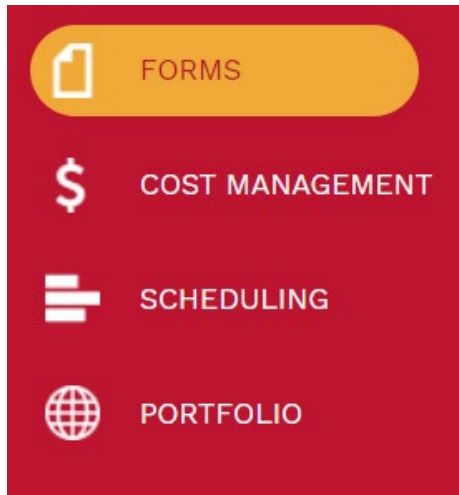


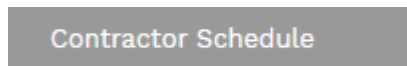
Vendor

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

CONTRACTOR SCHEDULE

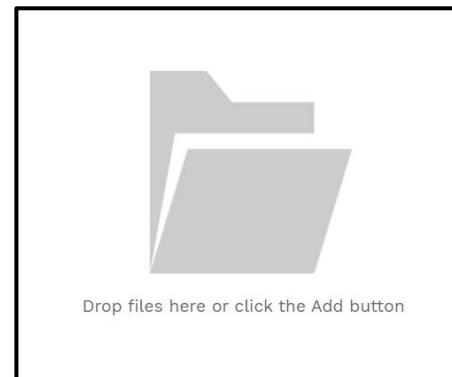
Project :

Description :

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.

The screenshot shows a software interface with a top navigation bar containing four tabs: 'MAIN', 'NOTES', 'ATTACHMENTS', and 'WORKFLOW'. The 'WORKFLOW' tab is highlighted with a black border and an arrow pointing down to the number '23'. Below the tabs is a section labeled 'ACTIONS' with a horizontal line. Under 'ACTIONS', there is a 'SUBMIT' button with a right-pointing arrow icon, which is highlighted with a black border and an arrow pointing to the number '24'. Below the 'SUBMIT' button are two expandable sections: 'BUSINESS PROCESS' and 'WORKFLOW LOG', each with a minus sign icon to its left.

12- Select Approve and Save.

The screenshot shows the 'ACTIONS' section of the workflow interface. It features a list of seven radio button options: 'APPROVE', 'RETURN', 'REJECT', 'WITHDRAW', 'FINAL APPROVE', 'DELEGATE', and 'COMMENT'. Below these options are two buttons: 'SAVE' (with a floppy disk icon) and 'DELETE WORKFLOW' (with a trash can icon). At the bottom of the section is a button labeled 'TEAM INPUT (0)' with a group of people icon.

