DFCM EDMS

Changes or Additions to Permitted Documents

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The intent of the following slides is to show the **DFCM Project Manager** how they can add a “New Phase” to a project that has already been permitted.

Some reasons for adding a “New Phase” would be to have approved Addendums, RFI’s, etc. on a particular project.

Please note that the Project Contact (e.g. Architect, Engineer, etc.) do not have the ability to add a project phase. This must be performed by the **DFCM Project Manager**.
For this sample project, let’s say that Rick James would like to add a new Phase to one of his existing projects. First, you select the project.
Select “Submittals”

Once you are brought to the project simply click on the “Submittals” tab.
Select “Edit Submittal Phases”

On the “Submittals” tab click on the “Edit Submittal Phases” in the bottom right-hand corner of the screen.
Add a New Phase

Now just type in the name of the new phase and click “Add Item”.

Phased Submittal Items

Deferred Submittal Items

Site & Demolition Submittal

Structural Package

Comprehensive Package

04 4200 Brick/Store Veneer Assemblies Attachments

05 1200 Open Web Steel Joists and Girders

05 4100 Cold Formed Metal Framing

05 5500 Metal Fabrications (Stairs and ladders)
Add a New Phase

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Edit Submittal Phase Items

This is an administrative page for modifying the submittal phases and deferred items for an established project. If this project is marked for a ‘Complete Submittal’, the submittal phases cannot be changed. If documents have already been submitted to a phase, that phase can no longer be deleted.

Phased Submittal Items

<table>
<thead>
<tr>
<th>Addendum #1</th>
<th>Add Item</th>
</tr>
</thead>
</table>

Submittal Description:
This is a short description of the submittal item to be added. To the right is an approximate due date for the item - if a submittal is not made by that date the architect will be sent a reminder.

Phased Submittal Examples:
Core & Shell Package
Site Preparation & Utilities Package

Deferred Submittal Examples:
Open Web Steel Joists
Fire Sprinklers

Deferred Submittal Items

<table>
<thead>
<tr>
<th>due date</th>
<th>Add Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 04 4200 Brick/Stone Veneer Assemblies Attachments
- 05 1200 Open Web Steel Joists and Girders
- 05 4100 Cold Formed Metal Framing
- 05 5500 Metal Fabrications (Stairs and ladders)
Now the new phase is provided and you can notify the Project Contact (e.g. Architect or Engineer) that they can now upload the construction documents to that phase.