Task: Add Project Personnel

Description:

Project personnel information can be added to DIME for receiving notifications. This file describes the task.
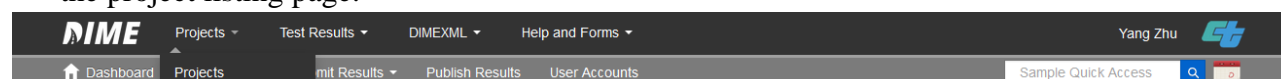
Who can perform this task?

Users with authorization to work with the project can perform this task.

Steps:

1. Log into DIME by entering your Email and Password at the following login page:

   https://dime.dot.ca.gov/index.php?r=site/login

2. Click on 'Projects' to bring up the dropdown menu and then click on "Projects" link to get to the project listing page.

3. Identify the project you are working with then click on the 'Personnel' link.

4. Click on the 'Add New Project Personnel' to add new project personnel.

Project Personnel

This page displays a list of project personnel.

DIME Project 9999

Project Identifiers	Project ID: 9999 DEA: 034E3804 EFIS: 0300020493 COOP: 99999333399 MINOR: 444444 Permit Numbers: 555555 0412NRT1674
DIST-CO-RTE-PM	03-SAC,OMG-888,99,80-0.6-0.6
Award Date	Not set
Closeout Date	Not set
Work Description	THIS PROJECT RECORD WAS ADDED FOR DIME DEVELOPERS - DATA SUBMITTED FOR THIS PROJECT SHOULD NOT BE USED FOR ANY OTHER PURPOSES.
Location Description	THIS PROJECT RECORD WAS ADDED FOR DIME DEVELOPERS - DATA SUBMITTED FOR THIS PROJECT SHOULD NOT BE USED FOR ANY OTHER PURPOSES.
QA Service Level	1 (Verified on 04/05/2013)

Add New Project Personnel

5. Fill in the personnel's basic information on the form that popped up.

Add New Project Personnel ✕

DIME Project ID: 9999

First Name *

Last Name *

Email Address *

Role

Allow Non Managers to Modify or Not *

Yes

Notify by Default *

No

Save

6. Fix the errors if any.

Add New Project Personnel ✕

DIME Project ID: 9999

First Name *

First Name cannot be blank.

Last Name *

Last Name cannot be blank.

Email Address *

Email Address cannot be blank.

Role

Allow Non Managers to Modify or Not *

Yes ▾

Save

7. Click the 'Save' button when ready. The pop up form will disappear after the personnel is added to the project.