

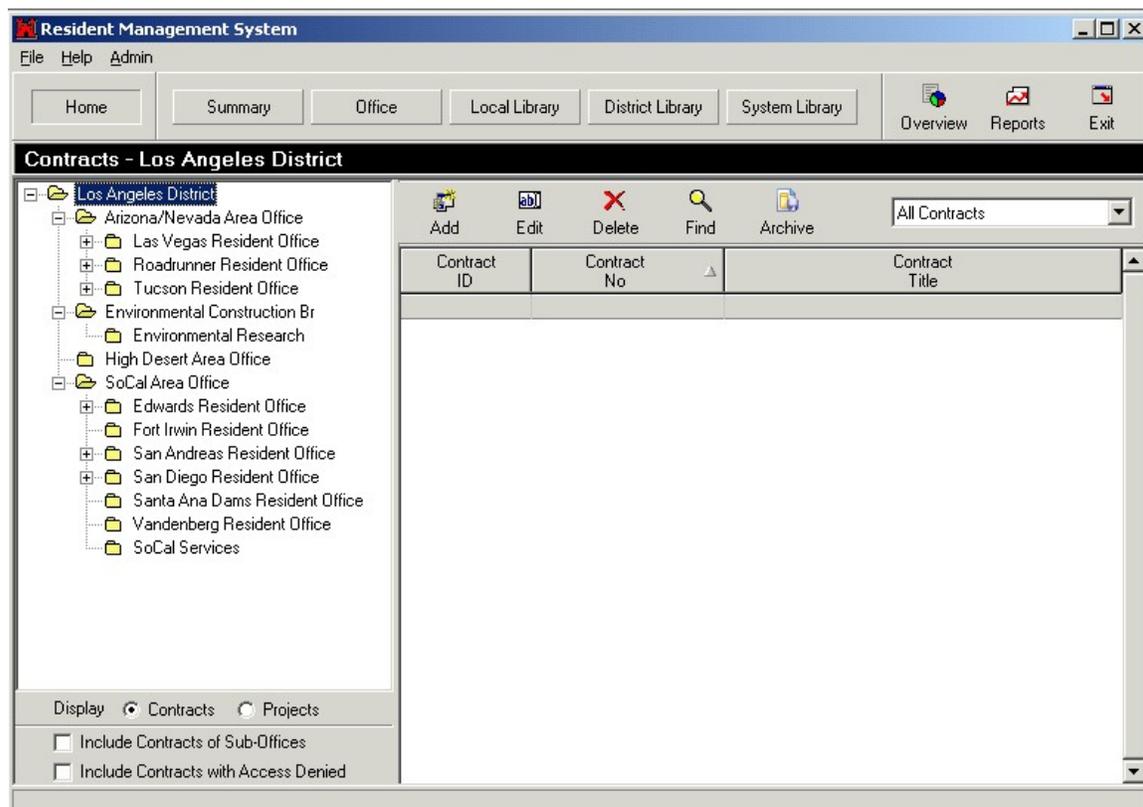
Getting Ready for RMS 2.38



There are five steps required to get your District ready for the conversion from RMS 2.37 to RMS 2.38.

1. Office Structure

Office Structure. a.) Your District must be at the top of the tree – do not include your Division or USACE, as the RMS Center will add these with the conversion, b.) NO contracts may be assigned directly to your District Office and c.) Local Offices should only include Parent and Sub-Offices that manage Construction Contracts.



2. Contract Groups

The following steps, 2 through 5, are necessary to move your data from your District's Local Office to the District Library in RMS 2.38.

2. Highlight your District Office and select the SUMMARY button and the **Contract Groups** module.

You may COPY **Contract Groups** from any other office .

Resident Management System

File Help Admin

Home Summary Office Local Library District Library System Library Overview Reports Exit

Summary - Los Angeles District - Contract Groups

[Baseline Schedules](#)
[Custom Reports](#)
[Contract Groups](#)
[P2 Projects](#)
[Contractor Claims](#)

[Interface Schedules](#)

[CEFMS Interface Log](#)
[P2 Interface Log](#)

	Order No.	Group Type	Created By
Active Construction Placement FY 2003	1	Formula	
Air Force Contracts	2	Formula	
Civil Works	3	Formula	
Civil Works Completed CY 2004	4	Formula	
Civil Works Contracts Through This FY	5	Formula	Richard Leifield
Completion required within 90 CD	6	Formula	Alfonso Quintero
Construction Duration - Military	7	Formula	Diane Pierson
Contracts 5% behind schedule	8	Formula	George Beams
Contracts missing original BOD	9	Formula	
Completed 6 months w/o Final Payment	10	Formula	Emmanuel Molina
Final Payment Contracts	11	Formula	Emmanuel Molina
IIS Projects	12	Formula	
Large Business	13	Formula	George Beams
Military O & M contracts 5% behind	14	Formula	George Beams
Military Projects	15	Formula	
Project Closeouts	16	Formula	Alfonso Quintero
Required to be completed within 30 days	17	Formula	
Scheduled to be complete in next 30 days	18	Formula	
Awarded contracts missing original BOD	19	Formula	

3. User Roles

Highlight your District Office and select the OFFICE button and the **User Roles** module. You may COPY **User Roles** from another office.

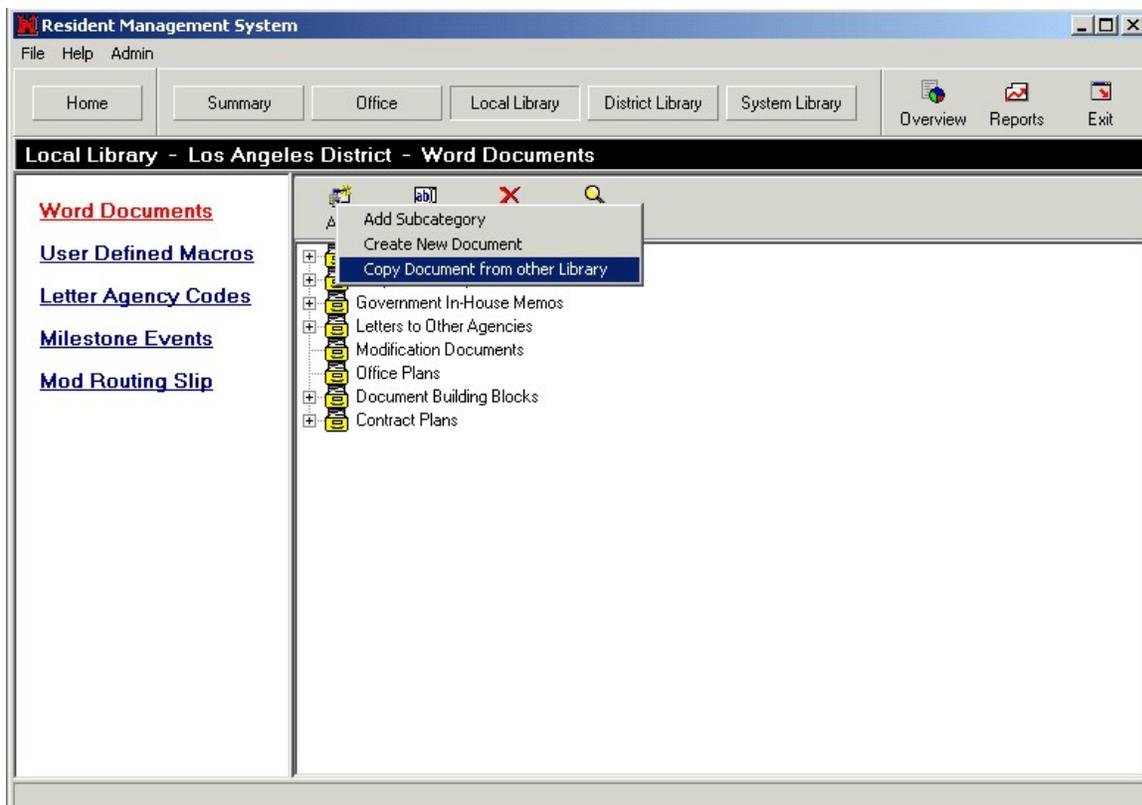
The screenshot shows the Resident Management System interface. The title bar reads "Resident Management System". The menu bar includes "File", "Help", and "Admin". The navigation pane contains buttons for "Home", "Summary", "Office", "Local Library", "District Library", and "System Library". The main content area is titled "Office - Los Angeles District - User Roles". On the left, there is a sidebar with links: "Office Description", "Office Personnel", "Office Policy", "Office Plans", "User Defined Entries", "User Roles" (highlighted in red), "User Access Control", and "District Review Office". The main area displays a table of user roles with a context menu open over the first row. The context menu options are "Create New User Role", "Duplicate Existing Role(s)", and "Copy Role(s) from other Office(s)".

	Office Symbol
CONSTRUCTION REPRESENTATIVE	CESPL
OFFICE ENGINEER	CESPL
PROCUREMENT TECHNICIAN	CESPL
PROJECT ENGINEER	CESPL
PROJECT MANAGER	CESPL
READ ONLY ACCESS	CESPL
RESIDENT ENGINEER	CESPL
SPECIAL ASSIGNMENTS MANAGER	CESPL
SUBMITTAL REVIEWER	CESPL

4. Word Documents

Highlight your District Office and select the LOCAL LIBRARY button and choose the **Word Documents** module.

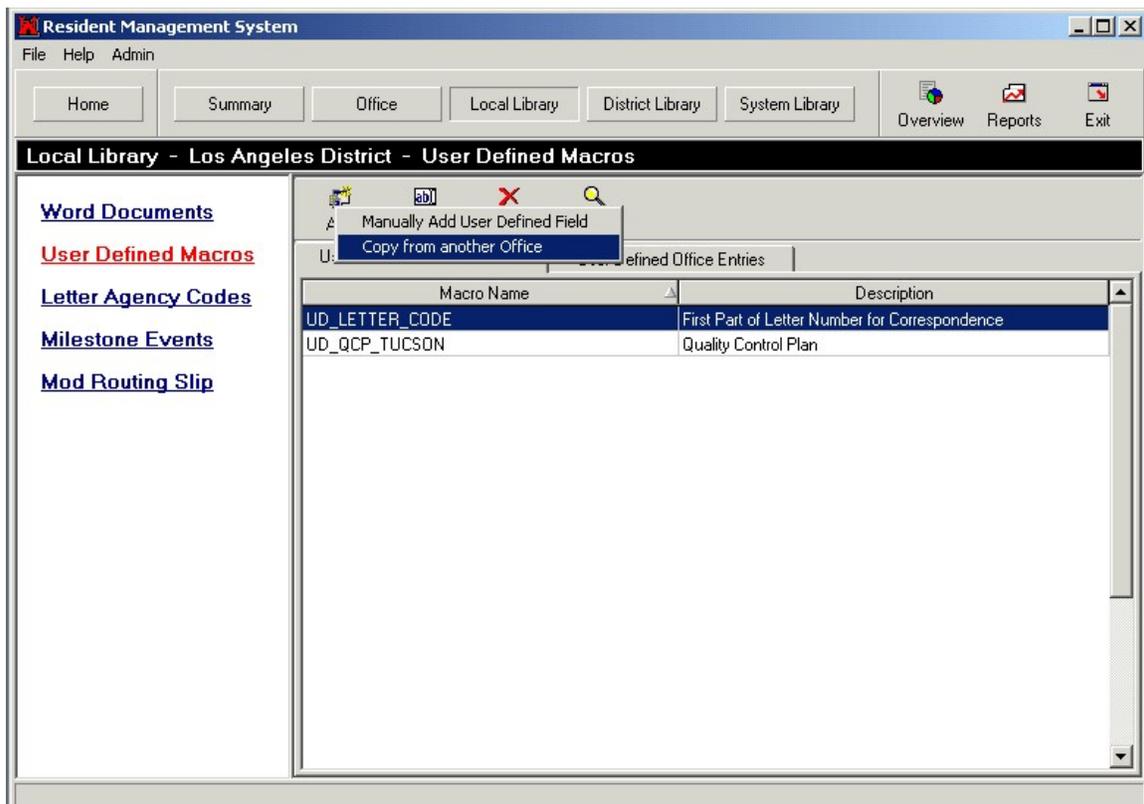
You may COPY **Word Documents** from another office.



5. User Defined Macros

While still in the LOCAL LIBRARY for the District Office, choose the **User Defined Macros** modules.

You may copy them from another office.



It is important to understand that items 2 through 5 will only be copied from the ROOT of your Office Structure (The Local Office for your District Office) to the new District Library in RMS 2.38 — not from your other Local Offices.

Organization

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Teamwork Takes Planning!

We're on the Web

RMS: <http://www.rmssupport.com/home.aspx>

QCS: <http://www.rmssupport.com/qcs/default.aspx>