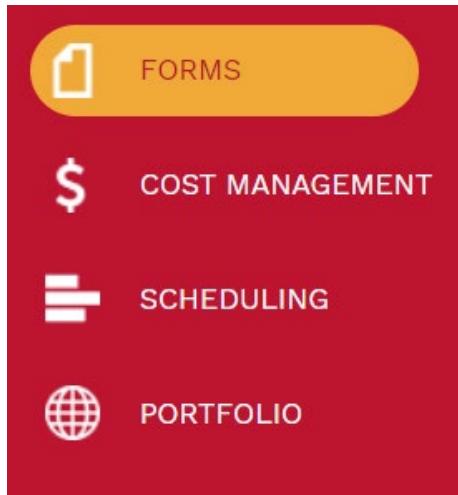


BOR APPROVAL

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



2- Under Forms on the top left navigation pane, select **BOR Approval**.

BOR Approval

- 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.
- 5- **Version** field – select original or revised.
- 6- **Total Project Cost** field - Enter the total project cost.
- 7- **Approved Date** field – Enter approved date.
- 8- **Executed Date** field – Enter Executed Date,
- 9- **Project Schedule** fields – Enter Design Completion, Construction start and Completion dates.
- 10- **Summary of Construction Contracts** fields – Enter Construction Contract, Design Contract, Furnishing Contract and Other if greater than \$1 Million
- 11- **Notes** fields – Enter notes that correspond with Construction Contracts

BOR Approval		
Project:	Total Project Cost:	
Version: ▼	Executed Date: 	
PROJECT SCHEDULE		
Design Completion		
Construction Starts		
Completion		
Summary of Construction Contracts Greater than \$1 Million		
	Amount	Notes
Construction Contract		
Design Contract		
Furnishings Contract		
Other		

12- To add reference documents, select the '**Attachments**' tab at the top.

13- Add attachments by dragging them to the 'Drop files here' section.



15



14- Select the **‘Workflow’** tab at the bottom.

15- Click **submit** under “Workflow Actions”.

16- 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. Below the tabs, there is a section labeled 'ACTIONS' with a horizontal line. Under 'ACTIONS', there is a 'SUBMIT' button with a right-pointing arrow next to it, labeled '24'. Below the 'SUBMIT' button, there is a 'BUSINESS PROCESS' section with a horizontal line. Below the 'BUSINESS PROCESS' section, there is a 'WORKFLOW LOG' section with a horizontal line. An arrow points from the 'WORKFLOW' tab to the number '23'.

17- Select **Approve** and **Save**.

The screenshot shows a software interface with a section labeled 'ACTIONS' with a horizontal line. Below the 'ACTIONS' section, there is a list of actions: 'APPROVE', 'RETURN', 'REJECT', 'WITHDRAW', 'FINAL APPROVE', 'DELEGATE', and 'COMMENT'. Each action has a radio button next to it. Below the list of actions, there is a 'SAVE' button with a floppy disk icon. To the right of the 'SAVE' button is a 'DELETE WORKFLOW' button with a trash can icon. Below the 'SAVE' and 'DELETE WORKFLOW' buttons, there is a 'TEAM INPUT (0)' button with a group of people icon.