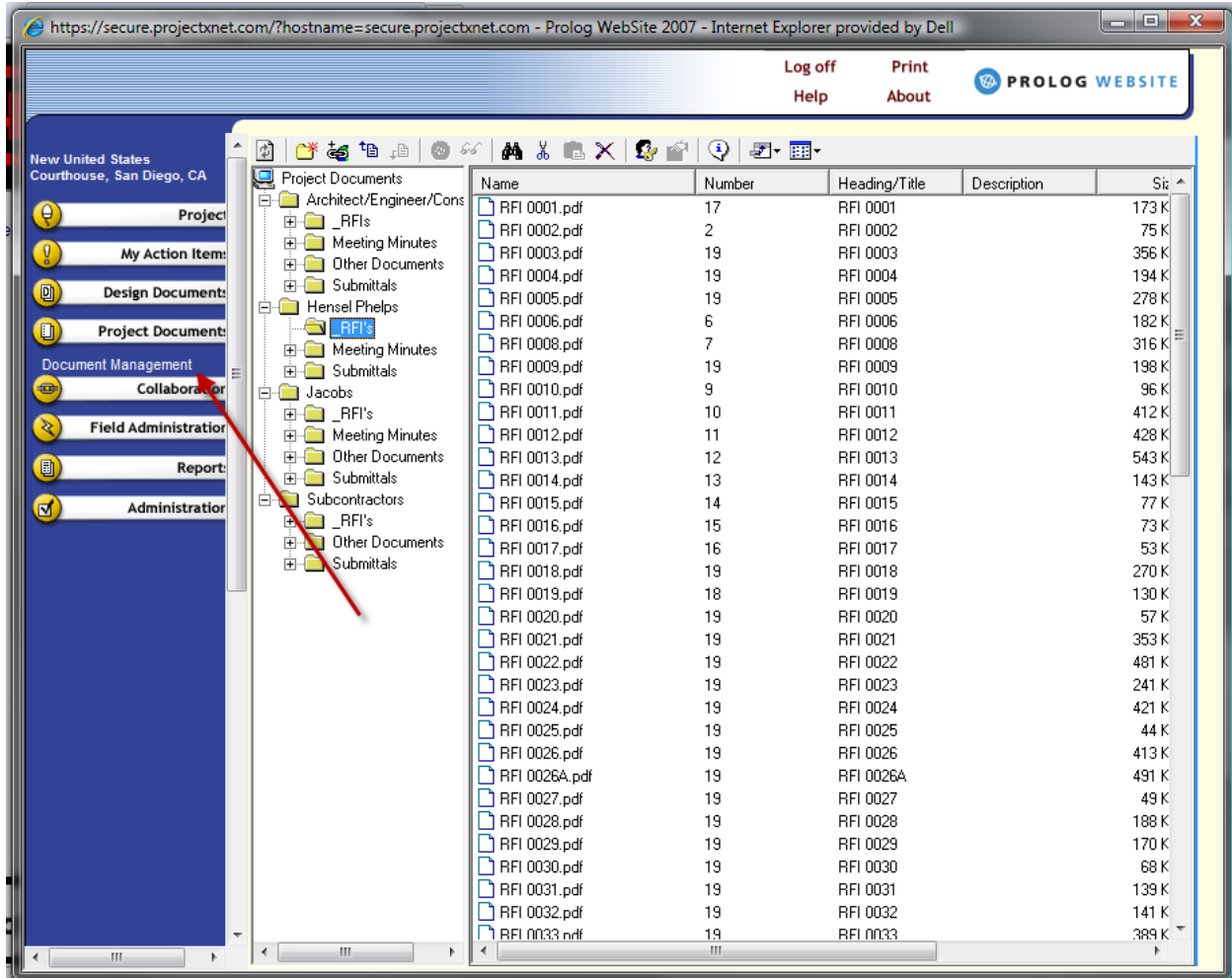
Uploading Document Procedures

The following procedures uploading the documents to Prolog

1. Log onto <https://hpcc.projectxnet.com/Main/Login.aspx?ReturnUrl=%2fDefault.aspx> and enter your user name (email address) and your password.
2. Click on the Blue Icon



3. Click on Project Documents/Document Management and you will see the below screen



The screenshot shows a web browser window displaying a document management interface. The address bar shows the URL: <https://secure.projectxnet.com/?hostname=secure.projectxnet.com>. The page title is "Prolog WebSite 2007 - Internet Explorer provided by Dell".

The interface includes a top navigation bar with "Log off", "Print", "Help", and "About" links, and a "PROLOG WEBSITE" logo. The left sidebar contains a menu with the following items: "Project Documents", "My Action Items", "Design Documents", "Project Documents", "Document Management", "Collaboration", "Field Administration", "Reports", and "Administration". The "Project Documents" and "Document Management" items are highlighted.

The main content area displays a tree view of folders under "Project Documents". The folders include:

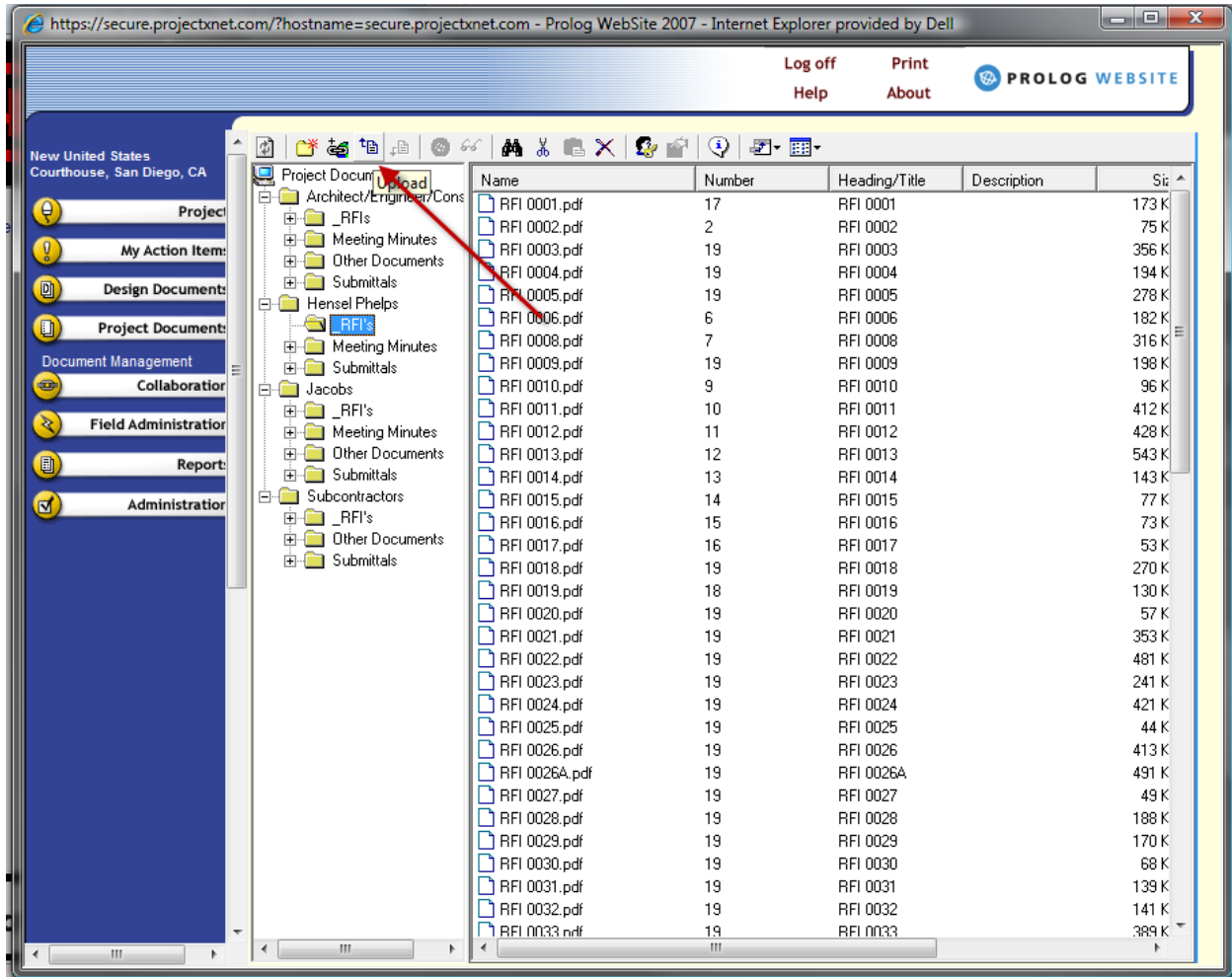
- Architect/Engineer/Cons
- _RFIs
- Meeting Minutes
- Other Documents
- Submittals
- Hensel Phelps
- _RFIs
- Meeting Minutes
- Submittals
- Jacobs
- _RFIs
- Meeting Minutes
- Other Documents
- Submittals
- Subcontractors
- _RFIs
- Other Documents
- Submittals

The main content area also displays a table of documents:

Name	Number	Heading/Title	Description	Size
RFI 0001.pdf	17	RFI 0001		173 K
RFI 0002.pdf	2	RFI 0002		75 K
RFI 0003.pdf	19	RFI 0003		356 K
RFI 0004.pdf	19	RFI 0004		194 K
RFI 0005.pdf	19	RFI 0005		278 K
RFI 0006.pdf	6	RFI 0006		182 K
RFI 0008.pdf	7	RFI 0008		316 K
RFI 0009.pdf	19	RFI 0009		198 K
RFI 0010.pdf	9	RFI 0010		96 K
RFI 0011.pdf	10	RFI 0011		412 K
RFI 0012.pdf	11	RFI 0012		428 K
RFI 0013.pdf	12	RFI 0013		543 K
RFI 0014.pdf	13	RFI 0014		143 K
RFI 0015.pdf	14	RFI 0015		77 K
RFI 0016.pdf	15	RFI 0016		73 K
RFI 0017.pdf	16	RFI 0017		53 K
RFI 0018.pdf	19	RFI 0018		270 K
RFI 0019.pdf	18	RFI 0019		130 K
RFI 0020.pdf	19	RFI 0020		57 K
RFI 0021.pdf	19	RFI 0021		353 K
RFI 0022.pdf	19	RFI 0022		481 K
RFI 0023.pdf	19	RFI 0023		241 K
RFI 0024.pdf	19	RFI 0024		421 K
RFI 0025.pdf	19	RFI 0025		44 K
RFI 0026.pdf	19	RFI 0026		413 K
RFI 0026A.pdf	19	RFI 0026A		491 K
RFI 0027.pdf	19	RFI 0027		49 K
RFI 0028.pdf	19	RFI 0028		188 K
RFI 0029.pdf	19	RFI 0029		170 K
RFI 0030.pdf	19	RFI 0030		68 K
RFI 0031.pdf	19	RFI 0031		139 K
RFI 0032.pdf	19	RFI 0032		141 K
RFI 0033.pdf	19	RFI 0033		389 K

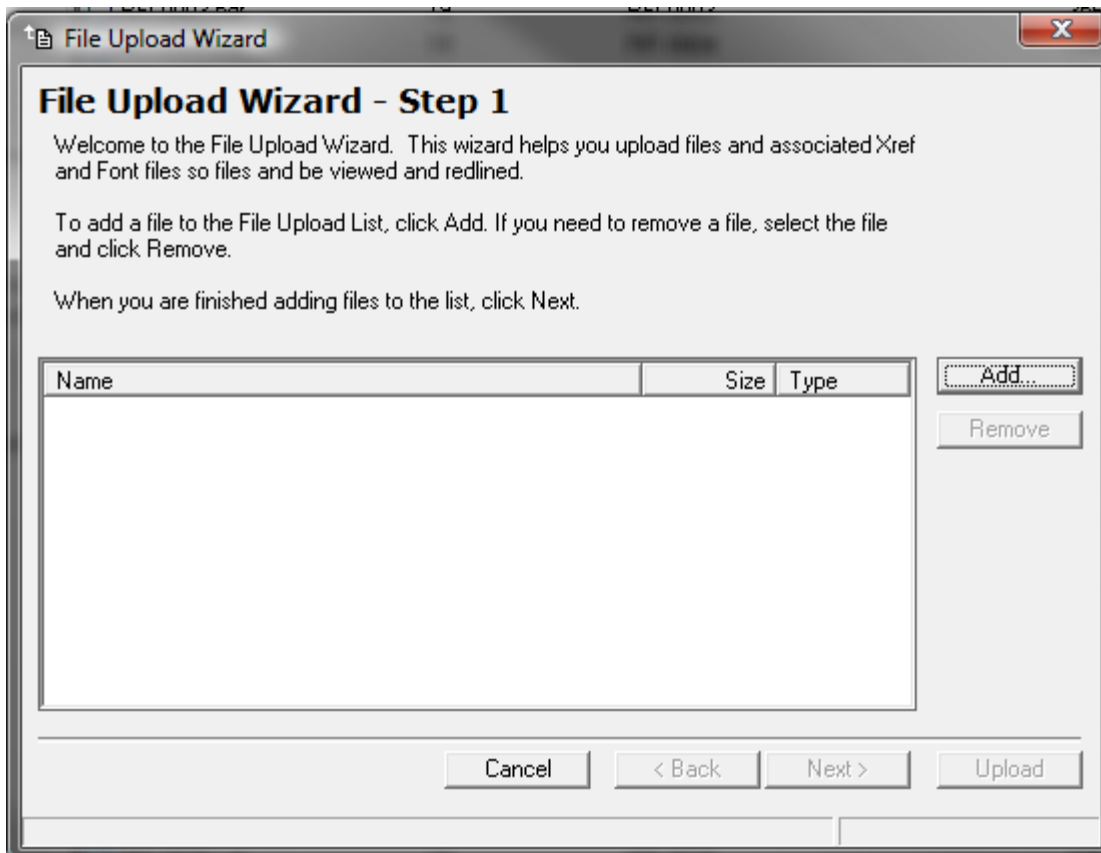


4. Click on the folder you would like to upload the file to and Click on the Upload button



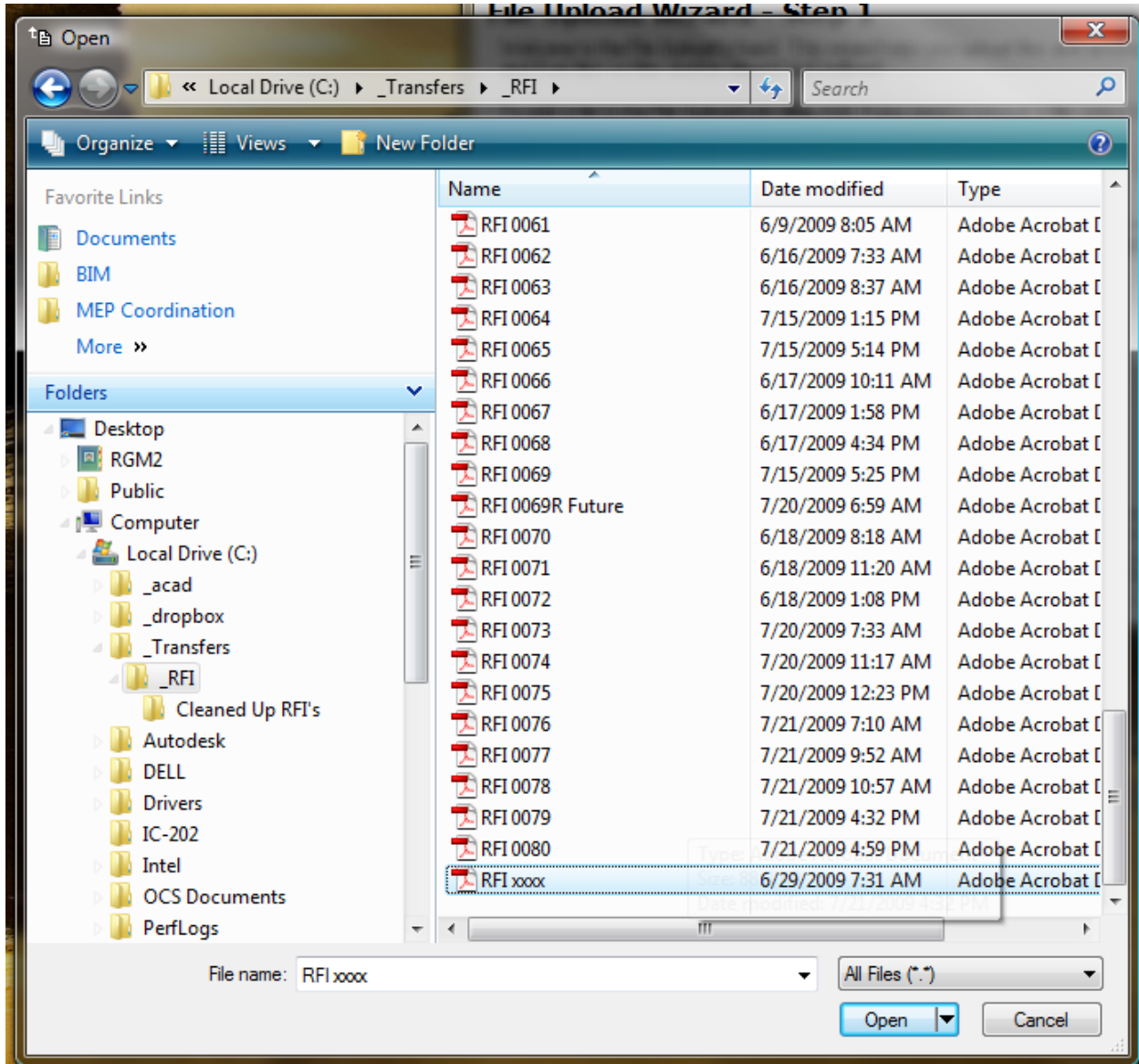


5. The below box will pop up at which point you Click **Add...**



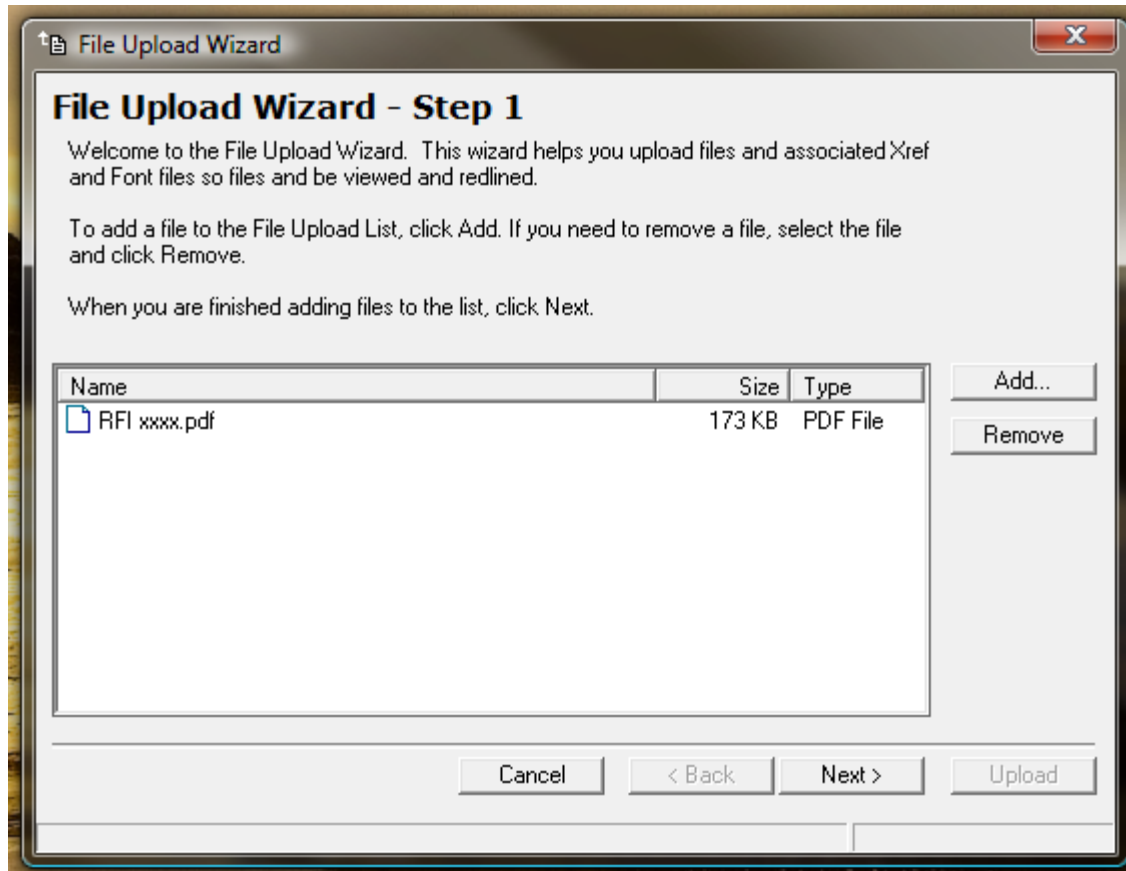


6. Browse to the file you would like to upload (i.e. RFI xxx.pdf) and click **Open**





7. You will see the following box at which point you click **Next**





8. Type the title of the document into the Heading/Title. The Number and Description does not have to be filled in.

File Upload Wizard - Step 2

If necessary, include the number, title and description for each file. Type the number for the first drawing or select "Use next sequential number" to use the number from the project. The subsequent files assume the next sequential number. Use "Apply to All" to use the title/heading and description for all the listed files.

To continue, click Next. To cancel, click Cancel.

Name	Number	Heading/Title	Description
RFI xxxx.pdf	19	RFI xxxx	

Number: Use next sequential number

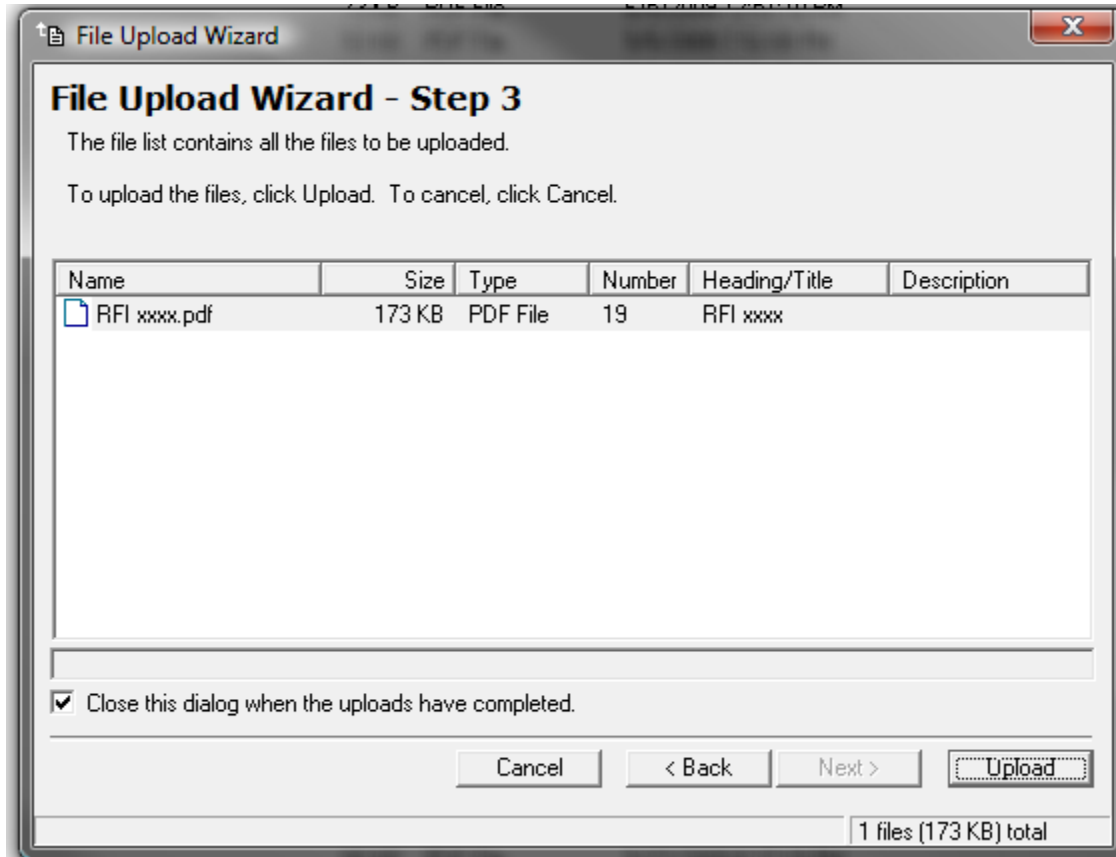
Heading/Title:

Description:

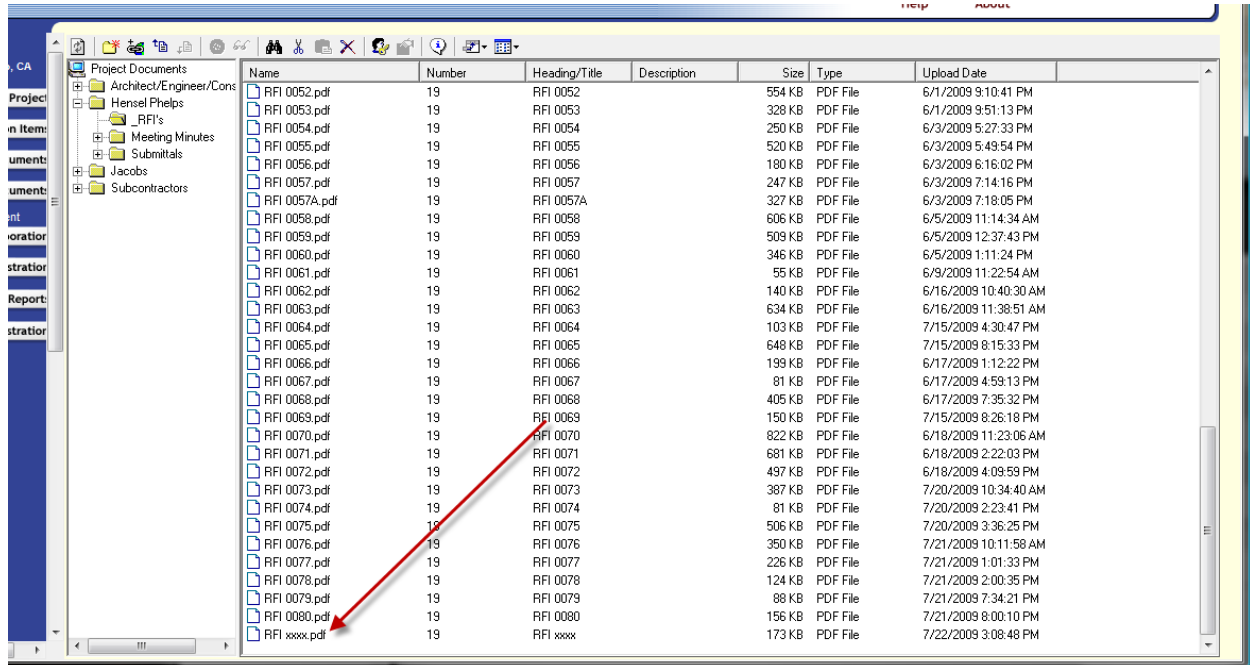
1 files (173 KB) total



9. The next box will appear at which point you click **Upload**

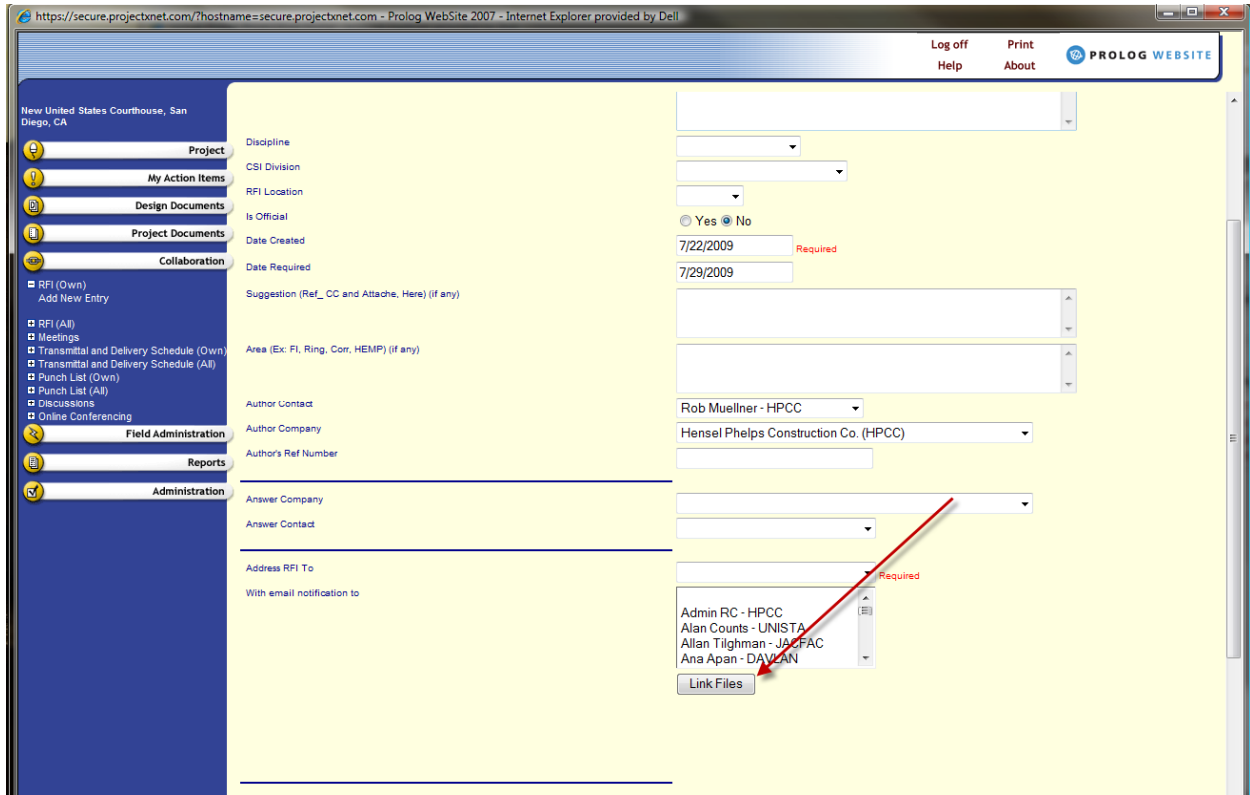


10. Your file will be uploaded to the correct location

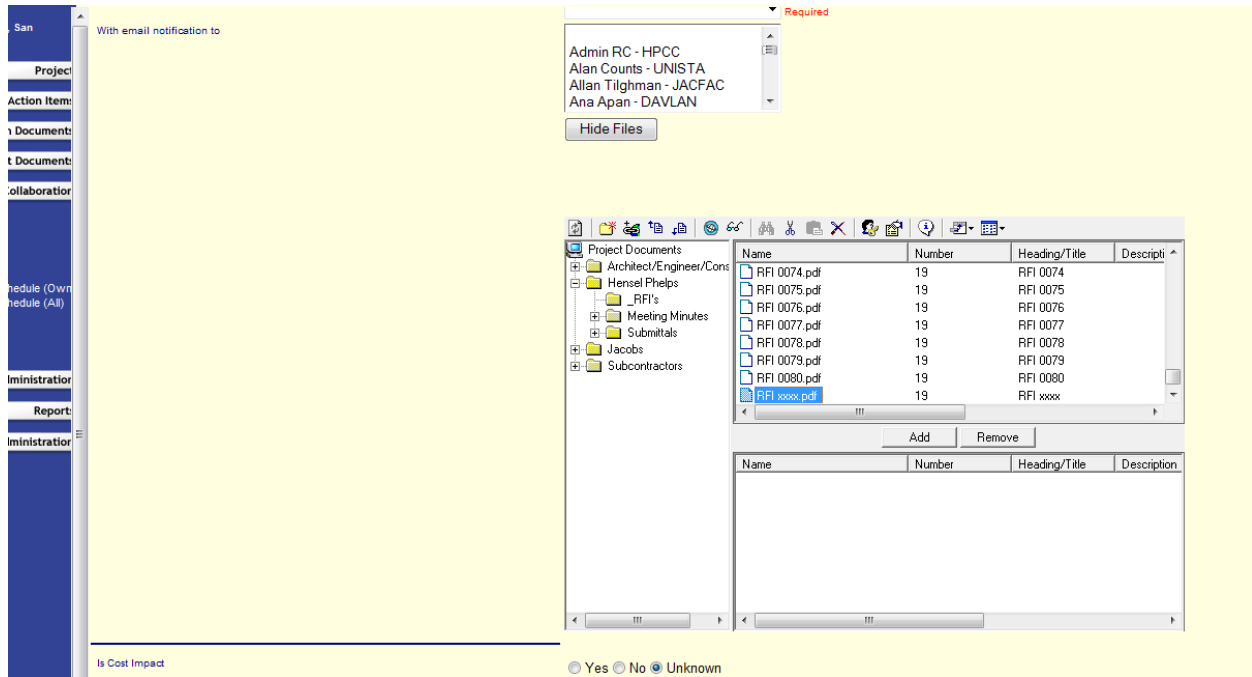


Name	Number	Heading/Title	Description	Size	Type	Upload Date
RFI 0052.pdf	19	RFI 0052		554 KB	PDF File	6/1/2009 9:10:41 PM
RFI 0053.pdf	19	RFI 0053		328 KB	PDF File	6/1/2009 9:51:13 PM
RFI 0054.pdf	19	RFI 0054		250 KB	PDF File	6/3/2009 5:27:33 PM
RFI 0055.pdf	19	RFI 0055		520 KB	PDF File	6/3/2009 5:49:54 PM
RFI 0056.pdf	19	RFI 0056		180 KB	PDF File	6/3/2009 6:16:02 PM
RFI 0057.pdf	19	RFI 0057		247 KB	PDF File	6/3/2009 7:14:16 PM
RFI 0057A.pdf	19	RFI 0057A		327 KB	PDF File	6/3/2009 7:18:05 PM
RFI 0058.pdf	19	RFI 0058		606 KB	PDF File	6/5/2009 11:14:34 AM
RFI 0059.pdf	19	RFI 0059		509 KB	PDF File	6/5/2009 12:37:43 PM
RFI 0060.pdf	19	RFI 0060		346 KB	PDF File	6/5/2009 1:11:24 PM
RFI 0061.pdf	19	RFI 0061		55 KB	PDF File	6/9/2009 11:22:54 AM
RFI 0062.pdf	19	RFI 0062		140 KB	PDF File	6/16/2009 10:40:30 AM
RFI 0063.pdf	19	RFI 0063		634 KB	PDF File	6/16/2009 11:38:51 AM
RFI 0064.pdf	19	RFI 0064		103 KB	PDF File	7/15/2009 4:30:47 PM
RFI 0065.pdf	19	RFI 0065		648 KB	PDF File	7/15/2009 8:15:33 PM
RFI 0066.pdf	19	RFI 0066		199 KB	PDF File	6/17/2009 1:12:22 PM
RFI 0067.pdf	19	RFI 0067		81 KB	PDF File	6/17/2009 4:59:13 PM
RFI 0068.pdf	19	RFI 0068		405 KB	PDF File	6/17/2009 7:35:32 PM
RFI 0069.pdf	19	RFI 0069		150 KB	PDF File	7/15/2009 8:26:18 PM
RFI 0070.pdf	19	RFI 0070		822 KB	PDF File	6/18/2009 11:23:06 AM
RFI 0071.pdf	19	RFI 0071		681 KB	PDF File	6/18/2009 2:22:03 PM
RFI 0072.pdf	19	RFI 0072		497 KB	PDF File	6/18/2009 4:09:59 PM
RFI 0073.pdf	19	RFI 0073		387 KB	PDF File	7/20/2009 10:34:40 AM
RFI 0074.pdf	19	RFI 0074		81 KB	PDF File	7/20/2009 2:23:41 PM
RFI 0075.pdf	19	RFI 0075		506 KB	PDF File	7/20/2009 3:36:25 PM
RFI 0076.pdf	19	RFI 0076		350 KB	PDF File	7/21/2009 10:11:58 AM
RFI 0077.pdf	19	RFI 0077		226 KB	PDF File	7/21/2009 1:01:33 PM
RFI 0078.pdf	19	RFI 0078		124 KB	PDF File	7/21/2009 2:00:35 PM
RFI 0079.pdf	19	RFI 0079		88 KB	PDF File	7/21/2009 7:34:21 PM
RFI 0080.pdf	19	RFI 0080		156 KB	PDF File	7/21/2009 8:00:10 PM
RFI xxxx.pdf	19	RFI xxxx		173 KB	PDF File	7/22/2009 3:08:48 PM

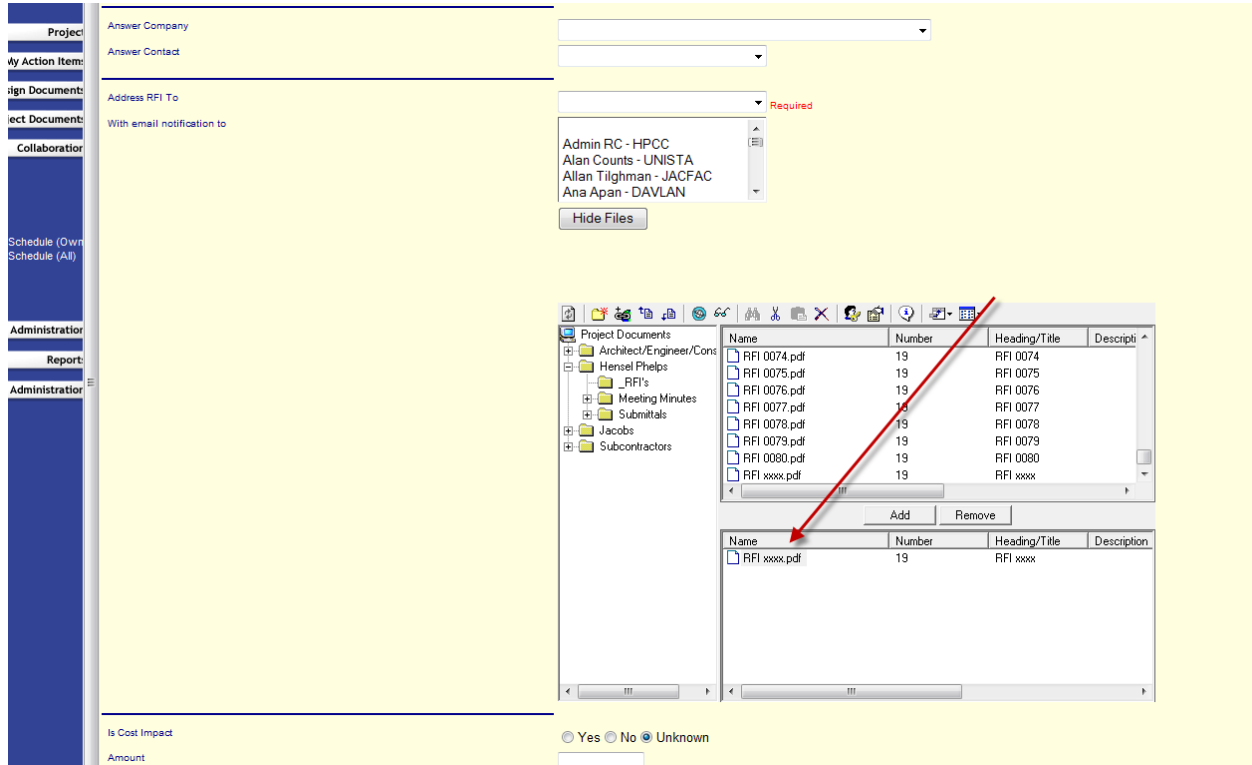
11. To attached the file to the RFI you will need to go to the RFI you are uploading the file to in the Collaboration/RFI (Note: your screen might be shown different then the below screenshot)



12. The below screen shot will appear at which point you go to the folder and click on the file.



13. Then the file will be added to the RFI however it's not saved to the RFI yet (see the next step).



The screenshot shows a software interface with a sidebar on the left containing menu items like 'Project', 'Action Items', 'Sign Documents', 'Project Documents', 'Collaboration', 'Schedule (Own)', 'Schedule (All)', 'Administration', 'Reports', and 'Administration'. The main area contains a form with the following fields:

- Answer Company: [Dropdown]
- Answer Contact: [Dropdown]
- Address RFI To: [Dropdown] Required
- With email notification to: [List of names: Admin RC - HPCC, Alan Counts - UNISTA, Allan Tilghman - JACFAC, Ana Apan - DAVLAN] [Hide Files]

Below the form is a file explorer window showing a tree view of 'Project Documents' with folders like 'Architect/Engineer/Cons', 'Hensel Phelps', '_RFI's', 'Meeting Minutes', 'Submittals', 'Jacobs', and 'Subcontractors'. A table of files is displayed:

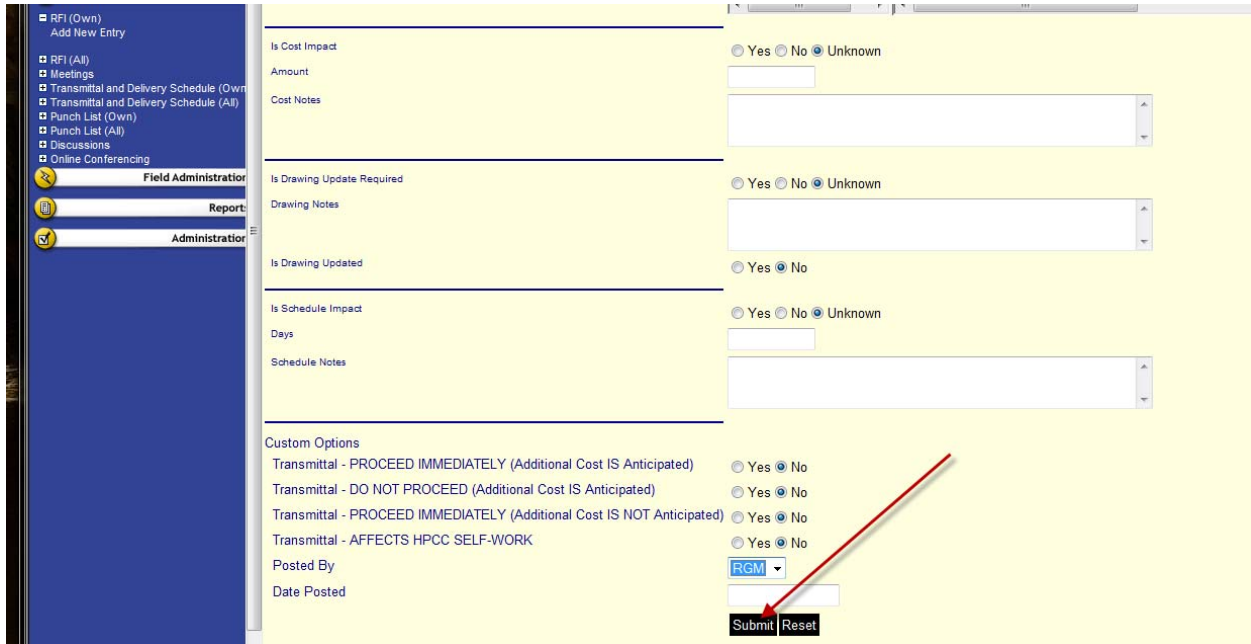
Name	Number	Heading/Title	Description
RFI 0074.pdf	19	RFI 0074	
RFI 0075.pdf	19	RFI 0075	
RFI 0076.pdf	19	RFI 0076	
RFI 0077.pdf	19	RFI 0077	
RFI 0078.pdf	19	RFI 0078	
RFI 0079.pdf	19	RFI 0079	
RFI 0080.pdf	19	RFI 0080	
RFI xxxx.pdf	19	RFI xxxx	

Below the file explorer is another table with 'Add' and 'Remove' buttons:

Name	Number	Heading/Title	Description
RFI xxxx.pdf	19	RFI xxxx	

At the bottom of the form, there are radio buttons for 'Is Cost Impact' with options: Yes No Unknown. Below this is an 'Amount' field.

14. Then you scroll down and click on **Submit** and the file has been added to the RFI



RFI (Own)
Add New Entry

RFI (All)
Meetings
Transmittal and Delivery Schedule (Own)
Transmittal and Delivery Schedule (All)
Punch List (Own)
Punch List (All)
Discussions
Online Conferencing

Field Administration

Report:

Administration

Is Cost Impact Yes No Unknown
Amount
Cost Notes

Is Drawing Update Required Yes No Unknown
Drawing Notes

Is Drawing Updated Yes No

Is Schedule Impact Yes No Unknown
Days
Schedule Notes

Custom Options
Transmittal - PROCEED IMMEDIATELY (Additional Cost IS Anticipated) Yes No
Transmittal - DO NOT PROCEED (Additional Cost IS Anticipated) Yes No
Transmittal - PROCEED IMMEDIATELY (Additional Cost IS NOT Anticipated) Yes No
Transmittal - AFFECTS HPCC SELF-WORK Yes No
Posted By RGM
Date Posted

Submit Reset