

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.

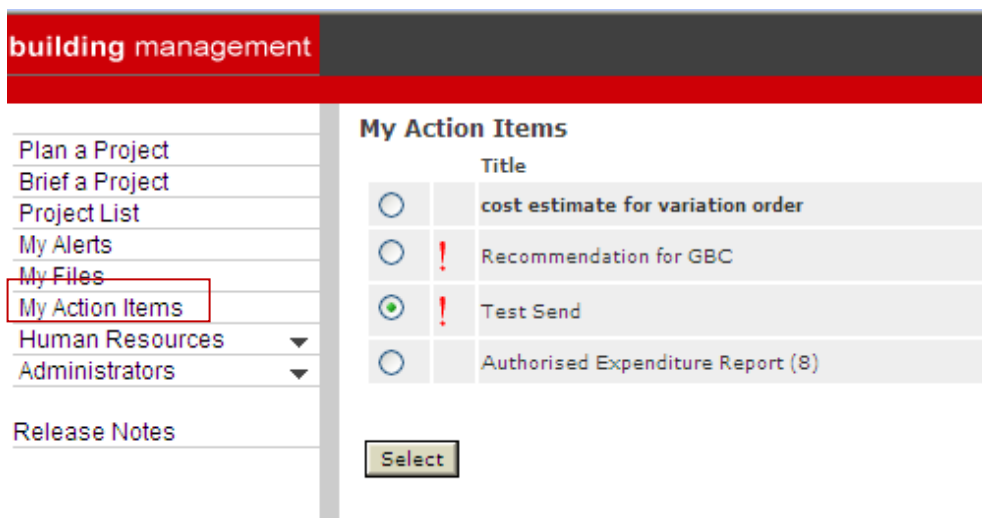
Responding to an Action Item creates an audit trail.

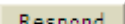
Navigation Steps

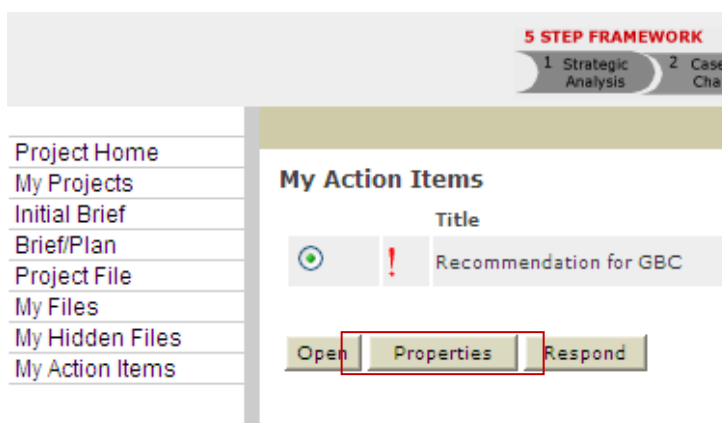
- Login to BPIMS
- Select *My Action Items* in the left hand menu in the *Welcome to the Bpims managing projects area* page.

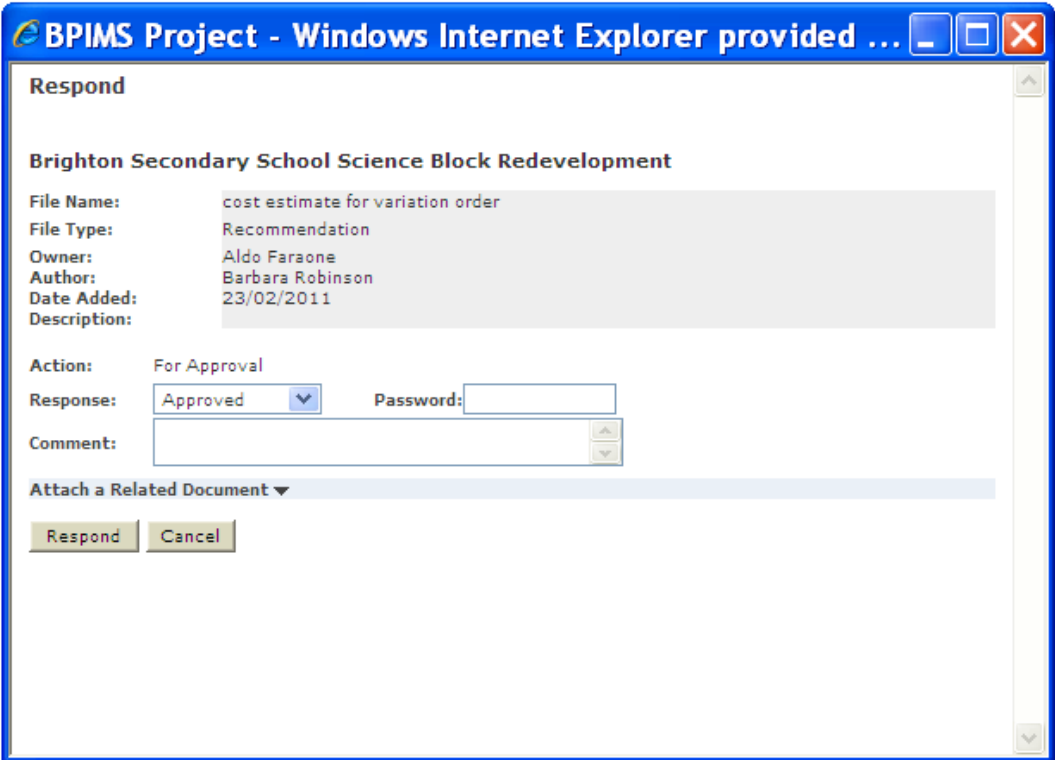
- Click the radio button on the item to Action.

- Click 



- Open the file.
- Open the *Properties* box.
- Click 





BPIMS Project - Windows Internet Explorer provided ...

Respond

Brighton Secondary School Science Block Redevelopment

File Name: cost estimate for variation order
File Type: Recommendation
Owner: Aldo Farsone
Author: Barbara Robinson
Date Added: 23/02/2011
Description:

Action: For Approval
Response: Approved Password:
Comment:
Attach a Related Document

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

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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