Florida Department of Transportation

User Guide

Classification Request Manager(WRD)

State Construction Office (SCO)
Construction Systems Section
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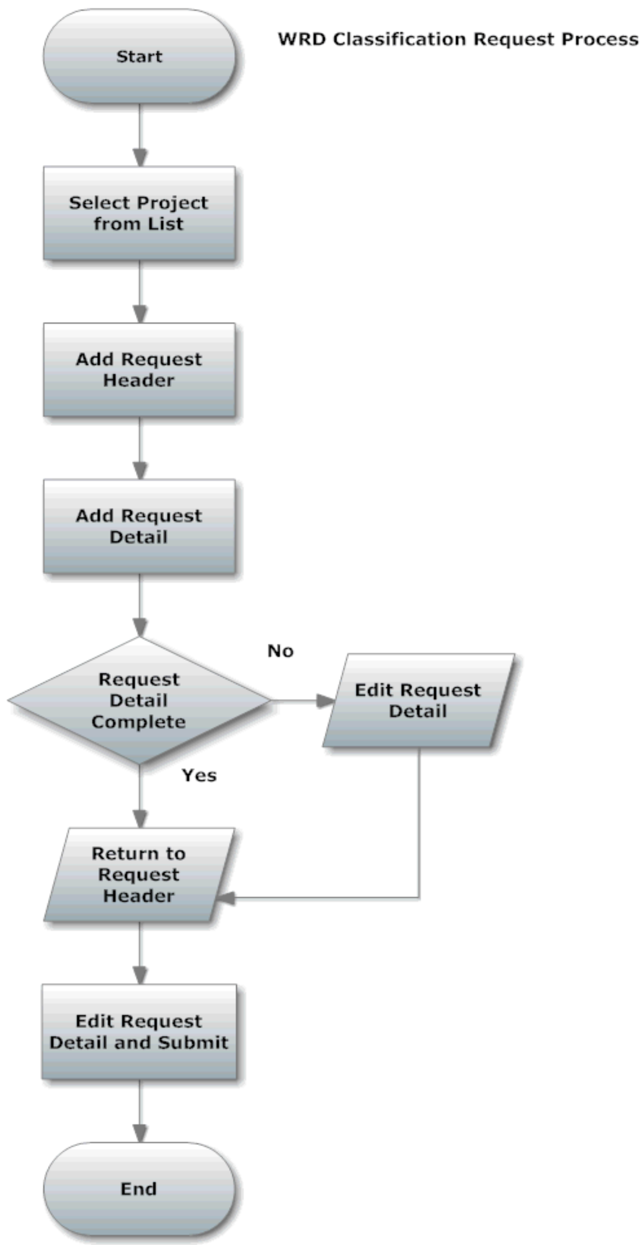
Table of Contents

INTRODUCTION

Welcome to the Classification Request Manager (WRD), a new system for managing additional classification request. The purpose of this application is to allow classification request to be submitted through a web site that allows the prime contractor to submit and FDOT personnel to process the request much quicker and easier.

WORKFLOW PROCESS



CONTACTS

Patty Vickers
State Construction Compliance Manager
Phone: (850) 414-4688
Email: patty.vickers@dot.state.fl.us

Mike Johnson
Construction Systems Specialist
Phone: (850) 414-4196
Email: mike.johnson@dot.state.fl.us

Susan J. Robeson
State Construction Training Administrator
Phone: (850) 414-4492
Email: susan.robeson@dot.state.fl.us

GENERAL DEFINITIONS

- DCCM – District Construction Compliance Manager
- USDOL – United State Department of Labor
- Pending – request that you are working on that you have not hit the submit button on.
- Submitted – request that have been received by the District offices but have not been validated yet.
- Validated – request that have been sent to USDOL for their approval, but a conformance has not been received.
- Approved – request the USDOL has responded to with there approval.
- Approved with Exception – request the USDOL has responded to with there approval but with an exception.
- Not Approved – request the USDOL has reponded to with Not Approved.
- Rejected – request that have been sent to the FDOT for processing, and the department has rejected the classification. If rejected an email informing of the rejection and why will be sent to the contractor. This will not affect any other classifications that were submitted for the same request header.

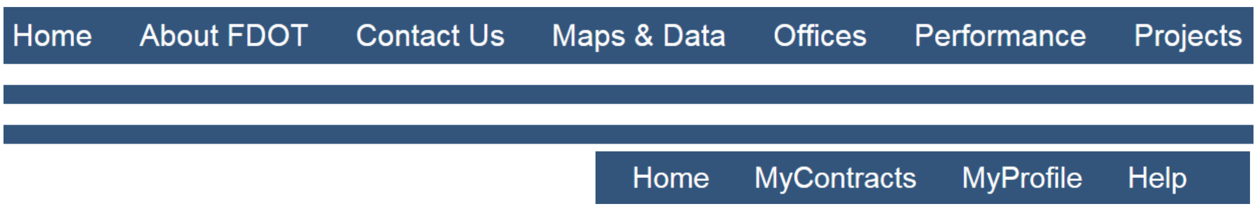
NAVIGATION

To start, or open the application go to the State Construction web site home page. http://www.dot.state.fl.us/construction/Wage.shtm and click on Classification Request Manager (WRD) link.

This application uses two methods to navigate: Links and Tabs

Menu Bar

The menu bar is broken into two areas. The one on the top is FDOT main menu which allows you to quickly get to the most popular topics within FDOT. The second menu located under the main menu is the application menu. You may select any of the menu items at any time.



MyProjects tab:

This tab will display a list of projects that have been awarded to the current user logged in. The list only shows your active projects. The page gets data from two sources. The first source is SiteManager, and the second source is LAPIT.

MyProfile tab:

This tab will display your current user profile information. First Name, Last Name, Phone, Vendor ID. You will have the option to edit your Phone and Vendor Id associated with your user account. This option allows user that manage multiple Vendor to change from one vendor to another by changing it. See MyProfile for additional details.

Help tab:

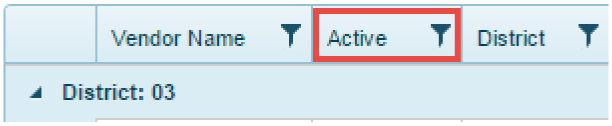
This tab will provide links to a help file and other useful information.

GRID

Each column on the grid can be sorted and filtered.

Column Sorting:

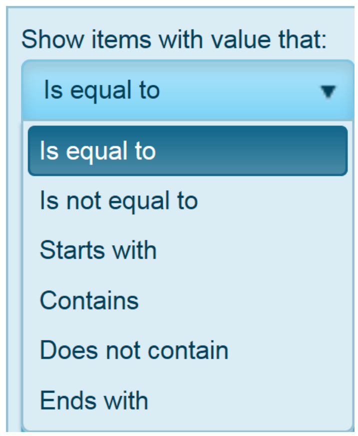
To sort a column just click anywhere within the column title, this is the area within the red box.



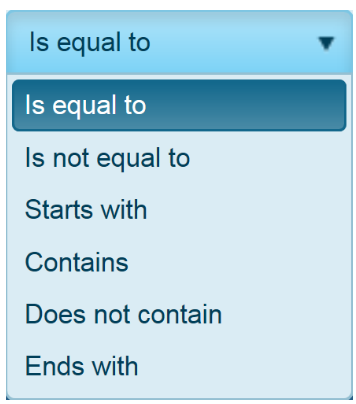
Column Filtering:

Filtering columns is done by selecting the filter icon located to the right of each column title. Depending on the type of data that's found in the column determines the choices you will have.

1. Text data – by default "**Is equal to"** is selected, but you also have the following options to choose.



2. Numeric data – by default "**Is equal to"** is selected, but you also have the following options to choose.



To add a filter click on the icon, select the option you want, enter the value and click on **Filter** button.

To clear a filter click on the icon , click on the **Clear** button.

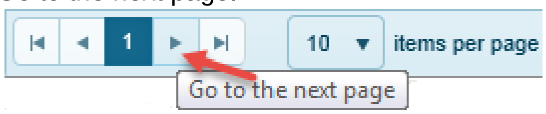
Paging:

The grid by default displays only five projects at a time, in order to navigate to the next or previous five items you will use one of the following buttons located along the left bottom of the grid.

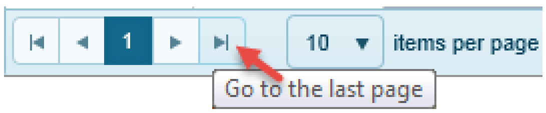
1. Go to the first page.

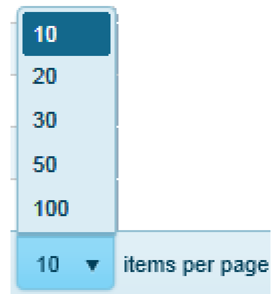
2. Go to the previous page.

3. Go to the next page.



4. Go to the last page.





You can also change the default number of items being displayed by selecting from the drop down.

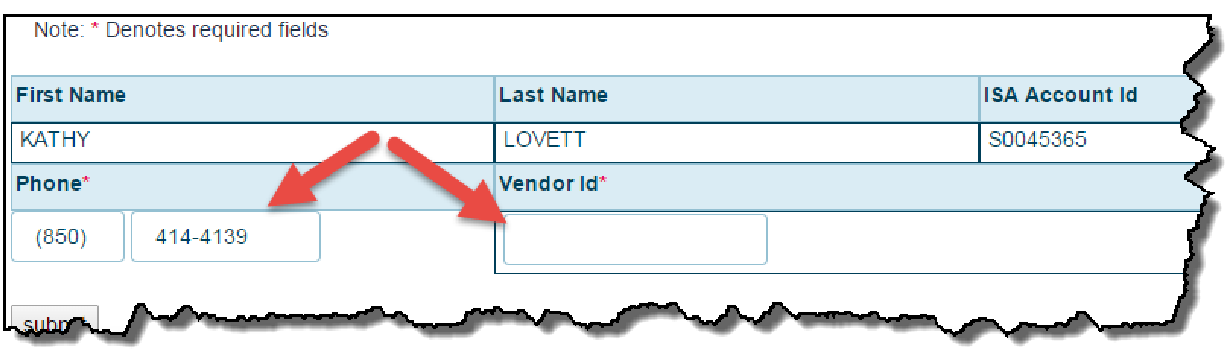
LOGIN

In order for you to manage classification request within the application you must have an Internet Subscriber Account (ISA). You can create one from within the application or use your existing account if you have one. See Create an ISA account for details.

Logging on for the first time:

The first time you log in using an existing account or a new account you just created and activated you will be prompted to provide some additional information the system needs for you to manage the classification request.

Please fill in all missing information.



Vendor ID: This is your FIED number you were given this number when you registered to do work with the State of Florida. It requires the Fund Type, which is a Letter. Example: F123456789. The system will not allow you to enter anything but a letter followed by 9 numbers. Once you enter this information, select the submit button to continue. The system will verify that the vendor id is valid.

You may see this message. **Role Not Active**

I'm sorry but your application account role has not been activated.

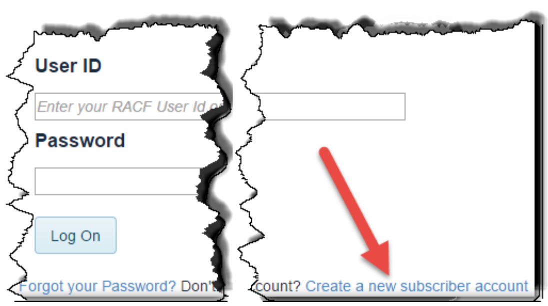
Please allow 24 hours from **Date and time your account was created in the system.**

An Email will be sent to you once your account has been activated. Thank You

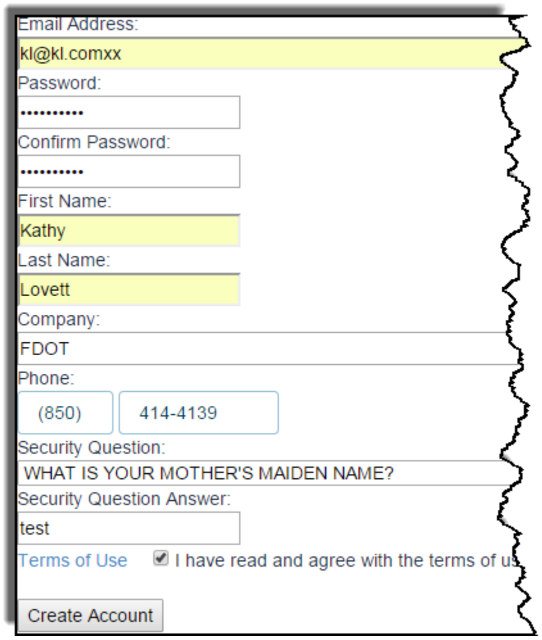
You will get this message if your ISA account has not been assigned a role and you tried logging in. This is not an error, the message states an email has been sent to the application administrators for processing. Please allow 24 hours for this process to be completed.

Create an ISA account

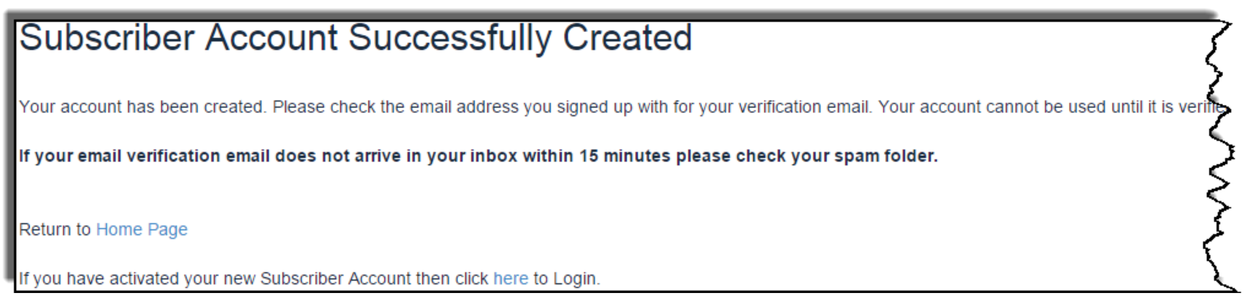
From the Log In page you will click on the Create a new subscriber account located along the bottom of the page. Just below the "**Log On"** button.



All fields on the page are required. You will need to fill out all fields and then review the Terms of Use. Once you view the terms of use, select the check box to the left of "I have read and agree with the terms of use." Once this is done you may click on the "**Create Account**" button.



You will see the screen below after clicking on the “**Create Account**” button. You may return to the home page or return to the login page by clicking on either “**Home Page**” or here link.



Activate ISA account

Once you create an account the system will send you an email with a link in the body of the message. You need to click on that link to activate your account.

LOGIN ISSUES

Error messages:

- **ERROR: The Email Address for this ISA account is still unverified. Please check your email inbox and spam folder(s) for the email that was sent by the ISA system so you can verify your Email Address and begin using your account.**
  - **You have not activated your account. You must activate your account by clicking on the link in the email that was sent.**
- **ERROR: Invalid Email Address or Password.**

- Three possible reason for this error
  - One, the user id or email address is wrong.
  - Two, password is wrong.
  - Three, user id or email address does not exist.

CONTRACTS

Once you have successfully logged in, you will be redirected to the “**MyContracts**” page. This page will list the current user’s active contracts.

Note: if you don’t see a contract or project in the list you will need to contact your District **DCCM**.

If for some reason you are not directed to the “**MyContracts**” page, just select “**MyContracts**” on the menu tab.

On this page you will see a list of projects grouped by District. You may sort, and/or filter on any of the columns you like. See GRID for details.

Let’s take a look at some of the columns and what they mean.

Requests: Shows the current number of request for this project. This link is what you will click on to add/edit/delete a request header.

Request Statuses: See Definitions.

P = Pending, **S** = Submitted

V = Validated, **A** = Approved.

Requests	Request Statues
1	P0;S0;V1;A0;
1	P1;S0;V0;A0;
1	P0;S1;V0;A0;
0	P0;S0;V0;A0;
0	P0;S0;V0;A0;

So at a glance we can see that we have one that has been validated for the first row, one request in pending status on the second row, and one request in submitted status on the third row.

REQUEST

Requests are broken into two parts.

1. Request Headers
   a. This part contains the contract information, wage decision, and contactor information.
2. Request Details
   a. This part contains the Base Amount, Fringe Amounts classification title, and description (job duties)

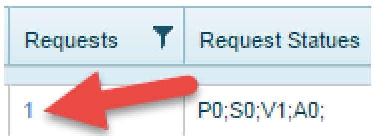
Add Request header:

You need to be on the Project List page to complete these steps.

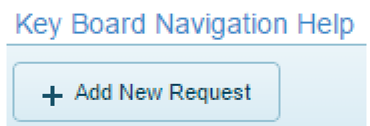
To add a request header you need to click on the link under the column Requests that's associated to the project you wish to submit a classification request.

The following steps will guide you through the process of adding a request header:

1. Click on Link under Request Column.

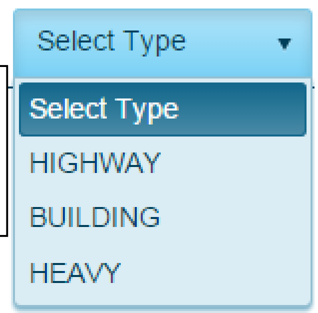


2. Click on the Add New Request button. Located on left of the screen just under the Key Board Navigation Help link.

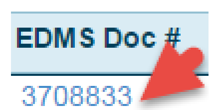


3. Select County.
    a. If there is more than one county for the project then you will need to select the county. If only one is found the system selects it for you.
4. Select Type
    a. Highway
    b. Building
    c. Heavy
5. Select Include/Exclude
    a. The options will depend on the choice made on step 4.
6. Save the request by clicking on the **SAVE** button.
7. Saving will return you to the list of Request headers for the selected Project.

Note: If there is only one choice for Include/Exclude for the given Type the system will select it and display the General Decision information.



Note: You may also view the General Decision Document the system selected by clicking on the **EDMS** Doc# link.



Let's take a look at the grid you are seeing and discuss some of the columns and there meaning.

The Classification Requests and Classification Statuses are the two I want to explain a little further.

Classification Requests: Shows the current nunber of classification request for this request header. You may add as many classification request details as you need to the request header. This link is what you will click on to add/edit/delete a request detail.

Classification Statuses: See Definitions.

P = Pending, **S** = Submitted, **V** = Validated

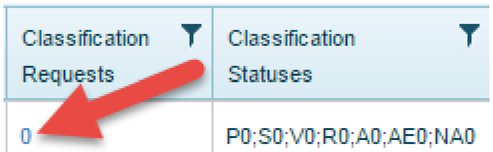
R = Rejected, **A** = Approved, **AE** = Approved with exception

NA = Not Approved.

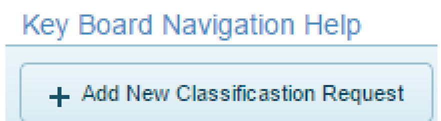
Add Request Detail:

In order to complete the following steps you must be located on the Request Header page for a selected project.

Complete the following steps to add a new Request Detail.



1. Click on the Link under Classification Requests.
2. Click on Add New Classification Request button. Located on left of the screen just under the Key



   Board Navigation Help link.
3. Select Classification Alias.
    a. Alias description is tied to the Classification Title, we have many different titles that mean the same thing. For example ADA Curb Ramp Installer refers to ADA Installer, and also ADA/ABA Curb Ramp Installer refers to the same title.
4. Enter a Base Rate
    a. This not required at this point, but will be required before you can submit the request to FDOT. This option was provided in case you are interrupted you can save at this point and return later to complete. The base rate must also be equal to or greater than Florida’s Minimum Wage Rate.
5. Enter a Fringe Amount.
    a. Optional.
6. Enter a Fringe Percentage.
    a. Optional.
    b. Example: 10% is entered as 0.10
7. Save the Classification Request by clicking on the **SAVE** button.
8. You may now add another classification request to the same header. Add as many classification requests as needed to the same header by repeating steps 1-7.
9. Return to request details.

SUBMIT REQUEST

In order to submit a request to the FDOT for processing you must ensure the following items have been completed:

1. At least one Classification Request for the request header being submitted exists.
2. The Classification Request’s base rate has been filled in.
3. Make sure you are on the Request header page.

To submit the request complete the following steps.

1. Edit the request header in question.
2. Review the request.
3. If all the items mentioned above have been completed you will see a button called Save & Submit.
    a. If you do not see this button.
        i. Check to make sure you have at least one classification request. Does the column classification request show something other than 0?
        ii. Make sure the base rate for all classification requests has been filled in. It cannot be 0 or less than the minimum wage.
4. Click the Save & Submit button.

You have successfully completed an additional Classification Request. The system will send an email to FDOT informing the wage rate coordinator that a request has been submitted for processing. You will also receive an email. You will receive notices of the request status.

REJECTED REQUEST

You have received an email stating: Classification request(s) were rejected. Please review and correct the request.

Note: If you have no intention of correcting the request, you can just do nothing. The request will remain in rejected status.

Complete following steps to correct the rejected request.

1. Click on the link provided within the body of the email sent.
    a. This will take you to the classification request that was rejected.
2. Click on the Edit button.
3. Make the required changes and save.
4. Click on the Back to Request List link at the lower left of the screen.
5. Click on the Edit button.
6. Click on the Save & Submit button.

The request header will be resent to FDOT for validation.

Note: Only the rejected classification request is resent. If there were more than one request attached to the request header and one was rejected and the others were not, only the rejected one would be resent after you edit and submit.

MYPROFILE

Allows current user to edit their user account information. You may change your phone number and/or the vendor id associated with your account. This information is used by the system to determine what projects you see and are allowed to work with. You can only work on projects for a single vendor at this time. User that manage multiple vendor accounts can use this option to change which vendor they are working with. You may change this as often as you need.

Edit user profile:

In order to complete this process you must first log in.

Following the steps below to edit your phone number and/or vendor id associated with your user account.

1. Click on the menu tab MyProfile.

2. Make the changes you require.
3. Click on the submit button.

That's all. The system will redirect to the MyProjects tab and after a few seconds you will see the projects for the new vendor if you changed that information