



# **SiteManager for Office Documentation**

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Instructor Edition

**Release 3.6a**

*February 2011*



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## Objectives

**In this course, you will learn the following:**

- Start and Exit SiteManager
- Navigate in SiteManager
- Open and control the display of multiple SiteManager components
- Close SiteManager components
- Change your password
- Identify update and inquiry display
- Use Open, New, and ‘Choose Keys’
- Use, Sort, Find, and Filter
- View System Attachments
- Identify Support Resources
- Use Online Help
- View the User Manual
- Access Reports
- Run a Process
- Access TDOT Custom Reports
- View an active Contract
- Identify time charge types
- View Contract Items
- View TDOT Variable Add-on Items
- Identify Add-on Items
- View Contract Funding

- View Subcontracts
- Update Contract Master List
- Grant Contract Authority to Field Staff
- Understand TDOT Region/Office Staff Contract Initialization Activities
- Schedule Projected Dates for Key Dates
- Update Actual Dates for Key Dates
- Schedule Projected Dates for Checklist Events
- Add and Start a Milestone
- Record the Actual Date of a Checklist Scheduled Event
- Add Stockpile Materials
- Replenish a Stockpile
- Close a Stockpile
- Understand the Pipeline Process in SiteManager
- Download Data from the Server
- Understand the Basic Concepts of Daily Work Reports
- Enter Basic Daily Work Report Information
- Enter Contractor Activity
- Enter Contractor Equipment Activity
- Enter Daily Staff Activity
- Select and Record Work Items
- Record Work on a DWR Template
- Copy a Daily Work Report
- Modify a Daily Work Report
- Upload Data to the Server
- View Pipeline Information

- Create a new Diary
- Preview a Daily Work Report
- Authorize a Daily Work Report
- Create a Charge Day
- View the Unauthorized DWR Report
- View the Installed Work Report
- Unauthorize and Correct a DWR Work Item Entry
- View the History of Daily Work Reports
- View the Installed Work Items Report
- View the DWR Template Report
- View the Item Quantity Report
- TDOT Progress Estimate Generation Workflow
- View the Unauthorized DWR Report
- View the Installed Work Report
- Generate a Progress Estimate
- View the Estimate Summary
- Resolve Estimate Discrepancies
- Enter Material Test Reports for the Estimate Period
- Add Price and Pay Adjustments for the Estimate Period
- TDOT Estimate Review and Approve Workflow
- View the Estimate Item Detail
- View the Estimate Item Paybook
- Generate the Summary To Contractor Report
- Approve an Estimate
- Track an Estimate

- View the Estimate History
- Correct Quantities for Approved Progress Estimates
- View Quantity Adjustment DWRs
- Understand the Rules and Life Cycle of Change Orders
- Create a Change Order Header
- Navigate to Change Order functions from the Change Order Header
- Apply a Time Adjustment to a Change Order
- Modify existing Contract Items on a Change Order
- Add New Contract Items to a Change Order
- Apply Explanations
- Calculate a Change Order
- Forward a Change Order for Review
- View the Custom Change Order
- View the Change Order Report
- Send a Change Order for Approval
- Approve a Change Order
- Track a Change Order
- Overview of the Contract Finalization Process
- Update Key Dates
- Create a Document Submission of the Final Estimate
- Review and Resolve Estimate Discrepancies
- View a Change Order
- Generate the Final Estimate
- Approve a Final Estimate
- TDOT Supplemental Estimate Workflow

- Create a Document Submission of the Supplemental Estimate
- View Document Submission Recommendations
- Generate a Supplemental Estimate

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# Section 1 Getting Started for Field and Office Documentation

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By the end of this module, you will be able to:

- Start and Exit SiteManager
- Navigate in SiteManager
- Open and control the display of multiple SiteManager components
- Close SiteManager components
- Change your password
- Identify update and inquiry display
- Use Open, New, and ‘Choose Keys’
- Use, Sort, Find, and Filter
- View System Attachments
- Identify Support Resources
- Use Online Help
- View the User Manual
- Access Reports
- Run a Process
- Access TDOT Custom Reports

## Using the Student Guide

The student guides are divided into sections — learning modules. Each learning module consists of:

- Objectives
- Multiple Topics and Instructor-Led Exercises
- Review
- Summary Exercise

Each section will begin with the objectives for the module. The module will be divided into topics roughly corresponding to the objectives of the module. Each topic will have a short description of the SiteManager function, one or more general procedures about how to perform an action in SiteManager, and an instructor-led exercise for the topic. Instructor-led exercises are easy to spot on each page. Instructor-led exercises are identified by the Bulldozer graphic illustrated below and are numbered sequentially. Instructor-led exercises are very explicit and detail the specific steps and data to be used in performing the action.



### Exercise 5-2

Instructor-led Exercises are identified by the Bulldozer graphic.

**Figure 1-1**

Each module will end with a review and a summary exercise. The review will summarize the main points and *all of the SiteManager functionality covered in the module*. The review pages may serve as an excellent reference for the summary exercise that follows the review. It may also server as a work aid for use back at the office.

The summary exercise gives you the opportunity to practice the skills you learned in the learning module. The summary exercise instructions will provide you with the data to be used and general instructions. Remember that the module review on the pages immediately preceding the summary exercise is composed of the general procedures covered in the module. The review will serve as a good reference as you perform the summary exercise.

SiteManager Procedures, the steps you follow to access a component of SiteManager, vary depending on whether you have just entered the system or have been in some other component and have already selected a common variable.

**This is a very important concept. Stress it throughout the class.**

For instance, if you enter the application and navigate directly to the Contractor Payments component, the Estimate Summary window requires the selection of the desired Contract and Estimate. However, if you have been working in the Contract Records component, already have a Contact selected, and then navigate to the Contractor Payments component, the Estimate Summary window displays the Estimates for the Contract previously selected in Contract Records.

The procedures in this manual describe how to access components of SiteManager as if you just entered the application.

**In TDOT, there are three Student Guides:**

- **SiteManager for Office Documentation**
- **SiteManager for Field Documentation**
- **SiteManager for Management Personnel**

# Starting AASHTO SiteManager

The AASHTO SiteManager Construction Management System will run on several different windows graphical User interfaces. For your operating system, you will start AASHTO SiteManager the same way you would any program on your computer.



SiteManager Desktop Icon

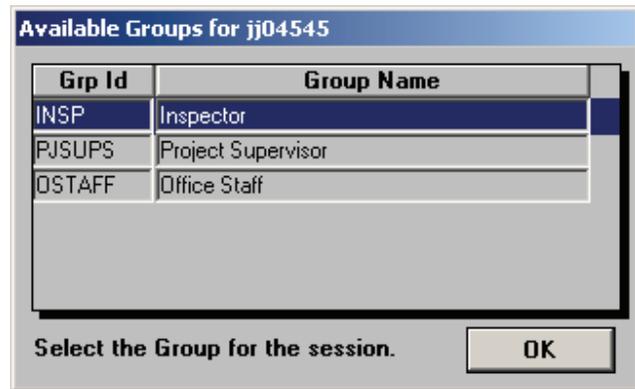
Figure 1-2



The SiteManager Logon Dialog Box

Figure 1-3

**Note.** The only RTF template that TDOT uses is The Summary to Contractor Report, which is not needed in Standalone mode; therefore, the Download RTF Template check box should never be selected.



The Group Dialog Box

Figure 1-4

**This box only appears for Users in more than one group.**



## Exercise 1-1

In the following exercise, you will log on to SiteManager.

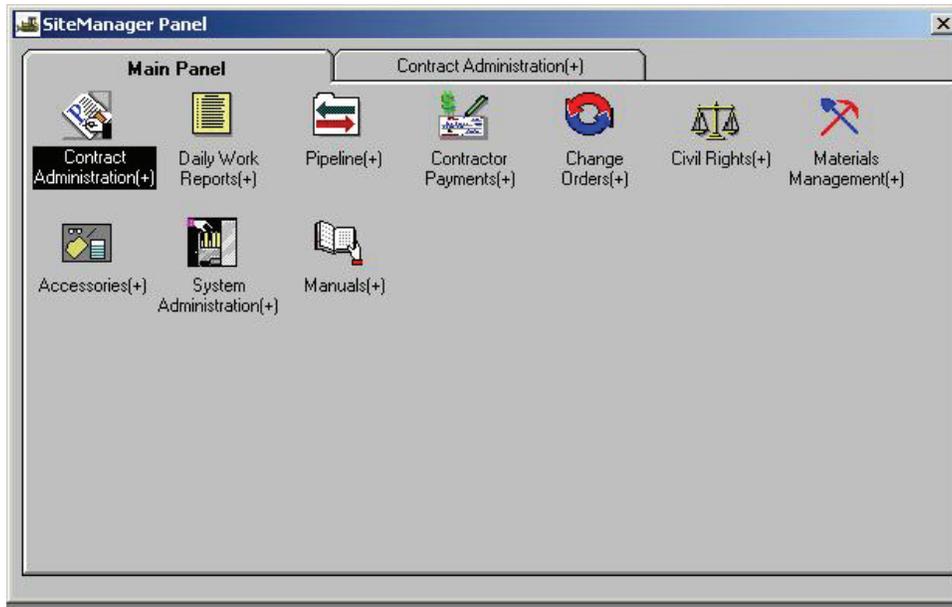
User ID: **jj05753**      Group: **PJSUPS**      Contract: **CNB022C**

1. Click the **Start** button.
2. Click the **All Programs** choice.
3. Click the **SiteManager Training** choice.
4. Click the **SiteManager** choice. SiteManager displays the SiteManager Logon dialog box.
5. In the **User ID** field, type **jj05753**.
6. Press the **Tab** key.
7. In the **Password** field, type **pass**.
8. Press **Enter**. SiteManager opens with the SiteManager Panel displayed.

————— **Shift-tab if user ID  
not highlighted.**

## Main Panel Folder Tab of SiteManager Panel

After starting the SiteManager application, the Main Panel tab will display the components of the system as icons. The central functionality of SiteManager is divided into ten icons: Contract Administration, Daily Work Reports, Pipeline, Contractor Payments, Change Orders, Civil Rights, Materials Management, Accessories, System Administration, and Manuals.



Available icons are specific to your security group.

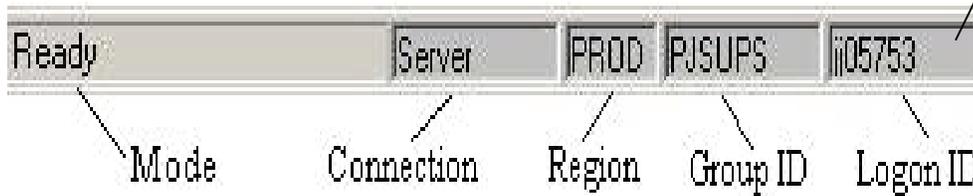
SiteManager Panel Window's Main Panel Tab

Figure 1-5

### The SiteManager Status Bar

The SiteManager Status Bar at the bottom of the SiteManager window indicates your mode, connection, database region, logon group and individual ID.

Everything is tracked by ID and Password. DON'T SHARE!



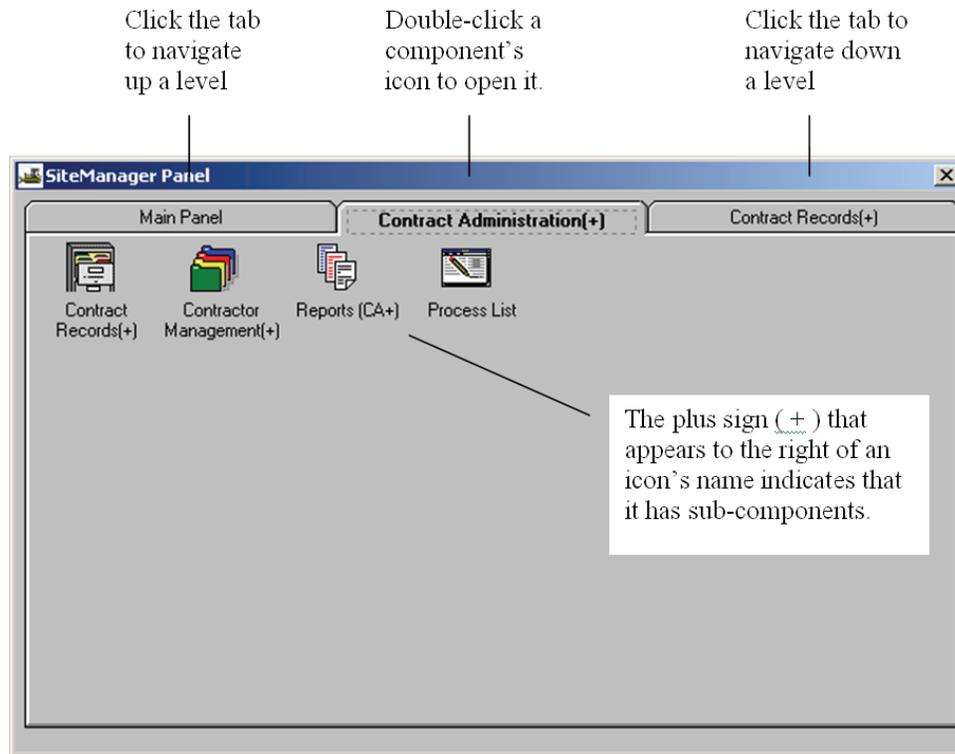
Status Bar

Figure 1-6

Discuss training program.

## Navigating in SiteManager Using the Main Panel

The SiteManager Panel is used to navigate to the components of the SiteManager application. The highest level is the Main Panel tab that contains the different functional groups, with each group individually represented by an icon. Double-clicking the icon of a functional group brings up another folder tab consisting of the sub-groups or the actual windows contained within that functional group. As icons are selected, the next level's folder tab appears next to the previous level.



Navigating in SiteManager

Figure 1-7



## Exercise 1-2

In the following exercise, you will browse some of the components of SiteManager.

User ID: **jj05753**      Group: **PJSUPS**      Contract: **CNB022C**

1. View the icons on the Main Panel.
2. On the **Main Panel**, double-click the **Contract Administration** icon.
3. On the **Contract Administration** panel, double-click the **Contract Records** panel. SiteManager displays the Contract Records panel.
4. Take note of the icons available from the panel.

**Note some of  
the icons  
contained on  
each panel.**

Now, let's browse another panel.

5. To go up a level, click the **Contract Administration** tab.
6. Double-click the **Contractor Management** icon. SiteManager displays the **Contractor Management** panel.
7. Take note of the icons available from the panel.

Now, let's browse another panel.

8. To go up two levels, click the **Main Panel** tab.
9. Double-click the **Daily Work Reports** icon. SiteManager displays the **Daily Work Reports** panel.
10. Take note of the icons available from the panel.

Now, let's browse another panel.

11. To go up a level, click the **Main Panel** tab.
12. Double-click the **Pipeline** icon. SiteManager displays the **Pipeline** panel.
13. Take note of the icons available from the panel.

Now, let's browse another panel.

14. To go up a level, click the **Main Panel** tab.
15. Double-click the **Contractor Payments** icon. SiteManager displays the **Contractor Payments** panel.
16. On the **Contractor Payments** panel, double-click the **Estimate** icon. SiteManager displays the **Estimate** panel.
17. Take note of the icons available from the panel.

Now, let's browse another panel.

18. To go up a level, click the **Main Panel** tab.
19. Double-click the **Change Orders** icon. SiteManager displays the **Change Orders** panel.
20. On the **Change Orders** panel, double-click the **Change Order Maintenance** panel.

21. Take note of the icons available from the panel.

Now, let's browse another panel.

22. To go up a level, click the **Main Panel** tab.

23. Double-click the **Accessories** icon. SiteManager displays the **Accessories** panel.

24. Take note of the icons available from the panel.

Now, let's browse another panel.

25. To go up a level, click the **Main Panel** tab.

26. Double-click the **Manuals** icon. SiteManager displays the **Manuals** panel.

27. Take note of the icons available from the panel.

Now, to prepare for the next exercise, let's navigate to the **Contract Records** panel.

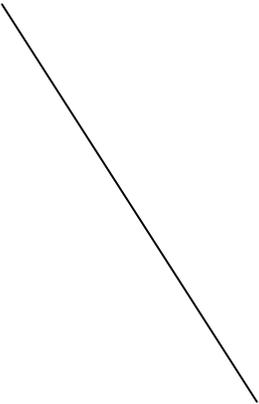
28. To go up a level, click the **Main Panel** tab.

29. Double-click the **Contract Administration** icon.

30. Double-click the **Contract Records** icon. SiteManager displays the **Contract Records** panel.

31. In the **Contract Records** panel, double-click the **Contracts** icon. SiteManager displays the **Select Contract** window.

32. In the **Contract ID** list box, scroll to and double-click **CNB022C**. SiteManager displays the **Contracts** window.



**TDOT Contract number naming convention:**

**CN - required for finance system**

**B - letting year**

**2003=B**

**2006=E**

**2007=F**

**Example: CNE037=Contract 37 from 2006 letting.**

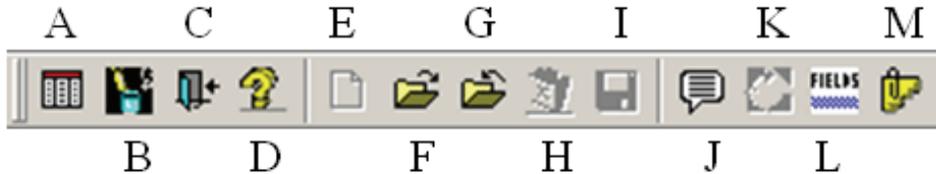
**A, B, C on end is merely for training to create "snapshots" of contract in various stages of lifecycle.**



### Exercise 1-3

In the following exercise, you will identify the components of the toolbar. Place the mouse over the button and use the tool tip to identify each component. Then you will activate the “show text” option. Write the toolbar component name next to the appropriate letter below.

User ID: **jj05753**      Group: **PJSUPS**      Contract: **CNB022C**



The SiteManager Toolbar

Figure 1-8

A	SiteManager Panel	H	Delete
B	Toolbar	I	Save
C	Exit SiteManager	J	Remarks
D	Help Contents	K	Address
E	New	L	Generic Fields
F	Open	M	Attachments
G	Close		

Icons are grey when they are not available to select.

Some buttons are available from all windows; others are window-specific.

Remarks are unlimited. Use a word processor for spelling.

If the Remarks icon has lines across it (shown), that means there are remarks.

1. Place the mouse pointer on the toolbar.
2. Use the right-click button to click the toolbar.
3. In the **Object** menu, click **Show Text**.

## Controlling the Display of Multiple SiteManager Components

In many instances, you will be working in a SiteManager component and need to leave it temporarily to open another component. Having opened more than one component of SiteManager you may then need to control the display.



The File Menu

**Figure 1-9**

### Opening Multiple SiteManager Components

While being in one SiteManager component, you may need to go to another component without closing the current one.



#### Exercise 1-4

In the following exercise, you will open one component, while another component of SiteManager is open.

User ID: **jj05753**      Group: **PJSUPS**      Contract: **CNB022C**

Now, let's open another SiteManager component.

1. Click the **SiteManager Panel** button.
2. Double-click the **Projects** icon. SiteManager displays the Projects window.
3. In the **Project Number** list box, scroll to and double-click **55019-3220-94**.

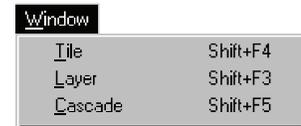
**Discuss Hot  
Navigation.**

## Using the Window Menu to Control the Display of Multiple SiteManager Components

Having opened more than one SiteManager component, you can now use a variety of standard Windows methods to control the display of the components and your movement between them.

### CONTROLLING THE WINDOW DISPLAY USING TILE

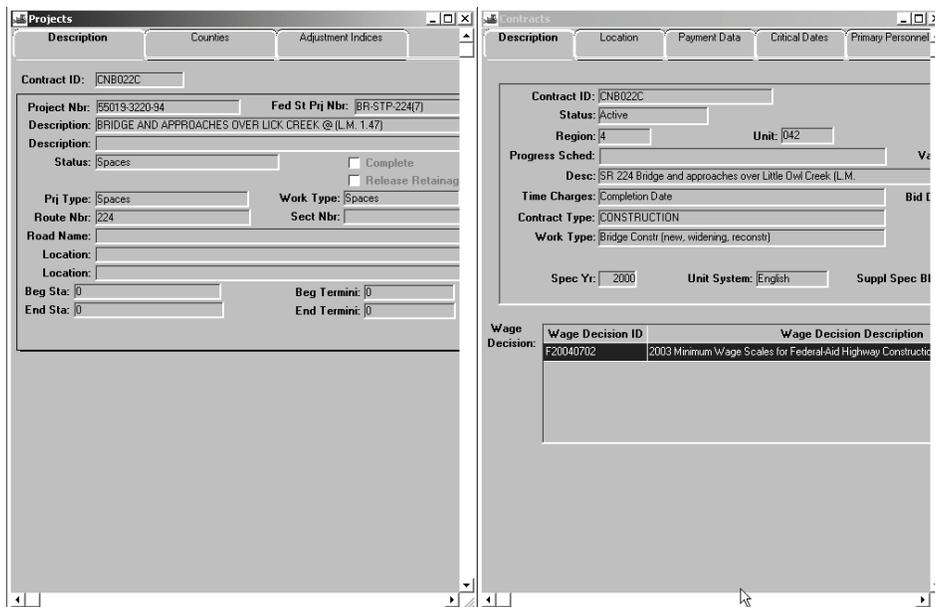
Tiling divides the screen into the number of SiteManager components that you have active. Typically, tiling is used to display two SiteManager components side by side horizontally to compare the entries in each or to return a single component to full screen once you have closed the other component. With three components of SiteManager active, tiling would give each component only one third of the screen. Unless you have a very large display, tiling with more than two SiteManager components open may not be very useful.



The Window Menu

Figure 1-10

— Stress to only have two components open when tiling.



Two SiteManager Components Tiled

Figure 1-11



### Exercise 1-5

In the following exercise, you will tile the two current components of SiteManager.

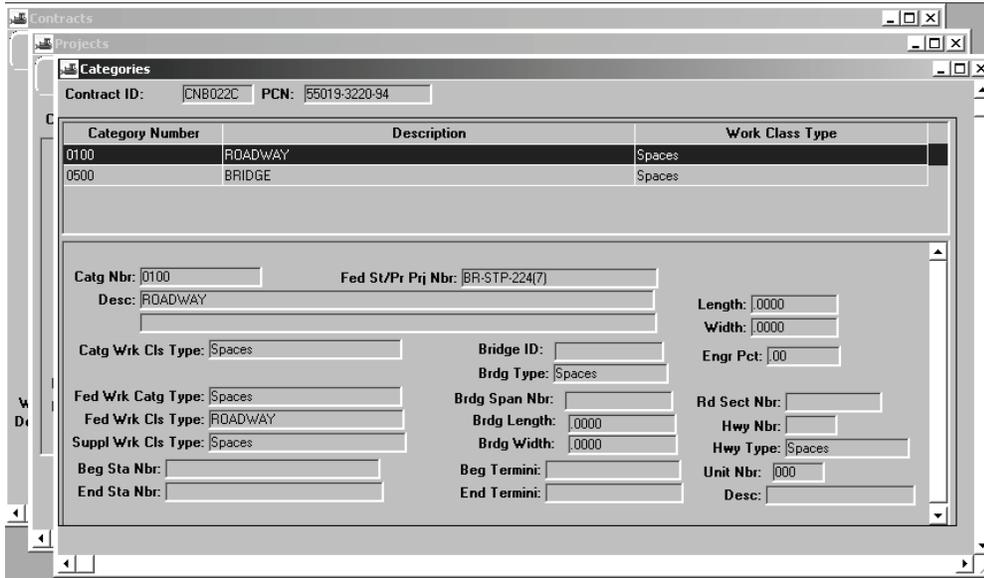
User ID: **jj05753**      Group: **PJSUPS**      Contract: **CNB022C**

1. Click the **Window** menu.
2. Click the **Tile** choice. SiteManager tiles the windows.

## CONTROLLING WINDOW DISPLAY USING CASCADE

Cascading makes the number of SiteManager components that you have active an equal size and arrange each component in an overlapping *offset* window.

Typically, cascading is used to display *more than two* open SiteManager components offset. When you have a need to navigate between more than two open SiteManager components, the Cascade choice may make it easier to move between them.



Three SiteManager Components Cascaded

Figure 1-12



## Exercise 1-6

In the following exercise, you will open another SiteManager component, cascade the open components and navigate among the three.

User ID: **jj05753**      Group: **PJSUPS**      Contract: **CNB022C**

1. Click the **SiteManager Panel** button.
2. In the **Contract Records** panel, double-click the **Categories** icon.

Now, let's cascade the windows.

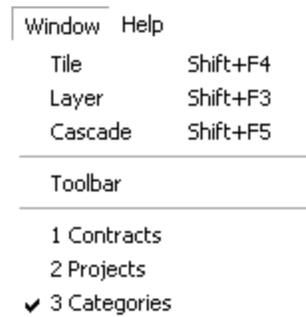
4. Click the **Window** menu.
5. Click the **Cascade** choice. SiteManager cascades the windows.

Now, let's navigate between the cascaded windows.

6. Click the visible portion of the **Projects** window.
7. Click the visible portion of the **Contracts** window.

## CONTROLLING WINDOW DISPLAY USING LAYER

Layering displays the SiteManager component that you have active in the most efficient *full screen* display. Typically, layering is used to give each active component a full window for display or to return a single active component to full display after you have closed the other components that were tiled or cascaded.



**Notice shows active windows allow to move back and forth between windows.**

The Window Menu with Three SiteManager Components Active

Figure 1-13



### Exercise 1-7

In the following exercise, you will layer the three open components of SiteManager and move between them.

User ID: **jj05753**      Group: **PJSUPS**      Contract: **CNB022C**

1. Click the **Window** menu.
2. Click the **Layer** choice. SiteManager layers the windows.

Now, let's navigate to another window.

3. Click the **Window** menu.
4. Click the **Categories** choice. SiteManager displays the Categories window.

Now, let's navigate to another window.

5. Click the **Window** menu.
6. Click the **Projects** choice. SiteManager displays the Project window.

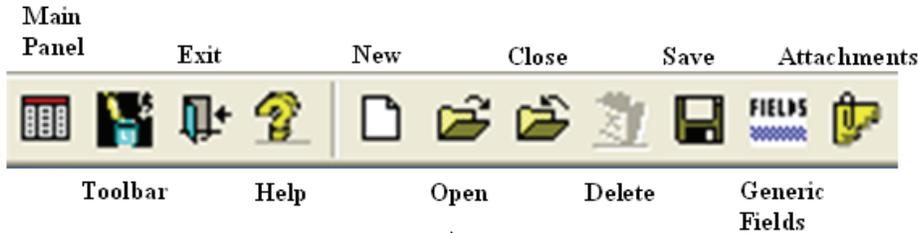
## Closing Versus Exiting in SiteManager

While SiteManager is not document oriented like other common Windows applications, the same principle of closing versus exiting still applies. When you are in a SiteManager component and you wish to end your work in it, but still continue to perform other SiteManager activities, you should *close*. As with other applications, you only *exit* SiteManager when you are through with your activities.



The File Menu

Figure 1-14



The SiteManager Toolbar

Figure 1-15

2+ ways to close/exit contrast to MS Word.



### Exercise 1-8

In the following exercise, you will close a component of SiteManager and then exit the application.

User ID: **jj05753**      Group: **PJSUPS**      Contract: **CNB022C**

1. To close a window, click the **Close** button.
2. To exit SiteManager, click the **Exit SiteManager** button or click the **File** menu followed by the **Exit** choice.

Demonstrate closing and opening Main Panel.

## Changing Your SiteManager Password

In addition to your network logon identity, SiteManager also has password protection. Your SiteManager ID determines what information you have access to and whether you can update the data or not. If you have any questions regarding your SiteManager security access, contact your SiteManager System Administrator.



The Change Password Dialog Box

Figure 1-16

**Electronic Signature Law: Millennium Digital Commerce Act of 2000, digital technology is legally binding, 6-30-00, signed by Clinton. If a statute, regulation, or other rule of law requires documentation in original form, an electronic record satisfies the rule.**

**IMPORTANT TIPS REGARDING YOUR USER ID:**

1. In TDOT, when a User ID is first assigned to a User, the default password is **PASSWORD** (all caps). The User must change the password before logging on to SiteManager.
2. SiteManager User IDs for TDOT Criteria:
  - Seven characters in length.
  - The first two characters will be **jj** (in lowercase), followed by a randomly assigned 5-digit number.

**IMPORTANT TIPS REGARDING YOUR SITEMANAGER PASSWORD AND LOGON ATTEMPTS:**

1. It is important that you do not give out your password to anyone. SiteManager maintains a record of everything you do in SiteManager. These records are the same as your signature.
2. If you have attempted to log on twice and have failed, close the SiteManager Logon window and start again. This will allow you to try to log on again without disabling your password.
3. If you attempt to log on three times and fail, SiteManager will disable your password. Contact Regional Support if password is disabled.
4. SiteManager Passwords for TDOT Criteria:
  - Four to eight characters in length
  - Case-sensitive - SiteManager can tell the difference between capital and lowercase letters. Type your ID and password precisely.
  - 90-day expiration
  - Cannot be the word “password”
  - Cannot contain symbols.

**Mention the importance of establishing an unbroken chain of custody when in a court of law.**

**Everything is tracked by ID!**



## Exercise 1-9

In the following exercise, you will log on to SiteManager using another ID and change the password.

User ID: **jj05750**      Group: **PJSUPS**      Contract: **CNB022C**

1. Double-click the **SiteManager Training** program icon on your desktop.
2. To select the user ID, hold down the **Shift** key and press the **Tab** key.
3. In the **User ID** field, type **jj05750**.
4. To move to the next field, press the **Tab** key.
5. In the **Password** field, type **PASSWORD**.
6. Click the **Change Password** button. SiteManager displays the Change Password dialog box.

Now, let's change the password.

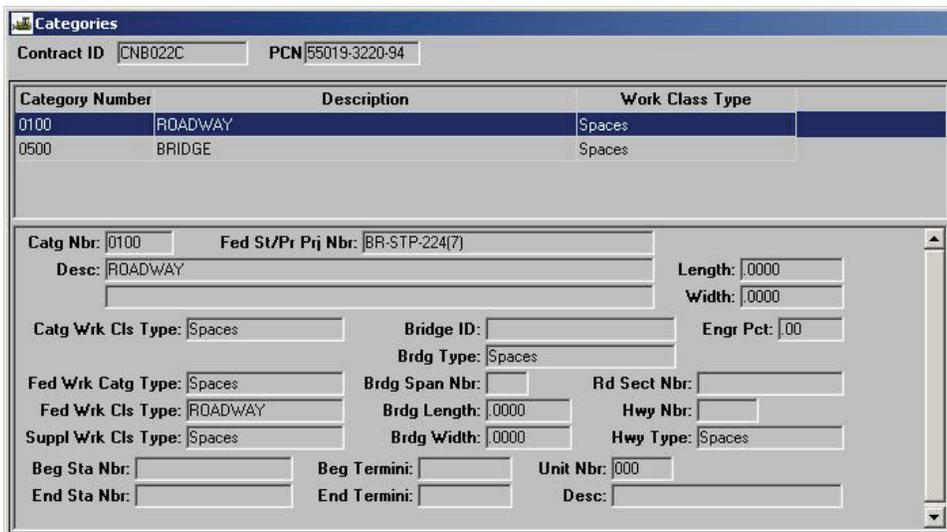
7. In the **Old Password** field, type **PASSWORD**.
8. Press the **Tab** key.
9. In the **New Password** field, type **pass**.
10. Press the **Tab** key.
11. In the **Confirm Password** field, type **pass**.
12. Click **OK**.

# Security Overview

Depending on your SiteManager security privileges, you may have:

- Update rights to all SiteManager windows and data,
- Inquiry rights only and be able to access data and print reports, but not update information,
- Update rights on some SiteManager windows, inquiry only on other windows, and/or no access to other windows,
- Update rights on some SiteManager data, inquiry rights on other data, and/or no access to other data,
- Access to SiteManager in only a network mode, or
- Access to SiteManager in both a standalone and network mode.

When you have access to the window and the data, the field will appear with a white background. When you only have inquiry access, the data will appear but the fields will have a gray background.



A SiteManager Window in Inquiry Only Mode

Figure 1-17



## Exercise 1-10

In the following exercise, you will access an inquiry only window in server mode as well as log into the application in standalone mode to view the difference in security options.

User ID: **jj05750**      Group: **PJSUPS**      Contract: **CNB022C**

1. How many icons are displayed on the Main Panel? Seven
2. Double-click the **Contract Administration** icon.
3. Double-click the **Contract Records** icon.
4. How many icons are displayed on the Contract Records panel?  
Twelve
5. Double-click the **Categories** icon.
6. Double-click Contract **CNB022C**.
7. Double-click Project Number **55019-3220-94**.
8. Does the screen display in inquiry or update mode? Inquiry
9. Click the **Exit SiteManager** button.

Have the class note the look of inquiry mode.

Mention that this is one of several ways to Exit SiteManager.

Now, let's log on using a different user ID and see how the access rights for that user affect the icons available.

User ID: **jj05753**      Group: **PJSUPS**      Mode: **Standalone**

10. Double-click the **SiteManager Training** program icon.
11. To select the User ID, hold down the **Shift** key and press the **Tab** key.
12. In the **User ID** field, type **jj05753**.
13. In the **Connect to** drop-down list, click the expand arrow to the right of the current selection and click the **Training Standalone** choice.
14. In the **Password** field, type **pass**.
15. Click the **Logon** button.
16. How many icons are on the Main Panel? Five
17. On the **Main Panel**, double-click **Contract Administration**.
18. On the **Contract Administration** panel, double-click the **Contract Records** icon.
19. How many icons are displayed on the Contract Records panel? Eight
20. Click the **File** menu.
21. Click the **Exit** choice.

Connect to: Training Standalone.

Tip: Select mode in Connect to field before entering password to avoid logging on to incorrect mode accidentally.

Now, to prepare for the next exercise, let's log on using a different user ID.

User ID: **jj05754**      Group: **OSTAFF**      Mode: **Server**

22. Double-click the **SiteManager Training** program icon.
23. Hold down the **Shift** key and press the **Tab** key.
24. In the **User ID** field, type **jj05754**.
25. Press the **Tab** key.
26. In the **Password** field, type **pass**.
27. Press **Enter**.

# Entering a SiteManager Window – Open, New, and Choose Keys

When you have the authority and update rights and first enter a SiteManager window, you can:

- Open for an existing record , or
- Create a new record for data entry,
- Choose keys to create a new record.

\_\_\_\_\_ We are teaching instincts about using SiteManager.

In some instances, SiteManager will not even let you into the window without choosing the keys first. Choosing the keys identifies the initial values for the new or existing record.

## Opening an Existing Record

\_\_\_\_\_ Discuss hot navigation.

When opening an existing record, it is not necessary to use the Choose Keys option. For some windows, a selection list will be automatically displayed to allow the User to select the appropriate record. For other windows, the User may access records by selecting the Open button and choosing the appropriate record.



### Exercise 1-11

In the following exercise, you will access a window and open an existing record that needs multiple keys.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022H**

1. On the **Main Panel** tab, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** tab, double-click the **Daily Work Reports** icon.
3. What security mode are we in (inquiry or update)? Update
4. What Contract ID is displayed? None
5. On the toolbar, click the **Open** button.
6. In the **Contract** list box, scroll to and double-click contract ID **CNB022H**.
7. In the **Inspector** list box, scroll to and double-click user ID **jj05751**.
8. In the **Date** list box, scroll to and double-click DWR date **04/20/05**.
9. When informed that the DWR will be opened in read-only format, click the **OK** button.
10. When you want to open an existing record, do you use Open, New, or Choose Keys? Open

\_\_\_\_\_ Note Authorized and Locked

\_\_\_\_\_ DWRs are read only when you are not the creator and or Authorized or Locked.

## Creating a New Record

When creating a new record, the User will navigate to the appropriate window. For some windows, the window will open in New mode. For other windows, the User may create a new record by selecting the New button.



### Exercise 1-12

In the following exercise, you will access a window and identify the new record mode.

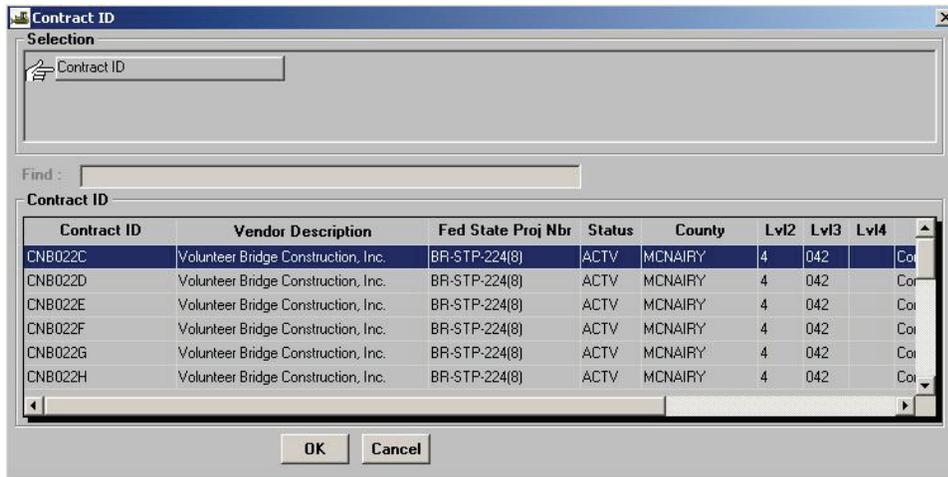
User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022H**

1. On the toolbar, click the **New** button.
2. Note that you are ready to create a record for Contract CNB022H.
3. What is the Inspector's Name? Smith, Pat
4. What is the DWR date? 00/00/00
5. What is the Contract? CNB022H, same as the one you opened.
6. When you want to create a new record, do you use Open, New, or Choose Keys? New

## Choosing Keys

The Choose Keys choice displays a list of key field(s) to be selected. In many instances in SiteManager, the Choose Keys choice must be selected before a new record can be created.

— Key =Contract ID



Choosing Keys

Figure 1-18



### Exercise 1-13

In the following exercise, you will access a window that requires keys to be chosen and identify the new record mode.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. Click the **Services** menu.
2. Click the **Choose Keys** choice. SiteManager displays the Contract ID window.
3. In the **Contract ID** list box, scroll to and click the **CNB022C** choice.
4. Click the **OK** button.
5. Note that you are ready to create a record for Contract **CNB022C**.
6. When you want to create a new record for a **DIFFERENT** Contract, do you use Open, New, or Choose Keys?           New, then Choose Keys
7. Click the **Close** button.
8. Click the **No** button when prompted to save changes.
9. Click the **Main Panel** folder tab.

— **Having chosen the correct key, only now are you ready to create a new DWR for a contract.**

## Using the Object Menu for Data Manipulation and Retrieval

To make data entry and retrieval easier, SiteManager provides a Search, Filter, Find, and Sort capability throughout the application. The Filter and Find functions also provide Users with the ability to limit the data retrieved from the SiteManager database by specifying criteria using relational operators. The Clear button removes the current data retrieval choice in effect. The Show Filter/Sort choice shows the current criteria in effect for these choices.

To invoke the Object menu, using the right mouse button, click in a field.



The Object Menu

Figure 1-19

### Criteria Window Buttons:

**Insert:** Inserts a blank row before the currently selected row.

**Add:** Inserts a blank row after the last row.

**Remove:** Deletes the selected row. Remove deletes only one row at a time.

**Clear:** Deletes all rows. All rows must be deleted to return to the complete, unfiltered list.

**Load:** Opens saved filter list. Saved filter allows for loading and deleting of saved (and default) filters.

**Save:** Opens filter name window to allow filter to be saved. The Default check box allows a filter to be automatically applied every time the window is accessed.

**Stress important distinction between Remove and Clear.**

## Criteria Window Conditions:

Using the Equal (=) condition:

- Requires the specified value to be exact.
- Only matching whole words will be included
- Only matching capitalization will be included

Using the Like condition:

- Allows specified value to be imprecise
- Wildcard % allowed – A wildcard is a value that matches any value – like the wild card when playing Uno.
- SiteManager assumes value% when the Like condition is selected, including all data that start with the entered value
- %value% allows partial data matches to be included
- Only matching capitalization will be included

When creating multiple conditions, AND joins will be executed before OR joins.

**INSTRUCTOR NOTE:**

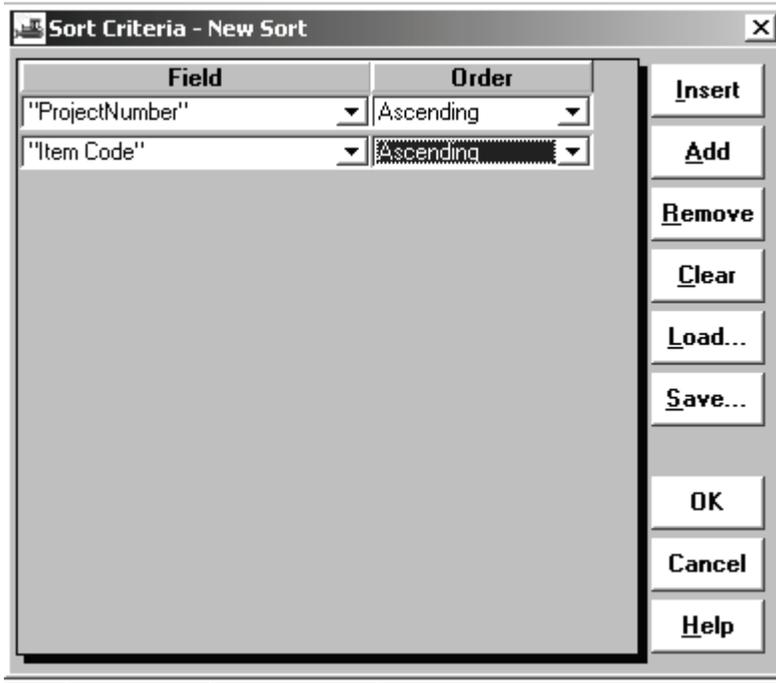
**Filters that are not saved remain active until the user exits SiteManager.**

**Filters that are saved as Default filters remain for the user ID on the computer until they are removed. To remove a default filter:**

1. **Right click a row**
2. **Select the Filter choice**
3. **Click the Load button**
4. **Select the default filter**
5. **Click the Delete button.**

## Sorting

When the window displays as a list, the Sort feature allows you to sort the list, based on specified criteria. Each time the window displays, the default sort criterion is automatically applied. As with the Filter function, only one default sort criterion can be in effect for a window at any given time.



The Sort Window

Figure 1-20



## Exercise 1-14

In the following exercise, you will sort the Work Items records for a DWR for Contract CNB022E.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022E**

1. In the **Main Panel**, double-click the **Daily Work Reports** icon.
2. In the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. In the **Daily Work Reports** window, click the **Open** button on the toolbar.
4. Click the **No** button in the Save Message.
5. In the **Contract ID** list box, scroll to and double-click **CNB022E**.
6. In the **Inspector ID** list box, scroll to and double-click **jj05752**, Sandy Gutierrez.
7. In the **DWR Date** list box, scroll to and double-click **04/04/05**.
8. Click the **OK** button to the Read Only message.
9. Click the **Work Items** folder tab.

Now, let's use the column headings to sort the Work Item list.

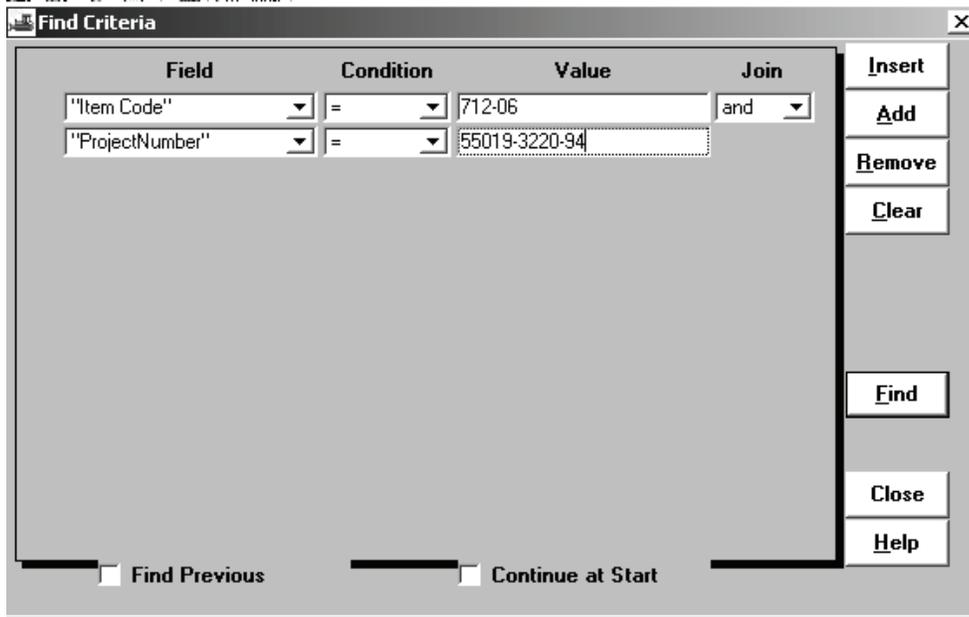
10. Click the **Description** column heading.
11. Click the **Item Code** column heading.
12. Click the **Instld** column heading.
13. Scroll to the bottom of the list to see the items that were reported installed on this DWR.

Now, let's use the Object Menu to sort.

14. Position the pointer over the first record.
15. Use the right-click button click the record.
16. In the **Object** menu, click **Sort**.
17. In the **Sort Criteria** window, click the **Add** button.
18. In the **Field** drop-down list, click **ProjectNumber**
19. Click the **Add** button, again.
20. In the **Field** drop-down list, click **Item Code**.
21. Click the **OK** button.

## Finding

When a window displays as a scrollable list, the Find choice allows the User to get to a specific row by selecting the appropriate value to find.



The Find Criteria Window

Figure 1-21



## Exercise 1-15

In the following exercise, you will locate an item using the Find option.

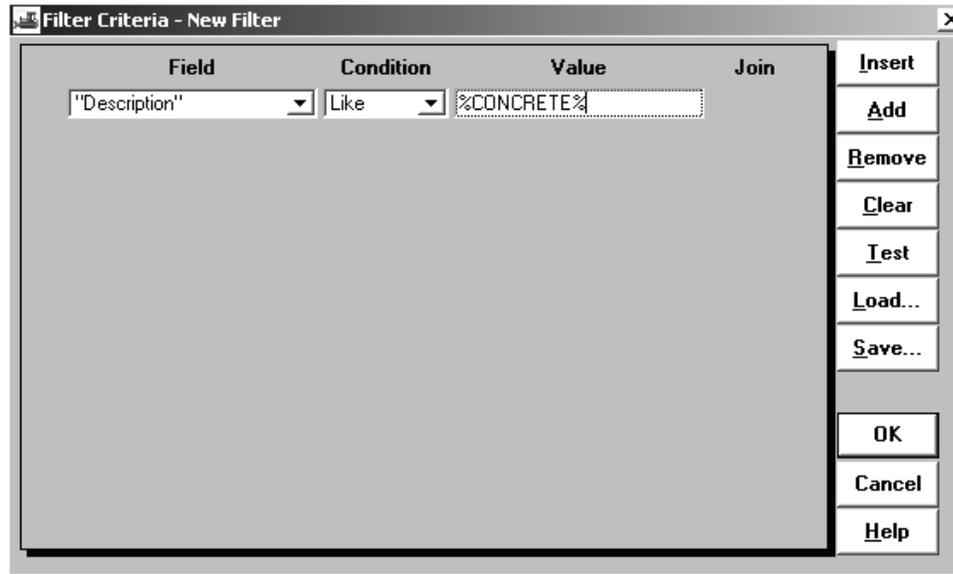
User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022E**

1. Position the selection pointer over the first record in the list at the top of the window.
2. Using the *right* mouse button, click the record.
3. From the object menu, click the **Find** choice. SiteManager displays the Find Criteria window.
4. On the **Find Criteria** window, click the **Add** button.
5. In the **Field** drop-down list, click **Item Code**.
6. In the **Condition** drop-down list, click =.
7. In the **Value** field, type **712-06**.
8. Click the **Add** button.
9. In the **Field** drop-down list, click **ProjectNumber**.
10. In the **Condition** drop-down list, click =.
11. In the **Value** field, type **55019-3220-94**.
12. Click the **Find** button.

**AND for  
different fields,  
OR for same  
field.**

## Filtering

The Filter choice allows you to specify filtering criteria for SiteManager fields and their limiting values using relational operators. Each time a window displays, the filtering criteria, marked as default, is automatically applied, thereby limiting the amount of data retrieved. Only one default filter criterion can be in effect for a window at any given time.



— % = wild card  
only available  
with 'like.'

— "Like" will find  
the word LIME  
as a part of any  
phrase.

Capitalization  
counts.

If you move the  
mouse while  
right clicking,  
you will default  
to the Find  
window.

The Filter Criteria Window

Figure 1-22



## Exercise 1-16

In the following exercise, you will learn how to filter to display only the records meeting your condition.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022E**

Now, let's filter the contents of this list.

1. Position the selection pointer over a record in the list at the top of the window.
2. Using the *right* mouse button, click the record.
3. From the object menu, click the **Filter** choice. SiteManager displays the **Filter Criteria** window.
4. Click **No** to the Save Changes prompt. \_\_\_\_\_ **This step may not be necessary.**
5. In the **Filter Criteria** window, click the **Add** button.
6. In the **Field** drop-down list, click **Description**.
7. In the **Condition** drop-down list, click **Like**.
8. In the **Value** field, type **%CONCRETE%**. \_\_\_\_\_ **% characters are variables.**
9. Click the **OK** button.
10. When informed that the specified filter will return a number of rows, click the **Ok** button. The Work Items window displays the filtered results.

## Clearing the Current Criteria

Remember that the current data retrieval choice will stay in effect until cleared. The Clear button removes the current data retrieval choice in effect by deleting all of the rows of criteria, which returns unfiltered results.



### Exercise 1-17

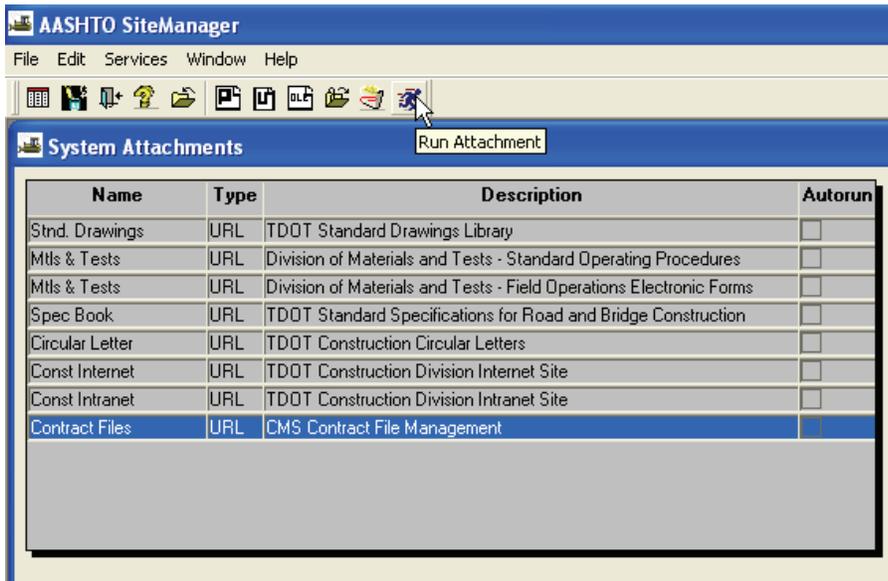
In the following exercise, you will clear the current filter.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022E**

1. Position the selection pointer over a record.
2. Using the *right* mouse button, click the record.
3. From the object menu, click the **Filter** choice. SiteManager displays the Filter Criteria window.
4. In the **Filter Criteria** window, click the **Clear** button.
5. Click the **OK** button. SiteManager displays a message.
6. When informed that the specified filter will return a number of rows, click the **OK** button. The Work Items window displays all of the rows without filtering the results.
7. Click **Yes** to the **Filter Message**. \_\_\_\_\_ **Always**.
8. Click the **Close** button on the toolbar.
9. Click the **Main Panel** folder tab.

# System Attachments

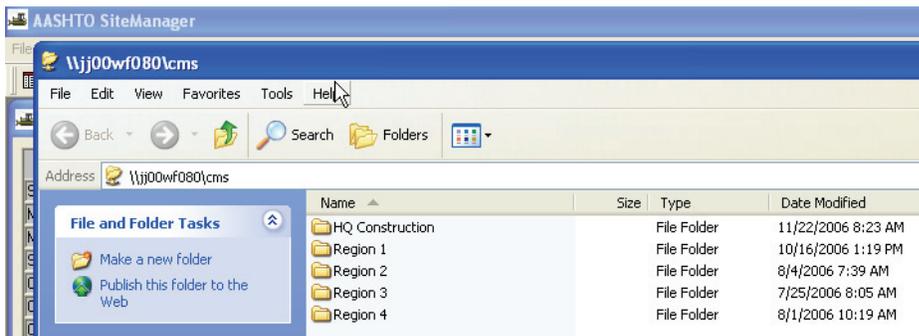
The System Attachments window allows URL links, Plug-In applications, and OLE attachments to be attached the SiteManager system without being attached to specific records. Plug in and OLE attachments are detailed in other sections of this training manual.



These are internet websites – you may need to connect to the internet to access them.

The System Attachments Window

Figure 1-23



The CMS File Management System Attachment

Figure 1-24

**In TDOT, URL links are included as System Attachments.**

**The CMS Contract File Management attachment will open the File Management system. The URL this attachment opens is as follows.**

[\\jj00wf080\cms\](\\jj00wf080\cms)



## Exercise 1-18

In the following exercise, you will view System Attachments.

User ID: **jj05754**      Group: **OSTAFF**

1. On the **Main Panel**, double-click the **Accessories** icon.
2. Double-click the **System Attachments** icon.
3. In the System Attachments list box, scroll to and click **CMS Contract File Management**.

*The System Attachments are not set up for the training environment.*

4. Click the **Close** button.
5. Click the **Main Panel** folder tab.

## Support Resources

The following Support Resources have been developed for AASHTO SiteManager. Contact your SiteManager System Administrator to verify your Transportation agency policies regarding the availability and distribution of this material.

- User Manual (.pdf)
- SiteManager On-line Help
- Learning Guides
- Training Database

### TDOT SiteManager Support Personnel

Location	Name	Email	Phone
Region 1	Matt Douglas	<a href="mailto:G.Matthew.Douglas@tn.gov">G.Matthew.Douglas@tn.gov</a>	(423) 907-7512
Region 2	Gail Hollis	<a href="mailto:Gail.Hollis@tn.gov">Gail.Hollis@tn.gov</a>	(423) 949-9202
Region 3	Gwen Ward	<a href="mailto:Gwen.Ward@tn.gov">Gwen.Ward@tn.gov</a>	(931) 684-0797
Region 4	Dan Robinson	<a href="mailto:Dan.Robinson@tn.gov">Dan.Robinson@tn.gov</a>	(731) 935-0220
HQ	Chris Hampton	<a href="mailto:Chris.Hampton@tn.gov">Chris.Hampton@tn.gov</a>	(615) 741-3542

**Printed Documentation and additional on-line training material can be obtained from SiteManager Support Personnel as needed.**

**In TDOT, electronic documentation and on-line training material can be obtained from Support Personnel or downloaded from [www.tdot.state.tn.us/construction/SiteManager.htm](http://www.tdot.state.tn.us/construction/SiteManager.htm).**

# Using Help

The Help menu will contain standard Help choices — Contents, Search for Help on, and Glossary and, when accessed while a window is open, will also provide one non-standard choice, Current Window. Help in SiteManager will work like any other Windows Help.

## Using Help by Contents

The Help menu's Contents choice or the Help button displays an alphabetized list of Help Topics that can be browsed for the subject on which you need help.



Help Button

Figure 1-26



Help Contents

Figure 1-25



## Exercise 1-19

In the following exercise, you will access Help from the Help menu.

User ID: **jj05754**      Group: **OSTAFF**

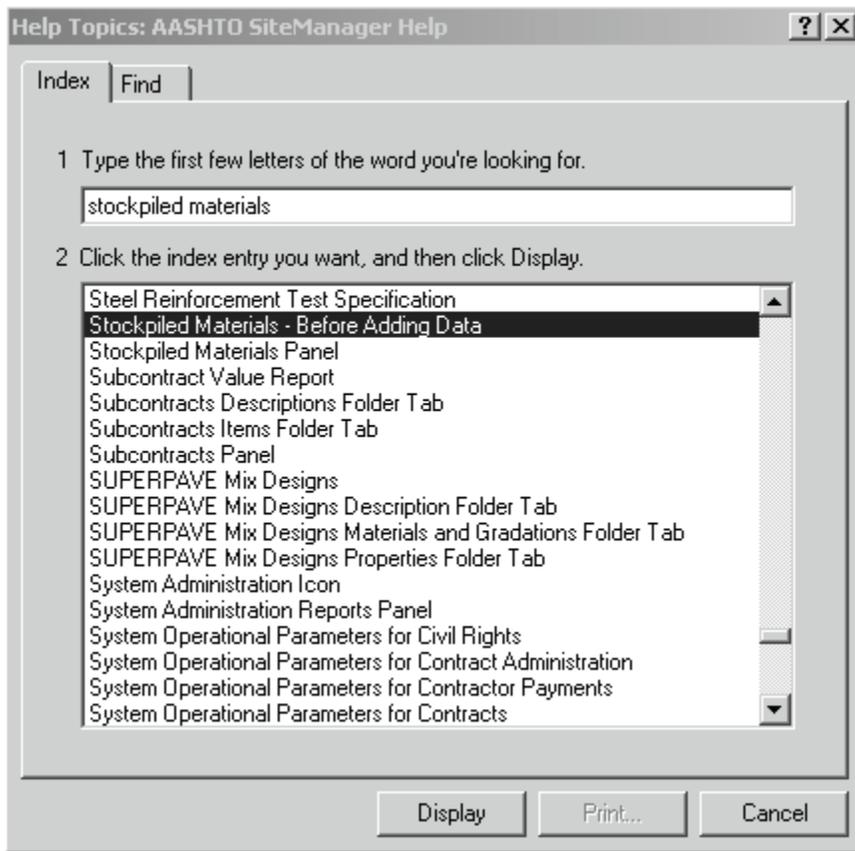
1. On the **Main Panel**, click the **Help** menu.
2. Click the **Contents** choice. SiteManager displays the AASHTO SiteManager Help window.
3. On the **Contents** page, scroll to the **Contracts Panel** section and click the **Contracts Description Folder Tab** topic.
4. Click the **Status-Contract Description** tab link. Help displays a pop-up window.

Now, let's exit online Help.

5. To close the **Help** window, click the **File** menu and click the **Exit** choice.

## Using Help by Searching

The **Search for Help on** choice displays a lengthy, alphabetized list of Help Topics that can be browsed or searched for the subject on which you need help.



The Help Search

Figure 1-27



### Exercise 1-20

In the following exercise, you will search for a topic.

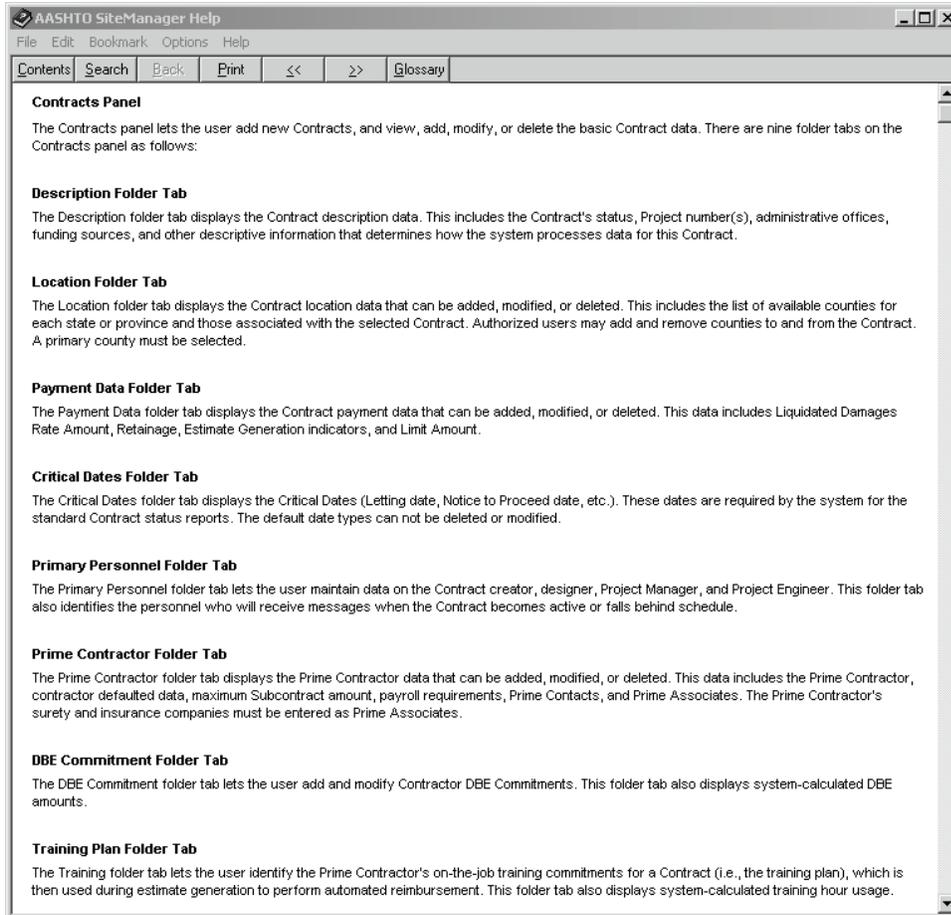
User ID: **jj05754**      Group: **OSTAFF**

1. Click the **Help** menu and click the **Search for Help on** choice.
2. Click the **Search** button.
3. Type **stockpiled materials**.
4. Click the **Stockpiled Materials Panel** topic.
5. Click the **Display** button. Help displays the requested topic.
6. To close the help window, click the **File** menu and click the **Exit** choice.

**Search opens  
correctly in  
production.**

## Using the Current Window Help

With any SiteManager window active, the Help menu's Current Window choice will access context sensitive help that includes Help on fields.



The Help on a SiteManager Window

Figure 1-28



## Exercise 1-21

In the following exercise, you will access Help on the current window.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. On the **Contract Administration** panel, double-click the **Contract Records** icon.
3. On the **Contract Records** panel, double-click the **Contracts** icon.

SM help is not  
TDOT specific.

Now, let's open another contract.

4. Click the **Open** button.
5. In the **Contracts** list box, scroll to and double-click Contract **CNB022C**.
6. Click the **Help** menu and click the **Current Window** choice
7. Click the **Next Page** ( $\geq$ ) button (right arrow at the bottom center of window).
8. In the **Contract Description tab Field Names and Descriptions** section, click **Contract ID – Contract Description tab**. Help displays a pop-up window.

Ask – why did  
CNB022E open?

Hot navigation  
since open 'E'  
DWR.

Read it or print  
it out.

Now, let's exit online Help.

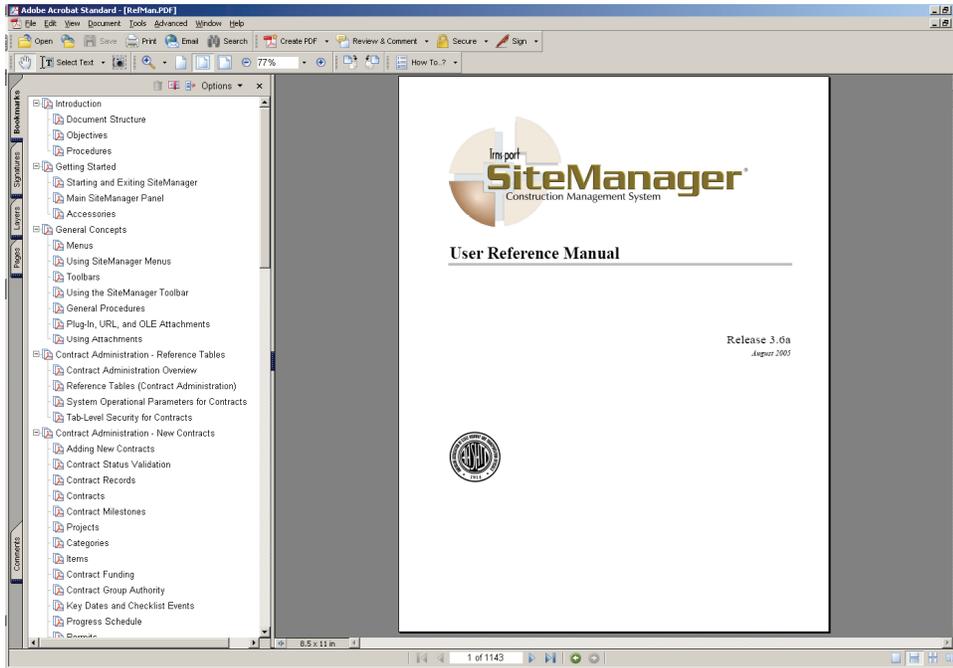
9. Click the **File** menu and click the **Exit** choice.

Now, let's prepare for the next exercise.

10. To close the **Contracts** window, click the **Close** button.
11. Click the **Main Panel** folder tab.

## Viewing the User Manual

The SiteManager User Reference Manual is a reference document for users of the AASHTO SiteManager application. The user should refer to this manual only when a question cannot be answered by referring to the SiteManager online help system. This manual describes all of the SiteManager components, including their purpose, functions, and how to use them.



The User Reference Manual in PDF

Figure 1-29



## Exercise 1-22

In the following exercise, you will access the on-line User Reference Manual.

User ID: **jj05754**      Group: **OSTAFF**

1. On the **Main Panel**, double-click the **Manuals** icon.
2. Double-click the **User Manual** icon.
3. Click the **Next Page** button. (At the bottom, this looks like a triangle.)
4. Click the page number field at the bottom of the screen.
5. Type **25**.
6. Press **Enter**.

Now, let's search the reference manual.

7. Click the **Search** button. (In the toolbar, this looks like binoculars.)
8. In the **Search for** field, type **Temperature**.
9. Click the **Search** button.
10. Click the first result. \_\_\_\_\_
11. Click additional results to browse the topic.

**First result  
links to  
page 386.**

Now, let's exit the application.

12. Click the **File** menu.
13. Click the **Exit** choice.

Now, let's prepare for the next exercise.

14. Click the **Main Panel** folder tab.

## Standard SiteManager Reports

Below is a list of the standard SiteManager Reports and the SiteManager panels they may be selected from.

### Contract Administration:

- Contract Status
- Item Quantity
- Item Work Report
- Subcontract Value
- Contractor Current Status
- Past History – Work Completion

### Contractor Payments:

- Summary To Contractor 
- Installed Work
- Work Suspend/Resume Times

### Change Orders:

- Change Order Report
- Unapproved Change Order Aging Report
- Time Extension Granted
- Change Order/Reason Code Breakdown

**TDOT has created several custom reports in Crystal Reports. The custom reports are run from a separate application accessed through the intranet.**

**<http://boe.tdot.state.tn.us/businessobjects/Enterprise115/InfoView/>**



This is run from the Process List window.

## General Reporting Concepts

Most reports follow these procedures. The user initiates the report from the correct report window.

LIN	Item Code	Description	Supplemental Description 1	Supplemental Description 2	Location	Unit	Unit Price	DWR Date	Entered By	Auth	Installed Qty	Installed Amount
RPT-ID: RCPINSWK USER: j05751 Tennessee Department of Transportation UNPAID INSTALLED QUANTITY SUMMARY CONTRACT ID: CNB022K DATE: 04/11/2006 PAGE: 1 OF 2												
0010	105-01	CONSTRUCTION STAKES, LINES AND GRADES				LS	\$6,000.00					
Qty Reported to Date:			0.40	Qty Authorized to Date:			0.00	Qty Installed to Date:			0.00	
04/28/05	Gutierrez, Sandy				Bridge #2					<input type="checkbox"/>	0.40	\$0.00
0110	307-01.01	ASPHALT CONCRETE MIX (P684-22) (SPMB-HM) GRADING A				TON	\$39.00					
Qty Reported to Date:			1,413.00	Qty Authorized to Date:			1,413.00	Qty Installed to Date:			0.00	
04/28/05	Warren, Jackie				Bridge #2					<input checked="" type="checkbox"/>	1,413.00	\$55,107.00
0120	307-01.08	ASPHALT CONCRETE MIX (P684-22) (SPMB-HM) GRADING B-M2				TON	\$38.00					
Qty Reported to Date:			929.00	Qty Authorized to Date:			929.00	Qty Installed to Date:			0.00	
04/28/05	Warren, Jackie				Bridge #2					<input checked="" type="checkbox"/>	929.00	\$33,444.00
Qty Reported to Date:			929.00	Qty Authorized to Date:			929.00	Qty Installed to Date:			929.00	

The Installed Work Report

Figure 1-30

To view and print a displayed report:

1. To view, click the **Next Page** or **Prior Page** icons.
2. Click the **Zoom** button to reduce the Zoom.
3. To print, click the **Copies** button, setting the desired number of copies to print.
4. Click the **File** menu and click the **Print** choice.

To Export a report:

1. Run the report (saved reports may not be exported)
2. Click the **Services** menu **Export** choice.
3. In the **File Name** field, type the file name.
4. In the **Save as type** drop-down list, select the type of file: **Text**, **Excel**, or **Lotus 1-2-3**.
5. Click the **Save** button.

A Report can be saved for later retrieval. SiteManager saves the report using a .PSR extension. To save a report:

1. On the toolbar, click the **Save** button.
2. In the **File Name** field, type the name for the file.
3. Change the drive and directory as desired.
4. Click the **Save** button.
5. In the message box, click the **OK** button.

The View Saved Reports icon can be used to open a saved report. To open a saved report:

1. On the **Reports** panel, double-click the **View Saved Reports (PSR)** icon.
2. Change the drive and directory as needed to select the PSR file.
3. Click the **OK** button.



### Exercise 1-23

In the following exercise, you will access a standard report and save a copy of the report.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022K**

1. On the **Main Panel**, double-click the **Contractor Payments** icon.
2. On the **Contractor Payments** panel, double-click the **Reports** icon.
3. On the **Reports** panel, double-click the **Installed Work** icon. SiteManager displays the Report Criteria window.
4. In the list box, scroll to and double-click the **CNB022K** choice.
5. Review the Report.

Now, let's save the report to your computer.

6. Click the **Save** button.
7. In the **C:\SMTRAINS** directory, double-click the **SMFILES** folder.
8. Type **INWK\_CNB022K20061025**.
9. Click the **Save** button. SiteManager displays a dialog box to inform you about exporting the file.
10. In the dialog box, click the **OK** button.
11. To close the **Installed Work** window, click the **Close** button.

Now, let's view the report you saved to your computer.

12. On the **Reports** panel, double-click the **View Saved Reports (PSR)** icon.
13. Double-click the **INWK\_CNB022K20061025.PSR** file. SiteManager displays the View Saved Reports (PSR) window.

Now, let's prepare for the next exercise.

14. Click the **Close** button.
15. Click the **Contractor Payments** tab.

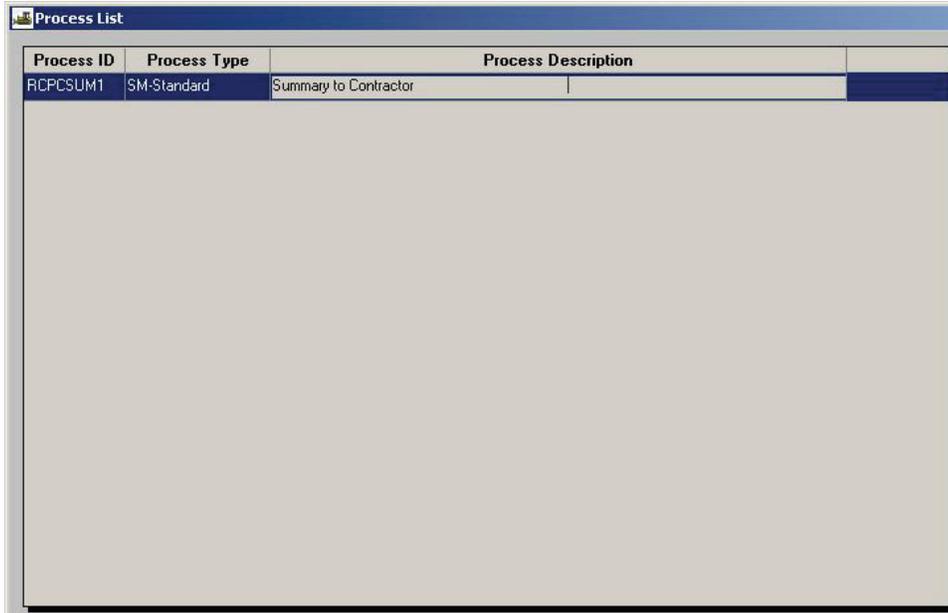
**This example demonstrates how users could save a copy of a SM standard report that updates in real time. If addressing a question, saving the report will provide the User with a reference of the data.**

**Do not click the Generate Off-line file or Generate Off-line Print check boxes.**

## Running a Process

The Process List window in the Contractor Payments panel includes the Summary to Contractor Report. This is the only SiteManager Process that TDOT users will need to run.

A process is run from the Process List window by clicking on the named process, and choosing Run Process from the Services menu, or by clicking the named process and clicking the Run Process button or by double-clicking the process.



Process ID	Process Type	Process Description
RCPCSUM1	SM-Standard	Summary to Contractor

The Contractor Payments Process List window

Figure 1-31



## Exercise 1-24

In the following exercise, you will run a process.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. On the **Contractor Payments** panel, double-click the **Process List** icon.
2. In the **Process List**, double-click the **Summary to Contractor** report. SiteManager displays the Confirm Process Submission window.
3. Click the **Parameters** button. SiteManager displays the Process Submission Parameters window.
4. On the Process Submission Parameters window, click the **Generate Online** check box (ON). A warning will appear, noting that the ~~latest~~ RTF objects were not downloaded from the Object Store.
5. On the warning message, click **OK**.
6. On the **Process Submission Parameters** window, click **OK**. SiteManager closes the window.

**This tells SM to run on this machine rather than the Server. When this option is selected, the data is up to date as of the last Basic Contract Data download.**

**STOP.** Do not submit the process in SiteManager Training.

7. Click the **Cancel** Button
8. Click the **Close** Button.

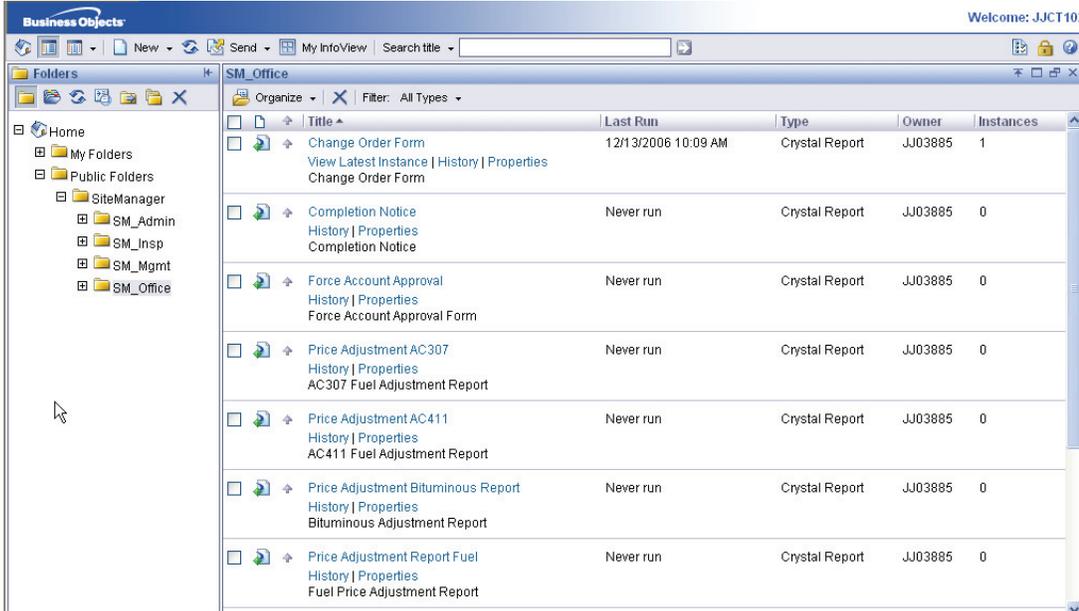
*A copy of the report is saved at C:\SMTRAINS\SMFILES to view during training.*

9. Right-click the **Start** button at the bottom left of the screen.
10. Click the **Explore** choice.
11. Navigate to the **C:\SMTRAINS\SMFILES** folder.
12. Double-click **Estimate Summary to Contractor CNB022P.htm**.
13. After viewing report, click the **Close** button to close the browser window.
14. Click the **Exit** button to exit SiteManager.

**The steps to run a process in production are in the Review.**

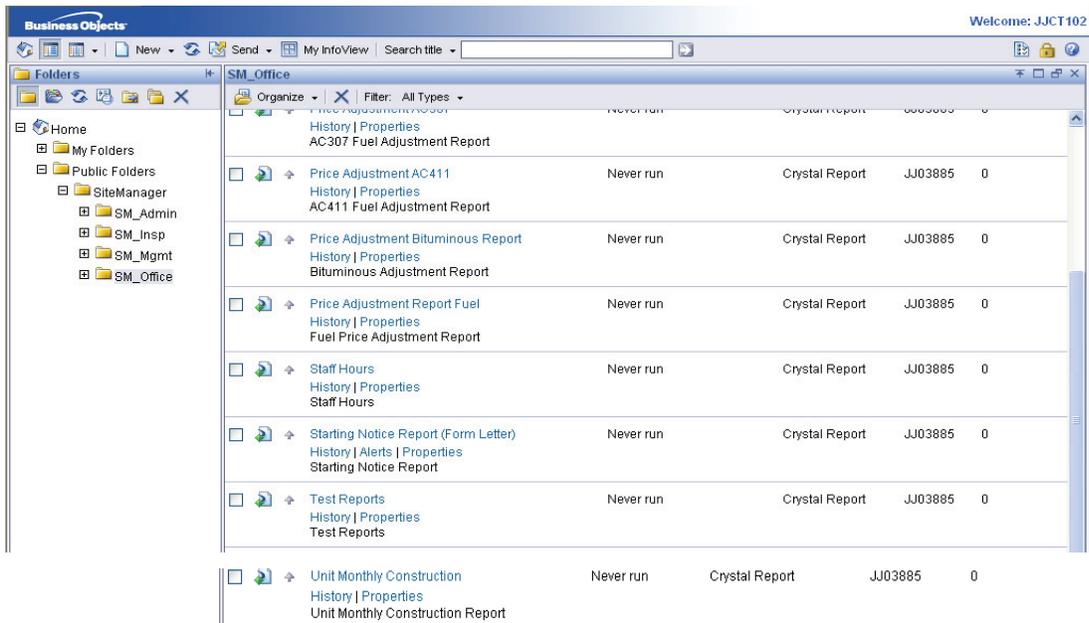
# Accessing TDOT Custom Reports

When accessing the TDOT Custom reports, Office Staff users may pick from the available reports.



TDOT Office Staff available reports window - page 1

Figure 1-32



TDOT Office Staff available reports window - page 2

Figure 1-33

**TDOT Custom Reports are accessed through the following web address:**  
**<http://boe.tdot.state.tn.us/businessobjects/Enterprise115/InfoView/>**

## Review for Section 1

To start SiteManager:

1. Double-click the SiteManager desktop icon.
- Or
1. Click the **Start** button, click the **Program** choice, click the **SiteManager** choice, and click the **SiteManager** choice.
  2. Type your logon identification name.
  3. Press the **Tab** key.
  4. Type your password.
  5. If appropriate in the **Connect to** drop-down list, click the expand arrow to the right of the current selection and click the desired database choice.
  6. Press **Enter**.
  7. If appropriate, in the **Available Group for ...** dialog box, click the group ID.

To select a main panel component of SiteManager:

1. Double-click the component's icon

To select up or down a level in SiteManager:

1. Click the level's folder tab.

To open more than one component of SiteManager:

1. Open the first component of SiteManager.
  2. Click the **SiteManager Panel** button.
- Or
1. Click the **File** menu and click the **Main Panel** choice.
  3. Open the other component of SiteManager.

To tile:

1. Open the number of SiteManager components that you want to tile.
2. Click the **Window** menu.
3. Click the **Tile** choice.

To cascade:

1. Open the number of SiteManager components that you want to cascade.
2. Click the **Window** menu and click the **Cascade** choice.
3. Click the visible portion of the window you want to display.

To layer:

1. Open the number of SiteManager components that you want to layer.
2. Click the **Window** menu and click the **Layer** choice.

To move between multiple layered SiteManager components:

1. Click the **Window** menu.
2. Click the name of the SiteManager component from the list.

To close a SiteManager component:

1. Click the **Close** button.
- Or
1. Click the **File** menu and click the **Close** choice.

To exit SiteManager:

1. Click the **Exit** button.
- Or
1. Click the **File** menu and click the **Exit** choice.

To change your password:

1. Start SiteManager.
2. On the logon screen, type your existing password.
3. Click the **Change Password** button.
4. Type your old password.
5. Press the **Tab** key.
6. Type your new password.
7. Press the **Tab** key.
8. Type your new password, again.
9. Click **OK**.

To open an existing record:

1. Double-click the window's icon.
2. Click the **Open** button.
3. Scroll to and click the desired record.
4. Click **OK**.

To create a new record:

1. Double-click the window's icon.
2. Click the **New** button.

To choose keys after you enter a window:

1. Click the **Services** menu and click the **Choose Keys** choice.
2. In the list box, scroll to and double-click desired value.
3. Repeat step 2 until all initial values are selected.

To sort records:

1. Click the desired sort field at the top of the list.
- Or
1. Position the selection pointer over a record
  2. Using the *right* mouse button, click the record.
  3. From the object menu, click the **Sort** choice.
  4. Click the **Add** button.
  5. In the **Field** drop-down list, click the expand arrow to the right of the current selection and click the desired field.
  6. In the **Order** drop-down list, click the expand arrow to the right of the current selection and click the desired choice.
  7. To add additional sorts, click the **Add** button.
  8. Repeat steps 4-7 until you have selected all sorts.
  9. Click **OK**.

To find specific records:

1. Position the selection pointer over a record.
2. Using the *right* mouse button, click the record.
3. From the object menu, click the **Find** choice.
4. Click the **Add** button.
5. In the **Field** drop-down list, click the expand arrow to the right of the current selection and click the desired field.
6. In the **Condition** drop-down list, click the expand arrow to the right of the current selection and click the desired choice.
7. In the **Value** field, select the current entry and type the desired value.
8. To add additional conditions, click the **Add** button.
9. In the **Join** drop-down list, click the expand arrow to the right of the current selection and click the desired choice.
10. Repeat steps 5-9 until you have selected all conditions.
11. Click **OK**.

To filter records:

1. Position the selection pointer over a record
2. Using the *right* mouse button, click the record.
3. From the object menu, click the **Filter** choice.
4. Click the **Add** button.
5. In the **Field** drop-down list, click the expand arrow to the right of the current selection and click the desired field.
6. In the **Condition** drop-down list, click the expand arrow to the right of the current selection and click the desired choice.
7. In the **Value** field, select the current entry and type the desired value.
8. To add additional conditions, click the **Add** button.
9. In the **Join** drop-down list, click the expand arrow to the right of the current selection and click the desired choice.
10. Repeat steps 5-9 until you have selected all conditions.
11. Click **OK**.

To clear a filter:

1. Position the selection pointer over a record
2. Using the *right* mouse button, click the record.
3. From the object menu, click the **Filter** choice.
4. Click the **Clear** button.
5. Click **OK**.

To view System Attachments:

1. Double click the **Accessories** icon.
2. Double-click the **System Attachments** icon.
3. Double-click the attachment you wish to run.

To access Help by Contents:

1. Click the **Help** menu and click the **Contents** choice.  
Or  
Click the **Help** button.  
Or  
In a SiteManager window, press the **F1** key.
2. In the topics list box, scroll to and click the desired topic.
3. When finished, click the **File** menu and click the **Exit** choice.

To access Help by searching:

1. Click the **Help** menu and click the **Search for Help on** choice.
2. Type the topic on which you need help.
3. Click the topic.
4. Click the **Display** button.
5. When finished, click the **File** menu and click the **Exit** choice.

To access Help on the current window:

1. Display the SiteManager window for which you need help.
2. Click the **Help** menu and click the **Current Window** choice.
3. When finished, click the **File** menu and click the **Exit** choice.

To access Help on a field:

1. Display the SiteManager window that has the field for which you need help.
2. Click the **Help** menu and click the **Current Window** choice.
3. In the field list, scroll to and click the desired field.
4. When finished, click the **File** menu and click the **Exit** choice.

To access the User Manual documentation:

1. On the Main Panel, double-click the **Manuals** icon.
2. Double-click the **User Manual** icon.

To generate any report:

1. Double-click the desired report icon.
2. Select the criteria.
3. Click **OK**.

To save a report:

1. Click the **Save** button.
2. Type the name for the file.
3. Change the drive and directory as desired.
4. Click **Save**.
5. Click **OK**.

To open a saved report:

1. Double-click the **View Saved Reports (PSR)** icon on the Reports Tab.
2. Change the drive and directory as needed.
3. Select the PSR file.
4. Click **Open**.

To run a process:

1. Navigate to the panel where the process is assigned.
2. Double-click the **Process List** icon.
3. In the process list, double-click the desired process.
4. Click the **Submit** button.

To access TDOT custom reports:

1. Launch Internet Explorer.
2. Access web address **http://boe.tdot.state.tn.us/businessobjects/Enterprise115/InfoView/**
3. Click the **plus sign** next to **Public Folders**.
4. Click the **plus sign** next to **SiteManager**.
5. Click the desired group name.
6. Click the desired report name.
7. Enter the desired prompt values.
8. Click the **OK** button.
9. Print or Save the report as appropriate.

## Summary Exercise for Section 1

In the following summary exercise, you will navigate through SiteManager.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

**Navigate means to close the window you are in and go to a different window**

1. Log into SiteManager as **jj05754**.
2. Navigate to the **Items** window  
(Main Panel > Contract Administration > Contract Records > Items).
3. Select the first project for Contract **CNB022C**, and then any of the available items.
4. Are you in inquiry or update mode?      **INQUIRY**  
\_\_\_\_\_
5. Click the **Close** button to close the **Items** window.
6. Navigate to the **Item Master** window  
(Main Panel > Contract Administration > Reference Tables > Item Master).
7. Use the **Find** feature to find the Item Code **204-06** for Spec Year **2000**.
8. What is the Item Description?      **BEDDING MATERIAL (PIPE) CLASS A**
9. **Filter** for short description **%CLEARING%**.
10. What is the first item retrieved?      **201-01 Clearing and Grubbing**
11. Clear the filter.
12. Click the **Close** button to close the **Item Master** window.
13. Navigate to the **Milestones** window (Contract Administration > Contract Records > Milestones).
14. Access **Help** on the current window.
15. Click the **Close** button to close the **Milestones** window.
16. Navigate to the **User Manual** and find the **Estimate Generation** topic.
17. Click the **Close** button to close the **User Manual** window.
18. Navigate to the **Contractor Payment Reports** panel.  
(Main Panel > Contractor Payments > Reports)
19. In **Contractor Payment Reports**, run an **Installed Work Report** for contract **CNB022L**.
20. In Contractor Payments, navigate to the **Process List**.
21. Exit SiteManager.

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## Section 2 Contract Activation for Office Documentation

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By the end of this module, you will be able to:

VIEW A CONTRACT:

- View an active Contract
- Identify time charge types
- View Contract Items
- View TDOT Variable Add-on Items
- Identify Add-on Items
- View Contract Funding
- View Subcontracts

PREPARE A CONTRACT FOR THE FIELD:

- Update Contract Master List
- Grant Contract Authority to Field Staff

## New Contracts

This module describes the Contract information available to you through SiteManager’s windows and data entry fields. New Contracts are typically loaded electronically from the pre-construction system, PES and LAS, and given pending status by default.



The Contract Records Panel

Figure 2-1

**To begin tracking the progress of the Contract work in SiteManager, the Headquarters Finance Office will change the Contract’s status to active.**



## Exercise 2-1

In the following exercise, you will navigate to the Contracts window.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. Double-click the **SiteManager Training** program icon on your desktop.
2. In the **User ID** field, type **jj05754**.
3. Press the **Tab** key.
4. In the **Password** field, type **pass**.
5. Press the **Enter** key.
6. On the **Main Panel** folder tab, double-click the **Contract Administration** icon.
7. On the **Contract Administration** folder tab, double-click the **Contract Records** icon.
8. On the **Contract Records** panel, double-click the **Contracts** icon.
9. In the **Contract ID** list box, scroll to and double-click Contract ID **CNB022C**.

**Shift-tab if user ID not highlighted.**

# Viewing a Contract

The Description folder tab of the Contract window displays the basic Contract description data. This includes the Contract’s status, project number(s), administrative offices, and other descriptive information that determines how the system processes data for this Contract.

## Contract Time Charges

In SiteManager, the three types of Time Charges for Contracts are:

- **Completion Date** - Similar to TDOT “Calendar Days” contracts for non-resurfacing and non-mowing contracts. In SiteManager, TDOT Mowing, Litter Removal, and Sweeping & Drain cleaning contracts are Completion Date. Time cannot be suspended on Completion Date Contracts.
- **Calendar Day** - TDOT’s Resurfacing Contracts (Completion Date contracts with a working window) are Calendar Day in SiteManager, with a set number of bid days. Time is started when the Notice to Proceed date is entered. Time cannot be suspended on Calendar Day Contracts.
- **Working Days (Available Days)** - TDOT does not use at this time.

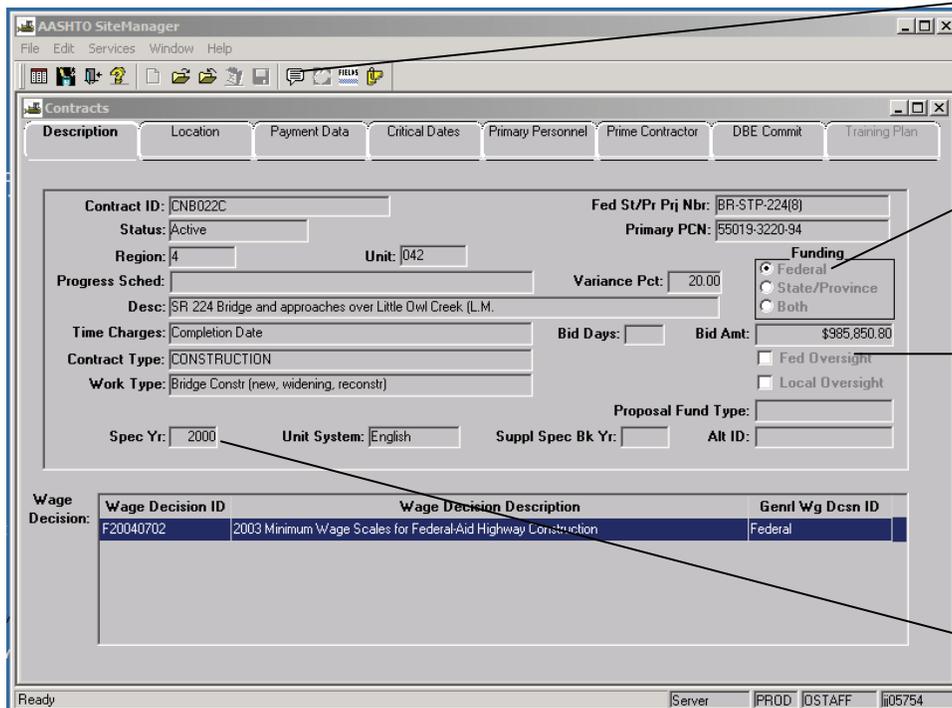
**All Contracts will show as Federal. This is NOT a true representation of the funding. To view actual funding go to the Funding window.**

**Click the Remarks button for additional contract description information.**

**In TDOT, all Contracts will show Federal in the Funding section.**

**HQ Finance will activate if Fed Oversight Contract. Local Oversight will not be used.**

**In TDOT, Spec Yr field does NOT reference a spec book. This field shows that the items are from the 2000 Item Master. (2001 Item Master is Metric).**



The Description Folder Tab

Figure 2-2

**In TDOT, most of the fields on the Contract window are loaded from PES and LAS and will not be modified in SiteManager except by the Headquarters Construction and Finance Offices.**

**TDOT will primarily use the Completion Date Contract Time Charge type.**



## Exercise 2-2

In the following exercise, you will view the description for Contract CNB022C.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. What region and unit is this contract assigned to?  
\_\_\_\_\_ **Region 4, Unit 042** \_\_\_\_\_
2. How is time calculated on this contract? \_\_\_\_\_ **Completion Date** \_\_\_\_\_
3. What is the dollar value of this contract? **\$985,850.80** \_\_\_\_\_

## Viewing the Contract Location

The Location folder tab displays the Contract location. Each Contract must have one county selected as the primary county.

The screenshot shows a software window titled "Contracts" with several tabs: Description, Location, Payment Data, Critical Dates, Primary Personnel, Prime Contractor, DBE Commit, and Training Plan. The "Location" tab is active. The form contains the following fields:

- Contract ID: CNB022C
- Location: Const. of Conc. I-Bm Br. on SR 224 over Lick Crk LM 1.47  
Const. of Conc. I-Bm Br. on SR 224 over Lit. Owl Crk LM 4.59
- Beg Sta Nbr: 12+50.00
- End Sta Nbr: 0
- Beg Termini: [ ]
- End Termini: [ ]
- Route Nbr: 224
- Highway Nbr: [ ]
- Road System: Spaces
- Highway Type: Spaces
- Town: [ ]

Below the form is a table for county selection:

Contract County	Primary County
MCNAIRY	<input checked="" type="checkbox"/>

The Location Folder Tab

Figure 2-3



### Exercise 2-3

In the following exercise, you will view the location for Contract CNB022C.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. Click the **Location** folder tab.
2. What is the **Primary County** of Contract **CNB022C**?

McNairy

## Viewing Contract Payment Data

The Payment Data folder tab can be used to automatically calculate common construction computations.

The screenshot shows the 'Contracts' application window with the 'Payment Data' tab selected. The contract ID is CNB022C. The current contract amount is \$985,850.80. The contract limit amount is \$0.00. The liquidated damage rate is \$985,850.80. The 'RETAINAGE' section shows 'Unlimited Escrow' checked and 'Max Escrow Amt' set to \$0.00. The 'Retainage Changes' table is as follows:

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK IN PLACE	12/12/05	.00	CURRENT AMT	.00	\$ .00	\$ .00	.00	BID AMT

TDOT is not using Auto Liq. Dmg or any other function of this window.

The Payment Data Folder Tab

Figure 2-4

In TDOT, the functions of this window will not be used.



### Exercise 2-4

In the following exercise, you will view the payment data for Contract CNB022C.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. Click the **Payment Data** folder tab.

## Viewing Critical Dates

The Critical Dates folder tab displays Critical Dates in the life of the contract. The Critical Date types were defined during system development and cannot be added or deleted. These dates are considered critical because SiteManager includes them in the standard Contract reports. When a new Contract is added from the pre-construction system, PES and LAS, SiteManager includes the Critical Date types defined in the Default Critical Date reference table. A few of the dates such as Letting Date come over from the pre-construction system.

When an Actual Date is entered, the system can send notices to an individual recipient.

In SiteManager, the Notice to Proceed Date is important because:

- It must be entered before any Estimates may be generated
- It starts charging time against the contract for Fixed Completion Date contracts

**Tip:** The Notice to Proceed Date can only be entered when or after the Contract status is changed to active. Although the Notice to Proceed date is not required for Contract activation, it must be entered before any Estimates may be generated.

Critical Date Description	Actual Date	Required to Activate	Required to Finalize
Contractor Final Release Date	00/00/00	N	N
Award Date	02/28/05	N	N
Price Adjustments Base Date	02/01/05	N	N
Execution Date	03/25/05	Y	N
Letting Date	02/14/05	N	N
Original Completion Date	11/15/05	N	N
Checked Out to Field Date	00/00/00	N	N
Substantial Work Complete Date	00/00/00	N	N
Contractor Bankruptcy Date	00/00/00	N	N
Contractor Default Date	00/00/00	N	N
Notice to Proceed Date	00/00/00	N	N
Signed Date	00/00/00	N	N
Work Begin Date	00/00/00	N	N

The Critical Dates Folder Tab

Figure 2-5

**In TDOT, the Critical Dates folder tab is updated by the Headquarters Construction and Finance Offices.**

**In TDOT, the Notice to Proceed is updated by the Headquarters Finance Office when the Starting Notice Report is received from the Office Staff.**

<b>SiteManager Critical Date Name</b>	<b>TDOT Term (if applicable)</b>
Accepted Date	Final Inspection Date
<b>Adjusted Completion Date</b>	Prorata Date – The original completion date altered by a Change Order (Supplemental) plus time adjustment for item overruns/underruns.
Assigned to FM Date	N/A
Award Date	Award Date
Checked Out to Field Date	System populated when the contract is pipelined out to standalone. Changed back to zero when checked back in.
Commissioner Approved Completion Date	The original completion date altered by a Change Order (Supplemental).
Contract Archived Date	N/A
Contractor Bankruptcy Date	N/A
Contractor Default Date	N/A
Contractor Final Release Date	Claim Expiration Date (Advertisement Due Date)
Execution Date	Accepted Date
Letting Date	Letting Date
<b>Notice to Proceed Date</b>	Effective Date or Work Begin Date (whichever is earlier). Time charges start on this date. For SP 108B Resurfacing, this is the begin date or at least as early as the number of days required before the original completion date.
Open to Traffic Date	N/A
Original Completion Date	The completion date established by the contract.
Price Adjustments Base Date	Auto-populated with first day of letting’s month (even if no price adjustment exists)
Physical Work Complete Date	N/A
Signed Date	Signed Date
<b>Substantial Work complete date</b>	Date to Stop Charging Time (for Completion Date contracts)
Work Begin Date	Date Work Actually Began (Starting Notice)

**Note Dates in bold text.**

The TDOT Equivalents to Default Critical Dates

**Table 2-1**



## Exercise 2-5

In the following exercise, you will view the Actual Date of a Contract Critical Dates for Contract CNB022C.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. Click the **Critical Dates** folder tab.
2. In the **Critical Date Description** list box, scroll to and click **Notice to Proceed Date**. The data for the Notice to Proceed Date is displayed below the list.
3. What is the **Notice to Proceed** date?           04/15/05
4. What is the **Original Completion** Date?           09/15/05

**Can do DWRs and Diaries without a Notice to Proceed Date, but you can't generate an Estimate.**

## Viewing Contract Primary Personnel

The Primary Personnel folder tab displays the Contract's primary state personnel. Every Contract must have a Project Manager and a Project Engineer. When Users are designated as the Project Manager and Project Engineer on the Contract, SiteManager adds them to Contract Authority automatically. If primary personnel are later replaced, SiteManager starts Contract authority for the new personnel and ends Contract authority for the previous personnel.

**When primary personnel are added or removed on this panel, the system adds or removes them on the Contract Authority panel automatically.**

The terms Project Manager and Project Engineer are SiteManager terms and have no particular significance other than the fact that they are the first to receive Contract Authority.

The screenshot shows a software window titled 'Contracts' with several tabs: Description, Location, Payment Data, Critical Dates, **Primary Personnel**, Prime Contractor, DBE Commit, and Training Plan. The 'Primary Personnel' tab is active, displaying the following information:

- Contract ID: CNB022C
- Project Manager: jj05753 (Johnson, Tracy)
- Project Engineer: jj05753 (Johnson, Tracy)
- Contract Designer: FMM
- Contract Created By: SYSTEM

Below this are three notification recipient sections, each with a 'User ID' and 'Distribution List' field:

- Notification Recipients
- Contract Status Changed to Active: User ID: [ ] Distribution List: [ ]
- Work Progress Behind Schedule: User ID: [ ] Distribution List: [ ]
- Civil Rights Exception Report Generated: User ID: [ ] Distribution List: [ ]

**The User indicated here will receive system-generated messages about the Contract.**

**When a contract is Pending the Project Manager/Engineer field would be blank or contain an "N".**

The Primary Personnel Folder Tab

Figure 2-6

**At TDOT, the Headquarters Construction Office will enter the assigned Project Supervisor in both the Project Manager and Project Engineer field.**



### Exercise 2-6

In the following exercise, you will view the Project Manager and Project Engineer assignments for Contract CNB022C.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. Click the **Primary Personnel** folder tab.
2. Who is the **Project Supervisor** for Contract **CNB022C**?  
Tracy Johnson

## Viewing the Prime Contractor and Associates

The Prime Contractor folder tab displays the Prime Contractor, the Prime Contacts, and the Prime Associates. At a minimum, SiteManager requires a Prime Contractor, Surety company, and Insurance company to be designated.

The screenshot shows the 'Contracts' application window with the 'Prime Contractor' folder tab selected. The main area contains the following information:

- Contract ID:** CNB022C
- Current Prime:** 0000085434 Volunteer Bridge Construction, Inc.  Joint Venture
- Payroll:**  Required, Freq in Weeks: 0, Max Subcontract Pct: 70.00,  Subcontractors Paid
- Bankruptcy Date:** 00/00/00, **Bankruptcy Type Desc:** Spaces
- Defaulted:**  Indicator, Reason: Spaces, Date: 00/00/00
- Original Prime Contractor:** [Empty field]

Below these fields are two tables:

Prime Contacts:		
Contact Name	Contact Type	User Id

Prime Associates:		
Assoc Vendor ID	Associate Short Name	Associate Type
0070013545	BB&T - THORNTON & HARWELL	Bonding
0070024955	SITEMANAGER GENERIC INSURANCE	Insurance
0070024964	AMERICAN CASUALTY CO. OF READING, PA	Surety

The Prime Contractor Folder Tab

Figure 2-7

Since TDOT does not record an insurance company for the prime contractor, the placeholder value, SiteManager Generic Insurance, is substituted for a real value. TDOT will record actual associates for:

- Bonding
- Surety



### Exercise 2-7

In the following exercise, you will view the Prime Contractor's surety and insurance companies for Contract CNB022C.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

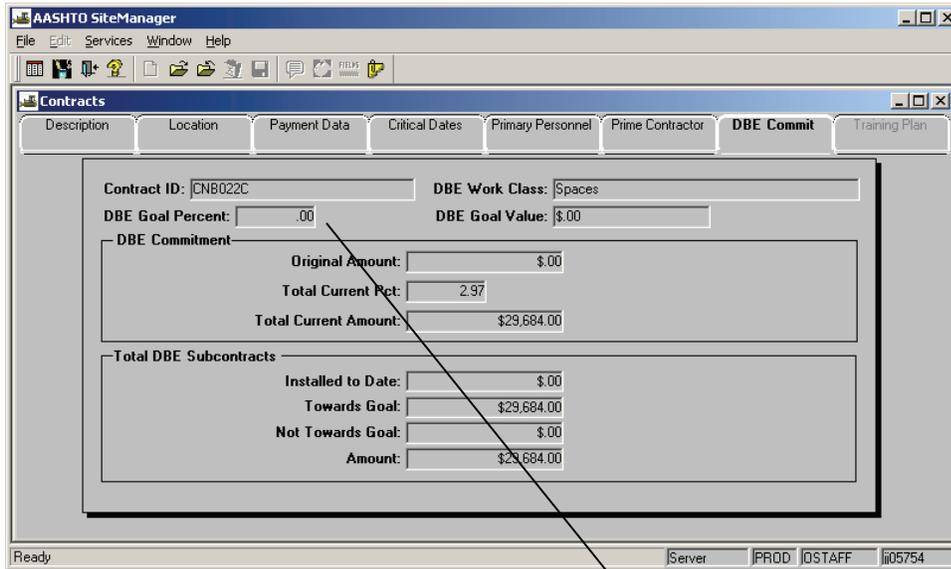
1. Click the **Prime Contractor** folder tab.
2. Who is the Prime Contractor? Volunteer Bridge Construction, Inc.
3. Who is the Bonding Company?  
BB&T – Thornton & Harwell
4. Who is the Surety Company?  
American Casualty Co. of Reading, PA

— Consider showing the Address button.

## Viewing the DBE Commitment Goal

The DBE Commit folder tab displays the DBE commitments for a Contract. If the Prime Contractor is a DBE, the User can also enter the DBE Work Class on this folder tab. The system calculates the DBE commitment amounts displayed on this folder tab using values entered on the Subcontracts panel.

When you modify the DBE Goal Percent, the system recalculates the DBE Goal Value.



If the Contract has DBE commitments, this panel displays the Contract's actual DBE commitment amounts, which are based on work done by Subcontractors.

There is not a DBE goal for this contract, but there is DBE participation as shown in the Total Current Pct field.

The DBE Commit Tab

Figure 2-8



### Exercise 2-8

In the following exercise, you will view the DBE goal for Contract CNB022C.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. Click the **DBE Commit** folder tab.
2. What is the **DBE Commitment Total Current Pct**? 2.97%
3. Click the **Close** button.

## The Training Plan Folder Tab

The Training Plan folder tab is grayed out because it is obsolete functionality deactivated by AASHTO.

## Viewing Contract Items

The Items panel displays Items on the selected Contract and Project.

The screenshot shows a window titled 'Items' with the following fields and values:

- Contract ID: CNB022C
- Project Nbr: 55019-3220-94
- Category Nbr: 0100
- Line Item Nbr: 9024
- Item Code: 109-01.01
- Units Type: Dollar
- Spec Year: 2000
- Description: PAY ADJUSTMENT FOR FUEL
- Major Item:
- Specialty:
- Status Type: Active
- Unit Price: \$1.00000
- Bid Qty: .000
- Bid Amt: \$ .00
- Proposal Line Nbr: 9024
- Related Item: (empty dropdown)
- Critical:
- Pay Plan Qty:
- Suppl Desc Req'd:
- Material Discrepancy Adj:
- Supplemental Descriptions: (empty text area)
- CO Nbr: (empty)
- Pend CO Qty: 0
- Pend CO Amt: 0
- Net CO Qty: 0

The Category field does not display properly in Inquiry mode. Since this is considered a minor issue, it will probably never be fixed.

Does not represent "Spec Book Year."

The Items Window

Figure 2-9

In TDOT, items known as “add-on” items are added to the contract before it is assigned to the Region. These add-on items are the adjustment items appropriate for the items of that contract. Once the contract is activated, all additional items are added using the Change Order function, with the exception of the “add-on” items listed in the next section that are added by Headquarters Finance.

Add-on Items will never have a Bid Quantity in the Contract Item window, because they are not bid on by the contractor.

The Major Item Indicator will be checked for those items determined to be major items during the contract activation process.



## Exercise 2-9

In the following exercise, you will review an item.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. On the **Contract Records** panel, double-click the **Items** icon.
2. In the **Project** list box, scroll to and double-click PCN **55019-3220-94**.
3. In the **Contract Item** list box, scroll to and double-click Category Nbr **0100**, Line Nbr **0110**, Item Code **307-01.01**, Description **Asphalt Concrete Mix (PG64-22)**.
4. What is the Unit Price? \_\_\_\_\_ \$39.00 \_\_\_\_\_
5. What is the Bid Quantity? \_\_\_\_\_ 546 \_\_\_\_\_
6. Click the **Open** button.
7. In the **Contract Item** list box, scroll to and double-click Category Nbr **0500**, Line Nbr **0540**, Item Code **620-03.10**, Description **Concrete Parapet**.
8. What is the Supplemental Description?  
(See Plans Description)  
\_\_\_\_\_

\_\_\_\_\_ **Leave window open  
for next exercise.**

## Viewing TDOT Variable Add-on Items per Specifications

Referring to the tables below, if the Contract Item exists, then the corresponding item(s) listed below as *Item(s) Automatically Added to Contract* are added to the contract as “Add-on” items. The appropriate unit of measure and assigned unit price are also displayed for each item below.

**HQ adds these prior to Contract Activation.**

BID ITEM ON CONTRACT	ITEM AUTOMATICALLY ADDED TO CONTRACT		
	ITEM	UNIT	UNIT PRICE
203-01	203-01.03 ROAD & DRAINAGE ADD'L MATERIAL	CUBIC YARD	203-01 PRICE X 150%
	203-05 UNDERCUTTING	CUBIC YARD	203-01 PRICE X 150%
204-02.01	204-02.02 EXTRA DEPTH DRY EXCAVATION (A)	CUBIC YARD	204-02.01 PRICE X 150%
	204-02.03 EXTRA DEPTH DRY EXCAVATION (B)	CUBIC YARD	204-02.01 PRICE X 180%
204-03.01	204-03.02 EXTRA DEPTH WET EXCAVATION (A)	CUBIC YARD	204-03.01 PRICE X 150%
	204-03.03 EXTRA DEPTH WET EXCAVATION (B)	CUBIC YARD	204-03.01 PRICE X 180%
204-04.01	204-04.02 EXTRA DEPTH ROCK EXCAVATION (A)	CUBIC YARD	204-04.01 PRICE X 150%
	204-04.03 EXTRA DEPTH ROCK EXCAVATION (B)	CUBIC YARD	204-04.01 PRICE X 180%
307 MIX ITEM	307-03.20 PRICE ADJUSTMENT FOR AC CONTENT	DOLLAR	\$1.00
307 ASPHALT ITEM	307-05.40 LIQUID ANTI-STRIP AGENT PAYMENT	DOLLAR	\$1.00
	307-05.41 HYDRATED LIME ANT-STRIP AGENT PAY	DOLLAR	\$1.00
307 OR 411 ASPHALT ITEM	407-07 DENSITY DEDUCTION	DOLLAR	\$1.00
	407-09 A C CONTENT & GRADATION DEDECUTION	DOLLAR	\$1.00
411 MIX ITEM	411-03.20 PRICE ADJUSTMENT FOR AC CONTENT	DOLLAR	\$1.00
411 ASPHALT ITEM	411-03.40 MATERIAL VARIATION DEDUCTION	DOLLAR	\$1.00
	411-05.40 LIQUID ANTI-STRIP AGENT PAYMENT	DOLLAR	\$1.00
	411-05.41 HYDRATED LIME ANT-STRIP AGENT PAY	DOLLAR	\$1.00
501 ITEM	501-05-03 PRICE ADJ FOR RIDEABILITY (CONCRETE)	DOLLAR	\$1.00
501-01.20, 501-01.21 OR	501-05-05 ADDL P'LAND CEMENT & CONC	DOLLAR	\$1.00

**Only the items that apply to the contract items are added (all the items in this table are not automatically added if one of the items appears on the contract.**

BID ITEM ON CONTRACT	ITEM AUTOMATICALLY ADDED TO CONTRACT		
	ITEM	UNIT	UNIT PRICE
501-01.30	(ULTRATHIN)		
604-03.01	604-01.08 CLASS A CONC (FOUNDATION LEVELING)	CUBIC YARD	604-03.01 PRICE X 40%
CONCRETE ITEM (EXCLUDING 501 ITEMS)	604-22.50 DEFECTIVE CONCRETE	DOLLAR	\$1.00
705-01.01	705-01.50 SHOP CURVED GRDRL @ BRIDGE ENDS	LINEAR FEET	705-01.01 PRICE X 125%
705-12.02	705-01.51 SHOP CRV GRDRL @ BR END (LONG POST)	LINEAR FEET	705-12.02 PRICE X 125%
705-02.02	705-02.50 SHOP CURVED GUARDRAIL	LINEAR FEET	705-02.02 PRICE X 150%
705-02.03	705-02.51 SHOP CURVED GUARDRAIL (LONG POST)	LINEAR FEET	705-02.03 PRICE X 150%
801-01 WITHOUT 801-02	801-02 SEEDING WITHOUT MULCH	UNIT	801-01 PRICE X 45%
801-01 WITHOUT 801-06	801-06 MULCH	UNIT	801-01 PRICE X 60%

TDOT Add-on Items per Specifications

Table 2-2

**TDOT Add-on Items (Before Contract is Activated) per Special Provisions**

The table below provides a list of “Add-on” items that may be added to a contract before \_\_\_\_\_ the time of activation.

**HQ adds these prior to Contract Activation.**

Item	Description	Unit Measure
105-02	FLAGGING ADJUSTMENT	DOLLAR
105-03	RAILROAD FLAGGING (DEDUCT)	DOLLAR
108-01.01	NO EXCUSE BONUS	LUMP SUM
108-07	LIQUIDATED DAMAGES	DAY
108-07.01	LIQUIDATED DAMAGES	WEEK
108-07.02	LIQUIDATED DAMAGES	%
108-08.01	LIQUIDATED DAMAGES (MOWING)	DAY
108-08.02	LIQUIDATED DAMAGES (LITTER)	LINEAR MILE
108-08.03	LIQUIDATED DAMAGES (SWEEPING)	LINEAR MILE
108-08.04	LIQUIDATED DAMAGES	HOUR
108-08.05	LIQUIDATED DAMAGES	LANE
108-08.06	LIQUIDATED DAMAGES	WEEKEND
108-08.07	LIQUIDATED DAMAGES	15 MINUTES
108-08.08	LIQUIDATED DAMAGES	30 MINUTES
108-08.09	LIQUIDATED DAMAGES	EACH
108-10.01	INCENTIVE PAYMENT	DAY
108-10.02	INCENTIVE PAYMENT	DAY
108-10.03	INCENTIVE PAYMENT	DAY
108-10.04	INCENTIVE PAYMENT	DAY
108-10.05	INCENTIVE PAYMENT	DAY
108-10.06	INCENTIVE PAYMENT	DAY
108-10.07	INCENTIVE PAYMENT	DAY
108-10.08	INCENTIVE PAYMENT	DAY
108-10.09	INCENTIVE PAYMENT	DAY
108-10.10	DISINCENTIVE PAYMENT	DAY
108-10.11	DISINCENTIVE PAYMENT	DAY
108-10.12	DISINCENTIVE PAYMENT	DAY
108-10.13	DISINCENTIVE PAYMENT	DAY
108-10.14	DISINCENTIVE PAYMENT	DAY
108-10.15	DISINCENTIVE PAYMENT	DAY
108-10.16	DISINCENTIVE PAYMENT	DAY

<b>Item</b>	<b>Description</b>	<b>Unit Measure</b>
108-10.17	DISINCENTIVE PAYMENT	DAY
108-10.18	DISINCENTIVE PAYMENT	DAY
108-10.19	DISINCENTIVE PAYMENT	DAY
108-10.20	DISINCENTIVE PAYMENT	HOUR
108-10.21	DISINCENTIVE PAYMENT	HOUR
108-10.22	DISINCENTIVE PAYMENT	HOUR
108-10.23	DISINCENTIVE PAYMENT	HOUR
108-10.24	DISINCENTIVE PAYMENT	HOUR
108-10.25	DISINCENTIVE PAYMENT	HOUR
108-10.26	DISINCENTIVE PAYMENT	HOUR
108-10.27	DISINCENTIVE PAYMENT	HOUR
108-10.28	DISINCENTIVE PAYMENT	HOUR
108-10.29	DISINCENTIVE PAYMENT	HOUR
108-10.30	INCENTIVE PAYMENT	HOUR
108-10.31	INCENTIVE PAYMENT	HOUR
108-10.32	INCENTIVE PAYMENT	HOUR
108-10.33	INCENTIVE PAYMENT	HOUR
108-10.34	INCENTIVE PAYMENT	HOUR
108-10.35	INCENTIVE PAYMENT	HOUR
108-10.36	INCENTIVE PAYMENT	HOUR
108-10.37	INCENTIVE PAYMENT	HOUR
108-10.38	INCENTIVE PAYMENT	HOUR
108-10.39	INCENTIVE PAYMENT	HOUR
108-10.40	INCENTIVE PAYMENT	LUMP SUM
108-10.41	INCENTIVE PAYMENT	LUMP SUM
108-10.42	INCENTIVE PAYMENT	LUMP SUM
108-10.43	INCENTIVE PAYMENT	LUMP SUM
108-10.44	INCENTIVE PAYMENT	LUMP SUM
108-10.45	INCENTIVE PAYMENT	LUMP SUM
108-10.46	INCENTIVE PAYMENT	LUMP SUM
108-10.47	INCENTIVE PAYMENT	LUMP SUM
108-10.48	INCENTIVE PAYMENT	LUMP SUM
108-10.49	INCENTIVE PAYMENT	LUMP SUM
108-10.50	INCENTIVE PAYMENT	WEEKEND

Item	Description	Unit Measure
108-10.51	INCENTIVE PAYMENT	WEEKEND
108-10.52	INCENTIVE PAYMENT	WEEKEND
108-10.53	INCENTIVE PAYMENT	WEEKEND
108-10.54	INCENTIVE PAYMENT	WEEKEND
108-10.55	INCENTIVE PAYMENT	WEEKEND
108-10.56	INCENTIVE PAYMENT	WEEKEND
108-10.57	INCENTIVE PAYMENT	WEEKEND
108-10.58	INCENTIVE PAYMENT	WEEKEND
108-10.59	INCENTIVE PAYMENT	WEEKEND
108-10.60	DISINCENTIVE PAYMENT	WEEKEND
108-10.61	DISINCENTIVE PAYMENT	WEEKEND
108-10.62	DISINCENTIVE PAYMENT	WEEKEND
108-10.63	DISINCENTIVE PAYMENT	WEEKEND
108-10.64	DISINCENTIVE PAYMENT	WEEKEND
108-10.65	DISINCENTIVE PAYMENT	WEEKEND
108-10.66	DISINCENTIVE PAYMENT	WEEKEND
108-10.67	DISINCENTIVE PAYMENT	WEEKEND
108-10.68	DISINCENTIVE PAYMENT	WEEKEND
108-10.69	DISINCENTIVE PAYMENT	WEEKEND
108-11	ACCELERATED SCHEDULE INCENTIVE PAYMENT	LUMP SUM
109-01.01	PAYMENT ADJUSTMENT FOR FUEL	DOLLAR
109-01.02	PAYMENT ADJUSTMENT FOR BITUMINOUS MATERIAL	DOLLAR
407-10	ASPHALT CEMENT CONTENT & GRADATION DEDUCTION	DOLLAR
411-03.30	RIDEABILITY DEDUCTION	DOLLAR
411-03.32	RIDEABILITY (SPECIAL PROVISION 411B)	DOLLAR
602-04	STEEL INSPECTION COST	DOLLAR
604-22.50	DEFECTIVE CONCRETE	DOLLAR
604-23.01	RIDEABILITY DEDUCTION (BRIDGES)	DOLLAR

TDOT Add-on Items (Before Contract is Activated) per Special Provisions

**Table 2-3**

**TDOT Add-on Items (After Contract is Activated) per Specifications**

**HQ adds these with Plug in**

The table below provides a list of “Add-on” items that may be added to a contract after the contract is activated.

Item	Description	Unit Measure
108-09.01	DAMAGE TO STATE PROPERTY	DOLLAR
108-09.02	DAMAGE TO STATE PROPERTY	DOLLAR
108-09.03	DAMAGE TO STATE PROPERTY	DOLLAR
108-09.04	DAMAGE TO STATE PROPERTY	DOLLAR
108-09.05	DAMAGE TO STATE PROPERTY	DOLLAR
108-09.06	DAMAGE TO STATE PROPERTY	DOLLAR
108-09.07	DAMAGE TO STATE PROPERTY	DOLLAR
108-09.08	DAMAGE TO STATE PROPERTY	DOLLAR
108-09.09	DAMAGE TO STATE PROPERTY	DOLLAR
108-99	COST OF WORK DONE BY STATE FORCES	DOLLAR
109-05.01	ELIMINATED OR ALTERED ITEM	DOLLAR
109-05.02	ELIMINATED OR ALTERED ITEM	DOLLAR
109-05.03	ELIMINATED OR ALTERED ITEM	DOLLAR
109-05.04	ELIMINATED OR ALTERED ITEM	DOLLAR
109-05.05	ELIMINATED OR ALTERED ITEM	DOLLAR
109-05.06	ELIMINATED OR ALTERED ITEM	DOLLAR
109-05.07	ELIMINATED OR ALTERED ITEM	DOLLAR
109-05.08	ELIMINATED OR ALTERED ITEM	DOLLAR
109-05.09	ELIMINATED OR ALTERED ITEM	DOLLAR
501-05.01	ADDITIONAL PORTLAND CEMENT CONCRETE (RAMP PAVING)	CUBIC YARD
501-05.02	PRICE ADJUSTMENT FOR RIDEABILITY (%)	SQUARE YARD
501-05.04	THICKNESS DEFICIENCY (%)	SQUARE YARD
604-01.06	CLASS A CONCRETE ADJUSTMENT (INCREASE)	CUBIC YARD
604-01.07	CLASS A CONCRETE ADJUSTMENT (DECREASE)	CUBIC YARD
606-02.04	STEEL PILES (10 INCH)(CUT-OFFS)	LINEAR FEET
606-03.04	STEEL PILES (12 INCH)(CUT-OFFS)	LINEAR FEET
606-04.04	STEEL PILES (14 INCH)(CUT-OFFS)	LINEAR FEET
606-05.04	UNTREATED TIMBER PILES (SIZE 1)(CUT-OFFS)	LINEAR FEET
606-06.04	UNTREATED TIMBER PILES (SIZE 2)(CUT-OFFS)	LINEAR FEET
606-07.04	TREATED TIMBER PILES (SIZE 1)(CUT-OFFS)	LINEAR FEET
606-08.04	TREATED TIMBER PILES (SIZE 2)(CUT-OFFS)	LINEAR FEET

Item	Description	Unit Measure
606-09.04	PRECAST CONCRETE PILES (SIZE 1)(CUT-OFFS)	LINEAR FEET
606-10.04	PRECAST CONCRETE PILES (SIZE 2)(CUT-OFFS)	LINEAR FEET
606-15.05	18" PRESTR CONC PILES (CUT-OFFS)	LINEAR FEET
606-16.04	STEEL PIPE PILES (10-INCH)(CUT-OFFS)	LINEAR FEET
606-17.04	STEEL PIPE PILES (12-INCH)(CUT-OFFS)	LINEAR FEET
606-18.04	STEEL PIPE PILES (14-INCH)(CUT-OFFS)	LINEAR FEET
606-19.04	STEEL PIPE PILES (16-INCH)(CUT-OFFS)	LINEAR FEET
606-20.04	STEEL PIPE PILES (18-INCH)(CUT-OFFS)	LINEAR FEET
606-20.40	STEEL PIPE PILES (CUT-OFFS) (SIZE)	LINEAR FEET
606-21.40	STEEL PIPE PILES (CUT-OFFS) (SIZE)	LINEAR FEET
606-23.02	STEEL PIPE PILES (24-INCH)(CUT-OFFS)	LINEAR FEET
619-01.02	POLYMER MODIFIED CONC (VARIABLE DEPTH-TYPE 1)	CUBIC YARD
619-01.03	POLYMER MODIFIED CONC (VARIABLE DEPTH-TYPE 3)	CUBIC YARD

TDOT Add-on Items (After Contract is Activated) Per Specifications

Table 2-4

**In TDOT, Add-on items will be added by Headquarters Finance without a change order upon notification by Construction Field Office.**

**In TDOT, the New Contract Change Order Item function is used to add new items not covered by standard specifications or special provisions.**



### Exercise 2-10

In the following exercise, you will review an item.

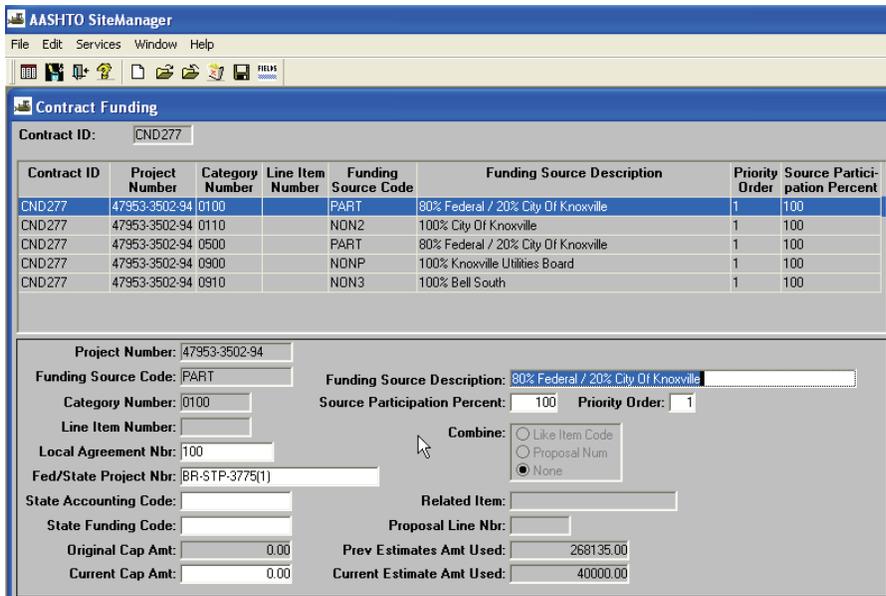
User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. Click the **Open** button on the toolbar.
2. In the **Contract Item** list box, scroll to and double-click Category Nbr **0100**, Line Nbr **9024**, Item Code **109-01.01**, Description **PAY ADJUSTMENT FOR FUEL**.
3. What is the Unit Price?           \$1.00
4. What is the Bid Quantity?           .000
5. Click the **Close** button on the toolbar.

## Viewing Contract Funding

The Contract Funding panel lets the User view funding for the whole Contract and for the Contract's Projects, Categories, and Line Items. The Contract Funding panel lists the current funding specifications in the top datawindow. Data for the selected funding record is displayed in the bottom datawindow. If the User adds funding that does not match the funding selection on the Contract Description folder tab (i.e., Federal, State/Province, or Both), SiteManager automatically updates the Contract Description folder tab.

Active Contracts must be fully funded. For any part of the Contract funded by multiple sources, the combined funding must equal 100%. If more than one priority level is assigned, the combined funding for each priority level must equal 100%. In addition, each funding source can be assigned a Cap amount. When the highest priority funding source reaches its Cap amount, the funding source with the next highest priority continues the funding. If the lowest priority level fund has a Cap amount, the Cap amount will be ignored until a lower level fund is added.



This screen shot shows a more complexly funded contract than the one we viewed in training. Direct students to look at this screen shot.

The Contract Funding Window

Figure 2-10

**In TDOT, the Contract Funding window is loaded from PES and LAS. The Category Number identifies the funding source and must be given attention when recording work in a DWR.**



## Exercise 2-11

In the following exercise, you will view the Contract Funding window for Contract CNB022E.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. On the **Contract Records** panel, double-click the **Contract Funding** icon.
2. Examine Figure 2-10 above.
3. Click the **Close** button.
4. Click the **Main Panel** folder tab.

## Viewing a Subcontract

The Subcontract panel lets the User add, modify, and delete Subcontracts and Subcontract data. The panel also displays calculated DBE commitment amounts. The User can define both parent Subcontracts and lower level Subcontracts.

	Amounts	Pct of Total Sub'd	Pct of Total Contract
This SubContract:	58,907.90	42.56	5.98
This Original Commitment :	.00	0	.00
This Current Commitment:	0.00	0	.00
-----			
Total Original Commitment:	.00		.00
Total Current Commitment:	29,684.00		3.01
Total Allowable Max (non-spclty):	610,564.71		61.93
Total Towards Max (non-spclty):	83,312.74		8.45
Total Spclty Subcontracted:	55,101.00		5.59
Total Subcontracted:	138,413.74		14.04

The Description Folder Tab

Figure 2-11

**In TDOT, HQ Construction will load all Subcontracts into SiteManager and enter the approval date. The field office will add the equipment and personnel to the subcontractor's DWR Master List for the Contract.**

### Subcontract Descriptions

The User enters the Subcontractor and DBE commitments on the Description folder tab. To be selected as a Subcontractor, a Contractor must first be entered as a vendor in the Vendor reference tables. When a new Subcontract is saved, the system adds the Subcontract amount to the total amount of uncompleted work for the Subcontractor. This value is displayed on the Vendors panel in Reference Tables (CA). The Contract's Prime Contractor cannot be selected as a Subcontractor on the Contract.

The percentage of the Subcontract that can be counted towards the Contract's DBE goal depends on the Subcontract's level, the Subcontractor's DBE status, and whether or not the Subcontract includes Items. A Parent Subcontract with a DBE Subcontractor and Items is always counted 100% towards the Contract's DBE goal. If the Subcontract has no Items (i.e., the Subcontractor is a supplier/hauler), the User enters the percentage counted towards the DBE goal. For nested Subcontracts, if a higher-level DBE Subcontract is counted 100% towards the DBE goal, the percentage of the nested Subcontract is always zero.

**If a Subcontractor is not associated with contract items and approved, the Inspector will not be able to give the Subcontractor credit for installing work items on the Daily Work Report.**

**SiteManager defines "commitment" as DBE Commitment. Subcontracts that are not DBE are not included in the commitment data.**

**Nested subcontracts happen when a subcontractor subcontracts part of the work to another subcontractor. Nested subcontractors are referred to as 2<sup>nd</sup>, 3<sup>rd</sup>, etc. Tier Subcontracts at TDOT.**



## Exercise 2-12

In the following exercise, you will view a Subcontract description for contract CNB022C.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. On the **Contract Administration** panel, double-click the **Contractor Management** icon.
3. On the **Contractor Management** panel, double-click the **Subcontracts** icon.
4. How many subcontracts are there for this contract?       **EIGHT**
5. How many subcontractors are DBE's for this contract?       **TWO**
6. In the **Subcontract** list box, scroll to and double-click Subcontract Number **01**.
7. What is the approval date for this subcontract?           **04/15/05**
8. Is this a “nested” subcontract?       **No, because the parent subcontract field is blank.**



## Field Preparation Activities

SiteManager has two modes – server and standalone. Standalone Users port contract data to their standalone database in order to perform field reporting using a function called *Pipeline*. All preliminary work that would affect their field reporting must be completed on the server before they *pipeline* the contract data to standalone.

**After the TDOT Headquarters Construction and Finance Offices have completed their contract activation activities and released the contract to the field office, the field office staff will perform two phases of activities to begin their use of the contract:**

- **Field Preparation**
- **Contract Initialization**

### **FIELD PREPARATION ACTIVITIES:**

**These are the minimum activities that must occur to make it possible for the field office/inspection staff to complete field reporting.**

- **Update Contract Master List**
- **Grant Contract Authority to Field Staff, if necessary**

### **CONTRACT INITIALIZATION ACTIVITIES:**

**Once the above activities have been performed, it is necessary for the field office staff to complete the additional contract initialization activities described in the next section of this training guide before the first estimate can be processed.**

**These additional activities include:**

- **Schedule Key Dates**
- **Schedule Checklist Event Dates**
- **Enter Work Start Date**

## Contract Master List

The Contract Master List allows the active Equipment, Personnel Types, and Staff Members on the Vendor's Master List to be associated to a specific Contract. The Vendor Master List data for the prime Contractor and any approved Subcontractors are available to associate with the Contract. The Contract Master List controls the drop-down lists used in the DWR window to report daily Equipment, Personnel, and Staff presence at the Contract site.

Contract Master Lists are created on the SiteManager server. For the content to be available in standalone, the Contract must be pipelined down before the data will be available in the drop-down lists for Equipment, Personnel Types, and TDOT Staff Members on the DWR. No change to Contract Master List content is permitted in standalone.

**TDOT will use the Contract Master List to associate the following for the Prime Contractor and Subcontractors on a Contract:**

- **Equipment**
- **Personnel**
- **Staff Member (TDOT Staff)**

**Equipment and Personnel will be associated for the Prime Contractor and all Subcontractors at the beginning of the project and for all additional subcontractors added throughout the life of the contract.**

**Upon subcontract approval from HQ Construction an email notification will be sent to the designated Office Staff. At this time equipment and personnel associations for the subcontractor shall be made.**

**TDOT will not use the Supervisor Master List function.**



### Exercise 2-14

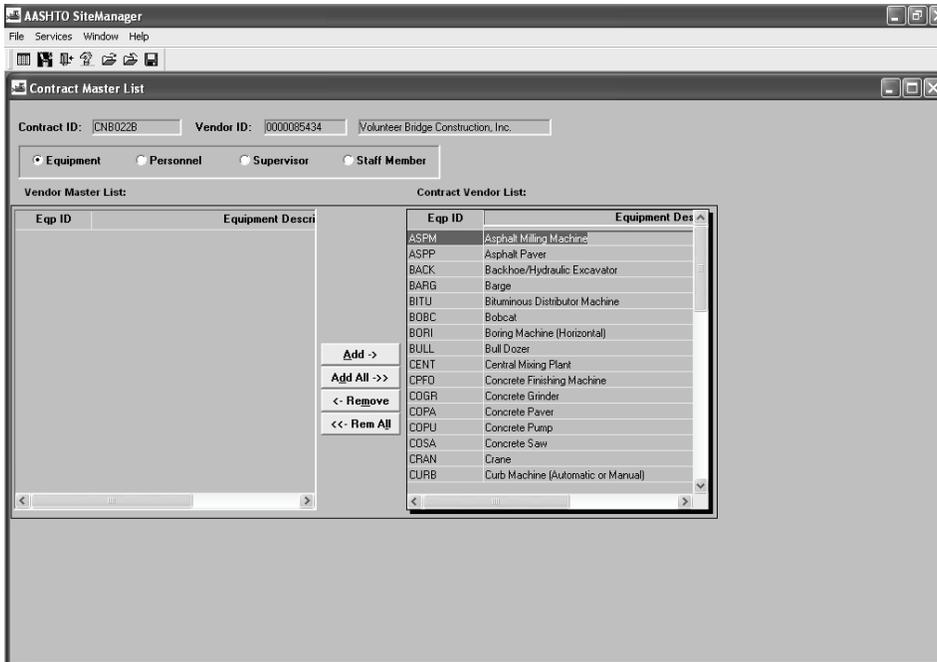
In the following exercise, you will navigate to the Contract Master List.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022B**

1. Click the **Main Panel** folder tab.
2. On the **Main Panel**, double-click the **Daily Work Reports** icon.
3. On the **Daily Work Reports** panel, double-click the **Reference Tables** icon.
4. On the **Reference Tables** panel, double-click the **Contract Master List** icon.
5. On the **Contract ID** list box, scroll to and double-click **CNB022B**.
6. On the **Vendor** list box, scroll to and double-click **Volunteer Bridge Construction, Inc.**

## Associating Vendor Equipment with a Contract

Only the *active* Equipment that has been added to the Vendor’s Master List may be associated with the Contract.



The Equipment Window

Figure 2-13



### Exercise 2-15

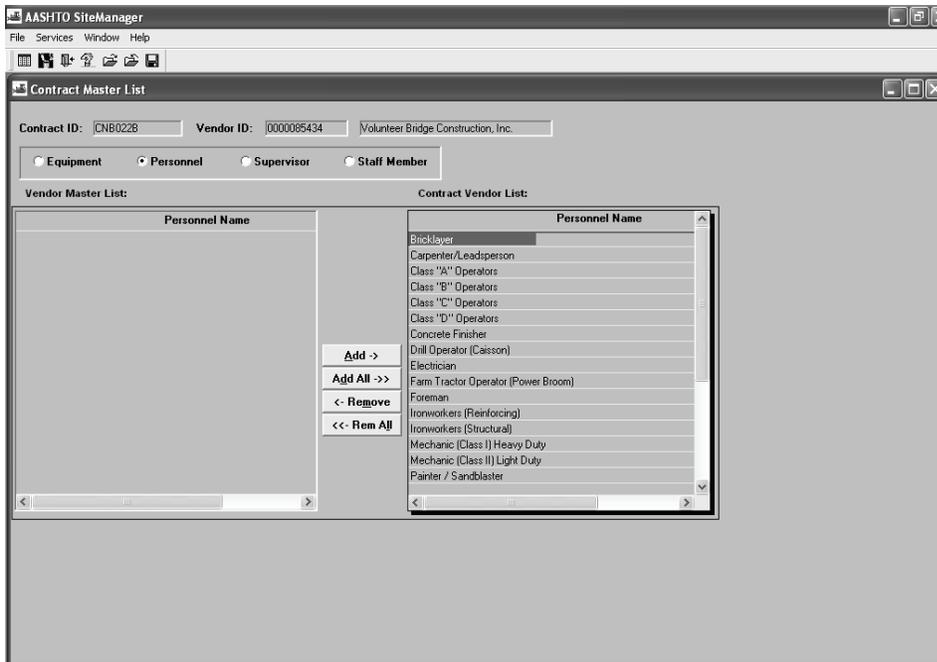
In the following exercise, you will associate a piece of equipment from a vendor’s master list to the Contract Master List.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022B**

1. Verify that the **Equipment** radio button has been selected.
2. Click the **Add All** button to add all choices.  
*Note all equipment options available from the Vendor Master List have been associated to the selected Vendor for the selected Contract.*
3. Click the **Save** button.

## Associating Vendor Personnel Types with the Contract

Only the *active* Personnel Types that have been added to the Vendor Master List may be associated with the Contract.



The Personnel Window

Figure 2-14

**In TDOT, Supervisor names will not be maintained in the Supervisor section of the Contract Master List function. Instead, Supervisor types, such as Superintendent or Foreman, are included in the Personnel section.**



### Exercise 2-16

In the following exercise, you will associate all personnel types from a Vendor Master List to the Contract Master List.

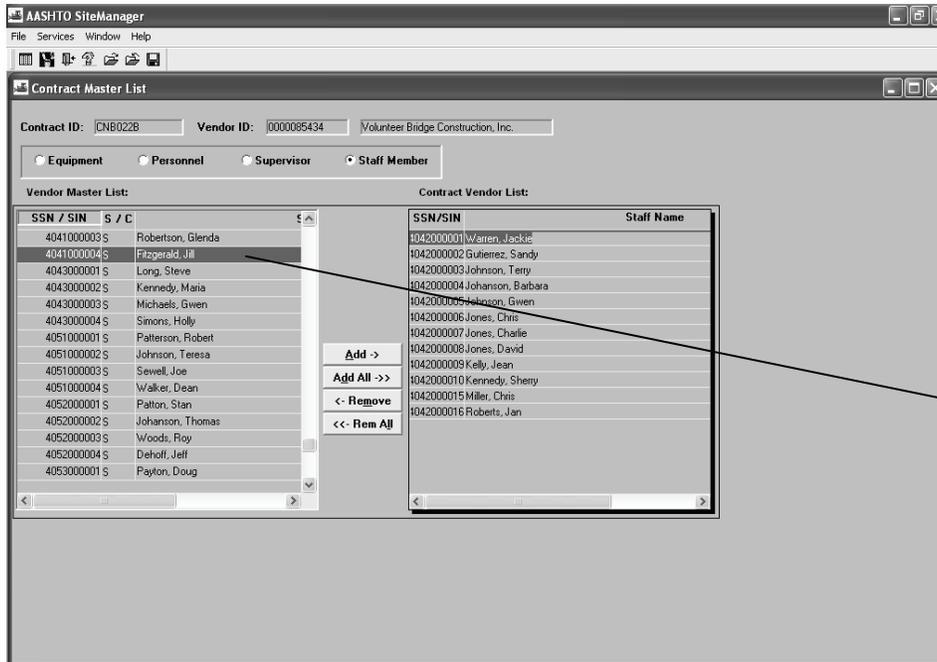
User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022B**

1. Click the **Personnel** radio button.
2. Click the **Add All** button to add all choices. *Note all personnel types available from the Vendor Master List have been associated to the selected Vendor for the selected Contract.*
3. Click the **Save** button.

**Show students how to select a list of names to move by using the Shift key.**

## Associating Staff Members with the Contract

Only the *active* Staff Members that have been added to the Vendor Master List may be associated with the Contract.



The Staff Member Window

Figure 2-15

**In TDOT, the SSN/ID field is an intelligent number. For example:**

- **For a state employee, the SSN/ID would be similar to 4042000001 if the employee is assigned to Region 4, Unit 42. (The first digit indicates the Region number and next three digits identify the Unit number. The final digits are a sequence number.)**
- **For a consultant, the SSN/ID would be similar to 6012000001. (The first digit indicates a consultant and the next three digits identify which consultant. The final digits are a sequence number.)**

**Contact Regional Support to have staff members added to the list.**

**Staff Members are associated to the contract only once during the life of the contract and may be associated to the Prime or an approved Subcontractor.**



## Exercise 2-17

In the following exercise, you will associate agency staff from a vendor's master list to the Contract Master List.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022B**

1. Click the **Staff Member** radio button.
2. On the left side of the window scroll in the Vender Master List and click **404200001**.
3. Press and hold down the **Shift** key.
4. Click **404200016** (the last person for Unit 42 of Region 4). *All of the people in Region 4, Unit 42 are highlighted.*
5. Click the **Add** button to add all selected choices from the Vendor list to the Contract Vendor list.
6. Click the **Save** button.

## Contract Master List and Subcontractors

In the Contract Master List, Equipment and Personnel types need to be added for each Subcontractor.

Staff Members only need to be associated once and are added to the Prime Contractor's Contract Master List. They are not added to the Subcontractor's Contract Master List.



### Exercise 2-18

In the following exercise, you will add Equipment and Personnel types to the Contract Master List for a Subcontractor.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. Click the **Open** button.
2. Click the **Contract ID** button.
3. Double click Contract ID **CNB022C**.
4. On the **Vendor** list box, scroll to and double-click **WMC Contracting Company, Inc.**
5. Click the **Equipment** radio button.
4. Click the **Add All** button to add all choices.
5. Click the **Save** button.
6. Click the **Personnel** radio button.
7. Click the **Add All** button to add all choices.
8. Click the **Save** button.
9. Click the **Close** button.
10. Click the **Main Panel** folder tab.

**Because staff was already assigned for the contract, it is not necessary to repeat that association since it is not contractor specific.**

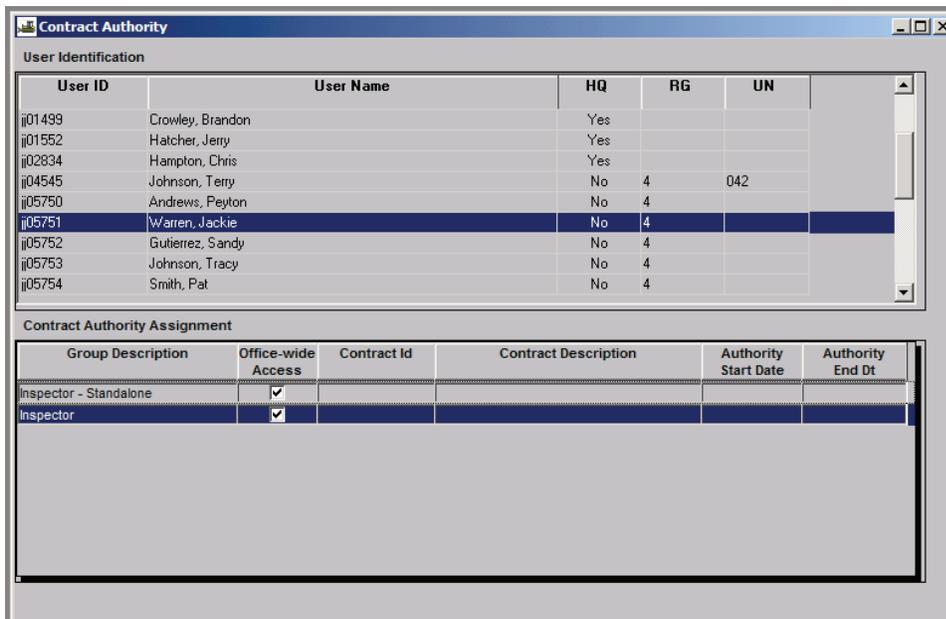
# Granting Contract Authority

Contract Authority gives the User the authority to view or modify a specific Contract. Contract Authority works in conjunction with other security features. The User’s ability to add, modify, or delete Contract data also depends on the User’s group assignments, the office level assignment, and whether or not the User has global (Office-wide) Contract access.

**When granting Contract Authority to an Inspector, authority must be granted for both Inspector and Inspector – Standalone groups.**

## Adding Users to Contract Authority

The Contract Authority window displays the Users, office-level assignments, global Contract access indicator, and group assignments for each individual User. When a Project Supervisor is added to the Contract, the system adds a row for each of the User’s group assignments to the Contract Authority window automatically. An authorized User can end Contract Authority for personnel no longer needed to work on the Contract by selecting the appropriate Contract Authority Assignment row for the User and then selecting End Contract Authority from the Services menu.



The Contract Authority Window

Figure 2-16

**In TDOT, all Unit staff members have office-wide access by default. Office-Wide Access allows the user rights to all contracts in the assigned office. Contract authority may be given to Users in other Regions and Units as needed.**

**Office-wide Contract authority can be removed by contacting Regional Support. Project Supervisors and Office Staff are able to assign and unassign contract authority.**

## Pipelining the Contract

Master Lists and Contract Authority should ALWAYS precede Pipelining the Contract to Standalone mode. If field personnel inadvertently pipelined a contract before these two steps were done, they would have insufficient data in their SiteManager Standalone database to correctly perform their job on the work site.

**Stress  
importance!**



### Exercise 2-19

In the following exercise, you will grant and end contract authority.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. Double-click the **Contract Administration** icon.
2. Double-click the **Contract Records** icon.
3. Double-click the **Contract Authority** icon. The Contract Authority window opens.
4. Scroll to and click the User ID **jj05763**, Miller, Chris.
5. Click the **New** button. The **New Contract Group Authority** window opens.
6. In the **Group Description** field, click the down arrow to the right of the field, and select **INSP – Inspector**.
7. Right click in the **Contract ID** field to perform a search.
8. Scroll to and click Contract **CNB022C**.
9. Click **OK**.
10. Click **Save**.

**Exercise will  
associate  
contract  
authority for an  
inspector that  
does not have  
office-wide  
contract  
authority.  
Presume this  
Inspector has  
office-wide  
access for a  
different office.**

Now, give this User ID authority in standalone for the same contract.

11. Click the User ID **jj05763**, Miller, Chris.
12. Click the **New** button. The **New Contract Group Authority** window opens.
13. In the **Group Description** field, click the down arrow to the right of the field, and select **INSPST – Inspector - Standalone**.
14. Right-click in the **Contract ID** field to perform a search.
15. Scroll to and click **CNB022C**.
16. Click **OK**.
17. Click **Save**.

Now, give another ID authority for a contract.

18. Scroll to and click the User ID **jj05764**, Roberts, Jan.
19. Click the **New** button. The **New Contract Group Authority** window opens.
20. In the **Group Description** field, click the down arrow to the right of the field, and select **INSP – Inspector**.
21. Right click in the **Contract ID** field to perform a search.
22. Scroll to and click Contract **CNB022C**.
23. Click **OK**.
24. Click **Save**.

**The remainder of this exercise is to demonstrate how to end contract authority. It can be skipped if need to maintain the time schedule.**

Now, end contract authority for a user.

25. Scroll to and click the User ID **jj05764**, Roberts, Jan.
26. In the **Contract Authority Assignment** section, click Group Description **Inspector** for Contract ID **CNB022C**.
27. Click the **Services** menu and then click **End Contract Authority**. The date and time that contract authority was ended is entered in the Authority End Dt field.
28. Click the **Close** button.

## Review for Section 2

To open a contract from the Contracts window:

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. On the **Contract Administration** panel, double-click the **Contract Records** icon.
3. On the **Contract Records** panel, double-click the **Contracts** icon. The **Contracts** window opens.
4. Click the **Open** button. The **Select Contract** list is displayed.
5. In the **Select Contract** list box, scroll to and double-click the **Contract ID** or perform a **Find**. The **Select Contract** list closes and the **Contracts window** is displayed.

To view a Contract's description:

1. Open a contract.
2. On the **Contracts** window, click the **Description** folder tab.

To view a Contract's location:

1. Open a contract.
2. On the **Contracts** window, click the **Location** folder tab.

To view a Contract's payment data:

1. Open a contract.
2. On the **Contracts** window, click the **Payment Data** folder tab.

To view the Actual Date of a Contract Critical Date:

1. Open a contract.
2. On the **Contracts** window, click the **Critical Dates** folder tab.
3. In the **Critical Date Description** list box, scroll to and click the date. The data for the selected date is displayed in the area below the list.

To view a Contract's Primary Personnel:

1. Open a contract.
2. On the **Contracts** window, click the **Primary Personnel** folder tab.

To view a Contract's Prime Contractor:

1. Open a contract.
2. On the **Contracts** window, click the **Prime Contractor** folder tab.

To view a Contract's the DBE goal:

1. Open a contract.
2. On the **Contracts** window, click the **DBE Commit** folder tab.

To view an Item on a Contract:

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. On the **Contract Administration** panel, double-click the **Contract Records** icon.
3. On the **Contract Records** panel, double-click the **Items** icon. The **Items** window opens.
4. Click the **Open** button.
5. In the **Contract ID** list box, scroll to and double-click the Contract. The Projects for the selected Contract are listed.
6. In the **Project** list box, scroll to and click the Project.
7. In the **Contract Item** list box, scroll to and click the Item.
8. Click **OK**. The **Items** window opens and displays data for the selected Item.

To view Contract Funding:

1. On the **Contract Records** panel, double-click the **Funding** icon.
2. In the **Contract ID** list box, double-click the Contract.
3. Click **Ok**.

To view a Subcontract:

1. On the **Contractor Management** panel, double-click the **Subcontracts** icon. The Subcontracts panel opens.
2. Click the **Open** button. The Select Contract ID panel opens.
3. In the **Contract ID** list box, scroll to and double-click the Contract.
4. In the **Subcontract** list box, scroll to and click the Subcontract.
5. Click **OK**. The panel displays data for the selected Subcontract.

To view an Item on a Subcontract:

1. On the **Contractor Management** panel, double-click the **Subcontracts** icon. The Subcontracts panel opens.
2. Click the **Open** button. The Select Contract ID panel opens.
3. In the **Contract ID** list box, scroll to and double-click the Contract.
4. In the **Subcontract** list box, scroll to and click the Subcontract.
5. Click **OK**. The panel displays data for the selected Subcontract.
6. Click the **Items** folder tab.

To open the Contract Master List:

1. On the **Main Panel**, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Reference Tables** icon.
3. On the **Reference Tables** panel, double-click the **Contract Master List** icon. The **Select Contract Vendor** window appears.
4. On the **Contract ID** list box, scroll to and double-click the desired Contract.
5. On the **Vendor** list box, scroll to and double-click the desired Vendor. The **Contract Master List** window appears.

To associate Vendor Master List Equipment to a Contract:

1. Open the **Contract Master List** window.
2. Click the **Equipment** radio button.
3. Click the **Add All** button to add all of the Vendor Master List data.

Or

Click the desired choice and click the **Add** button to add that single choice.

4. Click the **Save** button.
5. Click the **Close** button.

To associate Vendor Master List Personnel Types to a Contract:

1. Open the **Contract Master List** window.
2. Click the **Personnel** radio button.
3. Click the **Add All** button to add all of the Vendor Master List data.

Or

Click the desired choice and click the **Add** button to add that single choice.

4. Click the **Save** button.
5. Click the **Close** button.

To associate Staff Members to a Contract:

1. Open the **Contract Master List** window.
2. Click the **Staff Member** radio button.
3. Click the **Add All** button to add all of the Vendor master list data.
4. Click the **Save** button.
5. Click the **Close** button.

To add a User to Contract Authority:

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. On the **Contract Administration** panel, double-click the **Contract Records** icon.
3. On the **Contract Records** panel, double-click the **Contract Authority** icon. The Contract Authority window opens.
4. Select the desired User ID.
5. Click the **New** button. The **New Contract Group Authority** window opens.
6. In the **Group Description** field, click the down arrow to the right of the field, and select the desired group.
7. Type the Contract ID or use the Search function to select a specific Contract.
8. Click the **Save** button.

To end Contract Authority for a user:

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. On the **Contract Administration** panel, double-click the **Contract Records** icon.
3. On the **Contract Records** panel, double-click the **Contract Authority** icon. The Contract Authority window opens.
4. Select the desired User ID.
5. Select the desired contract authority assignment
6. Click the **Services** menu and then click **End Contract Authority**.



## **Section 3 Contract Initialization** for Office Documentation

---

By the end of this module, you will be able to:

- Understand TDOT Region/Office Staff Contract Initialization Activities
- Schedule Projected Dates for Key Dates
- Update Actual Dates for Key Dates
- Schedule Projected Dates for Checklist Events
- Start a Milestone

## Region/Office Staff Contract Initialization Activities

After the TDOT Field Office Staff has completed its Field Preparation activities and released the contract to its field inspection staff so that field reporting can begin, additional contract initialization activities need to be performed before the first estimate can be processed.

These activities are described in this section of this training guide. These activities include:

- **Schedule Key Dates**
- **Schedule Checklist Event Dates**
- **Enter the Work Start Key Date.**

## Dates in SiteManager

Since dates are very important in the life of a highway construction contract, they are important in SiteManager. Four of the most important types of dates in SiteManager are:

- Critical Dates (of the Contract window)
- Key Dates
- Checklist Event Dates
- Milestone Dates

**Critical Dates are not updated by field personnel.**

The first three, Critical Dates, Key Dates, and Checklist Events are very powerful because they can send SiteManager Inbox messages as reminders to an individual Recipient.

The Standard Date Addressing and Message Objects of SiteManager

**TDOT uses Recipients only and not Distribution Lists.**

Figure 3-1

Date Type	When the Message Is Sent	Who the Message Is Sent To
Critical Dates (Single Occurrence)	When a value is entered in the Actual Date Field by a Headquarters user.	In-box of the Recipient indicated.
Key Date (Single Occurrence)	When the Projected Date of the Key Date is reached before the Actual Date is entered.	In-box of the user whose User ID is identified in the Project Manager field on the Primary Personnel folder tab of the Contract window.
	When a value is entered in the Actual Date Field by a User.	In-box of Recipient indicated.
Checklist Event Dates (May be used for multiple occurrences)	When the Projected Date of the Checklist Event is reached before the Actual Date is entered.	In-box of the Recipient indicated.
Milestone	When the Scheduled Completion Date is reached before the Actual Completion Date entered.	Message appears in the Estimate Discrepancy window after estimate is generated for the period in which the milestone was missed.

SiteManager Dates

Table 3-1

## Key Dates and Checklist Events

Key Dates and Checklist Events are the SiteManager components that let you establish and monitor a series of key dates and scheduled events. Key Dates and Checklist Events, although similar in functionality, are independent events.

**Key Dates** are dates that are important *when they occur* and *when they do not occur*. Therefore, either a single recipient or the members of a distribution list are notified when a Key Date *is* accomplished and the Project Manager is notified when a Key Date is *not* accomplished by the projected date. A Key Date can be set up to be required either when the Contract is activated or when it is finalized. The User creates the Key Date schedule and records the actual occurrences of Key Dates on the Key Dates panel.

**Notified when entered and if not entered.**

**Checklist Events** are actions that are important *when they do not occur*. For Checklist Events that occur more than once or at regular intervals (e.g., monthly or weekly), the system tracks each occurrence. A Checklist Event can be set up to be required when the Contract is activated or finalized, or to cause a discrepancy when Estimates are generated. The user creates the Checklist Event schedule on the Checklist Scheduled Events panel.

**Notified if not entered by Projected Date**

The **Checklist Event Dates** panel lets the user view the Checklist Event schedule, including multiple occurrences of each event, and provides a chronological history of the events. The user records the actual occurrences of the Checklist Events on this panel or, if the event is a document submitted by an external source, records the actual occurrences on the Document Submission panel.

**Two places for Checklist Events:**  
**1. You schedule**  
**2. You enter date**

## Scheduling Key Dates

The Key Dates panel lists the Key Dates for the selected Contract in the top window. The data for the selected Key Date is displayed in the bottom window. The Key Date Types are pre-defined in the system code tables. SiteManager adds a set of default Key Dates automatically to each new Contract. The User creates the Key Date schedule and records the actual occurrence of Key Dates on this panel. The User can add, modify, and delete the Key Dates.

Key Date Type	Projected Date	Actual Date	Required to Activate	Required to Finalize
CC-3	00/00/00	00/00/00	N	N
Completion Notice (Date Time Stopped)	00/00/00	00/00/00	N	N
Final Inspection Request	00/00/00	00/00/00	N	N
Final Inspection	00/00/00	00/00/00	N	N
Final Records Submittal	00/00/00	00/00/00	N	N
Starting Notice	00/00/00	00/00/00	N	N

Key Date Type: CC-3  
Projected Date: 00/00/00  
Actual Date: 00/00/00  
Distribution List:   
Message Text: ALL CC-3's have been received.  
 Required to Activate  
 Required to Finalize  
Recipient:

The Key Dates Window

Figure 3-2

**In TDOT, the Key Dates window is used by Office Staff to schedule projected dates and enter Actual Dates for Key Dates.**

**All default Key Dates will appear for the Contract when the Contract is loaded into SiteManager. As part of the Contract Activation process, the Office Staff personnel will perform the following functions:**

**Delete Key Dates that do not apply to the Contract**

**Enter the Projected Date for each Key Date**

**Enter the Actual Date for the Starting Notice Key Date**

**In TDOT, the Notice to Proceed Date and Work Begin Date are updated by the Headquarters Finance Office upon receipt of the Starting Notice Report. Office Staff will enter the Starting Notice Key Date in SiteManager prior to generating this report.**

**Until the Notice to Proceed Date is entered, field data collection can begin, but estimates cannot be generated.**

Key Date	Recipient	Fed/ State	Enters Date	Comment
Starting Notice	Project Supervisor designee	Both	Office Staff	Projected Date = Effective Date. Used to generate the Starting Notice report which notifies HQ Finance to fill in the Notice to Proceed and Work Begin Dates (from Critical Dates)
Final Inspection Request	Regional Construction Supervisor	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates). Contract ready for final inspection.
Final Inspection	Project Supervisor designee	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates). Final Inspection completed this date as inspected and Accepted Date.
CC-3	Project Supervisor designee	Fed	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates) All CC-3's have been received.
Notice of Termination	Project Supervisor designee	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates). NOT form complete. Submit Field Office Completion Notice Report.
Completion Notice (Date Time Stopped)	Project Supervisor	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates) Time charges have been stopped. The final inspection and all exceptions are complete.
Final Records Submittal	Project Supervisor designee	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates) Project Records have been submitted to Final Records.
DT1696 Materials and Tests Certification	Project Supervisor designee	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates). DT1696 Materials and Tests certification submitted to Regional Materials and Tests.

TDOT Default Key Dates

Table 3-2



## Exercise 3-1

In the following exercise, you will delete an unnecessary key date record and schedule the Key Dates for contract CNB022C.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. On the **Contract Records** panel, double-click the **Key Dates** icon.
2. In the **Contract ID** list box, scroll to and double-click contract **CNB0022C**.

Now, let's first delete an unnecessary key date record.

3. In the **Key Date Type** list, click **CC-3**.
4. On the toolbar, click the **Delete** button. SiteManager prompts you to confirm the deletion.
5. In the message, click the **Yes** button.

Now, let's update another key date record.

6. In the **Key Date Type** list, click **Starting Notice**.
7. In the **Projected Date** field, type **041505**.
8. In the **Actual Date** field, type **040105**.
9. In the **Recipient** field, perform a **Search** and double-click **jj05753 Johnson, Tracy**.
10. Click the **Save** button.

Now, let's update another key date record.

11. In the **Key Date Type** list, click **Completion Notice (Date Time Stopped)**.
12. In the **Projected Date** field, type **111505**.
13. In the **Recipient** field, perform a **Search** and double-click **jj05753 Johnson, Tracy**.
14. Click the **Save** button.
15. Why are we entering a Projected Date for this Event?

So that a notice will go to the Project Supervisor if the Actual Date is not entered on or before 11/16/05.

---

16. Click the **Save** button.
17. Click the **Close** button.

### Schedule Checklist Event Projected Dates

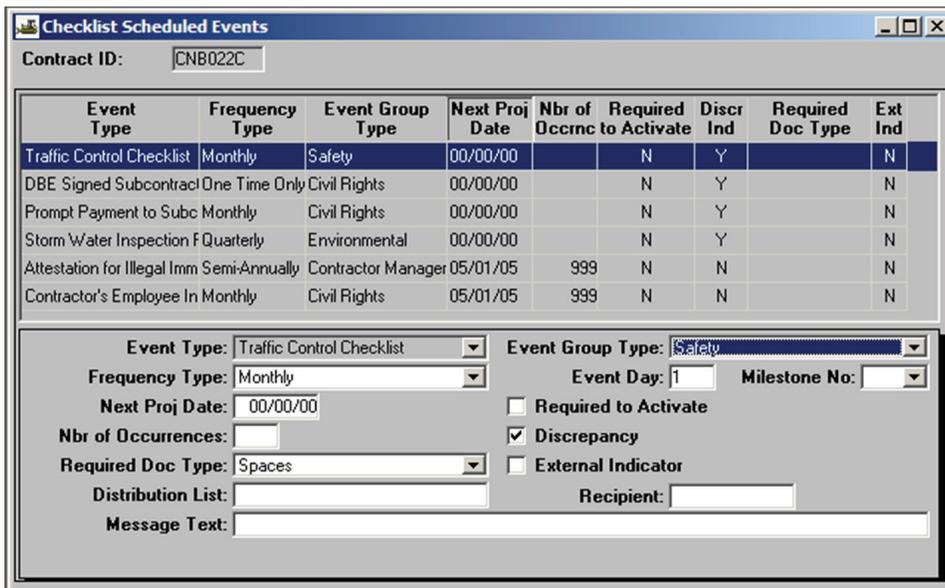
The Checklist Scheduled Events panel lists the scheduled events for the selected Contract. The data for the event selected in the top window is displayed in the bottom window. The Event Types are pre-defined in the system code tables. SiteManager adds a set of default Checklist Events automatically to each new Contract. The User creates the Checklist Event schedule on this panel. The User can add, modify, and delete the Checklist Events. For example:

- A checklist event can be added when the event type needed is not listed.
- An unneeded checklist event can be deleted.
- An existing checklist event can be changed, for example, the frequency of the event could be modified.

When an event is scheduled on this panel, a subsequent batch process creates a record for each projected date. After the batch process runs, the User can record the Actual Date of each occurrence of an event on either the Checklist Event Dates panel or the Document Submission panel, depending on the event. The batch process and/or an Estimate discrepancy may notify the recipient(s) when a Checklist Event is overdue.

**Recipients are notified when a Scheduled Event does not occur on time.**

**To stop exceptions on jobs after work is complete, but before the final estimate has been run, refer to “Reviewing and Resolving Estimate Discrepancies” of Section 13, “Contract Finalization.”**



The Checklist Scheduled Events Window

Figure 3-3

**In TDOT, the Checklist Scheduled Events window is used by Office Staff to create the checklist event schedule.**

**All default checklist events will appear for the Contract when the Contract is loaded into SiteManager. During Contract Activation process, the Office Staff personnel will perform the following functions:**

- **Delete Checklist Event Dates that do not apply for the Contract.**
- **Enter the Next Projected Date for every event. If nothing is entered, SiteManager will enter the next logical date after the Notice to Proceed Date. A Next Projected Date should be entered for all Checklist events.**
- **Enter the Number of Occurrences as 999 for monthly and quarterly.**
- **Enter the appropriate recipient.**

**A night process that runs automatically, the Contract Status Monitor process, will automatically populate the correct number of Checklist Events, but it needs a starting point – the Next Projected Date.**

Checklist Event	Event Group Type	Frequency	Recipient	Who Enters Next Date	Comment
Attestation for Illegal Immigrants	Contractor Management	Semi-Annually	Project Supervisor designee	Office Staff	Next Projected Date = First day of the applicable event month (January 01 or July 01)
Contractor’s Employee Interview	Civil Rights	Monthly	Project Supervisor designee	Office Staff	Next Projected Date = First day of the month of the Effective Date
Contractor’s Payrolls	Contractor Management	Monthly	Project Supervisor designee	Office Staff	Next Projected Date = First day of the month of the Effective Date
Contractor ESHP Cert – CL 107-01.01	Contractor Management	One Time Only	Project Supervisor designee	Office Staff	Next Projected Date = Effective Date of the Contract
Contractor Performance Evaluation	Contractor Management	Annually	Project Supervisor designee	Office Staff	Next Projected Date = First day of the applicable event month (end of year or completion of project)
Critical Path Method SP105A	Contractor Management	90 Days	Project Supervisor designee	Office Staff	Next Projected Date = Effective Date
DBE Signed Subcontract(s) on File	Civil Rights	One Time Only	Project Supervisor designee	Office Staff	Next Projected Date = Effective Date Change the “Frequency Type” field from “One Time Only” to anything else (e.g. Weekly). Enter “1” in the “Number of Occurrences” field, change the “Frequency Type” to “One Time Only,” and proceed.
On the Job Training	Civil Rights	One Time Only	Project Supervisor designee	Office Staff	Next Projected Date = Effective Date
Prompt Payment to Subcontractors	Contractor Management	Monthly	Project Supervisor designee	Office Staff	Next Projected Date = First day of the second month following the Effective Date

Checklist Event	Event Group Type	Frequency	Recipient	Who Enters Next Date	Comment
Storm Water Inspection Certification	Environmental	Quarterly	Project Supervisor designee	Inspector	Next Projected Date = First day of the applicable event month (January 01, April 01, July 01, or October 01)
Traffic Control Checklist	Safety	Monthly	Project Supervisor designee	Inspector	Next Projected Date = First day of the month following the Effective Date

The TDOT Default Checklist Events

Table 3-3



### Exercise 3-2

In the following exercise, you will schedule the Checklist Events for contract CNB022C.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. On the **Contract Records** panel, double-click the **Checklist Scheduled Events** icon.
2. In the **Checklist Scheduled Events** window, in the **Event Type** column, click **DBE Signed Subcontract(s) on File**.
3. In the **Next Proj Date** field, type **050105**.
4. In the **Frequency Type** drop-down list, click the expand arrow and click **Quarterly**.
5. In the **Number of Occurrences** field, type **1**.
6. In the **Frequency Type** drop-down list, click the expand arrow and click **One Time Only**.
7. Using the right mouse button, click the **Recipient** field.
8. From the object menu, click the **Search** choice.
9. In the list box, scroll to and click **jj05753 Johnson, Tracy**.
10. Click the **OK** button.
11. Click the **Save** button.

Steps 4-6 demonstrate the work around for One Time Only Checklist Events.

Now let's schedule an additional checklist event.

12. In the **Checklist Scheduled Events** window, in the **Event Type** column, scroll to and click **Contractor Employee Interview**.
13. In the **Next Proj Date** field, type **050105**.
14. In the **Number of Occurrences** field, type **999**.
15. Using the right mouse button, click the **Recipient** field.
16. From the object menu, click the **Search** choice.

If Nbr of Occurrences field is grey, change the Frequency Type to another value, modify the Number of Occurrences and then change the Frequency Type back to its original value.

17. In the list box, scroll to and click **jj05753 Johnson, Tracy**.
18. Click the **OK** button.
19. Click the **Save** button.

Now let's schedule an additional checklist event.

20. In the **Checklist Scheduled Events** window, in the **Event Type** column, scroll to and click **Prompt Payment to Subcontractors**.
21. In the **Next Proj Date** field, type **050105**.
22. In the **Number of Occurrences** field, type **999**.
23. Using the right mouse button, click the **Recipient** field.
24. From the object menu, click the **Search** choice.
25. In the list box, scroll to and click **jj05753 Johnson, Tracy**.
26. Click the **OK** button.
27. Click the **Save** button.

Now let's schedule an additional checklist event.

28. In the **Checklist Scheduled Events** window, in the **Event Type** column, scroll to and click **Storm Water Inspection Report**.
29. In the **Next Proj Date** field, type **050105**.
30. In the **Number of Occurrences** field, type **999**.
31. Using the right mouse button, click the **Recipient** field.
32. From the object menu, click the **Search** choice.
33. In the list box, scroll to and click **jj05753 Johnson, Tracy**.
34. Click the **OK** button.
35. Click the **Save** button.

Now let's schedule an additional checklist event.

36. In the **Checklist Scheduled Events** window, in the **Event Type** column, scroll to and click **Traffic Control Checklist**.
37. In the **Next Proj Date** field, type **050105**.
38. In the **Number of Occurrences** field, type **999**.
39. Using the right mouse button, click the **Recipient** field.
40. From the object menu, click the **Search** choice.
41. In the list box, scroll to and click **jj05753 Johnson, Tracy**.
42. Click the **OK** button.
43. Click the **Save** button.
44. Click the **Close** button.

# Starting a Milestone

TDOT calls these ‘incentives,’ ‘goals,’ or ‘phased construction.’

The Milestones window lets the User modify and delete Contract Milestones. Office Staff also enters the dates the milestone work was started and completed.

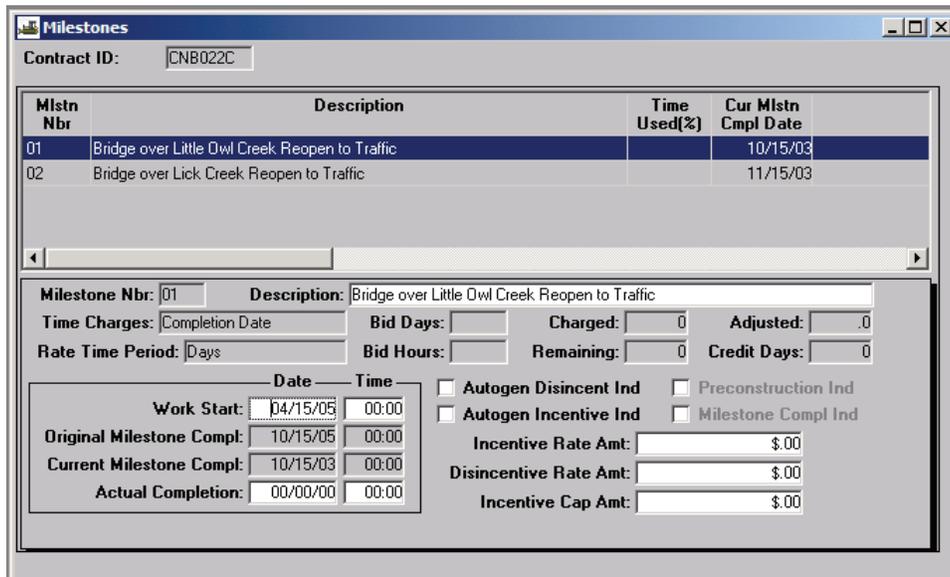
**TDOT is using this window as a record keeping of days charged for milestones. Liquidated Damages are to be assessed under the appropriate pay item.**

## Milestone Time Charges

In SiteManager, the three types of Milestone Time Charges for Contracts are:

- Calendar Day and/or Completion Date Milestone: These types of Milestones require the “Work Start” date and “Actual Completion” date be entered. There will be no charge on the Diary Window Charge Tab for these types of Milestones.
- Working Days (Available Days) –These types of Milestones require the “Work Start” date and “Actual Completion” date be entered. It will also require days to be charged on the Diary Window Charge Tab for these types of Milestones.

(Mowing Cycles will be the only Milestones using milestone “type” Working Days.)



The Milestones Window

Figure 3-4

**In TDOT, HQ Finance will create Milestones. Original Completion Date only applies to litter cycle milestones. Office Staff will start Milestones by entering the Milestone Work Start Date. Milestones are used for such things as phased construction and mowing and litter cycle.**

**TDOT will not auto generate disincentives or incentives. These are applied with pay items. The Milestones window is used as supporting documentation for these pay items.**



### Exercise 3-3

In the following exercise, you will create and start Milestones for contract CNB022C.

User ID: **jj05754**

Group: **OSTAFF**

Contract: **CNB022C**

1. On the **Contract Records** panel, double-click the **Milestones** icon. The Milestones window opens.

**Steps 2-12 will be completed by HQ Finance in production, but Office Staff must complete in training.**

*For Office Staff to start milestones, HQ Finance must first create the milestones. In this version of training, please perform the following steps to create milestones as HQ Finance would.*

Now, let's create milestones.

2. In the **Description** field, type **Bridge over Lick Creek Reopen for Traffic**.
3. In the **Time Charges** drop-down list, click the expand arrow and click **Completion Date**.
4. In the **Rate Time Period** drop-down list, click the expand arrow and click **Days**.
5. In the **Original Milestone Compl Date** field, type **10/15/05**.
6. Click the **Save** button. The system enters the next sequential Milestone Number for the new Milestone.
7. Click the **New** button. An empty row is inserted in the Milestone list box.
8. In the **Description** field, type **Bridge over Little Owl Creek Reopen for Traffic**.
9. In the **Time Charges** drop-down list, click the expand arrow and click **Completion Date**.
10. In the **Rate Time Period** drop-down list, click the expand arrow and click **Days**.
11. In the **Original Milestone Compl Date** field, type **10/15/05**.
12. Click the **Save** button. The system enters the next sequential Milestone Number for the new Milestone.

**Tab to the Description field to type data.**

Now, let's start the Milestones.

13. Click **Milestone 01**.
14. In the **Work Start** field for **Milestone 01**, type **041505**.
15. Click **Milestone 02**.
16. In the **Work Start** field for **Milestone 02**, type **041505**.
17. Click the **Save** button.
18. Click the **Close** button.
19. Click the **Contract Administration** folder tab.

## Review for Section 3

To schedule a Checklist Event:

1. On the **Contract Records** panel, double-click the **Checklist Scheduled Events** icon.
2. In the **Event Group Type** drop-down list, click the event group type.
3. In the **Frequency Type** drop-down list, click the frequency type. If the frequency type is either monthly, weekly, or bi-weekly, the **Event Day** field is enabled.
4. If the **Event Day** field is enabled, type the corresponding day of the week (**2-6**) or day of the month (**1-31**).
5. In the **Milestone No.** drop-down list, click the milestone to associate with this scheduled event.
6. In the **Next Proj Date** field, type the next date this scheduled event is expected to occur.
7. If the event must occur before the Contract status can be changed to Active, click the **Required to Activate** check box (ON).
8. In the **Nbr of Occurrences** field, type number of times this scheduled event will occur.
9. To generate a discrepancy if the event has not occurred by the time of Estimate generation, click the **Discrepancy** check box (ON).
10. If the event is a document, in the **Required Doc Type** drop-down list, click the required document type.
11. If the required document is expected from an external source, click the **External Indicator** check box (ON).

OR

12. Press the **Tab** key.
13. In the **Message Text** field, type a short message that is sent to the Distribution List or Recipient when the scheduled event Actual Date is not completed by the Next Projected Date.
14. Click the **Save** button.

To schedule a Key Date:

1. On the **Contract Records** panel, double-click the **Key Dates** icon.
  2. Click the desired Key Date Type.
  3. In the **Projected Date** field, type the date the key date event is expected to be completed.
  4. If this Key Date must occur before the Contract status can be changed to Active, click the **Required to Activate** check box (ON).
  5. If this Key Date is to be part of the Contract finalization process, click the **Required to Finalize** check box (ON).
- OR
6. In the **Message** field, type a short notice that will be sent to the Distribution List or Recipient when the Actual Date is entered.
  7. Click the **Save** button.

To delete a Key Date:

1. On the **Contract Records** panel, double-click the **Key Dates** icon.
2. Click the desired Key Date Type.
3. Click the **Delete** button.
4. Click the **Yes** button.
5. Click **Save**.

To start a Milestone:

1. On the **Contract Records** panel, double-click the **Milestones** icon. The Milestone panel opens and the **Select Contract** window is displayed.
2. In the **Contract ID** list box, scroll to and double-click the Contract. The Milestones for the selected Contract are displayed.
3. In the **Milestone** list box, scroll to and double click the Milestone.
4. In the **Work Start** field, type the date the Milestone work began.
5. Click the **Save** button.

## Summary Exercise for Section 3

In the following exercise, you will perform Contract initialization activities on Contract CNB022D.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022D**

1. Navigate to the **Contract Records** panel.
2. Navigate to the **Key Dates** window and enter the following for Contract **CNB022D**:
  - For Starting Notice Date Type, enter a projected date of **04/15/05**.
  - For Starting Notice Date Type, enter an actual date of **04/01/05**.
  - For the Starting Notice's Recipient, search and select **jj05753 Johnson, Tracy**.
3. Navigate to the **Checklist Scheduled Events** window for Contract **CNB022D**.
  - Select the **DBE Signed Subcontract(s)**.
  - Enter **04/15/05** as the Next Projected Date.
  - Select **jj05753 Johnson, Tracy**.
4. Open the **Milestones** window and enter the following for Contract **CNB022D**:
  - For Milestone **01**, enter a Start Date of **04/15/05**.
  - For Milestone **02**, enter a Start Date of **04/15/05**.
5. Navigate to the **Main Panel**.

## **Section 4 Maintaining Contracts** for Office Documentation

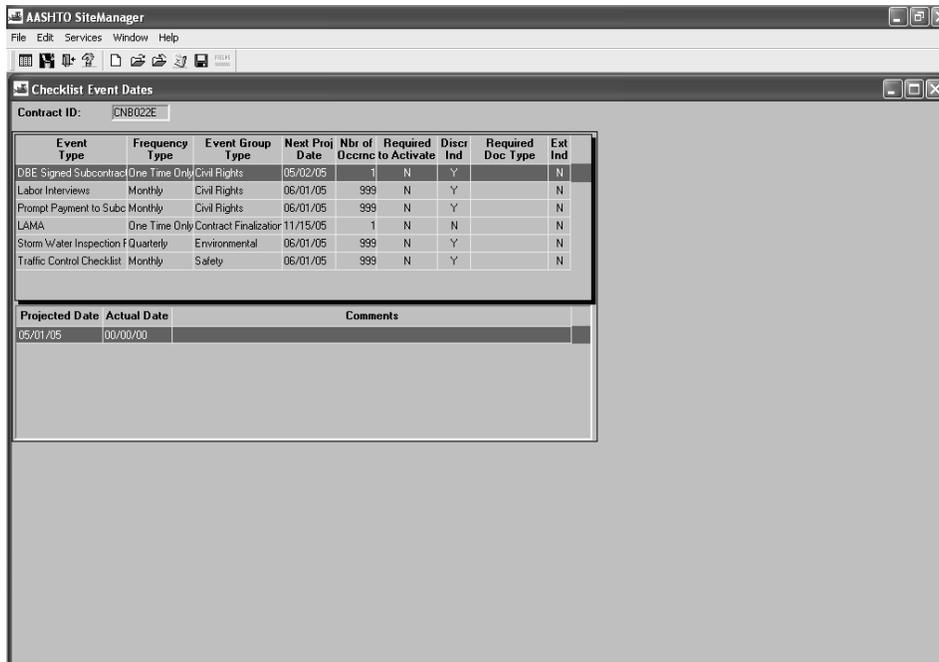
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By the end of this module, you will be able to:

- Record the Actual Date of a Checklist Scheduled Event
- Add Stockpile Materials
- Replenish a Stockpile
- Close a Stockpile

## Recording Checklist Event Dates

The Checklist Event Dates panel lists the scheduled events for the selected Contract. The data for the event selected in the top datawindow is displayed in the bottom datawindow. The data shows a chronological history of each occurrence of a repetitive scheduled event, and the Actual Date recorded by the User for each occurrence. This panel lets the User record the actual dates of the Checklist Scheduled Events, and add or delete Checklist Event Date records.



The Checklist Event Dates Window

Figure 4-1



## Exercise 4-1

In the following exercise, you will record the Actual Date of a Checklist Event for contract CNB022E.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022E**

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. On the **Contract Administration** panel, double-click the **Contract Records** icon.
3. On the **Contract Records** panel, double-click the **Checklist Event Dates** icon.
4. In the **Checklist Event Dates** window, click the **Open** button.
5. In the **Contract ID** list box, scroll to and double-click Contract **CNB022E**. SiteManager displays the Checklist Event Dates window.

Now, let's change an actual date.

6. In the **Event Type** column, scroll to and click **Contractor Employee Interview**.
7. Click the **Projected Date/Actual Date** area.
8. Click in the **Actual Date** field, type **050105**.
9. Click the **Save** button.

Now, let's change another actual date.

10. In the **Event Type** column, scroll to and click **Prompt Payment to Subcontractors**.
11. In the bottom datawindow, click the **Actual Date** field and type **050105**.
12. Click the **Save** button.
13. Click the **Close** button.

**Warning: If Projected Date modified, record may not be saved.**

## Adding Stockpiled Materials

The Stockpiled Materials window lets the User select materials to be stockpiled for the Contract, and enter invoice data for the materials. The panel displays Contract Line Item data in the top window and stockpiled material data in the bottom window. This data is used during estimate generation to determine the amount to be paid for the Items installed. The estimate process enters the installed quantity and the amount paid to date on the Stockpiled Materials panel. The estimate process also closes out the stockpiled material balance when the remaining quantity is zero, or the User can close out the balance manually.

The screenshot shows the 'Stockpiled Materials' window with the following fields and data:

- Contract ID: CNB022C, Project Nbr: 55019-3220-94, Catg Nbr: 0500, Line Itm Nbr: 0480
- Units: Square Yard, Unit Price: 32, Bid Quantity: 466
- Item Description: APPLIED TEXTURE FINISH (NEW STRUCTURES)
- Stockpiled Desc: 604-04.01 Applied Texture Finish, Status: Open

Invoice Date	Invoice Number	Quantity	Units	Unit Price	
04/10/05	28545	45.000	Gallon	\$128.00000	
Conv Factor	Conv Unit Price	Invoice Amt	Initial Invoice Payment	Mat Sn	Replenish Sn
0.20000	\$25.60000	\$5,760.00000	\$5,760.00	1	0
Remaining Qty	Installed Qty To Date	Paid To Date			
45.000	.000	\$ .00			

The Stockpiled Materials Window

Figure 4-2

**In TDOT, the Project Supervisor and Office Staff will use the Stockpiled Materials window in SiteManager to track stockpiled materials.**

**Stockpiled material reductions or additions to the pay amount in the estimate are calculated and applied automatically through SiteManager. Details regarding stockpiled materials that have been applied to an estimate can be seen on the Line Item Adjustment window.**

**As a TDOT practice, it is recommended that you include the item number and description of material in the Stockpiled Description field. THIS WILL MAKE IT EASIER TO IDENTIFY THE STOCKPILE.**

**When an initial stockpiled material payment consists of multiple invoices, the first invoice is entered under the New option and the remaining invoices for that same material are entered as replenishes to the stockpiled material. All other additional invoices received for the same material after the initial payment are also entered as replenishes to the stockpiled material.**

## Before Adding a Stockpile

SiteManager calculates payments for Stockpiled Materials based on the quantity of Material used per Contract Item. SiteManager does not automatically apply portions of the invoiced Material quantity and payment amount to different Contract Items. This means that the User must decide how to allocate the invoiced amounts for a Stockpiled Material. Before adding invoice data to SiteManager, the User must determine the following:

- Which Contract Items include the invoiced Material
- How much of the total invoiced Material to allocate to each Contract Item
- If an initial payment amount is due, which Contract Items pay this amount
- How many units of material are included in one unit of the pay item (the conversion factor).

From these numbers, the User can calculate the values to enter in the fields of the Stockpiled Materials panel.

**In TDOT the Initial Invoice Payment field should always be the same as the Invoice Amount field that is automatically calculated for you by SiteManager.**

**See appropriate Specification and/or Circular Letter for determining Unit Price and Initial Invoice Payment.**

**Each invoice must be added individually and on the correct project number line item number. The Initial Invoice Amount is the amount that is paid for the Stockpile on the next estimate.**

**NOTE: Setting up the proper conversion factor is very important. If the conversion factor is something other than one to one and you need assistance determining how many units of material are in one unit for the pay item, contact your Regional Support.**

Stress this!



## Exercise 4-2

In the following exercise, you will create a stockpiled material record.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022C**

1. On the **Contract Records** panel, double-click the **Stockpiled Materials** icon.
2. Click the **Services** menu.
3. Click the **Choose Keys** choice.
4. In the **Selection** datawindow, click the **Contract ID** button.
5. In the **Contract ID** list box, scroll to and to and double-click **CNB022C**.
6. In the **Projects** list box, scroll to and double-click Project **55019-3220-94** (Bridge & Approaches Over Lick Creek).
7. In the **Contract Items** list box, scroll to and double-click Item Code **604.04.01** for Line Number **0480** in Category Nbr **0500** – Applied Texture Finish (New Structures).
8. In the **Stockpiled Desc** field, type **604-04.01 Applied Texture Finish**. 
9. Press the **Tab** key.
10. In the **Invoice Date** field, type **041005**.
11. Press the **Tab** key.
12. In the **Invoice Number** field, type **28545**.
13. Press the **Tab** key.
14. In the **Quantity** field, type **45**.
15. Press the **Tab** key.
16. Click in the **Units** drop-down list, and press the letter **G** on the keyboard.
17. Click the **Gallon** choice.
18. Press the **Tab** key.
19. In the **Unit Price** field, type **128.00**.
20. Press the **Tab** key.
21. In the **Conv Factor** field, type **0.20**.
22. Press the **Tab** key.
23. What is the system calculated Invoice Amount? \$5760.00
24. In the **Initial Invoice Payment** field, type **5760.00**.
25. Click the **Save** button.
26. Click the **Open** button.
27. Note that by including the item number and item description in the Stockpiled Description field it is easy to identify the correct stockpile.
28. Leave the Select window open for the next exercise.

Press 'G' to jump to 'Gallon' choice. The list can be long.

Spec book indicates that 1 gallon covers 45 square feet =  
1 gallon = 45 S feet  
45 square feet / 9 = 5 square yards  
1 gallon / 5 sy = .2 gal per sy

---

 As a TDOT practice, it is recommended that you include the item number and item description in the Stockpiled Description field. THIS WILL MAKE IT EASIER TO IDENTIFY THE STOCKPILE.

## Replenishing a Stockpile

The Stockpiled Materials window also allows you to add to an existing stockpile by replenishing it. After opening the existing stockpile, you use the Services menu's Replenish Stockpile choice to add to the existing stockpile. The menu selection only blanks out the Quantity field, so care should be taken to modify the other fields appropriately, particularly the Initial Invoice Payment field because this is the value that is paid on the next estimate.

The screenshot shows the 'Stockpiled Materials' window with the following data:

Contract ID: CNB022E    Project Nbr: 55019-3220-94    Catg Nbr: 0500    Line Itm Nbr: 0480  
 Units: Square Yard    Unit Price: 32    Bid Quantity: 466  
 Item Description: APPLIED TEXTURE FINISH (NEW STRUCTURES)  
 Supp Description 1:  
 Supp Description 2:

Matl Code:    Stockpiled Desc: 604-04.01 Applied Texture Finish    Status: Open

Invoice Date	Invoice Number	Quantity	Units	Unit Price	
06/15/05	35878	40.000	Gallon	\$128.00000	
Conv Factor	Conv Unit Price	Invoice Amt	Initial Invoice Payment	Matl Sn	Replenish Sn
0.20000	\$25.60000	\$5,120.00000	\$5,120.00	1	1
Remaining Qty	Installed Qty To Date	Paid To Date			
40.000	.000	\$ .00			

The Stockpiled Materials Window

Figure 4-3

**In TDOT the Initial Invoice Payment field should always be the same as the Invoice Amount field that is automatically calculated for you by SiteManager. The Initial Invoice Amount is the amount that is paid for the Stockpile on the next estimate.**

**See appropriate Specification and/or Circular Letter for determining Unit Price and Initial Invoice Payment.**

**When replenishing a stockpile, each invoice must be added individually and on the correct project line item number.**



### Exercise 4-3

In the following exercise, you will replenish a stockpiled material record.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022E**

1. In the **Stockpiled Material Select** window, click the **Contract ID** button.
2. In the **Contract ID** list box, scroll to and double-click **CNB022E**.
3. In the **Stockpiled Materials** list box, scroll to and double-click the stockpile for Project Number **55019-3220-94**, Category Number **0500**, Line Item **0480 Applied Texture Finish (New Structures)**, Invoice Number **28545**, Entered Date **03/14/06**. SiteManager displays the Stockpiled Materials window.

Now, let's replenish the stockpile.

4. Click the **Services** menu.
5. Click the **Replenish Material** choice.
6. In the **Invoice Date** field, type **061505**.
7. Press the **Tab** key.
8. In the **Invoice Number** field, type **35878**.
9. Press the **Tab** key.
10. In the **Quantity** field, type **40**.
11. Press the **Tab** key twice.
12. In the **Unit Price** field, type **128.00**
13. Press the **Tab** twice.
14. In the **Initial Invoice Payment** field, type **5120.00**.
15. Click the **Save** button.

**Remind class that in TDOT, the initial invoice payment SHOULD equal the total invoice amount, but could be less based on SiteManager calculation and how user sets up.**

## Closing out a stockpile balance

The Stockpiled Materials window also allows you to close an existing stockpile. After opening the existing stockpile, you use the Services menu's Close Out Balance choice to remove remaining quantity in the existing stockpile. SiteManager will create a deduction on the next estimate for the remaining quantity times the unit price of the material that remained in the stockpile prior to closing it out.



### Exercise 4-4

In the following exercise, you will close out a stockpiled material balance.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022E**

1. Click the **Services** menu.
2. Click the **Close Out Balance** choice.
3. Click the **Save** button.
4. Click the **Close** button.
5. Click the **Main Panel** folder tab.

## Review for Section 4

To record the Actual Date of a Checklist Scheduled Event:

1. On the **Contract Records** panel, double-click the **Checklist Event Dates** icon.
2. In the **Checklist Event Dates** list box, scroll to and click the **Checklist Event**.
3. In the **Actual Date** field, type the date that the event occurred.
4. Press the **Tab** key.
5. In the **Comments** field, type comments to add to the record.
6. Click the **Save** button.

To add a Stockpiled Material:

1. On the **Contract Records** panel, double-click the **Stockpiled Materials** icon.
2. Click the **Services** menu, and click **Choose Keys**.
3. In the **Contract ID** list, scroll to and double-click a **Contract**.
4. In the **PCN** list, scroll to and double-click a Project number.
5. In the **Contract Items** list, scroll to and double-click an item.
6. In the **Stockpiled Desc** field, type the description.
7. In the **Invoice Date** field, type the date.
8. In the **Invoice Number** field, type the invoice number.
9. In the **Quantity** field, type the quantity.
10. In the **Units** drop-down list, select the appropriate unit.
11. In the **Units Price** field, type the unit price.
12. In the **Conv Factor** field, type the conversion factor.
13. In the **Initial Invoice Payment** field, type the initial invoice payment amount.
14. Click the **Save** button on the toolbar.

To replenish a stockpiled material:

1. On the **Contract Records** panel, double-click the **Stockpiled Materials** icon. The Stockpiled Materials panel opens.
2. Click the **Open** button.
3. In the **Contract ID** list box, scroll to and double-click the Contract.
4. In the **Stockpile Materials** list box, scroll to and double-click the correct stockpile.
5. Click the **Services** menu and click the **Replenish Material** choice.
6. Click **OK**. The Stockpiled Materials panel
7. In the **Quantity** field, type a previously determined quantity of the stockpiled material to be applied to this Item and this Contract.
8. Change the other fields as appropriate.
9. If the invoice requires only an initial payment, in the **Initial Invoice Payment** field, type the previously determined dollar amount of the initial payment to be applied to this Item and this Contract.
10. Click the **Save** button.

To close out the balance of a stockpiled material:

1. On the **Contract Records** panel, double-click the **Stockpiled Materials** icon. The Stockpiled Materials panel opens.
2. Click the **Open** button.
3. In the **Contract ID** list box, scroll to and double-click the **Contract**.
4. In the **Stockpile Materials** list box, scroll to and double-click the correct stockpile.
5. Click the **Services** menu and click the **Close Our Balance** choice.
6. Click the **Save** button.

## Summary Exercise for Section 4

In the following exercise, you will Perform Contract Maintenance activities.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022F**

1. Navigate to the **Checklist Event Dates** window.
2. Enter the actual date **042905** for both the **Labor Interviews** and **Prompt Payment to Subcontractors** Checklist Event Types for Contract **CNB022F**.
3. Navigate to the **Stockpiled Materials** window
4. Open a stockpile for Contract **CNB022F**.
  - Material **307-01.01 Gr 'A' Mix - Aggregate** for line item number **0110**.
5. Replenish the Stockpile using the following Invoice information:
  - Invoice date is **05/20/05**.
  - Invoice Number is **52789**.
  - Quantity is **200 Tons**.
  - Unit Price is **39.00**.
  - Change the **Initial Invoice Payment** to match the auto calculated value.
6. Exit SiteManager.

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## **Section 5 From Server to PM** for Field and Office Documentation

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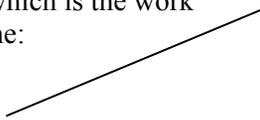
By the end of this module, you will be able to:

- Understand the Pipeline Process in SiteManager
- Download Data from the Server

## Overview

Pipeline is the process that automates the transfer of data. SiteManager provides the Pipeline processes because Contract data must be downloaded and uploaded often during the life of a Contract. In general, the data downloaded from the Server is the Contract plan data, which is primarily the Contract specifications. The data uploaded to the Server is the Contract activity data, which is the work done on the Contract. Pipeline automates the data flow from the:

**PM = Standalone**



- Server to Standalone Mode (PM)
- Standalone Mode (PM) to Server

**Pipeline** The pipeline process transfers data files from one database to another. In SiteManager, the User uses the pipeline process to download data directly from the server's database to the standalone workstation's database, and to upload data directly from the standalone workstation's database to the server's database.

The following table shows how the Pipeline panels are used to transfer data.

Step	Activity	Process	Pipeline Panel
1	Download Basic Contract Data from the Server	The User selects and downloads basic contract data from the server's database to the standalone workstation's database using the Server to PM Pipeline panel. The Pipeline process loads the data directly into the User's standalone database. Before DWRs can be generated in Standalone mode, the User must download Basic Contract Data from the Server.	Server to PM Pipeline panel
2	Create Daily Work Reports	The User creates and modifies DWRs on the contract to report the usage of Labor, Equipment, and Items on the Contract.	As DWRs are created, they are listed on the DWR Select folder tab in the PM to Server window.
3	Upload Daily Work Reports to the Server	The User selects and uploads DWRs from the standalone workstation to the Server.	PM to Server Pipeline panel
4	View Pipeline History	The User can view a history of Pipeline activity.	Pipeline Information panel
5	Download Basic Contract Data and Daily Work Reports, as needed.	New data is added to the Contract on the Server only. The User downloads new Contract data as it becomes available. The new data updates the standalone database. The User can also download Daily Work Reports.	Download Basic Contract Data and Daily Work Reports as needed.  NOTE: Basic Contract Data includes all Change Order information.
6	Release the Contract	When the Contract work is done, the User uses Pipeline to release the Contract back to the Server. On the Pipeline Summary panel, select the Basic Contract Data check box.	PM to Server Pipeline panel

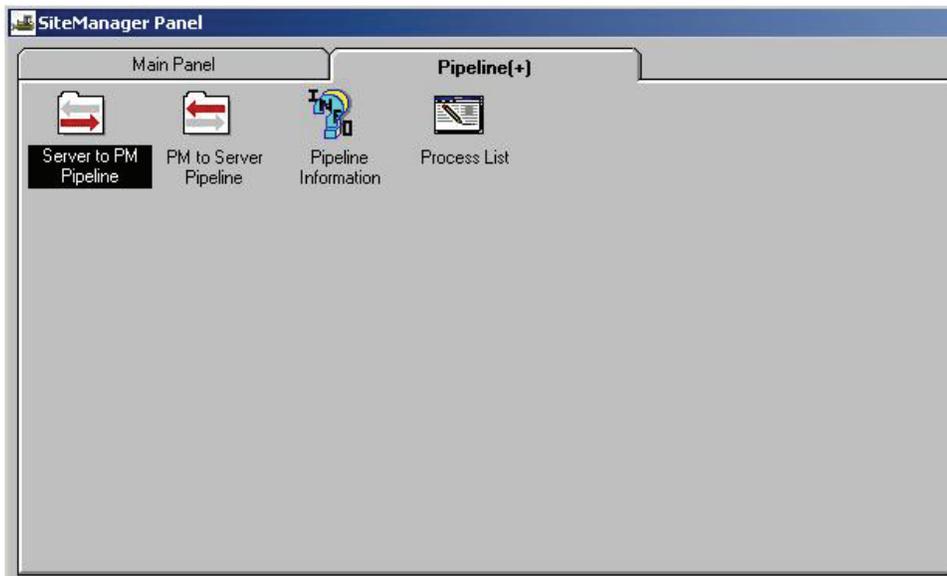
The Pipeline Process Table

Table 5-1

**In TDOT, the Inspector must always check out Basic Contract Data when pipelining a contract to Standalone mode on his/her computer for the first time. It is required that the Basic Contract Data be pipelined to Standalone mode a minimum of twice a week to ensure that the Standalone database has the most current contract information.**

## The Pipeline Panel

When logging on to SiteManager, the User connects to either the standalone database or the server database, depending on which Pipeline function will be used.



The Pipeline Panel

Figure 5-1

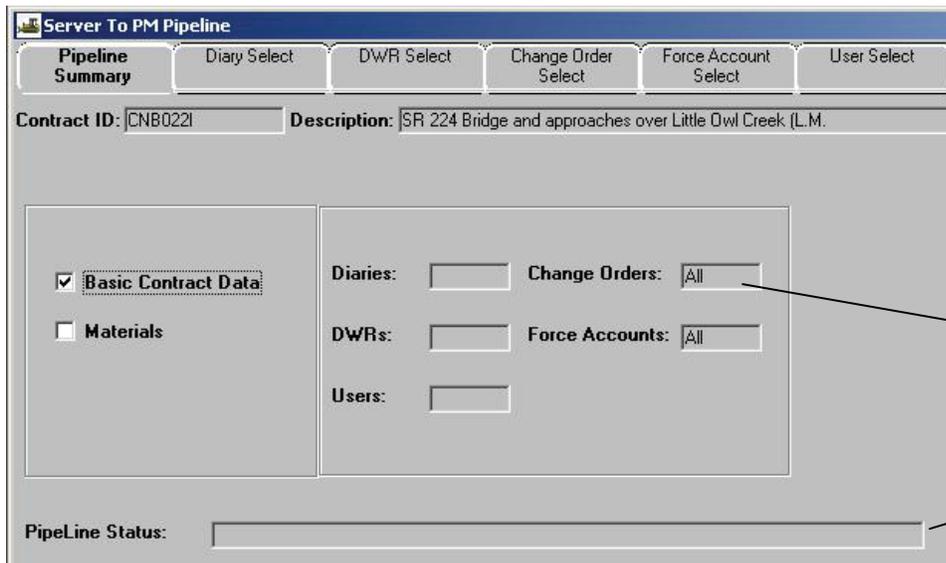
## Check Out — Downloading Data from the Server — PM

The Server to PM Pipeline panel lets the User download (check out) data from the server's database to the standalone workstation's database. To download Contract data from the Server, the User must first select a Contract.

To download Basic Contract Data, the User must check the Basic Contract Data box on the Server to PM Pipeline panel. Basic Contract Data includes all Change Order information. After the User has selected the data to download, the pipeline process is triggered by selecting the Pipeline Data menu option on the Services menu. For the data to download, the Contract must be in active status.

### Server to PM Pipeline Summary

On the Server to PM Pipeline window's Pipeline Summary folder tab, the user can view the number of Daily Work Reports, Diaries, Change Orders, Force Accounts, and Users selected. To see which ones are selected, the User clicks the appropriate folder tab.



The pipeline process loads the Contract directly from the server database to the User's standalone database.

Contract work cannot be recorded in the field until the Basic Contract Data is downloaded.

The standalone workstations depend on periodic downloads from the Server for current data such as the results of estimates.

The Basic Contract Data includes all Change Orders.

The Pipeline Status field shows the activity and complete status of the pipeline process.

The Pipeline Summary Folder Tab

Figure 5-2

**Note:** TDOT will not use the Diary Select, Change Order Select, Force Account Select, or Users Select folder tabs.



## Exercise 5-1

In the following exercise, you will select Contract CNB022I, browse the Server to PM Pipeline panels, and download the basic contract data.

User ID: **jj05751**      Group: **INSP**      Contract: **CNB022I**

1. Double-click the **SiteManager Training** program icon on your desktop.
2. In the **User ID** field, type **jj05751**.
3. Press the **Tab** key.
4. In the **Password** field, type **pass**.
5. Press the **Enter** key.

**Shift-tab if user ID not highlighted.**

Now, let's browse to the Pipeline panel and open a contract.

6. On the **Main Panel**, double-click the **Pipeline** icon.
7. On the **Pipeline** panel, double-click the **Server to PM Pipeline** icon. SiteManager displays the Server to PM Pipeline window.
8. Click the **Open** button.
9. In the **Contract** list box, scroll to and double-click Contract **CNB022I**.
10. Click the **DWR Select** tab.
11. Click the **Change Order Select** tab.
12. Click the **Pipeline Summary** tab.
13. On the **Pipeline Summary** tab, click the **Basic Contract Data** check box (ON).
14. Click the **Services** menu and click **Pipeline Data**. The progress of the download is shown in the **Pipeline Status** field. A message confirms that the data is downloaded.
15. Click the **Close** button.

**Basic Contract Data downloads all Change Orders and any other updates to the contract.**

## Selecting Daily Work Reports

When the User clicks the DWR Select folder tab on the Server to PM Pipeline panel, the panel displays a list of DWRs for the selected Contract. The User selects one or more DWRs to download.

**Server To PM Pipeline**

Pipeline Summary | Diary Select | **DWR Select** | Change Order Select | Force Account Select | User Select

Contract ID: CNB0221    Description: SR 224 Bridge and approaches over Little Owl Creek (L.M.)

**DWRs List:**

User Name	DWR Date	Locked Indicator	Estimate Nbr
-----------	----------	------------------	--------------

**Selected DWRs:**

User Name	DWR Date	Locked Indicator	Estimate Nbr
-----------	----------	------------------	--------------

Add -> | <- Remove | <<- Rem All

The DWR Select Folder Tab

Figure 5-3

**In TDOT, Inspectors may select DWRs from the DWR Select folder tab to download to Standalone mode for modification or review. DWRs must be pipelined back up to the server as soon as modifications have been completed.**

**Users who checkout an unauthorized DWR created by another user to his/her Standalone database must immediately check in the DWR so that it is available to the owner for modification, if necessary, or for inclusion in a Diary. A “view only” copy of the checked out DWR will remain in the Standalone database.**

## Daily Work Report Applicability

Daily Work Report data is transferred using the Pipeline function. To begin working on a Contract, the User must first download Basic Contract Data from the Server. 'Basic Contract Data' includes all of the Contract data required to process the DWRs, including Change Orders. After Contract work is underway, the DWRs are uploaded to the Server.

Pipeline is used to:

- Download Basic Contract Data from the Server
- Upload Daily Work Reports to the Server

## Review for Section 5

To download data from the server:

1. When logging on to SiteManager, connect to the server database.
2. On the **SiteManager** main panel, double-click the **Pipeline** icon.
3. On the **Pipeline** panel, double-click the **Server to PM Pipeline** icon. The **Pipeline Summary** folder tab is displayed.
4. To select a Contract, click the **Open** button.
5. In the **Contract ID** list box, scroll to and double-click the Contract.
6. To download Basic Contract Data, click the **Basic Contract Data** check box (ON).
7. To select Daily Work Reports, click the **DWR Select** folder tab.
8. In the **DWR** list box, shift-click each Daily Work Report to be downloaded.
9. Click the **Add** button. The selected Daily Work Reports are added to the **Selected DWRs** list.
10. Click the **Pipeline Summary** folder tab. The panel displays the total number of Change Orders, Force Accounts, Diaries, Daily Work Reports, and Users selected.
11. To download the selected data from the Server, click the **Services** menu and click the **Pipeline Data** choice. The progress of the download is shown in the **Pipeline Status** field.

## Summary Exercise for Section 5

In the following exercise, you will pipeline data from Contract CNB022K to Standalone mode.

User ID: **jj05751**      Group: **INSP**      Contract: **CNB022K**

1. For Contract **CNB022K**, download the Basic Contract Data from the Server.
2. Exit SiteManager.

## **Section 6 Daily Work Reports I** for Field and Office Documentation

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By the end of this module, you will be able to:

- Understand the Basic Concepts of Daily Work Reports
- Enter Basic Daily Work Report Information
- Enter Contractor Activity
- Enter Contractor Equipment Activity
- Enter Daily Staff Activity
- Select and Record Work Items
- Record Work on a DWR Template

## Daily Work Reports I

The User creates daily records of construction activity in Daily Work Reports. SiteManager lets the User create DWRs on the workstation in the field. Before the Inspector can create the first DWR for a Contract in standalone mode, the Basic Contract Data must be downloaded from the SiteManager Server database to the User's workstation. After the User pipelines the Basic Contract Data onto the workstation's local database, the User can begin creating DWRs in standalone. Typically, for each Contract, each User submits one DWR per day. Only the User who creates the DWR may modify it.

**SiteManager will not allow two DWRs to be created by the same User for the same contract on the same day.**

The Daily Work Report Select panel lets the User open a DWR. The panel lists all of the DWRs stored on the workstation for the selected Contract and the selected User ID. The User can only access the DWRs stored in the local database. The User can open any DWR in the database, but the User cannot modify a report the User did not create. The DWR opens as Read Only if the system finds one of the following:

- The Daily Work Report has been transferred to the server or standalone database
- The Daily Work Report has been authorized
- The Daily Work Report was authored by another User

### Choose Keys

When the User first enters the Daily Work Report window to create a new DWR, the User must first select Choose Keys from the Services menu. By selecting Choose Keys, the User is given a list of Contracts for which to create DWRs. If a User enters the Daily Work Report window to open an existing record, he or she must click the Open button and select the existing DWR. To create a new DWR for the same Contract as the existing DWR, the User must click the New button. To create a new DWR on a different Contract, the User must click the New button and then select Choose Keys from the Services menu to choose a Contract.

The screenshot displays the 'Daily Work Reports' application window. At the top, there are several tabs: 'DWR Info.', 'Contractors', 'Contractor Equip.', 'Daily Staff', 'Work Items', and 'Force Accounts'. The 'DWR Info.' tab is currently selected. Below the tabs, the following information is visible:

- Contract ID: CNB022
- Inspector: Warren, Jackie
- DWR Date: 04/11/09

The main content area is divided into several sections:

- Locked:** No
- Authorized:** No
- Authorized Date:** 00/00/00
- Temperature:** High: 0, Low: 0
- Weather Conditions:** A.M.: [dropdown], P.M.: [dropdown]
- No Work Items Installed:**
- No Contractors On Site:**
- No Daily Staff On Site:**
- Work Suspended:**
- Suspended Time:** 00:00
- Resumed Time:** 00:00

At the bottom, there is a 'Remarks:' section with a list of categories: 'Work Performed', 'Accident', and 'EEO Issues'. The 'Work Performed' category is currently selected.

The DWR Info Folder Tab

Figure 6-1

**In TDOT, the Lead Inspector will complete a DWR for every day during the life of a project including weekends and holidays. Other inspectors will create DWRs for any day they are on-site or reporting work. DWRs may also be created by Office staff.**

**DWRs created by Inspectors will be created in Standalone Mode and DWRs created by Office Staff will be created in Server Mode.**

**Note:** Inspectors should make sure the network cable is unplugged from the laptop when creating a DWR in Standalone Mode.

The Daily Work Reports window has the following folder tabs:

### **DWR Info**

The DWR Info folder tab lets the User create a new DWR and collect information about the day for which the report was created.

### **Contractors**

The Contractors folder tab lets the User enter daily data about the Prime and Subcontractor(s), Supervisor(s), and variable labor (by personnel type). TDOT will not use the Supervisor section of the window.

### **Contractors Equip**

The Contractor Equip folder tab lets the User document the daily presence and use of equipment on the job site for a selected Contractor.

### **Daily Staff**

The Daily Staff folder tab lets the User enter daily information on state employees and consultants. Each entry shows how many hours the staff member worked.

### **Work Items**

The Work Items folder tab lets the User view and add daily usage data for installed Work Items.

### **Force Accounts**

TDOT will not use this feature.

**Contractors folder tab includes the Contractor's Supervisors/Foreman by name, which will not be used by TDOT.**

**Personnel Type is not an employee name, but rather a job title - Electrician, Driver or Heavy Equipment Operator. TDOT will record superintendent/foreman as personnel types.**



## Exercise 6-1

In the following exercise, you will log on in Standalone mode as the Lead Inspector and navigate to the Daily Work Reports window.

**Jackie Warren (jj05751) is the Lead Inspector for all DWR/Diary exercises.**

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022I**

1. Double-click the **SiteManager Training** program icon on your desktop.
2. In the **User ID** field, type **jj05751**.
3. Press the **Tab** key.
4. In the **Connect To** drop-down list, click the expand arrow to the right of the current selection and click **Training Standalone**.
5. In the **Password** field, type **pass**.
6. Press **Enter**.
7. On the **Main Panel**, double-click the **Daily Work Reports** icon.
8. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.

**Shift-tab if the user ID is not highlighted.**

## Entering Basic Daily Work Report Information

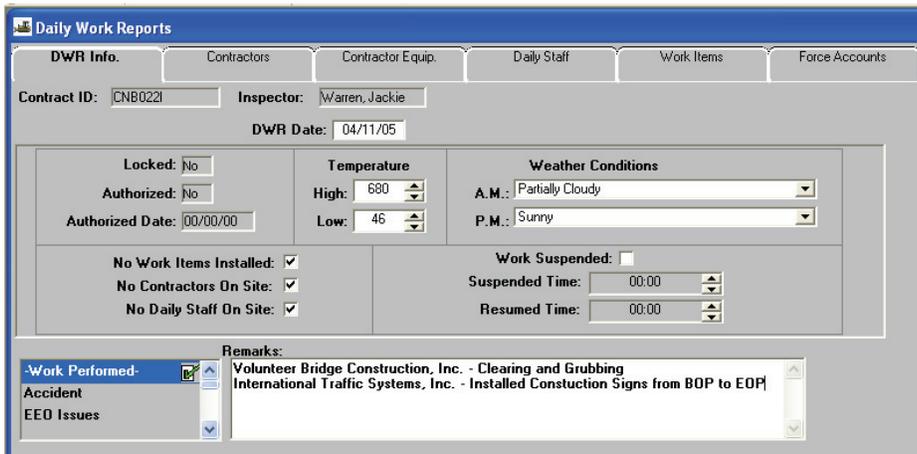
The DWR Info folder tab lets the User create a new DWR and collect information about the day for which the DWR was created. For example, the User enters the weather conditions and high and low temperatures for the day here. The name of the author of this report is displayed in the Inspector field. The date covered by this report is displayed in the DWR Date field. The Locked and Authorized fields indicate the state of the DWR. A locked DWR has been transferred via pipeline to a standalone database and has not been transferred back to the server. An authorized DWR has been approved for payment. If either the Locked or Authorized field displays **Yes**, the User cannot modify the DWR.

**Locked = piped  
DWRs paid on an  
estimate cannot  
be changed,  
although  
locked indicator  
will be N.  
  
Authorized =  
approved in Diary**

This folder tab has three check boxes — No Work Items Installed, No Contractors On Site, and No Daily Staff On Site — that indicate there is no data for the subject. These boxes are checked by default. When the User enters data for the subject on another folder tab, the corresponding check box is cleared automatically.

**Emphasize that  
they do not have to  
click these off if  
they enter data on  
the folder tabs.**

General remarks are also recorded on this folder tab. To record a remark, the User must first select a remark type. If a remark has already been entered for the selected type, as indicated by a check mark next to the type, the remark appears in the Remarks field. A remark does not have a size limit, and can be pasted to and from a word processor.



The DWR Info Folder Tab

Figure 6-2

**In TDOT, field users are required to complete the DWR Date, Temperature, Weather Conditions, and appropriate Remarks (“Work Performed” at a minimum) on the project for the date of the DWR.**

**For the Remarks type “Work Performed”, the field user should enter the contractor’s name, details regarding the item work progress, and the location where the work is performed.**

Same as now, equipment and personnel on next tabs.



## Exercise 6-2

In the following exercise, you will create a new DWR and complete the DWR Info folder tab for April 11, 2005 on Contract CNB022I.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022I**

1. While on the **DWR Info.** folder tab, click the **Services** menu.
2. Click the **Choose Keys** choice.
3. In the **Contract ID** list box, scroll to and double-click Contract **CNB022I**.
4. In the **DWR Date** field, type **041105**.
5. Press the **Tab** key.

Now, let’s add the temperatures and conditions.

6. In the **High Temperature** field, type **68** degrees.
7. In the **Low Temperature** field, type **46** degrees.
8. In the **A.M.** field, click the expand arrow to the right of the current selection and click **Partially Cloudy**.
9. In the **P.M.** field, click the expand arrow to the right of the current selection and click **Sunny**.

If temperatures are not entered correctly, the high temperature will display in both fields.

Now, let’s add a few remarks.

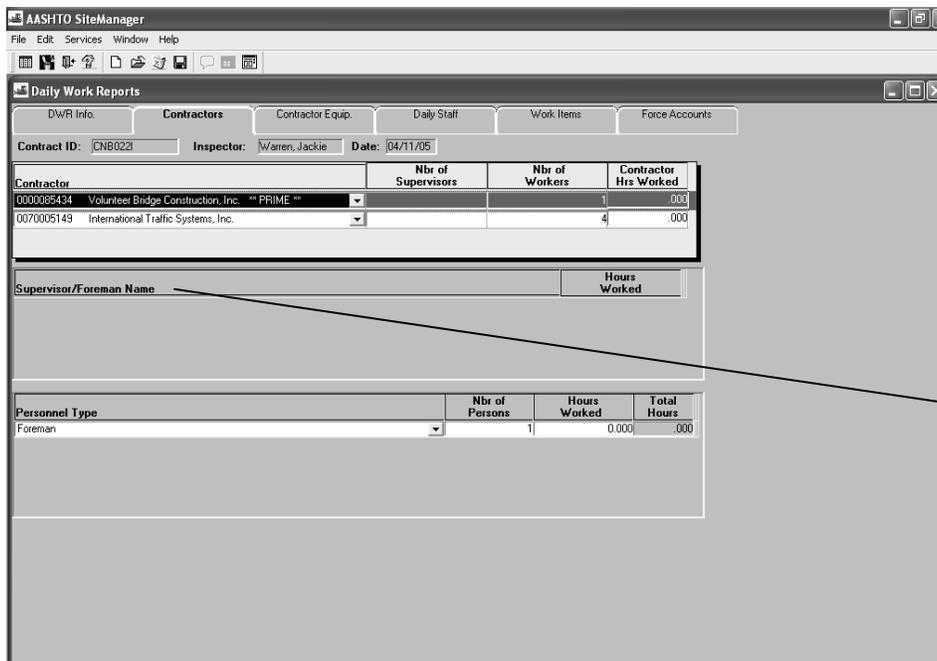
10. In the **Remarks Type** list box, scroll to and click **-Work Performed-**.
11. In the **Remarks** text box, type **Volunteer Bridge Construction, Inc. - Clearing and Grubbing**.
12. In the **Remarks** text box, type **International Traffic Systems, Inc. - Installed Construction Signs from BOP to EOP**.
13. In the **Remarks Type** list box, scroll to and click **Visitor**.
14. In the **Remarks** text box, type **Regional Director arrived on project at 10:00 AM and advised installation of additional series signs at station 25+50 intersection of Walnut Grove Rd.**
15. Click the **Save** button.

## Entering Contractor Activity

The Contractors folder tab in DWR lets the User enter daily data on the Contractor and variable labor (by personnel type). Equipment usage is recorded on the Contractors Equipment folder tab. The User can select the Contractor from a drop-down list of Contractors and Subcontractors who are authorized to work on the Contract. The Prime Contractor is always at the top of the drop-down list. The User must select a Contractor before recording installed work items. A minimum DWR that will impact an Estimate has a Contractor on-site and records installed work items.

Only Subcontractors associated with the Contract and approved for specific work items are accessible from the Contractor drop-down list.

After the User selects a Contractor, the User can select Personnel Types associated with the selected Contractor from the drop-down lists in the Personnel Type area. The records that appear on the drop-down lists are stored on the Contract's Master Lists. To add a record (supervisor, equipment, etc.) that does not appear on a drop-down list, a User must first add it to the Contract Master List from the Vendor Master List.



This is a three-focus window.

TDOT does not use the Supervisor/Foreman Name section on the Contractor's tab.

The Contractors Folder Tab

Figure 6-3

## The Prime Contractor and Subcontractors

The Contractor drop-down list will contain the Prime Contractor and any qualified Subcontractors. The Prime Contractor will be the first contractor in the drop-down list.

Subcontractors are qualified for specific work items in the Subcontract window of the Contract Administration component of SiteManager. The Subcontractor is not available to select on a DWR prior to that subcontractor's approval date for the contract.

**If the Subcontractor does not have an approval date, it will not display.**

**In TDOT, all Contractors (Prime Contractors and Subcontractors) on site should be indicated on the Contractors folder tab of the DWR window. If the Subcontractor is on site, the User must indicate the Subcontractor in the Contractor area of the Contractors folder tab. If the Subcontractor is not on the drop-down list for this Contract, contact the Field Office so it may be added.**



### Exercise 6-3

In the following exercise, you will add a Prime Contractor and a Subcontractor to the DWR on April 11, 2005 for Contract CNB022I.

User ID: **jj05751**

Group: **INSPST**

Mode: **Standalone**

Contract: **CNB022I**

1. Click the **Contractors** folder tab
2. On the **Contractors** folder tab, click the **Contractor** area.
3. Click the **New** button. An empty row is added to the list.
4. In the **Contractor** drop-down list, click the expand arrow to the right of the current selection and click **Volunteer Bridge Construction, Inc**
5. Click the **Save** button.
6. Click the **New** button. An empty row is added to the list.
7. In the **Contractor** drop-down list, click the expand arrow to the right of the current selection and click **International Traffic Systems, Inc.**
8. Click the **Save** button.

**Do not edit values in the Nbr of Supervisors or Nbr of Workers fields.**

## The Contractor Supervisor

**In TDOT, you will NOT use the Supervisor/Foreman section of the window. Instead all Supervisor/Foreman information will be recorded for each Contractor in the Personnel Type section of the Contractor folder tab.**

## The Contractor Personnel

The personnel drop-down list will contain personnel types added to the Contract Master List.

**In TDOT, the User will record all Personnel Types on site for each Contractor indicated on the Contractor list. The Hours Worked field is not a required field and should remain blank. If any additional details are required, the User will enter the information in the Remarks field.**

**If the required Personnel Type is not on the drop-down list, contact the Field Office so it may be added to the DWR Master List.**



## Exercise 6-4

In the following exercise, you will add a personnel type to the contractor on site for the DWR on April 11, 2005 for Contract CNB022I.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022I**

1. On the **Contractors** folder tab, click the **International Traffic Systems, Inc.** contractor.
2. On the **Contractors** folder tab, click the **Personnel Type** area.
3. Click the **New** button. An empty row is added to the list.
4. In the **Personnel Type** drop-down list, click the expand arrow to the right of the current selection and click **Superintendent**.
5. In the **Nbr of Persons** field, type **1**.
6. Click the **New** button. An empty row is added to the list.
7. In the **Personnel Type** drop-down list, click the expand arrow to the right of the current selection and click **Foreman**.
8. In the **Nbr of Persons** field, type **1**.
9. Click the **New** button. An empty row is added to the list.
10. In the **Personnel Type** drop-down list, click the expand arrow to the right of the current selection and click **Truck Driver (2 axles)**.
11. In the **Nbr of Persons** field, type **1**.
12. Click the **New** button. An empty row is added to the list.
13. In the **Personnel Type** drop-down list, click the expand arrow to the right of the current selection and click **Unskilled Laborer**.
14. In the **Nbr of Persons** field, type **3**.
15. Click the **Save** button.

Now let's add personnel for another contractor.

16. On the **Contractors** folder tab, click the contractor **Volunteer Bridge Construction, Inc.**
17. Click the **Personnel Type** area.
18. Click the **New** button. An empty row is added to the list.
19. In the **Personnel Type** drop-down list, click the expand arrow to the right of the current selection and click **Foreman**.
20. In the **Nbr of Persons** field, type **1**.
21. Click the **Save** button.

*You would typically add more personnel and equipment for Volunteer Bridge at this point, but we will continue through the DWR for training purposes.*

## **Modifying Personnel Type Master List**

The Master List of personnel types is maintained for each Contractor on each Contract. The Master Lists are maintained by HQ Construction Office, while the Contract Master List is maintained by the Field Office.

As Subcontracts are added to the Contract, the Subcontractors personnel and equipment must be added to the master list to allow reporting of these in the DWR. *This process is included in the Contract Activation chapter of the Office Documentation Course.*

## Entering Contractor Equipment Activity

The Contractor Equip folder tab lets the User document the presence and use of equipment on the job site for the selected Contractor. The user enters the number of pieces of each equipment type on the site on this date and the number of pieces used. User must select a Contractor before entering equipment information for the Contractor.

After the User selects a Contractor, the User can select Equipment IDs from the drop-down list in the Equipment ID - Description field. The records that appear on the drop-down list are stored in the Contractor's Contract Master List. To add a record that does not appear on the drop-down list, the User must first add it to the Contract Equipment Master List from the Vendor Master List.

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
0070005149 International Traffic Systems, Inc.		6	0.000

Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used
HAUL Haul Truck	1	1	0.000
PICK Pickup Truck	2	2	0.000

**Do not edit values in the Nbr of Supervisors or Nbr of Workers fields. These fields are automatically populated.**

The Contractor Equipment Folder Tab

Figure 6-4

**In TDOT, the User will record the type of equipment, number of pieces, and number of pieces used. TDOT will not use the “Hours Used” field.**

**If an equipment selection is not available, contact the Field Office so it may be added to the DWR Master List.**



## Exercise 6-5

In the following exercise, you will add equipment to the contractor on site for the DWR on April 11, 2005 for Contract CNB022I.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022I**

1. On the **Daily Work Reports** window, click the **Contractor Equipment** folder tab.
2. On the **Contractors Equipment** folder tab, click the **International Traffic Systems, Inc.**
3. Click the **Equipment ID-Description** area.
4. Click the **New** button. An empty row is added to the list.
5. In the **Equipment ID-Description** drop-down list, click the expand arrow to the right of the current selection and click **Pickup Truck**.
6. In the **Nbr. of Pieces** field, type **2**.
7. In the **Nbr Used** field, type **2**.
8. Click the **New** button. An empty row is added to the list.
9. In the **Equipment ID** drop-down list, click the expand arrow to the right of the current selection and click **Haul Truck**.
10. In the **Nbr. of Pieces** field, type **1**.
11. In the **Nbr Used** field, type **1**.
12. Click the **Save** button.

**May need to click in the Nbr of Pieces field first to activate drop-down list.**

Now let's add equipment for another contractor.

13. On the **Contractors Equipment** folder tab, click the **Volunteer Bridge Construction, Inc.**
14. Click the **Equipment ID-Description** area.
15. Click the **New** button. An empty row is added to the list.
16. In the **Equipment ID-Description** drop-down list, click the expand arrow to the right of the current selection and click **Pickup Truck**.
17. In the **Nbr. of Pieces** field, type **1**.
18. In the **Nbr Used** field, type **1**.
19. Click the **Save** button.

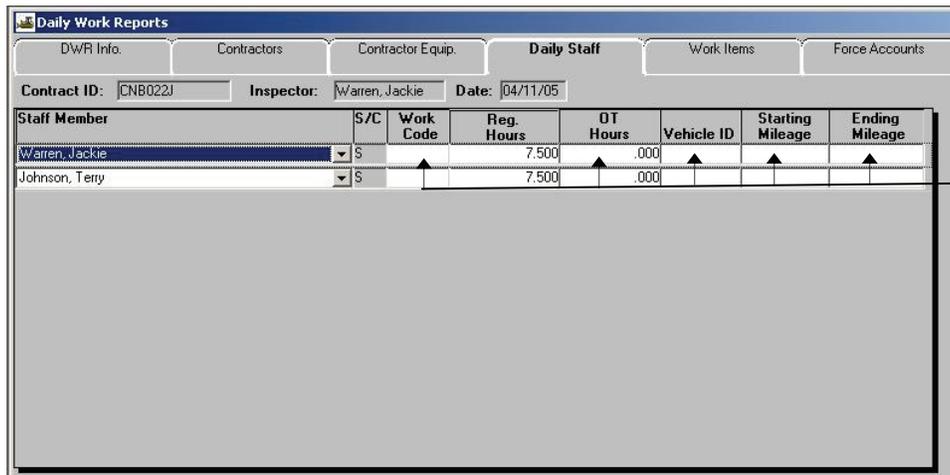
## **Modifying the Equipment Master List**

A Master List of equipment is maintained for each Contractor on each Contract. The Master List is maintained by HQ Construction Office, while the Contract Master List is maintained by the field office.

As Subcontracts are added to the Contract, the Subcontractors personnel and equipment must be added to the master list to allow reporting of these in the DWR. *This process is included in the Contract Activation chapter of the Office Documentation Course.*

## Entering Daily Staff Activity

The Daily Staff folder tab lets the User enter daily information on state employees and consultants. Each entry shows how many hours the staff member worked. The User selects staff members from the drop-down list in the Staff Member field. The User may also enter remarks for each line of Daily Staff recorded. The Staff Members that appear on the drop-down list are stored in the Contract Master List. Staff Members that do not appear on the drop-down list must first be added to the Contract Master List.



Staff Member	S/C	Work Code	Reg. Hours	OT Hours	Vehicle ID	Starting Mileage	Ending Mileage
Warren, Jackie	S		7.500	.000			
Johnson, Terry	S		7.500	.000			

**In TDOT, these five fields remain blank.**

The Daily Staff Folder Tab

Figure 6-5

**In TDOT, the Project Supervisor will determine which user will record the name of the TDOT staff members on site, as well as the total number of hours each staff member was at the project site. The total number of regular and overtime hours will be entered in the Reg. Hours column. All other fields should be left blank.**

**Users not designated by the Project Supervisor should not complete this folder tab.**

**Staff Hours Custom Report will show TDOT Staff and hours so you can transfer the data to the time card. Information regarding consultants can be viewed by running the Consultant Hours Custom Report.**



## Exercise 6-6

In the following exercise, you will add TDOT Daily Staff to the DWR on April 11, 2005 for Contract CNB022I.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022I**

1. On the **Daily Work Reports** window, click the **Daily Staff** folder tab.
2. Click the **New** button. An empty row is added to the list.
3. In the **Staff Member** drop-down list, click the expand arrow to the right of the current selection and click **Warren, Jackie**.
4. In the **Reg. Hours** field, type **7.5**.
5. Click the **New** button. An empty row is added to the list.
6. In the **Staff Member** drop-down list, click the expand arrow to the right of the current selection and click **Johnson, Terry**.
7. In the **Reg. Hours** field, type **7.5**.
8. Click the **Save** button.
9. Click the **Work Items** folder tab.

# Selecting and Recording Work Items

The Work Items folder tab lets the User view and add daily usage data for installed Work Items. Before entering Work Item data, the Contractor responsible for the Work Item must be entered on the Contractors folder tab. When the User first selects the Work Items folder tab, the Select Work Item list is displayed. The *Record Work Item* and *Selects Work Item* buttons let the User toggle between two different versions of the Work Items folder tab. To enter usage data, the User first selects the Work Item and then selects the *Record Work Item* button (or the Record Work Item option on the Edit menu). This displays the Record Work Items folder tab on which the User can view and add daily usage data.

**Contractor must be entered first.**



The Record Work Item and Selects Work Item Buttons

Figure 6-6

The User can toggle between two different versions of the Work Items folder tab. When the User first selects the Work Items folder tab, or when the Selects Work Item button is clicked, the Select Work Items folder tab lists Work Items for the selected Contract. The Work Items are listed in ascending order by Project Number then Item Code. The User can find, filter, and sort the list. If an Item has installed quantities for the selected DWR, the Installed (Instld) check box is checked (ON).

**Since this training software was developed in an earlier version of SiteManager, this screen may look slightly different when you are actually working in the system. For example, the Instld Column is now on the far left and there is a new Category Description column.**

Daily Work Reports						
DWR Info.		Contractors	Contractor Equip.	Daily Staff	Work Items	Force Accounts
Contract ID: [CNB022J]		Inspector: [Warren, Jackie]	Date: [04/11/05]			
Project Number	Line Item Number	Category Number	Item Code	Description	Instld	Supplemental Description 1
55019-3220-94	0010	0100	105-01	CONSTRUCTION STAKES, LINES AND GRADES	<input type="checkbox"/>	
55019-3220-94	0020	0100	201-01	CLEARING AND GRUBBING	<input type="checkbox"/>	
55019-3220-94	0030	0100	203-01	ROAD & DRAINAGE EXCAVATION (UNCLASSIFIED)	<input type="checkbox"/>	
55019-3220-94	0040	0100	203-03	BORROW EXCAVATION (UNCLASSIFIED)	<input type="checkbox"/>	
55019-3220-94	0050	0100	203-06	WATER	<input type="checkbox"/>	
55019-3220-94	0060	0100	209-03	CHECK DAMS	<input type="checkbox"/>	
55019-3220-94	0070	0100	209-05	SEDIMENT REMOVAL	<input type="checkbox"/>	
55019-3220-94	0080	0100	209-06	BALED HAY OR STRAW EROSION CHECKS	<input type="checkbox"/>	
55019-3220-94	0090	0100	209-08.03	TEMPORARY SILT FENCE (WITHOUT BACKING)	<input type="checkbox"/>	
55019-3220-94	0100	0100	303-01	MINERAL AGGREGATE, TYPE A BASE, GRADING D	<input type="checkbox"/>	
55019-3220-94	0110	0100	307-01.01	ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADIN	<input type="checkbox"/>	
55019-3220-94	0120	0100	307-01.08	ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADIN	<input type="checkbox"/>	
55019-3220-94	0130	0100	402-01	BITUMINOUS MATERIAL FOR PRIME COAT (PC)	<input type="checkbox"/>	
55019-3220-94	0140	0100	402-02	AGGREGATE FOR COVER MATERIAL (PC)	<input type="checkbox"/>	
55019-3220-94	0150	0100	403-01	BITUMINOUS MATERIAL FOR TACK COAT (TC)	<input type="checkbox"/>	
55019-3220-94	0170	0100	411-01.01	ASPHALT CEMENT (PG64-22) (ACS) GRADING D	<input type="checkbox"/>	
55019-3220-94	0180	0100	411-01.02	AGGREGATE (ACS) GRADING D	<input type="checkbox"/>	

The Select Work Items Folder Tab

Figure 6-7

When the Record Work Item button is clicked, the Record Work Items window displays usage information on the selected Item for the DWR. The Record Work Items window allows the User to view existing data for the Work Item or add new usage data.

The Record Work Items Folder Tab

The Record Work Items Folder Tab

Figure 6-8

The Record Work Items window displays the following Item information:

- Qty Reported to Date – Total quantity reported on DWRs.
- Qty Authorized to Date – Total quantity reported on DWRs that were authorized in Diaries.
- Units Type - The unit of measure for the pay item.
- Qty Installed to Date – Total quantity reported on DWRs that were authorized in Diaries and included in approved and pending estimates.
- Qty Paid to Date – Total quantity reported on DWRs that were authorized in Diaries and included in an estimate of any status. This value will always be the same as the Qty Installed to Date for TDOT when all estimates are approved.
- Current Contract Qty - Current contract quantity of the Contract line item including any Change Orders. Current Quantity is calculated by the sum of Bid Quantity and the net Change Order quantity.

TDOT is not using Pay To Plan Qty.

Again, this screen may look slightly different when you get back to your office. An As Built Qty field is now directly below Placed Qty which TDOT does not plan to use. Also the Measured Indicator is displayed different.

In TDOT, it is important to select the appropriate Category when documenting installed quantities on an item if that item exists in more than one Category. The table below defines the various Categories used by TDOT. Participating Categories are those paid by the normal funding source for the project. Non-Participating Categories are those paid by other funding sources than the normal funding source for the project. Descriptions of the funding sources can be found in the Contract Funding window located at *Main Panel*>*Contract Administration*>*Contract Records*>*Contract Funding*. If there are any questions concerning funding or if a Category needs to be added, please contact the Headquarters Finance Office.

In TDOT, on the Record Work Items folder tab, the Placed Quantity, Contractor and Location are required information for each location sequence number. TDOT will NOT use the As Built Qty field. Only the Prime Contractor and subcontractors approved to work on the work item can be selected as the Contractor. If more than one contractor (prime or sub) performs work on the same Placed Quantity, the contractor performing most of the work should be selected. While subcontractors may perform work on Add-On Items (non-bid items added with a quantity of zero and a line item number of 9000-9499), these must be recorded against the Prime Contractor because they will not appear as subcontracted items. If the Placed Qty is not editable, a DWR template is required. The Station Number fields should be used (if appropriate) for that item.

In TDOT, installed work items from the DWRs *authorized* in the Diary window are used by the Contractor Payments component of SiteManager as the basis for paying the Contractor in an Estimate.

A minimum TDOT DWR in SiteManager that reports installed quantities must include:

- The weather conditions
- The Work Performed remark, including the name of the contractor performing the work
- The Contractor reported on the site, including personnel and equipment
- The quantities at the item level that were installed
- The location where the items were installed

Item Types	Participating Categories	Non-Participating Categories
Roadway Items	0100	0110 - 0190
Box Bridge Items	0300	0310 - 0390
Bridge Items	0500	0510 - 0590
Maintenance & Other Items	0700	0710 - 0790
Utility Items	0900	0900 - 0990
Alternate Bid Items	>1100	

TDOT Categories

Table 6-1



## Exercise 6-7

In the following exercise, you will record the details of a work item for the Prime Contractor for the DWR on April 11, 2005 for Contract CNB022I.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022J**

1. Scroll to and select Project Nbr **55019-3220-94**, Line Item Number **0020**, Category Number **0100**, Item Code **201-01**, Description **CLEARING AND GRUBBING**.
2. Click the **Record Work Item** button. SiteManager displays the info on the **Work Items** panel.

Now, let's enter the information about that work item.

3. Click the **New** button.
4. In the **Placed Qty** field, type **0.20**
5. In the **Contractor** drop-down list, click the expand arrow and click **Volunteer Bridge Construction, Inc.**
6. In the **Location** field, type **Grey Road**.
7. Click the **Save** button.
8. Click the **Selects Work Item** button to return to the contract item list.

## Selecting and Recording to a DWR Template

DWR Templates are used to record contract activity data that cannot be entered on standard SiteManager panels. DWR Templates can also calculate values for work items and those values can be returned to populate the Placed Qty field of the Daily Work Report. If an item has an associated template for the contract that returns a value, then the Placed Qty field can only be populated by that return value and recording data to DWR Templates. The list of DWR templates available for the item may be accessed with the DWR Template button.

Any DWR Templates associated to the selected Item are available from the DWR Template window for viewing or entering data. The DWR Template panel is accessed with the DWR Template button. If the item requires the use of a template, the DWR Template panel automatically displays when the work item location and contractor data is saved.



The DWR Template Button

Figure 6-9

The DWR Templates panel displays a list of the DWR Templates available for use with this Work Item. The user chooses which DWR Template associated to the selected Item to view or record data to. Once the DWR Template has been chosen the User can enter data into the template.

Template ID	Description	Used	Detail/ Multi Line	Returns Value
SM01	01 - PAY QUANTITY	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SM25E	25E - CUBIC (ENGLISH)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This screen does not match the data in the training exercise, but does reflect the use of the SM01 template.

The DWR Template Panel

Figure 6-10

**DWR Template - SM05**

Contract: CNB022J Inspector: Warren, Jackie DWR Date: 04/18/05  
 Project Nbr: 55019-3220-94 Line Itm Nbr: 0500 Loc Seq No: 1  
 Item Code & Desc: 606-09.01 TEST PILES (PRECAST CONCRETE, SIZE 1)

STRUCTURE INFORMATION				SURVEY INFORMATION			
Structure Type	Bridge	Bridge Number	1	BM		380.000	
Substructure Type	Abutment	Abutment Number	1	RR		9.900	
Location	Bridge 1 - Abutment 1	Station/Position	5+35 / ft cl	PCO		381.500	
PILE INFORMATION				HI		389.900	
Pile Number	8	Heat Number (Steel)	N/A Concrete Pile	RR GR		8.400	
Initial Length (ft)	55.0	Load	100.000	OP		381.500	
Added Length (ft)	.0	Required Bearing	150.000				
Pay Quantity	55.0	Remarks	#8 driven to 1.5 times req bearing				

Pile Penetration		Below P.C.O.		Refusal?	Hammer Type	Hammer Weight, W (lbs)	Hammer Stroke, H (ft)	Area of
(ft)	(in) to	(ft)	(in)					
Ex: 10	6	11	0					
0	0	24	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	P+H/Pre-Drilled P+H			
24	0	25	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	Single Action	3800.000	7.500	

The DWR Template

Figure 6-11

**TDOT has developed a number of SiteManager DWR Templates similar to the forms currently used for calculating and recording item quantities.**



## Exercise 6-8

In the following exercise, you will use a DWR template to record a placed quantity to the DWR on April 11, 2005 for Contract CNB022I.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022J**

1. Scroll to and select Project Nbr **55019-3220-94**, Line Item Number **0310**, Category Number **0100**, Item Code **712-06**, Description **SIGNS (CONSTRUCTION)**.
2. Click the **Record Work Item** button. SiteManager displays the info on the **Work Items** panel.

Now, let's enter the information about the work item.

3. Click the **New** button.
4. Why is the Placed Qty field gray and un-editable for this item?  
**DWR Template Required**
5. In the **Contractor** drop-down list, click the expand arrow and click **International Traffic**
6. In the **Location** field, type **BOP to EOP**.
7. Click the **Save** button. SiteManager displays the DWR Template window.
8. What is the title of the window that displayed when the save button was clicked?  
**DWR Template**
9. Double-click Template ID **22A - Aluminum Signs**.
10. In the **Sign Schedule** field, type **12B**.
11. In the **Legend** field, type **General Robert R Neyland Bridge**
12. In the **Size** field, type **24" x 60"**.
13. In the **Area of Each Sign** field, type **10.00**.
14. In the **# of Signs** field, type **40**.
15. Press the **Tab** key.
16. What is displayed in the **Pay Quantity** field?           **400.0**
17. Click the **Save** button.
18. Click the **Close** button.
19. Click the **Remarks** button.
20. In the **Remarks** box, type **this is an example Remark**.
21. Click the **Remark** button to close the Remarks window.
22. Click the **Save** button.
23. Click the **Selects Work Item** button to return to the contract item list.

**Point out the lines displayed on the Remarks button.**

**Template 22A has been revised since this training was originally developed. There are actual fields on this template now for remarks.**

**This step demonstrates the Select Work Item button.**



## Exercise 6-9

**Exercise setup: It is one week later, and users are opening a DWR that was created earlier in the day to record placed quantity totals.**

In the following exercise, you will record the details of a work item for the Prime Contractor for the DWR on April 18, 2005 for Contract CNB022J.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022J**

First, let's open an existing a DWR.

1. On the **Daily Work Reports** window, click the **DWR Info** folder tab.
2. Click the **Open** button.
3. In the **Contract ID** select box, click the **Contract ID** button to change the focus of the window.
4. From the **Contract ID** select list, double-click Contract ID \_\_\_\_\_ **CNB022J**.
5. From the **Inspector** select list, double-click User ID **jj05751 (Warren, Jackie)**.
6. From the **Date** select list, double-click DWR Date **04/18/05**.
7. The DWR will open. Review the details on the **DWR Info** folder tab.

**Note: changing to contract J**

Now, let's add a remark.

8. In the **Remarks Type** list box, scroll to and click **Work Performed**.
9. In the **Remarks** text box, type **Volunteer Bridge Construction, Inc. - Test pile driven at 2:30 PM**.
10. Click the **Save** button.

Now, let's review some more of the information on this DWR.

11. Click the **Contractors** folder tab. Was the Prime Contractor on-site? **Yes - Volunteer Bridge Construction, Inc**
12. Click the **Contractor Equip.** folder tab. How many pieces of equipment are listed on this DWR? **Five types (7 total pieces)**
13. Click the **Daily Staff** folder tab. How many agency staff members were on site **Five**

Now, let's record a new work item.

14. Click the **Work Items** folder tab.
15. Scroll to and select Project Nbr **55019-3220-94**, Line Item Number **0500**, Category Number **0500**, Item Code **606-09.01**, Description **TEST PILES (PRECAST CONCRETE, SIZE 1)**.
16. Click the **Record Work Item** button. SiteManager displays the info on the **Work Items** panel.

**The purpose of this exercise is to show a multi-line template as opposed to a regular template used in the previous exercise.**

Now, let's enter the information about that work item.

17. Click the **New** button.
18. Why is the Placed Qty field gray and un-editable for this item?  
**DWR Template Required**

---

19. In the **Plan Page Nbr.** field, type **6**.
20. In the **Contractor** drop-down list, click the expand arrow and click **Volunteer Bridge Construction, Inc.**
21. In the **Location** field, type **Abutment #1, Column B, Footing A**.
22. In the **Station From** fields, type **5 + 25 LT 45**.
23. In the **Station To** fields, type **5+ 50 RT 45**.
24. Click the **Save** button. SiteManager displays the DWR Template window.
25. What is the title of the window that displayed when the save button was clicked?  
**DWR Template**

---

26. In the DWR Template list box, scroll to and click Template ID **SM05, 05-TEST PILING (ENGLISH)**.
27. Click the **Record Template Data** button.

**Provide enough detail in the Location field so that it is easy for others to interpret.**

**If using any of the station fields, the others may not be left blank.**

**We need to save this information, but be prepared; clicking Save will open the DWR Template window.**

Now, let's enter the structure information.

28. In the **Structure Type** field, click the drop-down arrow and click **Bridge**.
29. In the **Bridge Number** field, type **1**.
30. In the **Substructure Type** field, click the drop-down arrow and click **Abutment**.
31. In the **Abutment Number** field, type **1**.
32. In the **Station/Position** field, type **5+35 / RT CL**.
33. What is automatically populated in the Location field?  
**Bridge 1 - Abutment**

Now, let's enter the survey information

34. In the **BM** field, type **380.000**.
35. In the **RR** field, type **9.9**.
36. In the **PCO** field, type **381.50**.
37. Notice the Survey Info fields HI, RRGR, and OP fields were automatically populated.

Now, let's enter the pile information.

38. In the **Pile Number** field, type **8**.
39. In the **Initial Length (ft)** field, type **55.0**.
40. In the **Added Length (ft)** field, type **0**.
41. Note the **Pay Quantity** field is automatically populated.
42. In the **Heat Number (Steel)** field, type **N/A – Concrete Pile**.
43. In the **Load** field, type **100**.
44. In the **Required Bearing** field, type **150**.
45. In the **Remarks** field, type **#8 driven to 1.5 times req bearing**.
46. Click the **Save** button.

Now, let's record the pile penetration below P. C. O. as 0 feet 0 inches to 24 feet 0 inches.

47. Under the **(ft)** label, verify **0**.
48. Under the **(in) to** label, verify **0**.
49. Under the **(ft)** label, type **24**.
50. Under the **(in)** label, verify **0**.
51. In the **Refusal?** field, verify the **No** radio button is selected (ON).
52. Click in the **Hammer Type** field and click **P+H/Pre-Drilled P+H**.
53. Click the **Save** button.

**Remaining portion of template exercise is in detail section of the template. Remind students to be careful of place holder zeros.**

**Users MUST TYPE THE ZEROS like in the number ten even if it appears that the zeros are there already.**

**Remind users to press the Tab key to move between fields.**

**Users need to click the New button each time they enter a new data set.**

Now, let's continue the driving log:

54. Click the **New** button.
55. In the **(ft)** field, type **24**.
56. In the **(in) to** field, verify **0**.
57. In the **(ft)** field, type **25**.
58. In the **(in)** field, verify **0**.
59. In the **Refusal?** field, verify the **No** radio button is selected (ON).
60. In the **Hammer Type** field, click the expand arrow and click **Single Action**.
61. In the **Hammer Weight, W (lbs)** field, type **3800**.
62. In the **Hammer Stroke, H (ft)** field, type **7.5**.
63. Press the **Tab** key.
64. What is automatically populated in the **Penetration (in)** field? 12.000
65. In the **Number of Blows** column, type **100**.
66. What is automatically populated in the **Bearing (tons)** field? 129.545
67. Click the **Save** button.
68. What is the Pay Quantity? 55.0

Now, let's view the results of using the template.

69. Click the **Close** button.
70. What has been populated in the **Placed Quantity** field? 55.0
71. Click the **Save** button.
72. Click the **DWR Info.** tab.
73. To prepare for the summary exercise, click the **New** button.

**Set up for  
summary  
exercise: to  
prevent students  
from getting the  
“copy” message.**

## Review for Section 6

To access the Daily Work Report window:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.

To enter basic DWR Info folder tab:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. In the **High Temperature** field, click the spin button to advance to or type the correct temperature.
5. Press the **Tab** key.
6. In the **Low Temperature** field, click the spin button to advance to or type the correct temperature.
7. Press the **Tab** key.
8. In the **A.M.** field, type the prevailing weather conditions for the A.M. hours of the work period.
9. Press the **Tab** key.
10. In the **P.M.** field, type the prevailing weather condition for the P.M. hours of the work period.
11. To enter a remark, in the **Remark Type** list box, scroll to and click the desired remark type. Then type the remark in the **Remarks** field.
12. Click the **Save** button.

To enter Contractor activity:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Enter or modify basic DWR Info.
5. Click the **Save** button.
6. Click the **Contractors** folder tab.
7. Modify the Contractor data appropriately.
8. Click the **Save** button.

To add a personnel type to a Daily Work Report:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Enter or modify basic DWR Info.
5. Click the **Save** button.
6. Click the **Contractors** folder tab.
7. If there is more than one Contractor listed, click the **Contractor** who employs the worker.
8. Click the **Personnel Type** field and click the **New** button. An empty row is added to the list.
9. In the **Personnel Type** drop-down list, click the expand arrow and click the desired personnel type.
10. Press the **Tab** key.
11. In the **Nbr of Persons** field, type the number of workers of this Personnel Type who worked on this date.
12. Click the **Save** button.

To add equipment to a Daily Work Report:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Enter or modify basic DWR Info.
5. Click the **Save** button.
6. Click the **Contractors** folder tab.
7. Add the contractor who supplied the equipment.
8. Click the **Save** button.
9. Click the **Contractor Equipment** folder tab.
10. If there is more than one Contractor listed, click the Contractor who supplied the equipment.
11. Click the **Equipment ID** field and click the **New** button. An empty row is added to the list.
12. In the **Equipment ID** drop-down list, click the expand arrow and click the desired equipment ID.
13. Press the **Tab** key.
14. In the **Nbr of Pieces** field, type the number of pieces of this equipment present on this date.
15. Press the **Tab** key.
16. In the **Nbr Used** field, type the number of pieces of this equipment used on this date.
17. Click the **Save** button.

To add Daily Staff to a Daily Work Report.

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Click the **Daily Staff** folder tab.
5. Click the **New** button on the toolbar.
6. In the **Staff Member** drop-down box, click the name of the staff member you want to add.
7. In the **Reg. Hours** field, type the number of hours the staff member worked.
8. Click the **Save** button.

To select and record a Work Item:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Enter or modify basic DWR Info.
5. Click the **Save** button.
6. Click the **Contractors** folder tab.
7. Add the contractor who installed the work item(s).
8. Click the **Save** button.
9. Click the **Work Items** folder tab.
10. In the **Work Item** list box, scroll to and click the work item whose installation needs to be recorded.
11. Click the **Record Work Item** button.
12. Click the **Location Installed** field and click the **New** button. An empty row is inserted on the Record Work Item List.
13. In the **Placed Qty** field, type the quantity of the item installed at this location.
14. Press the **Tab** key.
15. In the **Plan Page Nbr** field, type the page number of a reference to the installed item.
16. In the **Contractor** drop-down list, click the expand arrow and click the name of the Contractor responsible for the installed item.
17. Press the **Tab** key.
18. In the **Location** field, type the location where the item was installed.
19. In the **From Station** field, type the Station ID that identifies where the installation of this Work Item starts.
20. Press the **Tab** key.
21. In the **From Station Offset** field, type the offset from the Station ID that identifies where the installation of this Work Item starts.
22. Press the **Tab** key.
23. In the **From Station Distance** field, type the offset distance from the Station ID that identifies where the installation of this Work Item starts.
24. Press the **Tab** key.
25. In the **To Station** field, type the Station ID that identifies where the installation of this Work Item ends.

26. Press the **Tab** key.
27. In the **To Station Offset** field, type the offset from the Station ID that identifies where the installation of this Work Item ends.
28. Press the **Tab** key.
29. In the **To Station Distance** field, type the offset distance from the Station ID that identifies where the installation of this Work Item ends.
30. Click the **Save** button.
31. Repeat steps 12-31 for additional locations where the work item was installed on this workday.
32. When complete, click the **Select Work Item** button to select additional items for recording or return to the current DWR.

To Record Work Item Data to DWR Templates:

1. To invoke the DWR Template window click on the **DWR Template** button or select **Edit/View Work Item Template Data** from the **Services** menu.
2. The DWR Template ID window displays the Templates available for use with the selected Work Item. Choose a DWR Template to record data to and click the **Record Template Data** button or choose **Record Template Data** from the **Services** menu. The DWR Template is displayed.
3. Enter the appropriate data into the fields of the DWR Template.
4. Click the **Save** button or select **Save** from the **File** menu when the data is fully entered into the Template.
5. Click the **Close** button or select **Close** from the **File** menu to return to the Record Work Item window. The **Placed Qty** field is now populated with the value from the DWR Template and the **Templt Used** box is checked.

**Key to recording DWR data is accuracy. The placed quantity recorded in a DWR is the quantity that will be paid on an estimate, barring any test report or other adjustments.**

**“Garbage in = garbage out”**

## Summary Exercise for Section 6

In the following exercise, you will create a DWR for **April 19, 2005** for Contract **CNB022J** using the information provided below.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022J**

Weather conditions:

- **High - 70 degrees**
- **Low - 49 degrees**
- **AM -Partially Cloudy**
- **PM - Partially Cloudy**

Remarks:

- Work Performed: **Volunteer Bridge installed 18” RCP at station 16+75 RT Centerline.**

Personnel:

- **Foreman – 1**
- **Class “B” Operator – 2**
- **Class “D” Operator – 1**
- **Truck Driver (3/4 axels) – 2**

Equipment (on site and used)

- **Backhoe/Hydraulic Excav - 1**
- **Pickup Truck – 3**
- **Bull Dozer – 1**
- **Bobcat – 1**
- **Haul Truck – 2**

Daily Staff

- **Warren, Jackie – 7.5 hours**
- **Johnson, Terry – 7.5 hours**

Items:

1. **Item Code 204-07, BEDDING MATERIAL (PIPE) CLASS B (Project 55021-3214-94, Line Item Nbr 0643, Category Number 0100):**

- **Plan Page Nbr: 4A**
- **Contractor: Volunteer Bridge Construction, Inc.**
- **Location: Station 16+75 RT Centerline**
- **Template SM10E**
- **Culvert Type: Concrete Pipe**
- **Pipe Diameter (in): 18**
- **Length (ft): 50.000**

What is the pay quantity for this item? \_\_\_\_\_ 10.6

2. **Item Code 607-39.02, 18” PIPE CULVERT (Project 55019-3220-94, Line Item Nbr 0200, Category Number 0100):**

- **Contractor: Volunteer Bridge Construction, Inc.**
- **Location: Station 16+75 RT Centerline**
- **Placed Quantity: 50**

When complete, navigate to the **Daily Work Reports** panel.

## **Section 7 Daily Work Reports II** for Field and Office Documentation

---

By the end of this module, you will be able to:

- Copy a Daily Work Report
- Modify a Daily Work Report

## Copying a Daily Work Report

After creating the first Daily Work Report for a new Contract, it is easier to copy an existing DWR rather than creating a new one from scratch. A copied Daily Work Report copies the following data to a new Daily Work Report.

- Contractor
- Personnel (Including number of persons)
- Equipment (Including number of pieces and number used)
- Daily Staff (Including hours)

A copied DWR will not include the following data from the original Daily Work Report:

- Basic DWR Info
- Installed Work Items and Templates

To copy a DWR, the user simply changes the date on any existing DWR. This prompts the user to confirm the contractor data should be copied to the new DWR date. You may use the calendar to indicate the new DWR date, or you may type the new date over the existing date in the date field.

**To copy a DWR, the user simply changes the date on any existing DWR.**

**Tip:** The User copying it must have authored the DWR being copied.

The DWR Info Folder Tab

Figure 7-1

**In TDOT, the following must be entered on the DWR Info folder tab on a copied DWR:**

- Date
- Temperature
- Weather Conditions
- Work Performed Remarks, including contractor name
- Appropriate Remarks



## Exercise 7-1

In the following exercise, you will copy an existing DWR for April 18, 2005 to create a new DWR for April 20, 2005 on Contract CNB022J.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022J**

First, open the DWR you wish to copy from (4/18/05):

1. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
2. Click the **Open** button. SiteManager displays the Contract ID window.
3. In the **Inspector** list box, scroll to and double-click **jj05751**.
4. In the **Date** list box, scroll to and double-click the DWR Date **04/18/05**. SiteManager displays the Daily Work Reports window.

Now, let's copy the contractor information from the 4/18/05 DWR to a new DWR for 4/20/05.

5. In the **DWR Date** field, type **042005**.
6. On the keyboard, press the **Tab** key. SiteManager displays a message prompting you to confirm your desire to copy the contractor information.
7. In the message, click the **Yes** button.
8. Click the **Save** button.

Users may also use the calendar to pick a date.

Now, let's enter the temperatures and conditions for 4/20/05.

9. In the **High Temperature** field, type **71**.
10. In the **Low Temperature** field, type **52**.
11. In the **A.M.** drop-down list, click the expand arrow to the right of the current selection and click **Sunny**.
12. In the **P.M.** drop-down list, click the expand arrow to the right of the current selection and click **Sunny**.

**Stress this!**  
To be prompted to copy contractor info, after typing or choosing the new date, Tab out of the DWR Date field, save or click into another field.

Now, let's enter a remark for 4/20/05.

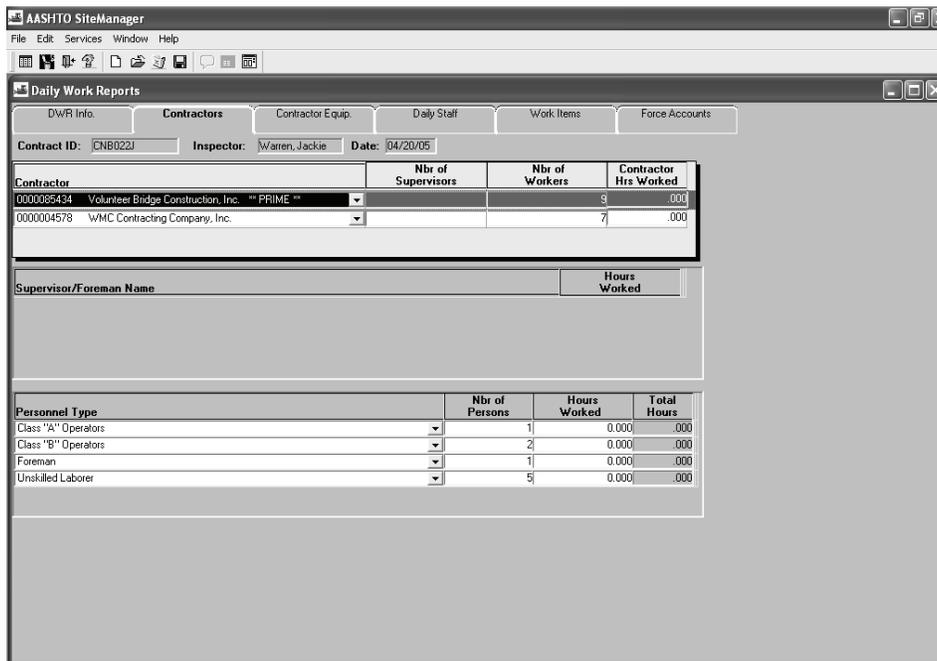
13. In the **Remarks Type** list box, scroll to and click **Work Performed**.
14. In the **Work Performed** text box, type **Volunteer Bridge driving Production Piling**.
15. Click the **Save** button.

# Modifying a Copied Daily Work Report

Once a Daily Work Report is copied, the User may modify the Contractors, and Personnel Types, Equipment, and Daily Staff on the new DWR to reflect the activities of the day.

## The Contractors Folder Tab

The Contractors (Prime and Sub), and Personnel Types as well as the number of workers may be modified on the Contractors folder tab.



Auto populated –  
DON'T  
ENTER.

The Contractors Folder Tab

Figure 7-2



## Exercise 7-2

In the following exercise, you will modify the contractors, supervisors, and personnel types for a copied DWR on April 20, 2005 for Contract CNB022J.

User ID: **jj05751**

Group: **INSPST**

Mode: **Standalone**

Contract: **CNB022J**

1. On the **Daily Work Reports** window, click the **Contractors** folder tab.
2. Click the Contractor **Volunteer Bridge Construction, Inc.**
3. Click the **Personnel Type** area select the **Unskilled Laborer** personnel type.
4. In the **Nbr of Persons** field, type **5** (overwriting the 4).
5. Click the **Save** button.

Users are  
modifying the  
number of  
Laborers on  
the DWR.

Now, let's add a subcontractor.

6. Click the **Contractor** area.
7. Click the **New** button. An empty row is added to the list.
8. In the **Contractor** drop-down list, click the expand arrow to the right of the current selection and click **WMC Contracting Company, Inc.**
9. Click the **Save** button.

Now, let's add personnel type for that subcontractor.

10. Click the **Personnel Type** area.
11. Click the **New** button. An empty row is added to the list.
12. In the **Personnel Type** drop-down list, click the expand arrow to the right of the current selection and click **Class "D" Operators**.
13. For the **Class "D" Operators** personnel type, in the **Nbr of Persons** field, type **1**.
14. Click the **Save** button.

Now, let's add another personnel type for that subcontractor.

15. Click the **New** button. An empty row is added to the list.
16. In the **Personnel Type** drop-down list, click the expand arrow to the right of the current selection and click **Foreman**.
17. For the **Foreman** personnel type, in the **Nbr of Persons** field, type **1**.
18. Click the **Save** button.

Now, let's add another personnel type for that subcontractor.

19. Click the **New** button. An empty row is added to the list.
20. In the **Personnel Type** drop-down list, click the expand arrow to the right of the current selection and click **Unskilled Laborer**.
21. For the **Unskilled Laborer** personnel type, in the **Nbr of Persons** field, type **4**.
22. Click the **Save** button.

Now, let's add another personnel type for that subcontractor.

23. Click the **New** button. An empty row is added to the list.
24. In the **Personnel Type** drop-down list, click the expand arrow to the right of the current selection and click **Truck Driver (2 axles)**.
25. For the **Truck Driver (2 axles)** personnel type, in the **Nbr of Persons** field, type **1**.
26. Click the **Save** button.

## The Contractor Equip. Folder Tab

The contractor's equipment, number of pieces and the number of pieces used may be modified on the Contractor Equipment folder tab.

The screenshot shows the 'Contractor Equip.' tab selected in the 'Daily Work Reports' window. The interface includes a header with navigation tabs (DWR Info, Contractors, Contractor Equip., Daily Staff, Work Items, Force Accounts) and a data entry section for Contract ID (CNB022K), Inspector (Warren, Jackie), and Date (04/20/05). Below this are two tables. The first table lists contractors with columns for Contractor, Nbr of Supervisors, Nbr of Workers, and Contractor Hrs Worked. The second table lists equipment with columns for Equipment ID - Description, Nbr. of Pieces, Nbr Used, and Hours Used.

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
0000004578 WMC Contracting Company, Inc.		7	.000
0000085434 Volunteer Bridge Construction, Inc. ** PRIME **		9	.000

Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used
FARM Farm Tractor	1	1	0.000
HAUL Haul Truck	1	1	0.000
PICK Pickup Truck	2	2	0.000

The Contractor Equip Folder Tab

Figure 7-3



### Exercise 7-3

In the following exercise, you will modify a Contractor's equipment list for a copied DWR on April 20, 2005 for Contract CNB022J.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022J**

1. On the **Daily Work Reports** window, click the **Contractor Equip** folder tab.
2. In the **Contractor** area, click **WMC Contracting Company, Inc.**
3. Click the **Equipment ID-Description** area.
4. Click the **Save** button.

Now, let's add an equipment type for that subcontractor.

5. Click the **New** button. An empty row is added to the list.
6. In the **Equipment ID-Description** drop-down list, click the expand arrow to the right of the current selection and click **Farm Tractor**.
7. In the **Nbr of Pieces** field, type **1**.
8. In the **Nbr Used** field, type **1**.
9. Click the **Save** button.

Now, let's add another equipment type for that subcontractor.

10. Click the **New** button. An empty row is added to the list.
11. In the **Equipment ID-Description** drop-down list, click the expand arrow to the right of the current selection and click **Haul Truck**.
12. In the **Nbr of Pieces** field, type **1**.
13. In the **Nbr Used** field, type **1**.
14. Click the **Save** button.

Now, let's add another equipment type for that subcontractor.

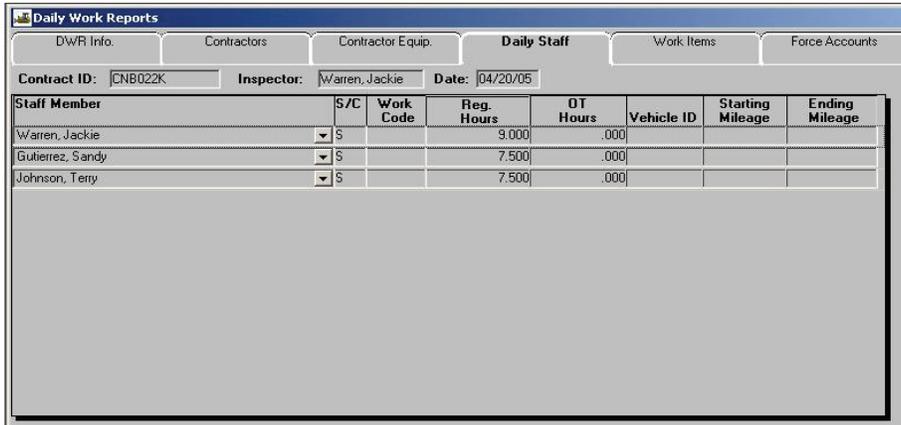
15. Click the **New** button. An empty row is added to the list.
16. In the **Equipment ID-Description** drop-down list, click the expand arrow to the right of the current selection and click **Pickup Truck**.
17. In the **Nbr of Pieces** field, type **2**.
18. In the **Nbr Used** field, type **2**.
19. Click the **Save** button.

Now, let's delete a piece of equipment type for the Prime Contractor.

20. In the **Contractor** area, click **Volunteer Bridge Construction, Inc.**
21. In the **Equipment ID-Description** list, click the **Crane**.
22. Click the **Delete** button.
23. Click **Yes** to the delete message.
24. Click the **Save** button.

## The Daily Staff Folder Tab

The Daily Staff and the hours on site may be modified on the Daily Staff folder tab.



Staff Member	S/C	Work Code	Reg. Hours	OT Hours	Vehicle ID	Starting Mileage	Ending Mileage
Warren, Jackie	S		9.000	.000			
Gutierrez, Sandy	S		7.500	.000			
Johnson, Terry	S		7.500	.000			

The Daily Staff Folder Tab

Figure 7-4



### Exercise 7-4

In the following exercise, you will modify the Daily Staff for a copied DWR on April 20, 2005 for Contract CNB022J.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022J**

1. On the **Daily Work Reports** window, click the **Daily Staff** folder tab.
2. In the **Staff Member** area, click **Miller, Chris**.
3. Click the **Delete** button. SiteManager displays a message to confirm deletion.
4. In the message, click the **Yes** button.
5. In the **Staff Member** area, click **Roberts, Jan**.
6. Click the **Delete** button. SiteManager displays a message to confirm deletion.
7. In the message, click the **Yes** button.

Now, let's modify the hours for the daily staff.

8. In the **Staff Member** area, click **Johnson, Terry**.
9. In the **Reg Hours** field, type **7.5**.
10. In the **Staff Member** area, click **Warren, Jackie**.
11. In the **Reg Hours** field, type **9**.
12. Click the **Save** button.

## The Work Items Folder Tab

Work Item details do not copy from one DWR to another. Work item details for the new Daily Work Report may be recorded on the Work Items folder tab.

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templ Used
1	Bent to 10+90 Column A, Footing D	114.000	9	<input checked="" type="checkbox"/>

The Work Items Folder Tab

Figure 7-5



### Exercise 7-5

In the following exercise, you will record work item details for a copied DWR on April 20, 2005 for Contract CNB022J.

User ID: **jj05751** Group: **INSPST** Mode: **Standalone** Contract: **CNB022J**

1. On the **Daily Work Reports** window, click the **Work Items** folder tab.
2. Scroll to and select Project Number **55019-3220-94**, Line Item Number **0520**, Category Number **0500**, Item Code **606-09.03**, Description **PRECAST CONCRETE PILES (SIZE 1)**.
3. On the toolbar, click the **Record Work Item** button.
4. Click the **New** button.

Now, let's record the details about the work item.

5. In the **Plan Page Nbr** field, type **9**.
6. In the **Contractor** drop-down list, click the expand arrow and click **Volunteer Bridge Construction, Inc.**
7. In the **Location** field, type **Bent to 10+90 Column A, Footing D**.

Now, let's choose a template.

8. Click the **Save** button. SiteManager displays the DWR Template list box.

Again, this screen may look slightly different when you get back to your office. An As Built Qty field is now directly below Placed Qty which TDOT does not plan to use. Also the Measured Indicator is displayed different.

This exercise will demonstrate the use of a detail multi-line template to record pile driving data and determine the placed quantity of the item.

9. In the **DWR Template** list box, click **SM07 - 07 CONCRETE/TIMBER PRODUCTION PILING (ENGLISH)**. SiteManager displays a DWR Template window.
10. Click the **Record Template Data** button.

Now, let's enter the structure data.

11. In the **Structure Type** drop-down list, click the expand arrow and click **Bridge**.
12. In the **Bridge Number** field, type **1**.
13. Click in the **Substructure Type** drop-down list and click **Bent**. \_\_\_\_\_
14. In the **Bent Number** field, type **2**.
15. Note that the **Location** field is automatically populated.
16. In the **Station/Position** field, type **10+90 Column A, Footing D**.
17. In the **Length Set** field, type **35.0**.
18. In the **Required Bearing** field, type **90.0**.
19. Click the **Save** button.

**Remaining portion of template exercise is in detail section of the template. Remind students to be careful of place holder zeros.**

Now let's enter the pile information.

20. In the **Pile Number** field, type **1**.
21. In the **Initial Length (ft)** field, type **35.0**.
22. In the **Pile Stripped for Seismic? (-2')** field, click the **Yes** radio button (ON).
23. In the **Cut-Off (ft)** field, type **4.0**.
24. In the **Refusal?** field, select the **Yes** option.
25. Click the **Save** button.
26. What is the Total Pay Quantity? \_\_\_\_\_ **29.0**

Now, let's review the results.

27. Click the **Close** button.
28. Note the **Placed Qty** field has been populated.
29. What was the total placed quantity? \_\_\_\_\_ **29.0**

## Creating and Using Attachments

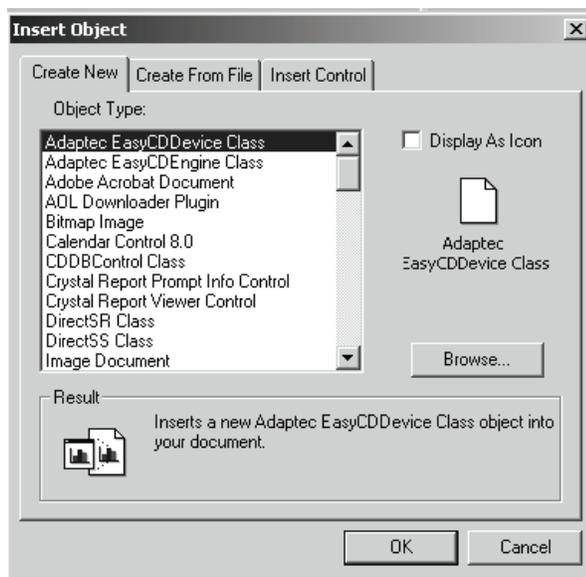
The Attachment functionality of SiteManager allows URL links, Plug-In applications, and OLE attachments to be attached to certain SiteManager records.

Attachments are activated by clicking the attachment button, then double-clicking the attachment.

### Creating an OLE Attachment

The Microsoft Windows' Object Linking and Embedding standard (OLE) allows Windows programs like SiteManager to access the functionality of other OLE-compliant Windows applications. The Attachments feature choice will work with any properly-installed, OLE-compliant Windows application.

When you use the OLE functionality to create a new attachment, you are actually embedding the data and the connection to the application's functionality in the SiteManager database. Even though the OLE object is assigned a name, *the data does not actually exist as an external file on your network or workstation hard drive*. It only exists as a named object in the SiteManager database. Anyone with access to the record can assess the embedded data *if the application that created the data is installed on their workstation*.



Insert Object Dialog Invoked by the New OLE button

Figure 7-6

**TDOT field Office Staff will use the Plug-In Attachment function in the Contracts window to run the plug-ins that adjust the estimate.**

**TDOT will use the URL Attachment function in the System Attachment window to access additional resources such as the TDOT File Management system.**

**TDOT field Office Staff and Inspectors will use the OLE Attachment function in the DWR window to attach an Excel or Word document to a recorded work item. An example would be when work has begun on an item before the Change Order adding that item has been approved in the system. In this case, work will be tracked using the SiteManager Loose Leaf Forms stored in File Management (accessible via a URL link in the System Attachments window). Once the Change Order item has been added to the contract, a “catch-up” quantity should be placed on the item and all supporting SiteManager Loose Leaf Forms should be attached to the quantity.**

**The OLE Attachment function should not be used to attach .jpg, .bmp or other picture file types. These should be saved in the File Management System.**

**When selecting security groups for attachments, it is recommended to choose “Add All” to add all security groups to the attachment.**

**Entering a Remark such as “View Attachment” will indicate to users when viewing reports that an attachment exists.**



## Exercise 7-6

In the following exercise, you will create an attachment on a DWR Work Item on DWR date 4/20/05 on Contract CNB002J.

User ID: **jj05751** Group: **INSP** Mode: **Standalone** Contract: **CNB022J**

1. Click the **Attachments** button on the toolbar.
2. Click the **New OLE** button on the toolbar.
3. Click the **Create From File** folder tab.
4. Click the **Browse** button.
5. Select the file to be attached:  
C:\SMTRAINS\SMFILES\Attachment.xls
6. Click the **Open** button.
7. Click the **OK** button.
8. In the **Name** field, type **Example**.
9. In the **Description** field, type **Calculations**.
10. In the **Attachment Security** box, click the **Add All** button.
11. Click the **Add** button.
12. Click the **Attachments** button.
13. Click the **Save** button.
14. Click the **Remarks** button.
15. In the **Remarks** field, type **View Attachment**.
16. Click the **Remarks** button to close the Remarks window.
17. Click the **Save** button.
18. Click the **Attachments** button.
19. Click the **Run Attachment** button.
20. In the **Excel** worksheet, click the **Exit** button to close the attached document and program.
21. Click the **Save** button.

**The Description field is important for identifying the contents of the attachments.**

**The Excel file may be minimized at the bottom of your computer, on the task bar.**

Now, let's prepare for the Summary Exercise.

22. Click the **DWR Info** folder tab.

## Review for Section 7

To create a new Daily Work Report using the copy function:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Click the **Open** button.
4. In the **Contract ID** list box, scroll to and double-click desired Contract.
5. On the **Inspector** list box, scroll to and double-click your User ID.
6. On the **Date** list box, scroll to and double-click desired DWR Date. It may not be a locked or authorized DWR.
7. Double-click the **Date** field. The calendar appears.
8. Advance to the correct month and click the correct date for the new Daily Work Report.
9. Click **Ok**.
10. Click the **Yes** button for the message box asking if Contractor information should be copied.
11. Click the **Save** button.
12. Click the desired folder tab.
13. Modify the data appropriately.
14. Click the **Save** button.

To attach a file to a record:

1. Click the **Attachment** button.
2. Click the **New OLE** button.
3. Click the **Create from File** folder tab.
4. Click the **Browse** button.
5. Select the drive and file name for the file to be attached.
6. Click the **Open** button.
7. Click **Ok**.
8. In the **Name** field, type the name for the document.
9. In the **Attachment Security** box, click the **Add All** button to add all groups to the **Access** box.
10. Click the **Add** button.
11. Click the **Attachment** button..
12. Click the **Save** button.

## Summary Exercise for Section 7

In the following exercise, you will modify a copied DWR for Contract CNB022L.

User ID: **jj05751**      Group: **INSPST**      Mode: **Standalone**      Contract: **CNB022L**

Use the Daily Work Report from **Jackie Warren (jj05751)** for Contract **CNB022L** on **11/21/05** to copy and create a new DWR for **11/22/05**. Be sure to copy the Contractor information for use in the following steps.

Temperature and Weather conditions:

- **High - 59 degrees**
- **Low - 36 degrees**
- **AM -Partially Cloudy**
- **PM - Clear**

Remarks:

- **Work Performed: International Traffic Systems, Inc Installed permanent signs.**

Personnel for Prime Contractor, Volunteer Bridge Construction, Inc. (update the record as necessary):

- **Class "A" Operators – 1**
- **Unskilled Laborer – 4**
- **Sweeping Machine (Vacuum) – 1**
- **Truck Driver (3/4 axles) – 1**

Personnel for Subcontractor, International Traffic Systems, Inc. (update the record as necessary):

- **Foreman – 1**
- **Unskilled Laborer – 4**
- **Skilled Laborers – 3**
- **Truck Driver (2 axles) – 1**

Equipment for Volunteer Bridge Construction, Inc. (update the record as necessary):

- **Pickup Truck – 2**
- **Backhoe – 1**
- **Haul Truck – 1**
- **Sweeping Machine – 1**

Equipment for International Traffic Systems, Inc. (update the record as necessary):

- **Pickup Truck – 2**
- **Haul Truck – 1**

Exercise continues on the next page.

Daily Staff

- **Warren, Jackie – 9 hours**
- **Johnson, Terry – 9 hours**

Items: Record the following information for Line Item Nbr 0310 Project 55019-3220-94, Item Code 712-06:

- Plan Page Number: **16**
- Contractor: **International Traffic Systems, Inc.**
- Location: **BOP to EOP**
- Template: **SM22A**

Record the following information for template SM22A:

- Sign Schedule #: **12B**
- Legend: **General Robert R. Neyland Bridge**
- Size: **24” x 60”**
- Area of Each Sign: **10.0**
- # of Signs: **4**

What is the placed qty for this item at this location? \_\_\_\_\_ **40.0**

Exit SiteManager.

## **Section 8 From PM to Server** for Field and Office Documentation

---

By the end of this module, you will be able to:

- Upload Data to the Server
- View Pipeline Information

# Overview

Pipeline is the process that automates the transfer of data. SiteManager provides the Pipeline processes because Contract data must be downloaded and uploaded often during the life of a Contract. In general, the data downloaded from the Server is the Basic Contract Data, which is primarily the Contract specifications. The data uploaded to the Server is the Contract activity data, which is the work done on the Contract. Pipeline automates the data flow from the:

- Server to Standalone Mode (PM)
- Standalone Mode (PM) to Server

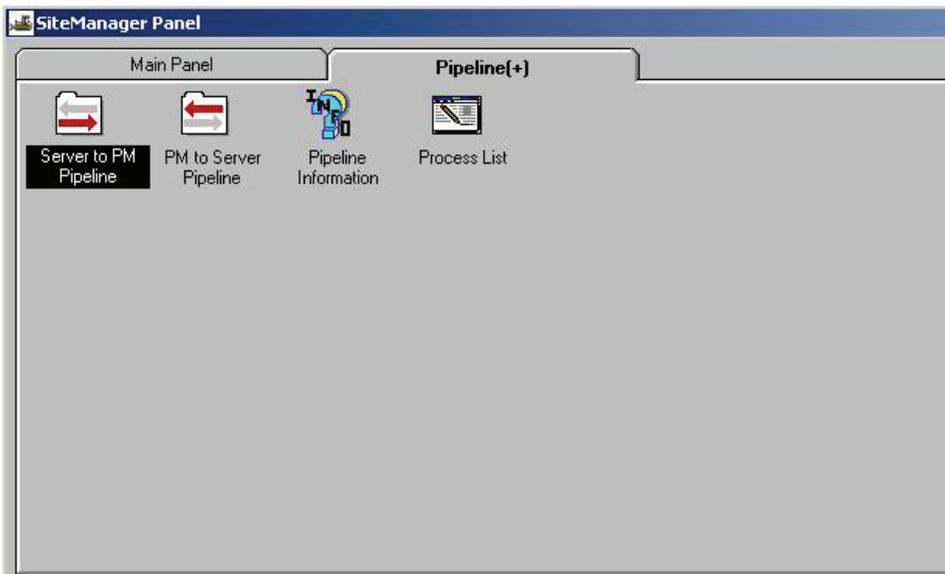
**PM = Standalone**  
**Think of PM as**  
**Personal Machine**

**Pipeline** The pipeline process transfers data files from one database to another. In SiteManager, the User uses the pipeline process to download data directly from the server’s database to the standalone workstation’s database, and to upload data directly from the standalone workstation’s database to the server’s database.

## The Pipeline Panel

When logging on to SiteManager to Pipeline data, the User connects to the server database.

**Upload contract data on a regular basis to avoid problems if somebody leaves near the end of a contract.**



The Pipeline Panel

Figure 8-1

The following table shows how the Pipeline panels are used to transfer data.

Step	Activity	Process	Pipeline Panel
1	Download Basic Contract Data from the Server	The User selects and downloads basic contract data from the server's database to the standalone workstation's database using the Server to PM Pipeline panel. The Pipeline process loads the data directly into the User's standalone database. Before DWRs can be generated in Standalone mode, the User must download Basic Contract Data from the Server.	Server to PM Pipeline panel
2	Create Daily Work Reports	The User creates and modifies DWRs on the contract to report the usage of Labor, Equipment, and Items on the Contract.	As DWRs are created, they are listed on the DWR Select folder tab in the PM to Server window.
3	Upload Daily Work Reports to the Server	The User selects and uploads DWRs from the standalone workstation to the Server.	PM to Server Pipeline panel
4	View Pipeline History	The User can view a history of Pipeline activity.	Pipeline Information panel
5	Download Basic Contract Data and Daily Work Reports, as needed.	New data is added to the Contract on the Server only. The User downloads new Contract data as it becomes available. The new data updates the standalone database. The User can also download Daily Work Reports.	Download Basic Contract Data and Daily Work Reports as needed.  NOTE: Basic Contract Data includes all Change Order information.
6	Release the Contract	When the Contract work is done, the User uses Pipeline to release the Contract back to the Server.	PM to Server Pipeline panel

The Pipeline Process Table

Table 8-1

**In TDOT, the Inspector must always check out Basic Contract Data when pipelining a contract to Standalone mode on his/her computer for the first time. It is required that the Basic Contract Data be pipelined to Standalone mode a minimum of twice a week to ensure that the Standalone database has the most current contract information.**

## Check In — Uploading Data from PM to the Server

The PM to Server Pipeline panel lets the User upload (check in) data from the standalone database to the server. When logging on to SiteManager, the User must connect to the server database. The pipeline process transfers the selected data directly from the User’s standalone database to the server database.

**The pipeline process loads the data directly from the User’s standalone database to the server database.**

To upload Contract data to the server, the User must first select a Contract and then select the Daily Work Reports to upload.

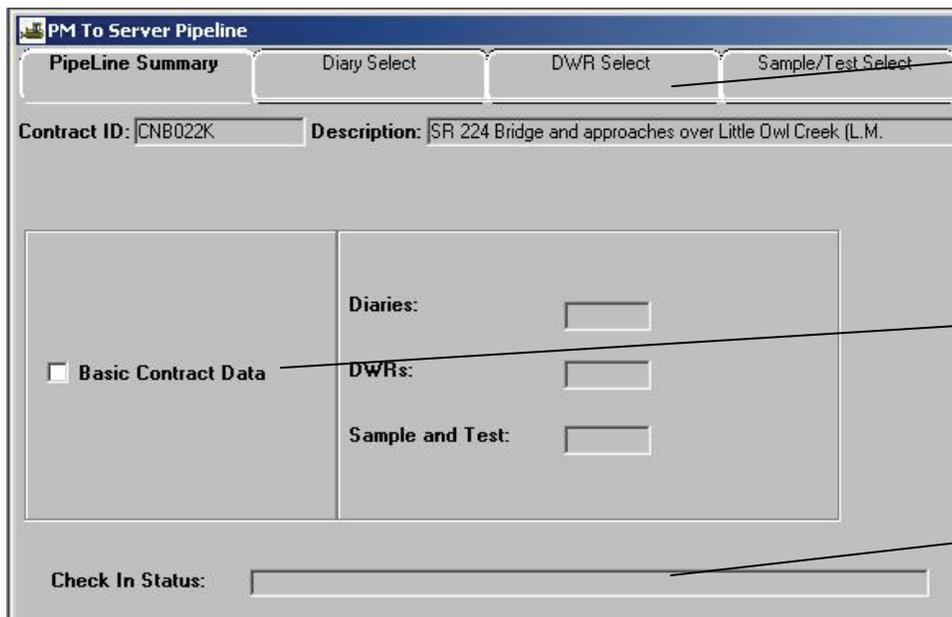
**To include current data in an estimate, make sure all DWRs have been uploaded before generating the estimate.**

To release the Contract when the Contract work is completed, and all DWRs have been pipelined to the server, the User checks the Basic Contract Data box. After the User selects the data to upload, the pipeline process is triggered by selecting the Services menu Pipeline Data option.

### PM to Server Pipeline Summary

The PM to Server Pipeline Summary folder tab shows the number of Daily Work Reports selected. When the User selects the Services menu Pipeline Data option, the selected data is extracted from the standalone workstation.

**The DWR folder tab is identical to the one in the Server to PM Pipeline window.**



**The Basic Contract Data check box releases the contract when all work is done.**

**The Check In Status field displays the activity and complete status of the pipeline process.**

The Pipeline Summary Folder Tab

Figure 8-2

**In TDOT, the User should pipeline DWRs to the server as soon as possible or as needed for an estimate. It is required that the Daily Work Report Data be pipelined to Server mode a minimum of twice a week to ensure that the Server database has the most current contract information. In TDOT, at the end of the contract, the User should pipeline the Basic Contract Data from the standalone database back to the Server.**

**Why do you Pipeline Basic Contract Data? To keep the Contract Select list small.**



## Exercise 8-1

In the following exercise, you will navigate to Server Pipeline panel and select Contract CNB022N.

User ID: **jj05751**      Group: **INSP**      Mode: **Server**      Contract: **CNB022N**  
1. Double-click the **SiteManager Training** program icon on the desktop. **Shift-tab if user ID not highlighted.**

2. In the **User ID** field, type **jj05751**.

3. In the **Password** field, type **pass**.

4. Click the **Logon** button.

Now, let's open the Pipeline panel and select a contract.

5. On the **Main Panel**, double-click the **Pipeline** icon.

6. On the **Pipeline** panel, double-click the **PM to Server Pipeline** icon. SiteManager displays the PM to Server Pipeline window.

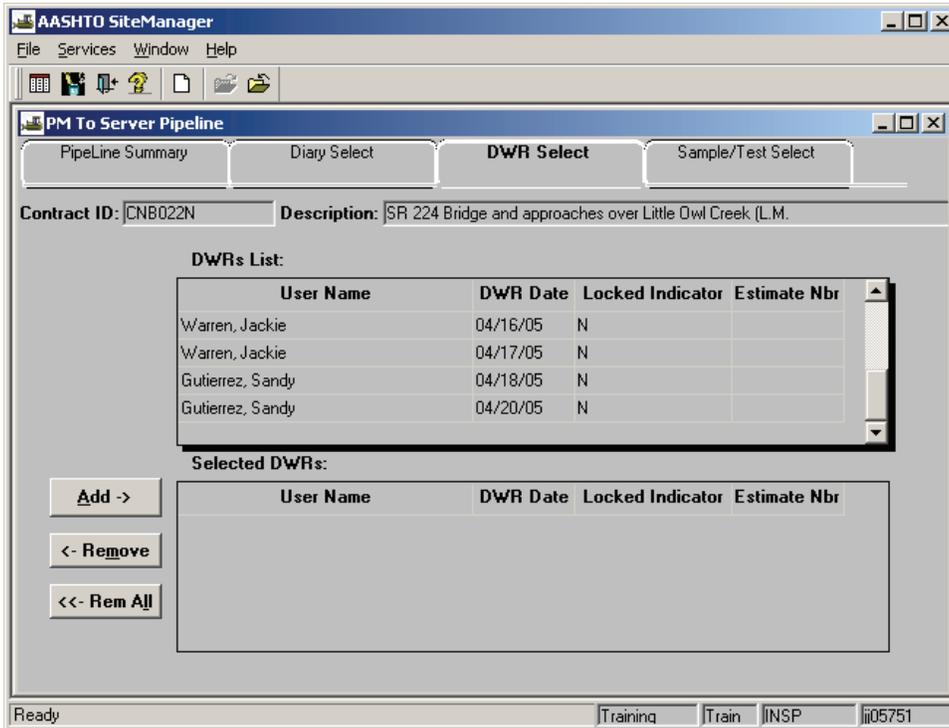
7. On the toolbar, click the **Open** button.

8. In the **Contract ID** list box, scroll to and double-click Contract **CNB022N**.

9. Click the **DWR Select** folder tab.

## Selecting Daily Work Reports

When the User clicks the DWR Select folder tab on the PM to Server Pipeline panel, the panel displays a list of Daily Work Reports that have not been uploaded to the server. The User selects the Daily Work Reports to upload.



The DWR Select Folder Tab

Figure 8-3

**In TDOT, completed Daily Work Reports should be pipelined from Standalone mode to Server mode as soon as possible or as needed for an Estimate. It is required that the Daily Work Report Data be pipelined to Server mode a minimum of twice a week to ensure that the Server database has the most current contract information.**

**Diaries will always be created in Server mode and do not need to be pipelined.**



## Exercise 8-2

In the following exercise, you will upload data from Contract CNB022N to the server.

User ID: **jj05751**      Group: **INSP**      Mode: **Server**      Contract: **CNB022N**

1. In the **DWRs** list box, click the DWR created by **Warren, Jackie** on **04/18/05**.
2. Click the **Add** button.
3. In the **DWRs** list box, click the DWR created by **Warren, Jackie** on **04/19/05**.
4. Click the **Add** button.
5. In the **DWRs** list box, click the DWR created by **Warren, Jackie** on **04/20/05**.
6. Click the **Add** button.
7. Click the **Pipeline Summary** folder tab. Note that you have selected 3 DWRs.
8. Click the **Services** menu.
9. Click the **Pipeline Data** choice. *The SiteManager training application displays an SQL error. In the error message, click the **Continue** button.*
10. The **Check In Status** field message confirms that check-in is complete. Note that the DWRs field now shows 0. This confirms that the DWRs have been pipelined.
11. Click the **Close** button.

**This is due to the training database.**

**This does not occur in production.**

## Viewing Pipeline Information

The Pipeline Information panel lets the User view Pipeline information about Daily Work Reports (DWRs). The Pipeline Information panel shows a history of Pipeline activity, such as when the data was downloaded and uploaded, and who downloaded or uploaded the data.

The Pipeline Information panel displays information that applies to the selected Contract. When the User is connected to the server, the panel shows information on data uploaded and downloaded to and from the server. When the User is connected to the standalone database, the panel shows information on data uploaded and downloaded to and from the workstation.

Contract ID: CNB022K      Description: SR 224 Bridge and approaches over Little Owl Creek (L.M.)

Check Out User ID	Check Out Date	Check Out Time	Check In User ID	Check In Date	Check In Time
jj05752	04/08/05	14:39		00/00/00	00:00
jj05751	04/08/05	15:06		00/00/00	00:00

**Check In Date/Check In Time** refers to transferring data from PM to Server.

**Check Out Date/Check Out Time** refers to transferring data from the Server to PM.

The Contract Folder Tab

Figure 8-4

**In TDOT, the Pipeline Information panel can be used by the Project Supervisor to check the frequency of pipelining activities to ensure standalone contract data is pipelined up regularly. It may also be used to verify that checked out DWRs have been pipelined to the server prior to generating an estimate.**



## Daily Work Report Applicability

Daily Work Report data is transferred using the Pipeline function. To begin working on a Contract, the User must first download Basic Contract Data from the Server. 'Basic Contract Data' includes all of the Contract data required to process the Daily Work Reports, including Change Orders, Subcontracts, and Master Lists. Daily Work Reports can be downloaded from the Server and edited only if they are unauthorized and not included on a paid Estimate.

Pipeline is used to:

- Download Basic Contract Data, which includes Change Orders and Subcontracts, from the Server at least twice a week
- Upload Daily Work Reports to the Server at least twice a week
- Upload the Contract when work is done

## Review for Section 8

To upload data to the server:

1. When logging on to SiteManager, connect to the server database.
2. On the **SiteManager** main panel, double-click the **Pipeline** icon.
3. On the **Pipeline** panel, double-click the **PM to Server Pipeline** icon. The Pipeline Summary folder tab is displayed.
4. To select a Contract, click the **Open** button.
5. In the **Contract ID** list box, scroll to and double-click the Contract.
6. To release the Contract, click the Basic Contract Data check box (ON).
7. To select Daily Work Reports, click the **DWR Select** folder tab.
8. In the **DWR** list box, shift-click each Daily Work Report to be uploaded.
9. Click the **Add** button. The selected Daily Work Reports are added to the **Selected DWRs** list.
10. Click the **Pipeline Summary** folder tab. The panel displays the total number of Diaries, Daily Work Reports, and Samples selected.
11. To upload the selected data to the Server, click the **Services** menu and click the **Pipeline Data** choice.

To view a history of Pipeline activity:

1. When logging on to SiteManager, to view information on data transferred to and from the server, connect to the server database. To view information on data transferred to and from the workstation, connect to the standalone database.
2. On the **SiteManager** main panel, double-click the **Pipeline** icon.
3. On the **Pipeline** panel, double-click the **Pipeline Information** icon. The Samples folder tab is displayed.
4. To select a Contract, click the **Open** button.
5. In the **Contract ID** list box, scroll to and double-click the Contract.
6. To view Pipeline information for the selected Contract, click the **Contract** folder tab.
7. To view Pipeline information on Daily Work Reports for the selected Contract, click the **DWRs** folder tab.
8. To view Pipeline information on Change Orders for the selected Contract, click the **Change Orders** folder tab.

## Summary Exercise for Section 8

In the following exercise, you will pipeline data to the Server on Contract CNB022N.

User ID: **jj05751**      Group: **INSP**      Mode: **Server**      Contract: **CNB022N**

1. For Contract ID **CNB022N**, upload the following DWRs for **Warren, Jackie** to the Server:  
DWR Dates:

- **04/12/05**
- **04/13/05**
- **04/14/05**
- **04/15/05**
- **04/16/05**
- **04/17/05.**

2. Navigate to the **Pipeline Information window**.

3. What date/time/user is shown as checking out the DWR created by jj05751 on 4/12/05 on Contract CNB022N?

**NONE**

---

4. What date/time/user is shown as checking in the DWR created by jj05751 on 4/12/05 on Contract CNB022N?

**jj05751 - just now**

---

5. Exit SiteManager.

## **Section 9 Diary** for Field and Office Documentation

---

By the end of this module, you will be able to:

- Create a new Diary
- Preview a Daily Work Report
- Authorize a Daily Work Report
- Create a Charge Day
- View the Unauthorized DWR Report
- View the Installed Work Report
- Unauthorize and Correct a DWR Work Item Entry
- View the History of Daily Work Reports
- View the Installed Work Items Report
- View the Item Quantity Report

## Diary Overview

Each Diary is a daily collection of the authorized Daily Work Reports submitted by all personnel working on the Contract. Only one Diary can be created per day per Contract. Diaries can also be created for days when no Daily Work Reports are collected. The Diary panel has two folder tabs:

- Authorize (approving for payment)
- Charge

The User uses the Diary window to perform five functions:

- Create a new or open an existing Diary for a specific contract and day
- Preview Daily Work Reports for a specific contract and day
- Authorize Daily Work Reports (or not)
- Apply Time Charges for a specific contract and day (as well as milestones, if applicable)
- Make Remarks

Inspector	Authorized	Authorized Date	DWR Template
Warren, Jackie	<input type="checkbox"/>	00/00/00	<input checked="" type="checkbox"/>
Gutierrez, Sandy	<input type="checkbox"/>	00/00/00	<input type="checkbox"/>

The Authorize Folder Tab of the Diary Window

Figure 9-1

**In TDOT, the Lead Inspector or Project Supervisor will create a Diary for each day during the life of a contract, including weekends and holidays. The Lead Inspector or Project Supervisor will review and authorize all applicable DWRs associated with the Diary.**

**Diaries will only be created in Server Mode.**



## Exercise 9-1

In the following exercise, you will view the Diary window.

User ID: **jj05753**      Group: **PJSUPS**      Mode: **Server**      Contract: **CNB022M**

1. Double-click the **SiteManager Training** program icon on the desktop.
2. In the **User ID** field, type **jj05753**.
3. In the **Password** field, type **pass**.
4. Click the **Logon** button.
5. On the **Main Panel**, double-click the **Daily Work Reports** icon.
6. On the **Daily Work Reports** panel, double-click the **Diary** icon.

**Shift-tab if user  
ID not  
highlighted.**

## Creating a New Diary

The Diary Authorize folder tab lets the User create a Diary. The User can create a Diary with or without Daily Work Reports. Typically, the User creates a Diary from the Daily Work Reports that have been submitted by the Inspectors. To create a Diary, the User selects a Contract first, and then enters the Diary's date on the Diary Authorize panel. By entering the date, the User is also selecting the Daily Work Reports with this date and creating a Diary with this date. The User can enter a date by selecting it from a calendar. If the User double-clicks the Diary Date field, a calendar is displayed on which the User can select the date.

**If Diary already exists for entered date, it will automatically open.**



The Calendar

Figure 9-2

**Tip:** The User cannot enter a date that is after the current system data.

After the User selects a date, the Diary Authorize folder tab lists the Daily Work Reports submitted for the selected date. The reports are listed alphabetically by the name of the Inspector who submitted the report.



## Exercise 9-2

In the following exercise, you will create a new Diary on April 18, 2005 for Contract CNB022M.

User ID: **jj05753**      Group: **PJSUPS**      Mode: **Server**      Contract: **CNB022M**

1. On the **Diary** window, click the **Services** menu and click **Choose Keys**.
2. In the **Contract ID** list box, scroll to and double-click Contract **CNB022M**.
3. In the **Diary Date** field, type **041805**.
4. Press the **Enter** key. The **Diary** window displays the list of DWRs submitted for the current date.
5. Click the **Save** button.

**Have  
students type  
the date.**

## Previewing Daily Work Reports

The Preview option on the Diary panel lets the User view and print a summary of a Daily Work Report without leaving the Diary panel.

The Preview button option may be accessed by either the Preview DWR button on the toolbar or through the Services menu.



The Preview DWR Button

Figure 9-3

RPT-ID: RDWRHCON	Tennessee	DATE:
USER: jj05753 Johnson, Tracy	Department of Transportation	PAGE:
DAILY WORK REPORT FOR CONTRACT: CNB022M		
DWR Date 04/18/2005	Contract ID CNB022M	Authorized: No
Inspector ID: jj05751	Inspector: Warren, Jackie	
High Temp: 67	Low Temp: 47	A.M. Condition: Partially Cloudy
P.M. Condition		
Work Suspended Time: 00:00	Work Resumed Time: 00:00	No Work Items Instld: <input type="checkbox"/> No Contrs Pre
Remarks: Yes	-Work Performed:	Excavation complete fo abutment #1 at 9:30AM. Test pile drove at 2:30 PM.

The Daily Work Report Preview

Figure 9-4

**In TDOT, before authorizing a DWR, the Lead Inspector or Project Supervisor should review the DWR for any errors or omissions. Additionally, the Lead Inspector or Project Supervisor should document remarks as necessary within the appropriate Remark Type field.**

**It is important for the Project Supervisor to look at the DWRs since the Inspectors can approve their own DWRs. Project Supervisors are still accountable for DWRs in their office.**



## Authorizing Daily Work Reports

The Diary Authorize folder tab lets the User authorize or unauthorize Daily Work Reports. A Daily Work Report with a check in the Authorized check box is considered authorized. When a Daily Work Report is marked as authorized, the system enters the current date in the Authorized Date field. The User can remove authorization (and the authorized date) by removing the check from the Authorized check box, unless an estimate has been generated or approved.

By authorizing a Daily Work Report, the User is flagging that DWR for use by the Contractor Payments component of SiteManager in the Estimate Generation process. Authorization approves the installed work reported by the DWR to be included in the next Estimate for payment.

Once an authorized Daily Work Report has been uploaded to the server and has been used in an approved Estimate to pay a Contractor for the installed work reported by it, it cannot be unauthorized or changed in any way.

**In TDOT, DWRS should be authorized if all of the Placed Quantities reported in the DWR are accurate. If payment for the items installed needs to be adjusted due to test reports, this will be done by the Office Staff during estimate preparation using plug-in programs designed for this purpose.**



### Exercise 9-4

In the following exercise, you will authorize the DWR for April 18, 2005 on Contract CNB022M.

User ID: **jj05753**      Group: **PJSUPS**      Mode: **Server**      Contract: **CNB022M**

1. In the **Inspector** list box, click the DWR for **Warren, Jackie**.
2. Click the **Authorized** check box (ON).
3. Click the **Save** button.

## Creating Charge Days and No Charge Days

The Diary Charge folder tab lets the User record charge or credit information for the day and enter remarks. The User reviews the Daily Work Reports in the Diary to determine if work was performed on the Contract. If work was performed, a Full Day charge can be applied to the Contract end date. A No Charge (credit) day is a day on which no work was performed on the Contract. For No Charge days, no time is applied towards the Contract end date. For No Charge days, the User must enter a credit reason to explain why a credit was given. The User can also apply charge or credit information to milestones for the Contract. For No Charge days applied to a milestone, the User must also enter a credit reason.

Mistn Nbr	Milestone Description	Charge Amount	Credit Reason
01	Bridge over Little Owl Creek Reopen to Traffic	Full Day	
02	Bridge over Lick Creek Reopen to Traffic	Full Day	

The Charge Folder Tab

Figure 9-5

**In TDOT, the majority of contracts will have a Fixed Completion Date and therefore it will not be necessary to indicate a charge day on the Charge folder tab. Consequently, the Charge Day folder tab has no impact on Fixed Completion Date contracts.**

**Charging of days will only be done for working day milestones for phased construction and mowing contracts. Charge days for milestones must be entered for each charge day for each milestone.**

**TDOT will not use half-day charges.**



### Exercise 9-5

In the following exercise, you will review the Diary Charge Days folder tab for Contract CNB022M on April 18, 2005.

**The Charge Days folder tab has no impact on Fixed Completion Date contracts.**

User ID: **jj05753**      Group: **PJSUPS**      Mode: **Server**      Contract: **CNB022M**

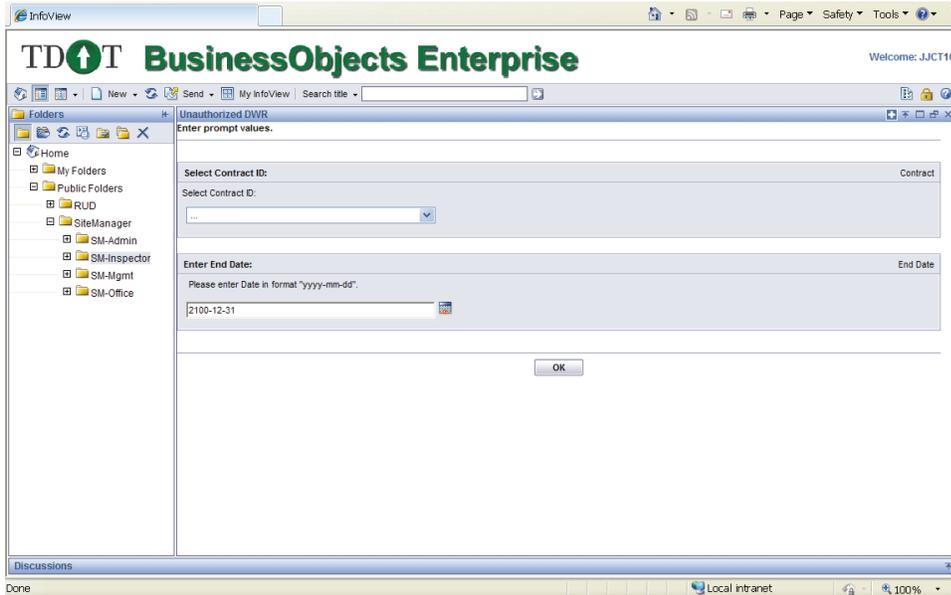
1. On the **Diary** window, click the **Charge** folder tab.
2. To apply the charge to a milestone, click the **Milestone** field and click the **New** button. An empty row is inserted.
3. In the **Milestone** drop-down list, select **Milestone 01, Bridge over Little Owl Creek Reopen for Traffic**.
4. In the **Charge Amount** drop-down list, click the expand arrow and click **Full Day**.
5. Click the **Save** button.
6. Click the **Close** button.

**Select Milestones when the Milestones are not set up with Completion Date type time charges.**

# Viewing the Unauthorized DWR Report

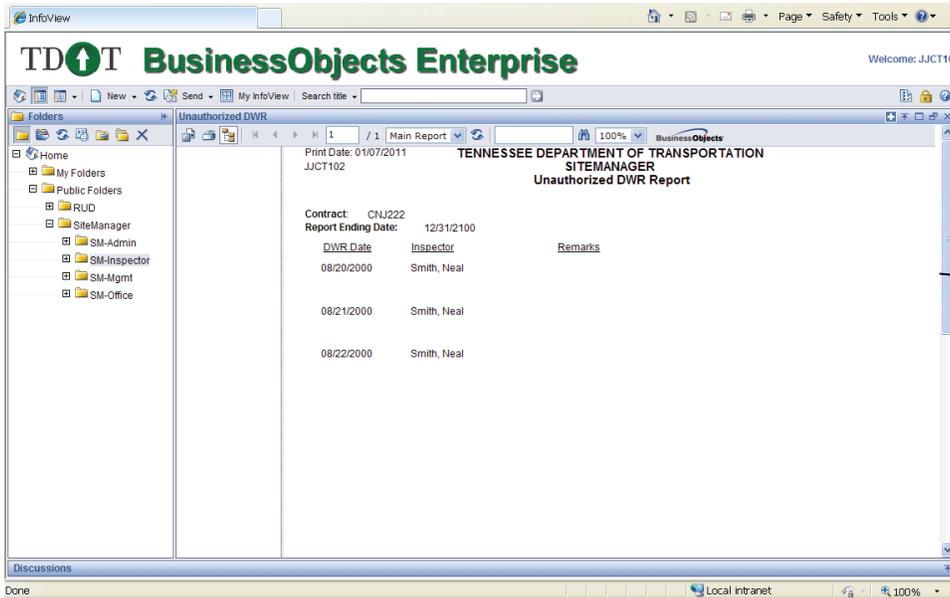
The unauthorized DWR report is a TDOT custom report that shows all the DWRs for a project that remain Unauthorized.

**We cannot view TDOT custom reports in the training environment.**



Unauthorized DWR Report - Parameters window

**Figure 9-6**



**Installed Work Report (next topic) is also a tool for Identifying Unauthorized DWRs.**

Unauthorized DWR Report

Figure 9-7

**In TDOT, the Unauthorized DWR Report is used to print a list of all DWR reports on the server that are unauthorized for the time period. This will allow staff to ensure unauthorized DWRs can be included in the estimate, as appropriate.**

## Viewing the Installed Work Report

The Installed Work Report displays all the items of work recorded on Daily Work Reports that have not been included on an estimate. There is an indicator for each item entry to indicate whether the displayed Installed Quantity has been authorized for payment on a Diary.

LIN	Item Code	Description	Unit	Unit Price	DWR Date	Entered By	Auth	Installed Qty	Installed Amount
RPT-ID: RCPINSWK USER: j05753 Tennessee Department of Transportation UNPAID INSTALLED QUANTITY SUMMARY CONTRACT ID: CN8022M DATE: 06/21/2006 PAGE: 1 OF 2									
<b>Fed St Prj Nbr:</b> BR-STP-224(7) <b>PCN:</b> 55019-3220-94 <b>Category Number:</b> 0500									
	0500	606-09.01	TEST PILES (PRECAST CONCRETE, SIZE 1)	L.F.	\$25.00				
			<b>Qty Reported to Date:</b>	<b>Qty Authorized to Date:</b>	<b>Qty Installed to Date:</b>				
			55.00	0.00	0.00		<input type="checkbox"/>	55.00	\$0.00
04/18/05	Warren, Jackie	Abutment #1						55.00	\$0.00
	0520	606-09.03	PRECAST CONCRETE PILES (SIZE 1)	L.F.	\$19.00				
			<b>Qty Reported to Date:</b>	<b>Qty Authorized to Date:</b>	<b>Qty Installed to Date:</b>				
			114.00	0.00	0.00		<input type="checkbox"/>	114.00	\$0.00
04/20/05	Warren, Jackie	Bent to 10+90 Column A, Footing D						114.00	\$0.00
<b>Total for Project:</b>									<b>\$0.00</b>
<b>Fed St Prj Nbr:</b> BR-STP-224(8) <b>PCN:</b> 55021-3214-94 <b>Category Number:</b> 0100									
	0643	204-07	BEDDING MATERIAL (PIPE) CLASS B	C.Y.	\$20.00				

Report may be sorted using the Item Code, Description, and Installed Quantity column headings.

Once the estimate is generated, authorized DWRs will not be included in the report.

The Installed Work Report

Figure 9-8

In TDOT, the Installed Work Report may be used to review quantities recorded in DWRs that have not yet been included in an estimate. Discrepancies in placed quantity totals may be apparent and therefore addressed prior to estimate generation.

Any “Auth” box that shows an “X” is authorized for payment and will be included in the next estimate.



## Exercise 9-6

In the following exercise, you will view the Installed Work Report for Contract CNB022M.

User ID: **jj05753**      Group: **PJSUPS**      Mode: **Server**      Contract: **CNB022M**

1. Click the **Main Panel** folder tab.
2. On the **Main Panel**, double-click the **Contractor Payments** icon.
3. On the **Contractor Payments** panel, double-click the **Reports** icon.
4. On the **Reports** panel, double-click the **Installed Work** icon.
5. On the **Report Criteria** selection panel, double-click Contract **CNB022M**.
6. What is the Quantity Reported to Date for Category Nbr **0500**, LIN **0500**, Item Code **606-09.01**? 55.00
7. Is that quantity authorized for payment on the next estimate? Yes
8. Click the **Close** button.

## Unauthorizing and Correcting a DWR Work Item Error

A Daily Work Report may be unauthorized on the Diary window if the DWR has not been included in a generated estimate. A User with the appropriate security rights may access the Diary window, and deselect the Authorize indicator (OFF). Once unauthorized, the Daily Work Report will no longer be locked for modification and the author of the DWR can update the record with the necessary changes. Once the record has been modified, a User with the appropriate security rights can access the Diary window, preview the DWR to verify the changes, and select the Authorize indicator (ON). The authorized DWR will be included in the next estimate generated.

Note: A DWR that has been included on a generated estimate that has not been approved at the final approval level can still be modified if necessary. The estimate may be deleted from the application and the outlined process for correcting a DWR may be executed.

Inspector	Authorized	Authorized Date	DWR Template
Warren, Jackie	<input checked="" type="checkbox"/>	04/21/05	<input checked="" type="checkbox"/>

The Diary window with the DWR Authorized

Figure 9-9

**In TDOT, if an inaccuracy is discovered for a DWR that has been authorized on a Diary but not included on an estimate, the DWR should be unauthorized and the creator of the DWR notified of the necessary changes. If the DWR author is an Inspector, the DWR should be pipelined to standalone mode, modified as appropriate, and pipelined back to the server. The Project Supervisor or Lead Inspector will then re-authorize the updated DWR in the Diary window.**

**Office Staff will create and correct DWRs in server mode.**

**Every attempt should be made to uncover inaccuracies PRIOR to generating an estimate.**

**Note: Diaries are managed in server mode only.**

**TDOT policy is to correct Inspector DWRs in standalone to keep standalone and server in sync.**



## Exercise 9-7

In the following exercise, you will unauthorize a DWR on the Diary for 4/17/2005; adjust the placed quantity on the DWR and then re-authorize the DWR for payment for Contract CNB022M.

User ID: **jj05753**      Group: **PJSUPS**      Mode: **Server**      Contract: **CNB022M**

1. Click the **Main Panel** folder tab.
2. On the **Main** panel, double-click the **Daily Work Reports** icon.
3. On the **Daily Work Reports** panel, double-click the **Diary** icon.
4. Click the **Open** button. SiteManager displays the Contract ID window.

Now, let's choose a contract and Diary.

5. From the **Date** selection list, double-click **04/17/2005**.
6. In the **Inspector** list box, click to select the DWR for **Warren, Jackie**.

Now, let's unauthorize a DWR.

7. Click the **Authorized** check box (OFF).
8. Click the **Save** button.
9. Click the **Close** button.
10. Exit SiteManager.

Now, let's log on as an Inspector to pipeline the DWR to standalone mode

11. On the desktop, double-click the **SiteManager Training** program icon.
12. In the **User ID** field, type **jj05751**.
13. In the **Password** field, type **pass**.
14. Click the **Logon** button.
15. On the **Main Panel**, double-click the **Pipeline** icon.
16. On the **Pipeline** panel, double-click the **Server to PM Pipeline** icon. SiteManager displays the Server to PM Pipeline window.
17. Click the **Open** button.
18. In the **Contract** list box, scroll to and double-click Contract **CNB022M**.
19. Click the **DWR Select** tab.
20. In the **DWRs** list box, click the DWR created by **Warren, Jackie** on **04/17/05**.
21. Click the **Add** button.
22. Click the **Pipeline Summary** tab.

**In server mode to pipeline the DWR to standalone so that you may correct it.**

23. On the **Pipeline Summary** tab, click the **Basic Contract Data** check box (ON).
24. Click the **Services** menu and click **Pipeline Data**. The progress of the download is shown in the **Pipeline Status** field. A message confirms that the data is downloaded.
25. Click the **Exit** button.

Now, let's log on as an Inspector to correct the DWR in standalone mode.

26. On the desktop, double-click the **SiteManager Training** program icon.
27. In the **User ID** field, type **jj05751**.
28. In the **Password** field, type **pass**.
29. In the **Connect To** drop-down list, click the expand arrow to the right of the current selection and click **Training Standalone**.
30. Click the **Logon** button.

Now, let's open the DWR that we are correcting.

31. On the **Main Panel**, double-click the **Daily Work Reports** icon.
32. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
33. Click the **Open** button. SiteManager displays the Contract ID window.
34. From the **Contract ID** selection list, double-click Contract **CNB022M**.
35. In the **Inspector** list box, double-click User ID for **Warren, Jackie**
36. From the **Date** list box, double-click **04/17/05**. SiteManager displays the info for that DWR in Daily Work Reports window.

Now, let's select the work item to correct.

37. Click the **Work Items** folder tab.
38. Scroll to and select Project **55021-3214-94**, Line Item Number **0643**, Category Number **0100**, Item Code **204-07**, Description **BEDDING MATERIAL (PIPE) CLASS B**.
39. On the toolbar, click the **Record Work Item** button.

Now, let's choose a template to use for the correction.

40. On the toolbar, click the **DWR Template** button. SiteManager displays the DWR Template window.
41. From the **Template ID** column, double-click Template ID **SM10E**.
42. In the **Length (ft)** field, type **50.00**. Press **Tab** to calculate.
43. On the template, click the **Save** button.
44. On the Item Recording window, click the **Close** button.
45. On the toolbar, click the **Save** button.

46. Click the **Close** button.
47. Exit SiteManager.

Now, let's log on as an Inspector to pipeline the DWR to server mode.

48. On the desktop, double-click the **SiteManager Training** program icon.
49. In the **User ID** field, type **jj05751**.
50. In the **Password** field, type **pass**.
51. Click the **Logon** button.
52. On the **Main Panel**, double-click the **Pipeline** icon.
53. On the **Pipeline** panel, double-click the **PM to Server Pipeline** icon. SiteManager displays the **PM to Server Pipeline** window.
54. Click the **Open** button.
55. In the **Contract** list box, scroll to and double-click Contract **CNB022M**.
56. Click the **DWR Select** tab.
57. In the **DWRs** list box, click the DWR created by **Warren, Jackie** on **04/17/05**.
58. Click the **Add** button.
59. Click the **Pipeline Summary** tab.
60. Click the **Services** menu and click **Pipeline Data**. The progress of the download is shown in the **Pipeline Status** field. A message confirms that the data is downloaded.
61. Click the **Exit** button.

Now let's log on again as the Project Supervisor or the Lead Inspector.

62. Double-click the **SiteManager Training** program icon on the desktop.
63. In the **User ID** field, type **jj05753**.
64. In the **Password** field, type **pass**.
65. Click the **Logon** button.

Now, let's authorize the DWR in the Diary.

66. On the **Main Panel**, double-click the **Daily Work Reports** icon.
67. On the **Daily Work Reports** panel, double-click the **Diary** icon.
68. On the toolbar, click the **Open** button. SiteManager displays the Contract ID window.
69. From the **Contract ID** selection list, double-click Contract **CNB022M**.
70. From the **Date** selection list, double-click **04/17/2005**.
71. In the **Inspector** list box, click the DWR for **Warren, Jackie**.

72. Click the **Preview DWR** button.
73. Review the DWR.
74. Click the **Close** button to close the DWR Preview.
75. Click the **Authorized** check box (ON).
76. Click the **Save** button.
77. Click the **Close** button.

## Viewing the History of Daily Work Reports

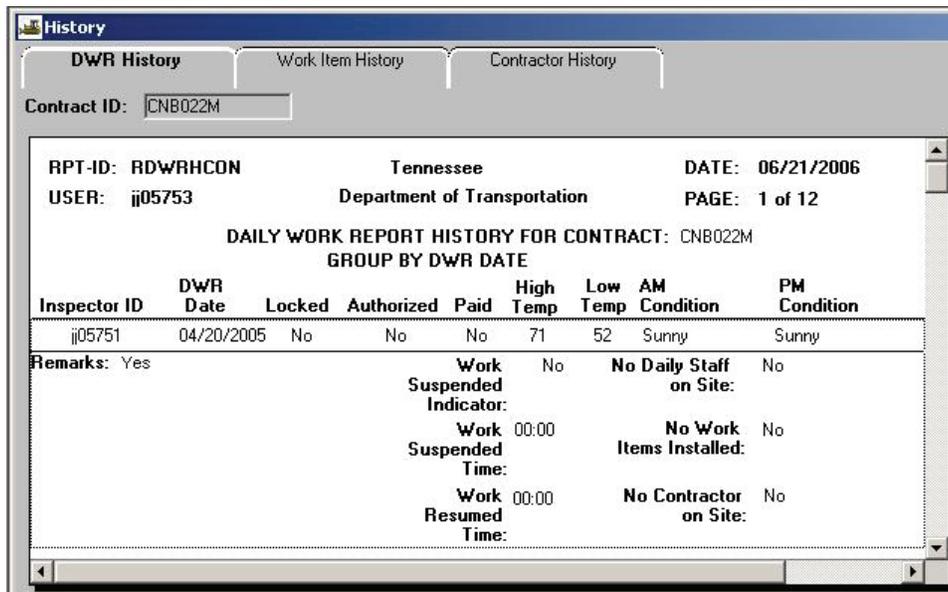
The Daily Work Reports History window displays Daily Work Report records for the selected Contract. To run history reports, the User must select a Contract when the History panel first opens and displays a selection list of contracts. The history reports display all Daily Work Report records for the selected Contract. The User can view the reports on-line or print the reports. The History panel has the following folder tabs:

- DWR History
- Work Item History
- Contractor History

— **Reports are sorted by DWR “Dates” only.**

### DWR History

The DWR History folder tab displays a history of all of the Daily Work Reports available to the current User. This report groups all the Daily Work Reports by date and inspector, in ascending order. Weather conditions, temperatures, and work suspended times are examples of the information shown on this report. The User can view the report on-line or print the report.



The DWR History Folder Tab

Figure 9-10



## Exercise 9-8

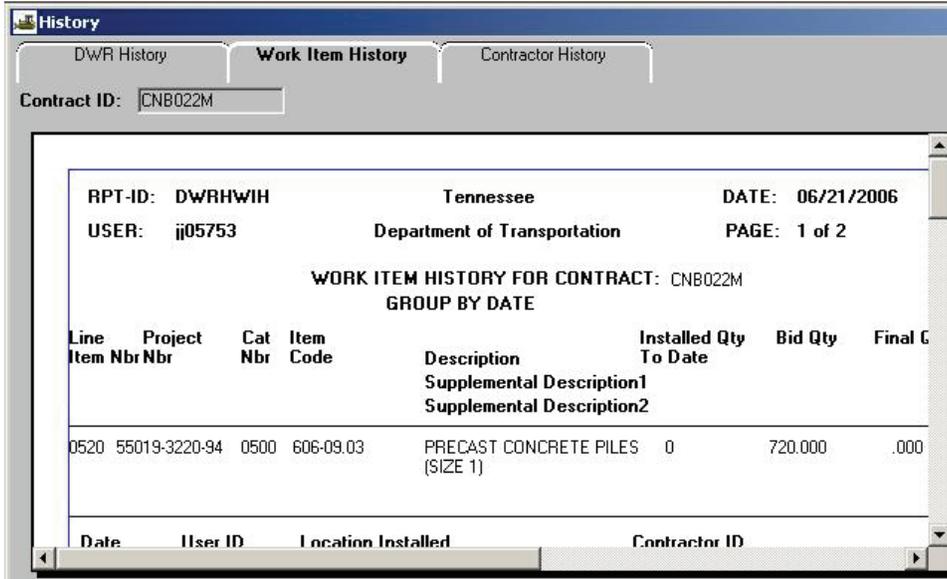
In the following exercise, you will view the History of the DWRs for Contract CNB022M.

User ID: **jj05753**      Group: **PJSUPS**      Mode: **Server**      Contract: **CNB022M**

1. On the **Daily Work Reports** panel, double-click the **History** icon.
  2. Click the **Down Arrow** button to view the DWRs for Contract **CNB022M**.
  3. What were the high temperature and morning weather conditions as recorded by **jj05751** on **04/20/05**?  
**71 DEGREES AND SUNNY**
-

## Work Item History

The Work Item History report displays a history of all work items recorded in the Daily Work Reports for the selected Contract. The contract must be selected from the contract selection list that appears when the History icon is clicked. The User can view the report on-line or print it.



The Work Item History Folder Tab

Figure 9-11



### Exercise 9-9

In the following exercise, you will view the history of work items for Contract CNB022M.

User ID: **jj05753**      Group: **PJSUPS**      Mode: **Server**      Contract: **CNB022M**

1. On the **History** window, click the **Work Item History** folder tab.
2. Click the **Down Arrow** button to view the work items for Contract **CNB022M**.
3. What quantity reported to date did **jj05751** record for Line Item Number **0520** on **04/20/05**?

114.0

## Contractor History

The Contractor History folder tab displays three separate reports:

- Equipment History
- Supervisor History
- Variable Labor History

Each type of report can be selected using the appropriate toolbar button or by choices under the Services menu.



Equipment History, Supervisor History, and Variable Labor History Buttons

The Contractor History Toolbar Buttons

**Figure 9-12**

## Equipment History Report

User ID	Equipment Description	Eqmnt ID	Nbr of Pieces	Nbr Used	Used Hrs
jj05751	Farm Tractor	FARM	1	1	0.000
jj05751	Haul Truck	HAUL	1	1	0.000
jj05751	Pickup Truck	PICK	2	2	0.000
jj05752	Farm Tractor	FARM	1	1	0.000
jj05752	Haul Truck	HAUL	1	1	0.000

The Contractor Equipment History Report

Figure 9-13

## Supervisor History Report

The Contractor Supervisor History Report

Figure 9-14

## Variable Labor History Report

User ID	Personnel Type	Nbr of Persons	Hrs Worked
jj05752	Class "D" Operators	1	0.000
jj05752	Foreman	1	0.000
jj05752	Truck Driver (2 axles)	1	0.000
jj05752	Unskilled Laborer	4	0.000

The Contractor Variable Labor History Report

Figure 9-15



### Exercise 9-10

In the following exercise, you will select and view Contractor History Reports for Contact CNB022M.

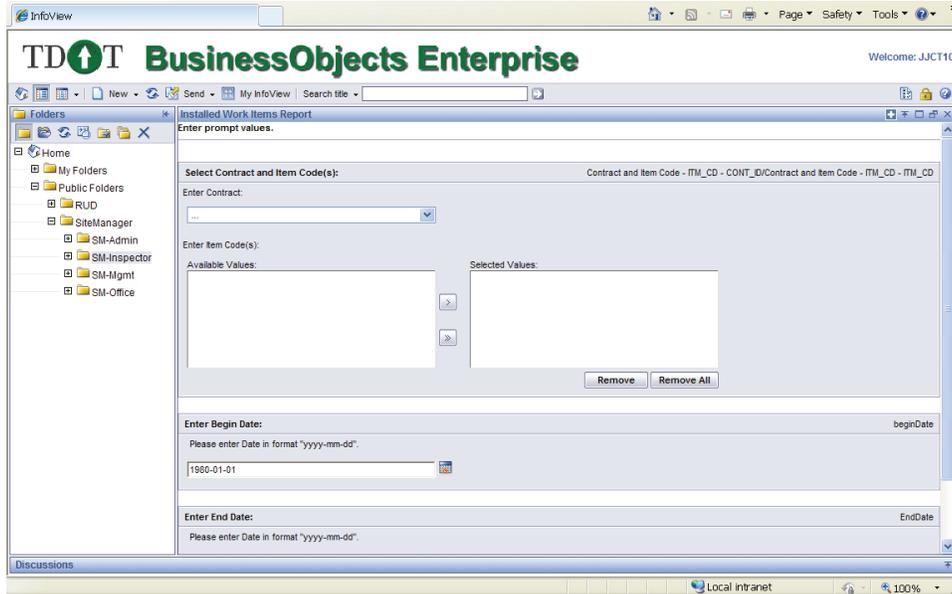
User ID: **jj05753**      Group: **PJSUPS**      Mode: **Server**      Contract: **CNB022M**

1. On the **History** window, click the **Contractor History** folder tab.
2. The **Equipment History** report displays automatically.
3. What piece(s) of equipment and the number used did **jj05752** record for **WMC CONTRACTING CO., INC.** on the DWR Date of **04/20/05**? One Farm Tractor, One Haul Truck, and Two Pickup Trucks
4. Click the **Variable Labor History** button.
5. What **Personnel Types** did **jj05752** record onsite for **WMC CONTRACTING CO., INC.** on **04/20/05**? Class "D" Operators, Foreman, Truck Driver (2 axles), and Unskilled Laborer
6. Click the **Close** button.

# Viewing the Inspector's Report of Installed Work Items

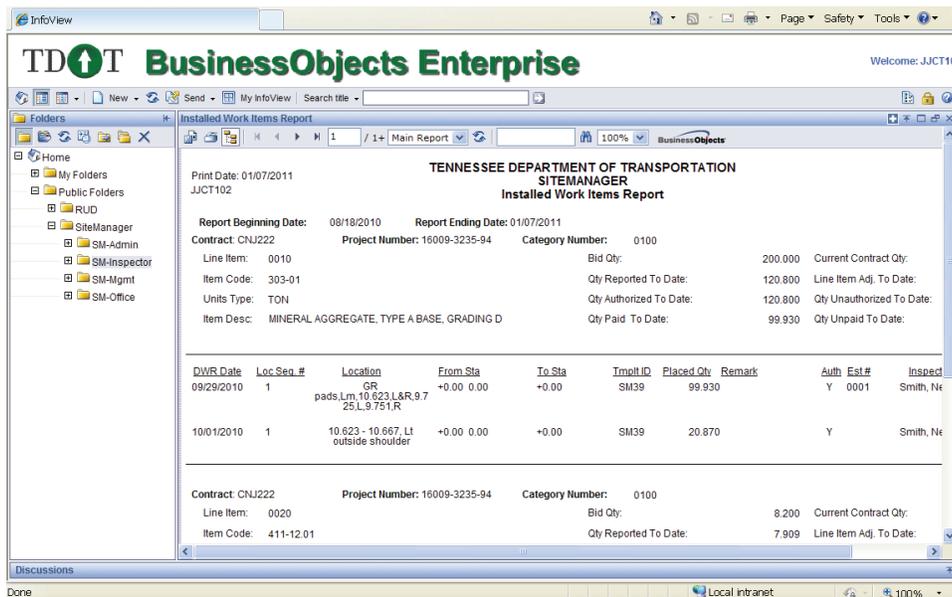
The Inspector's Report of Installed Work Items is a TDOT custom report that shows the Dates Locations, and Quantities for work items installed on a contract.

We cannot view TDOT custom reports in the training environment.



Inspectors Report of Installed Work Items – Parameters window

Figure 9-16

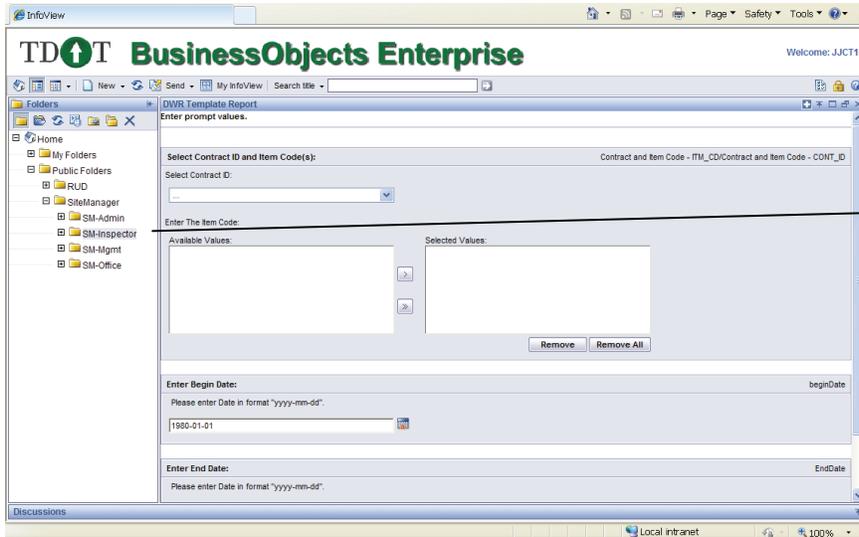


Inspectors Report of Installed Work Items

Figure 9-17

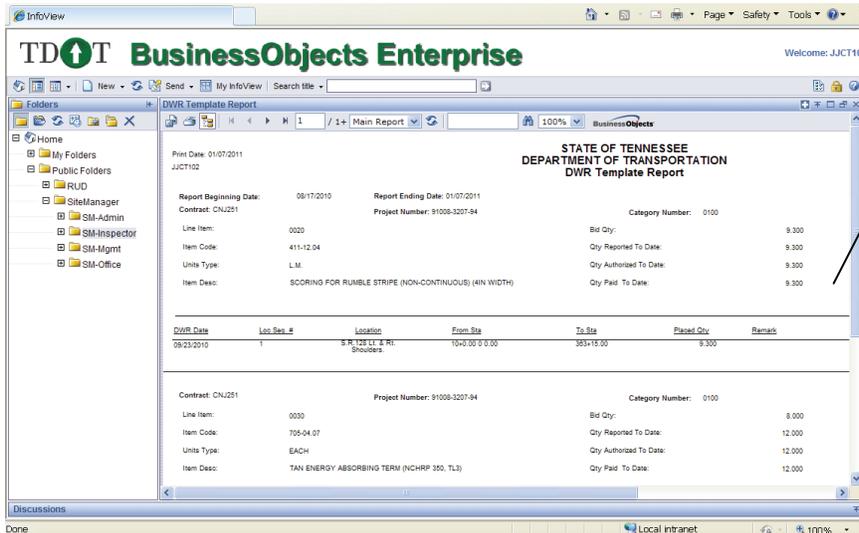
# Viewing the DWR Template Report

The DWR Template Report is a TDOT custom report that shows all of the DWR Templates used for a contract. In TDOT, the DWR Template Report is used to print a list of all DWR Templates for the items and time period chosen. This will allow staff to view the DWR template entries for multiple items and time periods at the same time.



DWR Template Report – Parameters window

Figure 9-18



DWR Template Report

Figure 9-19

Accessed from the SM-Inspector folder.

Under the report line after the DWR information, the DWR Template data is listed in standard columns from left to right regardless of how it is laid out on the real DWR Template. This standard layout allows all DWR Templates to be displayed on the same report.

## Viewing the Item Quantity Report

The Item Quantity Report lists all Contract Item quantities that are found in the database based on user-selected criteria. This report can be generated on all Contract Items (this is, Original, Change Order, Current, Installed, Paid, and Final). The Items are grouped by Item Code and Project Number. An Item cost summary is displayed for each group. The User can view the report on-line or print the report.

Line Nbr	Status Type	Bid Quantity	Unit Price	Original Amt	Net C O Qty	Qty Instl To Date	Qty Paid To Date	Final Quantity	Final Amount
Project Number: 55019-3220-94									
Item Cd: 105-01		Description: CONSTRUCTION STAKES, LINES AND GRADES						Unit Type: N	
Supp Desc1:									
Supp Desc2:									
0010	Active	1.00	6,000.00000	6,000.00	0.000	0.000	0.000	0.000	0.000
Project Totals				Original Amount:	6,000.00	Final Amount:		0.000	
Item Cd: 108-07		Description: LIQUIDATED DAMAGES						Unit Type: N	
Supp Desc1:									
Supp Desc2:									
9022	Active	0.00	-300.00000	0.00	0.000	0.000	0.000	0.000	0.000
Project Totals				Original Amount:	0.00	Final Amount:		0.000	
Item Cd: 108-10.01		Description: INCENTIVE PAYMENT						Unit Type: N	
Supp Desc1:									
Supp Desc2:									
9032	Active	0.00	1,000.00000	0.00	0.000	0.000	0.000	0.000	0.000

This report is sortable by most of the column headings.

The Item Quantity Report

Figure 9-20



## Exercise 9-11

In the following exercise, you will view the Item Quantity Report for Contract CNB022M.

User ID: **jj05753**      Group: **PJSUPS**      Mode: **Server**      Contract: **CNB022M**

1. Click the **Main Panel** folder tab.
2. On the **Main Panel**, double-click the **Contract Administration** icon.
3. On the **Contract Administration** panel, double-click the **Reports (CA+)** icon.
4. On the **Reports (CA+)** panel, double-click the **Item Quantity** icon.
5. Using the *right* mouse button, click the **Contract ID** field
6. In the object menu, click **Search**.
7. In the list box, scroll to and double-click **CNB022M**.
8. Click the **All Item Status** check box (ON).
9. Click the **OK** button.
10. Click the **Close** button.

## Review for Section 9

To create a new Diary:

1. On the **Daily Work Reports** panel, double-click the **Diary** icon.
2. Click the **Services** menu and click the **Choose Keys** choice.
3. In the **Contract** list box, scroll to and click the desired Contract.
4. Click **Ok**. The Diary Authorize folder tab lists the Daily Work Reports submitted for the current date.
5. To change the date, double-click the **Diary Date** field. This opens a calendar on which a date prior to the current date can be selected. To select a prior month, click the left arrow. To enter the selected date, click **Ok**.
6. To enter a remark, in the **Remark Type** list box, scroll to and click the remark type. Then, type the remark in the **Remarks** field.
7. Click the **Save** button.
8. Click **Ok**.

To preview a Daily Work Report:

1. On the **Daily Work Reports** panel, double-click the **Diary** icon.
2. Click the **Open** button.
3. In the **Contract** list box, scroll to and double-click the desired Contract.
4. In the **Diary** list box, scroll to and click the DWR Date of the Diary. (The DWR Date represents both the Daily Work Report Date and the Diary Date.)
5. Click **Ok**.
6. In the **Inspector** list box, scroll to and click the Inspector who submitted the Daily Work Report to be previewed.
7. Click the **Preview DWR** button.
8. To close the print preview window, click the **Close** button.

To authorize a Daily Work Report:

1. On the **Daily Work Reports** panel, double-click the **Diary** icon.
2. Create a new Diary or open an existing Diary.
3. In the **Inspector** list box, scroll to the Daily Work Report to be authorized.
4. Click the **Authorized** check box (ON).
5. Click the **Save** button.

To unauthorize a Daily Work Report:

1. On the **Daily Work Reports** panel, double-click the **Diary** icon.
2. Open an existing Diary.
3. In the **Inspector** list box, scroll to the Daily Work Report to be authorized.
4. Click the **Authorized** check box (O).
5. Click the **Save** button.

To create charge or no charge day:

1. On the **Daily Work Reports** panel, double-click the **Diary** icon.
2. Create a new Diary or open an existing Diary.
3. Click the **Charge** folder tab.
4. In the **Charge Type** field, click the radio button of the charge type to apply to the day for the Contract.
5. If the charge type is No Charge, in the **Credit Reason** drop-down list, click the expand arrow and click the reason for not charging all or part of the day.
6. To apply all or part of the charge or credit to a milestone, click the **Milestone** field and click the **New** button. An empty row is inserted.
7. In the **Milestone** drop-down list, click the expand arrow and click the milestone to apply the charge or credit to.
8. In the **Charge Amount** drop-down list, click the expand arrow and click Full Day or No Charge.
9. If No Charge is entered as the Charge Amount for the milestone, in the **Credit Reason** drop-down list, click the expand arrow and click the reason for a credit.
10. Click the **Save** button.

To access TDOT custom reports:

1. Launch Internet Explorer.
2. Access web address  
**http://boe.tdot.state.tn.us/businessobjects/Enterprise115/InfoView/**
3. Click the **plus sign** next to **Public Folders**.
4. Click the **plus sign** next to **SiteManager**.
5. Click the desired group name.
6. Click the desired report name.
7. Enter the desired prompt values.
8. Click the **OK** button.
9. Print or Save the report as appropriate.

To view the History of Daily Work Reports:

1. On the **Daily Work Reports** panel, double-click the **History** icon. The Select Contract panel opens.
2. In the **Contract** list box, scroll to and click the Contract ID.
3. Click **Ok**. The **DWR History** folder tab is displayed.
4. Click the **Down Arrow** button to view the DWRs.

To run the Installed Work Report:

1. On the **Main Panel**, double-click the **Contractor Payments** icon.
2. On the **Contractor Payments** panel, double-click the **Reports** icon.
3. On the **Reports** panel, double-click the **Installed Work** icon.
4. In the list box, select the appropriate contract.
5. Click the **OK** button.
6. To close the report, click the **Close** button.

To view Item Quantity Report:

1. On the **Contract Administration** panel, double-click the **Reports** icon.
2. On the **Reports** panel, double-click the **Item Quantity** icon.
3. Using the right mouse button, click the **Contract ID** field. In the object menu, click **Search**.
4. In the list box, scroll to and double-click desired contract.
5. In the **Item Status** drop-down list, click the **All item status** checkbox.
6. Click the **OK** button to generate the contract.

## Summary Exercise for Section 9

In the following exercise, you will create a Diary and review activities on Contracts CNB022L.

User ID: **jj05753**      Group: **PJSUPS**      Mode: **Server**      Contract: **CNB022L**

1. Create a new Diary for Contract **CNB022L** on **04/18/05**.
2. Preview **Jackie Warren's** Daily Work Report for **04/18/05**.
3. Authorize **Jackie Warren's** Daily Work Report for **04/18/05**.
4. Open the Diary Date **11/15/05** for Contract **CNB022L**. Unauthorize the DWR created by User ID **jj05752** (Gutierrez, Sandy).
5. Log on in **Server** mode as **jj05752**.
6. Pipeline DWR date **11/15/05** on Contract **CNB022L** for **jj05752** (Gutierrez, Sandy) to **Standalone** mode.
7. Exit SiteManager.
8. Log on in Standalone mode as **jj05752**.
9. Correct the reporting error for Contract **CNB022L** on DWR Date **11/15/05** for Item Code **712-06, SIGNS (CONSTRUCTION)**, Project Number **55019-3220-94**, Line Item Nbr **0310** on template **SM22A**. Change the # of Signs value to **4**.
10. Exit SiteManager.
11. Log on in **Server** mode as **jj05752**.
12. **Pipeline** DWR date **11/15/05** for **jj05752** back to Server mode.
13. Exit SiteManager.
14. Log on in **Server** mode as User ID **jj05753**.
15. **Authorize** the corrected DWR.
16. Preview the DWR History, Work Item History, and Contractor History for **CNB022L**.
17. View the Item Quantity Report for **CNB022L**.
18. View the Installed Work Report for **CNB022L**.
19. Exit SiteManager.

# Section 10 Estimate Basics and Progress Estimates

## for Office Documentation

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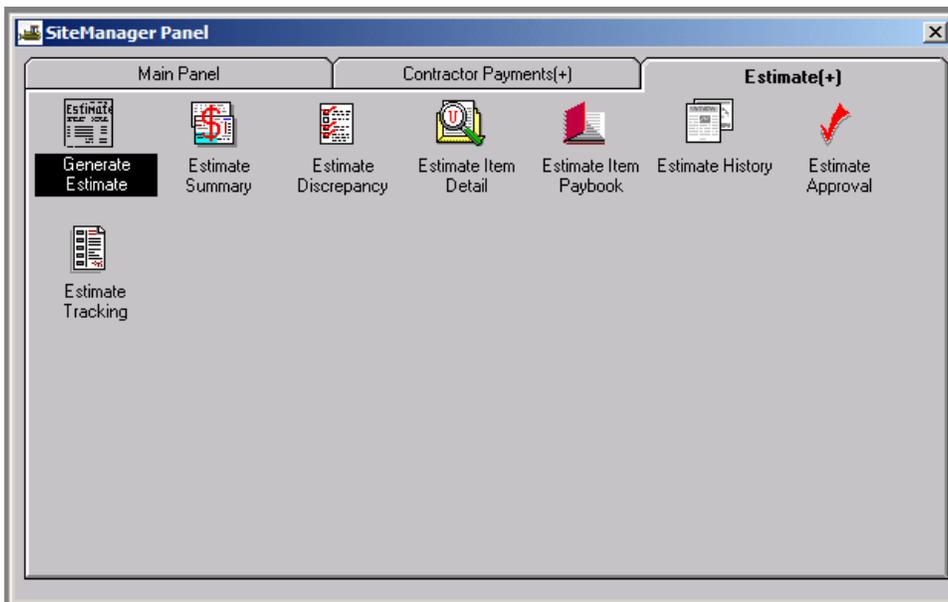
By the end of this module, you will be able to:

- TDOT Progress Estimate Generation Workflow
- View the Unauthorized DWR Report
- View the Installed Work Report
- Generate a Progress Estimate
- View the Estimate Summary
- Resolve Estimate Discrepancies
- Enter Material Test Reports for the Estimate Period
- Add Price and Pay Adjustments for the Estimate Period
- TDOT Estimate Review and Approve Workflow
- View the Estimate Item Detail
- View the Estimate Item Paybook
- Generate the Summary To Contractor Report
- Approve an Estimate
- Track an Estimate
- View the Estimate History
- Correct Quantities for Approved Progress Estimates
- View Quantity Adjustment DWRs

## SiteManager Estimates Overview

The Estimate Generation process manages the Estimate functionality from the generation of an Estimate through the creation of the extract file for the transportation agency's financial system. The functionality is divided into the following areas:

- Generation of the Estimate
- Review of Estimate information
- Resolution of Estimate discrepancies
- Review of Estimate item details
- Approval of Estimate
- Tracking of Estimate status



The Estimate Panel

Figure 10-1

## TDOT Progress Estimate Generation Workflow

### INSPECTION STAFF

The Inspection staff will complete the following pre-estimate planning and verification tasks prior to estimate generation:

Progress Estimate Planning and Verification Tasks	Functional Navigation
Lead Inspector/Inspector will check-in (Pipeline) all DWRs to the server through the ending DWR date as outlined in the PM to Server chapter.	Pipeline > PM to Server Pipeline
If the contract is a Maintenance Contract the inspector will access the Adjustments Plug-In to see if there are any missing MMS Templates.	Contract Administration > Contract Records > Contracts > Plug-In > Adj. Plug-In
Lead Inspector will run the Unauthorized DWR Report to find the applicable DWRs that have not been authorized.	TDOT Custom SM Report Accessories > System Attachments
As needed, Lead Inspector will run and review the Installed Work Report to help determine which unauthorized DWRs should be authorized for the estimate. Lead Inspector may also need to review the DWRs and other reports to help with this determination.	Contractor Payments > Reports > Installed Work
As needed, Lead Inspector will create any missing Diaries for the estimate period and authorize all applicable DWRs that have not been authorized to date. In TDOT, a Diary is to be created for each day of the period covered by the estimate for the life of the Contract.	Daily Work Reports > Daily Work Reports or Diary
Lead Inspector notifies Office Staff that all DWRs have been checked in and are ready to be included in an estimate	External

The TDOT Progress Estimate Generation Workflow – Inspection Staff

**Table 10-1**

**OFFICE STAFF**

The Office Staff will complete the following pre-estimate planning and verification tasks prior to estimate generation:

Progress Estimate Planning and Verification Tasks	Functional Navigation
Office Staff will create DWRs for office recorded work items such as Mobilization and Ticketed Items.	Daily Work Reports > Daily Work Reports
If the contract is a Maintenance Contract the Office Staff will access the Adjustments Plug-In to see if there are any missing MMS Templates.	Contract Administration > Contract Records > Contracts > Plug-In > Adj. Plug-In
Office Staff will use the Diary window to authorize DWRs created by Office Staff.	Daily Work Reports > Diary
Office Staff will run the Unauthorized DWR Report to find the applicable DWRs that have not been authorized. If the report displays Inspector DWRs that should be authorized, contact the Lead Inspector / Project Supervisor. All applicable DWRs for the estimate period must be authorized prior to generating an estimate.	TDOT Custom SM Report Accessories > System Attachments
As needed, Office Staff will run and review the Installed Work Report to help determine which unauthorized DWRs should be authorized for the estimate. Office Staff may also need to review the DWRs and other reports to help with this determination.	Contractor Payments > Reports > Installed Work
Office Staff will create any missing Diaries for the estimate period and authorize all applicable Office Staff created DWRs that have not been authorized to date. In TDOT, a Diary is to be created for each day of the period covered by the estimate for the life of the Contract. The Office Staff should not authorize Inspector DWRs. Inspector DWRs should be authorized by a Lead Inspector or Project Supervisor.	Daily Work Report > Daily Work Reports or Diary

The TDOT Progress Estimate Planning and Verification Workflow – Office Staff

**Table 10-2**

**PROJECT SUPERVISOR**

When authorizing DWRs for Lead Inspectors and/or Office Staff, Project Supervisors will complete the following pre-estimate planning and verification tasks prior to estimate generation:

Progress Estimate Planning and Verification Tasks	Functional Navigation
Project Supervisor will run the Unauthorized DWR Report to find the applicable DWRs that have not been authorized by the Lead Inspector or Office Staff.	TDOT Custom SM Report Accessories > System Attachments
Project Supervisor will run and review the Installed Work Report to help determine which unauthorized DWRs should be authorized for the estimate. Project Supervisor may also need to review the DWRs and other reports to help with this determination.	Contractor Payments > Reports > Installed Work

Progress Estimate Planning and Verification Tasks	Functional Navigation
Project Supervisor will create any missing Diaries for the estimate period and authorize all applicable DWRs that have not been authorized to date. In TDOT, a Diary is to be created for each day of the period covered by the estimate for the life of the contract.	Daily Work Reports > Daily Work Reports or Diary
Project Supervisor notifies Office Staff that all applicable DWRs have been reviewed and authorized and that the estimate is ready for generation.	External

The TDOT Progress Estimate Generation Workflow – Project Supervisor Staff

**Table 10-3**

### OFFICE STAFF

The Office staff will complete the following tasks as part of the estimate generation and review process:

Progress Estimate Workflow Tasks	Functional Navigation
Office Staff will generate the estimate. It may be necessary to generate the same estimate multiple times if corrections or adjustments are necessary.	Contractor Payments > Estimate > Generate Estimate
Office Staff will review the Summary to Contractor report and the Estimate Summary and Estimate Discrepancy windows. The Office Staff will resolve those discrepancies that can be addressed, and override with remarks those that cannot be resolved at the present time.	Contractor Payments > Process List > Summary to Contractor  Contractor Payments > Estimate > Estimate Summary, Estimate Discrepancy
Office Staff will access the Test Report plug-in to enter any remaining test reports and to review, resolve (if able) and balance shortages.  Note: The Test Report plug-in may be run at any time to enter test reports.	Contract Administration > Contract Records > Contract > Attachments > Test Reports plug-in
Office Staff will access the Adjustments plug-in and calculate all Fuel, Bituminous Material, AC Content, and Anti-Strip adjustments necessary for the estimate period. If applicable, all Adjustment Calculation Messages must be resolved before adjustments can be applied.	Contract Administration > Contract Records > Contract > Attachments > Adjustments plug-in
If changes are required to the estimate, the Office Staff will follow the Estimate Correction Procedure detailed in The TDOT Progress Estimate Correction Workflow Table 10-6 of this chapter.  Note: If any corrections must be made to an item, the estimate will need to be generated again. Additionally, the Test Reports plug-in and Adjustments plug-in must be run again for the newly generated estimate.	Contractor Payments > Process List > Summary to Contractor
Office Staff will notify the Project Supervisor to begin his/her review of the estimate (see TDOT Estimate Review and Approve Workflow Table 10-9)	External

The TDOT Progress Estimate Generation Workflow – Office Staff

**Table 10-4**

## TDOT Estimate Generation Schedule

In TDOT, all Progress Estimates are generated by the Office Staff of the Unit assigned the contract. Before the Estimate Generation and Reconciliation Cycle can begin, the Inspection staff must pipeline all DWRs through the DWR Ending Date for their region to the server. The following table outlines the Estimate Generation schedule for each of the Regions.

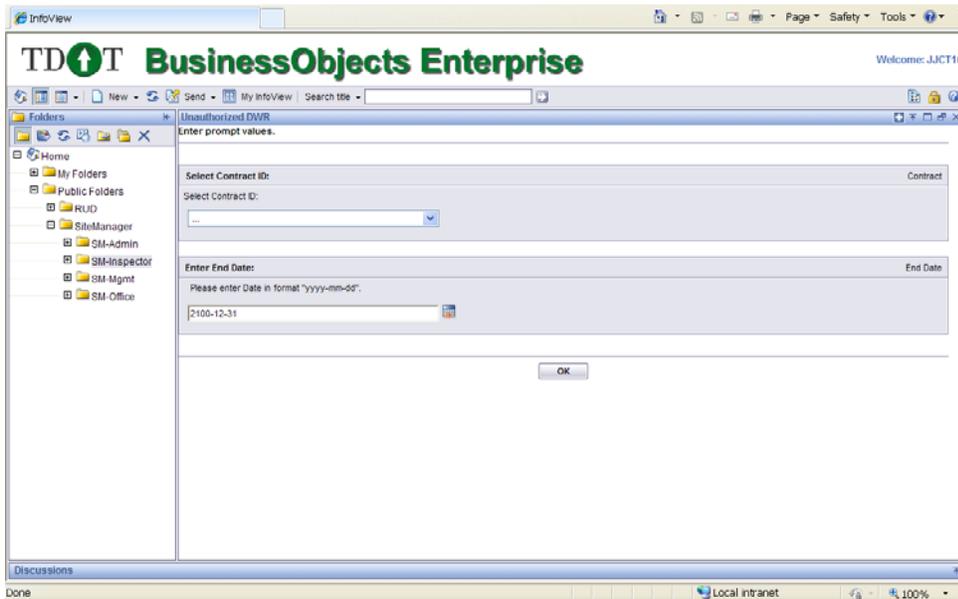
Region	First DWR Date	Ending DWR Date (Estimate End Date)	First Day Office Staff Can Generate Estimate
Region 1	21 <sup>st</sup> day of the previous month	Through 20 <sup>th</sup> day of the current month	21 <sup>st</sup> day of the current month
Region 2	1 <sup>st</sup> day of the previous month	Through the last day of the previous month	1 <sup>st</sup> day of the current month
Region 3	1 <sup>st</sup> day of the previous month	Through the last day of the previous month	1 <sup>st</sup> day of the current month
Region 4	16 <sup>th</sup> day of the previous month	Through the 15 <sup>th</sup> day of the current month	16 <sup>th</sup> day of the current month

The TDOT Progress Estimate Generation Schedule

**Table 10-5**

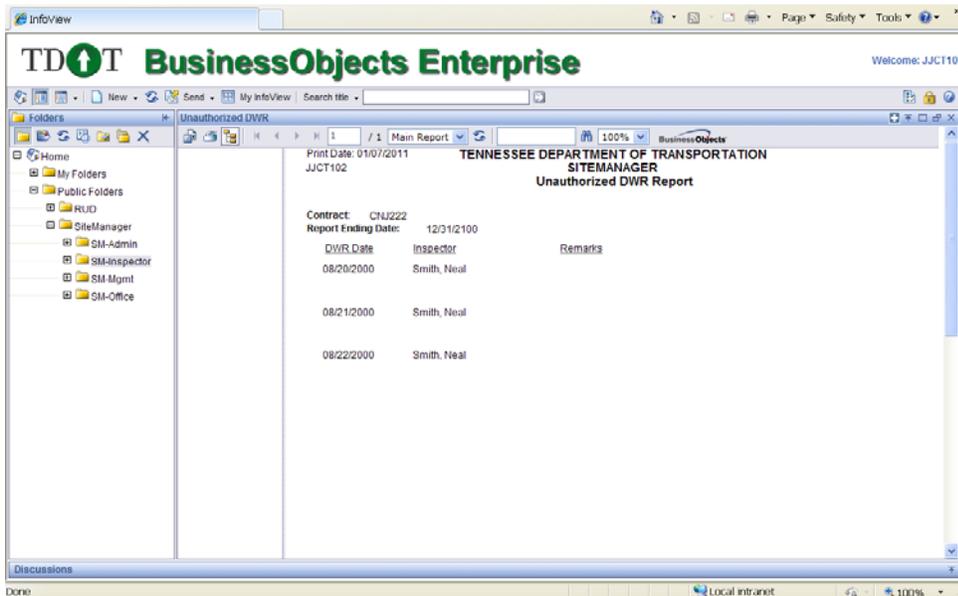
## Viewing the TDOT Unauthorized DWR Report

The Unauthorized DWR report is a custom report developed by TDOT. When generated, the report will display a list of DWRs, as well as the User ID and name of the person who created the DWR, that have not been authorized for the specified time period on the selected contract.



The Unauthorized DWR Report Parameters window

Figure 10-2



The Unauthorized DWR Report

Figure 10-3

# Viewing the Installed Work Report

The Installed Work Report displays all the items of work recorded on Daily Work Reports that have not been included on an estimate. There is an indicator for each item entry to indicate whether or not the displayed Installed Quantity has been authorized on a Diary for payment.

Items paid on a previous estimate will not be listed on this report.

LIN	Item Code	Description	Unit	Unit Price	DWR Date	Entered By	Auth Installed Qty	Installed Amount
RPT-ID: RCPINSWK USER: j05754 Tennessee Department of Transportation UNPAID INSTALLED QUANTITY SUMMARY CONTRACT ID: CNB022K DATE: 07/25/2006 PAGE: 1 OF 2								
Fed St Pri Nbr: BR-STP-224(7)		PCN: 55019-3220-94						
Category Number: 0100								
0010	105-01	CONSTRUCTION STAKES, LINES AND GRADES	LS	\$6,000.00				
Qty Reported to Date: 0.40			Qty Authorized to Date: 0.40		Qty Installed to Date: 0.00			
04/28/05	Gutierrez, Sandy	Bridge #2					<input checked="" type="checkbox"/>	0.40 \$2,400.00
0110	307-01.01	ASPHALT CONCRETE MIX (PG64-22) (BPM8-HM) GRADING A	TON	\$39.00				
Qty Reported to Date: 1,413.00			Qty Authorized to Date: 1,413.00		Qty Installed to Date: 0.00			
04/28/05	Warren, Jackie	Bridge #2					<input checked="" type="checkbox"/>	1,413.00 \$55,107.00
0120	307-01.08	ASPHALT CONCRETE MIX (PG64-22) (BPM8-HM) GRADING B-M2	TON	\$36.00				
Qty Reported to Date: 929.00			Qty Authorized to Date: 929.00		Qty Installed to Date: 0.00			
04/28/05	Warren, Jackie						<input checked="" type="checkbox"/>	929.00 \$33,444.00

Report may be sorted using the Item Code, Description, and installed Quantity column headings.

The Installed Work Report

Figure 10-4

In TDOT, the Installed Work Report may be used to review quantities recorded in DWRs that have not yet been included in an estimate. Discrepancies in placed quantity totals may be apparent and therefore addressed prior to estimate generation.

Any “Auth” box that does not show an “X” is NOT authorized for payment and will not be included in the next estimate.



## Generating a Progress Estimate

The Generate Estimate window can be accessed within the Contractor Payments component of SiteManager.

The first and all subsequent Estimates leading up to the Final Estimate are Progress Estimates. The Progress Estimate is the system default (standard choice).

To generate an estimate, the user may select either the Generate Estimate choice from the Services Menu or the Generate Estimate button from the Toolbar. With either of the Estimate Generation methods, the Estimate will be generated immediately.

When Generate Estimate is initiated by clicking the Generate button, SiteManager will verify that a prior Estimate does not exist for an overlapping period of time (only one Estimate is valid for a period of time). If one does exist, the User is prompted with a window to confirm the deletion of the prior Estimate. If the deletion is confirmed, the generation process will delete the prior Estimate and initiate the generation of the new Estimate as a background process. Otherwise, the generation is halted leaving the prior Estimate intact.

Once the Estimate has been submitted, an In-Box message will confirm whether or not the Estimate generated successfully.

### Estimate Activities

The Estimate generation process allows the user to generate an Estimate for the Contract. The user selects to generate a progress or a final Estimate from the Contractor Payments component. The system then performs a background process which performs the following activities:

- **Delete pending Estimate.** This activity deletes any previous pending Estimate which has been calculated but not approved. The deletion will remove only details tied to the previous pending Estimate.
- **Determine quantities for payment.** This activity will determine the quantity to be paid for each line item on the Contract which has items installed for the Estimate period.
- **Calculate stockpiled materials.** This activity will determine if an installed item has stockpiled materials. If it does, the process will use a stockpiled materials conversion factor to add a new line item adjustment to adjust the amount of payment which is to be made for the line item.
- **Identify discrepancies.** This activity checks for and reports 'discrepancies' for the work being performed by defined rules and conditions, e.g., overruns, Checklist Events and physical completion dates for milestones with projected end dates during the Estimate period. This activity provides a window with discrepancy details for the Project Supervisor so that proactive steps can be taken for various project issues. The edits performed during the progress Estimate are a subset of the edits performed during the final Estimate.



The Generate Estimate  
Button

**Figure 10-5**

- **Determine Funding Amounts.** This activity will calculate the funding amount for the different funding sources based upon the funding given for the Contract, project, category or item.

## Types of Estimates

- Progress (first and all intermediate)
- Final
- Supplemental (This is used only when Final Estimate has been fully approved and paid. This can be verified in the Estimate Tracking window.)

Contract ID: CNB022P

Last Estimate Number: 0001

Generate Estimate Number: 0001

Date

Begin: 04/14/05

End: 05/15/05

May 2005

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Type

Progress

Final

Supplemental

Delay Generation

The Generate Estimate Window

Figure 10-6

**Delay Generation**  
will keep the  
estimate from  
generating.

**TDOT will not use the Delay Generation box.**

**Tip:** If the contract you wish to generate an Estimate for is not on the contract pick-list or you receive the message, “You do not have Authority to Generate an Estimate” ensure that the contract status is ‘Active’ and that the contract Notice to Proceed critical date has been populated. The Notice to Proceed Date is the “Begin” date of any contract’s first Estimate period.



## Exercise 10-2

In the following exercise, you will generate a Progress Estimate for Contract CNB022P and view the In-Box.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. On the **Contractor Payments** panel, double-click the **Estimate** icon.
2. On the **Estimate** panel, double-click the **Generate Estimate** icon. SiteManager displays the Contracts window.
3. In the **Contract** list box, scroll to and double-click **CNB022P**.
4. In the **End** field, type **051505**.
5. Click the **Generate Estimate** button. A message says that an Estimate exists for the generation period, and asks the User to confirm deletion.
6. Click the **Yes** button. SiteManager displays a message stating that the process has been submitted.
7. In the message, click the **OK** button. SiteManager displays a message — stating that the process has been completed.
8. In the message, click the **OK** button.
9. To close the **Generate Estimate** window, click the **Close** button.

Now, let's open the In-Box.

10. Click the **Main Panel** tab.
11. On the **Main Panel**, double-click the **Accessories** icon.
12. On the **Accessories** panel, double-click the **In-Box** icon. SiteManager displays the **In-Box** window.
13. Double-click the message titled **Est Nbr = 0001 for CNB022P finished successfully**.

**Client Job Monitor message will appear when SM does not find a server. It is followed by a prompt to reconnect to servers. In training you must ALWAYS click NO to this message.**

**The In-box should be viewed 1-2 times daily for estimate and change order review/approval notices.**

## Viewing the Estimate Summary

The Estimate Summary window allows the User to view calculated Estimate summary information. It may be accessed from the Estimate panel or from the In-Box. The window shows three sets of totals:

- Previous Estimate(s) - Combined totals for previous Estimate(s)
- This Estimate – totals for the current Estimate
- Total to Date – combined totals for all Estimates

	Previous Estimate(s) (\$)	This Estimate (\$)	Total (\$) To Date
Item Earnings:	\$0.00	\$100,510.05	\$100,510.05
Participating:	\$0.00	\$100,510.05	\$100,510.05
Non - Participating:	\$0.00	\$0.00	\$0.00
Retainage:	\$0.00	\$0.00	\$0.00
Stockpiled Materials:	\$0.00	\$0.00	\$0.00
Incentive:	\$0.00	\$0.00	\$0.00
Disincentive:	\$0.00	\$0.00	\$0.00
Liquidated Damage:	\$0.00	\$0.00	\$0.00
Other Adjustments:	\$0.00	\$0.00	\$0.00
Paid To Contractor:	\$0.00	\$100,510.05	\$100,510.05

Discrepancies

Deficient Payrolls:  Civil Rights Rpt. Deficiency:  Item:  Other:

Subcontractors Paid :

The Estimate Summary Window

Figure 10-7



### Exercise 10-3

In the following exercise, you will view the Estimate Summary window for contract CNB022P.

User ID: **jj05754** Group: **OSTAFF** Contract: **CNB022P**

1. What is the amount paid to the contractor on this estimate?  
\$100,510.05
2. Are there discrepancies on this estimate? YES – Item
3. To close the **Estimate Summary** window, click the **Close** button.
4. To close the **In-Box** window, click the **Close** button.
5. Click the **Main Panel** folder tab.

— Navigates back to the In-Box window.

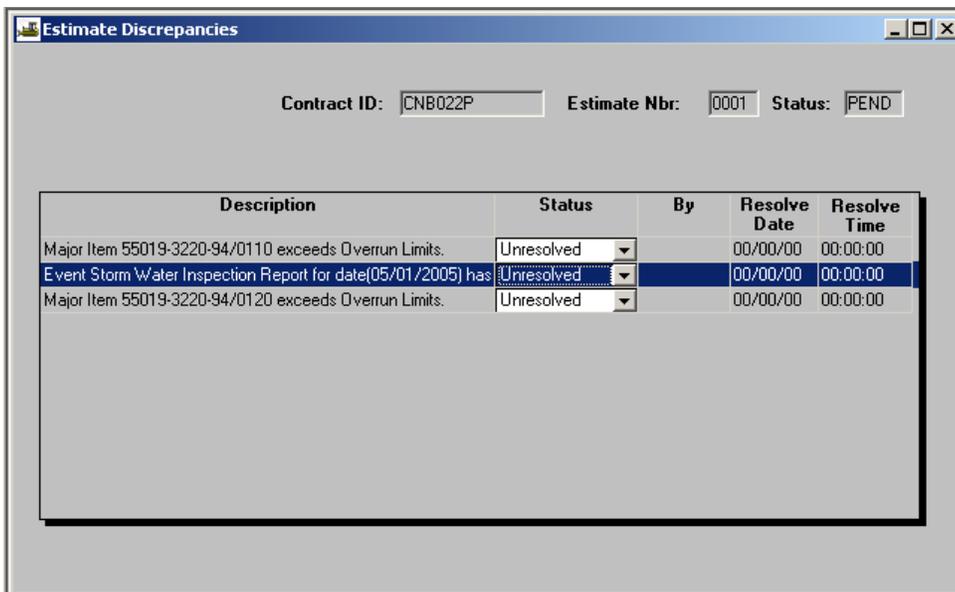
## Resolving Estimate Discrepancies

SiteManager identifies the discrepancies associated with an Estimate and displays them in the Estimate Discrepancy window. The discrepancies are of two levels: discrepancies at the Estimate level and discrepancies at the item level. For instance, if a Checklist Event Date is not met, the discrepancy is associated to the Estimate. If an item overrun is displayed, the discrepancy is associated with the specific line item.

Estimate discrepancies are listed at the top of the Estimate Discrepancy window, and the item discrepancies are listed after them. The Status field value is either 'Unresolved' or 'Override.' When the Recalculate Discrepancies function is selected from the Services menu, or if the Estimate is regenerated, the discrepancies are re-determined.

Two options with discrepancies:

- **Override with comment**
- **Resolve and recalculate**



The Estimate Discrepancies Window

Figure 10-8



The Navigate Button

Figure 10-9

## TDOT Discrepancy Types

There are four types of discrepancies utilized at TDOT. Each is identified using different criteria.

**Overrun Discrepancy** – Occurs if a major item is overrun by 10% or more and a minor item overrun by 999.99% or more.

**Milestone Completion Date Missed Discrepancy** – Occurs if a milestone has not been completed within the time frame specified on the Milestones window.

**Contract Completion Date Missed Discrepancy** – Occurs if work is recorded on a DWR beyond the Contract Completion Date specified on the Contracts window/Critical Dates folder tab.

**Checklist Event Completion Date Missed Discrepancy** – Occurs if the Actual Date of the Checklist Event has not been entered on the Checklist Event Dates window within the time frame specified on the Checklist Scheduled Events window.

**In TDOT, the Office staff needs to investigate all discrepancies to ensure the accuracy of item quantities and recorded dates within the application. The Project Supervisor will review discrepancies and determine whether an action needs to take place - override, correct DWR, or initiate change order.**



### Exercise 10-4

In the following exercise, you will resolve an Estimate Discrepancy on Estimate 0001 for contract CNB022P.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. Double-click the **Contractor Payments** icon.
2. On the **Contractor Payments** panel, double-click the **Estimate** icon.
3. On the **Estimate** panel, double-click the **Estimate Discrepancy** icon. SiteManager displays the Estimate Discrepancies window.
4. Click the discrepancy that says **Event Storm Water Inspection Report for date (05/01/2005) has not occurred.**
5. Click the **Navigation** button. SiteManager displays the Checklist Event Dates window.
6. In the **Event Type** list box, click the checklist event for **Storm Water Inspection Report.**
7. In the **Actual Date** field, and type **051005.**
8. On the toolbar, click the **Save** button.
9. To close the **Checklist Event Dates** window, click the **Close** button.

— Navigates back to the Estimate Discrepancies window.

## Recalculating Estimate Discrepancies

Using the Services Menu to Recalculate Discrepancies in the Estimate Discrepancy window will cause any resolved discrepancies to be removed from the Estimate but will not affect unresolved discrepancies.

**In TDOT, the Office Staff will recalculate discrepancies after completing all possible Estimate discrepancy resolutions. This will need to be done before any discrepancies are overridden with remarks.**



### Exercise 10-5

In the following exercise, you will recalculate an Estimate Discrepancy on Estimate 0001 for contract CNB022P.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. Click the **Services** menu.
2. Click the **Recalculate Discrepancies** choice. SiteManager displays a message to inform you that this function may take several minutes to perform.
3. In the message, click the **Yes** button. SiteManager displays a message to inform you that the refresh is complete.
4. In the message, click the **OK** button. SiteManager removes the discrepancy that you resolved.
5. On the toolbar, click the **Save** button.

———— **The resolved  
discrepancy is no  
longer on the list.**

## Overriding Estimate Discrepancies

Overriding an Estimate Discrepancy in the Estimate Discrepancy window will cause the discrepancy to be ignored by SiteManager for the specified Estimate only.

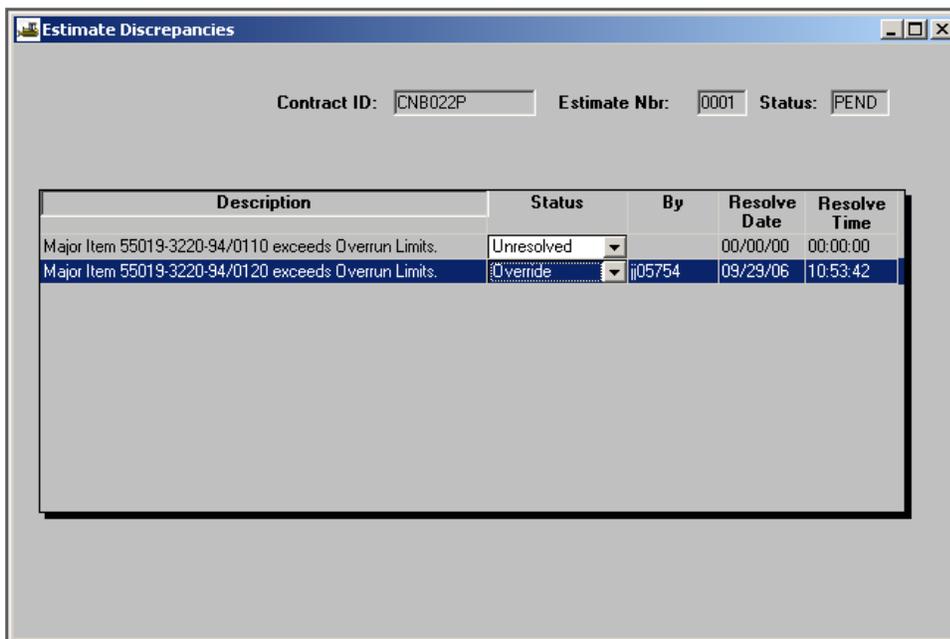
### TDOT Estimate Discrepancy Procedures

**Overrun Discrepancy** – The Office Staff / Project Supervisor should check the overrun quantity to verify if it is correct. The discrepancy may be overridden.

**Milestone Completion Date Missed Discrepancy** – The Office Staff / Project Supervisor will verify the discrepancy. The discrepancy may be overridden until a change order can be prepared and approved.

**Contract Completion Date Missed Discrepancy** – The Office Staff / Project Supervisor should verify the discrepancy, and if applicable, initiate a change order to correct it. The discrepancy may be overridden until the change order can be prepared and approved.

**Checklist Event Completion Date Missed Discrepancy** – The Office Staff / Project Supervisor will verify the discrepancy. This type of discrepancy must be resolved and never overridden.



The Estimate Discrepancies Window

Figure 10-10

**In TDOT, if an estimate discrepancy on a Progress Estimate cannot be resolved, the discrepancy must be overridden with an explanation with the exception of a Checklist Event. When overriding a discrepancy, click outside of the Remarks box and save after each override explanation. Do not use the TAB key.**



## Exercise 10-6

In the following exercise, you will override a discrepancy on Estimate 0001 for Contract CNB022P.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. Click the discrepancy that says **Major Item 55019-3220-94/0120 exceeds Overrun Limits**.
2. In the **Status** drop-down list, click the expand arrow to the right of the current selection and click the **Override** choice. SiteManager displays a Remarks window.
3. In the **Remarks** window, type **Change Order to increase the quantity is pending**.
4. To close the **Remarks** window, on the toolbar, click the **Remarks** button.
5. Click the **Save** button.
6. To close the **Estimate Discrepancies** window, click the **Close** button.
7. To prepare for the next exercise, click the **Main Panel** folder tab.

## TDOT Progress Estimate Correction Workflow

If a discrepancy is displaying due to an error recorded on a DWR, the Office staff will not override the discrepancy. Instead, the Office Staff and Inspection Staff will complete the following tasks as part of the estimate correction process to update the DWR error prior to running the plug-ins to adjust the estimate:

TDOT Progress Estimate Correction Workflow Tasks	Functional Navigation
1. Office Staff will delete the pending estimate if a correction must be made to a DWR/Diary for the estimate period. If an adjustment has been made to the estimate, the adjustment plug-in must be used to place the estimate back in pending status prior to deleting the estimate.	Contractor Payments > Estimate > Estimate History
2. Office Staff / Lead Inspector will unauthorize the DWRs that need to be corrected. Note: DWRs created by Office Staff should be unauthorized by the Office Staff; DWRs created by Inspection Staff should be unauthorized by the Lead Inspector.	Daily Work Reports > Diary
3. DWR Creator (Inspectors only) will pipeline the DWR to standalone mode to correct the DWR. Note: Office Staff DWRs are created and corrected in Server mode. Inspection Staff DWRs are created and corrected in Standalone mode.	Pipeline > Server to PM
4. DWR Creator corrects the DWR.	Daily Work Reports > DWR
5. DWR Creator (Inspectors only) will pipeline the DWR to server mode after correcting the DWR.	Pipeline > PM to Server
6. Office Staff / Lead Inspector will authorize the corrected DWR. Note: DWRs corrected by Office Staff should be authorized by the Office Staff; DWRs corrected by Inspection staff should be authorized by the Lead Inspector.	Daily Work Reports > Diary
7. Office Staff will generate the Estimate and repeat the Progress Estimate Generation Workflow.	Contractor Payments > Estimates > Generate Estimate

The TDOT Progress Estimate Correction Workflow

Table 10-6

**In TDOT, every effort should be made to correct the estimate prior to running the adjustment plug-ins following the workflow above. Only after being satisfied that the item quantities are correct should the Office Staff run the adjustment plug ins to adjust the pay amount of the estimate.**

# Entering TDOT Progress Estimate Adjustments

## TDOT Progress Estimate Adjustment Workflow

The Office Staff will complete the tasks outlined in the table below as part of the estimate adjustment process to complete insufficient test reports adjustments as well as Fuel, Bituminous Material, AC Content and Anti-Strip Adjustments. All installed quantities should be corrected, uploaded and included on an estimate before the Test Reports plug-in or Adjustments plug-in are run.

**The Test Reports plug-in MUST be completed prior to completing the Adjustments plug-in.**

Progress Estimate Adjustment Workflow Tasks	Functional Navigation
1. Office Staff will access the Test Reports plug-in, enter any remaining test reports for the estimate period, and balance shortages.	Contract Administration > Contract Records > Contract > Attachments > Test Reports plug-in
2. Office Staff may access the Line Item Adjustments window to view the line item adjustments created by the Test Report plug-in.	Contractor Payments > Contract Adjustments > Line Item Adjustments
3. Office Staff will access the Adjustments plug-in and calculate all Fuel, Bituminous Material, AC Content, and Anti-Strip adjustments necessary for the estimate period. If applicable, all Adjustment calculation messages must be resolved before Adjustment can be applied.	Contract Administration > Contract Records > Contract > Attachments > Adjustments plug-in
4. Office Staff may access the Line Item Adjustments created by the Adjustments plug-in.	Contractor Payments > Contract Adjustments > Line Item Adjustments

The TDOT Progress Estimate Adjustment Workflow

**Table 10-7**

**IMPORTANT:** If an adjustment has been made to the estimate by the Adjustment plug-in, the Adjustment plug-in must be used to place the estimate back in pending status prior to deleting the estimate.

**In TDOT, only Users assigned to the Office Staff security group (OSTAFF) are able to update the Test Reports plug-in and Adjustments plug-in.**

**It is critical that the appropriate workflow is followed so that the plug-ins will calculate adjustments properly.**

**Always generate the pending estimate and address all issues prior to calculating test report shortage adjustments in the Test Reports plug-in.**

**Always complete the test report shortage calculations before running the Adjustments plug-in. If an estimate must be deleted and generated again, always use the Adjustments plug-in to put the estimate back in pending status.**

## Entering Test Reports in SiteManager

Material Test Reports are entered into SiteManager using a TDOT developed plug-in accessible from the SiteManager Contract window Attachment functionality.

The Test Reports plug-in will apply deductions to item payment when test report shortages exist. It is divided into four folder tabs: Tests, Materials, Test Report Payment Adjustment, and Shortage Calculation Setup.

The steps to use the Test Reports plug-in are as follows and are detailed on the following pages.

1. Access the Test Reports plug-in (Main Panel > Contract Administration > Contracts > select Contract > click Attachments button > double-click Test Reports)
2. Set up the Test Reports plug-in before the first estimate by indicating No for every Contract Item that should not have test report adjustments applied using the **Shortage Calculation Setup** folder tab within the Test Reports plug-in.
3. Enter test reports as they are completed using the **Test Reports** folder tab within the Test Reports plug-in. This may be done at any time.
4. Apply test report adjustments to an estimate after the estimate has been generated (but before it has been approved) using the **Balance Shortages** button on the **Payment Adjustment** folder tab of the Test Reports plug-in.
5. Indicate materials used in an item using the **Materials** folder tab of the Test Reports plug-in. This may be done at any time.

**Test Report shortages must be balanced before adjustments can be calculated unless TR calc shortages was set to NO.**



### Exercise 10-7

In the following exercise, you will navigate to the Test Reports plug-in for contract CNB022P.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. Double-click the **Contract Administration** icon.
2. On the **Contract Administration** panel, double-click the **Contract Records** icon.
3. On the **Contract Records** panel, double-click the **Contracts** icon. SiteManager displays the Contracts window.
4. Click the **Payment Data** tab. Notice that the **Price Adjmnt Ind** check box has been deselected and made unavailable. When the contract is created, this automatic price adjustment functionality is disabled to bypass SiteManager and use the plug-in adjustments only.
5. On the toolbar, click the **Attachments** button.
6. Double-click the **Test Reports** attachment. SiteManager displays the Test Reports window.

### Test Reports Plug-in, Shortage Calculation Setup Folder Tab

When the contract is loaded, one material is assigned to every item and the calculate shortage indicator is set to Yes for every item on the Shortage Calculation Setup folder tab of the Test Reports plug-in.

Defaults to Yes for every item.

The Office Staff will access the Shortage Calculation Setup folder tab to indicate No for every item that should not have test report adjustments. For example, a liquidated damage item should not have a test, so the indicator should be changed to No for this item.

Office Staff Users should also address the items added by change orders. When additional items are added to the contract by change order, one material is assigned to each change order item and the calculate shortage indicator is set to Yes as well. All items that should not have test report adjustments should be toggled to NO.

All items will default to Yes causing the system to calculate a shortage if test reports are not entered. Office Staff will toggle this to No for items that do not require test reports. The settings will be saved.

Project	Catg	Line Item Nbr	Item Cd	Material	Unit	Calculate Shortage?
55019-3220-94	0100	0010	105-01	105-01 CONSTRUCTION STAKES, LINES AND GRADES	LS	NO
55021-3214-94	0100	0010	105-01	105-01 CONSTRUCTION STAKES, LINES AND GRADES	LS	NO
55019-3220-94	0100	9022	108-07	108-07 LIQUIDATED DAMAGES	DAY	NO
55021-3214-94	0100	9021	108-07	108-07 LIQUIDATED DAMAGES	DAY	NO
55019-3220-94	0500	9032	108-10.01	108-10.01 INCENTIVE PAYMENT	DAY	NO
55021-3214-94	0500	9031	108-10.01	108-10.01 INCENTIVE PAYMENT	DAY	NO
55019-3220-94	0500	9034	108-10.10	108-10.10 DISINCENTIVE PAYMENT	DAY	NO
55021-3214-94	0500	9033	108-10.10	108-10.10 DISINCENTIVE PAYMENT	DAY	NO
55019-3220-94	0100	0020	201-01	201-01 CLEARING AND GRUBBING	LS	YES
55021-3214-94	0100	0020	201-01	201-01 CLEARING AND GRUBBING	LS	YES
55019-3220-94	0500	0400	202-04.01	202-04.01 REMOVAL OF STRUCTURES (DESCRIPTION, STA.)	LS	YES
55021-3214-94	0500	0430	202-04.02	202-04.02 REMOVAL OF STRUCTURES (DESCRIPTION, STA.)	LS	YES
55019-3220-94	0100	0030	203-01	203-01 ROAD & DRAINAGE EXCAVATION (UNCLASSIFIED)	C.Y.	YES
55021-3214-94	0100	0030	203-01	203-01 ROAD & DRAINAGE EXCAVATION (UNCLASSIFIED)	C.Y.	YES
55019-3220-94	0100	0631	203-01.03	203-01.03 ROAD & DRAINAGE EXCAVATION (ADDITIONAL MATERIAL)	C.Y.	YES
55021-3214-94	0100	0633	203-01.03	203-01.03 ROAD & DRAINAGE EXCAVATION (ADDITIONAL MATERIAL)	C.Y.	YES
55019-3220-94	0100	0040	203-03	203-03 BORROW EXCAVATION (UNCLASSIFIED)	C.Y.	YES
55021-3214-94	0100	0040	203-03	203-03 BORROW EXCAVATION (UNCLASSIFIED)	C.Y.	YES
55021-3214-94	0100	0050	203-04	203-04 PLACING AND SPREADING TOPSOIL	C.Y.	YES
55019-3220-94	0100	0632	203-05	203-05 UNDERCUTTING	C.Y.	YES
55021-3214-94	0100	0634	203-05	203-05 UNDERCUTTING	C.Y.	YES
55019-3220-94	0100	0050	203-06	203-06 WATER	M.G.	YES
55021-3214-94	0100	0060	203-06	203-06 WATER	M.G.	YES

The Tests Reports Plug-in – Shortage Calculation Setup Folder Tab

Figure 10-11

**Office Staff should change the Calculate Shortage indicator to NO for every item/material for which test reports adjustments should not be calculated.**



## Exercise 10-8

In the following exercise, you will modify the Shortage Calculation Setup for a material on the Test Reports Program for contract CNB022P.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. In the **Test Reports** Program window, click the **Shortage Calculation Setup** folder tab.
2. Click the row for Project **55019-3220-94**, Catg **0100**, Line Item Nbr **0310**, Item Cd **712-06**, Material **SIGNS (CONSTRUCTION)**.
3. In the **Calculate Shortage?** column, verify that the indicator has been toggled to **YES**.  
*This lets you know that the Test Reports plug-in will calculate the shortage for this item.*
4. Click the row for Project **55019-3220-94**, Catg **0100**, Line Item Nbr **0623**, Item Cd **407-07**, Material **407-07 DENSITY DEDUCTION**.
5. In the **Calculate Shortage?** column, click the YES to change it to **NO**.  
*This tells the plug-in not to calculate test report shortages for this material/item.*
6. Click the row for Project **55021-3214-94**, Catg **0100**, Line Item Nbr **0614**, Item Cd **407-07**, Material **407-07 DENSITY DEDUCTION**.
7. In the **Calculate Shortage?** column, click the YES to change it to **NO**.  
*This tells the plug-in not to calculate test report shortages for this material/item.*

Clicking **YES** or **NO** in the **Calculate Shortage** column toggles the indicator. This is not a drop-down list.

*You would typically continue to change the Calculate Shortage indicator to NO for all the items that are not tested. For training purposes, we are continuing to the next step.*

## Test Reports Plug-in, Test Reports Folder Tab

The Test Reports folder tab allows the user to view, add, modify, or delete material test reports for items on one or more projects for the selected contract.

Office Staff Users record test reports for specific project item materials by first selecting an Item Code/Description, then the project number, and finally the material associated with that item. The window displays all previously entered test reports for the selected material.

For contracts with multiple projects, the option to select “No Project Number” is available. This feature is for documentation purposes only. Test report quantities must be assigned to the appropriate project before the plug-in can apply them to the proper item for payment.

To **add** a new test report record for a selected item/material:

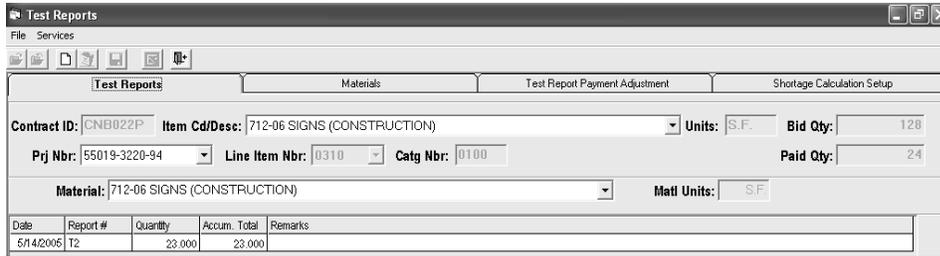
1. Click the New button on the Test Reports window toolbar after selecting the item/material.  
*The Add New Test Report window opens with fields for reporting the date, report number, report quantity, and remarks.*
2. Type a date, report number, report quantity, and remarks.
3. Click the Save button to save the test report entry.  
*The Add New Test Report window remains open to allow another test report entry.*
4. To close the Add New Test Report window, click the Close button on the window.

To **delete** a test report record for a selected item/material:

1. Select the row for the test report record to be deleted.
2. Click the Delete button in the toolbar.  
*The Confirm Delete Test Report window opens.*
3. Click the Delete button in the toolbar.  
*The Confirm Delete Test Report window closes.*

To **edit** a test report record for a selected item/material:

1. Select the row for the test report record to be edited.
2. Click the Open button in the toolbar.  
*The Edit Test Report window opens.*
3. Edit the test report as desired.
4. Click the Save button in the toolbar
5. Click the Close button in the toolbar.  
*The Edit Test Report window closes.*



The Tests Reports Plug-in – Test Reports Folder Tab Window

Figure 10-12

If the project has only one line item number related to that item code, and that line item number has only one category number, the dropdowns are pre-populated.



The Tests Reports Plug-in – Test Reports Panel – Add New Test Report Window

Figure 10-13



## Exercise 10-9

In the following exercise, you will add a test report for an item using the Test Reports plug-in for Estimate 0001 for contract CNB022P.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. Click the **Test Reports** folder tab.
2. In the **Item Cd/Desc** drop-down list, select item **712-06 SIGNS (CONSTRUCTION)**.
3. In the **Prj Nbr** drop down-list, select **55019-3220-94**.  
*Because this item is listed on this project only once, the Line Item Number and Category Number are automatically selected.*
4. Click the **New** button.  
*SiteManager displays the Add New Test Report window.*
5. In the **Report Date** field, type **051405**.
6. In the **Report #** field, type **T2**.
7. In the **Report Quantity** field, type **23.0**.
8. Click the **Save** button.
9. To close the **Add New Test Report** window, click the **Close** button.  
*The Test Reports folder displays the new entry.*

————— **Stays open for multiple entries.**

Now let's add test reports for another item/material.

10. In the **Item Cd/Desc** drop-down list, select item **307-01.01 ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING A**.
11. In the **Prj Nbr** drop down-list, select **55019-3220-94**.  
*Because this item is listed on this project only once, the Line Item Number and Category Number are automatically selected.*
12. Click the **New** button.  
*SiteManager displays the Add New Test Report window.*
13. In the **Report Date** field, type **051405**.
14. In the **Report #** field, type **1**.
15. In the **Report Quantity** field, type **1400.0**.
16. Click the **Save** button.
17. To close the **Add New Test Report** window, click the **Close** button.  
*The Test Reports folder displays the new entry.*

————— **Stays open for multiple entries.**

## Test Reports Plug-in, Test Report Payment Adjustment Folder Tab

The Test Report Payment Adjustment folder tab displays the materials associated with a contract item that either have a material test shortage or a balance to adjust (or both) based on the current estimate period. If the estimate is not in pending status, then the user may view the list of material test shortage adjustments made for the current estimate period.

When the user clicks the *Balance Shortages* button, the Test Reports plug-in will calculate the adjustment that should be made for the estimate and enter that value in the Line Item Adj This Est field. After the balancing adjustments have been calculated, the user may manually override the calculated line item adjustments by entering the overriding value in the Override Line Item Adj This Est field.

**Line Item Adjustments** made by the Test Reports plug-in will automatically be removed from the pending estimate when it is deleted or regenerated.

To apply line item deductions to an estimate due to a shortage of test reports:

1. Generate the estimate and resolve or override all discrepancies.
2. Access the Test Report plug-in and set up the materials on the Shortage Calculation Setup folder tab.
3. Enter the Test Reports received.
4. Examine the Test Report Payment Adjustment folder tab of the Test Report plug-in.
5. Click the Balance Shortages button on the Test Report Payment Adjustment folder tab of the Test Report plug-in.
6. Override the Line Item Adjustment as desired.

**Review example in text to make sure participants understand relationship between the two plug-ins.**

**Shortages are balanced once per estimate unless the estimate is deleted, regenerated, or rebalanced.**

**You can add TR's after balancing shortages but you will need to "re-balance" for them to pick up the changes.**

Contract ID: CNB022P Prj Nbr: 55019-3220-94 Ln Item Nbr: 0110 Pending Estimate = 0001  
 Item Cd: 307-01.01 Desc: ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING A

Project	Catg	Line Item Nbr	Material	Unit	Total Test Report Quantity	DWR/Stock- pile Qty Paid To Date	Quantity To Pay This Estimate	Shortage	Net Line Item Adj. To Date	Net Qty Paid to Date	Balancing Adjustment	Line Item Adj. This Est.	Net Quantity Paid This Est.
55019-3220-94	0100	0110	307-01.01 ASPHALT CONCRETE MIX	TON	1,400.000	.000	1,413.000	-13.000	.000	.000	-13.000	.000	1,413.000
55019-3220-94	0100	0120	307-01.08 ASPHALT CONCRETE MIX	TON	.000	.000	929.000	-929.000	.000	.000	-929.000	.000	929.000
55019-3220-94	0100	0170	411-01.01 ASPHALT CEMENT (PG64-22)	TON	.000	.000	15.000	-15.000	.000	.000	-15.000	.000	15.000
55019-3220-94	0500	0450	604-03.02 STEEL BAR REINFORCEMENT	LB.	.000	.000	3,689.000	-3,689.000	.000	.000	-3,689.000	.000	3,689.000
55019-3220-94	0500	0500	606-09.01 TEST PILES (PRECAST)	L.F.	.000	.000	55.000	-55.000	.000	.000	-55.000	.000	55.000
55019-3220-94	0500	0520	606-09.03 PRECAST CONCRETE PILES	L.F.	.000	.000	114.000	-114.000	.000	.000	-114.000	.000	114.000
55019-3220-94	0100	0310	712-06 SIGNS (CONSTRUCTION)	S.F.	23.000	.000	24.000	-1.000	.000	.000	-1.000	.000	24.000

The Tests Reports Plug-in – Test Report Payment Adjustment Folder Tab Window (Before Balancing Shortage)

Figure 10-14

Contract ID: CNB022P Prj Nbr: 55019-3220-94 Ln Item Nbr: 0110 Pending Estimate = 0001  
 Item Cd: 307-01.01 Desc: ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING A  
 Override Line Item Adj This Est Qty: -13.000

Project	Catg	Line Item Nbr	Material	Unit	Total Test Report Quantity	DWR/Stock- pile Qty Paid To Date	Quantity To Pay This Estimate	Shortage	Net Line Item Adj. To Date	Net Qty Paid to Date	Balancing Adjustment	Line Item Adj. This Est.	Net Quantity Paid This Est.
55019-3220-94	0100	0110	307-01.01 ASPHALT CONCRETE MIX	TON	1,400.000	.000	1,413.000	-13.000	.000	.000	-13.000	-13.000	1,400.000
55019-3220-94	0100	0120	307-01.08 ASPHALT CONCRETE MIX	TON	.000	.000	929.000	-929.000	.000	.000	-929.000	-929.000	.000
55019-3220-94	0100	0170	411-01.01 ASPHALT CEMENT (PG64-22)	TON	.000	.000	15.000	-15.000	.000	.000	-15.000	-15.000	.000
55019-3220-94	0500	0450	604-03.02 STEEL BAR REINFORCEMENT	LB.	.000	.000	3,689.000	-3,689.000	.000	.000	-3,689.000	-3,689.000	.000
55019-3220-94	0500	0500	606-09.01 TEST PILES (PRECAST)	L.F.	.000	.000	55.000	-55.000	.000	.000	-55.000	-55.000	.000
55019-3220-94	0500	0520	606-09.03 PRECAST CONCRETE PILES	L.F.	.000	.000	114.000	-114.000	.000	.000	-114.000	-114.000	.000
55019-3220-94	0100	0310	712-06 SIGNS (CONSTRUCTION)	S.F.	23.000	.000	24.000	-1.000	.000	.000	-1.000	-1.000	23.000

The Tests Reports Plug-in – Test Report Payment Adjustment Folder Tab Window (After Balancing Shortage)

Figure 10-15

This panel shows all of the items marked with the YES indicator on the Shortage Calculation Setup panel that have shortages.



## Exercise 10-10

In the following exercise, you will enter a test report payment adjustment using the Test Reports plug-in for Pending Estimate 0001 for contract CNB022P.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. Click the **Test Report Payment Adjustment** folder tab.
2. Click the row for Project **55019-3220-94**, Catg **0100**, Line Item Nbr **0110**, Item Cd **307-01.01**, Material **Asphalt Concrete Mix**.
3. What is the value in the **Shortage** field for this item? -13.000
4. Click the row for Project **55019-3220-94**, Catg **0100**, Line Item Nbr **0310**, Item Cd **712-06**, Material **SIGNS (CONSTRUCTION)**.
5. What is the value in the **Line Item Adj. This Estimate** column for this item? 0.00

**This panel shows all of the items marked with the YES indicator on the Shortage Calculation Setup panel that have shortages.**

*While the reported quantity on the previous exercise reduced the amount of the quantity still needed for testing, it was not enough. An adjustment will have to be made.*

6. On the toolbar, click the **Balance Shortage** button. This button will balance the shortage and create the Test Report Payment Adjustment (TRPA). The plug-in makes the **Balance Shortage** button unavailable and displays the adjustment value made for this estimate in the **Line Item Adj This Est** field.
7. What value appears in the **Line Item Adj This Est** field for Item Code **712-06**? - 1.000
8. What value appears in the **Line Item Adj This Est** field for Item Code **307-01.01**? -13.000

## Test Reports Plug-in, Materials Folder Tab

The Materials folder tab allows the user to view, add, or delete materials on one or more projects for the associated contract. When the User clicks the New button to add a new material, the Add New material field becomes available for the User to type in a new material(s). Users may cancel the request and return to the Materials panel without saving the new material.

For those materials that apply to the same item on multiple projects, the option of selecting *No Project Number* is available. This indication will allow the material to be associated with all instances of the selected item on the contract. Additionally, the option of selecting *No Item Code* is available. This indication will allow the material to be associated with all items on the contract.

Users cannot delete default materials created by the Test Reports plug-in.

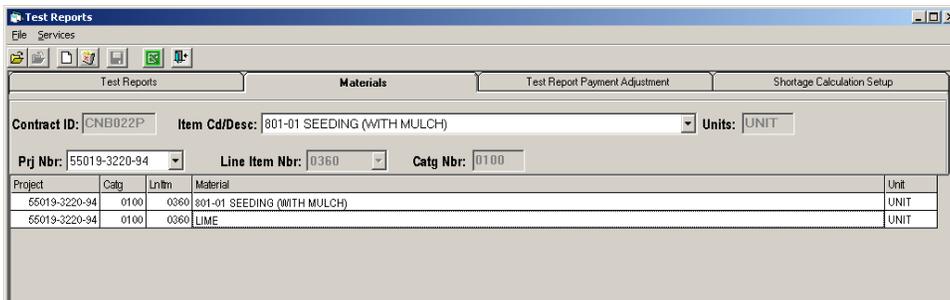
Note: Adding materials here does not effect the Test Report Payment Adjustment features of this plug-in. It is merely a record keeping mechanism for noting additional materials used in an item. Test Reports may not be reported to materials added on this folder tab.

To **add** materials to an item:

1. Access the Test Reports plug-in.
2. On the Materials folder tab, select the Item Cd/Desc and the Prj Nbr for the item materials will be added to.
3. Click the New button.
4. In the Add New Material field, type a material name.
5. In the Matl Units drop-down, select the material unit of measure.
6. Click the Save button.

**Stress that adding materials does not affect the Test Report Payment Adjustment features.**

**Remember the Materials panel is for record keeping only. To record an actual test report that is to be associated to the item for payment, use the Test Reports panel.**



The Tests Reports Plug-in – Materials Folder Tab Window

Figure 10-16



## Exercise 10-11

In the following exercise, you will view the area of the plug-in that you may use to record the materials included in an item.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

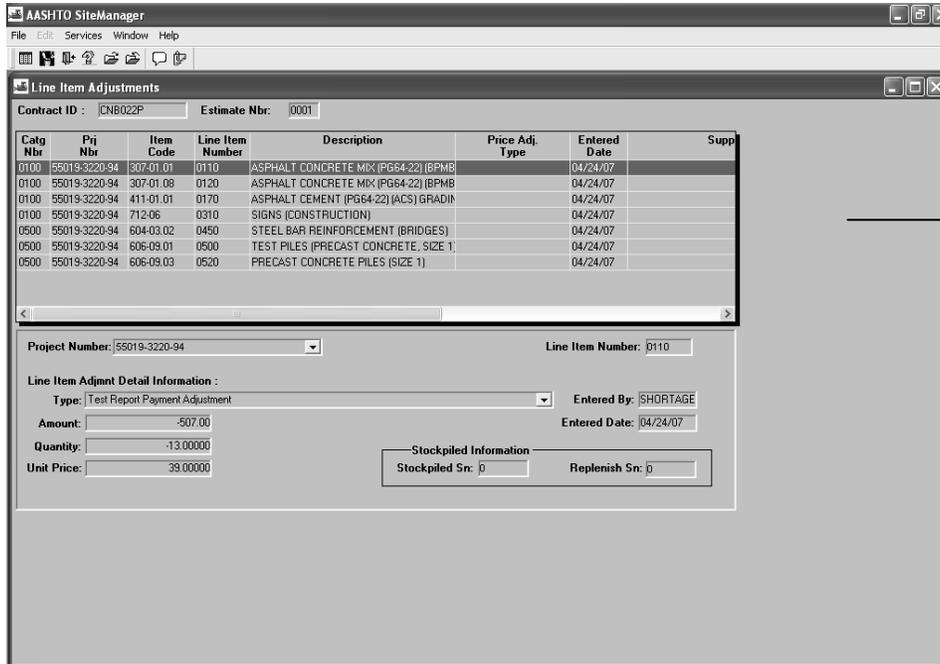
1. Click the **Materials** tab.
2. In the **Item Cd/Desc** drop-down list, select the **801-01 SEEDING (WITH MULCH)**.
3. In the **Prj Nbr** field, select **55019-3220-94**.
4. Click the **New** button.
5. In the **Add New Material** field, type **LIME**.
6. In the **Matl Units** field, select **UNIT**.
7. Click the **Save** button.
8. Select the **Test Reports** tab.
9. In the **Item Cd/Desc** drop-down list, select **801-01 SEEDING (WITH MULCH)**.
10. In the **Material** drop-down list, select **Lime**.
11. Click **New**.
12. In the **Report Date** field, type **051405**.
13. In the **Report #** field, type report number if applicable.
14. In the **Report Quantity** field, type **60**.
15. Enter **Remarks** if needed.
16. Click **Save** and close the **Add New Test** window.
17. To close the **Test Reports** plug-in, click the **Exit** button.  
*The Test Reports plug-in will close, and SiteManager's Contracts window will still be open in the background.*

The added material doesn't count toward shortage calculations.

Leave Contracts window open - will use panel button for the next exercise.

# Viewing Line Item Adjustments

The Contract Line Item Adjustments window displays line item adjustments that are reflected in the final payable amount for the Estimate. The top datawindow displays all the Line Items for which an adjustment is present. The bottom datawindow displays associated adjustment information. System-generated adjustments cannot be modified by a User.



Note how the Test Reports plug-in made an adjustment after shortages were balanced.

The Line Item Adjustments Window (After Using the Test Reports Plug-in)

Figure 10-17

**In TDOT, the Line Item Adjustments window is accessed to view the line item adjustments entered by the system.**

**Line Item Adjustments displayed will be:**

- 1. Test Report Payment Adjustments**
- 2. Stockpiled Materials Initial Payment**
- 3. Stockpiled Materials Adjustments**
- 4. Adjustments – Fuel, Bituminous Material, 307 AC Content, 411 AC Content, and Anti-Strip**
- 5. The Remarks field will show any items that have been overridden by whom and how much.**



## Exercise 10-12

In the following exercise, you will view the line item adjustments resulting from the use of the Test Reports plug-in for Pending Estimate 0001 on contract CNB022P.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. In SiteManager, on the toolbar, click the **SiteManager Panel** button.
2. Click the **Main Panel folder tab**.
3. Double-click the **Contractor Payments** icon.
4. On the **Contractor Payments** panel, double-click the **Contract Adjustments** icon.
5. On the **Contract Adjustments** panel, double-click the **Line Item Adjustments** icon.  
*SiteManager displays the Line Item Adjustments window for Contract CNB022P Estimate Nbr 0001.*
6. Note that an adjustment appears for each row that appeared on the Test Report Payment Adjust folder tab of the Test Reports plug-in.
7. Scroll to and click Prj Nbr **55019-3220-94**, Catg Nbr **0100**, Line Item Number **0310**, Item Code **712-06**, Description **SIGNS (CONSTRUCTION)**.
8. What is the amount of the adjustment for this item?     - 9.50
9. Scroll to and click Prj Nbr **55019-3220-94**, Catg Nbr **0100**, Line Item Number **0110**, Item Code **307-01.01**, Description **ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING A**.
10. What is the amount of the adjustment for this item?     -507
11. To close the **Line Item Adjustments** window, click the **Close** button.  
*The Contracts window displays because the SiteManager Panel button was used to open the Line Item Adjustments window from the Contracts window in the first steps of this exercise.*

# Entering Fuel, Bituminous Material, AC Content, and Anti-Strip Adjustments

Fuel, Bituminous Material, AC Content, and Anti-Strip adjustments are entered into SiteManager using a TDOT developed plug-in accessible from the SiteManager Contract window Attachment functionality.

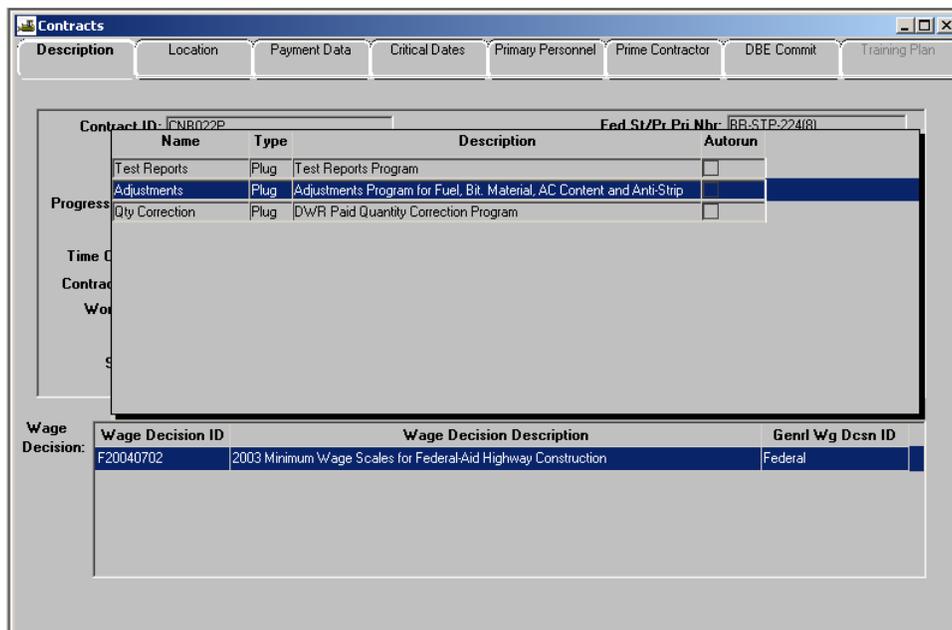
The Adjustments plug-in will reference the estimate details and test report shortage adjustments to create the appropriate payment price adjustments for the current estimate period. The adjustments will be recorded as a Line Item Adjustment and associated with one of the adjustment items listed in the table below.

To delete the pay and price adjustments from the Adjustments plug-in, the estimate must be returned to Pending status. This is done by clicking the Services menu in the Adjustments plug in and selecting the choice Return Est Status to PEND. Once the estimate has been returned to Pending status, it can be deleted using the Estimate History window.

The Adjustments plug-in is divided into seven folder tabs: Adj. Process Submission, Fuel Adjustment Items, Bitm Adjustment Items, 307 A/C Adjustment Items, 411 A/C Adjustment Items, Liquid Anti-Strip, and Adjustment Setup.

**IMPORTANT:** The user must first generate and resolve all discrepancies for a pending estimate through the standard SiteManager functionality, and then enter any remaining test reports and balance shortages, if applicable, in the Test Reports plug-in before accessing the Adjustments plug-in.

**If the estimate needs to be regenerated first use the Adjustments plug-in to return the Estimate Status to Pending (from the Adjustments plug in Services menu) before deleting the estimate from SM. It is the only way to remove the system generated Line Item Adjustments and prevent duplication of adjustments.**



The Attachments Window

Figure 10-18

Item Code	Spec Year	Unit Sys	Price Adjustment Pay Item Description	Unit Of Measure
109-01.01	2000	Eng	PAY ADJUSTMENT FOR FUEL	Dollar
109-01.02	2000	Eng	PAYMENT ADJUSTMENT FOR BITUMINOUS MATERIAL.	Dollar
307-03.20	2000	Eng	PRICE ADJUSTMENT FOR AC CONTENT	Dollar
307-05.40	2000	Eng	PAYMENT ADJUSTMENT FOR LIQUID ANTI-STRIP	Dollar
411-03.20	2000	Eng	PRICE ADJUSTMENT FOR ASPHALT CEMENT CONTENT	Dollar
411-05.40	2000	Eng	PAYMENT ADJUSTMENT FOR LIQUID ANTI-STRIP	Dollar

The TDOT Price Adjustment Pay Item List

**Table 10-8**

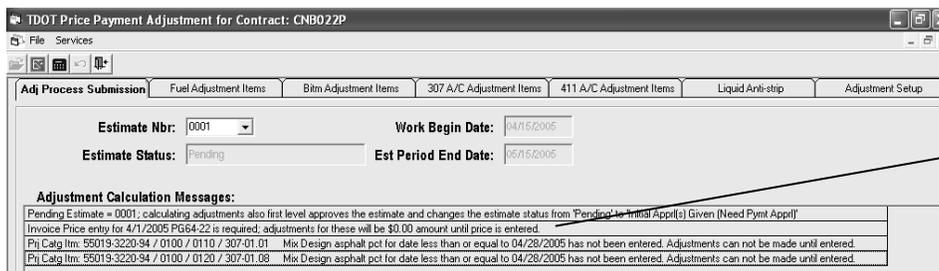
The steps to use the Adjustments plug-in are as follows and are detailed on the following pages.

1. Generate and review the estimate.
2. Resolve or override discrepancies.
3. Test Report shortages must be balanced before Adjustments can be calculated.
4. Access the Adjustments plug in (Main Panel > Contract Administration > Contracts > select Contract > click Attachments button > double-click Adjustments for Fuel, Bit. Material, AC Content, and Anti-strip)
5. Review messages for the estimate adjustments on the Adj. Process Submission folder tab of the Adjustments plug-in.
6. When applicable, Enter monthly Asphalt Invoice Price, Mix Design and Recycled Asphalt percentages and dates for the pay items included in the estimate and listed on the Adjustment Setup folder tab of the Adjustments plug-in.
7. Confirm all messages have been satisfied for the estimate adjustments on the Adj. Process Submission folder tab of the Adjustments plug-in.
8. Click the Calc. button on the Adj. Process Submission folder tab of the Adjustments plug-in to generate adjustments to the estimate and provide 1<sup>st</sup> level approval of the estimate.
9. View adjustments made by the system on the Fuel Adjustment Items, Bitm Adjustment Items, 307 A/C Adjustment Items, 411 A/C Adjustment Items, and Liquid Anti-Strip folder tabs of the Adjustments plug-in.

## Adjustments Plug-in, Adj Process Submission Folder Tab

The Adj. Process Submission folder tab is used to initiate the adjustment process by selecting the Calculation option or to delete a pending estimate adjustment. Users are able to select which estimate they would like to view the adjustments plug-in for from a drop-down menu in the top data window. The top data window will display the selected estimate period begin and end dates as well as the status of the selected estimate. The bottom datawindow displays pertinent processing messages for the adjustments process associated with the selected estimate. These process messages include:

- First message is always the pending estimate number if a pending estimate exists for the contract.
- If the selected estimate is an approved estimate then a message stating that the Adjustment can not be made for this estimate will display.
- If the selected estimate has 307/411 items placed during an estimate period in which an appropriate Mix Design (DA) percentage has not been entered, then a message stating what is needed and that Adjustments can not be made will display.
- If the selected estimate has Fuel, Bituminous, or 307/411 items placed during the estimate period without the appropriate price adjustments then a message appears.
- When applicable, if the User has not balanced the Test Report Shortages before running the Adjustment plug-in then a message stating Pending estimate has not had its Test Reports balanced and that Adjustments can not be made will display.



**The Asphalt Invoice Price will only be required on contracts let prior to 2010.**

The Adjustments Plug-in - Adj. Process Submission Folder Tab Window

**Figure 10-19**



## Adjustments Plug-in, Adjustment Setup Folder Tab

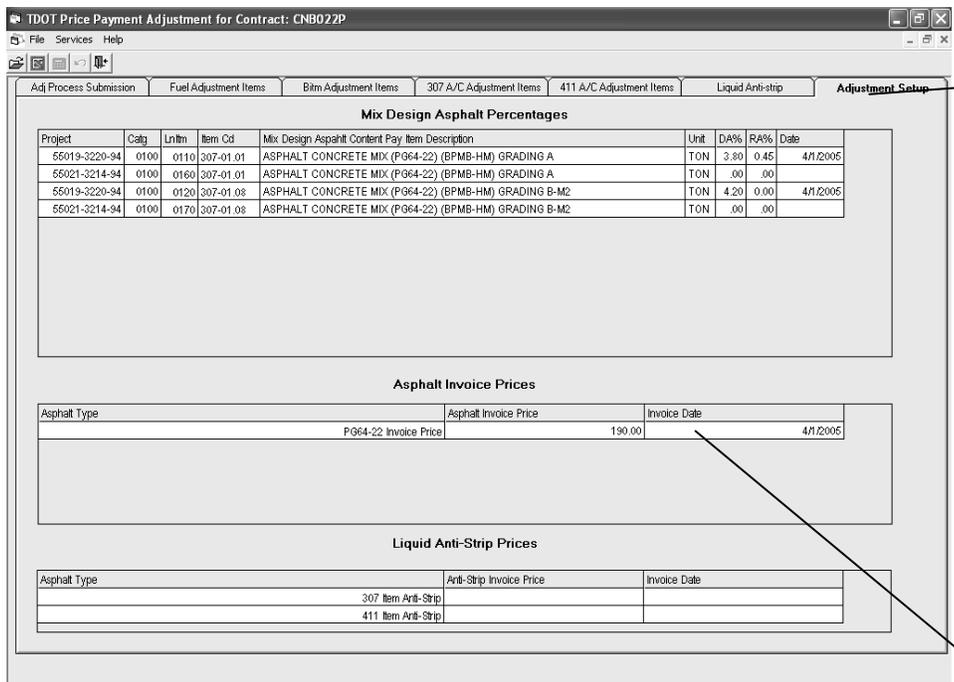
The Adjustments Setup folder tab provides maintenance capabilities for item specific and contract level Mix Design (DA) and Recycled Asphalt (RA) Content performance grade asphalt invoice prices as well as liquid anti-strip prices.

The plug-in automatically creates one DA/RA row for each applicable contract item that has a DWR work item recorded against that item.

When the user accesses this folder tab, only the latest DA/RA values and PG Invoice dates are displayed.

To update any values, select the row, select the Open option, and then select new. The system keeps a history of values entered in the adjustment setup folder tab. To access the history (all previously entered AC values), select the row, and then select open.

**Note how the Adj Process Submission panel did not include messages for the items on 55021-3214-94. This is because there were no installed quantities.**



The Adjustments Plug-in - Adjustment Setup Folder Tab Window

Figure 10-20

**The Asphalt Invoice Price will only be required on contracts let prior to 2010.**

**Only one Asphalt Invoice Price per month is allowed.**



## Exercise 10-14

In the following exercise, to complete the adjustments for contract CNB022P, you will enter the required information noted on the Adj Process Submission folder tab.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. On the **Adjustment Setup** panel, in the **Mix Design Asphalt Percentages** area, select the row for Project **55019-3220-94**, Item Cd **307.01-01**.
2. On the toolbar, click the **Open** button. The Adjustments plug-in displays the Mix Design Percentage Setup window.
3. In the **Mix Design Percentage Setup** window, click the **New** button.
4. In the **Mix Design (DA) Pct** field, type **3.80**.
5. In the **Recycled (RA) Pct** field, type **0.45**.
6. In the **Date** field, type **040105**.
7. Click the **Save** button. The plug-in adds a new row with the information you entered into the lower area of the window.
8. To close the **Mix Design Percentage Setup** window, click the **Exit** button.

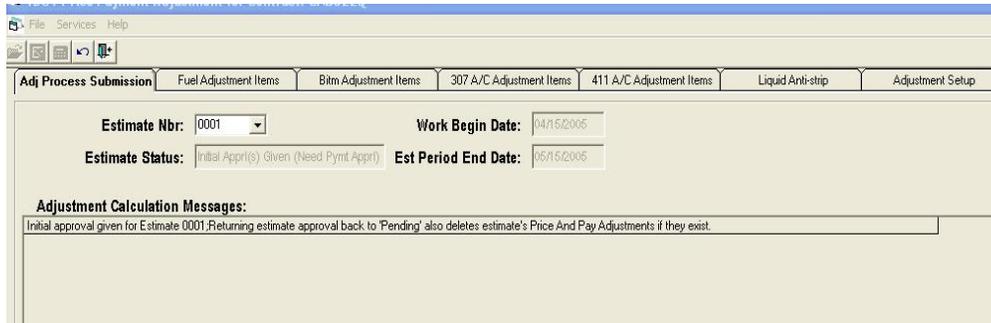
Now let's enter another mix design asphalt percentage.

9. Select the row for Project **55019-3220-94**, Item Cd **307.01-08**.
10. On the toolbar, click the **Open** button. The Adjustments plug-in displays the Mix Design Percentage Setup window.
11. In the **Mix Design Percentage Setup** window, click the **New** button.
12. In the **Mix Design (DA) Pct** field, type **4.20**.
13. In the **Recycled (RA) Pct** field, type **0.00**.
14. In the Date field, type **040105**.
15. Click the **Save** button. The plug-in adds a new row with the information you entered into the lower area of the window.
16. To close the **Mix Design Percentage Setup** window, click the **Exit** button.

## Adjustments Plug-in, Adj Process Submission Folder Tab

The Adj. Process Submission folder tab is used to initiate the adjustment process by clicking the Calc button on the toolbar after resolving all processing messages displayed in the window. After calculating adjustment, the following message displays:

- Initial approval given for Estimate 0001; returning estimate approval back to Pending also deletes estimate's Price and Pay Adjustments if they exist.



The Adjustments Plug-in - Adjustment Process Submission Folder Tab Window  
 (After Clicking Calc Button)

Figure 10-21



### Exercise 10-15

In the following exercise, to complete the adjustments for contract CNB022P, you will enter the required information noted on the Adj Process Submission folder tab.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

First, let's verify that we've satisfied all of the required Adjustment Calculation Messages.

- Click the **Adj Process Submission** tab.
- Have you addressed all required messages?       **YES**

Now let's calculate the adjustments to the estimate.

- Click the **Calc** button in the toolbar.
- Click the **Yes** button.  
*A Line Item Adjustment is created and included in Estimate #001 for Contract CNB022P.  
 First Level approval is also given to the estimate.*

Now let's confirm the adjustments were applied to the estimate.

- Is there an Adjustment calculation message indicate Initial Approval was given?       **YES**



Project	Catg	Line Item Nbr	Instld Prd Begin Date	Instld Prd End Date	Item Code	Description	Units	Index Date	Index Val	Index Pct Chng	Fuel Fac tor	Instld Qty	Shortage (Deduct) Paid Qty	Payment Adj
55019-3220-94	0100	0110	4/15/05	5/15/05	307-01.01	ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM)	TON	4/1/05	170.7	16.92	2.16	1,413.00	(-13.00)	721.35
55019-3220-94	0100	0120	4/15/05	5/15/05	307-01.08	ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM)	TON	4/1/05	170.7	16.92	2.16	929.00	(-929.00)	0.00
55019-3220-94	0100	0170	4/15/05	5/15/05	411-01.01	ASPHALT CEMENT (PG64-22) (ACS) GRADING D	TON	4/1/05	170.7	16.92	2.16	15.00	(-15.00)	0.00

The Adjustments Plug-in - Fuel Adjustment Items Folder Tab Window

Figure 10-22



### Exercise 10-16

In the following exercise, you will view the fuel adjustment items for contract CNB022P.

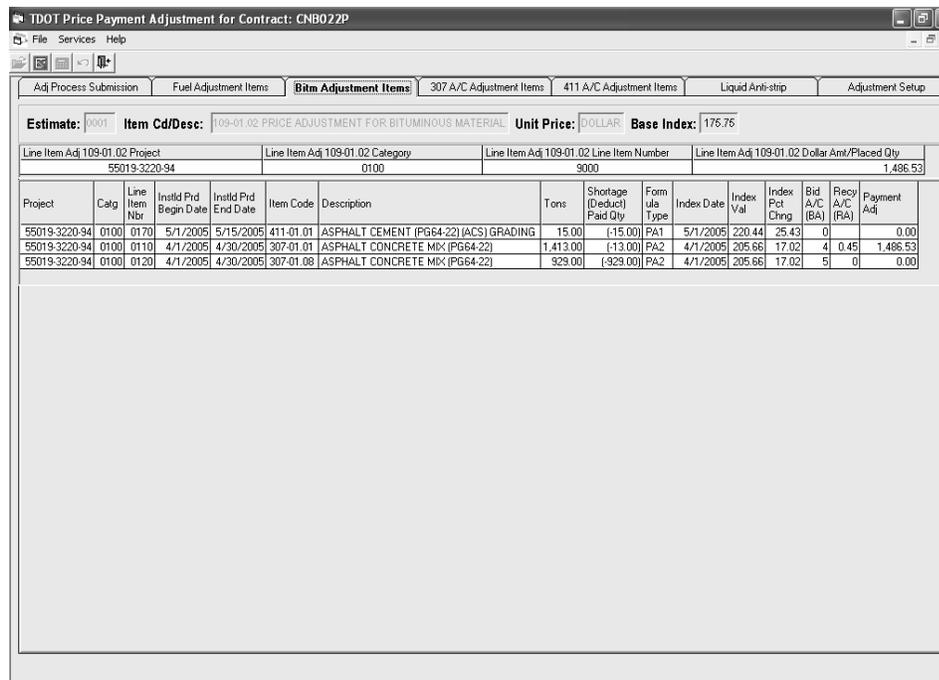
User ID: **jj05754** Group: **OSTAFF** Contract: **CNB022P**

1. Click the **Fuel Adjustment Items** tab.
2. Were there any fuel adjustments made during this estimate period? Yes
3. What is the adjustment amount for fuel on this estimate? \$721.35
4. To prepare for the next exercise, click the **Bitm Adjustment Items** tab.

## Adjustments Plug-in, Bitm Adjustment Items Folder Tab

The Bitm Adjustment Items folder tab is a three focus window.

- The top datawindow is populated automatically by the plug-in and displays the adjustment item details and the Base Index field to display the value for the entry immediately preceding the Contracts Price Adjustment Base Date.
- The middle data window is also automatically populated by the plug-in and displays the item details for the specified line item for the selected adjustment type for each project/category the item is associated with on the contract. The total adjustment amount for the project/category displays in the Dollar Amt/Placed Quantity field.
- The bottom datawindow is also automatically populated by the plug-in and displays the pay adjustments for bituminous materials created for those items designated as bituminous adjustment items on the Price Adjustment Maintenance Reference Table in SiteManager and installed during the estimate period. These adjustments will be recorded as a Line Item Adjustment.



The Adjustments Plug-in - Bitm Adjustment Items Folder Tab Window

Figure 10-23

**In TDOT, if an applicable item resulted in a ZERO payment adjustment amount because the mix design was not entered, asterisks will be placed in the applicable field and a message will be listed at the bottom stating why.**



## Exercise 10-17

In the following exercise, you will view the bituminous adjustment items for contract CNB022P.

User ID: **jj05754** Group: **OSTAFF** Contract: **CNB022P**

1. Were there any Bituminous adjustments made during this estimate period?  
YES
2. What is the Adjustment amount for Bituminous materials on this estimate?  
\$1486.53
3. To prepare for the next exercise, click the **307 A/C Adjustment Items** tab.

## Adjustments Plug-in, 307 A/C Adjustment Items Folder Tab

The 307 A/C Adjustment Items folder tab is a three focus window.

- The top datawindow is populated automatically by the plug-in and displays the adjustment item details.
- The middle data window is also automatically populated by the plug-in and displays the item details for the specified line item for the selected adjustment type for each project/category the item is associated with on the contract. The total adjustment amount for the project/category displays in the Dollar Amt/Placed Quantity field.
- The bottom datawindow is also automatically populated by the plug-in and displays the pay adjustments for A/C Content for those items designated as 307 Mix items on the Price Adjustment Maintenance Reference Table in SiteManager and installed during the estimate period. These adjustments will be recorded as a Line Item Adjustment.

Project	Catg	Line Item Nbr	Instld Prd Begin Date	Instld Prd End Date	Item Code	Description	Tons	Shortage (Deduct) Paid Qty	Design A/C (D/A)	Bid A/C (B/A)	A/C Type	Invoice Price	Adjustment Amount (PA)
55019-3220-94	0100	0110	4/1/2005	4/30/2005	307-01.01	ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING A	1,413.00	(-13.00)	3.8	4	PG64-22	190	-532.00
55019-3220-94	0100	0120	4/1/2005	4/30/2005	307-01.08	ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING	929.00	(-929.00)	4.2	5	PG64-22	190	0.00

The Adjustments Plug-in - 307 A/C Adjustment Items Folder Tab Window

Figure 10-24

**In TDOT, if an applicable item resulted in a ZERO payment adjustment amount because the mix design was not entered, asterisks will be placed in the applicable field and a message will be listed at the bottom stating why.**



## Exercise 10-18

In the following exercise, you will view the 307 asphalt content adjustment items for contract CNB022P.

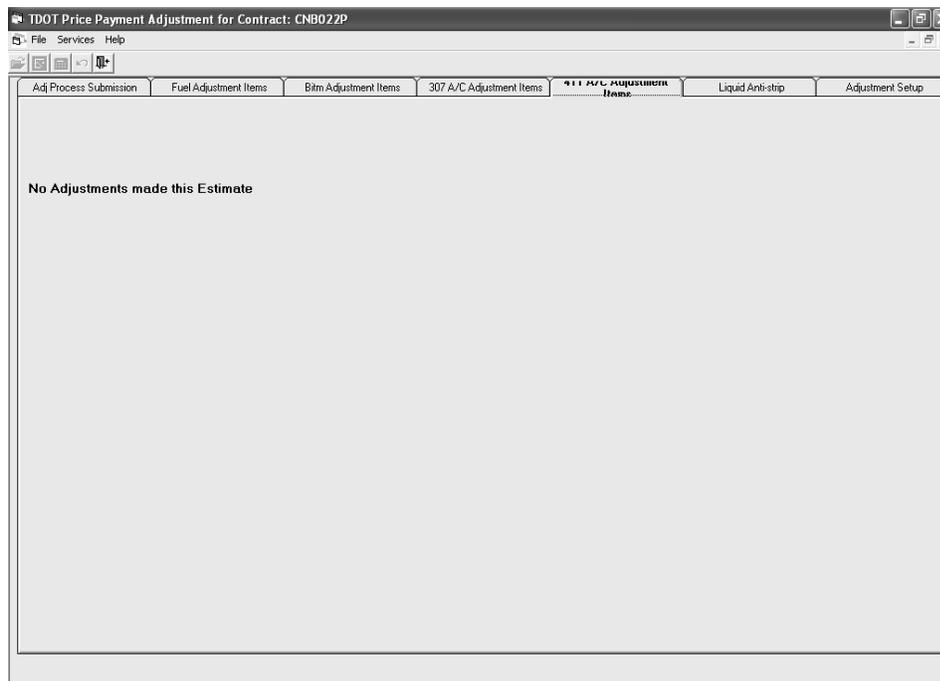
User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. Were there any 307 A/C adjustments made during this estimate period?  
**YES**
2. What is the Adjustment amount for 307 A/C on this estimate?  
**\$-532.00**

## Adjustments Plug-in, 411 A/C Adjustment Items Folder Tab

The 411 A/C Adjustment Items folder tab is a three focus window.

- The top datawindow is populated automatically by the plug-in and displays the adjustment item details.
- The middle data window is also automatically populated by the plug-in and displays the item details for the specified line item for the selected adjustment type for each project/category the item is associated with on the contract. The total adjustment amount for the project/category displays in the Dollar Amt/Placed Quantity field.
- The bottom datawindow is also automatically populated by the plug-in and displays the pay adjustments for A/C Content created for those items designated as 411 Mix adjustment items on the Price Adjustment Maintenance Reference Table in SiteManager and installed during the estimate period. These adjustments will be recorded as a Line Item Adjustment.



Point out that the 411 data is similar to the data they will see when they look at these other tabs.

The Adjustments Plug-in - 411 A/C Adjustment Items Folder Tab Window

Figure 10-25

**In TDOT, if an applicable item resulted in a ZERO payment adjustment amount because the mix design was not entered, asterisks will be placed in the applicable field and a message will be listed at the bottom stating why.**



## Exercise 10-19

In the following exercise, you will view the 411 asphalt content adjustment items for contract CNB022P.

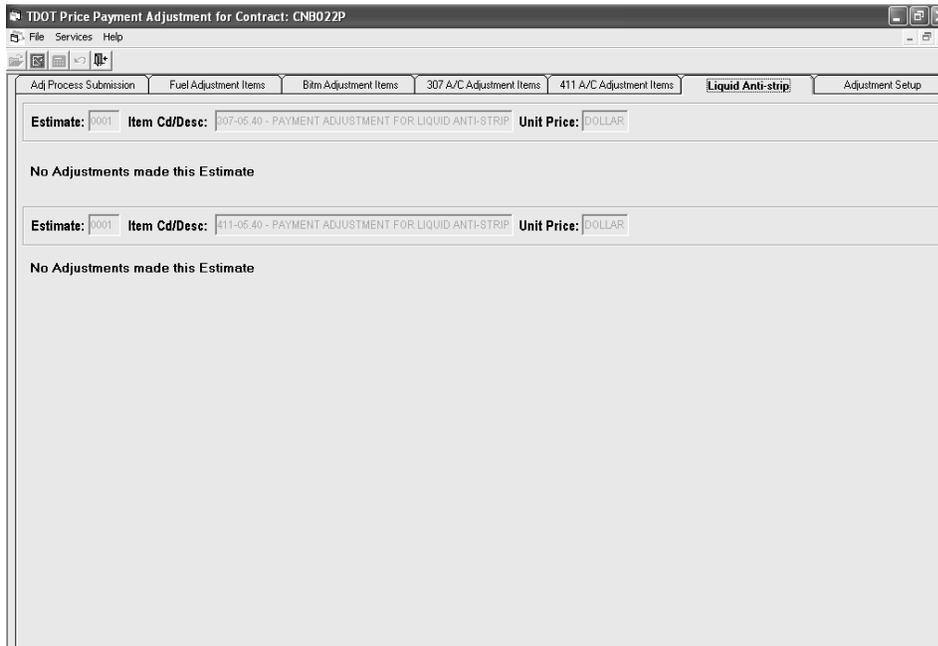
User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. Click the **411 A/C Adjustment Items** folder tab.
2. Were there any 411 A/C adjustments made during this estimate period?  
NO
3. To prepare for the next exercise, click the **Liquid Anti-strip** folder tab.

## Adjustments Plug-in, Liquid Anti-Strip Folder Tab

The Anti-Strip Adjustment Item folder tab is a three focus window for each anti-strip adjustment item.

- The top data window is populated automatically by the plug-in and displays the adjustment item details.
- The middle data window is also automatically populated by the plug-in and displays the item details for the specified line item for the selected adjustment type for each project/category the item is associated with on the contract. The total adjustment amount for the project/category displays in the Dollar Amt/Placed Qty field.
- The bottom data window is also automatically populated by the plug-in and displays the pay adjustments for anti-strip created for those items where anti-strip quantities were entered in the Total Anti-Strip Gallons/Liters field within the SM39 DWR template.



The Adjustments Plug-in – Liquid Anti-strip Folder Tab Window

Figure 10-26

**In TDOT, if an applicable item resulted in a ZERO payment adjustment amount because the Invoice Price was not entered, asterisks' will be placed in the applicable field and a message will be listed at the bottom stating why.**



## Exercise 10-20

In the following exercise, you will view the Liquid Anti-strip adjustment items for contract CNB022P.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. Were there any Liquid Anti-strip adjustments made during this estimate period? NO
2. To close the plug-in, click the **Exit** button.  
*The Adjustments plug-in will close, and SiteManager's Contracts window will still be open in the background.*
3. Click the **Close** button to close the Contract window.
4. Click the **Main Panel** folder tab.

## TDOT Estimate Review and Approve Workflow

The Office staff will complete the following tasks as part of the estimate generation and review process.

Estimate Review and Approve Workflow Tasks	Functional Navigation
<p>1. Using the Adjustment Plug-In, Office Staff will approve the completed estimate which places it in the first level of approval and contact the Project Supervisor when the estimate is ready for the next approval level.” NOTE: Do not approve estimate if estimate is Less than \$1000, contact HQ Finance.</p>	<p>Contract Administration &gt; Contract Records &gt; Contracts &gt; Plug-In &gt; Adjustment Plug-In</p> <p><b>Office Staff may use Adjustment Plug-In to return the estimate to Pending status until HQ Finance office approves the estimate.</b></p>
<p>2. Project Supervisor will review the Summary to Contractor and Estimate Discrepancy windows to verify the estimate is correct. As needed, the Project Supervisor will run any reports or view any other windows necessary to review item quantities.</p>	<p>Contractor Payments &gt; Process List &gt; Summary to Contractor and Contractor Payments &gt; Estimate Discrepancy, Various Contract Adjustments, Daily Work Reports, Contractor Payments, and Crystal Reports</p>
<p>3. Project Supervisor will approve or stop the estimate based on their review. To stop the estimate, the Project Supervisor must notify the Office Staff person who generated the estimate. When stopped, an estimate will need to be evaluated and may need to be generated again. If changes are required, the Office Staff will follow the Estimate Correction Procedures detailed in the TDOT Progress Estimate Correction Workflow table 10-6 of this Chapter.</p>	<p>Contractor Payments &gt; Estimate &gt; Estimate Approval</p>
<p>4. Office Staff will run the Monthly Construction Report and send a copy to the Contractor and Surety Agency. Optionally, the Office Staff can send a copy of the Summary to Contractor Report with the Monthly Construction Report.</p>	<p>External Crystal Report or Contractor Payments &gt; Process List &gt; Summary to Contractor</p>
<p>5. Office Staff / Project Supervisor may track the status of the estimate.</p>	<p>Contractor Payments &gt; Estimate &gt; Estimate Tracking</p>
<p>6. Finance will approve or stop the estimate based on their review. To stop the estimate, Finance must notify the Office Staff person who generated the estimate. When stopped, an estimate will need to be evaluated and may need to be generated again.</p>	<p>Contractor Payments &gt; Estimate &gt; Estimate Approval</p>
<p>7. Finance will post the approved Summary to Contractor report to the internet.</p>	<p>Contractor Payments &gt; Process List &gt; Summary to Contractor</p>

The Estimate Review and Approval Workflow Table

**Table 10-9**

## Viewing the Estimate Item Detail

The Estimate Item Detail window displays the Item quantities from authorized Daily Work Reports.

**Estimate Item Detail**

Contract ID:  Estimate Nbr:

Project Nbr	Line Item Number	Item Code	Item Description	Qty Installed This Est.	Amt Installed This Est.
55019-3220-94	0520	606-09.03	PRECAST CONCRETE PILES (SIZE	114.000	\$2,166.00
55021-3214-94	0100	209-09.01	SANDBAGS	0	\$0.00
55021-3214-94	0643	204-07	BEDDING MATERIAL (PIPE) CLASS	19.000	\$380.00

	Quantity	Amount	
<b>Bid:</b>	10,000.000	200,000.00	<b>Unit Price:</b> 20.00000
<b>Current:</b>	10,000.000	200,000.00	<b>Unit of Measure:</b> Cubic Yard
<b>Pending CO:</b>	.000	.00	
<b>Notified Qty:</b>	<input type="text" value="10,000.000"/>	200,000.00	
<b>Projected Qty:</b>	<input type="text" value="10,000.000"/>	200,000.00	
<b>Installed To Date:</b>	19.000	380.00	
<b>Installed This Est:</b>	19.000	380.00	
<b>Paid Previously:</b>	.000	0.00	<b>Discrepancies</b>
<b>Pay This Est:</b>	<input type="text" value="19.000"/>	380.00	<b>Deficient Tested Materials Ind:</b> <input type="checkbox"/>
<b>Paid To Date:</b>	19.000	380.00	<b>Exceeds Allowed Overrun Ind:</b> <input type="checkbox"/>

The Estimate Item Detail Window

Figure 10-27

These Discrepancy indicators only display when viewing ONE PENDING estimate, rather than All.

In TDOT, the Office staff and Project Supervisor may view the Estimate Item Detail window to verify the item quantities for payment on the Estimate.

If there is no Pending or Rejected estimate for the Contract, you will see cumulative totals for all items on estimates.



## Exercise 10-21

In the following exercise, you will view the Estimate Item Detail for Estimate 0001 for contract CNB022P.

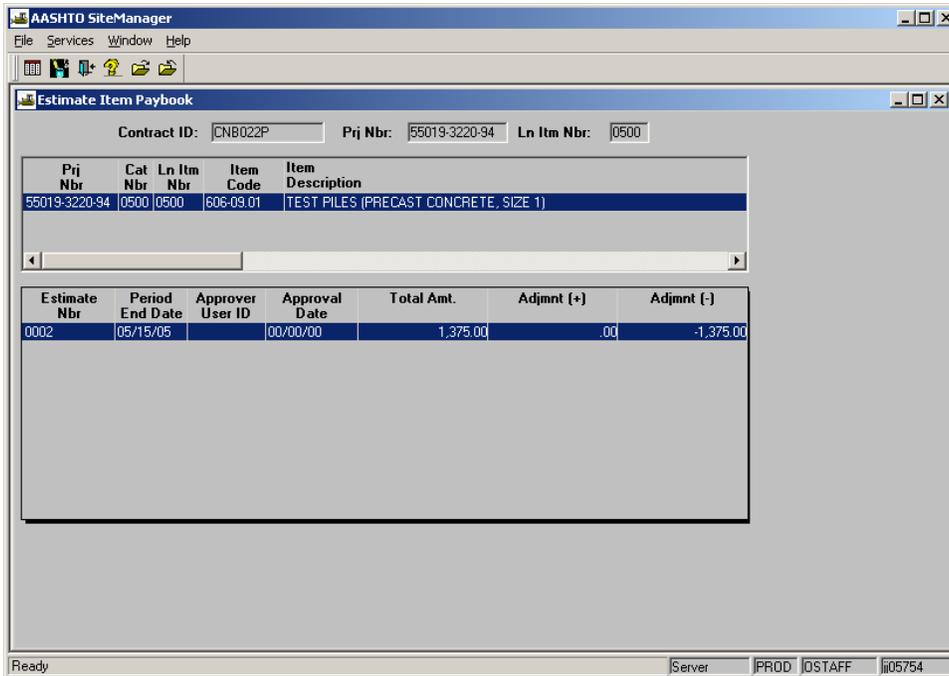
User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. On the **Main Panel**, double-click the **Contractor Payments** icon.
2. On the **Contractor Payments** panel, double-click the **Estimate** icon.
3. On the **Estimate** panel, double-click the **Estimate Item Detail** icon. SiteManager displays a message to inform you that no pending or rejected estimates exist for this contract.
4. To see items for all estimates, click the **Yes** button. SiteManager displays the Estimate Item Detail window.
5. In the list box, scroll to and click the record for Project Nbr **55021-3214-94**, Line Item Number **0643**, Item Code **204-07, BEDDING MATERIAL**.
6. What quantity was installed on this estimate for this item? 19.000
7. What quantity was paid on this estimate for this item? 19.0
8. In the list box, scroll to and click the record for Project Nbr **55019-3220-94**, Line Item Number **0310**, Item Code **712-06, SIGNS (CONSTRUCTION)**.
9. What quantity was installed on this estimate for this item? 24.00
10. What quantity was paid on this estimate for this item? 24.0
11. In the list box, scroll to and click the record for Project Nbr **55021-3220-94**, Line Item Number **0110**, Item Code **307-01.01, ASPHALT CONCRETE MIX**.
12. What quantity was installed on this estimate for this item? 1413
13. What quantity was paid on this estimate for this item? 1413
14. To close the Estimate Item Detail window, click the **Close** button.

**The estimate is no longer in Pending status because the first level of approval was given by the plug in. The estimate is now in INAP status.**

## Viewing the Estimate Item Paybook

The Estimate Item Paybook is an inquiry only window showing the payment history for a Contract Item. The Item payment history displays in reverse chronological order meaning the current Estimate Item displays on the first row. Thus, it is possible that the first row is not yet paid. Whether the first row is paid or not can be determined by the Approver User ID. If the Approver User ID is the final reviewer "(HQ Finance), then the item has been paid.



The Estimate Item Paybook Window

Figure 10-28

**In TDOT, the Estimate Item Paybook may be used to check amounts paid on each Estimate for a particular item.**



## Exercise 10-22

In the following exercise, you will view the Estimate Item Paybook for Estimate 0002 for contract CNB022P.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

1. On the **Estimate** panel, double-click the **Estimate Item Paybook** icon. SiteManager displays the Select Contract and Line Item window.
2. In the **Contract** list box, scroll to and double-click Contract ID **CNB022P**.
3. In the **Line Item** list box, scroll to and double-click Ln Itm Nbr **0500** for Project **55019-3220-94, Item Code 606-09.01 TEST PILES (PRECAST CONCRETE, SIZE 1)**.
4. Has an adjustment been applied to this item?           **YES**
5. Click the **Open** button.
6. In the **Line Item** list box, scroll to and double-click Ln Itm Nbr **0310** for Project **55019-3220-94, Item Code 712-06 SIGNS (CONSTRUCTION)**.
7. Has an adjustment been applied to this item?           **YES**
8. Click the **Open** button.
9. In the **Line Item** list box, scroll to and double-click Ln Itm Nbr **0110** for Project **55019-3220-94, Item Code 307-01.01 ASPHALT CONCRETE MIX**.
10. Has an adjustment been applied to this item?           **YES**
11. To close the Estimate Item Paybook window, click the **Close** button.
12. To prepare for the next exercise, click the **Contractor Payments** folder tab.

# Generating the Summary to Contractor Report

The Summary to Contractor report displays the amounts to be paid to the Contractor based on the estimate. The report summarizes previous payments made to the Contractor and the current status of the Contract when the estimate is generated. An itemized description of quantities and amounts on all items in every project contained in the estimate is also given.

The report consists of two pages. The first page summarizes the Contract information. The second page lists the quantities and amounts of all the items for each project in the Contract.

<b>Rpt-ID:</b> RCPCSUM1	<b>Tennessee</b>	<b>Date:</b> 09/29/2006
<b>User:</b>	<b>Department of Transportation</b>	
	<b>Estimate Summary to Contractor</b>	
<b>Vendor ID:</b> 0000085434	<b>Vendor Name:</b> VOLUNTEER BRIDGE CONSTRUCTION, INC.	
<b>Contract ID:</b> CNB022P	<b>Estimate Number:</b> 0001	<b>Pay Period:</b> 04/14/2005 to: 05/15/2005

---

INSIDE IF CONDITION

<b>Contract Location:</b>	<b>Time Allowed:</b>	0.0 days
Const. of Conc. I-Bm Br. on SR 224 over Lick Crk LM 1.47	<b>Time Charged:</b>	31.0 days
	<b>Elapsed Calendar Days:</b>	31.0 days
	<b>Percent Time:</b>	0.00 %

<b>Contractor:</b>	<b>Date Let:</b>	02/14/2005
VOLUNTEER BRIDGE CONSTRUCTION, INC.	<b>Date Awarded:</b>	02/28/2005
P O Box 627	<b>Date Contract Executed:</b>	03/25/2005
Decaturville, TN 38329	<b>Date Notice to Proceed:</b>	04/14/2005
Phone:	<b>Date Work Began:</b>	00/00/0000
	<b>Date Time Stopped:</b>	00/00/0000
	<b>Date Accepted:</b>	00/00/0000

**Escrow Agent:**

**Surety Co:**

**Estimate Paid:** NO

**Counties:**

MCNAIRY

<b>Project Number</b>	<b>PCT</b>	<b>Fed State Project Number</b>	<b>Description 1</b>
55019-3220-94	42.23	BR-STP-224(7)	BRIDGE AND APPROACHES OVER LICK CREEK @ (L.M. 1.47)
55021-3214-94	59.05	BR-STP-224(8)	Bridge & Approaches over Little Owl Creek

**Report needs to be printed in Landscape.**

The Estimate Summary to Contractor Report

**Figure 10-29**

**In TDOT, the Office Staff / Project Supervisor will review the Summary to Contractor report to ensure that the line item payment is correct and to ensure the item categories are correct. If changes are required, the Office Staff will follow the Estimate Correction Procedure. Reminder: If the estimate must be re-generated, the estimate must first be returned to Pending status in the Adjustments plug-in before the estimate is deleted and generated again.**

**When generating the Summary to Contractor Report from the Process List, the option to change the parameters to “Generate Online” exists. When the report is generated online, only the data in the standalone database is included in the report. If the “Generate Online” option is selected, the report will include the contract information that was current as of the last download of Basic Contract Data from the server.**

**The Summary to Contractor Report should be printed in Landscape with the smallest font size. Refer to the Review in this section for steps to modify the font and print preference.**



### Exercise 10-23

In the following exercise, you will generate the Summary to Contractor Report for Estimate 0001 for contract CNB022P.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022P**

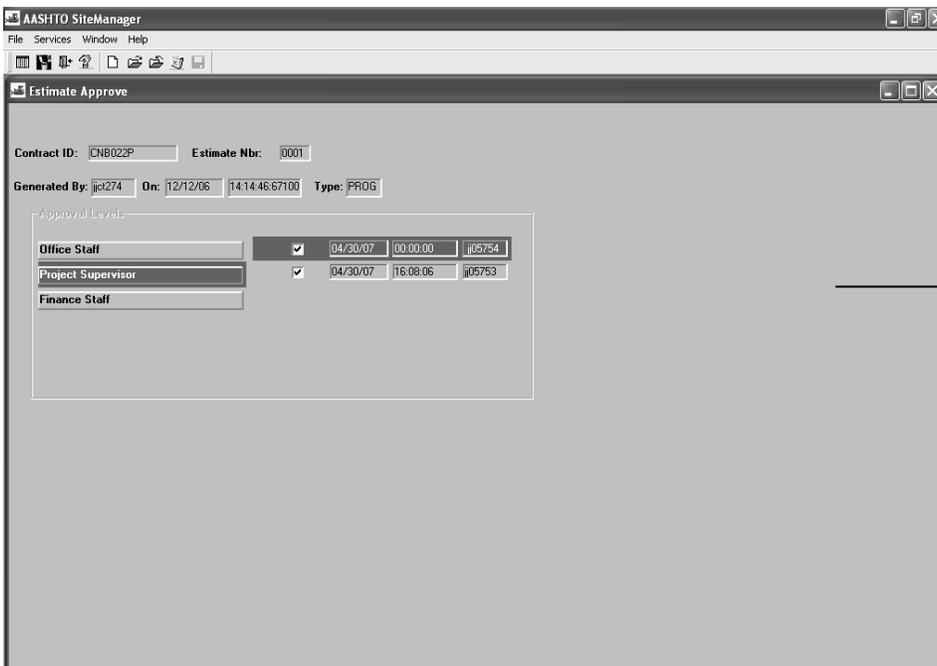
1. On the **Contractor Payments** panel, double-click the **Process List** icon.
2. In the Process List, click the **Summary to Contractor**.
3. Click the **Run Process** button. *STOP. Do not submit the process in SiteManager Training.*
4. Click the **Cancel** Button
5. Click the **Close** Button.  
*A copy of the report is saved at C:\SMTRAINS\SMFILES to view during training.*
6. Right-click the **Start** button at the bottom left of the screen.
7. Click the **Explore** choice.
8. Navigate to the **C:\SMTRAINS\SMFILES** folder.
9. Double-click **Estimate Summary to Contractor CNB022P.htm**.
10. After viewing report, click the **Close** button to close the browser window.
11. Click the **Exit** button to exit SiteManager.

**See the Review  
for steps to run in  
Production.**

## Approving an Estimate

The Estimate Approval window allows the authorized reviewers to approve all Estimate types—progress, final, or supplemental. The approval process provides an audit trail and prepares the Estimate for the creation of the extract file that is used by the Tennessee Department of Transportation’s financial system. The approval process is conducted by a chain of approvals established during SiteManager installation or at Contract setup. Each approval level corresponds to a User group within SiteManager.

The Estimate is approved starting with the first level (Office Staff) and is completed with the last reviewer who indicates that the Estimate is ready for payment. Once the last approval level has approved the Estimate, a generic file layout is created which contains all payment information required by the Tennessee Department of Transportation’s financial system and available in SiteManager.



The Estimate creator must approve the Estimate before the users in the approval hierarchy can approve it.

The Estimate Approval Window

Figure 10-30

**In TDOT, the progress estimate is approved by the following personnel:**

- **Office Staff (approval given in Adjustment plug-in)**
- **Project Supervisor**
- **Finance Staff**

**In TDOT, the final estimate and supplemental estimates are approved by the following personnel:**

- **Office Staff**
- **Project Supervisor**
- **Regional Director Rep**
- **Finance Staff**
- **Director of Construction**

**The standard TDOT Estimate workflow is:**

- 1. Generate the estimate**
- 2. Review the Estimate items**
- 3. Resolve or Override estimate discrepancies**
- 4. Run the Test Reports Program, and then**
- 5. Run the Adjustments plug-in.**
- 6. Review the Estimate**
- 7. Approve the Estimate**

**Since the calculation of adjustments in the Adjustments plug-in adds the first level of approval, Office Staff will never use the Estimate Approval window. Other staff, (e.g., Project Supervisors) will use the Estimate Approval window.**

**Once the estimate is in Approved status (having had the final level approval given), the Estimate may not be deleted or modified in any way.**

**Ensure this is understood - once estimate is approved at final level of approval, it may not be deleted or modified.**



## Exercise 10-24

In the following exercise, you will log in as the second level approver of the estimate review the estimate amount, and approve Estimate 0001 for contract CNB022P.

User ID: **jj05753**      Group: **PJSUPS**      Contract : **CNB022P**

1. Double-click the **SiteManager** program icon on your desktop.
2. In the **User ID** field, type **jj05753**.
3. In the **Password** field, type **pass**.
4. Click the **Logon** button.
5. On the **Main Panel**, double-click the **Contractor Payments** icon.
6. On the **Contractor Payments** panel, double-click the **Estimates** icon.
7. On the **Estimate** panel, double-click the **Estimate Summary** icon.
8. In the **Contract** list box, scroll to and double-click the Contract **CNB022P**.
9. In the **Estimate** area, double-click Estimate Nbr **0001**.
10. What amount will be paid to the contractor? \_\_\_\_\_ **\$59,274.38**
11. To close the Estimate Summary window, click the **Close** button.

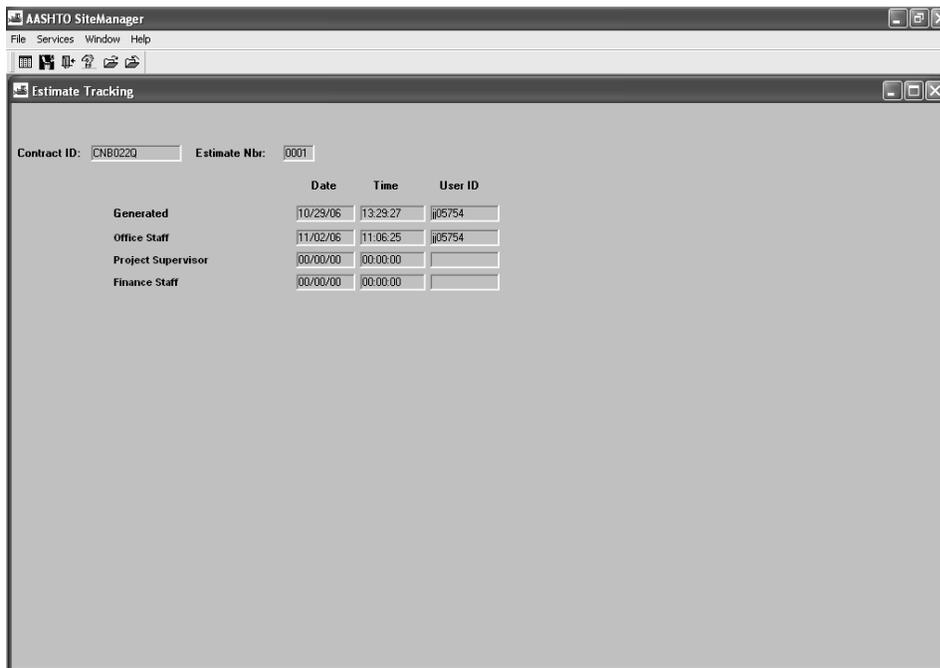
Shift-tab if user  
ID not  
highlighted.

Now, let's approve the estimate on the Project Supervisor level.

12. On the **Estimate** panel, double-click the **Estimate Approval** icon.  
SiteManager displays the Select Contract/Estimate list box.
13. In the **Contract** list box, scroll to and double-click the Contract **CNB022P**.
14. For the Project Supervisor level, select the **Approved** check box (ON).
15. Click the **Save** button.
16. Click the **Close** button. SiteManager displays a message to inform you that a notification was sent to the next approval level.
17. Click the **Ok** button.

## Tracking Estimates

The Estimate Tracking window is a view-only window that allows the tracking of Estimate generation, approval, and rejection. A User can access the window to determine where the Estimate is in the approval process.



The Estimate Tracking Window

Figure 10-31

**In TDOT, Users may access this window to view the status of Estimates on the Contract.**



## Exercise 10-25

In the following exercise, you will track an Estimate.

User ID: **jj05753**      Group: **PJSUPS**      Contract: **CNB022Q**

1. On the **Estimate** panel, double-click the **Estimate Tracking** icon.
2. Click the **Open** button to display the **Select Contract and Estimate** window.
3. Click the **Contract** button.
4. In the **Contract ID** list box, scroll to and double-click Contract ID **CNB022Q**.
5. In the **Estimate** area, double-click Estimate Number **0001**. SiteManager displays the Estimate Tracking window.
6. What date was the estimate generated? 10/29/06
7. Who generated the estimate? jj05754

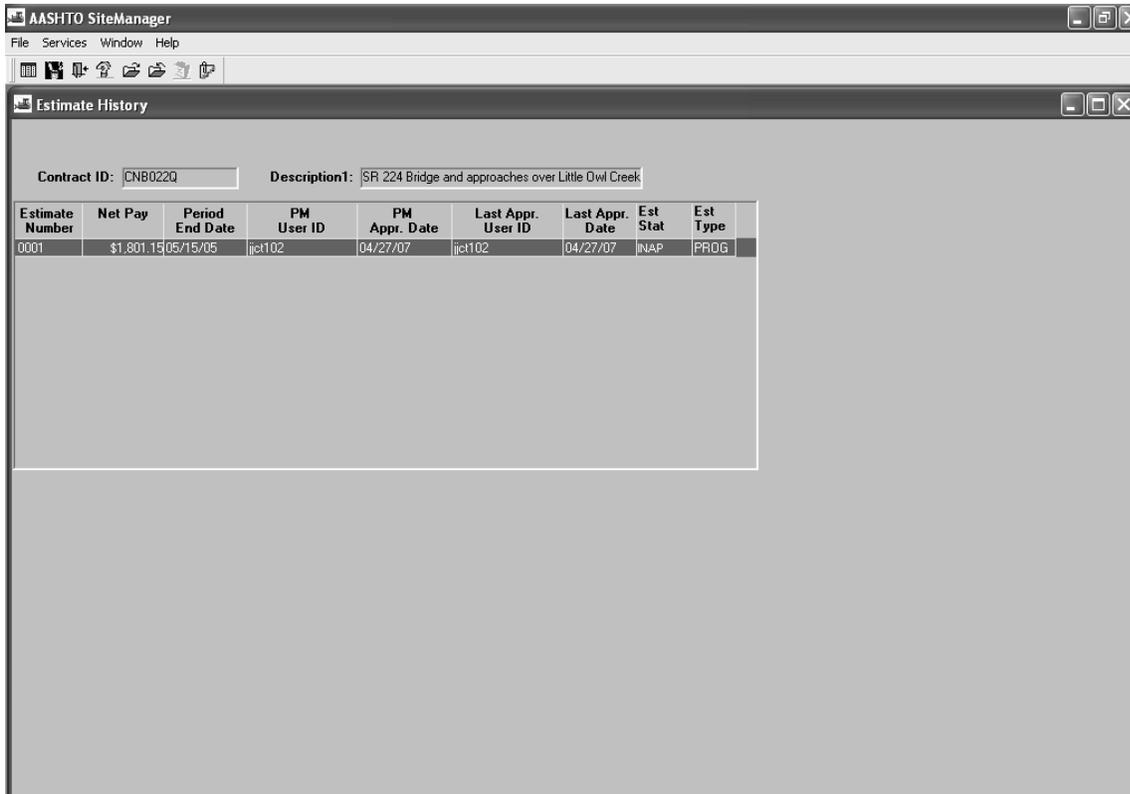
**Note we are  
changing  
Contract IDs.**

Now that you know who generated the estimate, if you wish to reject or stop the estimate, contact that person.

8. To prepare for the next exercise, click the **Exit** button.

## Viewing the Estimate History

The Estimate History window allows the selection and display of all Estimates for a Contract. Pending Estimates can be deleted. Clicking the Open button displays the Estimate number or the period end date of the Estimate entered to define the starting row. The Estimates will display from most recent to the oldest Estimate. The Estimate History window can also be used to navigate to the Estimate Summary and Estimate Discrepancy windows for an Estimate using the Services menu.



The Estimate History Window

Figure 10-32

**In TDOT, the Office Staff Personnel who generated the Estimate may delete a pending Estimate in the Estimate History window until the Adjustment plug-in has been used to apply adjustments.**



## Exercise 10-26

In the following exercise, you will log in and open the Estimate History window to view the status of Estimate 0001 for Contract CNB022Q that a Project Supervisor wishes to stop.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022Q**

1. Double-click the **SiteManager** program icon on your desktop.
2. In the **User ID** field, type **jj05754**. \_\_\_\_\_
3. In the **Password** field, type **pass**.
4. Click the **Logon** button.

**Shift-tab if user  
ID not  
highlighted.**

Now, let's view the estimate history.

5. On the **Main Panel**, double-click the **Contractor Payments** icon.
6. On the **Contractor Payments** panel, double-click the **Estimate** icon.
7. On the **Estimate** panel, double-click the **Estimate History** icon. SiteManager displays the Contracts window.
8. In the **Contract** area, scroll to and double-click Contract ID **CNB022Q**. SiteManager displays the Estimate History window.
9. What is the status of Estimate Nbr **0001**? INAP - In Approval
10. What is the net pay for Estimate Nbr **0001**? \$1801.15
11. Click the **Close** button.

## Using the Estimate History Window to Delete a Pending Estimate

The Estimate History window also allows for the deletion of a pending estimate.

**It is critical that the appropriate workflow is followed so that the estimate plug-ins will calculate adjustments properly. Always generate the pending estimate and address all issues prior to running the plug-ins.**

**If an estimate must be deleted and generated again after the plug-ins are run, always use the Return to Pending button in the Adjustments plug-in to return the estimate to pending and delete the adjustments BEFORE deleting the estimate.**

**Once the estimate is in Approved status (having had the final level approval given), it may not be deleted or modified in any way.**

**The next section will address how to adjust quantities on an Approved estimate.**



## Exercise 10-27

In the following exercise, you will remove Line Item Adjustments made by the Adjustments plug-in and delete Estimate 0001 for Contract CNB022Q.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022Q**

First, let's undo adjustments and return the estimate to pending.

1. In the SiteManager Panel, click the **Main Panel** folder tab.
2. On the **Main Panel**, double-click the **Contract Administration** icon.
3. On the **Contract Administration** panel, double-click the **Contract Records** icon.
4. On the **Contract Records** panel, double-click **Contracts** icon. SiteManager displays the Contracts window.
5. On the toolbar, click the **Attachments** button.
6. In the Attachments window, double-click the **Adjustments** plug-in. SiteManager displays the Adjustments plug-in window.
7. On the toolbar, click the **Return to PEND** button. The Adjustments program displays a message to confirm that you wish to return the estimate status to pending.
8. In the message, click the **Yes** button. The Adjustments program changes the estimate status to Pending and deletes the system-generated adjustments.
9. On the toolbar, click the **Exit** button.

Now, let's delete the estimate.

10. Click the **Close** button.
11. Click the **Main Panel** folder tab.
12. On the **Main Panel**, double-click the **Contractor Payments** icon.
13. On the **Contractor Payments** panel, double-click the **Estimate** icon.
14. On the **Estimate** panel, double-click the **Estimate History** icon.
15. Click to select Estimate Nbr **0001**.
16. What is the status of Estimate Nbr **0001**? PEND - Pending
17. What is the net pay for Estimate Nbr **0001**? \$1788.00  
Note that Net Pay has been reduced by the value of the deleted adjustment.
18. On the toolbar, click the **Delete** button. SiteManager displays a message to confirm that you wish to delete the estimate.
19. In the message, click the **Yes** button.

*At this time in the process, you may generate a replacement estimate, add additional DWRS, and make price and pay adjustments.*

20. Click the **Exit** button to exit SiteManager.

## Correcting Quantities for Approved Progress Estimates

Use the Quantity Correction plug-in to adjust pay item quantities on Progress estimates that have reached final approval. Note that quantities on Final Estimates may not be adjusted after the estimate is approved.

The screenshot shows a window titled "Quantity Adjustments". At the top, there are fields for "Contract ID: CNB022R", "Inspector: j05752", and "DWR Date of Incorrect Qty: 4/28/2005". Below this is a table with the following columns: Project Number, Category Number, Line Item Number, Item Code, Description, Location, Placed Quantity, and Loc Seq Nbr. The table contains one row with the following data: Project Number: 55019-3220-94, Category Number: 0100, Line Item Number: 0010, Item Code: 105-01, Description: CONSTRUCTION STAKES, LINES AND GRADES, Location: Bridge #2, Placed Quantity: 0.400, and Loc Seq Nbr: 1. Below the table, there are input fields for "Correct Quantity: 4.000", "Incorrect Qty Previously Paid: 0.400", and "Adjustment: 3.600". There is also a "Remarks/Calculations" field with a text area containing "Corrected typo that resulted in an incorrect quantity being recorded." and buttons for "Save" and "Cancel".

Project Number	Category Number	Line Item Number	Item Code	Description	Location	Placed Quantity	Loc Seq Nbr
55019-3220-94	0100	0010	105-01	CONSTRUCTION STAKES, LINES AND GRADES	Bridge #2	0.400	1

The Quantity Correction Plug-In Window

Figure 10-33

The steps to use the Quantity Correction plug-in are as follows and are detailed on the following pages.

1. Run the Quantity Correction plug-in. (Main Panel > Contract Administration > Contracts > select Contract > click Attachments button > double-click Quantity Correction)
2. Select the DWR Date that included the quantity to be corrected.
3. Select the ITEM that included the quantity to be corrected.
4. In the Correct Quantity field, type the quantity that **should have been recorded** on the DWR.
5. Press the tab key to allow the program to calculate and display the quantity for the adjustment (Incorrect Quantity - Correct Quantity).
6. In the Remarks/Calculations field, type a remark to explain why the correction was needed.
7. Click the Save button.

**Only the originator of the DWR can modify any of the quantities on that DWR using the Quantity Correction plug-in.**

**A DWR Quantity can only be corrected one time using the Quantity Correction Plug-In.**

**The Quantity Correction Plug-In creates a system generated DWR. This DWR must be authorized for before the correction is included on an estimate.**



## Exercise 10-28

In the following exercise, you will adjust an incorrect quantity on an approved DWR in the Quantity Correction plug-in for contract CNB022R.

User ID: **jj05752**      Group: **INSP**      Contract: **CNB022R**

**Note: we are changing Contract IDs.**

1. Double-click the **SiteManager** program icon on your desktop
2. In the **User ID** field, type **jj05752**.
3. In the **Password** field, type **pass**.
4. Click the **Logon** button.

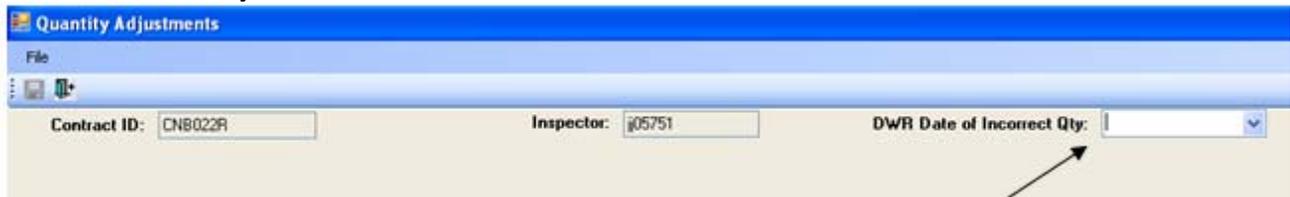
**Shift-tab if user ID not highlighted.**

Now, let's open the contract and Qty Correction plug-in.

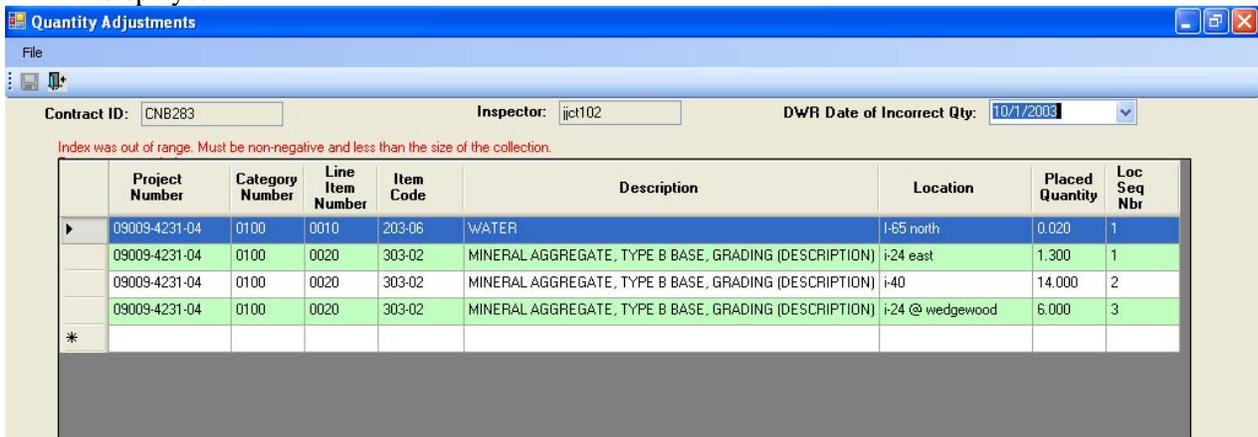
5. On the **Main Panel**, double-click the **Contract Administration** icon.
6. On the **Contract Administration** panel, double-click the **Contract Records** icon.
7. On the **Contract Records** panel, double-click the **Contracts** icon. SiteManager displays the Contracts window.
8. In the **Select Contract** list box, scroll to and double-click **CNB022R**.
9. Click the **Attachments** icon.

The remaining steps cannot be completed in the training environment. The following steps and screen shots demonstrate the process steps.

10. Double-click the **Qty Correction** plug-in. SiteManager displays the Quantity Correction plug-in window. The Contract and Inspector are automatically selected.



11. In the DWR Date of Incorrect Qty field, select DWR Date 04/19/2005. The work items recorded on the DWR for the selected date are displayed.



- Click to select the row for the DWR Item with the incorrect placed quantity: Project Number 55021-3214-94, Category Number 0100, Line Item Number 0643, Item Code 204-07, Description BEDDING MATERIAL (PIPE) CLASS B, Location Station16\_75 RT.  
The Quantity Correction program displays an area to make the correction.

**Quantity Adjustments**

File

Contract ID: CNB022R Inspector: j05751 DWR Date of Incorrect Qty: 4/19/2005

	Project Number	Category Number	Line Item Number	Item Code	Description	Location	Placed Quantity	Loc Seq Nbr
▶	55021-3214-94	0100	0643	204-07	BEDDING MATERIAL (PIPE) CLASS B	Station 16_75 RT Cen...	19.000	1
*								

Correct Quantity:  Incorrect Qty Previously Paid: 19.000 Adjustment:

Remarks/Calculations:   
(254 Max Length)

Save Cancel

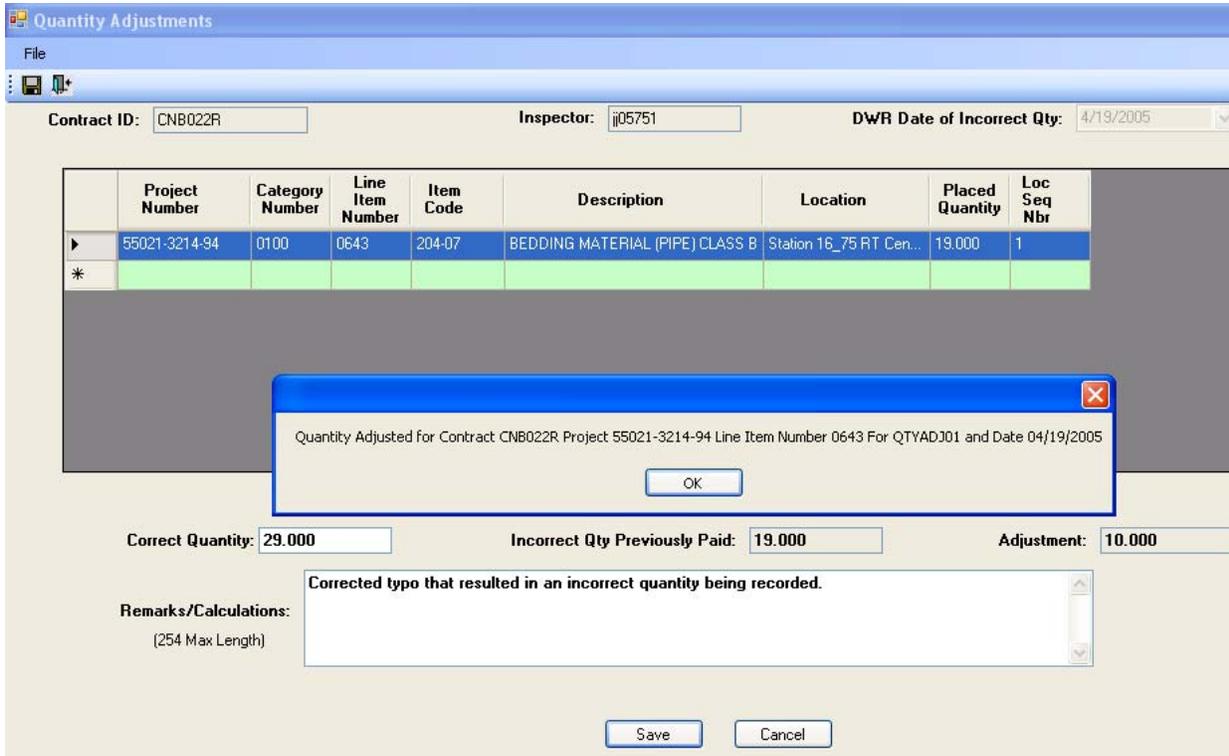
13. In the **Correct Quantity** field, type **29.000**.
14. Press the **Tab** key. The Quantity Correction plug-in shows the calculated adjustment in the **Adjustment** field.
15. In the **Remarks/Calculations** field, type **Corrected typo that resulted in an incorrect quantity being recorded.**

The screenshot shows the 'Quantity Adjustments' window. At the top, there are fields for 'Contract ID: CNB022R', 'Inspector: j05751', and 'DWR Date of Incorrect Qty: 4/19/2005'. Below this is a table with the following data:

	Project Number	Category Number	Line Item Number	Item Code	Description	Location	Placed Quantity	Loc Seq Nbr
▶	55021-3214-94	0100	0643	204-07	BEDDING MATERIAL (PIPE) CLASS B	Station 16_75 RT Cen...	19.000	1
*								

Below the table, there are three input fields: 'Correct Quantity: 29.000', 'Incorrect Qty Previously Paid: 19.000', and 'Adjustment: 10.000'. Below these is a text area for 'Remarks/Calculations:' containing the text 'Corrected typo that resulted in an incorrect quantity being recorded.'. At the bottom, there are 'Save' and 'Cancel' buttons. A note at the bottom left says 'Type in these fields.' with arrows pointing to the 'Correct Quantity' and 'Remarks/Calculations' fields.

16. Click the **Save** button. The Quantity Correction program displays a message to inform you that a quantity has been adjusted for that line item number.

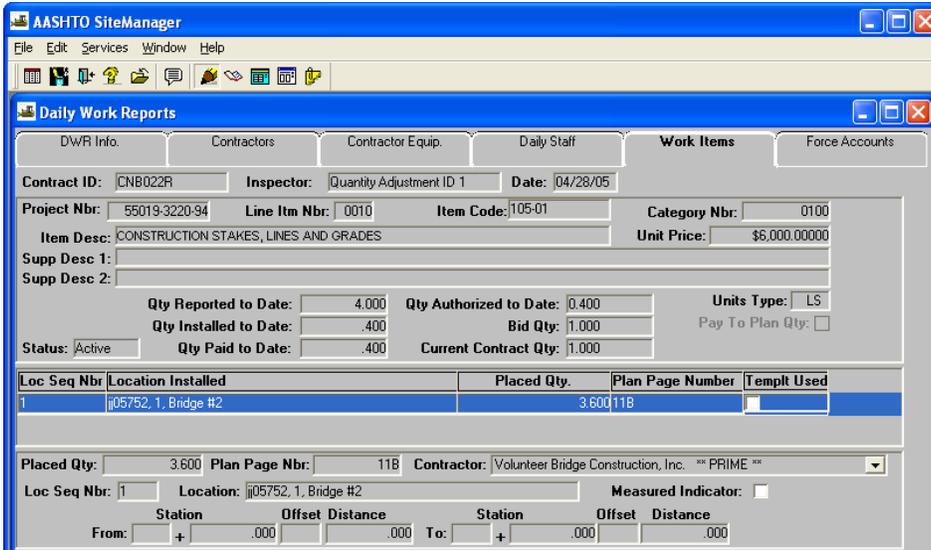


17. In the message, click the **OK** button.
18. On the toolbar, click the **Exit Application** button.

## Viewing QTY ADJ DWRs

The Quantity Correction plug-in creates QTYADJ DWRs to adjust paid quantities on progress estimates that have already reached final approval. These may be viewed in the DWR window.

The auto created QTY Adj DWRs are not authorized and will need to be authorized in the Diary window to be included in the next progress estimate.



The Daily Work Reports Window

Figure 10-34



## Exercise 10-29

In the following exercise, you will view the DWR resulting from the Qty Correction plug-in.

User ID: **jj05752**      Group: **INSP**      Contract: **CNB022R**

1. Click the **Close** button to close the Contracts window.
2. Click the **Main Panel** folder tab.
3. On the **Main Panel**, double-click the **Daily Work Reports** icon.
4. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon. SiteManager displays the Daily Work Reports window.
5. On the toolbar, click the **Open** button.
6. Click **No** in the save changes message. SiteManager displays the Contract ID window.
7. In the **Inspector** area, double-click **QTYADJ01**.
8. In the **Date** area, double-click **04/19/05**. SiteManager displays a message to inform you that the DWR will be opened in a read-only format.
9. In the message, click the **OK** button. SiteManager displays the Daily Work Reports window.

Now, let's view the installed work item.

10. Click the **Work Items** tab.
11. Double-click the row for Project Number **55021-3214-94**, Line Item Number **0643**, Category Number **0100**, Item Code **204-07**, Description **BEDDING MATERIAL (PIPE) CLASS B**.
12. What is the placed quantity? 10.000
13. To prepare for the next exercise, click the **Exit** button. —

**Exit to log in as  
a different user  
in Summary  
Exercise.**

## Review for Section 10

To access Contractor Payment Reports:

1. On the **Contractor Payments** panel, double-click the **Reports** icon.
2. Double-click the icon for the desired report.

To access and print the Installed Work report:

1. On the **Contractor Payments** panel, double-click the **Reports** icon.
2. On the **Reports** panel, double-click the **Installed Work** icon.
3. In the Report Criteria list box, scroll to and double-click the desired record.
4. Click the **Print** button.
5. When complete, click the **Close** button.

To generate a progress Estimate:

1. On the **Contractor Payments** panel, double-click the **Estimate** icon.
2. On the **Estimate** panel, double-click the **Generate Estimate** icon.
3. Scroll to and click the desired Contract.
4. Click **OK**.
5. If desired, on the calendar, click the end date.
6. Click the **Generate Estimate** button.
7. If the estimate already exists for this generation period, and you want to delete it, click **YES**.
8. Click **OK**.
9. Click **OK**.
10. When complete, click the **Close** button.

To open an Estimate summary:

1. On the **Contractor Payments** panel, double-click the **Estimate** icon.
2. On the **Estimate** panel, double-click the **Estimate Summary** icon.
3. On the Select Contract and Estimate window, in the **Contract** list box, scroll to and click the desired Contract.
4. In the **Estimate** list box, scroll to and click the desired Estimate.
5. Click **OK**.
6. When complete, click the **Close** button.

To view the Estimate discrepancies:

1. On the **Estimate** panel, double-click the **Estimate Discrepancy** icon.
2. On the **Select Contract and Estimate** window, in the list box, scroll to and double-click the desired Contract.
3. In the list box, scroll to and click the desired Estimate.
4. Click **OK**. SiteManager displays the Estimate Discrepancies window.

To navigate to the correct window to resolve the discrepancy:

1. On the **Estimate** panel, double-click the **Estimate Discrepancy** icon.
2. On the **Select Contract and Estimate** window, in the list box, scroll to and double-click the desired Contract.
3. In the list box, scroll to and click the desired Estimate.
4. Click **OK**.
5. Click the discrepancy to be resolved.
6. Click the **Navigation** button.
7. When you have completed resolving the discrepancy, click the **Save** button.
8. When complete, click the **Close** button.

To override Estimate discrepancies:

1. On the **Estimate Discrepancies** window, click the discrepancy to be overridden.
2. In the **Status** drop-down list, click the expand arrow to the right of the current selection and click the **Override** choice.
3. Add remarks and click the **Remarks** button.
4. Repeat steps 1-3 to override additional discrepancies.
5. When complete, click the **Save** button.

To recalculate Estimate discrepancies:

1. Resolve the discrepancies of the Estimate.
2. On the **Estimate** panel, double-click the **Estimate Discrepancy** icon.
3. Open the Estimate to be recalculated.
4. Click the **Services** menu and click the **Recalculate Discrepancies** choice.
5. Click **YES**.
6. Click **OK**.

To use the Test Reports plug-in:

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. Con the **Contract Administration** panel, double-click the **Contracts Records** icon.
3. On the **Contract Records** panel, double-click the **Contracts** icon.
4. Select the **Contract** from the **Select Contract** window.
5. Click the **Attachments** button on the toolbar.
6. Double-click the **Test Reports Program**.
7. Set up the plug-in before the first estimate by indicating **No** for every Contract Item that should not have Test Report adjustments applied using the **Shortage Calculation Setup** folder tab of the Test Reports plug-in.
8. Enter test reports as they are completed using the **Test Reports** folder tab of the Test Reports plug-in.
9. Apply adjustments to an estimate after the estimate has been generated using the **Balance shortages** button on the **Payment Adjustment** folder tab of the Test Reports plug-in.
10. Indicate materials used in an item using the **Materials** folder tab of the test Reports plug-in. This may be done at any time.

To add a test report:

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. Con the **Contract Administration** panel, double-click the **Contracts Records** icon.
3. On the **Contract Records** panel, double-click the **Contracts** icon.
4. Select the **Contract** from the **Select Contract** window.
5. Click the **Attachments** button on the toolbar.
6. Double-click the **Test Reports Program**.
7. On the **Test Reports** folder tab, in the **Item Cd/Desc** drop-down list, click the desired item.
8. In the **Pjr Nbr** drop-down list, click the desired project.
9. In the **Line Item Nbr** drop-down list, click the desired line item number.
10. In the **Material** drop-down list, click the desired material.
11. Click the **New** button.
12. In the **Report Date** field, type the desired value.
13. In the **Report #** field, type the desired value.
14. In the **Report Quantity** field, type the desired value.
15. Click the Save button.

To delete a test report:

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. Con the **Contract Administration** panel, double-click the **Contracts Records** icon.
3. On the **Contract Records** panel, double-click the **Contracts** icon.
4. Select the **Contract** from the **Select Contract** window.
5. Click the **Attachments** button on the toolbar.
6. Double-click the **Test Reports Program**.
7. Click the test report to be deleted.
8. Click the **Delete** button.
9. Click the **Delete** button in the **Confirm Delete Test** window.

To edit a test report:

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. Con the **Contract Administration** panel, double-click the **Contracts Records** icon.
3. On the **Contract Records** panel, double-click the **Contracts** icon.
4. Select the **Contract** from the **Select Contract** window.
5. Click the **Attachments** button on the toolbar.
6. Double-click the **Test Reports Program**.
7. Click the test report to be edited.
8. Click the **Open** button.
9. Edit the test report as desired.
10. Click the **Save** button.
11. Click the **Close** button.

To add a material for an item:

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. Con the **Contract Administration** panel, double-click the **Contracts Records** icon.
3. On the **Contract Records** panel, double-click the **Contracts** icon.
4. Select the **Contract** from the **Select Contract** window.
5. Click the **Attachments** button on the toolbar.
6. Double-click the **Test Reports Program**.
7. Click the On the **Main Panel**, double-click the **Contract Administration** icon.
8. Con the **Contract Administration** panel, double-click the **Contracts Records** icon.
9. On the **Contract Records** panel, double-click the **Contracts** icon.
10. Select the **Contract** from the **Select Contract** window.
11. Click the **Attachments** button on the toolbar.
12. Double-click the **Test Reports Program**.
13. tab.
14. In the **Item Cd/Desc** drop-down list, select the desired item.
15. In the **Prj Nbr** field, select the desired project.
16. Click the **New** button.
17. In the **Add New Material** field, type the desired material name.
18. In the **Matl Units** field, select the desired unit.
19. Click the **Save** button.

To use the Adjustments plug-in

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. Con the **Contract Administration** panel, double-click the **Contracts Records** icon.
3. On the **Contract Records** panel, double-click the **Contracts** icon.
4. Select the **Contract** from the **Select Contract** window.
5. Click the **Attachments** button on the toolbar.
6. Double-click the **Adjustments for Fuel, Bit, Material, AC Content, and Anti-strip**.
7. Review messages for the estimate **adjustments on the Adj. Process Submission** folder tab of the TDOT Price Adjustments window of the Adjustments plug-in.
8. Enter **Mix Design (DA)** and **Recycled Asphalt (RA)** percentages and dates for the pay items included in the estimate and listed on the **Adjustment Setup** folder tab of the Adjustments plug-in.
9. Confirm all messages have been satisfied for the estimate adjustments on the **Adj. Process Submission** folder tab of the TDOT Price Adjustments window of the Adjustments plug-in.
10. Click the **Calc.** button on the **Adj. Process Submission** folder tab of the Adjustments plug-in to generate adjustments to the estimate and provide 1st level approve the estimate.
11. View adjustments made by the system on the **Fuel Adjustment Items, Bitm Adjustment Items, 307 A/C Adjustment Items, 411 A/C Adjustment Items** and **Liquid Anti-strip** folder tabs of the Adjustments plug-in.

To view a Line Item Adjustment:

1. On the **Contractor Payments** panel, double-click the **Contract Adjustments** icon.
2. On the **Contract Adjustments** panel, double-click the **Line Item Adjustments** icon.
3. On the Select Contract and Estimate window, in the list box, scroll to and double-click the desired Contract.
4. In the list box, scroll to and click the desired Estimate.
5. Click **OK**.
6. Click the **New** button.

To view an Estimate item:

1. On the **Estimate** panel, double-click the **Estimate Item Detail** icon.
2. On the Contract window, in the Contract list box, scroll to and click the desired Contract.
3. Click **OK**.
4. Click the **Services** menu and click the **View Estimate** choice.
5. When complete, click the **Close** button.

To view the Estimate Item Paybook:

1. On the **Contractor Payments** panel, double-click the **Estimate** icon.
2. On the **Estimate** panel, double-click the **Estimate Item Paybook** icon.
3. On the Select Contract and Line Item window, in the list box, scroll to and double-click the desired Contract.
4. In the list box, scroll to and double-click the desired Line Item.
5. When complete, click the **Close** button.

To generate the Summary to Contractor Report:

1. On the **Contractor Payments** panel, double-click the **Process List** icon.
2. In the Process List, click the **Summary to Contractor**.
3. Click the **Run Process** button.
4. Double-click the desired contract ID.
5. Double-click the desired estimate number.
6. Click the **Submit** button.
7. Click the **OK** button.
8. Click the **OK** button.
9. Click the **Services** menu.
10. Double-click the desired process name.
11. Double-click **Output.html**.
12. Click the **Page** button.
13. Click **Text Size**, and then click **Smallest**.
14. Click the **Page Setup** button.
15. Click the **Landscape** radio button.
16. Click the **Ok** button.
17. Once the report displays, close the browser window.
18. Click the **Close** button.
19. Click the **Close** button.

To approve an Estimate:

1. On the **Estimate** panel, Double-click the **Estimate Approval** icon.
2. In the list box, scroll to and click the desired record.
3. Click the **Approved** check box (ON) for your level.
4. Click **Ok**.
5. Click the **Save** button.
6. When complete, click the **Close** button.

To track an Estimate:

1. On the **Estimate** panel, double-click the **Estimate Tracking** icon.
  2. Click the **Open** button.
  3. In the list box, scroll to and click the desired record.
  4. When complete, click the **Close** button.
- Add steps for qty correct plug in

To open an Estimate history:

1. On the **Estimate** panel, double-click the **Estimate History** icon.
2. In the list box, scroll to and click the desired Contract and estimate number.
3. Click **OK**.
4. When through, click the **Close** button.

To put an estimate in pending status using the adjustment plug-in after the first level of approval:

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. On the **Contract Administration** panel, double-click the **Contract Records** icon.
3. On the **Contract Records** panel, double-click **Contracts** icon.
4. In the list box, scroll to and click the desired Contract.
5. On the toolbar, click the **Attachments** button.
6. In the **Attachments** window, double-click the **Adjustments** plug-in.
7. On the toolbar, click the **Return to PEND** button. The Adjustments program displays a message to confirm that you wish to return the estimate status to pending.
8. In the message, click the **Yes** button. The Adjustments program changes the estimate status to Pending and deletes the system-generated adjustments.

To correct an item quantity on a paid estimate using the Quantity Correction program:

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. On the **Contract Administration** panel, double-click the **Contracts Records** icon.
3. On the **Contract Records** panel, double-click the **Contracts** icon.
4. Select the **Contract** from the **Select Contract** window.
5. Click the **Attachments** button on the toolbar.
6. Double-click the **Quantity Correction Program**.
7. Select the **DWR Date** that included the quantity to be corrected.
8. Select the **ITEM** that included the quantity to be corrected.
9. In the **Correct Quantity** field, type the quantity that should have been recorded on the DWR.
10. Press the **tab** key to allow the program to calculate and display the quantity for the adjustment (Incorrect Quantity - Correct Quantity).
11. In the **Remarks/Calculations** field, type a remark to explain why the correction was needed.
12. Click the **Save** button.

To view a Quantity Correction DWR:

1. On the **Main Panel**, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon. SiteManager displays the Daily Work Reports window.
3. On the toolbar, click the **Open** button. SiteManager displays the Contract ID window.
4. In the **Contract ID** area, scroll to and double-click the Contract ID.
5. In the **Inspector** area, double-click **QTYADJ01**.
6. In the **Date** area, double-click the date. SiteManager displays a message to inform you that the DWR will be opened in a read-only format.
7. In the message, click the **OK** button. SiteManager displays the Daily Work Reports window.
8. Click the **Work Items** tab.
9. Double-click the row for the corrected item.
10. Click the **Close** button.





# Section 11 Change Order Basics I

## for Office Documentation

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By the end of this module, you will be able to:

- Understand the Rules and Life Cycle of Change Orders
- Create a Change Order Header
- Navigate to Change Order functions from the Change Order Header
- Apply a Time Adjustment to a Change Order
- Modify existing Contract Items on a Change Order
- Add New Contract Items to a Change Order
- Apply Explanations
- Calculate a Change Order

## Change Order General Concepts

The change order process allows legal changes to be made to a Contract by creating, approving, and tracking changes.

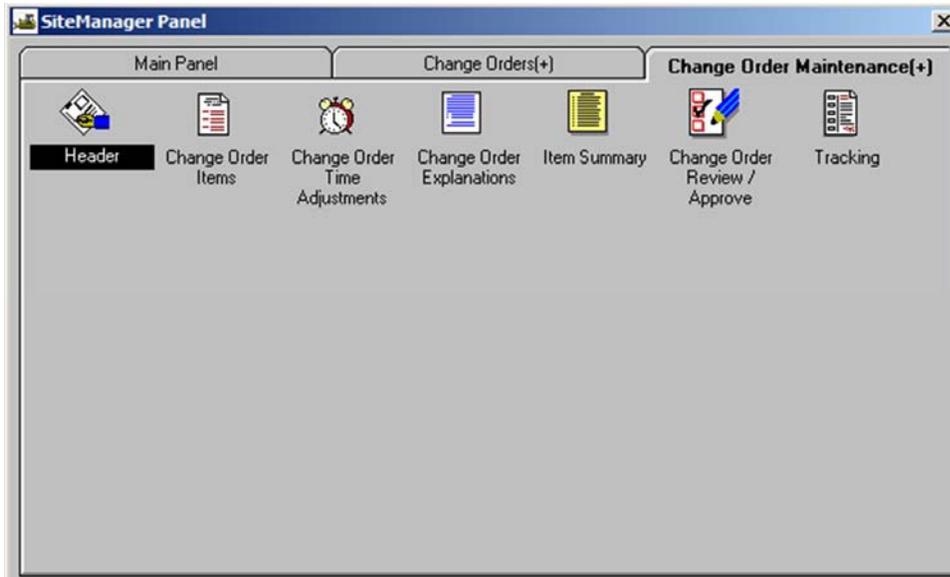
Contract Change Orders may include:

- Quantity adjustments for existing items (overrun/underruns)
- Adding new items of work to the contract (extra work)
- Time Extensions on milestones or revisions to Contract time or Contract completion date
- Additions to the Contract not affecting time or item quantities

Except for zero dollar change orders, users can specify more than one function to make up a change order. Before a change order is saved, edits are performed to ensure that its components are reconciled with its selected functions. Messages advise the User if information has not been entered for a selected function.

Before the User can select a specific window in the Change Order (CO) function, a specific Contract must be selected from a pick list containing valid Contracts, and associated, existing COs. A specific Contract must be selected from the pick list to create a new change order.

**Each CO must be associated with one Contract.**



The Change Order Maintenance Panel

Figure 11-1



### Exercise 11-1

In the following exercise, you will navigate to the Change Order Maintenance Panel.

User ID: **jj05754**      Group: **OSTAFF**

1. Double-click the **SiteManager** program icon on your desktop. **Shift-tab if user ID not highlighted.**
2. In the **User ID** field, type **jj05754**. \_\_\_\_\_
3. In the **Password** field, type **pass**.
4. Click the **Logon** button.
5. On the **Main Panel**, double-click the **Change Orders** icon.
6. On the **Change Orders** panel, double-click the **Change Order Maintenance** icon.

# Change Order Life Cycle

The life cycle of contract change orders is reflected in the change order functions in SiteManager.

## 1. Creating a New Change Order

A CO can only be created by a User with specific authority to create new change orders. A change order must be associated with an existing active Contract. Specific information about the change order must be recorded using the Change Order Header window, the Change Order Items window, the Time Adjustments window, and/or the Change Order Explanations window.

## 2. Maintaining Change Orders

Once a CO has been created, updates to the CO information may be required. Change Order header information, items, time frames, and explanations may be modified in update mode on the appropriate windows.

## 3. Reviewing and Approving Change Orders

After it is created, a draft CO can be forwarded via In-box notification for parallel review. Parallel review is concurrent review by more than one reviewer at a time.

The writer of the CO can also place the change order into Pending status and submit it for a hierarchical approval, skipping the review process.

Users involved in reviewing a draft CO or approving a pending CO can record their decisions about proposed changes to the Contract on-line, using the Review/Approve window. Reviewers/Approvers receive an In-Box message from the author requesting an action, review or approval for the CO. The In-Box message specifies the Contract and change order number.

When a Change Order that is in Pending status (in the approval process) is given the recommendation “Denied” in the Change Order Review/Approve window, it remains in Pending status. The creator of the Change Order may choose to change the status of the Change Order to Draft in order to make modifications to the Change Order, then change it back to Pending to resubmit it for approval. If the Change Order will never be approved, it may be changed to Denied status in the Header window. Once a Change Order is in Denied Status, it may not be modified or submitted for review/approval.

All change orders on a contract must be either Approved or Denied in order for the Physical Work Complete Date to be entered by Headquarters Finance as part of the Contract completion process. (Change Orders may not be in a Draft or Pending status for the Contract completion process.)

**A CO can be kept in Draft and sent for review only or changed to Pending and sent for approval without a review.**

**A CO must be approved to report CO items installed in DWRs.**

**Denied COs remain in Pending Status and must be changed to Draft or Denied in the Header window. COs in Denied status are inquiry only.**

**All COs must be approved or denied before Contract Completion can occur.**

#### 4. Tracking the Change Order

At any time, the writer of the CO may view the status of a change order in the review or approval cycle by opening the Tracking window. The Tracking window for a CO is a view-only window and displays:

- The date a request for recommendation was sent to a reviewer or approver
- The reviewer or approver's name
- The action requested - review or approve
- The date the reviewer or approver makes a recommendation
- The recommendation - Approved or Denied
- Any Remarks the reviewer or approver has made

Authorized users may also display details about current and historic Contract items on-line using the Item Summary window.

#### 5. Reports

Once approved, change order data may be analyzed to help manage the change order process. The Change Order Reports function allows users to produce reports that gather information about trends in Contract changes.

**In TDOT, a paper copy of the change order is still required for physical signatures. SiteManager reflects electronic version.**

**When an approver physically signs the Change Order, that approver should also indicate their approval of the Change Order in SiteManager. The Headquarters Finance Office will indicate approval of the Change Order on behalf of all applicable Headquarters approvers.**

## Change Order Conditions

There are three conditions that affect how the Change Order process in SiteManager works. These are the:

- Type of Contract
- Function(s) associated with the change order
- Status of the change order

### Change Order Functions

There are six types of change orders:

- Overrun/Underrun
- Extra Work
- Time Adjustment
- Zero Dollar
- Force Account – *TDOT will not use this function. Force Account COs are “Extra Work” in TDOT.*

A change order may be a combination of types except for a Final Quantity CO, a singular change order required for contract completion, or a Zero Dollar.

Users define the purpose of the change order by selecting among the different functions. Except for Final Quantity and Zero Dollar, users can specify more than one function to make up a change order. The functions available on a change order are:

**Overruns or Underruns:** Used when the quantities associated with the Contract items are either exceeded or not needed to complete the Contract or work item.

**Extra Work:** Used when additional work items are required to complete the Contract.

**Time Adjustments:** Used when the time frames need to be adjusted to reflect the completion period for a milestone or Contract.

**Zero Dollar:** Used only for contract adjustments that will not affect the dollar amount of the Contract (for example, adding permits or special provision to the contract).

**Force Account:** TDOT will not use this function. Force Account COs will require the “Extra Work” function to be selected.

## Change Order Status

The CO Status field displays the current status of the change order in the creation, review, and approval process. The change order Status types are:

**Draft:** A change order is Draft status while it is being created, edited, or forwarded for *review*.

**Pending:** A change order is changed to Pending status when it needs to be submitted for the *approval* process. While in Pending status, the change order cannot be modified except for its status.

**Denied:** Changing the status to Denied causes it to become inquiry-only for the life of the contract. The Denied status is not available until the Change Order has been placed in Pending status.

A change order in Pending status (under review) that received a recommendation of 'Denied' may have its status changed back to Draft. With a Draft status, the change order may be edited (revised), have its status changed to Pending, and be resent through the *approval* process.

**Approved:** A change order is automatically placed in Approved status when the last approver completes the *approval* process – it is not a manual selection. When a change order has been approved by its final approval level, it cannot be altered. Adjustments can only be made by creating a new change order.

All change orders must be in either Approved or Denied status for the contract completion process.

**When the CO is approved it becomes read-only and the items become available on DWRs.**

**In TDOT, if an approver selects “deny” in the review/approve window, the creator should change the status back to draft, make corrections, and change it to Pending in the Header window to submit it again.**

**If an approver selects “denied” in the review/approve window and provides a remark indicating that the Change Order will never be approved and provides a reason, the creator should change the status of the Change Order to Denied in Header window.**

**BEWARE: A Change Order in Denied Status may not be changed to Draft.**

## The TDOT Change Order Process

In TDOT, all change orders will typically be created and maintained by the Office Staff. There are three phases in the TDOT CO Process. They are as follows:

### Creation of a Change Order

- Prepare any applicable paperwork
- Create the change order on the Change Order Header window in SiteManager
- Add item adjustments and/or new items to the change order on the Change Order Items window in SiteManager
- Add time adjustments to the change order on the Change Order Time Adjustments window in SiteManager.
- Add explanations to the change order on the Change Order Explanations window

### Maintaining & Reviewing a Change Order

- Forward the change order for parallel review
- Track the change order
- Revise the change order as necessary
- Generate applicable change order reports

### Change Order Approval Process

- Change status to Pending
- Forward the change order for approval
- Track the change order
- Change the Status to Draft to revise the change order as necessary
- Generate applicable change order reports
- Change the Status to Denied if an approver selects Denied on the Change Order review/approve window, provides a remark indicating that the Change Order will never be approved, and provides a reason for the never approving it.

## Creating a Change Order Header

The Change Order Header window allows an authorized User to:

- Create a new change order by entering a new descriptive information for a change order, or
- Maintain the current descriptive information about an existing change order as the status of the change order progresses from Draft through Pending to Approved or Denied.

**The CO Type field has TDOT-defined change order types of:**

- Category 1
- Category 2
- Category 3
- Time Adjustments due to quantity increase

The last one is only used at final estimate time.

As per Policy Number 355-01, change order categories are defined as follows:

### Major Change - Category 1

A major change is defined as:

- Any cumulative change to the working time/completion date of the contract in excess of 7.5% of the original contract time;
- Or any change/addition that alters the total original contract amount by more than \$250,000.

### Intermediate Change - Category 2

An intermediate change is defined as:

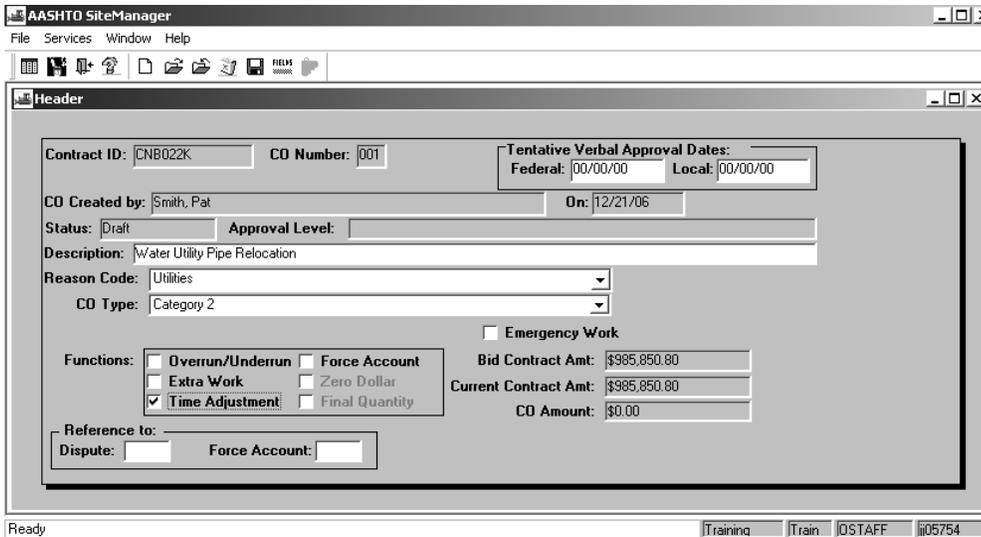
- Any cumulative change to the working time/completion date of the contract not in excess of 7.5% of the original contract time;
- Any change/addition that alters the total original contract amount by more than \$150,000 but less than or equal to \$250,000;
- Any change/addition that alters the total original contract amount by more than ten percent (10%) of the original contract;
- Any change to a unit bid price;
- Or any change to a special provision or contract provision.

### Minor Change - Category 3

A minor change is defined as any changes/additions other than those specified under Major Change or Intermediate Change as shown above.

In TDOT, the Reason Code and CO Type fields are used to control the custom Change Order Report and Force Account Approval Form. All entries listed in the Reason Code picklist can be selected for Change Orders except for "Force Account." This should only be selected when adding a Force Account item to the contract and must be selected in order to generate the Force Account Approval Form.

The appropriate Change Order Category (1, 2 or 3) must be selected in the CO Type field in order for the appropriate signatures to appear on the Change Order and Force Account Approval Form. The CO Type "Time Adjustment Due to Quantity Increase" is used for special contract finalization processing and neither requires a signed Change Order (See Contract Finalization Section for details).



The Change Order Header Window

Figure 11-2



## Exercise 11-2

In the following exercise, you will create Change Order 001 for Contract CNB022K.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022K**

1. On the **Change Order Maintenance** panel, double-click the **Header** icon.
2. Click the **Services** menu and click **Choose Keys**.
3. In the **Contract ID** list box, scroll to and double-click Contract **CNB022K**.
4. In the **Description** field, type **Water Utility Pipe Relocation**.
5. In the **Reason Code** drop-down list, click the expand arrow to the right of the current selection and click **Utilities**.
6. In the **CO Type** drop-down list, click the expand arrow to the right of the current selection and click **Category 2**.
7. Click the **Time Adjustment** check box (ON).
8. Click the **Save** button.

## Creating Change Order Time Adjustments

The Time Adjustments window allows authorized Users to enter one or more time adjustments for a change order. At least one adjustment must be recorded using this window if the Time Adjustment function is selected on the change order. Time adjustments may be related to:

- The Contract completion date
- Milestone(s) on the Contract, or
- Both the Contract completion date and milestone(s) associated with the Contract

The Charge Type for the Contract or Milestone determines which timing components of the Contract and its associated milestones may be entered and modified. The three types of Time Charges are:

**Completion Date** Charge Type: Has a specific fixed end date for the Contract or for milestones within the Contract. Only the completion date field may be entered. The system computes the number of days adjusted.

**Available Days** Charge Type: Only the number of days adjusted may be entered in the Time Adjustment Window.

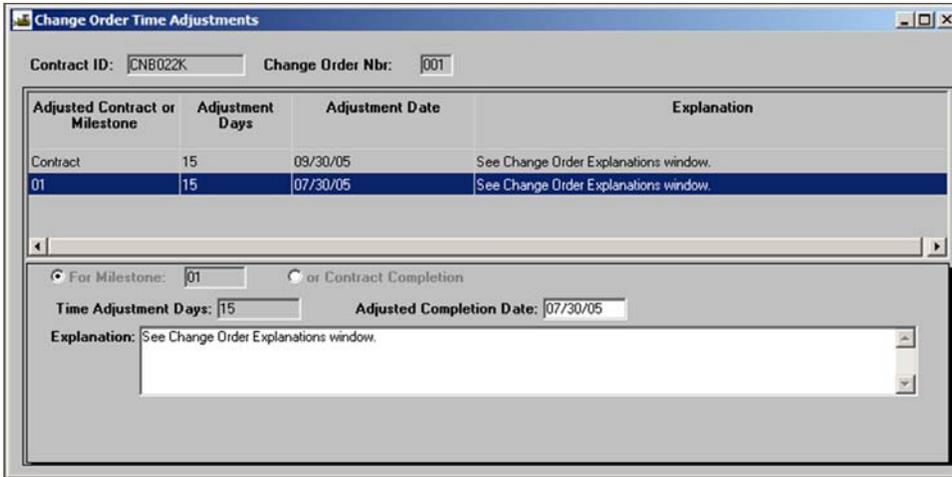
**Calendar Days** Charge Type: Computes the end date for the Contract and for milestones based on the number of calendar days allocated for the work. The number of days adjusted may be entered. The system then computes the completion date.

**TDOT will primarily use Completion Date contracts and milestones.**

The Time Adjustments window has limits as follows:

- Only one adjustment to the Contract completion date may be entered per change order.
- Only one adjustment to each Milestone completion date or number of days may be entered per change order. (Time Adjustment Change Orders for Milestones are only needed to accommodate changes to SP108B, such as phased construction and mowing and litter cycles, because they are contractual milestones. These would be Category 2 COs - modifications to Special Provisions.)
- Text explaining reasons for the time adjustment may be entered.
- The status of the associated change order determines whether the fields on this window are display only or may be modified by the user. Time adjustments may only be entered while a change order is in Draft status. Changes orders in a Pending, Approved, or Denied status do not allow updates to these fields.

**Changing the target Milestone Completion date - not overrunning the time allowed.**



The Change Order Time Adjustments Window

Figure 11-3

**In TDOT, the Explanation in the Change Order Time Adjustments window should always be “See Change Order Explanations window.”**



### Exercise 11-3

In the following exercise, you will navigate to the CO Time Adjustment window from the Header window and create a time adjustment on Change Order 001 for Contract CNB022K.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022K**

1. On the **Header** window, click the **Services** menu and click **CO Time Adjustments**.
2. Click the **Adjustment Completion Date** field and type **093005**.
3. In the **Explanation** field, type **See Change Order Explanations window**.
4. Click the **Save** button.
5. Click the **New** button.
6. Click the **For Milestone** radio button.
7. Select Milestone Number **01** from the drop-down list.
8. Click the **Adjustment Completion Date** field and type **073005**.
9. In the **Explanation** field, type **See Change Order Explanations window**.
10. Click the **Save** button.
11. Click the **Close** button.

Close here  
returns us  
back to the  
Header  
window.

# Modify Existing Contract Items

The Change Order Items window allows the User to:

- Select an existing item on the Contract for inclusion in the change order
- Add a new item to the Contract by including it in the change order
- Select and modify an existing item in the Contract already associated with the change order
- Delete an item from a change order

Whenever the change order function is an overrun/underrun and/or extra work, the Change Order Items window must be used to make the corresponding entries and/or modifications to the change order items. Extra work requires adding completely NEW Contract Item(s). Overrun/underrun requires modifying existing contract pay items.

When modifying an existing Contract Item, select the Services menu “New CO Item” choice to bring up a list of existing contract items from which to select. The Quantity field may then be used to modify the item quantity.

When adding a new item to the Contract, select the “New Contract Item” folder tab to define the item. Then select the Change Order Item folder tab to define the item quantity in the Quantity field.

**This might be the hardest part of change orders because of the similar naming in SiteManager.**

**Use ‘New CO Item’ for items new to the change order but already on the contract. For use with the Overrun/Underrun function.**

**Use ‘New Contract Item’ for items being added to the contract. For use with the Extra Work function.**

The screenshot shows the 'Change Order Items' window with the 'Change Order Item' tab selected. The window contains the following fields and data:

Cont ID: CNB022K    CO Nbr: 002    Project Nbr: 55019-3220-94

Line Item Nbr: 0100    Item Code: 303-01

Unit: Ton    Unit Price: \$14.00000

Item and Supplemental Descriptions:  
MINERAL AGGREGATE, TY A BASE, GRADING D

Change Order Item Description:

	Quantity	Amount
Contract Bid:	2888.000	\$40,432.00
Approved Change Order:	0.000	\$0.00
Current Contract:	2888.000	\$40,432.00
Pending Change Order:	0.000	\$0.00
This Change Order:	-2,888.000	-\$40,432.00

Force Account Item

The Change Order Item Folder Tab

Figure 11-4



## Exercise 11-4

In the following exercise, you will Create a new Change Order to modify the quantity of an existing contract item for Change Order 002 for Contract CNB022K.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022K**

First, let's create a new Change Order.

1. On the **Header** window, click the **New** button.
2. In the **Description** field, type **Substitution of a better material at the same unit price.**
3. In the **Reason Code** drop-down list, click the expand arrow to the right of the current selection and click **Miscellaneous.**
4. In the **CO Type** drop-down list, click the expand arrow to the right of the current selection and click **Category 3**
5. Click the **Overrun/Underrun** check box (ON).
6. Click the **Extra Work** check box (ON).
7. Click the **Save** button.

Now, let's add items to this change order.

8. Click the **Services** menu and click **CO Items.**
9. Click the **Services** menu and click **New CO Item.**
10. In the **Contract Items** list box, scroll to and double-click for Project Nbr **55019-3220-94**, Line Nbr **0100**, Item Code **303-01**, Description **MINERAL AGGREGATE, TYPE A BASE, GRADING D.**
11. In the **This Change Order** quantity field, type **-2888** (MINUS 2888).
12. Click the **Save** button.

## Adding New Contract Items in a Change Order

With the exception of TDOT Add-on items, new items may only be added to an active Contract through the change order process. When a new item is added to a Contract, the user must choose a project number, a category, and enter a Line Item Nbr, unit price, the Proposal Line Nbr, and a supplemental description of the item (if required) on the New Item tab of the Change Order Item window. The quantity must be entered on the Change Order Item folder tab.

**In TDOT, the New Contract Change Order Item function is used to add new items not covered by standard specifications or special provisions.**

**In TDOT, Add-on items will be added by Headquarters Finance without a change order. Add-on items are items covered by standard specifications or special provisions, as described in an earlier chapter of this training document. To have an add-on item added to a contract, contact the Headquarters Finance Office.**

**Tip:** When a new item is added to the contract through this process, the information about a new line item is not saved to the database until it is completed and saved on the Change Order Item tab. The New Contract Item tab performs all edits and passes all new item data to the Change Order Item tab where both the new item and change order information are saved. The contract item list is updated immediately with the new contract item, but the new contract item has a Pending status type. Upon approval of the change order, the new contract item has an Approved status type and is available to be included on Daily Work Reports.

**The contract item list is updated immediately with the new contract item, but the new contract item has a Pending status type.**

**Upon approval of the change order, the new contract item has an Approved status type and is available to be included on Daily Work Reports.**

The screenshot shows the 'Change Order Items' window with the 'New Contract Item' tab selected. The 'Contract ID' is 'CNB022K' and 'Change Order Nbr.' is '002'. The form contains the following fields and options:

- Project Nbr: [Dropdown]
- Category Nbr: [Text]
- Line Item Nbr: [Text]
- Item Code: [Text]
- Units Type: [Text]
- Spec Year: [Text]
- Description: [Text]
- Major Item:
- Specialty:
- Status Type: [Text]
- Unit Price: \$00000
- Proposal Line Nbr: [Text]
- Related Item: [Dropdown]
- Critical:
- Pay Plan Qty:
- Suppl Desc Req'd:
- Material Discrepancy Adj:
- Supplemental Descriptions: [Text area]

The New Contract Item Folder Tab

Figure 11-5

**In TDOT, the creator of the change order will use a starting number of 9500 for the Line item number of the first new contract item. Each new contract item subsequently added to the contract is incremented by 1 from that starting point by the change order creator. This creator should enter the same number in the Proposal Line Nbr field as they entered in the Line Item Nbr Field.**

**To determine the next available Line Item Number, look at the last Line Item Number used on the last Change Order (Change Order > Change Order Items).**

**By default, the Major Item box is checked for all items being added. The creator should always uncheck this box because the Contract’s Major Items are determined during Contract activation.**

**In TDOT, it is important to select the appropriate Category when adding items with a Change Order. The table below defines the various Categories used by TDOT. Participating Categories are those paid by the normal funding source for the project. Non-Participating Categories are those paid by other funding sources than the normal funding source for the project. Descriptions of the funding sources can be found in the Contract Funding window located at *Main Panel > Contract Administration > Contract Records > Contract Funding*. Categories 1100 and greater (Alternate Bid Items) should not be used to add items to a contract for any reason, for these are only used in the bid letting. If there are any questions concerning funding or if a Category needs to be added, please contact the Finance Office.**

Item Types	Participating Categories	Non-Participating Categories
Roadway Items	0100	0110 - 0190
Box Bridge Items	0300	0310 - 0390
Bridge Items	0500	0510 - 0590
Maintenance & Other Items	0700	0710 - 0790
Utility Items	0900	0900 - 0990
Alternate Bid Items	>1100	



## Exercise 11-5

In the following exercise, you will add a New Item to the existing Change Order 002 for Contract CNB022K.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022K**

1. On the **Change Order Item** folder tab, click the **New** button.
2. Click the **New Contract Item** folder tab.
3. In the **Project Nbr** drop-down list, click the expand arrow to the right of the current selection and click **55019-3220-94**.
4. In the **Category Nbr** drop-down list, click the expand arrow to the right of the current selection and click **0100**.
5. In the **Line Item Nbr** field, type **9500**.
6. Using the right mouse button, click the **Item Code** field.
7. In the object menu, click **Search**.
8. In the **Item Code** list box, scroll to and click Item Code **303-01.09**, Short Description **MINERAL AGGREGATE, TYPE A BASE, GRADING D LIMESTONE**.
9. Click **Ok**.
10. Click the **Major Item** check box to turn the indicator Off.
11. In the **Unit Price** field, type **14.00**.
12. In the **Proposal Line Nbr** field, type **9500**.
13. Click the **Change Order Item** folder tab.
14. In the **This Change Order** quantity field, type **2888**.
15. Click the **Save** button.
16. Click the **Close** button.
17. Click the **Close** button to close the Header window.

**The Line Item Nbr must be unique.**

**The Proposal Line Nbr is the same as the Line Item Nbr.**

**Returns back to the Header window.**

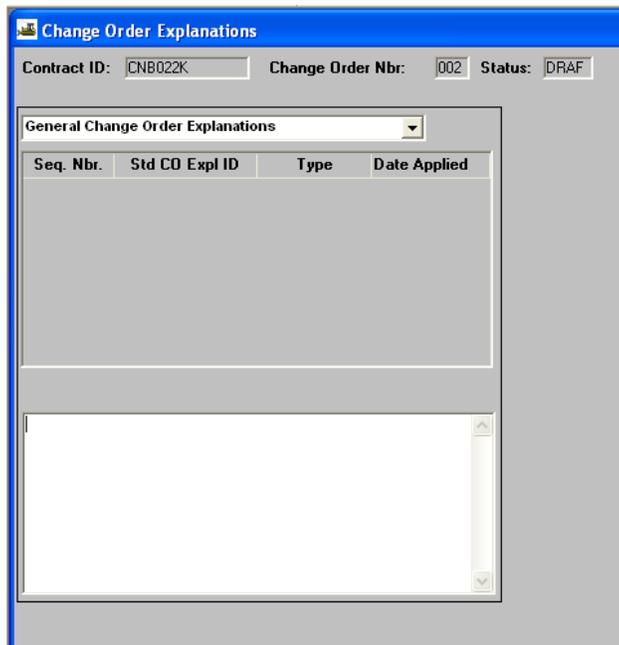
## Applying Explanations

The Change Order Explanation window is used to document the reasons for contract changes. This window allows the author of the change order to record the reason for changes in the contract included in the change order. It also allows reviewers and approvers to view the change order reasons.

**TDOT will use the Explanation type “General Change Order Explanations” for all of the explanations for a Change Order.**

When the CO is in Draft Status and the window is in new mode, the user may use the lower data window to

- Display and search the list of standard explanations for this contract type, or
- Type a non-standard explanation description in the multi-line text field.



The Change Order Explanations Window

Figure 11-6

**In TDOT, Standard and Non-Standard Explanations are used together to form the body of the printed Change Order Report. Before typing a Non-Standard Explanation, the users should check to see if Standard Explanations exist for the Change Order.**

**The Standard Explanation IDs have been named to help determine when and where to use them. If the ID ends with a 1, it should be sequenced before the Non-Standard Explanations. If the ID ends with a 2, it should be sequenced after the Non-Standard Explanations.**

**The sequencing of the explanations is very important because this determines the order in which they are printed on the Change Order Report.**

**The Standard Explanations should be used as follows:**

**ITEM1 and ITEM2 – Used at the beginning and end of an explanation for a Change Order adding or modifying contract items. Non-Standard Explanations are required between them.**

**NOTIME – When there is no time extension on the Change Order the order should be "ITEM1, Non-Standard Explanation, NOTIME, ITEM2.**

**TIME1 and TIME2 – Used at the beginning and end of an explanation for a Change Order modifying contract time. Non-Standard Explanations are required between them.**

**ITEMTIME1 and ITEMTIME2 – Used at the beginning and end of an explanation for a Change Order adding or modifying contract items and time. Non-Standard Explanations are required between them.**



## Exercise 11-6

In the following exercise, you will add a standard explanation to Change Order 002 for Contract CNB022K.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022K**

1. On the **Change Order Maintenance** panel, double-click the **Change Order Explanation** icon.
2. Click the **New** button to create a “General Explanation”
3. Using the *right* mouse button, click the **Pick Std Exp ID** field.
4. From the object menu, click the **Search** choice.
5. In the **Explanation** list box, scroll to and click **ITEM1**.
6. Click **Ok**.
7. Click the **Save** button.
8. Click the **New** button to create another “General Explanation.”
9. In the lower text field, type “**removed existing quantity of item 303-01 and replaced with same quantity of item 303-01.09 due to changes in conditions at the project site.**”
10. Click the **Save** button.
11. Click the **New** button to create another “General Explanation.”
12. Using the *right* mouse button, click the **Pick Std Exp ID** field.
13. From the object menu, click the **Search** choice.
14. In the **Explanation** list box, scroll to and click **ITEM2**.
15. Click **Ok**.
16. Click the **Save** button.
17. Click the **Close** button.

## Calculating a Change Order

After the full change order creation or maintenance activities are complete, including entries or updates to the change order items, time adjustments and explanations windows as desired, the user may re-calculate the display only values on the Change Order Header window.

Header

Contract ID: CNB022K    CO Number: 002    Tentative Verbal Approval Dates:  
Federal: 00/00/00    Local: 00/00/00

CO Created by: Smith, Pat    On: 11/17/06

Status: **Draft**    Approval Level:

Description: Substitution of a better material at the same unit price.

Reason Code: Miscellaneous

CO Type: CATEGORY III

Emergency Work

Functions:  Overrun/Underrun     Force Account  
 Extra Work     Zero Dollar  
 Time Adjustment     Final Quantity

Bid Contract Amt: \$985,850.80  
Current Contract Amt: \$985,850.80  
CO Amount: \$0.00

Reference to:  
Dispute:    Force Account:

The Change Order Header Window

Figure 11-7



### Exercise 11-7

In the following exercise, you will calculate Change Order 002 on Contract CNB022K.

User ID: **jj05754**    Group: **OSTAFF**    Contract: **CNB022K**

1. On the **Change Order Maintenance** panel, double-click the **Header** icon.
2. Click the **Services** menu and click **Calculate Change Order**.
3. Click the **Save** button.
4. What is the CO Amount for this change order? \$0.00
5. Click the **Close** button.

**SiteManager** calculates the total amount of the CO and displays the amount in the CO Amount field.

## Review for Section 11

Contract Change Orders may include:

- Quantity adjustments for existing items
- Adding new items of work to the contract
- Extra Work
- Time Extension on milestones or revisions to a contract completion date

To access the Change Order Header window:

1. On the **Main** panel, double-click the **Change Order** icon.
2. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Header** icon.
4. In the **Contract** list box, scroll to and double-click the desired contract.
5. In the **Change Order** list box, scroll to and click the desired change order.
6. Click **Ok**.

To modify a change order header:

1. On the **Main** panel, double-click the **Change Order** icon.
2. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Header** icon.
4. In the **Contract** list box, scroll to and double-click the desired contract.
5. In the **Change Order** list box, scroll to and click the desired change order.
6. Click **Ok**.
7. Modify the desired fields as needed.
8. Click the **Save** button.

To navigate to other CO functions from the Header Window:

1. Create a New Change Order Header or open an existing Change Order Header.
2. Click the **Services** menu and click the **CO Items, CO Time Adjustments, or Change Order Tracking** choice.

To modify an existing time adjustment to a contract or milestone:

1. On the Change Order Maintenance panel, double-click the CO Time Adjustment icon.

Or

1. In the **Header** window with the correct Change Order open, click the **Services** menu and click the **CO Time Adjustment** choice.
2. In the top data window, highlight the desired **Contract** or **Milestone** adjustment choice.
3. If enabled, in the **Time Adjustment Days** field, type the modified number of days the contract or a milestone is adjusted.
4. Press the **Tab** key.
5. If enabled, in the **Adjusted Completion Date** field, type the modified completion date of the contract or a milestone.
6. Press the **Tab** key.
7. Click either the **for Milestone** or the **or Contract Completion** radio button (ON) to indicate whether this is a modification of a previous milestone or a contract adjustment
8. Press the **Tab** key.
9. Modify the **Explanation** for the new time adjustment if desired.
10. Click the **Save** button.

To modify an existing contract item:

1. On the **Change Order Maintenance** panel, double-click the **Change Order Items** icon.

Or

1. In the **Header** window with the correct Change Order open, click the **Services** menu and click the **Change Order Items** choice.
2. On the **Change Order Item** folder tab, click the **Services** menu and click the **New CO Item** choice.
3. In the **Contract Items** list box, scroll to and click the desired Contract Item.
4. Click **Ok**.
5. In the **Change Order Description** field, type the description for the item change.
6. Press the **Tab** key.
7. In the **Quantity** field, type change order quantity.
8. Click the **Save** button.

To add a new contract line item from the Item Master List:

1. On the **Main** panel, double-click the **Change Order** icon.
2. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Change Order Item** icon.
4. Click the **New Contract Item** folder tab.
5. In **Line Item Number** field, type new number.
6. In the **Project Number** drop-down list, click desired project.
7. In the **Category Nbr** drop list, click desired category.
8. Using the *right* mouse button, click the **Item Code** field.
9. From the object menu, click the **Search** choice.
10. In the list box, scroll to and click the new Item code.
11. In the **Unit Price** field, type the unit price.
12. In **Proposal Number** field, type the new number.
13. Click the **Change Order Item** folder tab.
14. In the **This Change Order Quantity** field, type desired quantity.
15. Click the **Save** button.

To apply a standard explanation to a change order:

1. On the **Main** panel, double-click the **Change Order** icon.
2. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Change Order Explanation** icon.
4. Click the **Open** button.
5. In the **Contract** list box, scroll to and double-click the desired contract.
6. In the **Change Order** list box, scroll to and click the desired change order.
7. Click **OK**.
8. Using the right mouse button, click the **Pick Std Exp ID** field.
9. From the object menu, click **Search**.
10. In the **Explanation** list box, scroll to and click the desired choice.
11. Click **OK**.
12. Click the **Save** button.

To add a non-standard explanation:

1. On the **Main** panel, double-click the **Change Order** icon.
2. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Change Order Explanation** icon.
4. Click the **Open** button.
5. In the **Contract** list box, scroll to and double-click the desired contract.
6. In the **Change Order** list box, scroll to and click the desired change order.
7. Click **OK**.
8. Click the lower text field and type the explanation.
9. Click the **Save** button.

To calculate a Change Order:

1. On the **Main** panel, double-click the **Change Order** icon.
2. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Header** icon.
4. In the **Contract** list box, scroll to and double-click the desired contract.
5. In the **Change Order** list box, scroll to and click the desired change order.
6. Click **Ok**.
7. Click the **Services** menu.
8. Click the **Calculate Change Order** choice.
9. Click the **Save** button.

## Summary Exercise for Section 11

In the following exercise, you will create a new Change Order for Contract CNB022J.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022J**

1. Navigate to the **Header** window.
2. Create a new time adjustment Change Order for Contract **CNB022J**.
  - The description is **Extended time due to relocation of water utility**.
  - The Reason Code is **Utilities**.
  - The type of change order is a **Category 1**.
  - The function is **Time Adjustment**.
  - Navigate to the Time Adjustments window to indicate the new Contract Completion Date is **10/10/05**.
3. Create a new Change Order that is both overrun/underrun and extra work for Contract **CNB022J**.
  - The description is **Substitution of a better material at a lower unit price**.
  - The Reason Code is **Miscellaneous**.
  - The type of change order is a **Category 3**.
4. Click the **Main Panel** button to open a second window on top of the open CO Header window.
5. Navigate to the **Change Order Items** window and change an existing item on the contract.
  - Project Number **55021-3214-94**
  - Line Item Number: \_\_\_\_\_ **0130** \_\_\_\_\_
  - Change Order quantity **-1637** (minus 1637)
6. Navigate to the **New Contract Items** folder tab and add a new item to the contract.
  - Project Number **55021-3214-94**
  - Category Number **0100**
  - Line Item Number \_\_\_\_\_ **9501** \_\_\_\_\_
  - Item Code **303-01.09**
  - Unit Price **\$13.90**
  - Proposal Line Number **9501**
  - Change Order quantity **1637**
7. Close the CO Items window.
8. **Calculate** the Change Order on the Header window.
9. Navigate to the **Change Order Explanation** window and apply Standard Explanation **ITEM1**, then a non-standard explanation of your choice (type it in), then the Standard Explanation **ITEM2**.
10. Navigate to the **Change Order Maintenance** panel.

# Section 12 Change Order Basics II

## for Office Documentation

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By the end of this module, you will be able to:

- Forward a Change Order for Review
- View the Custom Change Order
- View the Change Order Report
- Send a Change Order for Approval
- Approve a Change Order
- Track a Change Order

## Review and Approval of Change Orders

After it is created, a draft CO can be forwarded via in-box notification for parallel review. Parallel review is concurrent review by more than one reviewer at a time. The writer of the CO can also place the change order into Pending status and submit it for a hierarchical approval, skipping the review process.

Reviewers/Approvers receive an In-Box message from the author requesting an action, review or approve the CO. The In-Box message specifies the contract and change order number. Users involved in reviewing a Draft CO or approving a pending CO can record their decisions about proposed changes to the contract on-line, using the Review/Approve window.

Before a change order is finalized:

- It may be subjected to an on-line parallel review by interested parties.
- It must be approved by each of the Approval Levels and members of the User Group(s) defined in the Change Order Approval Rules.
- It may require the prime contractor to sign a legal document regarding the modification.

### CO Review and Approval Sequence

There are several SiteManager windows that facilitate this on-line review and approval process:

- The Change Order for Review window accessed via the Services > Forward To function on the Change Order Header window
- The Change Order for Approval window accessed via the Save button after the Status is changed to Pending on the Change Order Header window
- The Change Order Review / Approval window
- The Change Order Tracking window

The sequence of events in the change order review and approval process are as follows:

1. When the change order is still in Draft status, the user may forward the draft change order for parallel review using the Forward To choice accessed via the Services menu. (This review may be eliminated and the Status changed immediately to Pending to begin an approval process.)
2. Reviewers record their comments using the Change Order Review /Approval window.
3. When the change order is changed to Pending status and saved, the user is prompted to submit the Change Order for approval using the Change Order Approval window.
4. Approvers record their decisions using the Change Order Review / Approval window.
5. At any time during the review and approval process, reviews and approvals may be viewed on-line using the Change Order Tracking window.
6. If an approver selects “denied” in the review/approve window, the creator should change the status back to draft, make corrections, and change it to pending to submit it for approval again.
7. If an approver selects “denied” in the review/approve window and provides a remark explaining why the Change Order will never be approved, the creator should change the status of the Change Order to Denied in the Header window. BEWARE: A Change Order in Denied Status may not be changed to Draft or Pending.

### **Multiple Review and Approval Cycles**

If a change order is placed in a Draft status from a Pending status, updates are allowed to the change order, and any approvals secured while in Pending status are automatically deleted. In order for the change order to be approved, it must be placed in Pending status again and sent for approval.

BEWARE: A Change Order in Denied Status in the Header window may not be changed to Draft or Pending.

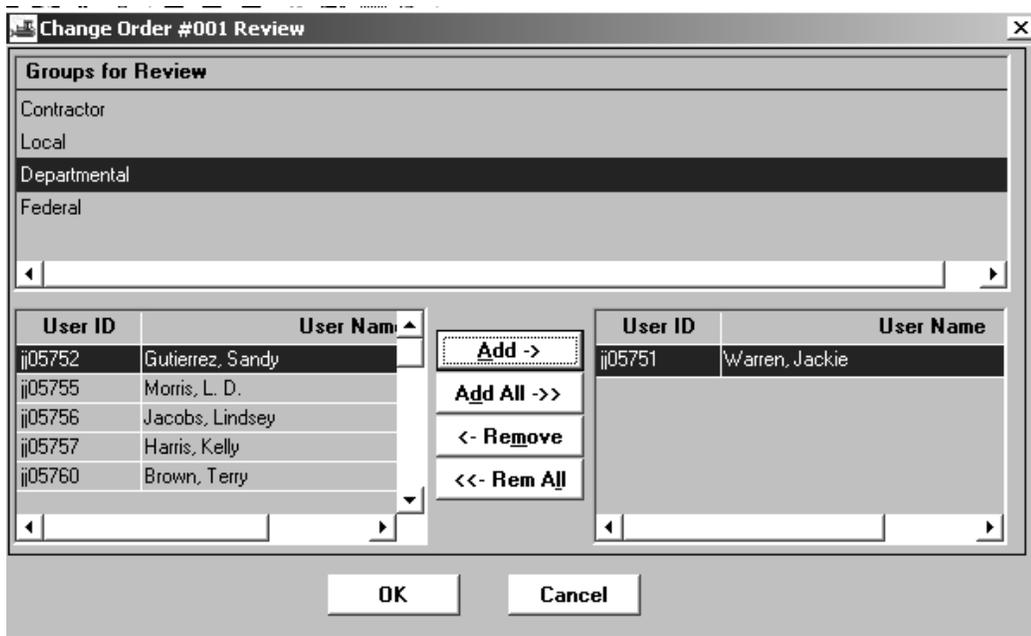
## Forwarding a Change Order for Review

During the life of the Contract Change order, the author is responsible for forwarding it to identified SiteManager users for review.

The author of the Change Order may designate reviewers for the Change Order while it is still in a Draft status. The author has the option of using the existing reviewer list or updating/modifying the reviewer list each time the change order is submitted for review. The Change Order may be reviewed online by those designated by the author. It may be accessed and reviewed by multiple reviewers concurrently. Reviewers may provide their comments and recommendations to the author on-line.

The Change Order for Review window is accessible to the author of the Change Order, and other users authorized to view the Change Order details. Also, Approvers have access to this window in order to select a replacement or proxy if they are unavailable.

**Note:** When the CO is in Pending status the Forward to option on the Services menu is disabled.



The Change Order Review Window

Figure 12-1



## Exercise 12-1

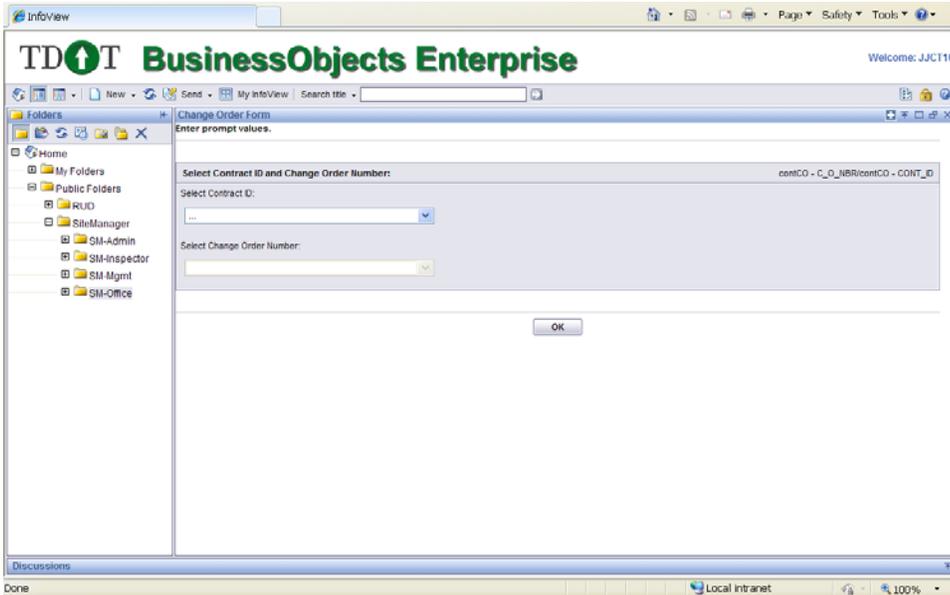
In the following exercise, you will forward Change Order 001 for Contract CNB022J for review.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022J**

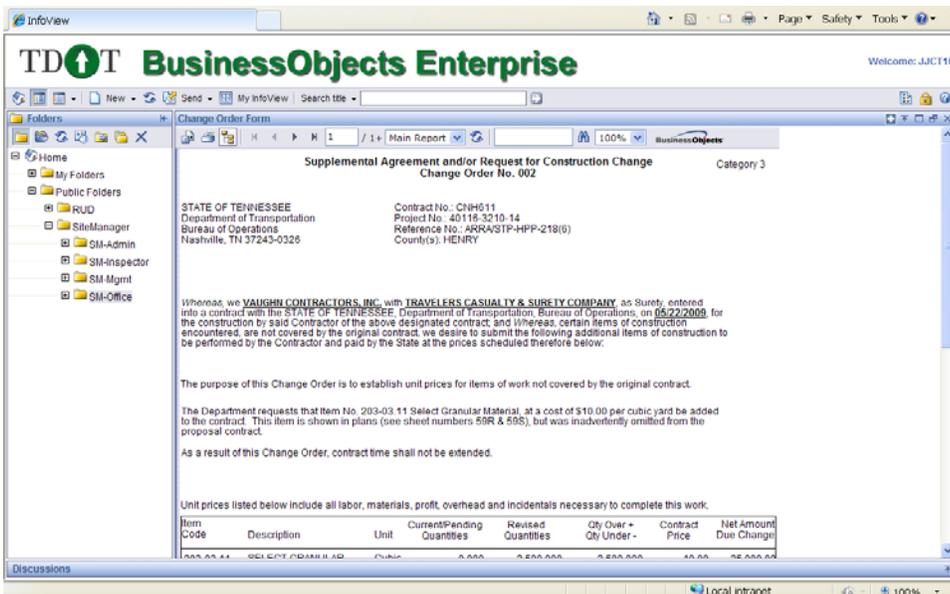
1. On the **Change Order Maintenance** panel, double-click the **Header** icon.
2. Click the **Open** button.
3. In the **Change Order** list box, scroll to and click Change Order **001**.
4. Click the **OK** button.
5. Click the **Services** menu.
6. Click **Forward To**.
7. On the **Groups for Review** window, click **Departmental**.
8. In the lower window, click **jj05751 Warren, Jackie**.
9. Click the **Add** button.
10. Click the **OK** button.
11. Click the **Save** button.
12. SiteManager displays a message to inform you that mail has been sent. Click the **OK** button.
13. To close the Header window, click the **Close** button.

# Viewing the Custom Change Order

The custom Change Order is a custom TDOT document.



The Change Order Parameters Window  
**Figure 12-2**



The Change Order Window  
**Figure 12-3**

**In TDOT, the custom Change Order will be used to gather signatures on a Change Order.**

**When an approver physically signs the custom Change Order the approver should also indicate their approval of the Change Order in SiteManager. The Headquarter Finance Office will indicate approval of the Change Order in SiteManager on behalf of all applicable Headquarter approvers.**

# Viewing the Change Order Report

The Change Order Report window can be utilized as a source of information for the reviewer and/or approver of a change order. This is a two-page report window that displays all the data included on a change order. The second page displays only if there are Time Extensions associated with the change order selected for this report.

Project Nbr	Item Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev Apprvd Qty	Curr CO Qty	Curr Apprvd Qty	Amount of Change
55019-3220-94	0100	0100	303-01	TON	\$14.00	2888.000	2888	-2880.000	2888	This Chng: -\$40,320.00 Prev Revised: \$40,432.00 New Revised: \$112.00 Bid Contract: \$40,432.00 Net Change: -\$40,320.00 Pct Change: -99.72
55019-3220-94	9500	0100	303-01.09	TON	\$14.00	0	0	2880.000	0	This Chng: \$40,320.00 Prev Revised: \$0.00 New Revised: \$40,320.00 Bid Contract: \$0.00 Net Change: \$40,320.00 Pct Change:
Total Value for Change Order 002						= \$0.00				

The Change Order Report

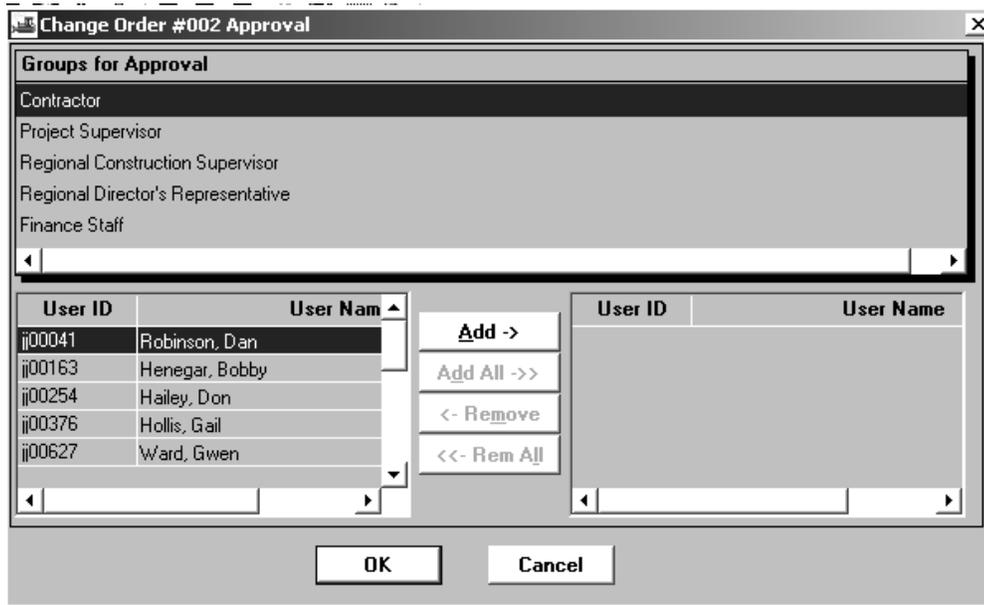
Figure 12-4

**The standard Change Order Report is available in Standalone mode.**



## Sending a Change Order for Approval

In order for the change order to be approved, it must be placed in Pending status and sent for approval.



The Change Order Approval Window

Figure 12-5

**For TDOT, as each group is selected at the top, choose the user who should sign to approve the change order. For the Contractor, select the Regional Construction secretary for your region to indicate when the contractor’s signature has been received.**

**Change Orders of types Final Estimate and Time Adjustment Due to Quantity Increase are not changed to Pending status to begin the approval process. These types of Change Orders are used in the final estimate process and are left in Draft Status by the Office Staff.**

**The Office Staff should notify the Finance Office when these types of Draft Change Orders are complete. The Finance Office will override the approval rules, change the Status to Pending, and approve the Change Order. Neither of these types of change orders require a signed change order.**

**If the Contract includes Federal Oversight, select the Headquarters Finance Office Representative as the approver for this group.**



## Exercise 12-3

In the following exercise, you will send Change Order 002 for Contract CNB022J for approval.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022J**

1. Click the **Change Orders** folder tab.
2. On the **Change Orders** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Header** icon.
4. Click the **Open** button.
5. In the **Change Order** list box, double-click change order **002**.
6. In the **Status** drop-down list, click the expand arrow to the right of the current selection and click the **Pending** choice.
7. Click the **Save** button.
8. Click **Yes** to the message confirming the status change to Pending.

Now, add a group for approval.

9. On the **Change Order Approval** window, in the **Groups for Approval** area, click **Contractor**.
10. In the lower window, click the **jj05765 Dady, Jude** choice. \_\_\_\_\_
11. Click the **Add** button.

**This is the  
Regional  
Construction  
Secretary.**

Now, add a second group for approval.

12. In the **Groups for Approval** area, click **Project Supervisor**.
13. In the lower window, click the **jj05753 Johnson, Tracy** choice.
14. Click the **Add** button.

Now, add a third group for approval.

15. In the **Groups for Approval** area, click **Regional Construction Supervisor**.
16. In the lower window, click the **jj05760 Brown, Terry** choice.
17. Click the **Add** button.

Now, add a fourth group for approval.

18. In the **Groups for Approval** area, click **Regional Director's Representative**.
19. In the lower window, click the **jj05756 Jacobs, Lindsey** choice.
20. Click the **Add** button.

Now, add a fifth group for approval.

21. In the **Groups for Approval** area, click **Finance Staff**.
22. In the lower window, click the **jj05755 Morris, L.D.** choice.
23. Click the **Add** button.
24. Click **OK**. The system displays a message to inform you that mail has been sent.
25. Click **OK**.
26. Click the **Save** button.
27. To exit SiteManager, click the **Exit** button.

## Replacing Approvers

To replace an approver after a change order has been sent for approval, follow these steps:

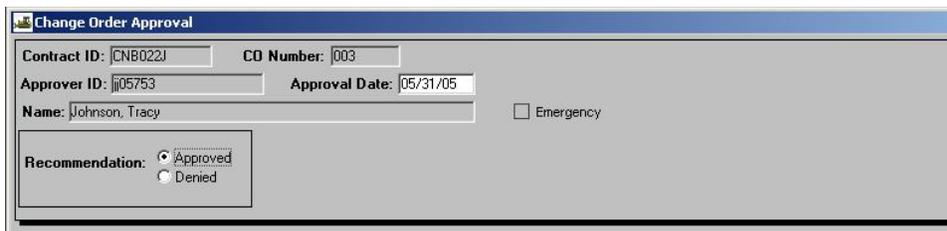
1. In the Header window, open the desired change order.
2. From the **Services** menu, select the **Forward To** choice. SiteManager displays the Change Order < > Approval window.
3. In the **Groups for Approval** pane, select the group to be changed.
4. Click the **Remove** button.
5. In the available approver pane on the left, select the desired approver.
6. Click the **Add** button.
7. Repeat steps 3-6 as necessary.
8. Click the **OK** button. SiteManager closes the Change Order < > Approval window and displays the Header window.
9. On the toolbar, click the **Save** button.

## Reviewing and Approving Change Orders

The Change Order Review/Approve icon allows the user who receives an In-Box message to review a draft change order or to approve a pending change order.

The Review/Approve window allows the user to:

- Access the change order information
- View the contract and change order information on-line
- Document their recommendation to approve or deny the Draft or Pending Change Order
- Record Remarks related to their recommendation. Remarks are optional.



The Change Order Approval Window

Figure 12-6

**In TDOT, when a change order is denied by a user in the approval process, that user must indicate the reason for the denial in the Remarks field.**

**When an approver physically signs the custom Change Order document, that approver should also indicate their approval of the Change Order in SiteManager.**

**The Regional Secretary will enter the electronic signature for the Contractor when the physical signature is received.**

**Electronic approvals are not entered in SiteManager for the following groups who are responsible for physically signing the Custom Change Order Report:**

- Director of Construction
- Assistant Chief Engineer of Operations
- Commissioner
- FHWA – unless Federal Oversight contract



## Exercise 12-4

In the following exercise, you will approve Change Order 003 for Contract CNB022J.

User ID: **jj05765**      Group: **CONT**      Contract: **CNB022J**

1. Double-click the **SiteManager Training** program icon on your desktop.
2. In the **User ID** field, type **jj05765**.
3. In the **Password** field, type **pass**.
4. Click the **Logon** button.

Now, let's open the Inbox and see if you've received a Pending Change Order to approve.

5. On the **Main Panel**, double-click the **Accessories** icon.
6. On the **Accessories** panel, double-click the **In-Box** icon.
7. Note the message titled "**Forward Change Order**" Is there a request to approve Change Order **002** on Contract **CNB022J**? Yes
8. To close the In-Box window, click the **Close** button.
9. On the **SiteManager Panel**, click the **Main Panel folder** tab.

Now, let's open the Change Order Approval window.

10. On the **Main Panel**, double-click the **Change Orders** icon.
11. On the **Change Orders** panel, double-click the **Change Order Maintenance** icon.
12. On the **Change Order Maintenance** panel, double-click the **Change Order Review / Approve** icon. SiteManager displays the Change Order Review/Approval window.
13. In the **Contract ID** area, double-click contract **CNB022J**.
14. In the **Change Orders** list box, double-click CO Nbr **002**.

Now, let's review the details of the change order.

15. Click the **Services** menu and click the **Change Order** option. SiteManager displays the **Header** window.
16. Review the change order details.
17. Click the **Services** menu and click the **CO Items** option. SiteManager displays the Select Change Order Item window.
18. Double-click item **303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D**. SiteManager displays the Change Order Items window.
19. Review the item details.
20. To close the Change Order Items window, click the **Close** button.
21. To close the Header window, click the **Close** button.

**This is how the CO can be reviewed by an approver.**

Now, let's approve the change order.

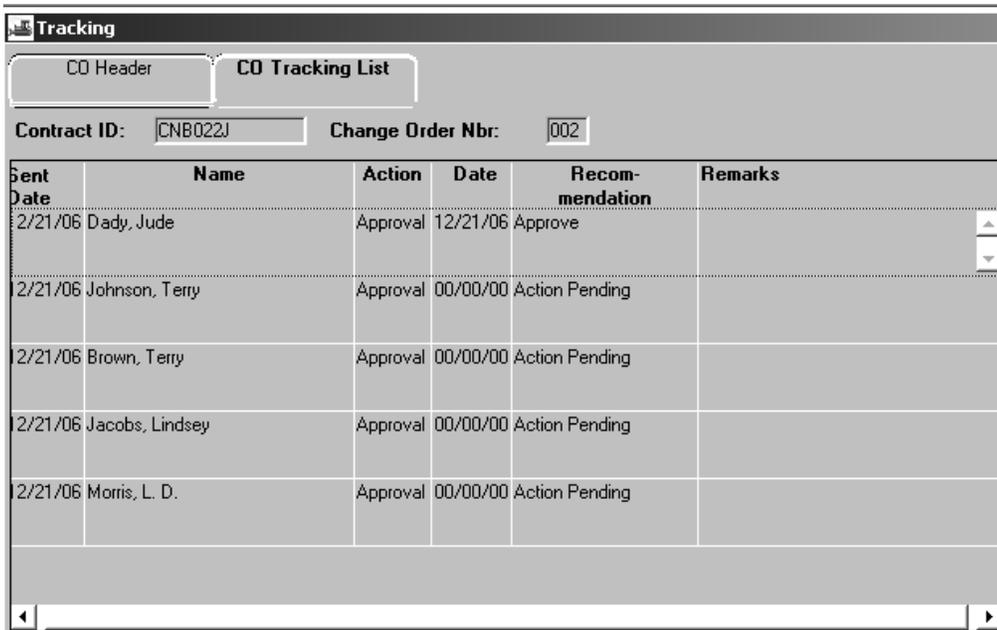
22. On the **Change Order Approval** window, click the **Approved** radio button.
23. Click the **Save** button. SiteManager displays a message that requests you to confirm the recommendation.
24. In the message box, click the **Yes** button. SiteManager displays a message that requests you to save changes.
25. In the message box, click the **Ok** button.
26. To close the Change Order Approval window, click the **Close** button.

## Tracking Change Orders

The status of a Change Order in the review or approval cycle can be monitored by opening the Tracking window at any time. The Tracking window for a Change Order is a view-only window and displays the following information:

- The date a request for recommendation was sent to a reviewer or approver
- The reviewer or approver’s name
- The action requested - review or approve
- The date the reviewer or approver made a recommendation
- The recommendation - Approved or Denied
- Any Remarks the reviewer or approver has made

Authorized users may also view details about current and historic contract items on-line using the Item Summary window.



The screenshot shows a software window titled "Tracking". At the top, there are two tabs: "CO Header" and "CO Tracking List", with "CO Tracking List" selected. Below the tabs, there are two input fields: "Contract ID:" with the value "CNB022J" and "Change Order Nbr:" with the value "002". Below these fields is a table with the following columns: "Sent Date", "Name", "Action", "Date", "Recom-mendation", and "Remarks". The table contains five rows of data:

Sent Date	Name	Action	Date	Recom-mendation	Remarks
12/21/06	Dady, Jude	Approval	12/21/06	Approve	
12/21/06	Johnson, Terry	Approval	00/00/00	Action Pending	
12/21/06	Brown, Terry	Approval	00/00/00	Action Pending	
12/21/06	Jacobs, Lindsey	Approval	00/00/00	Action Pending	
12/21/06	Morris, L. D.	Approval	00/00/00	Action Pending	

The Change Order Tracking Window

Figure 12-7



## Exercise 12-5

In the following exercise, you will view the tracking window for Change Order 002 for Contract CNB022J.

User ID: **jj05765**      Group: **CONT**      Contract: **CNB022J**

1. On the **Change Order Maintenance** panel, double-click the **Tracking** icon. SiteManager displays the Tracking window.
2. On the Tracking window, click the **CO Tracking List** folder tab.
3. Who is the next person to approve the change order? **Tracy Johnson**
4. To close the Tracking window, click the **Close** button.
5. To exit SiteManager, click the **Exit** button.

## Review for Section 12

To forward a Draft Change Order for review:

1. On the **Main Panel**, double-click the **Change Orders** icon.
2. On the **Change Orders** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Header** icon.
4. Open a draft change order.
5. From the **Services** menu, click the **Forward To** choice.
6. On the **Change Order Review** window, in the **Groups for Review** area, click a desired choice.
7. In the **User ID / User Name** area, scroll to and highlight the desired User Name and User ID.
8. Click the **Add** button.
9. Click **OK**.
10. Click the **Save** button.

To access the Change Order Report:

1. On the **Main Panel**, double-click the **Change Orders** icon.
2. On the **Change Orders** panel, double-click the **Change Order Reports** icon.
3. On the **Change Order Reports** panel, double-click the **Change Order Report** icon.
4. Search and select the contract.
5. Search and select the desired Change Order
6. Generate the report on the user's computer or select to generate and/or print off-line.
7. Click **OK**.

To send a Draft Change Order for approval:

1. On the **Main Panel**, double-click the **Change Orders** icon.
2. On the **Change Orders** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Header** icon.
4. Open a draft change order.
5. In the **Status** drop-down list, click the expand arrow to the right of the current selection and click the **Pending** choice.
6. Click the **Yes** button.
7. Click the **Save** button.
8. On the **Change Order for Approval** window, in the **Groups for Approval** area, click a desired choice.
9. In the **User ID / User Name** area, scroll to and highlight the desired User Name and User ID.
10. Click the **Add** button.
11. Click **OK**.
12. Click **OK**.
13. Click the **Save** button.

To replace an approver after a change order has been sent for approval:

1. In the Header window, open the desired change order.
2. From the **Services** menu, select the **Forward To** choice. SiteManager displays the Change Order < > Approval window.
3. In the **Groups for Approval** pane, select the group to be changed.
4. Click the **Remove** button.
5. In the available approver pane on the left, select the desired approver.
6. Click the **Add** button.
7. Repeat steps 3-6 as necessary.
8. Click the **OK** button. SiteManager closes the Change Order < > Approval window and displays the Header window.
9. On the toolbar, click the **Save** button.

To review or approve a Change Order:

1. On the **Main Panel**, double-click the **Change Orders** icon.
2. On the **Change Orders** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Change Order Review/Approve** icon.
4. Open a Draft Change Order that has been forwarded for review or a Pending Change Order that has been sent for approval.
5. Click the **Approved** or **Denied** radio button.
6. Click the **Save** button.

To track the status of a change order:

1. On the **Main Panel**, double-click the **Change Orders** icon.
2. On the **Change Orders** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Tracking** icon.
4. Open a Change Order.
5. When complete, click the **Close** button.

## Summary Exercise for Section 12

In the following exercise you will send a change order for approval and deny a change order request. Participants should log on using the jj05754 ID in the OSTAFF group.

1. Log on to SiteManager. User ID: **jj05754**; Password: **pass**.
2. Navigate to the **Header** window.
3. Open Change Order **001** for Contract **CNB022J**. Send the Change Order for Approval by changing its status to Pending and save. Send the change order for APPROVAL to the following personnel:
  - Contractor: **jj05765 Dady, Jude**.
  - Project Supervisor: **jj05753 Johnson, Tracy**.
  - Regional Construction Supervisor: **jj05760 Brown, Terry**.
  - Regional Director's Representative: **jj05756 Jacobs, Lindsey**.
  - Finance Staff: **jj05755 Morris, L.D**.
4. Navigate to the **Change Order Maintenance** panel, **Tracking** window. Who is the next person responsible for approving Change Order **001**, contract **CNB022J**? jj05765 Dady, Jude
5. Navigate to the **Reports** panel. Run the **Change Order Report** for Change Order **001** for contract **CNB022J**.
  - What is the Change Order Description? Water Utility Pipe Relocation
  - Does this change order extend contract time or milestone time? Both Contract & Milestone Time
6. Exit SiteManager.
7. Log on to SiteManager. User ID: **jj05765**; Password: **pass**.
8. Navigate to the **Change Order Review/Approval** window. Approve Change Order **001** for contract **CNB022J**.
9. Exit SiteManager.

# Section 13 Contract Finalization

## for Office Documentation

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By the end of this module, you will be able to:

- Overview of the Contract Finalization Process
- Update Key Dates
- Create a Document Submission of the Final Estimate
- Review and Resolve Estimate Discrepancies
- View a Change Order
- Generate the Final Estimate
- Approve a Final Estimate

## Overview of the Contract Finalization Process

When a Final Estimate is paid, user's may no longer record work against the contract in a Daily Work Report, although they may view these records.

Supplemental estimates may be paid until the contract is placed into Complete status.

Contracts appear in user's pick lists as long as they are active (have an "active" status). When the Contract's status is Complete, Contracts no longer appear in users pick lists.

**In TDOT, Contracts will be placed in Complete status by the Finance Office approximately six months after the final estimate.**

### Final Estimate Requirements

Final estimates differ from other estimates in that:

- There may only be one final estimate per contract.
- Final estimate discrepancies cannot be overridden—they must be resolved before the final estimate may be approved.

The user must resolve all final estimate discrepancies before the final estimate can be approved. Final estimate discrepancies may include the following:

- Checklist Events incomplete
- Item overruns
- Contract Completion date missed
- Milestone Completion date missed

For final estimates, SiteManager performs the same edits, validations, and calculations as for progress estimates.

## TDOT Final Estimate Workflow

**A. Pre-Final Estimate Process** – All discrepancies must be resolved prior to generating the FINAL estimate. A temporary PROGRESS estimate will be generated to determine discrepancies to be resolved. Once all discrepancies have been resolved, the temporary PROGRESS estimate will be deleted and regenerated as a FINAL estimate.

1. Review project records. As needed, correct quantities using the Quantity Correction plug-in, address any applicable change orders that need to be placed in “Denied” status and make sure that all stockpiled items have been depleted.
2. Generate a PROGRESS estimate (this estimate will eventually be deleted and replaced with a FINAL estimate).
3. Resolve all estimate discrepancies. (Note: Only time and item overrun discrepancies can be left unresolved in this step. These will be addressed in Sections B and C.)
4. Run the Test Report and Price Adjustment plug-ins to add line item adjustments to the estimate.
5. Enter any applicable Key Dates.
6. Send the “Final Estimate Review” Document Submission to Final Records and Materials and Test for their approval.
7. Modify item quantities as directed by Final Records and/or Material and Tests.
8. Repeat steps 1-7 as needed until everyone approves the final quantities.
9. View Estimates Discrepancies for the pending estimate.
10. If there are no discrepancies for the pending estimate, skip Sections B and C and go to Section D. If there is a Time Discrepancy, proceed to Section B. If there is an Item Overrun discrepancy, proceed to Section C.

**B. Resolving Time Overrun Discrepancy** – This section only applies if the discrepancies for the pending estimate include “Exceeded Adj Compl Date” and “No Physical Work Complete Date.” Headquarters Finance Office will remove the time overrun discrepancy at the end of this process. If this section does not apply, go to Section C.

1. Run the Item Work Report to determine the Inspector Name & DWR Date of the DWRs that contain the calculations for assessment of LD.
2. If the contractor is due extra days due to overrun of quantities, create a Time Adjustment Change Order (CO type “Time Adjustment Due to Quantity Increase”) to extend the time as calculated by the Liquidated Damage Template. List the Inspector Name and DWR Date of the Liquidated Damages DWR as the Change Order Explanation. Leave the Change Order in “DRAFT” status and notify the Finance Office of the Change Order. Finance Office will override approval and approve the Change Order.

OR

If the contractor is not due extra days due to overrun of quantities email Finance Office the Contract ID, Inspector Name, and DWR Date of the Liquidated Damages DWR.

3. Headquarter Finance Office will notify Office Staff that the discrepancy has been removed.

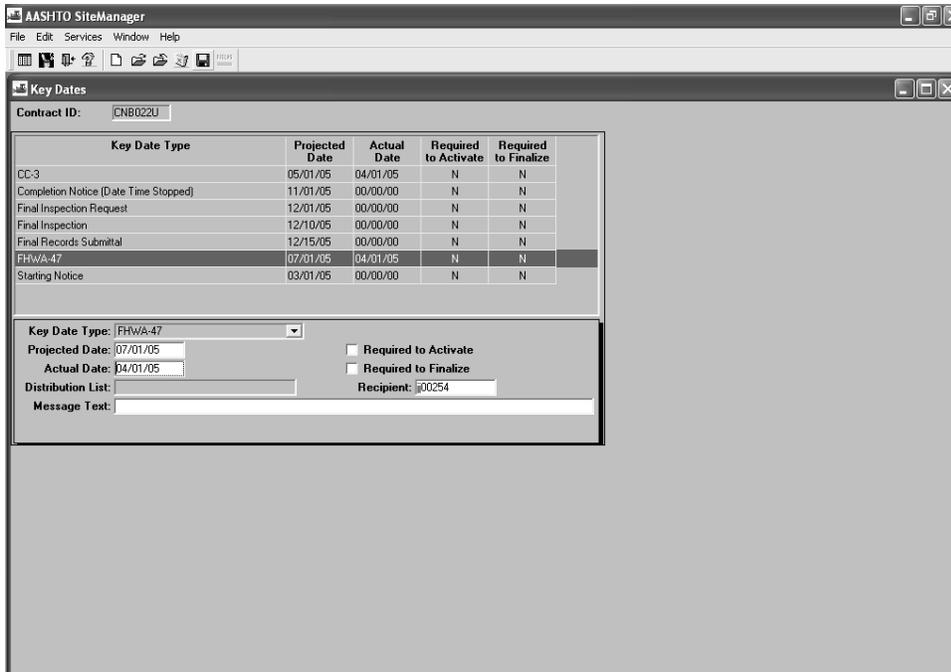
**C. Resolving Item Overrun Discrepancy** – If there is an Item Overrun Discrepancy, contact your Regional Support person.

**D. Final Estimate Generation Process** – All discrepancies will be resolved by the time the FINAL estimate is generated.

1. Generate the Final Estimate.
2. Run Test Report and Price Adjustment plug-ins to add line item adjustments.
3. Project Supervisor approve Final Estimate.
4. Notify Final Records via Document Submission that the Final Estimate is ready for Regional approval.

## Updating Key Dates

The Key Dates panel lists the Key Dates for the selected Contract in the top window. The data for the selected Key Date is displayed in the bottom window. The Key Date Types are pre-defined in the system code tables. SiteManager adds a set of default Key Dates automatically to each new Contract. The User creates the Key Date schedule and records the actual occurrence of Key Dates on this panel. The User can add, modify, and delete the Key Dates.



The Key Dates Window

Figure 13-1

Key Date	Recipient	Fed/ State	Enters Date	Comment
Starting Notice	Project Supervisor	Both	Office Staff	Projected Date = Effective Date. Used to generate the Starting Notice report which notifies HQ Finance to fill in the Notice to Proceed and Work Begin Dates (from Critical Dates)
Final Inspection Request	Regional Construction Supervisor	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates). Contract ready for final inspection. Replaces Final Inspection Request form.
Final Inspection	Project Supervisor	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates). Final Inspection completed this date as inspected and Accepted Date.
CC-3	Final Records Supervisor	Fed	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates) All CC-3's have been received.
Notice of Termination	Project Supervisor	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates). NOT form complete. Submit Field Office Completion Notice Report.
Completion Notice (Date Time Stopped)	Project Supervisor	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates) Time charges have been stopped. The final inspection and all exceptions are complete.
Final Records Submittal	Project Supervisor	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates) Project Records have been submitted to Final Records.
DT1696 Materials and Tests Certification	Project Supervisor	Both	Office Staff	Projected Date = Adjusted Completion Date (from Critical Dates). DT1696 Materials and Tests certification submitted to Regional Materials and Tests.

TDOT Default Key Dates

**Table 13-1**



## Exercise 13-1

In the following exercise, you will log in and enter Key Dates for contract CNB022U.

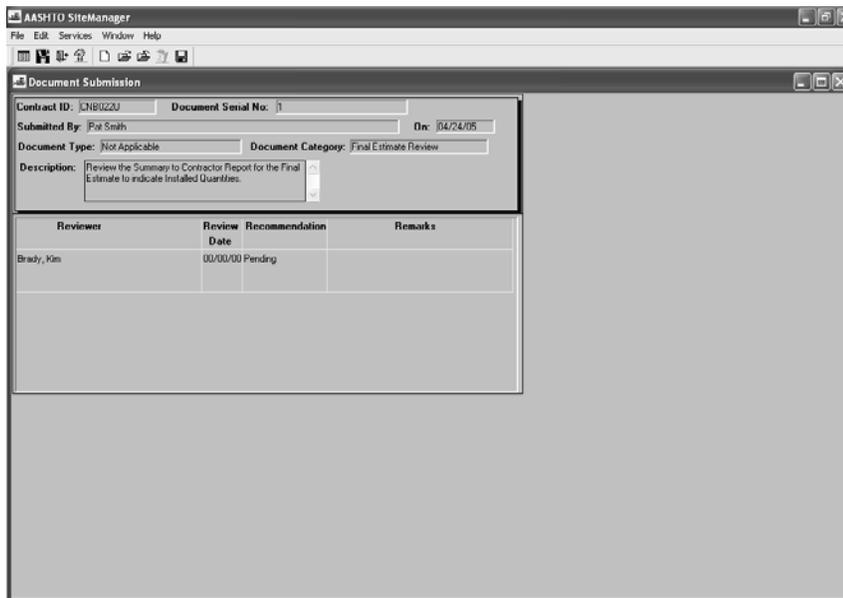
User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022U**

1. Double-click the **SiteManager Training** program icon on your desktop.
2. In the **User ID** field, type **jj05754**.
3. Press the **Tab** key.
4. In the **Password** field, type **pass**.
5. Press the **Enter** key.
6. On the **Main Panel**, double-click the **Contract Administration** icon.
7. On the **Contract Administration panel**, double-click the **Contract Records** icon.
8. On the **Contract Records** panel, double-click the **Key Dates** icon.
9. In the Contract Select list, scroll to and double click Contract ID **CNB022U**.
10. In the **Key Date Type** list box, scroll to and click **CC-3**.
11. In the **Actual Date** field, type **040105**.
12. Click the **Save** button.
13. Where would you find the Adjusted Completion Date?  
Contract window, Critical Dates folder tab
14. Click the **Close** button.

## Creating a Document Submission of the Final Estimate

The Document Submission panel lets the user track documents that have been submitted for approval or resolution. Examples include drawings, catalog cuts, changes to traffic control plans, EEO reports, and complaints from the public. The user can enter or view the document type, the document category, the submission date, the submitter's name, and a document description. The user can modify or delete a record only if there are no reviewers assigned to the document.

To begin the document review process, the user selects one or more reviewers. The reviewer receives an In-Box notification that the document is ready for review. After reviewing the document, the reviewer records his recommendation on the Review Submitted Document panel. A recommendation can not be modified after it is saved, but a reviewer can add another recommendation. A new tracking record is created for every new recommendation. The user can track the document reviews in the bottom datawindow of the Document Submission panel.



The Document Submission Panel

Figure 13-2

**In TDOT, the Document Submission window is used to notify Final Records and Materials & Tests to begin their review of the final Summary to Contractor Report. If changes are needed, Final Records and/or M&T will deny the document submission and request changes be made by Office Staff.**

**Final Records Staff will forward the Document Submission to Regional Construction Supervisor for approval and to Office Staff to kick off the final CO process when the Summary to Contractor Report is correct.**

**The Finance Office will send the Office Staff a GroupWise message when an applicable final Change Order (Time Adjustments due to quantity increase) is approved and the final estimate may be generated.**



## Exercise 13-2

In the following exercise, you will add a document submission record and forward it for review for contract CNB022U.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022U**

1. Click the **Contract Administration** folder tab.
2. Double-click the **Contractor Management** icon.
3. On the **Contractor Management** panel, double-click the **Document Submission** icon.
4. In the **Submitted By** field, type **Pat Smith**.
5. Press the **Tab** key.
6. In the **On** field, type **042405**.
7. In the **Document Type** drop-down list, click **Not Applicable**.
8. In the **Document Category** drop-down list, click **Final Estimate Review**.
9. In the **Description** field, type Please **Review the Summary to Contractor Report for the Final Estimate to indicate Installed Quantities**.
10. Click the **Save** button.

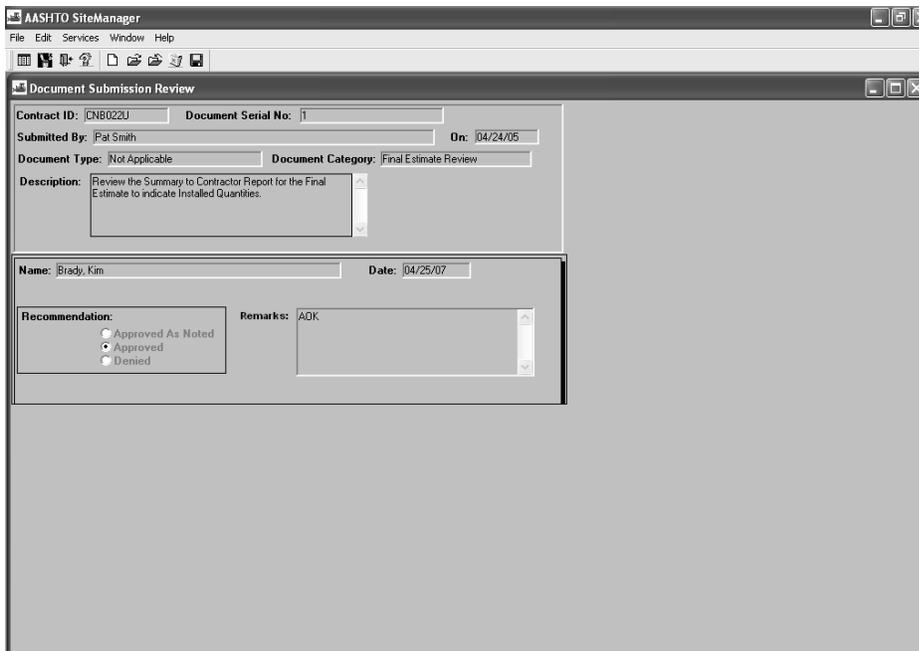
Now, let's forward this for review.

11. Click the **Services** menu.
12. Click the **Forward to** choice.
13. In the **Forward to Selected Users** list box, scroll to and click **Brady, Kim (jj05759)**.
14. Click **OK**.
15. Click the **Save** button. SiteManager displays a message to inform you that the mail has been sent.
16. Click **OK**. Each reviewer is listed in the bottom datawindow with a 'Pending' recommendation.
17. Click the **Exit** button.

## Adding Document Reviews

The Document Submission Review panel lets the user enter recommendations for a submitted document. To access this panel, the user must be one of the reviewers assigned to review the document. When a submitted document is forwarded for review, the system notifies all reviewers by In-Box message that the document is ready for review.

The top datawindow displays the document type, document category, submission date, name of the submitter, and document description. The reviewer adds a recommendation in the bottom datawindow. The three valid choices are Approved, Approved as Noted, and Denied. The reviewer can add comments in the Remarks field. A recommendation cannot be changed or deleted after it is saved, but the reviewer can add another recommendation. A new record is created for each new recommendation.



**You can only access this window if a review is due from you.**

**The document to be reviewed can be either hard copy or soft copy. The document itself is not displayed on this panel.**

The Review Submitted Document Panel

Figure 13-3



### Exercise 13-3

In the following exercise, you will add a review record for a submitted document for contract CNB022U.

User ID: **jj05759**      Group: **RM&TSUP**      Contract: **CNB022U**

1. Double-click the **SiteManager Training** program icon on your desktop.
  2. In the **User ID** field, type **jj05759**.
  3. Press the **Tab** key.
  4. In the **Password** field, type **pass**.
  5. Press the **Enter** key. SiteManager displays the Available Groups window.
  6. Click the **RM&TSUP** choice.
  7. Press the **Enter** key.
- Shift-tab if user ID not highlighted.**

Now, let's view the documents submitted for review for contract CNB022U.

8. On the **Main Panel**, double-click the **Contract Administration** icon.
9. On the **Contract Administration** panel, double-click the **Contractor Management** icon.
10. On the **Contractor Management** panel, double-click the **Document Submission Review** icon.
11. In the **Documents Submitted Select** list box, scroll to and double-click **CNB022U**.

Now, let's add a review record.

12. In the **Documents Submitted** list box, scroll to and double-click Document Serial Number **1**.
13. In the **Recommendation** area, click the **Approved** radio button.
14. In the **Remarks** field, type **AOK**.
15. Click the **Save** button.
16. Click the **Close** button.
17. Double-click the **Document Submission** icon.  
*Note the tracking of the Document Submission at the bottom of the screen.*
18. Click the **Exit** button.

**If the Document Submission window does not open, double-click Document Serial Number 1.**

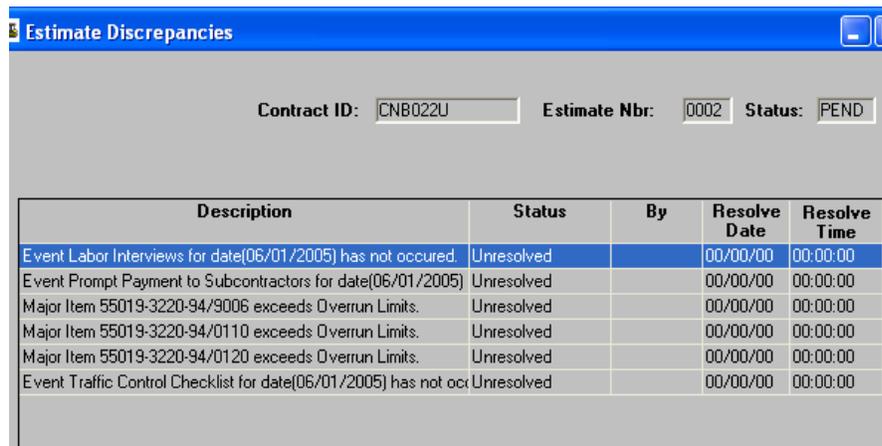
## Reviewing and Resolving Estimate Discrepancies

SiteManager identifies the discrepancies associated with an Estimate and displays them in the Estimate Discrepancy window. The discrepancies are of two levels: discrepancies at the Estimate level and discrepancies at the item level. For instance, if a Checklist Event Date is not met, the discrepancy is associated to the Estimate. If an item overrun is displayed, the discrepancy is associated with the specific line item.

When the Recalculate Discrepancies function is selected from the Services menu, or if the Estimate is regenerated, the discrepancies are re-determined.

Only one option with Final Est discrepancies:

- **Resolve and recalculate**

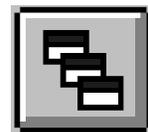


The screenshot shows a window titled "Estimate Discrepancies". At the top, there are input fields for "Contract ID: CNB022U", "Estimate Nbr: 0002", and "Status: PEND". Below this is a table with the following data:

Description	Status	By	Resolve Date	Resolve Time
Event Labor Interviews for date(06/01/2005) has not occurred.	Unresolved		00/00/00	00:00:00
Event Prompt Payment to Subcontractors for date(06/01/2005)	Unresolved		00/00/00	00:00:00
Major Item 55019-3220-94/9006 exceeds Overrun Limits.	Unresolved		00/00/00	00:00:00
Major Item 55019-3220-94/0110 exceeds Overrun Limits.	Unresolved		00/00/00	00:00:00
Major Item 55019-3220-94/0120 exceeds Overrun Limits.	Unresolved		00/00/00	00:00:00
Event Traffic Control Checklist for date(06/01/2005) has not occ	Unresolved		00/00/00	00:00:00

The Estimate Discrepancies Window

Figure 13-4



The Navigate Button

Figure 13-5

**All Discrepancies must be resolved prior to generating on the Final Estimate. Discrepancies on the Final Estimate may not be overridden. Headquarter Finance Office will remove the time overrun discrepancy upon review of the Liquidated Damages DWR Template.**



## Exercise 13-4

In the following exercise, you will review an Estimate Discrepancy on Estimate 0002 for contract CNB022U.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022U**

1. Double-click the **SiteManager Training** program icon on your desktop.
2. In the **User ID** field, type **jj05754**.
3. Press the **Tab** key.
4. In the **Password** field, type **pass**.
5. Press the **Enter** key.
6. On the **Main Panel**, double-click the **Contractor Payments** icon.
7. On the **Contractor Payments** panel, double-click the **Estimates** icon.
8. On the **Estimate** panel, double-click the **Estimate Discrepancy** icon. SiteManager displays the Select Estimate window.
9. In the **Contract** list box, scroll to and double-click Contract **CNB022U**.
10. In the Estimate area, double-click Estimate Number **0002**. SiteManager displays the Estimate Discrepancies window.
11. Are there any discrepancies on this estimate? NO
12. Click the **Close** button.
13. Click the **Main Panel** folder tab.

## Viewing the Change Order Header

The Change Order Header window allows an authorized User to:

- Create a new change order by entering new descriptive information for a change order, or
- Maintain the current descriptive information about an existing change order as the status of the change order progresses from Draft through Pending to Approved or Denied.

The screenshot shows the 'Header' window in AASHTO SiteManager. The window title is 'Header'. The interface includes a menu bar (File, Services, Window, Help) and a toolbar. The main content area contains the following fields and controls:

- Contract ID:** CNB022U
- CO Number:** 001
- Tentative Verbal Approval Dates:** Federal: 00/00/00, Local: 00/00/00
- CO Created by:** Smith, Pat
- On:** 10/19/06
- Status:** Pending (dropdown menu)
- Approval Level:** Finance Staff
- Description:** Resolving Overrun Discrepancies
- Reason Code:** Final Estimate
- CO Type:** Final Estimate
- Emergency Work:**
- Functions:**
  - Overrun/Underrun
  - Force Account
  - Extra Work
  - Zero Dollar
  - Time Adjustment
  - Final Quantity
- Reference to:**
  - Dispute:**
  - Force Account:**
- Bid Contract Amt:** \$985,850.80
- Current Contract Amt:** \$985,850.80
- CO Amount:** \$5,400.00

The status bar at the bottom shows 'Ready' and 'Training | Train | OStaff | 005754'.

The Change Order Header Window

Figure 13-6

**In TDOT, if time needs to be added due to quantity overruns, Office Staff will create a Time Adjustment Change Order of type “Time Adjustment Due to Quantity Increase.”**

**Change Order of type “Time Adjustment Due to Quantity Increase” is not changed to Pending status to begin the approval process. This type of Change Order is used in the final estimate process and is left in Draft status by the Office Staff.**

**The Office Staff should notify the Finance Office when this type of Draft Change Order is complete. The Finance Office will override the approval rules, change the status to Pending, and approve the Change Order. This type of Change Order does not require a signed Change Order.**



## Exercise 13-5

In the following exercise, you will log in and view a Final Estimate Change Order.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022U**

1. On the **Main Panel**, double-click the **Change Orders** icon.
2. On the **Change Orders** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Header** icon. SiteManager displays the Header window.
4. On the toolbar, click the **Open** button.
5. Click the **No** button.
6. In the **Change Order** list box, double-click change order **001**.
7. What type of Change Order is this? Final Estimate
8. Click the **Close** button.
9. Click the **Main Panel** folder tab.

## Generating the Final Estimate

To generate a final estimate, the user selects the Final radio button on the Generate Estimate panel. The estimate period start date defaults to the day after the end date of the previous progress estimate, and the estimate period end date defaults to the current date. The estimate can be reviewed on the Estimate Summary panel.

The screenshot shows the 'Generate Estimate' panel with the following fields and options:

- Contract ID:** CNB022U
- Last Estimate Number:** 0002
- Generate Estimate Number:** 0002
- Date:**
  - Begin:** 05/16/05
  - End:** 05/16/05
- Type:** Radio buttons for Progress, Final (selected), and Supplemental.
- Delay Generation:** An unchecked checkbox.
- Calendar:** A calendar for December 2006 with navigation arrows below it.

The Generate Estimates Panel

Figure 13-7

**In TDOT, the end date for the Final Estimate period should be the defaulted current date in order for the Final Estimate to include all authorized DWRs. The end date for the Final Estimate can be the same as the begin date.**



## Exercise 13-6

In the following exercise, you will generate a final estimate

User ID: **jj05754**

Group: **OSTAFF**

Contract: **CNB022U**

1. On the **Main Panel**, double-click the **Contractor Payments** icon.
2. On the **Contractor Payments** panel, double-click the **Estimate** icon.
3. On the **Estimate** panel, double-click the **Generate Estimate** icon. SiteManager displays the Contracts window.
4. In the **Contract** list box, scroll to and double-click Contract **CNB022U**.

Now, let's generate the final estimate.

5. In the **Type** area, click the **Final** radio button.
6. On the toolbar, click the **Generate Estimate** button. SiteManager displays a message to confirm deletion of the existing estimate.
7. In the message, click the **Yes** button. SiteManager displays a message to inform you that the process has been submitted. —
8. In the message, click the **OK** button. SiteManager displays a message to inform you that the profile for the process has been completed.
9. In the message, click the **OK** button.
10. To close the Generate Estimate window, click the **Close** button.

**If you get an error message, do not reconnect to the Server. Click OK to Error messages.**

*Typically, you would now follow TDOT workflow to ensure the estimate quantities are correct, run the Test Reports Program, and run the Price Adjustments Program. These skills are included in the Estimates chapter of this training guide.*

## Approving a Final Estimate

SiteManager allows the user to approve final estimates if all discrepancies have been resolved.

**Estimate Approve**

Contract ID:  Estimate Nbr:

Generated By:  On:   Type:

Approval Levels:

<input type="text" value="Office Staff"/>	<input checked="" type="checkbox"/>	<input type="text" value="10/28/06"/>	<input type="text" value="10:12:26"/>	<input type="text"/>
<input type="text" value="Project Supervisor"/>				
<input type="text" value="Regional Director Rep"/>				
<input type="text" value="Finance Staff"/>				
<input type="text" value="Director of Construction"/>				

**Price Adjustment plug-in provides first level Office Staff approval.**

The Estimate Approval Panel

Figure 13-8

**In TDOT, the Adjustments plug-in will apply the Estimate Approval for the Office Staff level on the Estimate. The plug-in will also be used to return the Estimate to Pending status if the Estimate needs to be modified or deleted.**



## Exercise 13-7

In the following exercise, you approve the final estimate (Estimate 0002) for contract CNB022U. You will then log on as the highest level reviewer and approve the final estimate (skipping the second reviewer).

User ID: **jj05754**                      Group: **OSTAFF**                      Contract: **CNB022U**

1. Double-click the **Estimate Approval** icon.
2. In the list box, scroll to and click **CNB022U**.
3. Click the **Approved** check box (ON).
4. Click the **Save** button.
5. Click the **Exit** button.
6. Click **OK**.

User ID: **jj05757**                      Group: **DIRCON**                      Contract: **CNB022U**

7. Double-click the **SiteManager** icon.
8. Click the User ID field and type **jj05757**.
9. Press the **Tab** key.
10. Type **pass**.
11. Press the **Enter** key on your keyboard.
12. In the **Available Groups for jj05757** list, double-click **DIRCON**.
13. Double-click the **Contractor Payments** icon.
14. Double-click the **Estimate** icon.
15. Double-click the **Estimate Approval** icon.
16. In the list box, scroll to and double-click **CNB022U**.
17. Click the **Approved** check box (ON) for the second level reviewer (Project Supervisor).
18. Click the **Approved** check box (ON) for the third level reviewer (Regional Director Rep).
19. Click the **Approved** check box (ON) for the fourth level reviewer (Finance Staff).
20. Click the **Approved** check box (ON) for your level (Director of Construction).
21. Click the **Save** button.
22. Click **OK**.
23. Click the **Exit** button.

**This exercise shows that the highest level reviewer can approve the estimate for lower level reviewers.**

**If you get an error message, do not reconnect to the Server. Click OK to Error messages.**

## Review for Section 13

To update Key Dates:

1. On the **Contract Records** panel, double-click the **Key Dates** icon.
2. In the **Key Date Type** list
3. In the **Projected Date** field, type the date the key date event is expected to be completed.
4. In the **Recipient** field, perform a **Search** and select a User ID.
5. In the **Message** field, type a short notice that will be sent to the Distribution List or Recipient when the Actual Date is entered.
6. Click the **Save** button.

To add a document submission record:

1. On the **Contractor Management** panel, double-click the **Document Submission** icon.
2. Click the **Services** menu and click the **Choose Key** choice.
3. In the **Contract ID** list box, scroll to and click the desired choice.
4. Click **OK**.
5. In the **Submitted By** field, type the name of the person submitting the document.
6. Press the **Tab** key.
7. In the **On** field, type the date on which the document was submitted.
8. In the **Document Type** drop-down list, click the expand arrow and click the document type.
9. In the **Document Category** drop-down list, click the expand arrow and click the document Category.
10. Press the **Tab** key.
11. In the **Description** field, type a description of the document.
12. Click the **Save** button.

To assign a document reviewer:

1. On the **Contractor Management** panel, double-click the **Document Submission** icon.
2. Click the **Open** button. The **Document Submitted Select** panel opens. The **Select Contract** list is displayed.
3. In the **Select Contract** list box, scroll to and double-click the Contract ID.
4. In the **Documents Submitted** list box, scroll to and click the document.
5. Click **OK**.
6. Click the **Services** menu and click the **Forward to** choice.
7. In the **Forward to Selected Users** list box, scroll to and click the reviewer.
8. Click **OK**. A message says 'Mail sent.'
9. Click **OK**.
10. To select another reviewer, repeat Steps 6 through 9.
11. Click the **Save** button. Each reviewer is listed in the bottom datawindow with a 'Pending' recommendation.

To review a submitted document:

1. Receive notification by In-Box message that the document is ready for review.
2. Review the document, which could be either hard copy or soft copy.
3. On the **Contractor Management** panel, double-click the **Document Submission Review** icon. The Documents Submitted Select panel opens.
4. In the **Select Contract** list box, scroll to and double-click the Contract ID.
5. In the **Submitted Document** list box, scroll to and click the document.
6. Click **OK**. The Document Submission Review panel displays information about the submitted document.
7. In the **Recommendation** area, click the **Approved**, **Approved As Noted**, or **Denied** radio button.
8. In the **Remarks** field, type comments to add to the review.
9. Click the **Save** button.
10. To add another review, click the **New** button and repeat Steps 7 through 9.

To create a Change Order Header:

1. On the **Main** panel, double-click the **Change Order** icon.
2. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Header** icon.
4. Select **Choose Keys** from the **Services** menu.
5. In the **Contract** list box, scroll to and double-click the desired contract.
6. Click **Ok**.
7. In the **Description** field, type desired description.
8. In the **Reason Code** drop-down list, click the expand arrow to the right of the current selection and click the desired choice.
9. In the **CO Type** drop-down list, click the expand arrow to the right of the current selection and click the desired choice.
10. Click the appropriate **Functions** check box(es) (ON).
11. Click the **Save** button.

To navigate to other CO functions from the Header Window:

1. Create a New Change Order Header or open an existing Change Order Header.
2. Click the **Services** menu and click the **CO Items, CO Time Adjustments, or Change Order Tracking** choice.

To modify an existing contract item:

1. On the **Change Order Maintenance** panel, double-click the **Change Order Items** icon.
- Or
1. In the **Header** window with the correct Change Order open, click the **Services** menu and click the **Change Order Items** choice.
  2. On the **Change Order Items** folder tab, click the **Services** menu and click the **New CO Item** choice.
  3. In the **Contract Items** list box, scroll to and click the desired Contract Item.
  4. Click **Ok**.
  5. In the **Change Order Description** field, type the description for the item change.
  6. Press the **Tab** key.
  7. In the **Quantity** field, type change order quantity.
  8. Click the **Save** button.

To apply a standard explanation to a change order:

1. On the **Main** panel, double-click the **Change Order** icon.
2. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Change Order Explanation** icon.
4. Click the **Open** button.
5. In the **Contract** list box, scroll to and double-click the desired contract.
6. In the **Change Order** list box, scroll to and click the desired change order.
7. Click **OK**.
8. Using the right mouse button, click the **Pick Std Exp ID** field.
9. From the object menu, click **Search**.
10. In the **Explanation** list box, scroll to and click the desired choice.
11. Click **OK**.
12. Click the **Save** button.

To add a non-standard explanation:

1. On the **Main** panel, double-click the **Change Order** icon.
2. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Change Order Explanation** icon.
4. Click the **Open** button.
5. In the **Contract** list box, scroll to and double-click the desired contract.
6. In the **Change Order** list box, scroll to and click the desired change order.
7. Click **OK**.
8. Click the lower text field and type the explanation.
9. Click the **Save** button.

To send a Draft Change Order for approval:

1. On the **Main Panel**, double-click the **Change Orders** icon.
2. On the **Change Orders** panel, double-click the **Change Order Maintenance** icon.
3. On the **Change Order Maintenance** panel, double-click the **Header** icon
4. Open a draft change order.
5. In the **Status** drop-down list, click the expand arrow to the right of the current selection and click the **Pending** choice.
6. Click the **Yes** button.
7. Click the **Save** button.
8. On the **Change Order for Approval** window, in the **Groups for Approval** area, click a desired choice.
9. In the **User ID / User Name** area, scroll to and highlight the desired User Name and User ID.
10. Click the **Add** button.
11. Click **OK**.
12. Click **OK**.
13. Click the **Save** button.

To generate a final Estimate:

1. On the **Estimate** panel, double-click the **Generate Estimate** icon.
2. Scroll to and click the desired Contract.
3. Click **Ok**.
4. Click the **Final** radio button.
5. On the calendar, click the end date if desired.
6. Click the **Generate Estimate** button.
7. Click **Ok**.

To view the Estimate discrepancies:

1. On the **Estimate** panel, double-click the **Estimate Discrepancy** icon.
2. On the Select Contract and Estimate window, in the list box, scroll to and double-click the desired Contract.
3. In the list box, scroll to and click the desired Estimate.
4. Click **OK**. SiteManager displays the Estimate Discrepancies window.

To approve an Estimate:

1. On the **Estimate** panel, double-click the **Estimate Approval** icon.
2. In the list box, scroll to and double-click the desired Contract.
3. In the list box, scroll to and click the desired Estimate.
4. Click **OK**.
5. Click the **Approved** check box (ON) for your level.
6. Click **OK**.
7. Click the **Save** button.

## Summary Exercise for Section 13

In the following exercise you will review the steps in the Contract Finalization Process

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022U**

1. Log on to SiteManager. User ID: **jj05754**, Password: **pass**.
2. Navigate to the **Key Dates** window for Contract **CNB022U**.
3. What is the actual date of the **Final Inspection Request**? HAS NOT BEEN ENTERED
4. Navigate to the **Document Submission** window.
5. Create a **Document Submission** for Contract **CNB022U**. Be creative in completing the fields.
6. Navigate to the window that is used to generate a final estimate. What is the name of this window? GENERATE ESTIMATE
7. In what ways do final estimates differ from regular progress estimates?  
ONLY ONE, NO DISCREPANCIES, NO MORE DWRS
8. Navigate to the **Estimate History** window.
9. What is the status of the final estimate for Contract **CNB022U**?  
APPROVED (INAP IF LAST EXERCISE NOT COMPLETED)
10. Navigate to the **Main Panel**.

# Section 14 Supplemental Estimates for Office Documentation

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By the end of this module, you will be able to:

- TDOT Supplemental Estimate Workflow
- Create a Document Submission of the Supplemental Estimate
- View Document Submission Recommendations
- Generate a Supplemental Estimate

## TDOT Supplemental Estimate Workflow

1. Document need for additional payment in a Document Submission record.
2. Forward the Document Submission Record to Final Records and Materials and Tests.
3. Verify approval of the Document Submission by Final Records, Materials and Tests, and the Regional Construction Supervisor.
4. Generate a Supplemental Estimate for the necessary lump sum payment amount. Supplemental Estimates can only be done AFTER a Final Estimate has been paid.

**In TDOT, after the Final Estimate has been paid, Supplemental Estimates may be generated to make lump sum payments for a specific amount. There is no limit to the number of Supplemental Estimates that may be generated in SiteManager.**

**Office Staff must document the reason for the Supplemental Estimate in the Description field of the Document Submission window, including how the amount was calculated (including item, project and category) and what the supplemental payment amount is. The County should also be indicated in the Description field. Use the “Supplemental Estimate Review” as Document Category.**

**The Document Submission feature is used to notify Final Records and Materials and Tests of the Supplemental Estimate and to get their approval for payment. Upon notification to review the estimate, Final Records and M & T will view the Description in the Document Submission Review and compare to the Final Estimate (check calculations and, if applicable, new quantities for test reports).**

**After ensuring M&T's approval in Document Submission window, Final Records will enter the supplemental payment amount and the final total contract payment amount into the Remarks field of the Document Submission Review window and approve the document submission.**

**Final Records will give their approval for payment in the Document Submission Review window. The Document Submission is then forwarded to the Regional Construction Supervisor for approval prior to payment.**

**After the Document Submission has the approval of Final Records, Materials and Tests, and the Regional Construction Supervisor, Final Records will notify the Field Office that the Supplemental Estimate may be approved by the Office Staff and continue through the Estimate Approval Process.**

## Creating a Document Submission of the Supplemental Estimate

To begin the document submission review process, the user selects one or more reviewers. The reviewer receives an In-Box notification that the document is ready for review. After reviewing the document, the reviewer records his recommendation on the Review Submitted Document panel. A recommendation can not be modified after it is saved, but a reviewer can add another recommendation. A new tracking record is created for every new recommendation. The user can track the document reviews in the bottom datawindow of the Document Submission panel.

The screenshot shows a software window titled "Document Submission". It contains several input fields: "Contract ID" (CNB022U), "Document Serial No." (1), "Submitted By" (Pat Smith), "On" (12/29/06), "Document Type" (Not Applicable), and "Document Category" (Supplemental Estimate Review). A "Description" field contains: "Project Number 55019-3220-94, McNairy County, Item Code 203-01, Category 0100, 1000 CY x \$2.00 = \$2000.00". Below these fields is a table with four columns: "Reviewer", "Review Date", "Recommendation", and "Remarks".

Reviewer	Review Date	Recommendation	Remarks
Miller, Casey	00/00/00	Pending	
Brady, Kim	00/00/00	Pending	

The Document Submission Window

Figure 14-1

**In TDOT, the Document Submission panel is used to submit Supplemental Estimates for review by Final Records, Material & Tests, and the Regional Construction Supervisor prior to starting the estimate approval process.**

**A Document Submission with the category of Supplemental Estimate Review should be created before the supplemental estimate is generated. This Document Submission should be forwarded to Final Records and Materials & Tests.**

**Final Records will forward to the Regional Construction Supervisor and after approval to the Office Staff.**

**When the Office Staff receives this document submission notifying them of Final Records approval, they will generate and approve the Supplemental Estimate at the first level.**



## Exercise 14-1

In the following exercise, you will add a document submission record and forward it for review for contract CNB022U.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022U**

1. On the **Main Panel**, double-click the **Contract Administration** icon.
2. On the **Contract Administration** panel, double-click the **Contractor Management** icon.
3. On the **Contractor Management** panel, double-click the **Document Submission** icon.
4. In the **Submitted By** field, type **Pat Smith**.
5. Press the **Tab** key.
6. In the **On** field, type today's date.
7. In the **Document Type** drop-down list, click **Not Applicable**.
8. In the **Document Category** drop-down list, click **Supplemental Estimate Review**.
9. In the Description field, type **Project Number 55019-3220-94, McNairy County, Item Code 203-01, Category 0100, 1000 CY x \$2.00 = \$2000.00**.
10. Click the **Save** button.

Now, let's forward this for review.

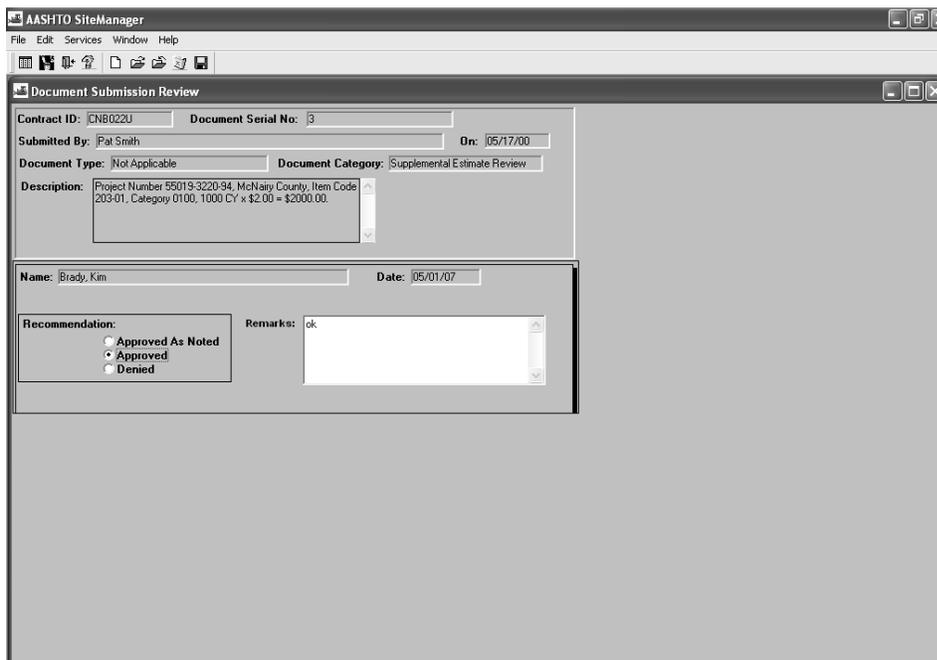
11. Click the **Services** menu.
12. Click the **Forward to** choice.
13. In the **Forward to Selected Users** list box, scroll to and click **Brady, Kim** (someone from Materials and Tests).
14. Click **OK**.
15. Click the **Save** button. SiteManager displays a message to inform you that the mail has been sent.
16. Click **OK**. Each reviewer is listed in the bottom datawindow with a 'Pending' recommendation.
17. Click the **Services** menu.
18. Click the **Forward to** choice.
19. In the **Forward to Selected Users** list box, scroll to and click **Miller, Casey** (someone from Final Records).
20. Click **OK**.
21. Click the **Save** button. SiteManager displays a message to inform you that the mail has been sent.
22. Click **OK**. Each reviewer is listed in the bottom datawindow with a 'Pending' recommendation.
23. Click the **Exit** button.

**Ctrl-Click**  
may also be  
used to select  
multiple  
reviewers at  
once.

## Adding Document Reviews

The Document Submission Review panel lets the user enter recommendations for a submitted document. To access this panel, the user must be one of the reviewers assigned to review the document. When a submitted document is forwarded for review, the system notifies all reviewers by In-Box message that the document is ready for review.

The top datawindow displays the document type, document category, submission date, name of the submitter, and document description. The reviewer adds a recommendation in the bottom datawindow. The three valid choices are Approved, Approved as Noted, and Denied. The reviewer can add comments in the Remarks field. A recommendation cannot be changed or deleted after it is saved, but the reviewer can add another recommendation. A new record is created for each new recommendation.



— You can only access this window if a review is due from you.

— The document to reviewed can be either hard copy or soft copy. The document itself is not displayed on this panel.

The Review Submitted Document Window

Figure 14-2



## Exercise 14-2

In the following exercise, you will add a review record for a submitted document for contract CNB022U.

User ID: **jj05759**      Group: **RM&TSUP**      Contract: **CNB022U**

First, let's log in as someone in Materials and Tests.

1. Double-click the **SiteManager Training** program icon on your desktop.
2. In the **User ID** field, type **jj05759**.
3. Press the **Tab** key.
4. In the **Password** field, type **pass**.
5. Press the **Enter** key. SiteManager displays the Available Groups window.
6. Click the **RM&TSUP** choice.
7. Press the **Enter** key.

Now, let's view the documents submitted for review for contract CNB022U.

8. On the **Main Panel**, double-click the **Contract Administration** icon.
9. On the **Contract Administration** panel, double-click the **Contractor Management** icon.
10. On the **Contractor Management** panel, double-click the **Document Submission Review** icon.
11. In the **Documents Submitted Select** list box, scroll to and double-click **CNB022U**.

Now, let's add a review record.

12. In the **Documents Submitted** list box, scroll to and double-click Document Serial Number **3**.
13. In the **Recommendation** area, click the **Approved** radio button.
14. In the **Remarks** field, type **ok**.
15. Click the **Save** button.
16. Click the **Exit** button.



## Exercise 14-3

In the following exercise, you will add a review record for a submitted document for contract CNB022U.

User ID: **jj05758**      Group: **FRECSTF**      Contract: **CNB022U**

First, let's log in as Final Records and add a review record.

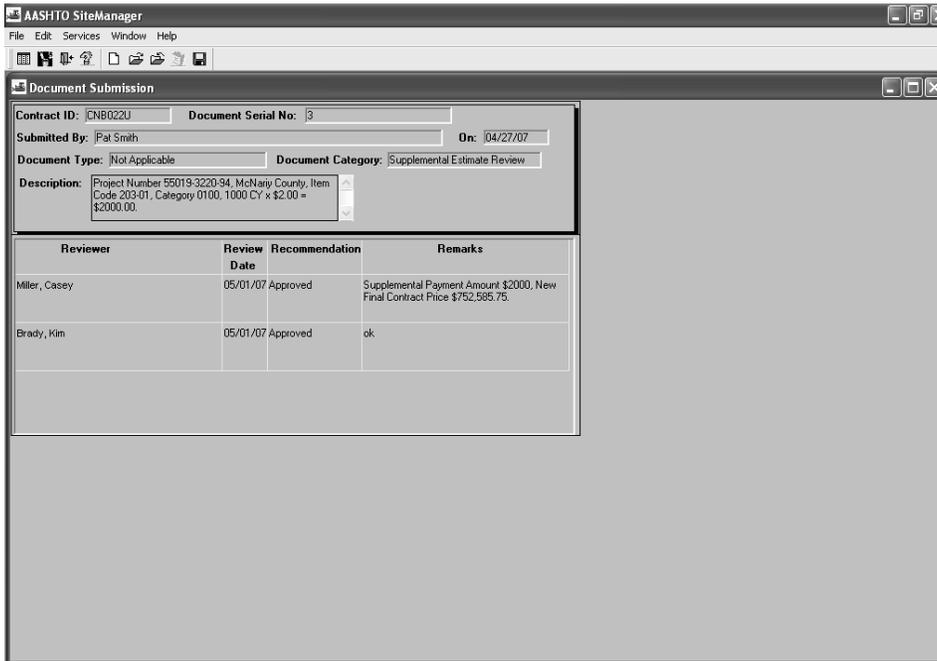
1. Double-click the **SiteManager Training** program icon on your desktop.
2. In the **User ID** field, type **jj05758**.
3. Press the **Tab** key.
4. In the **Password** field, type **pass**.
5. Press the **Enter** key.
6. On the **Main Panel**, double-click the **Contract Administration** icon.
7. On the **Contract Administration** panel, double-click the **Contractor Management** icon.
8. On the **Contractor Management** panel, double-click the **Document Submission Review** icon.
9. In the **Documents Submitted Select** list box, scroll to and double-click **CNB022U**.

Now, let's add a review record.

10. In the **Documents Submitted** list box, scroll to and double-click Document Serial Number **3**.
11. In the **Recommendation** area, click the **Approved** radio button.
12. In the **Remarks** field, type **Supplemental Payment Amount \$2000, New Final Contract Price \$752,585.75**.
13. Click the **Save** button.
14. Click the **Exit** button.

## Viewing Document Submission Recommendations

The user can view and track document reviews in the bottom datawindow of the Document Submission panel.



The Document Submission Window

Figure 14-3



## Exercise 14-4

In the following exercise, you will view the review records for a submitted document for contract CNB022U.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022U**

First, let's log in as Final Records and add a review record.

1. Double-click the **SiteManager Training** program icon on your desktop.
2. In the **User ID** field, type **jj05754**.
3. Press the **Tab** key.
4. In the **Password** field, type **pass**.
5. Press the **Enter** key.
6. On the **Main Panel**, double-click the **Contract Administration** icon.
7. On the **Contract Administration** panel, double-click the **Contractor Management** icon.
8. On the **Contractor Management** panel, double-click the **Document Submission** icon.
9. Click the **Open** button.
10. In the **Documents Submitted Select** list box, scroll to and double-click **CNB022U**.
11. In the **Documents Submitted** list box, scroll to and double-click Document Serial Number **3**.
12. Have both Materials & Tests and Final Records approved the document submission?       **YES**
13. Click the **Close** button.
14. Click the **Main Panel** folder tab.

*Having acquired approval from Final Records, Materials and Tests, and Regional Construction, you may now generate and approve the Supplemental Estimate.*

## Generate a Supplemental Estimate

After the final estimate, it may be necessary to pay an additional amount to the Contractor. To track this payment in SiteManager, it is necessary to generate a supplemental estimate. You can continue to generate an unlimited number of supplemental estimates as long as the Contract status remains active.

**Contract ID**

**Last Estimate Number:**

**Generate Estimate Number:**

**Date**

**Begin:**

**End:**

**January 2007**

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Progress

Final

Supplemental

**Supplemental Amount:**

Delay Generation

The Generate Estimate Window

Figure 14-4



## Exercise 14-5

In the following exercise, you will generate a Supplemental estimate.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022U**

1. On the **Main Panel**, double-click the **Contractor Payments** icon.
2. On the **Contractor Payments** panel, double-click the **Estimate** icon.
3. On the **Estimate** panel, double-click the **Generate Estimate** icon. SiteManager displays the Contracts window.
4. In the **Contract** list box, scroll to and double-click Contract **CNB022U**.

Now, let's generate the Supplemental estimate.

5. In the **Type** area, notice the **Supplemental** radio button is selected.
6. In the **Date** area, in the **End** field, type **061605**. (use the same date as begin date)
7. In the **Supplemental Amount** field, type **2000.00**.
8. On the toolbar, click the **Generate Estimate** button. SiteManager displays a message to confirm deletion of the existing estimate.
9. In the message, click the **Yes** button. SiteManager displays a message to inform you that the process has been submitted.
10. In the message, click the **OK** button. SiteManager displays a message to inform you that the profile for the process has been completed.
11. In the message, click the **OK** button.
12. To close the Generate Estimate window, click the **Close** button.
13. Click the **Main Panel** folder tab.

**If the Final Estimate was not approved as per the last exercise in the previous chapter, Supplemental will not be an option.**

**If you get an error message, do not reconnect to the Server. Click OK to Error messages.**

*All Estimate Approvals are entered in the SiteManager Estimate Approval window as described in the Progress Estimates and Contract Finalization section of this training manual.*

## Review for Section 14

To add a document submission record:

1. On the **Contractor Management** panel, double-click the **Document Submission** icon.
2. Click the **Services** menu and click the **Choose Key** choice.
3. In the **Contract ID** list box, scroll to and click the desired choice.
4. Click **OK**.
5. In the **Submitted By** field, type the name of the person submitting the document.
6. Press the **Tab** key.
7. In the **On** field, type the date on which the document was submitted.
8. In the **Document Type** drop-down list, click the expand arrow and click the document type.
9. In the **Document Category** drop-down list, click the expand arrow and click the document Category.
10. Press the **Tab** key.
11. In the **Description** field, type a description of the document.
12. Click the **Save** button.

To assign a document reviewer:

1. On the **Contractor Management** panel, double-click the **Document Submission** icon.
2. Click the **Open** button. The **Document Submitted Select** panel opens. The **Select Contract** list is displayed.
3. In the **Select Contract** list box, scroll to and double-click the Contract ID.
4. In the **Documents Submitted** list box, scroll to and click the document.
5. Click **OK**. The **Document Submission** panel displays information about the submitted document.
6. Click the **Services** menu and click the **Forward to** choice.
7. In the **Forward to Selected Users** list box, scroll to and click the reviewer.
8. Click **OK**. A message says 'Mail sent.'
9. Click **OK**.
10. To select another reviewer, repeat Steps 6 through 9.
11. Click the **Save** button. Each reviewer is listed in the bottom datawindow with a 'Pending' recommendation.

To review a submitted document:

1. Receive notification by In-Box message that the document is ready for review.
2. Review the document, which could be either hard copy or soft copy.
3. On the **Contractor Management** panel, double-click the **Document Submission Review** icon. The Documents Submitted Select panel opens.
4. In the **Select Contract** list box, scroll to and double-click the Contract ID.
5. In the **Submitted Document** list box, scroll to and click the document.
6. Click **OK**. The Document Submission Review panel displays information about the submitted document.
7. In the **Recommendation** area, click the **Approved, Approved As Noted, or Denied** radio button.
8. In the **Remarks** field, type comments to add to the review.
9. Click the **Save** button.
10. To add another review, click the **New** button and repeat Steps 7 through 9.

To generate a supplemental estimate:

1. On the **Estimate** panel, double-click the **Generate Estimate** icon.
2. Scroll to and click the desired Contract.
3. Click **Ok**.
4. Click the **Supplemental** radio button.
5. Type the supplementary amount.
6. On the calendar, click the end date if desired.
7. Click the **Generate Estimate** button.
8. Click **Ok**.

To approve a supplemental estimate:

1. On the **Estimate** panel, Double-click the **Estimate Approval** icon.
2. In the list box, scroll to and click the desired record.
3. Click the **Approved** check box (ON) for your level.
4. Click **Ok**.
5. Click the **Save** button.
6. When complete, click the **Close** button.

## Summary Exercise for Section 14

In the following exercise you will review the supplemental estimate process.

User ID: **jj05754**      Group: **OSTAFF**      Contract: **CNB022U**

1. What is the first step in the Supplemental Estimate process?  
What window in SiteManager is used for this step? \_\_\_\_\_  
Document the need for additional payment – Document Submission window
2. Create a new Document Submission record for a Supplemental Estimate.
3. Forward the Document Submission record to **Kim Brady** and **Casey Miller**.
4. Exit SiteManager.
5. Log in as **jj05758**.
6. Review the Document Submission created in step 2 above.
7. Exit SiteManager.
8. Log in as **jj05754**
9. Review the Document Submission Recommendation created in step 6 above.
10. Exit SiteManager.

**Because of the way the data was staged, user IDs may not match the user names presented in this exercise.**

**Congratulations! You have completed the course.**