

CORRESPONDENCE

(Sent/Received, Letters, Telephone Logs)

Correspondence documents include -


Sent/Received: Any variety of emails, FAXs, etc., that provide information/documentation about the project

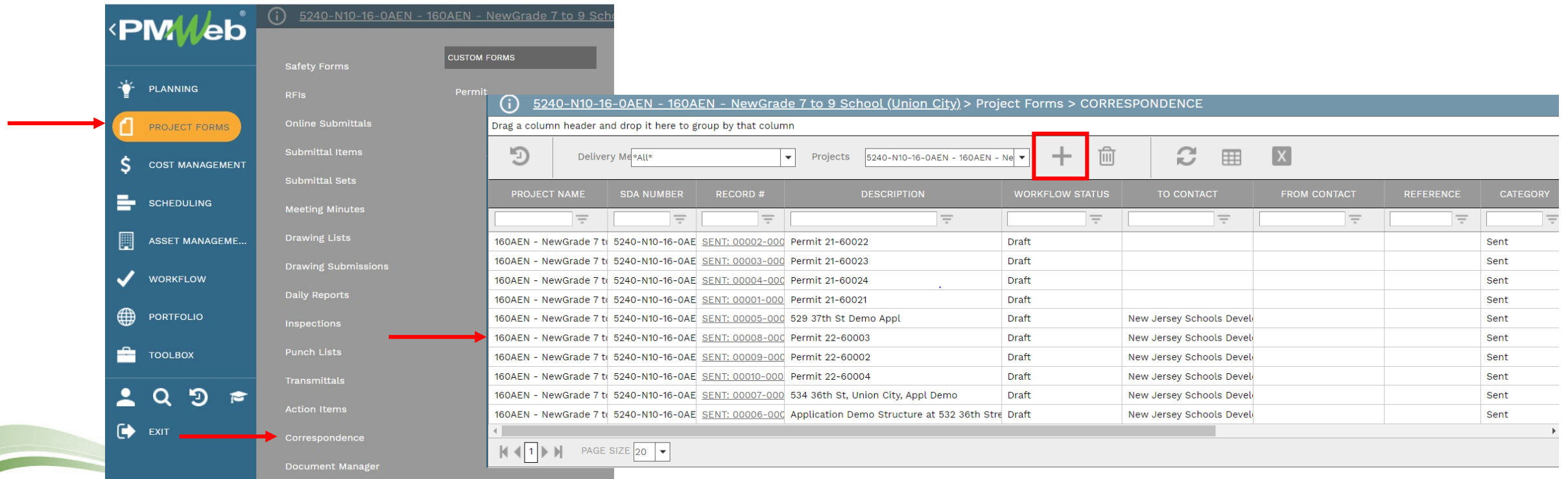
Telephone Logs: Project information that is communicated over telephone conversations

Letters: Project information that is communicated through written documentation

To navigate to the Correspondence section, click **Project Forms**, then **Correspondence** from the left hand menu. This displays the overall **Manager View** for the module and shows all records for all projects.

To search for an existing document, use the columns to filter for the data you need. For example, use the Record# column to search for a document. You can also narrow your search by school name by selecting it from the **Projects** drop down menu.

To add a new document, click the **Add** button. 



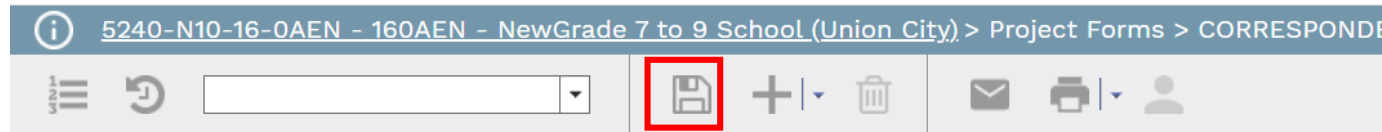
The screenshot displays the PMWeb interface. The left sidebar contains a navigation menu with 'PROJECT FORMS' highlighted. The main content area shows a breadcrumb trail: '5240-N10-16-0AEN - 160AEN - NewGrade 7 to 9 School (Union City) > Project Forms > CORRESPONDENCE'. Below this is a table with columns: PROJECT NAME, SDA NUMBER, RECORD #, DESCRIPTION, WORKFLOW STATUS, TO CONTACT, FROM CONTACT, REFERENCE, and CATEGORY. The table contains several rows of data. A red arrow points to the 'Add' button (a plus sign icon) in the table's toolbar.

PROJECT NAME	SDA NUMBER	RECORD #	DESCRIPTION	WORKFLOW STATUS	TO CONTACT	FROM CONTACT	REFERENCE	CATEGORY
160AEN - NewGrade 7 to 9 School (Union City)	5240-N10-16-0AE	SENT: 00002-000	Permit 21-60022	Draft				Sent
160AEN - NewGrade 7 to 9 School (Union City)	5240-N10-16-0AE	SENT: 00003-000	Permit 21-60023	Draft				Sent
160AEN - NewGrade 7 to 9 School (Union City)	5240-N10-16-0AE	SENT: 00004-000	Permit 21-60024	Draft				Sent
160AEN - NewGrade 7 to 9 School (Union City)	5240-N10-16-0AE	SENT: 00001-000	Permit 21-60021	Draft				Sent
160AEN - NewGrade 7 to 9 School (Union City)	5240-N10-16-0AE	SENT: 00005-000	529 37th St Demo Appl	Draft	New Jersey Schools Devel			Sent
160AEN - NewGrade 7 to 9 School (Union City)	5240-N10-16-0AE	SENT: 00008-000	Permit 22-60003	Draft	New Jersey Schools Devel			Sent
160AEN - NewGrade 7 to 9 School (Union City)	5240-N10-16-0AE	SENT: 00009-000	Permit 22-60002	Draft	New Jersey Schools Devel			Sent
160AEN - NewGrade 7 to 9 School (Union City)	5240-N10-16-0AE	SENT: 00010-000	Permit 22-60004	Draft	New Jersey Schools Devel			Sent
160AEN - NewGrade 7 to 9 School (Union City)	5240-N10-16-0AE	SENT: 00007-000	534 36th St, Union City, Appl Demo	Draft	New Jersey Schools Devel			Sent
160AEN - NewGrade 7 to 9 School (Union City)	5240-N10-16-0AE	SENT: 00006-000	Application Demo Structure at 532 36th Stre	Draft	New Jersey Schools Devel			Sent

The document screen displays. Enter the following information:

- Project (**required**)
- Correspondence # (**required**)
- Description
- Status/Revision
- Date
- To
- From
- Category (this is where you will select the type of Correspondence document)
- Contract #
- Priority

Once completed, click the **Save** button to continue.



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"/> <input type="text"/>
To	<input type="text"/>
From	<input type="text"/>
Category	<input type="text"/>
Contract Number	<input type="text"/>
Priority	<input type="text"/>

Additional information can now be entered under the applicable tabs.

On the **Main** tab, enter information about the correspondence in the text field. Text entered in this field can be freely formatted as the user desires. There is no limit to the amount of text that can be entered in this field. 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

Rich Text Editor: "Times New Roman" 16px

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

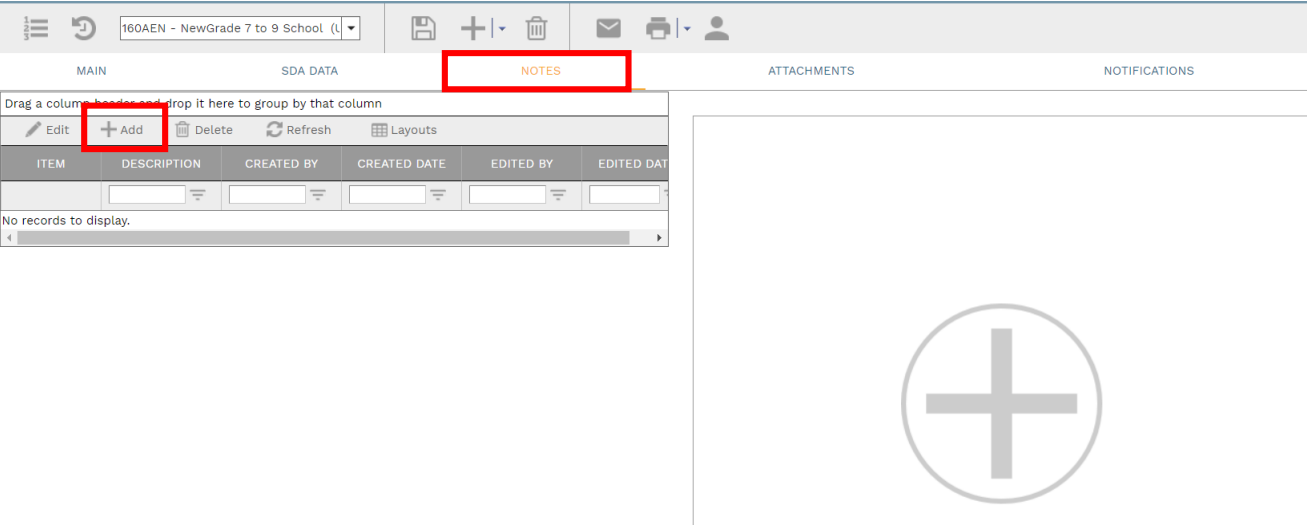


The **SDA Data** tab will be used to house legacy information brought over from the previous project documentation system. Use the navigation buttons to view the information.

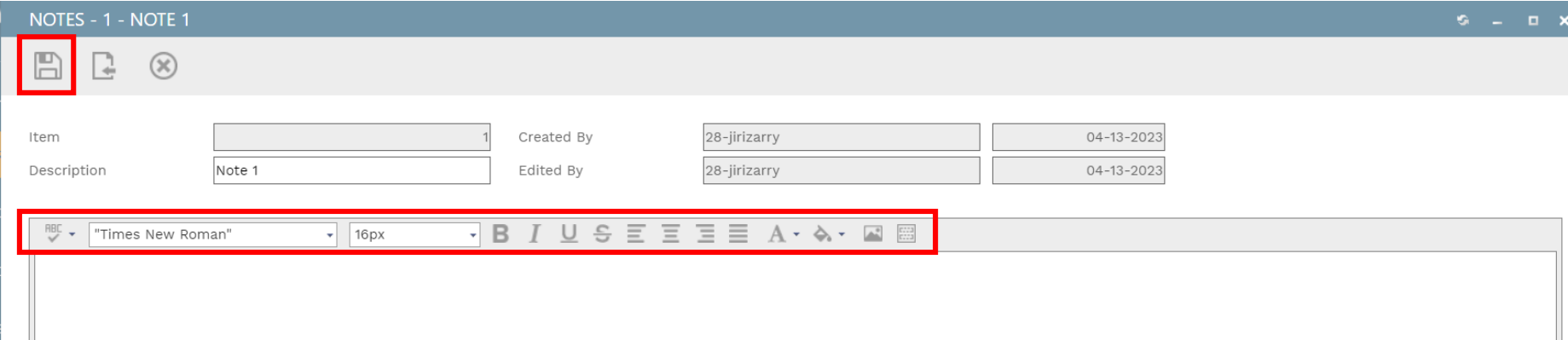
MAIN	SDA DATA	NOTES	ATTACHMENTS	NOTIFICATIONS
Status				
Source Document				
Correspondence Sent Details				
Correspondence Received Details				
Letters Details				
Telephone General				
SPEC		UOM	DATA	NOTES
BIC				



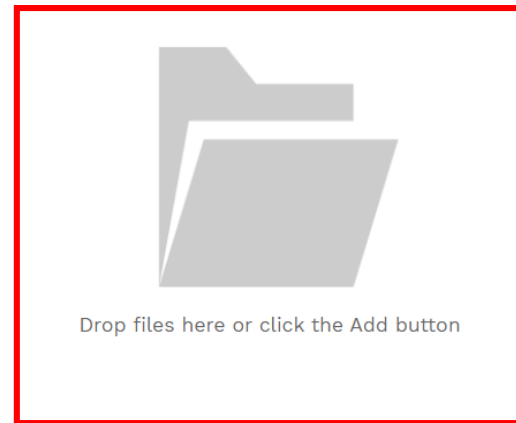
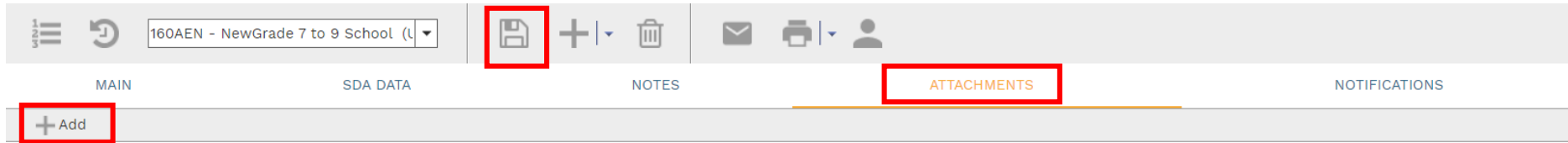
Click **Add** on the **Notes tab** to add additional notes as needed.



Enter your notes in the field provided. The text can be formatted using the toolbar shown. There is no limit to the amount of text you can enter. Click the **Save** button when completed.



On the **Attachments tab**, you can drag-and-drop your desired attachment(s) in the middle section of the screen, or you can choose **Add** to manually navigate to the location of your attachment on your computer, and add it through that window. Repeat the process for all additional attachments. Click the **Save** button when finished.



Any time an email is sent out of the system, an entry will automatically be posted under the **Notifications** tab with the details of the email.

160AEN - NewGrade 7 to 9 School (l)

MAIN SDA DATA NOTES ATTACHMENTS **NOTIFICATIONS**

Drag a column header and drop it here to group by that column

Edit Add Delete Refresh Layouts

ID	CREATED DATE	CREATED TIME	CREATED BY	SENT DATE	SENT TIME	SENT BY	REFERENCE	FROM	TO COMPANY

No records to display.

1 PAGE SIZE 20

