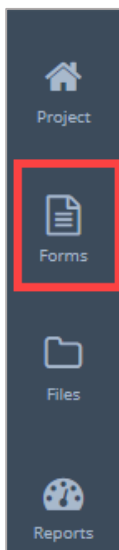


## Directive

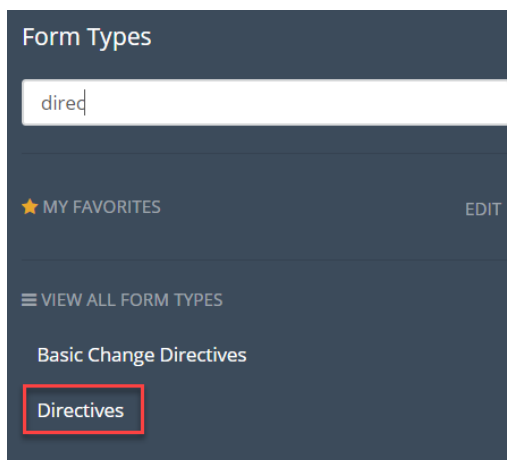
The directive serves as a management process to direct and guide the outcome of a project by initiating a requirement(s) to an individual or group(s). The directive will not be used to change the time, cost, scope or any other contractual item for the project. This document is created and submitted by the DGS Project Manager.

### Creating a Directive

1. Within the project, click the **Forms** icon on the left navigation pane.



2. Type in the **Form Type** start typing Directive and the View All Form Types will show Directive. Click on **Directive**.



- The “Directives shared with me” page will be displayed. To create a new Directive, click the **New** button.

Directives shared with me

New Print ...

<input type="checkbox"/>	Date ▾	Directive # ▾	Subject ▾	Type ▾	Created On ▾	Shared
<input type="checkbox"/>	1/9/20	Directive Test	<a href="#">Subject Directive Test</a>	Supplemental Instructions	1/9/20 12:22 PM	<span>1</span> <span>Edit</span>

- Click inside the **Date** field and select the date the directive is created.

Date

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
01	02	03	04	05	06	07

- Enter the **Directive #**.

Directive #

Add Directive #

- Enter the title of the Directive in the **Subject** field.

Subject

Subject of Directive

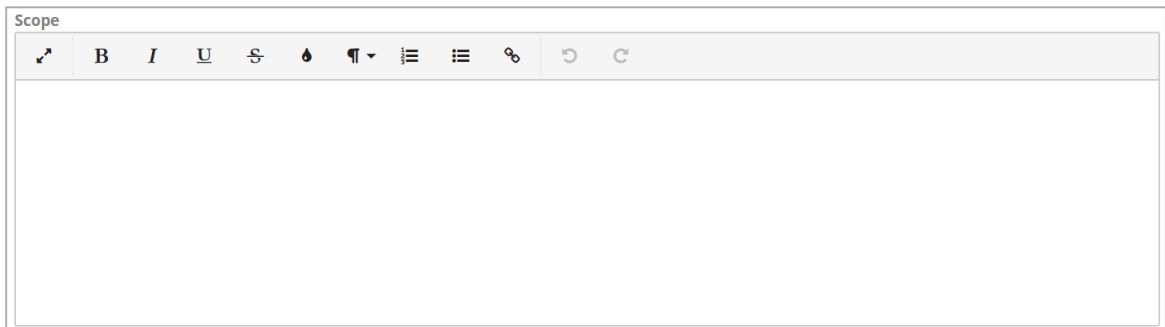
- Click inside the **Initiated By** field and select the name of the initiating party from the list.

Initiated By

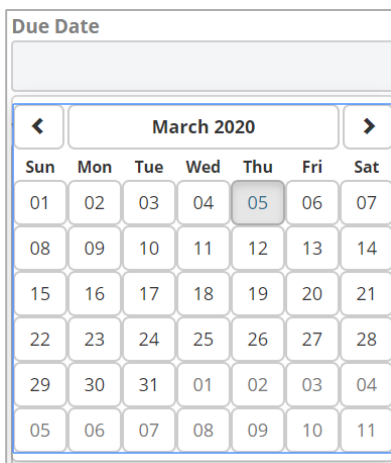
- Click inside the **Responsible Party** field and select the name of the company the directive is issued to.

Responsible Party

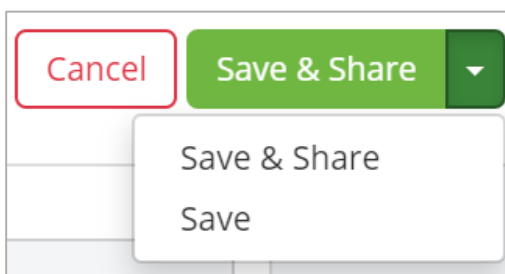
9. Enter the direction for the directive in the **Scope** field.

A screenshot of a text editor for the 'Scope' field. It features a toolbar with icons for undo, redo, bold (B), italic (I), underline (U), strikethrough (ABC), link (chain), unlink (chain with slash), bulleted list, numbered list, indent, and outdent. Below the toolbar is a large, empty text area for entering the scope.

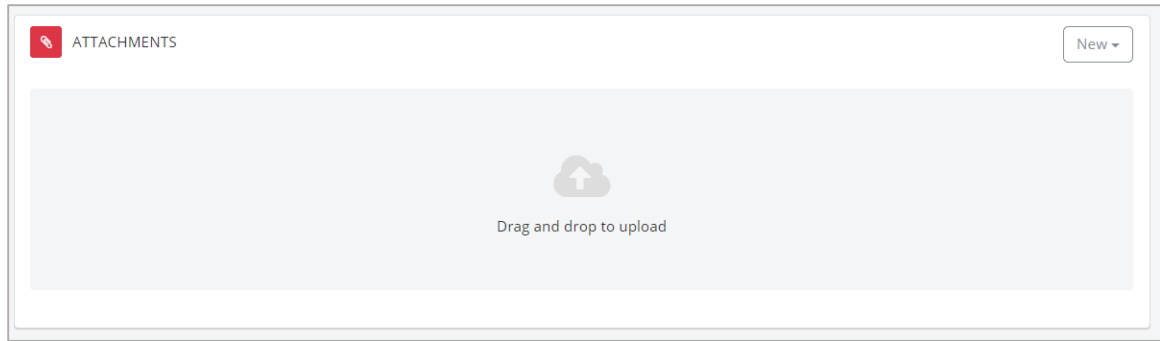
10. Click inside the **Due Date** field and select the date the response to the directive is due.

A screenshot of a date picker for the 'Due Date' field. It shows a calendar for March 2020. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date '05' (Thursday) is highlighted with a blue background, indicating it is the selected date.

11. Once the Directive is complete, click the **Save and Share** button and share with the appropriate Vendor.

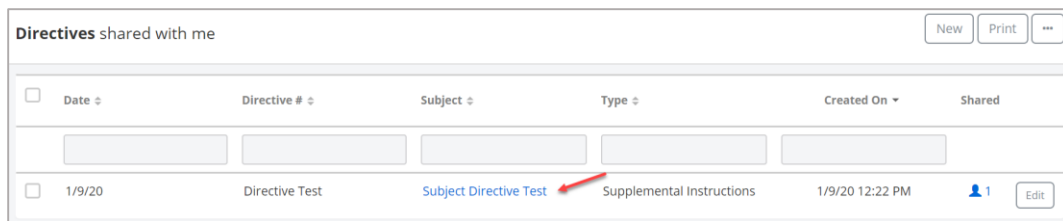
A screenshot of a button labeled 'Save & Share' with a dropdown arrow. A red box highlights the 'Cancel' button to its left. A dropdown menu is open, showing two options: 'Save & Share' and 'Save'.

12. To add supporting documentation, scroll to the **Attachments** section of the document and drag and drop one or more files to the upload area.

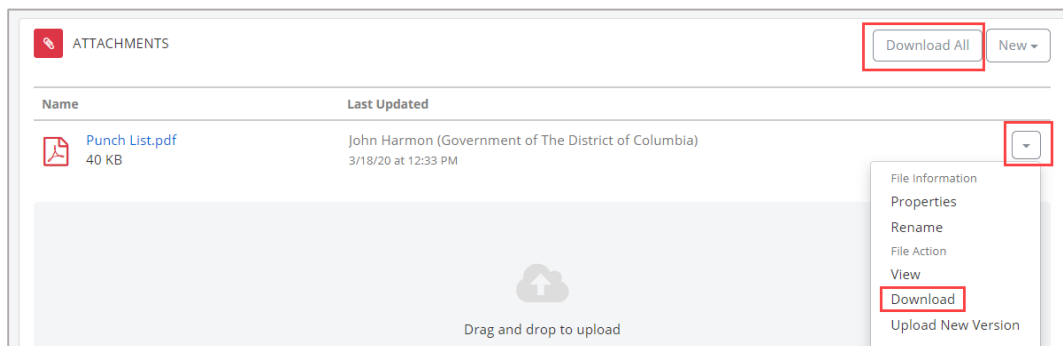


## Responding to the Directive

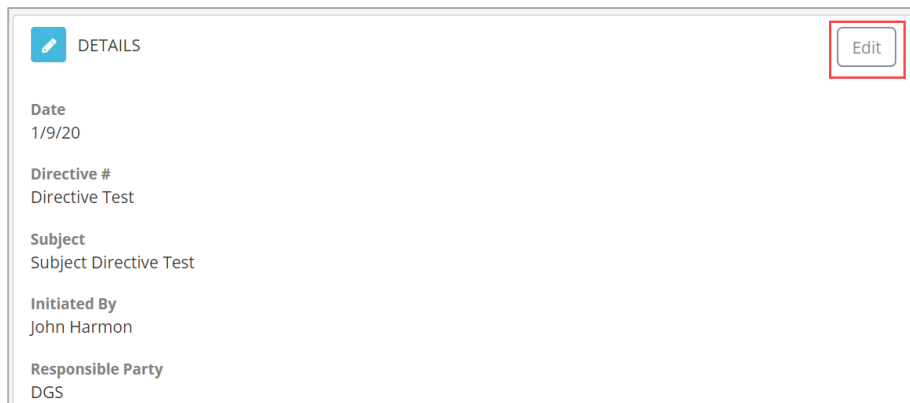
1. Open the Directives log and click the **title of the Directive** you would like to edit.



2. Scroll to the **Attachments** section of the form. **Download** the files by clicking the dropdown arrow next to the file and clicking the **Download** option. To download all the files click the **Download All** button.



- Once you have reviewed the directive and are ready to respond click the **Edit** button in the Details section.



**DETAILS**

Date  
1/9/20

Directive #  
Directive Test

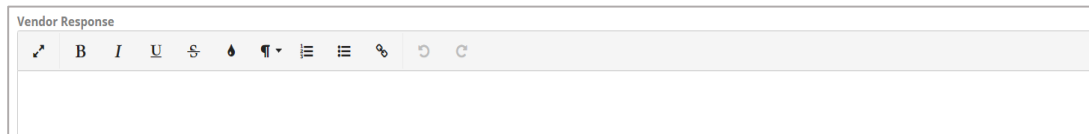
Subject  
Subject Directive Test

Initiated By  
John Harmon

Responsible Party  
DGS

Edit

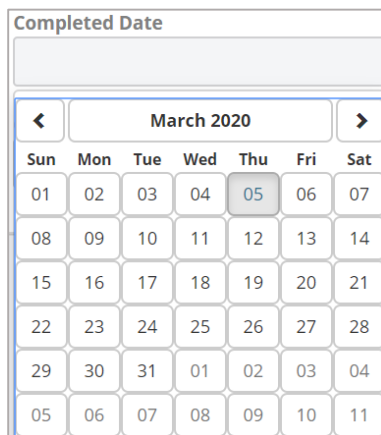
- Enter your response in the **Vendor Response** field.



Vendor Response

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and undo/redo.

- Click inside the **Completed Date** field and select the date the directive is completed.

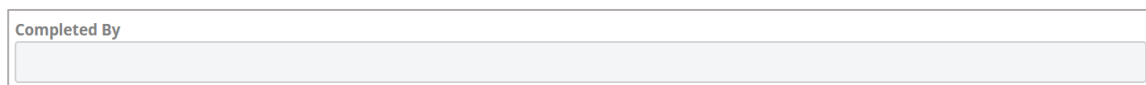


Completed Date

Calendar for March 2020. The date 05 is selected.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

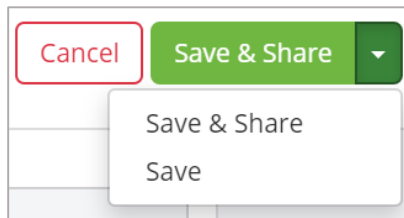
- Click inside the **Completed By** field and select the name of the person who completed this Directive.



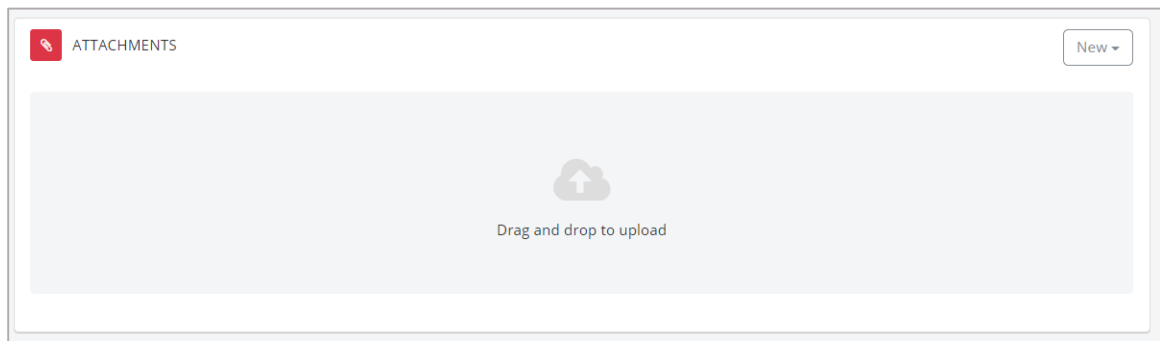
Completed By

Text input field for the name of the person who completed the directive.

6. Once the response to the directive is complete, click the **Save** button to save the document.



7. To add additional supporting documentation, scroll to the **Attachments** section of the document and drag and drop one or more files to the upload area.



## Adding Comments

1. If you wish to start a discussion about the request, enter this in the **Comments** section of the form and press the **Post** button. (Please make sure notifications for Comments for you and your team are turned on. The steps to set this up are in the My Page Quick Reference Guide).

