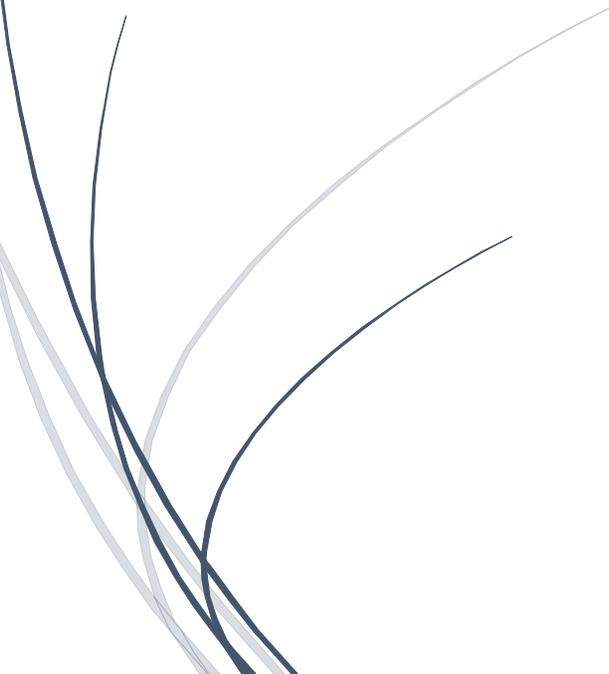


A dark blue vertical bar is on the left side of the slide. A blue arrow points to the right from the bar, containing the date.

December 12, 2024

# How to Remove Projects

From Your Projects Table

Several thin, curved lines in shades of blue and grey originate from the bottom left and sweep upwards and to the right.

Contractor Certification

DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

1. Go to the DCMS Dashboard to either begin a new application or access an application in progress.

The screenshot displays the DCMS Dashboard interface. On the left is a navigation sidebar with a 'View' section containing 'My Certifications'. The main dashboard area is divided into several sections: 'Dashboard' with a table for 'Certification Applications' and 'Contractor Certifications'; 'Certification Center' with a note about submitting requests; 'Key Actions' with a prominent '1 Certification Applications pending' notification and a 'Renew/Apply for Certification' button; 'Enhanced Account Security' with an 'Activate' button and 'OFF' status; 'Alerts' with 'No Activated Alerts'; 'Configure' with various account management links; and 'System News' with an 'Enhanced Account Security' announcement and a 'Discover Learning Resources!' section with a 'View Video Library' button. Three black arrows point to the 'My Certifications' link in the sidebar, the 'Certification Applications pending' notification, and the 'Renew/Apply for Certification' button.

Certification Applications		Pending Submission	Pending Receipt	Pending Processing
Status		1	0	0

Contractor Certifications		Active	Pending	Renewing
Status		0	1	0

**Key Actions**

1 Certification Applications pending

[Renew/Apply for Certification](#)

[View Analytics](#)

[Take a Training Class](#)

[Watch a Training Video](#)

**Enhanced Account Security**

Activate enhanced account security through multi-factor authentication.

[Activate](#) Enhanced account security: **OFF**

**Alerts**

No Activated Alerts. [View Pending Alerts](#)

**Configure**

[Change Your Password](#) [Business Info](#)

[Activate Enhanced Account Security](#) [Profile Setup](#)

[Edit Your User Account Settings](#) [List/Add Users](#)

[View, Vote, & Post to the Wish List](#) [Main Contacts](#)

[Commodity Codes](#)

[EEO/Workforce Comp.](#)

**System News**

**Activate/Manage Enhanced Account Security** -- use multi-factor authentication to provide an extra layer of security for your account.

[Enhanced Account Security](#)

**Discover Learning Resources!**

Access video training resources in the Video Library under Help & Support to help meet your specific learning needs. These videos provide step-by-step support on a variety of key tasks.

Videos are tailored for any organization's general use, highlighting the technical capabilities of the system. Some organizations have posted additional resources related to their specific policies and procedures. Access these resources anytime, anywhere, 24/7!

[View Video Library](#)

The arrows show you one of the 3 ways to access your Vendor Profile: Certifications on your Dashboard.

Under View, select My Certifications.

If you have an application in progress you can select the hyperlink from Certification Application or under Key Actions

## 1. Accessing Your Current Application in Process

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Processing Complete	3228048	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 4/5/2024 Submitted: 4/5/2024 Received: 4/8/2024	Peggy Sue Construction	<a href="#">View</a>
Processing Complete	3282894	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 8/22/2022 Submitted: 8/24/2022 Received: 8/24/2022	Peggy Sue Construction	<a href="#">View</a>
Processing Complete	0395458	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 3/18/2022 Submitted: 3/18/2022 Received: 3/18/2022	Peggy Sue Construction	<a href="#">View</a>
Processing Complete	2341842	Projects Table Update	Division of Capital Asset Management and Maintenance	Started: 2/15/2022 Submitted: 2/15/2022 Received: 2/18/2022	Peggy Sue Construction	<a href="#">View</a>
Processing Complete	0951048	Amendment Request	Division of Capital Asset Management and Maintenance	Started: 2/5/2020 Submitted: 2/5/2020 Received: 2/5/2020	Peggy Sue Construction	<a href="#">View</a>
Processing Complete	9164951	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 12/17/2019 Submitted: 1/2/2020 Received: 1/2/2020	Peggy Sue Construction	<a href="#">View</a>
Processing Complete	2503166	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 2/19/2019 Submitted: 3/28/2019 Received: 3/29/2019	Blu Bayou	<a href="#">View</a>
Ineligible for Certification	1592819	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 12/13/2019 Submitted: 12/13/2019 Locked: 12/17/2019	Peggy Sue Construction	<a href="#">View</a>
Incomplete (0%)	0544836	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 11/14/2024	Peggy Sue Construction	<a href="#">Fill In</a>

## 2. Accessing Your Projects Table

**Certification Application: Main Summary**

[Main](#)
[Projects](#)
[Documents](#)
[Signature](#)
[Submit](#)
[Q & A](#)
[Utilities](#)
[Cert List](#)

Red & Blue Concrete  
 Type: Prime or Small Prime Contractor Certification  
 App #: 3228048

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**Sections and Documentation**

CERTIFICATION TYPE	<a href="#">Fill In</a>	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
SECTION 1: CONTACT INFORMATION	<a href="#">Fill In</a>	Incomplete: 0 completed of 4 required; 0 completed of 7 optional
SECTION 2: BUSINESS AND HISTORICAL INFORMATION	<a href="#">Fill In</a>	Incomplete: 1 completed of 9 required; 0 completed of 0 optional
SECTION 3: PERSONNEL	<a href="#">Fill In</a>	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
SECTION 4: PROJECT REQUIREMENTS AND AFFILIATION QUESTIONS	<a href="#">Fill In</a>	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
SECTION 5: GENERAL PERFORMANCE	<a href="#">Fill In</a>	Incomplete: 0 completed of 10 required; 0 completed of 0 optional
SECTION 6: COMPLIANCE WITH LAWS	<a href="#">Fill In</a>	Incomplete: 0 completed of 12 required; 0 completed of 0 optional
<b>PROJECTS</b>	<a href="#">Edit</a>	Complete: 8 projects listed - 8 records complete; 0 records incomplete
DOCUMENT LIST	<a href="#">Fill In</a>	Incomplete: 0 attached of 7 mandatory; 0 attached of 8 required

There are **2 ways** to access your projects table.

While inside your application, you can click the Edit (for Renewals) or Fill in (for New Apps) buttons.

Also, inside your application you can select the projects tab at the top of the page.

Both ways are circled in Red.

### 3. Sort your Projects Table By Contract End Date

Message  
Settings  
Help & Support  
Logoff

Show All Hide All

Select All Show Projects:  Finished  In-Progress

Sort By: Order/Date Entered

Order/Date Entered  
Project Title  
Project Number  
Total Contract Amount  
Percent Complete  
Contract Start Date  
**Contract End Date**  
Work Category 1  
Work Category 2  
Work Category 3  
Public Awarding Authority / Private Owner  
Evaluator Organization

#	Project Details	Work Categories	Contacts	Sub-trade Categories
1	Project Status: <b>In-Progress Project</b> Record Status: <b>Record Complete</b> Test Title Project number Total Contract Amount: 5,500,000 % Complete: 50.00 Contract Start: 10/1/2018 Contract End: 10/1/2020	Work Category 1: Prime: General Building Constr 5,500,000 Work Category 2: Sub: Plumbing 50,000 Work Category 3: Amount	Public Authority or Private Owner - Last Invite: 12/18/2019 Test Tester Test Suzzette.waters@mass.gov Test Evaluator Eva Luator Suzzette.waters@mass.gov	Sub-trade Work Category 1: Structural Steel 857,000 Sub-trade Work Category 2: Rough Carpentry 300,000 Sub-trade Work Category 3: Site Work 275,000

You can Sort by Contract End Date so the older projects will be batched together

They will then be located at the top of the table

Projects

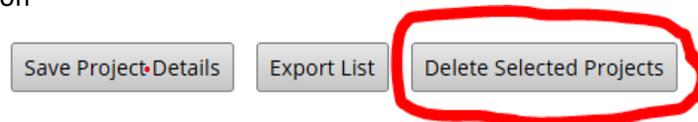
#	Project Details	Work Categories	Contacts	Sub-trade Categories	Notes
1	Project Status: <b>Finished Project</b> Record Status: <b>Record Complete</b> The lollipop House Project number Total Contract Amount: 500,000 % Complete: 100.00 Contract Start: 1/25/2017 Contract End: 2/28/2019	Work Category 1: Prime: General Building Constr 500,000 Work Category 2: Amount Work Category 3: Amount	Public Authority or Private Owner Boys & Girls Concrete no one really noname@email.com Evaluator Really tall building no one really noname@email.com	Sub-trade Work Category 1: Electric 50,000 Sub-trade Work Category 2: Waterproofing 25,000 Sub-trade Work Category 3: Fencing 25,000	
2	Project Status: <b>Finished Project</b> Record Status: <b>Record Complete</b> Hmm Project number Total Contract Amount: 500,000 % Complete: 100.00 Contract Start: 5/11/2019 Contract End: 6/3/2020	Work Category 1: Prime: General Building Constr 500,000 Work Category 2: Amount Work Category 3: Amount	Public Authority or Private Owner Test Evaluator Eva Luator justatest@evaluator.com Evaluator Made up company Noone Particular	Sub-trade Work Category 1: finished carpentry 15,000 Sub-trade Work Category 2: na 0 Sub-trade Work Category 3: na 0	

4. Select the checkboxes of the projects you want to remove from your projects table

KEEP IN MIND, THIS CAN NOT BE UNDONE

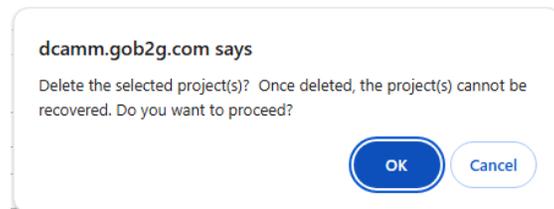
#	Project Details	Work Categories	Contacts	Sub-trade Categories	Notes
1	<input checked="" type="checkbox"/> Project Status: <b>Finished Project</b> Record Status: <b>Record Complete</b> <b>The lollipop House</b> Project number: _____ Total Contract Amount: <b>500,000</b> % Complete: <b>100.00</b> Contract Start: <b>1/25/2017</b> Contract End: <b>2/28/2019</b>	Work Category 1: <b>Prime: General Building Constru</b> <b>500,000</b> Work Category 2: _____ Amount: _____ Work Category 3: _____ Amount: _____	Public Authority or Private Owner: <b>Boys &amp; Girls Concrete</b> <b>no one really</b> <b>noname@email.com</b> Evaluator: <b>Really tall building</b> <b>no one really</b> <b>noname@email.com</b>	Sub-trade Work Category 1: <b>Electric</b> <b>50,000</b> Sub-trade Work Category 2: <b>Waterproofing</b> <b>25,000</b> Sub-trade Work Category 3: <b>Fencing</b> <b>25,000</b>	
2	<input type="checkbox"/> Project Status: <b>Finished Project</b> Record Status: <b>Record Complete</b> <b>Hmm</b> Project number: _____ Total Contract Amount: <b>500,000</b> % Complete: <b>100.00</b>	Work Category 1: <b>Prime: General Building Constru</b> <b>500,000</b> Work Category 2: _____ Amount: _____ Work Category 3: _____ Amount: _____	Public Authority or Private Owner: <b>Test Evaluator</b> <b>Eva Luator</b> <b>justatest@evaluator.com</b> Evaluator: _____	Sub-trade Work Category 1: <b>finished carpentry</b> <b>15,000</b> Sub-trade Work Category 2: <b>na</b> <b>0</b> Sub-trade Work Category 3: <b>na</b> <b>0</b>	

5. Press Delete and Confirm your selection



Once you have selected the projects to be removed.

Scroll to the bottom of the page and press the Delete Selected Projects button



You'll get a warning so you can change your mind here or press OK

## 6. Review your Projects Table

Once you have removed the older evaluated projects, you will see the number of completed projects listed decreased by the number of projects you removed.

**Section Status**

STATUS Complete: 7 projects listed - 7 records complete; 0 records incomplete !

REQUIREMENTS A maximum of 70 records are permitted.

Select All   Show Projects:  Finished    In-Progress Sort By: Contract End Date

**Projects**

#	Project Details	Work Categories	Contacts	Sub-trade Categories	Notes
1	Project Status: <b>Finished Project</b> Record Status: <span style="color: green;">✔ Record Complete</span> <input type="checkbox"/> <span style="border: 1px solid #ccc; padding: 2px;">Hmm</span> <input type="text" value="Project number"/> Total Contract Amount: <span style="border: 1px solid #ccc; padding: 2px;">500,000</span> % Complete: <span style="border: 1px solid #ccc; padding: 2px;">100.00</span> Contract Start: <span style="border: 1px solid #ccc; padding: 2px;">5/11/2019</span> - Contract End: <span style="border: 1px solid #ccc; padding: 2px;">6/3/2020</span>	Work Category 1: <span style="border: 1px solid #ccc; padding: 2px;">Prime: General Building Constr</span> <span style="border: 1px solid #ccc; padding: 2px;">500,000</span> Work Category 2: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="border: 1px solid #ccc; padding: 2px;">Amount</span> Work Category 3: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="border: 1px solid #ccc; padding: 2px;">Amount</span>	Public Authority or Private Owner: <span style="border: 1px solid #ccc; padding: 2px;">Test Evaluator</span> <span style="border: 1px solid #ccc; padding: 2px;">Eva Luator</span> <span style="border: 1px solid #ccc; padding: 2px;">justatest@evaluator.com</span> Evaluator: <span style="border: 1px solid #ccc; padding: 2px;">Made up company</span> <span style="border: 1px solid #ccc; padding: 2px;">Noone Particular</span> <span style="border: 1px solid #ccc; padding: 2px;">noone@madeup.com</span>	Sub-trade Work Category 1: <span style="border: 1px solid #ccc; padding: 2px;">finished carpentry</span> <span style="border: 1px solid #ccc; padding: 2px;">15,000</span> Sub-trade Work Category 2: <span style="border: 1px solid #ccc; padding: 2px;">na</span> <span style="border: 1px solid #ccc; padding: 2px;">0</span> Sub-trade Work Category 3: <span style="border: 1px solid #ccc; padding: 2px;">na</span> <span style="border: 1px solid #ccc; padding: 2px;">0</span>	<div style="border: 1px solid #ccc; height: 40px;"></div>
2	Project Status: <b>In-Progress Project</b> Record Status: <span style="color: green;">✔ Record Complete</span> <input type="checkbox"/> <span style="border: 1px solid #ccc; padding: 2px;">Test Title</span> <input type="text" value="Project number"/> Total Contract Amount: <span style="border: 1px solid #ccc; padding: 2px;">5,500,000</span> % Complete: <span style="border: 1px solid #ccc; padding: 2px;">50.00</span> Contract Start: <span style="border: 1px solid #ccc; padding: 2px;">10/1/2018</span> - Contract End: <span style="border: 1px solid #ccc; padding: 2px;">10/1/2020</span>	Work Category 1: <span style="border: 1px solid #ccc; padding: 2px;">Prime: General Building Constr</span> <span style="border: 1px solid #ccc; padding: 2px;">5,500,000</span> Work Category 2: <span style="border: 1px solid #ccc; padding: 2px;">Sub: Plumbing</span> <span style="border: 1px solid #ccc; padding: 2px;">50,000</span> Work Category 3: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="border: 1px solid #ccc; padding: 2px;">Amount</span>	Public Authority or Private Owner - Last Invite: 12/18/2019 <span style="border: 1px solid #ccc; padding: 2px;">Test</span> <span style="border: 1px solid #ccc; padding: 2px;">Tester Test</span> <span style="border: 1px solid #ccc; padding: 2px;">Suzzette.waters@mass.gov</span> Evaluator - Last Invite: 12/18/2019 <span style="border: 1px solid #ccc; padding: 2px;">Test Evaluator</span> <span style="border: 1px solid #ccc; padding: 2px;">Eva Luator</span> <span style="border: 1px solid #ccc; padding: 2px;">Suzzette.waters@mass.gov</span>	Sub-trade Work Category 1: <span style="border: 1px solid #ccc; padding: 2px;">Structural Steel</span> <span style="border: 1px solid #ccc; padding: 2px;">857,000</span> Sub-trade Work Category 2: <span style="border: 1px solid #ccc; padding: 2px;">Rough Carpentry</span> <span style="border: 1px solid #ccc; padding: 2px;">300,000</span> Sub-trade Work Category 3: <span style="border: 1px solid #ccc; padding: 2px;">Site Work</span> <span style="border: 1px solid #ccc; padding: 2px;">275,000</span>	<div style="border: 1px solid #ccc; height: 40px;"></div>

Now you will have a much more manageable table.