

# OPEN THE MODULE – READ ONLY

- Choose **Cost Management-> Contracts -> Commitments**
- This displays the **Manager View** for the module and shows all records. Note: if your view is defaulted to a single project (preferable), you will only see Commitments for that project. Otherwise, you will see all projects and will need to use the Project Name field to search for the project you want.
- Click a **link in the Record # field** to open detailed contract information and attachments.



## Commitments

The screenshot shows the PMWeb interface. On the left is a navigation menu with categories: PLANNING, PROJECT FORMS, COST MANAGEMENT (highlighted with a red box), SCHEDULING, ASSET MANAGEMEN..., and WORKFLOW. The main content area has tabs for BUDGETS, CONTRACTS (highlighted with a red box), and PAYMENTS. Under the CONTRACTS tab, there are sub-items: Contracts, Master Commitments, and Commitments (highlighted with a red box). Below these are CHANGE MANAGEMENT and Online Change Requests. At the bottom, a table displays commitment records.

PROJECT NAME	SDA NUMBER	RECORD #	DESCRIPTION	WORKFLOW STATUS	TYPE
210BBP - [EP] Salome U	3570-317-21-0BBF	<a href="#">SB-0268-W01</a>	Salary Benefits	Approved	Salary Benefits
210BBP - [EP] Salome U	3570-317-21-0BBF	<a href="#">GP-0270-L12</a>	Site Investigation	Approved	Site Investigati
210BBP - [EP] Salome U	3570-317-21-0BBF	<a href="#">EP-0125-C01</a>	Construction	Approved	Construction