

Client **PROJECT PORTAL**

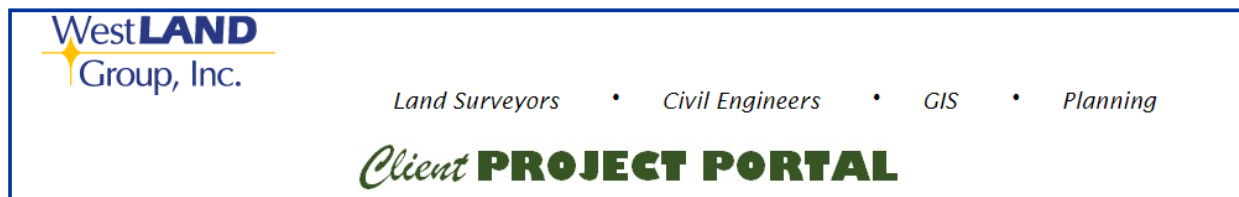
Purpose

In an effort to keep the closeout process moving, WestLAND has created a Client Project Portal to assist in tracking projects. The purpose of the portal is to allow individuals involved in a project to communicate, share files, view statuses, and identify action items efficiently and effectively.

User Login

Each user will be set up with their own individual username and password. This will give the user access to the projects they are involved in.

To get to the log in page click on the link: <https://remote.westlandgroup.net/WLGProjects/>



If the username or password is not working you can click "Forgot Password" or contact the WestLAND Group Portal Administrator, Annie Nguyen, at anguyen@westlandgroup.net or (909)989-9789 ext. 221.

Project List

Once the user has logged in they will be taken to the Project List. This list consists of all projects that the user is involved in. This page can be used to check a project status, or WOA number. Here is an example of what a user might see when on this page.



Project List - Click a Project # to see detail

Project #	WOA	Project Name	Westland Status	Client Project Mgr	Region
2015-050	S-83005-000	SL 42-12-D3 WO S-83005-000 Marquardt Ave, Santa Fe Springs	Gas Company Information Required	Scott Hansen	Orange Coast Region
2014-079	99300	LAX PC Fitting WOA 99300	Sent for Review	Walter Kronberger	Pacific Region
2014-076	9790	Tournament Rd. Valencia SL 45-163 WO 9790	Complete	2014	Northern Region
2015-082	97717	Line 247 Reclass Santa Barbara, Ca.	SCGC Info Required	Luciano Cuevas	GTTS
2015-242	97530	As-Built Matilija	In Progress	Sarah Towne	PIT
2015-175 AGC2015S1P1E9	97521	As-Built L-1027 Repairs Perris AGC2015S1P1E9 WO#97521	Under Construction	Anthony Romero	PIT
2015-175 AGC2015S1P1E8	97521	As-Built L-1027 Repairs Perris AGC2015S1P1E8 WO#97521	In Progress	Anthony Romero	PIT
2015-175 AGC2015S1P1E7	97521	As-Built L-1027 Repairs Perris AGC2015S1P1E7 WO#97521	Under Construction	Anthony Romero	PIT
2015-175 AGC2015S1P1E6	97521	As-Built L-1027 Repairs Perris AGC2015S1P1E6 WO#97521	In Progress	Anthony Romero	PIT
2015-175 AGC2015S1P1E5	97521	As-Built L-1027 Repairs Perris AGC2015S1P1E5 WO#97521	Under Construction	Anthony Romero	PIT
2015-175 AGC2015S1P1E4	97521	As-Built L-1027 Repairs Perris AGC2015S1P1E4 WO#97521	In Progress	Anthony Romero	PIT
2015-175 AGC2015S1P1E3	97521	As-Built L-1027 Repairs Perris AGC2015S1P1E3 WO#97521	In Progress	Anthony Romero	PIT

QUICK TIPS FOR THIS PAGE

- I. Sort: Any Blue column title (such as WOA) can be clicked on to sort the projects. If the user clicks on it once the project list will sort Alphabetically A to Z and if the user clicks on it a second time it will sort Z to A.
- II. Change Password: In the top left hand corner of this webpage is the link for a user to change their password.

Project Detail

If the user clicks on one of the Blue project numbers from the Project List it will take them to the project detail page. This page consists of detailed information, documents and comments for a specific project. The most important aspect of this page is that the user can make changes. **Any changes that the user makes to a project will immediately update all involved users via email.** Here is an example of what a user might see when on this page.

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[Return to Project List](#)

Project Detail Information

Project Name:	Line 235 Re-Assessment Quigley Station to Victorville Base See 2015-010	Westland Proj. Mgr:	Neal McPherson (nmcpherson@westlandgroup.net)
Westland Status:	Sent for Review	Client Proj. Mgr:	Albert Alfieri (aalferi@seprautilities.com)
Client Project #:	97474	Client Constr. Mgr:	Terry Regoli (tregoli@seprautilities.com)
Region:	PIT	Tied In:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Target Due Date:		Tie In Date:	11/2/2015
Requested Pkg Date:	11/9/2015	PM Review Date:	

You can upload a file for an existing item below or Add a new one. [Click here to Add New](#)

Project Document List

Construction Mark-Up Inspector's Notes				Upload
Construction Mark-Up Title Block Updates				Upload
Weld Notes				Upload
Atlas Sheet				Upload
Stationing Info.				Upload
AI's plan check comments	11-09-15 Comments.pdf	Martin.Andreas	11/10/2015 8:11:00 AM	
AI's plan check comments	11-09-15 Comments.pdf	Martin.Andreas	11/10/2015 8:12:00 AM	
Completion Drawing 12-09-15	2014-015 Completion Drawing WOA 97474 12-09-15.pdf	martin.andreas	12/9/2015 12:25:00 PM	

Add a Comment For This Project (Westland project manager will receive and email alert):

[Add Comment](#)

Project Comments List

Caitlin.Kennedy	12/9/2015	Can you please update the Project Manager to David Reed for this project and provide him access to this job. I have downloaded the Completion Drawings and sent a copy to David Reed for his review.
Martin.Andreas	12/9/2015	Caitlin, the Completion Drawing has been uploaded to the Client Project Portal (Completion Drawing 12-09-15). It is ready for you to review and return with your and Roberta's comments. Once we receive and address the comments it will be ready for submittal to the Design Group. I look forward to receiving your comments and keeping the project moving forward.
Martin.Andreas	11/10/2015	Attached are the plan check comments from AI Alfieri from 11-09-15 meeting.

IMPORTANT ASPECTS OF THIS PAGE

- I. Documents: Documents can be uploaded to the Portal by clicking "Click Here to Add New" they can also be downloaded by clicking the button. Documents that can be uploaded include PDF's, word documents, excel spreadsheets, and photos.
- II. Comments: Comments can be added by any user, and will be sent to all users involved in the project via email.
- III. Survey: Upon the completion of the project the button for the Satisfaction Survey will appear. It



Satisfaction Survey

is very beneficial if the client fills out this survey at the end of a project so that WestLAND group can utilize feedback to reward employees and continue to improve the services we provide.

For any further comments, feedback, or suggestions about the WestLAND Group Project Portal contact a Neal McPherson at (909) 989-9789.