

Florida Department of Transportation

Trns•port PES

Release 5.7b

Project Development Guide

(Production)

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Introduction

This User Guide describes the procedures involved in establishing and maintaining projects in the Trns•port Proposal and Estimates System (PES) for contracted work.

This User Guide complements the Reference Manual for Production Projects, and is reduced in scope to be a quick reference of steps in creating projects for construction contracts.

This Guide focuses on bringing projects into PES by using the copying approach in conjunction with the interface program to the Financial Management (FM) system, and using the Project Tabbed Folder technique for adding and changing project detail.

Appendix A shows the structure of Access Control Group.

Creating and Managing Projects

1. Adding and Changing Projects

Adding projects into Trns•port PES should be thought of as involving two steps. The first is to create a project header, and the second is to add the project detail.

This Guide focuses on bringing projects into PES by using the copying approach in conjunction with the interface program to the Financial Management (FM) system, and using the Project Tabbed Folder technique for adding and changing project detail. See the Reference Manual for Production Projects and Proposals for more discussion on procedures.

Lump Sum Contracts

For projects that are to be let as Lump Sum contracts, dummy projects and proposals will be created to track project and proposal detail. These tracking projects will be set up one for one for the proposal and all projects attached to it. Tracking Projects will be identified by an eleven character ID. The first nine will be the first nine characters of the **Financial Project Number** plus the two characters **LS**. These tracking projects will be fully defined with pay items, quantities, prices and all other details of a regularly let project.

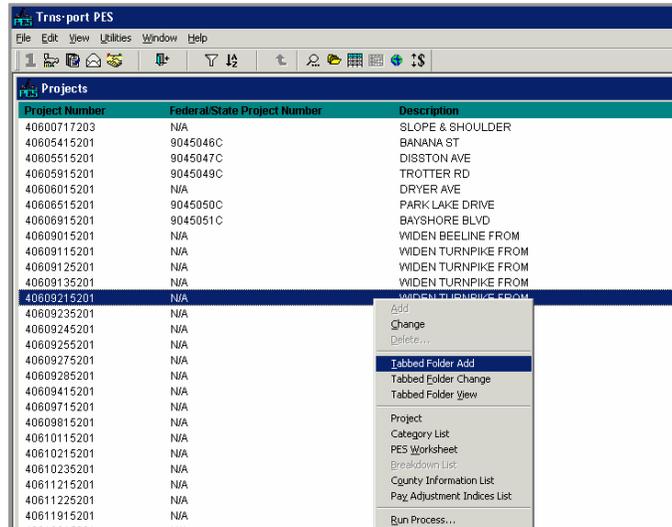
New

The Tracking Proposal IDs will be seven characters in length. The first five will be the regular **Contact ID** plus the characters **LS**. A representative contract number would be T3052LS or E2G53LS. After the regular projects and proposals are created and synchronized with the Financial Management System (FM), the tracking projects and their proposal header may be created with the copy special feature.

1.1 The Project Header

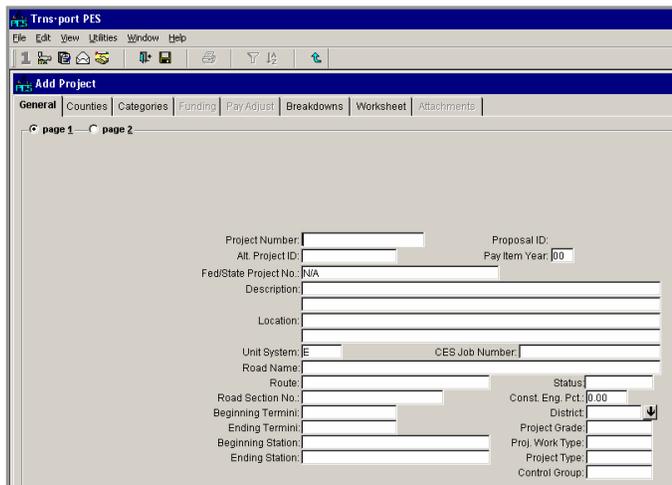
To create a project header from scratch:

- Access the Project List window. 
- Place the cursor anywhere in the white space.
- Click the right Mouse Button.
- Click **Tabbed Folder Add**.



The resulting screen will show page 1 of the General tab of the project header.

Enter the minimum amount of information to satisfy Trns•port system requirements, and then save the project.



Proceed to enter data in page 1 of the general tab for the following fields:

<i>Project Number</i>	<i>Pay Item year</i>	<i>Fed/State Project No</i>
<i>Description</i>	<i>Unit System</i>	<i>District</i>
<i>Project Work Type</i>	<i>Project Type</i>	<i>Control Group</i>

Other fields may be left at their default values.

- Save the project by clicking the **Save** Icon. 

When page-1 is completed go to page-2.

- Click the page 2 radio.

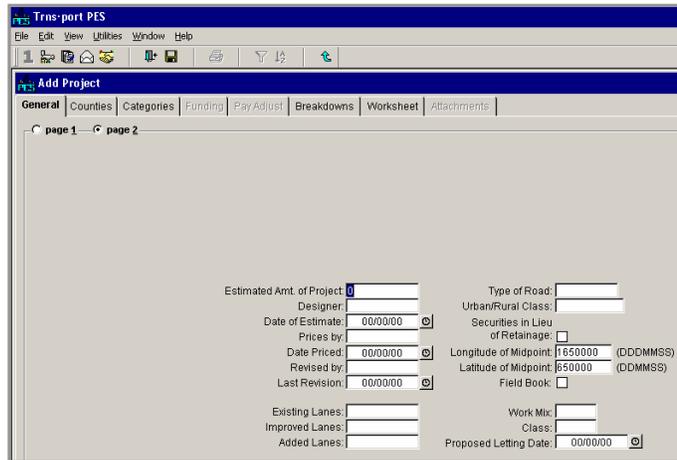
Three fields are required.

Estimated Amt of Project

Longitude of Midpoint

Latitude of Midpoint

Default settings satisfy the system requirements for fields where blank values are not allowed.



- ❖ *Estimated Amt of Project* This required field is filled when you run the process **Generate Preliminary Detailed Estimate**. When the contract transfers to SiteManager and DSS this field transfers as the **Engineers Estimate**. Run the process again after the estimate is final.

1.2 Entering Project Detail from the Financial Management System (FM).

The FM Interface was created to both create and refresh financial and Work Program information in Trns•port PES. The refresh feature of the interface runs every night and updates fields in all projects in PES possessing valid FinProj Numbers. See the Trns•port PES Training Manual for Maintenance Projects for a full discussion on running the interface for new projects and to refresh projects.

To run the FM Interface program:

- Enter TSO and get to the ready prompt.
- Type **TSM** for production environment. Press **<Enter>**.
- Enter **B** at the Trns•port Interface screen. Press **<Enter>**.
- At the Add/Refresh screen.
 - Enter one **FinProj** number per line.
 - For the first line, enter **A** (for SEL)
 - Enter **01** (for CARD ID)
 - Enter all 11 digits of the **FinProj Number**.
 - Press **<Enter>**.
 - To add another project,
 - Enter **A** (for SEL)
 - Enter **02** (for CARD ID)
 - Enter all 11 digits of the **FinProj Number**.

- Press <Enter>.
- At the Job Card Information screen, enter a **printer ID, your name, and telephone number**. Press <Enter> for the next screen.
- At the Trns•port Interface screen, enter option **X** to end. Press <Enter>
- At the TSO screen enter **logoff** and press <Enter> and Exit TSO.
- A report will go to the printer you designated when the FM Interface has completed.

When the FM Interface completes, the projects will appear in the Projects List window. (If your Projects List window is open, you will have to refresh it by closing it and reopening it before your new project(s) will appear.) These new projects will contain an Access Control Group that is accessible to your district. Sections 1.3.1 through 1.3.8 will take you through each tab to illustrate the required data fields.

1.3 Adding and Changing Project Information

To change information that comes from the FM system, contact your district work program office to make project information changes in FM, and the nightly refresh will make the Trns•port data match.

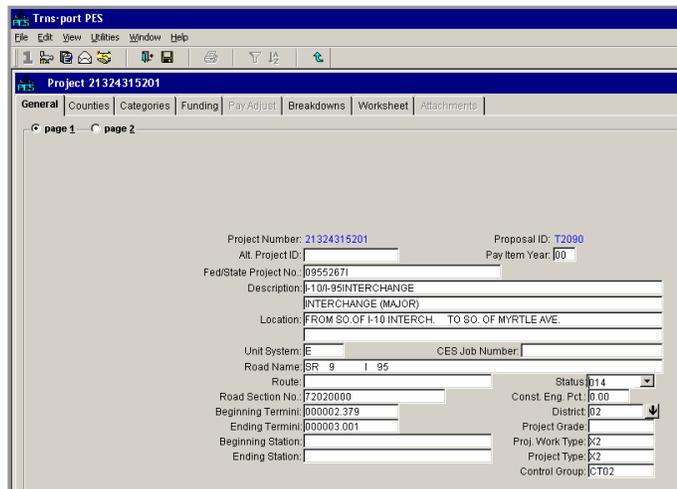
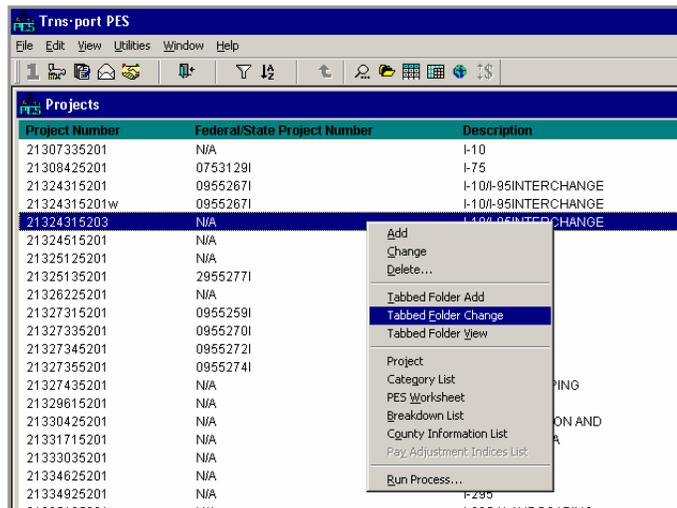
From the Projects List window,

- Rclick the desired **Project**.
- Click **Tabbed Folder Change**.

1.3.1 General Tab

Here the **Project Number** is blue, and is the **Finproj** number from the FM system. This project has status 014, where right-of-way acquisition has begun, from FM.

The General tab page 1 entry screens are seen here.



General Tab page 1

Note the Control Group of CD02V529. This Control Group indicates a production project under control of district 2, and the V529 extension identifies a particular consultant firm. For a new project, the initial Control Group will be of the form CD0?, where the ? should be replaced by the Managing District number. The FM system will make that initial assignment. Someone with proper authority, in the district office, must change this Control Group to assign the project to a particular person or group.

Estimated Amt. of Project: 158547207.81
 Designer: K798
 Date of Estimate: 04/19/04
 Prices by: ZWC
 Date Priced: 04/16/04
 Revised by:
 Last Revision: 00/00/00
 Type of Road: 01
 Urban/Rural Class: J
 Securities in Lieu of Retainage:
 Longitude of Midpoint: 1650000 (DDMMSS)
 Latitude of Midpoint: 650000 (DDMMSS)
 Field Book:
 Existing Lanes: 6.00
 Improved Lanes: 6.00
 Added Lanes: 0.00
 Work Mix: 0103
 Class: 1
 Proposed Letting Date: 07/28/04

General Tab page 2

The following six fields are filled automatically by Trns•port or by the FM System.

<i>Estimated Amt of Project</i>	<i>Type of Road</i>	<i>Longitude of Midpoint</i>
<i>Latitude of Midpoint</i>	<i>Work Mix</i>	<i>Proposed Letting Date</i>

- ❖ **Note:** The *Estimated Amt of Project* field is filled when you run the process **Generate Preliminary Detailed Estimate**. This process will be run several times over the project life. It must be run after the final **Engineers Estimate** for historical purposes. When the contract transfers to SiteManager and DSS this field transfers as the **Engineers Estimate**.

1.3.2 Counties Tab

To view the Counties,

- Click the **Counties** Tab.

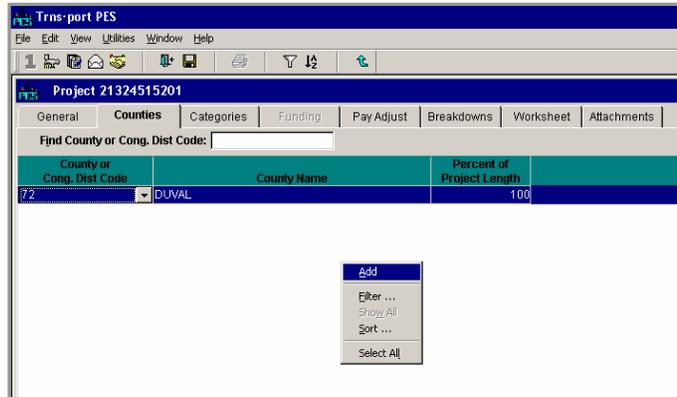
The Counties tab contains the *County Number* and the *County Name* of the counties to which the project is associated. Countywide and Statewide are valid entries. This screen shows that 100% of the project will be in County 72, Duval County. If a project is in more than one county, and that information is in the FM system, the proportioned information will appear in this table.

County or Cong. Dist Code	County Name	Percent of Project Length
72	DUVAL	100

If another county needs to be added,

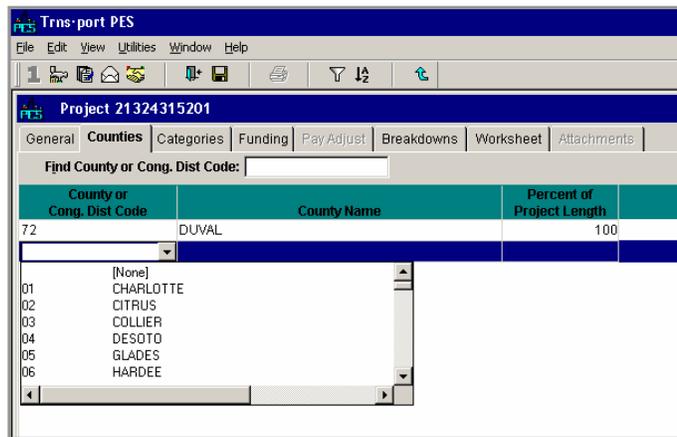
- Rclick anywhere in the white space of the screen.
- Click **Add**.

Be sure that County information is accurate in the Work Program. The Work Program/FM data will overwrite information that is manually entered in PES.



The screen will appear with one blank row added and ready for data. Add any additional rows to the window so that there are as many rows as there are counties associated with the project.

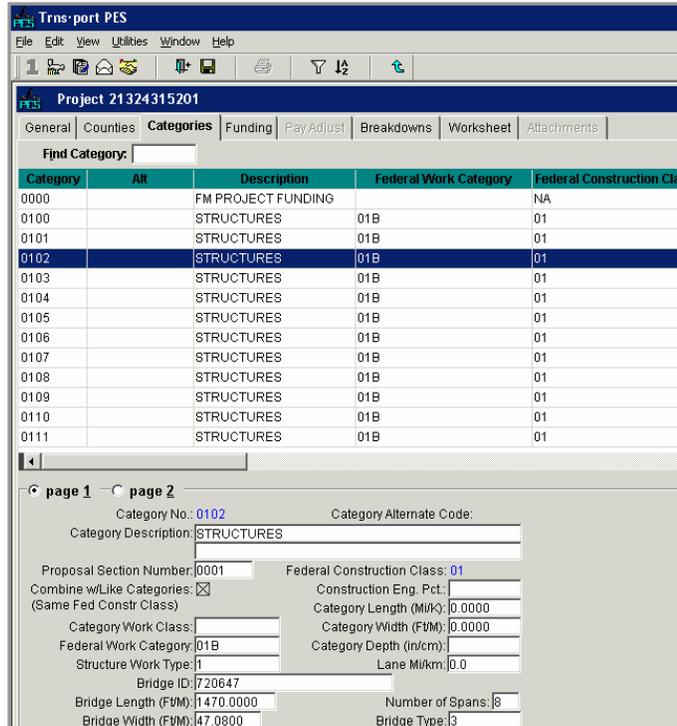
County or Congressional District
County Name
Percent of Project Length



1.3.3 Categories Tab

In addition to Category 0000 for funding, there are ten other categories.

Where a project is to have more than one bridge, add categories so that the number of structures categories is equal to the number of bridges. The first bridge in a project is assigned to category 0100. Additional bridges are to be assigned to category 0101, 0102, 0103, etc.



Add a Category

To add a Category,

- Rclick in the center white space.
- Click **Add**.

Category	Alt	Description	Federal Work Category	Federal Constr
0000		FM PROJECT FUNDING		NA
0100		STRUCTURES	01B	01
0101		STRUCTURES	01B	01
0102		STRUCTURES	01B	01
0103		STRUCTURES	01B	01
0104		STRUCTURES	01B	01
0105		STRUCTURES	01E	01
0106		STRUCTURES	01E	01
0107		STRUCTURES	01E	01
0108		STRUCTURES	01E	01
0109		STRUCTURES	01E	01
0110		STRUCTURES	01E	01
0111		STRUCTURES	01E	01

page 1 page 2

Category No.: 0104 Category Alternate Code: []

Category Description: STRUCTURES

Proposal Section Number: 0001 Federal Construction Class: 01

Combine w/Like Categories: (Same Fed Constr Class) Construction Eng. Pct.: []

Category Work Class: [] Category Length (Mik): 0.0000

Federal Work Category: 01B Category Width (FWM): 0.0000

Structure Work Type: 1 Category Depth (in/cm): []

Bridge ID: 720650 Lane Mikm: 0.0

Bridge Length (FWM): 1492.2100 Number of Spans: 11

Bridge Width (FWM): 95.0000 Bridge Type: 3

There will be a blank row in the center section of the screen and a detail area at the bottom.

- Enter the *Category Number*.

On an initial run of the FM interface, a full set of *Category Numbers* and titles will be provided for use in adding pay item detail.

Choose from the following list. These categories align with the Department's standard Design Groups:

- 0100 STRUCTURES
- 0200 ROADWAY
- 0300 SIGNING
- 0400 LIGHTING
- 0500 SIGNALIZATION
- 0600 LANDSCAPING
- 0700 ARCHITECTURE
- 0800 UTILITIES
- 0900 MASS TRANSIT

Category	Alt	Description	Federal Work Category	Federal Constr
0109		STRUCTURES	01B	01
0110		STRUCTURES	01B	01
0111		STRUCTURES	01B	01
0112		STRUCTURES	01B	01
0113		STRUCTURES	01B	01
0114		STRUCTURES	01B	01
0115		STRUCTURES	01B	01
0116		STRUCTURES	01B	01
0200		ROADWAY		02
0300		SIGNING		03
0400		LIGHTING		04
0500		SIGNALIZATION		05

page 1 page 2

Category No.: [] Category Alternate Code: []

Category Description: []

Proposal Section Number: [] Federal Construction Class: []

Combine w/Like Categories: (Same Fed Constr Class) Construction Eng. Pct.: []

Category Work Class: [] Category Length (Mik): 0.0000

Federal Work Category: [] Category Width (FWM): 0.0000

Structure Work Type: N/A Category Depth (in/cm): []

Bridge ID: [] Lane Mikm: 0.0

Bridge Length (FWM): 0.0000 Number of Spans: []

Bridge Width (FWM): 0.0000 Bridge Type: []

Categories Tab page 1

- Complete the following fields for each category:

If the category is a bridge, include all of the structures fields listed.

- New** ❖ Note that the Structure Work Class code table no longer has the value "01". Select the proper value from the table.

Category Description

Combine w/Like Categories

Category Width

Bridge Width (Ft/M)

Federal Construction Class *Bridge Work Type*

Category Length

Bridge ID

Bridge Type

Structure Work Type

Bridge Length (Ft/M)

Number of Span

Categories Tab page 2

- Click the page 2 radio button to display the remaining fields.

Certain information contained on the general page has been repeated here (e.g., Termini, Stationing, and Road Section Number). It is not required that all categories reflect the same overall information.

Unit Number Not in use at this time. The default value is 000. **Do not change this value.**

If the category is a structure complete the four following fields from values in their respective drop down boxes.

Super Structure Type

Substructure Type

Foundation Type

Structure Location

When category information is complete,

- Click **ADD MORE** to enter information for another category.
- Click **OK** to finish adding category information.

Click **CANCEL** to return to the Categories List window without saving the new record.

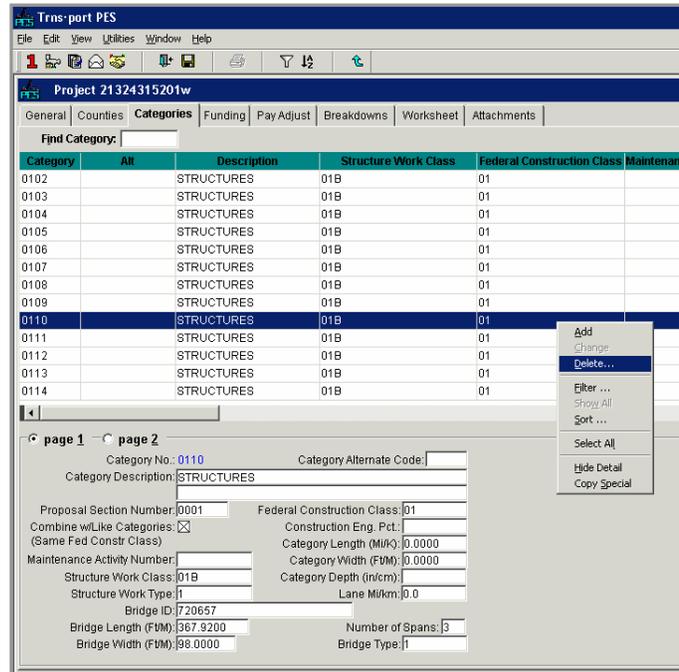
Alternatively, enter category numbers and titles by using the Copy Special function. See section 4.2 for a discussion of this feature.

Delete a Category

To delete a category,

- Rclick the **Category**.
- Click **Delete**.

The category will be removed from the screen and from the Trns•port database when the project is saved. Continue deleting categories that are not required. **You may keep "empty" categories in the database while you are creating a project, but you will not be able to run all reports and processes with these "empty" categories.** Prior to processing a proposal, delete all unneeded categories.



1.3.4 Funding Tab

Project personnel will not be able to add, delete, or change funding information.

1.3.5 Pay Adjust Tab

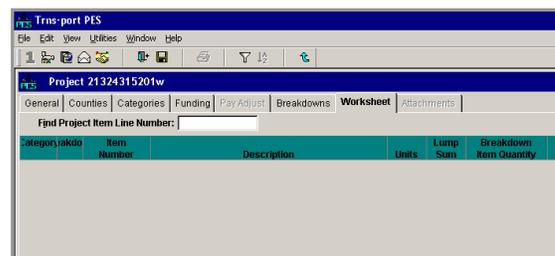
The payment adjustment features of Trns•port are not in use at this time.

1.3.6 Breakdowns Tab

The Breakdown ID is needed on the Worksheet and will be explained section 1.3.7 below. Ignore this tab.

1.3.7 The Worksheet Tab

The format of the Worksheet tab. The FM system has no Item data. Most of your work will be in this tab, entering Items and quantities. As can be seen,



there is only gray space where Item information is to reside. Begin by entering blank rows to hold the Item data. Create the first row by,

- Rclick in the gray space.
- Click **Add**. This creates one row.

For additional rows,

- Rclick in the grid.
- Click **Insert Row** to add the number of rows you need.

See the Reference Manual for Production Projects & Proposals for more information on adding rows.

Begin entering Item data on a row by:

- Selecting the **Category Number** to which the Item belongs. Choose from the list box at the bottom of the screen in the Category Number column.



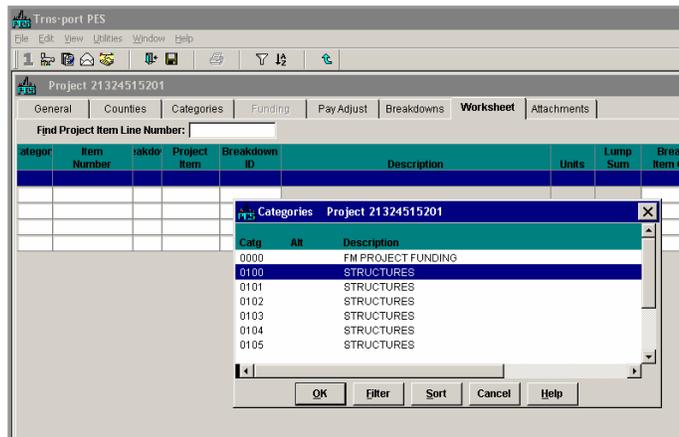
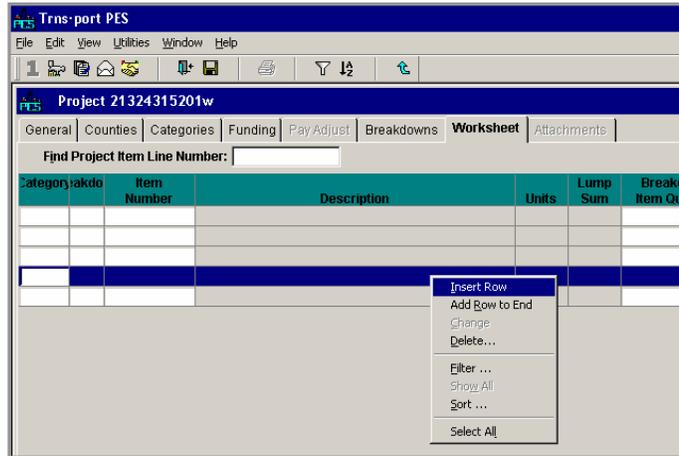
The Worksheet contains 29 fields displayed as columns. The following are required:

- Complete the following fields for each category as appropriate.

- | | | |
|--|--|--------------------------------|
| <i>Breakdown ID</i> | <i>Breakdown Item Line Number</i> | <i>Breakdown Item Quantity</i> |
| <i>Category Number</i> | <i>Combine Flag</i> | <i>Estimated Unit Price</i> |
| <i>Fixed Price (Pre-Established Price)</i> | | <i>Item Number</i> |
| <i>Item Alternate (Alt Code)</i> | | <i>Price Lock Flag</i> |
| <i>Project Item Line Number</i> | <i>State Mat Flag (State Furnished item)</i> | |

Adding Information to the Worksheet

To enter information to the Worksheet, click in a row and enter values for each column in the row. When you open an empty Worksheet, you need to insert a row before working in the Worksheet, as discussed previously. You can add or change data in most blank column fields (except those fields calculated by Trns•port or fields with blue data). You cannot change blue field values nor can you enter values into columns that are "grayed out". To alter values in these



columns you will do it through the Item Detail window. See Section 3 on the steps involved in that procedure.

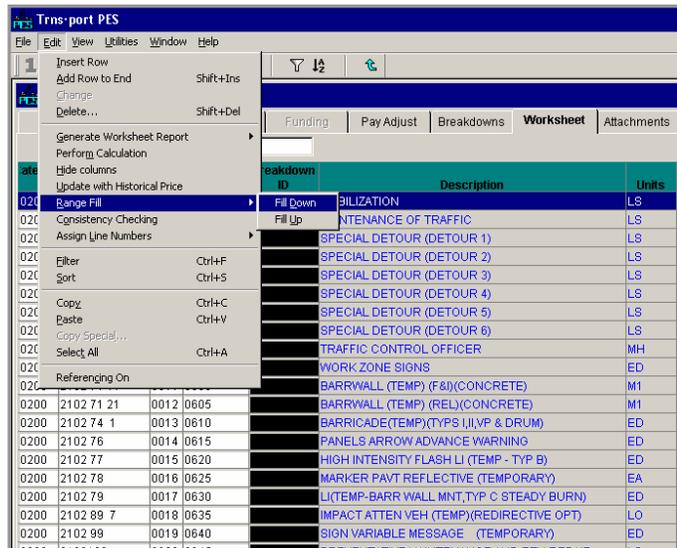
Some columns, such as *Category Number* and *Item Number*, have list boxes at the bottom of the column. Click the arrow to view supporting reference data and select appropriate values. Filter and sort data to find the information needed. If a column does not have an arrow displayed at the bottom, enter values directly into the fields. You must enter information for the 11 required fields in the Worksheet.

Entering Data in a Range of Cells

Use the **Edit > Range Fill** command from the Menu Bar to enter values in columns. If you add or change information in a column and other rows in the same column should contain the same value, select all cells in the column and copy the value down or up in the column. Range Fill is a quick way to enter *Category Numbers* or breakdown numbers multiple times. You enter the value once and then copy the value in all related records.

To select an entire column,

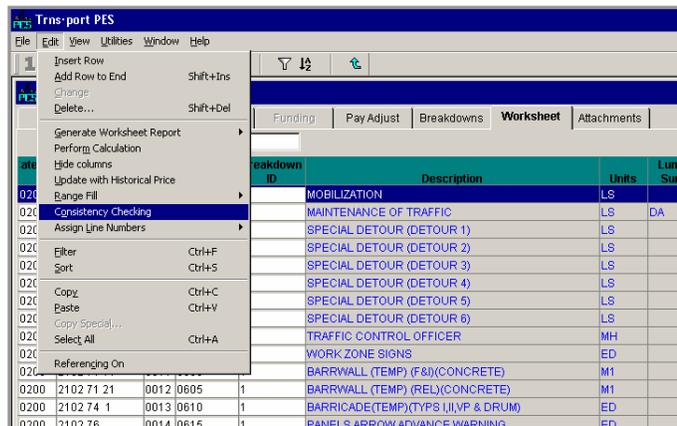
- Click once in the column title.
 - Click **Edit > Range Fill > Fill Up**.
- Or
- Click **Edit > Range Fill > Fill Down** from the Menu Bar. Trns•port populates all the selected fields with the value from the first cell.



Checking Data Consistency

Check the consistency of data in the Worksheet before you are ready to save it. To do this:

- Click **Edit > Consistency Checking** from the Menu Bar.



Identifying Obsolete Items

One of the tests made during the Consistency check is for obsolete *Item Numbers*. If any are found, you will be required to change the Items to current values before the project will successfully save.

Assigning Line Numbers

Assign line numbers to all rows before saving the Worksheet. From the Menu Bar,

- Click **Edit > Assign Line Numbers > Project Items**.
- Click **Edit > Assign Line Numbers > Breakdown Items**.

This numbers all **Project** and **Breakdown Item** sequence numbers.

When completed, the Worksheet will be similar to this one.

- Save the new project to the Trns•port database by clicking the "X" to close the window,
- Or,
- Click the **Save** icon on the Button Bar.

Category Number	Item Number	Project Item Line Number	Description	Units
0200			MOBILIZATION	LS
0200			MAINTENANCE OF TRAFFIC	LS
0200			SPECIAL DETOUR (DETOUR 1)	LS
0200			SPECIAL DETOUR (DETOUR 2)	LS
0200			SPECIAL DETOUR (DETOUR 3)	LS
0200			SPECIAL DETOUR (DETOUR 4)	LS
0200			SPECIAL DETOUR (DETOUR 5)	LS
0200			COMMERCIAL MATL FOR DRIVEWAY MAINT	CY
0200			OFF-DUTY LAW ENFORCEMENT OFFICER	MH
0200			WORK ZONE SIGNS	ED
0200			TEMPORARY CURB	LF
0200			BARRIER WALL (TEMP) (F&I)(STD)(CONCRETE)	LF
0200			BARRIER WALL (TEMP) (REL)(STD)(CONCRETE)	LF
0200			BARRICADE (TEMP)(TYP5 L/U/P & DRUM)	ED

Category Number	Breakdown	Item Number	Breakdown Item Line No.	Project Item Line Number	Description	Units	Lump Sum Units
0200	1	0101 1	0001	0005	MOBILIZATION	LS	
0200	1	0102 1	0002	0010	MAINTENANCE OF TRAFFIC	LS	DA
0200	1	0102 2 1	0003	0015	SPECIAL DETOUR (DETOUR 1)	LS	
0200	1	0102 2 2	0004	0020	SPECIAL DETOUR (DETOUR 2)	LS	
0200	1	0102 2 3	0005	0025	SPECIAL DETOUR (DETOUR 3)	LS	
0200	1	0102 2 4	0006	0030	SPECIAL DETOUR (DETOUR 4)	LS	
0200	1	0102 2 5	0007	0035	SPECIAL DETOUR (DETOUR 5)	LS	
0200	1	0102 3	0008	0040	COMMERCIAL MATL FOR DRIVEWAY MAINT	CY	
0200	1	0102 10	0009	0045	OFF-DUTY LAW ENFORCEMENT OFFICER	MH	
0200	1	0102 60	0010	0050	WORK ZONE SIGNS	ED	
0200	1	0102 69	0011	0055	TEMPORARY CURB	LF	
0200	1	0102 70 11	0012	0060	BARRIER WALL (TEMP) (F&I)(STD)(CONCRETE)	LF	
0200	1	0102 70 21	0013	0065	BARRIER WALL (TEMP) (REL)(STD)(CONCRETE)	LF	
0200	1	0102 74 1	0014	0070	BARRICADE (TEMP)(TYP5 L/U/P & DRUM)	ED	
0200	1	0102 74 2	0015	0075	BARRICADE (TEMP)(TYPE II) (6)	ED	
0200	1	0102 77	0016	0080	HIGH INTENSITY FLASH LI (TEMP - TYP B) K	ED	
0200	1	0102 78	0017	0085	MARKER PAVT REFLECTIVE (TEMPORARY)	EA	
0200	1	0102 79	0018	0090	LI(TEMP-BARR WALL MNT TYP C STEADY BURN)	ED	
0200	1	0102 89 2	0019	0095	IMPACT ATTENUATOR (REACT 350) (TEMP)	LO	

- New** ❖ **Warning:** During the development life of a project, Items will likely have been both added and deleted. Prior to transferring the proposal to the Contracts Administration Office for bidding run the Assign Line Numbers and Project Numbers one last time to eliminate gaps in number sequence. This will greatly ease administration of the work after its transfer to SiteManager.

1.3.8 The Attachments Tab

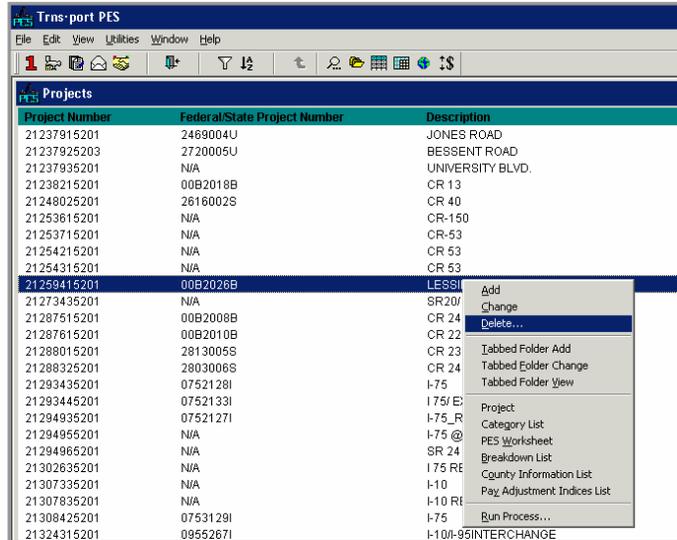
All of the Trns•port tabbed folder windows have an Attachments tab. It allows you to integrate OLE-compatible documents (for example, letters or spreadsheets), web pages, and plug-in applications into Trns•port. At this time there are no standards established for use of this feature.

2. Deleting a Project

To delete a project,

- Highlight the project in the Projects List window
- Select **Delete** from the right mouse button menu.

Trns•port displays a series of two Delete Warning windows and a Confirm Delete window. Authority to delete projects is restricted by security controls. If you are not able to delete a project, see your District Application Manager.



3. The Item Detail Screen

At times it will either be desirable or necessary to enter some Item information into the Item Detail Window. See the Reference Manual for Production Projects for details on this process.

Before using this procedure, be sure that you have properly saved your project in the Folders formats to the database and exited the project.

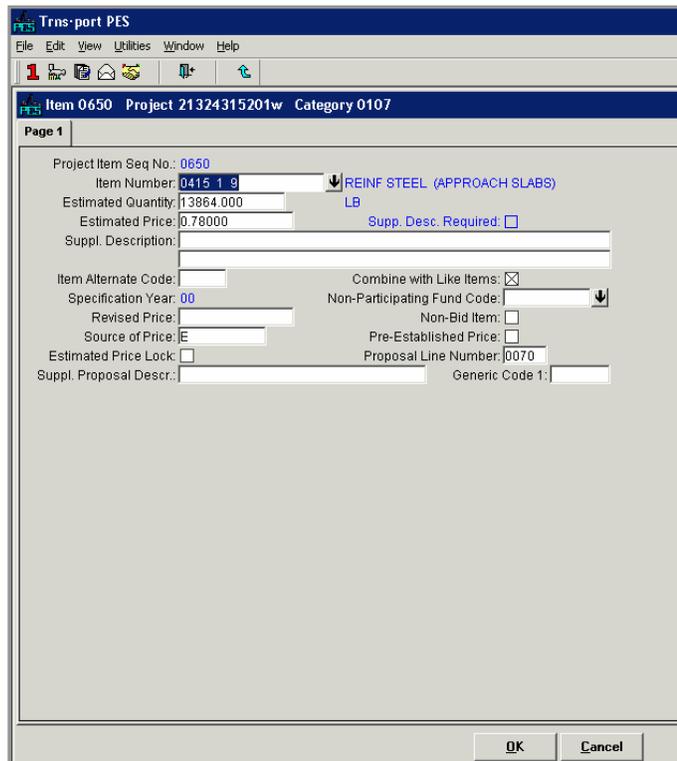
To access the Item Detail screen, take the following steps:

From the Projects List window,

- Rclick the project of interest.
- Click **Category List**.
- Click the **Category** of interest.
- Rclick **Project Items List**.
- Click the **Item** of interest.
- Rclick **Change**.

The Item Detail window will open. You may change any field on the screen except those that are in blue. When you have completed your changes,

- Click **OK** to save the data and close the screen.
- Close the Item list window.
- Close the Category list window.



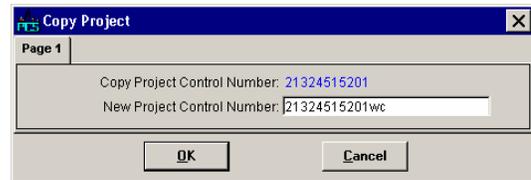
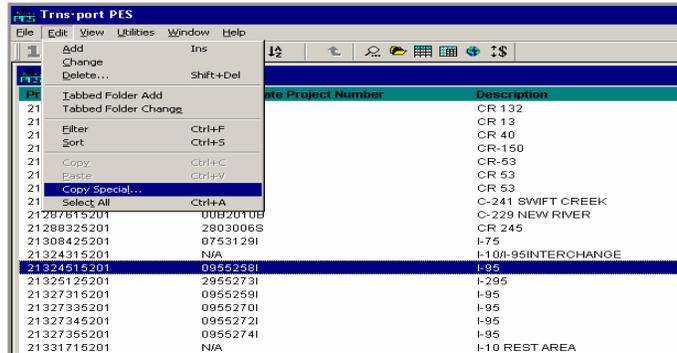
4. The Copy Special Feature

The Copy Special feature allows you to copy one project to another or to copy the category detail of one project to another project.

4.1 Duplicating a Project

To initiate a Copy Special for a project:

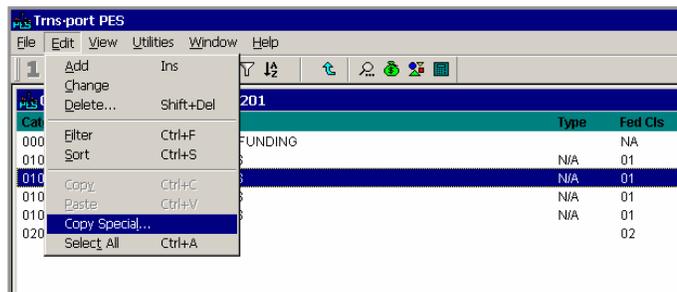
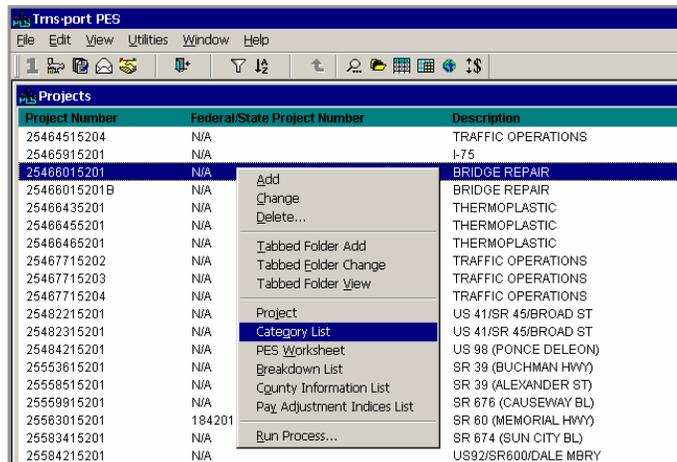
- Click the **project** to copy in the Project List window.
- Click **Edit > Copy Special** from the Menu Bar.
- Enter the new *Project Control Number*
- Click **OK**.



4.2 Duplicating a Category

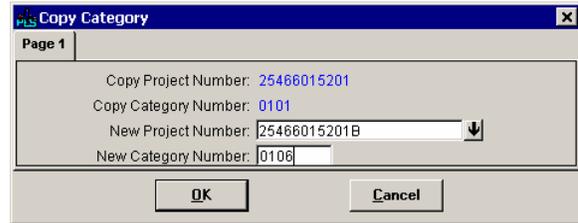
The Copy Special option also allows you to copy a category and its Item information from one project to another, eliminating the need to re-enter all the data for each new category.

- Click the source **project** in the Projects List window.
- Rclick **Category List**.
- Click the category you wish to copy.
- From the Menu Bar, Click **Edit > Copy Special**.



The system will default to the same Project Number. This would apply if you had created a Category and wished to duplicate it in the same project.

- Click the **New Project Number** from the list box.
- Enter the destination Category Number as the **New Category Number** to copy the category items to the new project.



After you copy the category, enter necessary modifications to the new category. Copy Special copies the category header, Item records, quantities, and price information that exist in the source project and/or category.

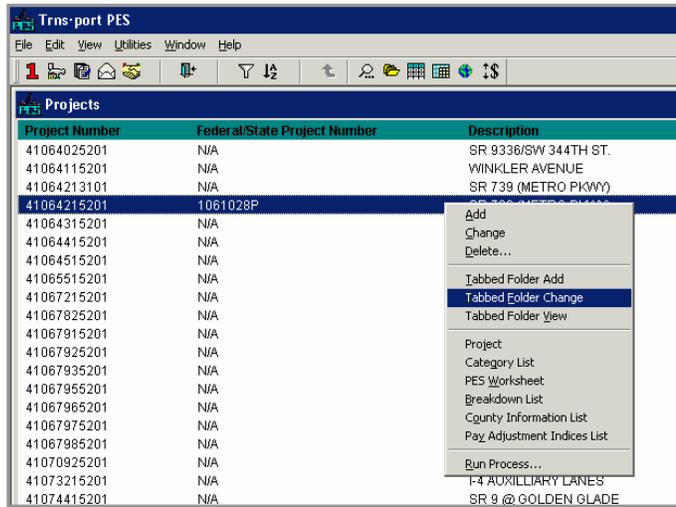
5. Combining Projects

Combine two or more projects into a single project as follows:

- Click the host project in the Projects List window.

Trns•port will keep the header from this project and add categories and pay items from other projects to it.

- Click **Tabbed Folder Change** to open the project.



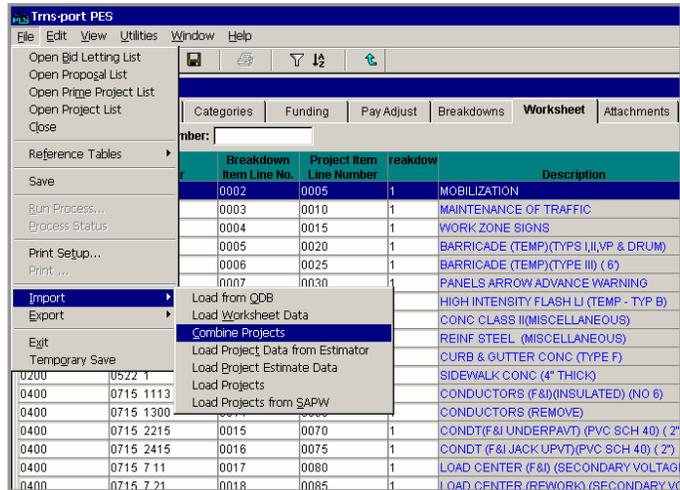
- Click the **Worksheet** tab to open the Worksheet for the selected project.

Note that in this case, there are pay items displayed, but in another situation, there may not be. A view of the category tab of this project would reveal that all necessary category numbers exist.

Category Number	Item Number	Breakdown Item Line No.	Project Item Line Number	readdow	Description		
0200	0101	1	0002	0005	1	MOBILIZATION	
0200	0102	1	0003	0010	1	MAINTENANCE OF TRAFFIC	
0200	0102	60	0004	0015	1	WORK ZONE SIGNS	
0200	0102	74	1	0005	0020	1	BARRICADE (TEMP)(TYP5 I,II,VP & DRUM)
0200	0102	74	2	0006	0025	1	BARRICADE (TEMP)(TYPE III) (6)
0200	0102	76	0007	0030	1	PANELS ARROW ADVANCE WARNING	
0200	0102	77	0008	0035	1	HIGH INTENSITY FLASH LI (TEMP - TYP B)	
0200	0400	2 15	0009	0040	1	CONC CLASS II(MISCELLANEOUS)	
0200	0415	1 6	0010	0045	1	REINF STEEL (MISCELLANEOUS)	
0200	0520	1 10	0011	0050	1	CURB & GUTTER CONC (TYPE F)	
0200	0522	1	0012	0055	1	SIDEWALK CONC (4" THICK)	
0400	0715	1113	0013	0060	1	CONDUCTORS (F&I)(INSULATED) (NO 6)	
0400	0715	1300	0014	0065	1	CONDUCTORS (REMOVE)	
0400	0715	2215	0015	0070	1	COND(T(F&I UNDERPAVT) (PVC SCH 40) (2')	
0400	0715	2415	0016	0075	1	COND(T(F&I JACK UPVT)(PVC SCH 40) (2')	
0400	0715	7 11	0017	0080	1	LOAD CENTER (F&I) (SECONDARY VOLTAGE)	
0400	0715	7 21	0018	0085	1	LOAD CENTER (REWORK) (SECONDARY VOLTAGE)	
0400	0715	14 12	0019	0090	1	PULL BOX (F&I) (SIDEWALK)	
0400	0715	14 52	0020	0095	1	PULL BOX (REMOVE) (SIDEWALK)	
0400	0715500	1	0021	0100	1	POLE CABLE DIST SYS (CONVENTIONAL)	

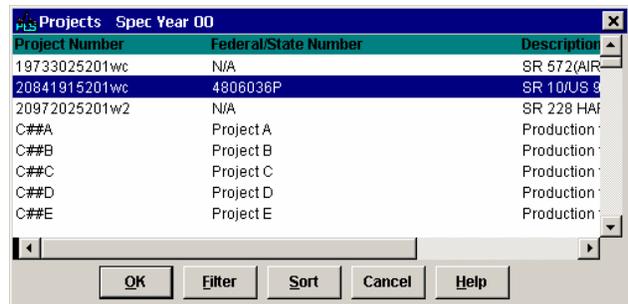
From, the Menu Bar,

- Click **File > Import > Combine Projects**.



Trns•port displays a list of projects. Use the Filter and Sort options to help you locate projects to combine. You must only combine projects which have the same *Pay Item year* and same unit system.

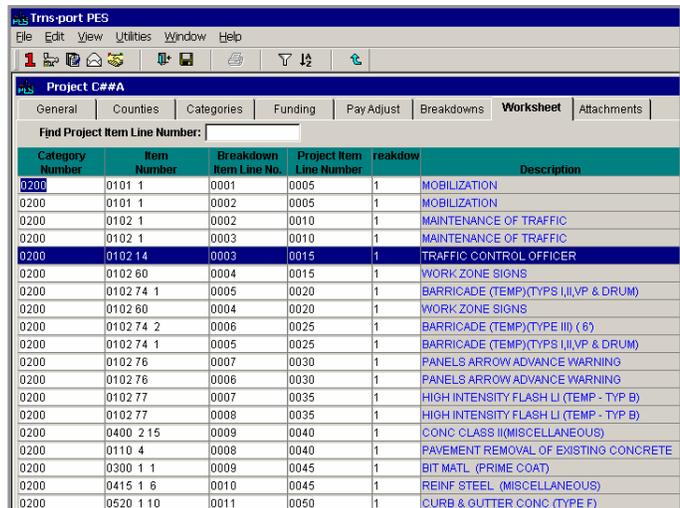
- Click a **Project** to combine
- Click **OK**.



Trns•port returns you to the Worksheet where it loads data from the selected new project to the original project Worksheet.

If you want to combine another project with the first project, repeat these steps for each one.

When all projects have been combined, re-run the Assign Line Numbers process for both Project Line Numbers and Breakdown Line Numbers.



6. Running Processes and Printing Reports

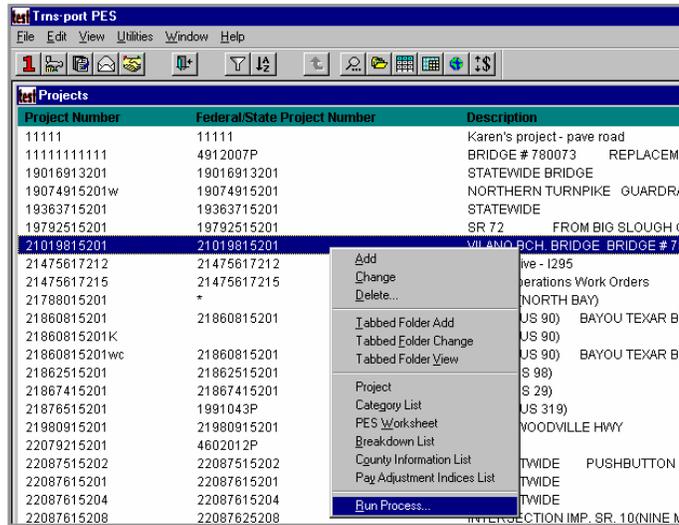
6.1 Project level reports

One of the most useful reports is the Preliminary Detail Estimate. It may be run at both project and proposal levels. Its value is that it contains all of the structural detail of the project or proposal with line numbers, sections, categories, items, and quantities. Trns•port also summarizes the estimate with subtotals in several formats.

To run project level reports, begin at the Project List window.

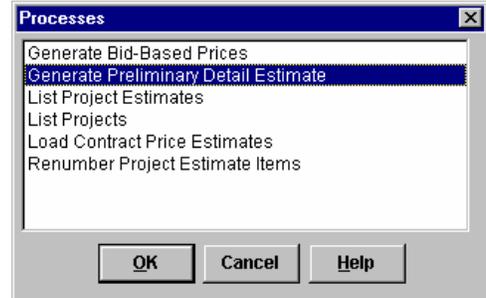
- Highlight the project(s) for which you want to generate reports in the Projects List window.
- Rclick **Run Process**.

This will display a list of processes that are available at the project level.



Here is a sample list. Your security authority may not permit you to run all of the processes available in the system.

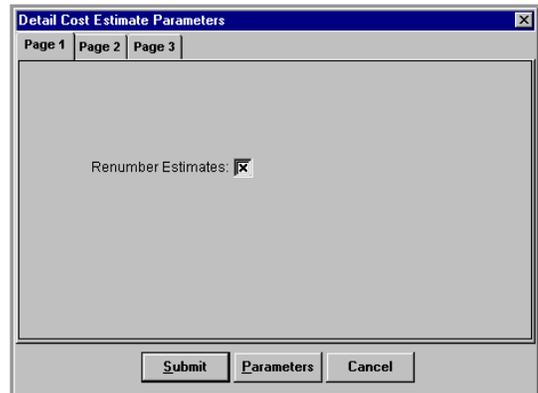
- Click **Generate Preliminary Detail Estimate**.
- Click **OK**.



Trns•port displays the Detail Cost Estimate Parameters window.

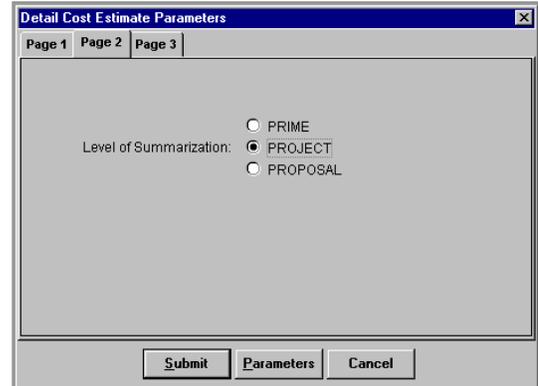
You will see the parameter selection window, which has three pages. Page 1 shows a default selection to renumber the Item line numbers

- If you do not want to renumber them, turn off the "x".
- Click the Page 2 button.



You must enter the level of summarization on Page 2. This option determines whether you run the Detail Estimate for a project, prime project, or proposal. The Department is not using prime projects.

- Click the Project level of summarization,
- Click the Page 3 button.

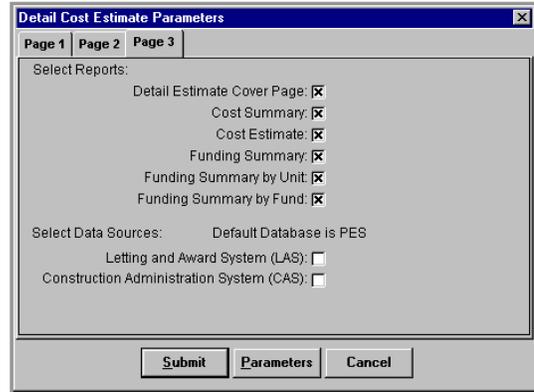


Page 3 shows the Parameters window, which allows you to select the reports you want to produce.

- Click the boxes of the reports you want to generate.
- Click **SUBMIT** to run the process.
- Click **PARAMETERS** to change process submission parameters.

Or

- Click **CANCEL** to return to the Projects List window without running a process.



6.2 Process Status

To see the results of this process,

- From the Menu Bar, Click **File > Process Status**.

Process Name	Description	Type
T2015	SR 115	CC
T2016	SR 26	CC
T2017	SR 15 (US 17) (PARK AVE)	CC
T2018	SR 20	CC
T2019	SR 207	CC
T2020	SR 24	CC
T2021	SR 13	CC
T2022	SR 115 (LEM TURNER RD)	CC

This screen lists all of the processes you have recently run.

- DoubleClick on the blue band of the report you just ran (check the date and time columns).

Process Name	Status	Date Submitted	Queue Time	Start Time	End Time
PESGPPSA	Completed Successfully	09/19/99	06:38 pm	06:38 pm	06:38 pm
PESMPRPA	Completed Successfully	09/18/99	05:10 pm	05:10 pm	05:11 pm
PKARENA	Completed Successfully	09/16/99	10:34 am	10:34 am	10:35 am
PKARENB	Completed Successfully	09/16/99	10:12 am	10:12 am	10:12 am
LASINITC	Completed Successfully	09/13/99	02:15 pm	02:15 pm	02:16 pm
LASINITD	Completed Successfully	09/13/99	02:28 pm	02:28 pm	02:28 pm
LASINITB	Completed Successfully	09/13/99	11:20 am	11:20 am	11:20 am
LASGBTAA	Completed Successfully	09/13/99	10:52 am	10:52 am	10:53 am

To access the reports,

- DoubleClick the report **OUTPUT1.TXT** and review your report on screen.

Name	Size	Date	Time
output1.bt	44283	09/19/99	18:38:46
output2.bt	984	09/19/99	18:38:46

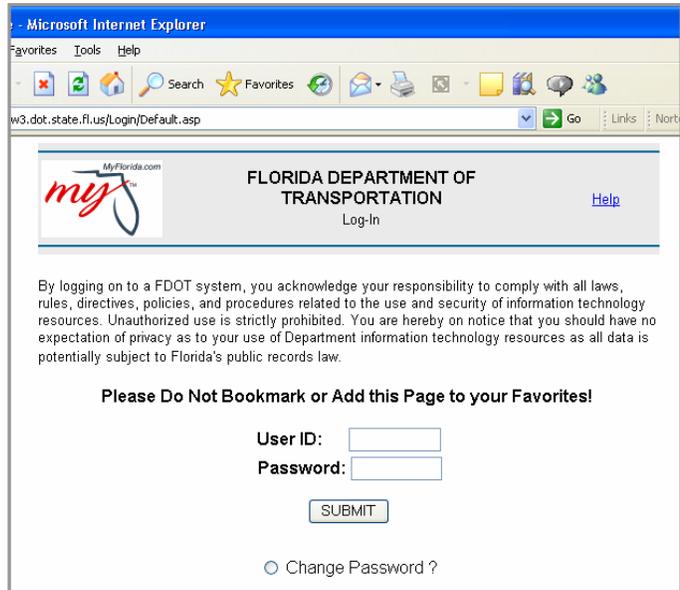
7 Web Reports

In addition to standard reports within PES several reports have been created that are accessible from the FDOT Intranet. At the URL:

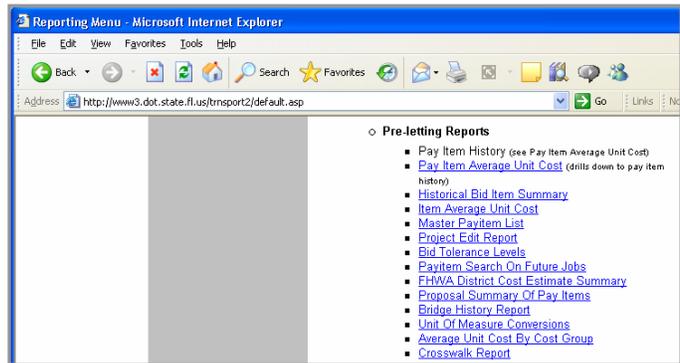
<http://www3.dot.state.fl.us/trnsport2/>

this Log In screen opens.

- Enter your user ID and Password



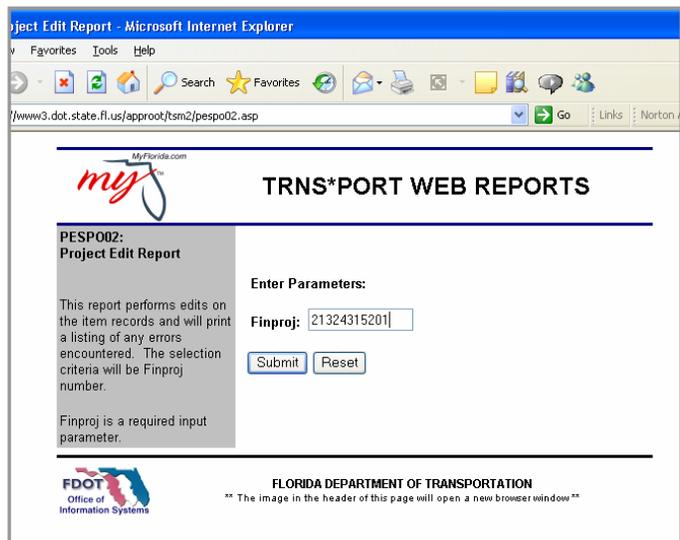
You will see a list of **Pre Letting Reports**. Depending on your access security, you may have a different list.



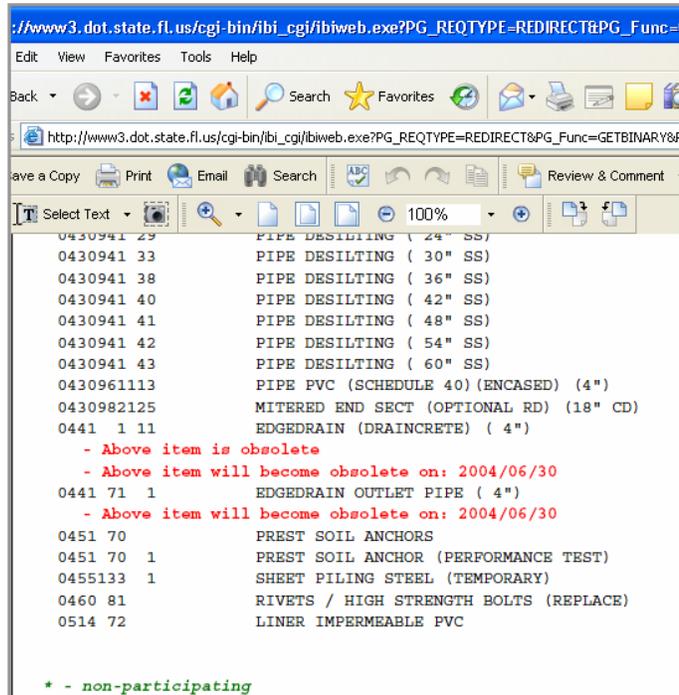
Project Edit Report

If you select the Project Edit Report, you will get another login screen.

- Enter a **FinProj Number**
- Click **Submit**

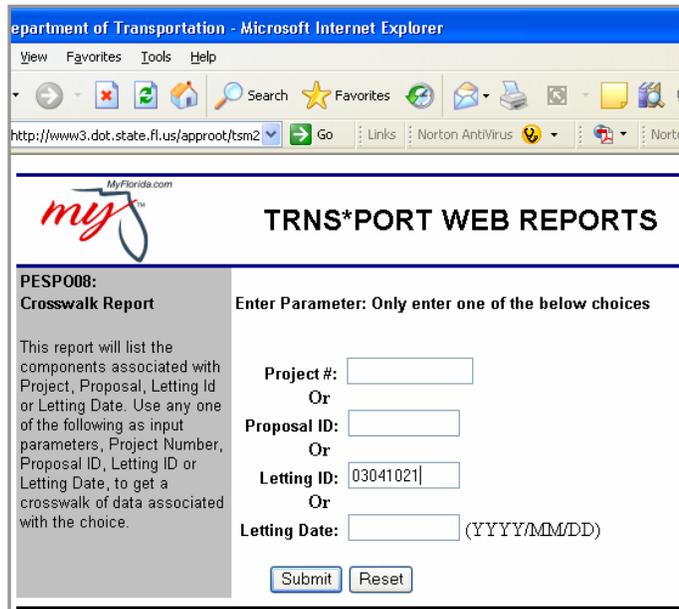


A report in Adobe PDF format will be generated such as this one which was 16 pages. Note that two Items are identified as Obsolete.

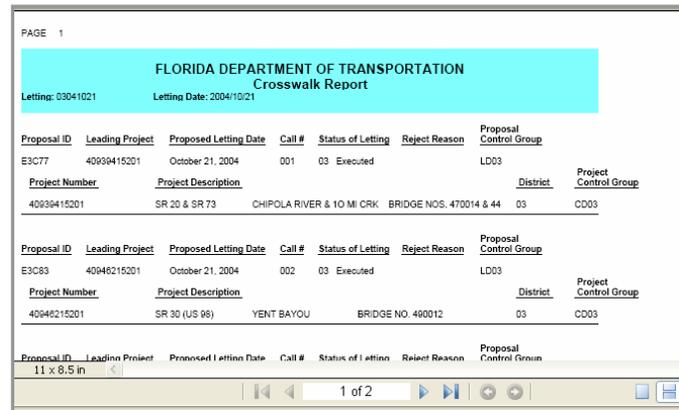


Cross Walk Report

The crosswalk report is a search tool to find related information from one known item. In this example a search of all Proposal IDs on a particular letting (03041021) is sought.



This report is the result.



Appendix A Control Group

The assignment of Access Control Groups is one of the principal tools available to the Department to control access to project data. Through the plan outlined here, a hierarchy can be established where data may be compartmentalized to restrict access to a set of people who need visibility of a particular project and to deny visibility to those who don't.

The use of Control Groups satisfies two concerns. The first is to reduce the volume of information that will appear on Project List screens, and second to secure information during the bidding and award process. The use of Control Groups allows the visibility of projects to be moved from one person to another. An example would be a project in District 2 that might have a Control Group of CD02PMA. With this Control Group assigned to the project, the District Estimator(s), having a personal Access Control Group of CD02*, would always have visibility of the project. Similarly, any person having an Access Control Group that is less restrictive would also be able to see the project on his or her project list screen. For example, a user with an Access Control Group of C* would have access to every project in the Production organization statewide.

For the management of projects for Central Office letting, the sequence of Control Groups assigned to the Projects and the Proposal Header when it is created, would be as follows:

- CD02PMA: When under the control of a District Project Manager.
- CD02: When control of the project shifts from the Project Manager to the District Estimator.
- CC02: When the District Estimator transfers the proposal to the Central Office for letting. A further refinement here will be decisions in the Central Office Estimates Office about compartmentalizing within itself. For example, a particular estimator may use CC02TW (initials) to assign the access to another estimator, or CC02A to have proposals shared by two or more Estimators as a group within the overall estimates office.
- CT02: When the proposal is ready for processing by the Central Contracts Office. It is necessary that the proposal Control Group remain unchanged while the project is in LAS and the Contracts Office in order to ensure that the Engineer's estimate is always under the control of only the estimator.

The following table illustrates how visibility of projects to a community (Maintenance or Production) for oversight is granted, and then to a smaller group of project or maintenance staff for the control and management of project detail.

	PES	LAS
District Contracts Manager	?L##*	?L##*
District Contracts Assistant A	?L##A*	?L##A*
District Contracts Assistant B	?L##B*	?L##B*
District Estimator	CD##*	CD##*
Assistant District Estimator	CD##A*	CD##A*

	PES	LAS
District Production Director	CD##PM*	None
District Production Project Manager A	CD##PMA*	None
District Production Project Manager B	CD##PMB*	None
District Project designed by Consultant Firm	CD##T###	None
District Maintenance Engineer	MD##*	None
Assistant District Maintenance Engineer A	MD##A*	None
District Maintenance Contract Estimator	MD##*	MD##*
Assistant District Maintenance Contract Estimator	MD##A*	MD##A*
District Work Program Manager	?D##*	None
Central Maintenance Manager	M*	None

Control Group Structure:

Character position 1: M = Maintenance Project
C = Construction Project
Other characters may be assigned if desired to segment project development to other specialty areas.

Character position 2: D = District Office processing
C = Central Office processing
T = Central Contracts Office
L = District Contracts Office

Character positions 3 & 4: District Number

Character position 5: The letters T, U, V, W, X, Y, and Z are reserved for Central Office and statewide use. When a consultant firm is the designer of a project, the last four characters of the control group will identify the consultant firm. The letters T, U, V, W, X, and Y identify consultant firms.

Character positions 6/7/8: Organizational or subordinate breakout where desired. For consultant firms, these three characters, in conjunction with a letter in character position 5, identify the firm.

A project created and managed in the Central Office could be assigned an office code.

The Control Group feature is a very important tool, but it has limitations:

- It is not a code table and, therefore, will require a thorough understanding of the structure by Application Managers and Security Coordinators.
- Control Group is not available to Letting Headers.
- When transferring a project or proposal to another user, care must be taken to ensure that all letters in the new Control Group are capitalized, and that a valid Control Group has been used. If these precautions are not taken, a project or proposal will be removed from the project or proposal list screen of the previous user and will be available to no one. Under this circumstance, a user with high-level authority such as a Security Coordinator or Application Manager will have to find the errant project or proposal and assign a valid Control Group to it.

Control Group Life Cycle

A Control Group assigned to a project/proposal might evolve in the following manner:

Construction Project

Receive Production Project from FM	CD##
District reassigns project internally	CD##A (or other subset)
Or	
District reassigns to consultant firm	CD##T365 (or other subset)
Pass file to District Estimator	CD##
Create Proposal Header	CD##
Pass to District Contracts office	CL##
Contracts Office processing	CL## (or subset if desired)
Pass to Distr Estimator for Bid Analysis	CD##
Return record to Contracts office	CL##
Complete award and execute phases	CL##

Or for Central Office let contracts

Pass file to District Estimator	CD##
Create Proposal Header & Price Job	CD##
Pass to Central Estimator	CC##
Pass to Central Contracts Office	CT##
Pass to Central Estimator for Bid Analysis	CC##
Return record to Contracts office	CT##
Complete award and execute phases	CT##