

EAM (Lucity) Project Management – Creating New Project Instructions

Getting Started:

This is ONLY to be used if you have a brand new project that DID NOT start as a CIP Project.

- Lucity internal web address (You MUST use Chrome to access) <u>http://tcappserver1/LUCITYWEB/public/login.aspx</u> Create a shortcut on your computer desktop or add to your favorites.
- 2. Enter your username/password and login. (*if you have forgotten either/both of these contact Chrissy Black @ 922-4900 ext 131*)
- 3. Find your Project using the "Project Management" Dashboard in one of the following ways.

Once Logged in: From the "Project Management" dashboard

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1) Click the "New Project Creation" link.

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2) This will bring up a "Run Task Confirmation" box, Click "OK".

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	• New Project Creation	Click OK to run task 'New Project Creation'. This will execute a task that may update data in the system.	
		Cancel	



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3) This will bring up a "Task 'New Project Creation' was initiated" box, Click "OK".

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	• New Project Creation	Task 'New Project Creation' was initiated.	

- 4) Wait 5 minutes for the new project to be generated.
- 5) To find your newly generated project Click "OPEN Projects".

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6) Your project will be the first one listed. Click on the folder icon 📂 to open the Project Management Form.

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	Project ID	▼ Project Name	▼ Status Date	▼ Department ▼	Internal Project Manager	T	Description	Project Type	▼ Status	T	CIP Number	T
+ 1	2022-1725											-
+	174-2022-12	206 Volleyball Court Upgrade	s	Department of Public Se			322 W Grandview Parkway				1206	
+ 1	335-2022-12	244 Fire Dept Station 01 Cond	cret	Fire			Station 01: 500 West Front Street (north a	n			1244	
+ 1	18-2022-125	52 N Madison & Jefferson W	/ate	Department of Municipa			N Madison from W Front to Wayne St; Jeff	e			1252	
+ 1	18-2022-105	50 12" Watermain Replacem	nen	Department of Municipa			Division St from 14th to the south City Lin	ni			1050	
+ 1	26-2022-124	1 METER PURCHASES (NEW	V)	Light and Power Service			Throughout the entire service area.				1241	
+ 1	18-2022-124	45 River Wall 24-Inch Sanitar	ry s	Department of Municipa			100 block E Front St north alley along Boa	rc			1245	
+	18-2022-123	West Fine Screen Refurbl	shr	Department of Municipa			606 Hannah Ave				1237	
+ 1	18-2022-123	Gravity Belt Concentrator	r (G	Department of Municipa			606 Hannah Ave				1236	
+ 1	18-2022-124	49 Water Treatment Facilitie	·S -	Department of Municipa			Water Treatment Plant, Low Service Build	n			1249	



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7) Look over and edit this information as needed. Please note that all **ORANGE** fields are required, but fill them all in if possible.

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Estimated Expenses (from Capital Impr	ovement Plan)		
CIP Number Land Acquisition/ROW Construction	Annual Maint Cost		
Study Engineering/Design	Maint Year Start		

8) Once you have completed your edits to this form click Save and Close". (If this is greyed out then you don't have all the REQUIRED orange fields filled out)

