



**Florida Department of Transportation**  
**SiteManager**  
**Release 3.6a**  
**Reference Manual**  
**for**  
**Maintenance Contracts**



**PREPARED BY:**  
**CAPSTONE ENGINEERING ASSOCIATES**

**REVISED APRIL 2012**



# Table of Contents

<b>Table of Contents</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>5</b>
Trns•port and the Trns•port Suite of Software.....	5
Document Availability.....	6
Assistance.....	7
<b>Getting Started</b> .....	<b>8</b>
Logon to Citrix Metaframe.....	8
Logging on to SiteManager.....	9
<b>The Contract Management Life Cycle</b> .....	<b>11</b>
<b>Contract Administration</b> .....	<b>14</b>
The SiteManager Main Panel.....	14
<b>Contract Administration – New Contracts</b> .....	<b>15</b>
Contract Activation.....	15
The Description Tab.....	16
Adding a Wage Decision.....	17
The Location Tab.....	18
The Payment Data Tab.....	20
The Primary Personnel Tab.....	20
The Prime Contractor Tab.....	21
Contractor Prime Associates.....	21
The Critical Dates Tab.....	22
Change the Contract Status to Active.....	23
Setting User Authority – Office Wide Contract Authority.....	23
Setting Contract Authority.....	24
Office Wide Access.....	26
<b>Contract Administration – Reference Tables</b> .....	<b>26</b>
Adding Vendor Associates.....	27
Surety and Insurance Associates.....	30
<b>Daily Work Reports</b> .....	<b>31</b>
DWR Info. Tab.....	31
Contractors Tab.....	34
Work Items Tab.....	34
The Diary.....	38
The Authorize Tab.....	39
The Charge Tab.....	39
The Installed Work Report.....	40
<b>Contractor Payments</b> .....	<b>41</b>
<b>Modifying Contractor Payment Approval Levels</b> .....	<b>41</b>
<b>Generating an Estimate</b> .....	<b>43</b>
<b>Contract Adjustments</b> .....	<b>44</b>
Retainage.....	45
Liquidated Damages.....	46
Estimate Verification and Reporting.....	46
The Estimate Summary.....	46
Estimate Discrepancy.....	47

Estimate Item Detail .....	47
Estimate Item Paybook.....	48
Estimate Tracking .....	49
The Summary by Project Report.....	49
The OOC Report .....	51
Approving an Estimate.....	52
Rejecting an Estimate.....	53
Making Corrections After an Estimate is Generated .....	55
Deleting an Estimate .....	55
<b>Change Orders.....</b>	<b>56</b>
Change Order Header.....	56
Setting the Override for Change Order Approval .....	57
Adding a Project.....	58
Project Funding .....	60
Add Categories.....	62
Change Order Items .....	62
Changing Existing Items .....	63
Adding a New Item .....	64
Change Order Explanations (Optional).....	68
Change Order Time Adjustments .....	70
Change Order Approval.....	70
Correcting a Denied Change Order.....	73
Change Order Signature.....	73
Change Order Tracking.....	74
Change Order Reports.....	75
The Change Order Report .....	75
The Unapproved Change Order Aging Report.....	76
Change Order/Reason Code Breakdown Report.....	77
The Time Extension Granted Report.....	77
<b>Other Changes .....</b>	<b>78</b>
Changing Project and Category Data.....	78
Category Data.....	78
Project Data .....	80
<b>Accessories .....</b>	<b>81</b>
System Attachments.....	81
Maintenance Management System Interface .....	81
Key Fields.....	81
Access.....	82
Exit the SM/MMS Interface .....	86
Key Points to Remember:.....	86
Copy Contract .....	86
Accessing Copy Contract .....	87
Repeat old contract term.....	88
Select Contract to be Copied.....	88
Confirm and Save New Contract Information .....	88
Change old contract term.....	89
Select Contract to be Copied.....	89
Select Dates for the New Contract.....	90

Verify Quantities.....	91
Confirm and Save New Contract Information .....	91
Activating the Renewed Contract.....	92
Change Orders .....	93
Correcting a Mistake.....	93
Saved Reports .....	93
Process List .....	94
Process Status.....	95
Mail .....	95
Distribution Lists.....	98
<b>Contract Administration – Completing Contracts.....</b>	<b>99</b>
Contract Completion .....	99
Final Estimate Requirements .....	100
Required Actual Dates.....	100
Final Estimate.....	101
Physical Work Complete Date Requirements .....	101
Complete Status Requirements .....	102
Setting the Contract Status to Complete .....	102
<b>Appendix A Filtering, Finding, and Sorting .....</b>	<b>104</b>
Filtering .....	104
Finding .....	106
Sorting.....	107
<b>Appendix B Glossary.....</b>	<b>108</b>

## Introduction

### Trns•port and the Trns•port Suite of Software

Trns•port is the American Association of State Highway and Transportation Officials (AASHTO) information system for managing transportation programs. Info Tech, Inc., developed Trns•port in 1982 to help state highway agencies and attorneys general with highway construction bid collusion and anti-trust investigative efforts. Since then, InfoTech has added significant additional capabilities to provide operational and management information support for State Departments of Transportation and other construction contract activities. Activities include management-level decision support; project cost estimate and proposal preparation, bid letting and award management, and construction contract management. In October 1985, AASHTO purchased Trns•port for licensing to all member agencies to share in the continued development and use of Trns•port software. Of the nine Trns•port and Trns•port related software modules, the Department is using seven. Their relationships are shown in *Figure 1* on the next page.

**Trns•port BAMS/DSS** (Decision Support System) provides a complete historical database of construction contract information, a set of analysis models, and the capability for ad hoc query and analysis. The BAMS/DSS module provides a fully integrated management decision support system for highway agencies. The Trns•port BAMS/DSS applications include executive information requests, summary reports for management, bid management and monitoring analyses, market analyses and cost indices, project planning, project cost estimation, and legislative presentation.

**Trns•port CES** (Cost Estimation System) provides Department estimators the means by which to produce various types of Job estimates such as parametric, cost-based, and bid-based estimates. Predefined and ad hoc formulas can be incorporated in the estimating process, and users can assign funding and program information to CES Jobs. The Trns•port CES module works in combination with the BAMS/DSS module to produce accurate, historically based estimates. It also works in conjunction with the PES module, sending and receiving project and proposal data that aids in the production of Job estimates.

**Trns•port PES** (Proposal and Estimates System) provides Department design, contract administration, and estimating staff with a computerized tool to help with project definitions, project cost estimation, contract proposal creation, and bid letting packaging. The detail cost estimate for the Plans, Specifications, and Estimate package (PS&E) and bidding proposal are two key outputs of the PES module.

**Trns•port LAS** (Letting and Award System) provides bid letting personnel with automated tools to manage the plan and proposal holders lists, bid data entry, bid tabulation, low-bid analysis, and contract award processing.

**Trns•port Expedite** (Electronic Bidding System) is designed to work with the PES and LAS modules to streamline the bidding process. The Department uses information from PES to create and distribute electronic proposal or amendment files to prospective bidders. Bidders then input and submit their item bids in a secure, machine-readable format. The Department checks the electronic bids for validity and data errors and then produces a file suitable for loading into LAS.

**Bid Express** is used in conjunction with Trns•port Expedite. Expedite software is used in bid preparation. Expedite is used to electronically prepare and check bids; then submit them over the Internet using Expedite to connect to Bid Express. Bid Express is a storage site that holds the bids until the bid date, when they are transferred to the Department.

**Trns•port SiteManager** is a comprehensive construction management system that encompasses the complete construction management process, from contract award through finalization. SiteManager accommodates all levels of construction personnel supporting activities such as construction administration, field record keeping, contract record maintenance, contractor payment processing, materials management, and civil rights monitoring.

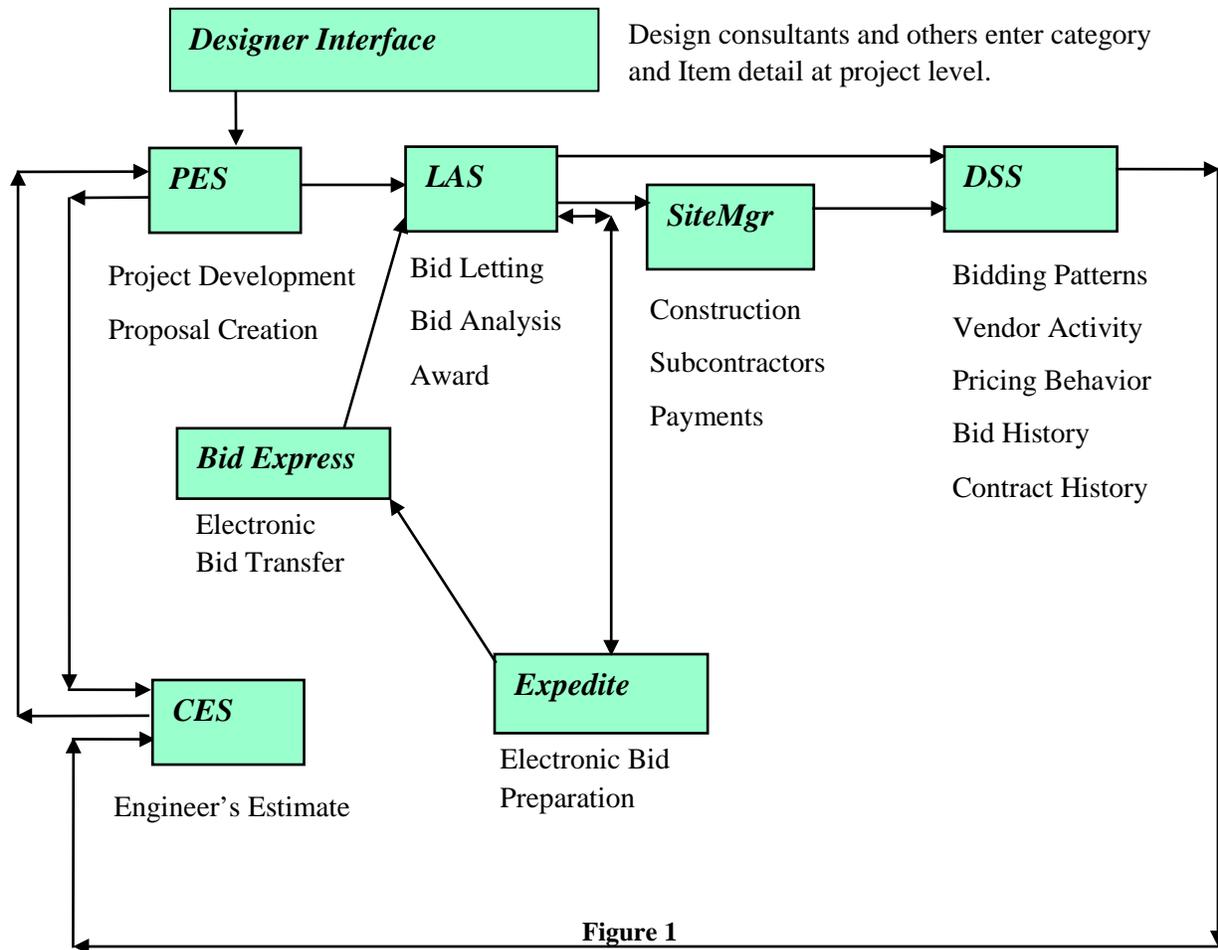


Figure 1

**Document Availability.**

This and other Trns•port documents are available at the following URL:

[http://www.dot.state.fl.us/construction/trnsport/Maint%20Sm%20Users/trng\\_manual/Main%20Menu.pdf](http://www.dot.state.fl.us/construction/trnsport/Maint%20Sm%20Users/trng_manual/Main%20Menu.pdf)

Or you may access them from the **Trns•port web site.**

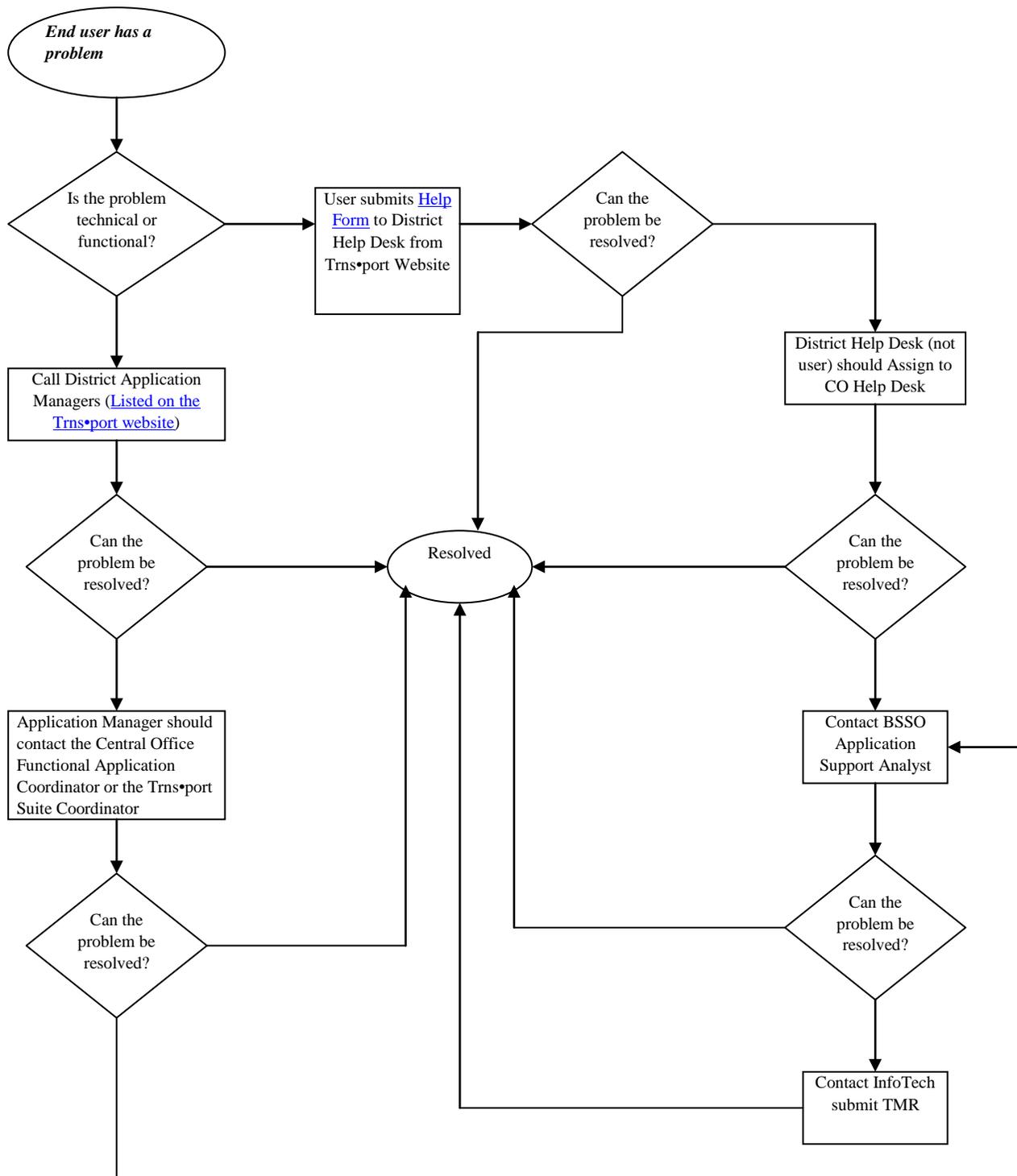
- Click **User Guides.**
- Click **Trns•port Document Menu.**

PES, CES, LAS, SiteManager User Guides  
[Trnsport Document Menu](#) (In PDF Format, get the newest PDF)

## Assistance

For assistance with Trns•port modules use the process shown below. If you need functional assistance contact your supervisors, District Application Coordinators, Central Office Application Coordinators, or the Trns•port Coordinator. For technical assistance begin with your district help desk.

### Trns•port Problem Resolution



# Getting Started

## Logon to Citrix Metaframe

Transport is supported through the Citrix Secure Gateway. The applications execute on a Citrix Metaframe server.

Access to the Citrix Metaframe server is via the Internet when away from the Department, or the Intranet when accessing it from within the Department. Either way, access will then be through the Citrix Web Interface for MetaFrame Presentation Server.

Prior to attempting a log in, the Application Security Coordinator will have assigned a UserId and password for access to the proper Citrix Metaframe Group.

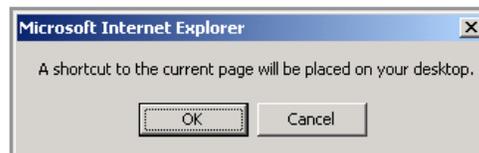
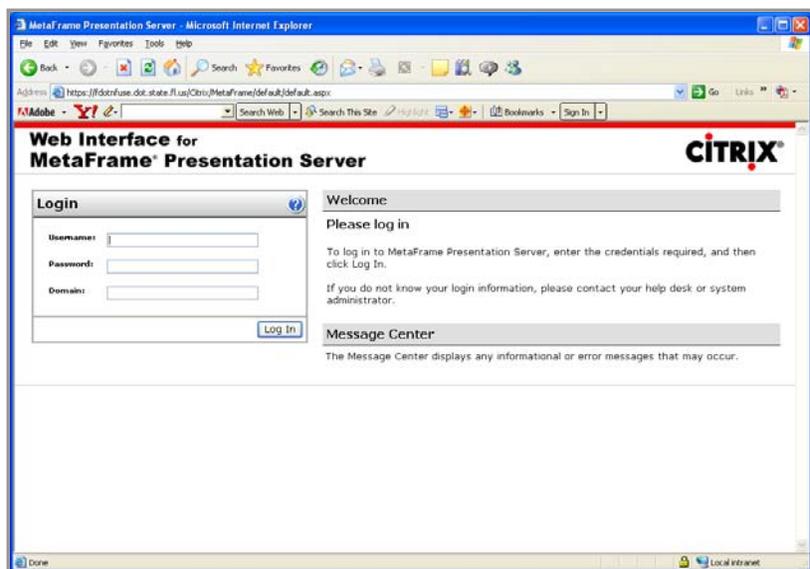
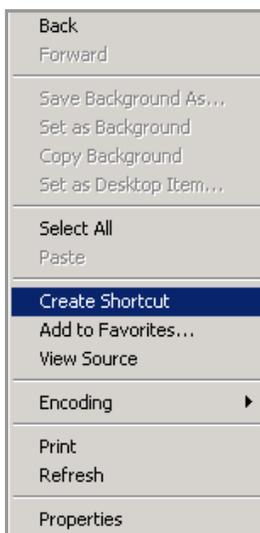
From your browser, enter:

<https://fdotnfuse.dot.state.fl.us/Citrix/Metaframe/default/default.aspx>

The Citrix Login screen will open.

For quick access to Citrix, create a shortcut for the desktop. From the Login screen,

- Rclick to see the Mouse Button Menu.
- Click **Create Shortcut** as seen below.



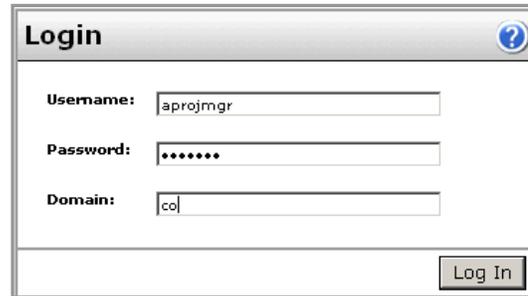
This message box will open.



- Click **OK**, and this icon will be on the desktop.

At the Login screen,

- Enter the UserId,
- Password, and
- Domain.



**Remember that passwords expire every 65 days.**

The first time you log in, and as Citrix software is upgraded, you will receive a prompt to install Citrix software. Respond **yes** and follow the installation prompts.

### Logging on to SiteManager

Your Citrix screen will be similar to this one, but will only include the applications you have been authorized to access.

To start SiteManager,

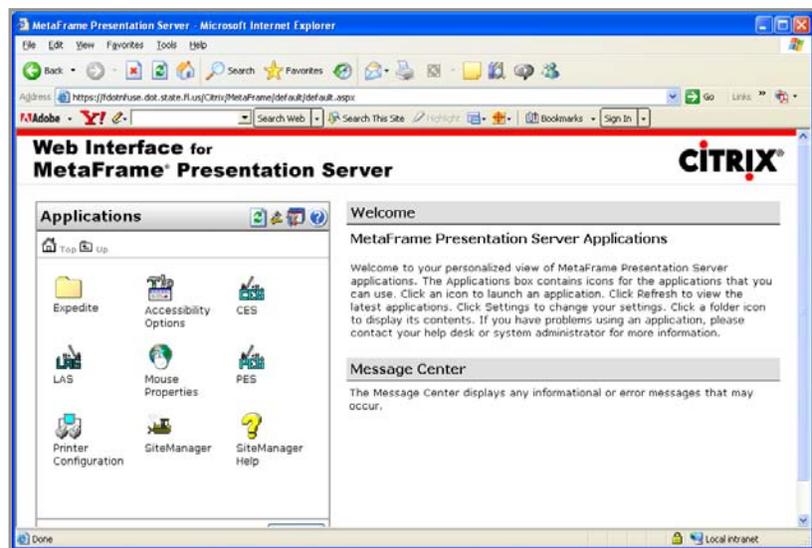
- DblClick the **SiteManager** icon.



The SiteManager Login window will open.

**SiteManager is case sensitive.**

Your UserId and password must be entered in the correct case. The system recognizes the difference between upper and lower case characters.



If you do not need to change your password:

- Click the **Logon** button.

If you are logging in for the first time or your password has been reset, the login screen will look like this. Only the **Change Password** button will be active:

- Click the **Change Password** button.
- Enter your **Old Password**.
- Enter your **New**

**Password**. (At least four characters but no more than eight.)

- Enter your **New Password** in the **Confirm Password** field.

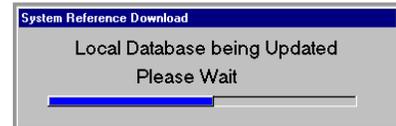


- Click **OK** to make the change, or
- **Cancel** to exit without saving the new password.

**NOTE:** If you get an Invalid Password message after two tries, close SiteManager immediately. After the third consecutive time of getting an invalid password message, your UserId will be locked out. If you are locked out contact your SM Application Manager or Security Coordinator to have your password reset.



When you login you will see this window. It is telling you that the system is loading tables and security settings to your PC. If during a session, your Application Manager has changed your authority, you would need to log off and log back in to effect these changes.



Next, you will see a screen that is prompting you for a security group to use for this session.



Groups are defined by System Administrators and control what a person is allowed to do in SiteManager. The SiteManager Security Manual lists the Maintenance Groups.

A user may be a member of one or more groups, depending on what job functions need to be performed in SiteManager.

- Highlight the desired group.
- Click **OK**.

SiteManager is organized with a Main Panel and a series of additional panels.

The **Main Panel** will always be the first panel to appear. The next panel in line will correspond to the first icon presented on the active panel. Each icon represents either a grouping of functions (as indicated by the (+) or a single function.



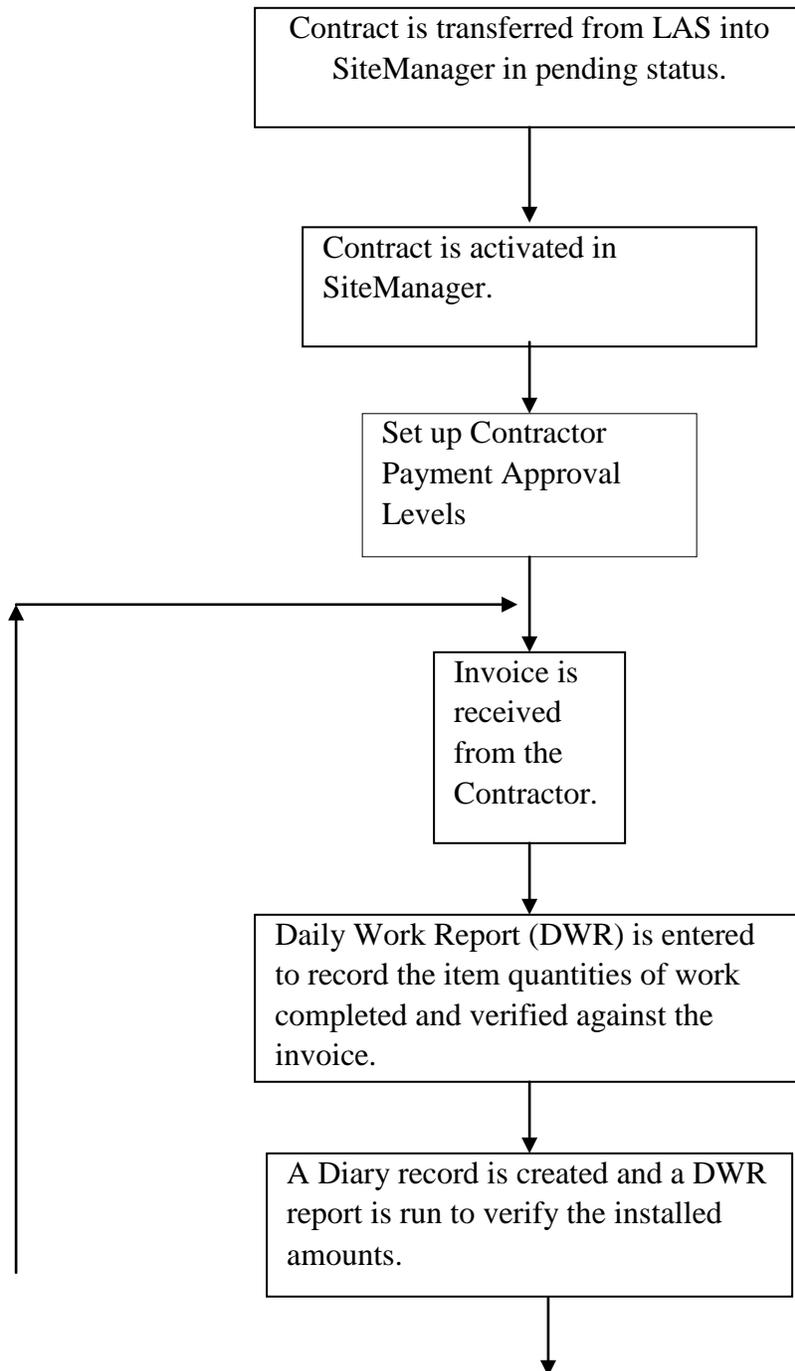
DoubleClick icons to open a panel. When there are tabs showing, you may click in the tab to open the particular panel. If the icon or tab has a (+) indicator, another panel will open with another set of icons.

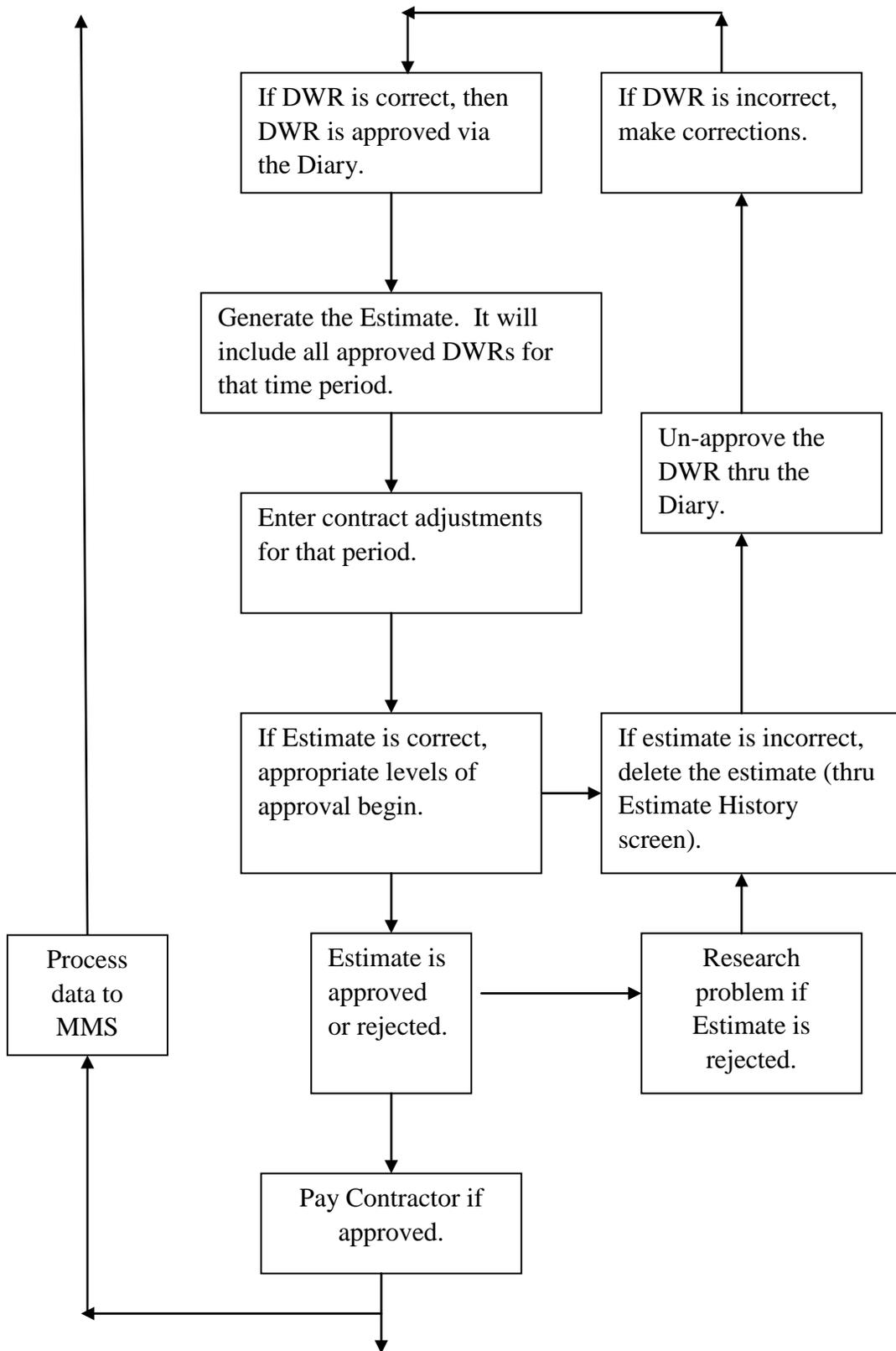
If the icon does not have the (+) indicator, then that particular function will be launched if it is double clicked. This usually causes a detail window to open or a report to run. To exit a detail window you may click the **x** in the upper right hand corner of the window, click the  **Close File** icon on the tool bar, or click **File > Close** from the menu bar. If you entered data, you will be prompted with a message asking if you want to save the changes you made.

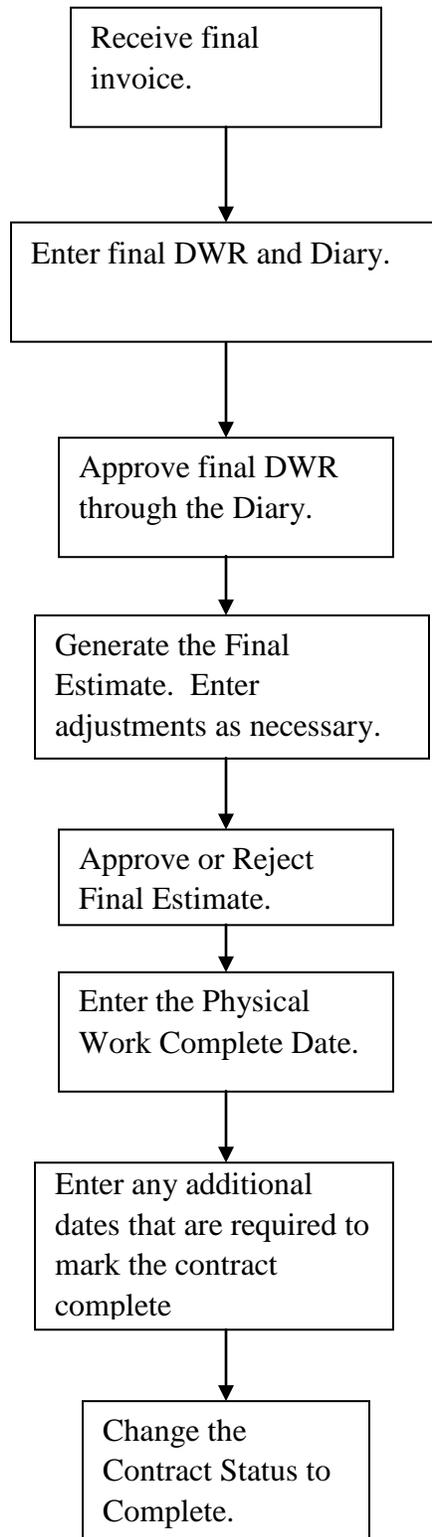
If the Main Panel is closed, you may re-open it by clicking **File > Main Panel** from the menu bar.

## The Contract Management Life Cycle

The following figure shows the typical life cycle of a Maintenance contract in SiteManager.







## Contract Administration

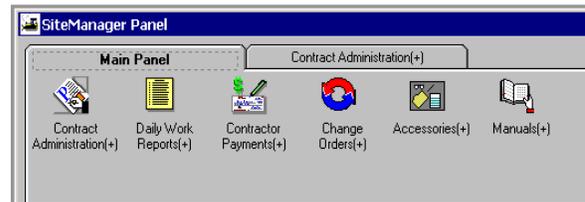
Contract Administration has three principal aspects to it. First, is the setting up of new contracts transferred into SiteManager, second is the work associated with administration of active contracts, and third is the maintenance of reference tables associated with contract administration.

Similarly, there are three discreet phases in the life of a contract in SiteManager. These are:

- Transfer from LAS, initial setup of contract authority, and setup of some contract specific information. This phase is very short and may be accomplished in one day.
- The second phase is the month-to-month work activity where the contractor performs work, presents invoices, and the district office reviews, approves, and processes the invoices. This phase will last for the term of the contract, and may be one or more years.
- The final phase is documenting final quantities and contract completion. This phase will commence when the field work is completed, and may take several weeks or even months to conclude.

### The SiteManager Main Panel

As you work through the stages of a contract life cycle, access to particular data will have different paths. These paths will always begin at the SiteManager Main Panel.



For the typical District Office user, the SiteManager application will be configured into four major functional areas, which are represented by the icons on the main panel:

#### Contract Administration.



From this icon, you have access to the second level panel which includes functions for Reference Tables, Contract Records, Contractor management, Reports, and Process Lists.

#### Daily Work Reports.



From this icon, you have access to the second level panel which includes functions for Daily Work Reports, Diaries, Histories, Process Lists, and Reference Tables.

#### Contractor Payments.



From this icon, you have access to the second level panel which includes functions for estimates, Contract adjustments, Reports, Reference Table, and Process Lists

#### Change Orders.



From this icon, you have access to the second level panel which includes functions for Change Order Maintenance, Reports, and Process Lists.

Two other icons will appear on the main panel. They provide access to accessories and manuals. Manuals are not attached to the SiteManager program.

### Accessories.

 From this icon, you will have access to the second level panel, which will include functions for Mail, Distribution Lists, Saved reports, System Attachments, Process lists, and Process Status. The SiteManager Mail system is not regular e-mail, but is a means to communicate certain actions to designated individuals. The System Attachment feature is the means to access the SM/MMS Interface, and the Copy Contract functions.

### Manuals.

 The Manuals Panel indicates the User Manual, and Sampling and Testing Procedures are available. They are not installed at this time.

Many of the second level panels will lead to third level panels prior to opening screens into which data will be entered.

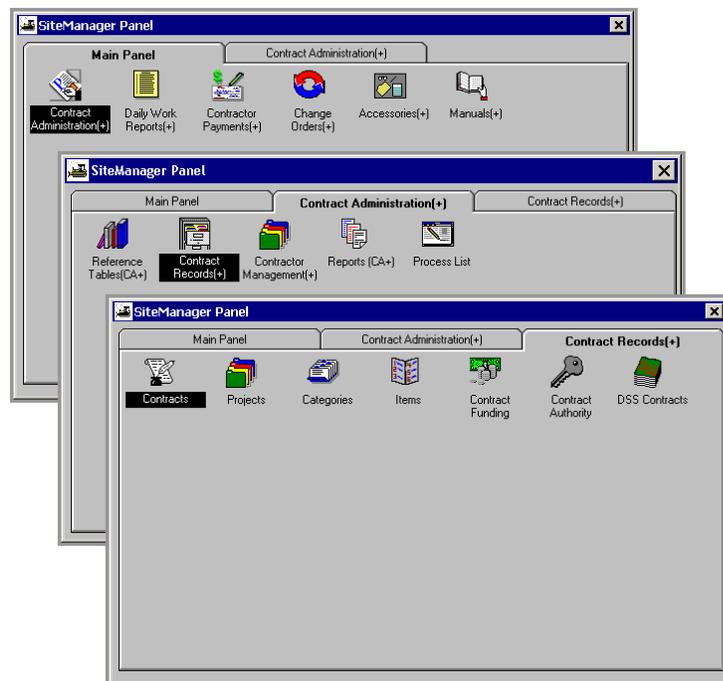
On data entry screens, there are five icons on the tool bars that will appear repeatedly. These are

 Open,  Close,  New,  Delete, and  Save.

## Contract Administration – New Contracts

### Contract Activation

The life of a contract in SiteManager begins when the contract is activated. When a contract is added to SiteManager via the LAS transfer program many fields are transferred from LAS, but some date, staff information, and vendor information must be manually entered into SiteManager.



To begin this part of the activation:

- DblClick the **Contract Administration**  icon on the Main Panel.
- DblClick the **Contract Records**  icon on the Contract Administration Panel.
- DblClick the **Contracts**  icon on the Contract Records Panel.

A detail window will open, as seen here, showing all of the contract information presented in tabbed folder format. The Contracts window lets the user view, add, modify, or delete the basic Contract data.

There are eight folder tabs on the Contracts window, each containing different segments of the contract data. For Maintenance contracts, the Description, Location, Payment Data, Critical Dates, Primary Personnel, and Prime Contractor tabs require information.

When you first access this screen, it will be blank.

To open an existing contract:

- Click the **Open**  icon on the tool bar.

This will open a list window that will allow you to choose the contract that you want to work with.

**NOTE:** For viewing purposes, most screen views that follow will be cropped to display the data in larger format.

This screen opens sorted by contract number. You may sort on any column by clicking the column headers and the screen will be sorted accordingly. When a column heading is clicked, the FIND filed is opened for you to locate a contract. As you type the Contract ID, the highlighted line will move down the list. Be sure to use upper case when typing the Contract ID.

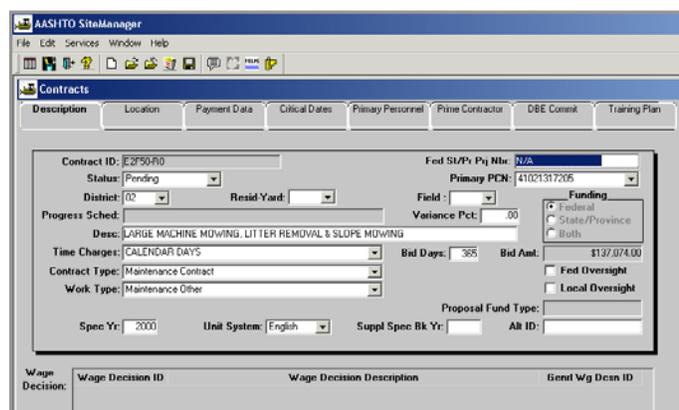
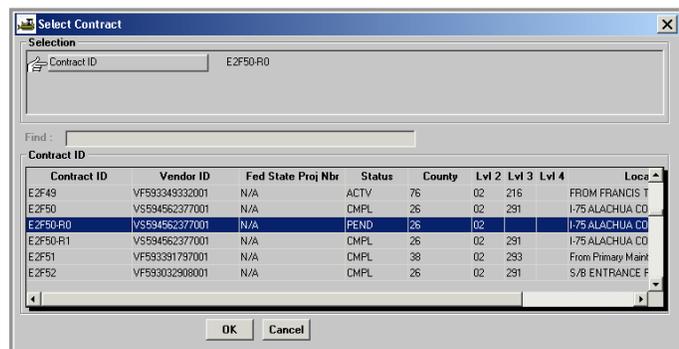
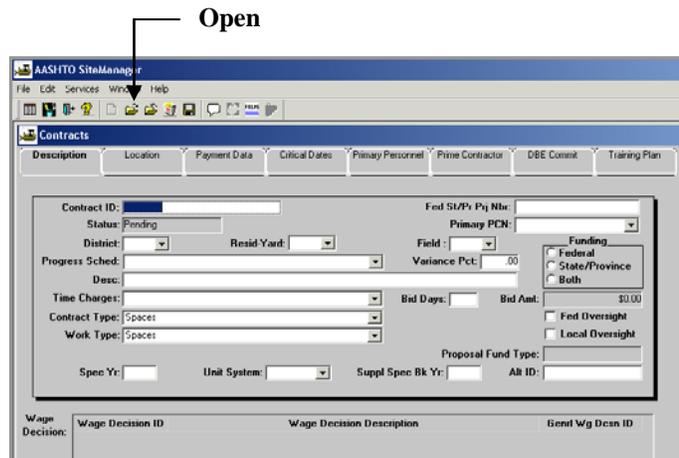
- Highlight the contract you want.
- DblClick it, or click **OK**.

### The Description Tab

The following fields on the Description tab should be populated from PES/LAS. If they are not, populate them from drop down list boxes:

**Contract ID.**

**Fed St/Pr Prj Nbr.** (N/A for Maintenance contracts).



**Status.** Indicates the current status of a Contract (e.g., Pending, Active, Complete, Archived). All contracts transfer from LAS in "Pending" status.

**Primary PCN.** (Transfers from LAS)

**District.** If the district is blank or in error, it may be entered from the drop down arrow.

**Funding.** (Transfers from LAS)

**Desc** (contract description).

**Time Charges.** (Transfers from LAS)

**Bid Days.** (If calendar day or available work day).

**Bid Amount.** (Awarded contract amount).

**Contract Type.** (Transfers from LAS)

**Work Type.** (Maintenance Other)

**Spec Yr.** (Transfers from LAS)

**Unit System.** (Transfers from LAS)

The following fields **must** be completed in SiteManager.

**Resid/Yard.** The three digit cost center number.

**Field.** (Blank for Maintenance contracts).

**Wage Decision.** (Will always be the 0000 Wage Decision for Maintenance contracts).

To choose values for the fields that are supported by code tables or lists

- Click the down arrow next to the field.
- Click the desired selection.

New

## Adding a Wage Decision

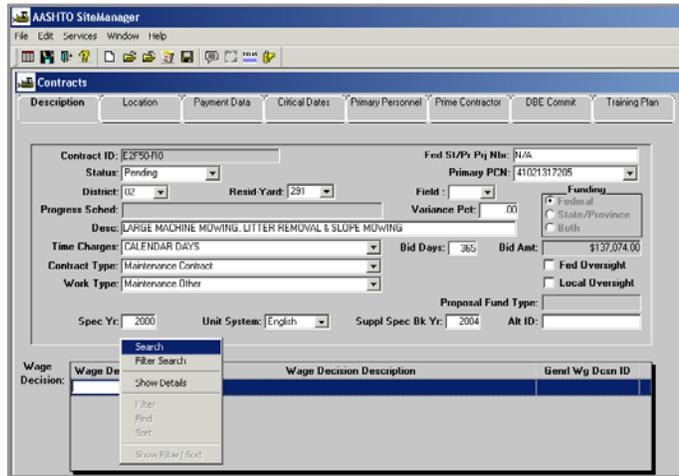
To add a wage decision:

- Click the **Wage Decision** panel to activate it. A dark shadow will appear around the area of the screen that is active.
- Click the **New**  icon on the tool bar.

This will create an empty wage decision record.

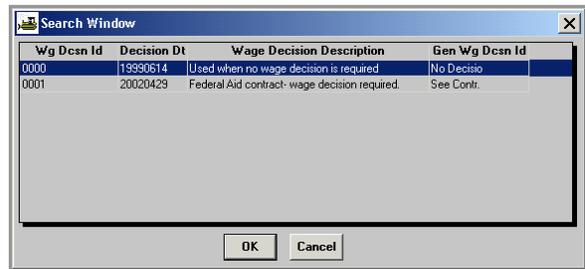
When you move your mouse over the Wage Decision field, you will see a magnifying glass appear.

- Rclick the *Wage Decision* field.
- Click **Search**.

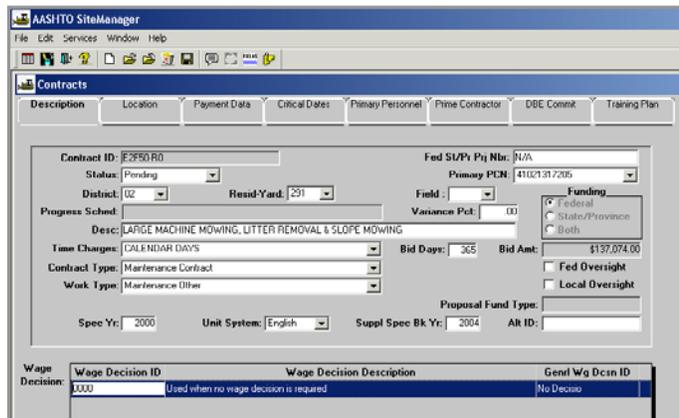


A list box of the available wage decision records will appear.

- DblClick the “0000” wage decision.



The “0000” wage decision will appear on the contract.

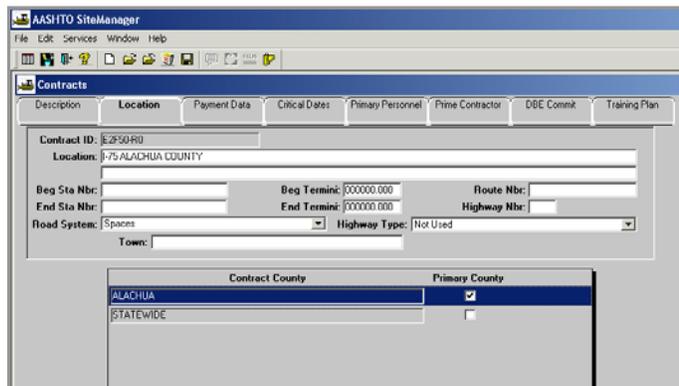


### The Location Tab

The Location folder tab displays the Contract location data that may be added, modified, or deleted. Authorized users may add and remove counties to the Contract.

A primary county must be selected.

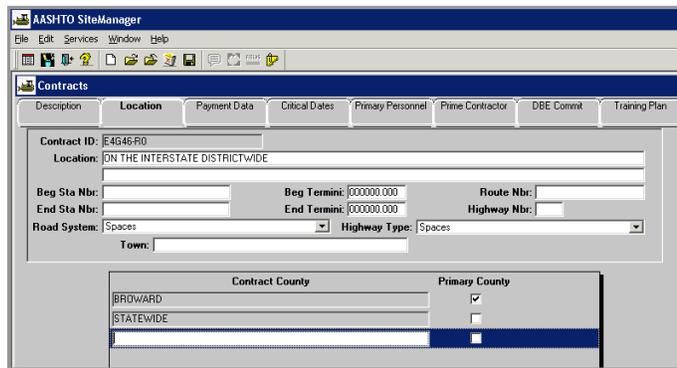
Every field except the Town field on the Location tab is transferred from LAS. If the data was entered in PES/LAS, you will see it here.



On the Location tab, the following fields are required for contract activation:

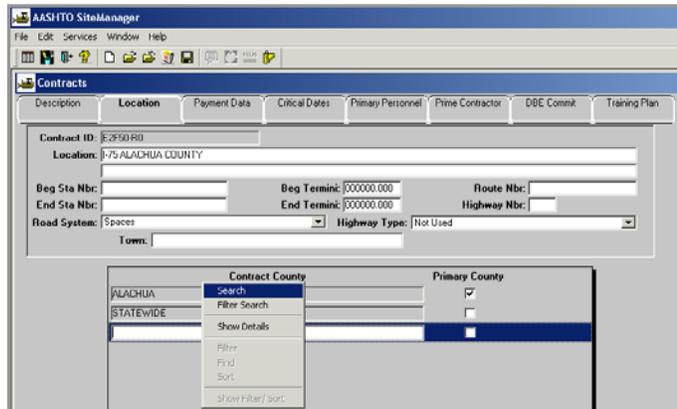
**Location.** This is a description of the location. Two lines are available.

**Primary County.** Only one county is to be marked as the primary county.



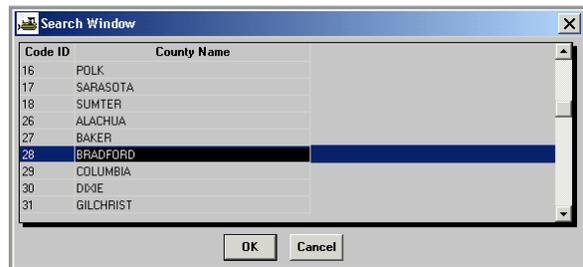
To add a county:

- Click the **County** box to activate it.
- Click the **New**  icon on the toolbar to add an additional row.
- Rclick the **Contract County** field in the new record.
- Select the **Search** option.



This will open the **County Code Table**.

- DblClick the **County Name** to add it to the list.

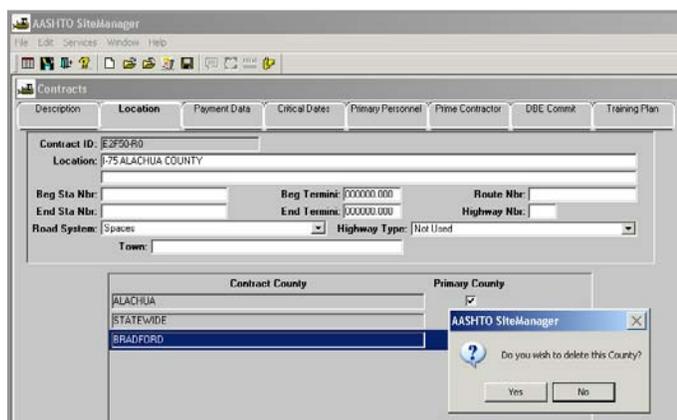


To delete a county record:

- Highlight it.
- Click the **Delete**  icon on the tool bar.

You will be prompted with a delete confirmation window.

- Click **No** if you do not want to delete the record.
- Click **Yes** if you want to continue with the delete.



## The Payment Data Tab

The Payment Data folder tab displays the Contract payment data that may be added, modified, or deleted. This data includes Liquidated Damages Rate Amount, Retainage, Estimate Generation indicators, and Limit Amount. For Liquidated Damages, leave the default value of \$1.0 in place.

Liquidated damages will be manually calculated and added as a contract adjustment when they occur, so ensure that the **Auto Liquidated Damages** check box is not marked. For Retainage, leave the Unlimited Escrow box checked, however zero out all of the percentage and amount fields on the Retainage Changes record. Retainage will be manually calculated and added as a contract adjustment. The Contract Limit Amt and the Contract Limit Pct fields should be left as 0.00.

## The Primary Personnel Tab

The Primary Personnel folder tab lets the user maintain data on the Project Manager, and Project Engineer. It also may identify the personnel who will receive messages when the Contract becomes active or falls behind schedule.

The fields required on this tab are the **Project Manager** and the **Project Engineer**. They may be the same person.

To populate these fields:

- Rclick the field.
- Select **Search**.
- Select the desired person from the list.
- Click OK.

Or

- Type the **User Id** in lower case letters

This and other search windows have sort and filter functions. To sort this window click the User Id label and drag the scroll bar down the alphabetized list to find the user needed. For more discussion on sorting and filtering see Appendix A.

An individual User Id or a distribution list may be entered in the **Contract Status Changed to Active** box. Persons will be notified via SM mail that the contract has been activated.

## The Prime Contractor Tab

The Prime Contractor tab displays the Prime Contractor data that may be added, modified, or deleted. This data includes the **Prime Contractor**, contractor defaulted data, maximum Subcontract amount, payroll requirements, Prime Contacts, and Prime Associates. The Prime Contractor's surety and insurance companies must be entered as Prime Associates.

The screenshot shows the 'Prime Contractor' tab in the AASHTO SiteManager application. The contract ID is E-2950 RD. The current prime contractor is JODY WALTON. The 'Prime Contacts' and 'Prime Associates' tables are currently empty.

The **Prime Contractor** is transferred from LAS, and is a required field for activation. The prime contractor must also have at least one address record in the vendor file.

The screenshot shows the 'Prime Contractor' tab with one record added to the 'Prime Associates' table:

Assoc Vendor ID	Associate Short Name	Associate Type

## Contractor Prime Associates

SiteManager requires that every contractor have Insurance and Surety Prime Associates. To add these:

- Click in the **Prime Associates** box to activate it.
- Click the **New** icon and a blank record will be added.

To populate this record:

- Rclick the **Assoc Vendor ID** field.
- Select **Search**.
- Select the insurance company from the list.

The screenshot shows the 'Prime Contractor' tab with two records added to the 'Prime Associates' table:

Assoc Vendor ID	Associate Short Name	Associate Type
736.2704802	JACSTAR INSURANCE COMPANY	Surety
706.0383750	HARTFORD FIRE INSURANCE COMPANY	Insurance

## Repeat this process to add the Surety Company.

For contracts where no surety or insurance is required, you must still add Prime Associate records. To provide for this there are two “dummy” vendor records in the vendor file that may be attached as associates. In the

The screenshot shows the 'Search Window' with two dummy vendor records:

Vendor Id	Vendor Short Name	Assoc Type
A00000001	INSURANCE NOT REQUIRED	INSR
A00000000	SURETY NOT REQUIRED	SURE

production environment, these dummy vendor records will have *Vendor Ids* of

**A00000000 for SURETY NOT REQUIRED**

And

**A00000001 for INSURANCE NOT REQUIRED**

Leave all of the other fields at their default values. If the surety and insurance companies have not already been associated to the prime contractor in the vendor file, you will need to do this first before you may add them as prime associates to the contract. See the section entitled Adding Vendor Associates for instructions on how to do this.

### The Critical Dates Tab

The Critical Dates tab displays the Critical Date Descriptions (*Letting Date*, *Notice to Proceed Date*, etc.). These dates are required by the system for the standard Contract status reports. Default dates cannot be deleted or modified.

The following dates should be entered:

**Letting Date.** Transfers from LAS.

**Award Date.** Transfers from LAS.

**Original Completion Date.** If time is to be charged as Calendar Days, the system enters this date and the user may not modify it. If time is to be charged as a Fixed Completion Date, this date may be modified while the Contract is pending. If time is to be charged as Available Work Days, this field should be left blank. Maintenance contracts use Calendar Days.

**Adjusted Completion Date.** The SM system enters this date and the user may not modify it. This date changes when effected by Change Orders or by the Contract Adjustment function.

**Execution Date.** This date is required for activation of the contract.

**Notice to Proceed Date.** Although the Notice to Proceed date is not marked as being required to activate a contract, it is critical to several of the processes in SiteManager and it **must be entered prior to processing a pay estimate. For Maintenance contracts, the Notice to Proceed Date must contain the date that contract time begins.**

To enter a date, position your cursor at the beginning of the field. Do not highlight the whole field. Dates should be entered mm/dd/yy format.

- Highlight the date to be entered or corrected.
- Enter the date in the **Actual Occurrence Date** field at the bottom of the screen.
- Press <ENTER>.

After entering the date, if you would like a person or a distribution list to be notified when this date has occurred enter information in the *Distribution List of Recipient ID* fields as appropriate.

Critical Date Description	Actual Date	Required to Activate	Required to Finalize
Letting Date	05/01/02		
Award Date	05/21/02		
Signed Date	00/00/00	N	N
Execution Date	09/17/05	Y	N
Notice to Proceed Date	09/21/05	N	N
Price Adjustments Begin Date	00/00/00	N	N
Checked Out to Field Date	00/00/00	N	N
Work Begin Date	09/21/05	Y	N
Contractor Bankruptcy Date	00/00/00	N	N
Contractor Default Date	00/00/00	N	N
Open to Traffic Date	00/00/00	N	N
Substantial Work Complete Date	00/00/00	N	N
Physical Work Complete Date	00/00/00	N	Y

Critical Date Description: Work Begin Date  
Actual Occurrence Date: 09/21/05  Required to Activate  Required to Finalize  
Distribution List: \_\_\_\_\_ Recipient ID: \_\_\_\_\_  
Message Text: \_\_\_\_\_

## Change the Contract Status to Active

After all of the required information has been entered, the contract status may be changed to active and the contract saved.

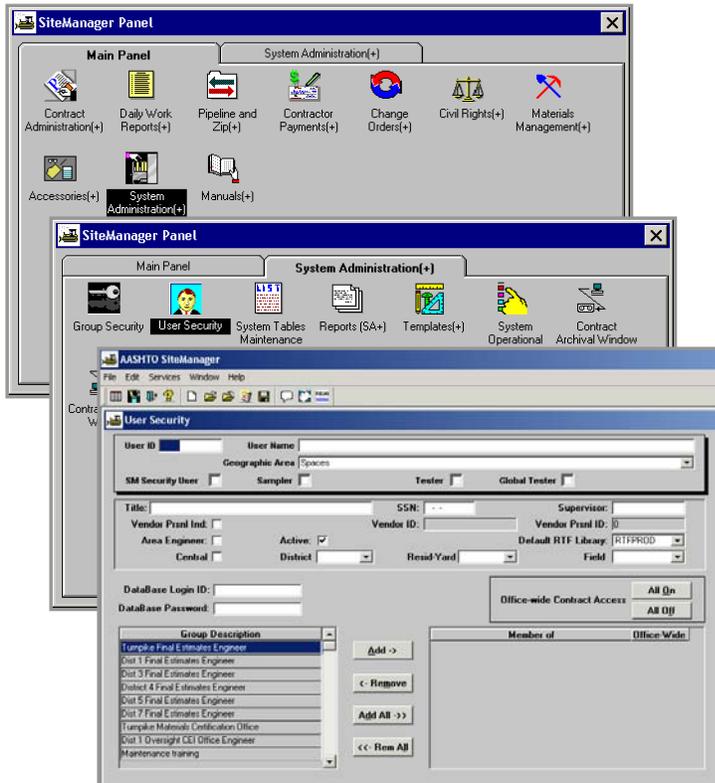
When this happens the persons that are listed on the Primary Personnel tab are notified via an In-Box message that the contract has been activated.

When the contract is saved, this message appears.

A contract may be changed back to Pending Status to update the activation screens until a DWR or Change Order is entered.



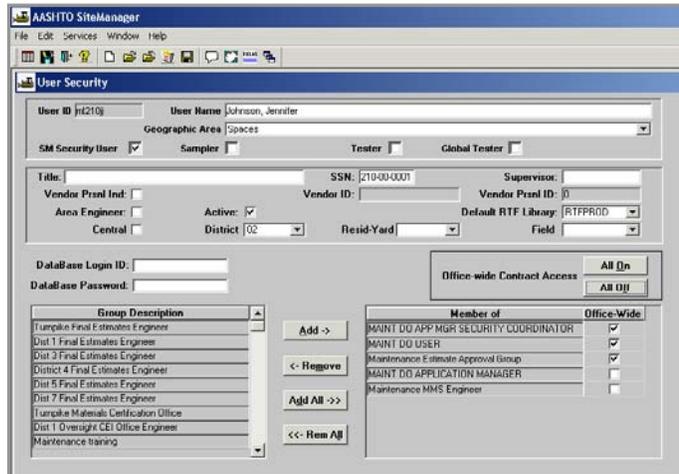
## Setting User Authority – Office Wide Contract Authority



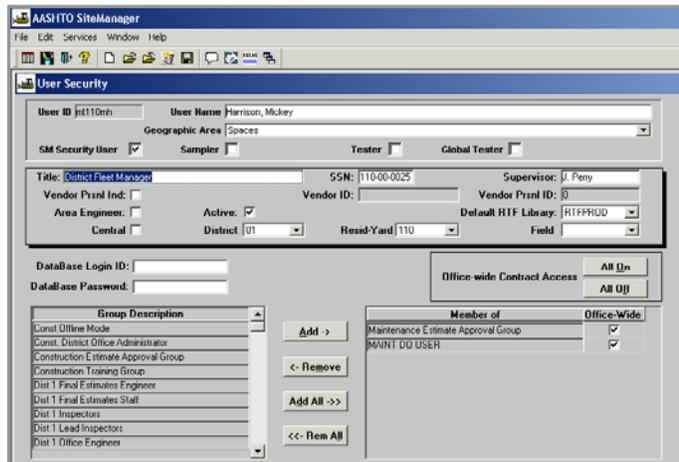
If users are to see contracts across a range (Maintenance wide or district wide). They must be given office wide access.

- DblClick the **Security Administrator**  icon on the Main Panel.
- DblClick the **User Security**  icon.
- At the User security screen, DblClick the **Open**  icon.
- Select the desired user.
- Click **Office Wide** for each security group or all groups as appropriate.

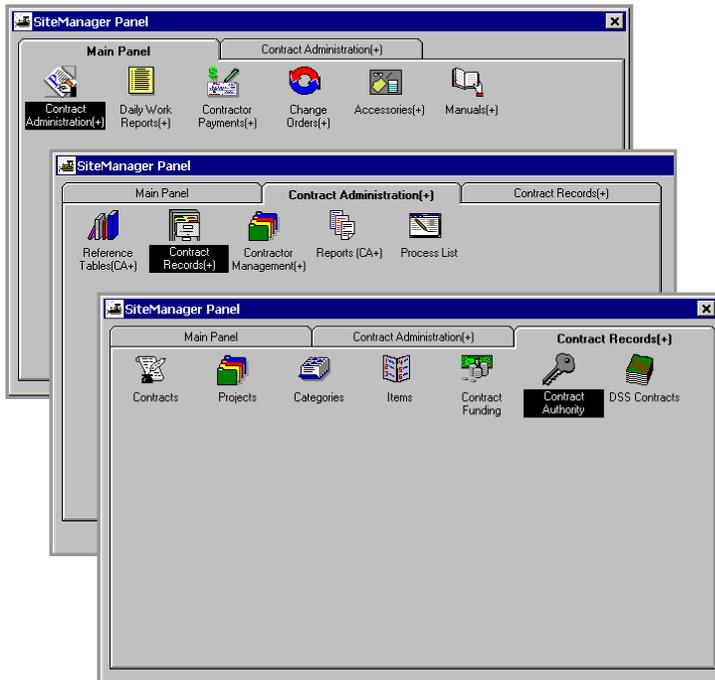
If a person is to have district wide access, choose the district from the drop down arrow at the District box. The screen at right shows district wide in District 2. This district wide access allows designated users to see contracts across a range, but it does not grant full authority to perform contract administration functions



If the authority is to be at a maintenance yard only, click the particular cost center number in the Resid-Yard list box after selecting a district.



### Setting Contract Authority



When you enter the Project Manager and Project Engineer on the Prime Personnel tab they are automatically added to the list of persons who have authority on the contract.

To add additional people:

- DblClick the **Contract Administration**  icon on the Main Panel.
- DblClick the **Contract Records**  icon on the Contract Administration Panel.
- DblClick the **Contract Authority**  icon.

The Contract Authority screen contains a list of all SiteManager users appearing in the upper panel. The lower panel shows the access authority of the user highlighted in the upper panel. To add an individual to a particular contract:

In the upper panel,

- Click the user to be effected.

Use the scroll bars as necessary to find the person.

- Click the **New**  icon on the tool bar.

A small entry window will open.

- Select the group description for the added authority by selecting from the drop down list box.
- Place the cursor in the contract ID field and select **search** from the right mouse button.

The list of available contracts will open. Scroll to the one needed.

- DblClick the desired **contract**.

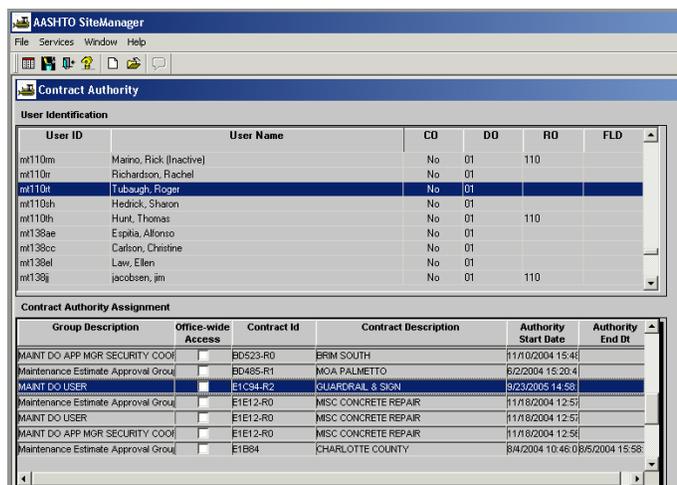
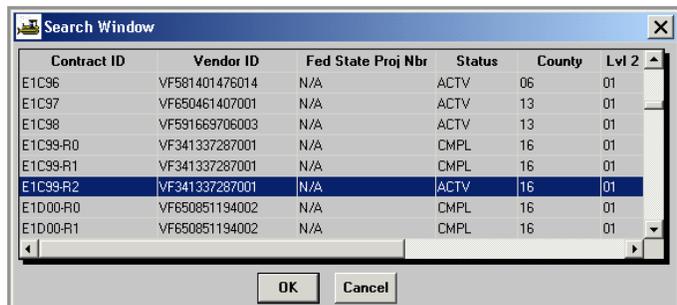
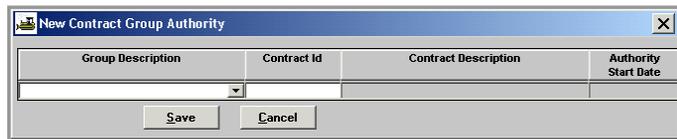
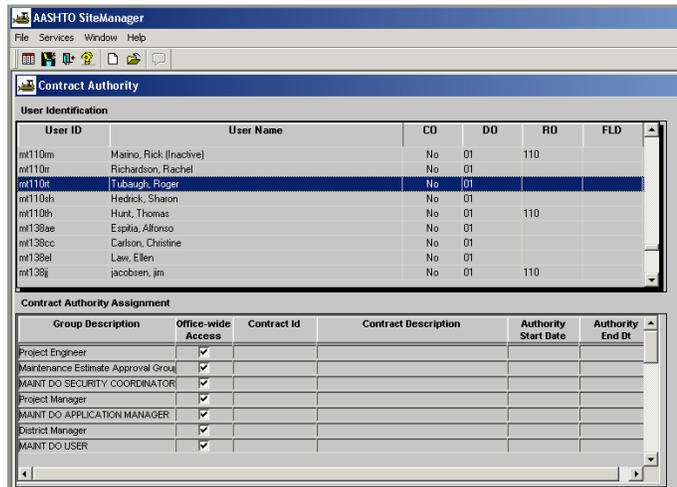
The information in the entry box will appear as at the right. If the information is accurate,

- Click the **Floppy Disk**  icon to save the data.

If the information is in error,

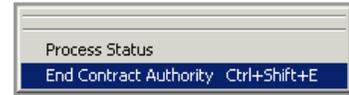
- Click **Cancel** and make necessary corrections.

The result will appear as in the screen to the right. **If an error is discovered after the Save button has been clicked, the data row cannot be deleted.** The only remedy is to end contract authority for the particular individual.



To do this:

- Highlight the individual in the upper panel.
- Highlight the data row in the lower panel.
- Select **Services > End Contract Authority** from the menu bar.



**You may only end a person's authority after you have saved the record.**

In this example see the authority granted and its date and time, and the authority removed with its date and time.

User ID	User Name	CD	DO	RO	FLD
mT110m	Maino, Rick (Inactive)	No	01	110	
mT110r	Richardson, Rachel	No	01		
mT110t	Tubaugh, Roger	No	01		
mT110sh	Hedrick, Sharon	No	01		
mT110th	Hunt, Thomas	No	01	110	
mT138ae	Espino, Alfonso	No	01		
mT138cc	Carlson, Christine	No	01		
mT138el	Law, Ellen	No	01		
mT138j	Jacobsen, Jim	No	01	110	

Group Description	Office-wide Access	Contract Id	Contract Description	Authority Start Date	Authority End Dt
AMT DO APP MGR SECURITY COOR	<input type="checkbox"/>	BD523-R0	BRIM SOUTH	11/10/2004 15:46	
Maintenance Estimate Approval Group	<input type="checkbox"/>	BD485-R1	MOA PALMETTO	6/2/2004 15:20:4	
Maintenance Estimate Approval Group	<input type="checkbox"/>	E1E12-R0	MSC CONCRETE REPAIR	11/18/2004 12:57	
AMT DO USER	<input type="checkbox"/>	E1E12-R0	MSC CONCRETE REPAIR	11/18/2004 12:57	
AMT DO APP MGR SECURITY COOR	<input type="checkbox"/>	E1E12-R0	MSC CONCRETE REPAIR	11/18/2004 12:56	
AMT DO USER	<input checked="" type="checkbox"/>	E1C94-R2	GUARDRAIL & SIGN	8/23/2005 14:58	9/23/2005 15:02
Maintenance Estimate Approval Group	<input type="checkbox"/>	E1B84	CHARLOTTE COUNTY	8/4/2004 10:46:08	8/5/2004 15:58:57

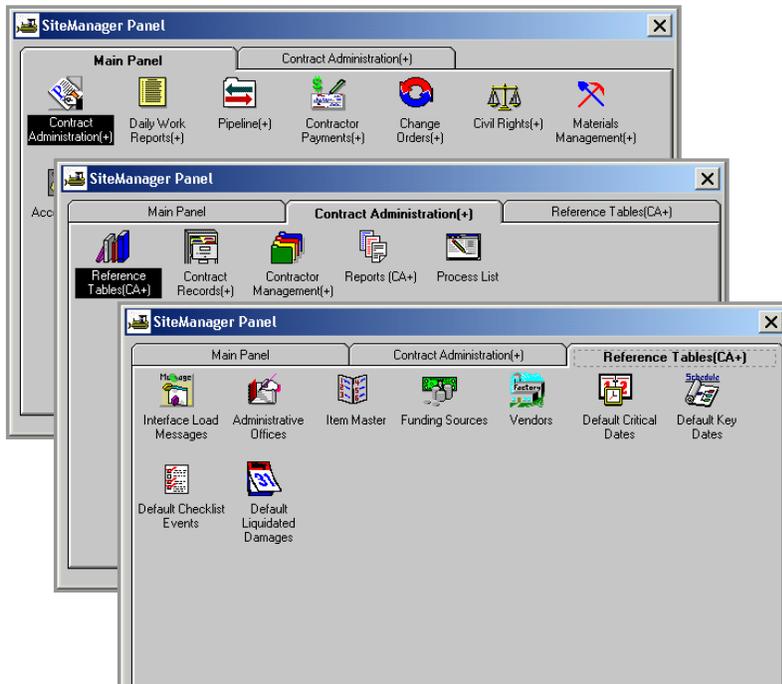
### Office Wide Access.

Each person in a maintenance yard should be granted office wide access to have visibility of contracts within that yard.

The particular authority is controlled by the Security Group and membership in those groups.

### Contract Administration – Reference Tables

The Contract Administration reference tables store the defaults and the Department- standards that are added to Contracts. The reference table data is loaded into SiteManager from PES/LAS. This section of the manual describes how to view and maintain the reference table data in SiteManager.



Through the Reference Tables panel, an authorized user may add the following standards and defaults to the reference tables:

- Administrative Offices,
- Funding Sources,
- Vendor information,
- Default Key Date types,
- Default Checklist Event types, and
- Default liquidated damage rates.

The Reference Tables panel **cannot** be used to add:

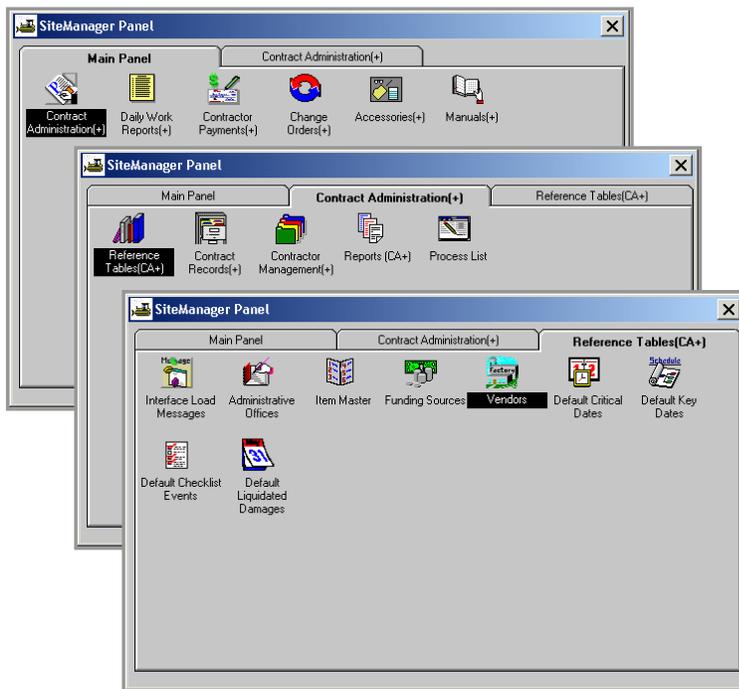
- Default Critical Date types.
- Items. (These must be added through the Item Master List in CES/PES.)

The **Reference Tables** panel contains icons for the nine functions, but will vary depending on your security access. Most users in the District offices will be able to view all nine of these functions.

For **Vendor** information it is important that all additions or changes, including address information be made in PES/LAS and be transferred to SiteManager.

SiteManager does not allow overwriting within SiteManager of Reference Tables loaded from PES/LAS.

### Adding Vendor Associates



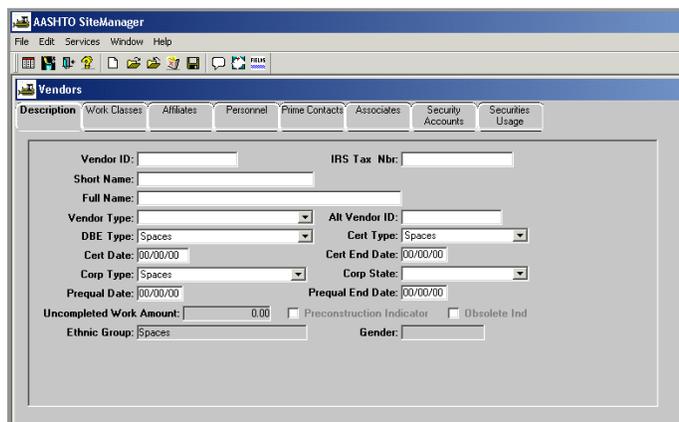
In order for Surety and Insurance companies to be added to a contract as prime associates, they must first be associated with the prime contractor in the vendor file.

To access the vendor table:

- DbClick the **Contract Administration**  icon on the Main Panel.
- DbClick the **Reference Tables**  icon on the Contract Administration panel.
- DbClick the **Vendors**  icon on the Reference Tables panel.

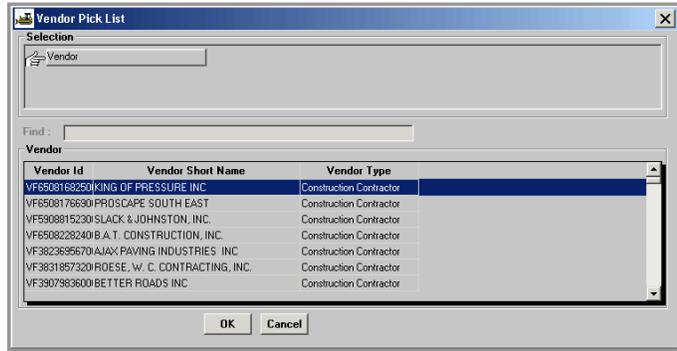
With the cursor in the **Vendor ID** field of the **Description** tab,

- Click the **Open**  icon.



This may take a while to load, as the vendor file is large. When the vendor list opens, you may select the desired Vendor by,

- Scrolling through the list, or
- Sort by clicking on a column heading and using **Find** field, or
- By creating a filter

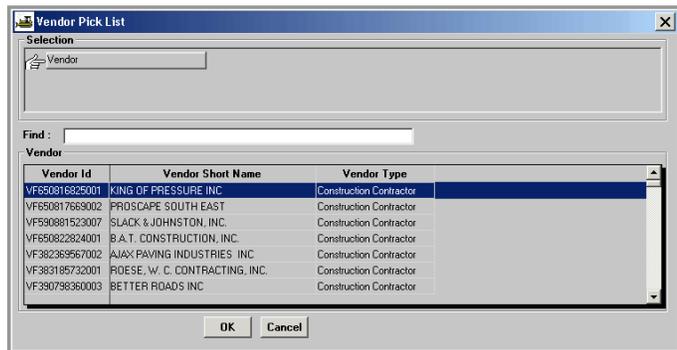


For a further discussion on the use of filters see Appendix A..

Since the Vendor ID is 14 characters, it is not fully visible in its column.

Click the line between the label **Vendor ID** and the label **Vendor Short Name**.

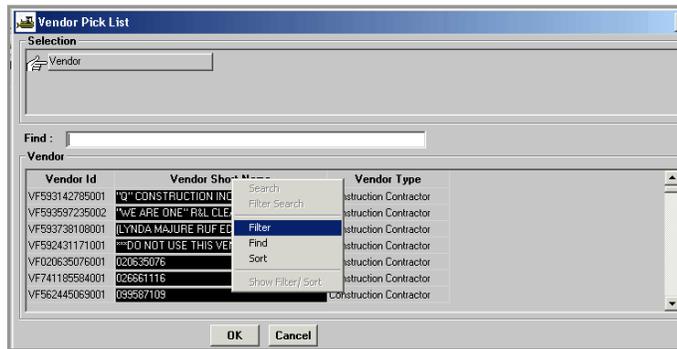
When the cursor becomes a two headed arrow, drag the line to the right to make the **Vendor ID** column wider.



By double clicking on the **Vendor Short Name** Label, the column may be sorted alphabetically. The Vendor Name may then be found by scrolling the list or dragging the scroll bar. In a similar manner, **Vendor Id** column may be sorted and scrolled.

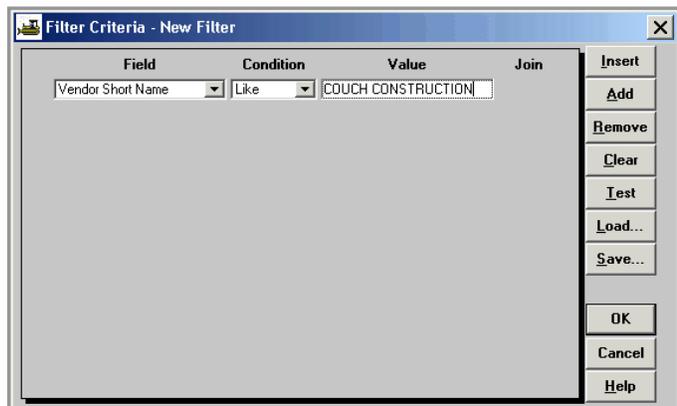
Alternatively, a vendor may be located using the SiteManager filter

- Rclick on the **Vendor Short Name** label.
- Select **Filter** from the pop up menu.
- Click the **Add** tab.



One row will be displayed to select your search criteria. For this search:

- Choose **Vendor Short Name** in the Field Box
- Choose **Like** in the Condition Box.
- Enter the characters “COUCH CONSTRUCTION” in the Value Box.



Notice that the search is in uppercase letters. Search functions in SiteManager are case sensitive.

- Click the **OK** button on the right side of the window.

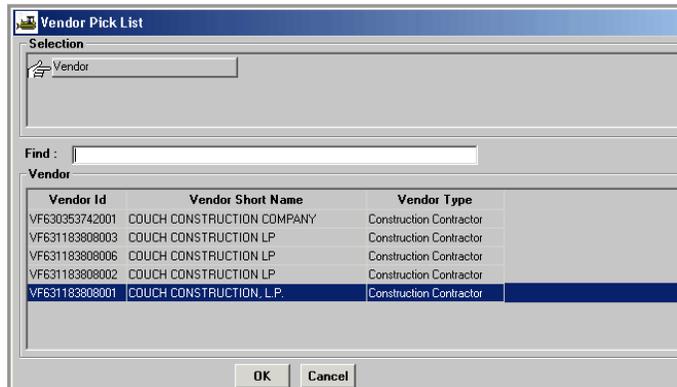
A message box is returned indicating that this filter will return five rows.



- Click **OK**.

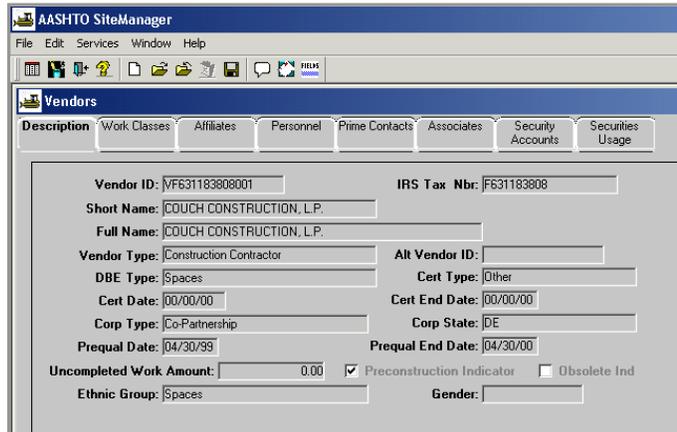
From the rows returned:

- Highlight the combination of **Vendor ID** and **Vendor Short Name** desired.
- Click **OK**.



The vendor record will open.

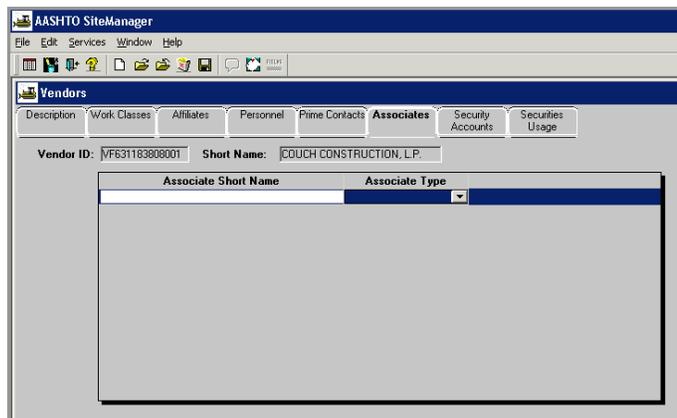
**NOTE:** Any changes to vendor information other than Associates should be made in the vendor table in PES/LAS. New vendors should also be added in PES/LAS and **not** directly into SiteManager.



These Vendor Table changes will be transferred to SiteManager during the nightly update process.

To add an associate record:

- Click the **Associates** tab.
  - Click the **New**  icon.
  - Rclick the *Associate Short Name* field and select **Search**
- Or
- Enter the *Short Name* if you know it.



When the list of vendors appears again, perform a filter and look for the vendor record you want.



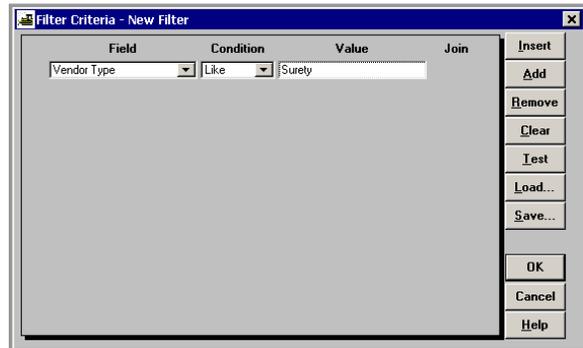
### Surety and Insurance Associates

SiteManager requires that every contractor have "Surety" and "Insurance Associate". If by contract conditions, none are required, select the two dummy vendor records:

**A000000000 for SURETY NOT REQUIRED**

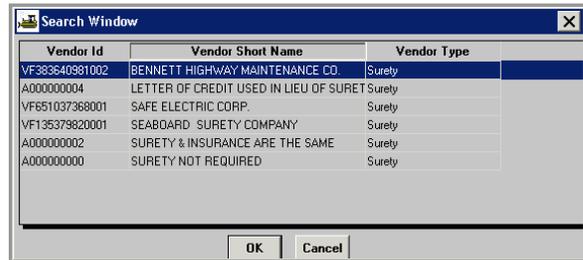
And

**A000000001 for INSURANCE NOT REQUIRED**



In this example the filter is set to *Vendor Type*, *Like*, and *Surety*

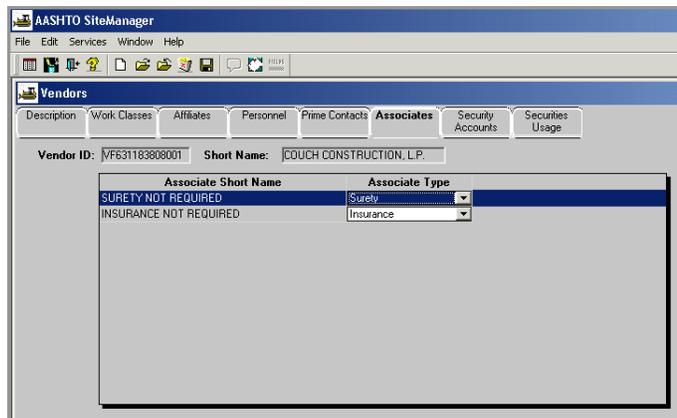
- Highlight the record you want.
- Click **OK**.



After the associate records have been added

- Select the appropriate *Associate Type* for each record from the list box. ("Surety" and "Insurance".)
- Click the **Save** icon on the tool bar to save these changes.

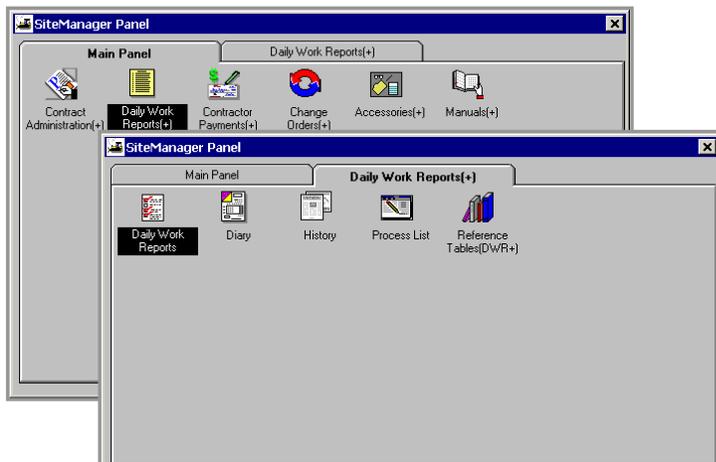
Once these vendors have been associated here in the vendor file, the associates will be available to add to any contract as prime associates.



**Remember that SiteManager requires that every contractor have at least two associates. One for "Insurance" and one for "Surety".**

## Daily Work Reports

Daily work reports (DWR) are the means to record work in SiteManager. For Maintenance contracts, a DWR will be completed for each invoice that is submitted by the contractor. The DWR will encompass all of the work that was completed and verified within the invoice period. The contract terms will specify the frequency for invoicing and payment. If the invoice is submitted monthly the work recorded will be for the entire month. If the invoice is submitted quarterly the DWR should reflect the work done for the entire quarter. If the invoice is submitted against a work document the DWR should reflect the work done within the time specified on the work document.



To create a DWR:

- Click the **Daily Work Reports**  icon on the Main Panel.
- Click the **Daily Work Reports**  icon.

The DWR panel contains six tabs for entry by topic. They are DWR Info, Contractors, Contractor Equipment, Daily Staff, Work Items, and Force Account

### DWR Info. Tab

If you have been working with a contract, the DWR will default to open a DWR for the contract you have been working with. The DWR Date will be the current date.

If you have not had a contract open, then the Contract ID field will be blank and the DWR Date will still be defaulted to the current date.

Best practice will be to **always** open a new DWR form.

To create a new DWR:

- Click the **New**  icon on the tool bar.

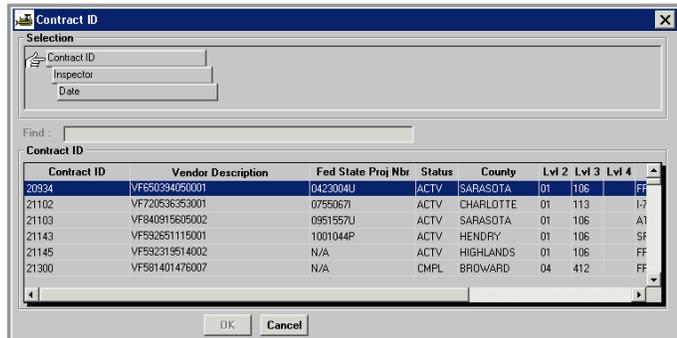
You may be asked if you want to save your changes or not, click **NO** otherwise you will create a DWR for the contract that is open and for the current system date.



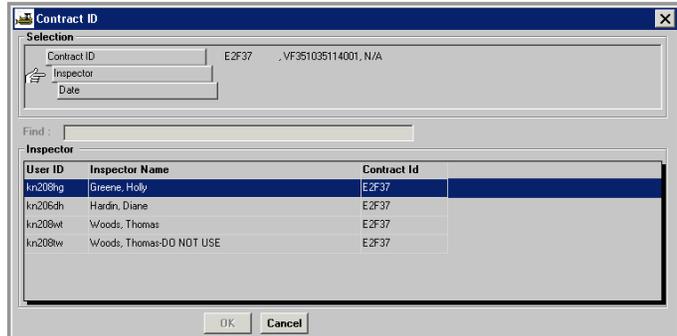
**Always exercise care when switching between contracts to avoid an accidental "save" that creates an unwanted DWR. DWRs cannot be deleted.**

To open an existing DWR,

- Click the **Open**  icon
- Click **Contract Id** in the upper panel
- DblClick the **Contract** in the lower panel

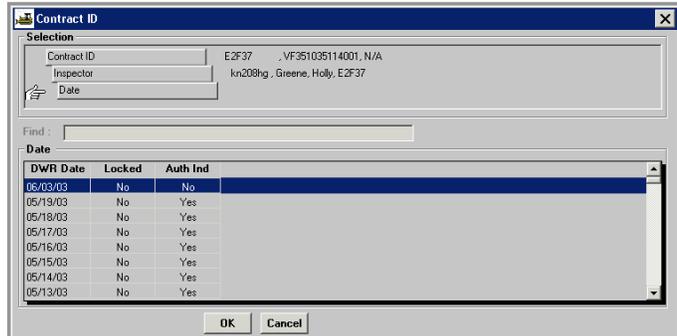


- DblClick an **Inspector Name** (UserId) in the lower panel



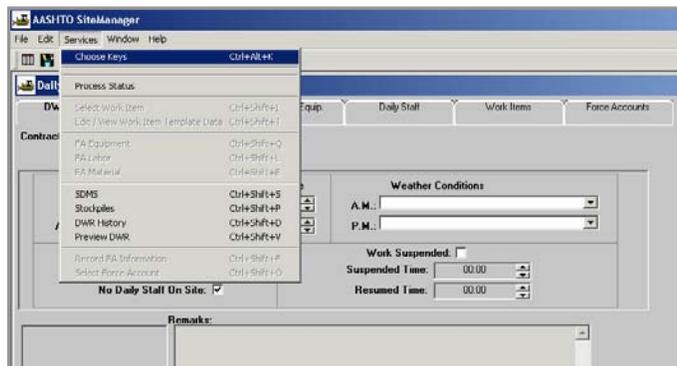
- DblClick the **DWR Date**.

**NOTE:** Only the person who created a DWR may change it.



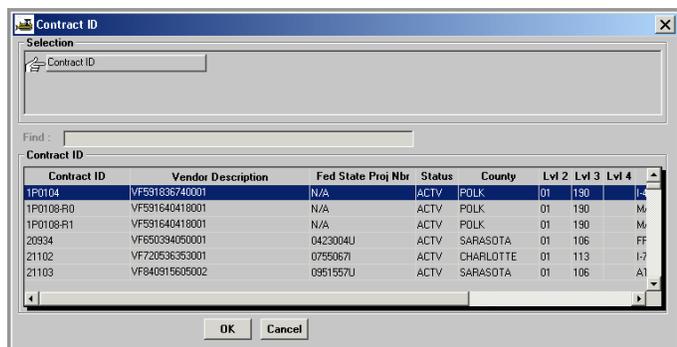
You may also open DWRs through commands on the menu bar:

- Click **Services > Choose Keys** from the menu bar.



A list box of active contracts will open.

- DblClick the contract you want.
- Click **OK**



The DWR Info tab will appear.

The contract number will then show in the Contract ID field.

The Inspector name will be filled

The date will be the current system date.

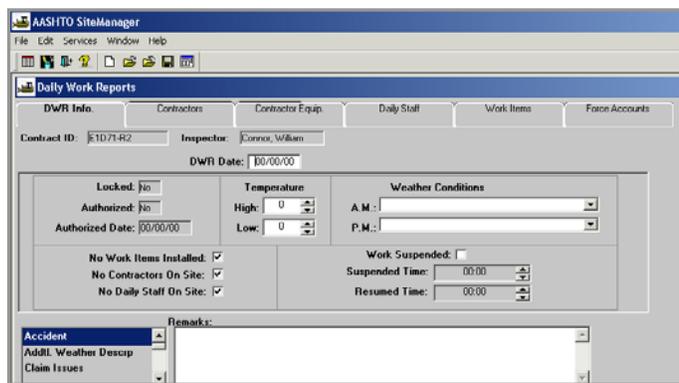


To open a new DWR,

- Click the **New**  icon on the tool bar.

This will set the **DWR Date** field to 00/00/00.

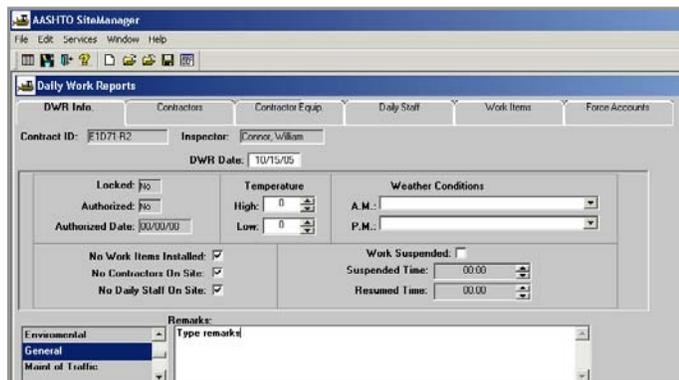
For Maintenance contracts, you will want the **DWR Date** to be the date work was completed on the contractor invoice. If you do not type over the **DWR Date** then you will end up with a DWR having the current date for the invoice period end date.



You may want to enter the period that the invoice spans in the General Remarks area so it will be clearly stated. Remarks are NOT required.

To enter the remarks,

- Click **General**
- Type in the remarks
- Click **General** again to set the check box.



You will not be entering the Temperature or Weather Conditions for Maintenance contracts.

- Click the **Save**  icon to save the DWR Info.

## Contractors Tab

**NOTE:** You must select the contractor for the DWR before you will be allowed to record any items.

To add a contractor

- Click the **New**  icon. This will add an empty record.
- Click the **down arrow** in the Contractor field
- Select the contractor.
- Leave the other fields as zero.
- Click the **Save**  icon to save your changes.

If you did not click the **Save** icon and attempt to go to another tab, you will be prompted to save your changes before going to another tab.

For Maintenance contracts, you will not enter data for the **Supervisor/Foreman**, **Personnel Type**, **Contract Equip**, **Daily Staff**, or **Force Account** tabs.

## Work Items Tab

The next tab to work with will be the Work Items tab.

- Click the **Work Items** tab label to open it.

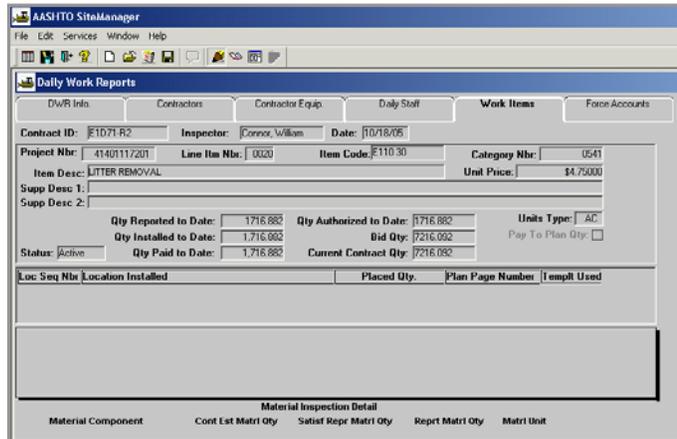
The Work Items tab lists all of the pay items on the contract by FinProj Number and Category.

To enter the installed or invoiced quantity for an item,

- DblClick the **item**.
- Or,

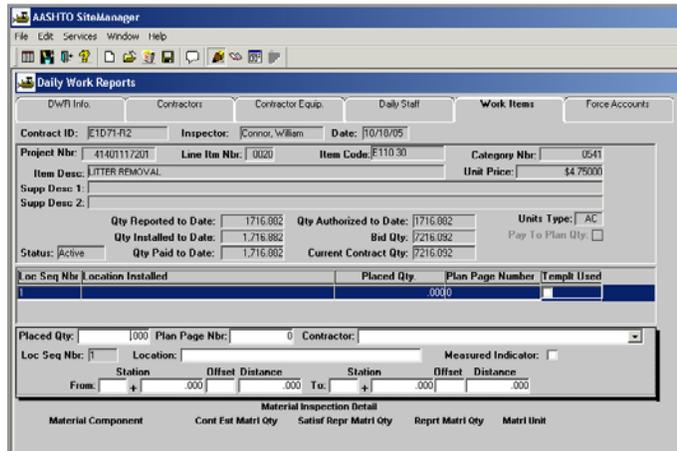
Project Number	Line Item Number	Category Number	Item Code	Description	Supplemental Installed Description 1
41401117201	0005	0471	E104 4 1	MOWING (REGULAR/LARGE MACHINE)	<input type="checkbox"/>
41401117201	0010	0482	E104 4 2	MOWING (SLOPE)	<input type="checkbox"/>
41401117201	0015	0484	E104 4 4	MOWING (INTERMEDIATE MACHINE)	<input type="checkbox"/>
41401117201	0020	0541	E110 30	LITTER REMOVAL	<input checked="" type="checkbox"/>

- Highlight the **Item**,
- Click the **Record Work Items**  icon.



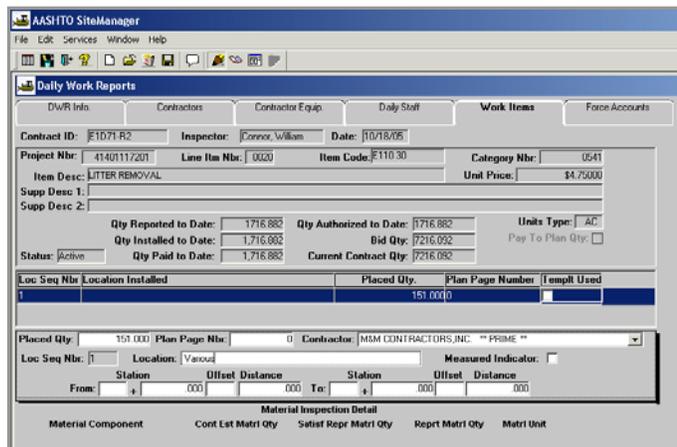
When the item selected appears on screen,

- Click the **New**  icon on the tool bar.



Enter data in lower panel for the Item described in the top panel.

- Click the **Placed Qty** field, and enter the quantity for the current period.
- Tab to the **Contractor** field, and select the **Contractor** from the down arrow.
- Tab to the **Location** field and enter a name you have assigned. (Various, SR100, etc.)



This information may be copied using the Edit menu selection at the top of the screen, or, you may Rclick your mouse and copy. The copied information can be pasted in successive items.

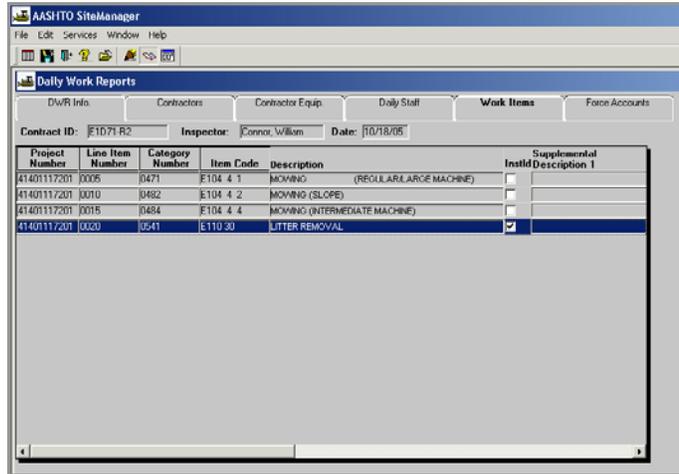
- Click the **Save** icon.

The details for the item for the period are now saved.

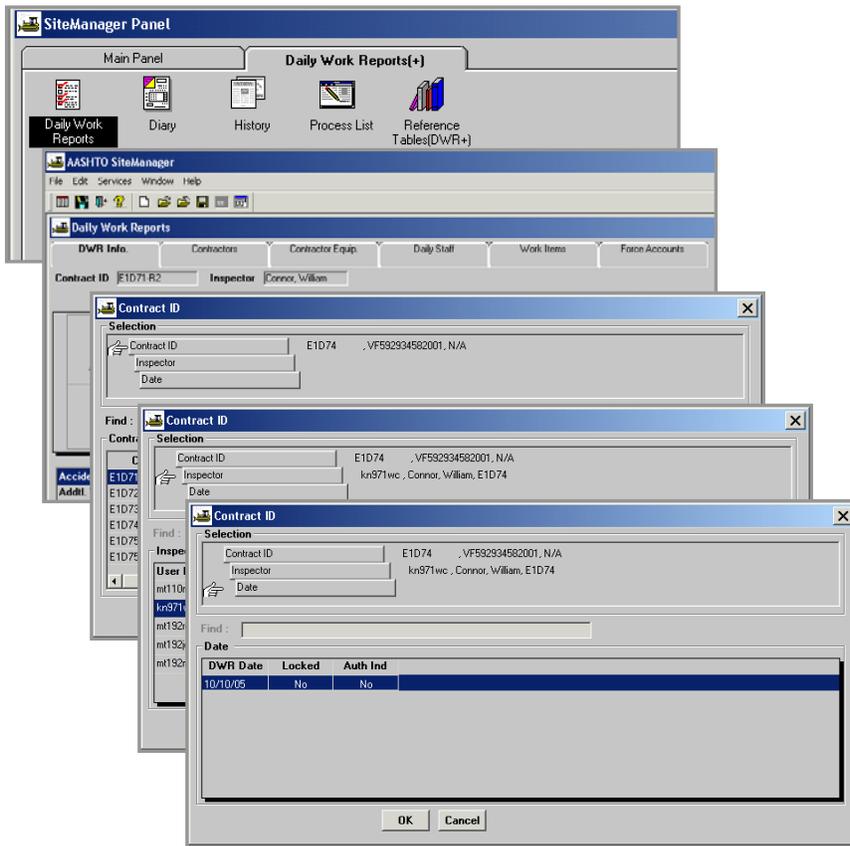
To do another item:

- Click the **Select Work Item**  icon and the item grid will appear.

As you enter the quantity for each item, a check mark will appear in the installed column. You may change any item until the DWR has been approved. After a DWR has been authorized, it may no longer be changed unless the Diary is reset to un-authorized.



### To make changes to a DWR:



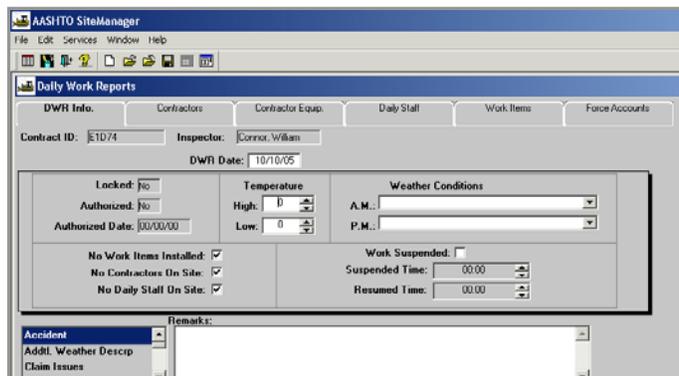
- From the DWR Tab, click the **DWR**  icon.
- Click the **Open**  icon to see the contract list.
- DbClick the **Contract**.
- DbClick the **Inspector**.
- DbClick the **Date**.

Note that when you open a DWR the fields will be white and available for change by the originator of the DWR. Any other person will see gray fields and a read only message.



Make any changes that are necessary.

- Save changes when complete.



A tool that may help you to verify that you have entered the quantities correctly is Preview DWR.

- Click the **Preview DWR**  icon on the tool bar.



By clicking this icon and you will see an online report that lists the items and quantities that are on the DWR. Note that it does not have a total amount for the DWR

You may use the scroll bars at the right and bottom of the window to view the report.

The Next and Prior buttons may be used to page forward and backward.

The Print and Setup buttons may be used to set up the print parameters and print the report.



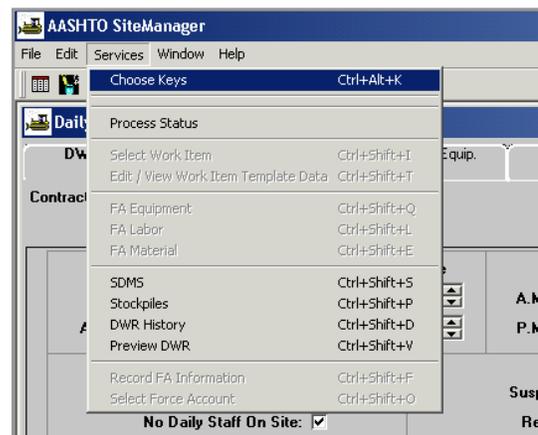
The **Zoom** button makes the font larger or smaller and the **Save As** button allows you to save the report.

### Contracts with no existing DWR

Contracts that do not yet have a DWR will not appear in the list when you use the **Open** icon.

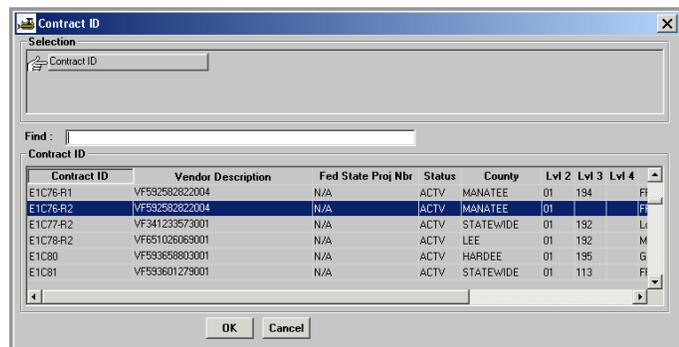
If you need to open a contract that has no existing DWRs:

- Click the **New**  icon on the tool bar
- Select **Services > Choose Keys** on the menu bar to choose the contract.

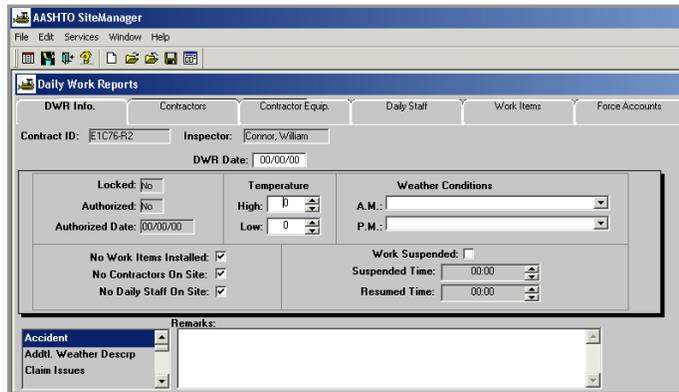


In this example

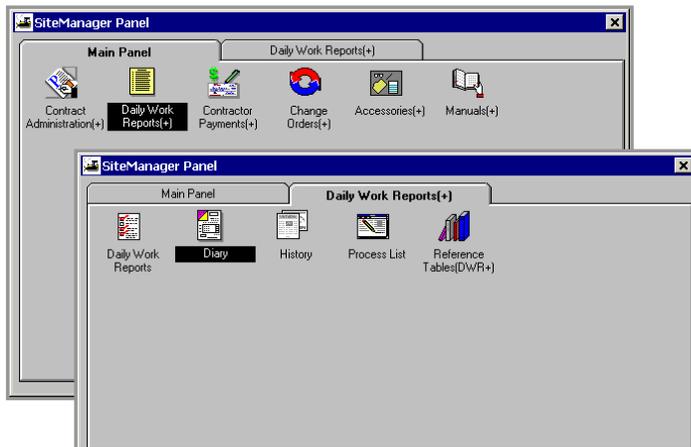
- Click **Contract ID** E1C76-R2.



A new DWR will open. Proceed to enter information as described above.



## The Diary



The Diary is the entity SiteManager uses to record time charges and is the mechanism for approving the DWR.

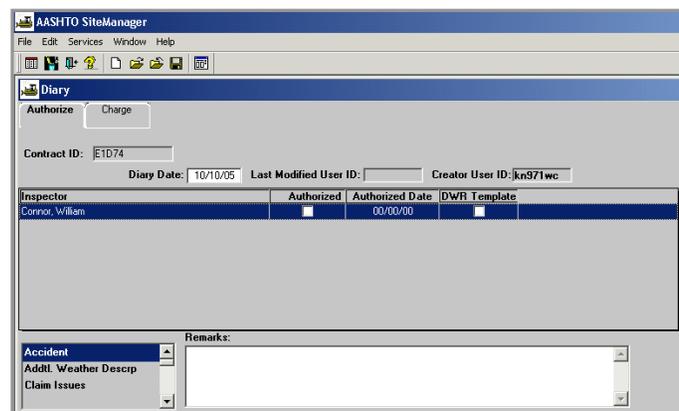
To access the Diary

- DbClick the **Daily Work Reports**  icon on the Main Panel.
- DbClick the **Diary**  icon on the Daily Work Reports panel.

- Use the **Open**  icon to select the contract and DWR.

A screen with two tabs will open. The first tab deals with authorization of the DWR and the second tab deals with the time charges for that particular DWR.

SiteManager was designed for traditional construction contracts, and is therefore expecting a DWR for each day and a Diary for each day. The diary would indicate whether that particular day was going to count against the contract time. A day may be totally or partially excluded from the counting against the contract time.



## The Authorize Tab

The authorize tab provides the means to authorize the DWR.

To authorize the DWR:

- Click the **check box** labeled **Authorized**. 
- Click the **Save**  icon.

You may enter comments for the diary by clicking the comment type (such as General) and then entering your comment in the Remarks box.

Before you authorize a DWR, verify that it was entered correctly.

- Click the **Preview DWR**  icon on the tool bar.

This will produce an online report showing the placed quantities for each item on the DWR. You may use the scroll bars at the right and bottom of the window to view the report.

The **Next** and **Prior** buttons may be used to page forwards and backwards.

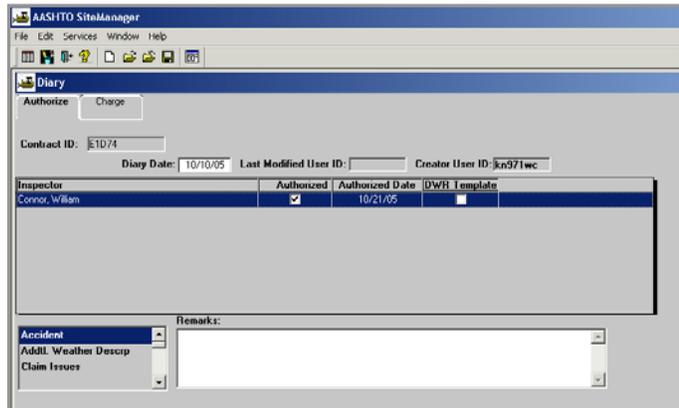
The **Print** and **Setup** buttons may be used to set up the print parameters and print the report.

The **Zoom** button makes the font larger or smaller.

The **Save As** button allows you to save the report to a file on disk.

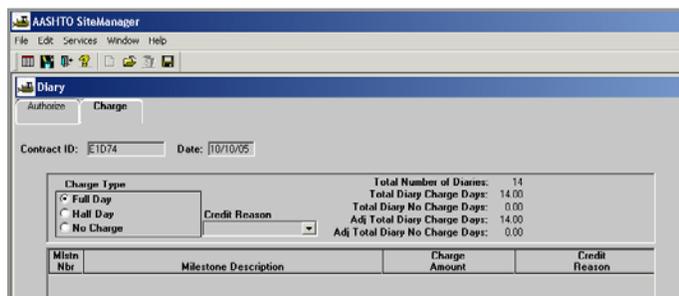
If all looks well, then proceed with authorizing the DWR.

A DWR cannot be un-authorized if an estimate exists that includes that DWR. To correct a DWR you must first delete the estimate using the Estimate History screen. See the section on making corrections after generating an Estimate for more details.



## The Charge Tab

The Charge tab allows you to indicate whether the day is to be charged against the contract time. If the day is marked as **No Charge** or **Half day**, a **Credit Reason** needs to be entered.

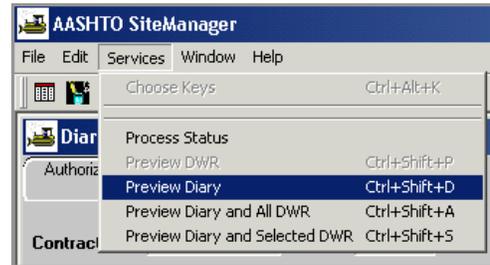


For most Maintenance contracts enter one DWR and one Diary when an invoice is received. This tab may be left with the default value.

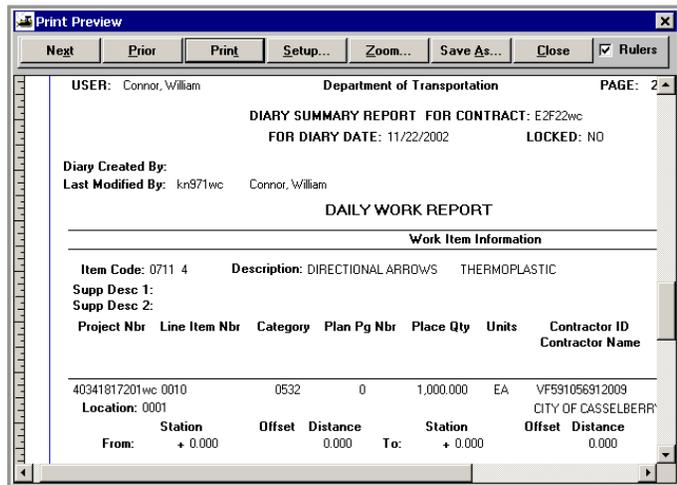
To track contract time accurately within the system, you would have to enter a diary for each day and indicate whether that day was to be charged or not.

To preview the DWR and diaries,

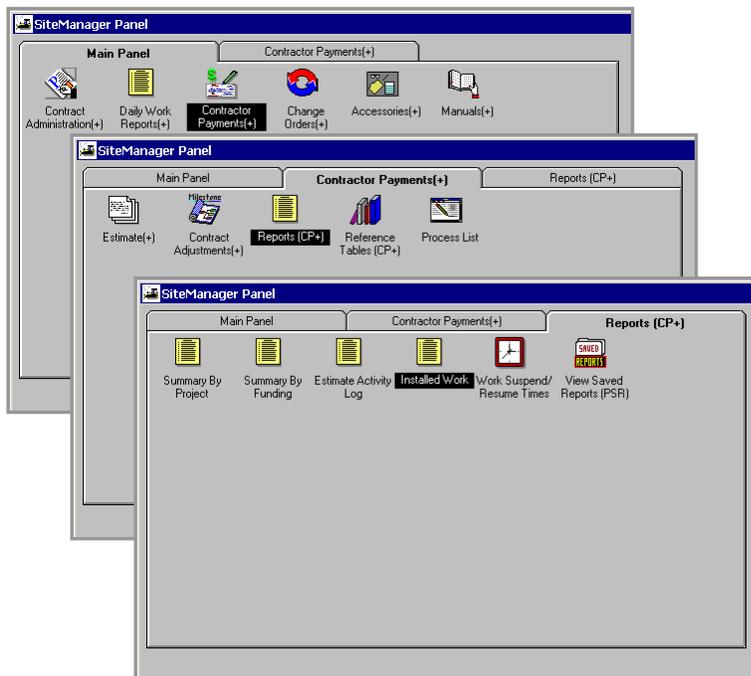
- From the menu bar select **Services > Preview Diary**



You may then review the report.



### The Installed Work Report



To read the Payment Reports:

- DblClick the **Contractor Payments** icon on the Main Panel.
- DblClick the **Reports** icon on the Contractor Payments Panel.
- DblClick the **Installed Work** icon on the Reports panel.

This report will show the items that have been entered on a DWR but that have not been paid. It will also show if the DWR has been approved with a diary. The main thing that is beneficial about this report is that it will show a total dollar amount for the DWR.

This report will list all of the items that have been entered on a DWR but that have not been paid. It will also indicate if they have been approved or not.

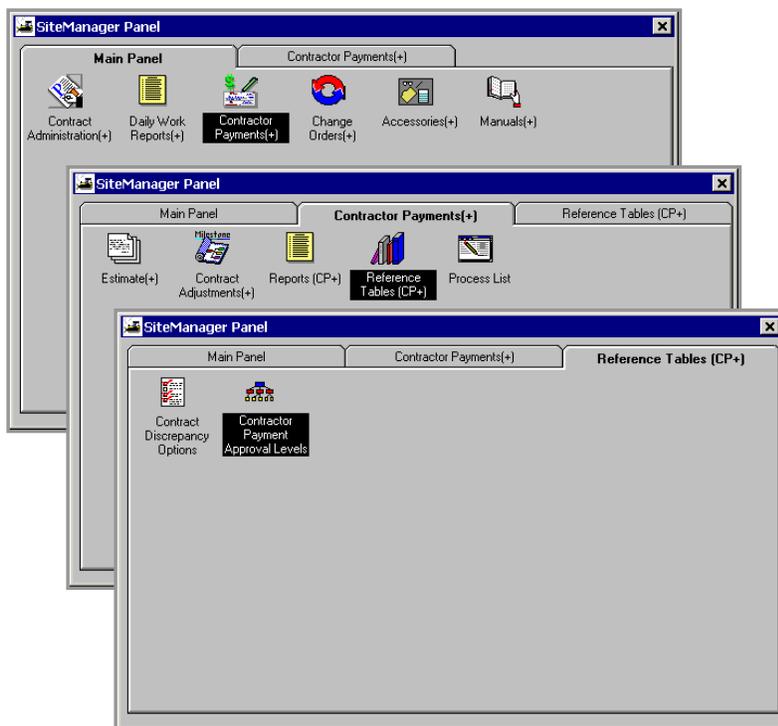
The total dollar amount for the DWR will appear at the bottom of the report.

Run this report to make sure that the total amount on the DWR matches the amount that is shown on the contractor's invoice before you generate your estimate.

LIN	Item Code	Description	Supplemental Description 1	Supplemental Description 2	Location	Unit	Unit Price	Auth Installed Qty	Installed Amount
RPT ID: RCPNSWK USER: krd7mc Florida Department of Transportation UNPAID INSTALLED QUANTITY SUMMARY CONTRACT ID: E3F22mc DATE: 11/25/02 PAGE: 1 OF 2									
Fed St Pj Nbr: N/A Category Number: 0032 PCN: 40341817201mc									
0005	0711 3	PRVT MESSAGES	THERMOPLASTIC			EA	\$60.00		
Qty Reported to Date:			Qty Authorized to Date:			Qty Installed to Date:			
11/19/02	Conroy, William		county					150.00	\$1,500.00
11/22/02	Conroy, William							150.00	\$1,500.00
0010	0711 4	DIRECTIONAL APPROX'S	THERMOPLASTIC			EA	\$30.50		
Qty Reported to Date:			Qty Authorized to Date:			Qty Installed to Date:			
11/19/02	Conroy, William		contract					1,000.00	\$1,000.00
11/22/02	Conroy, William							1,000.00	\$1,000.00

## Contractor Payments

### Modifying Contractor Payment Approval Levels



The approval levels for approving estimates must be changed at the individual contract level. The default values are set by the system and require change before processing contractor payments. To do this:

- DblClick the **Contractor Payments**  icon on the Main Panel.
- DblClick the **Reference Tables**  icon on the Contractor Payments panel.
- DblClick the **Contractor Payment Approval Levels**  icon.

There are three types of estimates in SiteManager – **Progress**, **Supplemental**, and **Final**. Each must be set with the appropriate levels of approval, and they must be different groups.

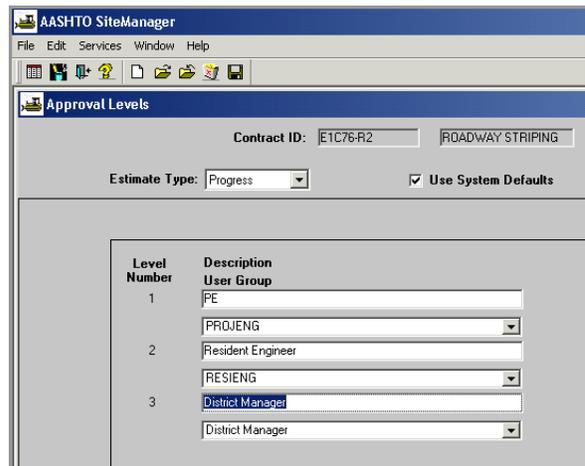
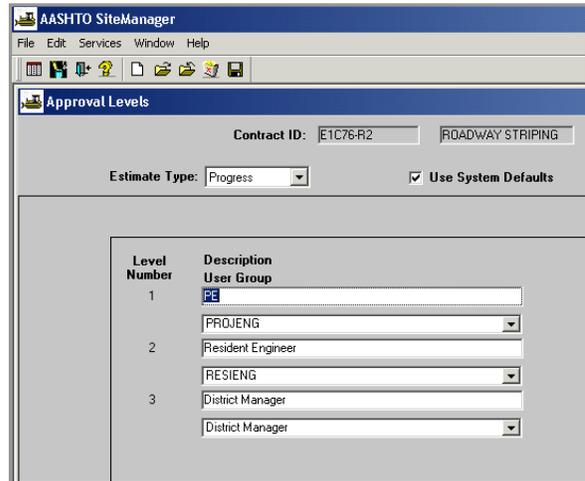
**NOTE:** Unless a person is a member of a group that is assigned to one of these levels of authority they will not be able to generate an estimate for this contract. Nor will they be able to approve an estimate.

When a contract is added to SiteManager, the approval levels will be set to the system defaults. For Maintenance contracts, you will need at least two approval levels (i.e. Project Engineer and District Manager) for each Estimate Type – Progress, Supplemental, and Final.

**Reminder:** When generating an estimate, the user must be logged into SiteManager under the group assigned to the first level of approval for the estimate.

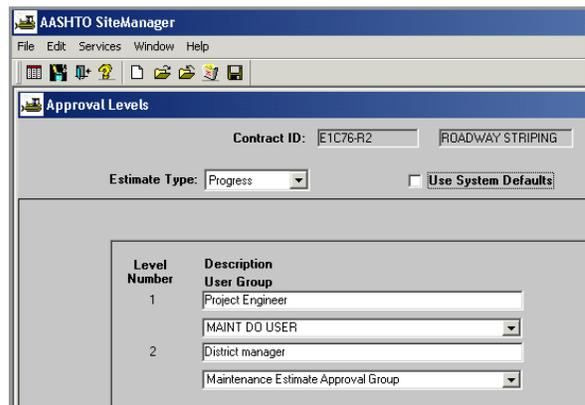
To delete a level you must begin with the highest-level number (The hierarchical number of the approval level - the higher the number the higher the approval authority).

- Click on the **Description** field of the highest Level Number. In this example, level 3 is the highest number.
- Click the **Delete**  icon. This will delete both rows of level 3.
- The confirm delete window will appear each time, and it must be accepted by clicking **Yes**.



To change the User Group that is assigned to a level:

- Click the down arrow to the right of the **User Group** for that level and select from the list.



To change the Description for a level:

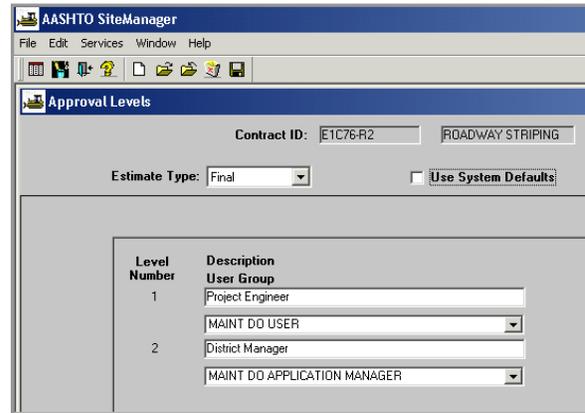
- Click in the **Description field** for that level and type in the new description.

These levels and descriptions will appear on the Estimate Approval screen when it is accessed.

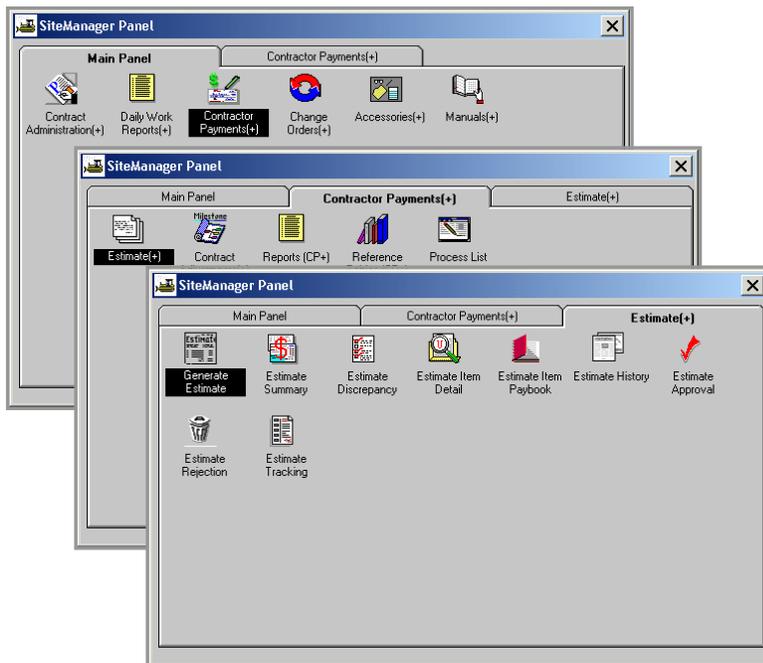
Note that the approval levels for progress, supplemental, and final payments are groups that are assigned to Maintenance users.

To save the changes:

- Click the **Save**  icon.



## Generating an Estimate



After all of the DWRS have been entered and approved for the period, you may generate an estimate.

- DbClick the **Contractor Payments**  icon on the Main Panel.
- DbClick the **Estimates**  icon on the Contractor Payments panel.
- DbClick the **Generate Estimate**  icon on the Estimates panel.

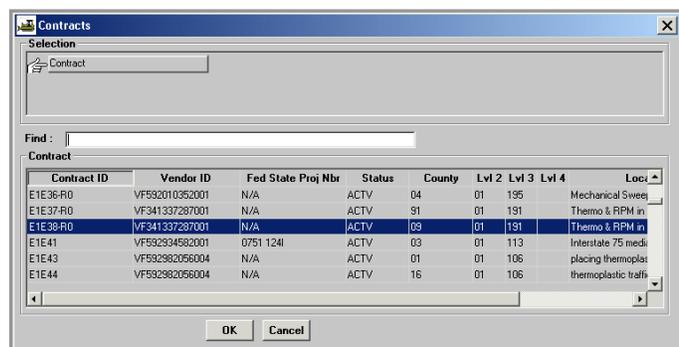
At the Contracts Selection panel,

- DbClick the **contract** you want.

The first thing that you will need to do before you generate an estimate is to,

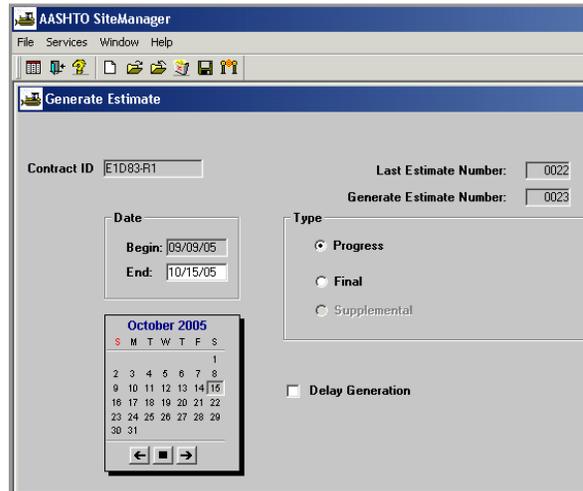
- Enter the appropriate **ending date** for the estimate.

For Maintenance contracts, enter the last date of the period of work included on the contractor's invoice. For instance if the invoice was a quarterly invoice and began on 07/01/05 then the End date would be 09/30/05.



- The Begin date will default to be the day after the last estimate's end date. For the first estimate, the **Begin** date will be set to the Notice to Proceed date (which should be the date time began).
- Make sure that **Progress** is checked (unless this is a Final estimate).
- **Do not** check the **Delay Generate** field.

The estimate number that you are about to create will be shown in the Generate Estimate Number field. When all of the fields are correctly filled,



- Click the **Generate Estimate**  icon on the Tool bar.

After you click the Generate Estimate icon, you will get a message indicating that your job has been submitted.

- Click **OK**.

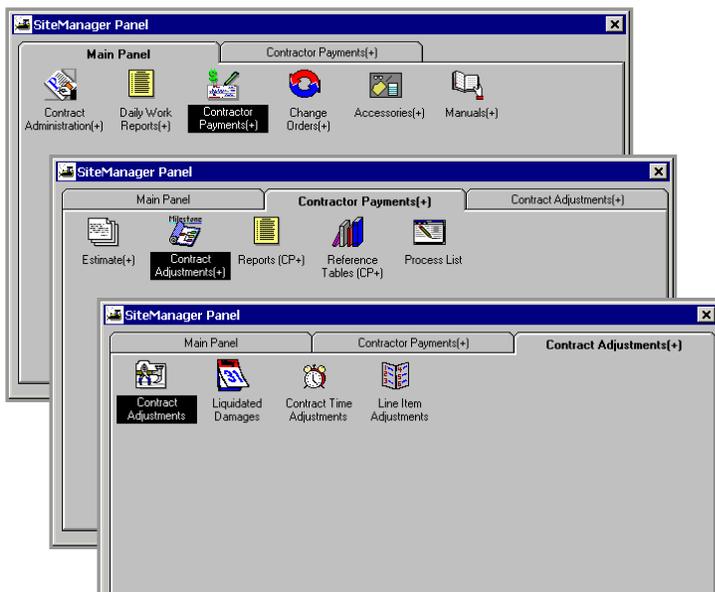
You will get two other message boxes indicating that your process has been submitted, and the last one will tell you that your process has completed.

- Click yes to these two boxes as well

After the estimate is generated, a mail message will be sent to those persons who are authorized to approve the estimate. Please see section entitled Mail to review reading mail.



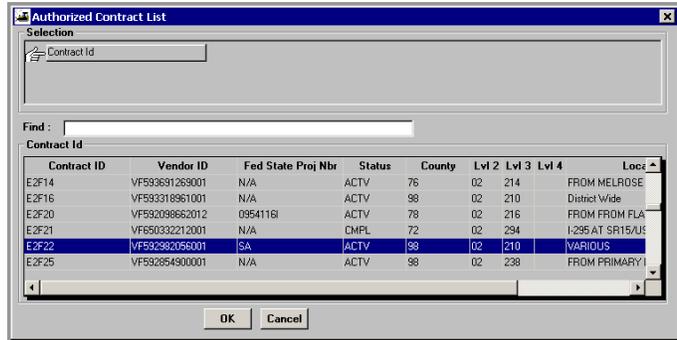
## Contract Adjustments



Adjustments apply to specific estimates must be entered after an estimate is generated and before approval. To enter an adjustment,

- DblClick the **Contractor Payments**  icon on the Main Panel.
- DblClick the **Contract Adjustments**  icon on the Contractor Payment panel.
- DblClick the **Contract Adjustments**  icon on the Contract Adjustments panel.

- DblClick the **contract** you need.



If you try to choose a contract that has no pending estimates you will get this message.

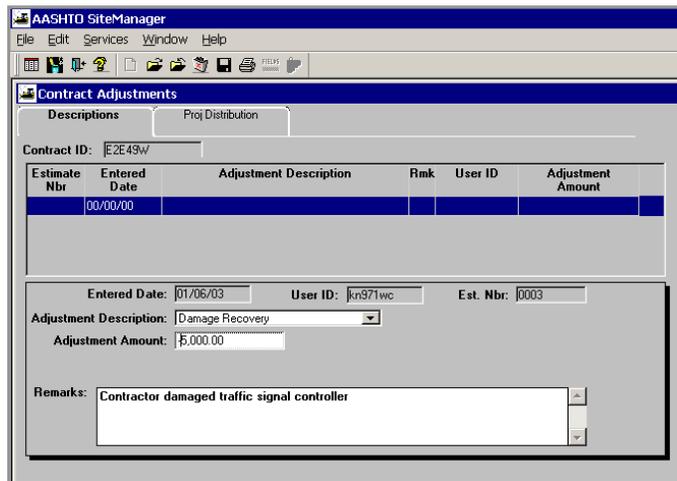


To enter the adjustment,

- Choose the **Adjustment Description**,
- Enter the **Adjustment Amount** and,
- Enter the **Remarks** (Optional).

The Adjustment Amount may be positive or negative.

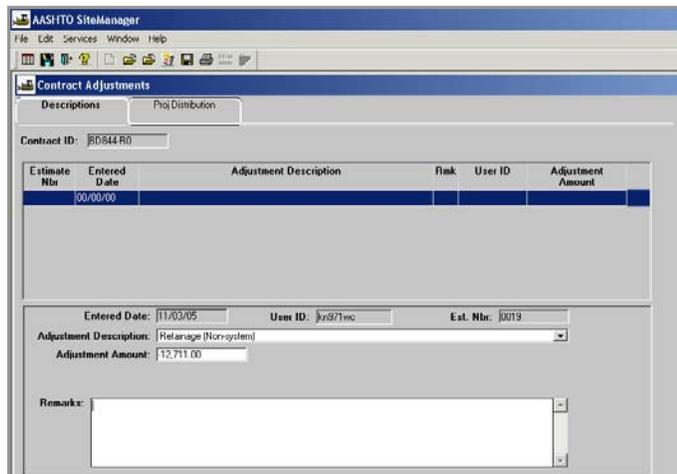
- Click the **Save** icon.



## Retainage

When selecting Retainage note that there are two choices **Cash Retainage Withheld** and **Retainage (Non System)**.

- ❖ For maintenance contracts choose **Retainage (Non System)** using positive or negative amounts, as applicable.
- ❖ The system will **NOT** automatically restore the amount retained in a subsequent payment. If it is to be paid, it will have to be manually entered as a positive adjustment to a later invoice.



The Proj Distribution tab allows you to distribute the adjustment across projects if there are multiple projects on the contract.

If there are multiple projects, assign the Distribution Percentage accordingly.

To add another adjustment

- Click the **New**  icon on the tool bar.

Enter retainage or other matter as appropriate.

To delete an adjustment,

- Click the **Delete**  icon on the tool bar.

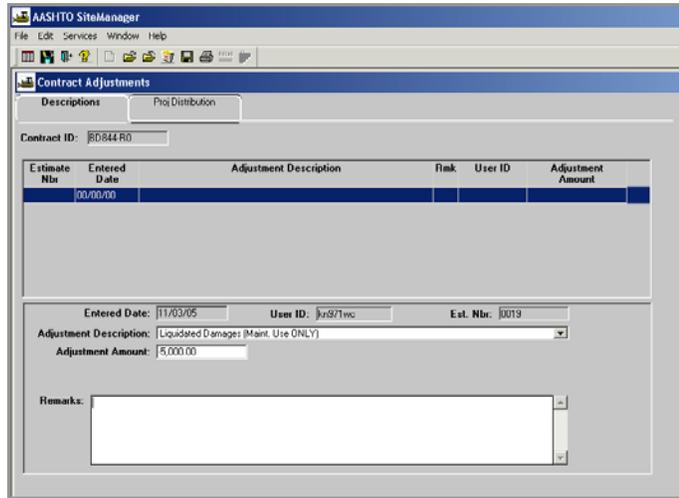
You will be prompted with a delete confirmation window.

- Click the **Save**  icon to save these changes.

## Liquidated Damages

Liquidated damages is a special type of adjustment. Always use **Liquidated Damages (Maint use ONLY)**

Enter the amount and any remarks



## Estimate Verification and Reporting

Before approving the estimate at the first level, always verify that the estimate amounts are correct.

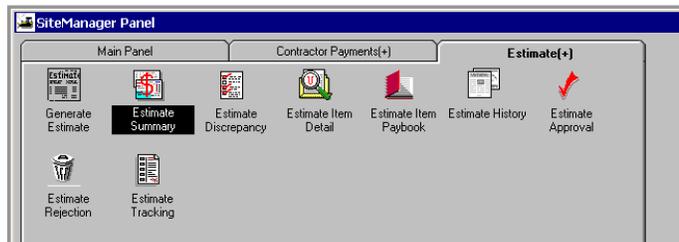
Several reports and screens available display estimate information. These are available from the Estimate panel.

## The Estimate Summary

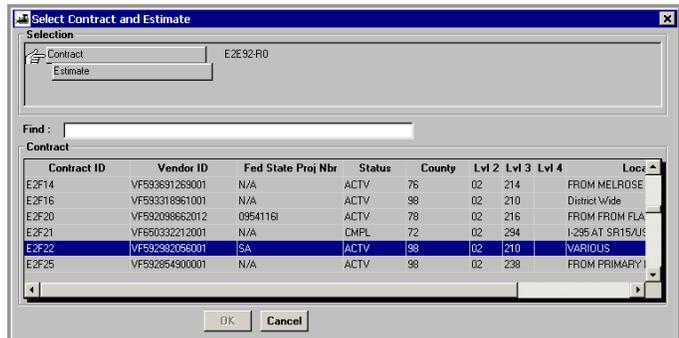
One on-line screen that you will be interested in is the Estimate Summary.

To see the on-line version

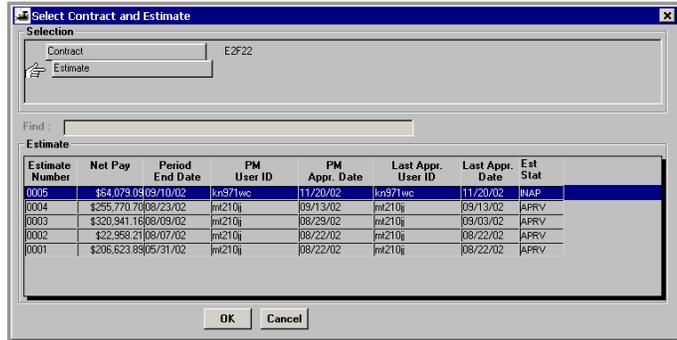
- DblClick the **Estimate Summary**  icon.



- DblClick the **Contract** you want.

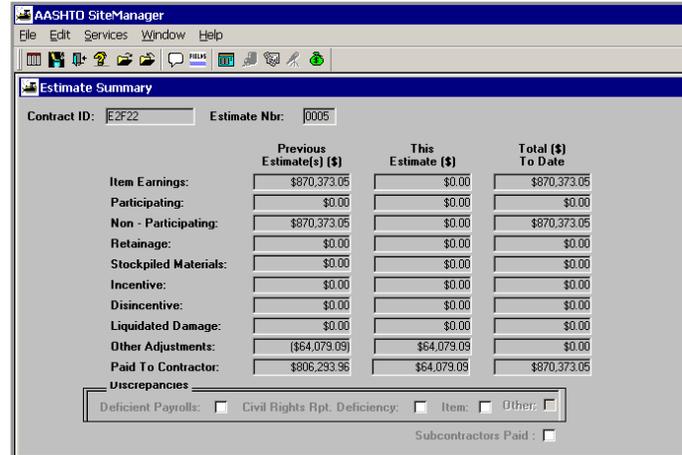


- DblClick the **Estimate Number** you want.



This screen will show you the dollar figures for the estimate you chose.

The other version of this report is the Contractor Summary report, which will look very similar to the on-line Estimate Summary screen.



### Estimate Discrepancy

The Estimate discrepancy features are not in use for Maintenance Contracts.

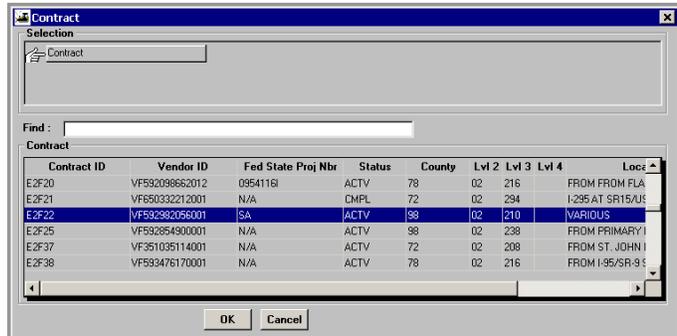
### Estimate Item Detail

To access the estimate item detail,

- DblClick the **Estimate Item Detail** icon on the Estimates Panel.



- DblClick the **contract**.



This screen shows the items that were on the estimate, or if there is no pending estimate, you may review the job to date data.

Project Nbr	Line Item Number	Item Code	Item Description	Qty Installed To Date	Amt Installed To Date
40341817201	0005	0711 3	PAVT MESSAGES THERMOP	98.000	6,683.6
40341817201	0010	0711 4	DIRECTIONAL ARROWS THERN	1,831.000	56,761.0
40341817201	0015	0711 5 1	GUIDE LINES (THERMOPLA	192.000	96.0

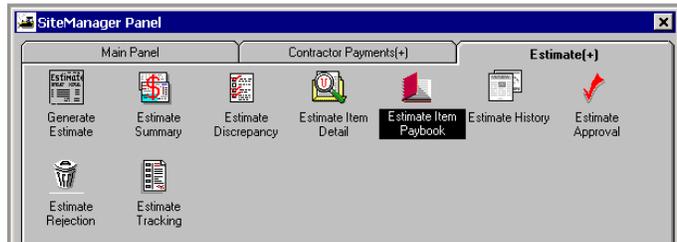
  

	Quantity	Amount	Unit Price	Unit of Measure
Bid:	1,675.000	51,925.00	31.00000	
Current:	1,675.000	51,925.00		EACH
Pending CO:	.000	.00		
Notified Qty:	1,675.000	51,925.00		
Projected Qty:	1,675.000	51,925.00		
Installed To Date:	1,831.000	56,761.00		
Installed This Est:	N/A	N/A		
Paid Previously:	N/A	N/A		
Pay This Est:	N/A	N/A		
Paid To Date:	1,831.000	56,761.00		

### Estimate Item Paybook

To access,

- DblClick the **Estimate Item Paybook** icon on the Estimates panel.



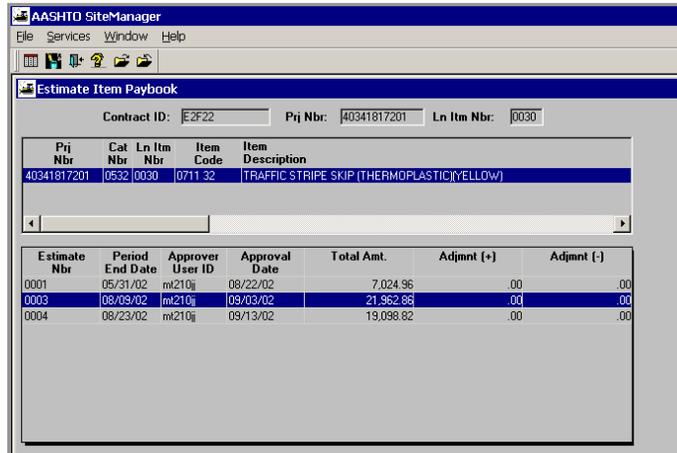
- DblClick the **contract**.

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loca
E2F20	VF592098662012	095411SI	ACTV	78	02	216		FROM FROM FLA
E2F21	VF650332212001	N/A	CMPL	72	02	294		I-295 AT SR15/AUS
E2F22	VF593802060001	SA	ACTV	98	02	210		VARIOUS
E2F25	VF592854900001	N/A	ACTV	98	02	238		FROM PRIMARY I
E2F37	VF361035114001	N/A	ACTV	72	02	208		FROM ST. JOHN I
E2F38	VF593476170001	N/A	ACTV	78	02	216		FROM I-95/SR-9

- DblClick the **Financial Project** number.

Cont Id	Proj Nbr	Ln Item Nbr	Item Cd	Desc
E2F22	40341817201	0015	0711 5 1	GUIDE LINES (THERMOPLASTIC) (WHITE)
E2F22	40341817201	0020	0711 5 2	GUIDE LINES (THERMOPLASTIC) (YELLOW)
E2F22	40341817201	0025	0711 31	TRAFFIC STRIPE SKP (THERMOPLASTIC)(WHITE)
E2F22	40341817201	0030	0711 32	TRAFFIC STRIPE SKP (THERMOPLASTIC)(YELLOW)
E2F22	40341817201	0035	0711 33	TRAFFIC STRIPE SKP (THERMOPLASTIC) (WHITE)
E2F22	40341817201	0040	0711 34	TRAFFIC STRIPE SKP (THERMOPLASTIC) (YELLOW)

This screen shows item details for all estimates processed to date.

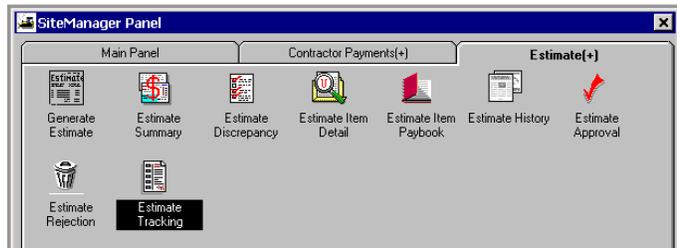


## Estimate Tracking

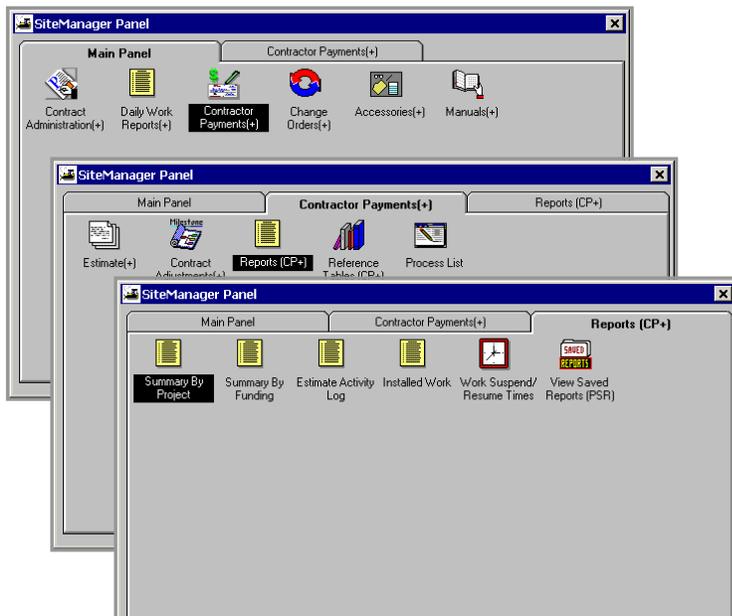
To access Estimate Tracking,

- DbIClick the **Estimate Tracking** icon on the Estimates panel.

This screen will show the status of the estimate and any levels that have been approved.



## The Summary by Project Report



To run this Summary report,

- DbIClick the **Contractor Payments** icon on the Main Panel.
- DbIClick the **Reports** icon on Contractor Payments Panel.
- DbIClick the **Summary by Project** icon.

- DblClick the **contract** you want.

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4
E2F20	VF592098662012	0954116I	ACTV	78	02	216	FROI
E2F21	VF690332212001	N/A	CMPL	72	02	294	I-295
E2F22	VF592982096001	SA	ACTV	98	02	210	VAR
E2F22wc	VF591096912009	N/A	ACTV	99	02		NON
E2F23	VF590554002001	N/A	ACTV	78	02	214	FROI
E2F24	VF591434864001	N/A	ACTV	72	02	208	FROI
E2F25	VF592854900001	N/A	ACTV	98	02	238	FROI

- DblClick the **estimate** you.

Estimate Nbr	Period End Date	Date Generated	Generated By User ID
0001	05/31/02	08/22/02	mt210jj
0003	08/09/02	08/22/02	mt210jj
0002	08/07/02	08/22/02	mt210jj
0004	08/23/02	09/03/02	mt210jj
0005	09/10/02	09/19/02	mt210jj

The top of the report provides general contract information and gives the pay period for the estimate. It also shows the Estimate Number.

If you scroll down you will see the estimate figures.

Rpt ID: RCPESPRU  
 User: kn571wc  
 Contract ID: E2F22  
 Estimate Number: 0005  
 Pay Period: 08/04/2002 to 09/16/2002

Contract Location:	Time Allowed:	Days
VARIOUS	90	Days
	Time Charged:	3
	Days	
	Elapsed Calendar Days:	134
	Percent Time:	148.89

Contractor: AMERISAL NORTHEAST FLORIDA INC  
 PO BOX 4482  
 ST AUGUSTINE FL 32085-4482  
 Phone: (904)626-0101

Date Let:	Date Awarded:	Date Contract Executed:	Date Notice to Proceed:	Date Work Began:	Date Time Stopped:	Date Accepted:	Adjusted Completion Date:
03/06/2002	03/25/2002	04/23/2002	04/30/2002	04/30/2002	05/00/0000	05/00/0000	07/28/2002

Escrow Agent: Surety Co: NOVA CASUALTY COMPANY  
 Current Contract Amount: \$18,143.22  
 Original Contract Amount: \$18,143.22  
 Funds Available: \$45,719.17  
 Percent Complete: 95.00%

Notice that these figures are the same as what you saw on the Estimate Summary report.

If you scroll down some more you will see totals by item.

Project Number: 40341817201 D/W THERMO PLASTIC  
 ROUTINE MAINTENANCE CONTRACTS  
 Federal State Project Number: N/A

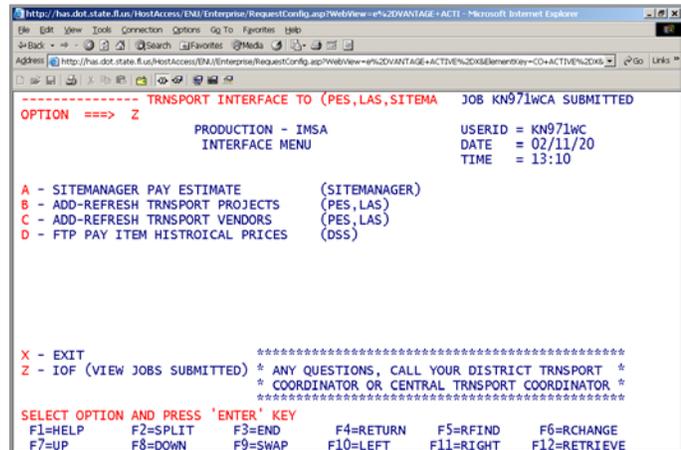
	Total to Date	Prev to Date	This Estimate
Participating	\$0.00	\$0.00	\$0.00
New Participating	\$200,851.74	\$200,851.74	\$0.00
<b>Total Earnings</b>	<b>\$200,851.74</b>	<b>\$200,851.74</b>	<b>\$0.00</b>
Stockpiled Materials	\$0.00	\$0.00	\$0.00
Gross Earnings	\$200,851.74	\$200,851.74	\$0.00
Payment Adjustment 1	\$0.00	\$0.00	\$0.00
Payment Adjustment 2	\$0.00	\$0.00	\$0.00
Payment Adjustment 3	\$0.00	\$0.00	\$0.00
Other Adjustments	\$0.00	(\$19,973.64)	\$19,973.64
Retainage	\$0.00	\$0.00	\$0.00
Escrow Amount	\$0.00	\$0.00	\$0.00
Securities Encumbered	\$0.00	\$0.00	\$0.00
Liq Draw/Incent/Disincent	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$200,851.74</b>	<b>\$180,878.10</b>	<b>\$19,973.64</b>

Total Payable: \$19,973.64

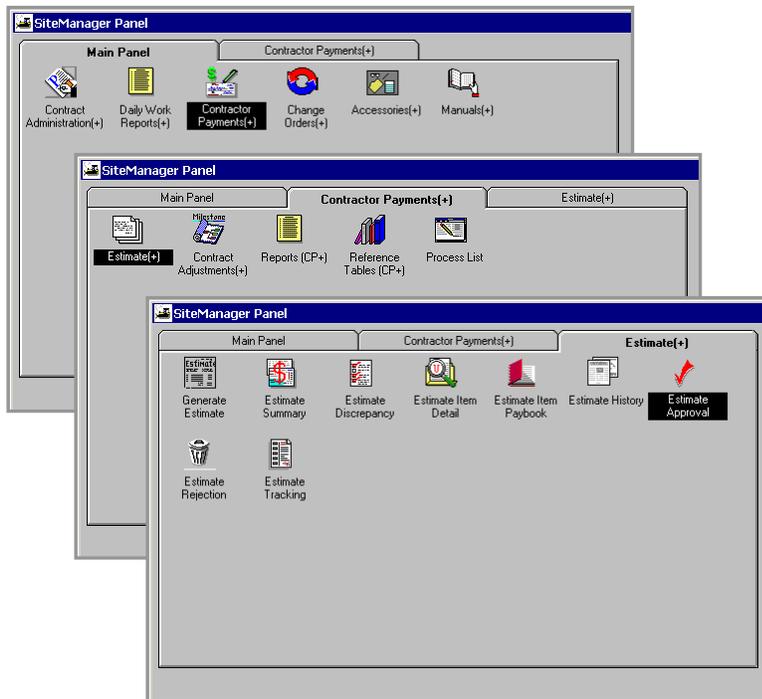
The reports may be printed on paper by clicking the Print button on the Tool bar.



- Press <ENTER> to submit the job.
- Select **Option Z** to go to IOF to review your output
- Or
- Select **X** to exit.



## Approving an Estimate



After all estimate reports have been reviewed the approval process begins. When an estimate is generated the appropriate groups will be notified that the estimate is awaiting approval.

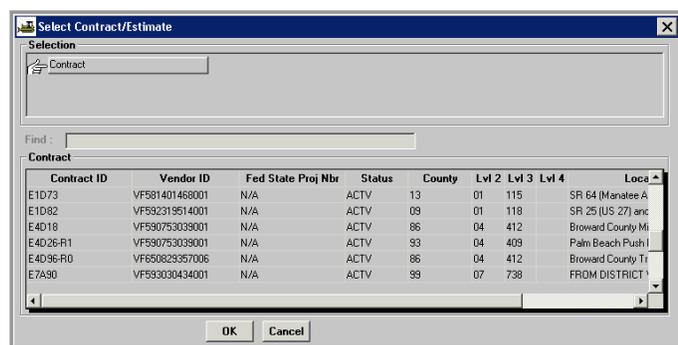
To access contracts that you need to approve:

- DblClick the **Contractor Payments**  icon on the Main Panel.
- DblClick the **Estimates**  icon on the Contractor Payments panel.
- DblClick the **Estimate Approval**  icon on the Estimates panel.

You will be presented with a list of contracts that have an estimate waiting to be approved.

- DblClick the **contract**.

**NOTE:** You must be logged in to SiteManager under the Group assigned to the first level of approval or you will not be able to access the contract.



The Approval Levels presented are based on the contractor approval levels that were set up for this contract.

You will be presented with the level for which the group you are logged in under is authorized.

**NOTE:** Once an estimate has been approved by all of the levels it is considered “paid” and NO changes may be made to it (it cannot be deleted) or the Diaries and DWR that make up the estimate.

To approve the estimate:

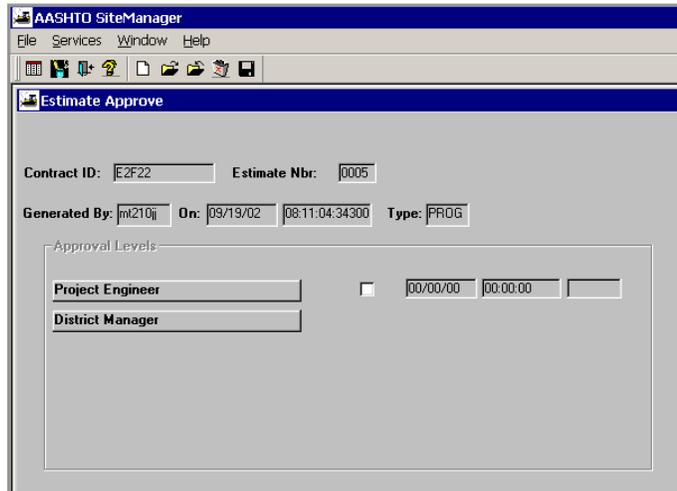
- Click the **check box** by the level you want to approve.

Approval must be done in level order. When you click the **Save** icon, the system date will be entered as the Approval Date.

- Click the **Close**  icon.

The estimate has been approved at one level and an email is sent to the next level indicating that they may approve the estimate. This process will continue until all levels of approval have been reached.

- Click **OK** to close the message box.



AASHTO SiteManager  
File Services Window Help

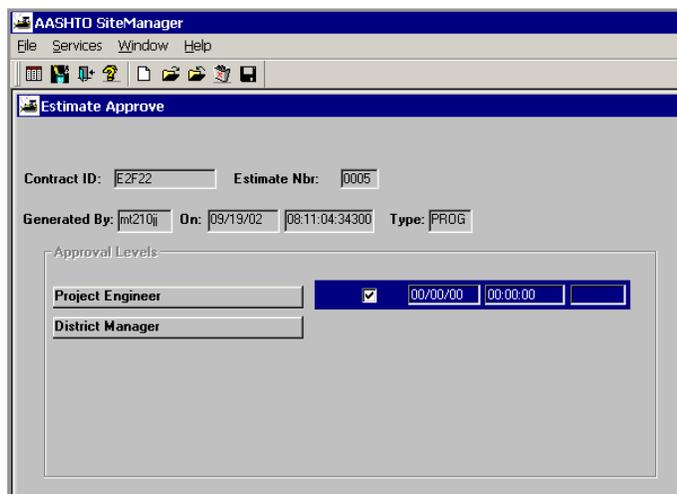
Estimate Approve

Contract ID: E2F22 Estimate Nbr: 0005

Generated By: mt210 On: 09/19/02 08:11:04:34300 Type: PROG

Approval Levels

Project Engineer	<input type="checkbox"/>	00/00/00	00:00:00
District Manager	<input checked="" type="checkbox"/>		



AASHTO SiteManager  
File Services Window Help

Estimate Approve

Contract ID: E2F22 Estimate Nbr: 0005

Generated By: mt210 On: 09/19/02 08:11:04:34300 Type: PROG

Approval Levels

Project Engineer	<input checked="" type="checkbox"/>	00/00/00	00:00:00
District Manager	<input checked="" type="checkbox"/>		



## Rejecting an Estimate

SiteManager assigns a status to the estimate depending on the level of approval completed. The status are:

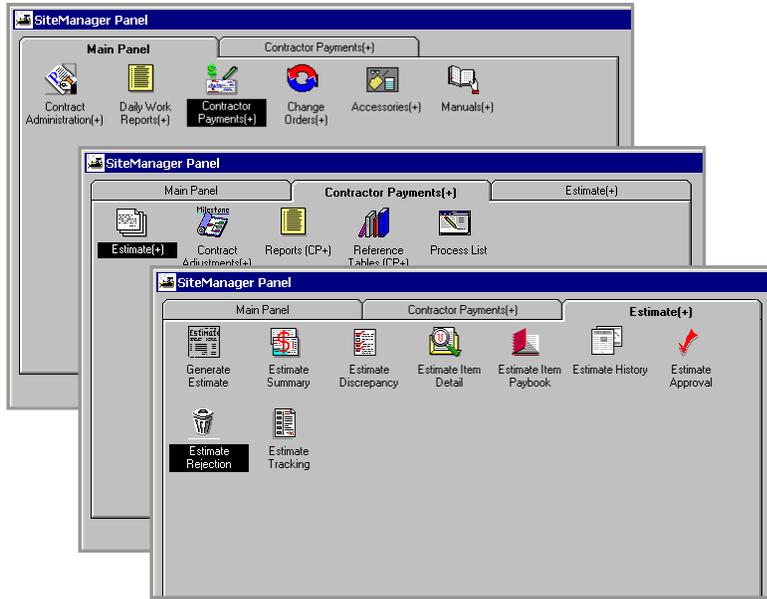
PEND – Pending. No approval has been completed.

INAP – Inapproval. One or more levels have been approved, but not the final level.

APRV – Approved. All levels of approval are complete.

MINM– Minimum. The estimate total is less than the system default for the minimum amount to be paid. (Currently set at \$100.00.)

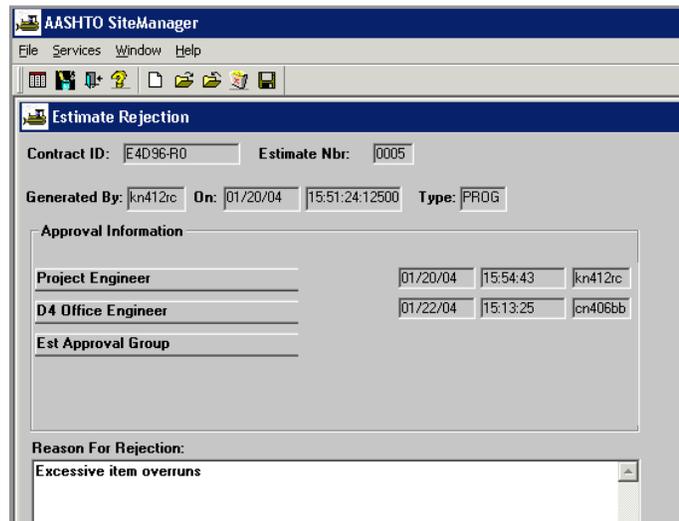
If errors are detected on the Estimate it may be rejected until it has been approved at the final level. Once it has been approved at the final level the estimate can no longer be updated or rejected. If an estimate is approved by one or more levels of approval, (INAP) it can be rejected. To access contract estimates that are to be rejected, you must be logged in to SiteManager under the Group that is next in the hierarchy above the Group that acted on the last level of approval.



- DblClick the **Contractor Payments** icon on the Main Panel.
- DblClick the **Estimates** icon on the Contractor Payments panel.
- DblClick the **Estimate Rejection** icon on the Estimates panel.

To reject the estimate

- Enter a **Reason for Rejection** and
- Click the **Save** icon.



When the rejection is done, all of the prior approvals will be re-set and an email notification will be sent to indicate the estimate was rejected.

**Again you may not reject an estimate once it has passed the final level of approval.**

An estimate must be set to rejected before it may be deleted, if it has been approved at any level.



## Making Corrections After an Estimate is Generated

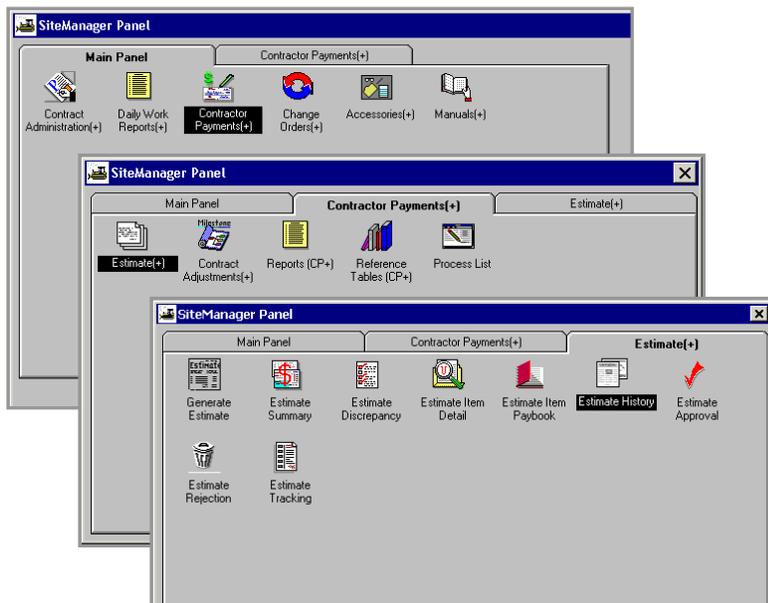
If you have generated an estimate and have begun the approval process and you find that there is an error in one or more of the DWRs that are included in the estimate there is a series of steps that you must follow in correcting and re-generating the estimate. After an estimate has been approved at the highest level (APRV Status) no changes may be made.

**Step 1:** If the estimate has been approved at any level you must reject it. This will automatically re-set all other levels of approval. If it has not been approved at all you may proceed with Step 2.

**Step 2:** The estimate must be deleted.

**NOTE:** You must be logged into SiteManager in the Group assigned to the first level of approval and have authority on the contract to delete the estimate.

## Deleting an Estimate



Deleting an estimate is a process performed at the security group level that created the estimate. It is accomplished from the **Estimate History** screen.

- DblClick the **Contractor Payments**  icon on the Main Panel.
- DblClick the **Estimates**  icon on the Contractor Payments panel.
- DblClick the **Estimate History**  icon on the Estimates panel.

- Select the **Contract and Estimate** you want to delete
- Click the **Delete**  icon on the tool bar.

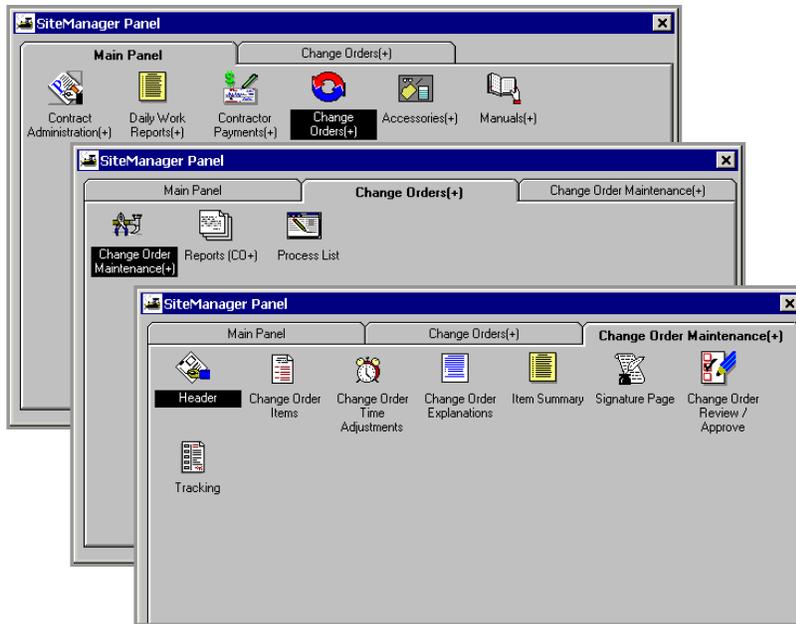
The screenshot shows the 'AASHTO SiteManager' window with the 'Estimate History' screen. At the top, there are input fields for 'Contract ID: E2E49W' and 'Description1: CONCRETE DITCH REPAIR'. Below these is a table with the following data:

Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat
0003	\$38,500.00	04/30/02		00/00/00		00/00/00	RJCT
0002	\$42,000.00	04/15/02	kn971wc	01/03/03	kn971wc	01/03/03	APRV
0001	\$44,000.00	03/31/02	kn971wc	01/03/03	kn971wc	01/03/03	APRV

- Step 3:** After you have deleted the estimate, you may go to the appropriate diary for the DWR that you want to correct and un-authorize the DWR.
- Step 4:** Make the necessary changes to the incorrect DWR and save.
- Step 5:** Re-authorize the corrected DWR(s) via the Diary.
- Step 6:** Re-generate the estimate.
- Step 7:** Review the estimate for correctness.
- Step 8:** Begin the estimate approval process again and continue as normal.

## Change Orders

Change Orders are a means to make various changes to a contract after it has begun. The term Change Order in SiteManager encompasses several types of contract changes. There are Change Order types that represent minor changes to the contract. There are Supplemental Agreements that result in significant changes to the contract that may alter the scope through changes to Pay Items; add or delete Pay Items, or add a new Project to the contract. Then there are time extensions that may not affect the scope of the work to be done, etc.



### Change Order Header

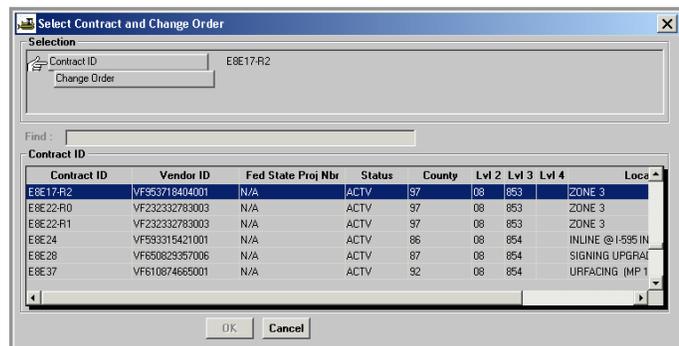
To create or update a Change Order:

- DblClick the **Change Order**  icon on the Main Panel.
- DblClick the **Change Order Maintenance**  icon on the Change Order Panel.
- DblClick the **Header**  icon on the CO Maintenance Panel.

If you have been working with a contract, the header will default to that contract. If there are no existing Change Orders, a blank record will be presented with a CO Number of 001.

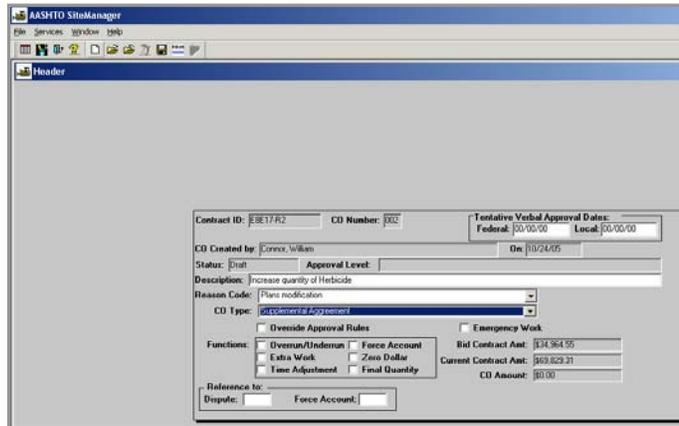
If you want to work with another contract

- Click the **Open**  icon on the tool bar.



If Change Orders exist for the contract, and you want to add another one,

- Click the **New**  icon.
- Enter a **Description** of the Change Order.
- Choose a **Reason Code** from the list box at the down arrow.
- Choose a **CO Type** from the list box at the down arrow.



There are six Change Order Functions. More than one may be checked.

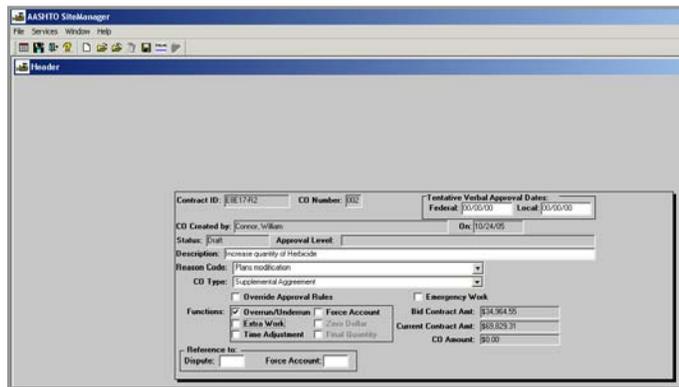
- Select the appropriate functions by clicking the check boxes.

If you are adding additional items to the contract with this Change Order then Extra Work must be checked. If you are changing the quantities on existing items then Overrun/Underrun must be checked.

If this Change Order is adding time to the contract then the Time Adjustment must be checked.

The Status of the Change Order may either be **Draft** or **Pending**. Draft means that the Change Order is being created or edited. Changing the Status to Pending puts the Change Order into the approval process and means that it may no longer be modified.

- Save the Change Order by clicking the **Save**  icon on the Tool bar.



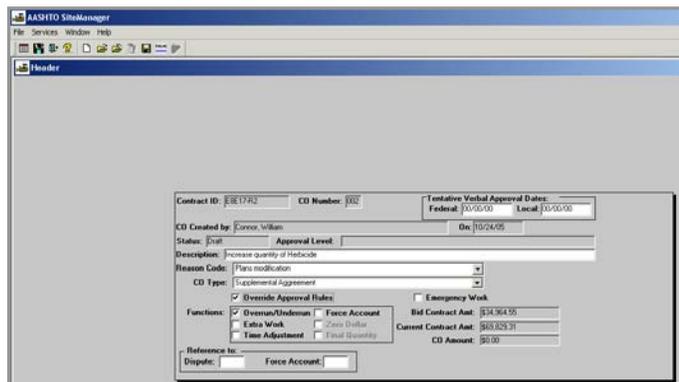
### Setting the Override for Change Order Approval

For Maintenance contracts, override the system defaults for Change Order Approval level. To do this the Change Order Header must first be created and saved in Draft Status. The Override Approval Rules check box may not be updated until the Change Order Header has been saved.

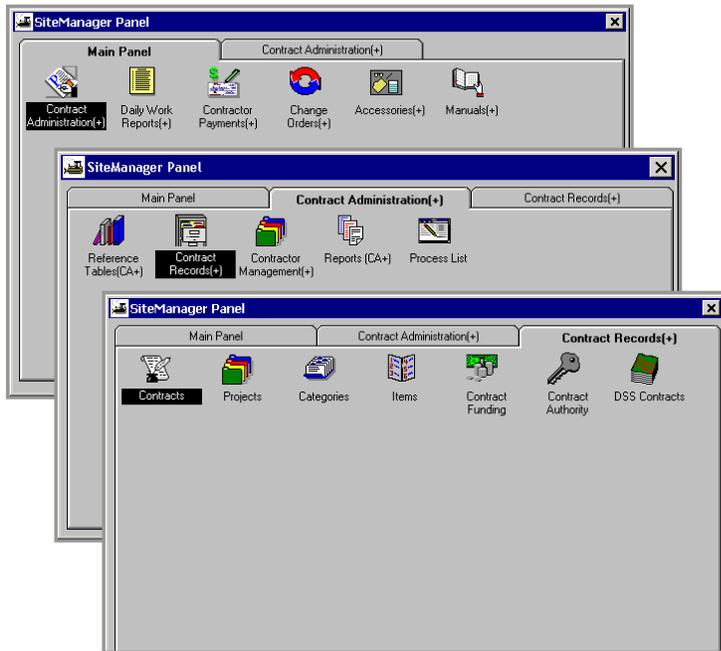
To set the Override Approval Rules box, return to the header.

- Click the **Override Approval Rules** check box.
- Click the **Save**  icon to save the Change Order Header.

The section entitled Change Order Approval will give the details on setting up the approval levels.



## Adding a Project



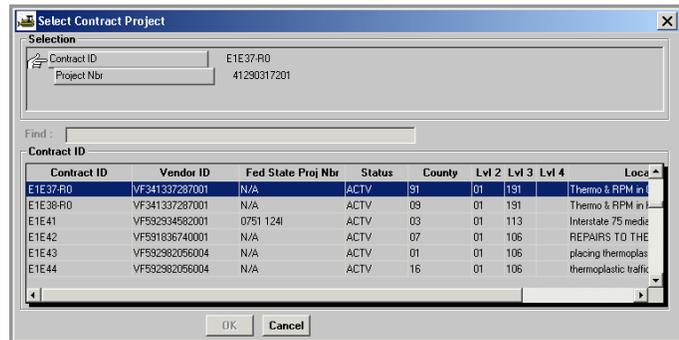
If a new project is to be added to a contract, add the project level information next:

- DblClick the **Contract Administration**  icon on the Main Panel.
- DblClick the **Contract Records**  icon on the Contract Administration Panel.
- DblClick the **Contracts**  icon on the Contract Records Panel.

This will open a list window that will allow you to choose the contract that you want to work with.

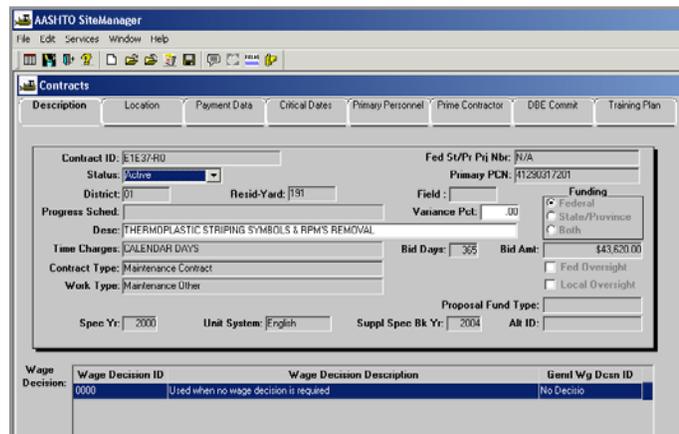
- DblClick the **Contract**

In this example the Contract ID will be E1E37-R0.

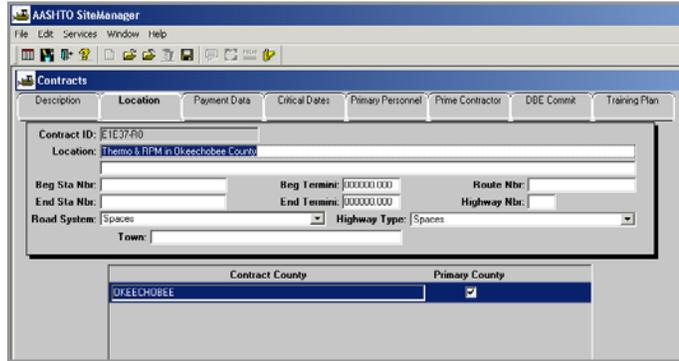


If the County associated with the new project does not preexist on the contract add it now.

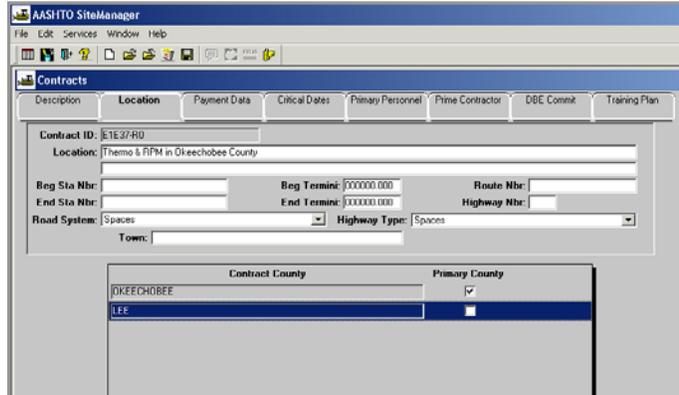
- Click the **Location** tab.



- Click the **Contract County** panel
- Click the **New Page**  icon to create a new location.



- Click the **Hourglass** in the new data row and select the desired county. In this case select LEE.
- Click the **Floppy Disk**  icon to save the data.
- Click the **Close Folder**  icon to close the Contract screen.

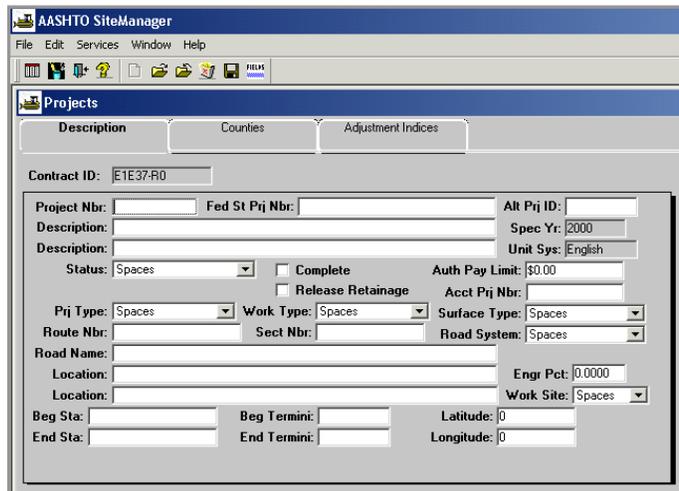


The new **County** has been associated to the **Contract**.

- DblClick the **Projects**  icon.



The Projects Folder will open. Note that the **Contract Id**, **Spec Yr**, and **Unit System** are filled in.

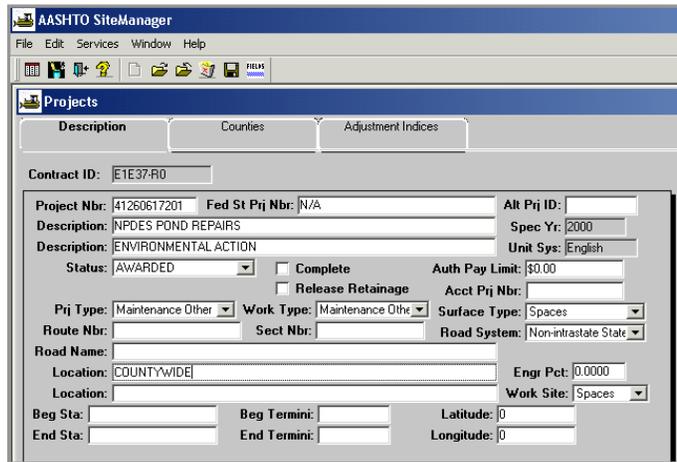


At this screen fill the following fields:

- |                            |                       |                          |
|----------------------------|-----------------------|--------------------------|
| <b>Project Nbr</b>         | <b>Fed St Prj Nbr</b> | <b>Alt Prj ID:</b>       |
| <b>Description</b> 1 and 2 | <b>Status</b>         | <b>Spec Yr:</b> 2000     |
| <b>Auth Pay Limit</b>      | <b>Prj Type</b>       | <b>Unit Sys:</b> English |
| <b>Work Type</b>           | <b>Road System</b>    | <b>Engr Pct:</b> 0.0000  |
| <b>Location 1</b>          | <b>Latitude</b>       | <b>Work Site:</b> Spaces |
| <b>Longitude</b>           |                       |                          |

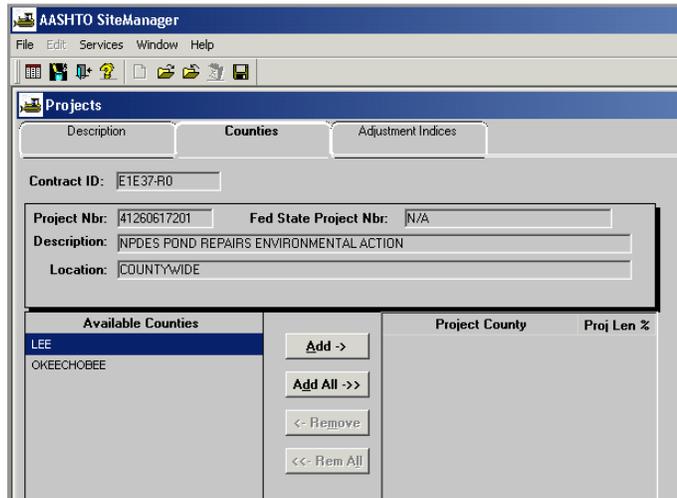
The completed detail would be similar to this.

- Click the **Floppy Disk**  icon to save the data.
- Click the **Counties** tab



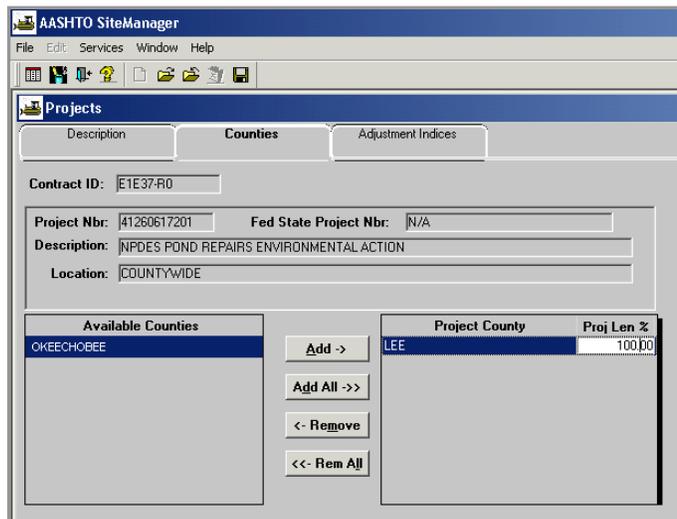
At the **Counties** tab,

- Click the desired county
- Click **Add**



The selected county will move to the right panel.

- Enter **100.00%** if all of the work for this project will be in the selected county. Otherwise divide the work appropriately.
- Click the **Floppy Disk**  icon to save the data.
- Click the **Close Folder**  icon to close the screen.

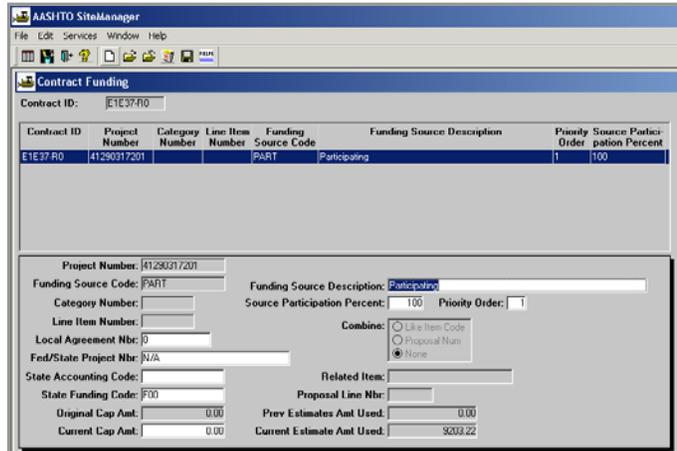


### Project Funding

- DblClick the **Contract Funding**  icon.



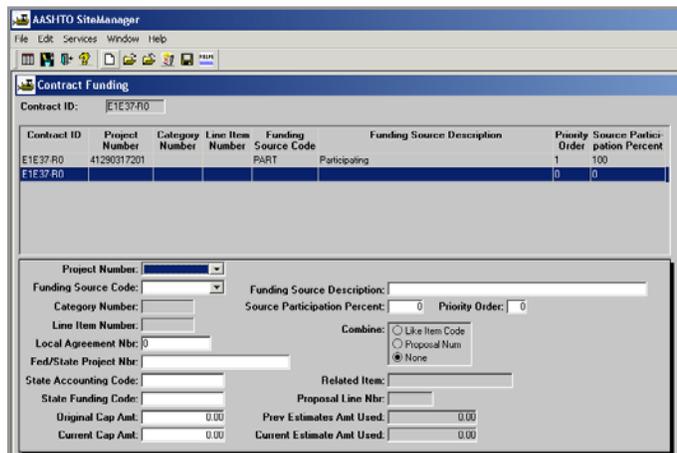
- Click the **New Page**  icon to create a new data row in the upper panel.



Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
E1E37-R0	41290317201			PART	Participating	1	100

Contract ID: E1E37-R0  
 Project Number: 41290317201  
 Funding Source Code: PART  
 Funding Source Description: Participating  
 Category Number:   
 Source Participation Percent: 100  
 Priority Order: 1  
 Line Item Number:   
 Local Agreement Nbr: 0  
 Fed/State Project Nbr: N/A  
 State Accounting Code:   
 State Funding Code:   
 Original Cap Amt: 0.00  
 Current Cap Amt: 0.00  
 Related Item:   
 Proposal Line Nbr:   
 Prev Estimates Amt Used: 0.00  
 Current Estimate Amt Used: 3003.22

- Click the down arrow on the **Project Number** field.
- Click the new **Project Number**.
- Click the down arrow on the **Funding Source Code** field.
- Click **Part**.
- Enter **Source Participation Percent** of 100.
- Enter **Priority Order** of 1.



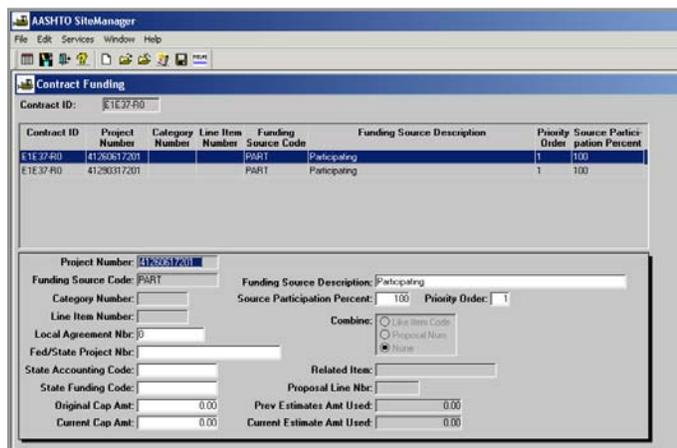
Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
E1E37-R0	41290317201			PART	Participating	1	100
E1E37-R0						0	0

Contract ID: E1E37-R0  
 Project Number:   
 Funding Source Code:   
 Funding Source Description:   
 Category Number:   
 Source Participation Percent: 0  
 Priority Order: 0  
 Line Item Number:   
 Local Agreement Nbr: 0  
 Fed/State Project Nbr:   
 State Accounting Code:   
 State Funding Code:   
 Original Cap Amt: 0.00  
 Current Cap Amt: 0.00  
 Related Item:   
 Proposal Line Nbr:   
 Prev Estimates Amt Used: 0.00  
 Current Estimate Amt Used: 0.00

**NOTE:** This is a project level entry. **Do not** enter values for Category Number or Line Number.

The completed screen will look similar to this.

- Click the **Floppy Disk**  icon to save the data.
- Click the **Close Folder**  icon to close the screen.



Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
E1E37-R0	41290317201			PART	Participating	1	100
E1E37-R0	41290317201			PART	Participating	1	100

Contract ID: E1E37-R0  
 Project Number: 41290317201  
 Funding Source Code: PART  
 Funding Source Description: Participating  
 Category Number:   
 Source Participation Percent: 100  
 Priority Order: 1  
 Line Item Number:   
 Local Agreement Nbr: 0  
 Fed/State Project Nbr:   
 State Accounting Code:   
 State Funding Code:   
 Original Cap Amt: 0.00  
 Current Cap Amt: 0.00  
 Related Item:   
 Proposal Line Nbr:   
 Prev Estimates Amt Used: 0.00  
 Current Estimate Amt Used: 0.00



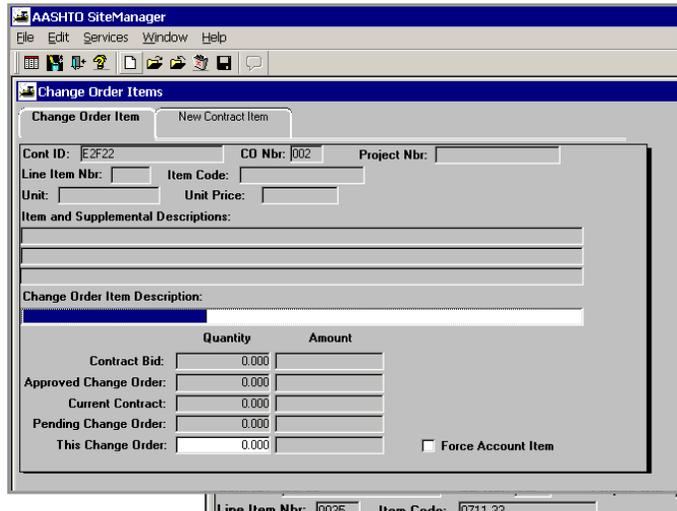
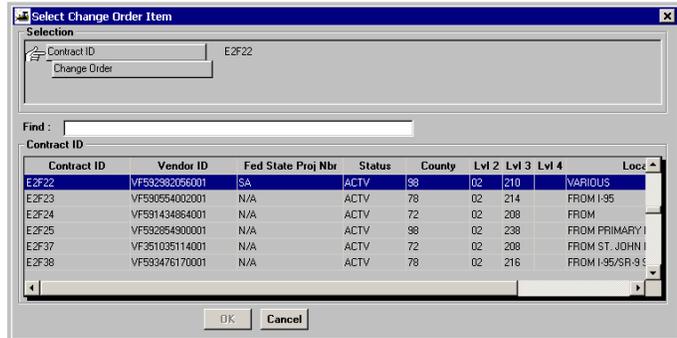
If you are going to add new items then your Change Order Header must have Extra Work checked.

If the screen does not open with the desired contract and Change Order,

- Click the **New Page**  icon on the tool bar.
- From the menu bar, select **Services > Choose Keys**.

At The Select Change Order Items screen,

- Click **Contract ID** in the upper panel
- DblClick the proper **contract** in the lower panel.
- DblClick **Change Order**.



The Change Order Items screen will appear.

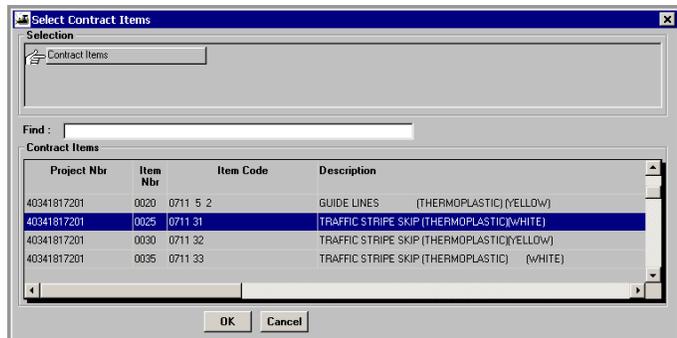
### Changing Existing Items

If you are updating the quantities on existing items, you must first choose an item. To do this,

- Click the **New Page**  icon on the tool bar,
- From the menu bar, select **Services > New CO Item**.

This will open a list of the existing items on the contract.

- Scroll down the list to pick the correct FinProj Number and Item.
- DblClick the **Item** you want.



The Item description will be entered automatically. The field labeled **Change Order Item Description** is similar to Item Supplemental Description, and not required.

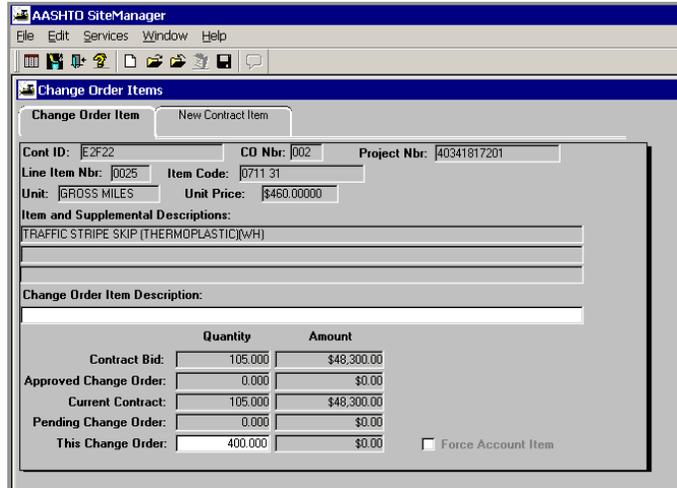
- Enter the quantity change (+ or -) in the **This Change Order** field.
- Click the **Save**  icon to save this record.

After clicking the save icon, the amount field is calculated and entered by SiteManager. If a negative quantity is entered, the amount will be shown as a negative amount. For positive quantities entered, the amount calculated will be a positive amount, as seen here.

To enter additional items,

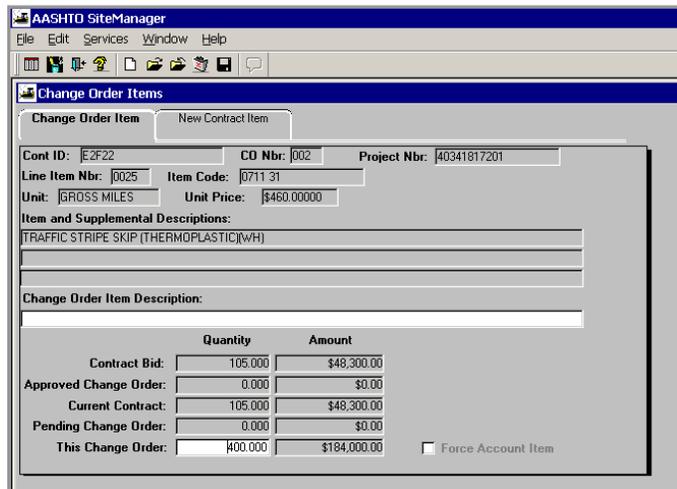
- Click the **New Page**  icon on the tool bar,
- Click **Services > New CO Item**.
- Choose the item.
- Enter the change.

Continue until all items for the particular Change Order are entered.



The screenshot shows the 'Change Order Items' window with the following data in the summary table:

	Quantity	Amount
Contract Bid:	105.000	\$48,300.00
Approved Change Order:	0.000	\$0.00
Current Contract:	105.000	\$48,300.00
Pending Change Order:	0.000	\$0.00
<b>This Change Order:</b>	<b>400.000</b>	<b>\$0.00</b>



The screenshot shows the 'Change Order Items' window with the following data in the summary table:

	Quantity	Amount
Contract Bid:	105.000	\$48,300.00
Approved Change Order:	0.000	\$0.00
Current Contract:	105.000	\$48,300.00
Pending Change Order:	0.000	\$0.00
<b>This Change Order:</b>	<b>400.000</b>	<b>\$184,000.00</b>

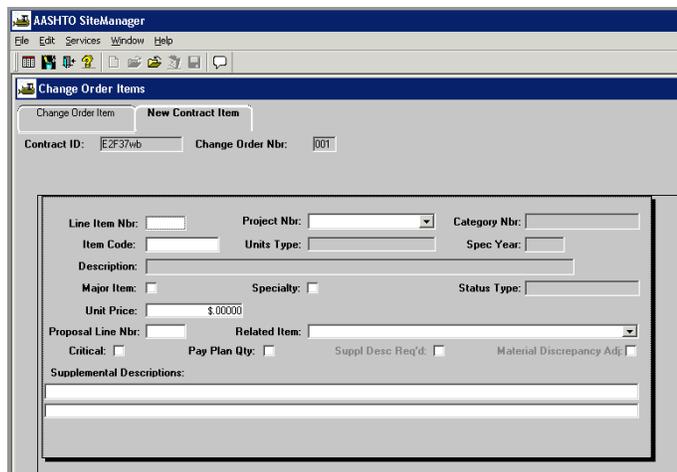
### Adding a New Item

To add a new item to the contract (remember that "Extra Work" must be checked on the Change Order header),

- Click the **New Page**  icon on the tool bar,
- Click the **New Contract Item** tab.

Fill these fields in sequence.

1. Choose the **Project Nbr** from the list box at the down arrow.
2. Choose the **Category Nbr** under which you want to add the item.

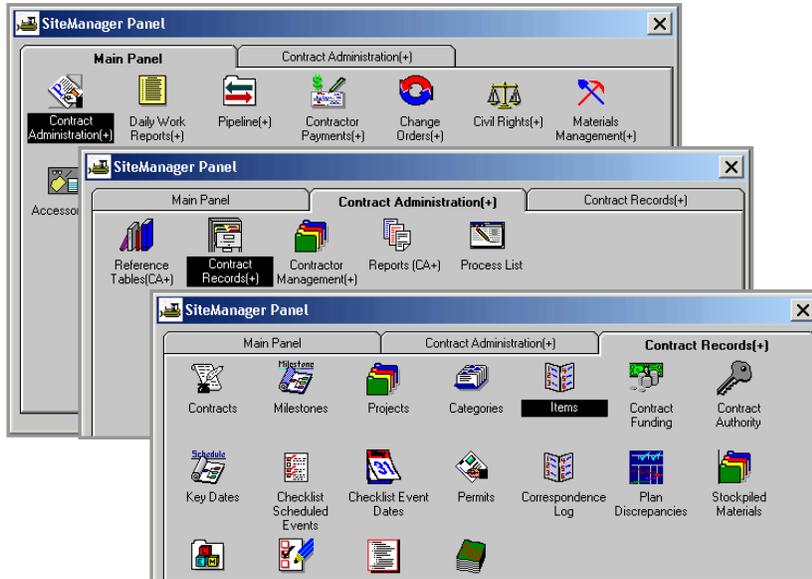
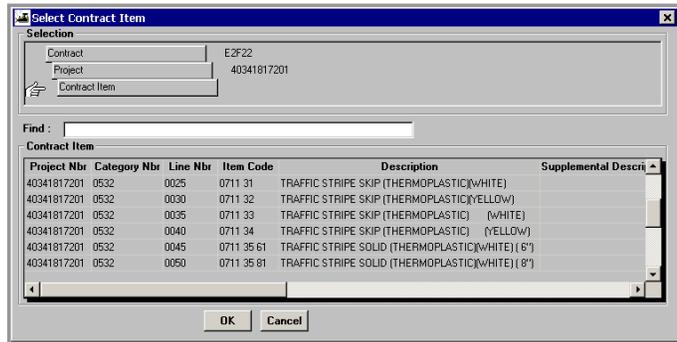


The screenshot shows the 'Change Order Items' window with the 'New Contract Item' tab selected. The fields are as follows:

- Contract ID: E2F37wb
- Change Order Nbr: 001
- Line Item Nbr: [ ]
- Project Nbr: [ ]
- Category Nbr: [ ]
- Item Code: [ ]
- Units Type: [ ]
- Spec Year: [ ]
- Description: [ ]
- Major Item:
- Specialty:
- Status Type: [ ]
- Unit Price: \$ 0.0000
- Proposal Line Nbr: [ ]
- Related Item: [ ]
- Critical:
- Pay Plan Qty:
- Suppl Desc Req'd:
- Material Discrepancy Adj:
- Supplemental Descriptions: [ ]

3. Enter a **Line Item Nbr** for the new item. **This must be a number that is not already used.**

If you need to find the line number structure, minimize the Change Order screen so that you may come back to it, and



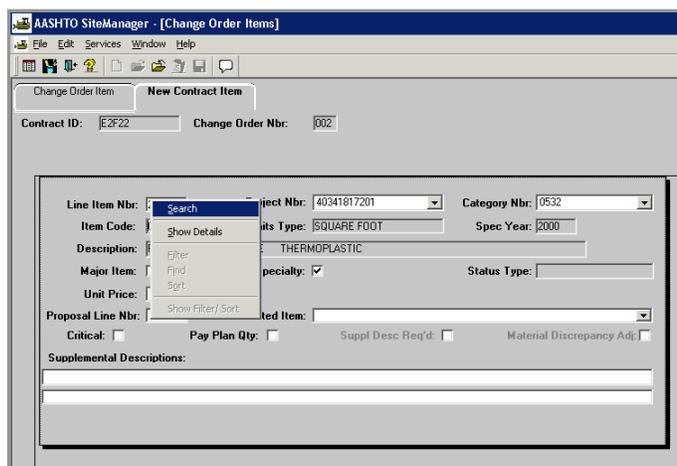
- DblClick the **Contract Administration** icon on the Main Panel.
- DblClick the **Contract Records** icon on the Contract Administration Panel.
- DblClick **Items** icon on the Contract Records panel.

- Click the **New Page** icon on the tool bar,
- DblClick the **Project**.
- Scroll down the list until you find the area of interest.

Recall that Line numbers at both the Financial Project Number and the Contract ID were initially set at intervals of 05 at the time the contract was advertised to permit later additions.

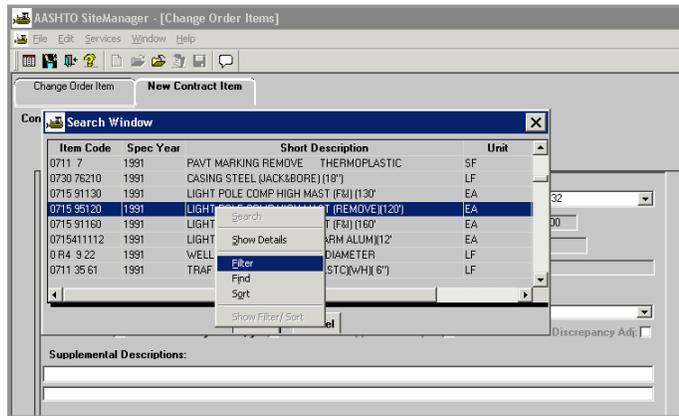
You may enter the **Item Code** by performing a search for the item. To search,

- Rclick the **Item Code field** and select **Search**.



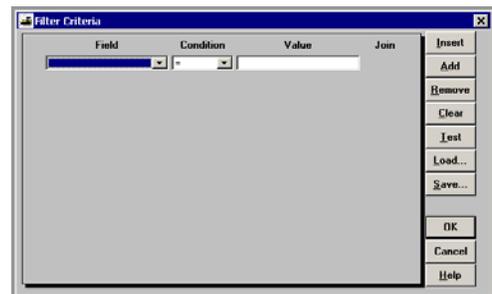
**NOTE:** Typing the Item Number in the field may provide a valid item, but not the correct spec year. Spec Year has been eliminated in the Department's master Pay Item file, but it is still a required field in SiteManager.

This will open the master item list and you may then use the Filter, Find, or Sort functions to find the item you are looking for. To do this, **Reclick** any record and these options will appear.

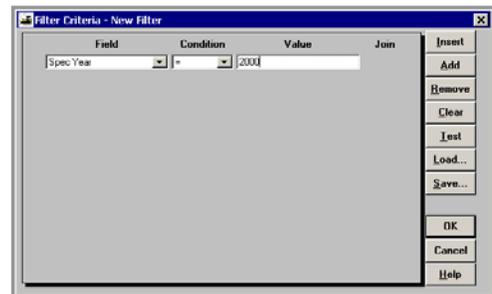


To use this filter,

- Click the **Add** button to add a row to the filter.



Enter the appropriate selection criteria. For example, Spec Year = 2000 on the first row



- Click the **Add** button to add a second row to the filter.

The criteria could be Short Description, Like, and SKIP.

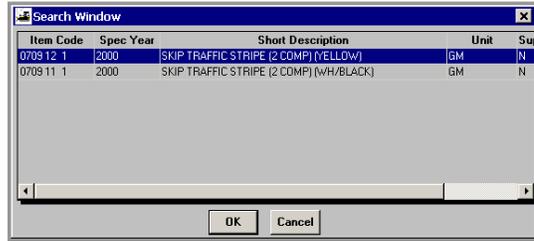


- **Click** the **OK** button at the right hand side of the window to process the filter.



The filter at right will search for items matching the two criteria. A message is returned that says the filter found two rows that match the criteria.

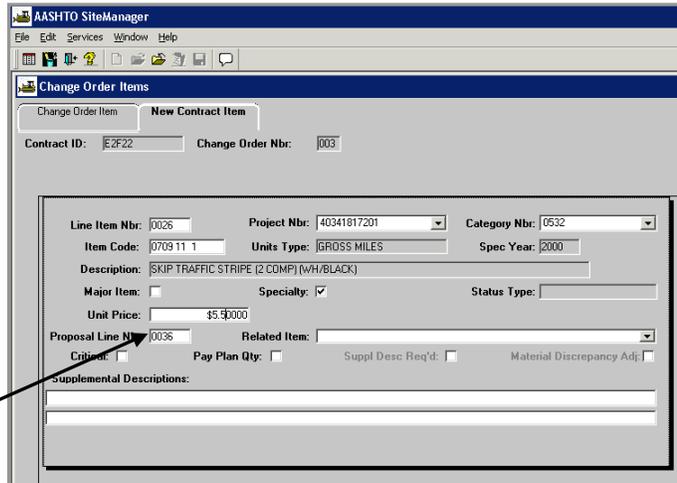
- Click **OK**.
- DblClick the **Item** you want.



The details associated with the item are now filled in.

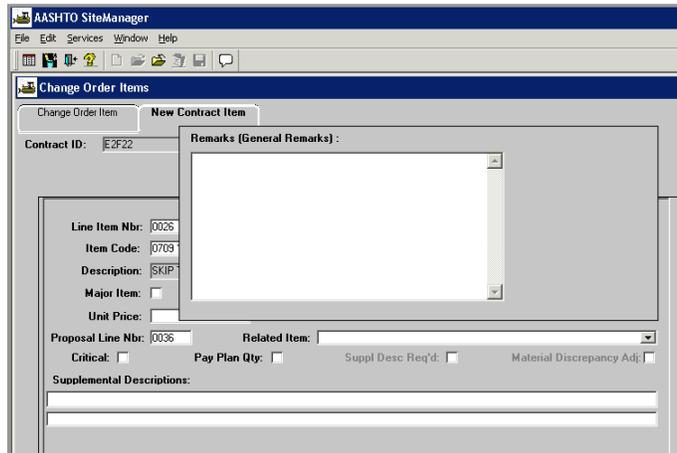
You must enter a value in the Unit Price field.

If the contract is for a single Financial Project Number enter the Proposal Line Number using the same number as the Line Item Number. If it is not, assign a Proposal Line Number consistent with the original Contract Line Numbering.



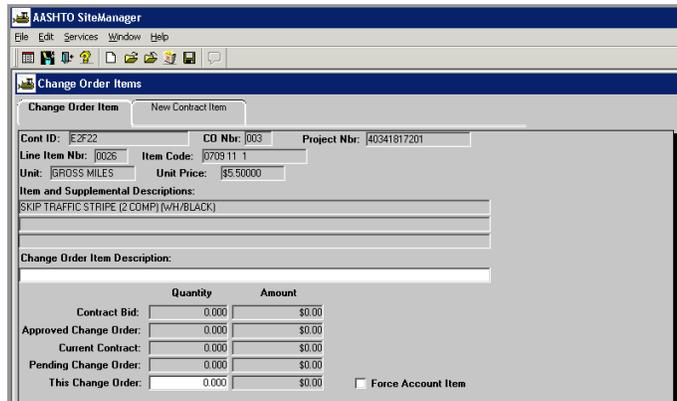
To enter any remarks you have about the change, (optional).

- Click the **Remarks**  icon on the tool bar.
- Enter any remarks you may need.
- Click the **Remarks** icon again to close the window.



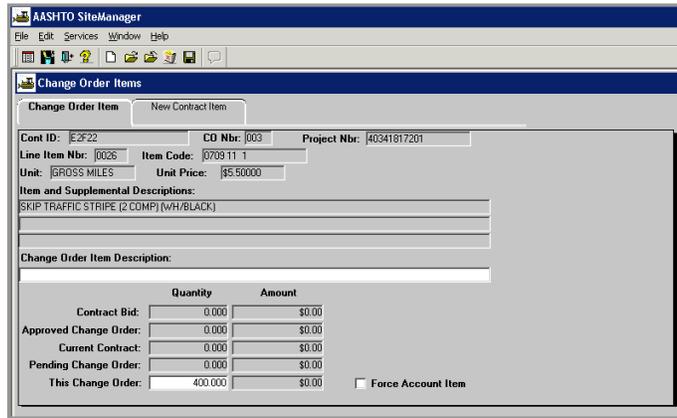
To enter the quantity for the new item,

- Click the **Change Order Items** tab.
- Enter the **Change Order Item Description**.
- Enter the **Quantity**.



After you have filled in these values,

- Click the **Save**  icon to save this record.

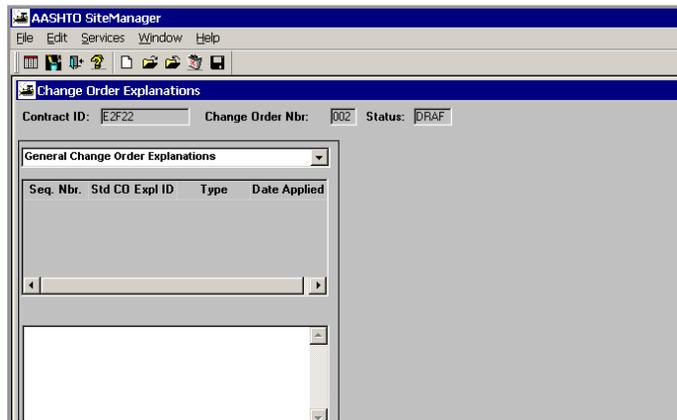


### Change Order Explanations (Optional)

To access Change Order explanations,

- Click the **Change Order Explanation**  icon on the Change Order Maintenance panel.

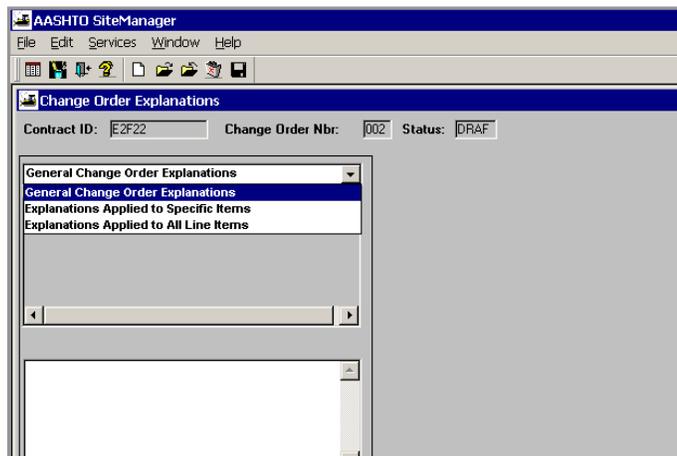
You may enter various explanations.



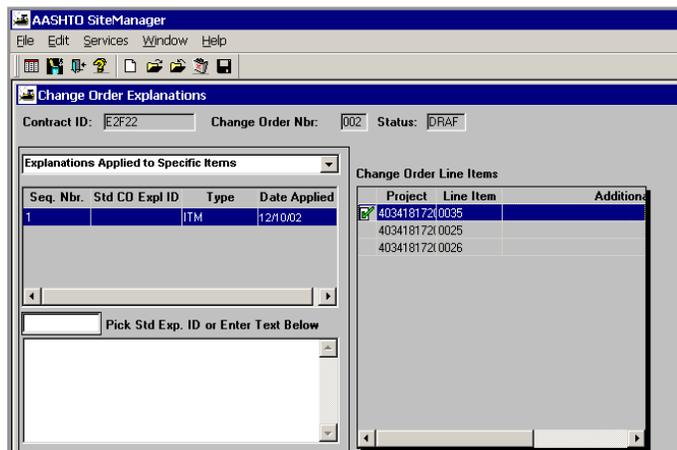
The first is a general explanation applicable to the entire Change Order. You may either type the explanation or choose a standard one from a list.

Begin by choosing a description that applies to your change with respect to affecting a single Item, or all Items.

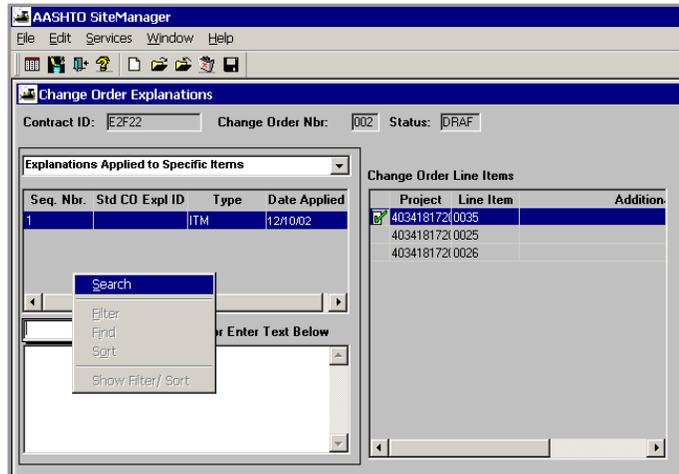
- Select from the list box at the down arrow.
- Click the **New Page**  icon.



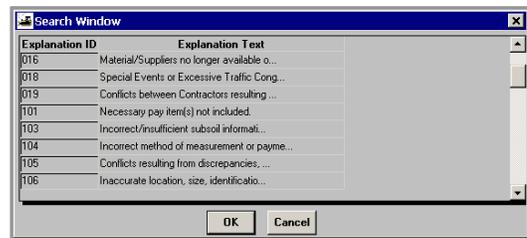
- In the right panel, click the **FinProj Number**.



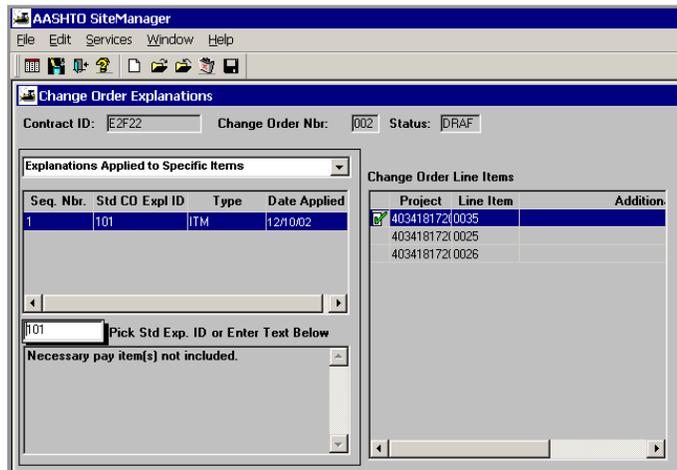
- In the lower left panel, place your cursor on the window titled **Pick Std Exp or Enter Text Below**.
- When the cursor turns to a magnifying glass, Rclick **Search**.



- DblClick the **explanation** you want to use.

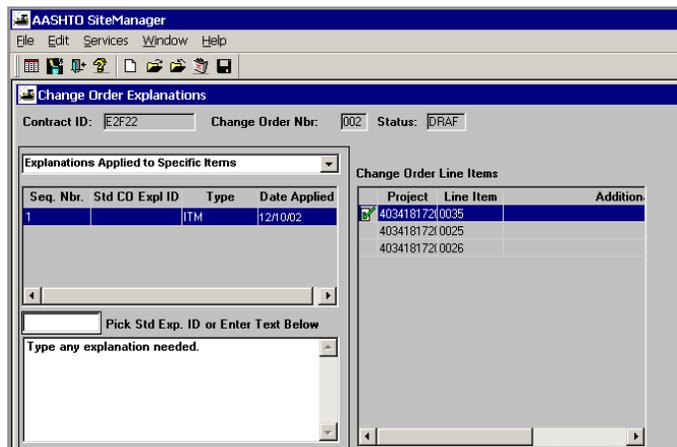


The standard text is now added in the Text Box at the bottom of the screen.



You may also add an explanation that is particular to a specific item.

- Place your cursor in the text box, and type your explanation.
- Click the **Save**  icon to save this record.



## Change Order Time Adjustments

Time adjustments are a special type of Change Order. While there are three types of days which SiteManager recognizes Available Days, Fixed Date, and Calendar Date, all Maintenance Contracts are to be Calendar Day contracts.



When a time adjustment is to be made, computes the end date for the contract based on the number of calendar days allocated for the changed work. You will enter the Time Adjustment Days, and the system then computes the completion date.

**NOTE:** The completion date for the contract will NOT be adjusted until the Change Order has been approved.

**Only one adjustment to the contract completion date may be entered per Change Order.**

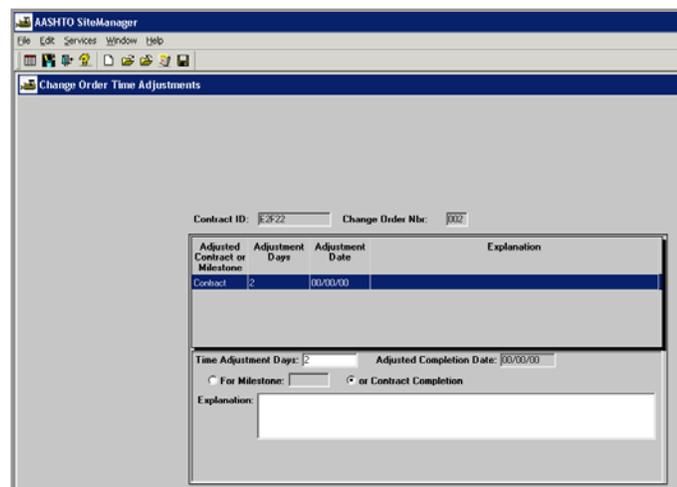
Text explaining reasons for the time adjustment may be entered.

**Time adjustments may only be entered while a Change Order is in Draft status.**

Since this is a Calendar Day in the lower panel,

- Click the **Contract Completion** radio button
- Enter the number of days in the Time Adjustment Days field.
- Enter an appropriate explanation.

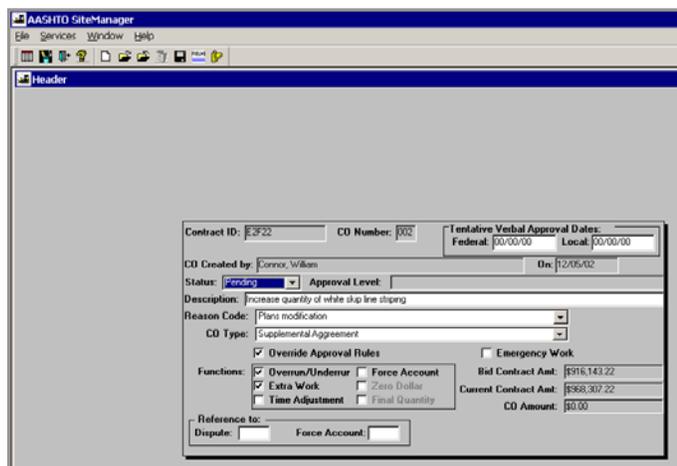
The system will calculate a new Contract Completion Date.

The screenshot shows the 'Change Order Time Adjustments' form in AASHTO SiteManager. It includes fields for 'Contract ID' (E3F22) and 'Change Order Nbr' (002). A table shows 'Adjusted Contract or Milestone' as 'Contract', 'Adjustment Days' as '2', and 'Adjustment Date' as '00/00/00'. Below the table, 'Time Adjustment Days' is set to '2' and 'Adjusted Completion Date' is '30/00/00'. There are radio buttons for 'For Milestone' and 'Contract Completion', with 'Contract Completion' selected. An 'Explanation' text area is provided at the bottom.

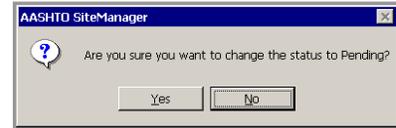
## Change Order Approval

To begin the Change Order approval process,

- Set the **Change Order Status** field to **Pending**, on the Change Order Header. See the section on Change Order Header for instructions.
- Click the **Save**  icon to save this record. The following message will appear asking to you if you want to change the status to Pending.

The screenshot shows the 'Header' form in AASHTO SiteManager. It includes fields for 'Contract ID' (E3F22), 'CO Number' (002), and 'Tentative Verbal Approval Dates' (Federal: 00/00/00, Local: 00/00/00). The 'CD Created by' is 'Connor, Wilson' and the 'On' date is '12/05/02'. The 'Status' is 'Pending' and the 'Approval Level' is set. The 'Description' is 'Increase quantity of white slip line striping' and the 'Reason Code' is 'Plans modification'. The 'CO Type' is 'Supplemental Agreement'. There are checkboxes for 'Override Approval Rules', 'Emergency Work', 'Oversun/Undercut', 'Force Account', 'Extra Work', 'Zero Dollar', 'Time Adjustment', and 'Final Quantity'. The 'Bid Contract Amt' is '6916,143.22' and the 'Current Contract Amt' is '6908,307.22'. The 'CD Amount' is '00.00'. There are 'Dispute' and 'Force Account' fields at the bottom.

- Click **Yes** if you do, or **No** if you do not.



When you click **Yes**, you will be presented with a window to set up the Change Order Approval.

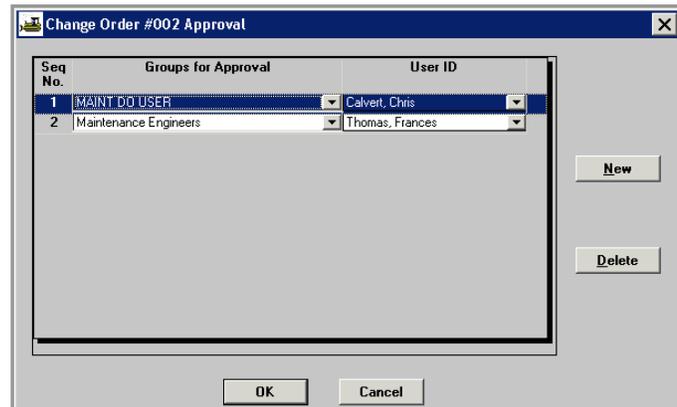
This window will open if you selected to Override Approval Rules.

**NOTE:** If you do not see this window, cancel out, return to the Change Order Header, and set it back to draft and then check the Override Approval Rules box. Then change the status to Pending again.



To add a level of approval

- Click the **New Page**  icon.
- Select a **group** by clicking the down arrow for the **Groups for Approval** field and clicking the **group** you want.
- Select a **user** from that group.



To select a person from that group,

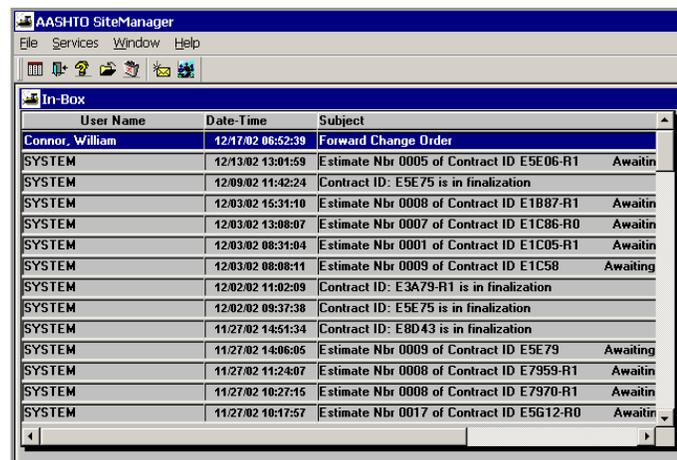
- Click the **User Id** down arrow and select the person. Only one person may be selected.



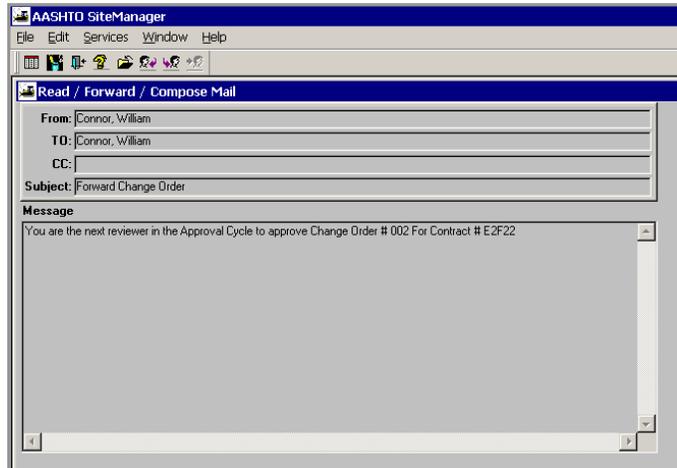
You may add as many levels as you want.

- To delete a level click **Delete**.
- Click **OK** when you are done.

You will get a message indicating that the appropriate person had been notified that there is a Change Order awaiting their approval.

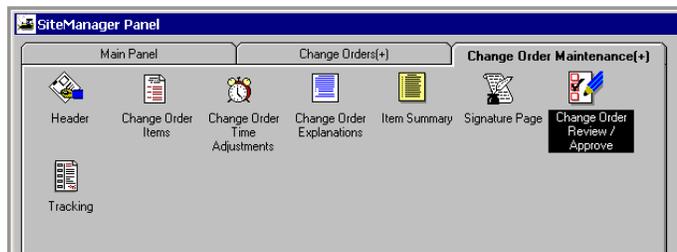


When you look in the Mailbox, you will see a message that the Change Order has been forwarded. To read these message DblClick them.



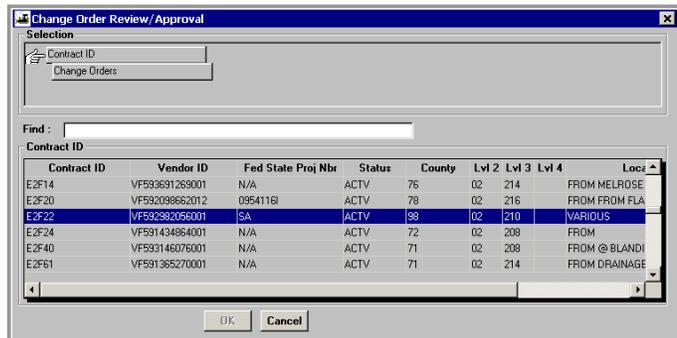
To approve a Change Order,

- DblClick the **Change Order Review/Approve**  icon on the Change Order Maintenance panel.

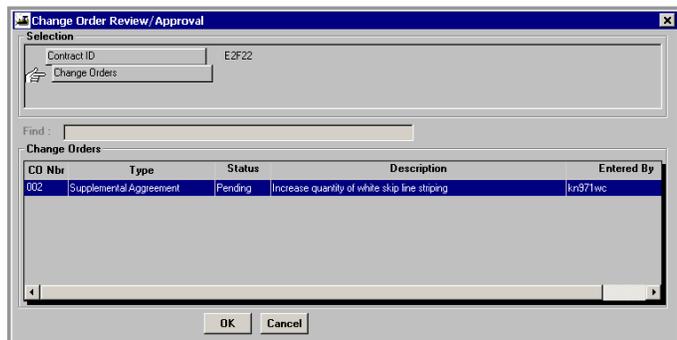


This will open a list of contracts.

- DblClick the particular contract.



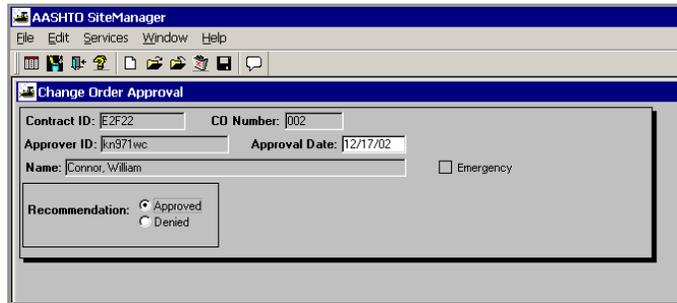
All contracts are displayed. You must rely on your mail for notification as to which ones you need to approve. Please see the section entitled Mail for instructions on reading your mail.



After you have chosen your contract, you will see a list of Change Orders.

- Choose the **Change Order** by DblClicking it.

Now you may either approve or deny the Change Order by clicking the appropriate Recommendation. The Approval Date defaults to the current date. A different date may be entered if desired.



When you click the **Save** icon you will get a message asking you to confirm your recommendation.

- Click **Yes** to confirm, **No** to refuse the recommendation.



Whether you are approving or denying the Change Order, a mail message will be sent. If you have approved the Change Order then the message will be sent to the person at the next level of approval.

If you denied the Change Order then a message will be sent to the creator of the Change Order letting them know that it has been denied.



### Correcting a Denied Change Order

If a Change Order was denied and a person tries to access it for approval, they will get this message.

The creator of the Change Order must do the following:

1. Request the Transport Coordinator\* reverse the Change Order status back to Draft.
2. After notification this has been accomplished make the necessary changes to the Change Order.
3. Change the Change Order status back to Pending.
4. Choose the persons to approve the Change Order for each level of approval again.

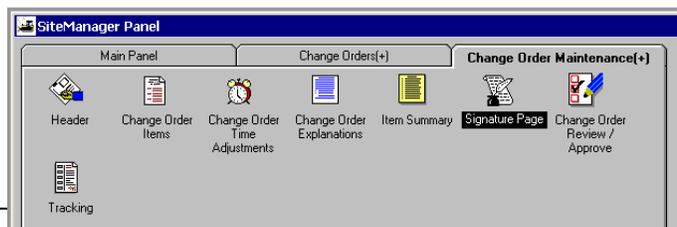


Begin the approval process again.

\*Copy the Office of Maintenance Contracts and Agreements Manager

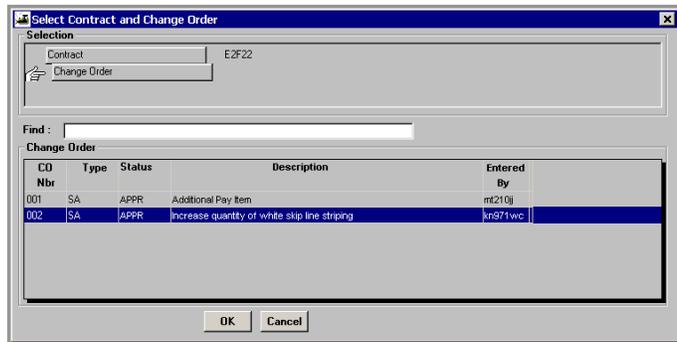
### Change Order Signature

The Signature Page is available by

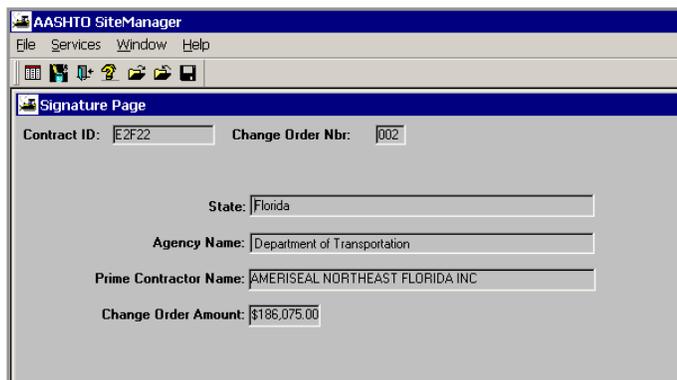


- DblClick the **Signature Page**  icon on the Change Order Maintenance panel.

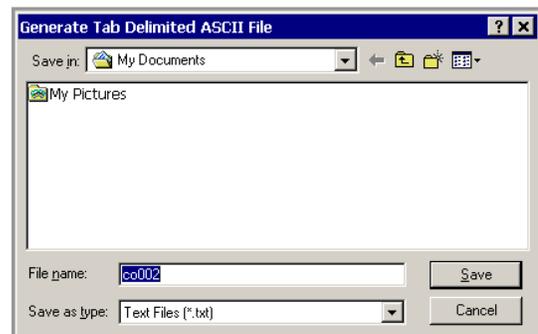
This page allows you to export data about a Change Order to an ASCII or Text file. The data may then be merged with other legal documents that may be necessary so the contractor can physically signoff on the Change Order.



- Choose the **contract** that you want to open.
- Choose the **Change Order**.



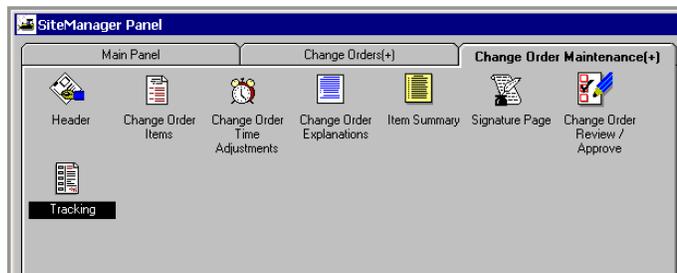
- Click the **Save**  icon on the tool bar.
- Enter the path and file name where you want the Change Order information saved.
- Click the **Save**  icon.



## Change Order Tracking

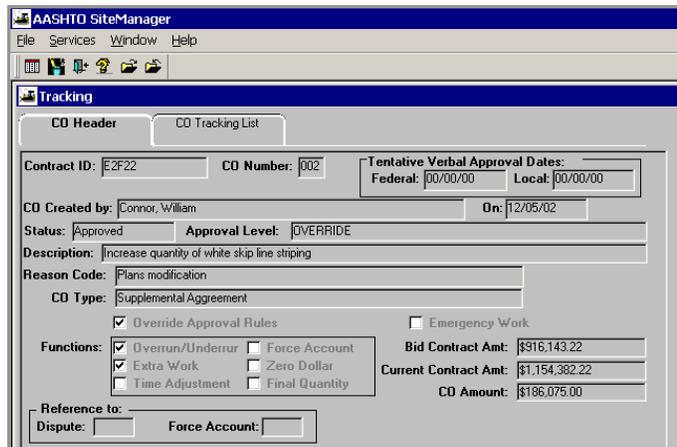
To access Change Order Tracking

- DblClick the **Tracking**  icon on the Change Order Maintenance panel.



This will show the Change Order header information and show the status of the approval process.

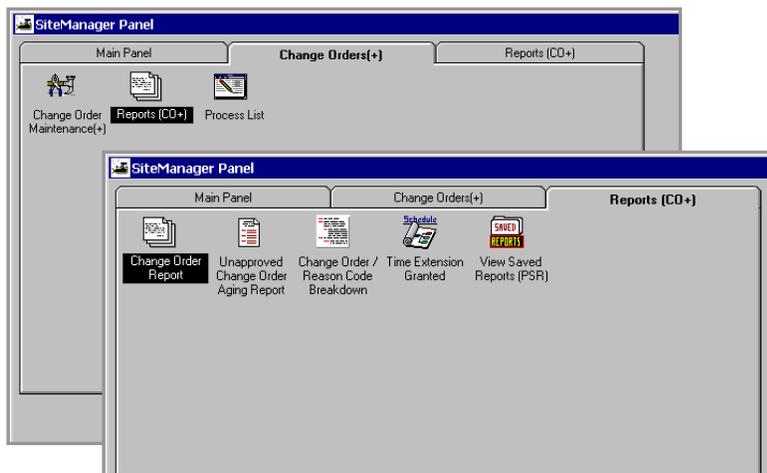
The CO Header tab shows you the Change Order header information



The CO Tracking List shows all of the levels of approval and their status.



## Change Order Reports



To access Change Order reports,

- DblClick the **Reports** icon on the Change Orders panel.

There are several reports available.

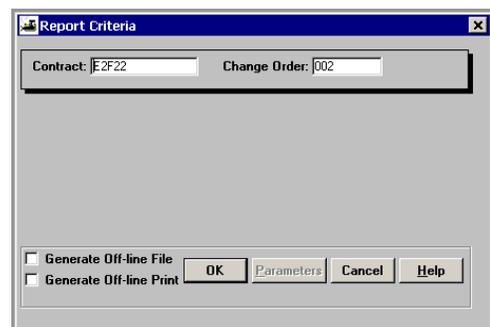
To generate a report

- DblClick the particular **report** icon you want.

## The Change Order Report

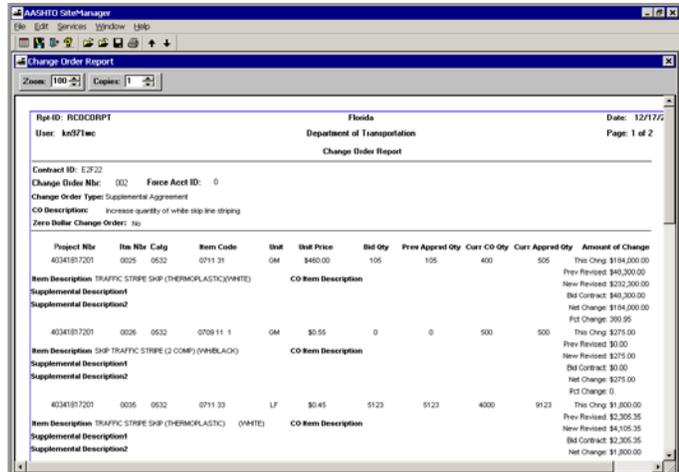
The Report Criteria screen indicates that you may generate the reports on or off line. You do not have to check either box:

- Rclick in the **Contract** box.
- Click **Search** from the mouse button menu
- Select a contract.
- In a similar manner choose a **Change Order** to the contract
- Click **OK** to run the report.



This is a two (2)-page report window. It displays all of the Change Order information including both the header and the item data. The second page displays only if there is a Time Extension associated with the Change Order selected for this report. This report is used primarily by the contractor.

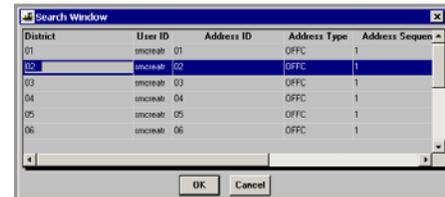
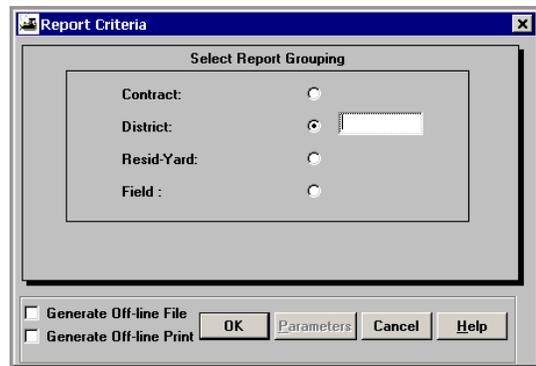
**NOTE:** The Zero Dollar Change Order indicator, located in the header section of the report, alerts the user as to whether or not the CO is a Zero Dollar Change Order.



### The Unapproved Change Order Aging Report

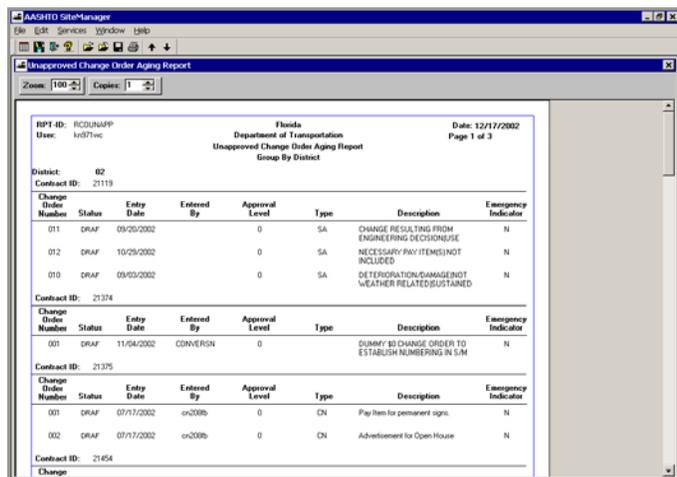
This report sorts on several criteria

- Select the **grouping** that you want by clicking the desired **grouping level** radio button.
- Rclick the **box** beside it.
- Select **Search** from the mouse button menu.
- Choose the particular **value** you want.



Information regarding all Change Orders associated with a contract or contracts that are not yet approved is displayed on this report.

What is shown depends on the report grouping selected?



## Change Order/Reason Code Breakdown Report

This report requires that you choose report groupings.

- Select the desired **group** by clicking the selection, such as District

- Rclick the box beside the selection.
- Select **Search** from the right mouse button menu to choose the specific **value** for this grouping.

District	User ID	Address ID	Address Type	Address Sequen
01	smcreah	01	OFFC	1
02	smcreah	02	OFFC	1
03	smcreah	03	OFFC	1
04	smcreah	04	OFFC	1
05	smcreah	05	OFFC	1
06	smcreah	06	OFFC	1

Make the similar choices in the Additional Break Criteria panel.

- Click **OK** to run.

This report window displays the Change Order/Reason Code Breakdown. It contains details indicating trends in contract changes.

Contract ID	CD Nbr	Status	Emergency	CD Type	CD Description	CD Amount
21443	001	Approved	N	Supplemental Agreement	Furnish & install a privacy fence on Right of Way	\$285,300.00
21501	001	Approved	N	Contingency Supplemental Agreement	field SA#1	\$1.00
21572	002	Draft	N	Contingency Supplemental Agreement	FIELD SA #1	\$1.00
E3015	001	Approved	N	Supplemental Agreement	Herbicide	\$6,960.00
E3045	001	Approved	N	Supplemental Agreement	Relocate on Grape Mistle bushes & one Palm Tree	\$4,135.75
E3050	001	Approved	N	Supplemental Agreement	Level existing roadway and produce acceptable cross slopes	\$15,547.00
E3050	001	Approved	N	Supplemental Agreement	MB and Resurface Median	\$116,952.50
E3056	002	Approved	N	Time Extension Agreement	Profile the road to match exist. curb with parabolic crown	\$1.00
E3067	001	Approved	N	Cont Substitutive Meaning	Conflicting with city utilities	\$1.00
E3099	001	Approved	N	Supplemental Agreement	Base Repair	\$8,505.00
E309R0	001	Approved	N	Supplemental Agreement	Guardrail repair	\$1.02
E309R1	001	Approved	N	Supplemental Agreement	Guardrail repair	\$1.02
E309R1	001	Approved	N	Supplemental Agreement	supplemental agreement	\$25,000.00
E309R1	001	Approved	N	Supplemental Agreement	added pay items	\$15,500.00

## The Time Extension Granted Report

Choose a contract from the Report Criteria window.

Contract ID	Vendor ID	Fed State Proj Nbr	Status
E2F19	VF592948723001	N/A	ACTV
E2F20	VF592098662012	0954116I	ACTV
E2F21	VF650332212001	N/A	CMPL
E2F22	VF592982056001	SA	ACTV
E2F23	VF590554002001	N/A	ACTV
E2F24	VF591434864001	N/A	ACTV
E2F25	VF592854900001	N/A	ACTV

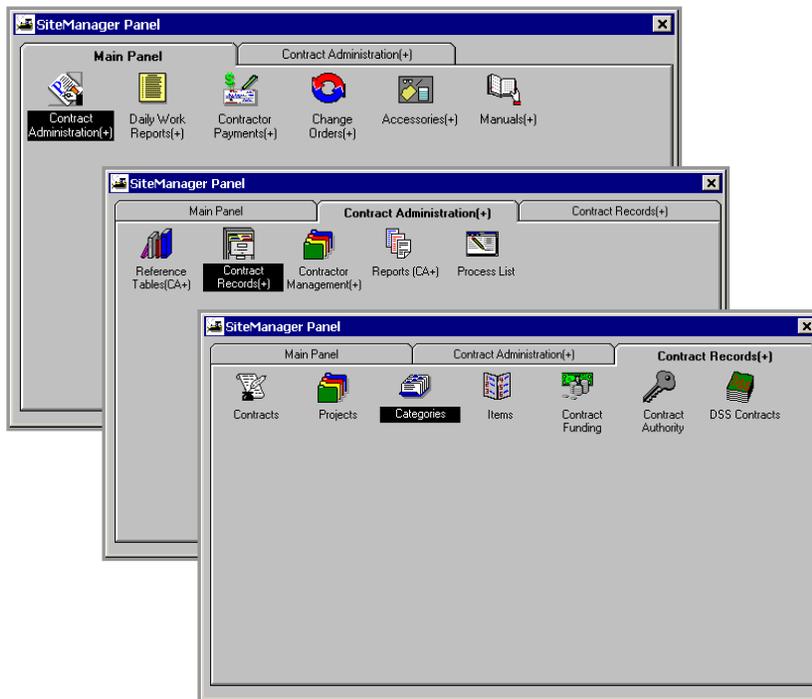
This report lists all approved Change Orders that relate to time adjustments for a particular contract.

Contract ID	Milestone Description	Original Days/Date	Extended Days/Date	Approved Date
002		2002/07/28	0000/00/00	2002/12/17
			90	15

## Other Changes

### Changing Project and Category Data

In some instances, a Change Order will necessitate that a change needs to occur to the Item data or Category data on the contract. For example, if a Change Order is adding a supplemental agreement that requires extra work to be done, a category may need to be added to the project.



To access contract project information

- DblClick the **Contract Administration** icon on the Main Panel.
- DblClick the **Contract Records** icon on the Contract Administration Panel.
- DblClick the **Categories** icon on the Contracts Records panel if a new category is needed.

### Category Data

If the particular contract contains two FinProj Number numbers, you will see a screen prompting you to choose a project.

- DblClick the appropriate **project**.

Contract ID	Project Number	Fed State Project Number	Description
E2F22	40341817201	N/A	D/W THERMO PLASTIC
E2F22	40341827201	N/A	D/W THERMO PLASTIC

In the upper panel of this screen all of the categories that are on a project will display.

To modify an existing category type over the field in the bottom of the screen. However, you should not change any category information unless you are entering a Change Order, because this information was a part of the original contract documentation.

The screenshot shows the 'Categories' screen in AASHTO SiteManager. At the top, the 'Categories' panel displays a table with the following data:

Category Number	Description	Work Class Type
0532	PAVEMENT STRIPING	PAVEMENT STRIPING (LARGE

Below the table, the form fields for category 0532 are visible:

- Catg Nbr: 0532, Fed St/Prj Nbr: N/A
- Desc: PAVEMENT STRIPING, Length: 0000, Width: 0000
- Catg Wrk Cls Type: PAVEMENT STRIF, Bridge ID: , Engr Pct: 00
- Fed Wrk Catg Type: Spaces, Brdg Type: Spaces
- Fed Wrk Cls Type: Maintenance, Brdg Span Nbr: , Rd Sect Nbr:
- Suppl Wrk Cls Type: Not Applicable, Brdg Length: 0000, Hwy Nbr:
- Beg Sta Nbr: , End Sta Nbr: , Beg Termini: 000000.000, Unit Nbr: 000, Hwy Type: Spaces
- End Termini: 000000.000, Desc:

To add a new category,

- Click the **upper** panel of the screen to activate it.
- Click the **New Page**  icon on the tool bar.

Be sure that you fill in the category record correctly. Refer to the PES Maintenance Project Development Guide for details.

Fill the following fields:

- **Catg Nbr** should be the **Maintenance activity number** with a leading "0". For example, 0494 is the category number for the Maintenance Activity of "Intermediate Machine Mowing".
- The **Desc** field should contain the **Maintenance Activity Description** as found in the Catg Wrk Cls Type table.
- The **Catg Work Cls Type** field is populated from a list box that contains all of the **Maintenance activities**.
- The **Fed Wrk Cls Type** field should be set to **"Maintenance"**.

If the category relates to a specific structure then the appropriate Bridge related fields should be populated.

- Click the **Save**  icon on the tool bar to save the category information.

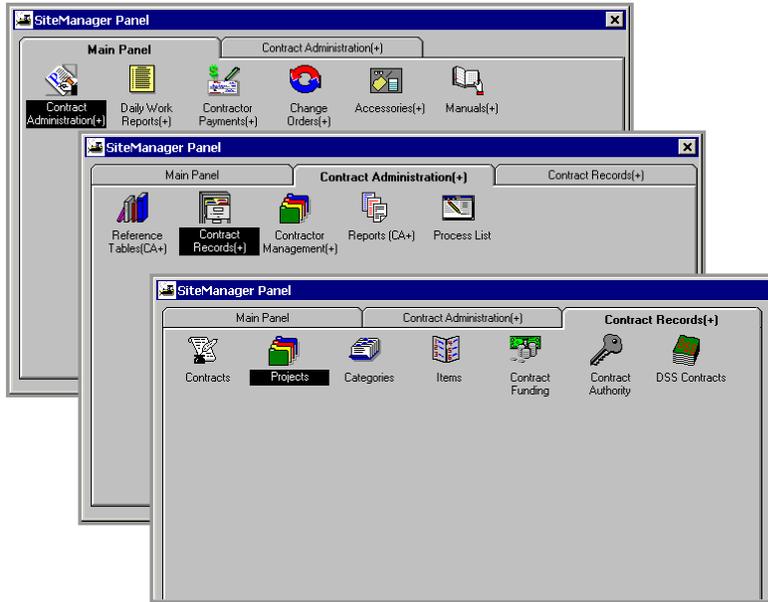
The screenshot shows the 'Categories' screen in AASHTO SiteManager. At the top, the 'Categories' panel displays a table with the following data:

Category Number	Description	Work Class Type
0532	PAVEMENT STRIPING	PAVEMENT STRIPING (LARGE I
0494	Intermediate Machine Mowing	INTERMEDIATE MACHINE MOV

Below the table, the form fields for category 0494 are visible:

- Catg Nbr: 0494, Fed St/Prj Nbr: N/A
- Desc: Intermediate Machine Mowing, Length: 0000, Width: 0000
- Catg Wrk Cls Type: INTERMEDIATE M, Bridge ID: , Engr Pct: 00
- Fed Wrk Catg Type: Spaces, Brdg Type: Spaces
- Fed Wrk Cls Type: Maintenance, Brdg Span Nbr: , Rd Sect Nbr:
- Suppl Wrk Cls Type: Spaces, Brdg Length: 0000, Hwy Nbr:
- Beg Sta Nbr: , End Sta Nbr: , Beg Termini: , Unit Nbr: , Hwy Type: Spaces
- End Termini: , Desc:

## Project Data



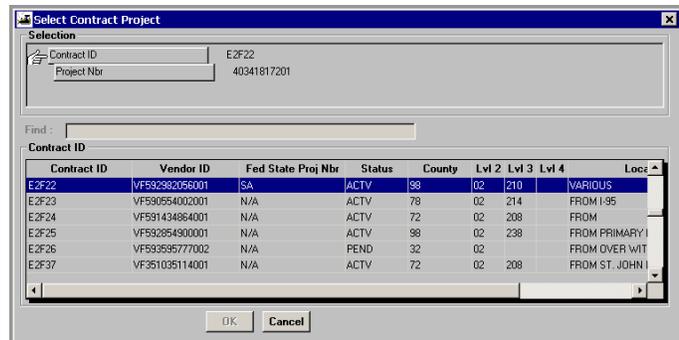
To access Project level data:

- DblClick the **Contract Administration**  icon on the Main Panel.
- DblClick the **Contract Records**  icon on the Contract Administration Panel.
- DblClick the **Projects**  icon on the Contract Records panel.

As mentioned before, most changes to project data should not be made without a corresponding Change Order.

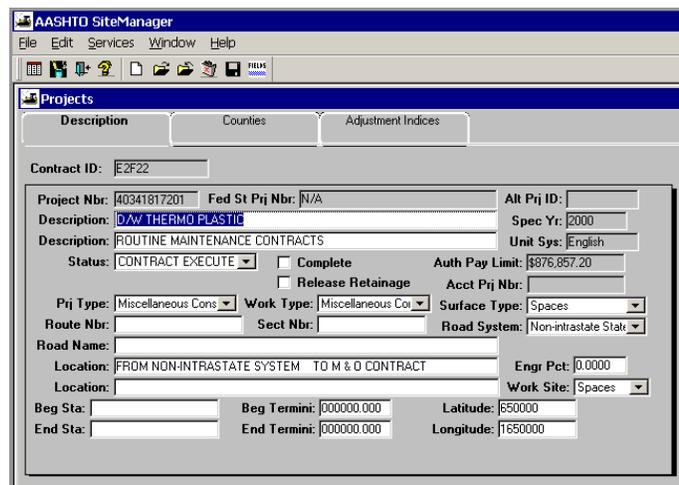
To open a contract and project (if you have not already been working with one)

- Click the **Open**  icon on the Tool bar.
- DblClick the **contract** you want to work with.
- DblClick the **project** you want.

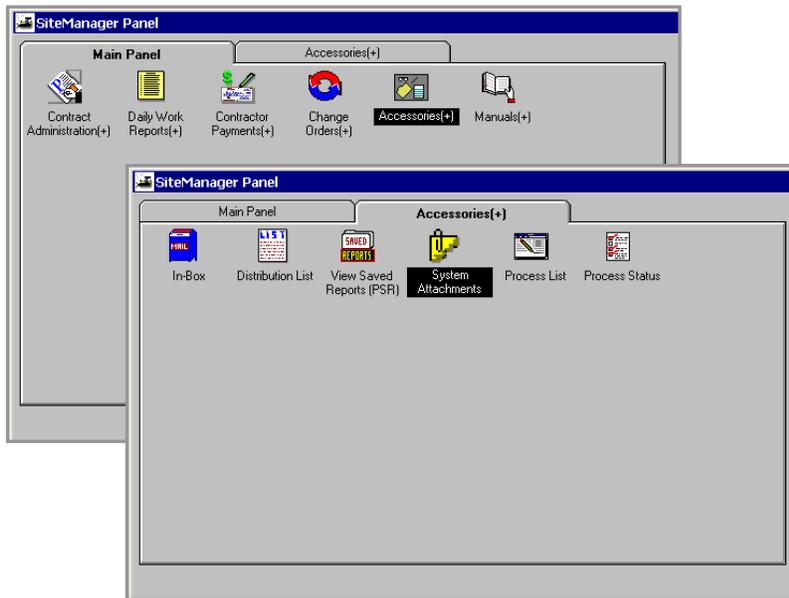


The only fields that should be changed on the description screen is the **Status** field, the **Complete** check box and the **Release Retainage** check box.

- Click the **Save**  icon to save your changes.



## Accessories



This feature allows us to access programs that are outside of SiteManager. For example, this is where the SM/MMS interface and Copy Contract features are accessed.

To access the System Attachments,

- DblClick the **Accessories** icon on the Main Panel.
- DblClick the **System Attachments** icon on the Accessories Panel.

## System Attachments

Two important features are (1) the need to handle renewable contracts and (2) a means to transfer data to the Maintenance Management System. These two functions may be performed through attachments to SiteManager.

## Maintenance Management System Interface

The SM/MMS Interface provides a mechanism to transfer Maintenance contract costs and MMS Activity quantities from SiteManager into the SM/MMS table for editing and loading into the MMS system.

**NOTE: All Maintenance contracts should be entered in Trns•port. MMS activity should be reported using the SM/MMS Interface from SiteManager.**

The SM/MMS Interface allows the Maintenance user to capture Bridge level information that cannot be collected and stored in **Trns•Port**, and to process MMS activity for innovatively bid contracts such as Lump Sum and Asset Management.

**Key Fields** Data records in the SM/MMS Interface and Batch process are managed by a set of key fields. These key fields make the record unique and are as follows:

Contract ID, FinProj Number, Estimate Number, MMS Activity, Bridge ID, Office (District & Cost Center). As a result, you cannot have duplicate records with the exact same keys.

**Access**To utilize the SM/MMS Interface, the user must be logged on to **SiteManager** and be assigned to a security group authorized to use this attachment (all Maintenance groups, i.e., MTDOUSER, MTMMSENG, etc.). Only designated Central Office Personnel will have access to the Batch.

From the Main panel,

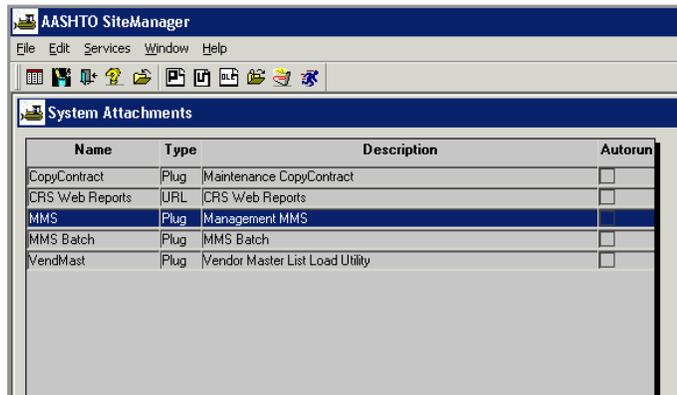
- DblClick the Accessories icon.
- DblClick the System Attachments icon on the Accessories panel.
- On the System Attachments Screen, highlight the MMS line.
- Click the **Run Attachment**  icon on the toolbar.

Or,

- DblClick the MMS line.
- Click the left mouse button anywhere inside the SM/MMS Interface screen

Or

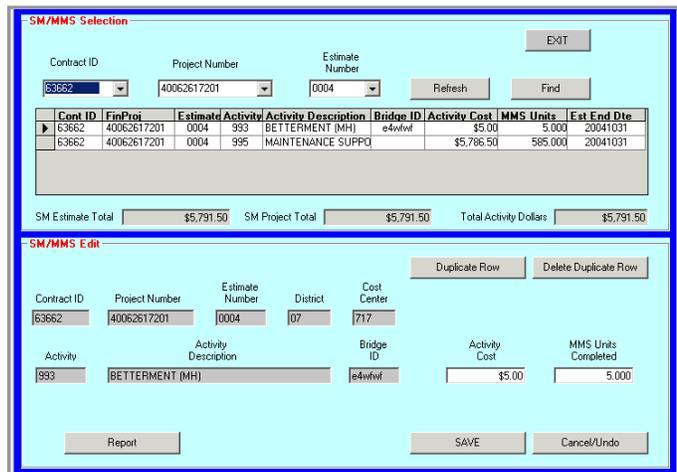
- Click any key on the keyboard to continue.



Approved Estimates for Maintenance contracts are automatically loaded into the SM/MMS Interface database.

When first entering the screen, the list boxes are populated with all available contract records.

If you have recently processed a contract and it does not appear on the contract ID list, click the **Refresh** button, and it should appear.



You may select the desired Contract record by:

- Using the List Boxes for **Contract ID**, **Financial Project #**, and **Estimate**.

Or

By using the Find button:

- Scroll down the list to select the **Contract ID**, or
- Type in the **Contract ID** and click the Open button, or
- Type in a portion of the Contract ID, then DblClick the contract

**SM/MMS Selection**

Contract ID: E3D77-R0 | Project Number: 41207517201 | Estimate Number: 0002

Cont ID	FinProj	Estimate	Activity	Activity Description	Bridge ID	Activity Cost	MMS Units	Est End Date
E3D78	7517201	0002	433	SODDING (SY)		\$0.00	0.000	20040930
E3D89	7517201	0002	435	SEEDING, FERTILIZING		\$0.00	0.000	20040930
E3D96	7517201	0002	456	REPAIR/REPLACE STF		\$0.00	0.000	20040930
E4C23-R2	7517201	0002	457	CONCRETE REPAIR (C		\$14,680.00	52.360	20040930
E4C34-R2	7517201	0002	459	CONCRETE SIDEWALK		\$24,850.00	476.000	20040930

SM Estimate Total: \$39,530.00 | SM Project Total: \$39,530.00 | Total Activity Dollars: \$39,530.00

**SM/MMS Edit**

Contract ID: E3D77-R0 | Project Number: 41207517201 | Estimate Number: 0002 | District: 03 | Cost Center: 395

Activity: 433 | Activity Description: SODDING (SY) | Bridge ID: | Activity Cost: \$0.00 | MMS Units Completed: 0.000

**SM/MMS Find Contract**

Contract ID: E3D

Open | Cancel

You may continue to use the Find button or click the Refresh button to reset the list box. The Refresh button refreshes the SM/MMS Interface database table from SiteManager.

When the Find button is used to select the Contract, the drop-down boxes will be populated with only those records pertaining to the Contract ID selected from the Find box.

The Refresh button will refresh the MMS database table and re-populate the drop-down boxes with “all” the available records.

After selecting the **Contract ID**

- Select the **Project Number** and
- Select the **Estimate Number** using the appropriate List Boxes.

**SM/MMS Selection**

Contract ID: E3D36-R0 | Project Number: 41214017201 | Estimate Number: 0004

Cont ID	FinProj	Estimate	Activity	Activity Description	Bridge ID	Activity Cost	MMS Units	Est End Date
E3D36-R0	41214017201	0004	519	DELINEATORS (UN)		\$3,630.00	184.750	20040930
E3D36-R0	41214017201	0004	520	SIGNS(GRND SIGNS 3)		\$9,310.00	178.000	20040930

SM Estimate Total: \$19,152.00 | SM Project Total: \$19,152.00 | Total Activity Dollars: \$19,000.00

**SM/MMS Edit**

Contract ID: E3D36-R0 | Project Number: 41214017201 | Estimate Number: 0004 | District: 03 | Cost Center: 395

Activity: 519 | Activity Description: DELINEATORS (UN) | Bridge ID: | Activity Cost: \$3,630.00 | MMS Units Completed: 184.750

**SM/MMS Selection**

Contract ID: E3D36-R0 | Project Number: 41214017201 | Estimate Number: 0004

Cont ID	FinProj	Estimate	Activity	Activity Description	Bridge ID	Activity Cost	MMS Units	Est End Date
E3D36-R0	41214017201	0004	519	DELINEATORS (UN)		\$3,630.00	184.750	20040930
E3D36-R0	41214017201	0004	520	SIGNS(GRND SIGNS 30 SQ FT OR LESS)(UN)		\$9,310.00	178.000	20040930

SM Estimate Total: \$19,152.00 | SM Project Total: \$19,152.00 | Total Activity Dollars: \$19,000.00

**SM/MMS Edit**

Contract ID: E3D36-R0 | Project Number: 41214017201 | Estimate Number: 0004 | District: 03 | Cost Center: 395

Activity: 520 | Activity Description: SIGNS(GRND SIGNS 30 SQ FT OR LESS)(UN) | Bridge ID: | Activity Cost: \$9,310.00 | MMS Units Completed: 178.000

To select a specific record for editing or duplicating from the Data Grid,

- Click the desired row.

When you select a row, the arrow in the left column will point to the selected row.

The lower SM/MMS Interface Edit panel will display the record for editing or duplicating.

The cursor is automatically moved to the MMS Units Completed field.

- Enter a numeric value up to three decimal places.

If it is necessary to change the Activity Cost,

- Position the cursor in the Activity Cost field and DbClick.
- Enter a numeric value up to two decimal places (with or without the dollar sign \$).

The user may “undo” any changes to the current record prior to saving with the Cancel/Undo button.

When changes are complete, click the Save button. The saved changes will appear in the Data Grid in the upper SM/MMS Interface Selection panel.

The District, Cost Center, Activity, and Bridge ID may be changed by clicking the  button.

Drop down boxes allow the user to select District, Cost Center and Activity (the corresponding Activity Description is automatically populated). A Bridge ID may be entered, and the Activity Cost and MMS

**SM/MMS Selection**

Contract ID: E3036-R0 | Project Number: 41214017201 | Estimate Number: 0004

Cont ID	FinPro	Estimate	Activity	Activity Description	Bridge ID	Activity Cost	MMS Units	Est End Date
E3036-R0	41214017201	0004	519	DELINEATORS (UN)		\$9,690.00	152.575	20040930
E3036-R0	41214017201	0004	520	SIGNS(IGRND SIGNS 3)		\$9,310.00	178.000	20040930

SM Estimate Total: \$19,152.00 | SM Project Total: \$19,152.00 | Total Activity Dollars: \$19,060.00

**SM/MMS Edit**

Contract ID: E3036-R0 | Project Number: 41214017201 | Estimate Number: 0004 | District: 03 | Cost Center: 395

Activity: 519 | Activity Description: DELINEATORS (UN) | Bridge ID: | Activity Cost: 8750 | MMS Units Completed: 152.573

Buttons: Duplicate Row, Delete Duplicate Row, Report, SAVE, Cancel/Undo

**SM/MMS Selection**

Contract ID: E3036-R0 | Project Number: 41214017201 | Estimate Number: 0004

Cont ID	FinPro	Estimate	Activity	Activity Description	Bridge ID	Activity Cost	MMS Units	Est End Date
E3036-R0	41214017201	0004	519	DELINEATORS (UN)		\$8,750.00	152.573	20040930
E3036-R0	41214017201	0004	520	SIGNS(IGRND SIGNS 3)		\$9,310.00	178.000	20040930

SM Estimate Total: \$19,152.00 | SM Project Total: \$19,152.00 | Total Activity Dollars: \$18,060.00

**SM/MMS Edit**

Contract ID: E3036-R0 | Project Number: 41214017201 | Estimate Number: 0004 | District: 03 | Cost Center: 395

Activity: 519 | Activity Description: DELINEATORS (UN) | Bridge ID: | Activity Cost: \$8,750.00 | MMS Units Completed: 152.575

Buttons: Duplicate Row, Delete Duplicate Row, Report, SAVE, Cancel/Undo

**MMS Interface - Florida DOT Maintenance Office**

**SM/MMS Selection**

Contract ID: E3A16 | Project Number: 22484317201 | Estimate Number: 0002

Contract ID	FinPro	Estimate	Activity	Activity Description	Bridge ID	Activity Cost	MMS Units Completed	Est End Date
E3A16	22484317201	0002	532	PAVEMENT STRIPING		\$1,008.77	0.000	
E3A16	22484317201	0002	537	RAISED PAVEMENT MA		\$17,300.00	5,000.000	

**SM/MMS Edit**

Contract ID: E3A16 | Project Number: 22484317201 | Estimate Number: 0002 | District: 03 | Cost Center: 392

Activity: 537 | Activity Description: RAISED PAVEMENT MARKER REPLACEMENT | Bridge ID: | Activity Cost: \$17,300.00 | MMS Units Completed: 5,000.000

Buttons: Duplicate Row, Delete Duplicate Row, SAVE, Cancel/Undo

**MMS Interface - Florida DOT Maintenance Office**

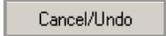
**SM/MMS Duplicate Row**

Contract ID: E3036-R0 | Project Number: 41214017201 | Estimate Number: 0004 | District: 03 | Cost Center: 395

Activity: 519 | Activity Description: DELINEATORS (UN) | Bridge ID: | Activity Cost: \$8,750.00 | MMS Units Completed: 152.575

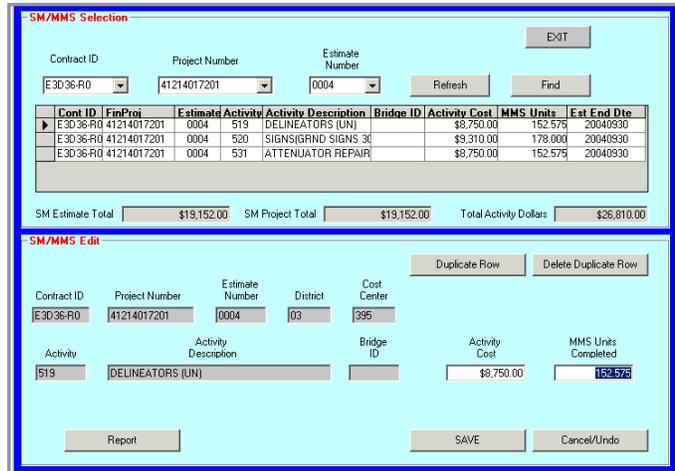
Buttons: Done, Cancel/Undo

Units Completed may be changed as necessary.

The user may “undo” any changes to the current record prior to saving with the  button. When changes are complete, click the  button.

In this example, \$8,750.00 and 152.575 MMS units are assigned.

The saved changes now appear in the Data Grid in the upper SM/MMS Interface Selection panel. Cost attributed to the duplicate row has now been automatically deducted from the parent row, so that the invoice totals are unchanged.



**SM/MMS Selection**

Contract ID: E3036-R0 | Project Number: 41214017201 | Estimate Number: 0004

Cont ID	FinProj	Estimate	Activity	Activity Description	Bridge ID	Activity Cost	MMS Units	Est End Dte
E3036-R0	41214017201	0004	519	DELINEATORS (UN)		\$8,750.00	152.575	20040930
E3036-R0	41214017201	0004	520	SIGNS(IGNRD SIGNS 3)		\$3,310.00	178.000	20040930
E3036-R0	41214017201	0004	531	ATTENUATOR REPAIR		\$8,750.00	152.575	20040930

SM Estimate Total: \$19,152.00 | SM Project Total: \$19,152.00 | Total Activity Dollars: \$26,810.00

**SM/MMS Edit**

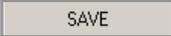
Contract ID: E3036-R0 | Project Number: 41214017201 | Estimate Number: 0004 | District: 03 | Cost Center: 395

Activity: 519 | Activity Description: DELINEATORS (UN) | Bridge ID: | Activity Cost: \$8,750.00 | MMS Units Completed: 152.575

Buttons: Report, SAVE, Cancel/Undo

You may delete the duplicated rows by clicking the Delete Duplicate Row button. Once changes are made to the duplicated row and saved in the SM/MMS Interface Edit panel, the Delete Duplicate Row button will not work.

It is important to remember to change the MMS Units Completed in the original row so that the sum of both rows is equal to the original value.

- Click the  Button when you are complete.

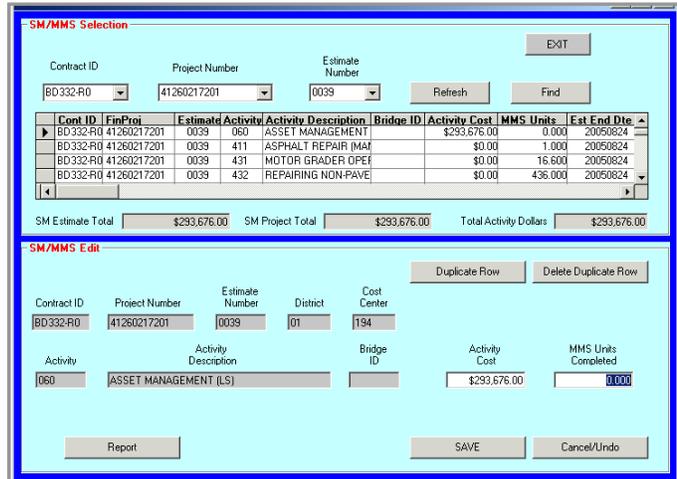
The Duplicate Row function allows the user to change the District, Cost Center, MMS Activity, Bridge ID, Activity Cost, and MMS Activity Units. Use this function when necessary to break the Activity Cost down between bridges or when reporting Lump Sum or Asset Management contract information.

**Bridge ID** – Duplicate the row in the Data Grid requiring a bridge ID, enter the bridge number, Activity Cost and MMS Units completed for the bridge, and save the new row. Change the original row to reflect the Activity Cost and MMS Units completed as applicable for the original row.

**Lump Sum** – The information in the Data Grid will be one row for the MMS Activity reported against the managing District or Cost Center. Duplicate the row as many times as necessary to distribute the Activity Cost and MMS Units Completed to the appropriate District, Cost Center, MMS Activity, and/or Bridge ID.

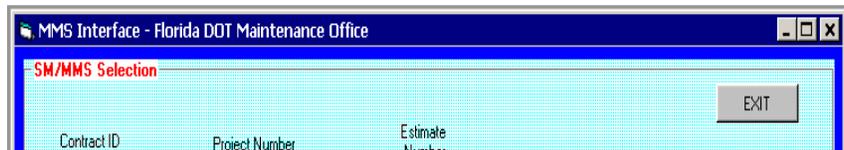
**Asset Management** – The information in the Data Grid will be one row for MMS Activity 060 reported against the managing District and Cost Center. The Activity Cost will be for the total amount of the estimate and the MMS Units Completed will be 0.000.

Duplicate the row as many times as necessary to distribute the MMS Units Completed to the appropriate District, Cost Center, MMS Activity, and/or Bridge ID. These duplicate rows will contain MMS Units Completed with an Activity Cost of \$0.00.



### Exit the SM/MMS Interface

Exit the SM/MMS Interface program by clicking the Exit button or clicking the Windows Exit button.



### Key Points to Remember:

- Original records in the SM/MMS Interface table may not be deleted.
- The only method available for a user to create a record in the SM/MMS Interface is by duplicating a record with the Duplicate Row button and then making appropriate changes to the new record.
- Records duplicated via the Duplicate row button may be deleted until saved in the SM/MMS Interface Edit panel.
- Remember to change the MMS Units Completed in the original row as necessary. The program will automatically deduct the amount entered in the duplicated row from the original row.

### Copy Contract

The Copy Contract feature has been developed by the Department to perform the functions required to convert renewable Maintenance contracts into their second terms and beyond.

The Legislature has provided changed authority relative to the term for which certain contracts may be extended. This authority reads in part:

"(Maintenance) Contracts may be renewed for a period that may not exceed 3 years or the term of the original contract, whichever period is longer."

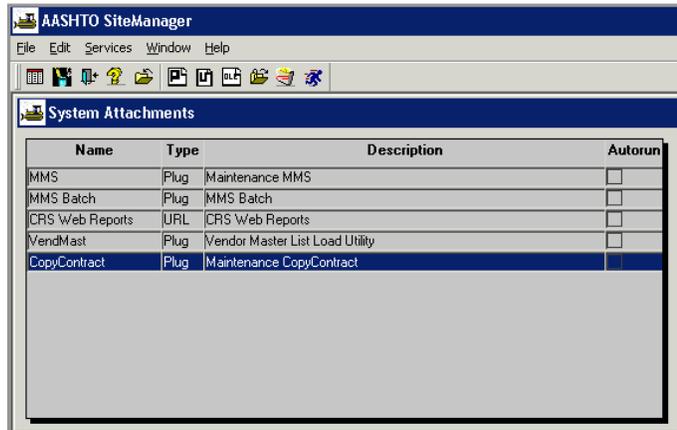
The SiteManager Copy Contract Attachment has been programmed to provide tools to renew contracts consistent with this authority.

The contract ID must be a Maintenance contract number, with a suffix of "-R#", where # is 0 (1<sup>st</sup> term), 1 (2<sup>nd</sup> term), 2 (3<sup>rd</sup> term), etc.

All Change Orders will be copied into the new contract for the new term ("-R1" to "-R2", etc.) in draft status.

- ❖ **Be sure that all change orders in the source contract are either denied or approved. Do not try to copy a contract that has draft or pending change orders.**

In the new contract they may be approved or denied, depending on what is required in the new contract term.

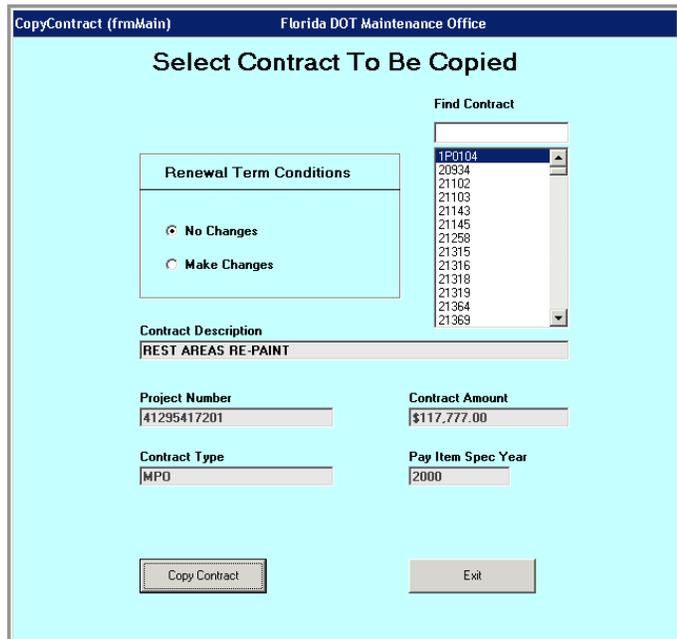


### Accessing Copy Contract

From the System Attachments screen,

- DblClick the **Copy Contract** attachment.
- Or
- Highlight the Copy Contract entry.
  - Click the **Run Attachment**  icon.

The Copy Contract Accessory will open to this screen. The first choice to make is whether the contract is to be renewed with terms identical to the old contract, or if they are to be changed.



## Repeat old contract term

Select Contract to be Copied

- Highlight the *Contract*

Find the desired contract by typing the contract ID in the "Find Contract" box or scroll through the "Contract Ids" list. In this example contract E4G62-R0 has been selected.

- The *No Changes* radio button (this is the default) should be selected.
- Click *Copy Contract*.

CopyContract (frmMain) Florida DOT Maintenance Office

### Select Contract To Be Copied

Find Contract

Renewal Term Conditions

No Changes  
 Make Changes

Contract Description  
DRAINAGE REPAIR AND DESILTING

Project Number: 23391327201 Contract Amount: \$329,565.50

Contract Type: MC Pay Item Spec Year: 2000

Copy Contract Exit

## Confirm and Save New Contract Information

This screen will show the new contract number, contract information, and list the Change Orders to be copied.

- Click *Save*.

CopyContract (frmConfirm) Florida DOT Maintenance Office

### Confirm and Save New Contract Information

Copy Contract: E4G62-R0 To: E4G62-R1

Contract Description  
DRAINAGE REPAIR AND DESILTING

Project Number: 23391327201 Contract Amount: \$329,565.50

Contract Type: MC Contract Spec Year: 2000

And Includes the Following Change Orders

Change Order ID	Change Order Description	Change Order Type	Change Order Amount
001	additional quantities of desilting	SA	\$49,999.78

Save Back Exit Without Saving

This message box appears.

- Click *OK*



You will be returned to the Copy Contract opening screen.

- Click *Exit*

and you will return to SiteManager.

You are now ready to activate the new contract

CopyContract (frmMain) Florida DOT Maintenance Office

### Select Contract To Be Copied

Find Contract

1P0104  
20934  
21102  
21103  
21143  
21145  
21258  
21315  
21316  
21318  
21319  
21364  
21369

Renewal Term Conditions

No Changes  
 Make Changes

Contract Description  
REST AREAS RE-PAINT

Project Number: 41295417201 Contract Amount: \$117,777.00

Contract Type: MPO Pay Item Spec Year: 2000

Copy Contract Exit

## Change old contract term

Select Contract to be Copied

Select the *Make Changes* alternative. The next screen will allow additional choices.

- Highlight the desired *Contract*.
- Click the *Make Changes* radio button.
- Click *Copy Contract*.

CopyContract (frmMain) Florida DOT Maintenance Office

### Select Contract To Be Copied

Find Contract

E5G37  
E5G38-R2  
E5G40  
E5G41-R1  
E5G42  
E5G43  
E5G44-R2  
E5G45  
E5G46-R2  
E5G47-R2  
E5G51-R2  
E5G57  
E5G61

Renewal Term Conditions

No Changes  
 Make Changes

Contract Description  
RDWY LIGHTING MAINT

Project Number: 24531917203 Contract Amount: \$285,000.00

Contract Type: MC Pay Item Spec Year: 2000

Copy Contract Exit

This screen will open. As seen here, the new contract number will contain the – R2, the begin date is the day following the completion of the current contract, and the new term defaults to match the current term. In this case it is 365 days.

The screenshot shows the 'Select Dates for the New Contract' interface. It features two calendar pickers: 'November 2005' for the begin date (with the 3rd selected) and 'November 2006' for the end date (with the 2nd selected). Below the calendars, the 'Old Contract ID' is 'E5G38-R1' and the 'New Contract ID' is 'E5G38-R2'. The 'Begin Date for the Next Term' is '11/3/2005', the 'End Date for the Next Term' is '11/2/2006', and the 'Total # Days for the Next Term' is '365'. At the bottom are buttons for 'Continue', 'Back', and 'Exit CopyContract'.

### Select Dates for the New Contract

For this example the new term will be for two years.

- In the **Total # Days** field enter 730. (For Leap Year enter 366.)  
Or
- Select November 2, 2007 in the **Select End Date** calendar. The **Total # Days** will be populated automatically
- Click **Continue**.

The screenshot shows the 'Select Dates for the New Contract' interface. It features two calendar pickers: 'November 2005' for the begin date (with the 3rd selected) and 'November 2007' for the end date (with the 2nd selected). Below the calendars, the 'Old Contract ID' is 'E5G38-R1' and the 'New Contract ID' is 'E5G38-R2'. The 'Begin Date for the Next Term' is '11/3/2005', the 'End Date for the Next Term' is '11/2/2007', and the 'Total # Days for the Next Term' is '730'. At the bottom are buttons for 'Continue', 'Back', and 'Exit CopyContract'.

## Verify Quantities

A screen similar to this will appear listing each Item on the contract. Unit prices are unchanged but each Item Quantity (except lump sum items) has been scaled to the contract term selected. In this example the scaling factor is  $730 \div 365$  or 2.000. Adjust the quantities as necessary.

From this screen, you may

- ❖ Click the **Quantity Change Help Button** (Information about how to use this screen.)
- ❖ Run the **Quantity Report** (This will produce a detailed Item report that can be helpful in confirming any item adjustments that have been made.)
- ❖ **Continue** to the next screen
- ❖ Go **Back** to the previous screen
- ❖ Or **Exit Without Saving**.

If you choose **Back**, the contract will not be saved and the application will return to the Select Dates for the New Contract screen.

If you choose **Exit Without Saving**, you will exit Copy Contract.

- Click **Continue**

## Confirm and Save New Contract Information

On the Confirm screen, you may verify the old contract ID, new contract ID, contract information, and view information about each Change Order.

From the this screen, you may

- ❖ **Save** the new Contract
  - ❖ Go **Back** to the previous screen.
- Or
- ❖ **Exit Without Saving**.

If you choose **Back**, the contract will not be saved and the application will return to the Verify Quantities screen.

If you choose **Exit Without Saving**, you will exit Copy Contract.

- Click **Save**

This prompt will appear.

- Click **OK**

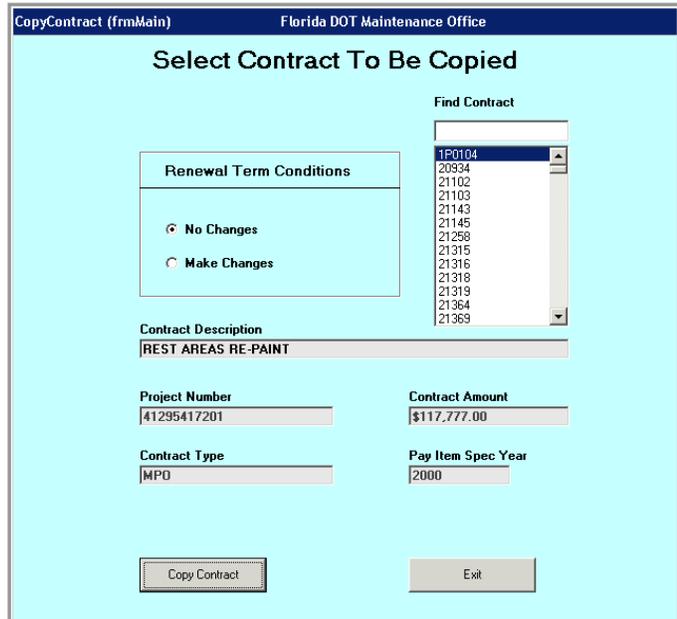


You will be returned to the Copy Contract opening screen. You may copy another contract or exit.

- Click **Exit**.

You will be returned to Site Manager where you will need to activate the new contract and accept or reject each of the Change Orders associated with it.

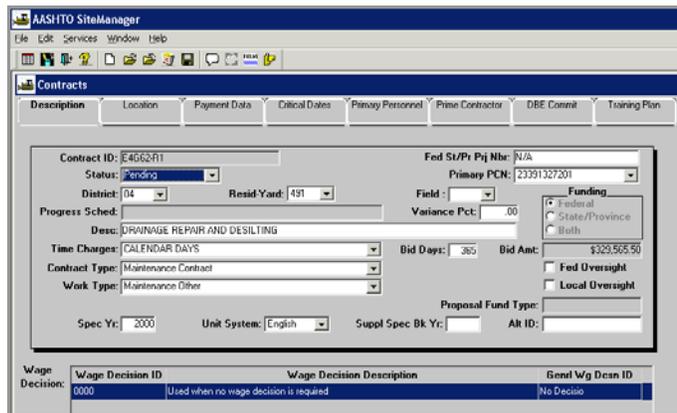
You are now ready to activate the new contract.



### Activating the Renewed Contract

The renewable contract and its Change Orders (supplemental agreements) are copied to SiteManager as a new, pending contract. The Change Orders cannot be accessed until the new contract is activated. Most of the required activation information is copied for you. The following information will be required to activate the new contract:

- ❖ **Execution Date** – the Execution Date must be changed from current date to the date the renewal is executed.
- ❖ **Notice to Proceed Date** – required for activation. The Work Begin Date may also be entered.
- ❖ **Primary Personnel**.
- ❖ **Prime Associates**.



## Change Orders

All Change Orders will be copied to the renewed contract in Draft status. You must save the required Change Orders to Pending status. The Change Orders not required for the subsequent term(s) of a contract must be Denied prior to moving the contract to Complete status.

To Deny a Change Order(s),

- Activate the Contract.
- Save the CO Header to Pending status, selecting the group and person to approve.
- Go to Change Order Approval,
- Deny the Change Order and save.

AASHTO SiteManager  
File Services Window Help

Header

Contract ID: F4062-R1 CD Number: 001 Tentative Verbal Approval Dates:  
Federal: 01/01/00 Local: 01/01/00

CO Created by: Connor, William On: 02/09/05

Status: Pending Approval Level: OVERRIDE

Description: Additional quantities of deading

Reason Code: Plans modification

CD Type: Supplemental Agreement

Override Approval Rules  Emergency Work

Functions:  Overrun/Underrun  Force Account Bid Contract Amt: \$329,565.50  
 Extra Work  Zero Dollars Current Contract Amt: \$329,565.50  
 Time Adjustment  Final Quantity CD Amount: \$43,999.70

Reference to:  
Dispute: Force Account:

## Correcting a Mistake

If the wrong contract is mistakenly copied, you may go back to SiteManager, pull up the newly copied contract in the Contract Screen, and delete it.

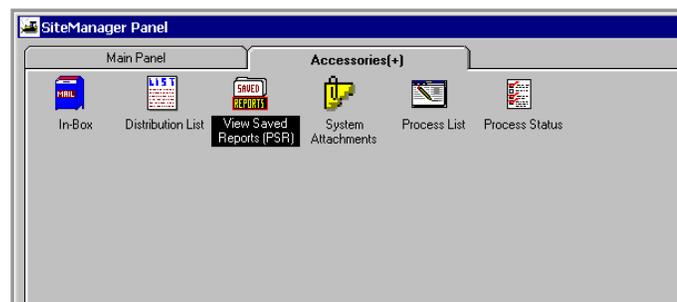
If the contract has been activated, you must delete the draft Change Orders (if there are any), change the contract to Pending status, and then delete the contract.

**NOTE:** A contract may not be deleted if an approved Change Order exists on the contract.

A renewable contract must be copied through Copy Contract prior to changing the Status of the original contract to Complete. Once the contract Status has been changed to Complete, the renewable contract will no longer appear on the Copy Contract selection list. If you accidentally complete a contract before it is renewed, contact the State Trns•port Coordinator who will have the ability to see and renew any Completed contracts.

## Saved Reports

All reports that you have saved to your PC may be retrieved by using the View Saved Reports feature of SiteManager.

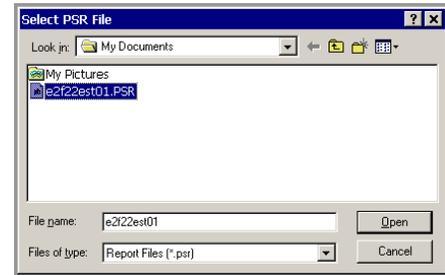


To find and view a report,

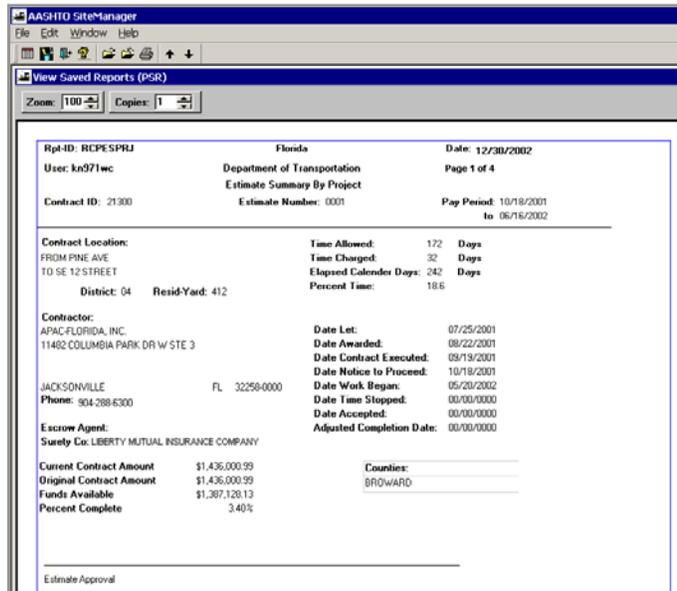
- Click the **View Saved Reports** icon on the Accessories Panel.

A directory will open as seen here.

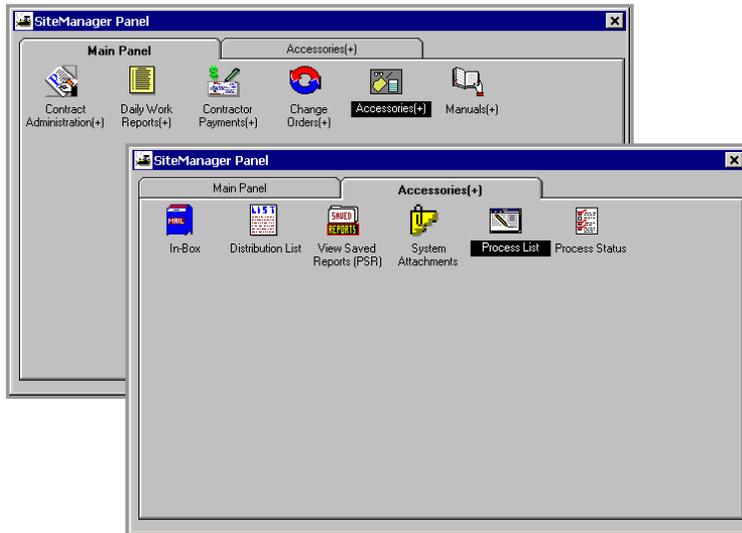
- Highlight the report by file name, and click **Open**, or DblClick the file name.



View or print your report.

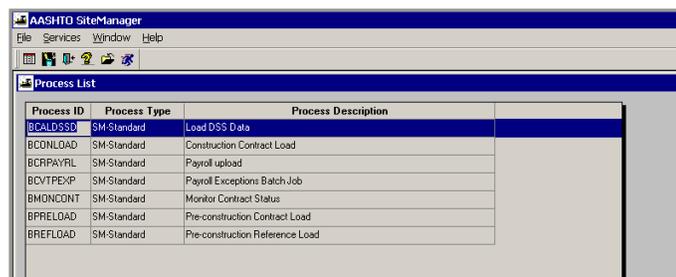


### Process List

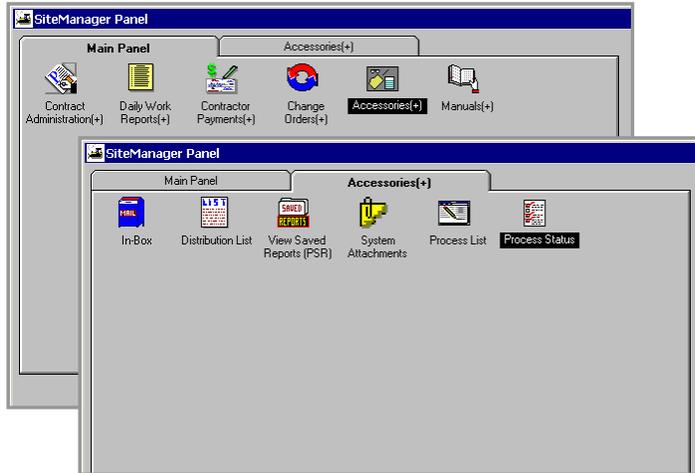


Most FDOT users will not have access to run processes from this window, but will have access in the specific functional areas such as making payments, doing Change Orders, and completing contracts.

This panel shows the processes that are available within the SiteManager functions.



## Process Status



The Process Status feature allows the user to monitor jobs that have submitted. For example, when you generate an estimate a job is submitted and you may tell when it is finished by looking at the Process Status. To access the Process Status:

- DblClick the **Accessories**  icon on the Main Panel.
- DblClick the **Process Status**  icon.

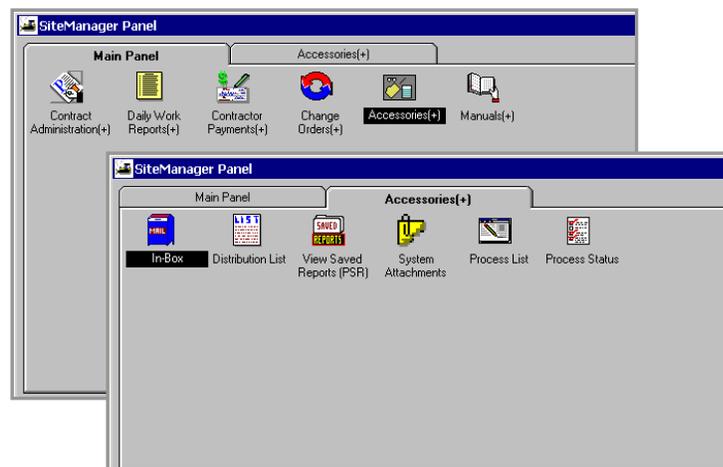
Whether Jobs are running or are complete will be indicated in the Status Column.

If your list is long, you may sort the list by clicking the column heading of the column you want to sort by or you may Rclick and select the Sort option. Proceed with this sort as previously described.



Process Name	Status	Date Submitted	Queue Time	Start Time	End Time
RCPCSUM1B	Process Running	12/31/2002	09:28 am	09:28 am	00:00:00
RCPCSUM1A	Completed	12/31/2002	08:42 am	08:42 am	08:42 am
OCPINTESA	Completed	12/31/2002	09:24 am	09:24 am	09:24 am

## Mail



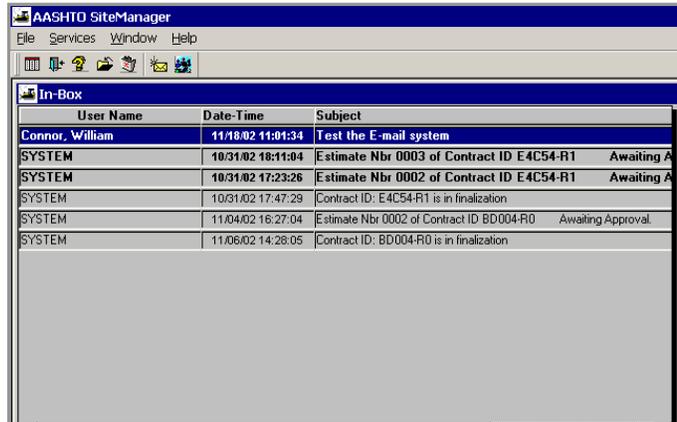
SiteManager uses a form of email to notify SiteManager Users when various events have occurred. Mail may also be created and sent by users to one another.

To access mail:

- DblClick the **Accessories**  icon on the Main Panel.
- DblClick the **In-Box**  icon.

To read mail in your in-box:

- Highlight the document of interest.

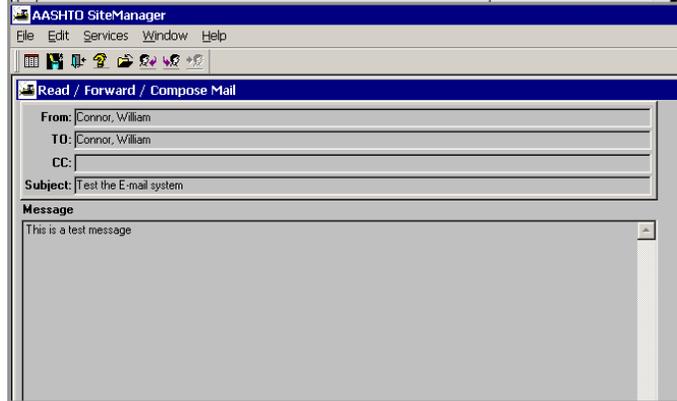


- DblClick the selection.

This will open the message.

To delete an item in your in-box:

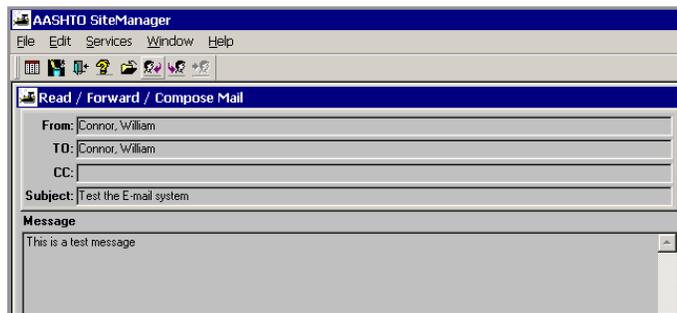
- Highlight the message you want to delete.
- Click the **Delete**  icon on the tool bar.



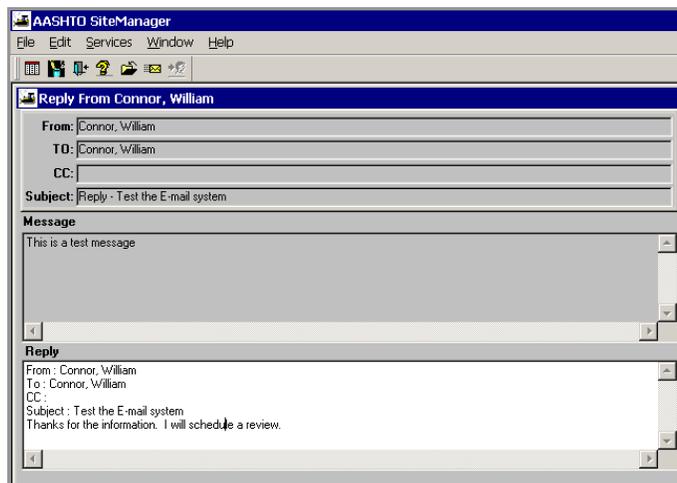
You may read the message and reply or forward it to another user or you may return to the message list and delete it.

To reply to the message:

- Click the **Reply to the Mail**  icon on the tool bar.
- Type your reply in the **Reply** window at the bottom.
- Click the **Send** a mail message button on the tool bar to send.

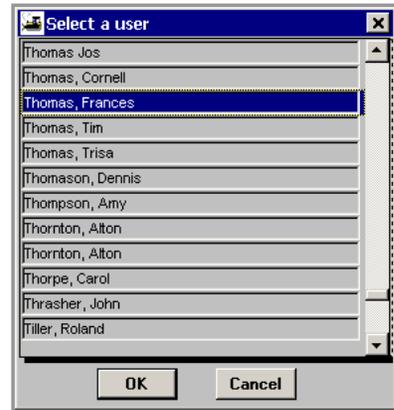


You will get this message.

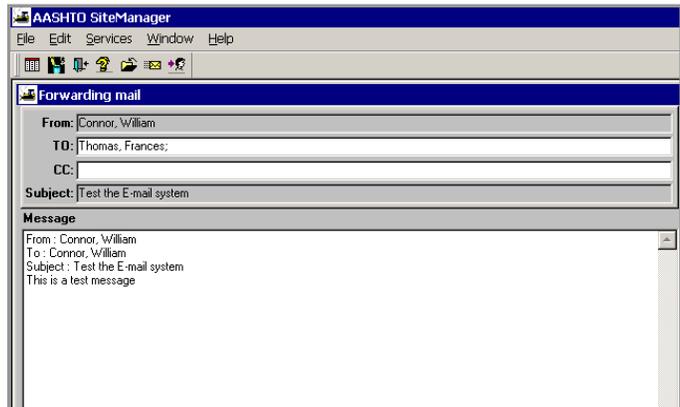


To forward the message:

- Click the **Forward a mail message**  icon on the tool bar.
- Highlight the users to receive the message.
- Click **OK**.



The users are added to the TO: box. You may add more to the message if you want by typing in the Message window at the bottom.

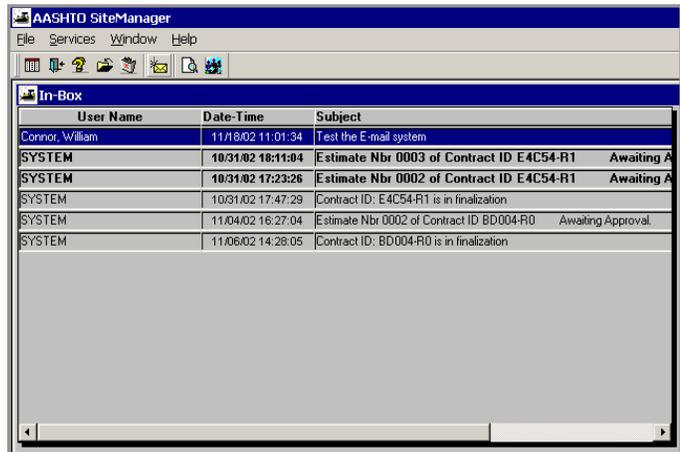


To send the message:

- Click the **Send**  icon on the tool bar.

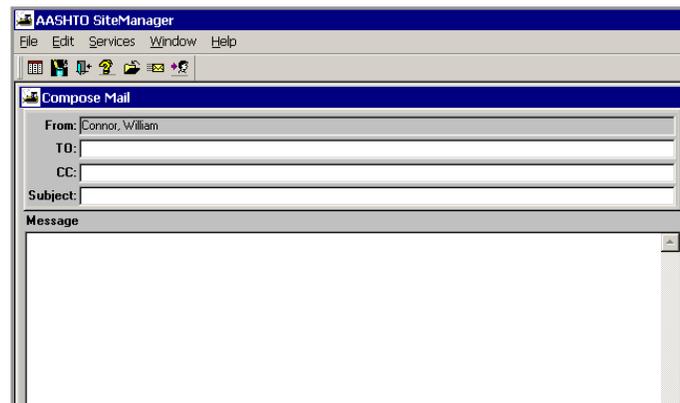
To create a new mail message:

- Click the **Compose a mail message**  icon on the tool bar of the In-Box list window.

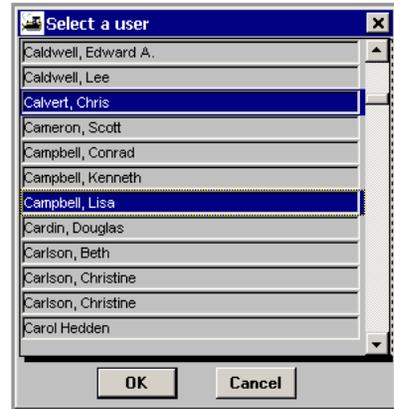


The Compose Mail window will appear.

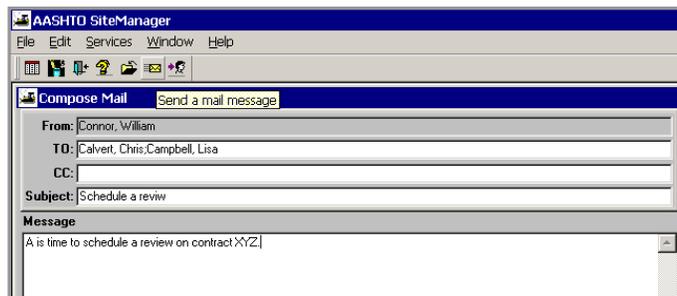
- Click the **Select (CMS) User**  icon on the tool bar to pick your recipients.



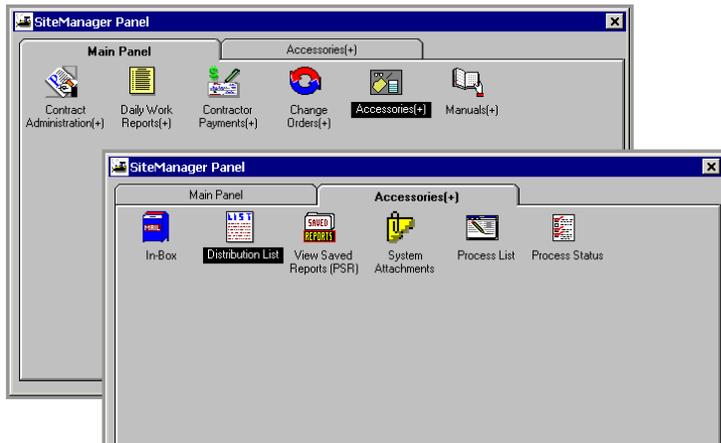
- Select one or more users from the list by using your <Shift> and <Ctrl> keys.
- When all selections are complete, click **OK**.



- Enter the Subject and the Message body.
- Click the **Send a mail message**  icon on the tool bar.



## Distribution Lists



Distribution lists may be created in SiteManager so that various persons or groups may be notified when dates or events occur on a contract.

To create distribution lists:

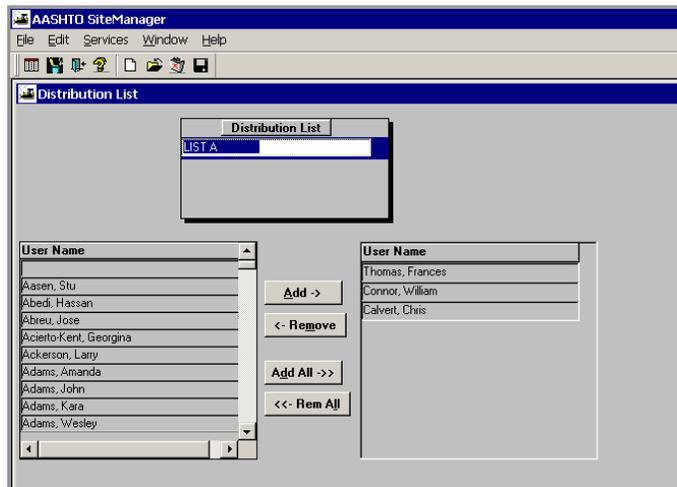
- DblClick the **Accessories**  icon on the Main Panel.
- DblClick the **Distribution List**  icon on the Accessories panel.

To create a new distribution list:

- Click the **New**  icon to add a new record.

Name the distribution list. In the SiteManager Database, distribution lists are maintained by UserId and name. So each list you create is under your UserId for maintenance.

- Click the **person** you want to add to the list.



- Click the **Add** button.

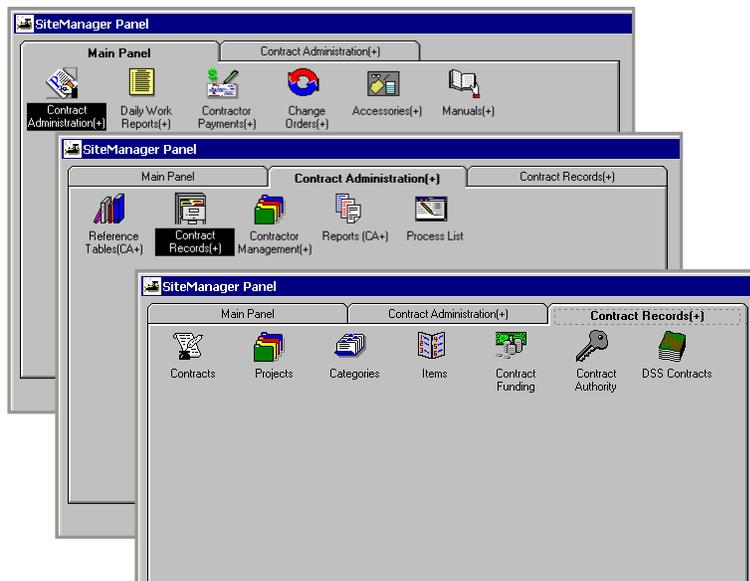
You may select more than one person by holding down the <Shift> or the <Ctrl> key while clicking each person. When you click the **Add** button, all of the selected records will be added to the list in the right panel.

Do not click the **Add All** button, as it will add all of the records in SiteManager to your list.

To remove a person from the list:

- Select that **person**
- Click the **Remove** button.
- Click the **Save** icon when you are finished.

## Contract Administration – Completing Contracts



Functions required over the active term of a contract may include:

- ❖ Changes to Contract Header, critical dates, contractor personnel,
- ❖ Ending and/or beginning contract authority for individuals.
- ❖ Contract completion.
- ❖ Transfers to DSS.

## Contract Completion

The Contract completion procedure includes all activity related to changing the Contract status from active to complete.

The procedure flows as follows:

- The physical work is done and any changes to the Item final quantities have been approved.
- Look for any Contract data that would prevent final estimate generation or approval.
- After all required data is entered and any issues are resolved, the final estimate may be generated and approved.
- After the final estimate is approved, the Contract status may be changed to complete.

- Enter the Physical Work Complete Date.
- Save the record
- Change to Contract Status to Complete
- Save and close the window.

There are several SiteManager reports that may be used to track data during the completion procedure. The user may run these reports to make sure that all required data has been entered, or to find data causing discrepancies. The following reports are helpful:

- Contract Status Report
- Item Quantity Report
- Change Order Report
- Required Documents Report
- Dispute/Claim Report

### Final Estimate Requirements

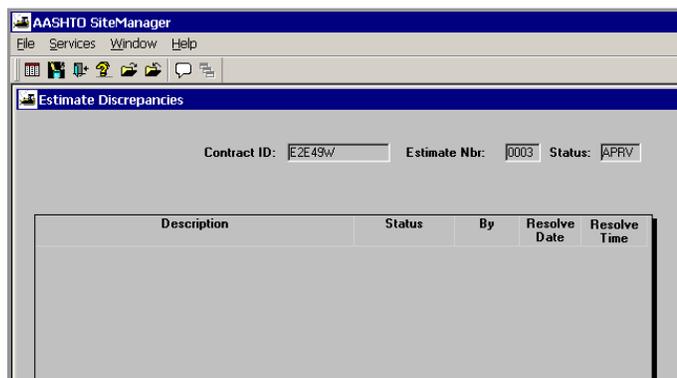
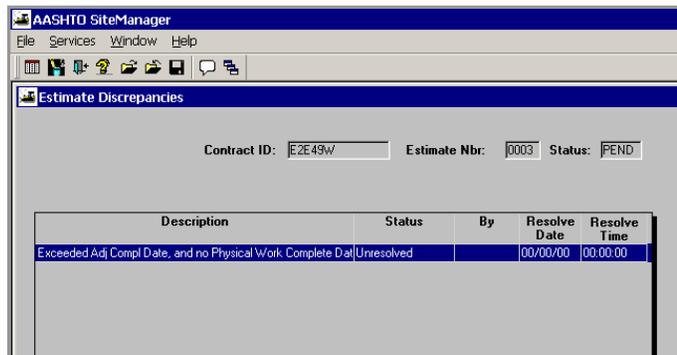
To generate the final estimate, the following criteria must be met:

- All progress estimates must be approved.

As a part of the completion process, the user may search for Contract data that the estimate process would identify as an error, such as missed Contract Completion date

### Required Actual Dates

The only critical date required to complete a contract is the Physical Work Complete Date contained in the Contract Critical Dates folder tab



## Final Estimate

A final estimate is generated the same way as a progress estimate. The only difference is that **Final** is selected.

**Make sure that the correct End Date is entered and then click the Generate Estimate icon on the tool bar.**

The Job Submitted information window will appear. Acknowledge other windows as they open.

You approve a **Final Estimate** the same way you would a Progress Estimate.

- Click the **check box**
- Click the **Save** icon on the tool bar.

Once the final estimate has been approved at all levels no changes may be made.

The screenshot shows the 'Estimate Approve' window in AASHTO SiteManager. The 'Contract ID' is E2E49W and the 'Estimate Nbr' is 0003. The 'Generated By' is kn971wc, 'On' is 01/07/03, and 'Type' is FINL. Under 'Approval Levels', the 'RE' level has a checked box, and the 'AA' level has an unchecked box. The 'RE' level has a date field set to 00/00/00 and a time field set to 00:00:00.

The screenshot shows the 'Estimate Approve' window after approval. The 'RE' level now has a date field set to 01/07/03 and a time field set to 13:26:30, with the user kn971wc. The 'AA' level now has a checked box and a date field set to 00/00/00 and a time field set to 00:00:00.

## Physical Work Complete Date Requirements

Entering the Physical Work Complete Date begins the Contract completion process. Before entering this date, the user should verify the following:

- Final quantities have been approved.
- All Change Orders are either approved or not approved. If there are any pending or draft Change Orders, the date cannot be saved.

Before completion, the user may generate Final Quantity Change Orders to approve final quantities. When the Physical Work Complete Date is entered, any Item that has not had a final quantity approved on a Change Order is automatically assigned a final quantity by the system. The user may run an Item Quantity report to find out which Contract Items have approved final quantities and which Items do not.

After the Physical Work Complete date is saved, the system does the following:

- Notifies all Level 1 personnel

The screenshot shows the 'Contracts' window in AASHTO SiteManager. The 'Contract ID' is E2E49W. A table lists various 'Critical Date' requirements:

Critical Date Description	Actual Date	Required to Activate	Required to Finalize
Work Begin Date	03/01/02	N	N
Contractor Bankruptcy Date	00/00/00	N	N
Contractor Default Date	00/00/00	N	N
Open to Traffic Date	00/00/00	N	N
Substantial Work Complete Date	00/00/00	N	N
Physical Work Complete Date	04/30/02	N	Y
Original Completion Date	06/28/02	N	N
Adjusted Completion Date	06/28/02	N	N

Below the table, the 'Physical Work Complete Date' is selected. The 'Actual Occurrence Date' is 04/30/02. The 'Required to Activate' checkbox is unchecked, and the 'Required to Finalize' checkbox is checked. There are fields for 'Distribution List' and 'Recipient ID'.

- Notifies the Project Manager and Project Engineer that Contract Authority should be end-dated for personnel no longer working on the Contract.
- Automatically assigns final quantities and changes status to "Final" for any Item that does not have a final quantity approved on a Change Order.

### Complete Status Requirements

After the final estimate is approved, the user may change the Contract's status from active to complete. To save this status change, the following criteria must be met:

- Critical Dates, Key Dates, and Checklist Event Dates marked "Required to Finalize" must be entered
- Items must have approved final quantities
- Change Orders must be approved or not approved (none pending or draft)
- Disputes, and claims must be resolve
- Stockpiled Material balances must be zero
- The final estimate must be approved.

Most of these requirements will already be met in preparation for the final estimate. If the system does no accept the status change, it displays error messages that identify the type of data that did not meet the validation criteria (e.g., Change Order). The user may run reports or look at the appropriate SiteManager windows to pinpoint the data that prevented the status change.

### Setting the Contract Status to Complete

To set the **Contract Status** to complete,

- Edit the Contract Description tab and change the Status field to "Complete".
- Click the **Save** icon.

When the contract status is changed to complete, the contract should be automatically marked to send to DSS.

When the Contract status is changed to complete, the system performs the following tasks:

- Automatically end-dates Contract Authority for all users except the Project Manager, Project Engineer, and personnel with District wide Contract Access and Update rights.
- Marks the Contract "To Be Sent to DSS". Any Contract that is marked "To Be Sent to DSS" is sent automatically by a daily batch process.

The screenshot shows the AASHTO SiteManager application window. The 'Contracts' tab is active, and the 'Description' sub-tab is selected. The 'Status' dropdown menu is set to 'Complete'. The 'Desc' field contains the text 'CONCRETE DITCH REPAIR'. The 'Bid Amt' is \$90,750.00. The 'Wage Decision' table at the bottom of the window is as follows:

Wage Decision ID	Wage Decision Description	Genl Wg Dcsn ID
0000	Used when no wage decision is required	No Decisio

Completing a contract involves these steps.

- Step 1:** All Progress Estimates and Change Orders must be approved.
- Step 2:** All dates other than Physical Work Complete Date that are required to finalize the contract must be entered.
- Step 3:** A Final Estimate must be generated.
- Step 4:** Any final adjustments must be entered.
- Step 5:** Any estimate discrepancies must be resolved. They cannot be overridden on the Final Estimate.
- Step 6:** The Final Estimate must be approved at all levels.
- Step 7:** Enter the Physical Work Complete Date.
- Step 8:** Change the Contract Status from “Active” to “Complete”

## Appendix A Filtering, Finding, and Sorting

### Filtering

Filtering allows you to set several criteria. When searching for a vendor, one criterion may be sufficient. When searching for a pay item, two may be needed – one for a spec year, and the second for the item itself. The filter criteria screen has the physical ability to display 13 rows of criteria. This should more than enough to meet Department needs.

Finding vendors is an action where the filter function will be used. When the list of vendors is presented, you may do a Filter on the list to find the vendor you are looking for if you do not know his vendor number.

In some of the filters you run, you may encounter conditions where the data in a field is wider than the physical box. If you run the filter then make the display box larger, you will lose your filter results. This occurs with the vendor number. Make the vendor Id column wider before you run the filter. To widen the columns:

- Place your cursor over the vertical line between two field titles.
- When the cursor changes shape to a two-headed arrow with a vertical centerline, Left click the line.
- Drag the line left or right as necessary to display the field data.

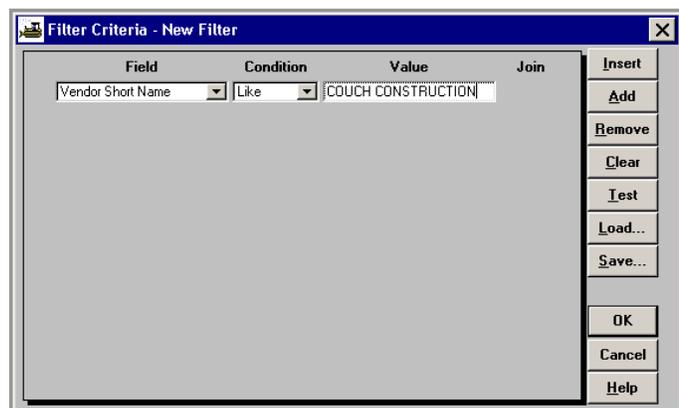
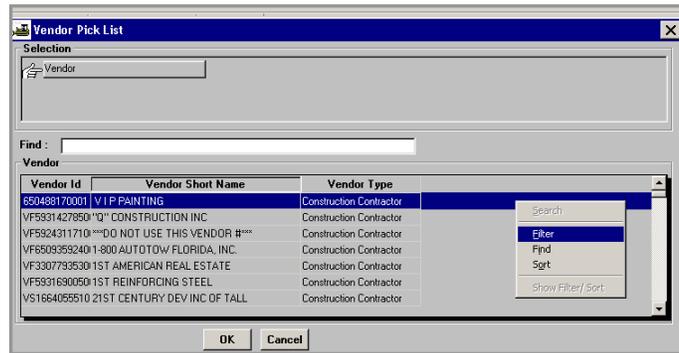
Now you are ready to run the filter.

- Rclick in the list box.
- Select **Filter**.
- Click the **Insert** tab.

The filter will display one row for search criteria. The **Field** box contains a list of fields available for the filter. The **Condition** box contains relationship choices to the Field. The **Value** box is an entry field for the specific value of the search.

For this search:

- Choose **Vendor Short Name** in the Field Box
- Choose **Like** in the Condition Box.
- Enter the characters “COUCH CONSTRUCTION” in the Value Box.



Notice that the search is in uppercase letters. Search functions in SiteManager are case sensitive.

- Click the **OK** button on the right side of the window.

A message box is returned indicating that this filter will return seven rows.

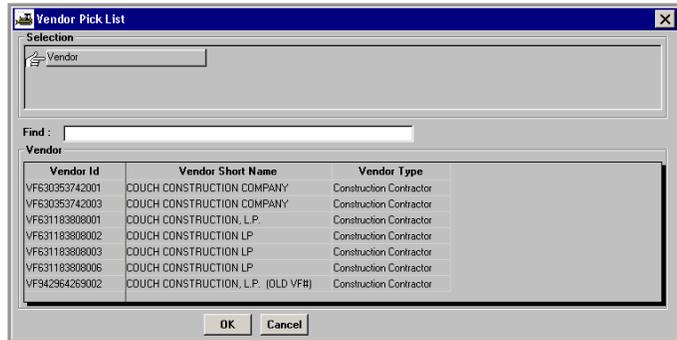


- **Click OK.**

From the rows returned:

- Highlight the one desired.
- Click **OK**.

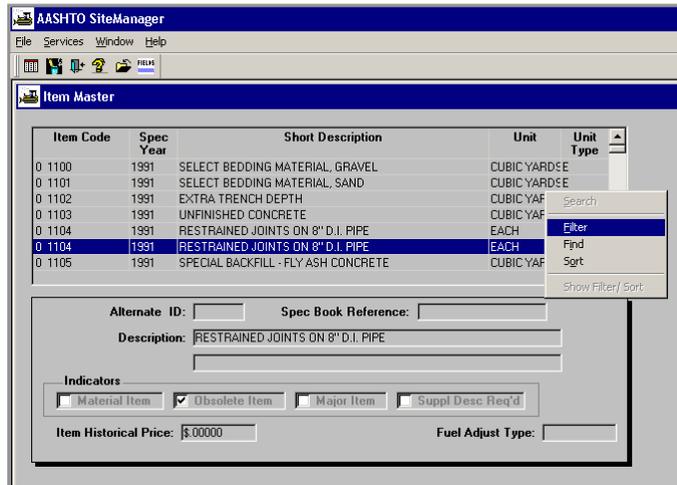
The particular vendor record will open.



Another field that will frequently be filtered is the pay item.

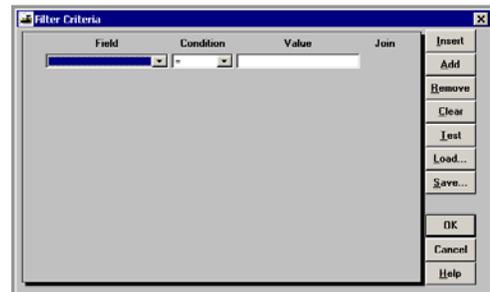
This will open the master item list and you may then use the Filter, Find, or Sort functions to find the item you are looking for.

- Rclick any record
- Click **Filter**.



To use this filter,

- Click the **Add** button to add a row to the filter.



Enter the appropriate selection criteria. For example, **Spec Year, =, 2000** on this row.



- Click the **Add** button to add a second row to the filter.

The criteria could be **Short Description, Like,** and **SKIP.**

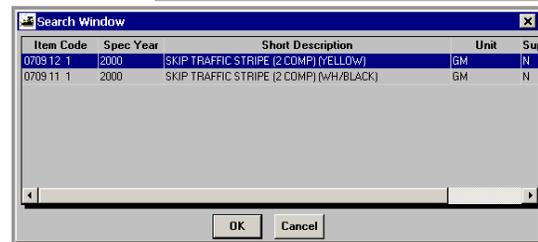


- Click the **OK** button at the right hand side of the window to process the filter.



The filter at right will search for items matching the two criteria. A message is returned that says the filter found two rows that match the criteria.

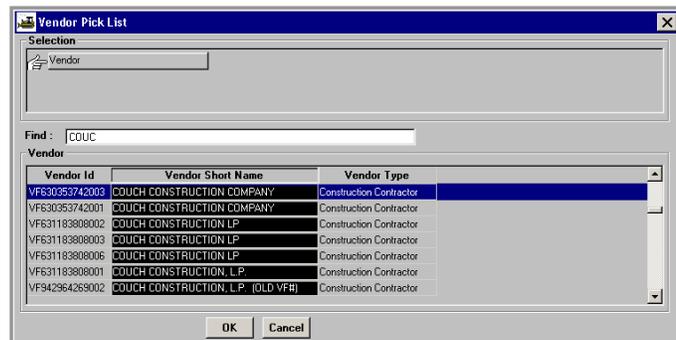
- Click **OK**.
- DblClick the **Item** you want.



## Finding

A quick way to locate a record is to use the **Find** window when it is available. One example is with the vendor list. The **Find** function is nearly always available for SiteManager lists.

- Widen the **Vendor Id** column.
- Click on the **Vendor Short Name** column.
- Type a Vendor name in the **Find** box.

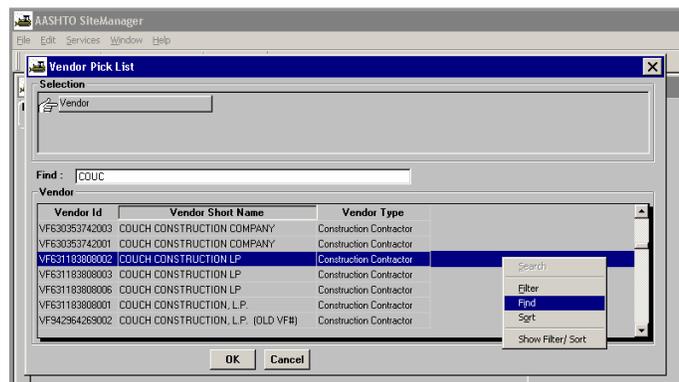


As you enter several characters, the **Vendor Short Name** column will begin to be sorted in the typed characters.

Select the record you want.

You may also access the **Find Criteria** screen to perform the function. At the list window:

- Rclick any record.
- Click **Find**.



The Find Criteria screen will open. Note that the **Like** condition is not available. Consequently you

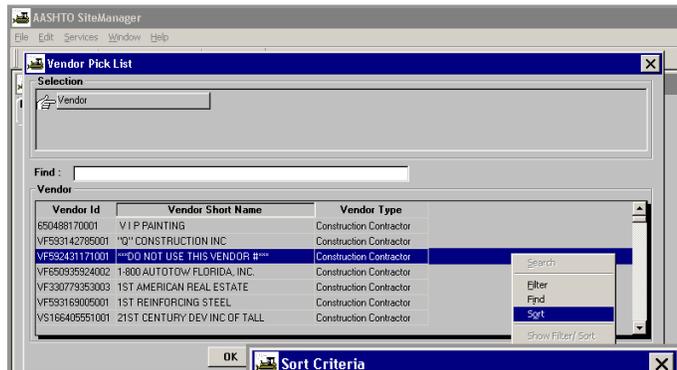


must be more complete in your criteria statements than in the search criteria discussed above.

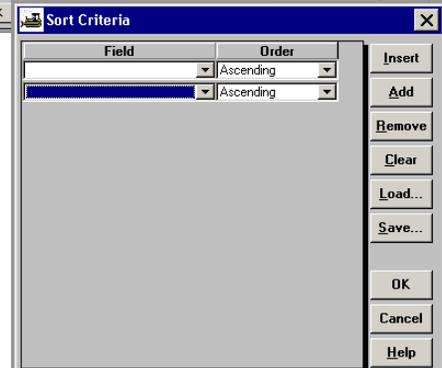
## Sorting

Many but not all list window may be sorted. Here is the Vendor list as an example.

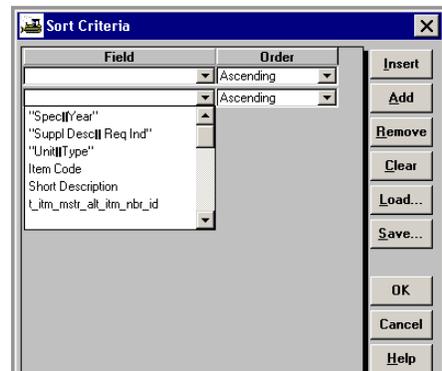
- Rclick any record.
- Click **Sort**.



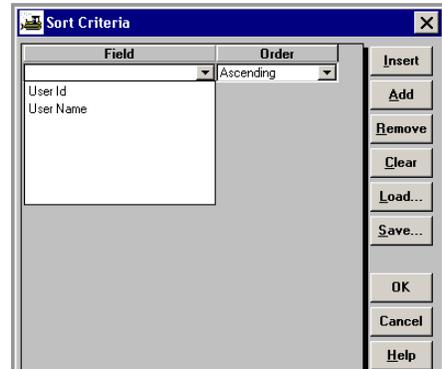
At the sort window you may sort on the fields available in the list. List the fields in the sequence to be sorted and indicate whether each is to be ascending or descending.



This screen shows the fields that are available for sorting against the master pay item file.



This screen shows the fields that are available for sorting against the user list file. In a list such as this, where you can only practically sort on one field, a sort may be performed by clicking on the **Field Name** header of the column to be sorted.



## Appendix B Glossary

**AASHTO** American Association of State Highway and Transportation Officials.

**AASHTOware** AASHTO owned and distributed software.

**AGC** Association of General Contractors.

**API** Application Program Interface.

**Application Workbench** 7 components: (1) Materials Testing Templates, (2) Custom Contract Records Templates, (3) Custom Approved Lists Templates, (4) Security Administration, (5) Reference Table Maintenance, (6) Help Text Maintenance, Message Maintenance.

**Architecture** GUI Windows-based client/server architecture interoperable across various hardware platforms and will comply with Microsoft's ODBC and OLE2 standards.

**ASTM** American Society of Testing and Materials. An association which defines standards and procedures for tests and materials used by the construction industry and others.

**BAMS** AASHTO's Bid Analysis Management System for Managing Transportation Programs. Now known as Trns•port.

**Bid Quantity** The quantity of an item of work appearing on the contract between the prime contractor and the DOT. Generally an estimated quantity. Also called the award quantity.

**Bituminous Price Adjustment** An adjustment to the price of an item of work based on a significant change in the price of asphalt products and the quantity of asphalt in the item. An asphalt (or bituminous) price index is established at the time of the contract, and is compared to the index at the time the item is installed.

**BLOB** Binary Large Object.

**BPE** Business Process Engineering.

**CAD** Computer Aided Design

**CAS** The Construction Administration System module of BAMS.

**Category** A grouping of items within a contract project. Usually set up during pre-construction. Can be done for the purpose of grouping like or related items, such as roadway items, traffic control items, or structure items. In BAMS TM all items within a project category share the same funding sources.

**CES** The Cost Estimating System module of BAMS.

**Charge Day** A normal working day for a contractor. See No Charge Day and Credit Day.

**Checklist Event** A scheduled event associated with a contract.

**CMS** Construction Management System.

**CNS** Construction (subsystem)

**CO/EWO** Change Order/Extra Work Order.

**Contract** The entity which represents the legal agreement between the contractor and the DOT. Can include multiple projects, each of which includes specific items of work.

**Conversion Factor** The factor applied to the item quantity to determine the material quantity. The conversion factor converts the item's quantity based on its unit of measure to a material quantity based on the materials unit of measure (e.g., item bid in tons and sampled in linear feet). Current quantity multiplied by conversion factor equals required quantity. Also called placement factor.

**CPI** Continuous Process Improvement.

**Credit Day** A day in which limited or no work was completed (e.g., official shut down, rain day). This does not relate to liquidated damages. In other words, the DOT allows the contractor to have credit for a no charge day of work. See Charge Day and No Charge Day.

**Critical Date** The Critical Dates are required dates because SiteManager includes critical date information in the standard Contract status reports. The default Critical Date types are defined for the transportation agency when the system is installed. The User can not add, modify, or delete the Critical Date types. SiteManager adds the Critical Date types automatically to each new Contract.

**CUF** Commercially Useful Function.

**Current Quantity** Bid quantity plus the net quantity on approved Change Orders, unless an anticipated overrun or underrun has been entered in a state which allows overruns without Change Orders. If an anticipated overrun or underrun has been entered, the over/underrun quantity will be the current quantity. If a final quantity has been approved, the final quantity is the current quantity.

**Daily** Inspector's Daily Work Report. Captures data for a job or part of a job on a daily basis. Associated with either a particular inspector or a particular aspect of the job (e.g. bridge deck or paving). Data is collected on a standalone PC, and is uploaded to a "master" PC which contains the current copy of the contract. There can be none to many DWRs per contract.

**DBE** Disadvantaged Business Enterprises.

**DBE/WBE** Disadvantaged/Women Business Enterprises.

**DBMS** Data Base Management System

**DC** The IBM CICS/DB2 version of BAMS.

**Development Software** Application written in PowerBuilder.

**DFD** Data Flow Diagram.

**Diary** Record representing all work done on the contract for a given day. Includes weather and time charge information. When the Project Manager approves the contract diary, all installed item quantities from all DWRs for that day are available for payment and will be used the next time an estimate is generated. Must be one and only one for each contract per day.

**DOT** Department of Transportation. In the documentation, the term transportation agency is used.

**Draft Estimate** The estimate generated automatically by SiteManager, formerly CMS, from previously entered data. This estimate is generated upon request (usually from the Project Manager), and is available for review within minutes of the request.

**DSS** The Decision Support System module of BAMS.

**DWR** Daily Work Reports (Pen Based System).

**EBS** Electronic Bidding System.

**EDA** Economic Development Association.

**EEO** Equal Employment Opportunity.

**Estimate** Payment for all or part of the work accomplished by the contractor and his subcontractors. Variations on the term are partial payment, estimate payment, progress estimate (for all estimates except the final one), and voucher.

**Estimate Generation** SiteManager, formerly CMS, automatically generates an estimate from previously entered data. This data can include installed quantities from approved diaries, stockpiled materials, and adjustments. The estimate generation process is initiated by the Project Manager, and occurs virtually immediately, in background. When the generation is complete, the Project Manager can look at the “draft” estimate, which is a list of all the items for which payment is being made, plus all other adjustment-type data. Note that the Project Manager does not have to enter data on every item to be paid; this information comes from data previously entered on the system.

**Extra Work** An item of work not provided for in the contract but found essential for the completion of the project.

**FHWA** Federal Highway Association.

**Force Account** In the most general sense, a method of applying a cost to a defined piece of construction work. Often used when the DOT and the contractor cannot agree on a cost for the work before it is done, or when the full extent of the work cannot be determined in advance. Consists of data on the equipment, labor, and materials used by the contractor when doing the work.

**Fuel Price Adjustment** An adjustment to the price of an item of work based on a significant change in the price of fuel. A base fuel index is established at the time of the contract and is compared to the fuel index at the time the item is installed...

**GDS** Graphical Data System.

**GUI** Graphical User Interface.

**GPS** Global Positioning System.

**HighEst** Highway Construction Cost Estimate Workstation.

**HUB** Historically Underutilized Business.

**IAS** Independent Assurance Sample.

**IDWR** Inspector's Daily Work Report. Captures data for a job or part of a job on a daily basis. Associated with either a particular inspector or a particular aspect of the job (e.g. a bridge deck or paving). Data is collected on a standalone PC, and is uploaded to a "master" PC which contains the current copy of the contract. There can be none to many DWRs per contract.

**Installed Quantity** The quantity of a line item which has been completed and can be paid. Can be an estimated quantity until the approved final quantity is determined.

**ISTEA** Intermodal Surface Transportation Efficiency Act.

**JAD** Joint Application Design.

**JMF** Job Mix Formula.

**Job Mix Formula** The specific requirements for blending materials used in an asphalt or concrete mix for a contract.

**Key Date** The Key Dates are not considered 'critical dates' because SiteManager does not require them for the standard Contract status reports. SiteManager adds the default Key Date types automatically to each new Contract.

**Key Value** When associated with an entity, data store, or table, the values by which that entity, data store, or table can be uniquely identified. For example, "contract ID" is the key value which identifies the contract data store.

**LAS** The Letting and Award System module of BAMS.

**LAN** Local Area Network.

**LIMS** Laboratory Information Management System.

**Liquidated Damages** Charges assessed by the DOT because the contractor did not complete all or a portion of the work before a specified date or time. The damages are intended to cover additional DOT costs associated with the contractor's failure to complete the work on time.

**Lump Sum** Most items of work are paid for in terms of an item of measure relating to a physical characteristic of the item; for example, guardrail is usually paid for in linear feet. For items which are defined in the proposal as lump sum, payment is not made in terms of a physical characteristic. The contractor bids a dollar figure for the entire item of work, and is paid that dollar amount (unless circumstances change significantly), either in one payment or in a series of partial payments.

**Milestone** Intermediate steps within a contract which must be met to receive incentives and avoid disincentives.

**MM** Materials Management subsystem.

**Mix ID** Method by which a DOT defines different types of test for concrete/gravel/sand/asphalt concrete. Types include: Aggregate, Super Pave, Marshall, and Portland Cement.

**No Charge Day** A day in which limited or no work was completed, but work was scheduled. See Charge Day and Credit Day.

**NOI** Notice of Intent. The official notice provided by the contractor to the DOT which indicates that the contractor intends to file a claim.

**NOT** Notice of Termination.

**OCR** Optical Character Recognition.

**ODBC** Open Database Connectivity.

**OJT** On-the-Job Training.

**OLE2** Object Linking and Embedding Version 2.

**Paybook** This term is frequently used in the transportation business. The SiteManager, formerly CMS, paybook displays information regarding how much was paid to a contractor, when the information was sent to the financial department, etc.

**Pay Factor Adjustments** Adjustments to the agreed price for an item based on test results.

**PBL** Power Builder Library.

**PE** Professional Engineer.

**Pending Quantity** The quantity of an item on unapproved Change Orders.

**PES** The Proposal and Estimates System module of BAMS.

**PIN** Project Identification Number.

**Pipeline** The pipeline process loads data groups from one database to another. The Project Manager uses the pipeline process to upload and download data directly to and from the Server's database.

**Prime Contractor** A firm or corporation who has a signed contract with the DOT to perform work. Often referred to as the contractor.

**Project** A construction job, defined using a number of items of work which must be accomplished. Multiple projects can be grouped into a single contract during the letting process. Within BAMS, projects are divided into categories, which contain items. All items within a category must be funded in the same way, in general.

**Project Manager (PM)** The individual responsible for the day-to-day management of the contract. The person responsible for approving the contract diary. Also has responsibility to maintain contract records, perform contractor evaluations, and do a design evaluation at the end of the job.

**Proposal** The document by which the DOT describes the construction work to be done, and requests bids on that work. When a job is awarded, the proposal becomes the contract between the DOT and the contractor (with some additional documentation).

**QA/QC** Quality Assurance/Quality Control.

**RAS** Remote Access Support.

**Required Quantity** Current quantity times the conversion factor for the material. Identifies the quantity of the material which must be tested and approved.

**Reporting** Standardized reports developed within the application.

**Represented Quantity** Amount of material represented by a sample.

**Retainage** Funds withheld from the progress payments made to the contractor for the purpose of ensuring that the work done is satisfactory and that timely progress is made.

**RFP** Request for Proposal.

**Sample** Provides a record as to why a material from a designated source is being tested and/or accepted for a contract (or multiple contracts or multiple line items in a contract) or "other" entity (e.g. purchase order, research, preliminary survey, etc.). The Material Sample area in SiteManager can be used to record sample and testing information as well as provide a source record for accepting material for reasons such as manufacturers certification, visual acceptance, approved source, etc. where testing is not required. Identified information includes the sample identifier, date sampled, reason for taking the sample, reason for accepting the material, material, material source, represented quantity, sample quantity, location, mix identifier, plant, pass/fail status, approval status, comments, etc. Testing information (test results, labs, testers, completion date, etc.) can also be recorded.

**SCOSS** AASHTO's Standing Committee on Software Systems.

**S/F** Semi-Final.

**SiteManager** The name of the system being developed by the prime sub-contractor Info Tech.

**Special Provisions** Additions and revisions to the standard and supplemental specifications covering conditions peculiar to an individual contract.

**Specialty Items** Items of work which require highly specialized knowledge or equipment not ordinarily available in the contractor community. These items can be excluded from the value of the contract when calculating the percentage of work which must be done by the prime contractor.

**Specifications** The directions, provisions, and requirements for construction and materials defined by the DOT and included by reference in construction contracts.

**SQL** Structured Query Language.

**SRS** System Requirements Specification.

**SSN** Social Security Number.

**Stockpiled Materials** Materials which are eligible for payment before they are "installed." Sometimes called materials on hand or allocation for materials.

**Surety** A corporation or company which executes a performance or payment bond furnished by the contractor.

**Supplemental Specifications** Additional specifications not included in the most recent published version of the DOT specification book. In general, they supersede or supplement the specifications in the DOT specification book.

**Subcontractor** A contractor who has a signed contract with either a prime contractor or another subcontractor to do a portion of the work on a construction contract. A subcontractor does not have a contract with the DOT for this work. A contractor can be a subcontractor on one contract and a prime contractor on another.

**SWPPP** Storm Water Pollution Prevention Plan.

**TAG** Technical Advisory Group.

**TFJD** AASHTO's Task Force on Joint Development

**TRT** Technical Review Team.

**Type of Test** Reason for which sample is being taken. For example, manufacturers certification, visual, independent assurance, acceptance.

**Unit of Measure** The term describing the physical characteristic by which an item or material is measured. For items of work on a contract, the unit of measure defined in the contract is used when paying for the item.

**Vendor** A contractor (prime or sub), producer, supplier, hauler, trucker, surety, bonding company, utility, or other commercial concern being referenced in SiteManager, formerly CMS. Before any of these entities can be used in SiteManager, some limited data such as ID (generally the Federal tax ID), type, and name must be entered on a vendor list.

**W/G** Warranty/Guarantee.

**WORM** Write Once, Read Many.

**Zip** The zip process compresses data for transfer from one workstation to another. The Project Manager and the Inspector use the zip process when they pass data back and forth in the field. The Department is not using this feature.