



**METROPOLITAN ST. LOUIS SEWER DISTRICT**  
**PRISM USER MANUAL**  
**SINGLE PURCHASE CONTRACTS**

**Revised November 16, 2015**

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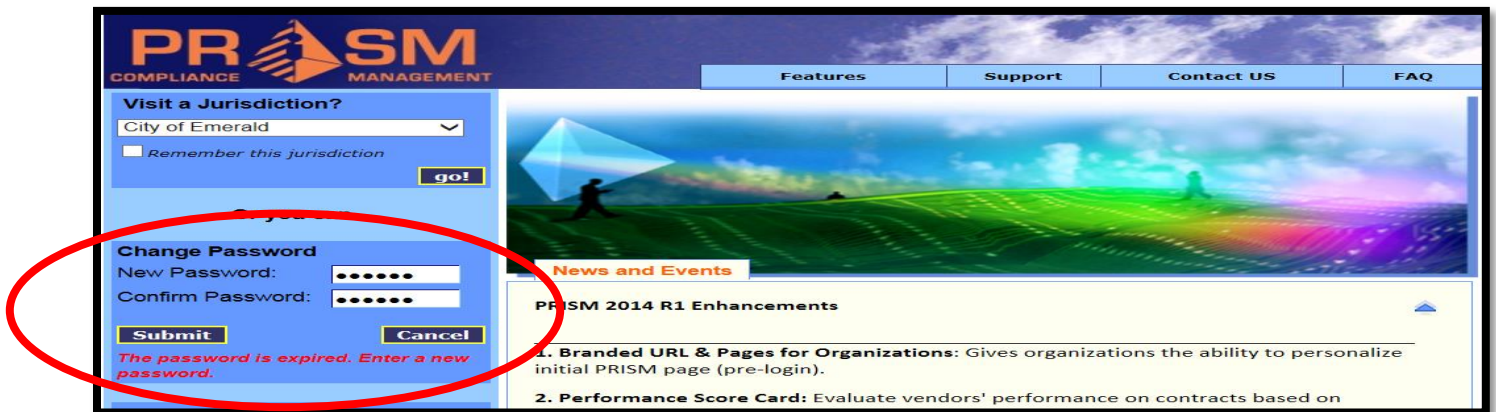
## Logging into PRISM for the First Time

To access the PRISM Portal, please visit [www.pro.prismcompliance.com](http://www.pro.prismcompliance.com). As a new user, you will need to log into the system by following these steps:

1. For the User ID, enter your MSD Vendor Number.
  - a. This number will be provided to you by MSD.
  - b. This number will continue to be the primary account's User ID.
2. For the Password, enter your MSD Vendor Number again and click **Go!**
  - a. You will only complete this step once since you will be changing the password in the next step.



3. You will now be prompted to change your password from the temporary password to a password of your choosing.
  - a. The screen may look like it has not changed, but see the below screen shot.
  - b. You will enter your new password once and then again as confirmation. The password must be at least 8 characters in length and must include letters and numbers.
  - c. Press **Go!** You will be directed to the Dashboard for your company.



**\*\*Please Note:** When logging into the system, you only have 3 chances to attempt logging in before the system locks your account. If you are unsuccessful after your second password attempt, please click the “Need Logon Help?” link, and you will receive an e-mail allowing you to reset your password.

## Introduction – The PRISM Modules

PRISM houses four distinct modules: Company Search, Compliance Management, Labor Compliance, and Administration. Please read the following to gain a better understanding of the functionalities of each module.

### 1. Company Search

- a. The **Company Search** module allows you to find companies using specific criteria.
- b. On the **Filtered Search** tab of the **Company Search** module, you can search for companies based on Industry, Certification Type, Company Name, Market Area, Gender, and Race/Ethnicity.
- c. **PLEASE NOTE:** The only companies listed in PRISM are companies that MSD has listed as vendors in our Main Enterprise System. We request that you still utilize the Certifying Agency lists when searching for qualified M/WBEs. Those agency listings will have the most complete, up-to-date data.
- d. A helpful function for the **Filtered Search** is the verification of Non-Certified companies. MSD is collecting the company information for Non-M/WBE subcontractors from the Prime Contractors so that we may enter those companies into PRISM. As you identify the Non-M/WBE subcontractors listed on your projects, you can utilize the **Filtered Search** to verify whether or not MSD has that company on file. If you locate the company in PRISM, there is no need to request the New Supplier Form and W9 from that company. Please remember to click the **Show Non-Certified Companies** checkbox when searching for Non-M/WBE subcontractors.

MSD Metropolitan St. Louis Sewer District

Company Filtered Search

Filtered Search Keyword Search

Company Search

Compliance Management

Labor Compliance

Administration

St. Louis MSD News & Events

St. Louis MSD Workshops

This search allows you to find companies using specific criteria. Start by typing industry code or industry description. Narrow your search by adjusting certification and other filters.

Industry: [dropdown]

With these Certifications: ☒ MBE ☒ WBE

☐ Show Non-Certified Companies  
(include non-certified in addition to companies with certifications selected above)

Company Name: [text input]

Market Area: [dropdown]

Gender: [dropdown]

Race/Ethnicity: [dropdown]

Show More Filters...

Search

- e. The **Keyword Search** tab resembles the Google™ search. Enter your search criteria and filter by certification types. This search criterion automatically includes industries, company names, company descriptions, and more.

MSD Metropolitan St. Louis Sewer District

Company Keyword Search

Filtered Search Keyword Search

Company Search

Compliance Management

Labor Compliance

Administration

St. Louis MSD News & Events

St. Louis MSD

This search resembles the Google™ search. Enter your search criteria and filter by certification types. This search criteria automatically includes industries, company names, contact names, company descriptions and more.

SEARCH [text input] Search [button] Sort by [dropdown]

With these Certifications only: ☒ MBE ☒ WBE

☐ Show Non-Certified Companies  
(include non-certified in addition to companies with certifications selected above)

## 2. Compliance Management

- a. In the **Compliance Management** module, you can list all of your contracts/projects (active and closed) or you can search for specific contracts/projects. An enhancement request has been submitted requesting a way to separate the active from the closed projects.



- b. Please note the orange hat next to the contracts. Contracts marked with this orange hat will require the submission of quarterly workforce reports. Workforce reporting is required for all contracts with an award amount of \$500,000 or higher.

The screenshot shows the 'MSD Metropolitan St. Louis Sewer District' interface with the 'List of Contracts/Task Orders (List All Contracts, 1-2 of 2)' table. The table has columns: Contract/Task Order Number, Role, Sub Invoices Count, Sub Payments Count, Sub Industry, Buyer Department, Total Payments to Subs, Total Payments to Primes, and Percentage Complete. Two contracts are listed: one with an orange hat icon (130560, Prime, 0 invoices, 0 payments, 0 236 Construction of Buildings, Engineering, \$0.00, \$0.00, 0) and one without (P-65789G, Sub, 0 invoices, 5 payments, \$130,000.00, \$0.00, 0). The orange hat icon is circled in red.

Contract/Task Order Number	Role	Sub Invoices Count	Sub Payments Count	Sub Industry	Buyer Department	Total Payments to Subs	Total Payments to Primes	Percentage Complete
130560	Prime	0	0	236 Construction of Buildings	Engineering	\$0.00	\$0.00	0
P-65789G	Sub	0	5			\$130,000.00	\$0.00	0

- c. After you click to choose the desired contract, you are able to list past payments to your subcontractors or report payments to subcontractors (Involvement Reporting).



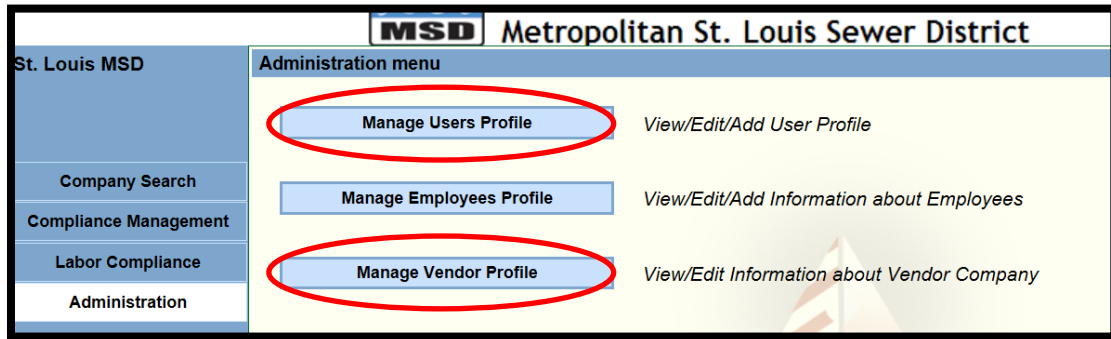
## 3. Labor Compliance

- i. In the Labor Compliance Module, you will Manage Workforce Reports.
- ii. Design Contracts do not require employee information or certified payroll submission; therefore, please disregard the other two options.



#### 4. Administration

- a. In the Administration module, you can perform the following tasks:
  - i. Manage User Profiles
  - ii. Manage Vendor Profile
  - iii. Once again, Design Contracts do not require employee information. Please disregard this option.



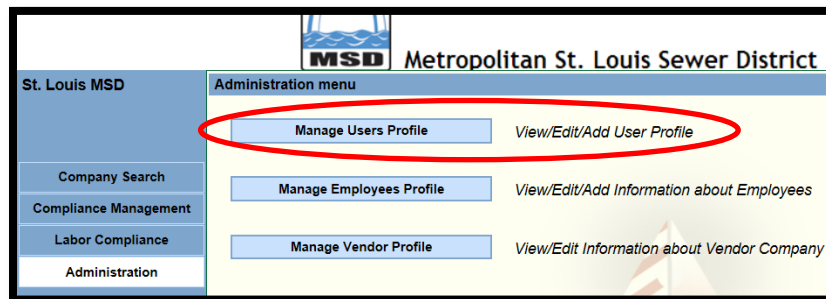
## Managing User Profiles

As a contractor, you may have more than one person utilizing the PRISM software system. PRISM allows up to 5 user profiles to fit those needs. To add a new user, please complete the following steps:

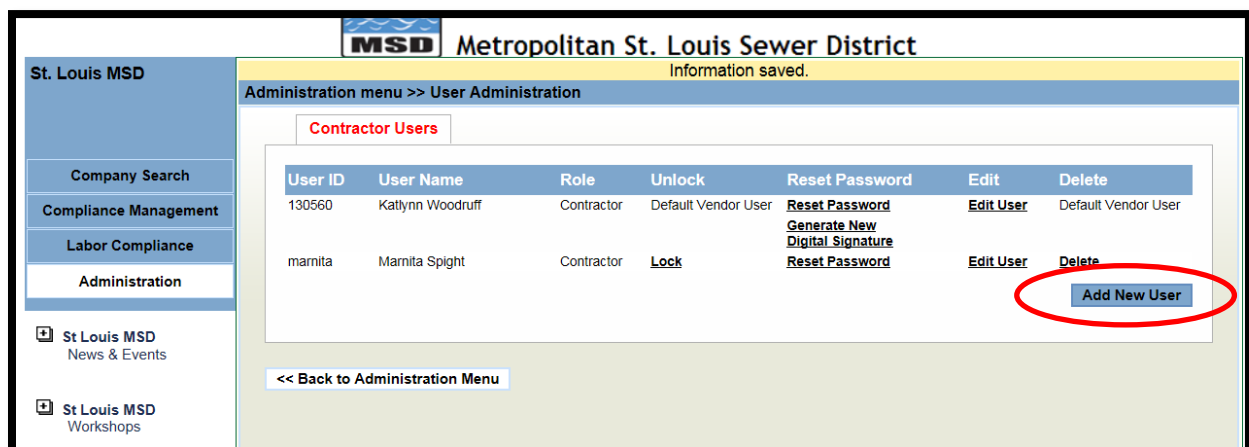
1. Click the **Administration** tab.



2. Click the **Manage User Profiles** button.



3. Click the **Add New User** button.



4. Fill in all information as required on the **Add Contractor User** tab and press **Save**.
  - a. Unlike the primary account's User ID, these User IDs can be anything you want; for example, the first name initial and last name spelled out.
  - b. The password must be at least 8 characters in length and must include letters and numbers.
  - c. Please ensure the e-mail address is correct so that this user may receive all notifications.

The screenshot displays the 'Add Contractor User' form within the Metropolitan St. Louis Sewer District (MSD) web application. The interface includes a sidebar with navigation links and a main content area with the form fields.

**MSD Metropolitan St. Louis Sewer District**

Administration menu >> User Administration

**Add Contractor User**

User ID *:	nuser
First Name *:	New
Last Name *:	User
Password *:	••••••••
Check Password *:	••••••••
Email: *	newuser@stlmsd.com
Title:	New User Example  x

Buttons: Cancel, **Save**



## Responsibilities of the Primary (Default) Account Holder

Whoever is assigned the Primary/Default vendor login account has the following responsibilities within the PRISM software:

1. Add New Users
2. Lock/Unlock Users
  - a. Locking a user prevents that user from logging into the PRISM system. Locking a user is at the discretion of the contractor.
  - b. Unlocking a user allows a user, who submitted 3 failed password attempts, to log into the PRISM system once more. When unlocking a user, it is wise to reset their password at the same time.
3. Edit Users
4. Reset Password
  - a. When you click the **Reset Password** button, an e-mail is sent to the user providing them with a new temporary password. After logging in under the temporary password, the user will be prompted to change their password.
5. Delete a User
  - a. You are able to delete users. PRISM will ask you to confirm before the deletion is complete.

MSD Metropolitan St. Louis Sewer District

Information saved.

Administration menu >> User Administration

Contractor Users

User ID	User Name	Role	Unlock	Reset Password	Edit	Delete
130560	Katlynn Woodruff	Contractor	Default Vendor User	<a href="#">Reset Password</a>	<a href="#">Edit User</a>	Default Vendor User
marnita	Marnita Spight	Contractor	<a href="#">Lock</a>	<a href="#">Reset Password</a>	<a href="#">Edit User</a>	<a href="#">Delete</a>

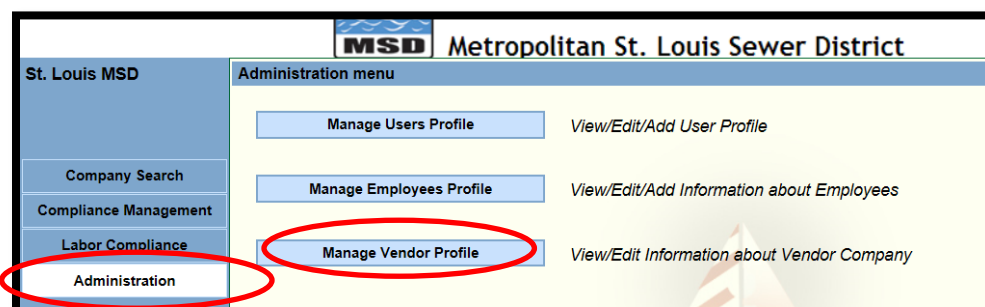
<< Back to Administration Menu

[Add New User](#)

## Modifying Your Company Profile Information

If you would like to make changes to your PRISM Vendor Profile, please complete the following:

1. Under the **Administration** Module, click the **Manage Vendor Profile** button.



2. You may change any information under your profile aside from the Tax ID (We use the MSD Vendor Number).
  - a. Please ensure the Ethnicity and Gender fields are complete for your firm.
  - b. When updating **Address** information, please remember that only the Diversity Division of MSD will be accessing this software. If your company has a change of address, simply updating PRISM will not notify the remaining departments of MSD.
  - c. Please review the **Certifications** tab to verify your company's M/WBE certification information, if applicable. Please contact Katlynn Woodruff if any corrections are necessary.

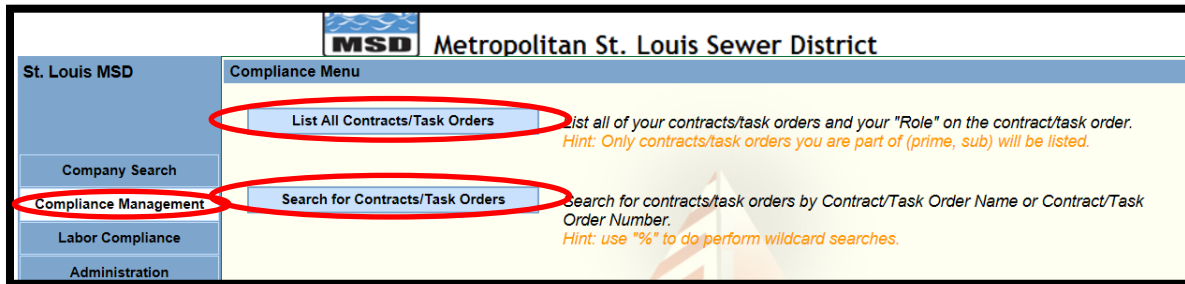
A screenshot of the MSD Vendor Profile form. The form is titled "Administration menu >> Profile" and has tabs for "Profile", "Address", "Certifications", "Industry", and "Advanced". The "Profile" tab is selected. The form contains various fields for company information, including Tax ID, Vendor/Business Name, Date Established, Empl. Total, Empl. Minority, URL, Race/Ethnicity, Gender, Phone, Fax, Business Activity, and Product Service. The "Race/Ethnicity" and "Gender" fields are circled in red. Below the main form is a "Contact Information" section with two columns for "Contact Information 1" and "Contact Information 2". The left sidebar shows the "Administration" module selected.

**\*\*Final Reminder:** PRISM's Vendor Profile is for the use of the Diversity Division only. Other departments within the Metropolitan Sewer District will not be accessing this information. Updating PRISM will not change the address for any future checks, purchase orders, or bid solicitation documents.

## Submitting Prime Payments to Subs (Involvement Reporting)

By the tenth calendar day of each month, MSD requires all Prime Contractors to report the payments made to their subcontractors in the previous month even if no payments were made. To complete your monthly involvement report, please do the following:

1. In the **Compliance Management** module, you will need to locate the contract for which you would like to submit an involvement report.
  - a. You may click the **List All Contracts/Task Orders** button to view all of your contracts (active and closed).
  - b. Or you may click the **Search for Contracts/Task Orders** button to search for the contract Purchase Order Number.



2. Locate and select the contract for which you are submitting a report. Search by MSD assigned Purchase Order Number.

MSD Metropolitan St. Louis Sewer District

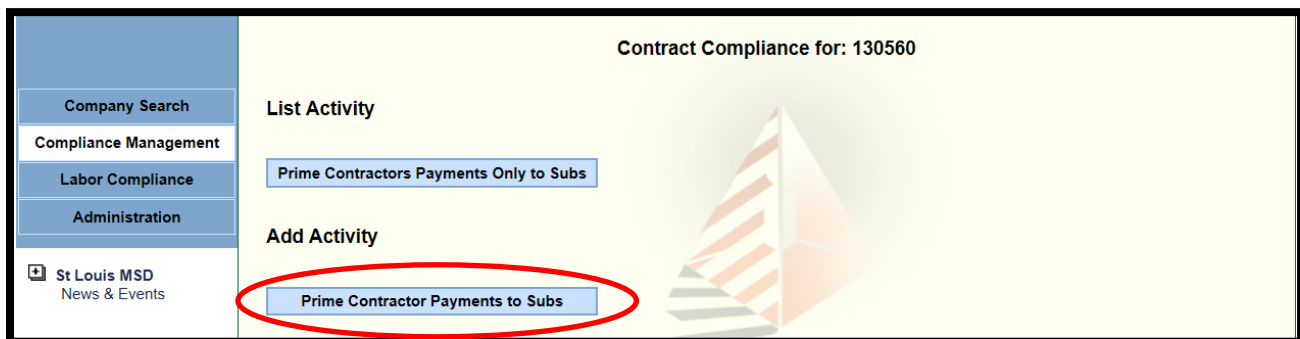
St. Louis MSD List of Contracts/Task Orders (List All Contracts, 1-2 of 2)

List of 1 - 2 of 2 Contract/Task Orders.

Contract/Task Order Number	Role	Sub Invoices Count	Sub Payments Count	Sub Industry	Buyer Department	Total Payments to Subs	Total Payments to Primes	Percentage Complete
130560	Prime	0	1	236 Construction of Buildings	Engineering	\$100.00	\$0.00	0
P-65789G	Sub	0	5			\$130,000.00	\$0.00	0

<< Back to Contract/Task Order Compliance Menu

3. You can view your previous payments to your subcontractors by clicking the **Prime Contractors Payments Only to Subs** button under the **List Activity** heading.
4. To add an involvement report, click the **Prime Contractor Payments to Subs** button under the **Add Activity** heading.



5. You are now in the involvement reporting screen. You will need to report on each of the subcontractors assigned to your contract regardless of whether payments to that subcontractor were made or not.
- Select the sub for which you are reporting.
  - Invoice Number** = the MSD assigned Purchase Order Number.
  - Invoice Amount** and **Amount Paid** = The actual amount you paid to the subcontractor for the reporting period.
  - Date Sent** = The period-end-date for which you are reporting. For instance, enter 09/30/2015 if you are reporting payments made to subcontractors in the month of September, 2015.
  - Check your entries and then click **Add Payment**. This payment will then show on the list below the Add/Update tab under Vendor Payments.

**\*\*If your company has invoiced MSD for the reporting period, payment information must be added for each subcontractor per the above instructions. For each subcontractor not paid during the reporting period, you will enter \$0.00 in the **Invoice Amount** and **Amount Paid** fields.**

St. Louis MSD

Metropolitan St. Louis Sewer District

List of Contracts/Task Orders >> Payment Menu >> Adding Payments

Contract Number: 130560 Contract Name: Woodruff - Alamo Avenue - 12459

Add/Update

Payment Info Custom Fields

Direct Report \*: Woodruff Construction Sub \*: -- Select One --

Invoice Number \*: 12345

Invoice Amount \*: 2500 Amount Paid \*: 2500

Reference #: Date Sent \*: 07/31/2015

Comments:

Add Payment Close

No reporting activity ☐ This sub ☐ All my subs

6. Please note the **No Reporting Activity** check box below.
- The **No Reporting Activity** checkbox is only to be used if your company did not invoice MSD for the reporting period and did not pay any subcontractors within the reporting period.
    - To submit a **No Reporting Activity** report, you will simply click the **No Reporting Activity** checkbox for **All my Subs**. Then click **Add Payment**.
    - Example: If your company did not invoice MSD for the month of September and did not make an payments to the subcontractors assigned to this contract for the month of September, you will need to submit a **No Reporting Activity** report by October 10 for the month of September.

Contract Number: 130560 Contract Name: Woodruff - Alamo Avenue - 12459

**Add/Update**

**Payment Info** **Custom Fields**

Direct Report\*: Woodruff Construction Sub\*: -- Select One --

Invoice Number\*: 12345

Invoice Amount\*: 2500 Amount Paid\*: 2500

Reference #: Date Sent\*: 07/31/2015

Comments:

**Add Payment** **Close** No reporting activity ☐ This sub ☒ All my subs

**Vendor Payments**

- These **No Activity Reports** are identified by their **Invoice #**, which begins with **NAR** (No Activity Report).

**\*\*Please Note:** For all active contracts, reminders will be sent out to the contractor and MSD when a monthly involvement report has not been submitted by the 10<sup>th</sup> calendar day of each month. Failure to submit involvement reports by this deadline may lead to a delay in payment from MSD.

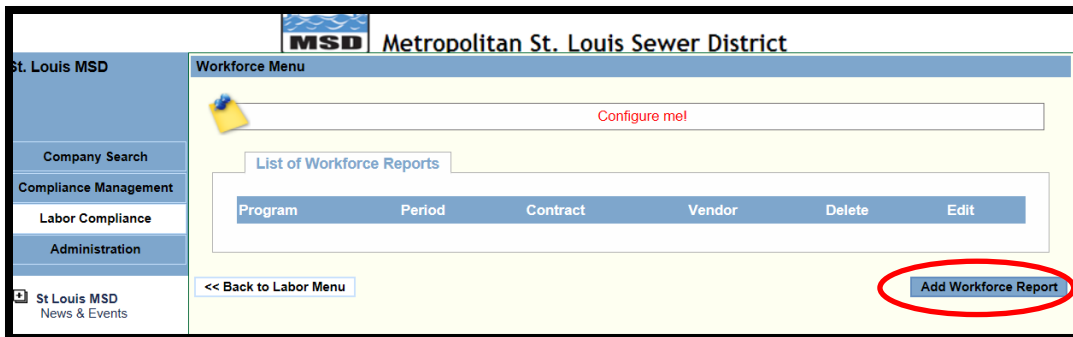
## Manually Submitting Quarterly Workforce Utilization Reports

Quarterly Workforce Utilization Reports are required for each contract awarded that exceeds \$500,000. These reports identify the number of people per job category, ethnicity, and gender.

1. In the Labor Compliance Module, you will click the **Manage Workforce Reports** button.



2. Please click the **Add Workforce Report** button.



3. On the **Reporting Period** tab, you will enter the contract information for which you are reporting. Even if you are including subcontractor numbers, you will report those numbers along with your company's numbers under the PRIME vendor; therefore, you will only choose your company when submitting these reports. When finished, click the **Continue to Goals** button.



4. You will not perform any functions on the **Goals** tab. Simply click the **Continue to Upload Report** button.

The screenshot shows the 'Goals' tab within the 'Workforce Menu' of the Metropolitan St. Louis Sewer District. The left sidebar contains navigation links: 'St. Louis MSD', 'Company Search', 'Compliance Management', 'Labor Compliance', 'Administration', 'St. Louis MSD News & Events', and 'St. Louis MSD Workshops'. The main content area has tabs for 'Reporting Period', 'Goals', 'Upload Report', 'Review', and 'Confirm'. The 'Goals' tab is active, displaying contract details: 'Contract: 130560 - Woodruff - Alamo Avenue - 12459', 'Program Reported: Non-Engineering Professional Services', 'Reporting Period: FY 2016 Q1 (07/01/2015 - 09/30/2015)', and 'Vendor: Woodruff Construction'. Below this, 'Step 2 of 6 (Workforce Goals)' is shown with a table: 'Minorities: 18%' and 'Women: 32%'. At the bottom, there are buttons for '<< Back to Reporting Period' and 'Continue to Upload Report >>'.

5. In order to manually submit your workforce report, you will simply skip this page by click the **Continue to Review** button.

The screenshot shows the 'Upload Report' tab within the 'Workforce Menu' of the Metropolitan St. Louis Sewer District. The left sidebar is identical to the previous screenshot. The main content area has tabs for 'Reporting Period', 'Goals', 'Upload Report', 'Review', and 'Confirm'. The 'Upload Report' tab is active, displaying the same contract details as the 'Goals' tab. Below this, 'Step 3 of 6 (Download Template)' is shown with a button 'Download Utilization Report Template' and instructions: 'Download Workforce Utilization Report Template as Microsoft Excel file. You will be able to save the file to your computer to enter your utilization plan.' Below that, 'Step 4 of 6 (Upload Template)' is shown with a 'File:' input field, a 'Browse...' button, and an 'Upload Workforce Utilization Report' button. Instructions state: 'Select an Excel file with your Workforce Utilization Report and click Upload Workforce Utilization Report button. The file should be in PRISM Excel format prepared using a previously downloaded template.' At the bottom, there are buttons for '<< Back to Goals' and 'Continue to Review >>'. The 'Continue to Review >>' button is circled in red.

6. On the **Review** tab, you will manually enter your Workforce numbers.
  - a. Under **Job Category**, choose the applicable job category for which you are reporting.
  - b. Under each **Ethnicity/Gender** heading, enter the number of workers that meet that job category and Ethnicity/Gender.
  - c. **\*\*Note:** You do have to enter zeros. PRISM will not recognize blank fields.
  - d. Continue entering your numbers across the screen until the end of the row. You will then click the **“Add”** link.
  - e. Continue adding rows for each job category for which you are reporting until you have completed the utilization report. Then click the **Continue to Confirm** button.

MSD Metropolitan St. Louis Sewer District

Workforce Menu >> Review

Reporting Period: Goals Upload Report Review Confirm

**Workforce Utilization Report Wizard**  
Fill out the Workforce details below then press the "Continue" button to moving on.

Contract: 130560 - Woodruff - Alamo Avenue - 12459  
 Program Reported: Non-Engineering Professional Services  
 Reporting Period: FY 2016 Q1 (07/01/2015 - 09/30/2015)  
 Vendor: Woodruff Construction

Step 5 of 6 (Review Workforce Report)

Job Category	African American Female	African American Male	African American Not Defined	African American Not Specified	Asian American Female	Asian American Male	Asian American Not Defined	Asian American Not Specified	Caucasian Female	Caucasian Male	Caucasian Not Defined	Caucasian Not Specified	Hispanic American Female	Hispanic American Male	Hispanic American Not Defined	Hispanic American Not Specified
Executives, Senior Officers, and Managers	0	1	0	0	0	0	0	0	1	2	0	0	1	0	0	0
Professionals	6	10	0	0	3	1	0	0	15	27	0	0	1	3	0	0
Laborers and Helpers	0	3	0	0	1	0	0	0	1	3	0	0	0	2	0	0
<b>TOTAL</b>	<b>6</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>

-- Select One --

<< Back to Upload Report

Caucasian Female	Caucasian Male	Caucasian Not Defined	Caucasian Not Specified	Hispanic American Female	Hispanic American Male	Hispanic American Not Defined	Hispanic American Not Specified	Native American Female	Native American Male	Native American Not Defined	Native American Not Specified	Total	Delete	Edit
1	2	0	0	1	0	0	0	0	0	0	0	5	Delete	Edit
15	27	0	0	1	3	0	0	0	0	0	0	66	Delete	Edit
1	3	0	0	0	2	0	0	0	0	0	0	10	Delete	Edit
17	32	0	0	2	5	0	0	0	0	0	0	81		
0	5	0	0	0	0	0	0	0	0	0	0		Add	

Continue to Confirm >>



7. On the **Confirm** tab:
  - a. Read the agreement.
  - b. Click the acknowledgement box.
  - c. Enter your full name.
  - d. Click the **Submit** button.

The screenshot shows the 'Confirm' tab of the 'Workforce Utilization Report Wizard' in the 'Metropolitan St. Louis Sewer District' system. The left sidebar contains navigation links for 'St. Louis MSD', 'Company Search', 'Compliance Management', 'Labor Compliance', 'Administration', 'St Louis MSD News & Events', and 'St Louis MSD Workshops'. The main content area displays the 'Confirm' tab with a yellow banner and a red instruction box: 'Workforce Utilization Report Wizard. Fill out the Workforce details below then press the "Continue" button to moving on.' Below this, a table lists report details: Contract (130560 - Woodruff - Alamo Avenue - 12459), Program Reported (Non-Engineering Professional Services), Reporting Period (FY 2016 Q1 (07/01/2015 - 09/30/2015)), Vendor (Woodruff Construction), Total Number of People (81), and Status (Not accepted). A 'Step 6 of 6 (Agreement)' section follows, containing the text 'PLEASE READ THIS AGREEMENT CAREFULLY.' and a large text area. Below the text area is a checkbox labeled 'I acknowledge reviewing the above message and wish to submit this report', which is checked. To the right of the checkbox is a text input field labeled 'Enter Your Full Name Here \*:' containing the name 'Katlynn Woodruff'. At the bottom left is a '<< Back to Review' button, and at the bottom right is a 'Submit' button. Red circles highlight the 'Confirm' tab, the acknowledgement checkbox, the name input field, and the 'Submit' button.

St. Louis MSD

Workforce Menu >> Confirm

Reporting Period Goals Upload Report Review **Confirm**

**Workforce Utilization Report Wizard**  
Fill out the Workforce details below then press the "Continue" button to moving on.

Contract: 130560 - Woodruff - Alamo Avenue - 12459  
Program Reported: Non-Engineering Professional Services  
Reporting Period: FY 2016 Q1 (07/01/2015 - 09/30/2015)  
Vendor: Woodruff Construction  
Total Number of People: 81  
Status: Not accepted

Step 6 of 6 (Agreement)

PLEASE READ THIS AGREEMENT CAREFULLY.

☒ I acknowledge reviewing the above message and wish to submit this report

Enter Your Full Name Here \*: Katlynn Woodruff

<< Back to Review Submit

**\*\*Please Note:** The Reporting Period options are based off of MSD's Fiscal Year quarters. MSD's fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. Fiscal Year 2016 began on July 1, 2015, and will end on June 30, 2016. If you have any questions regarding your reporting period dates, please contact Katlynn Woodruff.

## Importing Quarterly Workforce Utilization Reports

Quarterly Workforce Utilization Reports are required for each contract awarded that exceeds \$500,000. These reports identify the number of people per job category, ethnicity, and gender.

1. In the Labor Compliance Module, you will click the **Manage Workforce Reports** button.



2. Please click the **Add Workforce Report** button.



1. On the **Reporting Period** tab, you will enter the contract information for which you are reporting. Even if you are including subcontractor numbers, you will report those numbers along with your company's numbers under the PRIME vendor; therefore, you will only choose your company when submitting these reports. When finished, click the **Continue to Goals** button.



3. You will not perform any functions on the **Goals** tab. Simply click the **Continue to Upload Report** button.

The screenshot shows the 'Goals' tab in the 'Workforce Menu' of the 'Metropolitan St. Louis Sewer District' system. The left sidebar contains navigation links for 'St. Louis MSD', 'Company Search', 'Compliance Management', 'Labor Compliance', and 'Administration'. The main content area displays contract details: 'Contract: 130560 - Woodruff - Alamo Avenue - 12459', 'Program Reported: Non-Engineering Professional Services', 'Reporting Period: FY 2016 Q1 (07/01/2015 - 09/30/2015)', and 'Vendor: Woodruff Construction'. Below this, 'Step 2 of 6 (Workforce Goals)' shows 'Minorities: 18%' and 'Women: 32%'. At the bottom, there are buttons for '<< Back to Reporting Period' and 'Continue to Upload Report >>'.

4. Under the **Upload Report** tab, click the **Download Utilization Report Template** button. The template will open as an Excel Spreadsheet. Keep this window open and active while you complete the template because you will upload the completed template in this screen as well.

The screenshot shows the 'Upload Report' tab in the 'Workforce Menu'. The left sidebar is identical to the previous screenshot. The main content area displays the same contract details. Below, 'Step 3 of 6 (Download Template)' features a red-bordered box with the text 'Workforce Utilization Report Wizard' and instructions to download, complete, and upload a template. A button labeled 'Download Utilization Report Template' is circled in red. Below this, 'Step 4 of 6 (Upload Template)' shows a file upload section with a 'Browse...' button and an 'Upload Workforce Utilization Report' button. At the bottom, there are buttons for '<< Back to Goals' and 'Continue to Review >>'.

5. The template will automatically include the Blanket # for which you are reporting as well as your company name.
  - a. The **Job Category** field has a dropdown arrow function. Simply click that arrow and select the appropriate job category.
  - b. After you have selected the **Job Category**, go across the row and enter the number of people who apply to each **Gender/Ethnicity** category. Remember, you are reporting for your firm as well as any subcontractor firms working on this project.
  - c. Continue adding **Job Categories** and the accompanying **Gender/Ethnicity** workforce information until the report is complete.
  - d. Save the report so that you may upload the completed report into PRISM.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V		
PRISM Client Data - Workforce Report																								
Purpose: This document is used to capture the workforce data that will be imported to PRISM. Select Job Category and enter number of people into the appropriate column. You can add more rows to the table if required.																								
1																								
2	Contract Number		130560																					
		Business Name (name of business should match the name how business is registered in PRISM)		Woodruff Construction																				
3																								
	Job Category	African American Female (number of people)	African American Male (number of people)	African American Not Defined (number of people)	African American Not Specified (number of people)	Asian American Female (number of people)	Asian American Male (number of people)	Asian American Not Defined (number of people)	Asian American Not Specified (number of people)	Caucasian Female (number of people)	Caucasian Male (number of people)	Caucasian Not Defined (number of people)	Caucasian Not Specified (number of people)	Hispanic American Female (number of people)	Hispanic American Male (number of people)	Hispanic American Not Defined (number of people)	Hispanic American Not Specified (number of people)	Native American Female (number of people)	Native American Male (number of people)	Native American Not Defined (number of people)	Native American Not Specified (number of people)	Total		
4																								
5	Administrative Workers	5	15	0	0	13	0	0	0	5	20	0	0	0	1	0	0	1	0	0	0	60		
6	First/Mid-Level Officers, Managers	2	1	0	0	3	0	0	0	0	0	0	0	4	0	0	0	0	0	0	10			
7	Professionals	0	0	0	0	0	0	0	0	0	7	0	0	3	1	0	0	0	0	0	11			
8		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9	Administrative Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
10	Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
11	Executives, Senior Officers, and Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
12	First/Mid-Level Officers, Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
13	Laborers and Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
14	Operatives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

6. Back in the PRISM portal, click the **Browse** button, search for your saved template, and select that template.
7. Click the **Upload Workforce Utilization Report** button. You will be notified when the upload is complete.
8. Click the **Continue to Review** button.

MSD

Metropolitan St. Louis Sewer District

Workforce Menu >> Upload Report

Reporting Period Goals Upload Report Review Confirm

Workforce Utilization Report Wizard

You may download, complete, and upload a template with your utilization plan or actuals. If not, just click **Continue** to manually enter data.

Contract: 130560 - Woodruff - Alamo Avenue - 12459

Program Reported: Non-Engineering Professional Services

Reporting Period: FY 2016 Q2 (10/01/2015 - 12/31/2015)

Vendor: Woodruff Construction

Step 3 of 6 (Download Template)

Download Utilization Report Template

Download Workforce Utilization Report Template as Microsoft Excel file. You will be able to save the file to your computer to enter your utilization plan.

Step 4 of 6 (Upload Template)

File:  Browse...

Upload Workforce Utilization Report

Select an Excel file with your Workforce Utilization Report and click **Upload Workforce Utilization Report** button. The file should be in PRISM Excel format prepared using a previously downloaded template.

<< Back to Goals

Continue to Review >>

9. Please review the Workforce information on the review tab to ensure everything is accurate. If satisfied, click the **Continue to Confirm** button (not pictured below).

Workforce Menu >> Review

Reporting Period | Goals | Upload Report | Review | **Confirm**

Contract: 130560 - Woodruff - Alamo Avenue - 12459  
 Program Reported: Non-Engineering Professional Services  
 Reporting Period: FY 2016 Q2 (10/01/2015 - 12/31/2015)  
 Vendor: Woodruff Construction

Step 5 of 6 (Review Workforce Report)

Job Category	African American Female	African American Male	African American Not Defined	African American Not Specified	Asian American Female	Asian American Male	Asian American Not Defined	Asian American Not Specified
First/Mid-Level Officers, Managers	2	1	0	0	0	3	0	0
Professionals	0	0	0	0	0	0	0	0
Administrative Workers	5	15	0	0	13	0	0	0
<b>TOTAL</b>	<b>7</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>3</b>	<b>0</b>	<b>0</b>

-- Select One --

7. On the **Confirm** tab:
- Read the agreement.
  - Click the acknowledgement box.
  - Enter your full name.
  - Click the **Submit** button.

Reporting Period | Goals | Upload Report | Review | **Confirm**

Workforce Utilization Report Wizard  
 Fill out the Workforce details below then press the "Continue" button to moving on.

Contract: 130560 - Woodruff - Alamo Avenue - 12459  
 Program Reported: Non-Engineering Professional Services  
 Reporting Period: FY 2016 Q1 (07/01/2015 - 09/30/2015)  
 Vendor: Woodruff Construction  
 Total Number of People: 81  
 Status: Not accepted

Step 6 of 6 (Agreement)

PLEASE READ THIS AGREEMENT CAREFULLY.

☒ I acknowledge reviewing the above message and wish to submit this report

Enter Your Full Name Here \*: Katlynn Woodruff

<< Back to Review | **Submit**

8. **Please Note:** Using the import method may make this process more efficient. After the initial import - you can simply access the saved spreadsheet on your computer from the previous quarter, make any necessary changes if needed, re-save the spreadsheet, and then upload the spreadsheet into PRISM.

## ADDITIONAL NOTES FOR PRISM USERS

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- To view PRISM's Vendor Tutorials, please visit <https://stage.prismcompliance.com/etc/vendortutorials.htm>
- This PRISM Manual will be updated as necessary, and the new version will be sent out immediately. If you locate any errors within this manual, please notify Katlynn Woodruff.
- **Please Note:** The Reporting Period options for Workforce Reporting are based off of MSD's Fiscal Year quarters. MSD's fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. Fiscal Year 2016 began on July 1, 2015, and will end on June 30, 2016. If you have any questions regarding your reporting period dates, please contact Katlynn Woodruff.
- At this moment, no e-mail notifications are active. MSD will be performing manual validation checks on the 11<sup>th</sup> of each month to ensure all reporting is up-to-date.
- We are requesting that each Prime submit quarterly Workforce Utilization Reports as required by the PRISM Software.
- Please remember, a large portion of this manual involves initial setup information. Once you have completed these setup initiatives, you will simply be responsible for the maintenance of your account as well as reporting.
- PRISM can be accessed from any computer that has internet access.
- Please direct all questions to Katlynn Woodruff via email ([kwoodruff@stlmsd.com](mailto:kwoodruff@stlmsd.com)) or via telephone (314-768-6216).