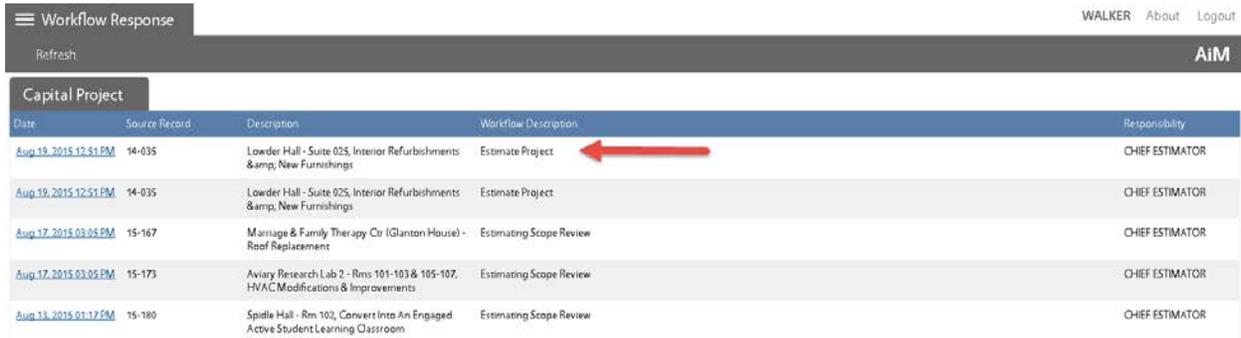


ESTIMATING

Walker will have a chance to review scopes prior to accepting a request for an estimate. If Walker approves the scope, the project status is changed to ESTIMATE PROJECT; which sends a workflow notification to Walker.

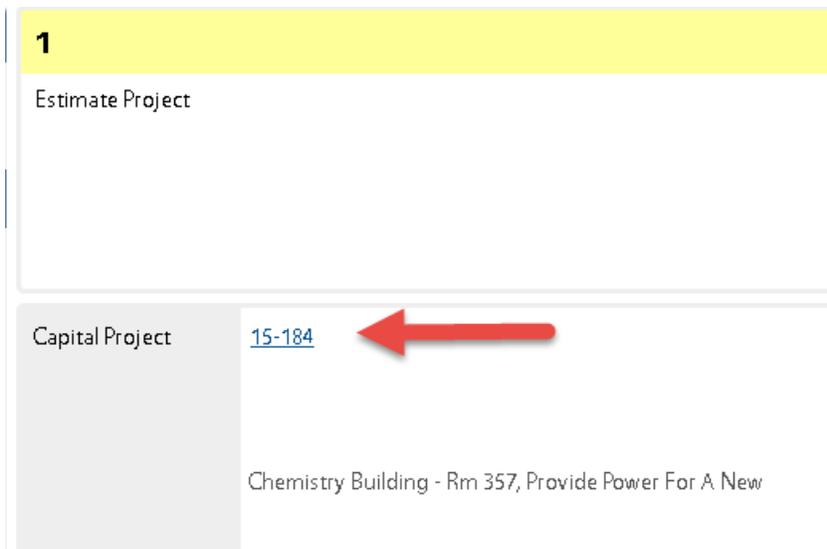


Date	Source Record	Description	Workflow Description	Responsibility
Aug 19, 2015 12:51 PM	14-035	Lowder Hall - Suite 025, Interior Refurbishments & New Furnishings	Estimate Project	CHIEF ESTIMATOR
Aug 19, 2015 12:51 PM	14-035	Lowder Hall - Suite 025, Interior Refurbishments & New Furnishings	Estimate Project	CHIEF ESTIMATOR
Aug 17, 2015 03:05 PM	15-167	Marriage & Family Therapy Ctr (Glanton House) - Roof Replacement	Estimating Scope Review	CHIEF ESTIMATOR
Aug 17, 2015 03:05 PM	15-173	Aviary Research Lab 2 - Rms 101-103 & 105-107, HVAC Modifications & Improvements	Estimating Scope Review	CHIEF ESTIMATOR
Aug 13, 2015 01:17 PM	15-180	Spidle Hall - Rm 102, Convert Into An Engaged Active Student Learning Classroom	Estimating Scope Review	CHIEF ESTIMATOR

The above screenshot shows Walker has 2 projects ready to assign an estimator, and 3 pending Scope Review.

To begin the Estimate Project workflow, click the link on the far left.

At this point, Walker will go into the project and assign an Estimator. Click the project number to drill into the project:



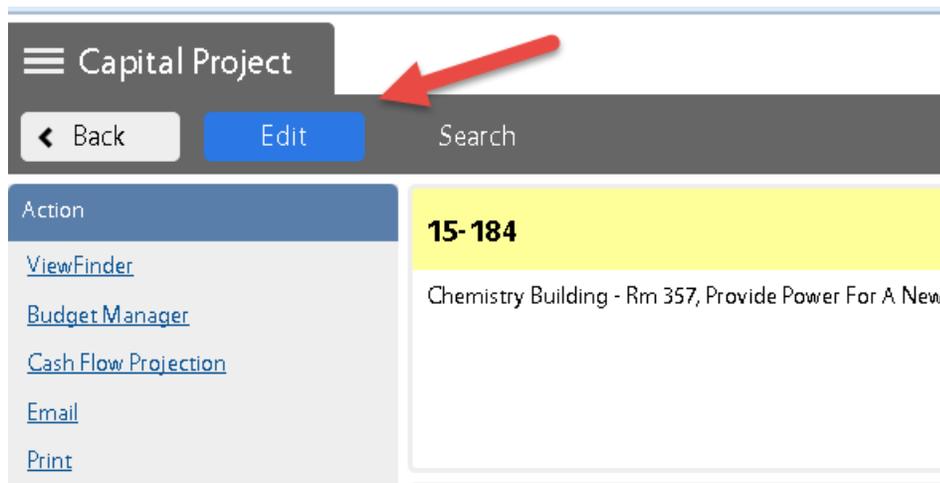
1

Estimate Project

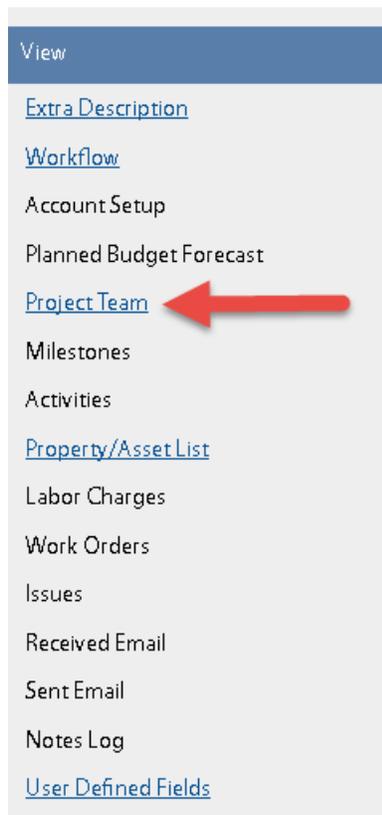
Capital Project [15-184](#)

Chemistry Building - Rm 357, Provide Power For A New

Click Edit:



Under the View menu, select Project Team:



Scroll down until you see the Estimator responsibility.

Input either Sarah, Buddy, or Walker.

Click Done. Click Save. Click Bcc