

# 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?

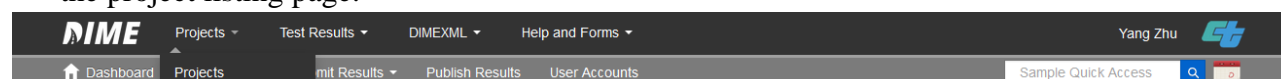
Users with authorization to work with the project can perform this task.

## 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.

DIME » Projects

## Projects

The project listing is based off a project database that METS maintains. If the project of interest is not listed, please [contact SMR\(s\)](#) to add the project to DIME.

Type in any of the open fields and hit enter to search for the project(s) of interest.

Displaying 1-3 of 3 results.

| DIME  | Project Identifiers                                                                                                                  | DIST.CO-RTE-PM               | Work Description                                                                                                               | Location Description                                                                                                           | Caltrans Closeout Date | QA Service Level | Actions                                              | Sample                                                    |
|-------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|------------------------------------------------------|-----------------------------------------------------------|
| 9999  | Project ID: 9999<br>DEA: 034E3804<br>EFIS: 0300020493<br>COOP: 99999333399<br>MINOR: 444444<br>Permit Numbers: 555555<br>0412NRT1674 | 03-SAC,OMG-888,99,80-0.6-0.6 | THIS PROJECT RECORD WAS ADDED FOR DIME DEVELOPERS - DATA SUBMITTED FOR THIS PROJECT SHOULD NOT BE USED FOR ANY OTHER PURPOSES. | THIS PROJECT RECORD WAS ADDED FOR DIME DEVELOPERS - DATA SUBMITTED FOR THIS PROJECT SHOULD NOT BE USED FOR ANY OTHER PURPOSES. |                        | 1 (04/05/2013)   | <a href="#">Details</a><br><a href="#">Personnel</a> | <a href="#">New Sample</a><br><a href="#">View Sample</a> |
| 99999 | Project ID: 99999<br>DEA: 0322222                                                                                                    | 03-SAC,OMG-888,99,80-0.6-0.6 | THIS PROJECT RECORD WAS ADDED FOR DIME TESTERS - DATA SUBMITTED FOR THIS PROJECT SHOULD NOT BE USED FOR ANY OTHER PURPOSES.    | THIS PROJECT RECORD WAS ADDED FOR DIME TESTERS - DATA SUBMITTED FOR THIS PROJECT SHOULD NOT BE USED FOR ANY OTHER PURPOSES.    |                        | (04/05/2013)     | <a href="#">Details</a><br><a href="#">Personnel</a> | <a href="#">New Sample</a><br><a href="#">View Sample</a> |

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<br>DEA: 034E3804<br>EFIS: 0300020493<br>COOP: 99999333399<br>MINOR: 444444<br>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 \***  
 ▼

**Save**

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