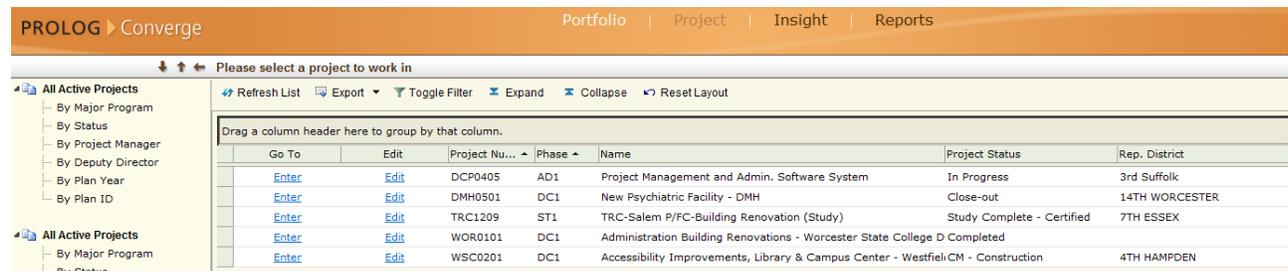


General Contractors Approval Process Job Aid

To address single or multiple approvals, open a browser (use Internet Explorer; Google Chrome and Firefox are not compatible with the system) and point to

<http://pmas-converge.dcp.state.ma.us/prologconverge/webclient/default.aspx>.

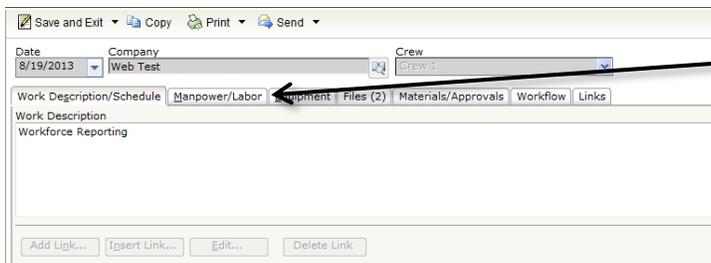
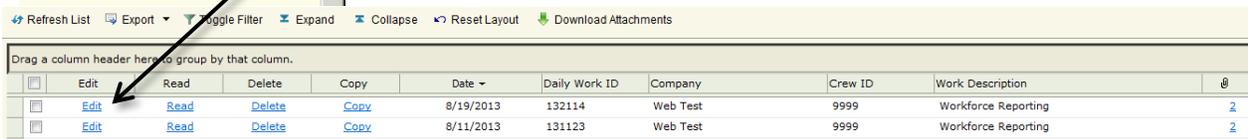
This will bring you to a login screen. Using the DCAMM supplied ID and PASSWORD, log in to the system. User is presented with a list of all DCAMM projects they are working on.



Click Enter for the project they select, the menu on the left will change. Select Field Administration and Weekly Workforce Reports.

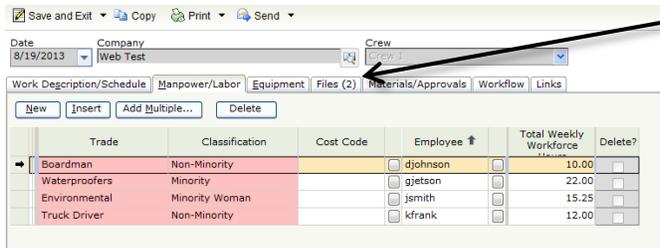
Select all and a list of all records will be displayed on the right of the screen

Click on EDIT for the record you wish to edit. You will be taken to the correct record.

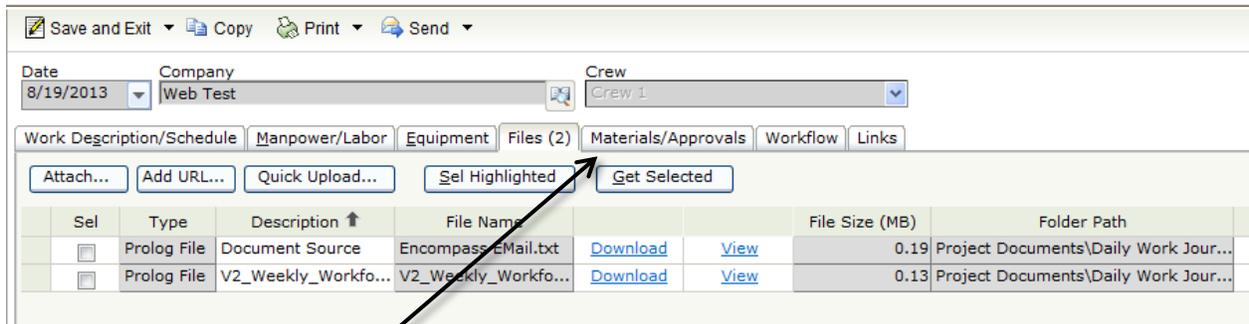


Click the Manpower/Labor tab to review the data

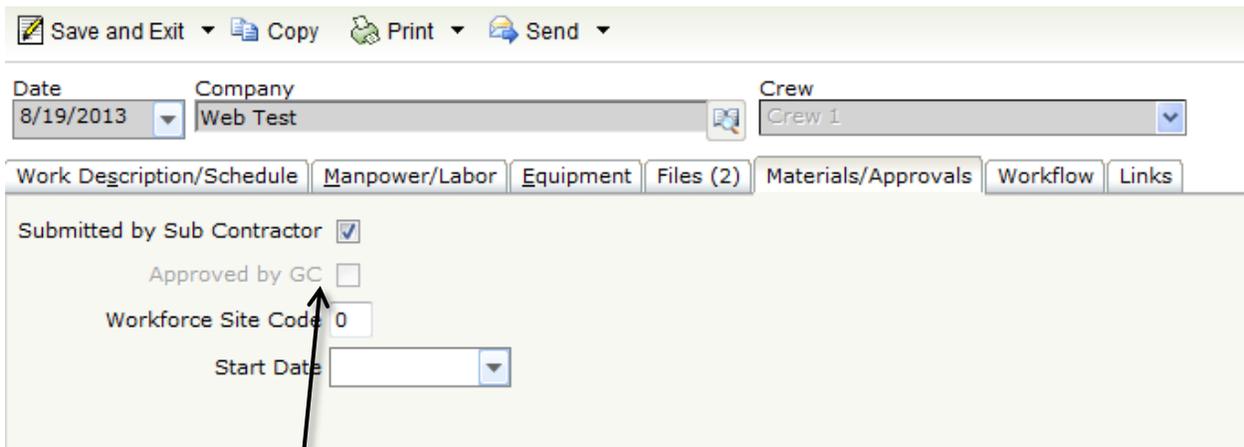
[Type text]



Click the Files tab to review the actual Workbook or the e-mail message that was sent to DCAMM



Finally, click the Materials/Approvals tab to approve the record



Click the Approved by GC box and then click Save and Exit. You can select others to edit or log out at this point.

[Type text]