

# Installing RMS 3.0 Contractor Mode

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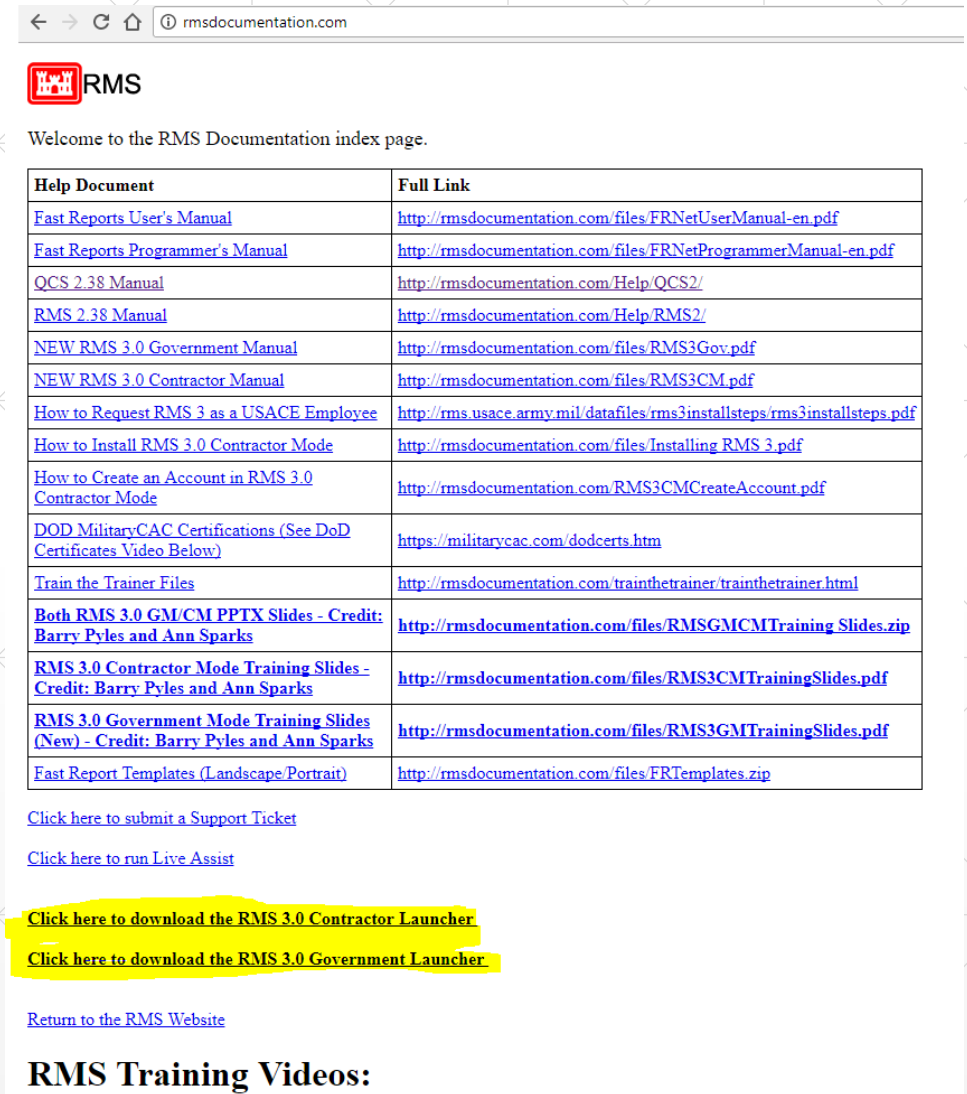
Installation, Account Creation, and User Roles

# Explanation of RMS Launcher

- What is RMS Launcher?
    - The first program that runs when clicking RMS 3 icon on desktop
    - Checks servers for latest update and automatically updates software to latest patch
  - Because of updating privileges, permissions need to be set up for RMS3
    - Will cover on later slide
-

# Downloading RMS 3.0 Contractor Mode

- Website: <http://rmsdocumentation.com>



The screenshot shows a web browser window with the URL [rmsdocumentation.com](http://rmsdocumentation.com). The page features the RMS logo and a welcome message. A table lists various help documents with their full links. Below the table are several links for support and training resources. Two links are highlighted in yellow: "Click here to download the RMS 3.0 Contractor Launcher" and "Click here to download the RMS 3.0 Government Launcher".

Help Document	Full Link
<a href="#">Fast Reports User's Manual</a>	<a href="http://rmsdocumentation.com/files/FRNetUserManual-en.pdf">http://rmsdocumentation.com/files/FRNetUserManual-en.pdf</a>
<a href="#">Fast Reports Programmer's Manual</a>	<a href="http://rmsdocumentation.com/files/FRNetProgrammerManual-en.pdf">http://rmsdocumentation.com/files/FRNetProgrammerManual-en.pdf</a>
<a href="#">QCS 2.38 Manual</a>	<a href="http://rmsdocumentation.com/Help/QCS2/">http://rmsdocumentation.com/Help/QCS2/</a>
<a href="#">RMS 2.38 Manual</a>	<a href="http://rmsdocumentation.com/Help/RMS2/">http://rmsdocumentation.com/Help/RMS2/</a>
<a href="#">NEW RMS 3.0 Government Manual</a>	<a href="http://rmsdocumentation.com/files/RMS3Gov.pdf">http://rmsdocumentation.com/files/RMS3Gov.pdf</a>
<a href="#">NEW RMS 3.0 Contractor Manual</a>	<a href="http://rmsdocumentation.com/files/RMS3CM.pdf">http://rmsdocumentation.com/files/RMS3CM.pdf</a>
<a href="#">How to Request RMS 3 as a USACE Employee</a>	<a href="http://rms.usace.army.mil/datafiles/rms3installsteps/rms3installsteps.pdf">http://rms.usace.army.mil/datafiles/rms3installsteps/rms3installsteps.pdf</a>
<a href="#">How to Install RMS 3.0 Contractor Mode</a>	<a href="http://rmsdocumentation.com/files/InstallingRMS3.pdf">http://rmsdocumentation.com/files/InstallingRMS3.pdf</a>
<a href="#">How to Create an Account in RMS 3.0 Contractor Mode</a>	<a href="http://rmsdocumentation.com/RMS3CMCreateAccount.pdf">http://rmsdocumentation.com/RMS3CMCreateAccount.pdf</a>
<a href="#">DOD MilitaryCAC Certifications (See DoD Certificates Video Below)</a>	<a href="https://militarycac.com/dodcerts.htm">https://militarycac.com/dodcerts.htm</a>
<a href="#">Train the Trainer Files</a>	<a href="http://rmsdocumentation.com/trainthetrainer/trainthetrainer.html">http://rmsdocumentation.com/trainthetrainer/trainthetrainer.html</a>
<a href="#">Both RMS 3.0 GM/CM PPTX Slides - Credit: Barry Pyles and Ann Sparks</a>	<a href="http://rmsdocumentation.com/files/RMSGMCMTrainingSlides.zip">http://rmsdocumentation.com/files/RMSGMCMTrainingSlides.zip</a>
<a href="#">RMS 3.0 Contractor Mode Training Slides - Credit: Barry Pyles and Ann Sparks</a>	<a href="http://rmsdocumentation.com/files/RMS3CMTrainingSlides.pdf">http://rmsdocumentation.com/files/RMS3CMTrainingSlides.pdf</a>
<a href="#">RMS 3.0 Government Mode Training Slides (New) - Credit: Barry Pyles and Ann Sparks</a>	<a href="http://rmsdocumentation.com/files/RMS3GMTrainingSlides.pdf">http://rmsdocumentation.com/files/RMS3GMTrainingSlides.pdf</a>
<a href="#">Fast Report Templates (Landscape/Portrait)</a>	<a href="http://rmsdocumentation.com/files/FRTemplates.zip">http://rmsdocumentation.com/files/FRTemplates.zip</a>

[Click here to submit a Support Ticket](#)

[Click here to run Live Assist](#)

[Click here to download the RMS 3.0 Contractor Launcher](#)

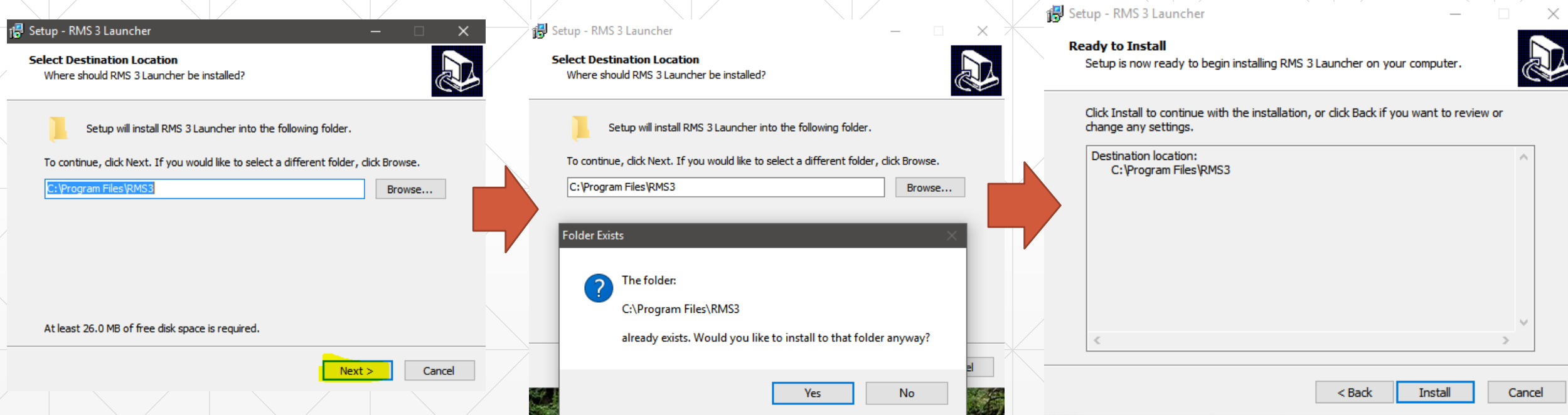
[Click here to download the RMS 3.0 Government Launcher](#)

[Return to the RMS Website](#)

**RMS Training Videos:**

# Installing RMS 3.0 Contractor Mode

- RMS 3.0 needs Windows 10 and is **64 bit only**
- If Windows Defender has a warning, click **More Info** → **Run Anyway**



If RMS 3.0 hasn't been installed before, you won't get this window

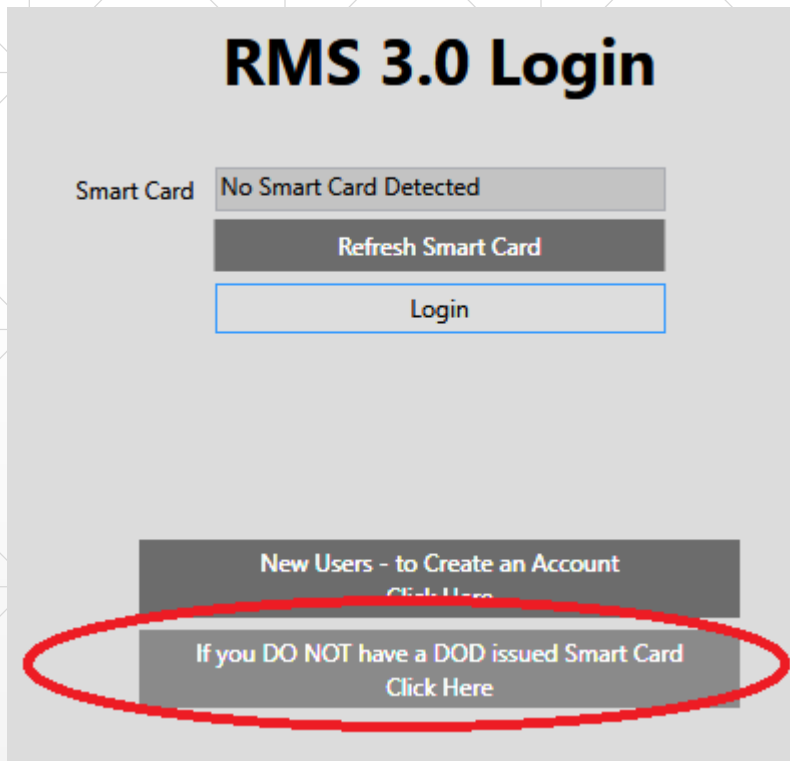
# What RMS 3.0 Looks Like Starting Up



Please note that it can take some time to download patch information – let it run

# First Step for Contractors in RMS 3.0

- Click on: “If you DO NOT have a DOD issued Smart Card Click Here”



**RMS 3.0 Login**

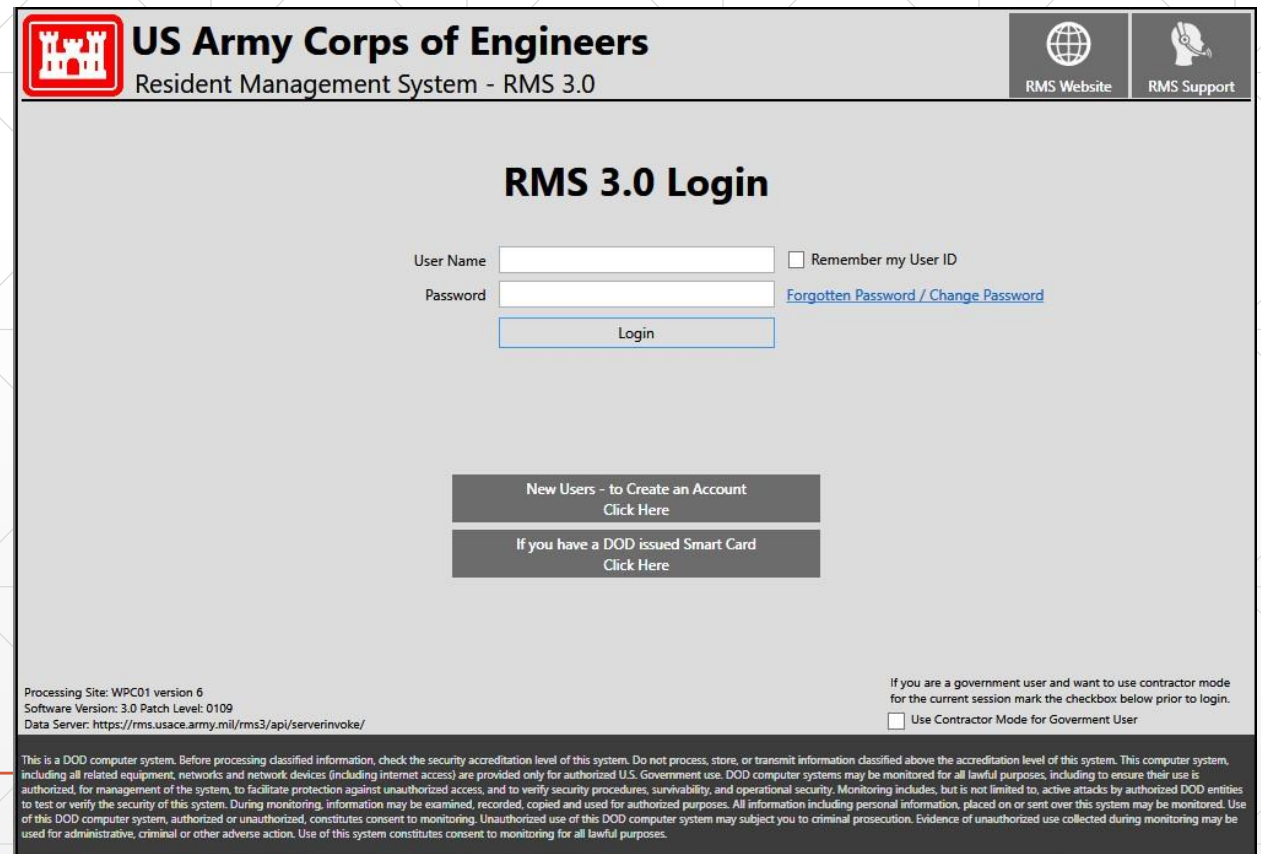
Smart Card No Smart Card Detected

Refresh Smart Card

Login

New Users - to Create an Account  
Click Here

**If you DO NOT have a DOD issued Smart Card  
Click Here**



**US Army Corps of Engineers**  
Resident Management System - RMS 3.0

RMS Website RMS Support

**RMS 3.0 Login**

User Name   Remember my User ID

Password  [Forgotten Password / Change Password](#)

Login

New Users - to Create an Account  
Click Here

If you have a DOD issued Smart Card  
Click Here

Processing Site: WPC01 version 6  
Software Version: 3.0 Patch Level: 0109  
Data Server: <https://rms.usace.army.mil/rms3/api/serverinvoke/>

If you are a government user and want to use contractor mode for the current session mark the checkbox below prior to login.  
 Use Contractor Mode for Government User

This is a DOD computer system. Before processing classified information, check the security accreditation level of this system. Do not process, store, or transmit information classified above the accreditation level of this system. This computer system, including all related equipment, networks and network devices (including internet access) are provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information including personal information, placed on or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DOD computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes.

# Second Step for Contractors in RMS 3.0 Account Creation

- Click on: “New Users – To Create an Account Click Here”

## RMS 3.0 Login

User Name   Remember my User ID

Password  [Forgotten Password / Change Password](#)

[New Users - to Create an Account Click Here](#)

[If you have a DOD issued Smart Card Click Here](#)

## USACE - RMS Resident Management System

Back Refresh Help

### New User Registration

This option is for the registration of new users who do not have a DOD issued smart card. If you have a DOD issued smart card then you should exit this view and simply attempt to login using your smart card. If you do not have a smart card, then use this view to setup a new account for manual login with user id and password. Your user id is the email address used to create your account. For better security, each computer that you use will have to be registered via a registration code which will be emailed to you.

First Name

Last Name

Email Address

Password

Password Confirmation

Passwords require the following complexity requirements:

- 15 Characters or longer
- 2 Uppercase
- 2 Lowercase
- 2 Numeric
- 2 Special Characters
- Must start with an uppercase or lowercase letter
- Cannot contain four consecutive alphabetic characters in any order (Eeee or ThAt)
- Cannot contain repetitive characters (AA, ==, bb, 44)
- Do not use a dash - as the last character of the password
- Only contains these special characters - \_ = ^ | :

The below randomly generated passwords are valid and can be used as a new password. (Close and reopen this window to receive a new set of password examples.)

Example 1	<input type="text" value="hg5Dq=Uv^W3rjb8"/>	Example 2	<input type="text" value="Rg-Zg2EP4UF3X4_"/>
Example 3	<input type="text" value="tm_t_28nD5aA6CZ"/>	Example 4	<input type="text" value="HpV-8j E5nT4Qhr"/>
Example 5	<input type="text" value="qD4yA5qJ7Ng_Rc "/>	Example 6	<input type="text" value="nu8yd6DJT7Xe^_e"/>

# Second Step for Contractors in RMS 3.0 Account Creation

- Please save password in a safe, easy to remember place
- If password is forgotten, there is an easy Forgot Password option

The image shows a sequence of steps in the RMS 3.0 account creation process. On the left, a 'Registering Account' window displays password complexity requirements: 15 Characters or longer, 2 Uppercase, 2 Lowercase, 2 Numerical, and 2 Special characters. It also lists rules such as 'Must start with a lowercase letter', 'Cannot contain four consecutive alphabetic characters in any order (Eeee or Tttt)', 'Cannot contain repetitive characters (AA, ==, bb, 44)', 'Do not use a dash - as the last character of the password', and 'Only contains these special characters: ~ ! @ # \$ % ^ & \* ( ) \_ = + ~'. Below these requirements, a list of randomly generated passwords is shown, including 'hg5Dq=...', 'Rg-2g2P4UF3...', 'tm\_t\_28n...', 'HpV-B...', 'qD4yA5c...', and 'hulldy6J77Xe^\_e'. A red castle icon is visible in the top right corner of this window. A large orange arrow points from this window to the right, where a 'Create Account' button is highlighted. To the right of the 'Create Account' button, a confirmation dialog box is displayed with the following text: 'Your account has been created. You will now have to verify your account with a registration code that has been sent to your email account. Check your inbox for an email with subject line "RMS Registration Code." Be sure to check filtering rules and spam folders if you cannot find the email. In some cases it can take several hours for the Government Email services to complete the email sending process.' The dialog box has an 'OK' button at the bottom right.

# Verifying a Newly Created Account

- Account verification involves copying a registration code from email to RMS 3

### Account Verification Required

Every computer that you login to must be validated one time. An email has been sent to your registered email address. Check your email for a subject of "RMS Registration Code". Copy the registration code from that email and paste it in here to complete the verification for this computer.

In some cases it can take several hours for the Government Email services to complete the email sending process.

Registration Code

If you cannot find the registration email, click the button below and a new registration code will be sent to:

Email Account on File

# Logging into RMS 3.0 Contractor Mode

## RMS 3.0 Login

User Name   Remember my User ID

Password  [Forgotten Password / Change Password](#)


# Using RMS 3.0 On Other Computers

- Each user must register the computer they use by the “verification code” method
- This only has to be done once and allows one user to use RMS 3 on different computers

## RMS 3.0 Login

User Name   Remember my User ID

Password  [Forgotten Password / Change Password](#)



Your login was successful, but this computer must be registered with your account. Every computer you login to must be verified one time with an email registration code.

An email has just been sent with a new Registration Code. Check your inbox for an email with Subject Line "RMS Registration Code".

You will now be taken to the account email verification view.

## Account Verification Required

Every computer that you login to must be validated one time. An email has been sent to your registered email address. Check your email for a subject of "RMS Registration Code". Copy the registration code from that email and paste it in here to complete the verification for this computer.

In some cases it can take several hours for the Government Email services to complete the email sending process.

Registration Code


If you cannot find the registration email, click the button below and a new registration code will be sent to:

Email Account on File

# Verification of a New Account or Different Computer

- Verification Successful

RMS Registration Code Inbox x

 **RMS Support Center** <rmssupport@usace.army.mil>  
to me ▾

Your RMS registration code is:

kp^6\$d87FQ7m9mr



Copy this code and paste it into the program when requested.

Thank You,  
Resident Management System  
[\(760\) 247 - 0217](tel:7602470217)




Click here to [Reply](#) or [Forward](#)

### Account Verification Required

Every computer that you login to must be validated one time. An email has been sent to your registered email address. Check your email for a subject of "RMS Registration Code", Copy the registration code from that email and paste it in here to complete the verification for this computer.

In some cases it can take several hours for the Government Email services to complete the email sending process.

Registration Code



If you cannot find the registration email, click the button below and a new registration code will be sent to:

Email Account on File

Submitting Registration Code

Verification Successful! Your account is now ready for login. You should contact your administrator for permission to contracts and data.

# Prime Contractor Selection Screen

- After logging in, the contractor will have the choice of one or more Prime Contractors
- If working for multiple Prime Contractors make sure to select the Update button
  - This will take a few minutes

**USACE - RMS**  
Resident Management System

**Contractor Mode - Prime Contractor Selection**

You are now logged into Contractor Mode. The list below shows all of the prime contractors who have included you in their staff. To continue, select a prime contractor from the list below. If you are working with a prime contractor that is not displayed in the list below, have your prime contractor verify that your account is correctly configured in the contractor staff view.


After selecting a prime Contractor, you will be presented with a list of contracts for that Prime Contractor.


Select Update Switch to Offline Mode **Prime Contractors** Find Settings Export


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


Prime Contractor ID	Prime Contractor Name	USACE District
G3000217	ALSTOM Renewable US LLC	G3:G3
L1000018	Alpine Diversified, Inc.	L1:L1


# Contract Selection Screen

**Alpine Diversified, Inc.**  
L1000018

 Contractor Mode Home

 Back

 Refresh

 Help

[Online](#)  
Switch to Offline Mode[Government Library](#)[User Roles](#)[Contractor Staff](#) Edit**Contract Selection** Find Settings Export

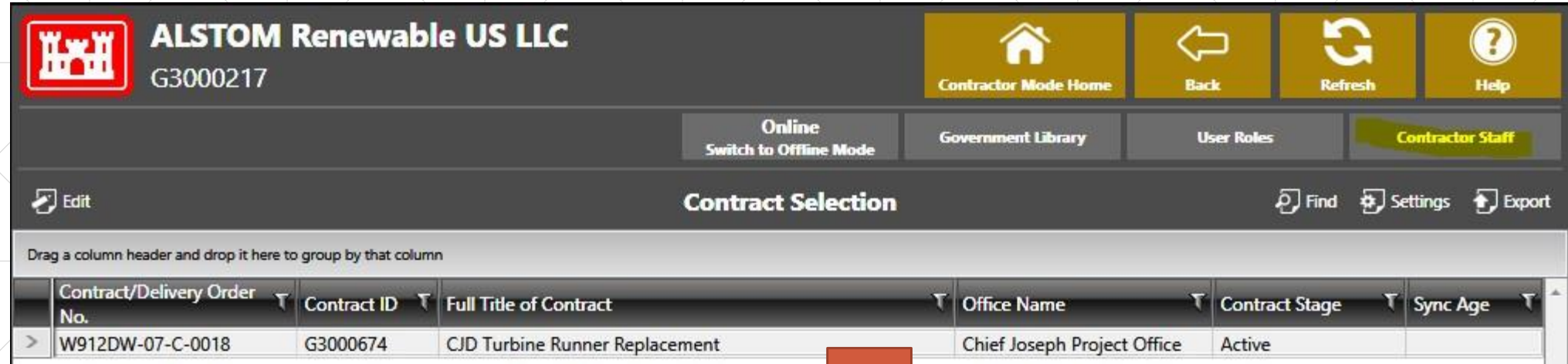
# Setting Up a New Contract in RMS

- First thing to do: Add Staff to Prime Contractor
  - Next, Add User Roles
  - Then open a Contract to assign User Roles to a Staff Member
-

# Adding Additional Staff to the Prime

- The first contractor added to the contract by RMS 3.0 Government Mode is the “Administrator”
  - It is the job of the Administrator to add additional staff members and to set up their roles
  - There can be more than one Administrator account per Prime Contractor
  - Click on the Contractor Staff button on the top right corner of the Contract Selection Screen to add staff
-

# Adding Additional Staff to the Prime Contractor



**ALSTOM Renewable US LLC**  
G3000217

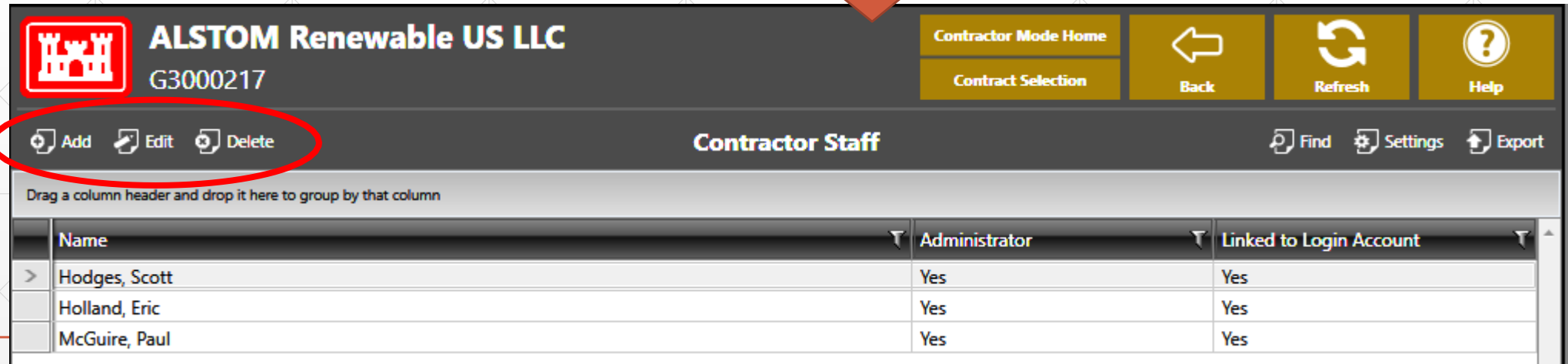
Contractor Mode Home Back Refresh Help

Online Switch to Offline Mode Government Library User Roles **Contractor Staff**

Edit **Contract Selection** Find Settings Export

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

Contract/Delivery Order No.	Contract ID	Full Title of Contract	Office Name	Contract Stage	Sync Age
> W912DW-07-C-0018	G3000674	CJD Turbine Runner Replacement	Chief Joseph Project Office	Active	



**ALSTOM Renewable US LLC**  
G3000217

Contractor Mode Home Contract Selection Back Refresh Help

**Add Edit Delete** **Contractor Staff** Find Settings Export


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

Name	Administrator	Linked to Login Account
> Hodges, Scott	Yes	Yes
Holland, Eric	Yes	Yes
McGuire, Paul	Yes	Yes


# Adding Additional Staff to the Prime Contractor

RMS X

### Add Contractor Staff Member

 **The following information is required to add a new Contractor Staff Member**

Account ID (email)



**ALSTOM Renewable**  
G3000217

[Contractor Mode Home](#)  
[Contract Selection](#)

[Back](#) [Refresh](#) [Help](#)

### Contractor Staff

**Staff Information**

Account ID (email)

First Name

Last Name

**Administrator Rights**

Has Administrator Rights

Administrator rights for contractor staff grants ALL permissions to the user. This includes the ability to set permissions for other users and to create other administrators.

# Adding User Roles

- For the purpose of demonstration, this “Other Staff” was not given Administrative privileges – we will be giving them a user role
  - We will be creating Supervisor user role and QC Rep user role (next slide)
-



Vanguard Contractors LLC

E1000128



Contractor Mode Home



Back

Online  
Switch to Offline Mode

Government Library

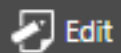
User R

*Favorites*

*Recent*

Click

E1000541 Monument and Snack Stand (Training)  
DACA87-87-D-0006 0006



Edit

### Contract Selection

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

	Contract/Delivery Order No.	Contract ID	Full Title of Contract	Office Name
>	DACA87-87-D-0006 0006	E1000541	Monument and Snack Stand (Training)	Baltimore ** TEST ** Are



Vanguard Contractors LLC

E1000128

Contractor Mode Home



Contract Selection

Back

Add Edit Delete

User Roles

Click

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

Role Title

RMS

### Add Contractor Staff User Role



The following information is required to add a new Contractor Staff User Role

Role Title

QC Rep

OK

Cancel

# Adding User Roles

**ALSTOM Renewable US LLC**

G3000217

Contractor Mode Home
Contract Selection
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Help

User Role

**User Role Title**

Role Title

Assign all as No Access
Assign all as Read-Only
Assign all as Read/Write

**Administration - Permissions**

Contract User Access Control	Read & Write Access	✓
Correspondence - Prepare/Draft correspondence	Read & Write Access	✓
Correspondence - Complete outgoing correspondence	Read & Write Access	✓
Request for Information - Prepare RFI	Read & Write Access	✓
Request for Information - Complete RFI	Read & Write Access	✓
Subcontractors	Read & Write Access	✓
Contractor Insurance	Read & Write Access	✓
Contractor Payrolls	Read & Write Access	✓

**Finances - Permissions**

Pay Activities - Import/Enter Contractor Pay Activities	Read & Write Access	✓
Progress Payments - Prepare Pay Request	Read & Write Access	✓
Progress Payments - Complete Payment	Read & Write Access	✓

**Quality Assurance / Control - Permissions**

3 Phase Inspections	Read & Write Access	✓
Hazard Analysis	Read & Write Access	✓
QC Daily Reports	Read & Write Access	✓
Features of Work	Read & Write Access	✓
QC Requirements	Read & Write Access	✓
QC Equipment Checks	Read & Write Access	✓
QC Dredging Equipment	Read & Write Access	✓
Exposure Hours	Read & Write Access	✓
Activity Schedule	Read & Write Access	✓
Feature Schedule	Read & Write Access	✓

**Submittals - Permissions**

Submittal Register	Read & Write Access	✓
Transmittal Log	Read & Write Access	✓
Contract Specification Sections	Read & Write Access	✓

**Import/Export - Permissions**

NAS (SDEF) -Import Contractor Schedule	Read & Write Access	✓
NAS(SDEF) -Import Contractor Pay Request	Read & Write Access	✓

**ALSTOM Renewable US LLC**

G3000217

Contractor Mode Home
Contract Selection
Back
Refresh
Help

User Role

**User Role Title**

Role Title

Assign all as No Access
Assign all as Read-Only
Assign all as Read/Write

**Administration - Permissions**

Contract User Access Control	No Access	✗
Correspondence - Prepare/Draft correspondence	No Access	✗
Correspondence - Complete outgoing correspondence	No Access	✗
Request for Information - Prepare RFI	No Access	✗
Request for Information - Complete RFI	No Access	✗
Subcontractors	No Access	✗
Contractor Insurance	No Access	✗
Contractor Payrolls	No Access	✗

**Finances - Permissions**

Pay Activities - Import/Enter Contractor Pay Activities	No Access	✗
Progress Payments - Prepare Pay Request	No Access	✗
Progress Payments - Complete Payment	No Access	✗

**Quality Assurance / Control - Permissions**

3 Phase Inspections	Read & Write Access	✓
Hazard Analysis	Read & Write Access	✓
QC Daily Reports	Read & Write Access	✓
Features of Work	Read Only Access	✓
QC Requirements	Read & Write Access	✓
QC Equipment Checks	Read & Write Access	✓
QC Dredging Equipment	Read & Write Access	✓
Exposure Hours	Read & Write Access	✓
Activity Schedule	Read Only Access	✓
Feature Schedule	Read Only Access	✓

**Submittals - Permissions**

Submittal Register	No Access	✗
Transmittal Log	No Access	✗
Contract Specification Sections	No Access	✗

**Import/Export - Permissions**

NAS (SDEF) -Import Contractor Schedule	No Access	✗
NAS(SDEF) -Import Contractor Pay Request	No Access	✗

# Assigning a User Role

- To assign a user role, open a contract and go to the Administration Tab → Contract Access Control tile ---- select the staff then assign the User Role
- Blue tiles (like the ones below) are lookup fields. Click the blue tile to open a Staff Member lookup (a selection view that shows all staff in the Contractor Staff screen)

RMS

### Add Contract Access Control Entry

The following information is required to add a new Contract Access Control Entry

---

To grant access to a user from your staff, select the staff member from the lookup

Staff Member

Assign the selected staff member an appropriate contract user role from the lookup

Contract User Role

# RMS 3.0 Tips

- There are no QCS Sites. Data entered is instantly sent to RMS 3.0 Government when completed.
    - Because there are no more QCS Sites, any number of staff can have a user role assigned to them.
  - With RMS 3.0 there is no more importing/exporting. Data gets sent the instant the check completed box is checked.
  - Please note that RMS 3.0 runs on Government Servers that aren't the fastest servers so loading modules can take time. RMS 3.0 CM does cache views so it should be faster reopening contracts, views, etc...
  - Keep an eye on: <http://rmsdocumentation.com> for how to videos and helpful articles.
  - Can 2.38 and 3.0 be used at the same time? Yes, but realize Document Packages (3.0 attachments) is a 3.0 only view and some views are 3.0 only. They do use the same database though. So if needed, QCS 2.38 can be fired up and jobs completed in 2.38 for now. QCS 2.38 information doesn't get to RMS 3.0 until QCS exports to RMS.
  - Clicking the Back Button in RMS 3.0 "saves" data to the RMS Servers.
-

# RMS 3.0 Contractor Mode Contract Menu Screen

**CJD Turbine Runner Replacement**

[G3000674] W912DW-07-C-0018

Contractor Mode Home

Contract Selection

Back

Refresh

Help

**Contract Menu** ★ Mark As Favorite

**Contractor Action Items**

0

High Medium Low

**My Action Items**

0

High Medium Low

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
<p><b>Contract Description</b></p> <p><i>Enter award description and funding sources. Contract location should be entered.</i></p>	<p><b>Contract Access Control</b></p> <p><i>Control contractor staff access to this contract.</i></p>	<p><b>Correspondence</b></p> <p><i>Create, edit, and view, Letters and Memos.</i></p>	<p><b>Request for Information</b></p> <p><i>Respond to RFI's from Contractor.</i></p>				
<p><b>Prime Contractor</b></p> <p><i>Identify Contractor for payment purposes and view Contractor Staffing.</i></p>	<p><b>Subcontractors</b></p> <p><i>Identify Subcontractors, POC's, and Trades.</i></p>	<p><b>Contractor Insurance</b></p> <p><i>Track General, Auto, and Workman's Comp Insurances.</i></p>	<p><b>Contractor Payrolls</b></p> <p><i>Enter or Review Contractor Payrolls for Department of Labor reporting purposes.</i></p>				