

Accessing Front End Documents in Contract Manager[®]

DASNY Front End Documents can be found in Contract Manager[®] under the project titled FEDOCS – DASNY Front End Documents. Constructions Front End Documents are contained in a downloadable WinZip file, which is located in Project Settings under the Attachments Tab.

Note: The WinZip file in Contract Manager® is the most current version of DASNY Front End documents. It is important that when using DASNY Front End Document files which have been downloaded prior to the 60% design submission that the WinZip file version and document version are reviewed to verify that the most current version is being utilized.

1. From the Control Center, locate the project titled FEDOCS – DASNY Front-End Documents.

Contract Management Control Center
Control Center >
All Projects
8, 93, 4, 5, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,
P 🖓 All Projects
🖶 💼 System Projects
E FEDOCS - DASNY Front-End Documents

 Right Click on the project title (FEDOCS – DASNY Front End Documents) to access the drop down menu and open the project settings page by clicking on project settings.



3. From the project settings page, Click on the tab titled: Attachments

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Change Management	Markup	Custom Fields	Issues	Attachments	4

4. A single attachment will now show with the Subject: Front End Documents

Proj	ject s	Settings	5								
Gei	neral	Details	Companies	Key Parties	Default Owners	Communication	Currency	Schedule	Contracts/POs	Procurement	Cost Opt
			Attachment				Subject			Location	
		Front End Documents 2014 04.zip					Front End Documents			FEDOCS	
				T	Version Da	ite					

- 5. Click on the WinZip file to begin downloading the file. At the file download popup:
 - a. Click "Open" to open the WinZip file folder whereby all DASNY Front End document files can be opened for viewing and individual files can be downloaded to your computer.
 - b. Click "Save" to download the WinZip file to your computer whereby the WinZip file is download to a specified folder where the files of all DASNY Front End Documents can be unzipped and files can be accessed at a later time.

File Do	ownload	×						
Do you want to open or save this file?								
2	Name: CM+Front+End+Documents+2013+07.zip Type: WinZip File							
	From: daexpweb.dasny.org							
	Open Save Cancel							
Always ask before opening this type of file								
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?								

6. Upon Clicking "Save" in the File Download popup screen the Save-As popup screen opens. At the Save-As popup, select the download destination folder for the Zip file and click "save".



- 7. Once the Download is complete using the Download Complete popup:
 - a. Click "Open" to access the WinZip screen
 - b. Click "Open Folder" to open the destination folder containing the downloaded WinZip file.

Download o	omplete	_ 🗆 🗙
Down	load Complete	
+End+Docume	nts+2013+09.zip from daexpweb.dasny.org	
Downloaded: Download to: Transfer rate:	5.97MB in 34 sec C:\CM+Front+End+Documents+2013+09.zip 180KB/Sec	
Close this dial	og box when download completes	
	Open Open Folder	Close

8. DASNY Front End Documents can be viewed and unzipped by opening the downloaded WinZip file.



Upon opening the WinZip file, Front End Document files can be extracted from the WinZip window and opened in MS Word and Adobe Reader.

WinZip - CM+Front+End+Documents+2013+07[1].zip						
1 🙆 🖾 🎾 🕋 🕋 🔛 🥪	s 😭 🍑					
New Open Eavorites Add Extract Encrypt View	CheckOut Wizard					
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Name	Type Modified	Size Ratio	Packed Path 🔺			
1 - COVER - GENERAL REQUIREMENTS.docx	Microsoft W 3/19/2013	2:17 PM 21,012 26%	15,634 Divis			
Section UUUUUU - Table of Contents.docx	Microsoft W 3/19/2013	2:18 PM 18,388 16%	15,461 Divis			
Section 011200 - Contract Summary of Work.docx	Microsoft W 1/7/2013 1	1:05 AM 30,029 11%	26,666 Divis			
Section 012100 - Allowances.docx	Microsoft W 3/19/2013	2:40 PM 20,186 15%	17,190 Divis			
Section 012300 - Alternates.docx	Microsoft W 3/19/2013	2:43 PM 18,178 17%	15,001 Divis			
Section 012900 - Payment Procedures.docx	Microsoft W 3/19/2013	2:44 PM 21,370 15%	18,227 Divis			
Section U13100 - Project Management and Coordination.docx	Microsoft W 3/19/2013	2:47 PM 27,562 11%	24,461 Divis			
Section 013200 - Project Scheduling - CM as Agent 050912.docx	Microsoft W 3/19/2013	2:51 PM 26,289 12%	23,075 Divis			
Section U132UU - Project Scheduling - CM at Risk USU912.docx	Microsoft W 3/19/2013	2:55 PM 26,159 12%	23,053 Divis			
Section U13200 - Project Scheduling - Multiple Prime U50912.docx	Microsoft W 3/19/2013	2:57 PM 26,304 12%	23,204 Divis			
Section 013200 - Project Scheduling - Single Prime 042412.docx	Microsoft W 3/19/2013	2:58 PM 26,089 12%	23,016 Divis			
Section 013300 - Submittal Procedures.docx	Microsoft W 3/19/2013	3:02 PM 26,206 11%	23,210 Divis			
Section 014000 - Quality and Code Requirements.docx	Microsoft W 3/19/2013	3:03 PM 26,469 12%	23,339 DIVIS			
Section 015000 - Temporary Facilities and Controls.docx	Microsoft W 3/19/2013	3:05 PM 31,810 9%	28,809 Divis			
Section U16000 - Product Requirements.docx	Microsoft W 3/19/2013	3:06 PM 21,577 14%	18,506 Divis			
Section 017329 - Cutting and Patching.docx	Microsoft W 3/19/2013	3:11 PM 20,642 15%	17,619 Divis			
Section 017419 - Construction Waste Management.docx	Microsoft W 3/19/2013	3:13 PM 28,931 12%	25,355 Divis			
Section 017700 - Contract Closeout Requirements.docx	Microsoft W 3/19/2013	3:15 PM 234,475 4%	226,040 Divis			
Section U1/823 - Operation and Maintainance Manuals.docx	Microsoft W 3/19/2013	3:16 PM 21,884 15%	18,702 Divis			
Section 017839 - As Built Documents docx	Microsoft W 3/19/2013	3:17 PM 20,113 16%	16,916 Divis			
Section 018113 - Sustainable Design Requirements.docx Microsoft W 3/19/2013 3:18 PM 23,463 13% 20,431 Div						
Section 019113 - General Commissioning Requirements.docx Microsoft W 3/19/2013 3:19 PM 18,939 16% 15,893 Di						
201 - COVER - FRONT END DOCUMENTS & TOC.pdf	Adobe Acro 8/17/2012	11:07 AM 220,010 5%	210,085 Divis			
202 - COVER - BIDDING REQUIREMENTS for CONSTRUCTION.pdf	Adobe Acro 12/15/2010	D 3:18 PM 8,257 34%	5,459 Divis			
203 - Notice to Bidders.pdf	Adobe Acro 12/15/201	0 3:19 PM 154,274 6%	144,340 Divis			
204 - Information for Bidders.pdf	Adobe Acro 7/25/2013	9:55 AM 1,084,190 5%	1,027, Divis			
205 - Form of Bid.pdf	Adobe Acro 2/11/2013	9:41 AM 77,048 3%	75,011 Divis			
2006 - 2005 Procurement Lobbying Law - Certification.pdf	Adobe Acro 12/15/2010	D 3:22 PM 143,487 7%	133,324 Divis			
207 - Code of Business Ethics - Certification.pdf	Adobe Acro 12/15/201	D 3:22 PM 170,853 7%	158,524 Divis			
208 - Compliance With Laws - Certification.pdf	Adobe Acro 12/15/201	D 3:23 PM 130,271 8%	120,456 Divis			
209 - W-9 Form.pdf	Adobe Acro 5/4/2010 1	2:34 PM 256,155 10%	231,570 Divis			
10- Bid Bond.pdf Adobe Acro 12/15/2010 3:25 PM 119,517 9% 109,124 C						
4			•			
Selected 0 files, 0 bytes	Total 49 files, 7,087KB		• • //			