

HiCAMS User Guide

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Many users have reason to email electronic copies of Reports to the contractor and other interested parties. Examples of Reports that can be emailed are the Estimate Report for Contractors and the Supplemental Agreement form. Previously, the only way to create electronic copies of reports was to convert the document to an Adobe Acrobat Portable Document Format (.pdf) file, save it to the local computer, and email that file. The problem with this is that most users do not have access to Adobe PDFWriter.

Since the upgrade to Windows 2000, all users should be able to create electronic copies of HiCAMS and DOH Vendor Reports. Many thanks to an Assistant Resident Engineer for her help with these instructions.

NOTE: *These instructions are for users whose computer is running the Microsoft Windows 2000 Professional operating system.*

Creating an Electronic Copy of a Report

In order to create the report and save it to the local drive, it must first be generated by the Print Preview process. This example will show how to save an Estimate Report to send to the Contractor.

Step 1: Go to Functions > Contract Estimates > Review Estimates. The Review Estimates window opens. Enter the Contract Number whose Estimate you wish to review in the Contract field.

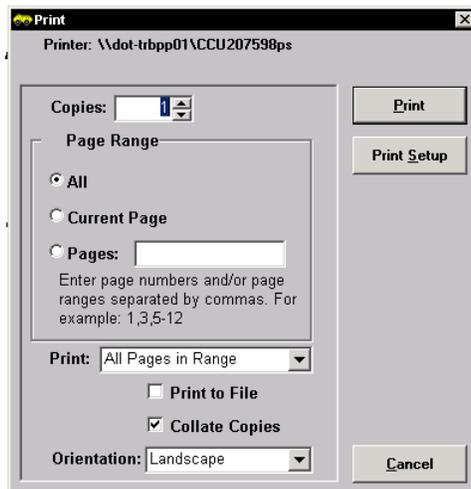
Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Step 2: Select the Estimate report you wish to print.

Step 3: Initiate the Print Preview process. This can be done by clicking on the Printer icon in the toolbar OR by going to **File > Print** OR by striking CTRL - P on the keyboard. The Print Preview window opens.

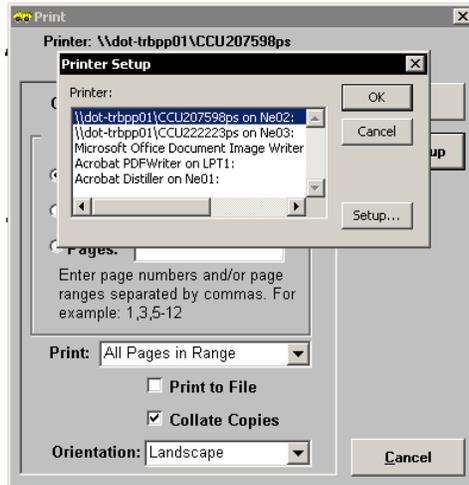
Step 4: Open the Print Dialogue box. This can be done by clicking on the Printer icon in the toolbar OR by going to **File > Print** OR by striking CTRL - P on the keyboard. The Print dialogue box opens.

Below is an example of the Print Dialogue box in Review Estimates in the default setting. Clicking the Print button now would send the estimate to the printer to create a hard copy.



Step 5: Click on the Print Setup button. The Printer Setup dialogue box opens.

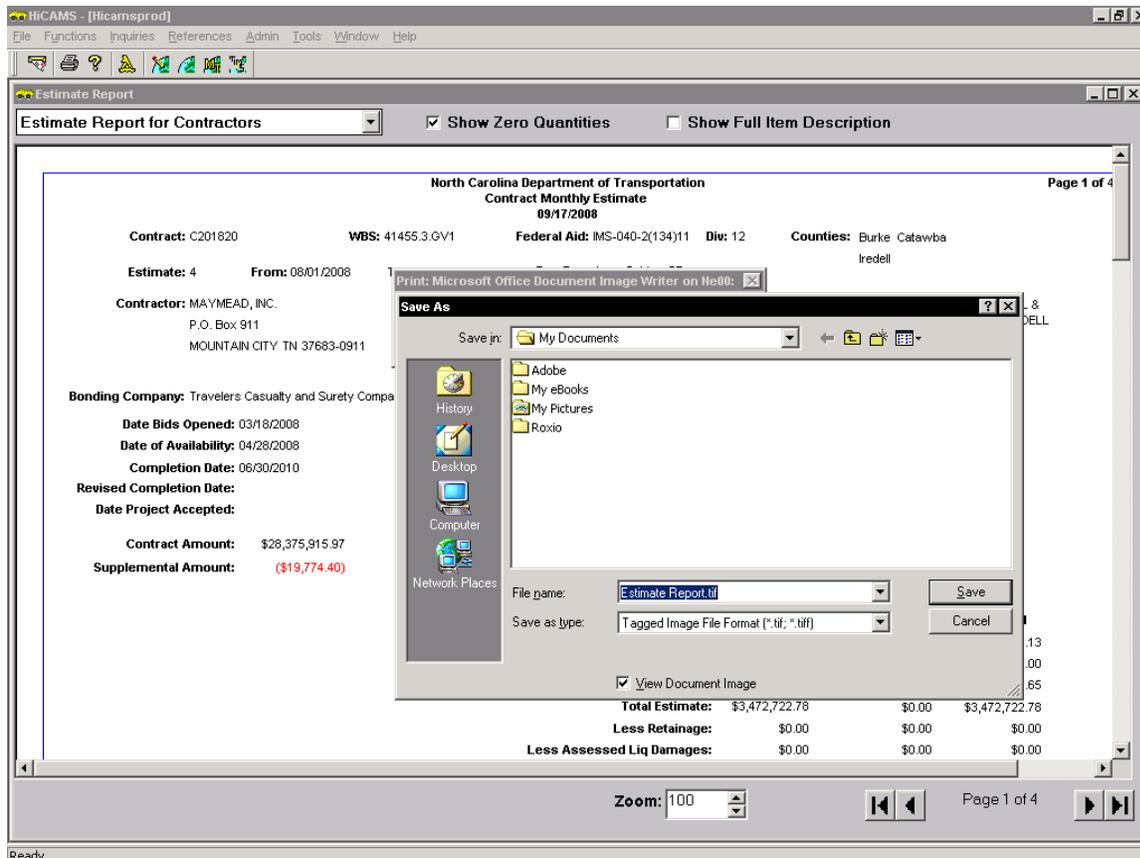
Below is an example of the Printer Setup dialogue box in Review Estimates in the default setting.



Step 6: To create the electronic copy, select Microsoft Office Document Image Writer from the listing. Click OK. Now Microsoft Office Document Image Writer shows as the Printer at the top of the Print Dialogue box.

Step 7: Click the Print button. The Save As dialogue box opens.

Below is an example of the Save As dialogue box. Notice that the File Name is Estimate Report.tif.



You can leave the file name as shown, or add some identifying information to it, such as C201820 Estimate 4 Estimate Report.

Step 8: Click the Save button. An electronic copy of the estimate is saved in the location designated with the name assigned. It can now be sent as an attachment in email or by FTS.

Viewing the Saved Document

To view the saved document, locate it in the directory to which it was saved. Double click on the document name to open it.

An Open With dialogue box may appear when you try to view the document. You will be asked to associate the file type (.tif) with an application that can open it. Depending on how your computer is set up, you can view the document with any of the following programs:

- Imaging
- Imaging Preview
- IXOS-WinViewer

Your machine may have other programs that will allow you to view it as well.

Remember

Using this process allows an electronic copy of any HiCAMS or DOH Vendor report to be created. To send it by email, an email will still need to be composed and the report sent as an attachment.