

Building Information Tracking System

New BITS users, please start here.

*Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings
Bureau of Capital Outlay Management*

What is BITS ?

- **The Building Information Tracking System (BITS) is a web-based DGS computer application used for processing:**
 - **Capital Outlay (CO) forms**
 - Specifically, the following types of forms:
 - CO-2, CO-4, CO-5,
CO-6, CO-8, and CO-14
 - **Building Official (BO) forms**
 - Various types of Building Permits (CO-17... forms), Certificates of Use and Occupancy (CO-13.3 ... forms), and a new “Building Permit Closeout” form (CO-13.4 form)

What else does BITS do ?

- **BITS also provides:**
 - Support for various business operations of the Bureau of Capital Outlay Management (BCOM)
 - “View Only” access to forms by central government entities, such as:
 - APA
 - DPB*
 - DRES (primarily for CO-2s involving property acquisitions)
 - House Appropriations Committee staff
 - Senate Finance Committee staff
 - SCHEV
 - SFMO (for accessing approved Building Permits and Certificates)

* DPB also has edit and approval permissions for CO-2 forms and certain CO-8 forms

What else does BITS do ?

- **BITS also provides:**
 - Logs of key data extracted from the following contract documents:
 - CO-3 (A/E Contract)
 - CO-11 (Construction Change Order)
 - BCOM administrative staff will enter the key data from the CO-3 and CO-11 documents into BITS from the “hard copy” or pdf versions of these contract forms submitted to BCOM by the state agencies. The summary data stored in the BITS CO-3 and CO-11 logs is “view only”, rather than editable by the agency users.

How do users obtain access ?

- To obtain access to BITS, users must:
 - complete a BITS User Account Request (UAR) form
 - have their BITS Agency Access Coordinator (AAC) approve and submit the UAR form to BCOM
- The UAR form is available for download from the BITS page on BCOM's website (<http://bcom.dgs.virginia.gov>)
- After user account requests have been activated, users will receive a system generated e-mail providing:
 - their assigned system "username"
 - a link to access the database and create an initial password

What are the password requirements ?

- Passwords must comply with VITA policy, specifically:
 - Passwords must not contain any part of the User Name
 - Passwords must be at least 8 characters long
 - Passwords must include at least three of the following four categories:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters (i.e., non-alphanumeric characters)
 - Password time limits are enforced
 - Password reuse is prohibited

How does a user create an initial password ?

- When a new user account has been activated, the user will receive an e-mail message from BITS providing the user's system login User Name and a link to access the system
- Clicking on the link will direct the user to the screen shown below to allow the user to create a personal password:



The screenshot shows a web page for password reset. At the top, there is a navigation bar with "Virginia.gov" and links for "Online Services", "Commonwealth Sites", "Help", and "Governor". Below this is a blue header for the "Department of General Services, Commonwealth of Virginia", featuring the DGS logo. The main content area is titled "Password Reset" and contains a form with the following fields: "User Name:" with the value "testagencyedit", "Password:" with an empty input box, and "Retype Password:" with an empty input box. At the bottom of the form are two buttons: "Reset Password" and "Cancel".

Password Reset	
User Name:	testagencyedit
Password:	<input type="password"/>
Retype Password:	<input type="password"/>
<input type="button" value="Reset Password"/> <input type="button" value="Cancel"/>	

How do users access the initial Login Page ?

- After creating an initial personal password, the user will receive this screen to direct them to the BITS Login Page:



The BITS Login Page

- At the BITS Login Page, the user keys in their User Name and Password to access the system:



The screenshot shows the login interface for the BITS system. At the top, the Virginia.gov logo is displayed alongside navigation links for Online Services, Commonwealth Sites, Help, and Governor. Below this is the Department of General Services logo and name. The main content area features a 'Secure Log In' form with fields for User Name and Password, and a 'Log In' button. To the left of the form are links for 'User Login', 'Forgot password', and 'Change password'. To the right, there is a red warning message: 'Need Help? Press the F1 key at any time'. A 'Please Note' section at the bottom states that BITS is a secured intranet application requiring an approved account before access.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

Department of General Services
Commonwealth of Virginia

Home > Login

User Login

Forgot password

Change password

Secure Log In

User Name:

Password:

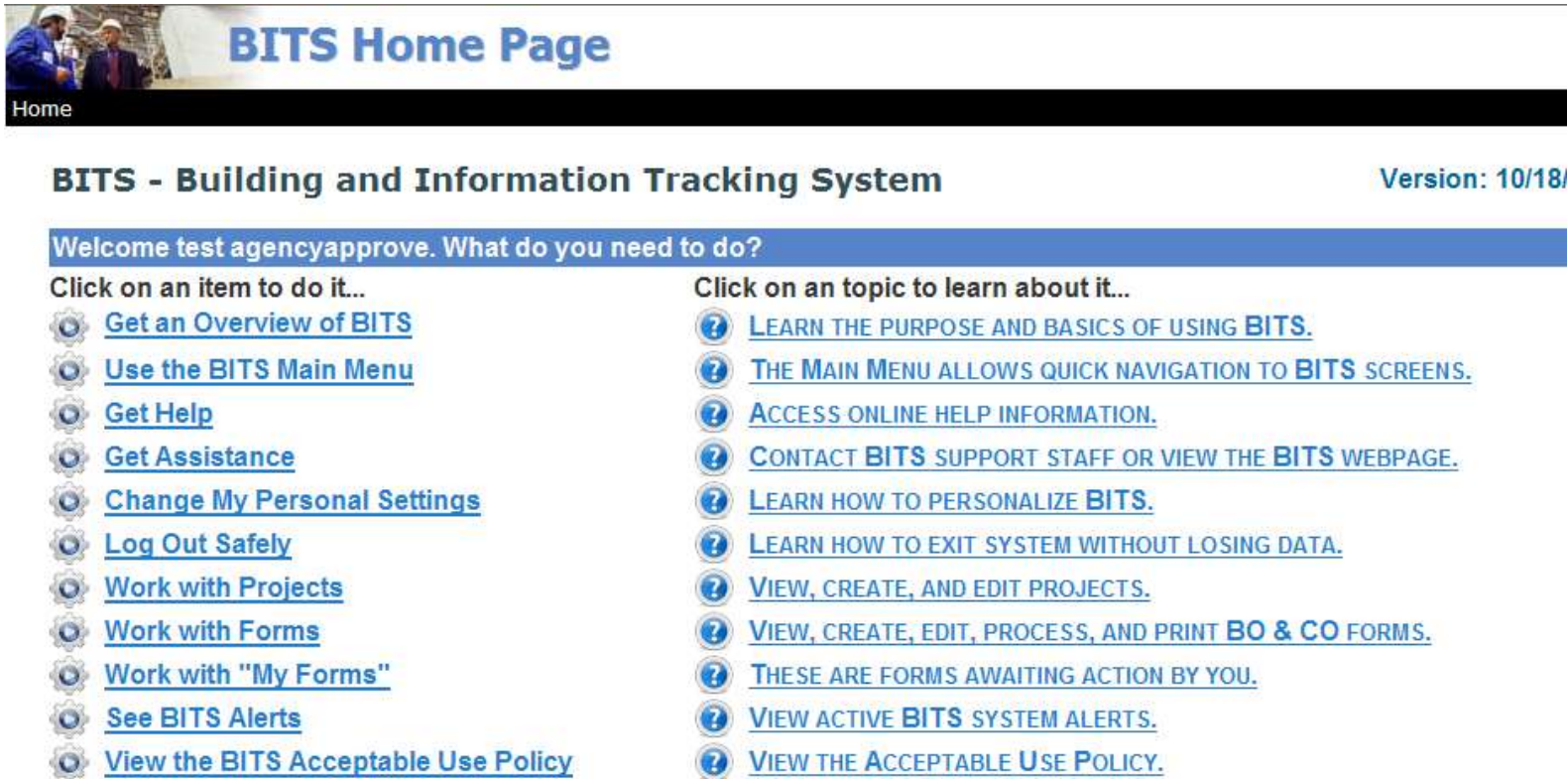
Log In

Need Help?
Press the F1 key at any time

Please Note: BITS is a secured intranet application and requires that you have an approved account before access. Acceptable Use Policy

The BITS Home Page

- The first page new users will see after logging in will appear similar to this:



The screenshot shows the BITS Home Page interface. At the top left, there is a small image of two people in hard hats. To the right of the image, the text "BITS Home Page" is displayed in blue. Below this, a black bar contains the word "Home" in white. The main header area features the text "BITS - Building and Information Tracking System" on the left and "Version: 10/18/" on the right. A blue banner below the header contains the text "Welcome test agencyapprove. What do you need to do?". The page is divided into two columns of links. The left column is titled "Click on an item to do it.." and lists various actions such as "Get an Overview of BITS", "Use the BITS Main Menu", "Get Help", "Get Assistance", "Change My Personal Settings", "Log Out Safely", "Work with Projects", "Work with Forms", "Work with 'My Forms'", "See BITS Alerts", and "View the BITS Acceptable Use Policy". The right column is titled "Click on an topic to learn about it.." and lists topics such as "LEARN THE PURPOSE AND BASICS OF USING BITS.", "THE MAIN MENU ALLOWS QUICK NAVIGATION TO BITS SCREENS.", "ACCESS ONLINE HELP INFORMATION.", "CONTACT BITS SUPPORT STAFF OR VIEW THE BITS WEBPAGE.", "LEARN HOW TO PERSONALIZE BITS.", "LEARN HOW TO EXIT SYSTEM WITHOUT LOSING DATA.", "VIEW, CREATE, AND EDIT PROJECTS.", "VIEW, CREATE, EDIT, PROCESS, AND PRINT BO & CO FORMS.", "THESE ARE FORMS AWAITING ACTION BY YOU.", "VIEW ACTIVE BITS SYSTEM ALERTS.", and "VIEW THE ACCEPTABLE USE POLICY."

BITS Home Page

Home

BITS - Building and Information Tracking System Version: 10/18/

Welcome test agencyapprove. What do you need to do?

Click on an item to do it..

- [Get an Overview of BITS](#)
- [Use the BITS Main Menu](#)
- [Get Help](#)
- [Get Assistance](#)
- [Change My Personal Settings](#)
- [Log Out Safely](#)
- [Work with Projects](#)
- [Work with Forms](#)
- [Work with "My Forms"](#)
- [See BITS Alerts](#)
- [View the BITS Acceptable Use Policy](#)

Click on an topic to learn about it..

- [LEARN THE PURPOSE AND BASICS OF USING BITS.](#)
- [THE MAIN MENU ALLOWS QUICK NAVIGATION TO BITS SCREENS.](#)
- [ACCESS ONLINE HELP INFORMATION.](#)
- [CONTACT BITS SUPPORT STAFF OR VIEW THE BITS WEBPAGE.](#)
- [LEARN HOW TO PERSONALIZE BITS.](#)
- [LEARN HOW TO EXIT SYSTEM WITHOUT LOSING DATA.](#)
- [VIEW, CREATE, AND EDIT PROJECTS.](#)
- [VIEW, CREATE, EDIT, PROCESS, AND PRINT BO & CO FORMS.](#)
- [THESE ARE FORMS AWAITING ACTION BY YOU.](#)
- [VIEW ACTIVE BITS SYSTEM ALERTS.](#)
- [VIEW THE ACCEPTABLE USE POLICY.](#)












- The BITS Home Page is the default start page for all users
- It was designed specifically to orient new users to the system

Using the BITS Home Page

- The links on the left are tasks a user may wish to perform



Click on an item to do it...












-  [Get an Overview of BITS](#)
-  [Use the BITS Main Menu](#)
-  [Get Help](#)
-  [Get Assistance](#)
-  [Change My Personal Settings](#)
-  [Log Out Safely](#)
-  [Work with Projects](#)
-  [Work with Forms](#)
-  [Work with "My Forms"](#)
-  [See BITS Alerts](#)
-  [View the BITS Acceptable Use Policy](#)



- The links on the right are training information related to the task



Click on an topic to learn about it...

-  [LEARN THE PURPOSE AND BASICS OF USING BITS.](#)
-  [THE MAIN MENU ALLOWS QUICK NAVIGATION TO BITS SCREENS.](#)
-  [ACCESS ONLINE HELP INFORMATION.](#)
-  [CONTACT BITS SUPPORT STAFF OR VIEW THE BITS WEBPAGE.](#)
-  [LEARN HOW TO PERSONALIZE BITS.](#)
-  [LEARN HOW TO EXIT SYSTEM WITHOUT LOSING DATA.](#)
-  [VIEW, CREATE, AND EDIT PROJECTS.](#)
-  [VIEW, CREATE, EDIT, PROCESS, AND PRINT BO & CO FORMS.](#)
-  [THESE ARE FORMS AWAITING ACTION BY YOU.](#)
-  [VIEW ACTIVE BITS SYSTEM ALERTS.](#)
-  [VIEW THE ACCEPTABLE USE POLICY.](#)

- The training information on the right corresponds to the adjacent task on the left
- It is recommended that new users always view the training materials (on the right) before attempting to perform the related task (on the left)

The BITS Home Page

- Once users are proficient in using BITS, they can configure BITS to open to a “Start Page” other than the BITS Home Page
- **RECOMMENDATION:** Agency users, who use BITS on a frequent basis, may wish to set their Start Page to **Forms Home Page** rather than the default **Home Page**
- Changing the Start Page is simple and is discussed in the “Learn How to Personalize BITS” training topic

What browsers are compatible with BITS ?

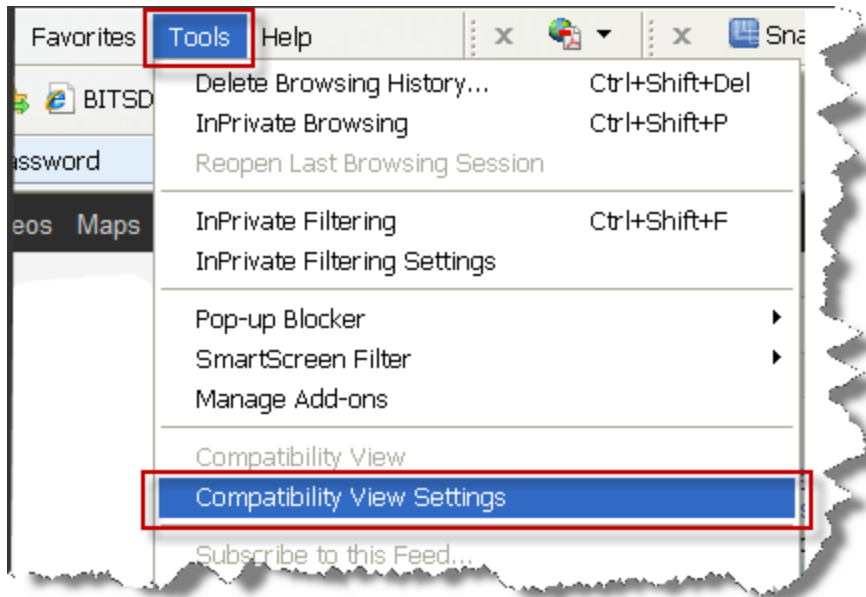
- BITS is accessed via the internet using any compatible web browser
- Compatible web browsers include:
 - Internet Explorer (Version 8 and higher) *
 - Firefox
 - Google Chrome
 - Opera
- The URL for BITS is: <https://bits.dgs.virginia.gov>

* **IMPORTANT:** If using Internet Explorer 8 (or a higher version), “Compatibility View” must be disabled to allow certain features of BITS to function properly in this web browser. Please refer to the instructions on the next slide.

Disabling “Compatibility View”

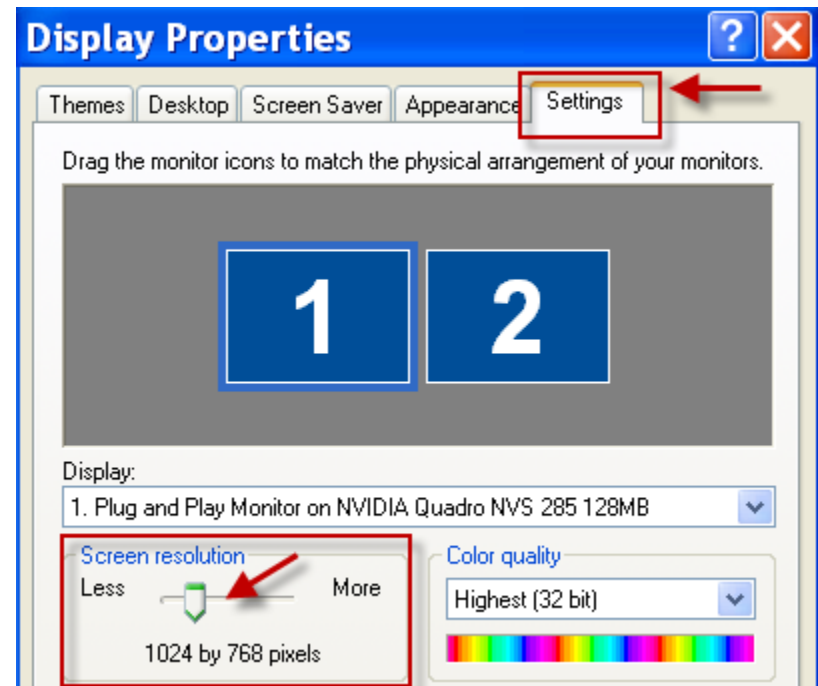
IMPORTANT

- To disable “Compatibility View”, from the Internet Explorer menu, select “Tools” then “Compatibility View Settings”:
- In the resulting dialog box, if the option labeled “Display all websites in Compatibility View” is checked, uncheck it:



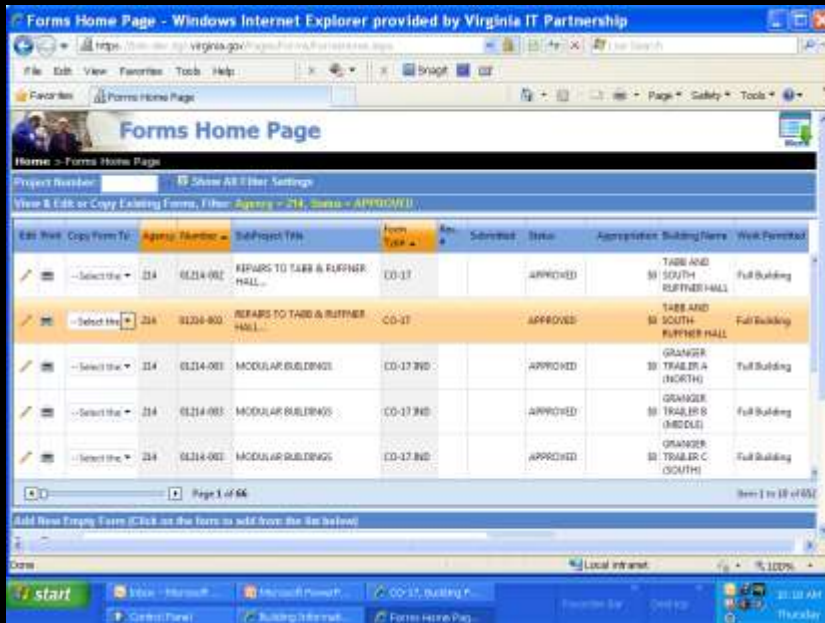
Recommended Screen Resolution

- The recommended screen resolution when using BITS is **1024 by 768** (the current standard setting for most monitors)
- Lower resolutions such as 800 by 600 will work, however, users will have to scroll more frequently to view screen data
- Higher resolutions will also work, however, the text will appear smaller
- To adjust display settings in Windows:
 - Click on the Windows Start Button
 - Open the Control Panel
 - Select Display
 - Select the “Settings” tab
 - Adjust the screen resolution slider to 1024 by 768



Full Screen Mode

- Users who have many toolbars at the top and/or bottom of their screen may not fully display all BITS screens and/or may have to scroll frequently
- To help avoid this, BITS can be displayed in full screen mode
- You can toggle in and out of full-screen mode by using the **F11** key



The Login Screen

- It is recommended that new users create an internet “favorite” to the <https://bits.dgs.virginia.gov> web address to take them directly to the BITS Login Page
- Users who forget their password can click on the “Forgot password” link
- Users who know their current password, but wish to change it, may do so at any time by clicking on the “Change password” link



Building Information Tracking System

Using the BITS Main Menu

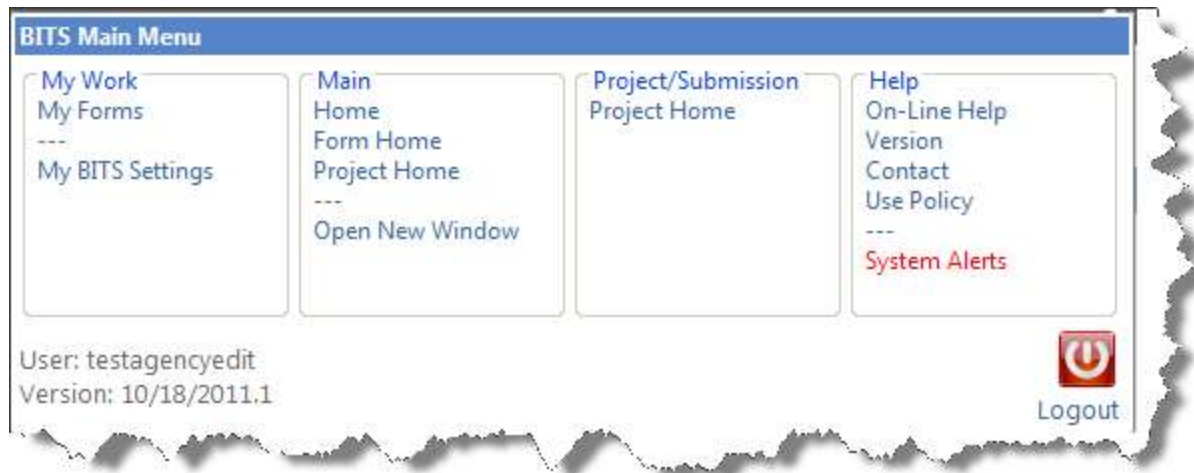
*Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings
Bureau of Capital Outlay Management*

BITS Main Menu

- The BITS Main Menu icon is always available in the upper right corner of each BITS page



- Click on the Menu icon at any point to call up the BITS Main Menu



- The Main Menu selections displayed vary by each user's assigned system permissions
- Users will only see the menu choices they can access


BITS Main Menu

- To access a specific BITS page, such as the Form Home page, just click on the text in the BITS Main Menu

BITS Main Menu

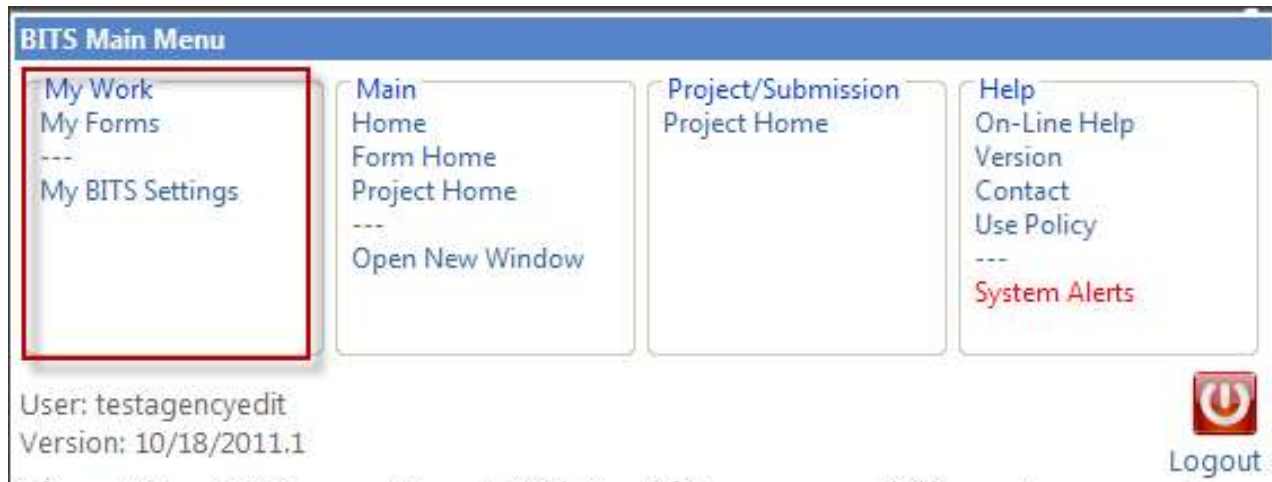
My Work My Forms --- My BITS Settings	Main Home Form Home Project Home --- Open New Window	Project/Submission Project Home	Help On-Line Help Version Contact Use Policy --- System Alerts
--	---	------------------------------------	--

User: testagencyedit
Version: 10/18/2011.1

 Logout

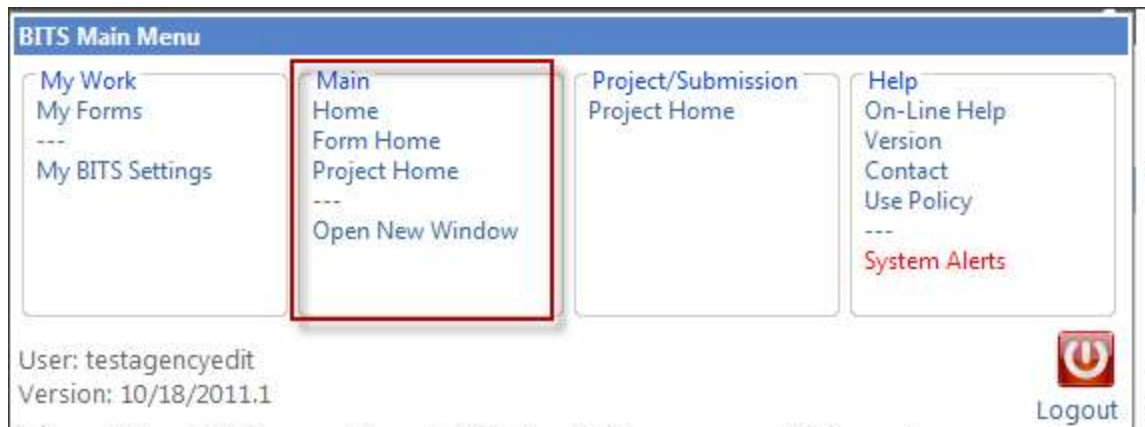
My Work

- The **My Work** section of the BITS Main Menu contains the following menu choices for most agency users:
 - **My Forms** – these are forms awaiting action by the logged-in user
 - **My BITS Settings** – these are customizations the user can make to BITS (refer to the “Learn How to Personalize BITS” help topic for more info)



Main

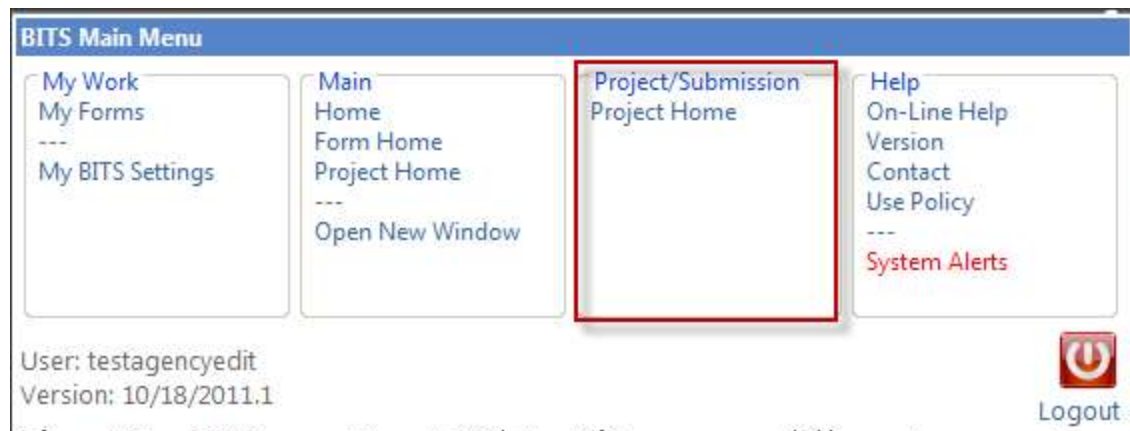
- The **Main** section of the BITS Main Menu contains the following menu choices for most agency users:
 - **Home** – the BITS default Home Page
 - **Form Home** – the initial page for accessing BO and CO forms
 - **Project Home** – the initial page for viewing general project data
 - **Open New Window** – opens another BITS window



CAUTION: The capability to open BITS in multiple windows is a useful feature, however, there is also a risk of data loss if proper procedures are not followed. Please refer to the help topic entitled “Learn How to Exit System Safely without Losing Data” if you open BITS in multiple windows or in multiple browser tabs.

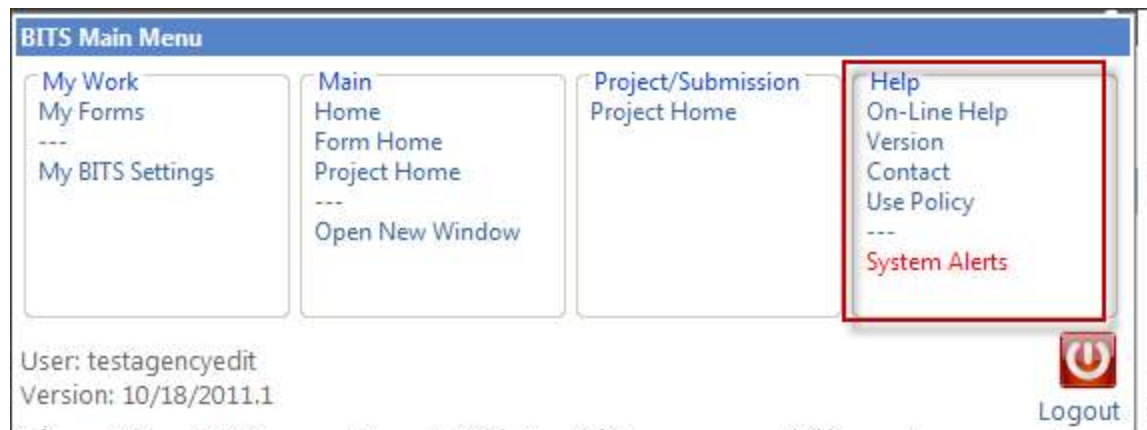
Project/Submission

- The **Project/Submission** section of the BITS Main Menu contains the following menu choice for most agency users:
 - **Project Home** – this page is used to find and view general project data stored in BITS. (Agency users do not have the ability to add/edit project data directly, however, project data is collected from Agencies via the forms they submit in BITS.)



Help

- The **Help** section contains the following menu choices:
 - **On-Line Help** – provides direct access to self-help topics
 - **Version** – identifies BITS versions and describes program modifications
 - **Contacts** – provides links to BITS email address and webpage for support
 - **Use Policy** – displays the BITS Use Policy which all users must accept
 - **System Alerts** – provides access to various system alert messages



Logging Out of BITS

- To log out of BITS, click on the Main Menu's "Logout" icon
- Be sure to save any data that was added or edited (on each open BITS window or browser tab) prior to logging out

(Please review the help topic entitled "Learn How to Exit System Safely without Losing Data" when opening BITS in multiple windows or in multiple browser tabs.)



Building Information Tracking System

Accessing Online Help Information

*Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings
Bureau of Capital Outlay Management*

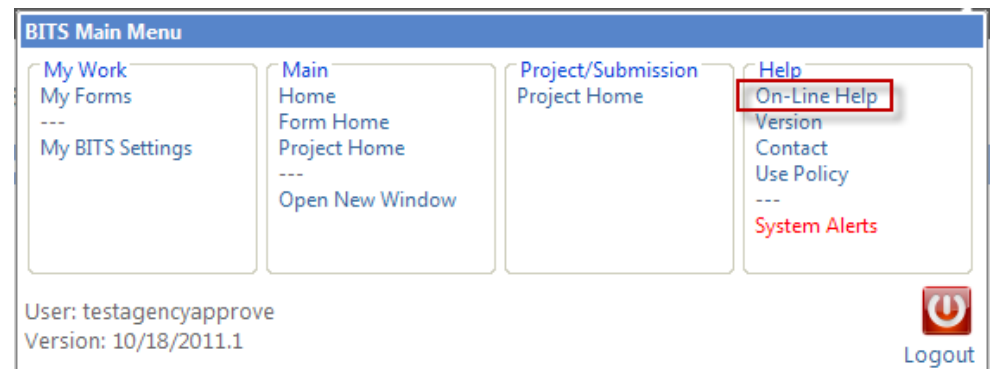
Accessing Help

- There are several ways to access self-help information in BITS

- View relevant help topics by selecting from the “learn about” links on the BITS Home Page

- Press the F1 key at any time to view help info that is relevant to the current page

- Click “On-Line Help” on the BITS Main Menu



Building Information Tracking System

Getting Assistance

*Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings
Bureau of Capital Outlay Management*

Getting Assistance

- To seek assistance, users can either:
 - Select the “Get Assistance” link on the BITS Default Home Page, or
 - Select the “Contact” link on the BITS Main Menu

BITS - Building and Information Tracking System

Welcome test agencyapprove. What do you need to do?

Click on an item to do it...

- [Get an Overview of BITS](#)
- [Use the BITS Main Menu](#)
- [Get Help](#)
- [Get Assistance](#)
- [Change My Personal Settings](#)
- [Log Out Safely](#)
- [Work with Projects](#)
- [Work with Forms](#)

Click on an topic to learn about it...

- [LEARN THE PURPOSE AND BASICS OF BITS](#)
- [THE MAIN MENU ALLOWS QUICK NAVIGATION](#)
- [ACCESS ONLINE HELP INFORMATION](#)
- [CONTACT BITS SUPPORT STAFF OR CONTACT US](#)
- [LEARN HOW TO PERSONALIZE BITS](#)
- [LEARN HOW TO EXIT SYSTEM WITH SAFETY](#)
- [VIEW, CREATE, AND EDIT PROJECTS](#)
- [VIEW, CREATE, EDIT, PROCESS, AND APPROVE](#)

BITS Main Menu

- My Work
 - My Forms
 -
 - My BITS Settings
- Main
 - Home
 - Form Home
 - Project Home
 -
 - Open New Window
- Project/Submission
 - Project Home
- Help
 - On-Line Help
 - Version
 - Contact
 - Use Policy
 -
 - System Alerts

User: testagencyapprove
Version: 10/18/2011.1

Logout

Getting Assistance

- Either link will direct users to the BITS “Contact Us” page
- From the Contact Us page, users can either:
 - Send an e-mail to the BITS assistance address (bits@dgs.virginia.gov), or
 - Access the BCOM’s website’s BITS page to see answers to frequently asked questions and view other general BITS support information



Contact Us

[Home](#) > [Contact Us](#)

For immediate BITS support, contact: bits@dgs.virginia.gov

Also, please visit the BITS page on the BCOM website for answers to frequently asked questions and other general BITS support information:

[Bureau of Capital Outlay Management Web Page](#)

Getting Assistance

- The bits@dgs.virginia.gov mailbox is monitored regularly during normal working hours (Mon-Fri, 8:00-5:00, excluding holidays)
- It is NOT a 24/7 Help Desk
- Assistance requests are handled in the order they are received
- Requests will be directed to an appropriate BCOM or DGS Information Technology staff member for a reply by e-mail or telephone
- When submitting a request, be sure to provide:
 - Name
 - Email address
 - Phone number
 - An adequate description of the issue
 - Screenshots may also be included to help facilitate troubleshooting

Getting Assistance

- During periods when personal assistance is not available, users are encouraged to visit the BITS support webpage



Contact Us

Home > Contact Us

For immediate BITS support, contact: bits@dgs.virginia.gov

Also, please visit the BITS page on the BCOM website for answers to frequently asked questions and other general BITS support information:

→ [Bureau of Capital Outlay Management Web Page](#)

- Answers to commonly-asked questions or widespread issues will be posted on this page for general reference
- This page (on the BCOM website) is external to BITS and this webpage may be accessed even if BITS is temporarily offline

Building Information Tracking System

Changing Personal Settings

*Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings
Bureau of Capital Outlay Management*

Changing Passwords

- There are several ways to change a BITS password:
 - One method is by using the “Change Password” link on the BITS Login Page



- The “Change Password” function is also available on the “My BITS Settings” page and is described on the next several slides

Changing Passwords

- Click on the “Menu” icon to access the “BITS Main Menu”



- In the “BITS Main Menu”, click on “My BITS Settings”:

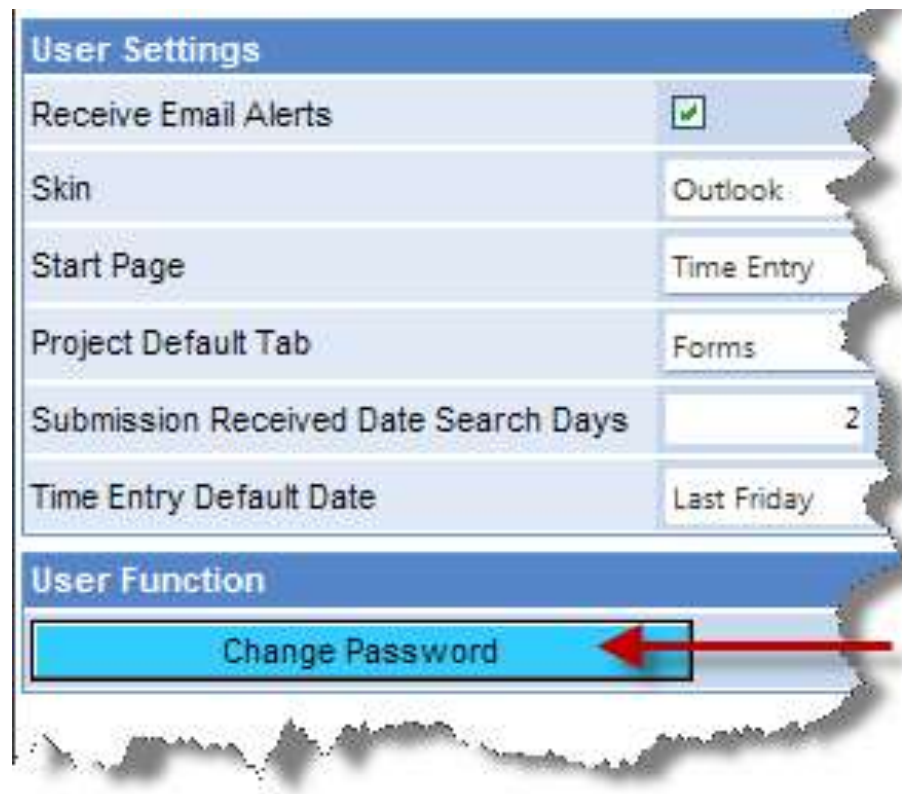


(menu choices may vary from this image based on your system permissions)

Changing Passwords

(continued)

- Under the “User Function” section, select “Change Password”:

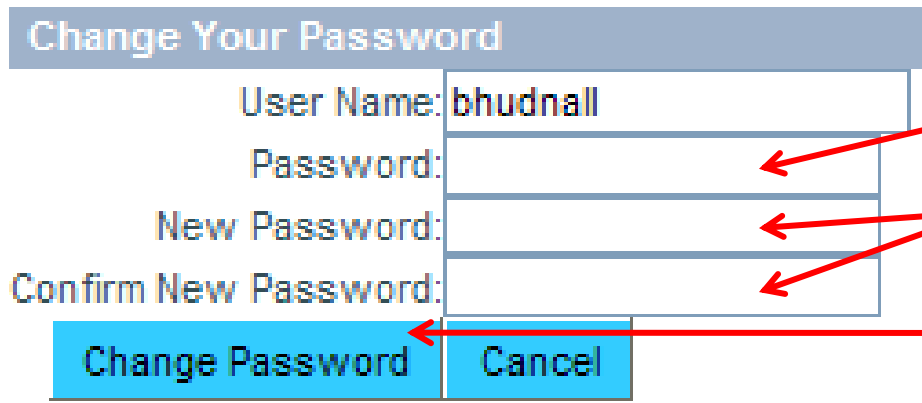


(this screen may vary from this image based on your system permissions)

Changing Passwords

(continued)

- On the “Change Your Password” page:



The screenshot shows a web form titled "Change Your Password". The form contains the following fields and buttons:

- User Name:** bhudnall
- Password:** (empty text box)
- New Password:** (empty text box)
- Confirm New Password:** (empty text box)
- Change Password** (button)
- Cancel** (button)

Red arrows point from the following text to the corresponding form elements:

- "Type in your current password." points to the Password field.
- "Type in your new password." points to the New Password field.
- "Click on the “Change Password” button to process the change." points to the Change Password button.

- Click on the “Save” icon to complete the password change



My BITS Settings

- In addition to the password reset function, the “My BITS Settings” page also contains two other sections:
 - User Information
 - User Settings
- After editing any settings, remember to always click the “Save” button to commit the changes



User Information

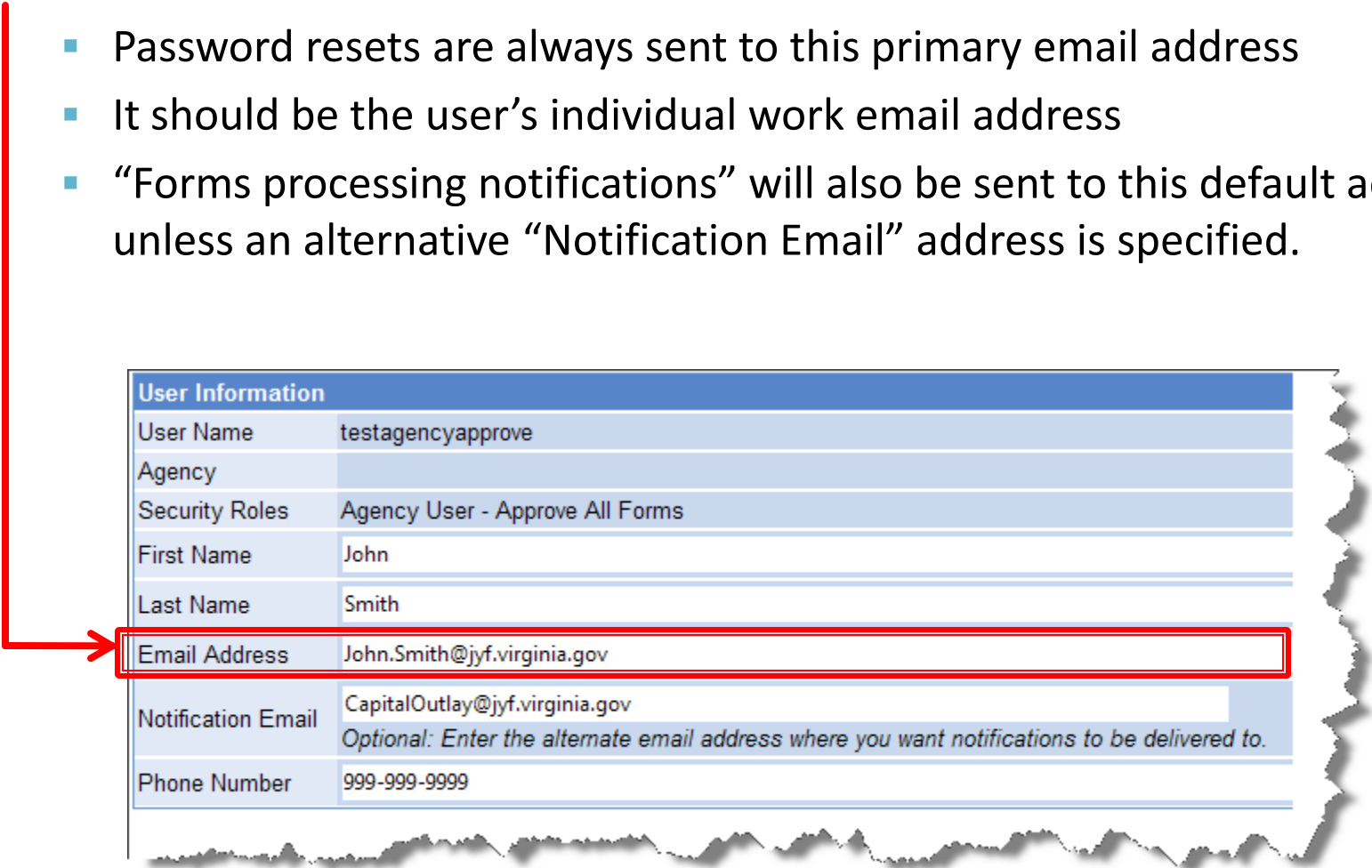
- In the User Information section, users can edit their:
 - first name
 - last name
 - regular email address
 - notification email address
 - phone number
- Users must keep their e-mail addresses current as they are used for:
 - password resets
 - notifications related to the processing of Capital Outlay (CO) and Building Official (BO) forms

User Information	
User Name	testagencyapprove
Agency	
Security Roles	Agency User - Approve All Forms
First Name	John
Last Name	Smith
Email Address	John.Smith@jyf.virginia.gov
Notification Email	<input type="text"/> <i>Optional: Enter the alternate email address where you want notifications to be delivered to.</i>
Phone Number	999-999-9999

Email Address vs. Notification Email Address

■ Email Address:

- Password resets are always sent to this primary email address
- It should be the user's individual work email address
- "Forms processing notifications" will also be sent to this default address unless an alternative "Notification Email" address is specified.



User Information	
User Name	testagencyapprove
Agency	
Security Roles	Agency User - Approve All Forms
First Name	John
Last Name	Smith
Email Address	John.Smith@jyf.virginia.gov
Notification Email	CapitalOutlay@jyf.virginia.gov <i>Optional: Enter the alternate email address where you want notifications to be delivered to.</i>
Phone Number	999-999-9999

Email Address vs. Notification Email Address

- **Notification Email Address:**

- Users may wish to specify an alternative email address, such as a group distribution list, to be used specifically for forms processing notifications
- If a Notification Email Address is specified, all forms processing notifications will be sent to the Notification Email Address rather than to the Email Address.
- If the Notification Email Address is left blank, forms processing notifications will be sent to the Email Address

User Information	
User Name	testagencyapprove
Agency	
Security Roles	Agency User - Approve All Forms
First Name	John
Last Name	Smith
Email Address	John.Smith@jyf.virginia.gov
Notification Email	CapitalOutlay@jyf.virginia.gov <i>Optional: Enter the alternate email address where you want notifications to be delivered to.</i>
Phone Number	999-999-9999

Examples of Email Settings

- In the example below the user, John Smith, specified that BITS should use his personal John.Smith@jyf.virginia.gov e-mail address to send him both password reset messages and forms processing notifications
 - Notice that the “Notification Email” is blank. If blank, the system will use his regular “Email Address” for both password resets and forms processing notifications.

Email Address	John.Smith@jyf.virginia.gov
Notification Email	<input type="text"/>
	<i>Optional: Enter the alternate email address where you want notifications to be delivered to.</i>


- In the example below John wants forms processing notifications to go to a group distribution list, CapitalOutlay@jyf.virginia.gov, for which he is a member. This will allow both him and others in his group to see forms processing notifications that are directed to him by BITS.

Email Address	John.Smith@jyf.virginia.gov
Notification Email	CapitalOutlay@jyf.virginia.gov
	<i>Optional: Enter the alternate email address where you want notifications to be delivered to.</i>

Examples of Email Settings

- If desired, a user can specify multiple addresses
 - In the example below John wants forms processing notifications to go to a group distribution list, CapitalOutlay@jyf.virginia.gov, for which he is not a member. He also wants to see these notifications. To do so, both his regular email address and the group distribution list address must be included in the Notification Email box.

Email Address	John.Smith@jyf.virginia.gov
Notification Email	John.Smith@jyf.virginia.gov, capitaloutlay@jyf.virginia.gov

 **use a comma or semi-colon**

- NOTE: When specifying multiple addresses, they must be separated by a comma or semi-colon.

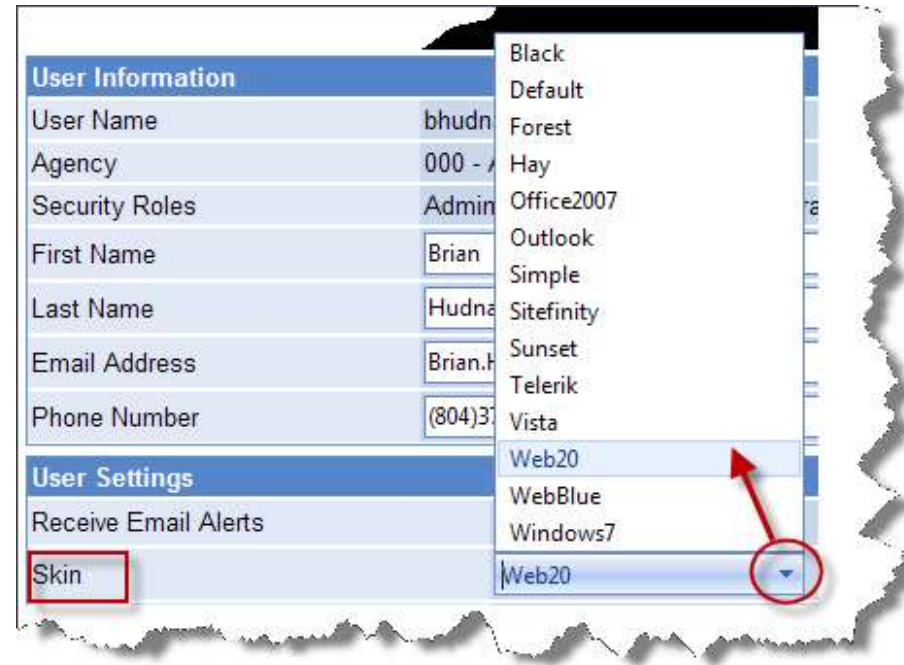
Receive Email Alerts

- The BITS system sends automated email notifications to users who have a role in processing Capital Outlay and Bldg Official forms
- This feature can be disabled, however, it is **HIGHLY RECOMMENDED** that users allow the BITS system to send them email notifications
- “Receive Email Alerts” is enabled (checked) by default for all new system users
- A user can disable the receipt of Email Alerts by unchecking the “Receive Email Alerts” box in the user setting shown below.
- Again, disabling this setting is **NOT** recommended.



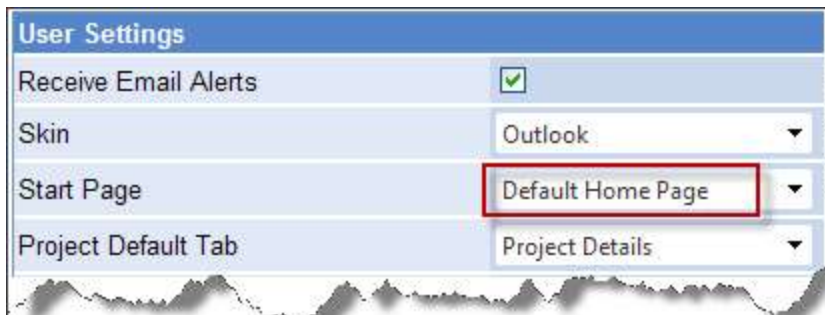
Skins

- A “skin” is simply a pre-designed color palette for displaying the various BITS pages
- To select a preferred Skin, click on the Skin pick list and then select from the available choices
- Web20, Outlook, and Office 2007 are popular choices, however, each user should experiment to decide which skin they prefer
- Skins and other user settings may be changed at any time
- Again, remember to click on the “Save” icon to save any changes



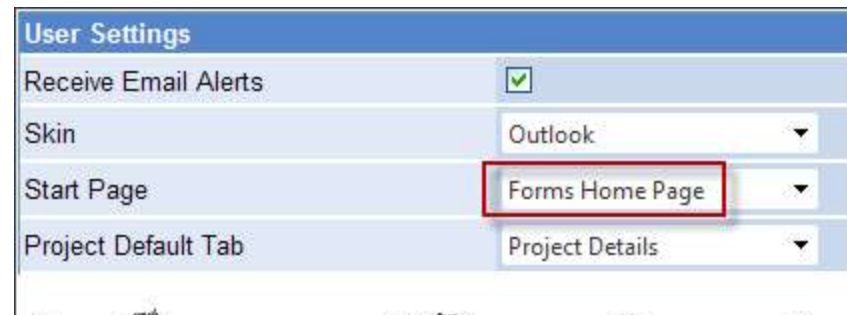
Start Page

- Users can choose a preferred BITS “Start Page”
- The Start Page is the first screen displayed after logging into BITS
- For new users, the Start Page is set to the BITS Default Home Page
- To select a different Start Page, click on the pick list shown below and select from the available choices
- Click “Save” to accept the change



A screenshot of the 'User Settings' interface. The 'Start Page' dropdown menu is highlighted with a red box and contains the text 'Default Home Page'. Other settings include 'Receive Email Alerts' (checked), 'Skin' (Outlook), and 'Project Default Tab' (Project Details).

User Settings	
Receive Email Alerts	<input checked="" type="checkbox"/>
Skin	Outlook
Start Page	Default Home Page
Project Default Tab	Project Details



A screenshot of the 'User Settings' interface. The 'Start Page' dropdown menu is highlighted with a red box and contains the text 'Forms Home Page'. Other settings include 'Receive Email Alerts' (checked), 'Skin' (Outlook), and 'Project Default Tab' (Project Details).

User Settings	
Receive Email Alerts	<input checked="" type="checkbox"/>
Skin	Outlook
Start Page	Forms Home Page
Project Default Tab	Project Details

RECOMMENDATION: After a new agency user becomes familiar with BITS, the user may wish to change their Start Page from the Default Home Page to the Forms Home Page.

Building Information Tracking System

How to Log Out of BITS Without Losing Data

*Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings
Bureau of Capital Outlay Management*


Exiting without Losing Data

- Users can open BITS within multiple browser windows and/or within multiple browsers tabs
- For example, a user can have a CO-2 form open in one window or tab, and a CO-8 form open in another window or tab
- This feature is convenient and its use is encouraged
- When only viewing data, this feature imposes no risks, HOWEVER, when using multiple windows or tabs for adding or editing data, it is EXTREMELY important that users SAVE any data they have changed within each open window or tab prior to Logging Out
- When a user logs out of BITS from any window, this effectively kills the entire BITS session. Even though other BITS windows or tabs may still be open, they are inactive and the data can no longer be edited and saved.
- It is HIGHLY RECOMMENDED that users close all open windows and tabs prior to logging out to assure no loss of data

Exiting without Losing Data

- To help prevent the loss of data, a warning message will appear in a “Confirm Logout” dialog box when a user attempts to log out



- **To recap the steps for a save logout:**
 1. SAVE any changed data before closing each BITS window or tab
 2. Before logging out, close all but one BITS window or tab
 3. Go to the Main Menu and select “Logout” 
 4. Click the “Logout” button in the “Confirm Logout” dialog box shown above

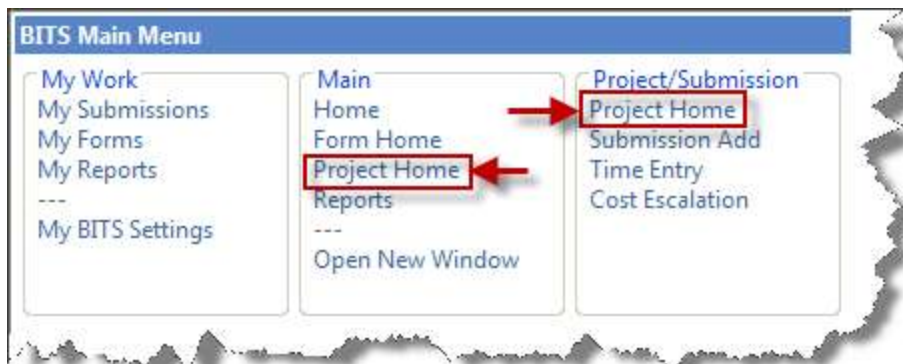
Building Information Tracking System

Viewing, Adding & Editing Projects

*Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings
Bureau of Capital Outlay Management*

Project Information

- Project data can be entered into the BITS Project Master Record via two methods:
 - **Directly** by accessing the Project Master Record from the “Project Home Page”
(this method is discussed under this help topic)
 - **Indirectly** via the “Project Tab” of any BITS form
(this method is discussed under the “Forms” help topic)
- The “Project Home Page” can be accessed from the BITS Main Menu or from the BITS Home Page



Project Home Page

- The Project Home Page provides direct access to the BITS Project Master Records
 - Project data contained in the Project Master Records is viewable by any BITS user with appropriate rights granted by their Agency Access Coordinator
 - Project data in the Project Master Record, however, is only directly editable by BCOM's administrative staff
 - Agencies may indirectly update the project data in BITS via the forms they submit. This works as follows:
 - Project data in a form, which varies from the data contained in the Project Master Record, is flagged by BITS for the BCOM CO/BO form administrators
 - The BCOM form administrators can then accept the changes, if appropriate, to update the Project Master Record

Project Home Page

- The Project Home Page is a starting point in BITS for finding general project information and related forms
- The Project Home Page (see next slide) provides a single line summary of key project data fields, including:
 - **Agency Number**
 - **Project/Subproject Number**
 - **Project/Subproject Titles**
 - **Capital** (vs. Non-Capital) Project Designator
 - **Facility/Campus**, if applicable
 - **Project Type** (e.g., Dormitory, Museum, Office, etc.)
 - **Alternate Authority** (e.g., HECO, HECOM, Non-State, etc.)
 - **Procurement Method** (e.g., CM, DB, DBB, etc.)
 - **Project Group** (e.g., Chapter 1, etc.)

Project Home Page

Project Home Page

The amount of data displayed is controlled by "filters". Filtering is discussed in detail on subsequent slides.



Home > Project Home

Project Number: View & Edit Existing Projects, Filter: Agency = 194 Show Filter

Edit	Agency	Number	Project Title	Subproject Title	Capital Project	Facility/Campus	Type	Alternate Authority	Procurement Method	Project Group
	194	15960-000	IMP: RENOVATION OF THE VIRGIN...	IMP: RENOVATION OF THE VIRGIN...	<input checked="" type="checkbox"/>		MUSEUM			
	194	16016-000	IMP: RENOVATE FINANCE BUILDIN...	IMP: RENOVATE FINANCE BUILDIN...	<input checked="" type="checkbox"/>		OFFICE - TENANT UPFITS / BUILDOUTS			
	194	16016-001	IMP: RENOVATE FINANCE BUILDIN...	FINANCE ROOF	<input checked="" type="checkbox"/>		ROOFING			
	194	16016-002	IMP: RENOVATE FINANCE BUILDIN...	IMP: FINANCE BUILDING RENOVAT...	<input checked="" type="checkbox"/>		OFFICE			
	194	16016-003	IMP: RENOVATE FINANCE BUILDIN...	IMP: FINANCE BUILDING RENOVAT...	<input checked="" type="checkbox"/>		OFFICE			
	194	16018-000	RENOVATIONS TO THE EXECUTIVE M...	RENOVATIONS TO THE EXECUTIVE M...	<input checked="" type="checkbox"/>		RESIDENTIAL			
	194	16018-001	RENOVATIONS TO THE EXECUTIVE M...	MANSSION SITE	<input checked="" type="checkbox"/>		MISCELLANEOUS			

Page 20 of 38

Item 191 to 200 of

Add Project

As a web-enabled database, information is displayed in pages. Additional pages may be displayed by using the slider or control buttons shown here.

Project Home Page

- To view or edit (with appropriate rights) the Project Master Record, click the pencil icon on the Project Home Page
- In lieu of clicking on the pencil icon, the user may double-click anywhere on the desired row to open the Project Master Record





	194	16016-003	IMP; RENOVATE FINANCE BUILDIN...	IMP: FINANCE BUILDING RENOVAT...	<input checked="" type="checkbox"/>		OFFICE
	194	16018-000	RENOVATIONS TO THE EXECUTIVE M...	RENOVATIONS TO THE EXECUTIVE M...	<input checked="" type="checkbox"/>		RESIDENTIAL
	194	16018-001	RENOVATIONS TO THE EXECUTIVE M...	MANSION SITE	<input checked="" type="checkbox"/>		MISCELLANEOUS

Project Master Record

- The Project Master Record (see next slide) contains all the key fields shown earlier on the Project Home Page as well as some additional fields, including:
 - **Location (FIPS Code)**
 - Used to identify the appropriate State Fire Marshal Regional Office
 - **CARS Cost Code**
 - This field was added at the request of DPB (contact DPB for appropriate entries)
 - **Agency Tracking Number**
 - Allows agencies to use their own project identifiers, as needed
 - **Bid Received Date**
 - Used on by BCOM to note planned Bid Receipt Dates
 - **Project Comments**
 - Used to provide brief additional clarifying remarks about the project

Example Project Master Record

Agency 194	Project Data	
Project 16018-000	Capital Project	<input checked="" type="radio"/> Capital Project <input type="radio"/> Non-Capital Project
Mode Edit	Project	Number: 16018 <input type="text"/> ● Name: RENOVATIONS TO THE EXECUTIVE MANSION ●
Links Click Here	Sub-Project	Number: 000 <input type="text"/> ● Name: RENOVATIONS TO THE EXECUTIVE MANSION ●
Actions  Save	Agency	194 - DEPARTMENT OF GENERAL SERVICES ●
	Facility/Campus	--Select One-- ●
	Project Type	RESIDENTIAL ●
	Location (FIPS Code)	RICHMOND, CITY OF [760] ● SFMO: CENTRAL REGIONAL OFFICE
	Alternate Authority	<input type="checkbox"/> HECO <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Independant or Non-State Entity <input type="checkbox"/> N/A
	Procurement Method	<input type="checkbox"/> Design-Bid-Build <input type="checkbox"/> Construction Management <input type="checkbox"/> Design-Build <input type="checkbox"/> To Be Determined <input type="checkbox"/> PPEA <input type="checkbox"/> ESCO <input type="checkbox"/> VPPA Proceed Other: <input type="text"/>
	Project Group	<input type="checkbox"/> GOB; DPB CO-8 Approval Required <input type="checkbox"/> Pool Funded Project <input type="checkbox"/> Chapter 1 (2008 Special Ses <input type="checkbox"/> Chapter 781 (2009) <input type="checkbox"/> Chapter 874 (2010-2012) <input type="checkbox"/> Chapter 890 (2011)
	CARS Cost Code	<input type="text"/>
	Agency Tracking Number	<input type="text"/>
	Bid Received Date	<input checked="" type="checkbox"/> N/A <input type="text"/> <input type="button" value="Calendar"/>
	Project Comments	 <p style="color:red; font-weight:bold;">Fields with a red circle adjacent to them are "required" fields, i.e., they may not be left blank. This is typical throughout BITS.</p>

Links to Forms

- If an agency can't directly edit the Project Master Record, why would they want to use the Project Home Page? Two reasons:
 1. To verify the accuracy of the Project Master Record data
 2. To quickly access existing project-related forms in BITS

The screenshot shows the 'Project Home' page in BITS. The left sidebar contains a menu with options: Agency (194), Project (16018-000), Mode (Project), Edit, Links (Click Here), and Actions (Save). The main content area displays 'Project Data' with fields for Capital Project, Project, Sub-Project, Agency, Facility/Campus, Project Type, and Location (FIPS Code). A red box highlights the 'Links' menu item, and a red arrow points from it to a 'Pages for Project: 16018-000' window. This window contains a table of project-related forms.

Clicking on the "Click here" link on Project Master Record in BITS displays links to all project-related forms.

These CO form links can then be clicked to open the full form data record.

Page	Page Information
Project	Title: RENOVATIONS TO THE EXECUTIVE MANSION
CO2 Form	Status: APPROVED, Rev: 0, Submit Date: 08/18/2003
CO2 Form	Status: APPROVED, Rev: 1, Submit Date: 06/15/1999
CO6 Form	Status: APPROVED, Rev: 0, Submit Date: 02/26/1999
CO8 Form	Status: APPROVED, Rev: 0, Submit Date: 10/18/1999
CO14 Form	Status: APPROVED, Rev: 0, Submit Date: 03/18/2008

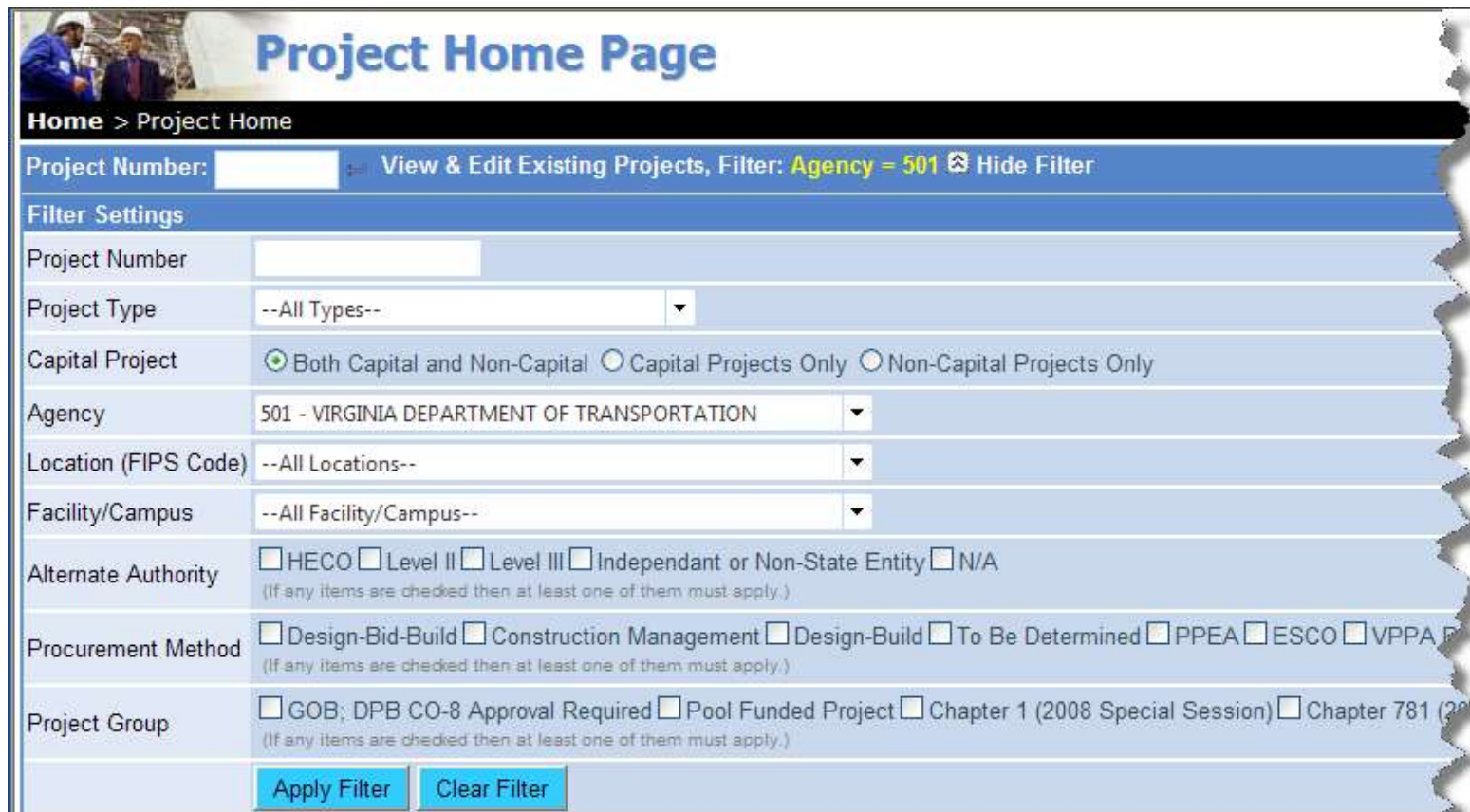
“Filtering” the Project Home Page

- In BITS, “filters” are employed to help users find data
- Multiple filters can be used at the same time to display a precise and limited amount of data
- Filters are used in many places within BITS (e.g., Project Home Page, Forms Home Page, etc.)
- To access the filters, click on “Show Filter”



Project Home Page Filters

- Here are the filters available for the Project Home Page
- Each filter is described separately on subsequent slides

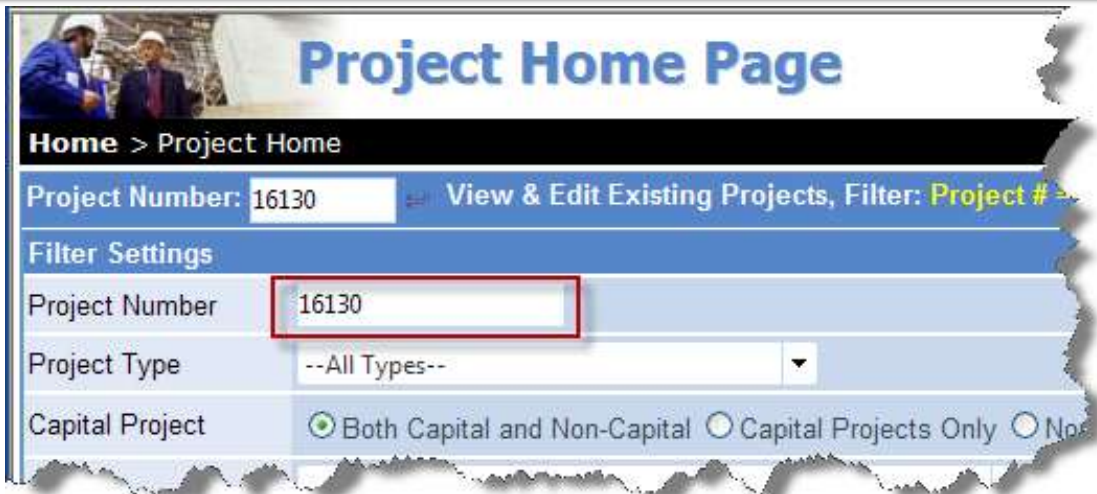


The screenshot shows the 'Project Home Page' interface. At the top, there is a navigation bar with 'Home > Project Home'. Below this is a search bar for 'Project Number' and a link to 'View & Edit Existing Projects, Filter: Agency = 501'. The main section is titled 'Filter Settings' and contains several filter options:

- Project Number:** A text input field.
- Project Type:** A dropdown menu currently set to '--All Types--'.
- Capital Project:** Radio buttons for 'Both Capital and Non-Capital' (selected), 'Capital Projects Only', and 'Non-Capital Projects Only'.
- Agency:** A dropdown menu set to '501 - VIRGINIA DEPARTMENT OF TRANSPORTATION'.
- Location (FIPS Code):** A dropdown menu set to '--All Locations--'.
- Facility/Campus:** A dropdown menu set to '--All Facility/Campus--'.
- Alternate Authority:** Checkboxes for 'HECO', 'Level II', 'Level III', 'Independant or Non-State Entity', and 'N/A'. A note below states: '(If any items are checked then at least one of them must apply.)'
- Procurement Method:** Checkboxes for 'Design-Bid-Build', 'Construction Management', 'Design-Build', 'To Be Determined', 'PPEA', 'ESCO', and 'VPPA'. A note below states: '(If any items are checked then at least one of them must apply.)'
- Project Group:** Checkboxes for 'GOB; DPB CO-8 Approval Required', 'Pool Funded Project', 'Chapter 1 (2008 Special Session)', and 'Chapter 781 (2008 Special Session)'. A note below states: '(If any items are checked then at least one of them must apply.)'

At the bottom of the filter settings, there are two buttons: 'Apply Filter' and 'Clear Filter'.

The “Project Number” Filter



The screenshot shows a web interface titled "Project Home Page". Below the title is a breadcrumb trail "Home > Project Home". A search bar contains "Project Number: 16130" and a link "View & Edit Existing Projects, Filter: Project #". Below this is a "Filter Settings" section with three rows: "Project Number" with a text input field containing "16130" (highlighted with a red box), "Project Type" with a dropdown menu showing "--All Types--", and "Capital Project" with three radio buttons: "Both Capital and Non-Capital" (selected), "Capital Projects Only", and "Non-Capital Projects Only".

- The Project Number filter need only contain a portion of the **project number** and/or **subproject number**
- For example:
 - -161 will return all projects* beginning with 161, for all agency codes
 - 16130 will return all subprojects for project 16130
 - 16130-001 will return only results for this specific subproject

* - agency users can only view their own agency’s projects within BITS

Hiding and Un-hiding the Filters

- To hide the filters, click on “Hide Filter”
- Hiding filters will make a larger portion of the screen available to view the results
- To make the filters visible again, click on “Show Filter”

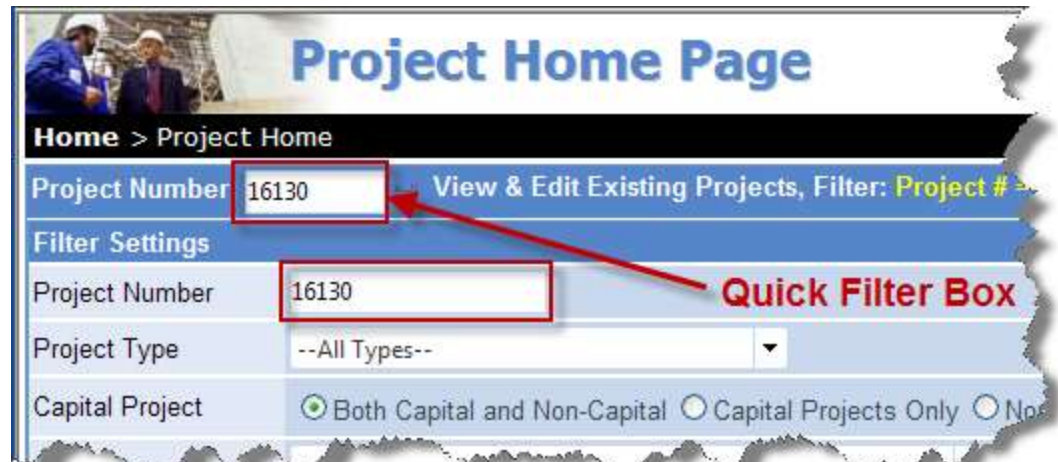
The screenshot shows the 'Project Home Page' interface. At the top, there is a navigation bar with 'Home > Project Home'. Below this, a search bar contains 'Project Number: 16130' and a button labeled 'View & Edit Existing Projects, Filter: Project # = 16130'. To the right of this button is a 'Hide Filter' button, which is highlighted with a red box and a red arrow pointing to it. Below the search bar is a 'Filter Settings' section with several input fields: 'Project Number' (16130), 'Project Type' (--All Types--), 'Capital Project' (radio buttons for 'Both Capital and Non-Capital', 'Capital Projects Only', and 'Non-Capital Projects Only'), 'Agency' (--All Agencies--), and 'Local'.

The screenshot shows the 'Project Home Page' interface with the filters hidden. The search bar and filter settings are still visible at the top. Below the search bar, a table of project results is displayed. The table has columns for 'Edit', 'Agency', 'Number', 'Project Title', 'Subproject Title', 'Capital Project', and 'Facility/Campus'. The 'Show Filter' button is highlighted with a red box and a red arrow pointing to it. The table contains three rows of project data.

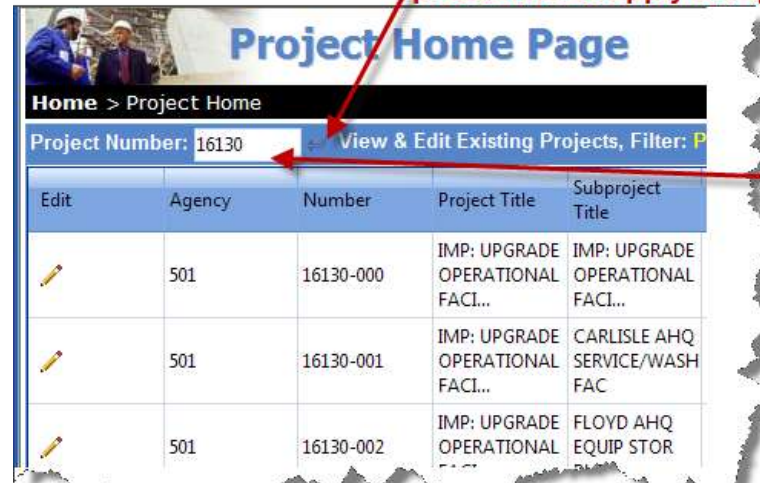
Edit	Agency	Number	Project Title	Subproject Title	Capital Project	Facility/Campus
	501	16130-000	IMP: UPGRADE OPERATIONAL FACI...	IMP: UPGRADE OPERATIONAL FACI...	<input checked="" type="checkbox"/>	
	501	16130-001	IMP: UPGRADE OPERATIONAL FACI...	CARLISLE AHQ SERVICE/WASH FAC	<input checked="" type="checkbox"/>	
	501	16130-002	IMP: UPGRADE OPERATIONAL FACI...	FLOYD AHQ EQUIP STOR BLDG	<input checked="" type="checkbox"/>	

Project Number “Quick Filter” Box

- Project numbers filters are used frequently in BITS
- To avoid having to show the full set of filters each time, a “quick filter” box was added for project nos.
- Using the “quick filter” box to specify a project number is the same as using the Project Number box in the full set of filters
- The two boxes can be used interchangeably to filter for projects



After entering a new project number, press here to apply the quick filter.

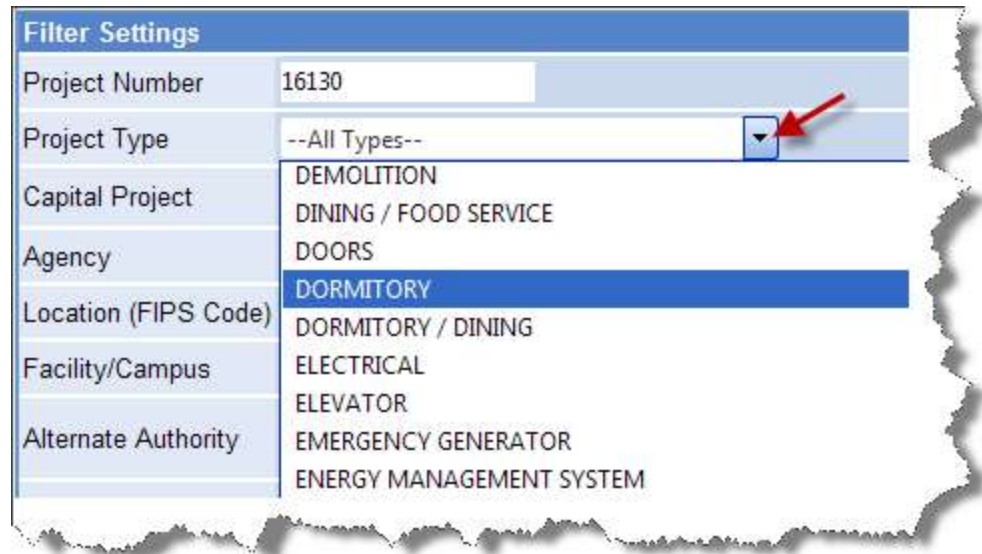


As you can see, the Project Number Quick Filter is available, even though the other filters are hidden.

CAUTION: Although they are hidden, the settings of the other filters are still in effect.

“Project Type” Filter

- Users can filter results to include all types of projects or only specific types of projects from a “pick list” of BITS project types

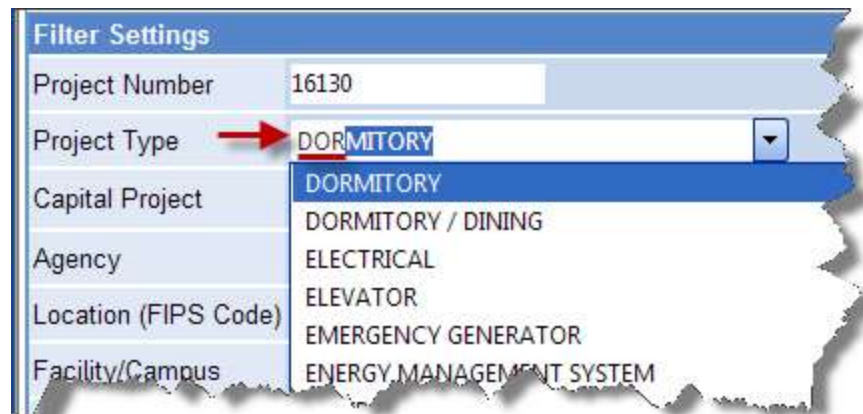


The screenshot shows a 'Filter Settings' dialog box with the following fields and values:

Filter Settings	
Project Number	16130
Project Type	--All Types--
Capital Project	DEMOLITION
Agency	DINING / FOOD SERVICE
Location (FIPS Code)	DOORS
Facility/Campus	DORMITORY
Alternate Authority	DORMITORY / DINING
	ELECTRICAL
	ELEVATOR
	EMERGENCY GENERATOR
	ENERGY MANAGEMENT SYSTEM

A red arrow points to the dropdown arrow in the 'Project Type' field.

- When using a long “pick list”, you can also type in part of the field, e.g., “DOR” to move quickly down the list

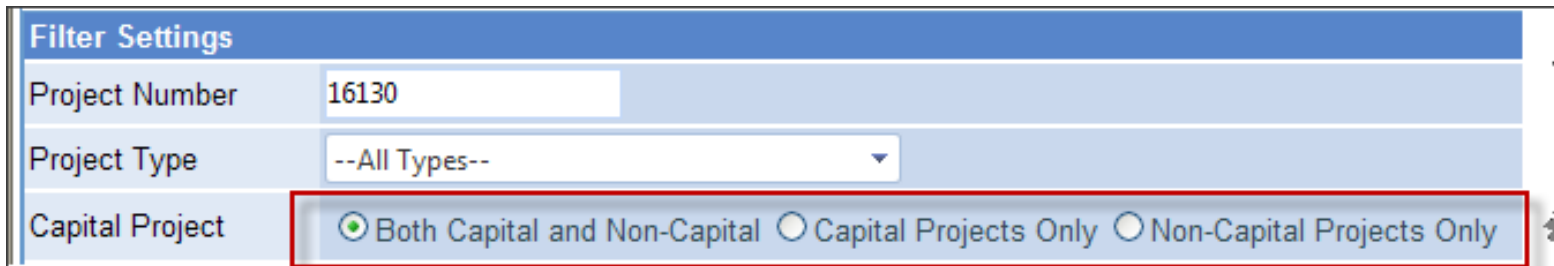


The screenshot shows the same 'Filter Settings' dialog box as above, but with the 'Project Type' dropdown menu open and 'DORMITORY' selected. A red arrow points to the text 'DORMITORY' in the dropdown list.

Filter Settings	
Project Number	16130
Project Type	DORMITORY
Capital Project	DORMITORY
Agency	DORMITORY / DINING
Location (FIPS Code)	ELECTRICAL
Facility/Campus	ELEVATOR
	EMERGENCY GENERATOR
	ENERGY MANAGEMENT SYSTEM

“Capital Project” Filter

- Users can filter results to include only Capital Projects, only Non-Capital Projects, or both types, by clicking on the “radio button” icons shown below

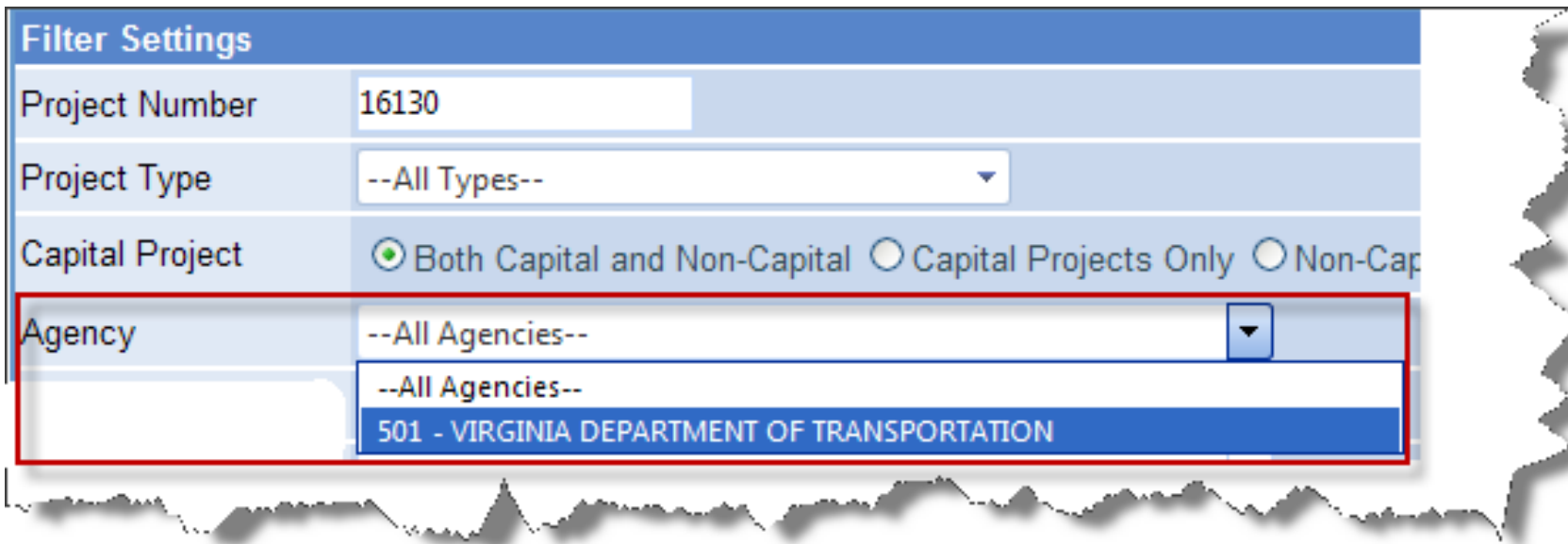


The image shows a screenshot of a web application's 'Filter Settings' section. The section has a blue header with the text 'Filter Settings'. Below the header, there are three rows of input fields. The first row is 'Project Number' with a text input containing '16130'. The second row is 'Project Type' with a dropdown menu showing '--All Types--'. The third row is 'Capital Project' with three radio button options: 'Both Capital and Non-Capital' (which is selected), 'Capital Projects Only', and 'Non-Capital Projects Only'. A red rectangular box highlights the radio button options in the 'Capital Project' row.

Filter Settings	
Project Number	16130
Project Type	--All Types--
Capital Project	<input checked="" type="radio"/> Both Capital and Non-Capital <input type="radio"/> Capital Projects Only <input type="radio"/> Non-Capital Projects Only

“Agency” Filter

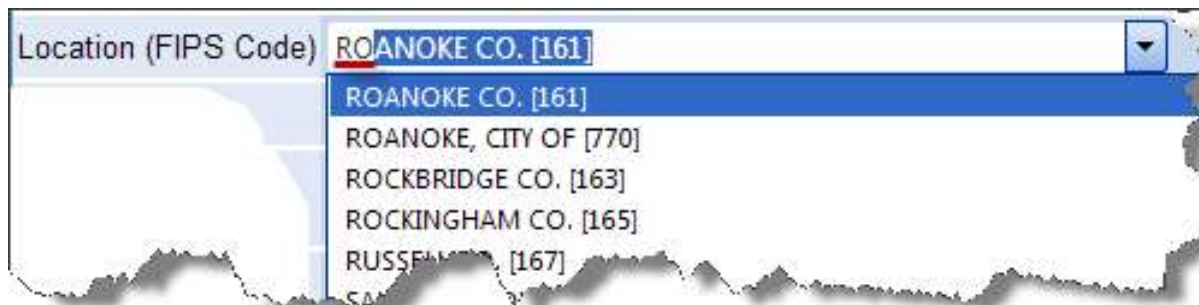
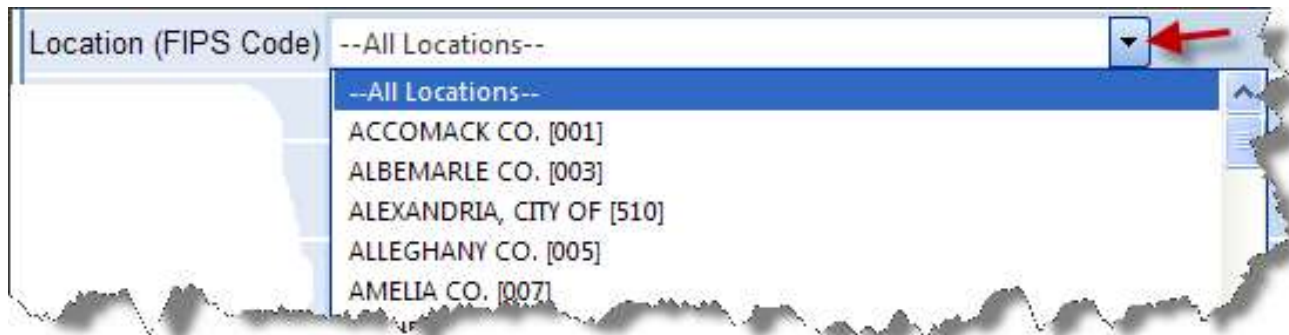
- Central agency users (such as APA or DPB) can filter on all agencies, or on specific agencies, to view project and other form data
- Agency users can only filter on their own agency’s projects and related form data



Filter Settings	
Project Number	16130
Project Type	--All Types--
Capital Project	<input checked="" type="radio"/> Both Capital and Non-Capital <input type="radio"/> Capital Projects Only <input type="radio"/> Non-Cap
Agency	--All Agencies--
	--All Agencies--
	501 - VIRGINIA DEPARTMENT OF TRANSPORTATION

“Location” Filter

- The Location (or FIPS Code*) filter is organized alphabetically by City/County name
- Again, you can scroll down the full “pick list” or type in the first few letters to move quickly down the list



* **FIPS Code** = Federal Information Processing Standard Code. This is a standard numbering system used to identify localities.

“Facility/Campus” Filter

- This field was added at the request of DPB so agencies could better define the specific sub-facility or campus where a project is located
- Use the pick list button or type in the first few letters to select a specific Facility/Campus



- Please note, as this is a new field to BITS, very few existing records contain this Facility/Campus data
- As such, filtering on this field will display few results
- For now, the best option is to leave the filter selection at “All”
- Once new projects are entered and appropriate data is added to this field, then the Facility/Campus filter may provide better results

Other Project Filters

- Other filters include:
 - Alternate Authority
 - Procurement Method
 - Project Group
- Use the checkboxes to filter on specific selections within each of these groupings
 - If more than one checkbox is checked within a grouping, BITS will search for records which meet either condition

Alternate Authority	<input type="checkbox"/> HECO <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Independant or Non-State Entity <input type="checkbox"/> N/A (If any items are checked then at least one of them must apply.)
Procurement Method	<input type="checkbox"/> Design-Bid-Build <input type="checkbox"/> Construction Management <input type="checkbox"/> Design-Build <input type="checkbox"/> To Be Determined <input type="checkbox"/> PPEA <input type="checkbox"/> ESCO <input type="checkbox"/> VPPA Proc (If any items are checked then at least one of them must apply.)
Project Group	<input type="checkbox"/> GOB; DPB CO-8 Approval Required <input type="checkbox"/> Pool Funded Project <input type="checkbox"/> Chapter 1 (2008 Special Session) <input type="checkbox"/> Chapter 781 (2009 (If any items are checked then at least one of them must apply.)

Using Multiple Filters

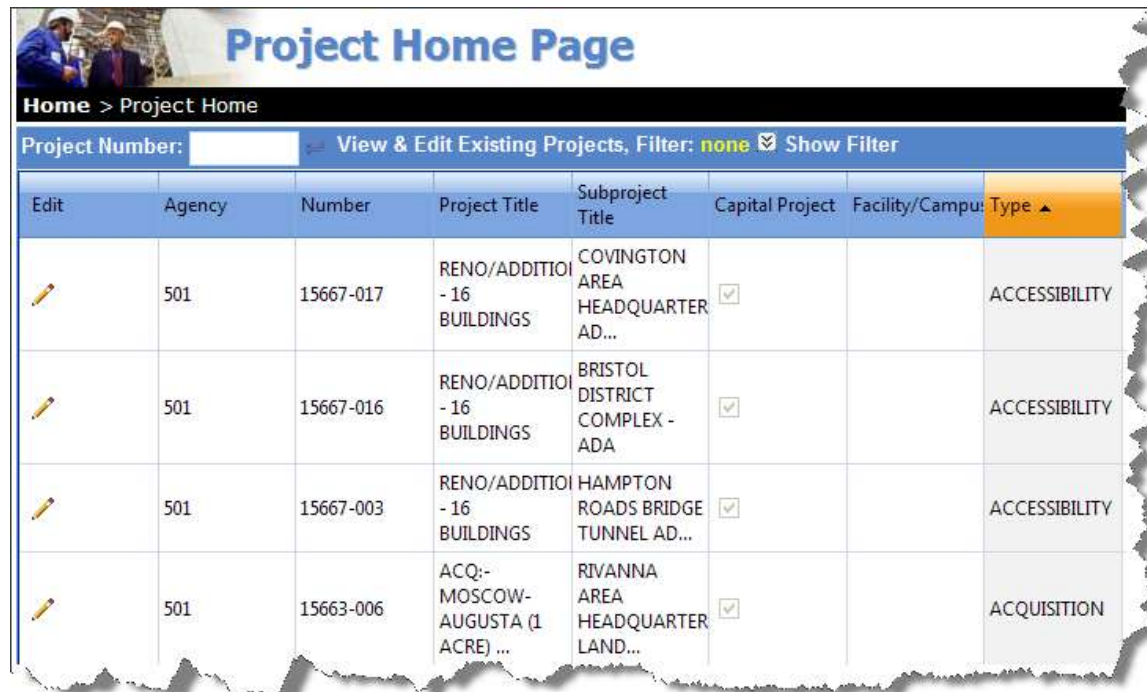
- When combining filters, BITS uses what programmers refer to as “logical AND statements”
- What this means is that the results returned must meet ALL of the specified filter conditions
- Be careful when using multiple filters. They can quickly narrow down results, however, sometimes no results will be displayed should no records meet ALL filter conditions.

Filter Settings				
Project Number	=	04501	AND	
Project Type	=	VDOT - CHEMICAL BUILDING		
Capital Project		<input checked="" type="radio"/> Both Capital and Non-Capital	<input type="radio"/> Capital Projects Only	<input type="radio"/> Non-Capital Projects Only
Agency		--All Agencies--		
Location (FIPS Code)		--All Locations--		
Facility/Campus		--All Facility/Campus--		
Alternate Authority		<input type="checkbox"/> HECO <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Independant or Non-State Entity		(If any items are checked then at least one of them must apply.)
Procurement Method		<input type="checkbox"/> Design-Bid-Build <input type="checkbox"/> Construction Management <input type="checkbox"/> Design-Build		(If any items are checked then at least one of them must apply.)
Project Group		<input type="checkbox"/> GOB; DPB CO-8 Approval Required <input type="checkbox"/> Pool Funded Project		(If any items are checked then at least one of them must apply.)
		Apply Filter	Clear Filter	
Edit	Agency	Number	Project Title	Subproject Title
	501	04501-077	2004 VDOT NON-CAPITAL PROJECTS	BRISTOL DISTRICT - EAST STONE ...

(If no results appear, trying clearing all filters, and then re-specify filters one at a time.)

Sorting the Columns

- The Project Home Page may be sorted by any column
- To sort a column, click once on the column header



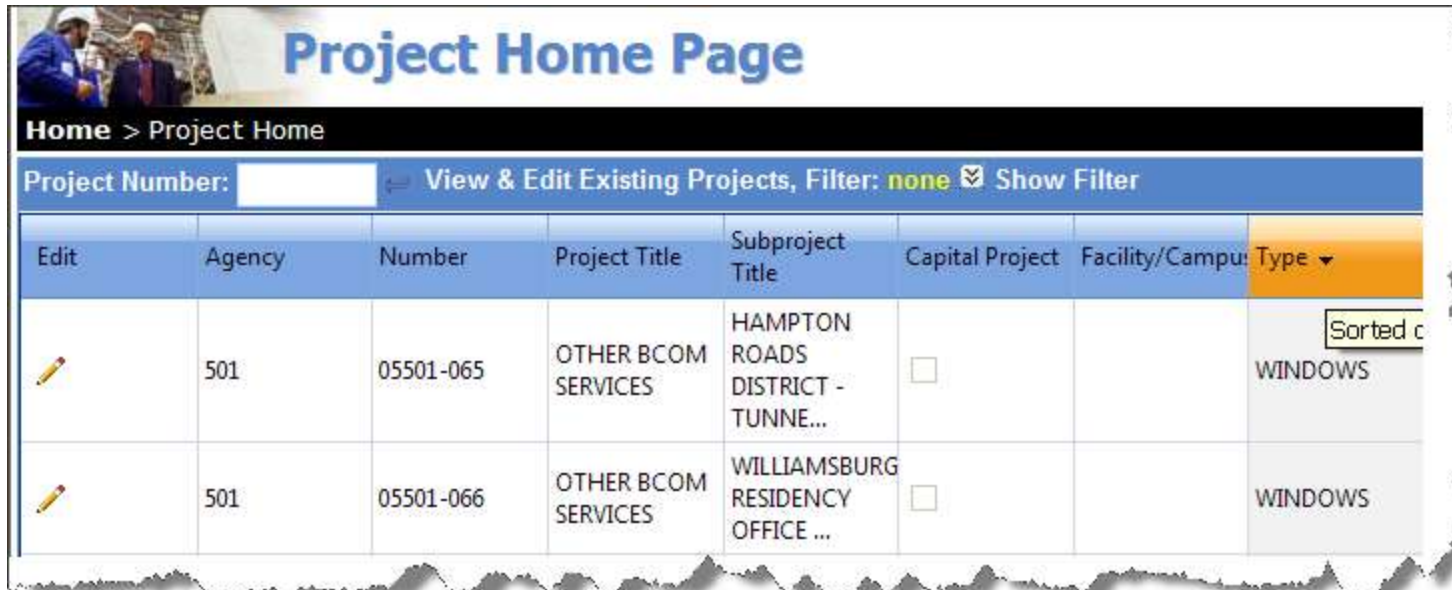
The screenshot shows the 'Project Home Page' interface. At the top, there is a navigation bar with 'Home > Project Home'. Below this is a search bar for 'Project Number:' and a link to 'View & Edit Existing Projects, Filter: none' with a 'Show Filter' button. The main content is a table with the following columns: Edit, Agency, Number, Project Title, Subproject Title, Capital Project, Facility/Campus, and Type. The 'Type' column header has an upward-pointing arrow icon, indicating it is sorted in ascending order. The table contains four rows of project data.

Edit	Agency	Number	Project Title	Subproject Title	Capital Project	Facility/Campus	Type ▲
	501	15667-017	RENO/ADDITIO - 16 BUILDINGS	COVINGTON AREA HEADQUARTER AD...	<input checked="" type="checkbox"/>		ACCESSIBILITY
	501	15667-016	RENO/ADDITIO - 16 BUILDINGS	BRISTOL DISTRICT COMPLEX - ADA	<input checked="" type="checkbox"/>		ACCESSIBILITY
	501	15667-003	RENO/ADDITIO - 16 BUILDINGS	HAMPTON ROADS BRIDGE TUNNEL AD...	<input checked="" type="checkbox"/>		ACCESSIBILITY
	501	15663-006	ACQ:- MOSCOW- AUGUSTA (1 ACRE) ...	RIVANNA AREA HEADQUARTER LAND...	<input checked="" type="checkbox"/>		ACQUISITION

An upward pointing arrow icon means the column is sorted in “ascending sequence” (i.e., for numbers, from smallest to largest; for dates, from the earliest date to the latest date; for letters, from A to Z)

Sorting the Columns (cont.)

- To sort the column in “descending sequence”, click once more on the column header



Project Home Page

Home > Project Home

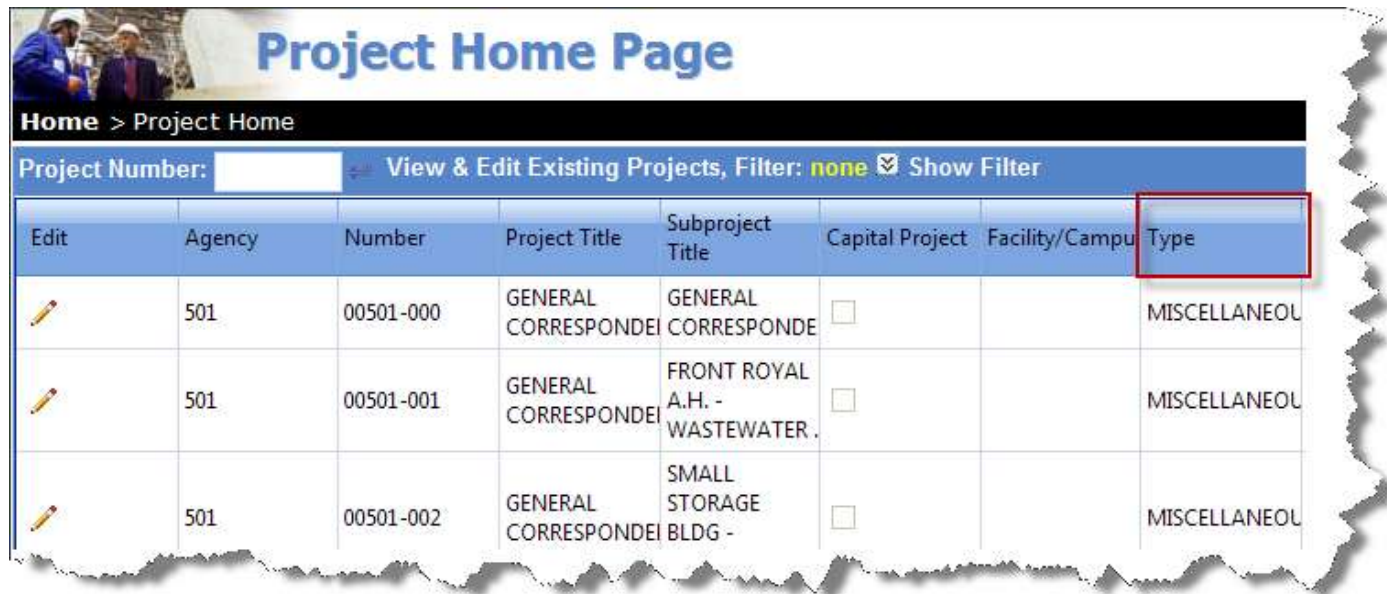
Project Number: View & Edit Existing Projects, Filter: none Show Filter

Edit	Agency	Number	Project Title	Subproject Title	Capital Project	Facility/Campus	Type ▼
	501	05501-065	OTHER BCOM SERVICES	HAMPTON ROADS DISTRICT - TUNNE...	<input type="checkbox"/>		Sorted c WINDOWS
	501	05501-066	OTHER BCOM SERVICES	WILLIAMSBURG RESIDENCY OFFICE ...	<input type="checkbox"/>		WINDOWS

The downward pointing arrow icon means the column is sorted in “descending sequence” (i.e., for numbers, from largest to smallest; for dates, from the latest date to the earliest date; for letters, from Z to A)

Sorting the Columns (cont.)

- To clear the column sort, click once more on the column header
 - Notice that the column header is no longer highlighted and there is no arrow icon displayed



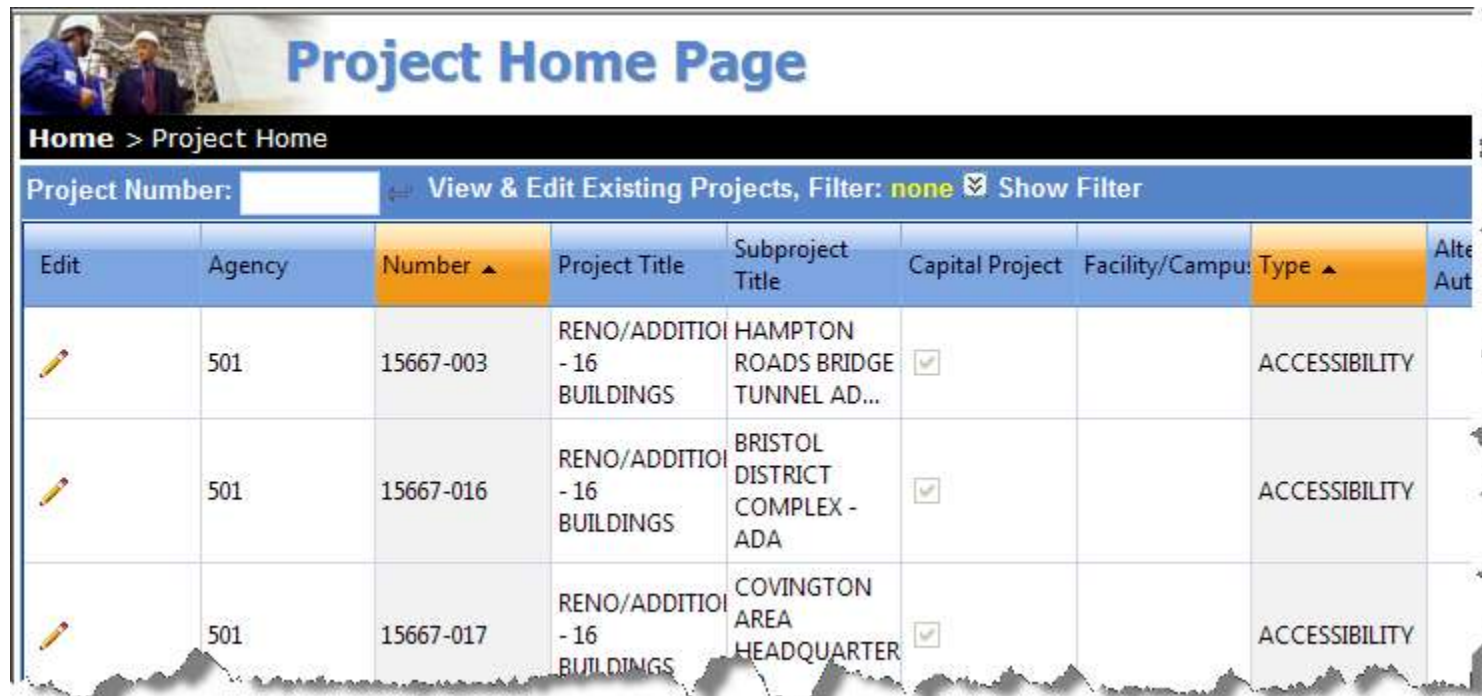
The screenshot shows a web interface titled "Project Home Page". Below the title is a breadcrumb "Home > Project Home" and a search bar for "Project Number". A navigation bar contains "View & Edit Existing Projects, Filter: none" and a "Show Filter" button. The main content is a table with the following columns: Edit, Agency, Number, Project Title, Subproject Title, Capital Project, Facility/Campus, and Type. The "Type" column header is highlighted with a red box. The table contains three rows of project data.

Edit	Agency	Number	Project Title	Subproject Title	Capital Project	Facility/Campus	Type
	501	00501-000	GENERAL CORRESPONDEI	GENERAL CORRESPONDE	<input type="checkbox"/>		MISCELLANEOL
	501	00501-001	GENERAL CORRESPONDEI	FRONT ROYAL A.H. - WASTEWATER .	<input type="checkbox"/>		MISCELLANEOL
	501	00501-002	GENERAL CORRESPONDEI	SMALL STORAGE BLDG -	<input type="checkbox"/>		MISCELLANEOL

- To sort on another column, clear the current column from sorting as shown above

Sorting the Columns (cont.)




- BITS does allow sorting on multiple columns
 - The first column sorted becomes the primary sort
 - The second column sorted becomes the secondary sort
 - On so on, for additional columns



Project Home Page

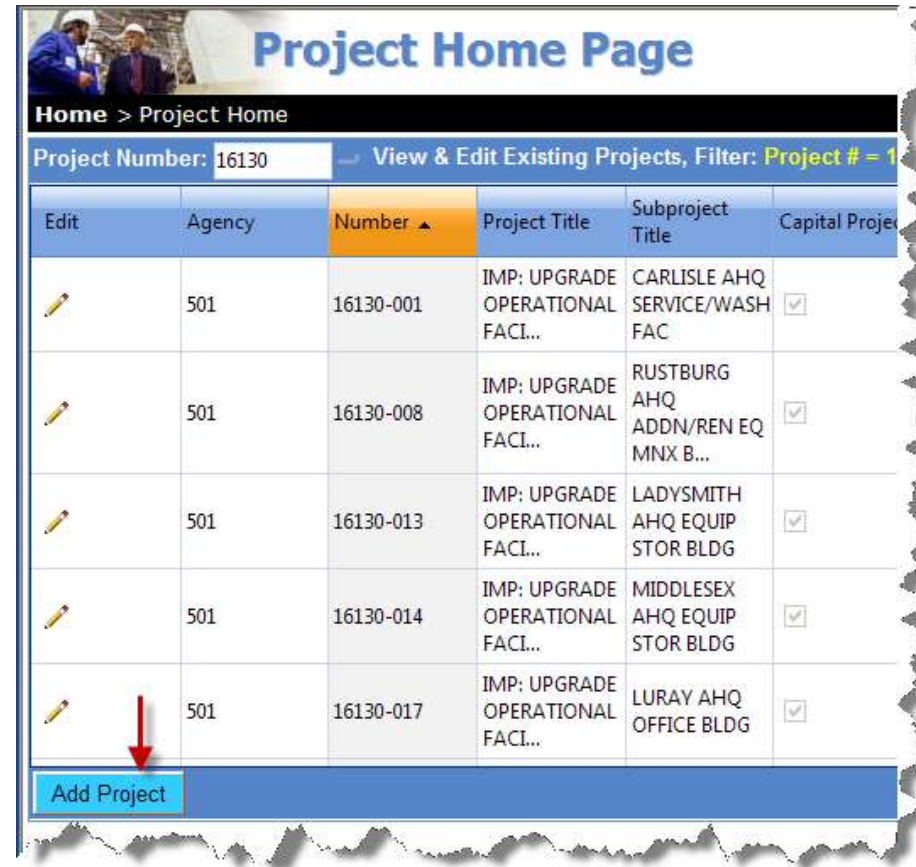
Home > Project Home

Project Number: View & Edit Existing Projects, Filter: none Show Filter

Edit	Agency	Number ▲	Project Title	Subproject Title	Capital Project	Facility/Campus	Type ▲	Alter Aut
	501	15667-003	RENO/ADDITIONAL BUILDINGS	HAMPTON ROADS BRIDGE TUNNEL AD...	<input checked="" type="checkbox"/>		ACCESSIBILITY	
	501	15667-016	RENO/ADDITIONAL BUILDINGS	BRISTOL DISTRICT COMPLEX - ADA	<input checked="" type="checkbox"/>		ACCESSIBILITY	
	501	15667-017	RENO/ADDITIONAL BUILDINGS	COVINGTON AREA HEADQUARTER	<input checked="" type="checkbox"/>		ACCESSIBILITY	

Adding a New Project Master Record

- A new Project Master Record may be added to BITS by clicking the “Add Project” button
- This brings up a blank record for data entry
- This is typically used for BCOM Admin Staff to add new non-cap projects
- Only BCOM Admin Staff can add projects directly



The screenshot shows the 'Project Home Page' interface. At the top, there is a navigation bar with 'Home > Project Home'. Below this, there is a search bar for 'Project Number: 16130' and a link to 'View & Edit Existing Projects, Filter: Project # = 1'. The main content is a table with columns: Edit, Agency, Number, Project Title, Subproject Title, and Capital Project. The table contains five rows of project records. At the bottom of the table, there is a blue button labeled 'Add Project' with a red arrow pointing to it.

Edit	Agency	Number	Project Title	Subproject Title	Capital Project
	501	16130-001	IMP: UPGRADE OPERATIONAL FACI...	CARLISLE AHQ SERVICE/WASH FAC	<input checked="" type="checkbox"/>
	501	16130-008	IMP: UPGRADE OPERATIONAL FACI...	RUSTBURG AHQ ADDN/REN EQ MNX B...	<input checked="" type="checkbox"/>
	501	16130-013	IMP: UPGRADE OPERATIONAL FACI...	LADYSMITH AHQ EQUIP STOR BLDG	<input checked="" type="checkbox"/>
	501	16130-014	IMP: UPGRADE OPERATIONAL FACI...	MIDDLESEX AHQ EQUIP STOR BLDG	<input checked="" type="checkbox"/>
	501	16130-017	IMP: UPGRADE OPERATIONAL FACI...	LURAY AHQ OFFICE BLDG	<input checked="" type="checkbox"/>

(As noted earlier, agencies add projects indirectly to BITS via the project information they include within a BITS CO or BO form.)

Building Information Tracking System

**Viewing, Creating, Editing,
Processing and Printing
BO and CO Forms**

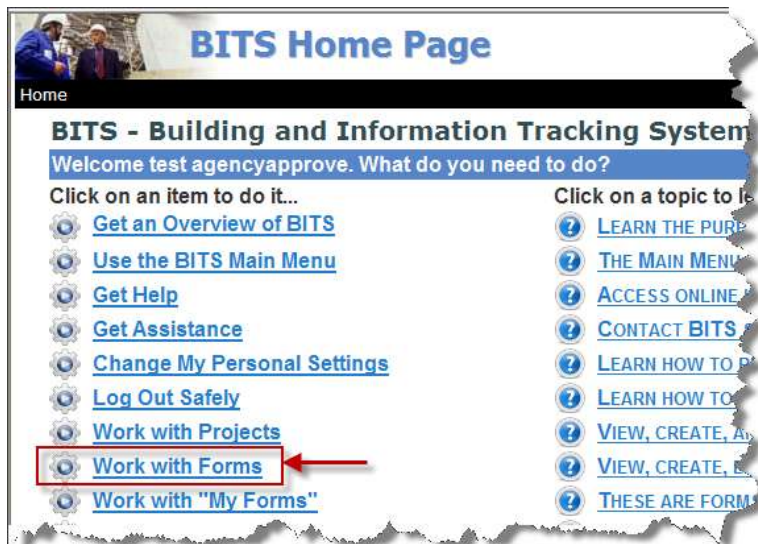
*Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings
Bureau of Capital Outlay Management*

Forms Home Page

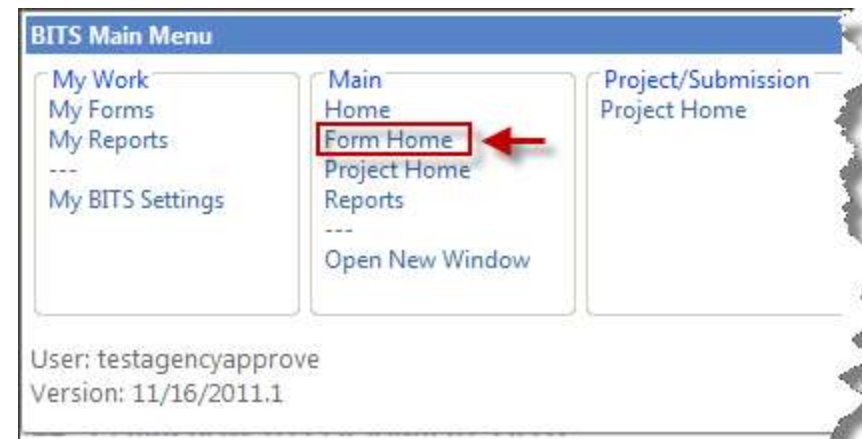
- The Forms Home Page may be used by authorized BITS users to:
 - Locate an existing form to:
 - **View** the form data
 - **Edit** the form data (if the form is in the user's "Workflow Step")
 - **Approve and submit** the form (if form is in the user's "Workflow Step")
 - **Create a new blank form from scratch**
 - **Create a new blank form by copying from an existing form**
 - In using this feature, any common data fields are copied from the existing form into a new form (i.e., this will allow existing data such as project name, project number, budget, scope, etc. to be copied from the existing form into the new form)
 - The forms do not need to be of the same form type (e.g., you can use an existing CO-2 to create a new CO-2, a new CO-4, etc.)

Forms Home Page

- The “Forms Home Page” can be accessed from the BITS Home Page:



or from the BITS Main Menu:



Forms Home Page

- Following is an example Forms Home Page (with filters hidden)
- Each row provides key fields from an individual form stored in BITS
- To open the complete form, double-click anywhere on its row

Forms Home Page

Home > Forms Home Page

Project Number: Show All Filter Settings

View & Edit or Copy Existing Forms, Filter: **Project # = 16130**

Edit	Print	Copy Form To	Agency	Number	Tracking	SubProject Title	Form Type	Rev. #	Submitted	Status	Appropriation	Building Name	Work Permitted
		--Select	501	16130-001		CARLISLE AHQ SERVICE/WASH FAC	CO-17			APPROVED	\$13,070,088	TWO BAY SERVICE & WASH FACILIT...	Full Building
		--Select	501	16130-001		CARLISLE AHQ SERVICE/WASH FAC	CO-17			APPROVED	\$13,070,088	TWO BAY SERVICE & WASH FACILIT...	Full Building
		--Select	501	16130-001		CARLISLE AHQ SERVICE/WASH FAC	CO-17			APPROVED	\$13,070,088	TWO BAY SERVICE & WASH FACILIT...	Full Building

Page 1 of 24

Item 1 to 10 of 234

Add New Empty Form (Click on the form to add from the list below)

Form Type: --Select the form type to add--

Forms Home Page

- Following is an example Forms Home Page (with filters shown)
- The area encircled by the red box below is the filter area
- Filters are explained in more detail on subsequent pages

Forms Home Page

Home > Forms Home Page

Project Number: 16130 Hide Filter Settings

View & Edit or Copy Existing Forms, Filter: Project # = 16130

Filter Settings

Agency	--All Agencies--	Active Role	--All Roles--
Project Number	16130	Form Type	--All Forms--
Agency Tracking Number		Status	--All (All/Any Status)--
Building Name		Work Permitted	
Submit Date	--All Dates--	Close Out Dispensation	--All Close Out Dispensations--

Apply Filter Clear Filter Save Grid Settings Reset Results Grid

Edit	Print	Copy Form To	Agency	Number	Tracking	SubProject Title	Form Type	Rev. #	Submitted	Status	Appropriation	Building Name	Work Permitted
		--Select	501	16130-001		CARLISLE AHQ SERVICE/WASH FAC	CO-17			APPROVED	\$13,070,088	TWO BAY SERVICE & WASH FACILIT...	Full Building
						CARLISLE AHQ						TWO BAY SERVICE & WASH FACILIT...	Full Building

“Filtering” the Forms Home Page

- In BITS, “filters” are used to allow the user to select which forms to list on the Forms Home Page
- Multiple filters can be used to list a very limited number of forms
- To access the filters, click on “Show All Filter Settings”

Forms Home Page

Home > Forms Home Page

Project Number: 16130 [Show All Filter Settings](#)

View & Edit or Copy Existing Forms, Filter: Project # = 16130

Edit	Print	Copy Form To	Agency	Number	Tracking	SubProject Title	Form Type	Rev. #	Submitted
		--Select	501	16130-001		CARLISLE AHQ SERVICE/WASH FAC	CO-17		

Hiding and Un-hiding the Filters

- To hide the filters, click on “Hide Filter”
- Hiding filters will make a larger portion of the screen available to view the listing of forms which match the filter criteria
- To make the filters visible again, click on “Show All Filter Settings”

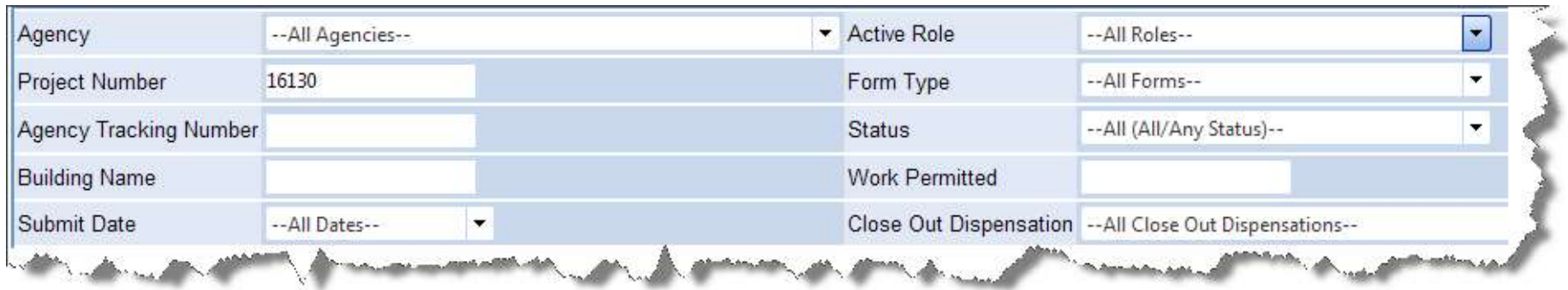


The screenshot shows the 'Forms Home Page' interface. At the top, there is a navigation bar with 'Home > Forms Home Page'. Below this, a search bar contains 'Project Number: 16130' and a 'Hide Filter Settings' button, which is highlighted with a red box and a red arrow. The main content area is titled 'View & Edit or Copy Existing Forms, Filter: Project # = 16130'. Below this is a 'Filter Settings' section with several input fields: Agency (set to '--All Agencies--'), Project Number (16130), Agency Tracking Number, Building Name, and Submit Date (set to '--All Dates--'). There are 'Apply Filter' and 'Clear Filter' buttons at the bottom of the filter settings. Below the filter settings is a table with the following columns: Edit, Print, Copy Form To, Agency, Number, Tracking, and SubProject Title. The table contains one row of data: a pencil icon for Edit, a printer icon for Print, '--Select' for Copy Form To, '501' for Agency, '16130-001' for Number, an empty field for Tracking, and 'CARLISLE AHQ SERVICE/WASH FAC' for SubProject Title.

Edit	Print	Copy Form To	Agency	Number	Tracking	SubProject Title
		--Select	501	16130-001		CARLISLE AHQ SERVICE/WASH FAC

Forms Home Page Filters

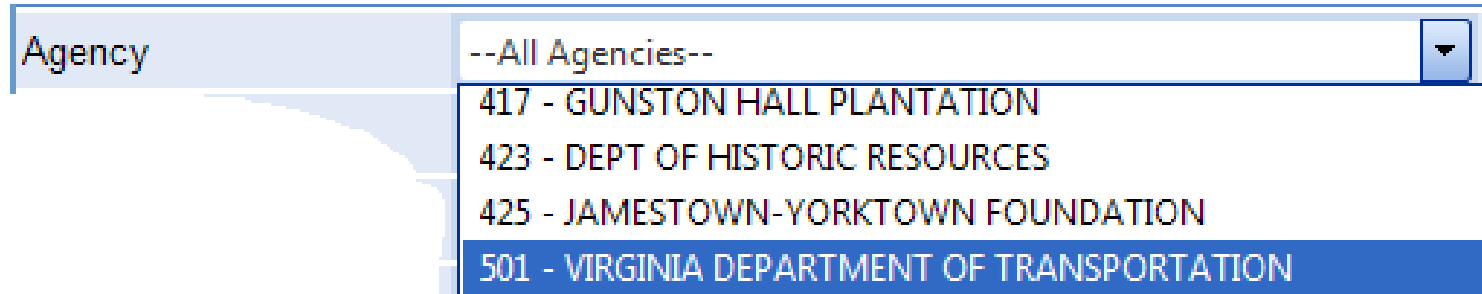
- Below are the filters available for the Forms Home Page

A screenshot of a web application's filter interface. It consists of a grid of filter fields. The first row contains 'Agency' (dropdown menu with '--All Agencies--'), 'Active Role' (dropdown menu with '--All Roles--'), 'Project Number' (text input with '16130'), and 'Form Type' (dropdown menu with '--All Forms--'). The second row contains 'Agency Tracking Number' (text input), 'Status' (dropdown menu with '--All (All/Any Status)--'), 'Building Name' (text input), and 'Work Permitted' (text input). The third row contains 'Submit Date' (dropdown menu with '--All Dates--') and 'Close Out Dispensation' (dropdown menu with '--All Close Out Dispensations--'). The interface has a light blue header and a white background with a torn paper effect on the right side.

- Each filter is discussed individually on subsequent slides
- With filters, users may select, for example:
 - All forms for a selected subproject
 - Only CO-2 forms for a selected project
 - The current processing status of all their agency's Building Permits
 - ... and many other selection variations

The “Agency” Filter

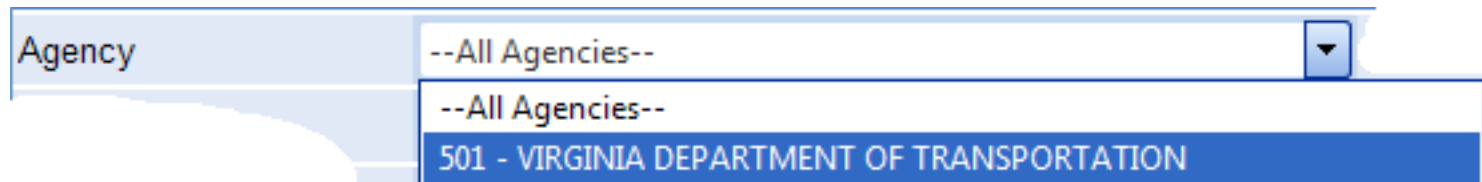
- Central agency users (such as APA and DPB) can filter on all agencies, or on specific agencies, to view project form data



A screenshot of a web application's "Agency" filter dropdown menu. The dropdown is open, showing a list of agencies. The selected option is "501 - VIRGINIA DEPARTMENT OF TRANSPORTATION".

Agency
--All Agencies--
417 - GUNSTON HALL PLANTATION
423 - DEPT OF HISTORIC RESOURCES
425 - JAMESTOWN-YORKTOWN FOUNDATION
501 - VIRGINIA DEPARTMENT OF TRANSPORTATION

- The Agency users submitting the forms may only filter the Forms Home Page to locate their own agency's projects and form data



A screenshot of a web application's "Agency" filter dropdown menu. The dropdown is open, showing a list of agencies. The selected option is "501 - VIRGINIA DEPARTMENT OF TRANSPORTATION".

Agency
--All Agencies--
--All Agencies--
501 - VIRGINIA DEPARTMENT OF TRANSPORTATION

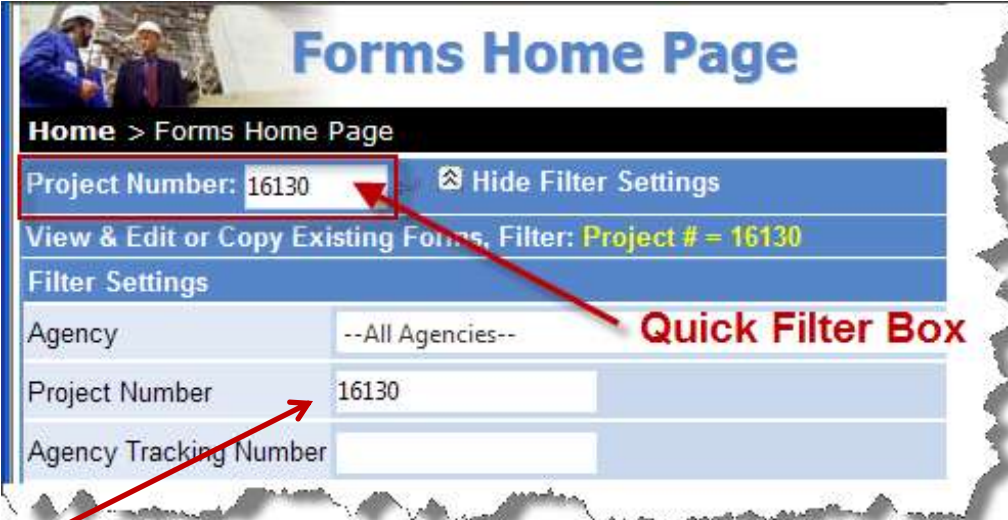
The “Project Number” Filter

Filter Settings	
Agency	--All Agencies--
Project Number	16130
Agency Tracking Number	
Building Name	

- The Project Number filter need only contain a portion of the **project number** and/or **subproject number**
- For example:
 - -161 will return all projects beginning with 161
 - 16130 will return all subprojects for project 16130
 - 16130-001 will return only results for this specific subproject

Project Number “Quick Filter” Box

- Project number filters are used frequently in BITS
- To avoid having to show the full set of filters each time, a “quick filter” box was added for project nos.
- Using the “quick filter” box to specify a project number is the same as using the Project Number box in the full set of filters
- The two boxes can be used interchangeably to filter for projects



The screenshot shows the 'Forms Home Page' interface. At the top, there is a navigation bar with 'Home > Forms Home Page'. Below this, a 'Project Number: 16130' box is highlighted with a red border and labeled 'Quick Filter Box' with a red arrow. To the right of this box is a 'Hide Filter Settings' button. Below the quick filter box, there is a section for 'Filter Settings' with a table of filter options:

Filter Settings	
Agency	--All Agencies--
Project Number	16130
Agency Tracking Number	

Red arrows point from the text in the list to the 'Project Number: 16130' box and the 'Project Number' field in the filter settings table.

Project Number “Quick Filter” Box







After entering a new project number, press here to apply the Quick Filter.

Forms Home Page

Home > Forms Home Page

Project Number: 16130 Show All Filter Settings

View & Edit or Copy Existing Forms, Filter: Project # = 16130

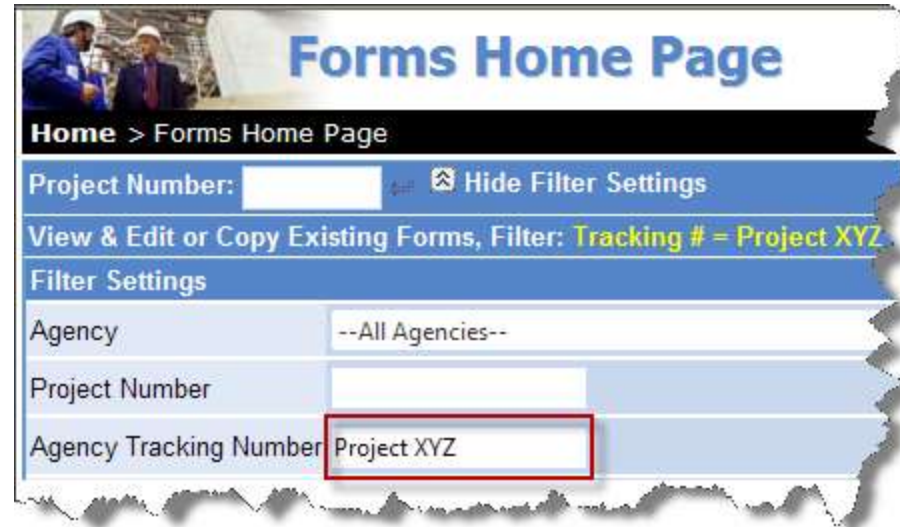
Edit	Print	Copy Form To	Agency	Number	Tracking	SubProject Title	Form Type
		--Select ▾	501	16130-001		CARLISLE AHQ SERVICE/WA FAC	CO-17
		--Select ▾	501	16130-001		CARLISLE AHQ SERVICE/WA FAC	CO-17
		--Select ▾	501	16130-001		CARLISLE AHQ SERVICE/WA FAC	CO-17

As you can see, the Project Number Quick Filter is available, even though the other filters are hidden.

CAUTION:
Although they are hidden, the settings of the other filters are still in effect.

“Agency Tracking Number” Filter

- In certain instances, agencies may wish to add their own project identifier which may differ than the BCOM-assigned or Appropriation Act-assigned project numbers
- If an agency chooses to add their own Agency Tracking Number when creating a form, they may later filter on it to locate the form



The screenshot shows the 'Forms Home Page' interface. At the top, there is a navigation bar with 'Home > Forms Home Page'. Below this is a search bar for 'Project Number' with a 'Hide Filter Settings' button. A status bar indicates the current filter: 'View & Edit or Copy Existing Forms, Filter: Tracking # = Project XYZ'. The 'Filter Settings' section contains three input fields: 'Agency' (set to '--All Agencies--'), 'Project Number' (empty), and 'Agency Tracking Number' (set to 'Project XYZ'). The 'Agency Tracking Number' field is highlighted with a red box.

The Tracking Number field is provided solely as a convenience for use by the agencies. It is not managed by BCOM.

The field is an unformatted format alphanumeric field (i.e., agencies can use any mix of numbers or text to create their unique project identifiers).

“Building Name” Filter

- The Building Name field is used on Building Permits and Certificates (BO Forms)
- The associated filter field is a “free-format” field, meaning anything can be entered. Use caution when filtering on this field. For example “Halsy Hall” will not find “Halsey Hall”, but filtering on “Hal” will find both Halsy and Halsey Hall.

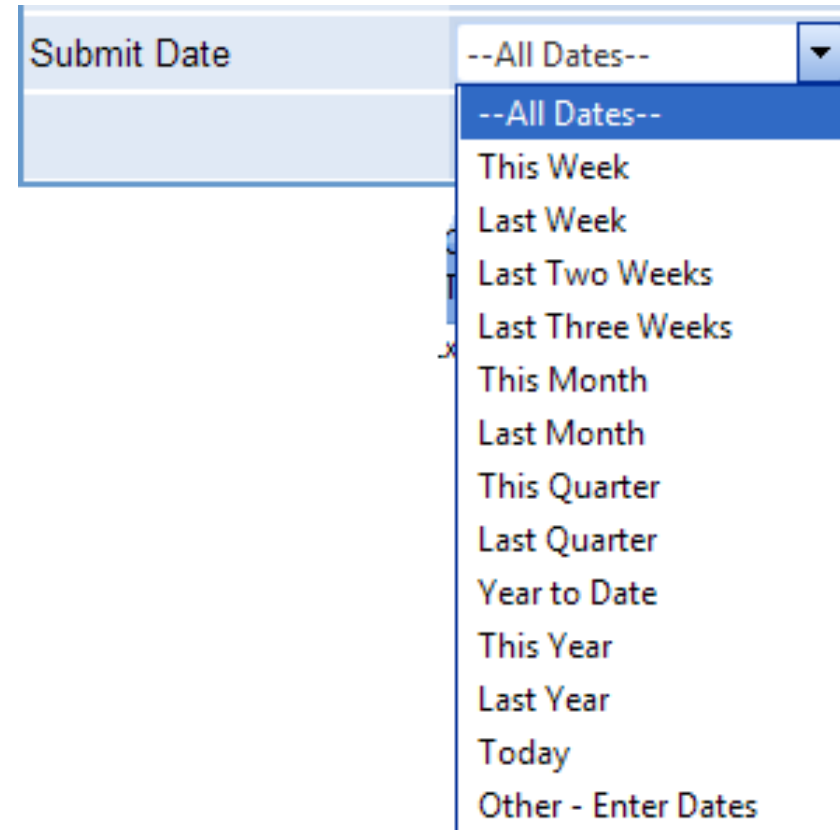


The image shows a screenshot of a web application interface titled "Filter Settings". It contains four input fields: "Agency" with the value "--All Agencies--", "Project Number", "Agency Tracking Number", and "Building Name". The "Building Name" field is highlighted with a red rectangular border and contains the text "Halsey". The entire screenshot is presented with a torn paper effect.

Filter Settings	
Agency	--All Agencies--
Project Number	
Agency Tracking Number	
Building Name	Halsey

“Submit Date” Filter

- The Submit Date is the date that a form was submitted by an agency to BCOM
- Using the pick list for the associated filter, the user can select “All Dates” or pick from various pre-specified date ranges, or enter a custom date range by choosing “Other – Enter Dates” and then entering a specific start date and a specific end date



The image shows a screenshot of a web application interface. On the left, there is a light blue rectangular box with the text "Submit Date" in a dark font. To the right of this box is a dropdown menu. The menu is currently open, showing a list of options. The top option is "--All Dates--" and is highlighted with a blue background. Below it are several other options: "This Week", "Last Week", "Last Two Weeks", "Last Three Weeks", "This Month", "Last Month", "This Quarter", "Last Quarter", "Year to Date", "This Year", "Last Year", "Today", and "Other - Enter Dates". The dropdown menu has a small downward-pointing arrow on its right side.

“Form Type” Filter

- With the “Form Type” filter field, the user can choose:
 - All forms
 - BO forms only (i.e., only Permits and Certificates)
 - CO forms only, or
 - Any specific type of form (e.g., CO-2, CO-17 IND, etc.)

Form Type --All Forms--

--All Forms--

All CO Forms

All BO Forms

CO-2, Authority to Initiate Capital Outlay Project

CO-3, A/E Contract Log

CO-4, Application for Approval of Schematic Design

CO-5, Application for Approval of Preliminary Design

CO-6, Application for Approval of Working Drawings & Specifications

CO-8, Approval to Award Construction Contract

CO-11, Construction Change Order Log

CO-14, Project Completion Report

CO-17, Building Permit for Construction

CO-17 IND, Building Permit for an Industrialized Building

CO-17 MAN, Building Permit for a Manufactured Home

CO-17 TWR, Building Permit for an for a Tower

CO-17 TMP, Building Permit for a Temporary Structure

CO-17 SPC, Special Use Permit

CO-13.3, Certificate of Use and Occupancy

CO-13.3 IND, Certificate of Use and Occupancy for an Industrialized Building

CO-13.3 MAN, Certificate of Use and Occupancy for a Manufactured Home

CO-13.3 TWR, Certificate of Use and Occupancy for a Tower

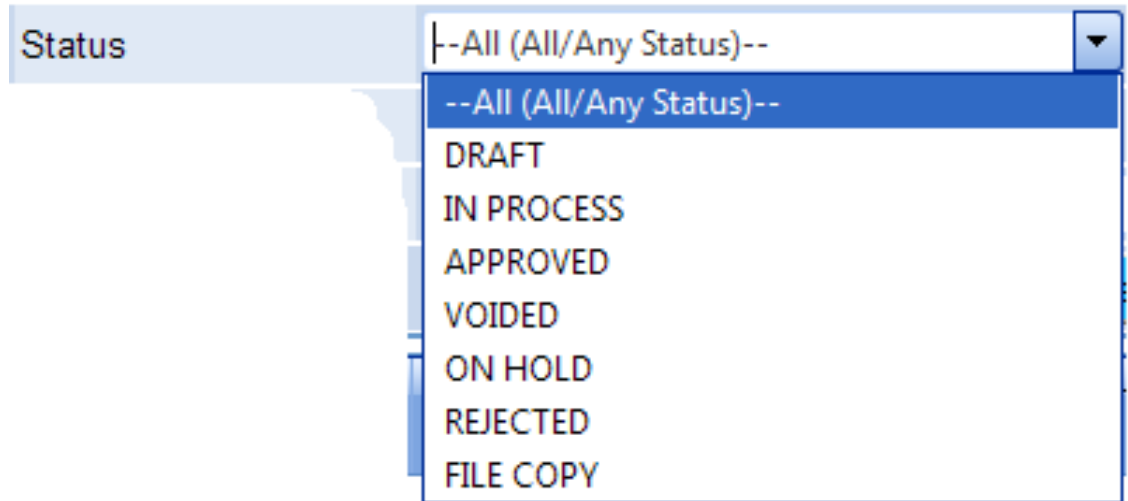
CO-13.4, Building Permit Close Out

CO Forms

BO Forms

“Status” Filter

- In BITS the “Status” identifies the stage of the form in the workflow process, or the final disposition of the form
- See the next slide for a description of each Status identifier



Form Status

- DRAFT – form is being composed by the Agency
- IN PROCESS – form has been submitted by Agency and is now being processed by BCOM and/or DPB
- APPROVED – form has been approved
- VOIDED – form processing has been terminated
- ON HOLD – form processing has been temporarily suspended (usually means “awaiting additional information”)
- REJECTED – form was not approved
- FILE COPY – the status shown for the CO-3 and CO-11 logs (these two logs are “view-only”)

Forms Status / Workflow

- “Form Status” indicates, at a summary level, to which stage of processing a form has progressed in the forms processing workflow:

Workflow Steps:



Form Status:



Any agency user having “Can Create/Edit” rights, as approved by their BITS Agency Access Coordinator, may draft a form; however, the form may only be submitted by agency users having “Can Approve/Submit” rights.

While a form is “IN PROCESS”, it is routed for processing thru various BCOM staff for action.

* - DPB Agency Analysts and Section Managers are in the workflow for processing CO-2 forms and certain CO-8 forms.

“ON HOLD” is a special “IN PROCESS” status. “ON HOLD” indicates that processing has been temporarily suspended. (Usually means BCOM awaiting additional information from the agency or AE).

“Work Permitted” Filter

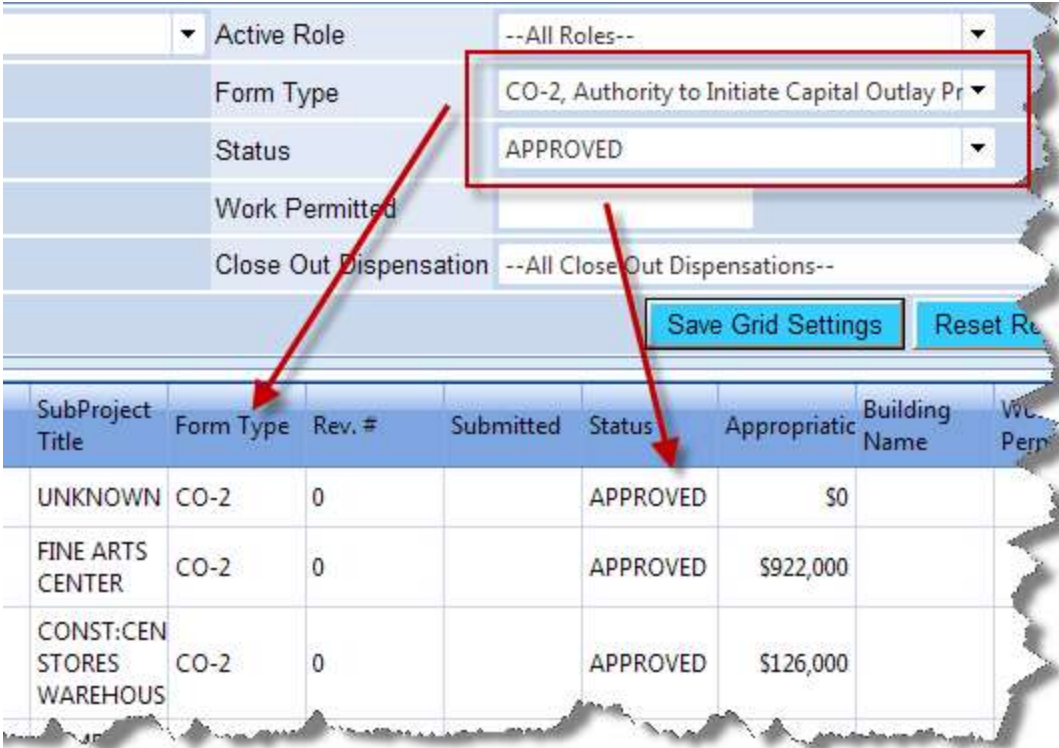
- The Work Permitted field is used primarily on BO Forms
- It may include items such as “Foundation Only”, “Full Building”, “Early Sitework Package”, etc.
- Any portion of the text may be entered in the filter, e.g., entering “Full” in the filter field should bring results similar to those shown below

The screenshot shows a software interface with a search filter and a data table. The filter is labeled 'Work Permitted' and contains the text 'Full'. Below the filter are two buttons: 'Save Grid Settings' and 'Reset Results Grid'. The table below has the following columns: 'Form Type', 'Rev. #', 'Submitted', 'Status', 'Appropriatic', 'Building Name', and 'Work Permitted'. Two rows are visible, both with 'APPROVED' status and '\$0' in the 'Appropriatic' column. The 'Building Name' for both rows is 'SPREADER RACK #1' and 'SPREADER RACK #2' respectively. The 'Work Permitted' field for both rows is 'Full Building'.

Form Type	Rev. #	Submitted	Status	Appropriatic	Building Name	Work Permitted
D-17			APPROVED	\$0	SPREADER RACK #1	Full Building
D-17			APPROVED	\$0	SPREADER RACK #2	Full Building

Using Multiple Filters

- When combining filters, BITS uses what programmers refer to as “logical AND statements”
- What this means is that the results returned must meet ALL of the specified filter conditions
- Be careful when using multiple filters. They can quickly narrow down results, however, no form results will be displayed if no forms meet ALL the specified filter conditions.



The screenshot shows a software interface with several filter dropdowns. The 'Form Type' dropdown is set to 'CO-2, Authority to Initiate Capital Outlay Pr' and the 'Status' dropdown is set to 'APPROVED'. Below the filters is a table with the following data:

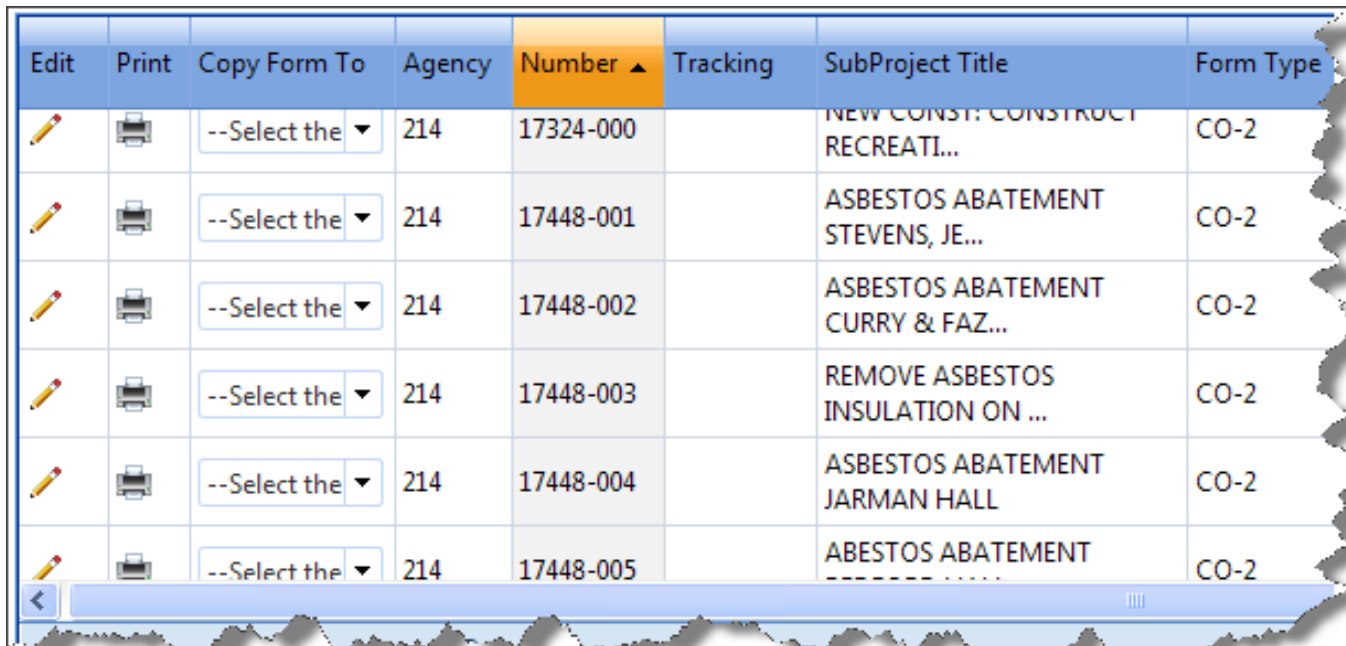
SubProject Title	Form Type	Rev. #	Submitted	Status	Appropriatic	Building Name	WU. Pern
UNKNOWN	CO-2	0		APPROVED	\$0		
FINE ARTS CENTER	CO-2	0		APPROVED	\$922,000		
CONST:CEN STORES WAREHOUSE	CO-2	0		APPROVED	\$126,000		













In the example above, the filtered results list only those forms which match both filters, i.e., “CO-2” AND “Approved”.

(If no results appear, trying clearing all filters, and then re-specify filters one at a time.)

Sorting the Columns

- The Form Home Page may be sorted by any column
- To sort a column, click once on the column header

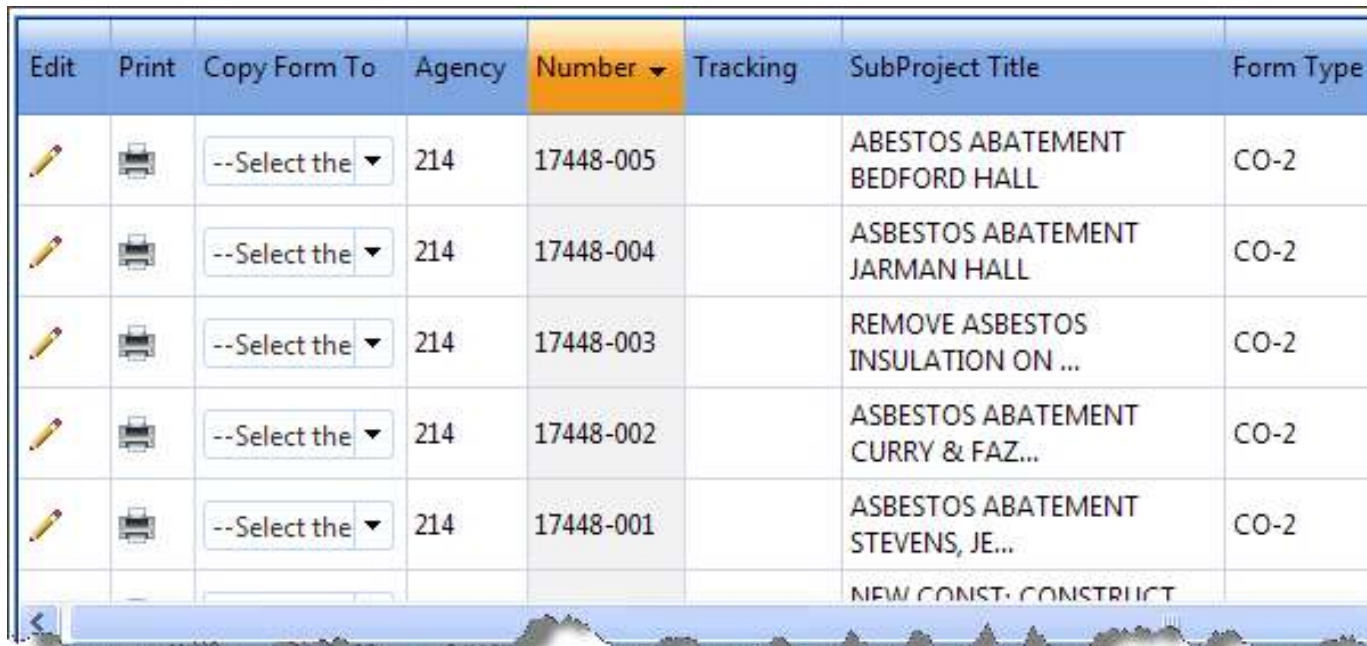


Edit	Print	Copy Form To	Agency	Number ▲	Tracking	SubProject Title	Form Type
		--Select the ▾	214	17324-000		NEW CONST: CONSTRUCT RECREATI...	CO-2
		--Select the ▾	214	17448-001		ASBESTOS ABATEMENT STEVENS, JE...	CO-2
		--Select the ▾	214	17448-002		ASBESTOS ABATEMENT CURRY & FAZ...	CO-2
		--Select the ▾	214	17448-003		REMOVE ASBESTOS INSULATION ON ...	CO-2
		--Select the ▾	214	17448-004		ASBESTOS ABATEMENT JARMAN HALL	CO-2
		--Select the ▾	214	17448-005		ABESTOS ABATEMENT -----	CO-2

An upward pointing arrow icon means the column is sorted in “ascending sequence” (i.e., for numbers, from smallest to largest; for dates, from the earliest date to the latest date; for letters, from A to Z)

Sorting the Columns (cont.)

- To sort the column in “descending sequence”, click once more on the column header

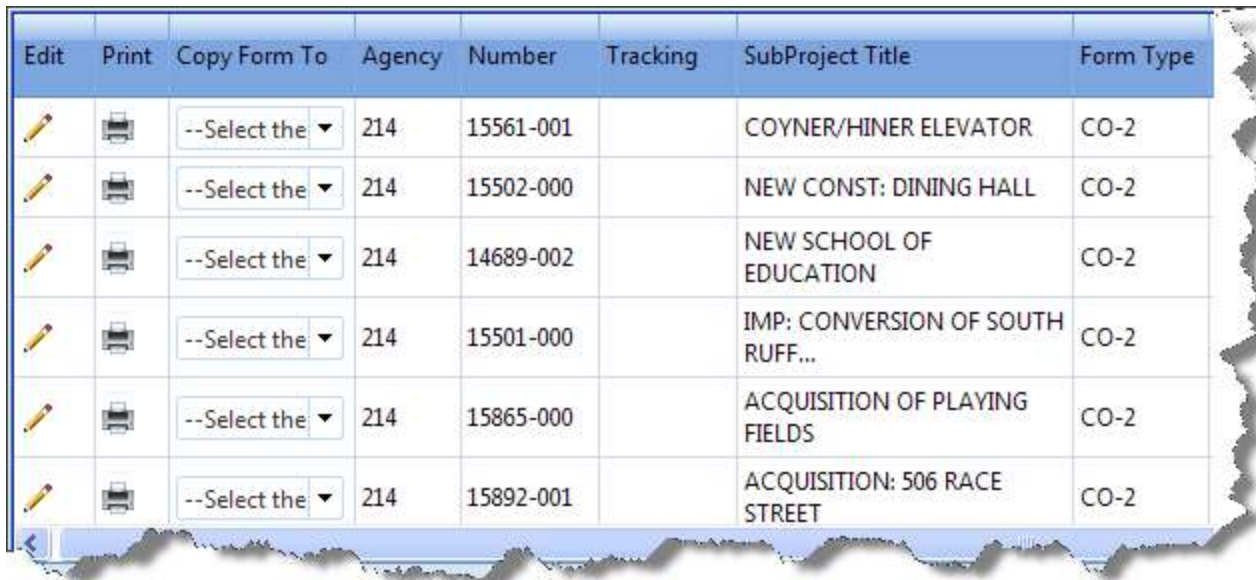














Edit	Print	Copy Form To	Agency	Number ▼	Tracking	SubProject Title	Form Type
		--Select the ▼	214	17448-005		ABESTOS ABATEMENT BEDFORD HALL	CO-2
		--Select the ▼	214	17448-004		ASBESTOS ABATEMENT JARMAN HALL	CO-2
		--Select the ▼	214	17448-003		REMOVE ASBESTOS INSULATION ON ...	CO-2
		--Select the ▼	214	17448-002		ASBESTOS ABATEMENT CURRY & FAZ...	CO-2
		--Select the ▼	214	17448-001		ASBESTOS ABATEMENT STEVENS, JE...	CO-2
						NEW CONST. CONSTRUCT	

The downward pointing arrow icon means the column is sorted in “descending sequence” (i.e., for numbers, from largest to smallest; for dates, from the latest date to the earliest date; for letters, from Z to A)

Sorting the Columns (cont.)

- To clear the column sort, click once more on the column header
 - Notice that the column header is no longer highlighted and no arrow icon displayed

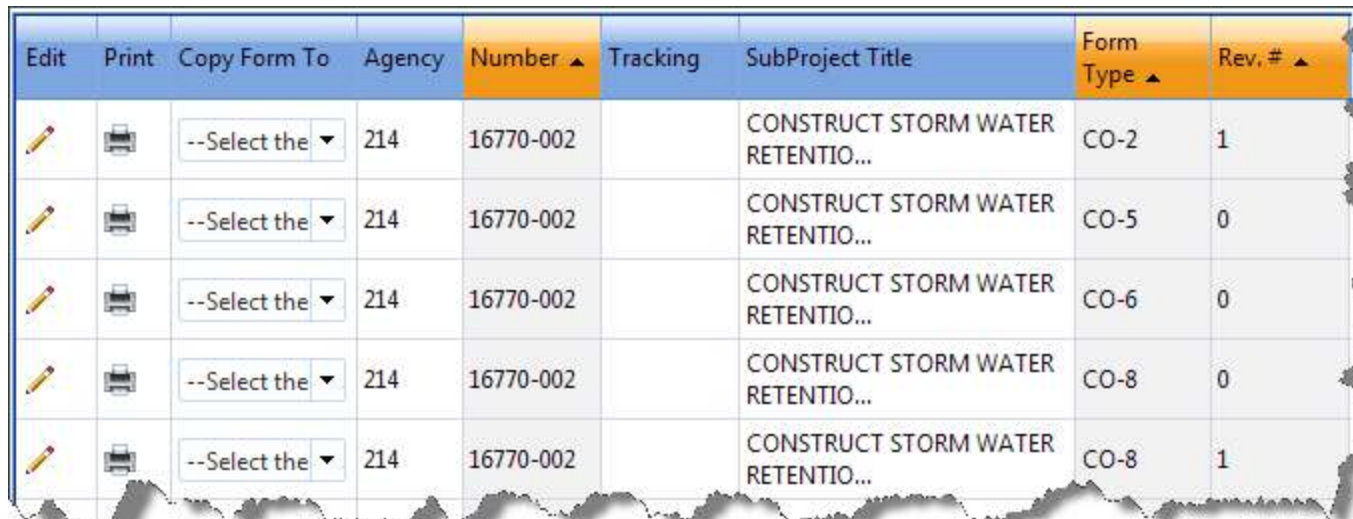


Edit	Print	Copy Form To	Agency	Number	Tracking	SubProject Title	Form Type
		--Select the ▼	214	15561-001		COYNER/HINER ELEVATOR	CO-2
		--Select the ▼	214	15502-000		NEW CONST: DINING HALL	CO-2
		--Select the ▼	214	14689-002		NEW SCHOOL OF EDUCATION	CO-2
		--Select the ▼	214	15501-000		IMP: CONVERSION OF SOUTH RUFF...	CO-2
		--Select the ▼	214	15865-000		ACQUISITION OF PLAYING FIELDS	CO-2
		--Select the ▼	214	15892-001		ACQUISITION: 506 RACE STREET	CO-2

- To sort on another column, clear the current column from sorting as shown above

Sorting the Columns (cont.)

- BITS does allow sorting on multiple columns
 - The first column sorted becomes the primary sort, the second column sorted becomes the secondary sort, and so on for additional columns



Edit	Print	Copy Form To	Agency	Number ▲	Tracking	SubProject Title	Form Type ▲	Rev. # ▲
		--Select the ▼	214	16770-002		CONSTRUCT STORM WATER RETENTIO...	CO-2	1
		--Select the ▼	214	16770-002		CONSTRUCT STORM WATER RETENTIO...	CO-5	0
		--Select the ▼	214	16770-002		CONSTRUCT STORM WATER RETENTIO...	CO-6	0
		--Select the ▼	214	16770-002		CONSTRUCT STORM WATER RETENTIO...	CO-8	0
		--Select the ▼	214	16770-002		CONSTRUCT STORM WATER RETENTIO...	CO-8	1

In this example, we sorted on Project Number first, Form Type second, and Rev # third.

Please note the left-to-right position of the columns has no bearing on the order in which they are sorted, rather it is the sequence in which the sorts are applied that determine which is the primary sort, which is the secondary sort, and which is the tertiary sort.

Changing “Grid” Settings

- Please refer to the screenshot on the next slide
- The user may vary the column widths in the grid which displays the various forms
- To resize the columns, first click on “Show All Filter Settings”
- Next, hover over the dividing line between two column headers until the cursor appears as a double-headed arrow.
- At that point hold down the left mouse button and drag the mouse to resize the column width. When the desired width is obtained, release the mouse button.
- Repeat the above steps to resize additional columns
- Once all desired column widths are obtained, click on the “Save Grid Settings” command button
- To return columns to their default widths, click on the “Reset Results Grid” command button.

Resizing Columns in the Grid

- In the example below, the double-headed arrow cursor is located between the “SubProject Title” column and the “Form Type” column. Holding down the left mouse button and dragging the cursor icon will resize the column to the left. In this example the “SubProjectTitle” column will be resized.

Project Number: Hide Filter Settings

View & Edit or Copy Existing Forms, Filter: Agency = 501, Status = APPROVED

Filter Settings

Agency	501 - VIRGINIA DEPARTMENT OF TRANSPORTATION	Active Role	--All Roles--
Project Number	<input type="text"/>	Form Type	--All Forms--
Agency Tracking Number	<input type="text"/>	Status	APPROVED
Building Name	<input type="text"/>	Work Permitted	<input type="text"/>
Submit Date	--All Dates--	Close Out Dispensation	--All Close Out Dispensations--

Edit	Print	Copy Form To	Agency	Number	Tracking	SubProject Title	Form Type	Rev. #	Submitted	Status	Appropriatic Building Name	Work Permitted
		--Select	501	00501-000		GENERAL CORRESPONDENCE	CO-17			APPROVED	\$0 SPREADER RACK #1	Full Building
		--Select	501	00501-000		GENERAL CORRESPONDENCE	CO-17			APPROVED	\$0 SPREADER RACK #2	Full Building

Adding a New Form



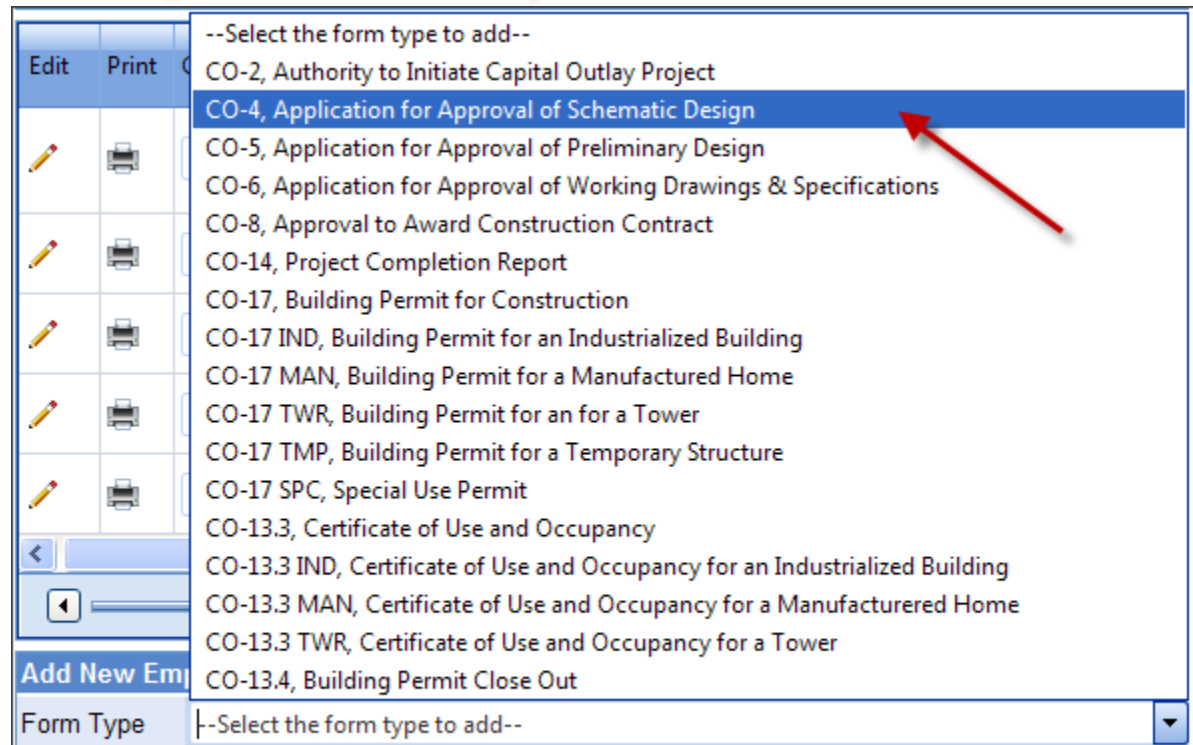
- **There are two ways to create a new form in BITS**
 - Copy an existing form to create a new form
 - Add a new empty form
- **The “copy to” method** is highly recommended if another form for the project already exists in BITS. Using this method can save the user data entry time and help assure data is accurate and consistent
 - The form types may be different, e.g., you can copy from an existing CO-2 to start a new CO-2, a new CO-4, a new CO-8, etc.; you can use an existing CO-17 to begin to create a new CO-17, a new CO-13.3, etc.
 - The data copied from the source form into the new form can be edited as needed within the new form
 - The edits made within the new form do not affect source form’s data
- **The “add a new empty form” method** will provide a form with ALL fields initially blank
 - The user must enter all data from scratch

Adding a New Empty Form

- To load a new empty (blank) form, click on the arrow show below:



- Then select from the list of available form types:



Adding a New Empty Form

- The new blank form may now be filled in, saved, and submitted

CO-4, Application for Approval of Schematic Design

Home > Forms Home Page > BCOM Form

Agency: Project/Form | Funds | Budget Sum. | Budget Details | Scope & Sched. | Attachments | Approvals

Project: Submit Date: -

NEW FORM

Form Name: **CO-4**

Revision: -

Form Status: **DRAFT**

Links: Click Here

Form Actions: Save (floppy disk icon), Delete (red X icon)

Project Data

Project Number: [] New / Not Found [red dot]
Project Name: [] (Project Number [red dot])

Sub-Project Number: [] New / Not Found [red dot]
Sub-Project Name: [] (Sub-Project Number [red dot])

Agency: --Select One-- [red dot]

Facility/Campus: --Select One--

Project Type: --Select One-- [red dot]

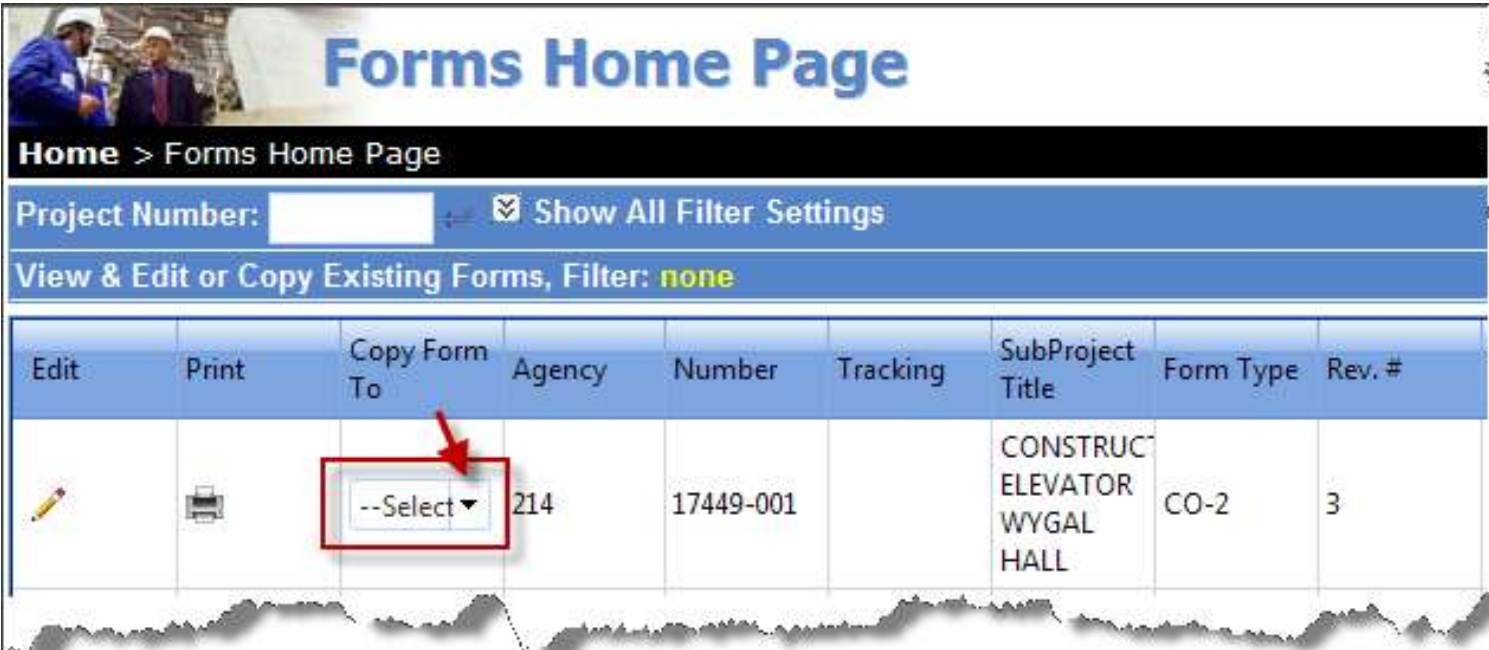
Location (FIPS Code): --Select One-- [red dot]
SFMO:

Alternate Authority: HECO Level II Level III
 Independant or Non-State Entity N/A

Design-Bid-Build Construction Management Design-Build
 To Be Determined PPEA ESCO

Copying from an Existing Form to create a New Form

- First find the existing form to use as the source for the new form
- Once source form is located, click on the arrow icon in the “Copy Form To” column:





Forms Home Page

Home > Forms Home Page

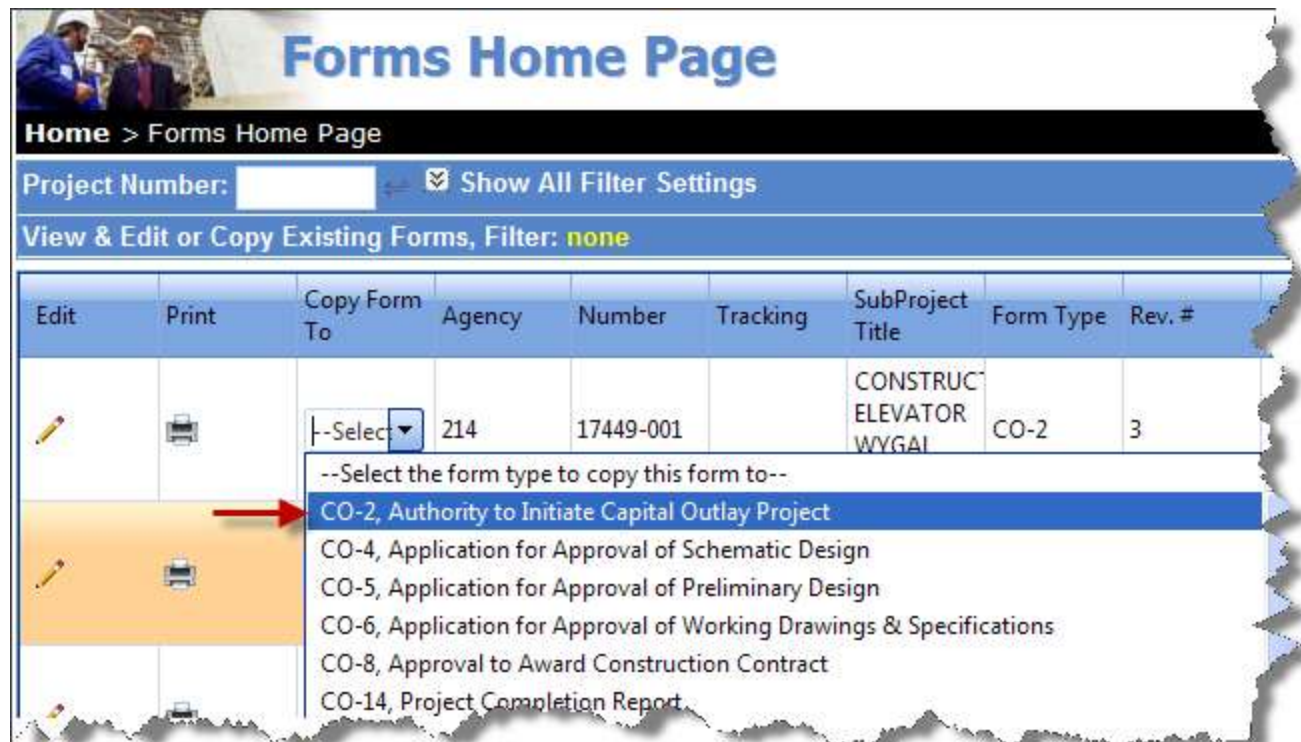
Project Number: Show All Filter Settings

View & Edit or Copy Existing Forms, Filter: none

Edit	Print	Copy Form To	Agency	Number	Tracking	SubProject Title	Form Type	Rev. #
		--Select ▾	214	17449-001		CONSTRUCT ELEVATOR WYGAL HALL	CO-2	3

Copying from an Existing Form to create a New Form

- From the resulting pick list, choose the type of new form you wish to create
- Forms need not be of the same type
- Existing data the source form will be copied into any common data fields in the new form. (This can save the user considerable data entry time.)
- The data in the new form may then be edited, without affecting the source form's data



The screenshot shows the 'Forms Home Page' interface. At the top, there is a navigation bar with 'Home > Forms Home Page'. Below this is a search bar for 'Project Number' and a 'Show All Filter Settings' button. A blue bar indicates 'View & Edit or Copy Existing Forms, Filter: none'. The main content is a table with columns: Edit, Print, Copy Form To, Agency, Number, Tracking, SubProject Title, Form Type, and Rev. #. A row is highlighted in orange, and a dropdown menu is open over the 'Copy Form To' column, showing a list of form types to copy to. A red arrow points to the first option in the dropdown.

Edit	Print	Copy Form To	Agency	Number	Tracking	SubProject Title	Form Type	Rev. #
		--Select--	214	17449-001		CONSTRUCT ELEVATOR WYGAI	CO-2	3
		CO-2, Authority to Initiate Capital Outlay Project						
		CO-4, Application for Approval of Schematic Design						
		CO-5, Application for Approval of Preliminary Design						
		CO-6, Application for Approval of Working Drawings & Specifications						
		CO-8, Approval to Award Construction Contract						
		CO-14, Project Completion Report						

Forms



- The BITS “Form Home Page” and the BITS “My Forms” page (discussed later) are just a means to locate a specific form in BITS the user wishes to view, edit, submit or print
- The next several slides discuss the forms themselves
- Users who have completed the Excel versions of BCOM’s CO forms and BO forms should have little difficulty in completing the BITS versions of these forms
- The data required is essentially unchanged from the Excel versions, with the exception of a few additional fields
- Users who need assistance are advised to submit a help request to bits@dgs.virginia.gov and a BCOM administrative staff member or lead reviewer will be assigned to assist the user in completing the form

Understanding the Form Page – The Status Panel

- The left panel of every BITS form identifies the:
 - Agency Number
 - Project number
 - Type of Form
 - Form Revision Number
 - Form Status
- It also provides quick links to other CO and BO forms for the selected project
- Form Actions, such as:
 - Save
 - Delete
 - Print

CO-2, Authority to

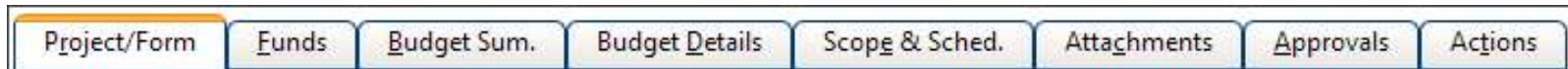
Home > Forms Home Page > BCOM Form

Agency	Project/Form	Funds	Budg
501	Submit Date: -		
Project			
NEW FORM	Project Data		
Form Name	Project	Number	Name
CO-2			
Revision	-	Number	Name
Form Status	Sub-Project	Number	Name
DRAFT	Agency	501 - Vi	
Links	Facility/Campus	--Select	
Click Here	Project Type	REPAI	
Form Actions	Location (FIPS Code)	Unknow	SFMO
	Alternate Authority	<input type="checkbox"/> HEC	
Save		<input type="checkbox"/> Inc	
			
Delete			

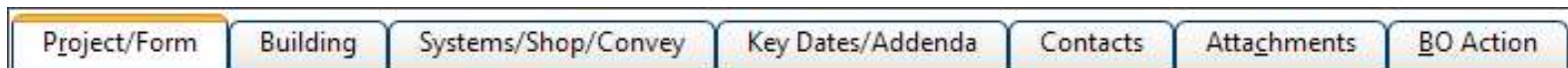
Revision numbers not assigned
until a form has been approved.

Understanding the Forms Page – The Tab Bar

- The top of every form has a set of tabs, on which the user clicks, to access the various sections of form
- Tabs were used to group form data into sections, rather than requiring users to scroll down long pages for inputting or viewing data. (Printed forms, however, retain the familiar formatting.)
- On “CO” forms, the tabs/form sections are grouped as follows:











- On “BO” forms, the tabs/form sections are grouped as follows:



“CO” Form Tabs

■ Project/Form tab

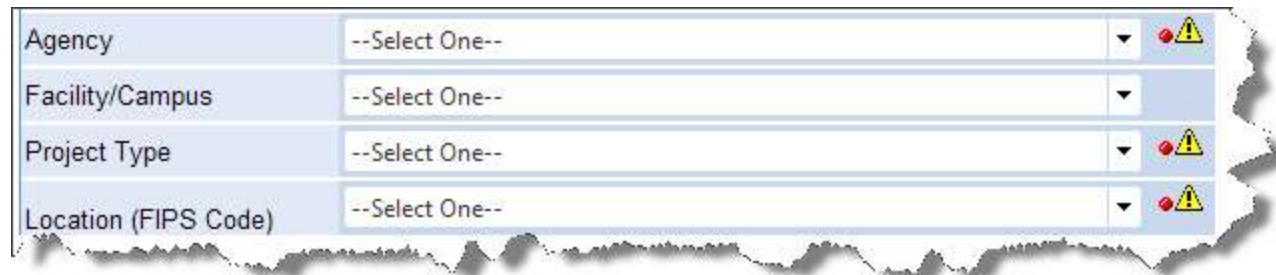
- This tab contains basic information about the project such as:
 - Project Number & Name, Sub-Project Number & Name, Project Type, Procurement Method, Approving Authority, Agency Tracking Number, and other general project information

Project Data	
Project	Number: 13853 Found 
	Name: SHOP ADDITONS & RENOVATIONS 
Sub-Project	Number: 000 Found 
	Name: SHOP ADDITONS & RENOVATIONS 
Agency	501 - VIRGINIA DEPARTMENT OF TRANSPORTATION 
Facility/Campus	--Select One-- 
Project Type	MISCELLANEOUS 
Location (FIPS Code)	Unknown Location [000]  SFMO: VARIOUS LOCATIONS

Fields with a red icon adjacent to them are “required fields”. The form may be SAVED with these fields blank, but it may not be SUBMITTED until these fields are completed. Refer to next slide for more information on required fields.

More About Required Fields

- If the agency user tries to submit a form containing blank data in any “required fields”, errors will be generated. The fields which must be corrected will be flagged with the icons shown below.



Agency	--Select One--	▼	⚠
Facility/Campus	--Select One--	▼	
Project Type	--Select One--	▼	⚠
Location (FIPS Code)	--Select One--	▼	⚠

- Additionally, at the bottom of the form, a listing of the validation errors will be provided to identify the fields which must be corrected and to identify on which form tab the fields reside.

The following validation errors must be corrected before this form can be saved.

- Project Number is required (Located on the Project Tab)
- Project Name is required (Located on the Project Tab)
- Sub-Project Number is required (Located on the Project Tab)
- Sub-Project Name is required (Located on the Project Tab)
- Agency is required (Located on the Project Tab)
- Project Type is required (Located on the Project Tab)
- FIPS Code is required (Located on the Project Tab)

“CO” Form Tabs

■ Funds tab

- This tab identifies funding information from the Appropriation Acts and other sources and “commitments” to other project phases

Project Funds (List both available and proposed funds)									
Appropriation Act	Add								
	Edit	Item Number	Chapter No	Chapter Date	Fund	Amount	Fund Code	Delete	Editor
		C-69	N/A	92-94	GENERAL FUNDS	\$433,700	.		OPSSCOTS
		N/A	N/A	97	OTHER	\$182,900	.		RSMITH
		N/A	N/A	98	OTHER	\$300,000	.		RSMITH
Totals						\$916,600			
Other Sources	Add								
	Edit	Source				Amount		Delete	Editor
		Funds Transfer, From project: 0, To Project: 0				\$1,180,000			OPSSCOTS
		Funds Transfer, From project: 13853008, To Project: 13855008				(\$128,200)			RSMITH
		Funds Transfer, From project: 13853000, To Project: 15732000				(\$38,180)			RSMITH
Totals						\$1,013,620			
Totals	Name					Amount			
	Funds Available / Proposed (All Sub-Projects)					\$1,930,220			
	Less Funds Committed to Other Phases (Enter details below)					\$0			
Total Funds Available / Proposed					\$1,930,220				

“CO” Form Tabs


■ Funds tab (cont.)

- Funding sources may be added by clicking on the Add button or edited by clicking on the pencil icon



Project Funds (List both available and proposed funds)

Appropriation Act

Edit	Item Number	Chapter No	Chapter Date	Fund
	C-69	N/A	92-94	GENERAL
	N/A	N/A	97	OTHER
	N/A	N/A	98	OTHER

To

- In BITS, funding information may only be added/edited on a CO-2 form AND only for the “000” subproject (i.e., for the full 5 digit project, and not for sub-projects)
- On all other form types (and on all subjobs other than “000”) funding information is displayed from the latest approved CO-2 and is provided for information only

“CO” Form Tabs

■ Budget Summary tab

- The Budget Summary tab identifies the key cost categories
 - The categories marked with a “D” below are direct-entered here by the user
 - The categories marked with a “C” are system-calculated total fields
 - The other three fields shown below are totals carried forward from the Budget Details tab

Cost Summary (All percentages are based upon the construction Cost)			
Acquisition Cost	D	\$0	
Building & Built-in Equipment	D	\$2,554,000	100.00 %
Sitework & Utility Construction	D	\$0	0.00 %
Construction Cost	C	\$2,554,000	
Design & Related Services		\$0	0.00 % (Itemized on Budget Detail Tab)
Inspection & Testing Services		\$0	0.00 % (Itemized on Budget Detail Tab)
Project Management & Other Costs		\$0	0.00 % (Itemized on Budget Detail Tab)
Furnishings & Movable Equipment	D	\$0	0.00 %
Construction Contingency	D	\$0	0.00 %
Project Cost	C	\$2,554,000	

“CO” Form Tabs

■ Budget Details tab

- This tab is for itemizing the following cost categories:
 - Design & Related Services
 - Inspection & Testing Services
 - Project Mgmt & Other Costs
- The totals for each of these itemized categories is carried forward to the Budget Summary tab, described earlier



Project/Form	Funds	Budget Sum.	Budget Details	Scope & Sch
Design & Related Services				
A/E Basic Services				\$0
A/E Additional Services				\$0
A/E Reimbursables				\$0
Specialty Consultants (Food Service, Acoustics, etc.)				\$0
CM Design Phase Services				\$0
Subsurface Investigations (Geotech, Soil Borings)				\$0
Land Survey				\$0

“CO” Form Tabs

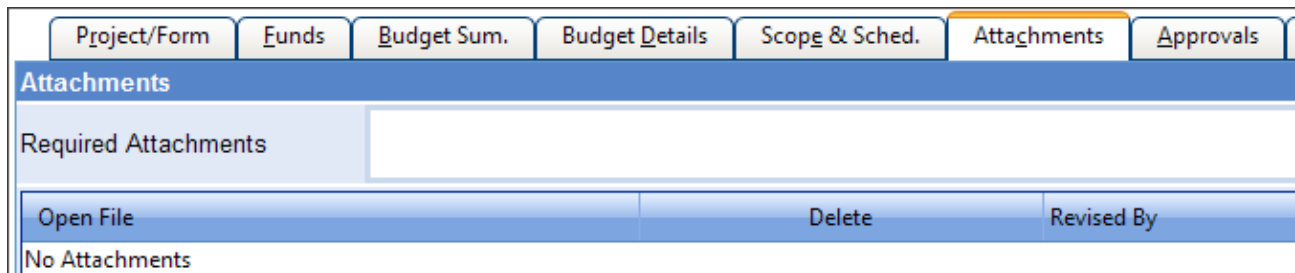
- Scope & Schedule tab
 - This tab provides:
 - New scope (SF)
 - Renovated scope (SF)
 - Key Quantity:
 - Use to enter a key qty, other than SF for project
 - e.g., for Dorms – enter # of beds; for a Chiller Replacement – enter # of tons of cooling; etc.
 - Names of the A/E firm and Contractor, when known
 - Key project schedule dates

Project/Form	Funds	Budget Sum.	Budget Details	Scope & Sched.
Project Scope				
New Construction		3,260	gross sq. ft.	
Renovation		1,500	gross sq. ft.	
Total Scope		4,760	gross sq. ft.	
Key Quantity		1	LOT	
Design Consultant & Contractor				
Architect / Engineer				
Construction Contractor				
Project Schedule				
Award A/E Contract	10/21/2005			
Received Construction Bids	11/27/2007			
Substantial Completion	11/14/2008			
Received Construction Bids	11/27/2007			
Substantial Completion	11/14/2008			

“CO” Form Tabs

■ Attachments tab

- Supplemental documents, at this point in time, may only be uploaded into BITS by BCOM staff members
- Agencies should continue to submit any supporting documents for CO forms, such as bid tabs for CO-8s, to BCOM’s coforms@dgs.virginia.gov e-mail address, as per current practice
- Any supporting documents which are pertinent to the processing of a CO form will be uploaded by BCOM staff to BITS, as needed



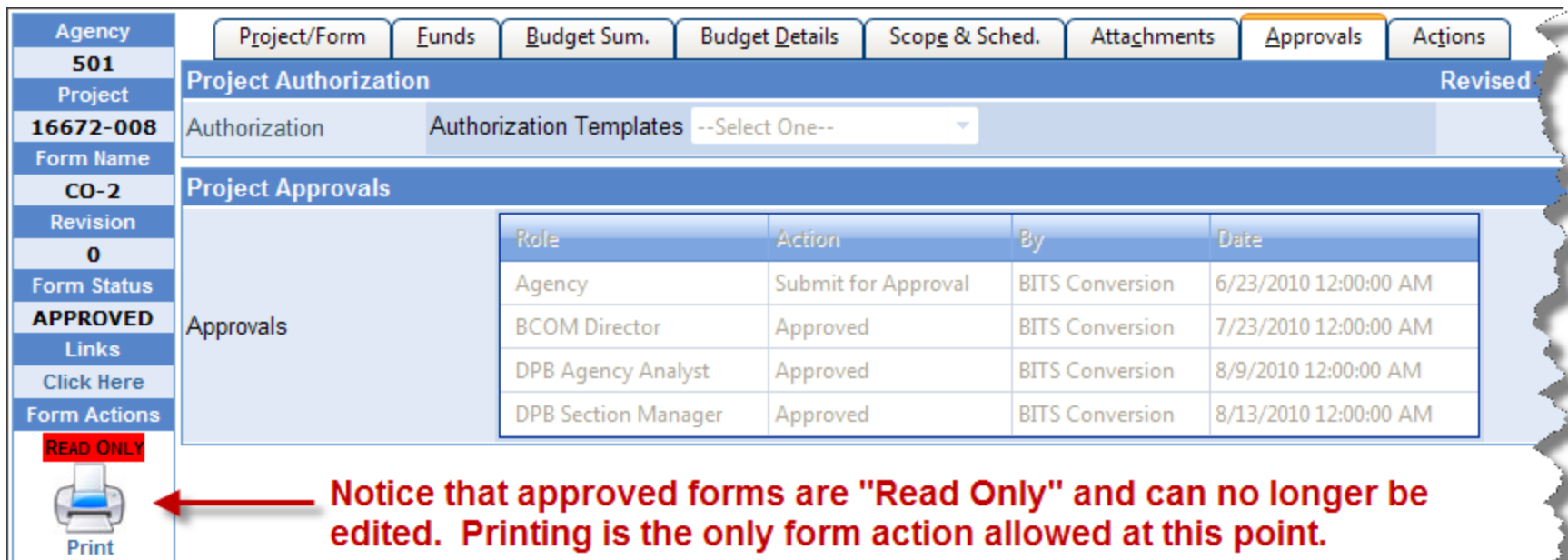
The screenshot shows a software interface with a navigation bar at the top containing tabs: Project/Form, Funds, Budget Sum., Budget Details, Scope & Sched., Attachments (highlighted), and Approvals. Below the navigation bar is a section titled "Attachments" with a sub-section "Required Attachments" containing a large empty text box. At the bottom of the interface, there is a table with three columns: "Open File", "Delete", and "Revised By". Below the table, the text "No Attachments" is displayed.

Open File	Delete	Revised By
No Attachments		

“CO” Form Tabs

■ Approvals tab

- The approvals tab contains the authorization or “action wording” for a CO form
- It also identifies who approved the form and when the approvals were made



The screenshot displays a web application interface for a CO form. The sidebar on the left contains the following information:

- Agency: 501
- Project: 16672-008
- Form Name: CO-2
- Revision: 0
- Form Status: APPROVED
- Links: Click Here
- Form Actions: READ ONLY (with a Print icon)

The main content area shows the 'Approvals' tab selected. The 'Project Authorization' section includes a dropdown menu for 'Authorization Templates' set to '--Select One--'. Below this is the 'Project Approvals' section, which contains a table of approvals:

Role	Action	By	Date
Agency	Submit for Approval	BITS Conversion	6/23/2010 12:00:00 AM
BCOM Director	Approved	BITS Conversion	7/23/2010 12:00:00 AM
DPB Agency Analyst	Approved	BITS Conversion	8/9/2010 12:00:00 AM
DPB Section Manager	Approved	BITS Conversion	8/13/2010 12:00:00 AM

A red arrow points from the 'READ ONLY' label in the sidebar to the text below, indicating that approved forms are read-only and can only be printed.

Notice that approved forms are "Read Only" and can no longer be edited. Printing is the only form action allowed at this point.

“CO” Form Tabs

- A note regarding “converted” CO form data:
 - The previous version of BCOM’s BITS database contained only key form data; not the complete form data that is now contained in this new version of BITS
 - As the “converted” forms in BITS provide only partial data, the users should refer to their hard copies or pdf copies of the earlier CO forms to view the complete data for any forms processed prior to this version of BITS
 - The converted data is provided in BITS only for user convenience, to:
 - identify that a prior form version was processed earlier
 - to assist users in creating new forms using any available existing data
 - The converted forms do not identify specific individual approvals, but rather shows “BITS Conversion” in the “By” field (see previous slide)
 - For new forms created within the new version of BITS, the specific users’ names will be shown in the “By” field when they approve the form. The new forms created within BITS are considered record copies; any “converted forms” displayed within BITS are not record copies. Refer to the originals.

“CO” Form Tabs

- Actions tab
 - This tab is for BCOM administrative use
 - It provides a brief summary of the approval action(s) for the form

CO-2, Authority to Initiate Capital Outlay Project

Home > Forms Home Page > BCOM Form

Agency: 501
Project: 13853-000
Form Name: CO-2
Revision: 0
Form Status: APPROVED
Links: Click Here
Form Actions: READ ONLY
Print

Project/Form	Funds	Budget Sum.	Budget Details	Scope & Sched.	Attachments	Approvals	Actions	Revised By
Actions								
Actions								
<input type="checkbox"/> Prepare WD								
<input type="checkbox"/> Prepare PD								
<input type="checkbox"/> Prepare Schedule								
<input type="checkbox"/> Proceed								
<input type="checkbox"/> Land								
<input type="checkbox"/> Funds Transfer								
<input type="checkbox"/> Funds Infusion								
<input type="checkbox"/> Funds Freeze								
<input type="checkbox"/> Funds Revert								
<input type="checkbox"/> Equip Line								
<input type="checkbox"/> Other								
Other Actions								

“BO” Form Tabs

■ Project/Form tab

- For BO forms, the data required in the “Project” section is identical to that described earlier for the CO form’s Project/Form tab
- The “Form Data” section at the bottom of this tab, requires additional information such as the Building Name and Street Address

The screenshot shows a web form titled "Home > Forms Home Page > BCOM Form". The form is divided into several sections:

- Agency:** 501
- Project:** 16130-005
- Form Name:** CO-13.3
- Form Status:** APPROVED
- Links:** Click Here
- Form Actions:** READ ONLY (with a printer icon and "Print" label)
- Form Data:** This section contains several input fields, some of which have red dots indicating required fields:
 - Street Address: --- (red dot)
 - Zip Code: --- (red dot)
 - City: --- (red dot)
 - State: --- (red dot)
 - Building Name: NEW CRAFTONS GATE AHQ COMBINATION BUILDING (red dot)
- Comments:** A large text area at the bottom.

Again, any fields with red dots adjacent to them are “required” fields. It is not necessary they be completed before SAVING the form, but they must have entries made before SUBMITTING the form to BCOM.

“BO” Form Tabs

- Building tab
 - This tab contains information on relevant building codes, accessibility standards, and other descriptive information about the building or structure

The screenshot displays a web-based form titled "CO-13.3, Certificate of Use and Occupancy". The breadcrumb navigation shows "Home > Forms Home Page > BCOM Form". A left-hand sidebar contains the following fields: Agency (501), Project (16130-005), Form Name (CO-13.3), Form Status (APPROVED), Links (Click Here), and Form Actions (Print). The main form area includes fields for Purpose/Occupancy, Occupant Load (checked N/A, value -1), Occupancy Remarks, Group(s) (with an Add Group button), Type of Construction (dropdown menu), Building Height (checked N/A, unit in feet), Number of Stories (checked N/A), Gross Area (unit in gsf), and Code Modifications Issued. At the bottom, there is a section for Floor Live Load with an Add button and a table with columns for Edit, Name, and Amount (in psf). The table currently shows "No records to display."

Agency	501						
Project	16130-005						
Form Name	CO-13.3						
Form Status	APPROVED						
Links	Click Here						
Form Actions	Print						
Purpose/Occupancy	--						
Occupant Load	<input checked="" type="checkbox"/> N/A <input type="text" value="-1"/>						
Occupancy Remarks							
Group(s)	Add Group						
Type of Construction	--Select One--						
Building Height	<input checked="" type="checkbox"/> N/A <input type="text"/> (feet)						
Number of Stories	<input checked="" type="checkbox"/> N/A <input type="text"/>						
Gross Area	<input type="text"/> (gsf)						
Code Modifications Issued							
Floor Live Load	Add <table border="1"><thead><tr><th>Edit</th><th>Name</th><th>Amount (in psf)</th></tr></thead><tbody><tr><td colspan="3">No records to display.</td></tr></tbody></table>	Edit	Name	Amount (in psf)	No records to display.		
Edit	Name	Amount (in psf)					
No records to display.							

“BO” Form Tabs

■ System/Shop/Convey tab

- This tab is for used to provide information regarding building fire protection, security, and conveying systems


- On some BO forms, information regarding shop drawing approval responsibilities is also included on this tab

Agency	Project/Form	Building	Systems/Convey	Key Dates	Contacts
501					
Project					
16130-005					
Form Name					
CO-13.3					
Form Status					
APPROVED					
Links					
Click Here					
Form Actions					
READ ONLY					
Print					
Fire Protection Systems					
Fire Suppression	<input type="checkbox"/> NFPA 13	<input type="checkbox"/> NFPA 13	<input type="checkbox"/> Chemical	<input type="checkbox"/> Clean Agent	<input type="checkbox"/> Provided - Not Required
Fire Detection & Alarm Systems	<input type="checkbox"/> Required	<input type="checkbox"/> Provided - Not Required	<input type="checkbox"/> None		
Sprinkler Head Database Updated	<input type="radio"/> Yes	<input checked="" type="radio"/> No	Date:		
Security Systems					
Security System	<input type="checkbox"/> None	<input type="checkbox"/> Delayed Egress	<input type="checkbox"/> Access Control	<input type="checkbox"/> N/A	
Conveyors					
New Elevators	<input type="radio"/> Yes	<input type="radio"/> No	Quantity:		
Existing Elevators	<input type="radio"/> Yes	<input type="radio"/> No	Quantity:		
New Other Conveyors	<input type="radio"/> Yes	<input type="radio"/> No	Quantity:		
Existing Other Conveyors	<input type="radio"/> Yes	<input type="radio"/> No	Quantity:		

“BO” Form Tabs

■ Key Dates/Addenda


- Key certification, inspection, and report dates are entered on this tab
- If an item is not applicable, check the adjacent “N/A” checkbox



CO-13.3, Certificate of Use and Occupancy

Home > Forms Home Page > BCOM Form

Agency	Project/Form	Building	Systems/Convey	Key Dates	Contacts	Att
501	Key Dates					
Project	Architect/Engineer's Certificate	<input checked="" type="checkbox"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
Form Name	Contractor's Certificate	<input checked="" type="checkbox"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
Form Status	Fire Marshal's Inspection Report	<input checked="" type="checkbox"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
Links	Checklist for Occupancy	<input checked="" type="checkbox"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
Click Here	Structural & Special Inspections Report	<input checked="" type="checkbox"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
Form Actions	Elevator Inspection Report	<input checked="" type="checkbox"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
READ ONLY	Potable Water Report	<input checked="" type="checkbox"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Print

“BO” Form Tabs

- Contacts tab

- This tab is used to provide contact information for the agency, the A/E, contractor, and special inspectors
- This tab is also used to provide licensing information about the A/E and contractor

CO-17, Building Permit for Construction

Home > Forms Home Page > BCOM Form

Agency | Project/Form | Building | Systems/Shop/Convey | Key Dates/Addenda | **Contacts**

Agency

Agency: 501
Project: 00501-002
Form Name: CO-17
Form Status: APPROVED

Links: [Click Here](#)

Form Actions: [READ ONLY](#), [Print](#)

Architect/Engineer

Firm Name: --
License Number: --
Contact Name: --
Phone Number(s): --
Email: --

Contractor

Firm Name: --
License Number: --
Phone Number(s): --

“BO” Form Tabs

■ Attachments tab

- Supplemental documents may, at this point in time, only be uploaded into BITS by BCOM staff members
- Agencies should continue to submit any supporting documents for BO forms, such as equipment layouts and certificates of flame resistance, for CO-17 TMP tent permits to BCOM’s boforms@dgs.virginia.gov e-mail address, as per current practice
- Any supporting documents which are pertinent to the processing of a BO form will be uploaded by BCOM staff to BITS, as needed

The screenshot shows a web interface with a navigation bar at the top containing tabs: Project/Form, Building, Systems/Shop/Convey, Key Dates/Addenda, Contacts, Attachments (highlighted), and BO Action. Below the navigation bar is a blue header bar with the text "Attachments" on the left and "Revised By" on the right. The main content area is divided into two sections. The top section is labeled "Required Attachments" and contains a large empty white rectangular box. The bottom section is labeled "No Attachments" and contains three buttons: "Open File", "Delete", and "Revised By".

“BO” Form Tabs

- BO Action
 - This tab provides the effective date and, if applicable, the revision and expiration date of permits and certificates
 - This tab is also where the Building Official action wording and approvals are located

CO-17, Building Permit for Construction

Home > Forms Home Page > BCOM Form

Agency: 501

Project: 16672-006

Form Name: CO-17

Form Status: APPROVED

Links: Click Here

Form Actions: [Add One](#)

Print

Project Authorization

Effective Date: 10/15/2004

Certification Type: Temporary Permit

Expiration Date: 10/31/2005
(Expiration date is only applicable to temporary certificates)

Revision Date:

Revision Title:

Building Official Action: Action Templates --Select One--

Form Close Out Dispensation

Close Out Dispensation:

Project Approvals

Approvals	Title	Account	By	Date
	BCOM Director	Distribute	BITS Conversion	10/15/2004 12:00:00 AM

Agency Form Actions

- An agency user, who has the appropriate rights or permissions, may execute these “Form Actions”:



The image shows a vertical sidebar menu with the following items: Agency 501, Project 13300-009, Form Name CO-6, Revision -, Form Status DRAFT, Links Click Here, and Form Actions. The Form Actions section is highlighted with a red border and contains three icons: a floppy disk for Save, a red X for Delete, and a printer for Print. A red arrow points to the Save icon.

- **Print**

- Forms can be printed at any time
- Printing is discussed in more detail in later slides

- **Delete**

- A form may be deleted by the agency users ONLY when the form is in the DRAFT Form Status (i.e., recall the DRAFT status means a form is being composed by the agency and has yet to be submitted to BCOM. Once form is submitted to BCOM, the submitting agency can no longer delete it.)

- **Save**

- There are several Save options which are discussed on the next several slides

Saving and Submitting Forms

- An agency user who has “Can Create/Edit” rights has two options when saving a form:

13300-009

Form Name Submit Date: -

CO-6

Revision Project

- Project

Form Status

DRAFT

Links

Click Here Sub-Pro

Form Actions

Agency

Facility/

Project

Location

Alternate Authority

HECO

Level II

Independent or Non-State Entity

N/A

Select 1 drop do

Print

Save

Delete

Save Form

Actions:

Save data only. Do not submit form.

Save data and submit for agency approval.

Email Remarks:

Tom, I am submitting this form for your review and approval and for you to submit to it to BCOM. Check the square footage on the Scope tab to verify it is correct.

Save Cancel Save

Saving and Submitting Forms

- “Save data only. Do not submit form.”
 - This save option allows the user to save the data incrementally while composing the form. The form may continue to be edited by this agency user or other agency users having the “Can Create/Edit” or “Can Approve/Submit” permissions.
- “Save data and submit for agency approval.”
 - This save option allows the agency user to save and submit the form for approval by an agency user who has been granted the “Can Approve/Submit” forms processing permission.
 - The user drafting the form can also include text for a BITS generated e-mail message to send to the agency approver
 - After the form is submitted for agency approval, the form becomes “view only” to those agency users having only the “Can Create/Edit” form processing permission.

Saving and Submitting Forms

- Once a form has been “submitted” for agency approval:
 - the form creator and agency approver(s) will receive a system-generated e-mail message, which:
 - identifies the project and type of form requiring agency approval
 - provides a brief message about the processing status of the form
 - contains any additional email text added by form creator
 - contains a hyperlink to allow quick access to the form
- See example email notification on next slide.

Example BITS Forms Processing Email Notification Message

From: BITS System [BITS_NoRely@dgs.virginia.gov]
To: I
Cc:
Subject: Form Processing Notification: 501-16369-000, CO2

The following form has been submitted by the Form Creator to the Agency Approver for review and approval:

CO2
501-16369-000
VIRGINIA DEPARTMENT OF TRANSPORTATION
NEW CONST: CHEMICAL STORAGE FACILITIES (28 LOCATIONS)
CHEMICAL STORAGE FACILITIES (28 LOCATIONS) - NEW CONSTRUCTION

Remarks:

Any additional remarks added by the Form Creator would appear here.

Click on this link to open the form:

<https://bits-test.dgs.virginia.gov/Pages/Forms/Form.ASPX?Id=33083&Mode=Edit>

Saving and Submitting Forms

- In addition to receiving the e-mail notification, the form will also appear in the agency approvers' "My Forms" listing of forms to be processed. ("My Forms" is discussed in-depth in a later Help topic.)
- The form creator will see a screen similar to next slide, offering with several options as to where to proceed next in the system

Saving and Submitting Forms

Form Saved

The CO6 form for project, 13300-009, has been saved.

Click on one of the following to continue:

[Return to the CO6 Form](#)

[Print the Form](#)

[Go to the Forms Home Page](#)

[Go to the System Home Page](#)

[Done using the system for now, Logout](#)

Saving and Submitting Forms

- The agency approver, a BITS user who has “Can Approve/Submit” rights, has three options when saving a form:

13300-009

Form Name Submit Date: -

CO-6

Revision


Form Status


DRAFT


Links

Click Here

Form Actions

 Save

 Delete

 Print

Project

Project

Sub-Pro

Agency

Facility/

Project

Location

Alternate

Independent or Non-State Entity I/A

... ...

Save Form

Actions:

Save data only. Do not submit form.

Save data and rollback to draft.

Save data and submit form to BCOM.

Email Remarks:

Tom, I am submitting this form for your review and approval and for you to submit to it to BCOM. Check the square footage on the Scope tab to verify it is correct.

Save Cancel Save

Saving and Submitting Forms

- “Save data only. Do not submit form.”
 - This save option allows the agency approver to save the data incrementally while editing the form. The form may continue to be edited by this agency user or other agency users who also have the “Can Approve/Submit” permissions.
- “Save data and rollback to draft.”
 - This save option allows the agency approver to save the form and re-enable the form for editing by the form creator and any other users who have only the “Can Create/Edit” permissions
 - This option also initiates a system-generated email message to both the form creator and other users who have “Can Approve/Submit” permissions. Additional text for the e-mail message may be optionally included if desired. (see next slide)

Save Form Dialog Box

- Following is an example of adding optional text to include in e-mail when “rolling a form back” to the creating user:

The screenshot shows a 'Save Form' dialog box with the following content:

Save Form

Actions:

- Save data only. Do not submit form.
- Save data and rollback to draft.
- Save data and submit form to BCOM.

Email Remarks:

Frank, I checked the square footage and it is correct, but please adjust the budget figures as we discussed and then resubmit the form for my approval.
Thanks,
Tom

Save **Cancel Save**

- Note, that the remarks to be included in the email message also will remain within the “Save Form” dialog box shown above until they are deleted or overwritten by subsequent users

Saving and Submitting Forms

- “Save data and submit form to BCOM.”
 - This third save option allows the agency approver to save the form and submit it to BCOM.
 - The agency approver may (optionally) enter text to include in the BITS generated message that will be sent to BCOM
 - After the form is submitted to BCOM, the form becomes “view only” to all agency users.

Save Form

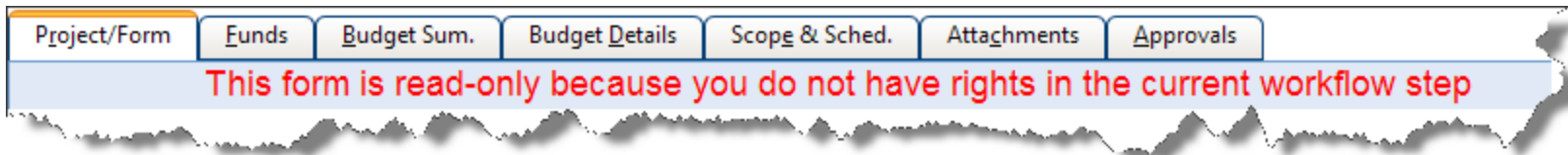
Actions:

- Save data only. Do not submit form.
- Save data and rollback to draft.
- Save data and submit form to BCOM.

Email Remarks:

BCOM, we have clarified scope for this project as discussed in the 12/21 telecon. Would appreciate expedited approval of this CO-6.
Thanks,
Tom Jones

Save **Cancel Save**



Saving and Submitting Forms

- Once a form has been “submitted” by the agency approver to BCOM:
 - the form creator, the agency approver(s), and the BCOM will receive a system-generated e-mail message, which:
 - identifies the project and type of form requiring BCOM action
 - provides a brief message about the processing status of the form
 - contains any additional email text added by agency approver
 - contains a hyperlink to allow quick access to the form
 - the form will appear in the BCOM Administrator’s “My Forms” listing of forms to be processed (discussed later)
 - the agency approver will see a screen similar to next slide, offering with several options as to where to proceed next in the system

Saving and Submitting Forms

Form Saved

The CO6 form for project, 13300-009, has been saved.

Click on one of the following to continue:

[Return to the CO6 Form](#)

[Print the Form](#)

[Go to the Forms Home Page](#)

[Go to the System Home Page](#)

[Done using the system for now, Logout](#)

What happens after forms are submitted to BCOM?

- After a form is submitted to BCOM, it proceeds through internal processing by various BCOM staff
- If approval by DPB is also required, the form is advanced to the appropriate DPB Agency Analyst and DPB Section Manager
- After the final required approval is made, the BITS system will generate an e-mail message to advise the agency approvers that the form has been approved

- A form may also be “rolled back” to the agency for correction and re-submittal , if necessary, at any point before the final approval is made

Printing Forms

- Forms may be printed at any point in time
- The Form Status (i.e., DRAFT, IN PROCESS, APPROVED, etc.) and Revision Number are prominently displayed at the top of each printed form
- Only form printouts showing the form status of APPROVED or REJECTED should be considered as the final disposition of a form
- To begin the printing process, click on the “Print” icon

CO-2, Authority to Initiate Capital Outlay Project

Home > Forms Home Page > BCOM Form

Agency: 501
Project: 16675-000
Form Name: CO-2
Revision: 0
Form Status: APPROVED
Links: Click Here
Form Actions: READ ONLY, Print

This form is read-only because the status is: APPROVED
This form has been converted from a previous version of BITS which did not have all the fields this version does. Some data.

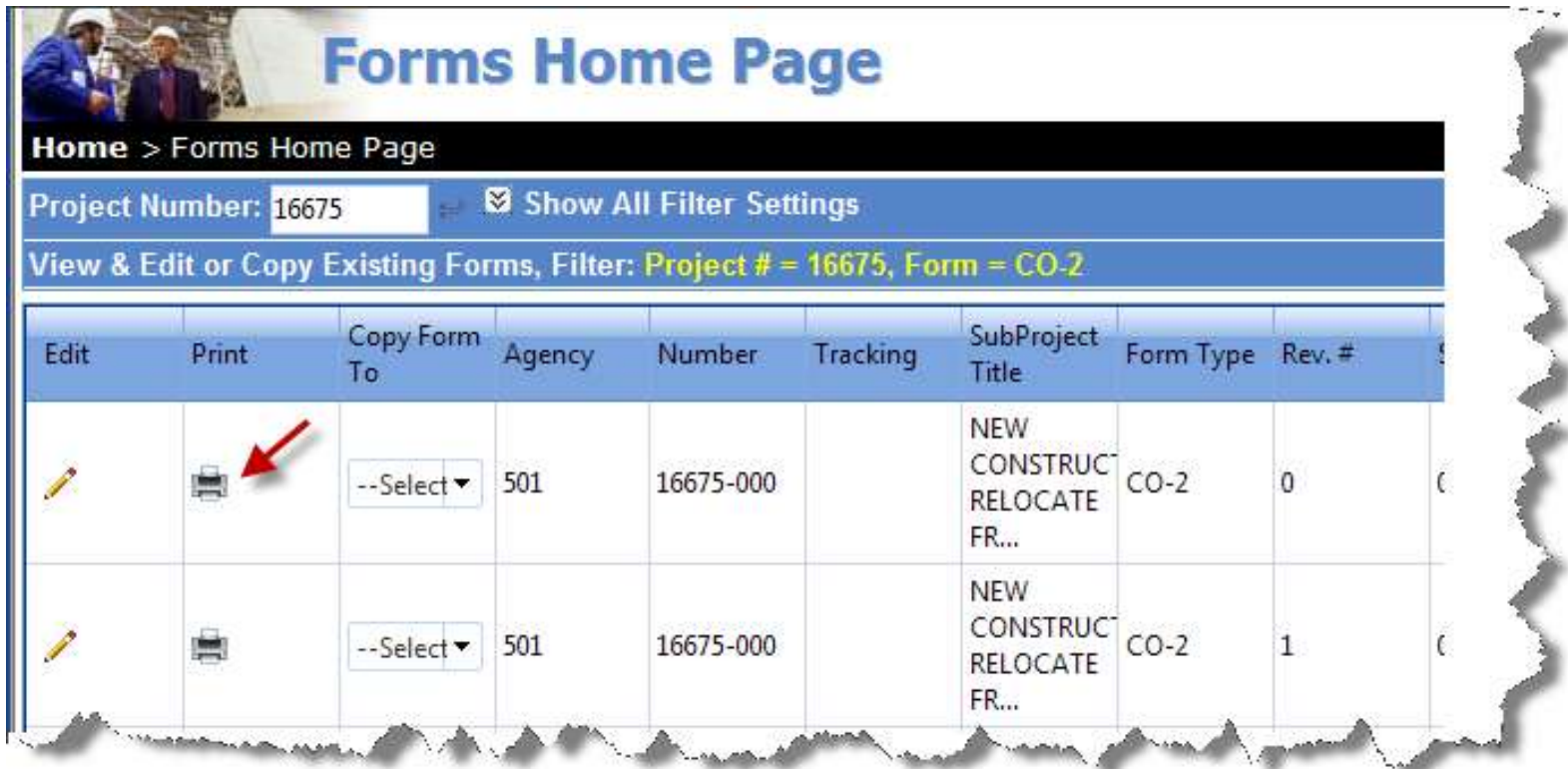
Submit Date: 6/18/2002

Project Data





Project Number:	16675	Found
Project Name:	NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY	(Project Nu)
Sub-Project Number:	000	Found
Sub-Project Name:	NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY	(Sub-Proje)
Agency:	501 - VIRGINIA DEPARTMENT OF TRANSPORTATION	
Facility/Campus:	--Select One--	
Project Type:	VDOT - OFFICE/SHOP/STORAGE	
Location (FIPS Code):	SOUTHAMPTON CO. [175] SFMO: TIDEWATER REGIONAL OFFICE	

Printing Forms

- Forms may also be printed directly from the Forms Home Page, without opening the form, proper
- To print a form directly from the Forms Home Page, just locate the form and click on the printer icon as shown below



The screenshot displays the 'Forms Home Page' interface. At the top, there is a navigation bar with 'Home > Forms Home Page'. Below this, a search bar shows 'Project Number: 16675' and a 'Show All Filter Settings' button. A filter summary bar indicates 'View & Edit or Copy Existing Forms, Filter: Project # = 16675, Form = CO-2'. The main content is a table with columns: Edit, Print, Copy Form To, Agency, Number, Tracking, SubProject Title, Form Type, and Rev. #. Two rows of data are visible, both for Agency 501 and Number 16675-000. The first row has a 'NEW CONSTRUCT RELOCATE FR...' title and Rev. # 0. The second row has a 'NEW CONSTRUCT RELOCATE FR...' title and Rev. # 1. A red arrow points to the printer icon in the 'Print' column of the first row.


Edit	Print	Copy Form To	Agency	Number	Tracking	SubProject Title	Form Type	Rev. #
		--Select	501	16675-000		NEW CONSTRUCT RELOCATE FR...	CO-2	0
		--Select	501	16675-000		NEW CONSTRUCT RELOCATE FR...	CO-2	1

Printing Forms

- Note the Form Status and Revision Number fields are prominently displayed at the top of the form

Form Print Preview

1 of 2 | Export to the selected format | Export

 **COMMONWEALTH OF VIRGINIA**
DEPARTMENT OF GENERAL SERVICES
CO-2, Authority to Initiate Capital Outlay Project

Revision:0
Form Status: APPROVED

PROJECT 501-16675-000

Agency: VIRGINIA DEPARTMENT OF TRANSPORTATION
Project: NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY
Sub-Project: NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY
Project Type: VDOT - OFFICE/SHOP/STORAGE Proc. Method:
FIPS Code/Loc.: 175 - SOUTHAMPTON CO. Project Group:
Comments:

PROJECT FUNDS

Appropriation Act:

Item Number	Chapter No.	Chapter Date	Amount	Fund	Fund Code
C-139	899	00-02	\$215,000	TRANSPORTATION	.
C-175	951	05	\$3,520,000	TRANSPORTATION	.
C-313	3	06-08	\$600,000	TRANSPORTATION	.

Other Sources:

Funds Transfer, From project: 16673000	\$879,604
Funds Transfer, From project: 16127000	\$1,374,972

Printing Forms

- The four VCR buttons at the top of the print preview screen, respectively from left to right, perform the following functions:

- Go to first page
- Go backward one page
- Go forward one page
- Go to last page

Form Print Preview

Home > Forms Home Page > Form Print-Preview

Navigation: [Home] [Back] [1 of 2] [Forward] [Print] [Export]

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF GENERAL SERVICES
CO-2, Authority to Initiate Capital Outlay Project

Revision:0
Form Status: APPROVED

PROJECT 501-16675-000

Agency: VIRGINIA DEPARTMENT OF TRANSPORTATION
Project: NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY
Sub-Project: NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY
Project Type: VDOT - OFFICE/SHOP/STORAGE Proc. Method:
FIPS Code/Loc.: 175 - SOUTHAMPTON CO. Project Group:
Comments:

PROJECT FUNDS

Appropriation Act:

Item Number	Chapter No.	Chapter Date	Amount	Fund	Fund Code
C-139	899	00-02	\$215,000	TRANSPORTATION	
C-175	951	05	\$3,520,000	TRANSPORTATION	
C-313	3	06-08	\$600,000	TRANSPORTATION	

Other Sources:

Funds Transfer, From project: 16673000	\$879,604
	\$4,274,972

Printing Forms

- Click on the “Export to the selected format” picklist to select from several popular export formats
- For best printing results, PDF format is recommended

Form Print Preview

Home > Forms Home Page > Form Print-Preview

1 of 2

Export:

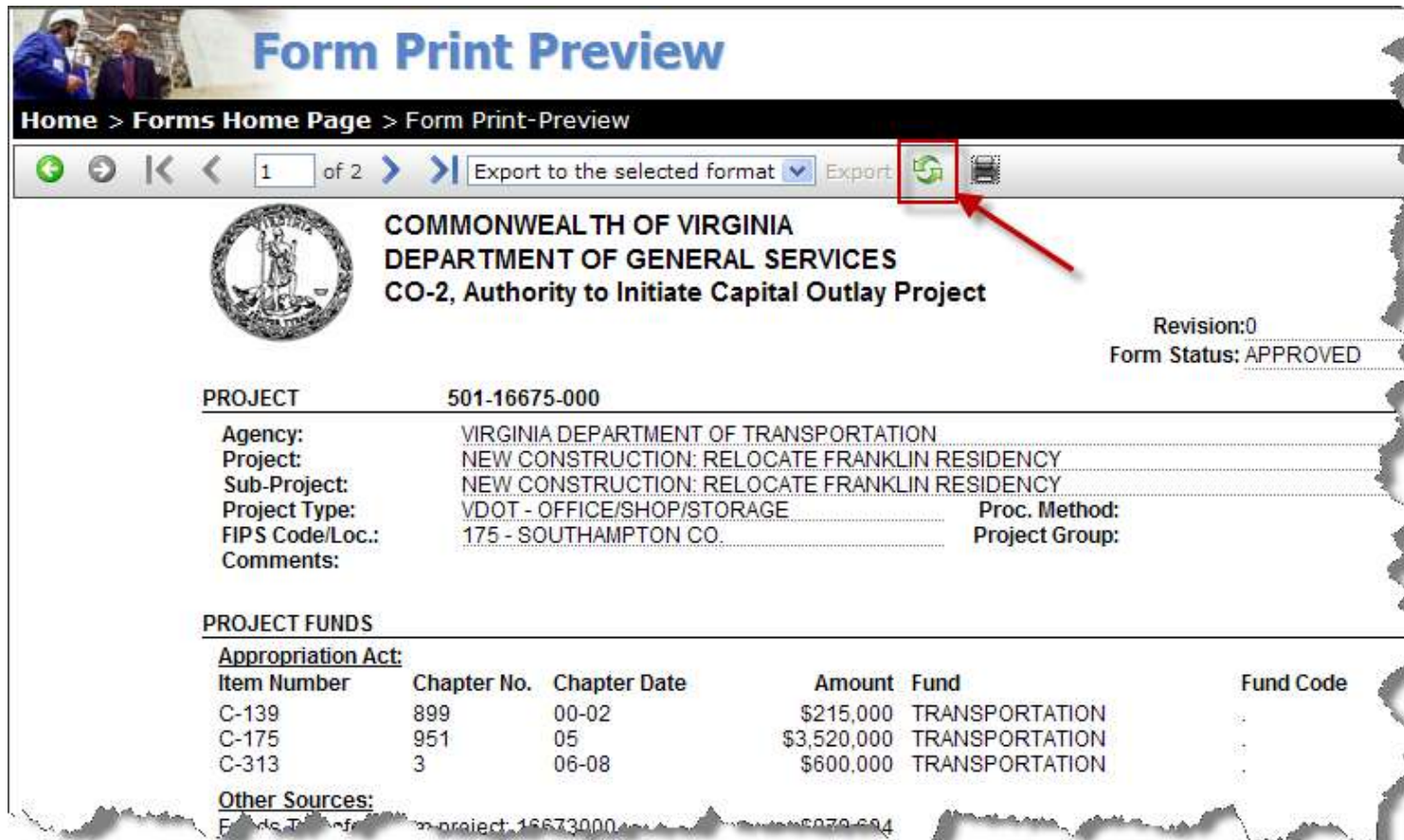
COMMUNICATIONS SERVICES
DEPARTMENT OF TRANSPORTATION
CO-2, RELOCATION SERVICES
Outlay Project

For

PROJECT	501-16675-000
Agency:	VIRGINIA DEPARTMENT OF TRANSPORTATION
Project:	NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY
Sub-Project:	NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY
Project Type:	VDOT - OFFICE/SHOP/STORAGE
FIPS Code/Loc.:	175 - SOUTHAMPTON CO.
Comments:	
	Proc. Method:
	Project Group:

Printing Forms



- Clicking on the icon highlighted below will re-query the database to refresh the results




Form Print Preview

Home > Forms Home Page > Form Print-Preview

1 of 2 | Export to the selected format | Export

 **COMMONWEALTH OF VIRGINIA**
DEPARTMENT OF GENERAL SERVICES
CO-2, Authority to Initiate Capital Outlay Project

Revision:0
Form Status: APPROVED

PROJECT 501-16675-000

Agency: VIRGINIA DEPARTMENT OF TRANSPORTATION
Project: NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY
Sub-Project: NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY
Project Type: VDOT - OFFICE/SHOP/STORAGE Proc. Method:
FIPS Code/Loc.: 175 - SOUTHAMPTON CO. Project Group:
Comments:

PROJECT FUNDS

Appropriation Act:

Item Number	Chapter No.	Chapter Date	Amount	Fund	Fund Code
C-139	899	00-02	\$215,000	TRANSPORTATION	
C-175	951	05	\$3,520,000	TRANSPORTATION	
C-313	3	06-08	\$600,000	TRANSPORTATION	


Other Sources:
Funds Title Ref m-project: 16673000 6070-694


Printing Forms

- Clicking on the printer icon highlighted below will send the form to the user's default printer
 - If printing to default printer does produce adequate results, try exporting from to pdf format first and then print the pdf file to a desired printer

Form Print Preview

Home > Forms Home Page > Form Print-Preview

1 of 2 | Export to the selected format | Export | 

 **COMMONWEALTH OF VIRGINIA**
DEPARTMENT OF GENERAL SERVICES
CO-2, Authority to Initiate Capital Outlay Project

Revision:0
Form Status: APPROVED

PROJECT 501-16675-000

Agency: VIRGINIA DEPARTMENT OF TRANSPORTATION
Project: NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY
Sub-Project: NEW CONSTRUCTION: RELOCATE FRANKLIN RESIDENCY
Project Type: VDOT - OFFICE/SHOP/STORAGE Proc. Method:
FIPS Code/Loc.: 175 - SOUTHAMPTON CO. Project Group:
Comments:

PROJECT FUNDS

Appropriation Act:

Item Number	Chapter No.	Chapter Date	Amount	Fund	Fund Code
C-139	899	00-02	\$215,000	TRANSPORTATION	
C-175	951	05	\$3,520,000	TRANSPORTATION	
C-313	3	05	\$1,000,000	TRANSPORTATION	

Acrobat Reader Settings



IMPORTANT !

- In order for some printing features to be work properly, users may need to enable JavaScript in Adobe Reader
- To do so:
 - Open the Acrobat Reader program
 - Select Edit, Preferences, JavaScript
 - Check the box marked “Enable Acrobat JavaScript”

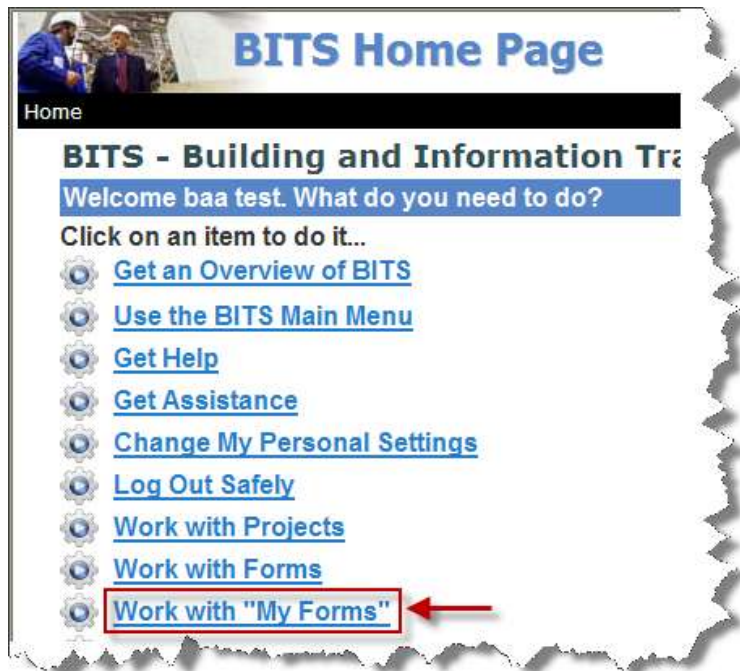
Building Information Tracking System

“My Forms”

*Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings
Bureau of Capital Outlay Management*

“My Forms” Page

- The “My Forms” Page can be accessed from the BITS Home Page:



or from the BITS Main Menu:



“My Forms” Page

- The “My Forms” Page provides a listing of all BITS forms which are in the user’s BITS workflow step for processing (see next slide)
- All agency users with “Can Edit” or “Can Approve” rights, can edit a form when it is in the **Draft Step**
- When an agency user creates a form and submits it to the **Agency Step**, all agency users with “Can Approve” rights for this form type will receive an email from BITS to advise them that a form has been advanced to them. It will also appear in each approver’s individual “My Forms” page in BITS. Just be mindful that any approver with similar rights (as assigned by their Agency Access Coordinator) has the capability to approve and submit the form. Which specific agency approver(s) need to act on the form and submit it to BCOM is a procedural choice by the agency; the system merely provides the notification and capability for any of them to do so.

Forms Status / Workflow

- “Form Status” indicates, at a summary level, to which stage of processing a form has progressed in the forms processing workflow:

Workflow Steps:



Form Status:



Any agency user having “Can Create/Edit” rights, as approved by their BITS Agency Access Coordinator, may draft a form; however, the form may only be submitted by agency users having “Can Approve/Submit” rights.

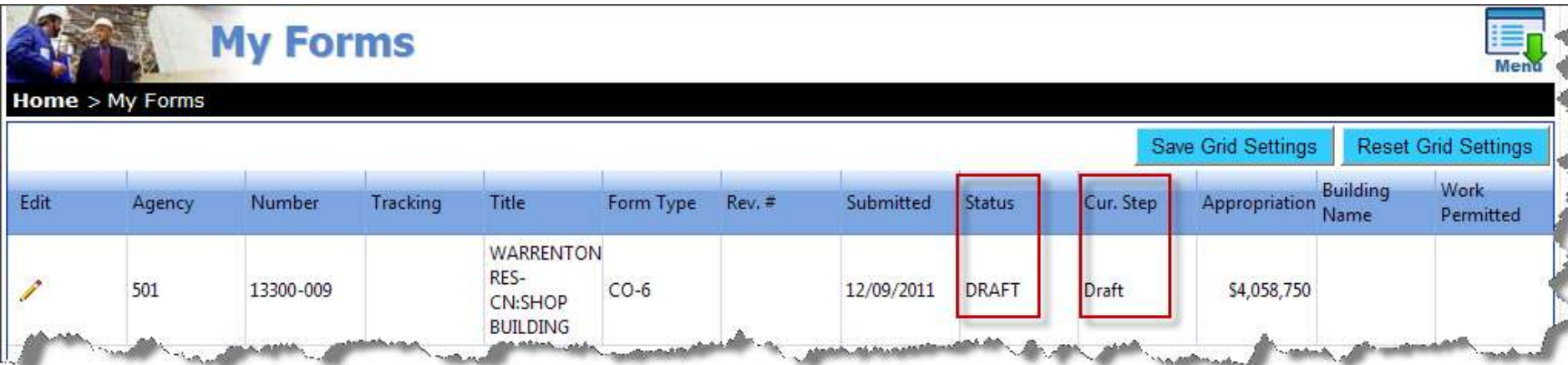
While a form is “IN PROCESS”, it is routed for processing thru various BCOM staff for action.

* - DPB Agency Analysts and Section Managers are in the workflow for processing CO-2 forms and certain CO-8 forms.


“ON HOLD” is a special “IN PROCESS” status. “ON HOLD” indicates that processing has been temporarily suspended. (Usually means BCOM awaiting additional information from the agency or AE).

“My Forms” Page

- Below is an example “My Forms” Page
- In this example, the form is in the DRAFT status, which means the form is being composed by the agency
- Notice from the previous slide, there are two distinct steps, under the DRAFT status, the **Draft Step** and the **Agency Step**
- The example form below is in the **Draft Step**
- In the **Draft Step**, any agency user with “edit only” or “edit and approve” rights may edit the form



The screenshot shows the 'My Forms' page with a table of forms. The table has columns for Edit, Agency, Number, Tracking, Title, Form Type, Rev. #, Submitted, Status, Cur. Step, Appropriation, Building Name, and Work Permitted. The first row of data is highlighted, and the 'Status' and 'Cur. Step' columns are circled in red. The 'Status' column contains the text 'DRAFT' and the 'Cur. Step' column contains the text 'Draft'. Above the table, there are buttons for 'Save Grid Settings' and 'Reset Grid Settings'. In the top right corner, there is a 'Menu' icon with a green arrow pointing down.

Edit	Agency	Number	Tracking	Title	Form Type	Rev. #	Submitted	Status	Cur. Step	Appropriation	Building Name	Work Permitted
	501	13300-009		WARRENTON RES-CN:SHOP BUILDING	CO-6		12/09/2011	DRAFT	Draft	\$4,058,750		

“My Forms” Page

- Below is another example “My Forms” Page
- In this example, the form is still in the DRAFT status, which means the form is being composed by the agency, however, the form has been advanced to the **Agency Step** for agency approval of the form
- In the **Agency Step**, an agency user must have “approve/submit” rights to edit, approve, and submit the form to BCOM
- Once the agency approver submits the form to BCOM, it will no longer appear in an agency user’s “My Forms” list of forms to process

My Forms

Home > My Forms

Save Grid Settings Reset Grid Settings

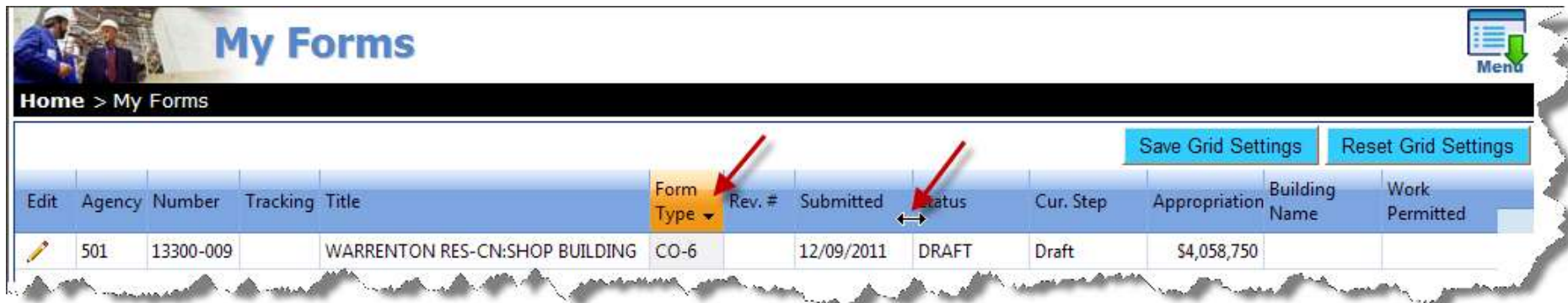
Edit	Agency	Number	Tracking	Title	Form Type	Rev. #	Submitted	Status	Cur. Step	Appropriator	Building Name	Work Permitted
	501	13300-009		WARRENTON RES-CN:SHOP BUILDING	CO-6			DRAFT	Agency	\$4,058,750		

“My Forms” Page

- Unlike the Forms Home Page, there are no filtering options on the “My Forms” page
- The “My Forms” page has been pre-filtered by BITS to display only those forms which are currently awaiting action by the logged-in user (or users with similar rights)
- Once a user has taken action, the user will receive a system-generated email message and the form will no longer appear on their “My Forms” page. The form will now appear on the “My Forms” page of the user in the next workflow step who needs to take action on the form.
- Users who have completed their actions (by submitting the form) can still continue to view, but not edit, the form by:
 - clicking on the link provided in the system-generated email message, or
 - accessing the form via the regular Forms Home Page (as discussed earlier)

“My Forms” Page

- While there are no filtering options on the “My Forms” page, users may still make certain customizations to this page, such as
 - sorting the page on one or more of the fields
 - adjusting column widths
- Please refer to the Forms Home Page for instructions on making these changes, as the steps are identical for the My Forms page



The screenshot shows the "My Forms" page interface. At the top left, there is a "Home > My Forms" breadcrumb. The main content is a data grid with the following columns: Edit, Agency Number, Tracking Title, Form Type, Rev. #, Submitted, Status, Cur. Step, Appropriation, Building Name, and Work Permitted. A red arrow points to the "Form Type" dropdown menu, and another red arrow points to the double-headed arrow handle between the "Submitted" and "Status" columns, indicating column width adjustment. In the top right corner of the grid area, there are two buttons: "Save Grid Settings" and "Reset Grid Settings". A "Menu" icon is also visible in the top right corner of the page header.

Edit	Agency Number	Tracking Title	Form Type	Rev. #	Submitted	Status	Cur. Step	Appropriation	Building Name	Work Permitted
	501	13300-009	CO-6		12/09/2011	DRAFT	Draft	\$4,058,750		

- Once the user has customized the page as desired, click on “Save Grid Settings” to maintain these sorting and column-width changes
- To reset the grid to its default appearance, click “Reset Grid Settings”

Building Information Tracking System

Viewing BITS Alerts

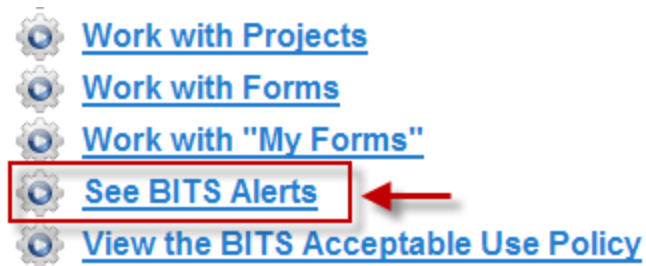
*Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings
Bureau of Capital Outlay Management*

BITS Alerts

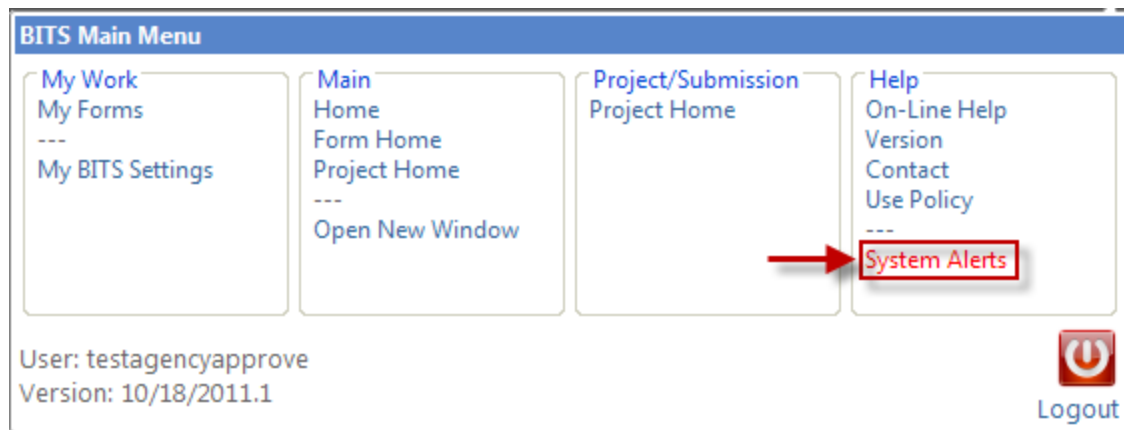
- “BITS Alerts” are messages posted within the system to inform BITS users of significant issues and events
- BITS Alerts won’t eliminate, but should significantly reduce, the number of mass e-mails sent to BITS users
- Alerts will generally have an expiration limit for display
- When a user logs into BITS any unexpired alerts (i.e., active alerts) that the user has not yet viewed will be displayed
- Any active alerts that a user has already viewed once will no longer be displayed at subsequent logins, however, the user can continue to view any open alerts as follows

BITS Alerts

- “BITS Alerts” can be accessed from the Default Home Page



- BITS Alerts can also be accessed from the BITS Main Menu



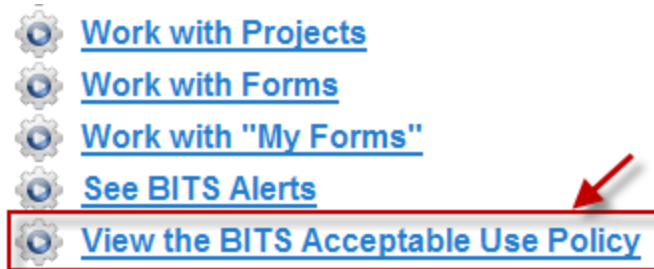
Building Information Tracking System

Viewing the BITS Acceptable Use Policy

*Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings
Bureau of Capital Outlay Management*

BITS Acceptable Use Policy

- Agreeing to comply with the BITS Acceptable Use Policy is a condition of receiving and maintaining a BITS User Account
- The BITS Acceptable Use Policy is accessible from the Default Home Page



- The Policy is also accessible from the BITS Main Menu

