

BPIMS System Help Guide

Access Contract Instructions

The following guide maps out the steps involved in navigating to a Contract Instruction in the Building Project Information Management System (BPIMS).

When Contract Instructions are raised or edited and you are in the nominated 'Responsible Role' you will receive an email. This email is known as an 'Alert'. The alert will advise you of the contract number and nominate a Contract Instruction that is to be edited.

Navigation Steps

Open a My Alert

- Login to BPIMS
- Select *My Alerts* in the left hand menu in the *Welcome to the Bpims managing projects area* page.

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|-------------------|
| Plan a Project |
| Brief a Project |
| Project List |
| My Alerts |
| My Files |
| My Action Items |
| Human Resources ▼ |
| Administrators ▼ |
| Release Notes |

- Click on the Expand button to view all contract instructions for which you have an Alert.

My Alerts

| | | |
|----------|--|---|
| + | Murray Bridge High School UAT Upgrade | Your project role has 1 quality issues requiring action, 1 of which are overdue |
| + | Seaview High School UAT Managing Contractor Addition | Your project role has 3 contract instructions that require your attention, 2 of which are overdue for your price to be submitted. |

[Edit](#) [View](#)

- Select the Contract Instruction you wish to open and select *Edit* (In this example a variation order is selected)

My Alerts

The Contract Instruction opens where the user can Edit details. Complete relevant fields on the form. Note: some fields may not be accessible due to permissions applied to the form. The following items are highlighted as they are common to all contract instruction forms.

All contract instructions have a workflow to facilitate their processing.

- To move a contract instruction through the workflow the user changes the *Status* (drop down menu). The *Responsible Role* will automatically update to the relevant role/s. The default role displayed will be the one most commonly selected, however you can choose another from the droplist if applicable.

The screenshot shows the 'Details' section of a contract instruction form. It includes fields for 'PSC Ref No:' (MA_CV087), 'GBC Ref No:' (empty), 'Status:' (For Estimate), 'Responsible Role' (Cost Manager Representative Davis Langdon Australia Pty Ltd), and 'Authorised By:' (Paul van Gaalen). The 'Status' and 'Responsible Role' fields are highlighted with a red box.

Contract Instructions can be cross referenced with other instructions on the contract. The cross referencing will automatically update on the referenced Contract Instructions forms.

- Select the desired CIs in the left box.
- Click **Add -->** to complete cross referencing and they will appear in the right box.
- To remove cross referencing click **<-- Remove**.

The screenshot shows the 'Cross Reference CI Numbers' interface. It has two lists of CI numbers. The left list contains VO0004 through VO0011, with VO0010 selected. The right list contains CM0003 and CM0007. Between the lists are buttons for 'Add -->', '<-- Remove', and '<-- Remove'.

There may be comments added to the Contract Instruction.

- Click to view existing or add new comment.
- Add your comment if applicable
- Click Save

The screenshot shows the 'Summary Description' section. It has a title 'Summary Description:' and a warning icon. Below the title is a text area containing the text 'Level 16 - replace worn carpet tiles. (Variation No 77)'. There is a comment icon in the top right corner.

There may be attachments to the Contract Instruction.

- Scroll to the bottom of the screen and click to open
- Add an attachment as applicable. Click on **Browse...** and *in the pop-up* select the file and click **Open**.

The screenshot shows the 'Add Attachment/s' interface. It has a title 'Add Attachment/s' and a text input field with a 'Browse...' button. Below the input field is a list of attachments, including 'VO No 077 Submission' with a 'Remove' button. There is a trash icon at the bottom right.

When all edits are complete the changes can be saved by either clicking **Save** or **Send**.

- Click *Save* will save the changes, but not send an email alert to users assigned to the Responsible Role.
- Click *Send* will save the changes and send an email alert to users assigned to the Responsible Role.
- To process another Contract Instruction, click *My Alerts* and repeat process.

Contact

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