Using ePMXpress2.0

What is ePMXpress2.0?

ePMXpress 2.0 is a light-weight Web-based application custom designed to standardize tracking of Small Projects across all regions. ePMXpress 2.0 sits "on top" of the more robust ePM (Proliance) project management system, allowing small project teams to optionally use the various ePM modules based on project needs.

Using a Chrome or Chrome (IE8 Add-on) browser window, enter the following address:

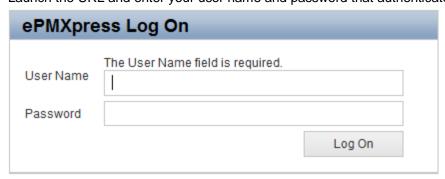**epm.pbs.gsa.gov/proliance/epmxpress**

ePMXpress is cross browser compatible however it is required for internal GSA users to use Chrome, Chrome with IE8 Add-on, Safari, anf Firefox. External users can use Internet Explorer 9.

Who Will Use This?

✓ Construction Manager

✓ Project Manager & Staff

✓ Contracting Officer & Staff

✓ GSA Executive

✓ GSA Contracting Officer

✓ Owner Representative

✓ Central Office Measures Manager

Login

1. Launch the URL and enter your user name and password that authenticates to ePM.

ePMXpress Log On

The User Name field is required.

User Name [|]

Password [ ]

[Log On]

2. Select Log On to launch ePMXpress.
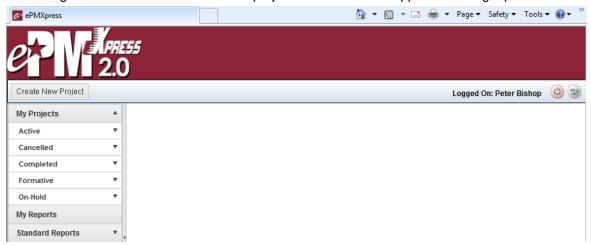
ePM

Navigation & Preferences

1. After login and username/password authentication to ePM, the ePMXpress2.0 Screen displays. The Navigation Pane is on the left and all project related data will appear in the right pane.

2. The user can expand grouping assignments under My Projects. These drilldown grouping assignments are tailored by the end user by modifying the Preferences.
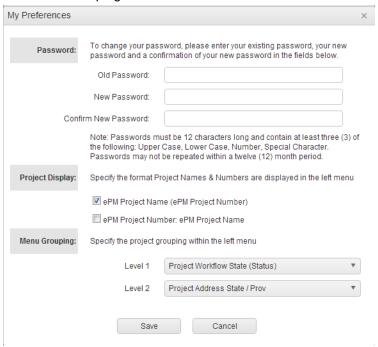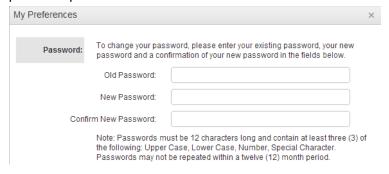
Navigation & Preferences, cont.

1. Select the Preferences button in the upper-right corner.

The "My Preferences" screen displays and is divided into 3 sections; Password, Project Display, and Menu Grouping.

My Preferences	×
Password:	To change your password, please enter your existing password, your new password and a confirmation of your new password in the fields below.
	Old Password:
	New Password:
	Confirm New Password:
	Note: Passwords must be 12 characters long and contain at least three (3) of the following: Upper Case, Lower Case, Number, Special Character. Passwords may not be repeated within a twelve (12) month period.
Project Display:	Specify the format Project Names & Numbers are displayed in the left menu
	☑ ePM Project Name (ePM Project Number)
	☐ ePM Project Number: ePM Project Name
Menu Grouping:	Specify the project grouping within the left menu
	Level 1 Project Workflow State (Status) ▼
	Level 2 Project Address State / Prov ▼
	Save Cancel

.

2. The first section allows the end user to change their password adhering to the GSA security password policies.

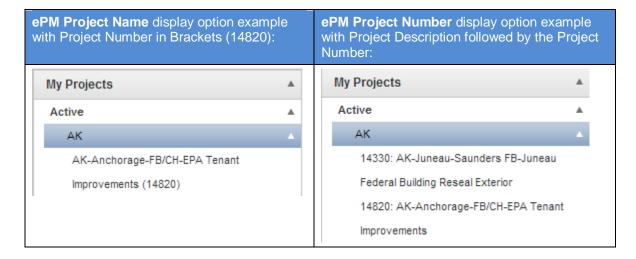| My Preferences	×
Password:	To change your password, please enter your existing password, your new password and a confirmation of your new password in the fields below.
	Old Password:
	New Password:
	Confirm New Password:
	Note: Passwords must be 12 characters long and contain at least three (3) of the following: Upper Case, Lower Case, Number, Special Character. Passwords may not be repeated within a twelve (12) month period.

Navigation & Preferences, cont.

3. The next section under Preferences is the Project Display. There are 2 selection options:

> Project Display: Specify the format Project Names & Numbers are displayed in the left menu
>
> ☐ ePM Project Name (ePM Project Number)
> ☑ ePM Project Number: ePM Project Name

Any changes made to the "Project Display" affects the display of either the Project Number first, or the Project Description first.

ePM Project Name display option example with Project Number in Brackets (14820):	**ePM Project Number** display option example with Project Description followed by the Project Number:
My Projects ▲ **Active** ▲ **AK** ▲ AK-Anchorage-FB/CH-EPA Tenant Improvements (14820)	**My Projects** ▲ **Active** ▲ **AK** ▲ 14330: AK-Juneau-Saunders FB-Juneau Federal Building Reseal Exterior 14820: AK-Anchorage-FB/CH-EPA Tenant Improvements

4. The last section within Preferences is the Menu Grouping. There are 2 selection options:

> Menu Grouping: Specify the project grouping within the left menu
>
> Level 1   Project Workflow State (Status) ▼
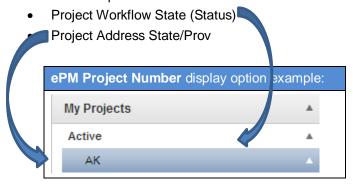> Level 2   Project Address State / Prov ▼
>
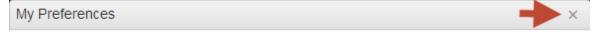> [Save]   [Cancel]

Navigation & Preferences, cont.

The Navigation pane has a 3 level indented and expandable project list feature. Any changes made to the "Menu Grouping" affects LEVEL 1 & 2 of the display under My Projects. There are many variations for either level. The LEVEL 1 & 2 values are as follows:

- Project Workflow State (Status)
- Project Address State/Prov
- Project Manager
- Project Funding Type
- Building Type
- Managing Org
- Service Center
- Program
- Project Type
- Delivery Method
- Building ID

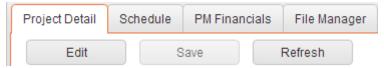Below is an example of the Preferences selection set for:

- Project Workflow State (Status)
- Project Address State/Prov

ePM Project Number display option example:

My Projects	▲
Active	▲
AK	▲

5. Click the "X" in upper-right corner of Preferences window screen to close

My Preferences ✕

Navigation & Preferences, cont.

6. Once a project is selected, 4 tabs will appear:

Project Detail	Schedule	PM Financials	File Manager
Edit	Save	Refresh	

Project Details: Allows user to view displayed project data and edit project data.

Schedule: Displays Milestone and task schedule data

PM Financials: Displays Cuff Records Financials data

File Manager: Launches the File Manager web application within ePMXpress

7. To Logoff, click on the Logoff icon

Creating New Project

1. To create a new project, login to ePMXpress and select Create New Project button in upper-left corner

2. Select a Program and Project Template from the Project Details tab
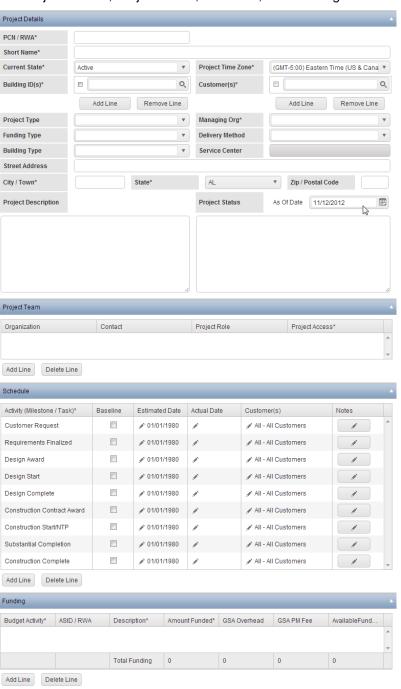

NOTE: New project templates such as "w/Design" and "w/o Design" will be available for all regions. Each project template contains a different set of Schedule Milestones based on which of the two project templates is selected (either to include the Design Milestones or without the Design Milestones).

IMPORTANT: The user must select **ePM Program** and **Project Template** first before ePMXpress will epand the rest of the Project Detail page.

Creating New Project, cont.

3. The Project Details, Project Team, Schedule, and Funding sections appear and editable.

Project Details

PCN / RWA*			
Short Name*			
Current State*	Active ▼	Project Time Zone*	(GMT-5:00) Eastern Time (US & Cana ▼
Building ID(s)*	☐ 🔍	Customer(s)*	☐ 🔍
	Add Line Remove Line		Add Line Remove Line
Project Type	▼	Managing Org*	▼
Funding Type	▼	Delivery Method	▼
Building Type	▼	Service Center	
Street Address			
City / Town*		State*	AL ▼ Zip / Postal Code
Project Description		Project Status As Of Date	11/12/2012 📅

TIP: Icons represented with a magnifying glass are "searchable" Lookup List items.

Project Team

Organization	Contact	Project Role	Project Access*

Add Line   Delete Line

Schedule

Activity (Milestone / Task)*	Baseline	Estimated Date	Actual Date	Customer(s)	Notes
Customer Request	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Requirements Finalized	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Design Award	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Design Start	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Design Complete	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Construction Contract Award	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Construction Start/NTP	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Substantial Completion	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Construction Complete	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏

Add Line   Delete Line

TIP: Icons represented with a pencil are "editable".

Funding

Budget Activity*	ASID / RWA	Description*	Amount Funded*	GSA Overhead	GSA PM Fee	AvailableFund...
		Total Funding	0	0	0	0

Add Line   Delete Line

Creating New Project, cont.

4. Enter the required fields in the **Project Details** section:

    a. Enter **PCN/RWA Number** (not required for projects created in Formative state). If Multiple RWA numbers exist, enter the primary PCN Number first as indicated in IRIS followed by other PCN Numbers using a semi-colon separator (example N0208174; N0165204; N0242842)

    b. Enter **Short Name** (user standard GSA project name convention

        i. **Example:** MD-Rockville-Capital Gateway Building-Renovate Conference Room

    c. Enter **Customer(s)**. This field is a list of standard agencies of the GSA. Once selected, the customer values assigned to the project will be synchronized between the Shell/TI and the Agency Lookups in ePM by use of a Message Bus Adapter (MBA). This MBA will run nightly to synchronize the data.

    d. Enter **Building IDs.** Enter one or more Building IDs associated to the project

    TIP: Use Filters to narrow down your search:

    e. Enter **Managing Org** (not required for projects created in Formative state)

Creating New Project, cont.

NOTE: The Address, City, State, Zip, and Service Center are auto-populated based on the Building ID(s) selection.

5. Enter the required fields in the **Project Team** section:

    a. Select [Add Line] to add a new Key Project Manager and Key Contracting Officer participants for the project. An empty Contact Dialog window screen appears.

    b. This list scrolls will preview any Contact entered into the system. Use the Search and Find feature to narrow down the contact you wish to find and add as a Project team member (i.e. Peter Bishop)
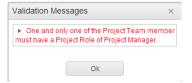
c. Select Contact. The window closes. The Contact and Organization is populated in the Project Team

Project Team	
Organization	Contact
🔍 R10	🔍 Peter Bishop

d. Click in the Project Role field to assign a "KEY.Project Manager" (A Project Role of KEY.PM : Project Manager is requirement. The lists of roles are displayed in alphabetical order.

KEY.OM : Office Manager
KEY.PACC : Project Accountant
KEY.PAO : Public Affairs Officer
KEY.PE : Project Engineer
KEY.PHSP : Physical Security Specialist
KEY.PM : Project Manager
KEY.PMS : Project Management Specialist
KEY.PORM : Portfolio Manager
KEY.PRES : President

NOTE: If you attempt to save without a Project Role of KEY.PM : Project Manager, you will receive the following error attempting to save the document:

Validation Messages ✕

▶ One and only one of the Project Team member must have a Project Role of Project Manager.

Ok

e. From the Project Access list, select a specific ePMXpress Project Access security to assign this new Project Team Member

No Access
EXT-ePMXpress - Edit All (Contract PM)
EXT-ePMxpress - Read All
GSA-ePMxpress - Edit All
GSA-ePMxpress - Edit and Manage Project Team
GSA-ePMxpress - Read All

The Project Team member is displayed with Project Role & Access assigned.

Project Team			
Organization	Contact	Project Role	Project Access*
🔍 R10	🔍 Peter Bishop	🖉 KEY.PM : Project Manager	🖉 GSA-ePMxpress - Edit All

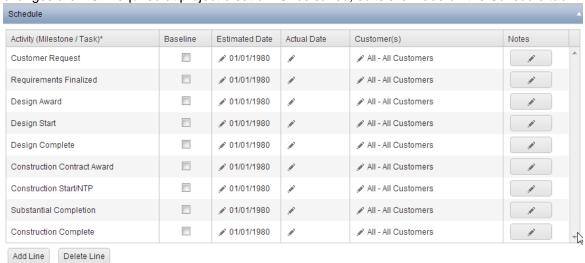**NOTE:** Each Project Role value either has a KEY or NON-KEY value.

If a Project Manager, for example, is a "KEY" participant for GSA Reporting purposes for this project, then the Project Team Member value would be KEY.PM : Project Manager.

If the Project Role is an external party Project Manager (or not required for GSA Reporting purposes), then the value assigned would be Non-KEY.PM : Project Manager.

Creating New Project, cont.

6. At creation of a New Project and Schedule section, a default schedule is displayed with required milestones auto-populated from the project template, such as the below screen shot. Making changes are NOT required at project creation. Once saved, edits are made on the Schedule tab.

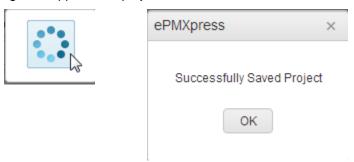| Schedule					
Activity (Milestone / Task)*	Baseline	Estimated Date	Actual Date	Customer(s)	Notes
Customer Request	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Requirements Finalized	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Design Award	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Design Start	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Design Complete	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Construction Contract Award	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Construction Start/NTP	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Substantial Completion	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏
Construction Complete	☐	✏ 01/01/1980	✏	✏ All - All Customers	✏

Add Line   Delete Line

7. In the Funding section during project creation, the end user can optionally select **Add Line(s)** to add a new Funding Budget Activities associated to the project (Not required at project creation). Once saved, these dates must be edited on the PM Financials tab.

Funding						
Budget Activity*	ASID / RWA	Description*	Amount Funded*	GSA Overhead	GSA PM Fee	AvailableFunding
		Total Funding	0	0	0	0

Add Line   Delete Line

8. View Funding section and select **Add Line** to add a new Funding Budget Activity (Not required at project creation). Once saved, New Estimates, Funding, and Obligations can be created/edited on the PM Financials tab.
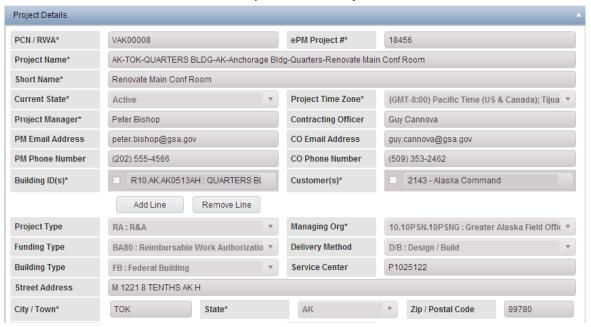
9. Select the Save button. A process spinner icon will appear until project is saved. Then, a confirmation message will appear that project is saved to ePM
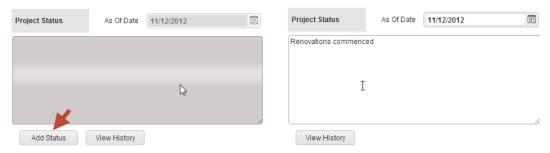

Editing Project Details

After entering required fields and selecting Save, users with the "ePMXPress Edit All" permission sets can continue to fill out/edit the Project Details & Project Team sections of the Project Detail tab.

1. Click Edit and select values for other lookups within the Project Details tab

2. Select Add Status to create a journal entry about the project. The Detailed Status Set is used in ePM to create the journal entry and will feed BI Reports with this data.

Project Status	As Of Date	11/12/2012		Project Status	As Of Date	11/12/2012
				Renovations commenced		

Add Status   View History   View History

NOTE: Select the View History to all history of project status journal entries in a log form.

Schedule

Select the Schedule tab to view all project template and added Milestones from Project Creation. Specific ePMXPress Security set at the Org Staff and Contact documents permit the user to perform specific Baseline or Re-baseline functions.   The Estimated Dates from the project templates will indicate a year of 1980. The purpose for this is to not skew BI Cognos Reporting.

Project Detail	Schedule	PM Financials	File Manager

1. Click Edit from Schedule toolbar

2. Add new Milestone(s) by selecting the [Add Milestone] button

3. Click on the pencil icon highlighted in red to enter the Milestone name
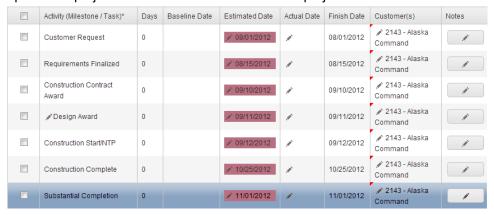
Add Milestone   Delete Milestone

4. Edit the Customer(s) as necessary to reflect Customer(s) added on the Project Details tab. The "All" value will be displayed by default

Schedule, cont.

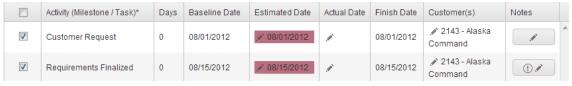5. Update the project Milestones "Estimated Date" to project realistic dates and click Save.

	Activity (Milestone / Task)*	Days	Baseline Date	Estimated Date	Actual Date	Finish Date	Customer(s)	Notes
☐	Customer Request	0		✎ 08/01/2012	✎	08/01/2012	✎ 2143 - Alaska Command	✎
☐	Requirements Finalized	0		✎ 08/15/2012	✎	08/15/2012	✎ 2143 - Alaska Command	✎
☐	Construction Contract Award	0		✎ 09/10/2012	✎	09/10/2012	✎ 2143 - Alaska Command	✎
☐	✎ Design Award	0		✎ 09/11/2012	✎	09/11/2012	✎ 2143 - Alaska Command	✎
☐	Construction Start/NTP	0		✎ 09/12/2012	✎	09/12/2012	✎ 2143 - Alaska Command	✎
☐	Construction Complete	0		✎ 10/25/2012	✎	10/25/2012	✎ 2143 - Alaska Command	✎
☐	Substantial Completion	0		✎ 11/01/2012	✎	11/01/2012	✎ 2143 - Alaska Command	✎

6. Add Notes by selecting the pencil icon in the Notes field. An icon will change as follows if a note has been added

[① ✎]

7. If ePMXPress Express security is granted for your Staff/Contact document, select the Milestones Boolean checkbox and click on the [Baseline] button and [Save] button. The Baseline Dates will appear as read-only.

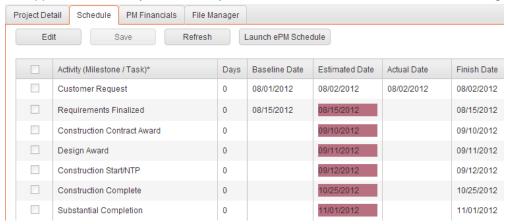|	Activity (Milestone / Task)*	Days	Baseline Date	Estimated Date	Actual Date	Finish Date	Customer(s)	Notes
☑	Customer Request	0	08/01/2012	✎ 08/01/2012	✎	08/01/2012	✎ 2143 - Alaska Command	✎
☑	Requirements Finalized	0	08/15/2012	✎ 08/15/2012	✎	08/15/2012	✎ 2143 - Alaska Command	① ✎

8. If ePMXPress Express security is granted for your Staff/Contact document to Re-baseline, select the Milestones Boolean checkbox and click on the [Rebaseline] button and [Save] button.

NOTE: As schedules are baselined and re-baselined, there are ePM Schedule documents being transitioned to Archived workflow states and new Schedule documents are being created. The purpose of this ePM UI functionality is to retain an activity log of "baseline" actions taken from the web application utility and for auditing purposes.
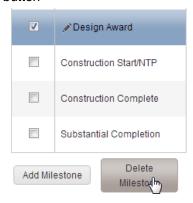
Schedule, cont.

9. Edit the "Actual Date" when the Milestone is substantially complete and Save. The Actual Date
    will appear as read-only. Additionally, the Baseline and Estimated dates are no longer editable
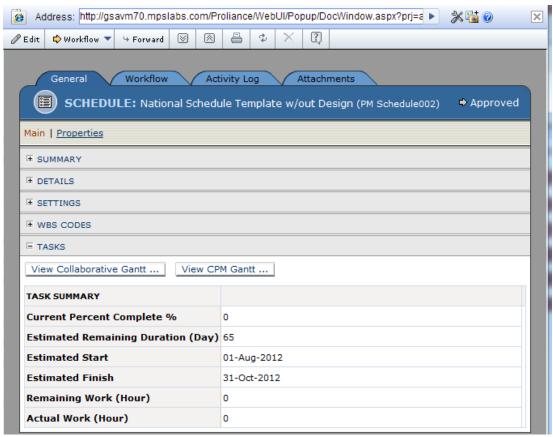

10. To delete a Milestone, you can only select and delete milestones you created. The Milestones
    created from the Project Template cannot be deleted. Select the Milestone Boolean checkbox
    next to the milestone you created (where a pencil icon appears) and click on the Delete Milestone
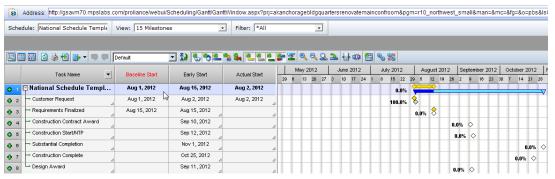   button

Schedule, cont.

11. Click on "Launch ePM Schedule" button from toolbar to launch the ePM Schedule document in a new IE window.
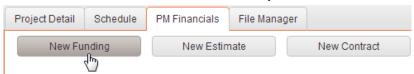

12. From there, scroll down and select the "View Collaborative Gantt…." To launch the ePM schedule in Gantt view
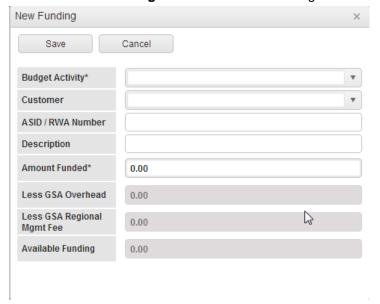
PM Financials – New Funding

The PM Financials contain the Cuff Records to manage the Small Programs project. All Cuff Records Financials ARE NOT STORED IN ePM. They are stored in a custom database.

Project Detail	Schedule	PM Financials	File Manager

New Funding	New Estimate	New Contract

1. Select the **New Funding** button to create a Funding document

New Funding	×

Save	Cancel

Budget Activity*	▼
Customer	▼
ASID / RWA Number	
Description	
Amount Funded*	0.00
Less GSA Overhead	0.00
Less GSA Regional Mgmt Fee	0.00
Available Funding	0.00

2. Enter and select Funding details

   NOTE: If Budget Activity 80 (BA80: Reimbursable Work Authorizations) are selected, the Fee based fields become editable for data entry
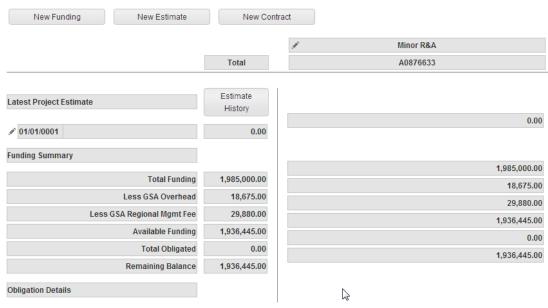
Less GSA Overhead	0.00
Less GSA Regional Mgmt Fee	0.00

3. Click Save. The Funding summaries appear in left pane and Funding details column in the right pane

PM Financials – New Funding, cont.

New Funding	New Estimate	New Contract

		Minor R&A
	Total	A0876633

Latest Project Estimate	Estimate History	
		0.00
✎ 01/01/0001	0.00	
Funding Summary		
Total Funding	1,985,000.00	1,985,000.00
Less GSA Overhead	18,675.00	18,675.00
Less GSA Regional Mgmt Fee	29,880.00	29,880.00
Available Funding	1,936,445.00	1,936,445.00
Total Obligated	0.00	0.00
Remaining Balance	1,936,445.00	1,936,445.00
Obligation Details		
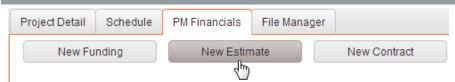
4. Add more Funding and more columns in right pane will appear

		Minor R&A	Conf Room Telecom
	Total	A0876633	AO344551

Latest Project Estimate	Estimate History		
		0.00	0.00
✎ 01/01/0001	0.00		
Funding Summary			
Total Funding	2,007,000.00	1,985,000.00	22,000.00
Less GSA Overhead	19,225.00	18,675.00	550.00
Less GSA Regional Mgmt Fee	30,760.00	29,880.00	880.00
Available Funding	1,957,015.00	1,936,445.00	20,570.00
Total Obligated	0.00	0.00	0.00
Remaining Balance	1,957,015.00	1,936,445.00	20,570.00
Obligation Details			

PM Financials – New Estimate

Project Detail	Schedule	PM Financials	File Manager

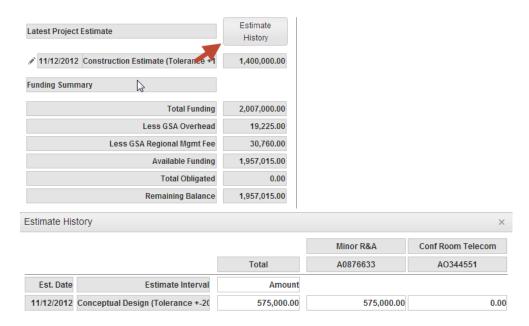| New Funding	New Estimate	New Contract

1. Click on **New Estimate** button to add a new estimate. Repeat to create more Estimates as necessary

2. The latest Estimate appears in the grid

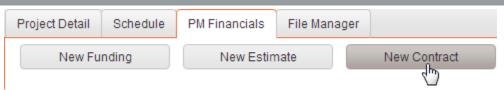| Latest Project Estimate		Estimate History		
			1,400,000.00	0.00
11/12/2012	Construction Estimate (Tolerance +1	1,400,000.00		
Funding Summary				
			1,985,000.00	22,000.00
Total Funding	2,007,000.00		18,675.00	550.00
Less GSA Overhead	19,225.00		29,880.00	880.00
Less GSA Regional Mgmt Fee	30,760.00		1,936,445.00	20,570.00
Available Funding	1,957,015.00		0.00	0.00
Total Obligated	0.00		1,936,445.00	20,570.00
Remaining Balance	1,957,015.00			

3. Click on **Estimate History** button to view all estimates added to the system other than the latest presented in the Cuff Record display
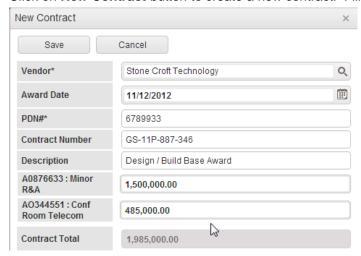
Latest Project Estimate		Estimate History
11/12/2012	Construction Estimate (Tolerance +1	1,400,000.00
Funding Summary		
Total Funding	2,007,000.00	
Less GSA Overhead	19,225.00	
Less GSA Regional Mgmt Fee	30,760.00	
Available Funding	1,957,015.00	
Total Obligated	0.00	
Remaining Balance	1,957,015.00	

Estimate History ✕

			Minor R&A	Conf Room Telecom
		Total	A0876633	AO344551
Est. Date	Estimate Interval	Amount		
11/12/2012	Conceptual Design (Tolerance +-20	575,000.00	575,000.00	0.00

PM Financials – New Contract

Project Detail	Schedule	PM Financials	File Manager

New Funding	New Estimate	New Contract

1. Click on **New Contract** button to create a new contract. Fill in Contract details

New Contract	×

Save	Cancel

Vendor*	Stone Croft Technology
Award Date	11/12/2012
PDN#*	6789933
Contract Number	GS-11P-887-346
Description	Design / Build Base Award
A0876633 : Minor R&A	1,500,000.00
AO344551 : Conf Room Telecom	485,000.00
Contract Total	1,985,000.00

2. Click on Save button. The Contract Obligations details appear with more options to Add modification and/or Invoice

Obligation Details

Stone Croft Technology (GS-11P-887-346)	1,985,000.00
11/12/2012 Contract: Design / Build Base Award	1,985,000.00
	0.00

Add Modification	Add Invoice	1,985,000.00
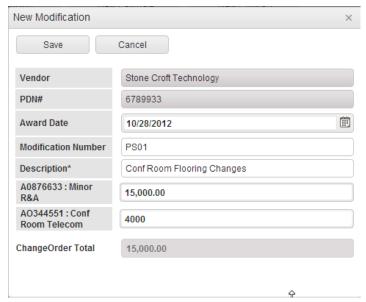
3. Click on Add Modification button

PM Financials – New Modification

Obligation Details		
new test vendor (GS-PY-4321)		500,000.00
✏ 01/03/2013	Contract: test	500,000.00
		0.00
Add Modification	Add Invoice	500,000.00

1. Once a Contract is created, the Contract will appear under the **Obligation Details** section and two new buttons appear; Add Modification and Add Invoice. Click on Add Modification.

2. Enter details for New Modification

New Modification		✕
Save	Cancel	
Vendor	Stone Croft Technology	
PDN#	6789933	
Award Date	10/28/2012	📅
Modification Number	PS01	
Description*	Conf Room Flooring Changes	
A0876633 : Minor R&A	15,000.00	
AO344551 : Conf Room Telecom	4000	
ChangeOrder Total	15,000.00	

3. Click on Save button. The Modification details display under the Obligation Details with the Contract

Obligation Details		
Stone Croft Technology (GS-11P-887-346)		2,023,000.00
✏ 11/12/2012	Contract: Design / Build Base Award	1,985,000.00
✏ 10/27/2012	Modification: Conf Room Flooring Cha	19,000.00
		0.00
Add Modification	Add Invoice	2,023,000.00

PM Financials – New Invoice

1. Once a Contract is created, the Contract will appear under the **Obligation Details** section and two new buttons appear; Add Modification and Add Invoice. Click on Add Invoice.

2. Enter details for New Invoice

3. Click on Save button. The Invoice details display under the Obligation Details with the Contract.

File Manager

| Project Detail | Schedule | PM Financials | File Manager |
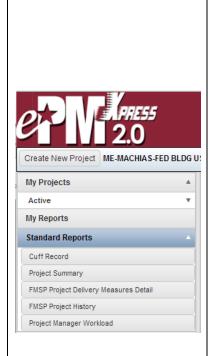
When the File Manager tab is selected, the File Manager web application utility launched and automatically logins the user. To learn more about File Manager Web Application Utility, please reference QRG.104 File Manager.
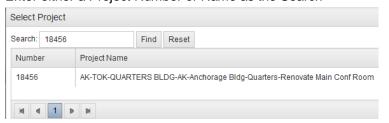
Standard Reports

In the Navigation Pane, there are several Standard Reports you can run. Some are HTML5 hard coded while others require a Cognos license to run.

Cuff Record – HTML5 coded report.
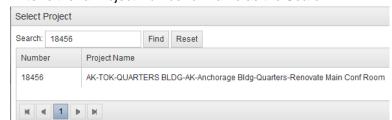
- Select Cuff Record report from Nav pane
- Enter either a Project Number or Name as the Search

Select Project

Search: 18456 [Find] [Reset]

Number	Project Name
18456	AK-TOK-QUARTERS BLDG-AK-Anchorage Bldg-Quarters-Renovate Main Conf Room

- Report will display with Latest Project Estimate, Funding Summary, and Obligation Details

Project Summary– HTML5 coded report. Select Project Summary and Project select either a Project Number or Name as the Search

- Select Cuff Record report from Nav pane
- Enter either a Project Number or Name as the Search

Select Project

Search: 18456 [Find] [Reset]

Number	Project Name
18456	AK-TOK-QUARTERS BLDG-AK-Anchorage Bldg-Quarters-Renovate Main Conf Room

Report will display with Project Details, Location, Status, Team, and Schedule

FMSP Project Delivery Measures Detail – BI Cognos report

FMSP Project History – BI Cognos report
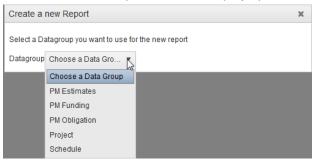
Project Manager Workload – BI Cognos report

My Reports

My Reports section in the Navigation Pane is an ad-hoc reporting tool with a rich user friendly interface allowing the end user to filter and display specific data

1. Select My Reports from the Nav pane
2. Select New button to create a new report
3. Choose a Data Group to filter and display specific data

4. Give your report a name
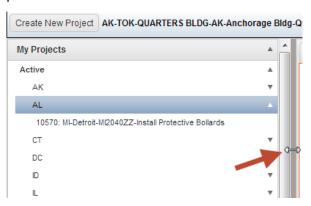

5. Select Columns you wish to view on your report
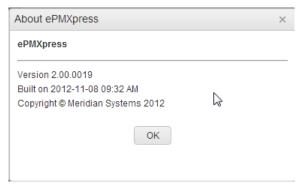

6. Select Save & Run to display the report results

Tips

✓ Each Save/Cancel toolbar option presents a confirmation dialog to ensure the end user wants to proceed with that action

✓ If you attempt to save and a required field is not filled out, the field will highlight with red validation

✓ The Navigation & Details pane divider can be adjusted manually within the web app tool to user preference

✓ Left-click the ePMXpress logo and you will learn what version is installed in the environment

✓ As an administrator user only, login to ePM and select the Org Workspace then launch a Contact/Staff document.

There are two new lookups introduced with ePMXpress. One is **ePMXPress Security** for the creation of projects and/or schedule baselining activities at the Org – Contact or Staff document/Licensing Details section. The other is a list of Budget Activities the user can choose located on the Org - Project Properties document/Additional Information section.

ePMXpress Security	Budget Activities
• PRJ: Create Projects • SCH: Rebaseline Schedules • CPR: Create Projects & Rebaseline Schedules	• BA04: HPGB (R&A Small Projects) • BA05: Operations • BA53: Lease Minor Repairs and Alterations • BA55: BA55 Light • BA61: PBS Operations • BA63: Energy Rebate • BA64: Historic Program Funds • BA80: Reimbursable Work Authorizations • BA54/80: Combination BA54/80 funding • Multiple: Multiple funding other than BA54/80 • Other: Other

✓ My Reports are shared to all users. Report results can be exported to Excel. Just click on the Excel button