

CAMP TCR for GCs

Start TCR

1. Click Apps → Click TCR → Click New
2. Select LLW → add Subject and Description → Click Save / Close
3. Click Initiate Issue → Click Start Processing → Save/Close
4. Return to TCR → Click Edit → Enter cost → Enter Time Estimate → Upload supporting document in Reference section → Click Save/Close → Click Submit

CAMP TCR for POs

DocuSign

1. Click link in the email → DocuSign the TCR request
2. In Corrective Action Section, Enter COA Description and Proposed Completion Date → Click Submit

Send the Recommendation Memo for DocuSign

1. Click Apps → Click TCR → Select the TCR OR Tasks → Select the TCR task
2. Click Send

CAMP TCR for SPOs, CPO and Scheduling Director

DocuSign

1. Click link in the email → DocuSign the TCR request
2. In Corrective Action Section, Enter COA Description and Proposed Completion Date → Click Submit

CAMP TCR for VP of Construction

Accept the TCR

1. Click Apps → Click TCR → Select the TCR OR Tasks → Select the TCR Task
2. Review the request → Click Accept

CAMP TCR for Scheduling Admin

Selecting a Scheduler for the TCR

1. Click Apps → Click TCR → Select the TCR *OR* Tasks → Select the TCR Task
2. Review the request → Select the Scheduler from the dropdown → Click Submit

Send Approved TCR to COU Senior Director

1. Click Apps → Click TCR → Select the TCR *OR* Tasks → Select the TCR Task
2. In References section, Upload supporting documents → Click on three dots → Add Approval Doc → Enter name → Select files for Approval Doc → Click OK → Click Submit

CAMP TCR for Scheduler

Selecting a Scheduler for the TCR

1. Click Apps → Click TCR → Select the TCR *OR* Tasks → Select the TCR Task
2. In References section, Upload supporting documents → Click on three dots → Add Approval Doc → Enter name → Select files for Approval Doc → Click OK → Click Send Recommendation

CAMP TCR for COU Senior Director

Submit the package for the TCR

1. Click Apps → Click TCR → Select the TCR OR Tasks → Select the TCR Task
2. Review the request → Click Submit