
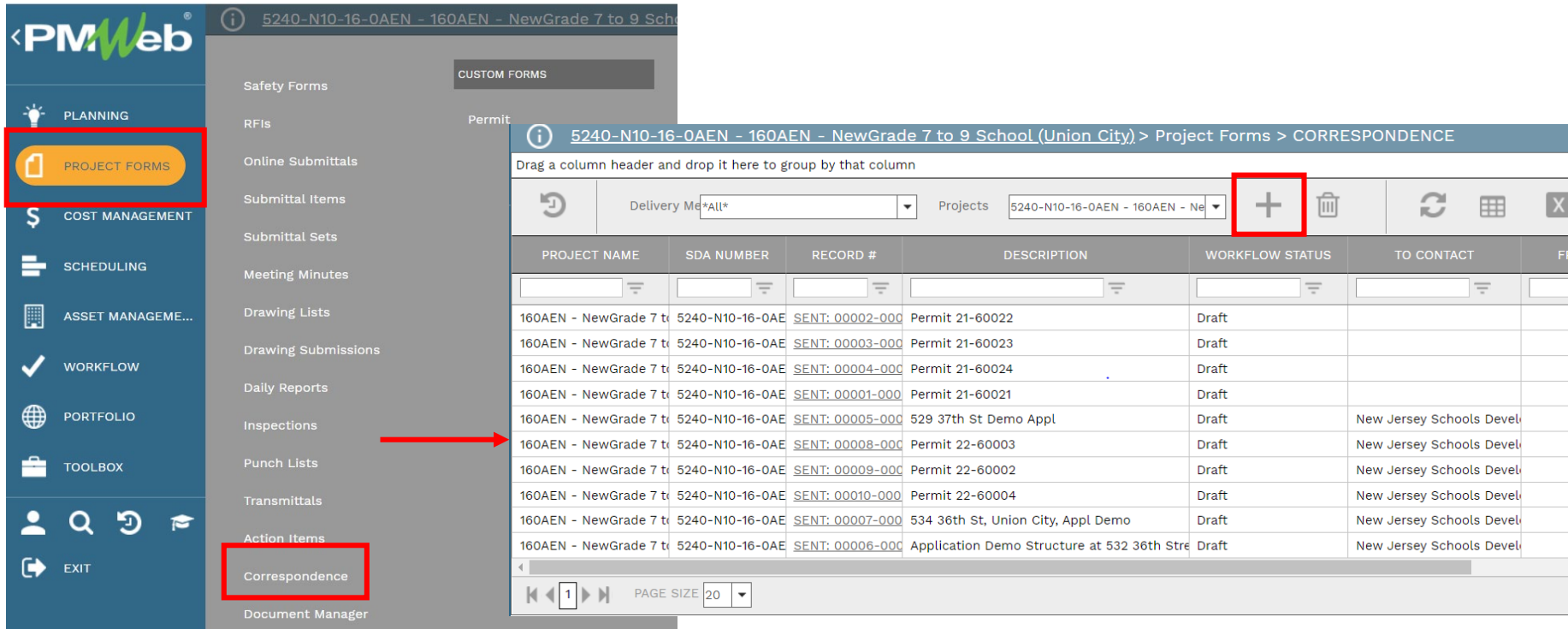


OPEN THE MODULE

- Choose **Project Forms -> Correspondence**
- This displays the **Manager View** for the module and shows all records.
- To search for a document to modify, use the columns to filter for the data you need. For example, use the Record # column to search for a document.
- To add a new document, click the **Add** button 

PMWeb®

CORRESPONDENCE



The screenshot shows the PMWeb interface. On the left is a navigation menu with categories: PLANNING, PROJECT FORMS (highlighted with a red box), COST MANAGEMENT, SCHEDULING, ASSET MANAGEMEN..., WORKFLOW, PORTFOLIO, TOOLBOX, and EXIT. Under PROJECT FORMS, the 'Correspondence' option is also highlighted with a red box. The main content area shows a breadcrumb trail: 5240-N10-16-OAEN - 160AEN - NewGrade 7 to 9 School (Union City) > Project Forms > CORRESPONDENCE. Below the breadcrumb is a search bar with 'Delivery Me*All*' and a 'Projects' dropdown. A red box highlights the '+' button in the toolbar. Below the toolbar is a table with columns: PROJECT NAME, SDA NUMBER, RECORD #, DESCRIPTION, WORKFLOW STATUS, TO CONTACT, and FROM. The table contains 10 rows of data. A red arrow points to the 'Inspections' option in the left menu.

| PROJECT NAME | SDA NUMBER | RECORD # | DESCRIPTION | WORKFLOW STATUS | TO CONTACT | FROM |
|--|------------------|-----------------|---|-----------------|--------------------------|------|
| 160AEN - NewGrade 7 to 9 School (Union City) | 5240-N10-16-OAEN | SENT: 00002-000 | Permit 21-60022 | Draft | | |
| 160AEN - NewGrade 7 to 9 School (Union City) | 5240-N10-16-OAEN | SENT: 00003-000 | Permit 21-60023 | Draft | | |
| 160AEN - NewGrade 7 to 9 School (Union City) | 5240-N10-16-OAEN | SENT: 00004-000 | Permit 21-60024 | Draft | | |
| 160AEN - NewGrade 7 to 9 School (Union City) | 5240-N10-16-OAEN | SENT: 00001-000 | Permit 21-60021 | Draft | | |
| 160AEN - NewGrade 7 to 9 School (Union City) | 5240-N10-16-OAEN | SENT: 00005-000 | 529 37th St Demo Appl | Draft | New Jersey Schools Devel | |
| 160AEN - NewGrade 7 to 9 School (Union City) | 5240-N10-16-OAEN | SENT: 00008-000 | Permit 22-60003 | Draft | New Jersey Schools Devel | |
| 160AEN - NewGrade 7 to 9 School (Union City) | 5240-N10-16-OAEN | SENT: 00009-000 | Permit 22-60002 | Draft | New Jersey Schools Devel | |
| 160AEN - NewGrade 7 to 9 School (Union City) | 5240-N10-16-OAEN | SENT: 00010-000 | Permit 22-60004 | Draft | New Jersey Schools Devel | |
| 160AEN - NewGrade 7 to 9 School (Union City) | 5240-N10-16-OAEN | SENT: 00007-000 | 534 36th St, Union City, Appl Demo | Draft | New Jersey Schools Devel | |
| 160AEN - NewGrade 7 to 9 School (Union City) | 5240-N10-16-OAEN | SENT: 00006-000 | Application Demo Structure at 532 36th Stre | Draft | New Jersey Schools Devel | |

ADD A NEW RECORD

- Click **Add** to enter all relevant information in the **document screen**. Any field marked with an asterisk is a required field.
- Click the **Save** button when finished.



MAIN

| | |
|-------------------|---|
| Project* | <input type="text"/> |
| Correspondence #* | <input type="text"/> |
| Description | <input type="text"/> |
| Status / Revision | <input type="text" value="Draft"/> <input type="text"/> |
| Date | <input type="text"/> |
| To | <input type="text"/> |
| From | <input type="text"/> |
| Category | <input type="text"/> |
| Contract Number | <input type="text"/> |
| Priority | <input type="text"/> |

ADD DESCRIPTION

- Under the Main tab, enter the Description. Text can be formatted as desired.
- Click the **Save** button when finished.

160AEN - NewGrade 7 to 9 School (L)

MAIN SDA DATA NOTES ATTACHMENTS NOTIFICATIONS

Project* 5240-N10-16-OAEN - 160AEN - NewG

Correspondence #* SENT: 00002-00002 - 55

Description Permit 21-60022

Status / Revision Draft 0

Date

To

From

Category Sent

Contract Number

Priority

BC "Times New Roman" 16px B I U S E E A

Logged in Contract Manager is a Fire permit for the removal of 5-550 gal UST @ 516 36th Street, a portion of the work required for the Union City Grade 7-9 project. The document can be found via either link. Please ensure that all document associated with 21-60022, including inspections, are saved in the permit's folder in CM. Please ensure that all members of the project team requiring a copy of the document receive one. Cate You can view this document in Contract Management by clicking the following link (you will need a Contract Management User Name and Password): <https://cm.njsda.gov:443/exponline/documentrequestforward.do?redirect.rd=true&masterkey=5a89bb1e830c453b8b2a36a719&basesystemtype=PADN&projectname=160AEN&groupname=NJSCC> **34b7547169aa4bf7846e70f8d9

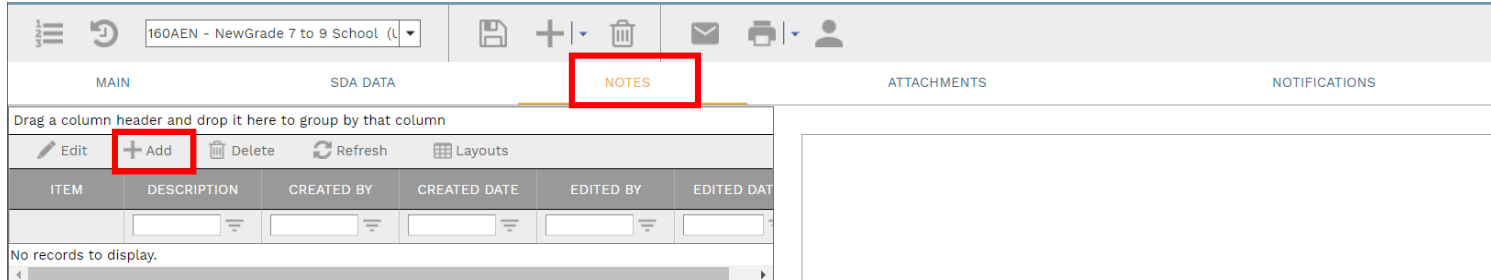
ADD SDA DATA

- Under the **SDA Data tab**, click to enter more information about the correspondence.
- Click **Save** in the Header section when finished.

| MAIN | SDA DATA | NOTES | ATTACHMENTS | NOTIFICATIONS |
|---------------------------------|----------|-------|-------------|---------------|
| Status | | | | |
| Source Document | | | | |
| Correspondence Sent Details | | | | |
| Correspondence Received Details | | | | |
| Letters Details | | | | |
| Telephone General | | | | |
| SPEC | | UOM | DATA | NOTES |
| BIC | | | | |

ADD ADDITIONAL NOTES

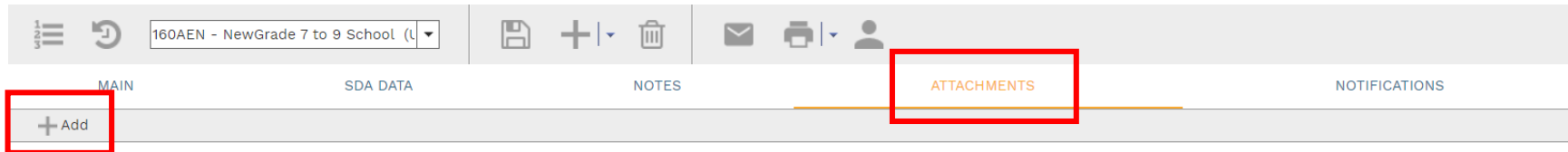
- Click **Add** on the **Notes tab** to add additional notes as needed. Click the **Save** button after each entry.



The screenshot shows a software interface with a top navigation bar containing icons for home, refresh, a dropdown menu with '160AEN - NewGrade 7 to 9 School (L)', save, zoom, delete, email, print, and user. Below this is a tabbed interface with 'MAIN', 'SDA DATA', 'NOTES', 'ATTACHMENTS', and 'NOTIFICATIONS'. The 'NOTES' tab is active and highlighted with a red box. Below the tabs is a toolbar with 'Edit', '+ Add', 'Delete', 'Refresh', and 'Layouts'. The '+ Add' button is highlighted with a red box. Below the toolbar is a table with columns: ITEM, DESCRIPTION, CREATED BY, CREATED DATE, EDITED BY, and EDITED DATE. The table is currently empty, with a message 'No records to display.' at the bottom.

ADD ATTACHMENTS

- Click **Add** on the **Attachments tab** to add attachments (or drag and drop files). Click the **Save** button after each entry



The screenshot shows the same software interface as above, but with the 'ATTACHMENTS' tab selected and highlighted with a red box. The '+ Add' button in the toolbar is also highlighted with a red box.

