BPIMS System Help Guide

Respond to Action Item

The following guide maps out the steps involved when you want to respond to an Action Item in the Building Project Information Management System (BPIMS).

Documents added to the Project File on the Project Home page may be sent to team members by the document owner for information, comment or for approval. Sending a document generates an email to the recipient and an Action Item.

Action Items may have a nominated deadline. If you do not respond to an Action Item it will remain on your list and you may receive daily reminder emails. The emails cease when you have responded to an Action Item.

Responding to an Action Item creates an audit trail.

Navigation Steps

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

•	Click the radio button on the item to Action. Click Select	Plan a Project Brief a Project Project List My Alerts My Action Items Human Resources Administrators Release Notes	∎ent ■ ■ ■ ■	My Ad O O O Sele	ctio ! !	ion Items Title Cost estimate for variation order Recommendation for GBC Test Send Authorised Expenditure Report (8)
•	Open the file.					5 STEP FRAMEWORK
•	Open the <i>Properties</i> box.					Analysis Chan
•	Click Respo	nd	Proje My Pr Initial Brief/ Proje My Fil My Hi My Ac	ct Home ojects Brief Plan ct File es dden File tion Item:	S	My Action Items Title Title Open Properties Respond



Brighton Secondary School Science Block Redevelopment File Name: cost estimate for variation order File Type: Recommendation Owner: Aldo Faraone Author: Barbara Robinson Date Added: 23/02/2011 Description: 23/02/2011 Action: For Approval Response: Approved Password: Comment:	
File Name: cost estimate for variation order File Type: Recommendation Owner: Aldo Faraone Author: Barbara Robinson Date Added: 23/02/2011 Description: 23/02/2011 Action: For Approval Password: Response: Approved Password: Imple: Imple	
File Type: Recommendation Owner: Aldo Farsone Author: Barbara Robinson Date Added: 23/02/2011 Action: For Approval Response: Approved Password: Attach a Related Document Respond Cancel	
Owner: Aldo Faraone Author: Barbara Robinson Date Added: 23/02/2011 Action: For Approval Response: Approved Password: Image: Comment: Attach a Related Document Respond Cancel	
Action: For Approval Response: Approved V Password: Comment: Attach a Related Document Respond Cancel	
Attach a Related Document Respond Cancel	
Respond Cancel	
Respond Cancer	

- Next to *Response:* select your action from the drop down list.
- Add comments as necessary.
- Click Respond

If you select Approved from the droplist you will be prompted to enter your BPIMS password.

The Action Item is now closed.

Contact

For further information during business hours contact:

Business Process Issues:

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