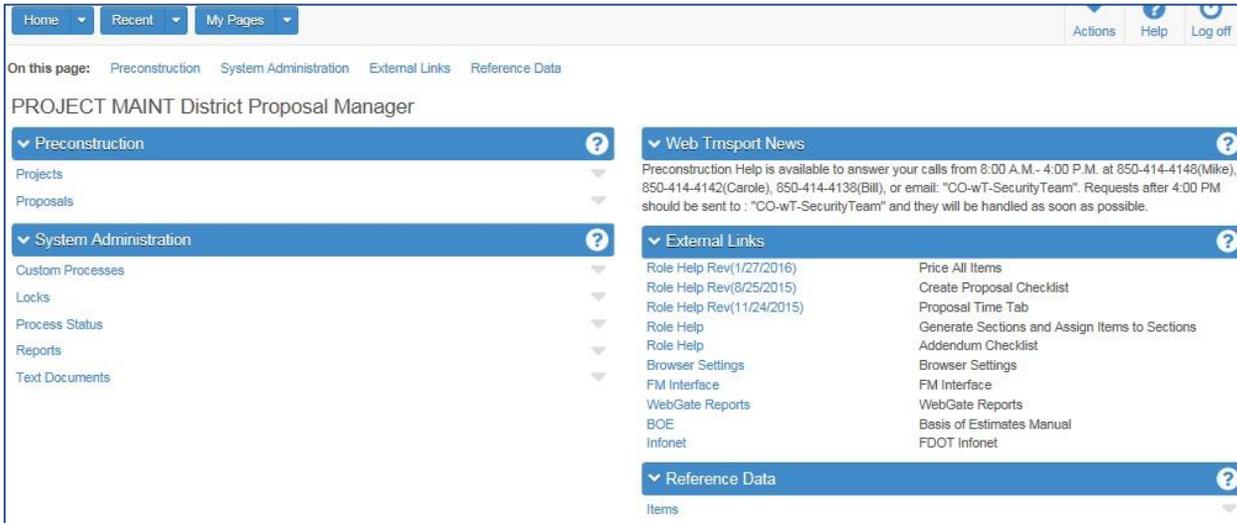


Maintenance Projects and Proposals

GETTING STARTED

This document deals specifically with Maintenance Projects and Proposals.

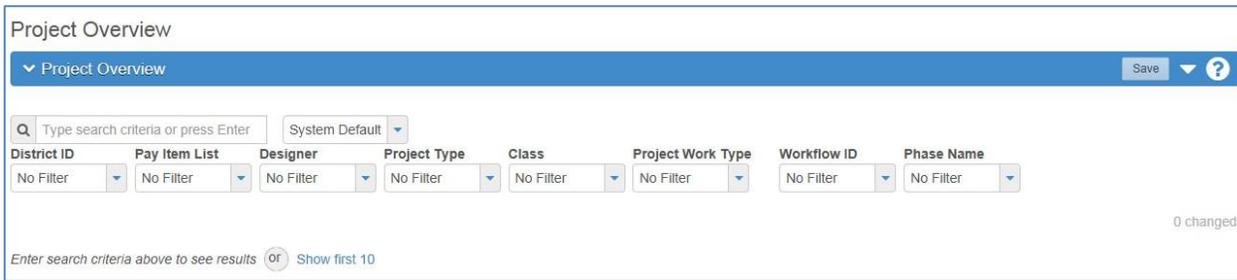
After logging in to “PrP” notice the content of the HOME page.



The **Preconstruction Component** shows access to Projects and Proposals within your District. The **System Administration Component** lists authority available. The **Web Transport News Component** provides news and information. The **External Links Component** provides specific help for the role and links for your use. The **Reference Data Component** provides access to specific data you may need.

To work with PROJECTS, click on the **Projects** link.

When the component opens, it defaults to a “Search” option or field like the one below:

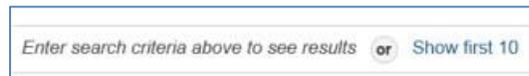


There are eight standard filters and two search options available to help accomplish a basic search. Use them as you need to.

1. Insert some search criteria in the “Search” field such as the Financial Project Number you need **or**



2. Click the hyperlink to “Show first 10.”



Creating a new Project

If you are entering a project into the system, you have two options available. The first, and recommended, option is to use the **FM Interface**. This will load all available information on the project from Work Program data.

FM Interface

To do this

1. Click on the External Link "FM Interface" on the Dashboard or home page.
2. This will take you to the WebGate login. Enter your RACF userid and password as requested

The screenshot shows the FDOT website header with the logo and navigation menu. Below the header is the "AASHTOWare Project Webgate Reporting Login" section. It includes a disclaimer about system security and a login form with fields for "RACF User ID" and "Password", a "Log In" button, and a "Change Password" link.

3. At the next screen click on the Arrow to the left of "FM Project Interface"
4. Click on the new row "FM Project Interface".

The screenshot shows the "WebGate Reporting Start Page" with a navigation menu on the left. The menu items include Administration and Security, Confidential Estimator Reports, Construction Sitemanager, Contracts Administration, Designers, Estimators, and Reviewers, Equal Opportunity, Federal Aid Office, FM Project Interface, General Reports, Landscape Reports, Maintenance Sitemanager, and Vendor Interface. Red arrows point to the "FM Project Interface" item in the menu and the "Select a Report from the menu on the left, c" text on the right.

5. Enter the full 11 digit Financial Project Number (FPN) into the small rectangular box and Click the Enter box.

The screenshot shows the "FM Project Interface" page. It features a navigation menu on the left and a main content area with instructions and a form. The form includes a "Project:" field with the value "43265017802" and "Enter" and "Clear" buttons. Below the form is a "Project Processing List" section with "Projects: (Up to 50 Maximum)" and "Number of Projects in the list: 0". Red arrows point to the "Project:" field and the "Enter" button.

6. Click Submit

As seen below a BJS-Job Output Retrieval screen will appear. You may open it by clicking the left button or close the window with the right button. With either choice an email will appear in your Outlook mailbox that contains the same information as the job output screen.

7. Click Close Window.

All of the available fields from Work Program data will be populated on the Preconstruction, (PrP) Project's screens. **Verify the accuracy of the data and have Work Program make corrections in their System as necessary.**

CREATING A PROJECT

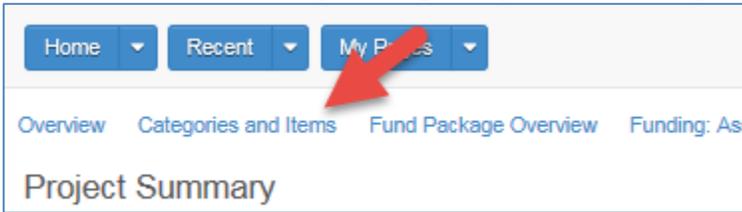
The second method is to go to the actions button on the Project Overview page and click **Add**.

Then enter values in the blank Project page for all of the Fields marked with a red asterisk. * Overnight, FM will populate all available information into your new project record. To get the FM data immediately, use the FM interface.

See previous entry regarding having Work Program make corrections to their data as necessary.

The Next Steps are to Add Categories and Pay Items

These can be accessed by clicking the quick link “Categories and Items” at the Project Summary screen.



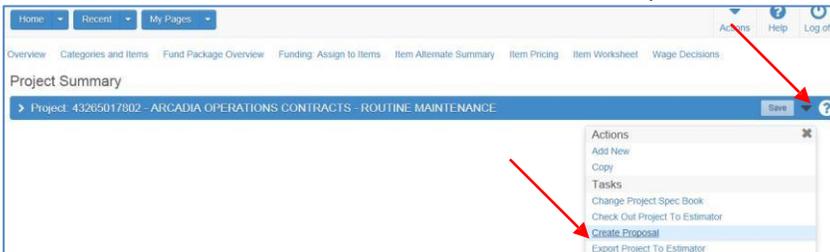
See the Role Help “[Adding and Maintaining Categories in Maintenance Projects](#)”

Adding and Maintaining Pay Items

See the Role Help “[Adding and Maintaining Pay Items](#)” for step by step instructions for the 4 methods available to you.

Creating the Proposal

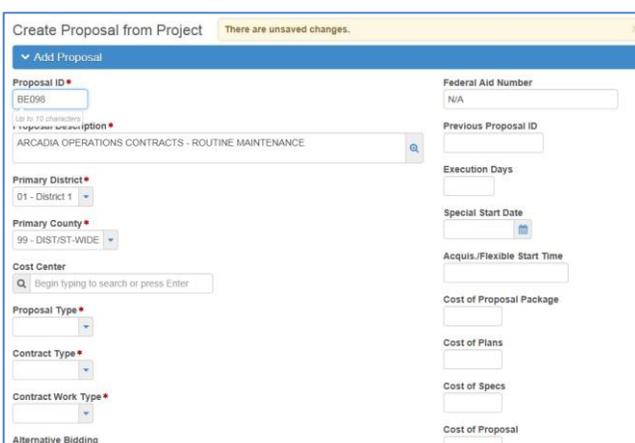
As soon as you have entered appropriate Maintenance Activities, Pay Items and Quantities, you will be ready to associate the Proposal to the project. From either the project list window or the project banner as seen here, click the Action button and select Create Proposal



The Add Proposal component will open with several fields populated. The Proposal ID field will be prepopulated the FPN. Change this to the assigned **Proposal ID**.

Populate all fields containing a red asterisk.

- 1 For Proposal Type select **DIST - District Office Letting**
- 2 For Contract Type select the applicable Maintenance Contract type from the dropdown.
- 3 For Contract Work Type select **I - Maintenance Other**



Click **SAVE**

On the Proposal Summary page click the link for “**Sections and Items**”. Then Auto Generate Sections and Assign Items to sections.

After these processes are completed.

Validate the proposal and Project by Clicking the Action Button and then selecting **Validate Proposal**.

When the results show that both the Proposal and Project are valid, the Proposal is ready to be given to the District Contracts Office.