# 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.
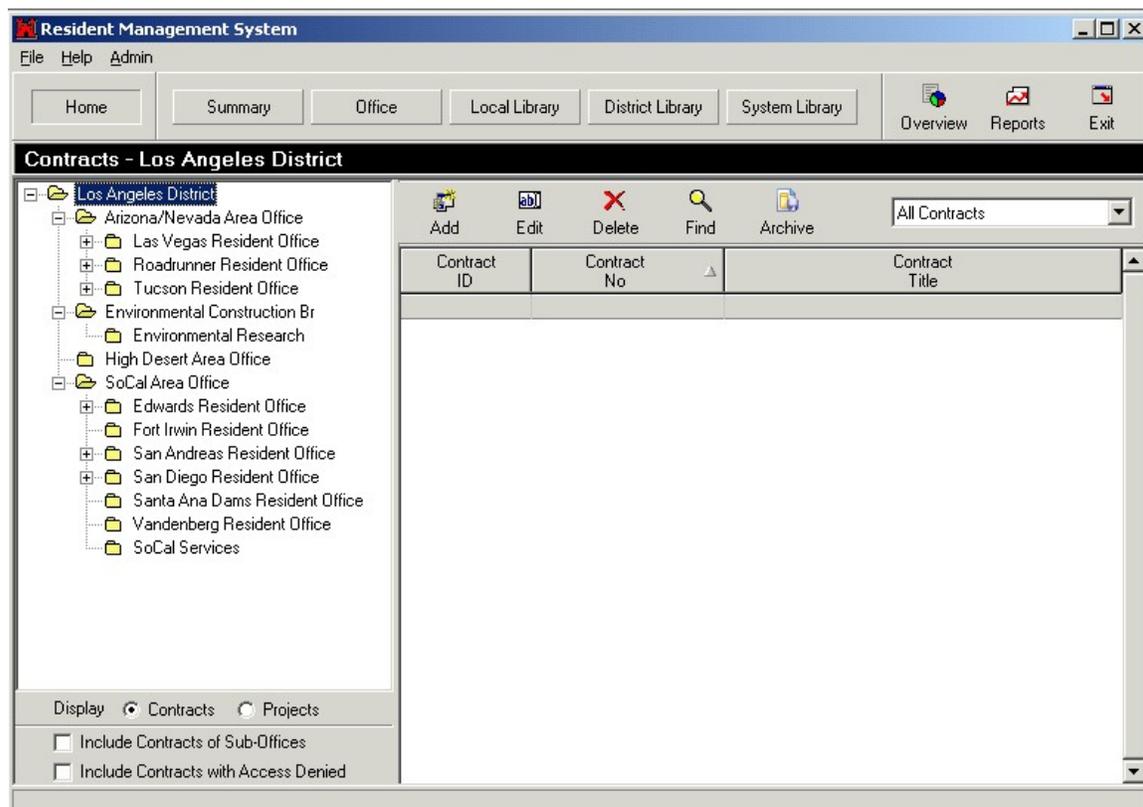
2. Contract Groups

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 .

3. User Roles

Highlight your District Office and select the OFFICE button and the **User Roles** module.

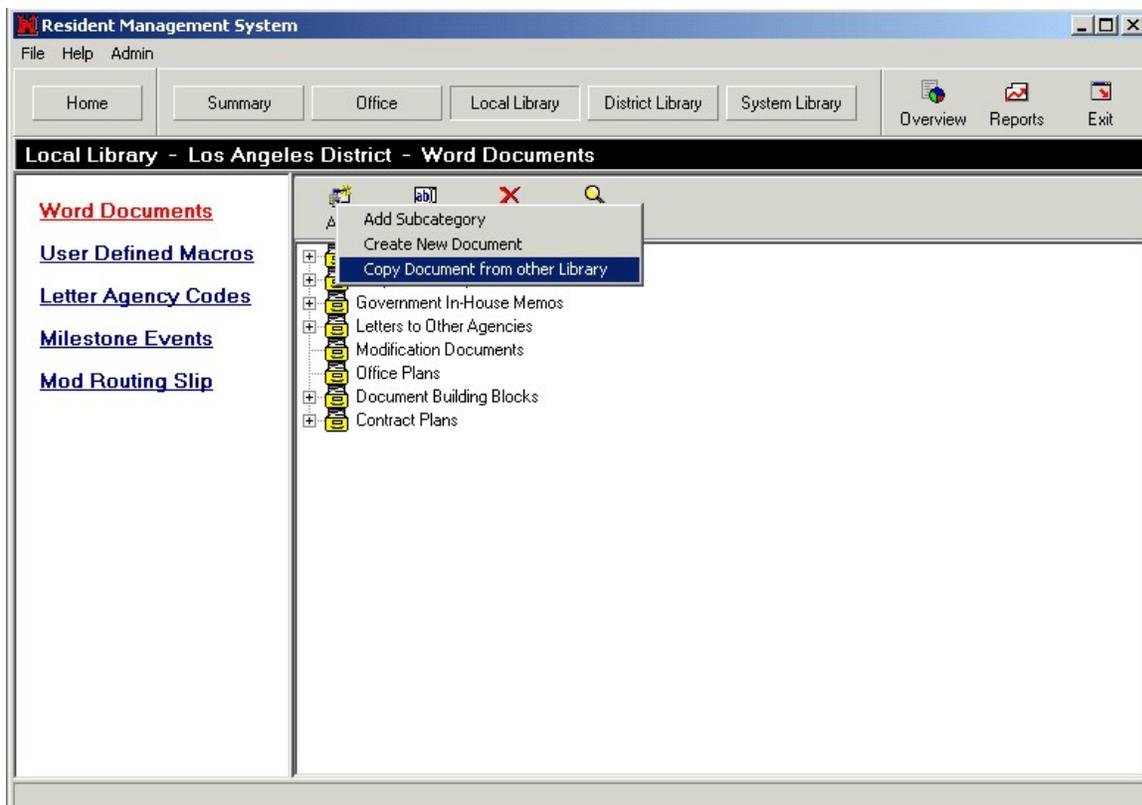You may COPY **User Roles** from another office.

4. Word Documents

Highlight your District Office and select the LOCAL LIBRARY button and choose the **Word Documents** module.
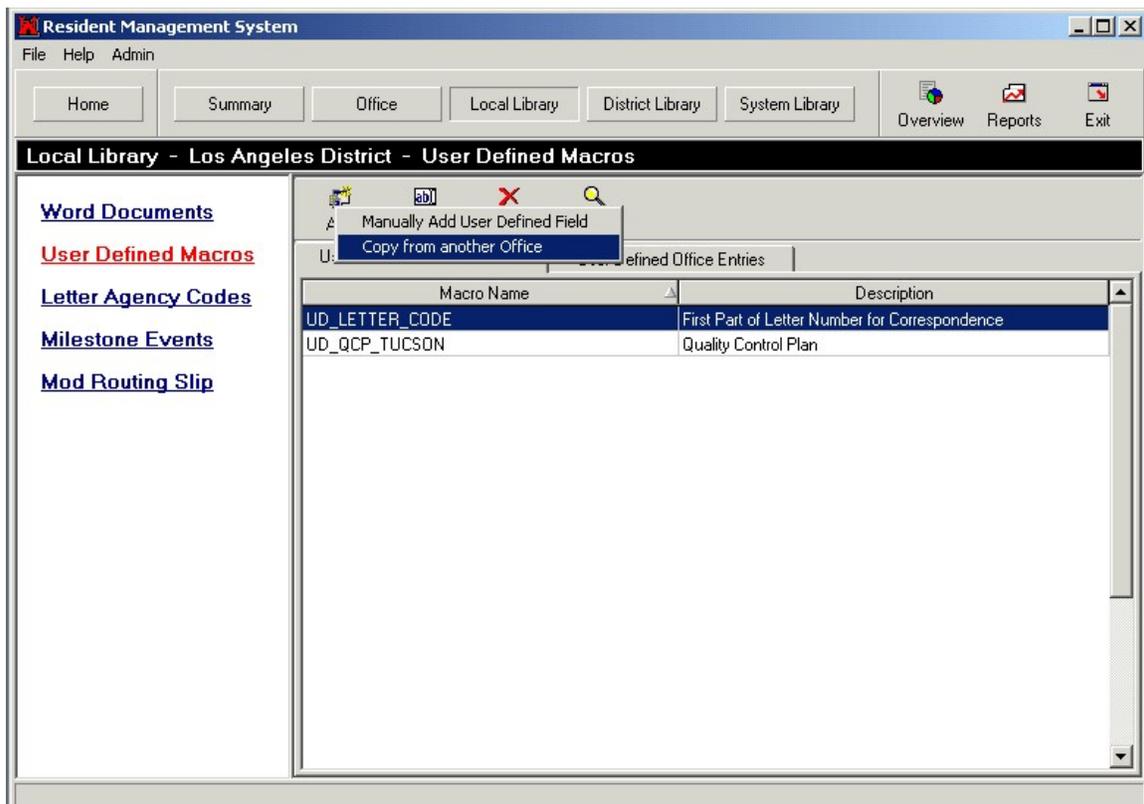
You may COPY **Word Documents** from another office.

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

RMS Center

22565 Outer Hwy 18
Apple Valley, CA
92307 — 4315

Phone: (760) 247-0217
Fax: (760) 247-2547

Teamwork Takes Planning!

We're on the Web

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

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