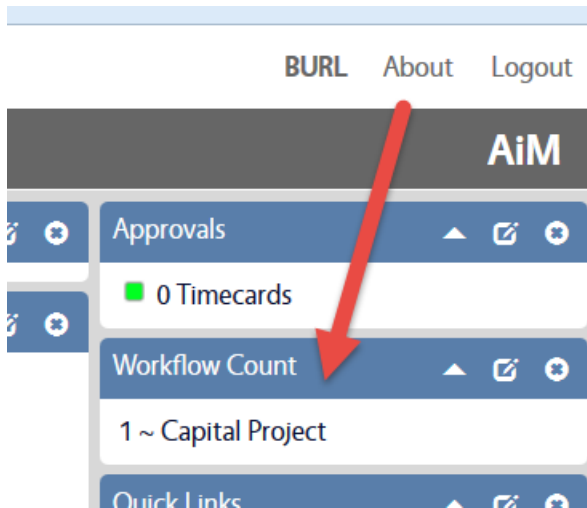**CONSTR SCOPE REVIEW**

The AD Construction role will receive a workflow task to review Scopes submitted by the design project manager. To review the scope, login to AiM using your Auburn ID and password.

On your Workdesk, locate the Workflow Count channel. Click the words "Capital Project" to see the listing of project workflows currently assigned to you.

The screenshot above shows us that the AD Constr currently has 1 project workflow: Construction Scope Review for project 15-184.

Click the date hyperlink to review the scope and respond to the workflow. The document type column will identify the documents that were flagged as "SCOPE" documents by the project lead.

Clicking the thumbnail will open the attachment.

One you have reviewed the documents, click Edit to record your response.

This allows you to select the Response dropdown

There are 3 possible responses:
Approved, Approved with Conditions, or Revisions Required. If you select Approved with Conditions or Revisions Required, please use the Notes Log to record your conditions/concerns

Press the Green save button.