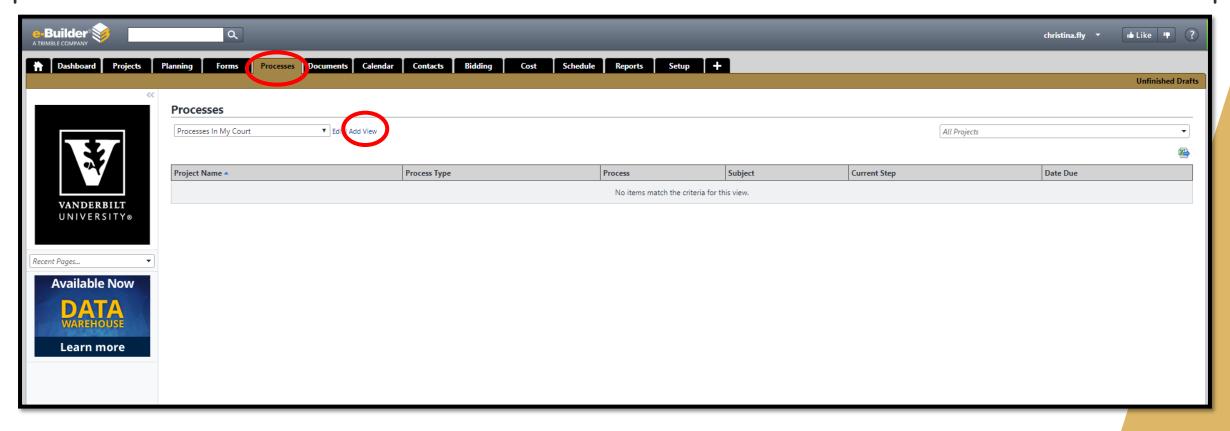
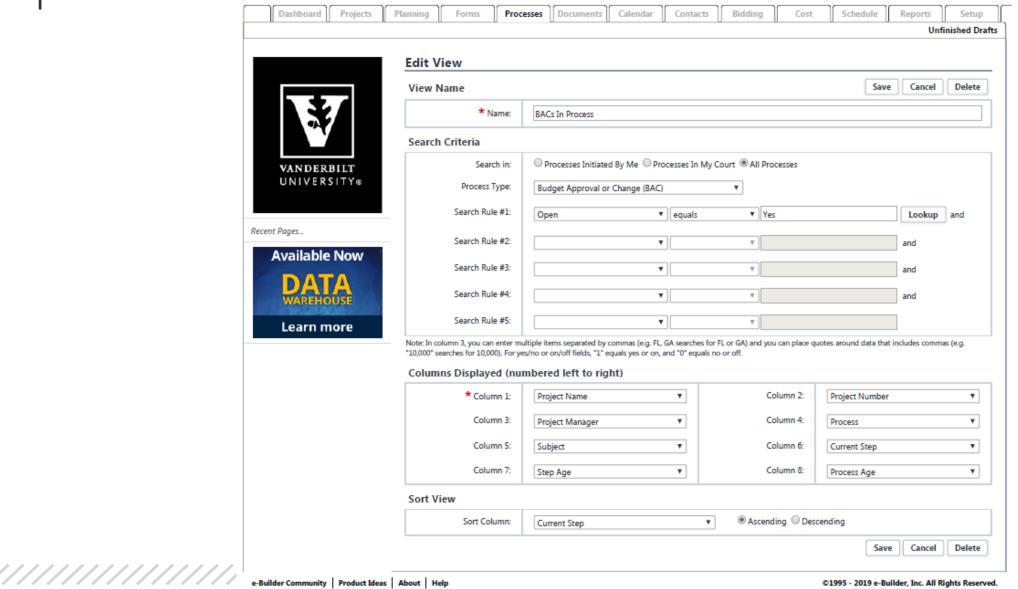
CUSTOM VIEW FOR PROJECT MANGERS



Go to Processes and click on Add View



CUSTOM VIEW OF BAC





CUSTOM VIEW OF COMMITMENTS —

| | | | | | | | | | Unt | finished |
|-------------|---|-------|------------------|-------------|------------------|-----------|-------------------|------------------------|---------------|-----------|
| Ed | dit View | | | | | | | | | |
| v | iew Name | | | | | | | Save | Cancel | Dele |
| | * Name: | CAs I | n Process | | | | | | | |
| s | earch Criteria | | | | | | | | | |
| ANDERBILT | Search in: | O Pro | ocesses Initiate | d By Me Pro | cesses In My (| ourt All | Processes | | | |
| NIVERSITY® | Process Type: | Com | mitment Appro | oval (CA) | | ▼ | | | | |
| | Search Rule #1: | Oper | n | • | equals | ▼ | Yes | | Lookup | and |
| es | Search Rule #2: | | | • | | w | | | and | |
| ailable Now | Search Rule #3: | | | * | | w | | | and | |
| DATA | Search Rule #4: | | | • | | ▼ | | | and | |
| earn more | Search Rule #5: | | | • |) | ₩ | | | _ | |
| No | te: In column 3, you can enter m | | | | | | l you can place q | uotes around data that | includes comm | ias (e.g. |
| | ,000° searches for 10,000). For y olumns Displayed (nu | | | | nd "0" equals no | o or off. | | | | |
| | * Column 1: | | ect Name | , | ▼ | | Column 2: | Project Number | | |
| | Column 3: | Proce | ess | | ▼ | | Column 4: | Project Manager | | |
| | Column 5: | Subje | ect | | ▼ | | Column 6: | Current Step | | |
| | Column 7: | Step | Age | | ▼ | | Column 8: | Process Age | | |
| S | ort View | | | | | | | | | |
| | | | | | | | | | | |



CUSTOM VIEW OF COMMITMENT CHANGES -

| Dashboard Projects | Planning For | rms | Processes | Documents | Calendar | Contact | s Bido | ling | Cost | Sched | ule | Reports | Setup |
|--|---|-----------------------------------|--|------------|----------|---------|--------|------------|--------------|-------------|------------|----------------|----------------|
| | | | | | | | | | | | | Unfi | inished Drafts |
| | | | | | | | | | | | | | |
| | Edit View | | | | | | | | | | | | |
| | View Name | | | Save | | | | | | | | Cancel | Delete |
| | | * Nam | ne: COs | In Process | | | | | | | | | |
| | Search Crite | eria | | | | | | | | | | | |
| VANDERBILT | | Search i | th in: Processes Initiated By Me Processes In My Court All Processes | | | | | | | | | | |
| UNIVERSITY® | P | Process Type: Change Order (CO) ▼ | | | | | | | | | | | |
| | Sea | arch Rule # | tl: Op | en | * | equals | | ▼ Yes | | | | Lookup | and |
| Recent Pages | - Sea | arch Rule # | 12: | | * | | | Ψ | | | | and | |
| Available Now | Sea | arch Rule # | 13: | | * | | | Y | | | | and | |
| WAREHOUSE | Sea | arch Rule # | M: | | * | | | Ŧ | | | | and | |
| Learn more | | arch Rule # | | | * | | | Ψ | | | | | |
| | Note: In column 3, "10,000" searches I | | | | | | | and you ca | n place quot | es around d | ata that i | includes comma | is (e.g. |
| Columns Displayed (numbered left to right) | | | | | | | | | | | | | |
| | , | * Column | 1: Pro | ject Name | | ▼ | | Colu | mn 2: | Project No | umber | | ▼ |
| | | Column | 3: Pro | cess | | ▼ | | Colu | mn 4: | Project M | anager | | ▼ |
| | | Column | 5: Sub | oject | | ▼ | | Colu | mn 6: | Current St | tep | | ▼ |
| | | Column | 7: Ste | p Age | | ▼ | | Colu | mn 8: | Process A | ge | | ▼ |
| | Sort View | | | | | | | | | | | | |
| | S | ort Colum | in: Cur | rent Step | | | ▼ ® | Ascending | O Descer | nding | | | |
| | | | | | | | | | | | Save | Cancel | Delete |



CUSTOM VIEW OF INVOICE APPROVALS

| | | | | | | Unf | inished |
|-------|--------------------------------------|--------------------------------|-----------------------|----------------------|-------------------------|---------------|----------|
| | Edit View | | | | | | |
| | View Name | | | | Save | Cancel | Dele |
| *4 | * Name: | IA's In Process | | | | | |
| | Search Criteria | | | | | | |
| ILT | Search in: | O Processes Initiated | By Me Processes In My | Court All Processes | | | |
| SITY® | Process Type: | Invoice Approval (IA) | | ▼ | | | |
| | Search Rule #1: | Open | ▼ equals | ▼ Yes | | Lookup | and |
| | Search Rule #2: | | * | ¥ | | and | |
| Now | Search Rule #3: | | T | ¥ | | and | |
| A | Search Rule #4: | | ▼ | v | | and | |
| USE | Search Rule #5: | | T | V | | | |
| ore | Note: In column 3, you can enter m | ultiple items constrated by co | | | quotes around data that | includes comm | 25 (0.0 |
| | "10,000" searches for 10,000). For y | | | | quotes around data that | incidues comm | as (e.y. |
| | Columns Displayed (nu | ımbered left to righ | t) | | | | |
| | * Column 1: | Project Name | ▼ | Column 2: | Process | | • |
| | Column 3: | Project Manager | • | Column 4: | Current Step | | , |
| | Column 5: | Step Age | v | Column 6: | Process Age | | , |
| | Column 7: | | ▼ | Column 8: | | | , |
| | Sort View | | | | | | |
| | Sort view | | | | | | |

