

Building PROPOSALS

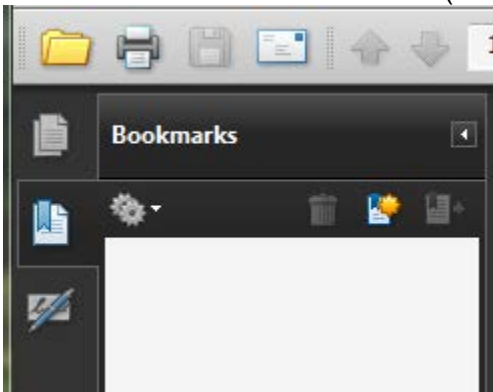
1ST step ... PDF THE GENERAL NOTES.

PDFing the General Notes...

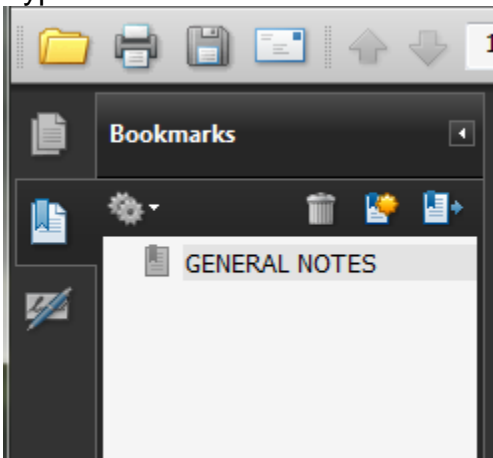
The naming convention is as follows: G1monthseq#.rtf

The file is saved in the appropriate District folder in Miramo.

- Click "Convert to Adobe PDF"
- Make sure Month is correct
- Open the notes pdf file with Adobe Acrobat
- Click on the icon for bookmark (with gold star)



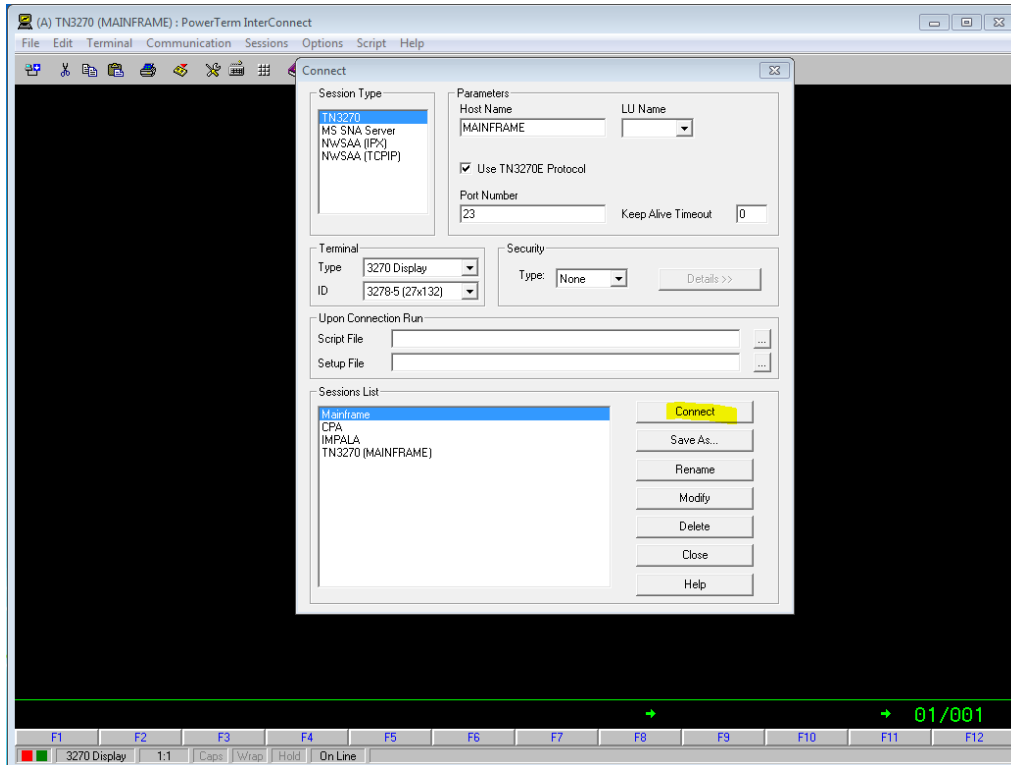
- Type **GENERAL NOTES** in box then enter



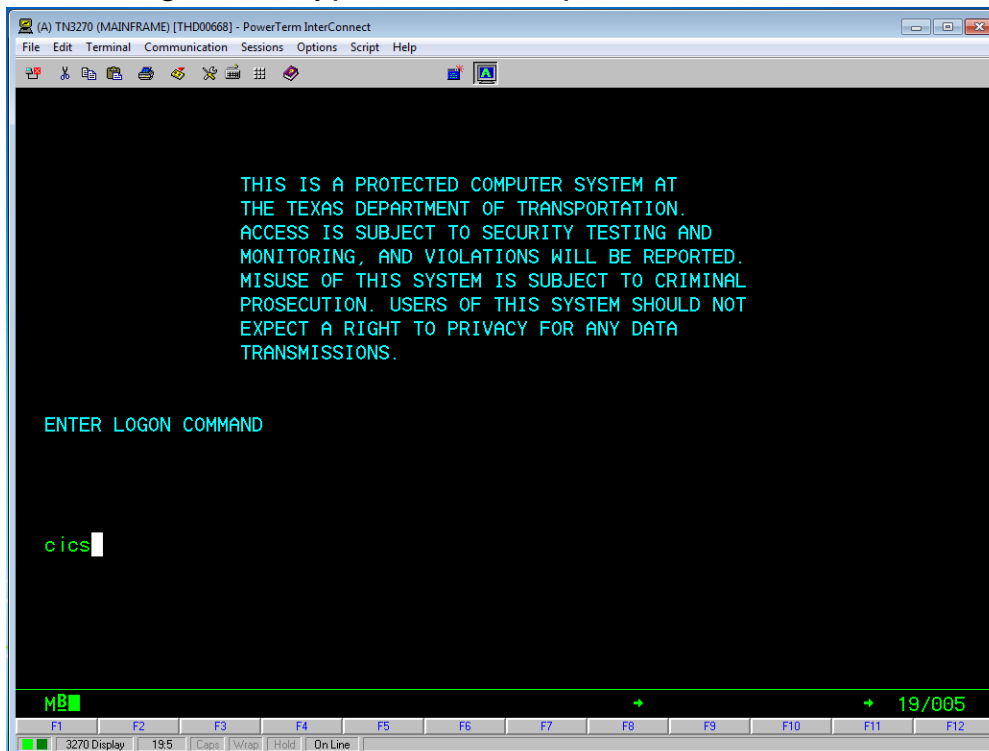
- Click Save
- Close the PDF file

2nd step... BUILDING THE PROPOSAL....

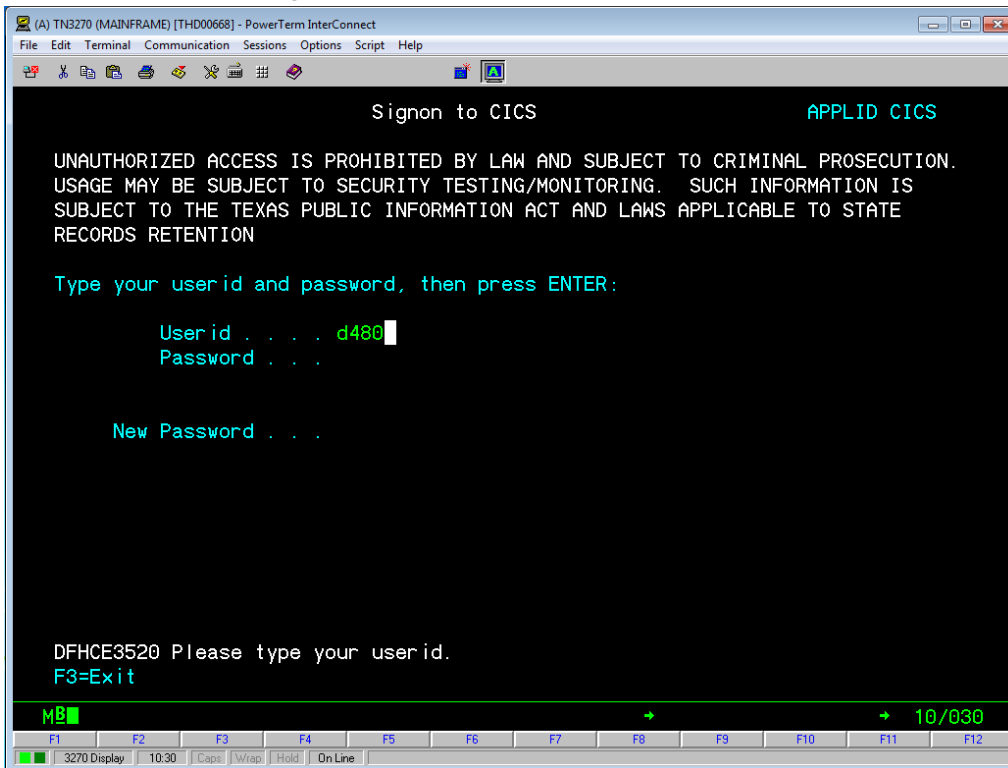
Open Power Terminal icon
Choose mainframe then connect



At blinking cursor type: `cics` then press enter



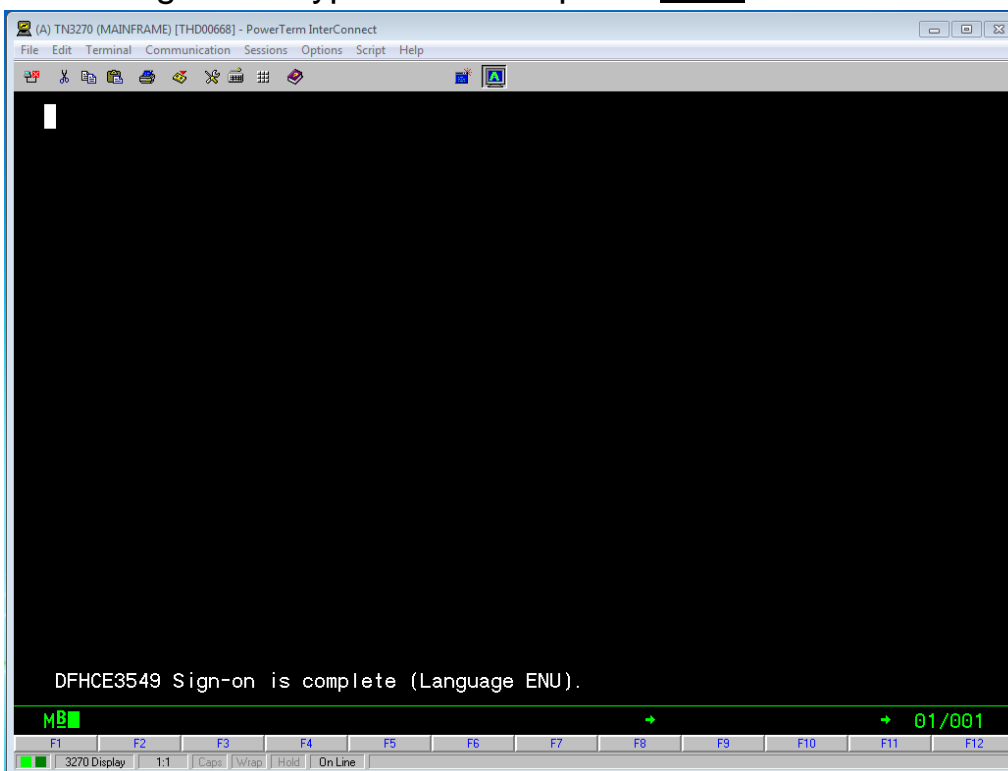
At User id blinking cursor type:



D##### then press tab

At password blinking cursor type: My password then press enter
(system will go to blank screen)

At blinking cursor type: nat2 then press enter

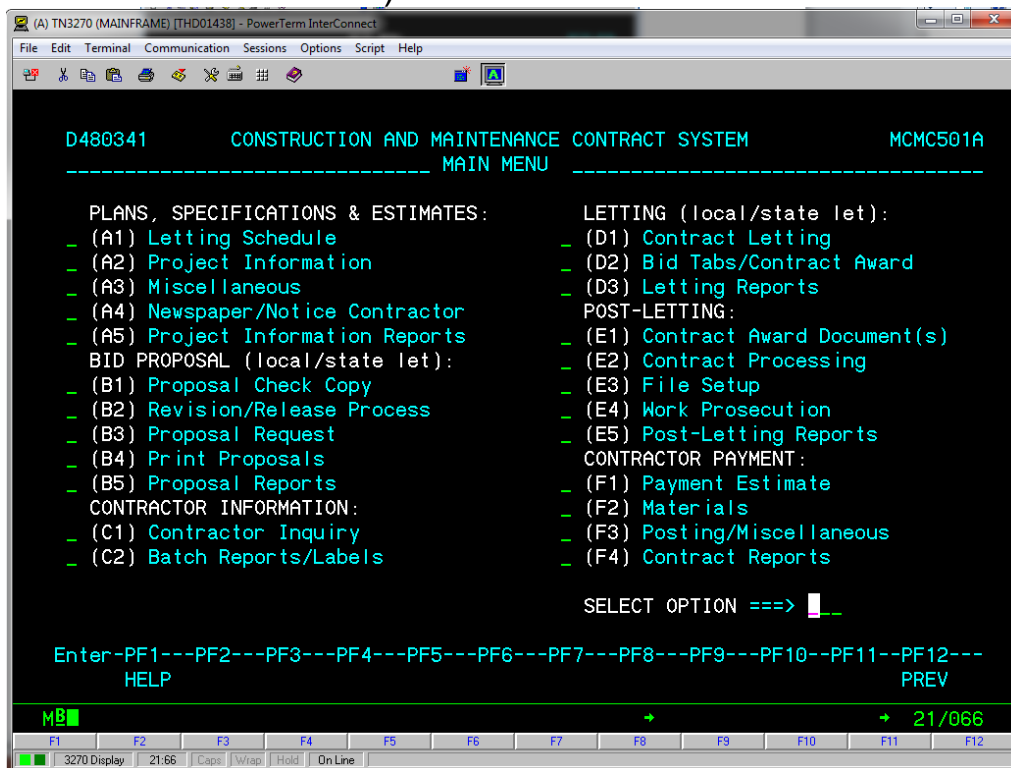


(system will go to "Teleprocessing Applications" screen)

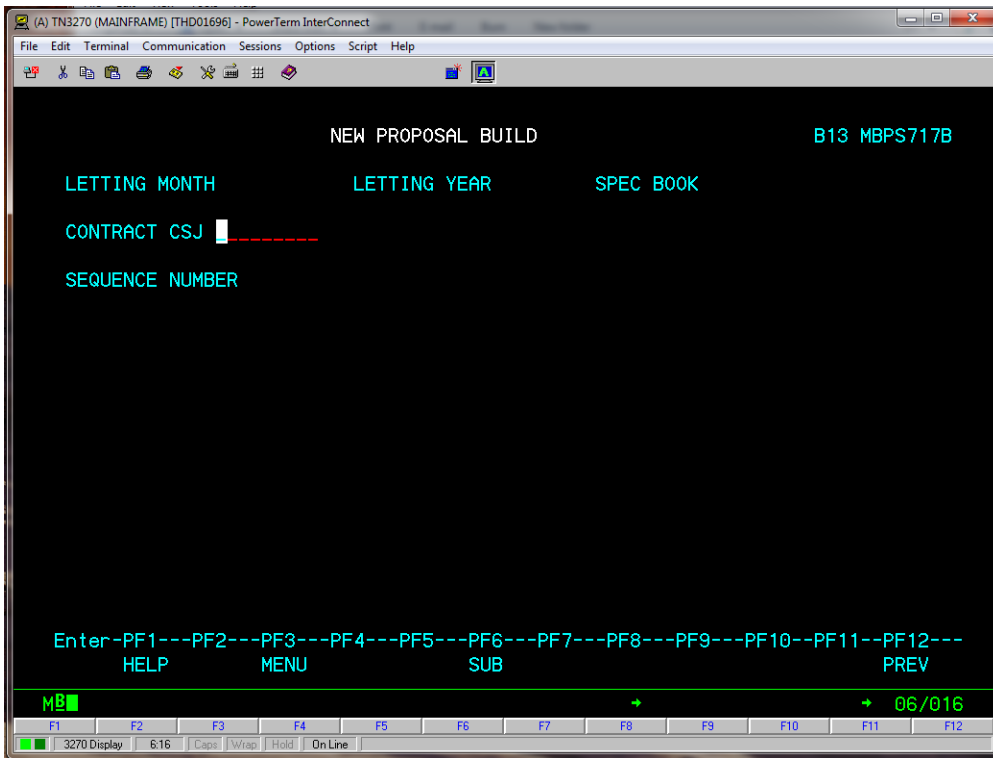


cmcs (for Construction/Maintenance Contract System)

At blinking cursor type: **cmcs**, then press enter (system will go to "CMCS MENU" screen)

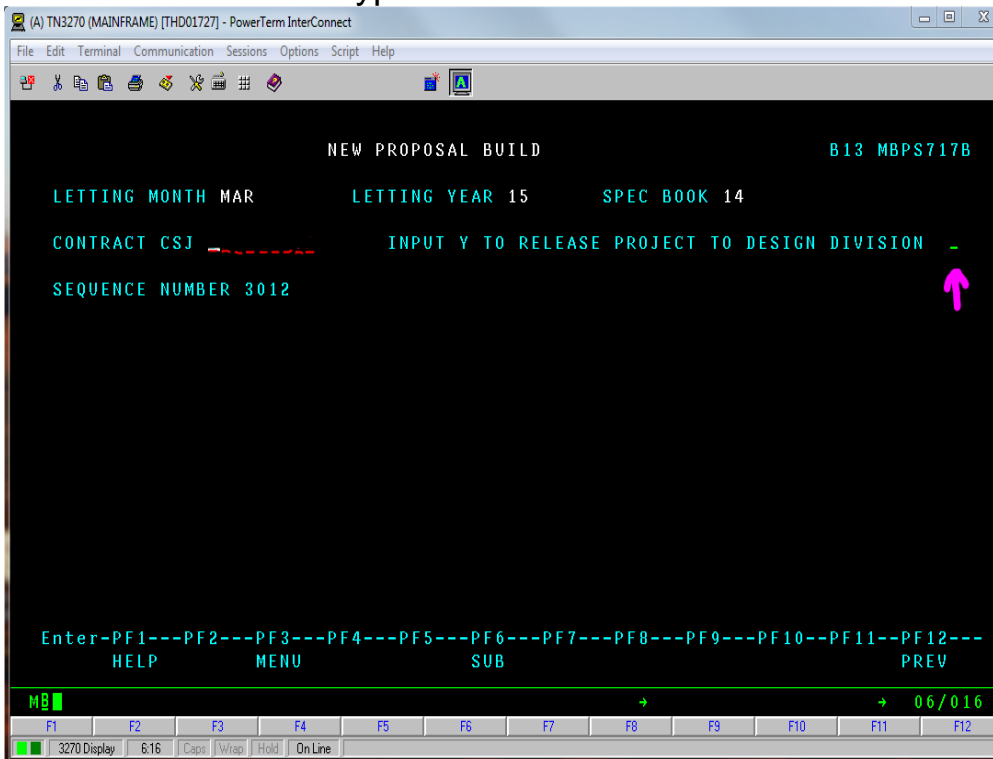


At blinking cursor type: **b13** then press enter

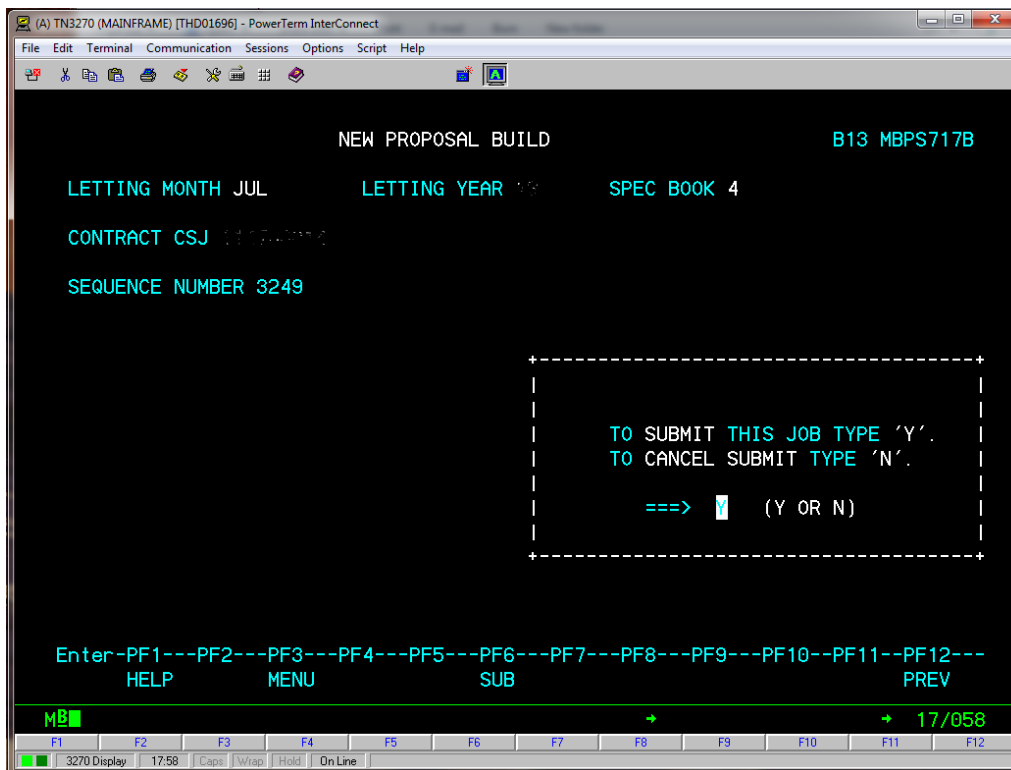


At blinking cursor type the: **CSJ number** then press enter (sequence number will pop up)

At the end of the line “INPUT Y TO RELEASE PROJECT TO DESIGN DIVISION” type: **Y**

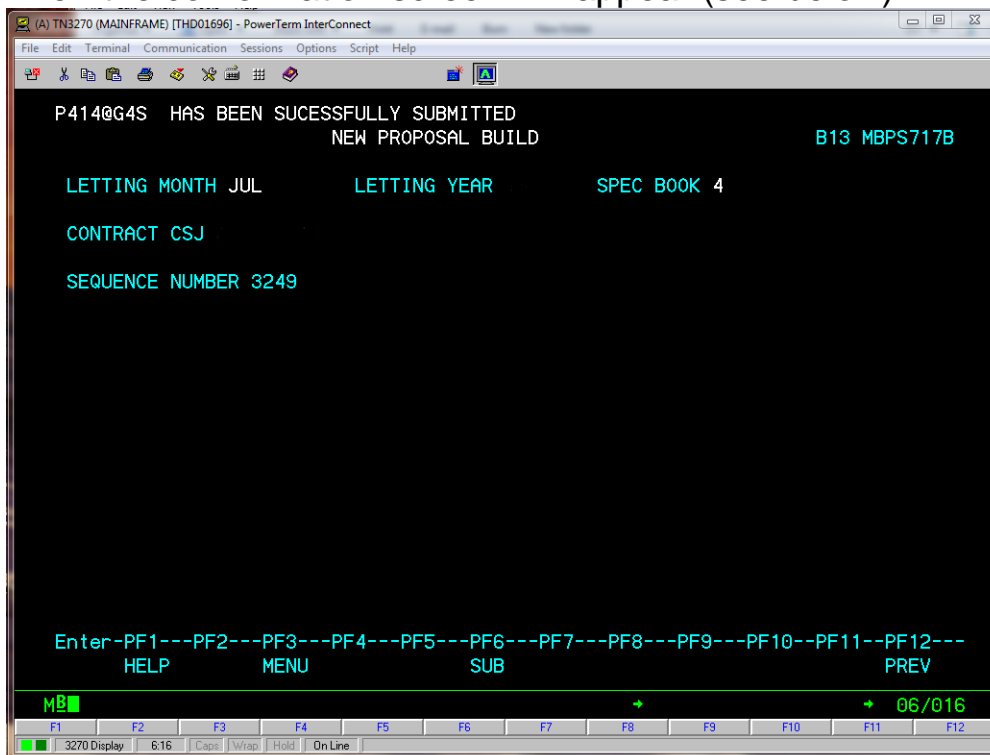


Press **PF6** (F6 key),



Type: Y, then press enter

Then the conformation screen will appear (see below)



The proposal is now building. It's a good idea to write the time down right now. It will help determine which **receipts** are the latest.

In Miramo, the following folder's must be accessed to see the Proposal.

Miramo → "PROCESSING" → "OUTPUT" →

District Name → Letting Month

The name of the proposal file will be formatted as follows:

P1MM####

P1 – Stands for Proposal 1

MM – Stands for the letting month

– The sequence number of the project

 P1010801.PDF

 P1010802.PDF

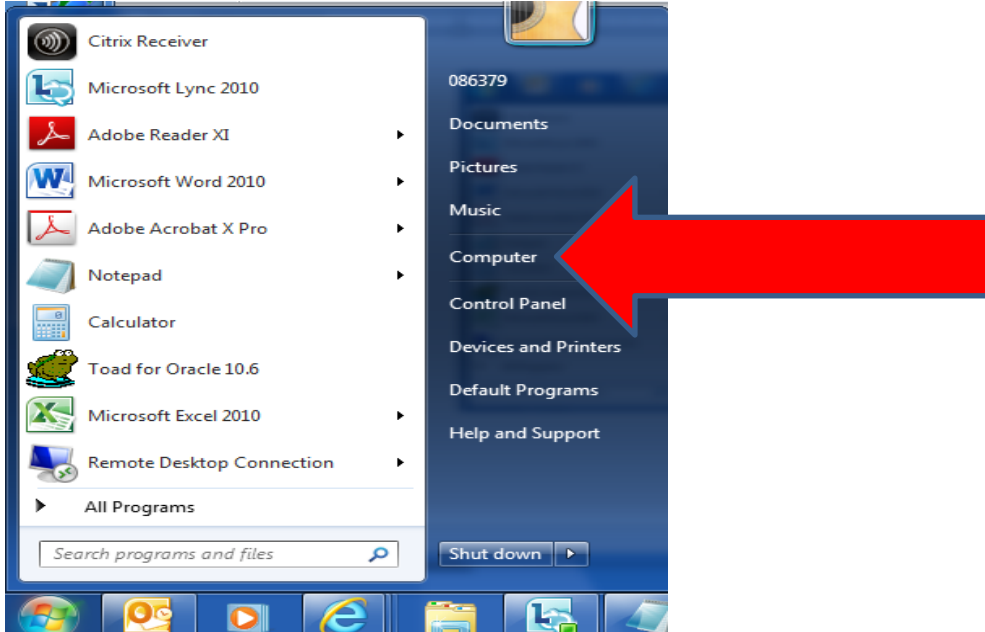
 P1013002.PDF

 P1013207.PDF

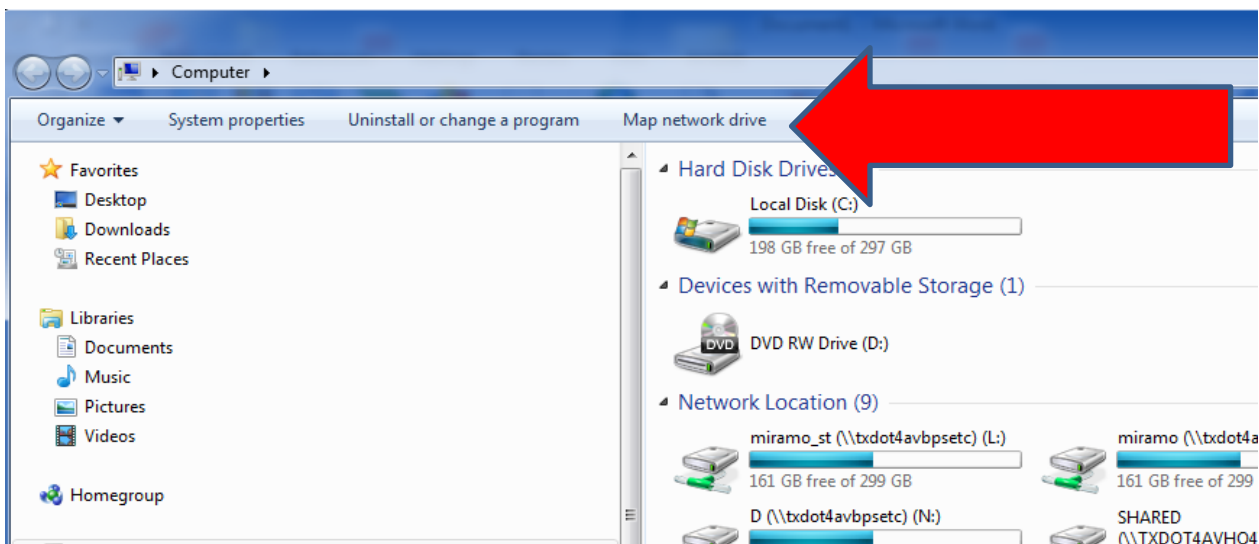
 P1013231.PDF

How to Map to Miramo Drive

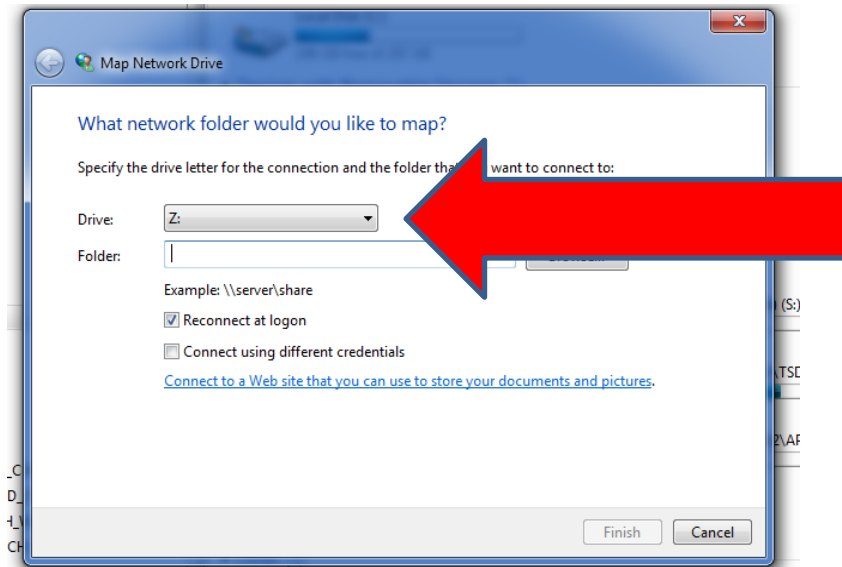
1. Open the Windows Start Menu  and click Computer



2. Click "Map to network drive"

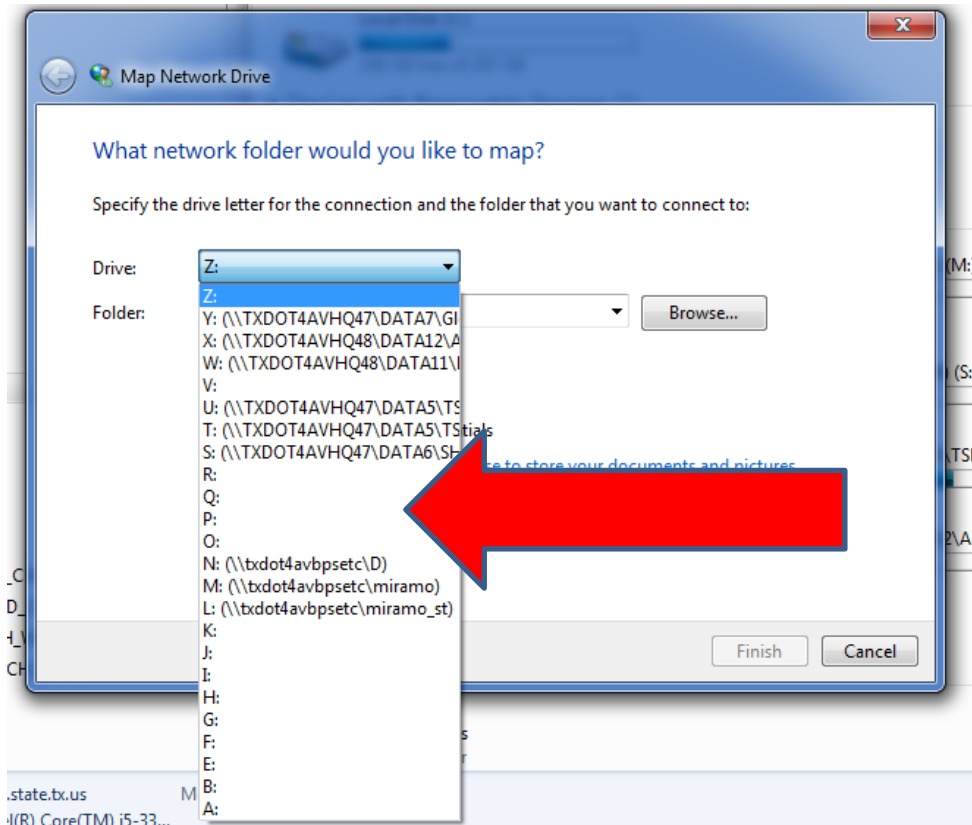


3. Click the dropdown to change the drive



4. Choose an available drive (one **not** assigned to anything)

→ Suggestion - Do not use Z, A, B, C, D, or E.



5. Type in the following folder information, make sure the "Reconnect at login" button is checked and click finished.

