PEERASSIST

PROJECT SET UP

Use this check list for proper project set up.
See the complete User Guide for detailed instructions.

- ☐ Verify that your new project has been added to FWO. If it has not been added yet, proceed with adding the project.
- ☐ Including the following items:
- ☐ Project Number
- ☐ Project Name
- ☐ Project Address
- ☐ Customer Selection (GC)
- ☐ Your Company's Project Team
- ☐ Select Billing Template and edit to fit your project if needed
- ☐ Select Trade Template – Make adjustments to reflect the approved work order rate if needed
- ☐ GC Project Number
- ☐ Set your starting FWO number
- ☐ Your Project's Main Contact Person. (Typically the PM)
- ☐ Accurate GC Project Team Members: PM/PE/Super and anyone else allowed to sign a completed FWO.
- ☐ Assign "**Approval**" permission only to the GC PM or GC Assistant PM who can **Approve/Reject** an FWA Request from the emailed link.
- ☐ Set Email preferences *after* saving initial project information. (Click on **Edit**, then **Email** Configuration to set the email preferences.