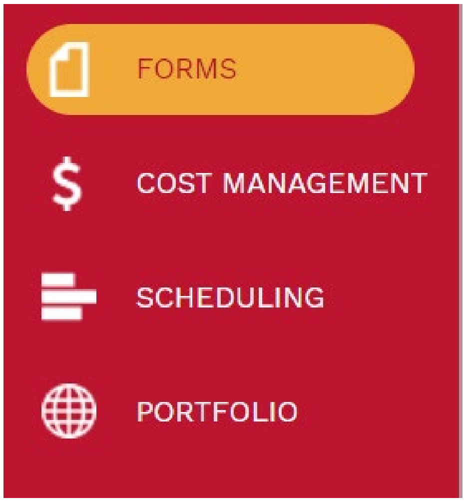
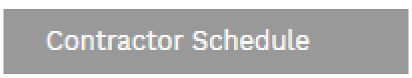
Vendor

Submitting a Construction Schedule

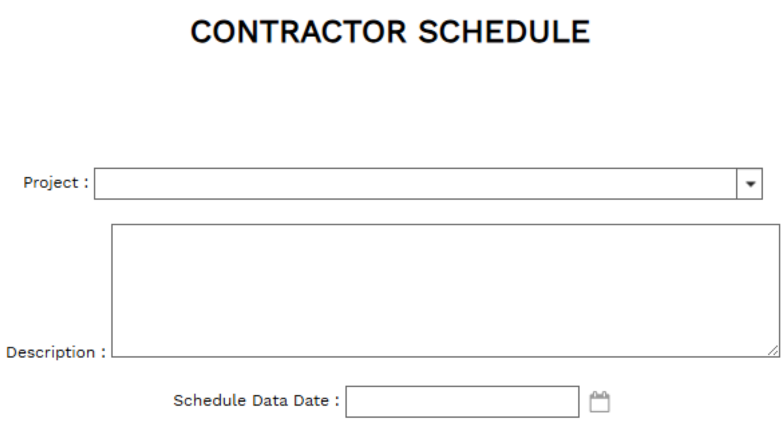
1- Click on **FORMS** from the buttons on the left.



2- Under Forms on the top left navigation pane, select **Contractor Schedule**.

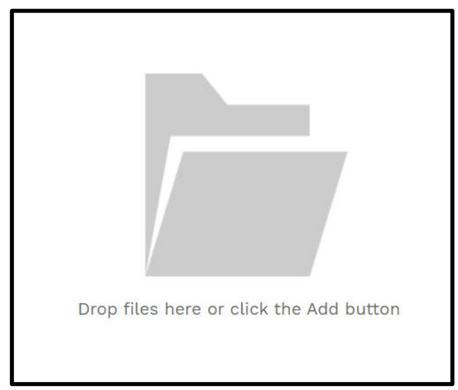


3- Click on **'+'** in the top bar. This will start a new record.
4- **Project** field - Select the project from the Project drop down menu. You can also start typing the name of your project in the field and it will come up.
5- **Description** field - Enter a brief description of any schedule adjustments.
6- **Data Date** field - Enter the schedule data date

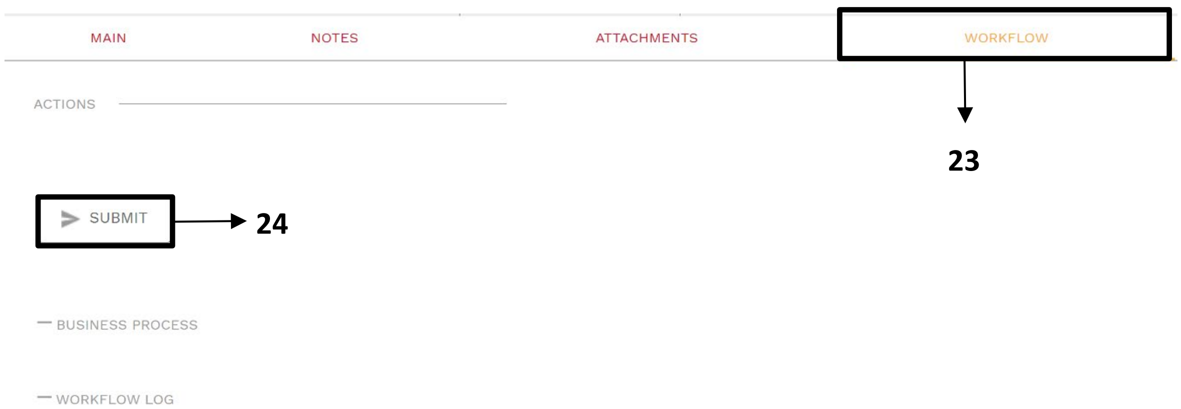


7- To add Schedule documents, select the ‘**Attachments**’ tab at the top.

8- Add attachments by dragging them to the ‘Drop files here’ section.



9- Select the '**Workflow**' tab at the bottom.
10- Click **submit** under "Workflow Actions".
11- Add **Comments** if applicable and click the **Save** button.



12- Select Approve and Save.