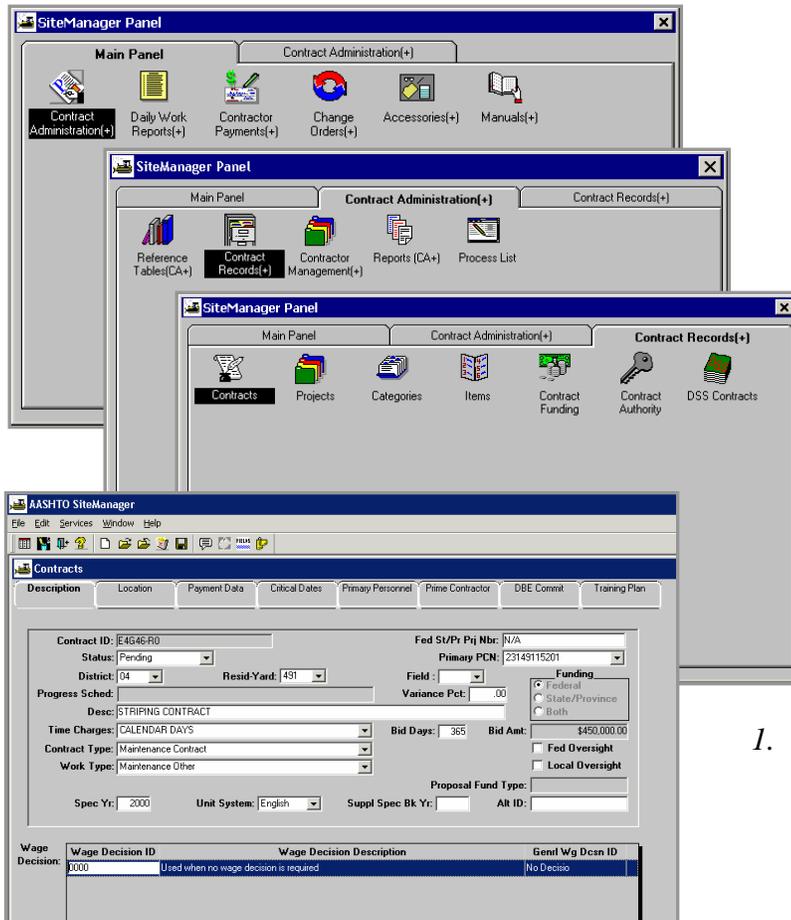


Maintenance Quick Guide

SiteManager

Contract Activation



To begin this part of the activation:

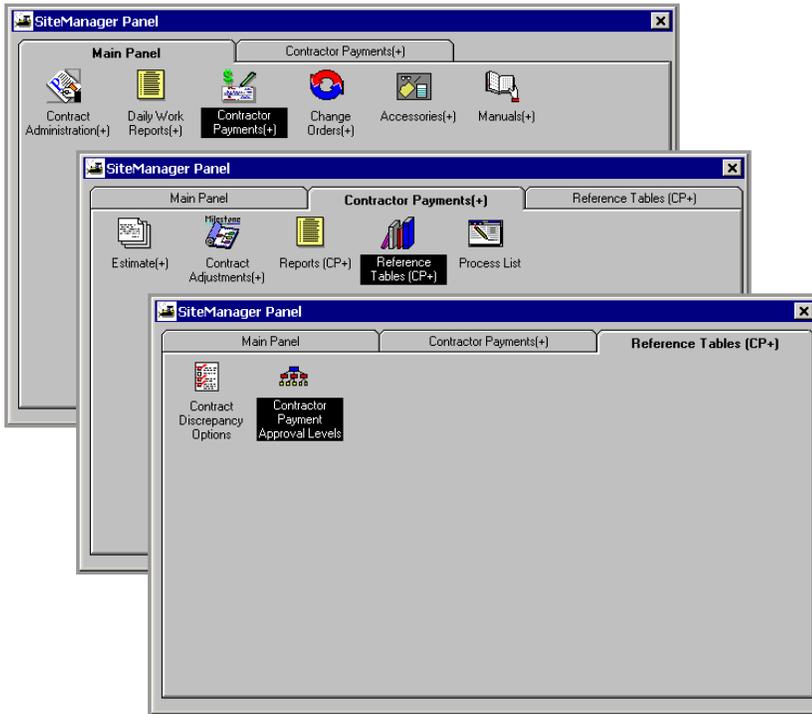
- On the Main panel, DbClick **Contract Administration**.
- On the Contract Administration panel, DbClick **Contract Records**.
- On the Contract Records panel, DbClick **Contracts**.

Contracts Record

The following information is required to activate a contract.

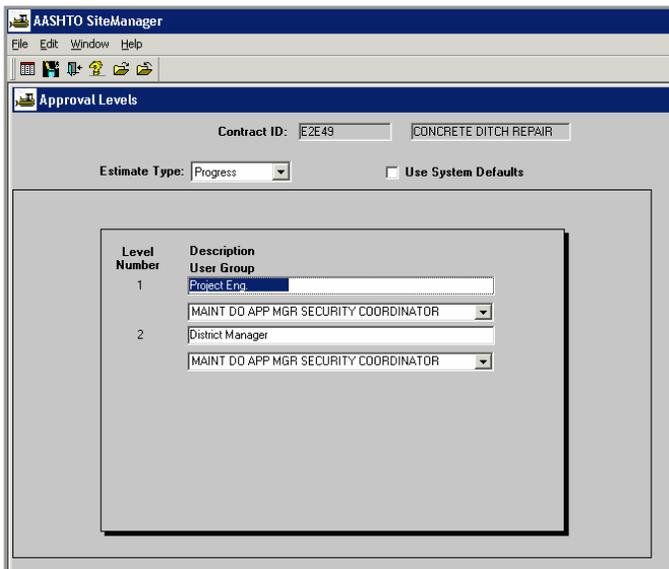
1. **Description Tab:** Most of these fields will transfer from LAS. Enter information for these additional fields. **Primary PCN** (select one), **Resid/Yard** (Maintenance Area cost center), **Work Type** (Maintenance Other), **Wage Decision** (0000 Wage Decision).
2. **Location Tab:** A **Primary County** must be selected.
3. **Payment Data Tab:** For Retainage, leave the **Unlimited Escrow** box checked. Zero out all of the percentage and amount fields on the Retainage Changes record.
4. **Primary Personnel Tab:** Enter the **Project Manager** and the **Project Engineer**. They may be the same person.
5. **Prime Contractor Tab:** The Prime Contractor's **Surety** and **Insurance** companies must be entered as **Prime Associates**. If they do not appear from the search, go to the Vendor Panel and create the association. See the Maintenance Training Manual for the procedure.
6. **Critical Dates Tab:** Enter the **Execution Date**, **Notice to Proceed Date**, and **Work Begin Date**. The **NTP Date** should be the date time begins. **Letting** and **Award Date** will transfer from LAS and may not be changed. **Original Completion Date** and **Adjusted Completion Date** will be calculated in SiteManager.
7. Change the **Contract Status** to **Active**, and save it.

Modifying Contractor Payment Approval Levels



The approval levels for estimates must be changed at the individual contract level. To do this,

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



1. Delete all but two levels. Set the *Descriptions* to **Project Manager** and **District Manager**. Set the *User Groups* to **MAINT DO USER**, and **Maintenance Estimate Approval Group**.
2. Set the approval levels for all three *Estimate Types*:
 - Progress
 - Supplemental
 - Final
3. Unless a user is a member of the groups that are assigned to these levels of authority, they will not be able to generate or approve an estimate for this contract.
4. The user should be assigned as a member of both groups.

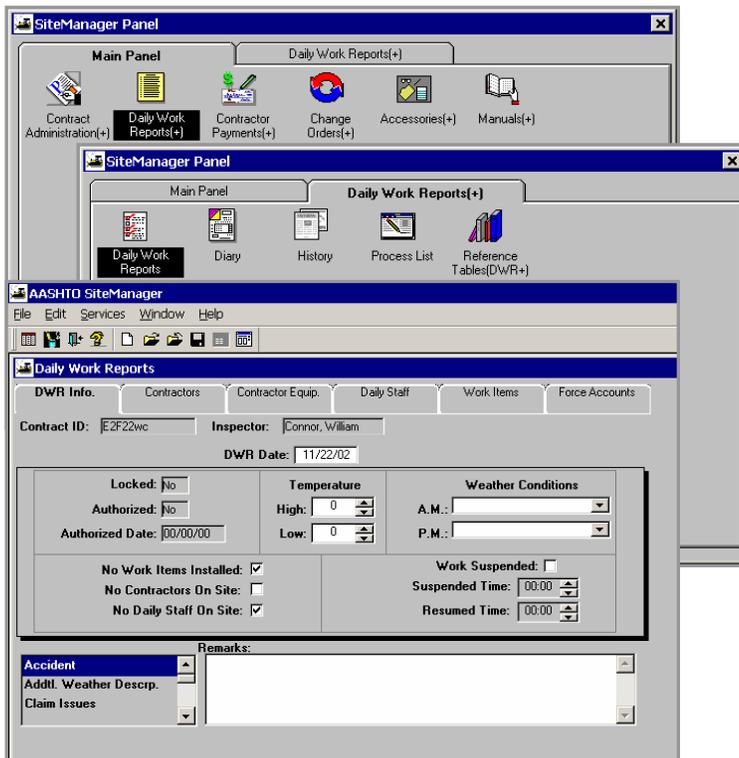
Daily Work Reports

To create a DWR:

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

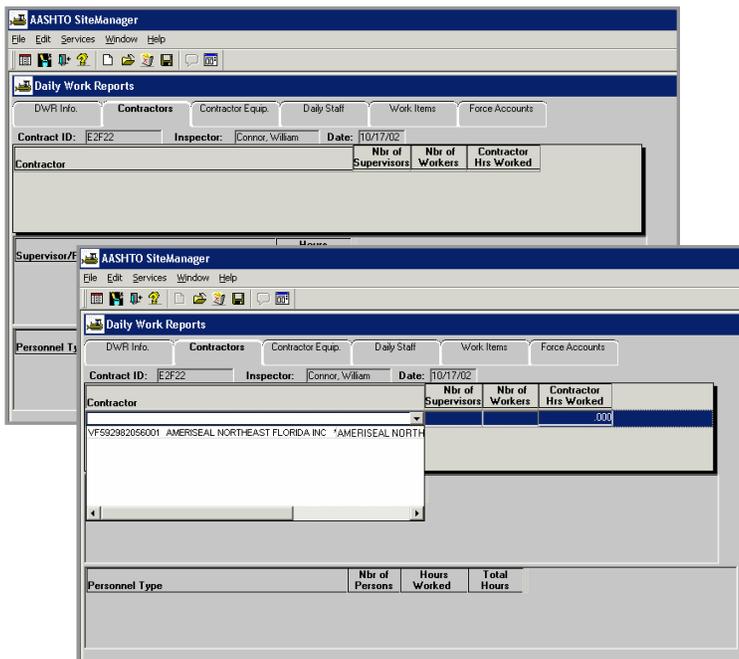
DWR Info. Tab: (Verify that the correct contract is open.)

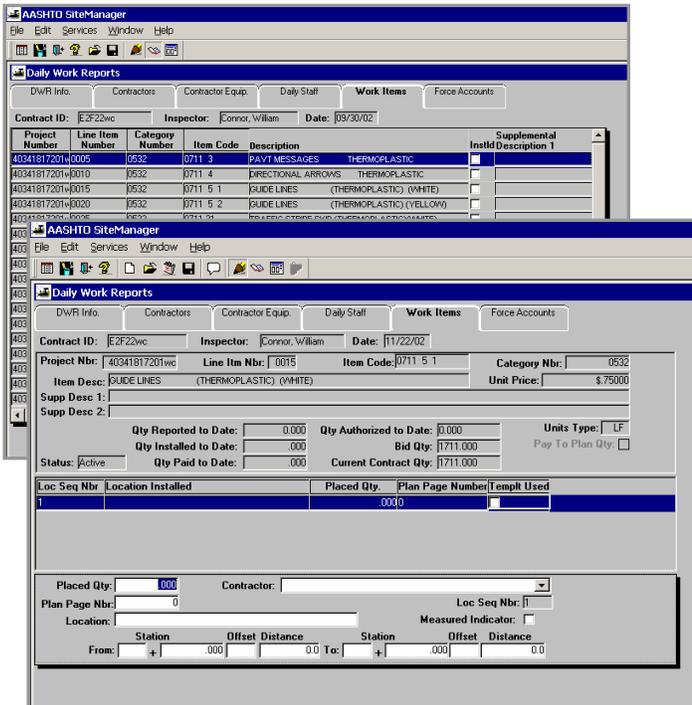
- Click the **New** button on the tool bar.
- Change the **DWR Date** to the date the work was completed for the invoice being processed.
- Enter applicable **Remarks (optional)**. In general, remarks are not necessary. Enter a remark for unusual and pertinent circumstances.
- Click the **Save** button to save your changes.



Contractors Tab:

- Click the **New** button.
- Click the **down arrow** in the Contractor field.
- Select the **Contractor**.
- Click the **Save** button to save your changes.

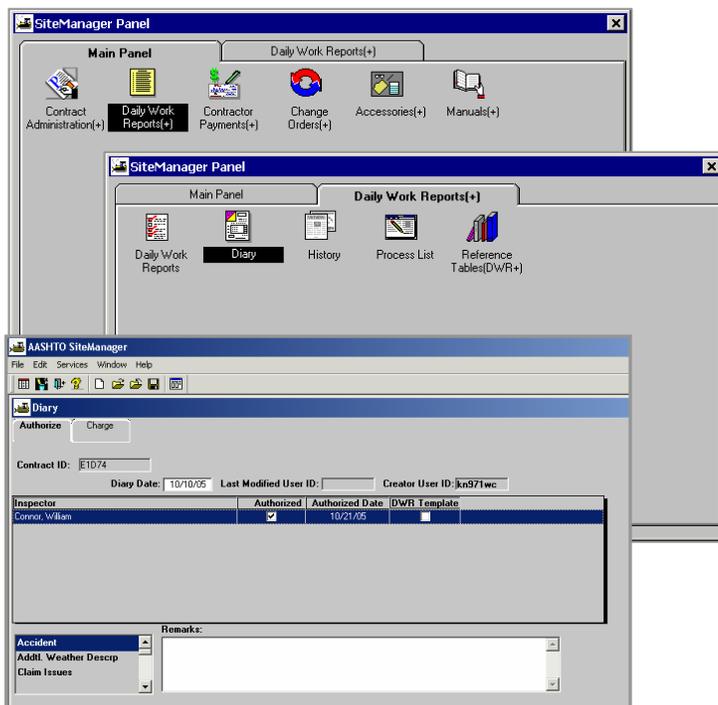




Work Items Tab:

- DblClick on the *Item*.
- Click on the **New** button.
- Click the *Placed Qty* field.
- 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 **various** or whatever name you have assigned.
- Click the **Save** icon.
- Click the **Work Items** icon on the tool bar to continue until the quantities for all items have been entered.

The Daily Diary



To access the Diary:

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

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

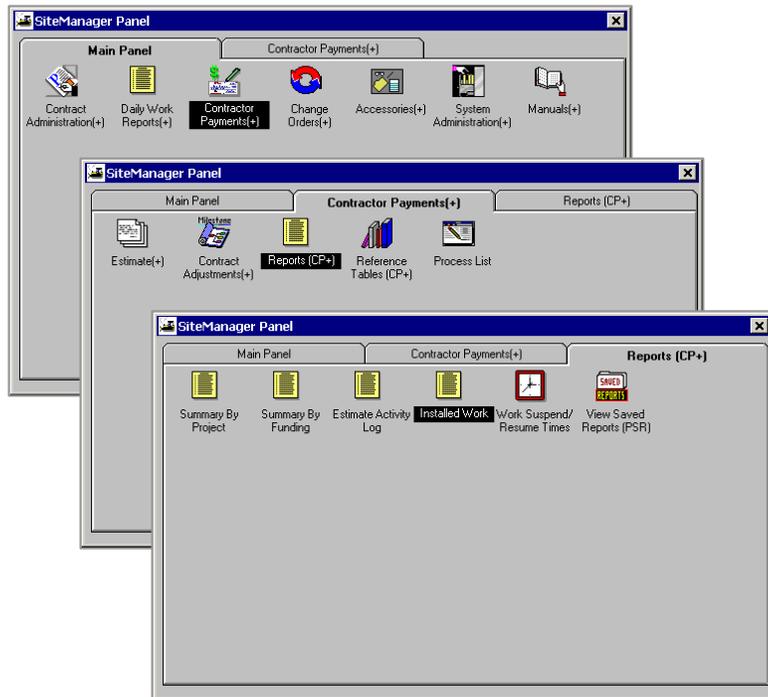
- Click the **Preview DWR** icon on the tool bar.

If all looks correct proceed with authorizing the DWR.

The Authorize Tab:

- Click the **check box** under the *Authorized* column.
- Click the **Save** icon.

Contractor Payments

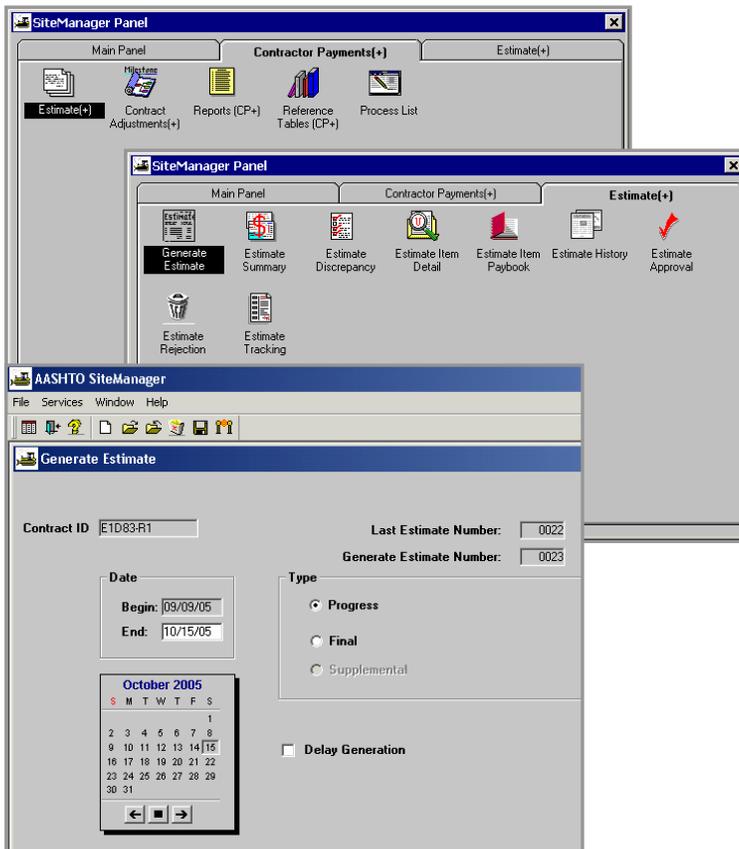


Progress estimates:

After the DWRs have been entered and approved.

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

Verify that the data reflects the quantities and prices on the contractor's invoice. If there are errors other than penny rounding, Un-authorize the Diary and correct the DWR.



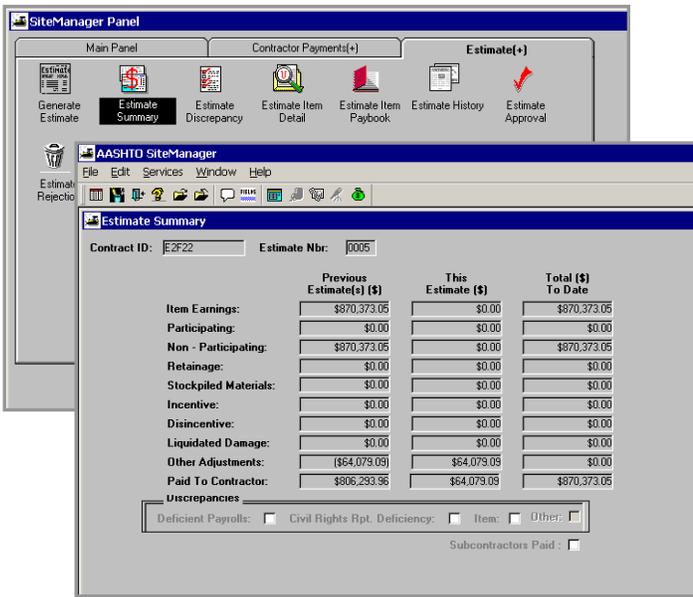
- DblClick the **Estimates** icon.
- DblClick the **Generate Estimate** icon.
- Enter the appropriate **DWR Date** for the estimate to match the invoice. (It will be the date work was completed for the invoice)

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.

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

A message screen will appear when the estimate generation process is completed.

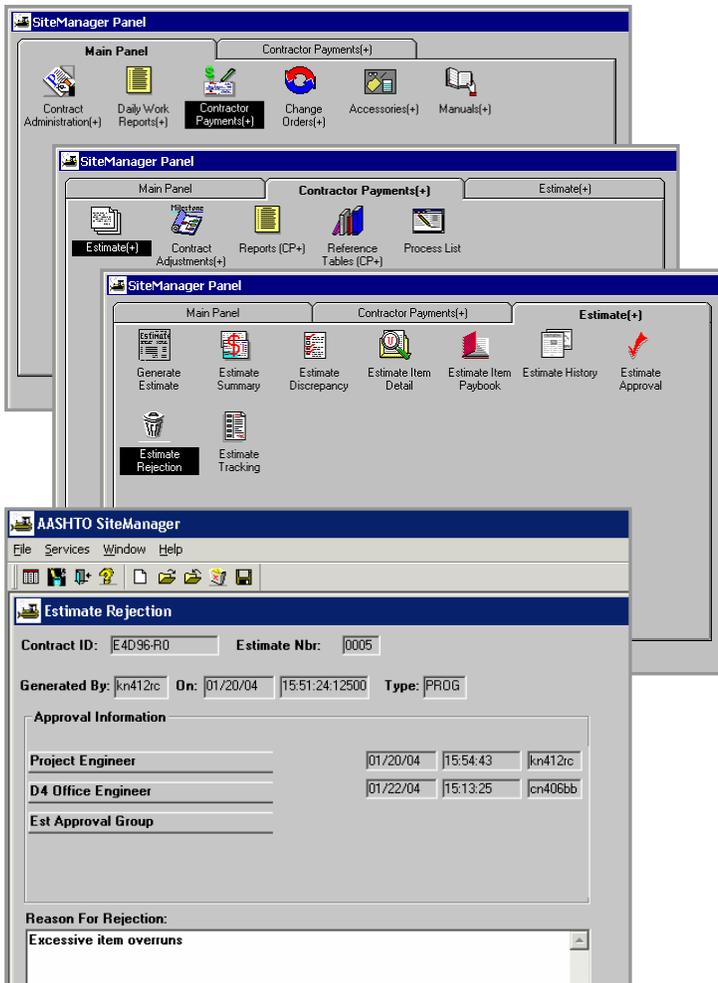
Estimate Verification and Reporting



The Estimate Summary:

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

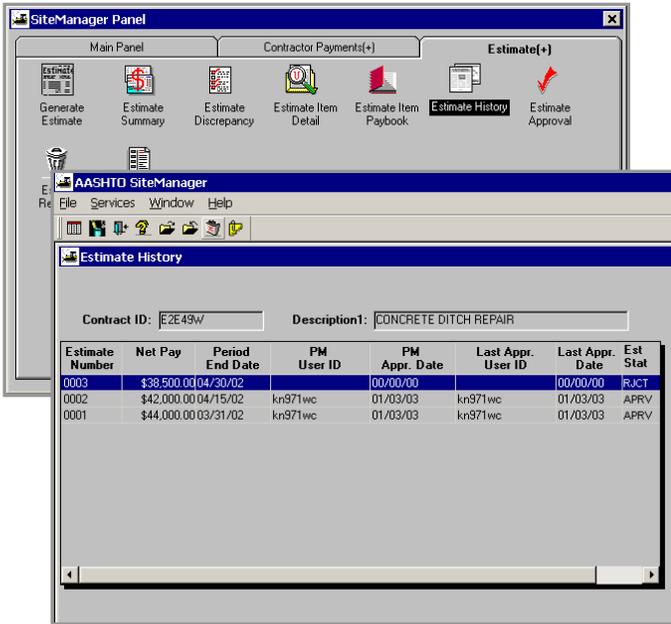
Verify that the calculated payment is correct. Liquidated Damages, Retainage, and Other Adjustments must be done through the **Contract Adjustment Screen**. If there are errors in the estimate, it must be deleted, corrected, and re-generated. When an estimate has been approved at the first level it must be rejected before it can be deleted, corrected and re-generated. You must be logged into SiteManager in the second level approval group to do the reject.



To Reject an Estimate:

- 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.

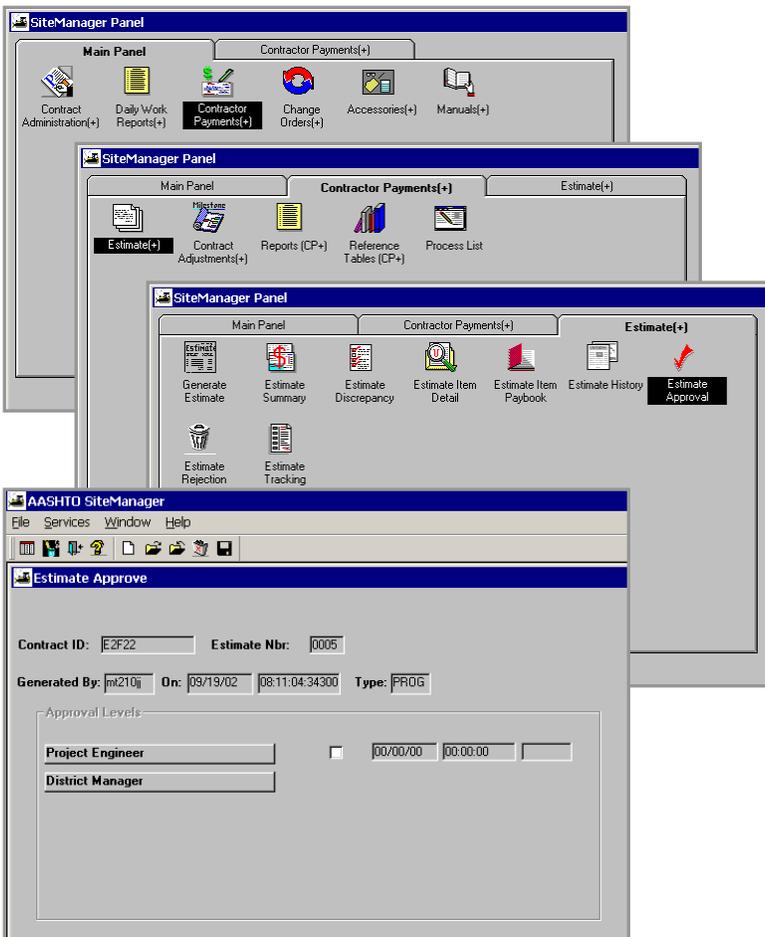
- Enter a **Reason for Rejection** and
- Click the **Save** button.



To Delete an Estimate:

Deleting an estimate is accomplished from the **Estimate History** screen. The estimate must be in PEND or RJCT status.

- DblClick **Contractor Payments** on the Main Panel.
- DblClick **Estimate** on the Contractor Payment panel.
- DblClick **Estimate History** on the Estimates panel.
- Select the **Contract** and **Estimate** to be deleted.
- Click the **Delete** button on the tool bar.

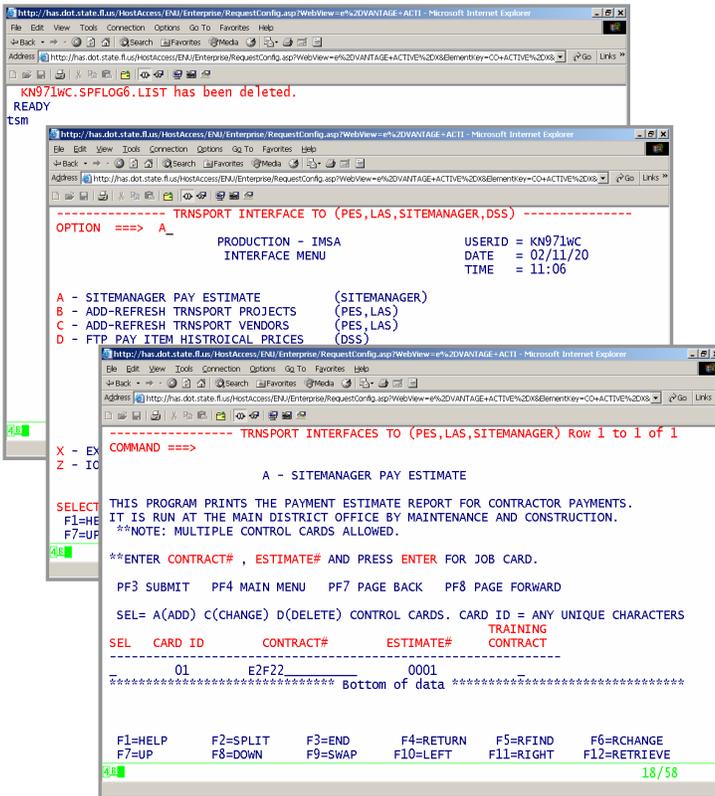


To Approve an Estimate:

- 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.
- Choose the **Contract** by DblClicking it.
- Approve the first level of the estimate by clicking on the **selection box**, and **saving**.

When notified that the payment has been accepted by FLAIR, log into SiteManager under the second level approval group (Maintenance Estimate Approval Group) and repeat the steps above.

The OOC Report

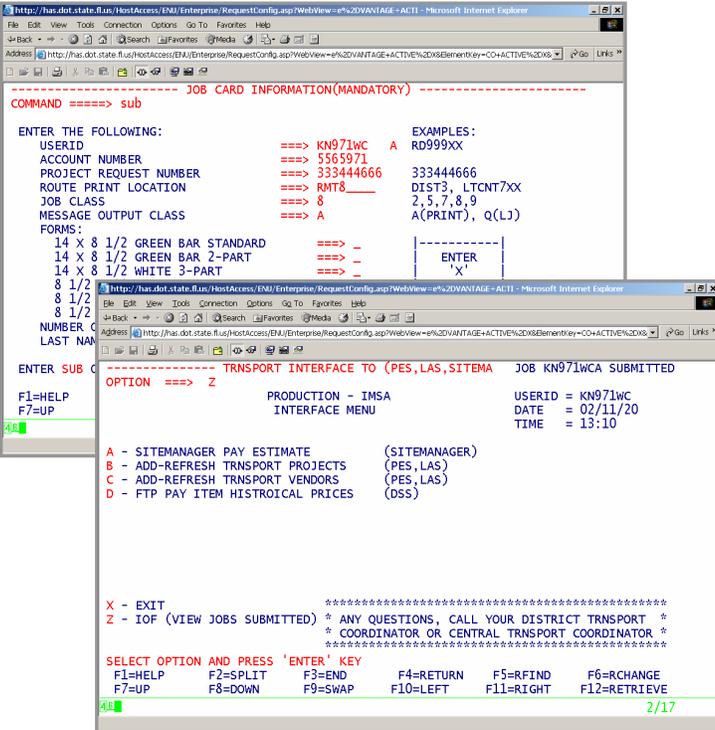


At the Ready prompt in TSO:

- Type **TSM**.
- Type **A** on the Option Line.
- Press **<ENTER>**.
- To add a new card, enter **"A"** in the SEL column.
- To change an existing card, enter **"C"** in the SEL column.
- To delete a card, enter **"D"** in the SEL column.

Renewable contracts must contain the "-R*" suffix.

- Press the **<ENTER>** key to see lines to be submitted.
- Press **<ENTER>** again to go to the Job Card Information Screen.

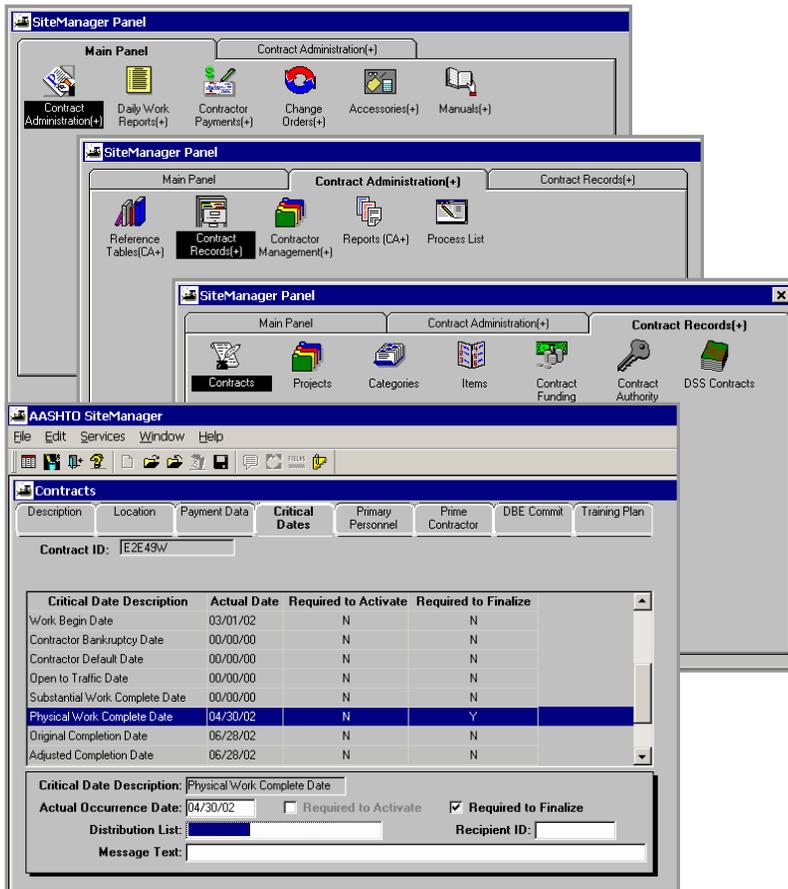


Enter the parameters desired:

- Enter **'sub'** on the COMMAND line.
- Press **<ENTER>** to submit the job.
- Select **Option Z** to go to the IOF to review your output, or
- Select **X** to exit.

If this report is in error, you will have to correct the estimate, and resubmit the report.

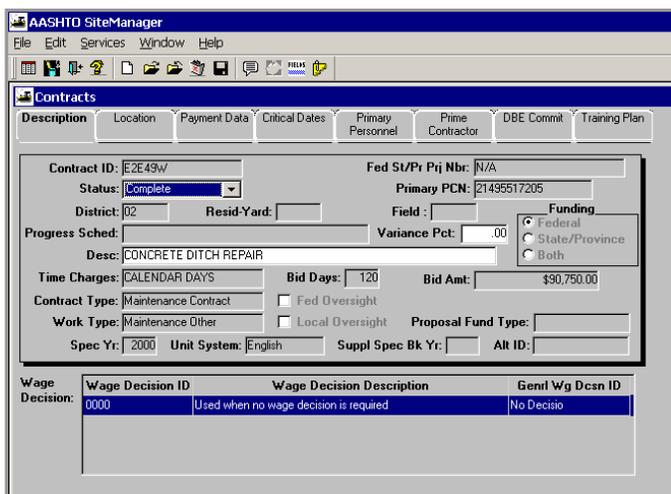
Final Estimates



To create the Final Estimate:

- Create the **DWR** for the Final estimate.
- Authorize the **Diary**.
- Generate the Estimate, selecting "**Final**".
- Before entering the *Physical Work Completion Date*, verify the following:
 - If the contract requires a final change order, process it and approve it.
 - All Change Orders must be in either "Approved" or "Denied" Status. There can be no pending or draft Change Orders.
- Enter the *Physical Work Complete Date* on the **Critical Dates** Tab.
- Save the record.

Completing the Contract

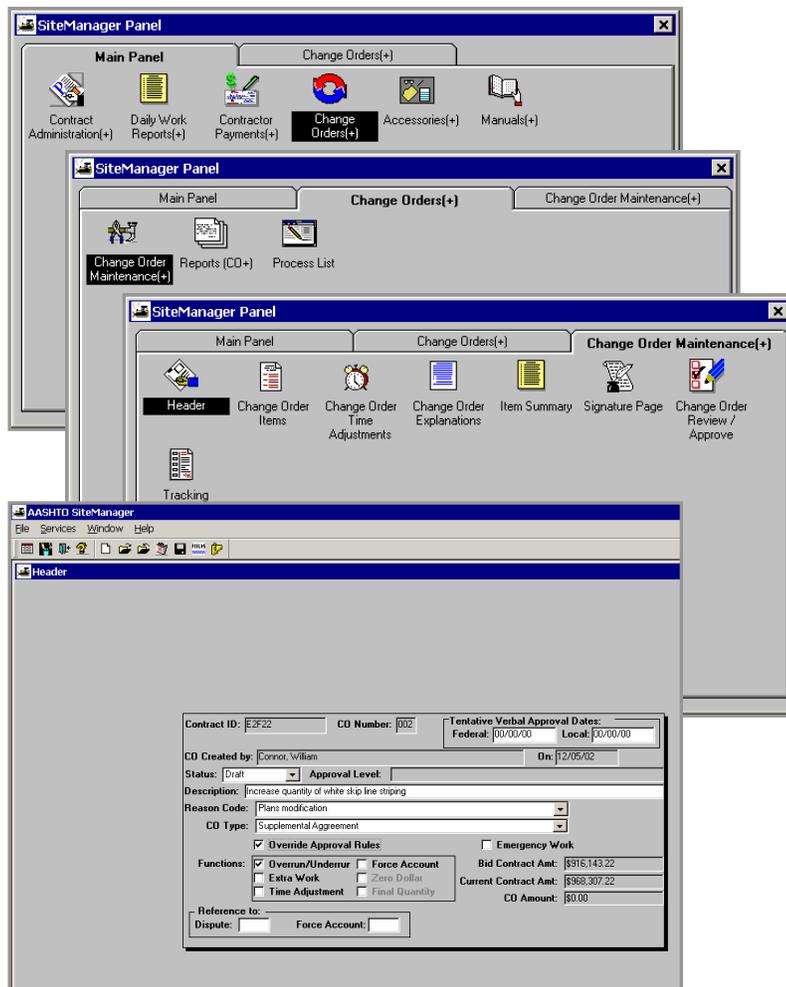


After the Final Estimate has been processed and approved, you are ready to complete the contract in SiteManager.

From the Contracts Administration Description Tab,

- Change the Contract Status to Complete.

Change Orders



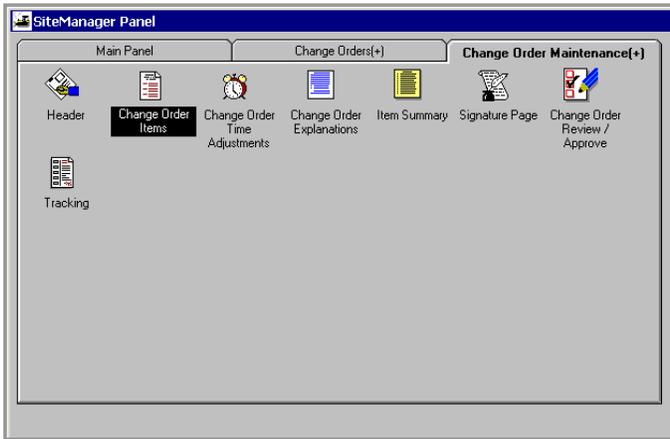
To create a change order:

- 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 Change Order Maintenance Panel.

If there are already change orders for the contract and you want to add another one,

- Click the **New** button on the tool bar.
- 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.
- Check **Overrun/Underrun** to change quantities of current items

- Check **Extra Work** to add new items.
- If this change order is adding time to the contract then the **Time Adjustment** must be checked.
- Save the change order in **Draft** status by clicking the **Save** button on the Tool bar.
- Reopen the Header.
- Click the **Override Approval Rules** check box.
- Click the **Save** icon to save the Change Order Header.



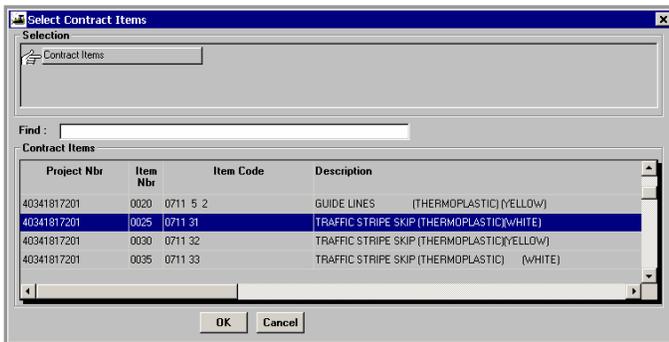
Change Order Items:

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

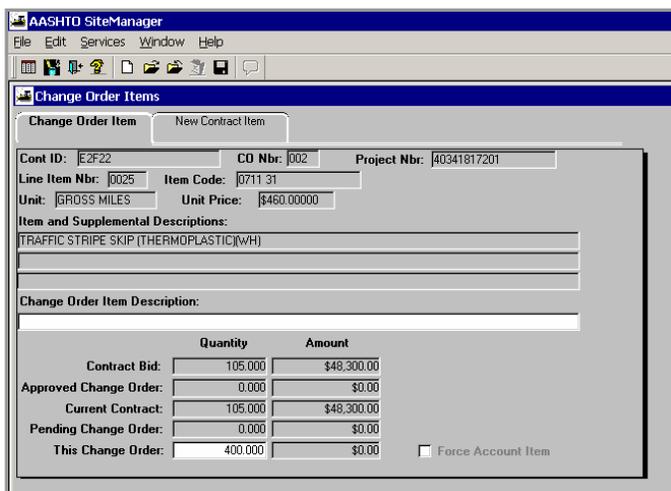


To Change Existing Items:

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



- Scroll down the list to pick the correct **Fin Proj Number** and **Item**.
- DblClick the **Item**.



- Enter the quantity change (+ or -) in the **This Change Order** field.
- Enter a description in the **Change Order Item Description** field
- Click the **Save** button to save this record.

To Add New Items:

To add a new item to the contract *Extra Work* must be checked on the Change Order header. Go to the New Contract Item Tab.

- Click the **New** icon on the toolbar.
- Click the **New Contract Item** tab.

Project Nbr	Category Nbr	Line Nbr	Item Code	Description	Supplemental Description
40341817201	0532	0025	0711 31	TRAFFIC STRIPE SKIP (THERMOPLASTIC)(WHITE)	
40341817201	0532	0030	0711 32	TRAFFIC STRIPE SKIP (THERMOPLASTIC)(YELLOW)	
40341817201	0532	0035	0711 33	TRAFFIC STRIPE SKIP (THERMOPLASTIC) (WHITE)	
40341817201	0532	0040	0711 34	TRAFFIC STRIPE SKIP (THERMOPLASTIC) (YELLOW)	
40341817201	0532	0045	0711 35 61	TRAFFIC STRIPE SOLID (THERMOPLASTIC)(WHITE) (6')	
40341817201	0532	0050	0711 35 81	TRAFFIC STRIPE SOLID (THERMOPLASTIC)(WHITE) (8')	

Choose fields in the following 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.
3. Enter a **Line Item Nbr** for the new item.
4. Enter the **Pay Item** to be added.

- Enter a value in the **Unit Price** field.
- Enter any **Remarks** you may need.
- Click the **Change Order Items** tab.

	Quantity	Amount
Contract Bid:	0.000	\$0.00
Approved Change Order:	0.000	\$0.00
Current Contract:	0.000	\$0.00
Pending Change Order:	0.000	\$0.00
This Change Order:	400.000	\$0.00

- Enter the **Change Order Item Description**.
- Enter the **Quantity**.

Change Order Approval

The screenshot shows the 'iteManager' application window with the 'Change Order Header' form. The form includes fields for Contract ID (E2F22), CO Number (003), and Tentative Verbal Approval Dates (Federal: 00/00/00, Local: 00/00/00). It also shows the CO Created by (Connor, William), On (05/20/04), Status (Pending), and Approval Level. The Description is 'More work' and the Reason Code is 'Minor changes'. The CO Type is 'Change Order'. The 'Override Approval Rules' checkbox is checked. The 'Emergency Work' checkbox is unchecked. The 'Functions' section includes 'Overrun/Underwork' (checked), 'Force Account' (unchecked), 'Extra Work' (checked), and 'Time Adjustment' (unchecked). The 'Bid Contract Amt' is \$916,143.22, the 'Current Contract Amt' is \$968,307.22, and the 'CD Amount' is \$0.00. There are also fields for 'Reference to:' and 'Dispute:'.

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. Make sure the **Override Approval Rules** box is checked
- Click the **Save** button and a message will appear asking to you if you want to change the status to Pending.

The screenshot shows the 'Change Order #002 Approval' dialog box. It contains a table with two columns: 'Seq No.' and 'User ID'. The table has two rows: Row 1: 'MAINT DD USER' (User ID: Connor, William); Row 2: 'Maintenance Engineers' (User ID: Calvert, Chris). The 'Maintenance Engineers' row is highlighted. There are 'New' and 'Delete' buttons on the right side of the table. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

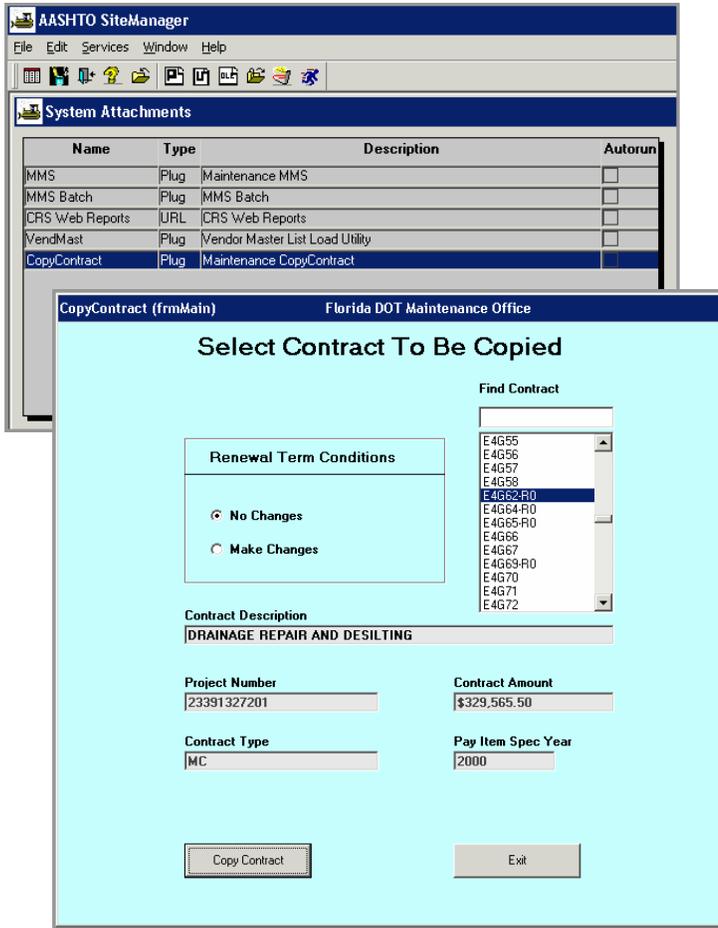
Seq No.	Groups for Approval	User ID
1	MAINT DD USER	Connor, William
2	Maintenance Engineers	Calvert, Chris

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

To add a level of approval,

- Click the **New** button.
- Select a **group** for that level by clicking the down arrow for the **Groups for Approval** field and clicking the **group** you want.
- Click the **User Id** and select the person to correspond with the **group**.

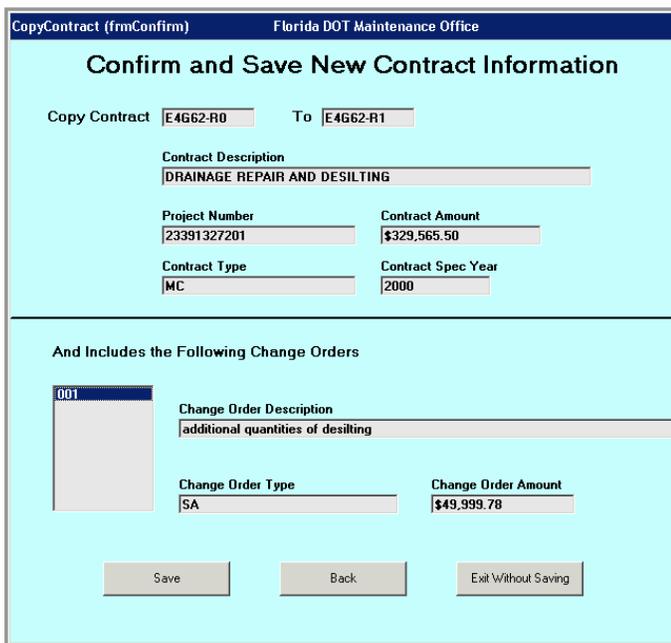
Copy Contract



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

Repeat old contract term

- Type the Contract ID in the *Find Contract* box.
- Or
- Scroll through the *Contract ID* list.
- Click the *No Changes* radio button.
- Click *Copy Contract*.



Confirm and Save New Contract Information

- Click *Save*.

This message box appears.



- Click *OK*

You will be returned to the Copy Contract opening screen.

- Click *Exit*

CopyContract (frmMain) Florida DOT Maintenance Office

Select Contract To Be Copied

Find Contract

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

Buttons: Copy Contract, Exit

Change old contract term

- Click the *Make Changes* alternative.
- Highlight the desired *Contract*.
- Click *Copy Contract*.

CopyContract (frmDateSelect) Florida DOT Maintenance Office

Select Dates for the New Contract

Select the Begin Date: November 2005

Select the End Date: November 2007

Old Contract ID: E5G38-R1 New Contract ID: E5G38-R2

Begin Date for the Next Term: 11/3/2005

End Date for the Next Term: 11/2/2007

Total # Days for the Next Term: 730

Buttons: Continue, Back, Exit CopyContract

Select Time for the New Contract

- Enter contract time in the *Total # Days* field for the renewal.
- Or
- Select a date in the *Select End Date* calendar.
 - Click *Continue*.

CopyContract (frmWorkSheet) Florida DOT Maintenance Office

Verify Quantities

Old Contract ID: E5G38-R1 New Contract ID: E5G38-R2

Cont ID	Pri Nbr	Cate #	Item Cd	Meas	Quantity	Unit Price	Ext Amt
E5G38-R2	4121867201	0412	0327 70 1	SY	400.000	\$9.00000	\$3,600.00
E5G38-R2	4121867201	0412	0327 70 4	SY	400.000	\$12.00000	\$4,800.00
E5G38-R2	4121867201	0412	0327 70 5	SY	800.000	\$10.00000	\$8,000.00
E5G38-R2	4121867201	0412	0327 70 7	SY	800.000	\$14.00000	\$11,200.00
E5G38-R2	4121867201	0412	0331 2	TN	416.000	\$120.00000	\$49,920.00
E5G38-R2	4121867201	0412	0337 7 2	TN	200.000	\$140.00000	\$28,000.00
E5G38-R2	4121867201	0412	0337 7 3	TN	200.000	\$180.00000	\$36,000.00
E5G38-R2	4121867201	0414	0160 3	CY	40.000	\$50.00000	\$2,000.00
E5G38-R2	4121867201	0414	0285711	SY	400.000	\$10.00000	\$4,000.00
E5G38-R2	4121867201	0421	0400101 1	CF	300.000	\$40.00000	\$12,000.00

Buttons: Quantity Report, Quantity Change Help, Re-Calculate Amts

Enter New Values if Needed

Item Code: 0327 70 1 Catg Nbr: 0412 Contract Total: \$2,526,150.00

Project Nbr: 4121867201 Quantity: 400.000 Price: \$9.00

Buttons: Continue, Back, Exit Without Saving

Verify Quantities

All quantities have been automatically scaled to the term selected.

- Adjust each quantity as necessary.
- Click *Continue*

CopyContract (frmConfirm) Florida DOT Maintenance Office

Confirm and Save New Contract Information

Copy Contract To

Contract Description

Project Number Contract Amount

Contract Type Contract Spec Year

And Includes the Following Change Orders

Change Order Number	Change Order Description	Change Order Type	Change Order Amount
001	<input type="text" value="Add Pay Item for Sheet Piling"/>	<input type="text" value="SA"/>	<input type="text" value="\$88,375.00"/>
002			

Buttons: Save, Back, Exit Without Saving

Confirm and Save

- Click *Save*

This prompt will open

- Click *OK*



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

- Click *Exit*.

Activating the Renewed Contract

AASHTO SiteManager

Contracts

Contract ID: Fed St/Pr Pj Nbr:

Status: Primary PCN:

District: Resid Yard: Field: Funding: Federal State/Province Both

Progress Sched: Variance Pot:

Desc:

Time Charges: Bid Days: Bid Amt:

Contract Type: Fed Oversight Local Oversight

Work Type: Proposal Fund Type:

Spec Yr: Unit System: Suppl Spec Bk Yr: Alt ID:

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

The following is 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

AASHTO SiteManager

Header

Contract ID: CD Number: Tentative Verbal Approval Dates: Federal: Local:

CD Created by: Connor, William On:

Status: Approval Level:

Description:

Reason Code:

CD Type:

Override Approval Rules Emergency Work

Functions: Overrun/Undererr Force Account Extra Work Zero Dollar Time Adjustment Final Quantity

Reference to: Bid Contract Amt: Current Contract Amt: CD Amount:

Dispute: Force Account:

- Save the required Change Orders to **Pending** status.
- Change Orders not required for the subsequent term(s) of a contract, must be **Denied**.

To Deny the Change Order:

- Save it to **Pending** Status, selecting the group and person to approve.
- Return to the **Header** screen,
- Change the **Status** to **Denied**, and save.