Field Construction

Student Guide

April 2015

Prepared for the
Colorado Department of Transportation by

info tech
The Information Technology Company

5700 SW 34th Street
Gainesville, Florida 32608-5371
Phone (352) 381-4400 Fax (352) 381-4444
E-mail info@infotechfl.com
Internet www.infotechfl.com

Printed in the United States of America. (version 20031027)

Table of Contents

Section 1. Getting Started

By the end of this module, you will be able to:

- Identify Support resources
- Start and exit AASHTOWare Project SiteManager
- Change your password
- Navigate in AASHTOWare Project SiteManager
- Open and control the display of multiple AASHTOWare Project SiteManager windows
- Close AASHTOWare Project SiteManager windows
- Use New, Open, and Choose Keys
- Access a Contract Record

Support Resources

The following AASHTOWare Project SiteManager documentation and support resources are available for CDOT staff and consultants.

CDOT AASHTOWare Project SiteManager Field Construction Training Manual

- The AASHTOWare Project SiteManager Field Construction training manual is available in print form from the AASHTOWare Project Support Unit, or it can be downloaded from the CDOT SiteManager web site (described below). This is the same manual that is used in the CDOT SiteManager training classes.

CDOT SiteManager Web Site

- The CDOT SiteManager web site contains valuable information for SiteManager users. This includes the following:
- schedule of SiteManager classes at CDOT
- training manuals that can be downloaded
- instructions for accessing the AASHTOWare Project SiteManager system
- The web site can be accessed at www.coloradodot.info/business/trnsportsitemgr

CDOT User Support

- Call the OIT Service Desk at (303) 757-9317 so that your call can be logged and referred to appropriate personnel. You can also reach the Service Desk by email at OIT_ServiceDesk_CDOT@state.co.us
- Help Desk hours are 7:00 AM to 5:00 PM, Monday through Friday.
- All account forms must be scanned & sent via e-mail to

  OIT_ServiceDesk_CDOT@state.co.us

Using the Student Guide

The student guide is divided into sections — learning modules. Each learning module consists of:

- Objectives
- Multiple Topics and Instructor-Led Exercises
- Review
- Summary Exercise

Each section begins with the objectives for the module. The module is divided into topics roughly corresponding to these objectives.

Each topic has a short description of the SiteManager function being covered and an instructor-led exercise. Instructor-led exercises are easy to identify, they have a box around them and are numbered sequentially. Instructor-led exercises are very explicit and detail the specific steps and data to be used in performing the action in the order to be performed.

Each module ends with a review and summary exercise. The review summarizes the main points learned and all of the SiteManager functionality covered in the module. The review is as an excellent reference for the summary exercise that follows, and for use back at the office when using SiteManager.

The summary exercise allows you to practice the skills learned in the module. The summary exercise instructions provide the data to be used and general instructions. Read them carefully - they are not as detailed as the instructions for the instructor-led exercises. And remember that the module review will help with navigation and serve as a good reference as you perform the summary exercise.

Starting AASHTOWare Project SiteManager

The AASHTOWare Project SiteManager Construction Management System will run on Microsoft Windows 7. You will log on to SiteManager through Terminal Services on your internet browser.

CDOT staff will use their browsers to access SiteManager at http://internal/trnsapps/

Consultants will use their browsers to access SiteManager at http://consultweb.dot.state.co.us/TrnsApps/

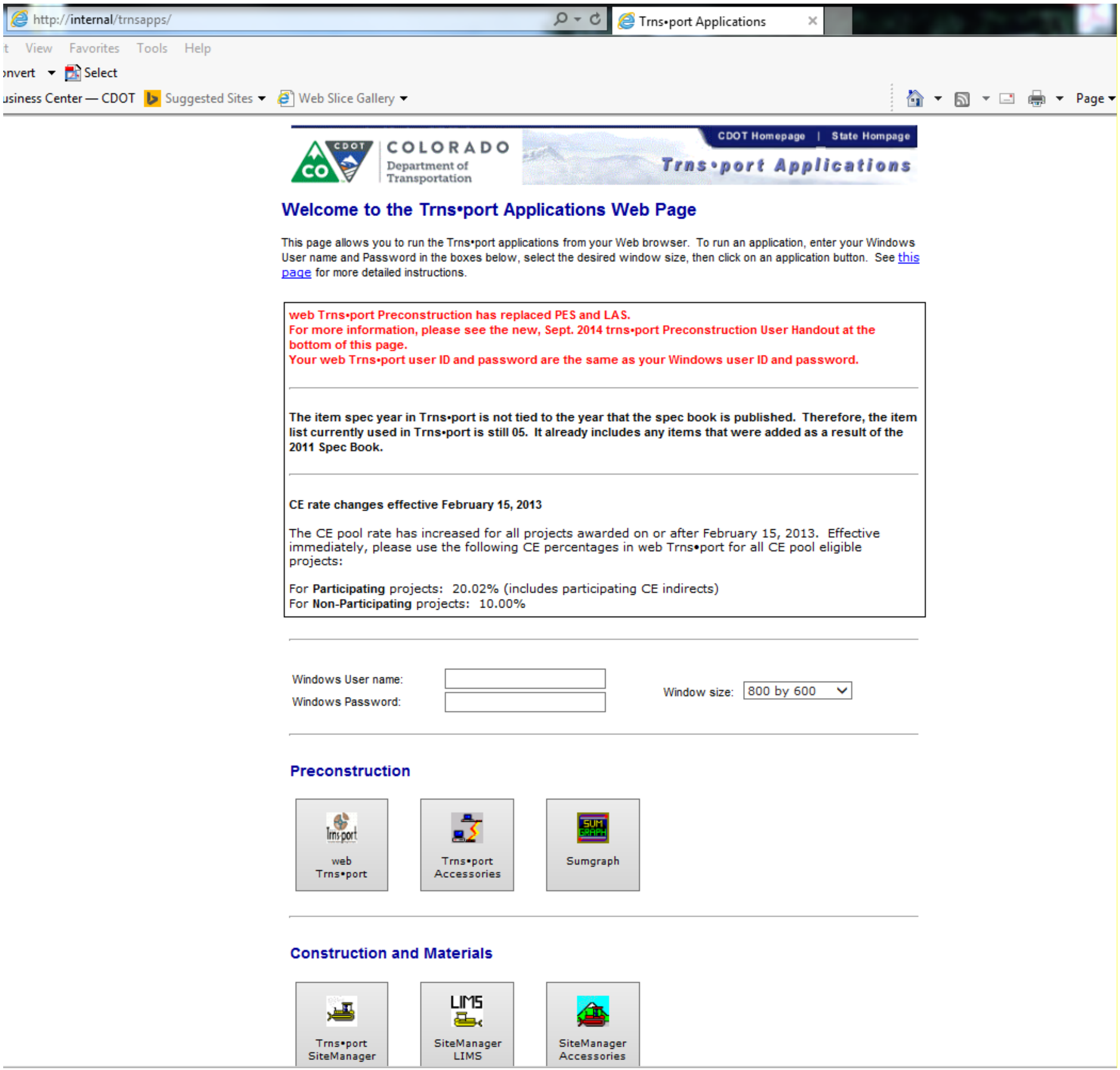


Figure 1-1: The Terminal Services Internet Window

Exercise 1-1

In the following exercise, you will log into Terminal Services on your internet browser.

1. Open your internet browser.
2. In the Address field type http://internal/trnsapps/trn/
3. In the Windows User name field type user1, user2, user3…(your computer #).
4. In the Windows Password field type CDOT*Student
5. In the Construction and Materials data window click the AASHTOWare Project SiteManager button.
6. Click Connect then click **OK**.

Figure 1-2:TheAASHTOWare Project SiteManager Logon Dialog Box

SiteManager User IDs for CDOT users are the first seven letters of your last name followed by the first letter of your first name. User IDs are in all capital letters. If there are identical IDs, a letter or character will be added to make each one unique.

The first time you logon to SiteManager you must change your password.

Changing Your SiteManager Password

In addition to your domain logon identity, SiteManager also has password protection. Your SiteManager User ID determines what information you have access to and whether you can update the data or not.

When a user is first assigned their User ID, the default password will be PASSWORD (all caps). This must be changed in order to logon to SiteManager. CDOT users must create unique passwords between 6 and 8 characters in length. SiteManager passwords are case-sensitive. They can be all capital letters, all lower case, or a combination, but must be entered the same way each time you logon to SiteManager. Passwords can contain any combination of letters and numbers. The SiteManager password is independent from all other CDOT passwords, however, it can be the same as your other passwords.

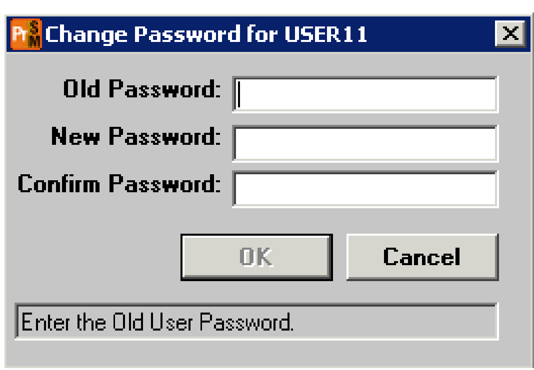


Figure 1-3: The Change Password Dialog Box

Exercise 1-2

In the following exercise, you will log on to AASHTOWare Project SiteManager for the first time and change the password.

1. At the **SiteManager Logon** window type **USER#** in the **User ID** field.
2. Press the **Tab** key.
3. Type **PASSWORD**.
4. Click the **Change Password** button.
5. Type **PASSWORD.**
6. Press the **Tab** key.
7. Type **BRONCOS**.
8. Press the **Tab** key.
9. Type **BRONCOS**.
10. Click **Ok**.

Important Tips Regarding SiteManager Passwords:

- It is important that you do not give out your password to anyone. SiteManager maintains a record of everything you do in SiteManager. These records are the same as your signature (electronic signature).
- If you attempt to log on three times and fail, SiteManager will disable your password.
- If you have attempted to log on twice and have failed, close the SiteManager Logon window and start again. This will allow you to try to logon again without disabling your password.
- If you disable your password, please contact the Service Desk to get your account activated, 303-757-9317.

The Main Panel of AASHTOWare Project SiteManager

After starting the AASHTOWare Project SiteManager application, the Main SiteManager Panel displays the main windows of the system as icons. The central functionality of SiteManager is divided into the following windows: Contract Administration, Daily Work Reports, Contractor Payments, Change Orders, Civil Rights, Materials Management, Accessories and Manuals.

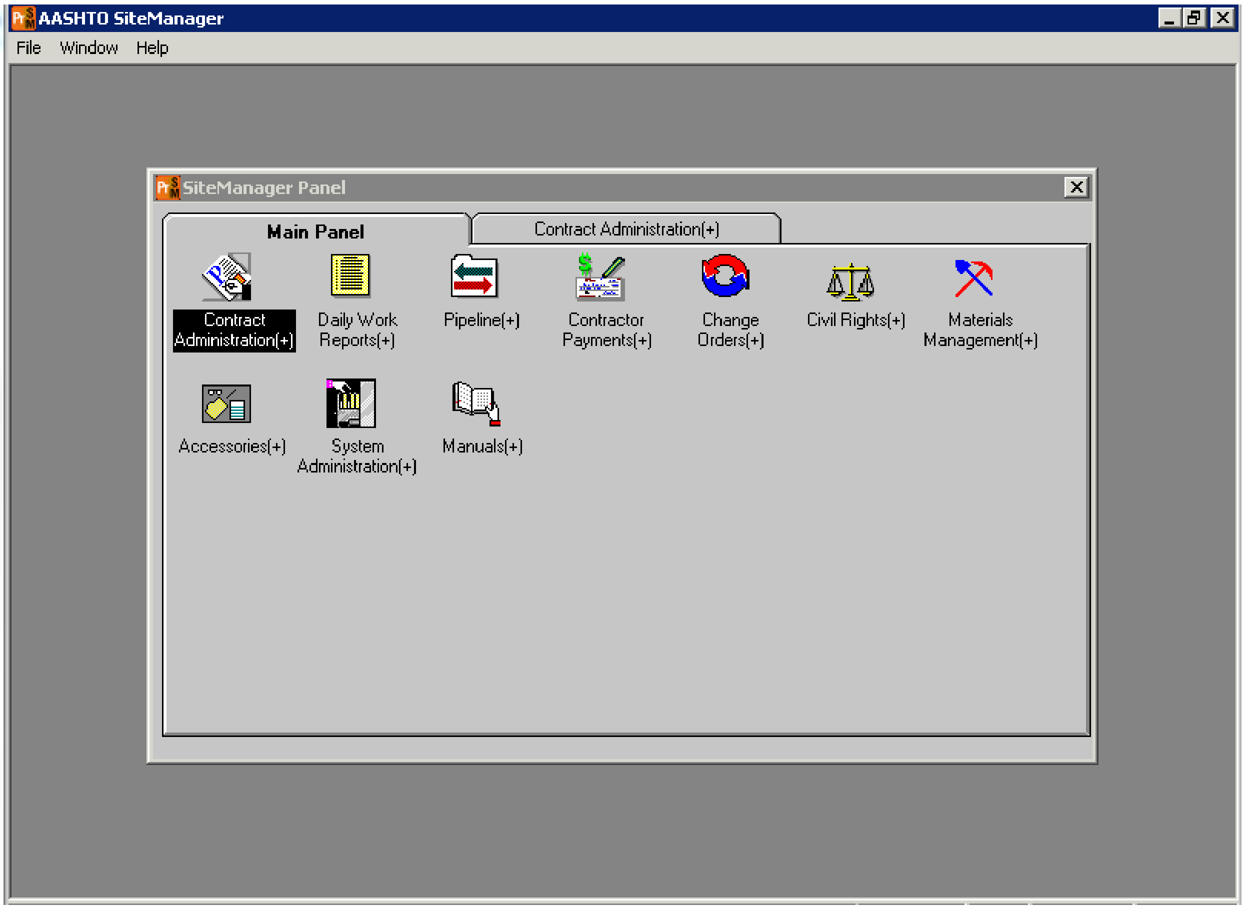


Figure 1-4: The Main AASHTOWare Project SiteManager Panel

The AASHTOWare Project SiteManager Status Bar

The SiteManager Status Bar at the bottom of the SiteManager window indicates your mode, connection, database region, logon group and User ID.

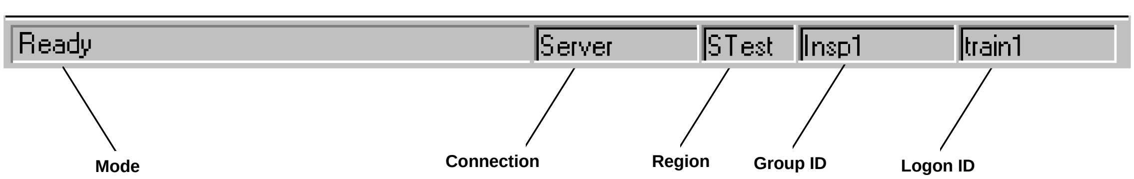


Figure 1-5: The Status Bar

Navigating in AASHTOWare Project SiteManager Using the Main Panel

The AASHTOWare Project SiteManager Panel is used to navigate to the different windows of SiteManager. The highest level is the SiteManager folder tab that contains the different functional groups. Each group is represented by an icon. Double-click an icon to open another folder tab containing the sub-groups or the actual windows of the window.

The steps you follow to access a SiteManager window will vary depending on whether you have just logged into the system or have already been working in another window. When you first log into SiteManager and navigate to a window, you will need to choose a Contract ID.

However, if you have already been working in a SiteManager window with a Contact selected, that Contract ID will remain active as you navigate to different windows.

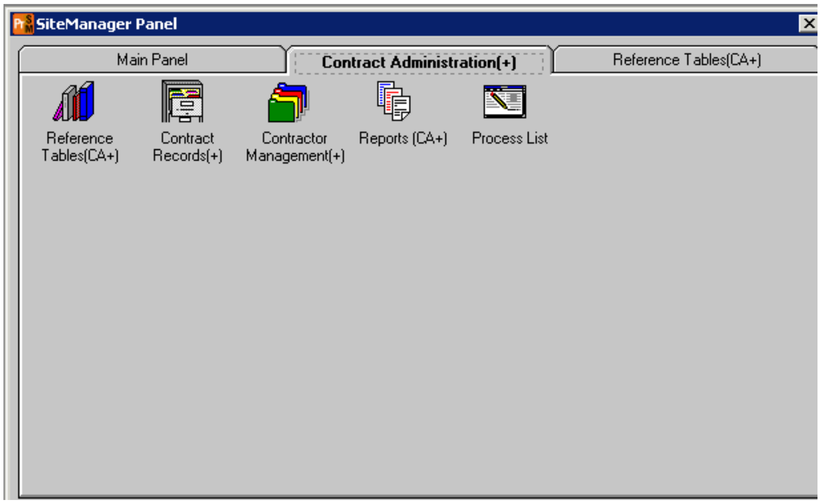


Figure 1-6: Navigating in AASHTOWare Project SiteManager

Opening an Existing Record

Exercise 1-3

In the following exercise, you will open an existing, read-only record.

1. Double-click the **Contract Administration** icon.
2. Double-click the **Contract Records** icon.
3. Double-click the **Contracts** icon.
4. Click on the **Open** icon (open folder).
5. Double-click on your **Contract ID**.

CDOT SiteManager Construction Contracts

In the Colorado Department of Transportation, a construction contract that is ready to begin construction activities will be transferred from the AASHTOWare Project Preconstruction system. The AASHTOWare Project Support staff and the Finals Administrator will supplement the CDOT contract to meet SiteManager's minimum contract requirements. They will change the Contract's status to active and assign contract authority to the appropriate project personnel.

Once a Contract is activated, be sure to review the details and setup for accuracy. If corrections or changes must be made, contact the Finals Administrator or the AASHTOWare Project Suuport staff for assistance before recording any data to the project in the system. If corrections must be made to data imported from AASHTOWare Project Preconstruction, the contract may have to be deleted and re-imported. If the contract must be deleted and data has already been recorded in SiteManager that data could be lost.

If your prime contractor is going to use Securities rather than Retainage, please notify your Finals Administrator or AASHTOWare Project Support staff prior to your first progress estimate to include the contract on the vendor's securities account.

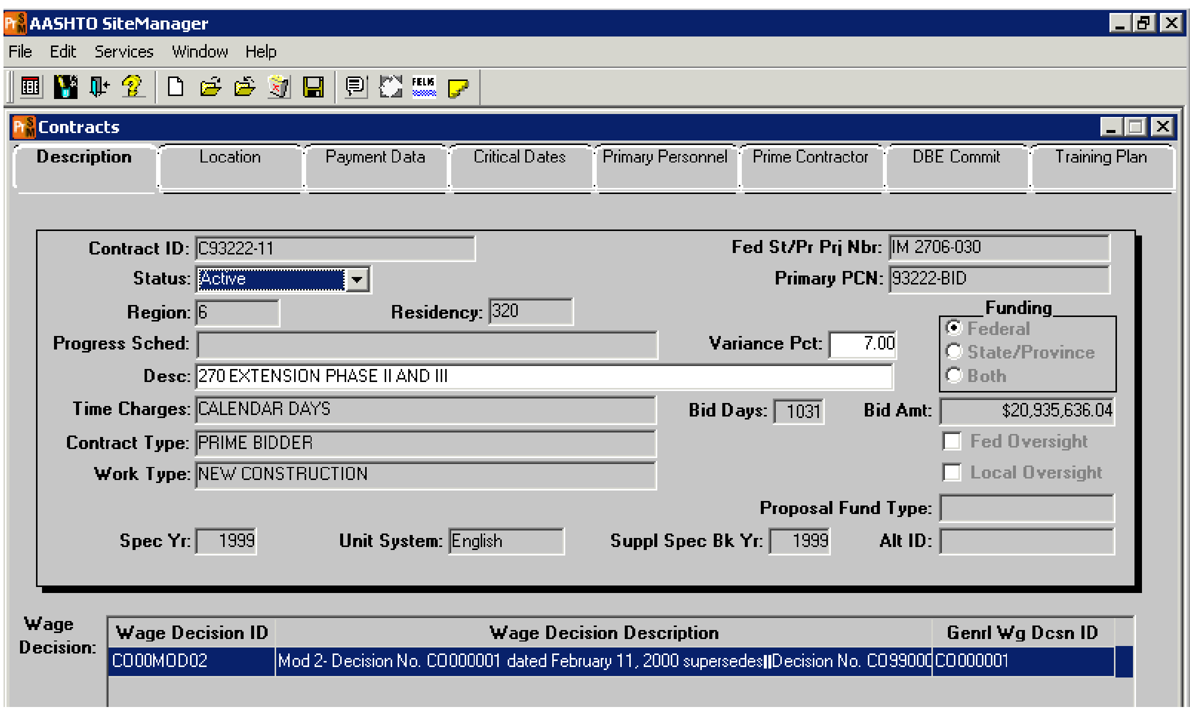


Figure 1-7: The AASHTOWare Project SiteManager Contract Record

SiteManager Toolbar

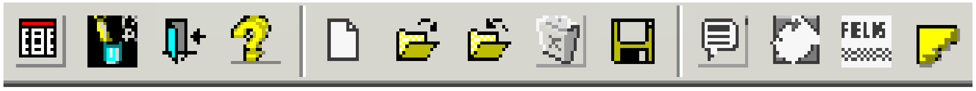


Figure 1-8: The AASHTOWare Project SiteManager Toolbar

Exercise 1-4

In the following exercise, you will identify the buttons on the toolbar.

1. Place your cursor over the first button on the toolbar. The name of the button appears.

2. Move your cursor to the next button.

3. Repeat steps 1 and 2 until you have reviewed all of the buttons on the toolbar.

Controlling the Display of Multiple SiteManager Windows

In rare instances, you will be working in a SiteManager window and may need to open another window. Having opened more than one window of SiteManager, you can then control the display using basic Windows functionality – selecting either Tile, Layer or Cascade.

A Final Word About SiteManager Menus

SiteManager menus can be accessed using the mouse or the keyboard. Many SiteManager menu choices can also be accomplished using a keystroke shortcut. The following guidelines apply to the use and structure of SiteManager menus.

- Menu choices that invoke dialog boxes will have ellipse points (**…**) at the end of the choice.

- Menu choices that invoke a cascading submenu will have an arrow (**>**) at the end of the choice.

- Keystroke shortcuts are assigned to all lowest level menu choices — menu choices that do NOT invoke a dialog box or a cascading submenu. Keystroke shortcuts will appear in the menu to the right of the menu choice.

- All menu choices will have keystroke accelerators assigned. The menu itself will be invoked using the underlined letter in the menu name in combination with the **ALT** key. The menu choice will be invoked by typing the underlined letter in the menu choice's name.

Group Authority

Depending on the group you are assigned to in SiteManager you may have update or inquiry only authority. Update authority allows you to edit fields on a window. Inquiry only authority allows you to only review the data on a widow. Depending on your SiteManager security privileges, you may have:

- Update rights on some SiteManager windows, inquiry only on other windows, and/or no access to other windows,
- Update rights on some SiteManager data, inquiry rights on other data, and/or no access to other data,

When you have update access to the window and the data, the field will appear with a white background. When you only have inquiry only access, the data will appear but the fields will have a gray background.

Accessing a Contract

When a Contract is first loaded from the pre-construction system, the SiteManager system verifies that the data is acceptable. The Finals Administrator can review the new Contract description and add or modify data before activating the Contract. After the Finals Administratorchanges the Contract status to active, some data cannot be modified. This is indicated by a gray background in the protected data fields.

Contract Activation Requirements

When the Finals Administrator activates a contract in SiteManager, they require the following information from the Project Manager:

Confirmation of Approving RE Cost Center # for the project
Confirmation of Contract Time Type – Calendar Days, Working Days or Fixed Completion Date
Contractor's Anticipated Completion Date
Contract Execution Date
Notice to Proceed Date (first of work/starts time count)
Project Manager & assistant names
additional staff needing Contract Authority, including Sampler/Testers

Closing Versus Exiting in AASHTOWare Project SiteManager

SiteManager follows the same principles of closing a window versus exiting the SiteManager application as other Windows applications. When you are in a SiteManager window and you wish to end your work in it, but still continue to work in SiteManager, you should close the window. As with other applications, you only exit when you are through working in AASHTOWare Project SiteManager and want to log off the application.

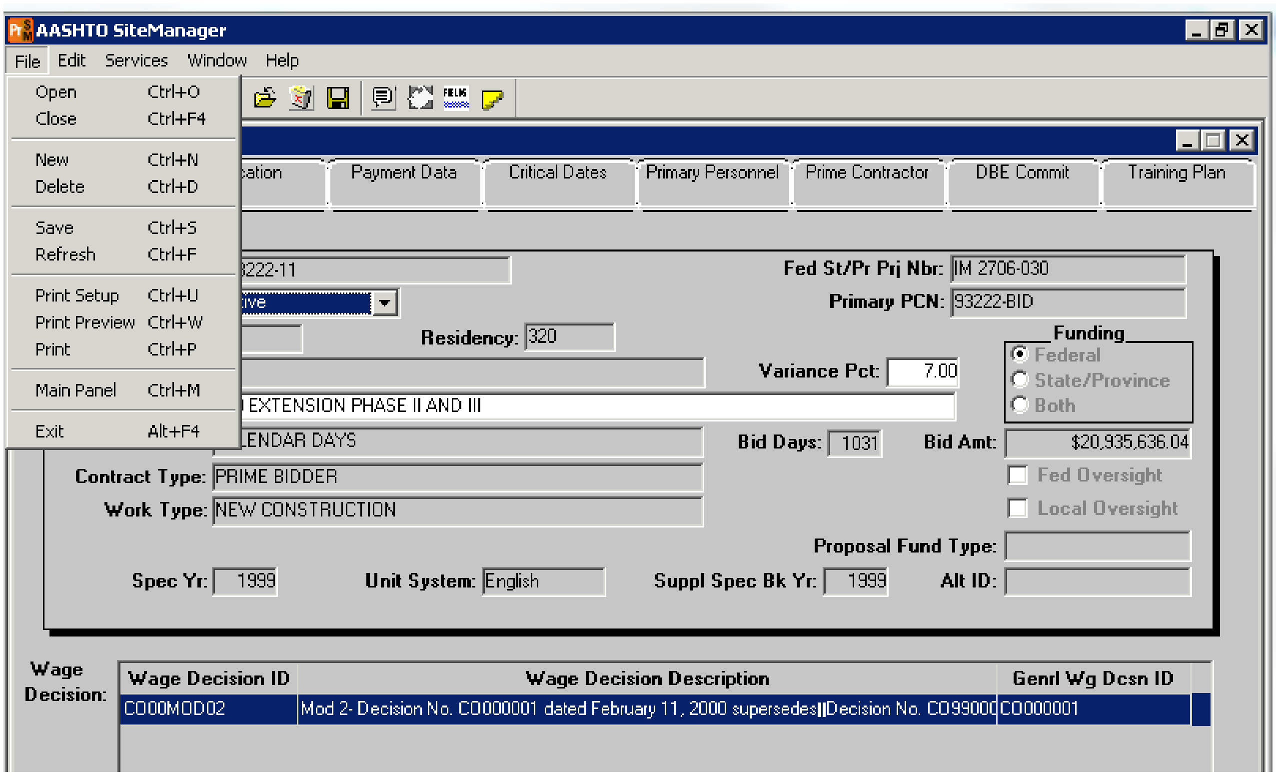


Figure 1-9: The File Menu

Exercise 1-5

In the following exercise, you will first close a window, and then exit AASHTOWare Project SiteManager.

1. Click the **File menu**
2. Select the **Close** option.
3. Click the **File** menu.
4. Select **Exit.**

Entering a SiteManager Window - Your First Action

When you have the authority and update rights and first enter a SiteManager window, you can:

- Choose Keys to create a new record,
- Open for an existing record, or
- New to create a new record for data entry

In some instances, SiteManager will not even let you into the window without choosing the keys first. Choosing the keys identifies the initial values for the new record, such as the contract ID.

Choosing Keys

In some windows, you cannot create a new record without choosing the keys first. Choosing the keys allows you to choose a key piece of data to associate to a new record. Use Choose Keys when creating a new record when you have just logged in, to choose the Contract ID. Choose Keys should also be used when choosing more than one key piece of data for a new record, such as Contract ID and Line Item Number.

Exercise 1-6

In the following exercise, you will access a window that requires keys to be chosen and identify the new record mode.

1. On the Terminal Services browser window, in the **Construction and Materials** data window click the **AASHTOWare Project SiteManager** button.
2. Click on connect to remote computer and click **OK.**
3. Click **OK.**
4. Type **USER**.
5. Press the **Tab** key.
6. Type **BRONCOS** then enter.
7. Select **Project Engineer** Security Group.
8. Double-click the **Contract Administration** folder tab.
9. Double-click the **Contractor Management** icon.

10. Double-click the **Subcontracts** icon.

11. Click on the Services menu and click on **Choose Keys.**

12. Select your Contract ID C93222.

Opening an Existing Record

When you want to open an existing record simply activate the window, click the Open button and select the record you need. Choosing a key first is unnecessary.

Exercise 1-7

In the following exercise, you will open an existing record.

1. Click the **Open** button and double-click on Subcontract 2.
2. Note the fields in white are editable.
3. Click **on the Items folder tab** to view Subcontract Items.
4. Click the **Close** button.

Creating a New Record

There are instances when choosing a key to create a new record is unnecessary. Simply activate the window and you are ready to create the new record. If you access an existing record first, however, you must click the New button to create a new record.

Review for Section 1

To start the AASHTOWare Project SiteManager system:

1. Open your internet browser.
2. In the **Address** field type **http://internal/trnsapps/** **(**CDOT staff) or **https://consultweb.dot.state.co.us /TrnsApps** **(**Consultants**)**
3. In the **Windows User name** field type **user#**.
4. In the **Windows Password** field type **CDOT*Student.**
5. In the **Construction** data window click the **AASHTOWare Project SiteManager** button.
6. Click the check box to connect to remote computer and click **OK**.
7. Click **OK**.
8. Type your logon identification name.
9. Press the **Tab** key.
10. Type your password.
11. Press **Enter**.

To change your password:

1. Start AASHTOWare Project SiteManager.
2. On the logon screen type your **User ID** and your old **password.**
3. Click the **Change Password** button.
4. Type your old **password**.
5. Press the **Tab** key.
6. Type your new **password**.
7. Press the **Tab** key.
8. Type your new **password**, again.
9. Click **Ok**.

To select a main panel window of SiteManager:

1. Double-click the window's icon.

To select up or down a level in SiteManager:

1. Click the level's folder tab.

To open more than one window of SiteManager:

1. Open the first window of SiteManager.
2. Click the **Main Panel** button.

Or

3. Click the **File** menu and click the **Main Panel** choice.
4. Open the other window of SiteManager.

To tile:

1. Open the number of SiteManager windows that you want to tile.
2. Click the **Window** menu and click the **Tile** choice.

To cascade:

1. Open the number of SiteManager windows that you want to cascade.
2. Click the **Window** menu and click the **Cascade** choice.
3. Click the visible portion of the window you want to display.

To layer:

1. Open the number of SiteManager windows that you want to layer.
2. Click the **Window** menu and click the **Layer** choice.

To move between multiple layered SiteManager windows:

1. Click the **Window** menu and click the name of the SiteManager window from the list.

To close a SiteManager window:

1. Click the **Close** button.

Or

2. Click the **File** menu and click the **Close** choice.

Or

3. Click the **Close** button on the window's title bar.

To exit SiteManager:

1. Click the **Exit** button.

Or

2. Click the **File** menu and click the **Exit** choice.

Or

3. Click the **Exit** button on the AASHTOWare Project SiteManager title bar.

To access a contract:

1. On the Contract Records panel,double-click the **Contracts** icon.

   The Contracts panel opens.
2. Click the Open button. The Select Contract list is displayed.
3. In the **Select Contract** list box, scroll to and double-click the **Contract ID**.
4. Click the appropriate folder tab.
5. When the review is complete, click the **Close** button.
6. Highlight the appropriate key and click **OK**.

To choose keys after you enter a window:

1. Click the **Services** menu and click the **Choose Keys** choice.
2. In the list box, scroll to and double-click the desired value.
3. Repeat step 2 until all initial values are selected.

To open an existing record:

1. Double-click the window's icon.
2. Click the **Open** button.
3. Scroll to and click the desired record.
4. Click **Ok**.

To create a new record:

1. Double-click the window's icon.
2. Click the **New** button.

To create a new record requiring new or multiple keys:

7. Click the **Services** menu.
8. Select the **Choose Keys** option.

Section 2. Initial Contract Activities

The topics and exercises in this book are designed to emulate the lifecycle of a CDOT contract, following the basic functions of SiteManager that you will use in a logical project order.

By the end of this module, you will be able to:

- Access the Pay Item Consolidation Report
- Add a Subcontract
- Add Subcontract Items

Accessing the Pay Item Consolidation Report

The Pay Item Consolidation report in the CDOT SiteManager Accessories application allows you to view a list of all of the contract items by Proposal Line Numbers, along with the associated Line Item Numbers, quantity and unit price. It is available from the CDOT SiteManager Accessories application, Contract Administration area. The report shows the information for bid items and any items added to the Contract via Change Orders.

This report is used when adding Subcontracts to the Contract. Form 205s are submitted by the contractor, and list the subcontracted items by Proposal Line Number. The items must be added to SiteManager subcontracts by Line Item Number. The Pay Item Consolidation report associates the appropriate Line Item Numbers to the Proposal Line Numbers.

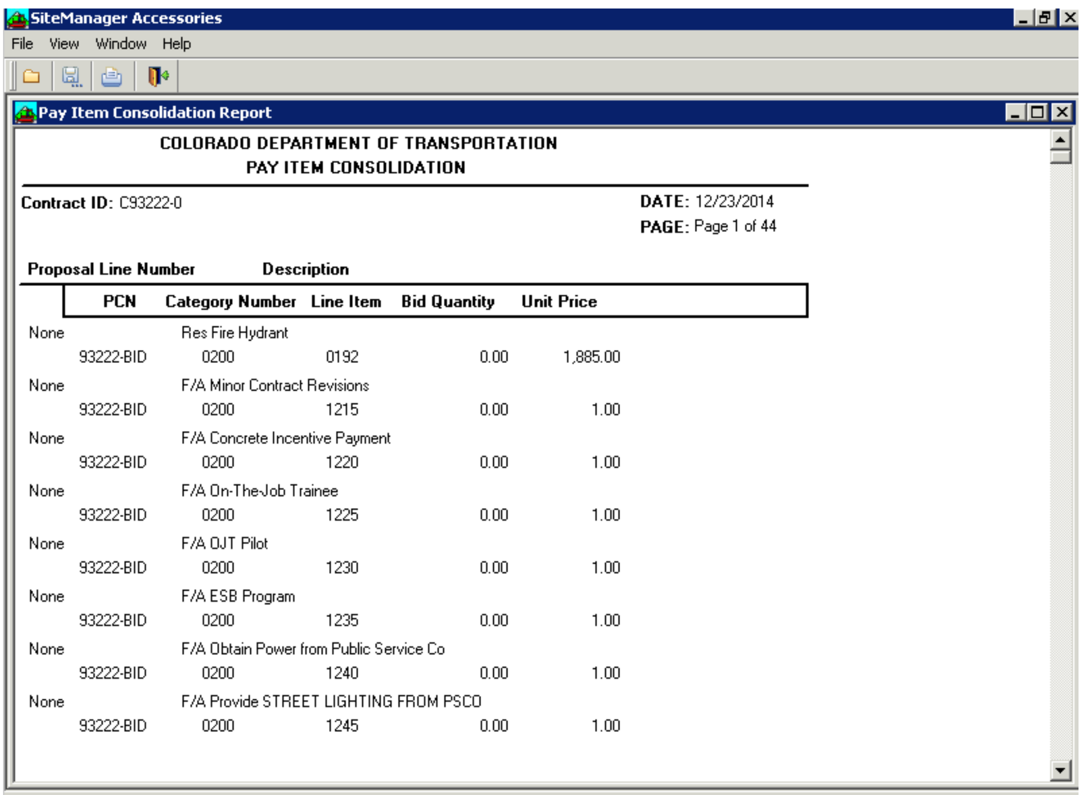


Figure 2-1: The Pay Item Consolidation Report

Exercise 2-1

In the following exercise, you will access the Pay Item Consolidation report.

1. On the Terminal Services browser window, in the **Construction** data window click the **SiteManager Accessories** button.
2. Click the check box to connect to remote computer and click **OK**.
3. Click **OK**.
4. Type **USER**.
5. Press the **Tab** key.
6. Type **BRONCOS** and press Enter.
7. Double-click the **Contract Administration** icon.
8. Double-click the **Pay Item Consolidation Report** icon.
9. In the **Contract ID** list, scroll to and select Contract **C93222**.
10. Click **OK**.
11. Click the **Close** button.

Adding a Subcontract

In CDOT, the data to be entered on the Subcontract window will be obtained from Form 205.

The Subcontract panel lets the Project Engineer add, modify, and delete Subcontracts and Subcontract data. This panel also displays calculated DBE commitment amounts. You can also define both parent Subcontracts and lower tier Subcontracts in this subcontract panel. When defining a tier 2 Subcontract, you must include the parent Subcontract's number.

You must enter an Effective Date and Approval Date for a Subcontract in order for that subcontractor to be selected and recorded to in a Daily Work Report. The Effective Date is the date the subcontractor began work on the project. The Approval Date is the date that the CDOT Form 205 is fully approved and signed.

Subcontracts can be created and items entered before the Form 205 is fully approved, or at any time during the life of a contract as long as the project is activated. To create Subcontracts prior to Form 205 approval, simply enter the Subcontract and related items into SiteManager and leave the Approval Date field blank until the Form 205 is approved.

All subcontracted Items must be included on the appropriate Subcontract with an Approval Date. A subcontracted item is denoted by an asterisk at the beginning of the item's description. This asterisk is visible in a variety of reports, such as the Estimate Summary, Overs and Unders report, and more.

The Items a subcontractor is associated with do not become active for reporting to the subcontractor on a Daily Work Report until the Effective Date and the Approval Date is filled in. The Approval Date is taken from Form 205. The Effective Date is taken from the Project Diaries, Form 103.
In CDOT, the Subcontract Number will always be three digits (i.e., 001 or 002.)

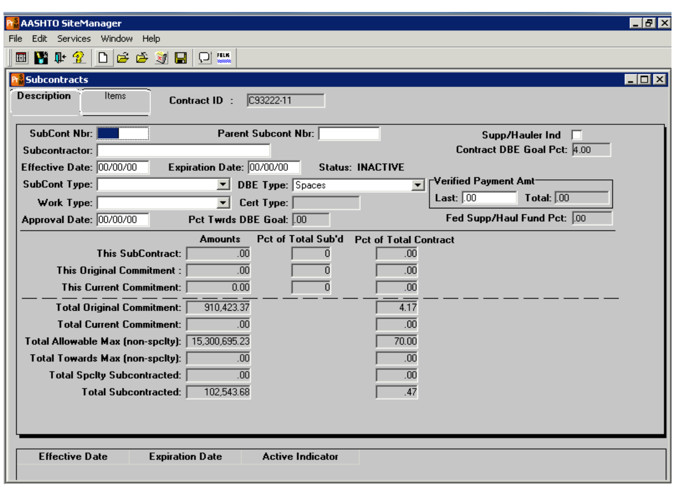


Figure 2-2: The Subcontract Description Folder Tab

Exercise 2-2

In the following exercise, you will create a Subcontract description.

1. Double-click the **Subcontracts** icon.
2. Click on the **Open** icon.
3. Double-click on sub-contract **002.**
4. Click on the **New** icon.
5. In the **SubCont Nbr** field, type **003**.
6. Click in the **Subcontractor** field.
7. Type in **PAK** in the **Subcontractor** Field, then right click.
8. From the object menu, click the **Filter Search** choice.
9. In the list box, click on the vendor's full name.
10. Click **Ok**.
11. In the **Effective Date** field, type **082203**.
12. In the **SubCont Type** drop-down list, click **Concrete Pavement**.
13. In the Work Type drop-down list, click **CLASS 1 - ALL TYPES OF WRK.**
14. Click **OK**.
15. In the **Approval Date** field, type **082203**.
16. Click the **Save** button.

Adding Subcontract Items

In CDOT, the data to be entered on the Subcontractor Item window will be obtained from Form 205 and the Pay Item Consolidation report, available from the CDOT SiteManager Accessories application. Form 205 lists Items by Proposal Line Number. Subcontract Items are entered by Line Item Number. Use the Pay Item Consolidation report to find the corresponding Line Item Number for each Proposal Line Number on the Form 205.

The Subcontract Items folder tab lets the Project Engineer add, modify, and delete Subcontract Items. If the Subcontractor is a hauler or supplier only, the Subcontract will not have Items. If the Subcontract has Items, the Subcontract Amount is the sum of all of the Item amounts as calculated by SiteManager. This should equal the Subcontract amount on the Form 205.

The percent of the total contract calculated by SiteManager is based on the current contract amount - the original contract amount plus any added items. CDOT's current business process tracks percent of original contract amount. Continue to use CDOT Form 205s to track compliance of percent of work sublet.

All Items approved for installation by a subcontractor must be entered into the correct Subcontract. This allows the installation of these Items to be recorded to the proper subcontractor. The Effective Date Approval Date on the Description folder tab must also be completed.

The CDOT Form 205 will show subcontract prices, those prices will be used for data entry in SiteManager

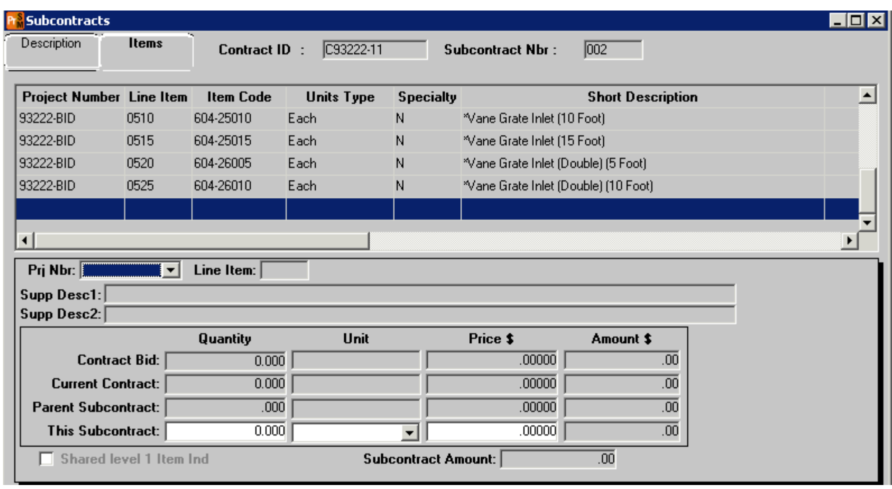


Figure 2-3: The Subcontract Items Folder Tab

Exercise 2-3

In the following exercise, you will add new Subcontract items.

1. In SiteManager, click the **Items** folder tab.
2. Select **New** icon.
3. In the **Prj Nbr** field drop-down list, click the project.
4. Position the cursor (changes to the Search Lens) over the **Item** field. Click the *right* mouse button in the **Item** field and choose the **Search** option to review the Item Master List.
5. Sort the Item Master List, by Line Number, then scroll to and select Line Number **0315**. Click **Ok**.
6. Or click in the **Item** field and type in the Line number **0315.**
7. Click the **Tab** key.
8. In the **This Subcontract Quantity** field, type **28.** Be sure to enter the decimal point.
9. Press the **Tab** key twice.
10. In the **This Subcontract Price** field, type **40.00**.
11. Click the **Save** button.
12. Click the **New** button.
13. In the **Prj Nbr** field drop-down list, click the project.
14. In the **Item** field type in the Line number **0320**.
15. Click the **Tab** key.
16. In the **This Subcontract Quantity** field, type **4508**.
17. Press the **Tab** key twice.
18. In the **This Subcontract Price** field, type **30.00**.
19. Click the **Save** button.
20. Click the **New** button.

21. In the **Prj Nbr** field drop-down list, click the project.
22. In the **Item** field type in the Line number **0660.**
23. In the **This Subcontract Quantity** field, type **345.**
24. Press the **Tab** key twice.
25. In the **This Subcontract Price** field, type **20.00**.
26. Click the **Save** button.
27. Click the **New** button.
28. In the **Prj Nbr** field drop-down list, click the project
29. In the **Item** field type in the Line number **0665**.
30. Click the **Tab** key.
31. In the **This Subcontract Quantity** field, type **10.**
32. Press the **Tab** key twice.
33. In the **This Subcontract Price** field, type **60.00**.
34. Click the **Save** button.
35. Click the **New** button.
36. In the **Prj Nbr** field drop-down list, click the project.
37. In the **Item** field type in the Line number **0670.**
38. Click the **Tab** key.
39. In the **This Subcontract Quantity** field, type **1006.**
40. Press the **Tab** key twice.
41. In the **This Subcontract Price** field, type **10.00**.
42. Click the **Save** button.

Partial Items

Another common situation is that partial items are sublet. When you have a partial item to enter on the Form 205, the unit price, NOT THE QUANTITY, is split between the contractors. Be sure to choose No Common Units Possible as the unit measure.

Exercise 2-4

In the following exercise, you will add partial items to a Subcontract.

1. Click the **New** button.
2. In the **Prj Nbr** field drop-down list, click the project.
3. In the **Item** field type in the Line number **0325**.
4. Click the **Tab** key.
5. In the **Units** field choose **No Common Units Possible**, as this is a partial item.
6. In the **This Subcontract Quantity** field, type **10012**.
7. Press the **Tab** key twice.
8. In the **This Subcontract Price** field, adjust the price to **35.00.**
9. Click the **Save** button.
10. Click the **New** button.
11. In the **Prj Nbr** field drop-down list, click project.
12. In the **Item** field type in the Line number **0330**.
13. Click the **Tab** key.
14. In the **Units** field choose **No Common Units Possible**, as this is a partial item.
15. In the **This Subcontract Quantity** field, type **94202.**
16. Press the **Tab** key twice.
17. In the **This Subcontract Price** field, type **29.50,** the total bid price.
18. Click the **Save** button.

Items Split Between Multiple Categories

Pay items are frequently split between multiple categories. When such an item is sublet, you need to create multiple subcontract items — one for each category. The Subcontract information will be shown on Form 205, but the Pay Item Consolidation report in SiteManager Accessories shows the plan quantity breakdown between categories. Use each CATEGORY'S plan quantity for the quantity sublet and the Subcontract amount in the Price $ field.

Some items may represent both of these situations, partial items that are split between multiple categories. For partial and partial/split items only, the unit of measurement must be changed to "No Common Units Possible".

Exercise 2-5

In the following exercise, you will add Subcontract items that are split between multiple categories.

1. Click the **New** button.
2. In the **Prj Nbr** field drop-down list, click project.
3. In the **Item** field type in the Line number **0580**.
4. Click the **Tab** key.
5. In the **This Subcontract Quantity** field, type **9098.**
6. Press the **Tab** key twice.
7. In the **This Subcontract Price** field, type **25.00**.
8. Click the **Save** button.
9. Click the **New** button.
10. In the **Prj Nbr** field drop-down list, click project.
11. In the **Item** field type in the Line number **1520**.
12. Click the **Tab** key.
13. In the **This Subcontract Quantity** field, type **177.**
14. Press the **Tab** key twice.
15. In the **This Subcontract Price** field, type **25.00**.
16. Click the **Save** button.

17. Click the **New** button.
18. In the **Prj Nbr** field drop-down list, click project.
19. In the **Item** field type in the Line number **1825**.
20. Click the **Tab** key.
21. In the **This Subcontract Quantity** field, type **365.**
22. Press the **Tab** key twice.
23. In the **This Subcontract Price** field, type **25.00.**
24. Click the **Save** button.
25. Click the **New** button.
26. In the **Prj Nbr** field drop-down list, click project.
27. In the **Item** field type in the Line number **1055.**
28. In the **Units** field choose **No Common Units Possible**, as this item is a Partial.
29. In the **This Subcontract Quantity** field type **1.**
30. Press the **Tab** key twice.
31. In the **This Subcontract Price** field, type **86253.60**
32. Click **Save.**
33. Click **Close.**
34. Click the **Main Panel** folder tab**.**

Review for Section 2

To add a Subcontract:

1. On the **Contractor Management** panel, double-click the **Subcontracts** icon. The Subcontracts panel opens.
2. Click the **Services** menu and click the **Choose Keys** choice. The Select Contract panel opens.
3. In the **Contract ID** list box, scroll to and click the Contract.
4. Click **Ok**. The panel displays the Contract ID.
5. In the **Subcontract Nbr** field, type the 3-digit ID number of the new Subcontract.
6. Press the **Tab** key.
7. If this is a Tier 2 or higher Subcontract, in the **Parent Subcontract Nbr** field, type the 2-digit ID number of the parent Subcontract or perform a **Search**.
8. In the **Subcontractor** field, type the short name of the Subcontractor or perform a **Search**.
9. In the **Effective Date** field enter the effective date from CDOT Form 103 or Form 205.
10. In the **Subcont Type** drop-down list, click the expand arrow and click the Subcontract type.
11. In the **Work Type** drop-down list, click the expand arrow and select **Class 1 – All Types of Work**
12. In the **Approval Date** field enter the approval date from CDOT Form 205.

To add an Item to a Subcontract:

1. On the **Contractor Management** panel, double-click the **Subcontracts** icon. The Subcontracts panel opens.
2. Click the **Open** button. The Select Contract panel opens.
3. In the **Contract ID** list box, scroll to and double-click the Contract.
4. In the **Subcontract** list box, scroll to and click the Subcontract.
5. Click **Ok**. The panel displays data for the selected Subcontract.
6. Click the **Items** folder tab.
7. Click the **New** button.
8. In the **Line Item Nbr** field enter the Line Item Number for the Item. The Item is listed on CDOT Form 205, and the Line Item Number is from the Pay Item Consolidation Report, or perform a **Search** to find the correct Item.
9. Press the **Tab** key.
10. In the **This Subcontract Quantity** field, type the quantity of the line Item subcontracted to this Subcontract.
11. To change the unit type for the Item, in the **This Subcontract Unit** drop-down list, click the expand arrow to the right of the current selection and click the unit type.
12. In the **This Subcontract Price** field, type the unit price of the line Item.
13. Click the **Save** button.

Summary Exercise for Section 2

In the following exercise, you will practice Contract Activation activities.

1. Navigate to the Subcontract component of Contract Administration, Contractor Management.
2. For your contract, create a new subcontract **004** for **Lafarge North America, Inc.** for **Asphalt HBP**.
3. Enter the Effective Date of **082503**.
4. Enter the Approval Date of **082503**.
5. Add an Item for Line Item Number **0300, 4559** tons at **$35.00**.
6. Add an Item for Line Item Number **0305, 10738** tons at **$50.00**.
7. Close the Subcontract window.
8. Exit SiteManager.

Section 3. Materials Stockpile and Progress Estimate Process

By the end of this module, you will be able to:

- Create a Material Stockpile
- Stockpile Multiple Materials for an Item
- Replenish a Stockpile
- Close Out a Stockpile
- Identify the SiteManager Estimate Process
- Access Estimate Summary
- Access Stockpiled Materials Report

Creating a Materials Stockpile for Payment

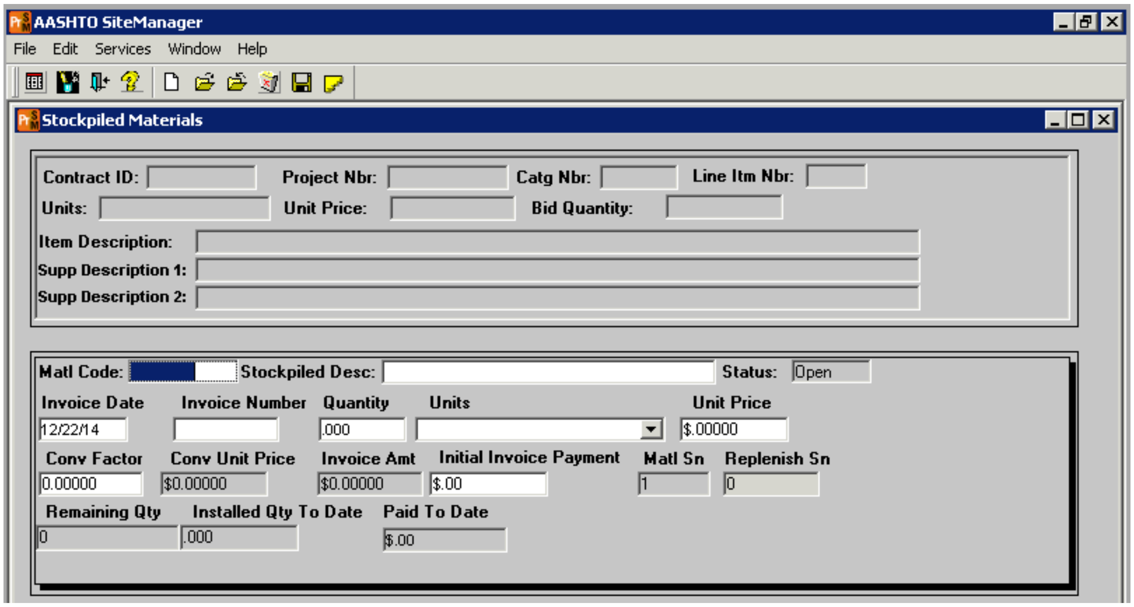


Figure 3-1: The Stockpiled Materials Panel

The Stockpiled Materials panel lets the Project Engineer select materials to be stockpiled for items on the Contract, and make initial payments to the contractor. The panel displays Contract Line Item data in the top data window and stockpiled material data for the selected item in the bottom data window. This data is used by the SiteManager system during estimate generation to determine the amount to be paid for the Items installed. The Initial Invoice Payment field of the Stockpiled Materials window will result in a payment to the Contractor on the next Estimate.

The estimate process enters the installed quantity and the amount paid to date on the Stockpiled Materials panel. The estimate process also closes out the stockpiled material balance when the remaining quantity of the stockpile is depleted. If any quantity remains unused at the end of a project you can manually close out the balance of the stockpile.

If an Item is made up of multiple materials, create a new Stockpile for each material using the same Item number. SiteManager will make calculations from each of these material stockpiles every time quantities of the item are installed.

A Stockpile for an Item can be replenished if another delivery is made. SiteManager will deplete the first Stockpile before taking from the second Stockpile.

Before Adding Data

SiteManager calculates payments for Stockpiled Materials based on the quantity of Material used per Contract Item and the Unit Price set up in the Stockpile. SiteManager does not automatically apply portions of the invoiced Material quantity and payment amount to different Contract Items. You must decide how to allocate the invoiced amounts for a Stockpiled Material. Before adding invoice data to SiteManager, you must determine the following:

- Which of the invoiced Materials are included in which Items
- How much of the total invoiced Material to allocate to each Item
- What Unit Price to apply to the invoiced Materials – CDOT allows initial payment of up to 85% of the Contract Unit Price of an Item per Spec 109.07
- If a material is delivered in a unit of measure other than the Bid Units, you can track the stockpile one of two ways:
  - make the stockpile units the same as the Bid Units and calculate the quantity of the invoice to that bid unit of measure
  - use the stockpile invoice unit of measure and use the Conversion Factor to create a one-to-one ratio between the stockpile units and the bid units. Generally, if you are creating a stockpile for the full bid amount of an item, divide the invoice quantity by the bid quantity to find your conversion factor.
- Be certain to enter the system calculated Invoice Amount in the Initial Invoice Payment field

From these numbers, you can calculate the values to enter in the Quantity and Unit Price fields of the Stockpiled Materials panel. SiteManager then calculates the amount to enter into the Initial Invoice Payment field.

Exercise 3-1

In the following exercise, you will log into SiteManager and create a stockpiled material record.

1. On the Terminal Services browser window, in the **Construction** data window click the **AASHTOWare Project SiteManager** button.
2. Click the check box to connect to remote computer and click **OK.**
3. Click **OK.**
4. Type **USER.**
5. Press the **Tab** key.
6. Type **BRONCOS.**
7. From the **Main Panel**, double-click the **Contract Administration** icon.
8. Double-click the **Contract Records** icon.
9. On the **Contract Records** panel, double-click the **Stockpiled Materials** icon.
10. Click the **Services** menu and click the **Choose Keys** choice.
11. In the **Contract ID** list box, scroll to and double-click **C93222**
12. In the **Contract Project** list box, scroll to and double-click the **Project.**
13. Click the **Line Nbr** column header field (to sort by Line Number).
14. In the **Contract Item** list box, scroll to and double-click the Line Number **1720.**
15. Do not enter data in the **Matl Code** field.
16. In the **Stockpiled Description** field, type **Girders.**
17. Press the **Tab** key.

18. Type **082803** in the **Invoice Date** field.
19. Press the **Tab** key.
20. Type an Invoice Number of **050-A.**
21. Press the **Tab** key.
22. Type **428** in the **Quantity** field.
23. In the **Units** drop-down list, click the expand arrow to the right of the current selection and click **Lin Foot.**
24. Press the **Tab** key.
25. Type **51.58** for the **Unit Price**.
26. Press the **Tab** key.
27. Enter **1.0** as the **Conversion Factor.**
28. Press **Tab** and note the **Invoice Amt** field.
29. In the **Initial Invoice Payment** field, type **22076.24** (the calculated Invoice Amount.)
30. Click the **Save** button.

Stockpiling Multiple Materials for an Item

If an Item consists of multiple materials, several of which are being stockpiled, a new Stockpile can be created for each material under the same Line Item number. Each new stockpile for the Line Item Number will have a new Material Sequence Number. When creating multiple stockpiles for an item, be sure that the combined total Initial Invoice Payment for all of these materials does not exceed 85% of the contract unit price for the item. SiteManager will make calculations from each of these material stockpiles every time quantities of the item are installed.

Exercise 3-2

In the following exercise you will create a stockpile for another material under the same item.

1. Click the **New** button. Note this is **Material SN2** for the same item.
2. In the **Stockpiled Description** field, type **BT54 Girders**.
3. In the **Invoice Date** field, type **082803**.
4. Press the **Tab** key.
5. In the **Invoice Number** field, type **050-A**.
6. Press the **Tab** key.
7. In the **Quantity** field, type **355.**
8. In the **Units** drop-down list choose **Lin Foot**.
9. In the **Unit Price** field, type **25.79.**
10. Click the **Tab** key.
11. Enter **1.0** as the **Conversion Factor**.
12. Press **tab** and note the **Invoice Amt** field.
13. In the **Initial Invoice Payment** field enter **9155.45** from the **Invoice Amt field**.
14. Click the **Save** button.

Creating a Stockpile for a Different Item

To create a Stockpiled Material for a different item you must choose a new key. By just clicking the New button you will create a new Material Sequence number under the same item. You must also go to the Services menu, Choose Keys and select a new item.

Exercise 3-3

In the following exercise you will create a stockpile for a different item.

1. Click the **New** button.
2. Click the **Services** menu.
3. Select the **Choose Keys** option.
4. In the **Stockpiled Materials** list select Line Item **0740.**
5. In the **Stockpiled Description** field, type **High Mast Light Standard (140').**
6. In the **Invoice Date** field type **082703**.
7. Press the **Tab** key.
8. In the **Invoice Number** field type **673656.**
9. Press the **Tab** key.
10. In the **Quantity** field type **2.**
11. In the **Units** drop-down list choose **Each.**
12. In the **Unit Price** field type **11445.00**.
13. Click the **Tab** key.
14. Enter **1.0** as the **Conversion Factor.**
15. Press **Tab** and note the **Invoice Amt** field.
16. In the **Initial Invoice Payment** field enter **22890.00** from the **Invoice Amt** field.
17. Click the **Save** button.

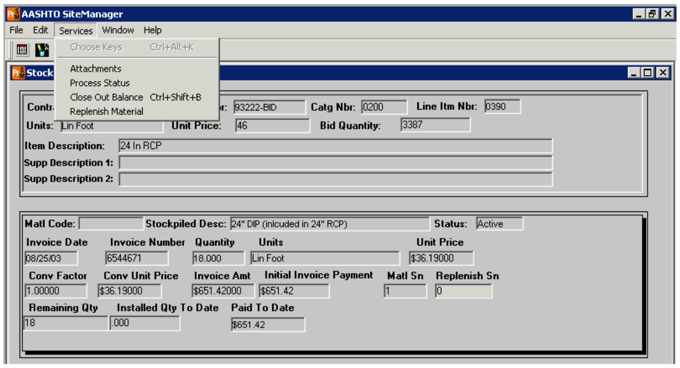


Figure 3-2: Replenish a Stockpiled Material

Replenish a Material Stockpile

If another delivery is made for a stockpiled Item, the original stockpile can be Replenished. Each replenished stockpile will have a new Replenish Sequence Number. SiteManager allows you to change the unit of measure or the unit price for the replenished stockpile, or you can leave them the same as the original stockpile. SiteManager will include the initial payment to the contractor on the next estimate, but will deplete the first Stockpile before taking from the next replenished Stockpile.

Exercise 3-4

In the following exercise, you will Replenish stockpile for an item that was previously stockpiled.

1. Click the **Open** button.
2. In the **Stockpiled Materials** list, select Line Item **1820**.
3. Click **OK**.
4. Click the **Services menu** and choose **Replenish Material**.

   Note the **Replenish SN of 1.**
5. Enter **090103** in the **Invoice Date** field.
6. Press the **Tab** buton.
7. Type an Invoice Number of **080-B.**
8. Press the **Tab** key.

9. Enter **120** in the **Quantity field**.

10. Press the **Tab** key and note the **Invoice Amount** field.

11. Type **523.20** in the **Initial Invoice Payment** field.

12. Click the **Save** button.

Close Out the Balance of a Material Stockpile

A stockpile may need to be closed out at or prior to the end of a project. For example, there may be a quantity of a stockpiled item left at the end of a project that will not be used. The Project Engineer can Close Out the balance of the stockpiled item. SiteManager will calculate the amount already paid in the Initial Invoice Payment to the Contractor for the remaining quantity and deduct that amount from the next Estimate.

Exercise 3-5

In the following exercise, you will Close Out a Balance for a stockpiled Item.

1. Click the **Open** buton.
2. In the **Stockpiled Materials list** box, select Line Item **0980** and click **OK.**
3. Click the **Services** menu and choose **Close Out Balance.**
4. Click the **Close** button**.**
5. Click **Yes.**
6. Click the **Main Panel** folder tab**.**

The First Estimate and a Materials Stockpile

Ordinarily, it is the installed item quantities in authorized Daily Work Reports that the SiteManager Estimate process uses to pay the Contractor. In this particular scenario, the Initial Invoice Payment field of the Stockpiled Materials window will result in a payment to the Contractor on the first Estimate.

Estimates Overview

The Estimate generation process allows the Project Engineer or Finals Administrator to generate an Estimate to determine the payment due to the contractor. Project Engineers will generate progress Estimates throughout the life of a project. At the end of a project, the Finals Administrator generates a final Estimate once the contract is ready for finalization. Further settlements or payments can be made after finalization of the contract via a Supplemental Estimate generated by the Finals Administrator.

The Estimate process manages the Estimate functionality from generating an Estimate through creation of the extract file for CDOT's financial system. The functionality is divided into the following areas:

- Generate the Estimate
- Review Estimate information
- Approve or reject Estimate
- Track Estimate status
- Log Payment Of Estimate

The Estimate generation process allows the Project Engineer to generate an Estimate for the Contract. Select to generate a Progress Estimate from the Contractor Payments component of SiteManager. The system then performs a background process that performs the following activities:

- **Delete pending Estimate.** This activity deletes any previous pending Estimate that has been generated, but not approved. It will delete only that pending estimate.
- **Determine quantities for payment.** This activity determines the quantity to be paid to the contractor based on installed quantities of line items posted on authorized Daily Work Reports that are included in the Estimate date range.
- **Calculate stockpiled materials.** This activity checks those installed items to determine if any have stockpiled materials associated with them. If an item does have stockpiled materials, SiteManager will determine the amount already paid for the installed quantity, then add a new line item adjustment to deduct that amount from the current Estimate.
- **Calculate retainage.** This activity automatically calculates the amount of retainage for the Estimate based upon the method identified for CDOT. The calculated retainage amount is dispensed among the various retainage accounts. If securities exist, that amount will be calculated on the estimate in place of retainage.
- **Determine Funding Amounts.** This activity will calculate the funding amount for the different funding sources based upon the funding given for the Contract, project, category or item.

Accessing the Stockpiled Materials Report

The Stockpiled Materials report in the CDOT SiteManager Accessories application allows you to view detailed activity for stockpiled Items. It is available from the CDOT SiteManager Accessories application, Contract Administration area. The report shows the bid information and stockpile information for all stockpiled Line Items on the Contract. Then, for each Item the report lists all activity within the stockpile, including the Initial Invoice Payment, all installations of the Item, and all payments for the stockpiled Item.

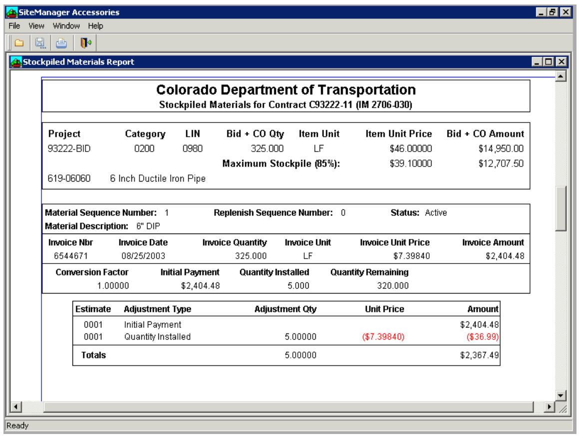


Figure 3-3. The Stockpiled Materials Report

Exercise 3-6

In the following exercise, you will view the Stockpiled Materials report.

1. Click the **Main Panel** folder tab in **CDOT SiteManager Accessories** application.
2. Double-click the **Contract Administration** icon.
3. Double-click the **Stockpiled Materials** icon.
4. In the **Contract** list box, select Contract **C93222**.
5. Click **Ok**.
6. When through, click the **Close** button.

Accessing the Estimate Summary

The Estimate Summary report in the CDOT SiteManager Accessories application allows you to view the detailed Estimate Summary for an Estimate. It is available from the CDOT SiteManager Accessories application, in the Contractor Payments area. The report shows the calculated totals for the Estimate, then the activity for each Line Item on the Contract.

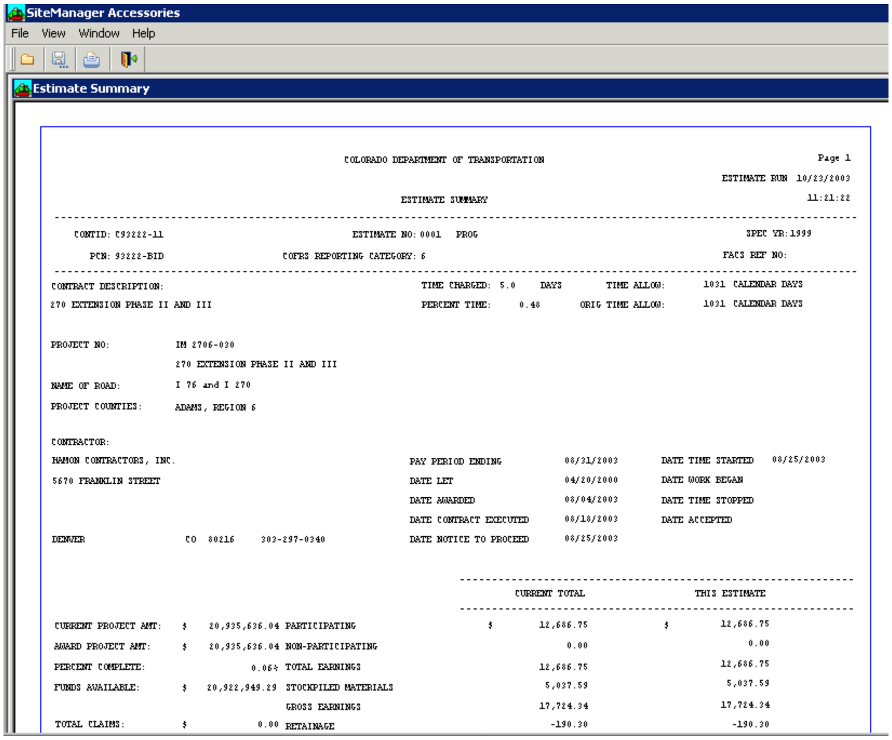


Figure 3-4: The Estimate Summary Report

Exercise 3-7

In the following exercise, you will view the Estimate Summary report.

1. Open the **CDOT SiteManager Accessories** application.
2. Double-click the **Contractor Payments** icon.
3. Double-click the **Estimate Summary** icon.
4. In the Contract list box, select **Contract C93222**.
5. In the **Estimate Number** list box, select **Estimate 0001**.
6. Click **Ok**.
7. When through, click the **Close** button.

Review for Section 3

To create a Material Stockpile:

1. From the Main Panel double-click the **Contract Administration** icon.
2. Double-click the **Contract Records** icon.
3. Double-click the **Stockpiled Materials** icon. The Stockpiled Materials panel opens.
4. Click the **Services** menu, **Choose Keys** option.
5. In the **Select Contract** list box, scroll to and double-click the **Contract ID**.
6. Double-click the Project.
7. Highlight the Item for which to create the stockpile and click **OK**.
8. Type a **description** for the stockpile.
9. Type an **invoice date** for the stockpile.
10. Type an **invoice number** for the stockpile.
11. Enter the **quantity** of the stockpile.
12. From the drop-down list, select the **Units** for the stockpile. Keep the stockpile units the same as the bid units when possible and leave the conversion factor at 1. Or, if the stockpile units and bid units are different, you can use the conversion factor to create a 1-to-1 ratio.
13. In the **Unit Price** field enter the unit price for the stockpile.
14. Press the **Tab** key.
15. Enter the **Conversion Factor** (1.0).
16. Press the **Tab** key.
17. In the **Initial Invoice Payment** field, enter the exact number shown in the **Invoice Amount field.**
18. Click the **Save** button.

To create Multiple Stockpiles for an Item:

1. With the original stockpile open, click the **New** button. The Stockpiled Materials panel shows a new entry, but with a Matl SN of 2 (Material Sequence Number).
2. Enter the description, invoice data and number, quantity, units and unit price for this material stockpile.
3. Click the **Save** button.

To Replenish an Item's Stockpile:

1. With the original stockpile open, click the **Services** menu, **Replenish Material** option. The Stockpiled Materials panel shows a subset of the original entry, but with a Replenish SN of 2 (Replenish Sequence Number).
2. Enter the invoice data and number, quantity, and unit price for the replenished stockpile.
3. Click the **Save** button.

To Close Out the Balance of an Item's Stockpile:

1. Open the stockpile for the item that you want to close out.
2. Click the **Services** menu, **Close Out Balance** option.
3. The Remaining Quantity field becomes zero. The next Estimate will reflect a negative adjustment to take back the initial payment for the remaining stockpiled quantities.
4. Click the **Save** button.

Summary Exercise for Section 3

In the following exercise, you will practice stockpile activities.

1. In SiteManager, navigate to the Stockpiled Materials window of Contract Administration, Contract Records.

2. For contract **C93222,** Line Number **0755** create a stockpile for **Lowering Device (high mast)**.

3. The invoice date will be **08/29/03** and the invoice number **673657**.

4. Pay the full Bid Quantity at a unit price of **3815.55**, keeping the units the same as the Bid units. Make the invoice payment the calculated price.

5. Close the Stockpiled Materials window.

6. Navigate to the Main Panel.

Section 4. Contract Master Lists

By the end of this module, you will be able to:

- Associate Vendor Equipment with a Contract
- Associate Vendor Personnel Types with a Contract
- Associate Vendor Supervisors with a Contract
- Associate Transportation Agency Staff with a Contract
- Remove Vendor Associations from a Contract

Contract Master List Maintenance

During the creation of Daily Work Reports, Contractor Supervisors and Personnel Types are selected from standard drop-down lists on the Contractor folder tab. Contractor Equipment is similarly selected from a standard drop-down list on the Contractor Equipment folder tab. Transportation agency staff members are selected from a standard drop-down list on the Daily Staff folder tab.

The entries available for these drop-down lists are maintained in the Vendor Master List. The Project Engineer must associate the appropriate entries to their Contracts to make them available for selection in the Daily Work Report window.

The Contract Master List function allows you to associate the active Equipment, Personnel Types, and Supervisors on the Vendor's Master List to specific Contracts. Each Contract can have one or more approved vendors. The Vendor Master List entries for the prime Contractor and any approved Subcontractors will be available to associate to the Contract. If necessary, entries can also be removed, or disassociated, from a Contract.

Contract Master Lists must be created on the SiteManager server. For the entries to be available in Standalone mode, the Basic Contract Data must be pipelined down. Then the data will be available in the drop-down lists for Equipment, Personnel Types, and Supervisors on the standalone DWR.

ALL Staff members associated with ANY vendor will be available for association to the Contract.

Associating Vendor Equipment with a Contract

The Equipment Radio button is the active radio button when you first enter the Contract Master List. Only the active Equipment that has been added to the Vendor's Master List may be associated with the Contract.

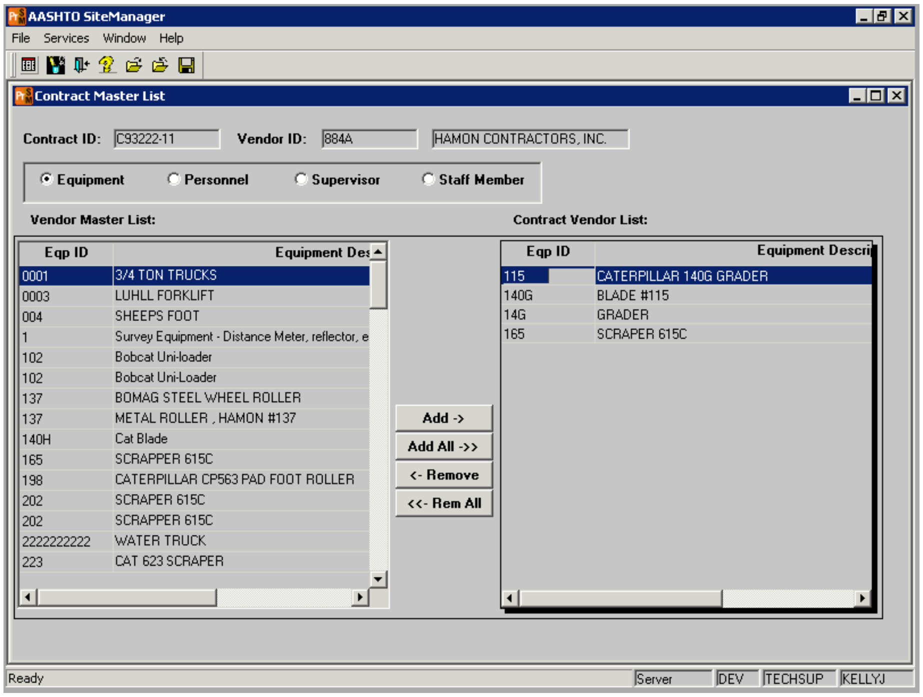


Figure 4-1: Associating Equipment to a Contract

Exercise 4-1

In the following exercise, you will associate vendor equipment to a contract.

1. Double-click the **Daily Work Reports** icon.
2. Double-click the **Reference Table** icon.
3. Double-click the **Contract Master List** icon.
4. In the **Contract** list box, select Contract **C93222**.
5. On the Vendor list box, scroll to and double-click **Hamon Contractors, Inc**. The Equipment Master List is displayed.
6. Highlight **BLADE #115** and click the **Add** button. The piece of equipment moves to the Contract Vendor List column.
7. Click the **Save** button.

Associating Vendor Personnel Types with the Contract

Only the active Personnel Types that have been added to the Vendor's Master List may be associated with the Contract.

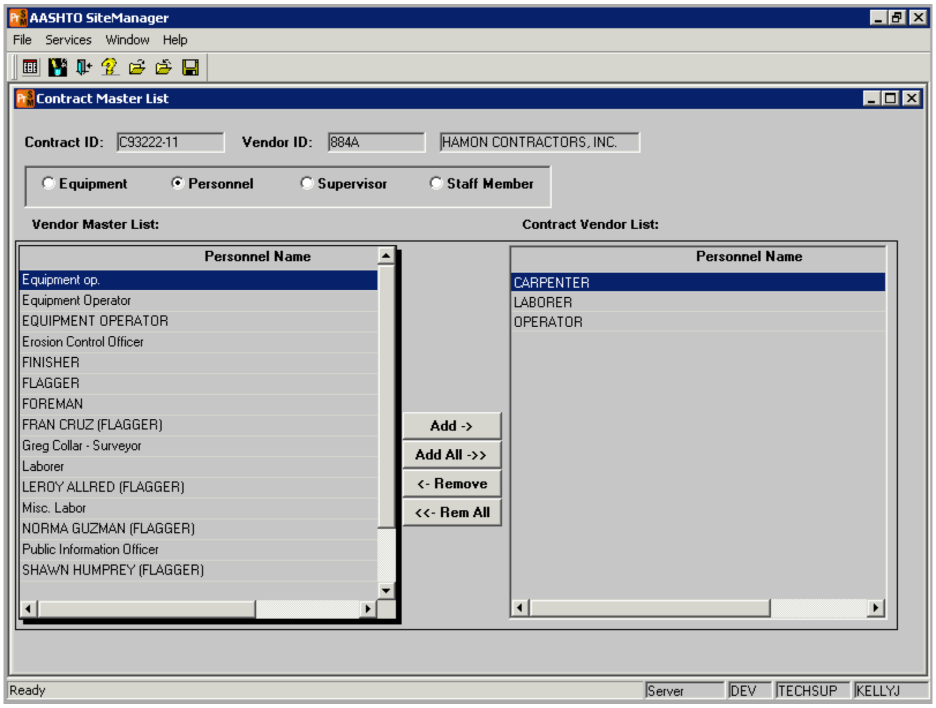


Figure 4-2: Associating Personnel Types to a Contract

Exercise 4-2

In the following exercise, you will associate vendor personnel types to a contract.

1. Click the **Personnel** radio button.
2. Highlight **Equipment Operator** and click the **Add** button. The personnel type moves to the Contract Vendor List column.
3. Click the **Save** button.

Associating Vendor Supervisors with the Contract

Only the active Supervisors that have been added to the Vendor's Master List may be associated with the Contract.

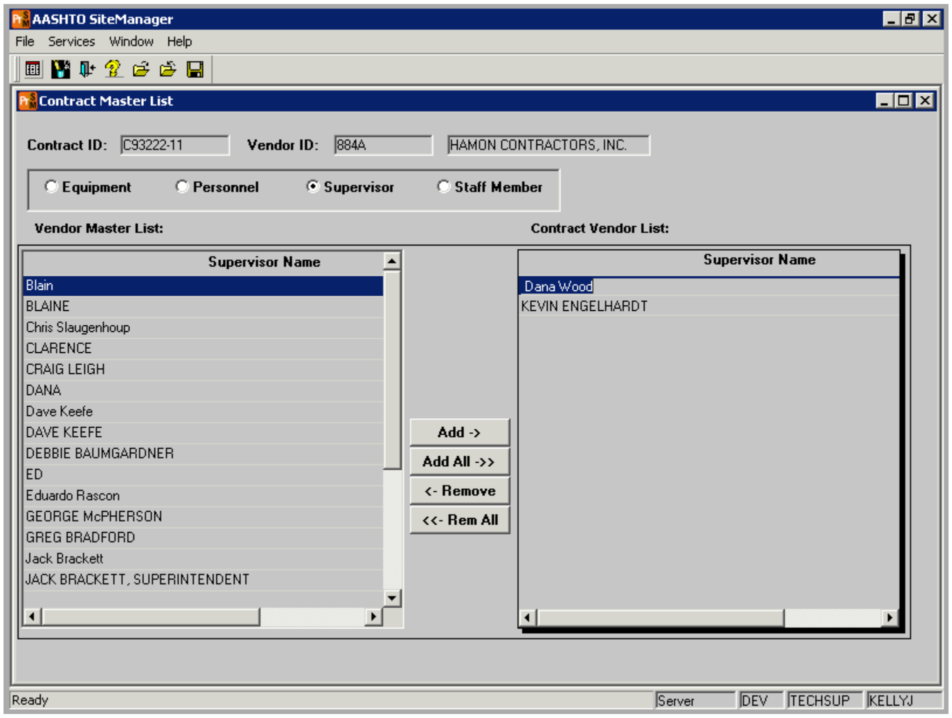


Figure 4-3: Associating Supervisors to a Contract

Exercise 4-3

In the following exercise, you will associate vendor supervisors to a contract.

1. Click the **Supervisor** radio button.
2. Highlight **Dana Wood** and click the **Add** button. The supervisor moves to the Contract Vendor List column.
3. Click the **Save** button.

Associating Staff Members with the Contract

ALL active Staff members associated with any vendor will be available for addition to the Contract.

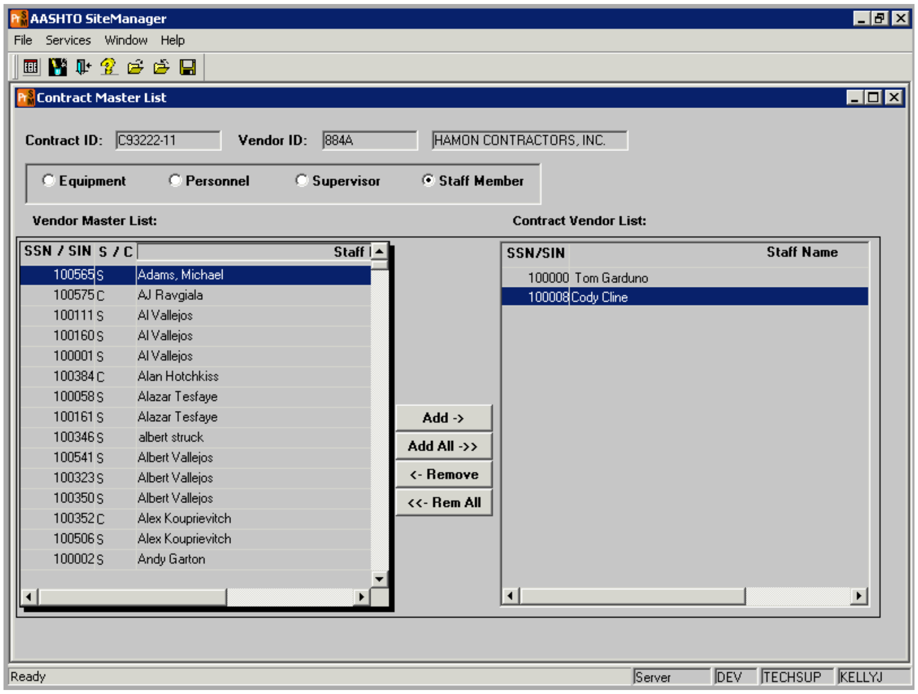


Figure 4-4: Associating Staff Members to a Contract

Exercise 4-4

In the following exercise, you will associate transportation agency staff members to a contract.

1. Click the **Staff Member** radio button.
2. Highlight **Valdez, Janie** and click the **Add** button. The staff member moves to the Contract Vendor List column.
3. Highlight **Tom Garduno** and click the **Add** button. The staff member moves to the Contract Vendor List column.
4. Click the **Save** button.

Removing Master List Entries From the Contract

Equipment, Personnel Types, Supervisors and Staff Members that have been associated with a Contract can be removed from the Contract.

Exercise 4-5

In the following exercise, you will remove master list entries from a contract.

1. Highlight **Tom Garduno** in the Contract Vendor List column and click the **Remove** button. The staff member moves back to the Vendor Master List column.

2. Click the **Save** button.

3. Click the **Close** button.

Review for Section 4

To Associate Vendor Master List Equipment to a Contract:

1. From the SiteManager main panel, double-click the **Daily Work Reports** icon.
2. Double-click the **Reference Tables** icon.
3. Double-click the **Contract Master List** icon.
4. In the Contract list box, scroll to and double-click the desired Contract.
5. On the Vendor list box, scroll to and double-click the desired Vendor.
6. The Equipment Master List is displayed.
7. Highlight the desired piece of Equipment from the Vendor Master List window and click the **Add** button. The piece of Equipment is added to the Contract Vendor List window.

Or

1. Click the **Add All** button to add all of the Vendor equipment master list entries to the Contract.
2. Click the **Save** button.
3. Click the appropriate radio button to associate other entries, or click the **Close** button.

To Associate Vendor Master List Personnel Types to a Contract:

1. From the SiteManager main panel, double-click the **Daily Work Reports** icon.
2. Double-click the **Reference Tables** icon.
3. Double-click the **Contract Master List** icon.
4. On the Contract list box, scroll to and double-click the desired Contract.
5. On the Vendor list box, scroll to and double-click the desired Vendor.
6. Click the **Personnel** radio button.
7. Highlight the desired Personnel Type from the Vendor Master List window and click the **Add** button. The Personnel Type is added to the Contract Vendor List window.

Or

1. Click the **Add All** button to add all of the Vendor personnel master list entries to the Contract.
2. Click the **Save** button.
3. Click the appropriate radio button to associate other entries, or click the **Close** button.

To Associate Vendor Master List Supervisors to a Contract:

1. From the SiteManager main panel, double-click the **Daily Work Reports** icon.
2. Double-click the **Reference Tables** icon.
3. Double-click the **Contract Master List** icon.
4. On the Contract list box, scroll to and double-click the desired Contract.
5. On the Vendor list box, scroll to and double-click the desired Vendor.
6. Click the **Supervisor** radio button.
7. Highlight the desired Supervisor from the Vendor Master List

window and click the Add button. The Supervisor is added to the Contract Vendor List window.

Or

1. Click the **Add All** button to add all of the Vendor supervisor master list entries to the Contract.
2. Click the **Save** button.
3. Click the appropriate radio button to associate other entries, or click the **Close** button.

To Associate Vendor Master List Staff Members to a Contract:

1. From the SiteManager main panel, double-click the **Daily Work Reports** icon.
2. Double-click the **Reference Tables** icon.
3. Double-click the **Contract Master List** icon.
4. On the Contract list box, scroll to and double-click the desired Contract.
5. On the Vendor list box, scroll to and double-click the desired Vendor.
6. Click the **Staff Member** radio button.
7. Highlight the desired Staff Member from the Vendor Master List window and click the **Add** button. The Staff Member is added to the Contract Vendor List window.

Or

1. Click the **Add All** button to add all of the Vendor staff member master list entries to the Contract.
2. Click the **Save** button.
3. Click the appropriate radio button to associate other entries, or click the **Close** button.

To Remove Master List Entries From a Contract:

1. From the SiteManager main panel, double-click the **Daily Work Reports** icon.
2. Double-click the **Reference Tables** icon.
3. Double-click the **Contract Master List** icon.
4. On the Contract list box, scroll to and double-click the desired Contract.
5. On the Vendor list box, scroll to and double-click the desired Vendor.
6. Click the appropriate radio button for the entries to remove.
7. Highlight the desired entry from the Contract Master List window and click the **Remove** button. The entry is removed from the Contract Vendor List window.

Or

1. Click the **Rem All** button to remove all of the Vendor master list entries from the Contract.
2. Click the **Save** button.
3. Click the appropriate radio button to remove other entries, or click the **Close** button.

Summary Exercise for Section 4

In the following exercise, you will associate Vendor entries to the Contract Master List.

1. Navigate to the Contract Master List area of Daily Work Reports.

2. Associate the first entry for each area (Equipment, Personnel, Supervisor, Staff Member) to Contract **C93222** for the vendor **Tierra Environmental Consultants, Inc.**

3. Navigate to the Main Panel.

Section 5. Daily Work Reports I

By the end of this module, you will be able to:

- Understand the basic concepts of DWRs
- Create a DWR
- Enter basic Daily Work Report Info
- Enter Contractor activity
- Enter Contractor Equipment tracking
- Enter Transportation Agency Staff activity
- Select and record a Work Item
- Preview a DWR

Daily Work Reports

Daily Work Reports were designed for the Inspector to track the daily activity on a construction project. At CDOT, the Inspector or Project Engineer creates daily records of construction activity in Daily Work Reports. DWRs contain the following data:

- DWR date
- Inspector
- Weather and temperature information
- Contractor activity – supervisor, equipment, personnel types on site
- CDOT staff and consultant on site
- Item activity – installed quantities, contractor, location, and more
- Attachments

One Daily Work Report is allowed per person (project Engineer or Inspector) per contract per day.

Only the person who creates a DWR may modify it.

The Daily Work Report Select screen lists all of the DWRs for the selected Contract and User ID. You can open any DWR for a contract you are authorized to work on, but can not modify a report you did not create. A DWR will open as **Read Only** if the system finds one of the following:

- Daily Work Report has been authorized
- You are not the author of the Daily Work Report

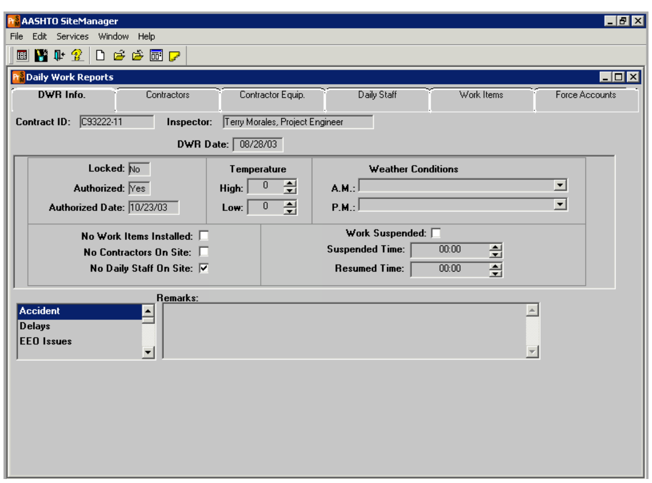


Figure 5-1: The Daily Work Reports Panel

Exercise 5-1

In the following exercise, you will navigate the folder tabs of Daily Work Reports window.

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. Double-click the **Daily Work Reports** icon.
3. Click on the **Services** menu,then click **Choose Keys.**
4. Scroll to and select your **Contract ID C93222.**
5. Click on the **Contractors** folder tab.
6. Click on the **Contractor Equipment** folder tab.
7. Click on the **Daily Staff** folder tab.
8. Click on the **Work Items** folder tab.

The Daily Work Reports window has the following folder tabs:

DWR Info	The DWR Info folder tab lets you create or edit a Daily Work Report and collect information about work performed that day.
Contractors	The Contractors folder tab lets you to track daily data on the Contractor, supervisor(s), and personnel type(s) on site for the day.
Contractor Equip	The Contractor Equip folder tab allows you to document the daily presence and use of equipment on the job site for the selected Contractor.
Daily Staff	The Daily Staff folder tab permits you to enter daily information on state employees and consultants on site for the day. Staff/consultant hours, the type of work performed, and data on state vehicle usage can be tracked.
Work Items	The Work Items folder tab allows you to view and record installed Work Items and daily usage for the Items.

Creating a Daily Work Report

A Daily Work Report can be created for the current day or a previous date. You cannot create a DWR for a future date.

Once a DWR is created it cannot be deleted, nor can the date be changed. A Daily Work Report is a legal document, possibly a source document, for work performed on the project. If you create a DWR with an incorrect date, simply do not post any work or items on the DWR and do not authorize the DWR. Sitemanager will not let you create a duplicate DWR for date on which you already have a DWR.

A minimum DWR in SiteManager includes data on the DWR Info folder tab, including:

- The date of the DWR
- The Inspector or Project Engineer who created the DWR

A minimum DWR that reports installed quantities of items must also include:

- The Contractor reported on the site
- The quantities of the item that were installed, contract that installed the items, and location of the installation

Exercise 5-2

In the following exercise, you will create a DWR for September 2, 2003.

1. Go back to the **DWR Info.** Folder tab.
2. In the **Date** field enter **090203**.
3. Click the **Save** button.

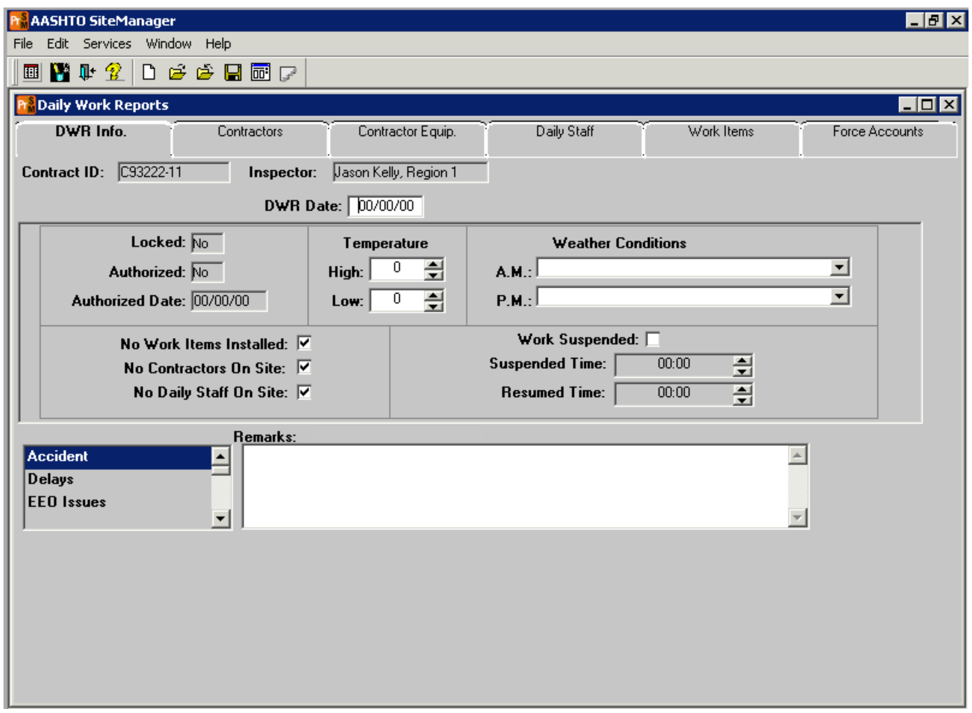


Figure 5-2: The DWR Info Folder Tab

Modifying Basic DWR Info

The DWR Info folder tab lets you create or edit a DWR and collect information about the day for which the DWR was created. For example, you can enter weather conditions and high and low temperatures for the day here. The name of the author of this report is displayed in the Inspector field. The date covered by this report is displayed in the DWR Date field. The Locked and Authorized fields indicate the state of the DWR. If either the Locked or Authorized field displays **Yes**, you cannot modify the DWR.

This folder tab has three check boxes — No Contractors On Site, No Daily Staff On Site, and No Work Items Installed — that indicate there is no data for the subject. These boxes are checked by default. When you enter data for the subject on another folder tab, the SiteManager system automatically clears the corresponding check box.

Remarks are also recorded on this folder tab. To record a remark, select a remark type from the list and enter the text in the Remarks field. The Remarks field does not have a size limit, and can be pasted to and from a word processor. If a remark has already been entered for the selected type, as indicated by a green check mark next to the type, the remark appears in the Remarks field.

If work is suspended during the day, click the Work Suspended check box and record the times suspended and resumed in the Time fields. Additional suspended times for that day can be recorded in the Remarks field. This function is used for work suspended for portions of the day, and should not be used to indicate winter or other long term suspension.

Temperature and weather data is optional on the DWR. The PE must record this data on the Diary.

Exercise 5-3

In the following exercise, you will complete the DWR Info folder tab for the new DWR of September 2nd.

1. In the **High** field, type the high temperature of **65** degrees.
2. Press the **Tab** key.
3. In the **Low** field, type the low temperature of **42** degrees.
4. Press the **Tab** key.
5. In the **A.M.** drop-down list, click the expand arrow to the right of the current selection and click **Clear**.
6. In the **P.M.** drop-down list, click the expand arrow to the right of the current selection and click **Clear**.
7. Scroll to and click the remark type **Visitor**.
8. In the **Remarks** field type **President of Prime Contractor visited site.**
9. Click the **Save** button.

Modifying Contractor Activity

The Contractors folder tab in Daily Work Reports lets you enter daily data on the Contractor, their supervisor(s), and personnel type(s) working on the project for the day. Equipment usage is recorded on the Contractors Equipment folder tab. Select the Contractor from a drop-down list of Contractors and Subcontractors that are authorized to work on the Contract. The Prime Contractor is always at the top of the drop-down list. Only the Prime Contractor and any Subcontractors associated with the contract in SiteManager will be in this list. Subcontractors are associated with the Contract and approved for specific work items in the Subcontract window of the Contract Administration component.

You must record a Contractor on-site on the Contractors folder tab before you are allowed to record installed work items in SiteManager. A minimum Daily Work Report that will be included in an Estimate has a Contractor on-site and records installed work items

After selecting a Contractor, choose the Supervisors and Personnel Types associated with the selected Contractor from the drop-down lists in these fields. The records that appear on the drop-down lists are stored on the Contract Master List. See *Section 4 – Contract Master Lists* for more information on maintaining the Contract Master List. You cannot choose the same Supervisor or Personnel Types more than once on the same DWR.

If recording Supervisors and Personnel Types for the Contractor, do not enter data in the following fields: Nbr of Supervisors, Nbr of Workers, Contractor Hrs Worked. The data you enter in other fields will populate these fields.

The Total Hours field of the Personnel Type data window is actually a calculated field. SiteManager will calculate the number of persons you enter by the number of hours you enter and automatically enter the total hours.

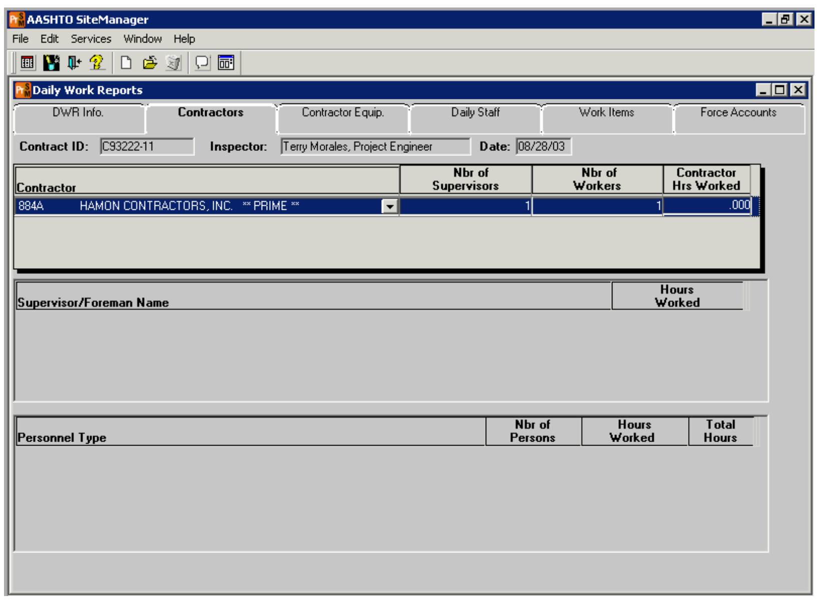


Figure 5-3: The Contractor Folder Tab

Exercise 5-4

In the following exercise, you will report the prime Contractor on site.

1. Click the **Contractors** folder tab.
2. Click in the **Contractor** data window and click the **New** button. An empty row is added to the list.
3. In the **Contractor** drop-down list, click the expand arrow and select **HAMON CONTRACTORS, INC**.
4. Click the **Save** button.

Exercise 5-5

In the following exercise, you will add a supervisor and record the supervisor's hours.

1. Click in the **Supervisor** data window and click the **New** button. An empty row is added to the list.
2. In the **Supervisor** drop-down list, click the expand arrow and select **Dana Wood**.
3. Press the **Tab** key.
4. In the **Hours Worked** field, type **8** and the decimal point.
5. Click the **Save** button.

Exercise 5-6

In the following exercise, you will add a personnel type and record 8 hours worked.

1. Click in the **Personnel Type** data window and click the **New** button. An empty row is added to the list.
2. In the **Personnel Type** drop-down list, click the expand arrow and click the **Equipment Operator** choice.
3. Press the **Tab** key.
4. In the **Nbr of Persons** field, type **2**.
5. In the **Hours Worked** field, type **8** and the decimal point.
6. Click the **Save** button.

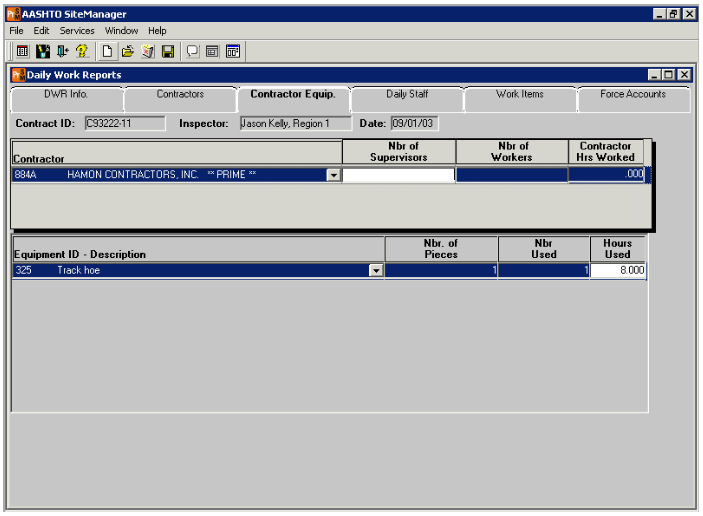


Figure 5-4: The Contractor Equipment Folder Tab

Modifying Contractor Equipment Activity

The Contractor Equip folder tab allows you to document the presence and use of equipment on the job site for the selected Contractor. After selecting a Contractor, choose the Equipment IDs from the drop-down list in the Equipment ID field. The records that appear on the drop-down lists are stored on the Contract Master List. See *Section 4 – Contract Master Lists* for more information on maintaining the Contract Master List. You cannot choose the same Equipment ID more than once on the same DWR.

Enter the number of pieces of each equipment type on the site for the day, the number of pieces used, and the number of hours each equipment type was used. Enter the total hours used for all pieces of equipment, as SiteManager does not calculate the total for this field. A Contractor must be selected before you are able to enter their equipment information for the day.

Exercise 5-7

In the following exercise, you will add contractor equipment and record the hours it was used.

1. Click the **Contractor Equipment** folder tab.
2. Click in the **Equipment ID** data window and click the **New** button. An empty row is added to the list.

3. In the **Equipment ID** drop-down list, click the expand arrow and click **Blade #115.**
4. Press the **Tab** key.
5. In the **Nbr of Pieces** field, type **2**.
6. Press the **Tab** key.
7. In the **Nbr Used** field, type **2**.
8. Press the **Tab** key.
9. In the **Hours Used** field, type **16** and the decimal point.
10. Click the **Save** button.

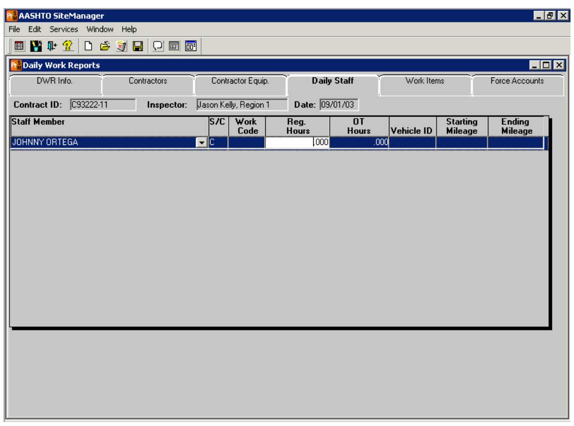


Figure 5-5: The Daily Staff Folder Tab

Modifying Daily Staff Activity

The Daily Staff folder tab lets you track daily information on state employees and consultants. A staff member can be entered more than once per DWR with a different work code. Each entry shows how many hours the staff member worked, the type of work performed, and if a state vehicle was used. Its identification number can be recorded along with its starting and ending mileage. Select staff members from the drop-down list in the Staff Member field. The records that appear on the drop-down lists are stored on the Contract Master List. See *Section 4 – Contract Master Lists* for more information on maintaining the Contract Master List.

Exercise 5-8

In the following exercise, you will add a daily staff record.

1. Click the **Daily Staff** folder tab.
2. Click the **New** button
3. In the **Staff Member** drop-down list, click the expand arrow and select **Valdez, Janie**.
4. Press the **Tab** key twice.
5. In the **Reg Hours** field, type **8**.
6. Press the **Tab** key twice.
7. In the **Vehicle ID** field, type **CDOT 5789**
8. Press the **Tab** key.
9. In the **Starting Mileage** field, type **12,750**.
10. Press the **Tab** key.
11. In the **Ending Mileage** field, type **12,807**.
12. Click the **Save** button.

Selecting and Recording Work Items

The Work Items folder tab allows you to view and record installed Work Items and their daily usage data. Before entering Work Item data, the Contractor responsible for the Work Item must be entered on the Contractors folder tab. When the Work Items folder tab is first selected, the Select Work Item screen is displayed. The *Record Work Item* and *Select Work Item* buttons let you toggle between the two different screens of the Work Items folder tab.

To enter Item data, first select the Item on the Select Work Item screen, then navigate to the Record Work Item screen. From the Select Work Item screen double-click the appropriate Item. Or you can highlight the Item and either click the Record Work Item button or choose the Record Work Item option from the Services menu. The Record Work Item screen will open to allow you to record installed quantities and other daily data for the Work Item.

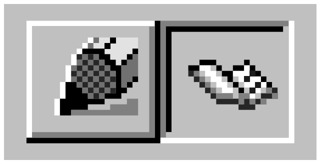


Figure 5-6: The Record Work Item and Select Work Item Buttons

You can toggle between the two different screens of the Work Items folder tab. When you first select the Work Items folder tab, or when the Select Work Item button is selected, the Select Work Items screen lists Work Items for the selected Contract. The Work Items are listed in ascending order by Item Code. Use find, filter, and sort to organize the list of items. If an Item has installed quantities for the selected DWR, the Installed check box is checked (ON).

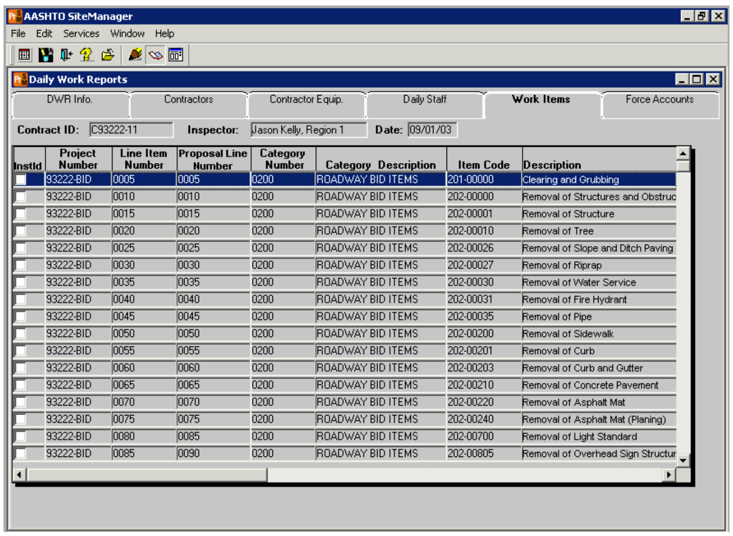


Figure 5-7: The Select Work Items Screen

Accurately recording Work Items is very important since installed work items from the DWRs that are authorized by the Project Engineer in the Diary are used by SiteManager as the basis for paying the Contractor in an Estimate.

The Record Work Item screen contains three data windows. The top data window shows information for the selected item, including item code and line number, description, and the bid and current quantity data. The middle data window shows the installations of the item recorded on this DWR. The third data window is where you enter the installation information for the item.

There are three required fields on this data window:

- Placed Quantity
- Contractor
- Location

In the Contractor drop-down list, select the Prime Contractor or the Subcontractor who performed the work for the item. The drop-down list will contain the Prime Contractor and any Subcontractors who are listed on-site for the day on the Contractors folder tab **and** who are approved to install the selected item. Subcontractors are associated with the Contract and approved for specific work items in the Subcontract window of the Contract Administration component.

If you are using a source document other than the DWR to determine the item quantity, list the source document name and/or file location in the Location field. Space permitting, the location on the job where the item was installed can also be entered here, or it can be recorded in the Remarks field.

Remarks can be entered for the item installation via the Remarks button on the toolbar. This opens a text field in which you can record comments about the installation or a simple calculation. These remarks are specific to this installation of this item on this DWR. If you record multiple installations of the same item, each item can have it's own remarks.

Each installation of an item can also have electronic documents attached to it. Each installation can have multiple attachments. Attachments could include Word documents, Excel spreadsheets, or other Windows compliant files. See *Section 7 – Attachments* for instructions on attaching documents.

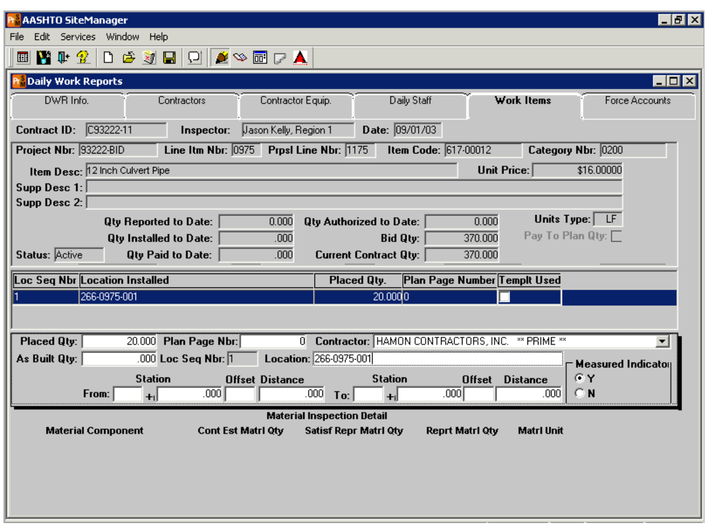


Figure 5-8: The Record Work Items Screen

Exercise 5-9

In the following exercise, you will record an item installed at one location.

1. Click the **Work Items** folder tab.
2. Scroll to and double-click Line Item **0320** or click the **Record Work Item** button.
3. Click the **Location Installed** field and click the **New** button. *An empty row is inserted on the Record Work Item List*.
4. In the **Placed Qty** field, type **528.1.**
5. Click the **Contractor** drop-down list, click the expand arrow and select **HAMON CONTRACTORS, INC**.
6. Click the **Location** field and type **Ramp V, R shoulder**.
7. Click on the **Remarks** button on the toolbar. The Remarks text box will open.
8. In the **Remarks** text box type **Ramp V / VC, right shoulder.**
9. Click the **Remarks** button again to close the Remarks text box.
10. Click the **Save** button.

Recording Multiple Installations of an Item on the Same DWR

Multiple installations of the same Work Item can be recorded on a project on the same day. After the first recorded installation is saved, click the New button. A new location row is added with a new Location Sequence Number. Follow the same steps to record Item information. Each installation of an item can have its own Remarks and Attachments.

Exercise 5-10

In the following exercise, you will record another location for the Work Item.

1. Click the **New** button.
2. In the **Placed Qty** field, type **288.9.**
3. Click the **Contractor** drop-down list, click the expand arrow and select **HAMON CONSTRUCTION, INC**.
4. Click the **Location** field and type **Ramp V, L shoulder**.
5. Click on the **Remarks** button on the toolbar.
6. In the Remarks text box type **Ramp V / VC, left shoulder, QF – 500+75.**
7. Click the **Remarks** button again.
8. Click the **Save** button.
9. Click the **Select Work Item** button.

Selecting and Recording a Different Work Item

You can record as many different Items as needed on the same DWR. After recording and saving an installation of an Item, return to the Select Work Item screen. A check in the Installed box shows that there are installed quantities of that Item. To record to another Item, scroll to and click the appropriate Item and navigate to the Record Work Item screen. Follow the same steps to record Item information.

Exercise 5-11

In the following exercise, you will record to a different Work Item.

1. Scroll to and double-click Line Item **0070** or highlight and click the **Record Work Item** button.
2. Click the **Location Installed** field and click the **New** button. *An empty row is inserted on the Record Work Item List*.
3. In the **Placed Qty** field, type **416.7.**
4. Click the **Contractor** drop-down list, click the expand arrow and select **HAMON CONSTRUCTION, INC**.
5. Click the **Location** field and type **York Street**.
6. Click the **Save** button.
7. Click the **Select Work Item** button.

Preview A DWR

At any time during the DWR process you can review the data entered thus far. The DWR Preview function allows you, or any authorized user on the contract, to see a report of the contents of the DWR. This preview can also be printed. The Project Engineer can also use this preview to review their Inspectors' DWRs for a project.

Exercise 5-12

In the following exercise, you will preview the Daily work Report.

1. Click the **Preview** button.
2. The preview report will display all of the information recorded on the DWR.
3. Click the **Close** button to return to the DWR window.
4. Click the **Close** button.
5. Click the **Main Panel** folder tab.

Exercise 5-13

In the following exercise, you will preview the DWR Date Range Report.

1. Minimize the **SiteManager** window.
2. Open the **SiteManager Accessories** application.
3. Double click the **Daily Work Reports** icon.
4. Double click the **DWR Date Range** icon.
5. In the **Contract ID** box, select **Contract C93222.**
6. In the **From Date** box, enter **09/01/2003.**
7. In the **To Date** box**,** enter **09/30/2003.**
8. Click **Ok.**
9. Click the **Close** button.

Review for Chapter 5

To access the Daily Work Report window:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.

To create a new Daily Work Report:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Click the **Services** menu and click the **Choose Keys** choice.
4. In the **Contract ID** list box, scroll to and double-click desired Contract.
5. Double-click the **Date** field. The calendar appears.
6. Advance to the correct month and click the correct date for the new Daily Work Report.
7. Click **Ok**.
8. Click the **Save** button.
9. Click the desired folder tab.
10. Modify the data appropriately.
11. Click the **Save** button.

To modify basic DWR Info folder tab:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. In the **High Temperature** field, click the spin button to advance to or type the correct temperature.
5. Press the **Tab** key.
6. To enter the low temperature for the day, in the **Low Temperature** field, click the spin button to advance to or type the correct temperature.
7. Press the **Tab** key.
8. In the **A.M.** drop-down list, click the appropriate weather choice for the day.
9. Press the **Tab** key.
10. In the **P.M.** drop-down list, click the appropriate weather choice for the day.
11. If work was suspended during the day, click the **Work Suspended** check box (ON).
12. In the **Suspended Time** field, click the spin button to advance to or type the correct time.
13. If work was resumed in the **Resumed Time** field, click the spin button to advance to or type the correct .
14. To enter a remark, in the **Remark Type** list box, scroll to and click the desired remark type. Then type the remark in the **Remarks** field.
15. Click the **Save** button.

To modify Contractor activity:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Enter or modify basic DWR Info.
5. Click the **Save** button.
6. Click the **Contractors** folder tab.
7. Click in the **Contractor** data window.
8. Click the **New** button.
9. In the **Contractor** drop-down list select the Contractor to list on the job site for the day.
10. Click the **Save** button.
11. Repeat steps 8 – 10 to add more Contractors for the day.

To add a supervisor to a Daily Work Report:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Enter or modify basic DWR Info.
5. Click the **Save** button.
6. Click the **Contractors** folder tab.
7. If there is more than one Contractor listed, click the **Contractor** who employs the supervisor.
8. Click the **Supervisor** data window then click the **New** button. An empty row is added to the list.
9. In the **Supervisor** drop-down list, click the expand arrow and click the desired supervisor.
10. Press the **Tab** key.
11. In the **Hours Worked** field, type the number of hours worked by this supervisor on this date.
12. Click the **Save** button.

To add a personnel type to a Daily Work Report:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Enter or modify basic DWR Info.
5. Click the **Save** button.
6. Click the **Contractors** folder tab.
7. If there is more than one Contractor listed, click the **Contractor** who employs the worker.
8. Click the **Personnel Type** data window and click the **New** button. An empty row is added to the list.
9. In the **Personnel Type** drop-down list, click the expand arrow and click the desired personnel type.
10. Press the **Tab** key.
11. In the **Nbr of Persons** field, type the number of workers of this Personnel Type who worked on this date.
12. Press the **Tab** key.
13. In the **Hours Worked** field, type the number of hours worked by this Personnel Type on this date.
14. Click the **Save** button.

To add equipment to a Daily Work Report:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Enter or modify basic DWR Info.
5. Click the **Save** button.
6. Click the **Contractors** folder tab.
7. If not already on the DWR, add the contractor who supplied the equipment.
8. Click the **Save** button.
9. Click the **Contractor Equipment** folder tab.
10. If there is more than one Contractor listed, click the **Contractor** who supplied the equipment.
11. Click the **Equipment ID** data window and click the **New** button. An empty row is added to the list.
12. In the **Equipment ID** drop-down list, click the expand arrow and click the desired equipment ID.
13. Press the **Tab** key.
14. In the **Nbr of Pieces** field, type the number of pieces of this equipment present on this date.
15. Press the **Tab** key.
16. In the **Nbr Used** field, type the number of pieces of this equipment used on this date.
17. Press the **Tab** key.
18. In the **Hours Used** field, type the number of hours this equipment was used on this date.
19. Click the **Save** button.

To modify Daily Staff activities:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Enter or modify basic DWR Info.
5. Click the **Save** button.
6. Click the **Daily Staff** folder tab.
7. Click the **Staff Member** field and click the **New** button. *An empty row is added to the list*.
8. In the **Staff Member** drop-down list, click the expand arrow and click the staff member's name.
9. Press the **Tab** key.
10. In the **Work Code** field, type the transportation agency defined work code if desired.
11. Press the **Tab** key.
12. In the **Reg Hours** field, type the number of hours worked by this staff member on this date.
13. Press the **Tab** key.
14. In the **OT Hours** field, type the number of overtime hours worked by this staff member on this date.
15. Press the **Tab** key.
16. In the **Vehicle ID** field, type the ID of the state vehicle used by this staff member on this date.
17. Press the **Tab** key.
18. In the **Starting Mileage** field, type the starting mileage of the state vehicle used by this staff member on this date.
19. Press the **Tab** key.

20. In the **Ending Mileage** field, type the ending mileage of the state vehicle used by this staff member on this date.
21. Click the **Save** button.

To select and record a Work Item:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Enter or modify basic DWR Info.
5. Click the **Save** button.
6. Click the **Contractors** folder tab.
7. If not already on the DWR, add the contractor who installed the work item(s).
8. Click the **Save** button.
9. Click the **Work Items** folder tab.
10. In the **Select Work Item** screen, scroll to and click the work item whose installation needs to be recorded.
11. Click the **Record Work Item** button.
12. Click the **Location Installed** field and click the **New** button. *An empty row is inserted on the Record Work Item List*.
13. In the **Placed Qty** field, type the quantity of the item installed at this location.
14. Press the **Tab** key.
15. In the **Contractor** drop-down list, click the expand arrow and click the name of the Contractor responsible for the installed item.
16. Press the **Tab** key.
17. In the **Location** field, type the location where the item was installed.
18. If the installed item was measured, click the **Measured Indicator** check box (ON).
19. In the **From Station** field, type the Station ID that identifies where the installation of this Work Item starts.
20. Press the **Tab** key.
21. In the **From Station Offset** field, type the offset from the Station ID that identifies where the installation of this Work Item starts.
22. Press the **Tab** key.
23. In the **From Station Distance** field, type the offset distance from the Station ID that identifies where the installation of this Work Item starts.
24. Press the **Tab** key.
25. In the **To Station** field, type the Station ID that identifies where the installation of this Work Item ends.
26. Press the **Tab** key.
27. In the **To Station Offset** field, type the offset from the Station ID that identifies where the installation of this Work Item ends.
28. Press the **Tab** key.
29. In the **To Station Distance** field, type the offset distance from the Station ID that identifies where the installation of this Work Item ends.
30. Click on the **Remarks** button. The Remarks text box will open.
31. Enter any text related to the installation of the Item for the day.
32. Click on the **Remarks** button again to close the Remarks box.
33. Click the **Save** button.
34. To record additional locations where the work item was installed on this workday, click the **New** button and repeat steps 12-33 for.
35. When complete, click the **Select Work Item** button to select additional items for recording or return to the current DWR.

To preview a Daily Work Report:

1. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
2. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
3. Click the **Preview DWR** button. A summary report of the selected Daily Work Report is displayed in a print preview window. The User can either review the information on-line or print it.
4. To close the print preview window, click the **Close** button.

To preview the DWR Date Range Report:

1. On the **SiteManager Accessories** Panel, double-click the **Daily Work Reports** icon.
2. Double-click the **DWR Date Range** icon.
3. In the **Contract Id** box, select your Contract.
4. In the **From Date** box, enter the beginning date of the week you'd like to view.
5. In the **To Date** box, enter the ending date of the last week you'd like to view.
6. Click **Ok.**
7. To close the **DWR Date Range Report,** click the **Close** button.

Summary Exercise for Section 5

In the following exercise you will create a DWR.

1. Navigate to the Daily Work Reports window.
2. Using the New button, create a Daily Work Report for Contract **C93222** for **090303.**
3. Add the prime Contractor **HAMON CONSTRUCTION, INC**.
4. For the Contractor **HAMON CONSTRUCTION, INC**., add the supervisor **Dana Wood** for **8** hours of work.
5. For the Contractor **HAMON CONSTRUCTION, INC**., add two **Equipment Operators** for a total of **6** hours of work.
6. For the Contractor **HAMON CONSTRUCTION, INC**., two **BLADE #115** were used for a total of **6** hours.
7. For Daily Staff, record **Janie Valdez** for **8** hours of work.
8. Record the following work items to the prime Contractor **HAMON CONSTRUCTION, INC**.:

Line Item Nbr	Quantity	Location
0390	216	Ramp V
1115	15	Project Location
1120	1	Debbie 7 AM – 4 PM

9. Close Daily Work Reports.

Section 6. Daily Work Reports II

By the end of this module, you will be able to:

- Copy an existing DWR
- Modify a copied DWR
- Add a Subcontractor to a DWR
- Select and record a Work Item to a Subcontractor

Copying a Daily Work Report

If you are tracking contractor activity, it may be easier to copy an existing DWR rather than creating a new one from scratch each day. For example, the same contractor may be on-site for several weeks performing the same functions. Instead of creating a new DWR each day and adding in all of the personnel types and pieces of equipment, you can copy them from a previous DWR. A copied DWR copies all of the contractor data that is tracked from the existing DWR folder tabs, including contractors on-site, supervisors, personnel types, equipment, and daily staff. This data can then be edited on the new DWR. A copied DWR does **not** copy:

- Basic DWR Info
- Installed Work Items
- Remarks
- Attachments

You can only copy one of your own DWRs – not a DWR created by other Users.

Exercise 6-1

In the following exercise, you will copy an existing DWR to create a new DWR.

1. Double-click the **Daily Work Reports** icon.
2. Click the **Open** button.
3. In the **Contract ID** list box, scroll to and double-click Contract **C93222**.
4. On the **Inspector** list box, scroll to and double-click User ID **USER**.
5. On the **Date** list box, scroll to and double-click DWR Date **09/02/03**.
6. Click the **Contractors** folder tab.
7. Click the **Contractors Equipment** folder tab.
8. Click the **Daily Staff** folder tab.

9. Click the **Work Items** folder tab.

10. Click the **DWR Info** folder tab.

11. In the **Date** field, type **090403**.

12. Press the **Tab** key.

13. A message box asks if Contractor information should be copied.

14. Click the **Yes** button to copy the Contractor information from the last DWR for this Contract.

15. Click the **Save** button.

16. Click the **Contractors** folder tab.

17. Click the **Contractors Equipment** folder tab.

18. Click the **Daily Staff** folder tab.

19. Click the **Work Items** folder tab.

20. Click the **Contractor** folder tab.

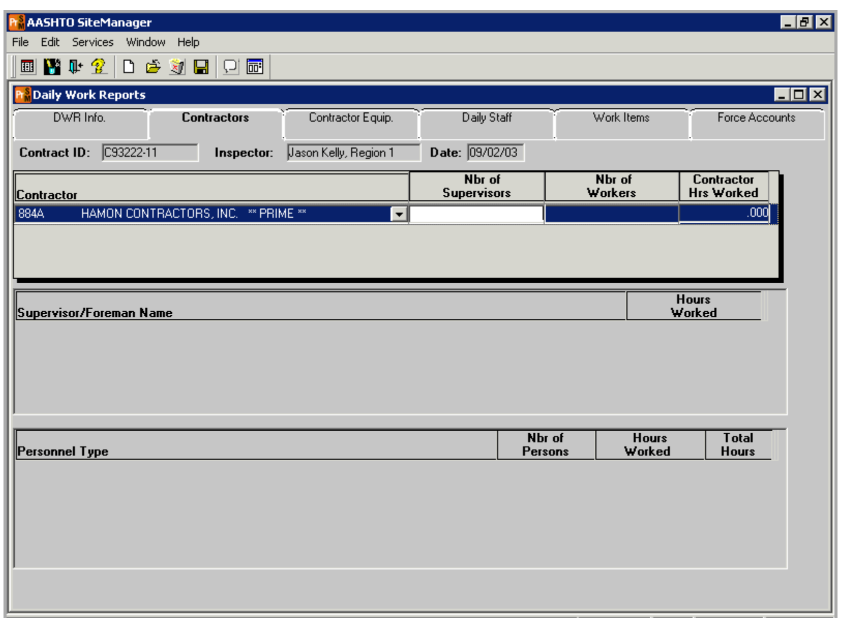


Figure 6-1. The Contractor Folder Tab

Adding a Subcontractor to a DWR

To record work performed by a subcontractor, you must first list that subcontractor on-site for the day on the Contractors folder tab. The Contractor drop-down list contains the Prime Contractor and any qualified Subcontractors   Subcontractors are associated with the contract and approved for specific work items in the Subcontract window of the Contract Administration component. The Effective date in the Subcontract record can be used to reflect the first date that a subcontractor performs work on the project. By populating the effective date, the subcontractor will appear in the drop down list for recording work items on the DWR. The effective date can also be populated with the same date as the approval date. The expiration date, if populated in the Subcontract record, will remove the subcontractor from the drop down list for DWR items.

Exercise 6-2

In the following exercise, you will add a subcontractor.

1. Click the **Contractor** area and then click the **New** button.
2. In the **Contractor** drop-down list, click the expand arrow and select **PAK Construction, Inc.**.
3. Click the **Save** button.
4. Click the **Work Items** folder tab.

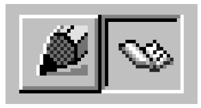


Figure 6-2. The Record Work Item and Select Work Item Buttons

Selecting and Recording Work Items to a Subcontractor

Just as with a Prime Contractor, the Subcontractor must be reported on-site in the Contractors folder tab before an item can be recorded to them. Items are recorded to a subcontractor the same way they are recorded to the Prime contractor.

Exercise 6-3

In the following exercise, you will record one item installed at one location.

1. Scroll to and select **Line Item Nbr 0670**.
2. Click the **Record Work Item** button.
3. Click the **Location Installed** field and click the **New** button.
4. In the **Placed Qty** field, type **380**.
5. Click the **Contractor** drop-down list, click the expand arrow and select **PAK Construction, Inc.**
6. Click the **Location** field and type **York Street Median (North Bound).**
7. Click the **Save** button.
8. Click the **Select Work Item** button.
9. Click the **Close** button.

Review for Section 6

To create a new Daily Work Report using the copy function:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Click the **Open** button.
4. In the **Contract ID** list box, scroll to and double-click desired Contract.
5. On the **Inspector** list box, scroll to and double-click your User ID.
6. On the **Date** list box, scroll to and double-click the desired DWR to copy.
7. Double-click the **Date** field. The calendar appears.
8. Advance to the correct month and click the correct date for the new Daily Work Report.
9. Click **Ok**.
10. Click the **Yes** button for the message box asking if Contractor information should be copied.
11. Click the **Save** button.
12. Click the desired folder tab.
13. Modify the data appropriately.
14. Click the **Save** button.

To select and record a Work Item to a subcontractor:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Daily Work Reports** icon.
3. Open an existing unauthorized, unlocked DWR created by you or create a new DWR.
4. Enter or modify basic DWR Info.
5. Click the **Save** button.
6. Click the **Contractors** folder tab.
7. Add the subcontractor who installed the work item(s).
8. Click the **Save** button.
9. Click the **Work Items** folder tab.
10. In the **Work Item** list box, scroll to and click the work item whose installation needs to be recorded.
11. Click the **Record Work Item** button.
12. Click the **Location Installed** field and click the **New** button. *An empty row is inserted on the Record Work Item List*.
13. In the **Placed Qty** field, type the quantity of the item installed at this location.
14. In the **Plan Page Nbr** field, type the page number of a reference to the installed item.
15. In the **Contractor** drop-down list, click the expand arrow and click the name of the Contractor responsible for the installed item.
16. Press the **Tab** key.
17. In the **Location** field, type the location where the item was installed.
18. If the installed item was measured, click the **Measured Indicator** check box (ON).
19. In the **From Station** field, type the Station ID that identifies where the installation of this Work Item starts.
20. Press the **Tab** key.
21. In the **From Station Offset** field, type the offset from the Station ID that identifies where the installation of this Work Item starts.

22. Press the **Tab** key.
23. In the **From Station Distance** field, type the offset distance from the Station ID that identifies where the installation of this Work Item starts.
24. Press the **Tab** key.
25. In the **To Station** field, type the Station ID that identifies where the installation of this Work Item ends.
26. Press the **Tab** key.
27. In the **To Station Offset** field, type the offset from the Station ID that identifies where the installation of this Work Item ends.
28. Press the **Tab** key.
29. In the **To Station Distance** field, type the offset distance from the Station ID that identifies where the installation of this Work Item ends.
30. Click the **Save** button.
31. Repeat steps 12-29 to record additional locations where the work item was installed on this work day.
32. When complete, click the **Select Work Item** button to select additional items for recording or return to the current DWR.

Summary Exercise for Section 6

In the following exercise, you will copy and modify a DWR.

1. Open the Daily Work Report for Contract **C93222** on **09/02/03**.

2. Copy the DWR and create a new DWR for **090503**. Be sure to copy the Contractor information for use in the following steps.

3. Add the subcontractor **PAK Construction, Inc.**

4. Record the following work items to the subcontractor **PAK Construction, Inc.**

Line Item Nbr	Quantity	Location
0325	1483	Ramp W
0330	2008	SH 270

5. Close the DWR window and navigate to the Main Panel.

Section 7. Attachments

By the end of this module, you will be able to:

- Create Attachments on a DWR
- Attach Existing Electronic Files
- Delete Attachments
- Preview the DWR Attachment Report

Attachments

The attachments feature allows you to attach an electronic OLE document or file (Object Linking and Embedding) to a contract or record in SiteManager. OLE documents include files such as Word documents, Excel spreadsheets, bitmap or JPEG graphics, or other electronic files that are Windows compliant. Documents or files can be attached to Item records in a Daily Work Report, Change Orders, Estimate History, or Correspondence Logs. The attached file becomes part of that record in SiteManager and is available to all users who meet the following criteria:

1. Have access to that contract
2. Have the group authority that was defined for the attachment

You can only run attachments in applications that are installed on the Terminal Services server. The Word and Excel viewers, WordPad, the PDF viewer, and basic graphics applications (for JPEG viewing) are installed on the Terminal Services server, so those types of files can be run and viewed. These files must be created on the user's computer and can then be attached to records in SiteManager.

You can attach more than one OLE document to a Daily Work Report, Change Order, or Correspondence Log. Do not attach large files, such as CAD drawings, as they will fill up the database disc space.

CDOT is not using the Plug-In or URL attachments features. You can only attach OLE documents.

Attaching Files

Each attached OLE document is associated to a specific contract and record of a specified type, such as a recorded Item in a DWR, a specific Correspondence Log in a contract, or a specific Change Order in a contract. Attachments will most commonly be used with Daily Work Reports.

You can attach existing electronic documents from your computer. Attachments are activated by clicking the record on the attachments list from within the DWR.

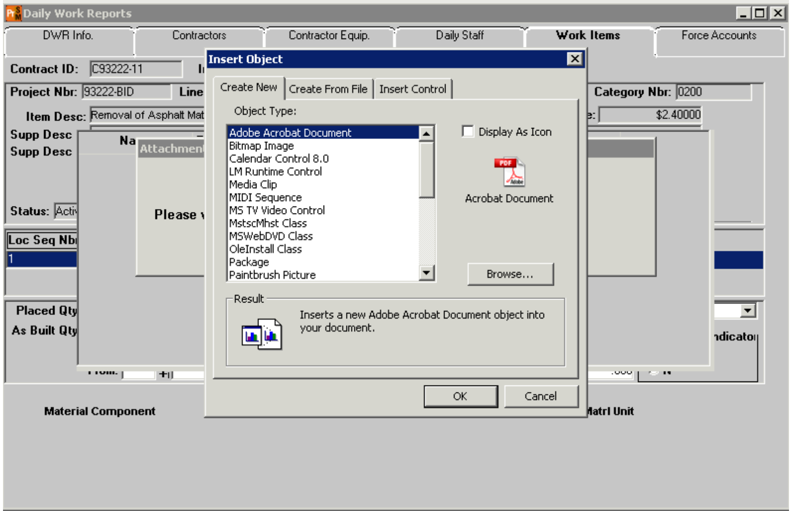


Figure 7-1: Attaching a File to a DWR

Exercise 7-1

In the following exercise, you will attach an electronic file to a DWR.

1. From the Main panel, double-click the **Daily Work Reports** icon.
2. Double-click the **Daily Work Reports** icon.
3. Click the **Open** button.
4. Double-click Contract **C93222**.
5. Double-click **USER**.
6. Click the DWR dated **09/02/03** and click **OK**.
7. Click on the **Work Items** folder tab.
8. Select Line Item Number **0070** and double-click. The Record Work Item screen for the item displays.
9. Click the **Attachment** button.
10. Click the **New OLE** button and the Insert Object dialog box opens.
11. Click the **Create From File** folder tab.
12. Click the **Browse** button.

13. Click the Down arrow beside the **Look in:** box.

14. Click on C on **YourComputername**.

15. Click on the **Users** folder.

16. Click on your **username**.

17. Click on the **Desktop** folder.

18. Highlight the file named **line0070**.

19. Click **Open**.

20. Click **OK**. The **OLE Attachment definition** window appears.

21. In the **Name** field enter **Calc 0070**. This will only name the attachment in the Daily Work Report, it is not a file name for this document on your computer. The SiteManager system will automatically assign a unique file name to the attached document in the SiteManager server.

22. In the Description field enter **Dimensions of the installation of item 0070.**

23. In the **Attachment Security** box, click the **Add All** button to ensure that all users have access to the attachment. If you do not choose Add All, other users cannot access the attached file.

24. Click the **Add** button at the bottom of the window.

25. On the Attachments window, double click **Calc 0070** to view the OLE document. Or highlight the file and click the **Run Attachment** button. The Microsoft Excel Worksheet opens.

26. Click the **Office Button**, **Close, Close** again.

27. Click the **Attachments** button to close the Attachments window.

28. Click the **Save** button.

29. Click the **Close** button.

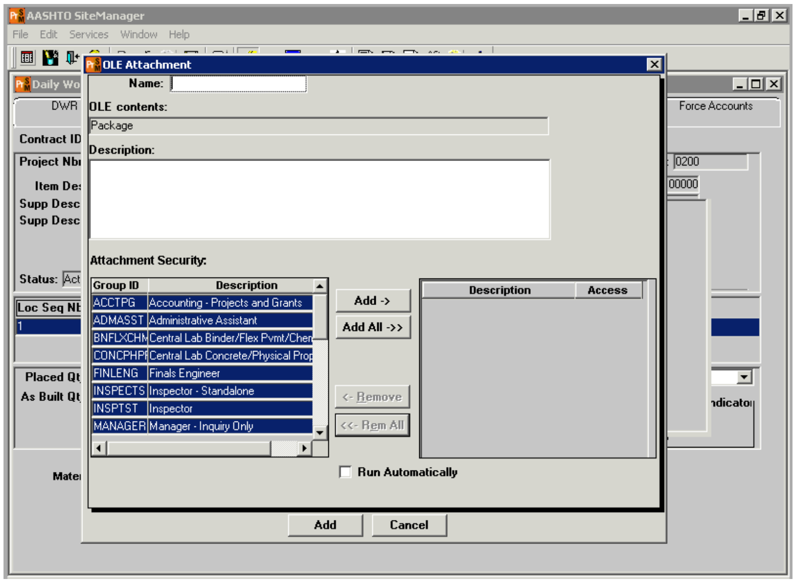


Figure 7-2: Defining the Attachment

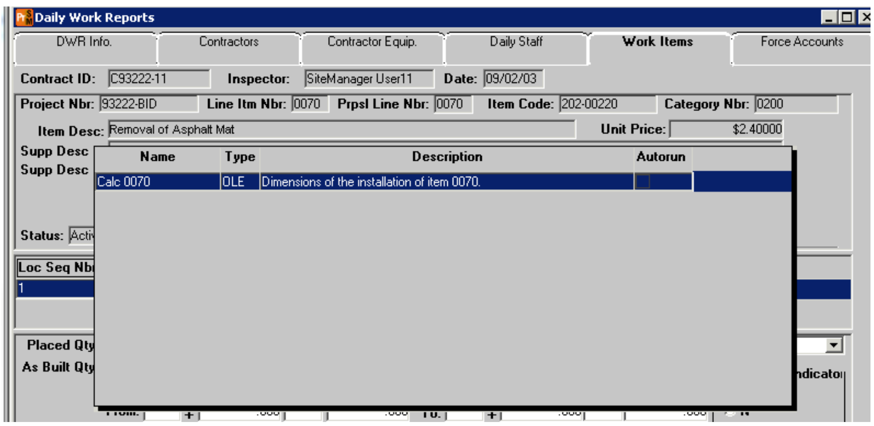


Figure 7-3: Running an Attachment

To Display OLE Attachments

1. Navigate to the SiteManager function and record associated with the attachment you wish to open, such as the Record Work Item screen in a Daily Work Report.

2. Click the **Attachments** button to access the Attachment window. The list of existing OLE attachments appears.

3. Double-click the desired attachment to activate, or highlight the desired attachment and click the **Run Attachment** button. The OLE attachment will open in its application.

4. When you have completed work with the OLE document, close the application as normal.

Deleting Attachments

Files that have been attached to a record that is still in draft mode can be deleted. For example, an attachment can be deleted from a DWR that has not been authorized, or from a Change Order that has not been approved.

1. Navigate to the SiteManager function and record associated with the attachment you wish to delete, such as the Record Work Item screen in a Daily Work Report.

2. Click the **Attachments** button to access the Attachment window. The list of existing OLE attachments appears.

3. Highlight the desired attachment and click the **Delete** button on the toolbar. The record will be removed from the Attachment window.

To Preview the DWR Attachment Report

There is a report in SiteManager Accessories that lists all of the attachments that exist for each DWR item, sorted by Contract Id.

1. Double-click on the SiteManager Accessories taskbar button to maximize SiteManager Accessories.

2. Double-click on the DWR icon.

3. Double-click on the List of DWR Attachments icon.

4. In the Contract Id box, select 93222.

5. Click the Close button.

6. Minimize the SiteManager Accessories window.

Review for Section 7

To attach an existing OLE file:

1. Navigate to the desired window in SiteManager to attach the file.
2. Click the **Attachments** button, or click the **Services** Menu and click **Attachments.** The Attachments window opens and displays all existing attachments for the record.
3. Click the **OLE** button to access the Insert Object dialog box.
4. To attach an existing electronic file to the record, click the **Create From File** folder tab.
5. Enter the path and name of the file, or click the **Browse** button to search for and select the file.
6. Click **OK**. The OLE Attachment definition window appears.
7. Click the **Name** field and enter a name for the OLE attachment.
8. Click the **Description** field and enter a description for the attached file.
9. In the **Attachment Security** box, choose the Group(s) to which this Attachment will be visible and click the **Add** button to add each group to the Access box. Or click the **Add All** button to allow all users access to the attachment.
10. If it is desirable to have the OLE attachment open automatically upon entering the Attachments window, click the **Run Automatically** check box ON.
11. After all fields defining the OLE are entered, click the **Add** button.
12. On the Attachments window, double click the OLE file just created or highlight and click the **Run Attachments** button to open the application and populate the OLE document.
13. When finished, click **File** then **Update**, and close the window normally.

To display OLE attachments:

1. Navigate to the SiteManager function and record associated with the attachment you wish to use.
2. Click the **Attachment** icon to access the Attachment window.
3. The list of existing OLE attachments appears.
4. Double-click the desired attachment to activate, or highlight the desired attachment and click the **Run Attachments** icon. Activating an OLE attachments opens the specified document in its application.
5. Once the User has completed work with the OLE document, the application may be closed as normal.

To delete OLE attachments:

1. Navigate to the SiteManager function and record associated with the attachment you wish to use.
2. Click the **Attachment** icon to access the Attachment window.
3. The list of existing OLE attachments appears.
4. Highlight the desired attachment and click the **Delete** button on the toolbar. The record will be removed from the Attachment window.

To review the DWR Attachment Report:

1. Navigate to **SiteManager Accessories.**
2. Double-click on the **DWR** icon.
3. Double-click on the **List of DWR Attachments** icon.
4. In the Contract Id box, select your **Contract ID.**
5. Click **Ok.**
6. Review the **DWR Attachment Report.**
7. Click the **Close** button.

Section 8. Project Engineer's Diary

By the end of this module, you will be able to:

- Create a new Diary
- Preview Daily Work Reports
- Authorize Daily Work Reports
- Create a Charge Day and a No Charge Day Diary
- Access the Weekly Time Count Report

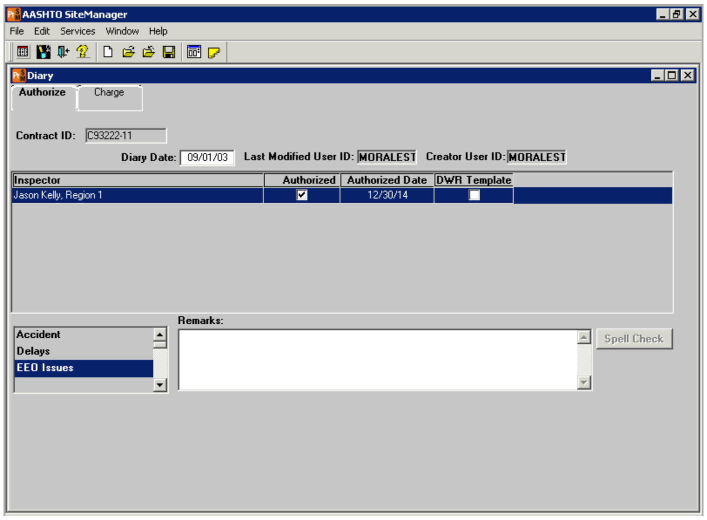


Figure 8-1: The Diary Authorize Folder Tab

Diary

The SiteManager Diary was designed for the Project Engineer to track certain information and authorize the work performed on the project. At CDOT, the Diary is used to perform the following functions:

- Track Daily weather information
- Time Counts
- Remarks
- Preview Daily Work Reports
- Authorize Daily Work Reports

The Project Engineer creates SiteManager Diaries daily. Each Diary is a daily collection of the Daily Work Reports submitted by all Inspectors working on the Contract. This is where the Project Engineer authorizes Daily Work Reports so that they can be included on Estimates.

Project Engineers can also record Remarks for the day or the week on the Diary, including temperature and weather data. All of the Time Count Daily remarks and the first three Time Count Weekly remarks for the week will be included in the Weekly Time Count Report available in CDOT's SiteManager Accessories program.

Diaries track the Time Count for a project. Time Counts begin on the Notice to Proceed Date. For Available Work Days and Calendar Days contracts the Project Engineer must create a Diary for each day from the Notice to Proceed Date, even if no work is performed. The project Time Count is tracked in the Weekly Time Count Report available in CDOT's SiteManager Accessories program.

The Project Engineer must submit one Diary per day per Contract on Available Work Days and Calendar Days contracts. On Fixed Completion Date contracts, Diaries only need to be created for days on which there are installed quantities of Items on Daily Work Reports. Diaries can also be created for days when there are no Daily Work Reports.

Only 1 Diary can be created per Contract per day.

The Diary panel has two folder tabs:

- Diary Authorize
- Diary Charge

Creating a New Diary

The Diary Authorize folder tab lets the Project Engineer create or edit a Diary. You can create a Diary for a day with or without Daily Work Reports. To create a Diary, select a Contract and enter the Diary date on the Diary Authorize panel. By entering the date, you are also selecting the Daily Work Reports for this day. A Diary can only be created for the current day or a previous date. When you create a Diary it is automatically a full charge day.

The Diary Authorize folder tab lists the Daily Work Reports for the selected date. The reports are listed alphabetically by the name of the Inspector or Project Engineer who created the report.

Exercise 8-1

In the following exercise, you will create a new Diary for Contract **C93222** for September 2, 2003.

1. Double-click the **Daily Work Reports** icon.
2. Double-click the **Diary** icon. Make sure that the Diary has a date of **9/02/03**.
3. Click the **Save** button.
4. The Diary Authorize folder tab lists the Daily Work Reports submitted for the current date.
5. In the **Remarks** type list, scroll to and select **Time Count Daily**.
6. Type **Low 43, High 66, Sunny and breezy**.
7. Select the **Time Count Weekly** remark type and enter **Minor accident involving truck backing into barricade**.
8. Click the **Save** button.

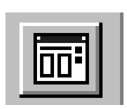


Figure 8-2: The Preview DWR Button

Previewing Diary and Daily Work Reports

The Preview option on the Diary panel allows the Project Engineer to review and print a summary of the Diary and Daily Work Reports without leaving the Diary panel. You can choose to preview individual DWRs, the Diary only, or all DWRs and Diary for the day.

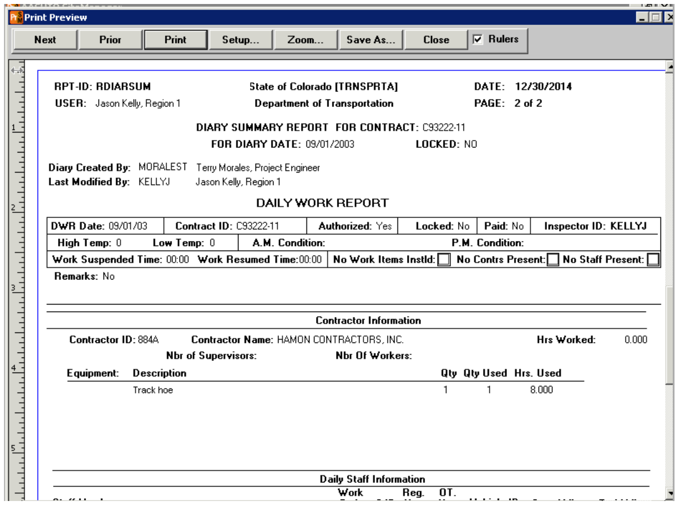


Figure 8-3: The Daily Work Report Preview

Exercise 8-2

In the following exercise you will preview the DWRs for September 2, 2003.

1. From the **Services** menu select **Preview Diary and All DWRs**. Review the Diary and DWR.
2. When the review is complete, click the **Close** button.

Authorizing Daily Work Reports

The Diary Authorize folder tab lets the Project Engineer authorize or unauthorize Daily Work Reports. A Daily Work Report with a check in the Authorized check box is considered authorized. When a Daily Work Report is marked as authorized, the system enters the current date in the Authorized Date field. You can unauthorize a DWR by removing the check from the Authorized check box.

By authorizing a Daily Work Report, you are flagging that DWR for use in the Estimate Generation process. Authorization approves the installed items reported in the DWR to be included in the next Estimate for contractor payment.

If there is an error, do not authorize, or unauthorize, the Daily Work Report . The Inspector or Project Engineer who created the DWR can modify it.

Once an authorized Daily Work Report has been included in an approved Estimate to pay a Contractor for the installed work reported by it, it cannot be unauthorized or modified.

Exercise 8-3

In the following exercise, you will authorize the Daily Work Report.

1. Click the **Authorized** check box (ON). The system date is inserted into the Authorized Date field.
2. Click the **Save** button.

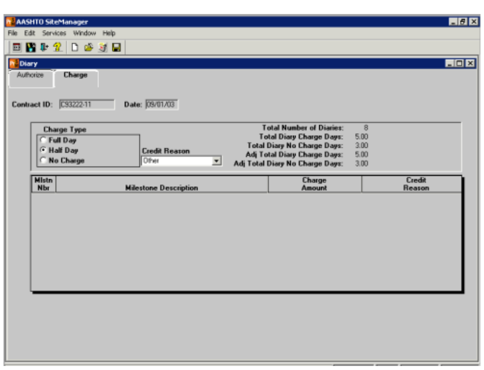


Figure 8-4: The Diary Charge Folder Tab

Creating Charge Days and No Charge Days

The Diary Charge folder tab allows the Project Engineer to record charge time for the day and enter remarks. When you create a Diary it is automatically a Full Day.

A No Charge (credit) day is typically a day on which no work was performed on the Contract. For example, if the contract has a delayed start or work is suspended you would not charge time. For No Charge days, no time is applied towards the Contract end date. To record Half Days and No Charge days you must enter a credit reason to explain why work was not done.

The Time Counts from the Diaries are tracked in the Weekly Time Count report in the CDOT SiteManager Accessories program.

Exercise 8-4

In the following exercise, you will create a no charge day.

1. Click the **New** button.
2. In the **Date** field, type **090303**.
3. Press the **Tab** key.
4. Click the **Save** button.
5. Click the **Charge** folder tab.
6. In the **Charge Type** field, click the **No Charge** radio button.
7. In the **Credit Reason** drop-down list, click the expand arrow to the right of the current selection and click **Weather**.
8. Click the **Save** button.
9. Click the **Close** button.

Accessing the Weekly Time Count Report

The Weekly Time Count report in the CDOT SiteManager Accessories application allows you to view time count information for the project. It can be navigated to from the CDOT SiteManager Accessories application. The report shows the Time Count for the Contract as well as Time Count Daily and Time Count Weekly remarks. All Time Count Daily remarks for the week and the Time Count Weekly remarks from the first 3 days of the week will be included on the report.

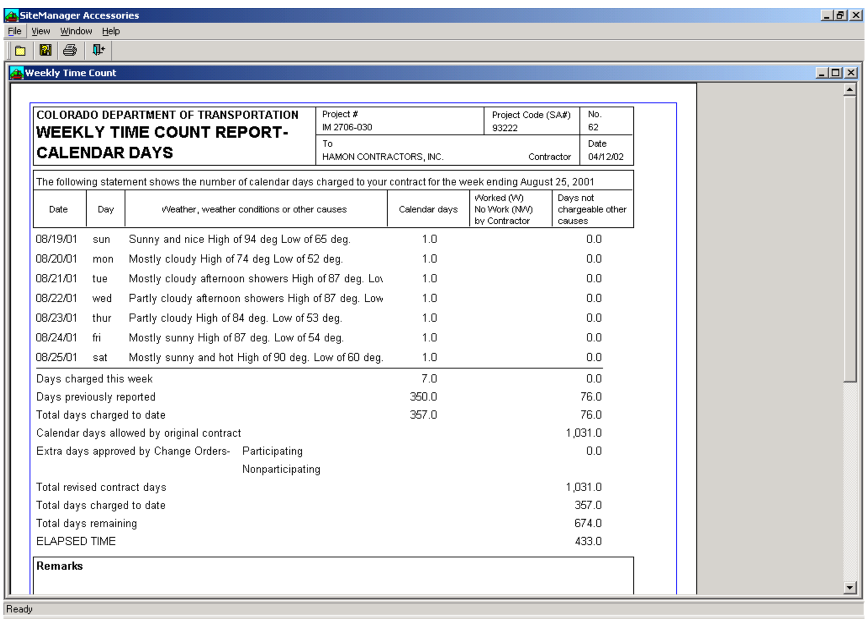


Figure 8-5: The Weekly Time Count Report

Exercise 8-5

In the following exercise, you will view the Weekly Time Count report.

1. Open the **CDOT SiteManager Accessories** application.
2. Double-click the **Daily Work Reports** icon.
3. Double-click the **Weekly Time Count** icon.
4. In the **Contract ID** list box, select Contract **C93222**.
5. Scroll to and select the week ending **09/06/03**.
6. Click **OK**.
7. Review the report. When through, click the **Close** button.

Review for Section 8

To create a new Diary:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Diary** icon. *The Diary Authorize folder tab opens*.
3. Click the **Services** menu and click the **Choose Keys** choice.
4. In the **Contract** list box, scroll to and click the desired Contract.
5. Click **Ok**. *The Diary Authorize folder tab lists the Daily Work Reports submitted for the current date*.
6. To change the date, double-click the **Diary Date** field. *This opens a calendar on which a date prior to the current date can be selected*. To select a prior month, click the left arrow. To enter the selected date, click **Ok**.
7. To enter a remark, in the **Remark Type** list box, scroll to and click the remark type. Then, type the remark in the **Remarks** field.
8. Click the **Save** button.
9. Click **Ok**.

To create Half Day or No Charge Day:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Diary** icon. *The Diary Authorize folder tab opens*.
3. Create a new Diary or open an existing diary.
4. Click the **Charge** folder tab.
5. In the **Charge Type** field click the radio button for the charge type to apply to the day for the Contract.
6. If the charge type is Half Day or No Charge, in the **Credit Reason** drop-down list click the reason for the charge type.
7. Click the **Save** button.

To preview a Daily Work Report:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Diary** icon. *The Diary Authorize folder tab opens*.
3. Click the **Open** button.
4. In the **Contract** list box, scroll to and double-click the desired Contract.
5. In the **Diary** list box, scroll to and click the DWR Date of the Diary. (The DWR Date represents both the Daily Work Report Date and the Diary Date.)
6. Click **Ok**. The Diary Authorize folder tab displays the Daily Work Reports submitted for this date.
7. In the **Inspector** list box, scroll to and click the Inspector who submitted the Daily Work Report to be previewed.
8. Click the **Preview DWR** button. A summary report of the selected Daily Work Report is displayed in a print preview window. The User can either review the information on-line or print it.

9. To close the print preview window, click the **Close** button.

To authorize a Daily Work Report:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. On the **Daily Work Reports** panel, double-click the **Diary** icon. *The Diary Authorize folder tab opens*.
3. Create a new diary or open an existing diary.
4. In the **Inspector** list box, scroll to the Daily Work Report to be authorized.
5. Click the **Authorized** check box (ON).
6. Click the **Save** button.

To access the Weekly Time Counts Reports:

1. Log onto CDOT SiteManager Accessories using the same User ID and Password as for SiteManager.
2. Double-click the **Daily Work Report** icon.
3. Double-click the **Weekly Time Count** icon.
4. In the **Contract** list box, scroll to and click the desired Contract.
5. In the **Week End Dates** list box, scroll to and click the desired week.
6. Click **Ok**.
7. When though, click the **Close** button.

Summary Exercise for Section 8

In the following exercise, you will perform the Diary and review activities of a Project Engineer.

1. In SiteManager, preview and authorize the Daily Work Reports for the Diary dated **09/03/03**.
2. Create a full charge day Diary for Contract **C93222** for **090403**. Preview and authorize the Daily Work Reports for this date.
3. Create a no charge day Diary for Contract **C93222** for **090503**. Preview and authorize the Daily Work Reports for this date.
4. Close the Diary window.
5. Navigate to the Main Panel of SiteManager

Section 9. Generating Progress Estimates

By the end of this module, you will be able to:

- Access the Installed Work Report
- Access CDOT Form 305, Item Summary
- Save a Report as a PDF
- Access CDOT Projected Quantity Report
- Generate a Progress Estimate

Installed Work Report

Prior to generating an Estimate, the Project Engineer should run and save the Installed Work Report as an extension of the monitoring of authorized Daily Work Reports. The Installed Work report displays all of the Items installed on DWRs that have not been included on an Estimate. The report has a check box column that indicates which DWRs are authorized and which are not.

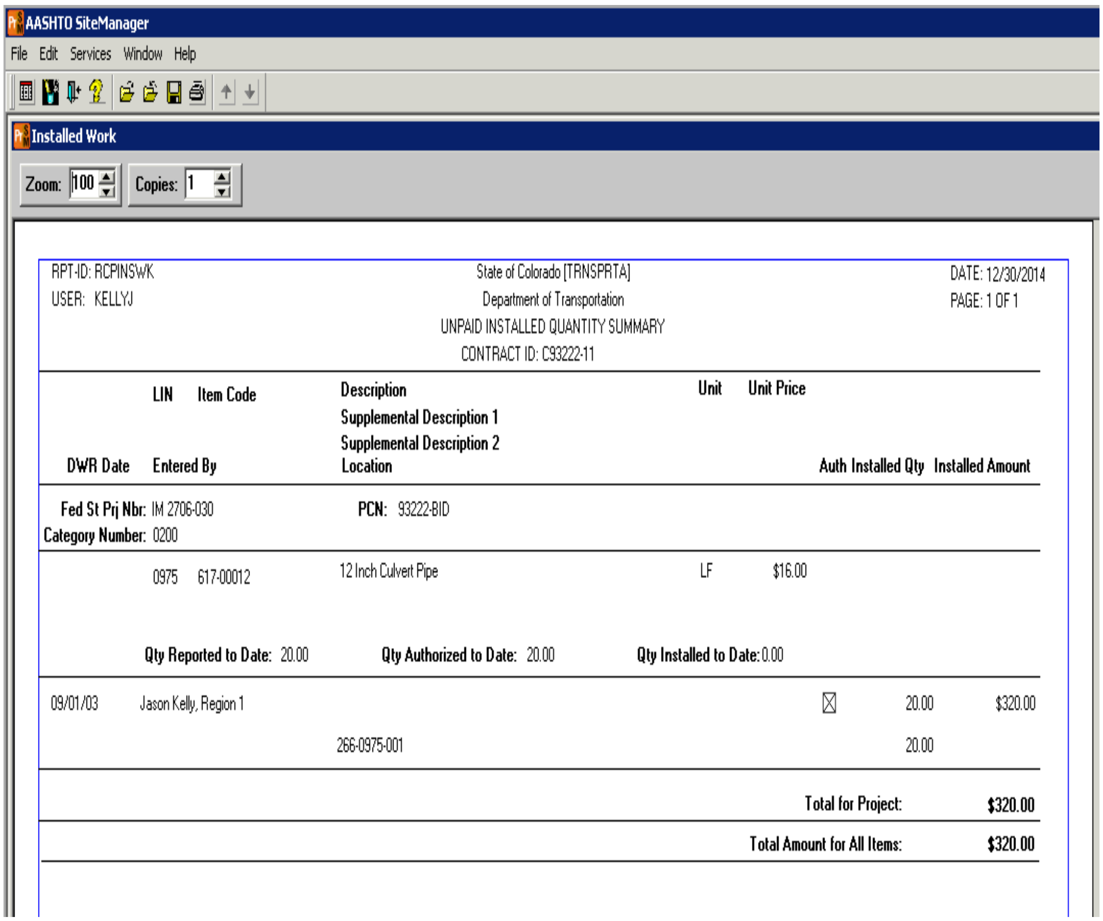


Figure 9-1: The Installed Work Report

Exercise 9-1

In the following exercise, you will open an Installed Work report.

1. Double-click the **Contractor Payments** icon.
2. Double-click the **Reports** icon.
3. Double-click the **Installed Work** icon.
4. In the list box, scroll to and click contract **C93222**.
5. Click **OK**.

Accessing CDOT Form 305

CDOT Form 305 Item Summary in the CDOT SiteManager Accessories application allows you to view detailed activity for each Item on the Contract. It can be navigated to from the CDOT SiteManager Accessories application. The report shows the installed quantities for each Item recorded on a DWR that is authorized in the Diary.

If you run Form 305 prior to generating an Estimate, click the Updated Items Only box and the report will list all of the items posted on DWRs that have been authorized on Diaries.

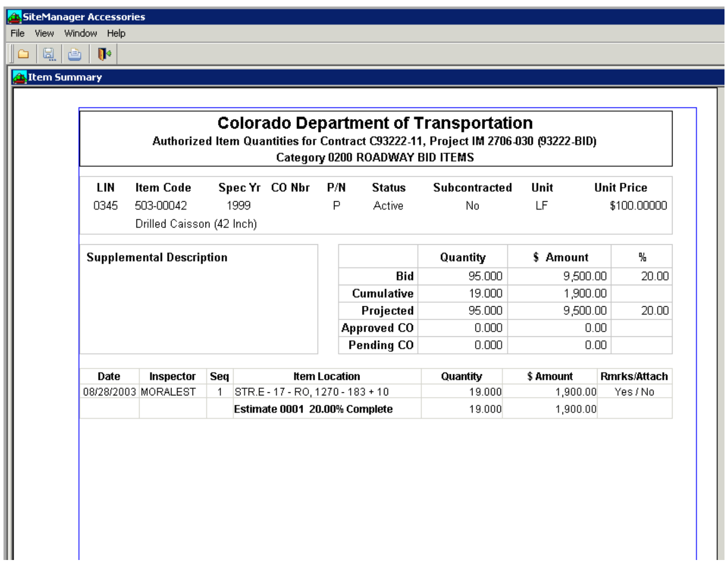


Figure 9-2: CDOT Form 305

Exercise 9-2

In the following exercise, you will view the CDOT Form 305 Item Summary report and save it as a .PDF file.

1. Open the CDOT SiteManager Accessories application and click the **Main Panel** folder tab.
2. Double-click the **Daily Work Reports** icon.
3. Double-click the **Item Summary** icon.
4. In the **Contract ID** list box, select Contract **C93222**.
5. Click in the **Updated Items Only** check box and click **Ok**.
6. Click the **Print** button.
7. From the **Print** selection box click **CutePDF Writer**.
8. Change the drive and directory as desired.
9. **Save** in **Your Desktop** (not on the server).
10. Type **Item Summary** in File Name.
11. Click the **Save** button.
12. Click the **Close** button.

Accessing the Projected Quantity Report

The Projected Quantity report in the CDOT SiteManager Accessories application allows you to view and edit projected quantities for each Item on the Contract. It can be navigated to from the CDOT SiteManager Accessories application. The report shows the item information for each Item on the Contract, the Bid Quantity and dollars, Quantity Installed To Date and dollars, and the Projected Quantity and dollars.

If you must submit the latest financial statement (CDOT Form 65) with your Estimate, you will adjust the Projected Quantities for the appropriate items before you generate the Estimate in SiteManager. Form 65 pulls data from the Projected Quantities report. Prior to contract finalization, all items' Projected Quantities must be equal to the Quantity Installed To Date.

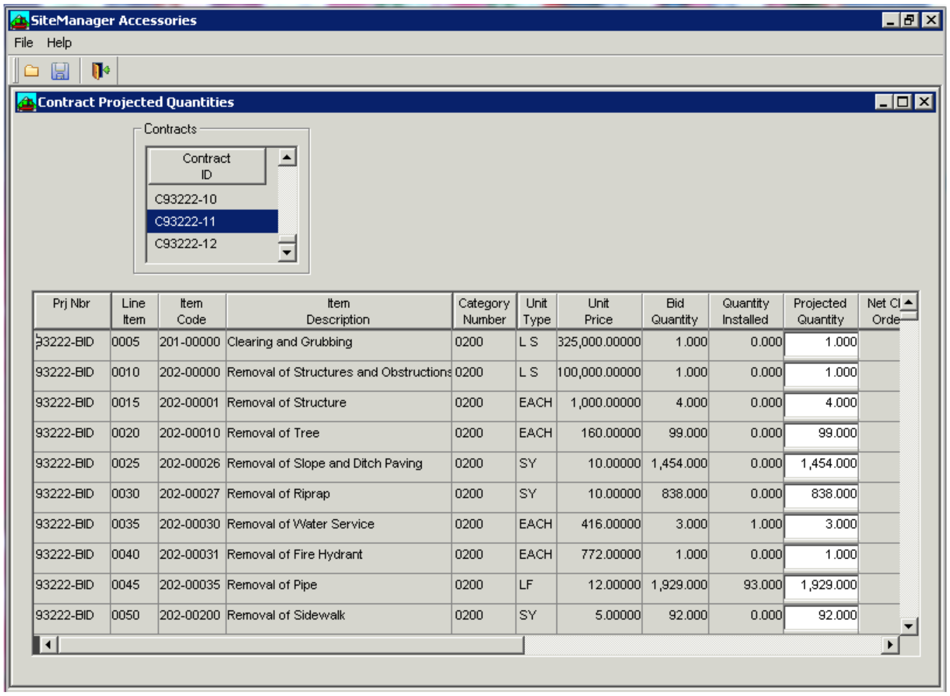


Figure 9-3: The Projected Quantities Report

Exercise 9-3

In the following exercise, you will view the CDOT Projected Quantity report.

1. Open the CDOT SiteManager Accessories application and click the **Main Panel** folder tab.
2. Double-click the **Contract Administration** icon.
3. Double-click the **Projected Quantities** icon.
4. In the **Contract ID** list box, select Contract **C93222**.
5. When you are through, click the **Close** button.

Estimates Overview

The Estimate generation process allows the Project Engineer or Finals Administrator to generate an Estimate to determine the payment due to the contractor. Project Engineers will generate progress Estimates throughout the life of a project. At the end of a project, the Finals Administrator generates a final Estimate once the contract is ready for finalization. Further settlements or payments can be made after finalization of the contract via a Supplemental Estimate generated by the Finals Administrator.

The Estimate process manages the Estimate functionality from generating an Estimate through creation of the extract file for CDOT's financial system. The functionality is divided into the following areas:

- Generate the Estimate
- Review Estimate information
- Approve or reject Estimate
- Track Estimate status
- Log Payment Of Estimate

The Estimate generation process allows the Project Engineer to generate an Estimate for the Contract. Select to generate a Progress Estimate from the Contractor Payments component of SiteManager. The system then initiates a background process that performs the following activities:

Delete pending Estimate. This activity deletes any previous pending Estimate that has been generated, but not approved. It will delete only that pending estimate.

Determine quantities for payment. This activity determines the quantity to be paid to the contractor based on installed quantities of line items posted on authorized Daily Work Reports that are included in the Estimate date range.

Calculate stockpiled materials. This activity checks those installed items to determine if any have stockpiled materials associated with them. If an item does have stockpiled materials, SiteManager will determine the amount already paid for the installed quantity, then add a new line item adjustment to deduct that amount from the current Estimate.

Calculate retainage. This activity automatically calculates the amount of retainage for the Estimate based upon the method identified for CDOT. The calculated retainage amount is dispensed among the various retainage accounts. If securities exist, that amount will be calculated on the estimate in place of retainage.

Determine Funding Amounts. This activity will calculate the funding amount for the different funding sources based upon the funding given for the Contract, project, category or item.

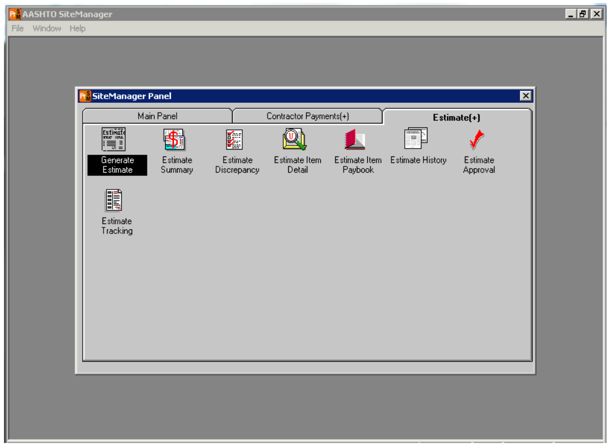


Figure 9-4: The Estimate Panel

Estimate Generation

There are three types of Estimates:

- Progress (first and all intermediate)
- Final
- Supplemental - Review

The last progress estimate generated by the CDOT Project Engineer before the Final Estimate will be equivalent to what was formerly called the Semi-Final Estimate.

The Generate Estimate panel can be accessed within the Contractor Payments component of SiteManager. Project Engineers generate only Progress Estimates. Finals Administrators generate Final and Supplemental Estimates. Estimates are generated on the Server.

Do Not select the Delay Generation check box.

When you generate an estimate, SiteManager will verify that a prior Estimate does not exist for the period of time. Only one Estimate is valid for a period of time. If a pending estimate does exist, you will be prompted whether to delete the prior Estimate. If you choose yes, SiteManager will delete the prior Estimate and generate the new Estimate. The information contained in the deleted estimate will be included in the new estimate. If you choose not to delete the pending estimate, the pending estimate will remain intact and the new generation will be stopped. Once submitted, messages will confirm submittal of the estimate and whether or not the Estimate generated successfully.

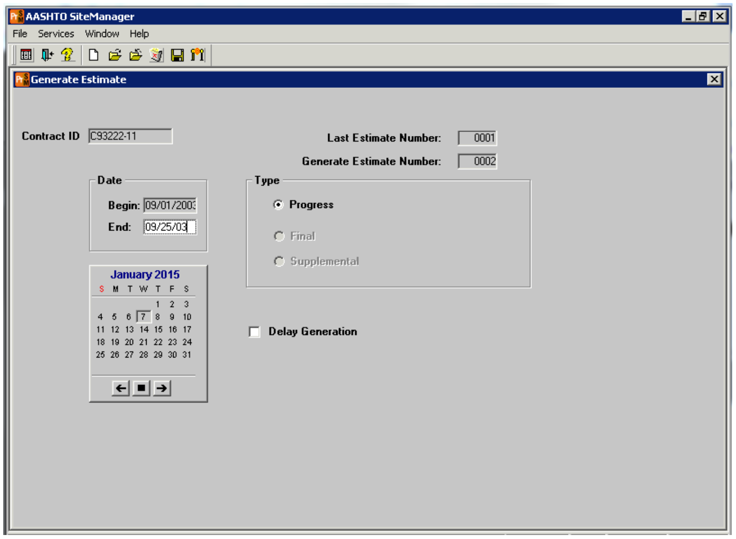


Figure 9-5: The Generate Estimate Panel

Generating a Progress Estimate

The first and all subsequent Estimates leading up to the Final Estimate are Progress Estimates. The progress Estimate is the system default (standard choice). You must enter an end date for the Estimate. The begin date is set by the SiteManager system. For Estimate 1, the start date is the Notice to Proceed date. For subsequent estimates, the start date is the first day after the end date of the last approved estimate.

You set the end date. You can choose the current date or a previous date. Future dates cannot be entered. The estimate will include all DWRs dated up to the estimate end date that have not already been included in an estimate and that were authorized prior to estimate generation.

From the Service menu choose Generate Estimate, or click the Toolbar’s Generate Estimate button to generate an estimate.

Exercise 9-4

In the following exercise, you will generate a progress estimate.

1. Double-click the **Contractor Payments** icon.
2. Double-click the **Estimate** icon.
3. Double-click the **Generate Estimate** icon.
4. In the list box, scroll to and click Contract ID **C93222**.
5. Click **Ok**.
6. In the **End Date** field, type **093003**.
7. Click the **Generate Estimate** button.
8. Click **Ok**.
9. Click **Ok**.
10. Click the **Close** button

Review for Section 9

To access and print the Installed Work report:

1. From the SiteManager Main Panel, double-click the **Contractor Payments** icon.
2. Double-click the **Reports** icon.
3. Double-click the **Installed Work** icon.
4. In the list box, scroll to and click the desired contract.
5. Click **OK**.
6. Click the **Print** button.
7. When complete, click the **Close** button.

To access CDOT Form 305:

8. Log onto CDOT SiteManager Accessories using the same User ID and Password as for SiteManager.
9. Double-click the **Daily Work Report** icon.
10. Double-click the **Item Summary** icon.
11. In the **Contract** list box, scroll to and click the desired Contract.
12. In the **Contract Item** list box, control-click the desired Items.
13. Click **Ok**.
14. When though, click the **Close** button.

To save a report as a .PDF file:

1. Click on **File.**
2. Click on **Print.**
3. Click **CutePDF Writer** as the printer.
4. Click **Print.**
5. Change the drive and directory as desired.
6. Type the name for the file.
7. Click **Save.**

To access CDOT Projected Quantity Report:

1. Log onto CDOT SiteManager Accessories using the same User ID and Password as for SiteManager.
2. Double-click the **Contract Administration** icon.
3. Double-click the **Projected Quantities** icon.
4. In the **Contract** list box, scroll to and click the desired Contract.
5. Click **Ok**.
6. When though, click the **Close** button.

To generate a progress Estimate:

1. From the Main Panel double-click the **Contractor Payments** icon.
2. Double-click the **Estimate** icon.
3. Double-click the **Generate Estimate** icon.
4. Scroll to and click the desired Contract.
5. Click **Ok**.
6. On the calendar, click the end date for the Estimate period.
7. Click the **Generate Estimate** button.
8. Click **Ok**.

Section 10. Estimate Review, Approval and Tracking

By the end of this module, you will be able to:

- Access the Estimate Summary Report
- Access the Estimate History
- Approve a Progress Estimate
- Track an Estimate
- Make a Diary Adjustment

Estimate Review and Tracking

The Estimate process manages the Estimate functionality from generating an Estimate through creation of the extract file for CDOT's financial system. The functionality is divided into the following areas:

- Generate the Estimate
- Review Estimate information
- Approve or reject Estimate
- Track Estimate status
- Log Payment Of Estimate

After it is generated, the Project Engineer should review the Estimate for accuracy before approving it. The Project Engineer starts the approval process and should not do so until the Estimate has been reviewed and is deemed correct.

Accessing the Estimate Summary Report

The Estimate Summary report in the CDOT SiteManager Accessories application allows you to view the detailed Estimate Summary for an Estimate. It is available from the CDOT SiteManager Accessories application, in the Contractor Payments area. The report shows the calculated totals for the Estimate, then the activity for each Line Item on the Contract.

COLORADO DEPARTMENT OF TRANSPORTATION

Page 1

ESTIMATE RUN 10/23/2003

ESTIMATE SUMMARY

11:21:22

CONTID: C93222-11	ESTIMATE NO: 0001 PROG	SPEC YR: 1999
PCN: 93222-BID	COFRS REPORTING CATEGORY: 6	FACS REF NO:

CONTRACT DESCRIPTION:	TIME CHARGED: 5.0 DAYS	TIME ALLOW:	1031 CALENDAR DAYS
270 EXTENSION PHASE II AND III	PERCENT TIME: 0.48	ORIG TIME ALLOW:	1031 CALENDAR DAYS

PROJECT NO:	IM 2706-030
	270 EXTENSION PHASE II AND III
NAME OF ROAD:	I 76 and I 270
PROJECT COUNTIES:	ADAMS, REGION 6

CONTRACTOR:				
HAMON CONTRACTORS, INC.	PAY PERIOD ENDING	08/31/2003	DATE TIME STARTED	08/25/2003
5670 FRANKLIN STREET	DATE LET	04/20/2000	DATE WORK BEGAN	
	DATE AWARDED	08/04/2003	DATE TIME STOPPED	
	DATE CONTRACT EXECUTED	08/18/2003	DATE ACCEPTED	
DENVER CO 80216 303-297-0340	DATE NOTICE TO PROCEED	08/25/2003		

			CURRENT TOTAL	THIS ESTIMATE
CURRENT PROJECT AMT:	$ 20,935,636.04	PARTICIPATING	$ 12,686.75	$ 12,686.75
AWARD PROJECT AMT:	$ 20,935,636.04	NON-PARTICIPATING	0.00	0.00
PERCENT COMPLETE:	0.06%	TOTAL EARNINGS	12,686.75	12,686.75
FUNDS AVAILABLE:	$ 20,922,949.29	STOCKPILED MATERIALS	5,037.59	5,037.59
		GROSS EARNINGS	17,724.34	17,724.34
TOTAL CLAIMS:	$ 0.00	RETAINAGE	-190.30	-190.30
		SECURITIES ENCUMBERED	0.00	0.00
		NET EARNINGS	17,534.04	17,534.04
		LIQUIDATED DAMAGES	0.00	0.00
		AUTOPAY ADJUSTMENT	0.00	0.00
		AMOUNT DUE	17,534.04	17,534.04
		OTHER ADJUSTMENTS	0.00	0.00
		PAYMENT DUE		$ 17,534.04

Figure 10-1: The Estimate Summary

Exercise 10-1

In the following exercise, you will view the CDOT Estimate Summary report.

1. Open the CDOT SiteManager Accessories application and click the **Main Panel** folder tab.
2. Double-click the **Contractor Payments** icon.
3. Double-click the **Estimate Summary** icon.
4. In the **Contract** list box, scroll to and click Contract **C93222**.
5. In the **Estimate Number** list box, scroll to and click Estimate **0002**.
6. Click **Ok**.
7. Click the **Close** button.

Accessing the Estimate History

The Estimate History window allows the selection and display of all Estimates for a Contract, the dates generated, last approval activity and dates. The Estimates will display from most recent to the oldest Estimate.

Pending estimates can only be deleted from this window. If you generate an estimate and then discover an error, you can delete the pending Estimate from the Estimate History window, unauthorized the DWR on the Diary, then the author of the DWR can modify it.

Exercise 10-2

In the following exercise, you will open an Estimate History.

1. In SiteManager, on the **Estimate** panel, double-click the **Estimate History** icon.

2. View the Estimate History for Contract **C93222**.

3. Click the **Close** button.

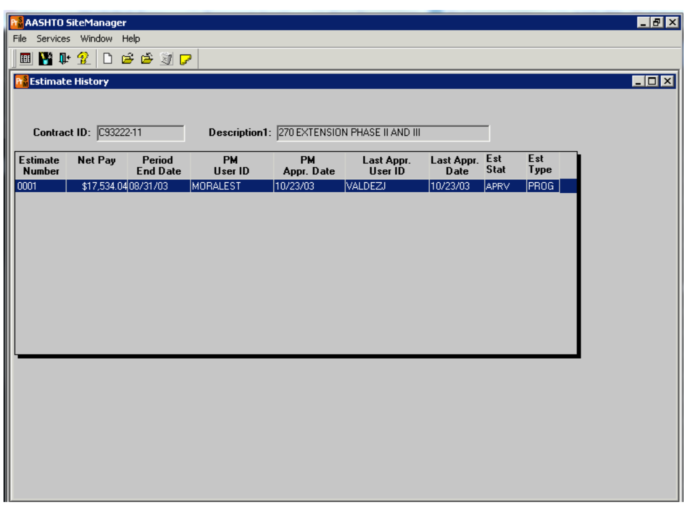


Figure 10-2: The Estimate History Window

Approving an Estimate

The Estimate Approval panel allows authorized users to approve Estimates. The approval process provides an audit trail and prepares the Estimate for the creation of the extract file that can be used by CDOT's financial system. The approval process is conducted by a chain of approval levels established by CDOT. Each approval level corresponds to a user group within SiteManager.

In CDOT, there are three levels of Estimate approval levels:

- Project Engineer
- Resident Engineer
- Accounting - Project & Grants

The Project Engineer begins the approval process; no subsequent level can approve an estimate until the previous level has approved it. You should not approve an estimate until you have reviewed it and are comfortable that it is ready to be approved. If you find errors, they can be corrected before the estimate is approved.

If an error is found after you have approved the Estimate, check where in the approval process the estimate is. If the Resident Engineer or Accounting have not yet approved it, ask them to reject the estimate and then corrections can be made.

Once the Project Engineer has approved the Estimate, the Resident Engineer can approve it. Once the Resident Engineer has approved the Estimate, then Accounting can approve it. Once Accounting has approved the estimate it is final and cannot be rejected. The payment will be made to the contractor. Any corrections that are discovered at this point will need to be corrected on subsequent DWRs and included in an Estimate.

Exercise 10-3

In the following exercise, you will select and approve an Estimate.

1. On the **Estimate** panel, double-click the **Estimate Approval** icon.
2. Highlight Contract **C93222** and click **OK**.
3. Click the **Approved** check box (ON) for your level.
4. Click the **Save** button.
5. Click the **Close** button.
6. Click **Ok**.

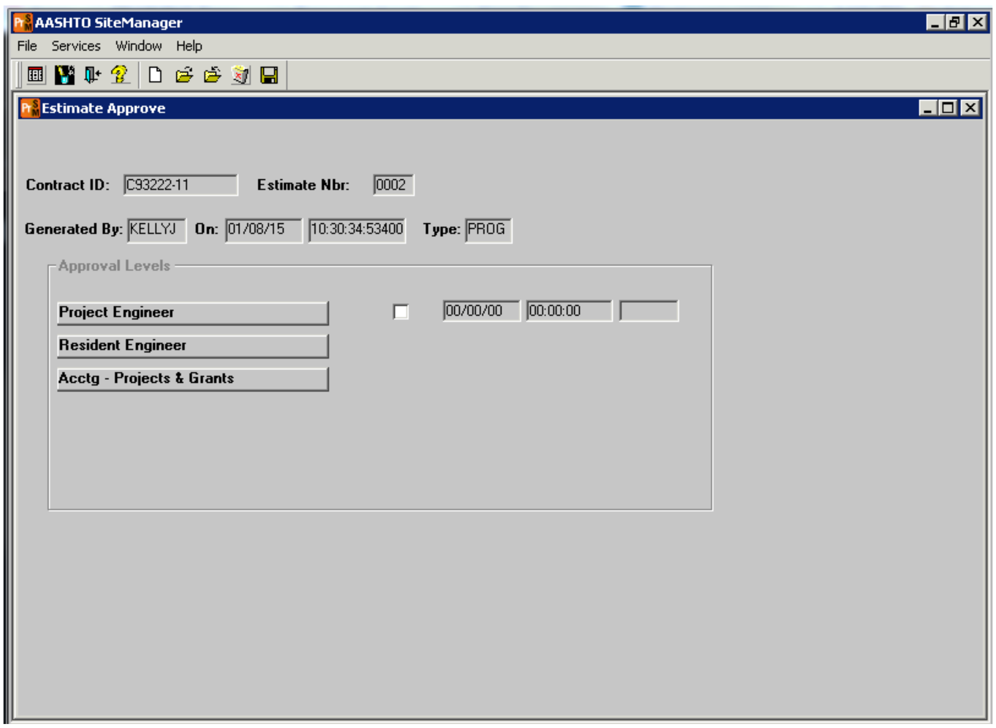


Figure 10-3: The Estimate Approval Panel

Tracking an Estimate

The Estimate Tracking panel is a view-only window that allows you to track the status of an Estimate. It shows who has generated, approved, and rejected Estimates and when. Each existing Estimate in SiteManager is shown. However, if a pending Estimate is deleted it will no longer be listed.

Exercise 10-4

In the following exercise, you will track an Estimate.

1. Double-click the **Estimate Tracking** icon.
2. View the information for Contract **C93222**
3. Click the **Close** button.
4. Click the **Main Panel** folder tab.

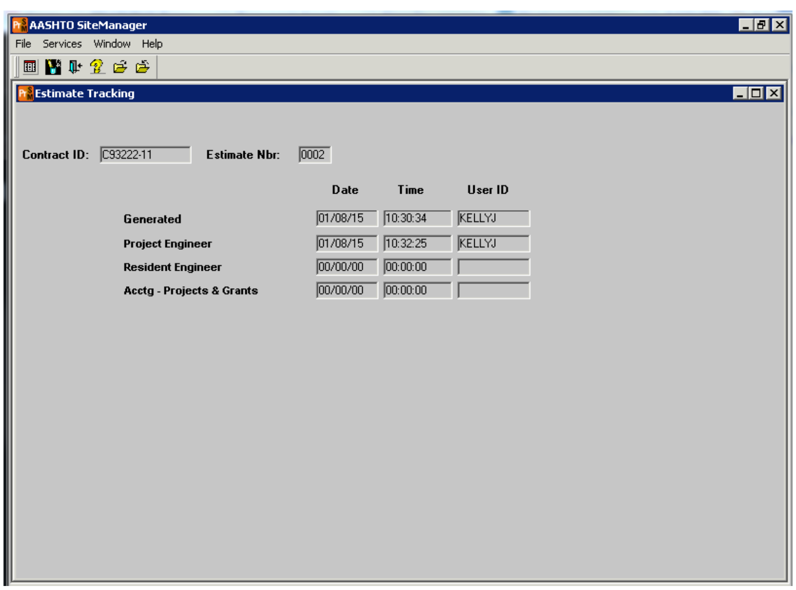


Figure 10-4: The Estimate Tracking Panel

Diary Adjustments

Once a Diary has been included in an estimate it cannot be modified, nor a DWR unauthorized, except to change the charge type of a Diary. A Diary can be adjusted to change a Full Day to a No Charge Day or a Half Day or vice versa. The adjustment can only be performed after the Estimate including the Diary has been fully approved.

Exercise 10-5

In the following exercise, you will make a charge type adjustment to a Diary that has already been included in an approved estimate.

1. Double-click the **Daily Work Report** icon.
2. Double-click the **Diary Adjustment** icon.
3. In the **Contract ID** list box select Contract **C93222**.
4. Double-click the Diary dated **08/26/03**.
5. Click the **New** button.
6. In the **Charge** drop-down list select **No Charge**.
7. In the **Credit Reason** drop-down list select **Weather**.
8. In the **Remarks** field type **Afternoon storm caused work stoppage**.
9. Click the **Save** button.
10. Click the **Close** button.
11. Click the **Main Panel** folder tab.

Review of Section 10

To access the Estimate Summary:

1. Log onto CDOT SiteManager Accessories using the same User ID and Password as for SiteManager.
2. Double-click the **Contractor Payments** icon.
3. Double-click the **Estimate Summary** icon.
4. In the **Contract** list box, scroll to and click the desired Contract.
5. In the **Estimate Number** list box, scroll to and click the desired Estimate.
6. Click **Ok**.
7. When though, click the **Close** button.

To access the Stockpiled Materials report:

8. Log onto CDOT SiteManager Accessories using the same User ID and Password as for SiteManager.
9. Double-click the **Contract Administration** icon.
10. Double-click the **Stockpiled Materials** icon.
11. In the **Contract** list box, scroll to and click the desired Contract.
12. Click **Ok**.
13. When though, click the **Close** button.

To approve an Estimate:

1. From the SiteManager Main Panel, double-click the **Contractor Payments** icon.
2. Double-click the **Estimate** icon.
3. Double-click the **Estimate Approval** icon.
4. In the list box, scroll to and double-click the desired **Contract**.
5. In the list box, scroll to and click the desired **Estimate**.
6. Click **Ok**.
7. Click the **Approved** check box (ON) for your level.
8. Click **Ok**.
9. Click the **Save** button.

To open an Estimate history:

1. From the SiteManager Main Panel, double-click the **Contractor Payments** icon.
2. Double-click the **Estimate** icon.
3. Double-click the **Estimate History** icon.
4. In the list box, scroll to and click the desired Contract.
5. Click **Ok**.
6. When through, click the **Close** button.

To track an Estimate:

1. From the SiteManager Main Panel, double-click the **Contractor Payments** icon.
2. Double-click the **Estimate** icon.
3. Double-click the **Estimate Tracking** icon.
4. Click the **Open** button.
5. In the list box, scroll to and click the desired record.
6. When complete, click the **Close** button.

To adjust the charge type of a Diary that has been included in an approved Estimate:

1. On the **SiteManager** main panel, double-click the **Daily Work Reports** icon.
2. Double-click the **Diary Adjustment** icon.
3. In the **Contract ID** list box, scroll to and double-click the desired Contract.
4. Double-click the Diary to adjust.
5. Click the **New** button.
6. In the **Charge** drop-down list select the desired charge type.
7. In the **Remarks** field enter the reason for the change to the charge type.
8. Click the **Save** button.
9. Click the **Close** button.

Section 11. Change Order Basics

By the end of this module, you will be able to:

- Understand Change Order Concepts
- Create a Change Order
- Add New Items to a Contract
- Calculate a Change Order
- Modify Existing Contract Items
- Make a Price Adjustment
- Make a Time Adjustment
- Add an Explanation for a Change Order
- Access CDOT Form 90
- Access CDOT Minor CO Summary
- Access SiteManager Change Order Reports

Change Orders General Concepts

Any changes to a Contract must be made in SiteManager through the Change Order process. Through Change Orders, Project Engineers can:

- Increase or decrease quantities for existing items
- Add new items of work to the contract
- Make time adjustments
- Make price adjustments
- Record scope changes
- Record spec changes
- Create Subcontractor/Supplier liens

The change order process allows legal changes to be made to a contract by creating, approving, and tracking changes.

CDOT requires formal approval for all Contract Modifications and Minor Contract Revisions. You must have CDOT Form 90 signed for Contract Modifications and Minor Contract Revisions, and any other signatures/approvals previously required. Form 90 is available from CDOT's SiteManager Accessories application.

There are several types of Change Orders at CDOT. Be sure to choose the appropriate Change Order type from the drop-down list. This is especially important when creating a Minor Contract Revision type of Change Order. CDOT tracks MCR items on the contract by the CO type. Types of Change Orders include:

Contract Modification	used when adding new items to a Contract or adjusting existing items that will increase or decrease the contract amount.
Minor Contract Revision	used when adding MCR items to a contract or adjusting existing items for which the dollar amount will come out of the MCR budget.
Modifications with no CMO/MCR Required	used for changes that do not require CMO approval, nor is the cost coming out of the MCR budget. For example, quality price adjustments.
Subcontractor/ Supplier Lien	used for items being added to the contract to withhold payment for unpaid liens. If a subcontractor has a lien on the prime contractor, CDOT withholds payment from the prime contractor until the lien is paid.

Change Order Functions

Project Engineers define the purpose of the change order by selecting among the different functions. You can specify more than one function for a change order.

These are the functions available on a change order:

Overruns or Underruns — when the quantities associated with existing contract items are either increased or decreased. Also use this function when creating an MCR type of change Order as the existing MCR budget Item will be underrun.

Extra Work — when new work items are added to a contract.

Time Adjustments — used to add or remove time from the contract for a milestone or contract completion.

Zero Dollar — **only** used when making a change to a Contract that affects absolutely no money, adds or removes no items – for example, a spec change that affects no dollars. **Do Not click Zero Dollar for MCR type of Change Orders.**

CDOT will not use Force Account or Final Quantity Change Orders. Never click on these functions.

You can specify more than one function in the same change order, such as adding CMO items and a time adjustment. However, do not combine MCR type Change Order Items and CMO type Change Order Items on the same Change Order.

Review of an Existing Change Order

Navigation of an existing Change Order begins at the Change Order(s) icon

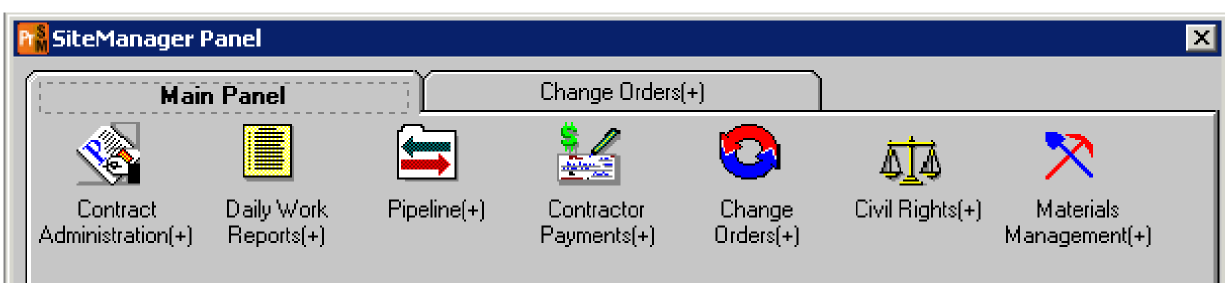


Figure 11-1: The Change Order Panel

Next double-click on the Change Order Maintenance icon

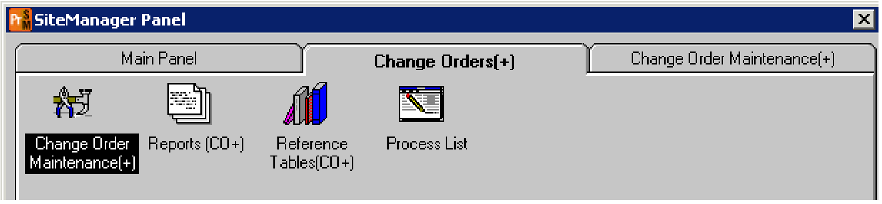


Figure 11-2: The Change OrderMaintenance icon

Then select the Change Orders icon

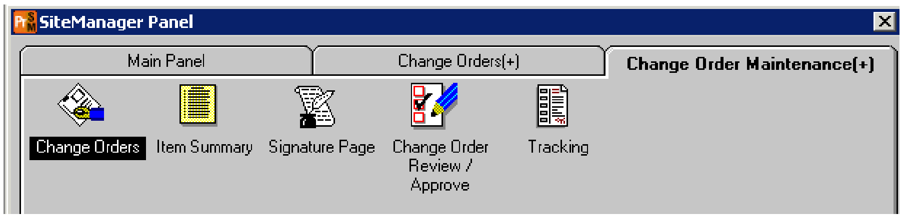


Figure 11-3: The Change Orders icon

Go up to the Services drop-down menu, and select Choose Keys to locate your Contract ID

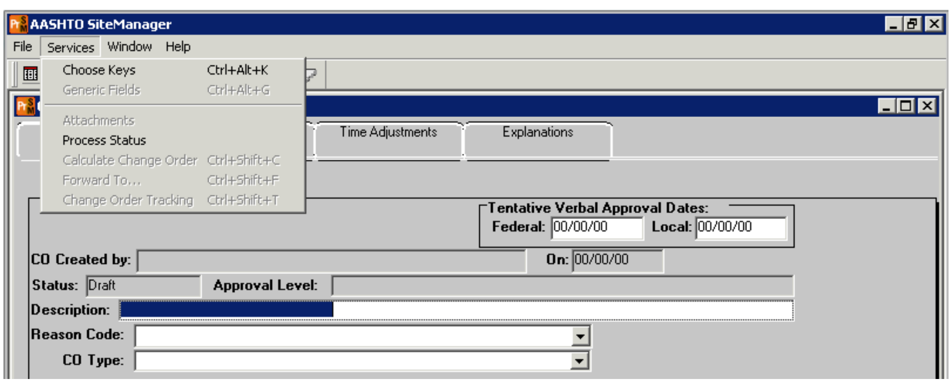


Figure 11-4: The Services Choose Keys menu

At this point you may decide whether you want to create a New Change Order, or open an existing one. The system assumes you are wanting to create a new Change Order, thus providing the white editable fields in the new record.

In order to review an existing Change Order first, go up to the Open icon, select "No" for Save Changes? And then choose existing CO Nbr 1.

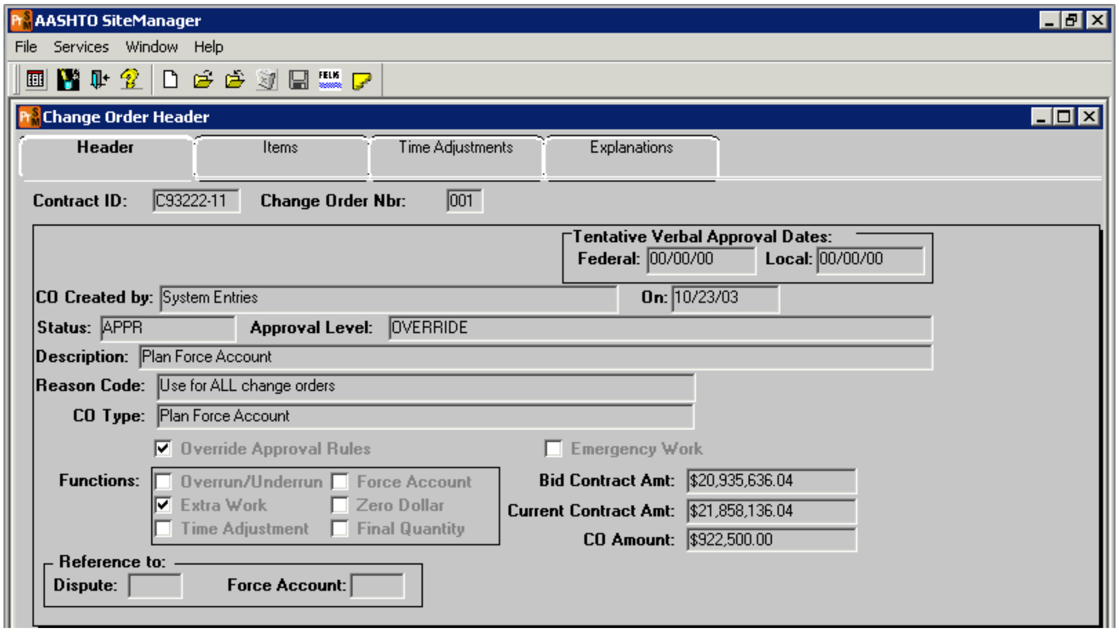


Figure 11-5: Change Order #1 Header Window

Then you can review the details folder tab by folder tab, starting as always, at the Header folder tab.

Exercise 11-1

In the following exercise, you will view Change Order 001 that was automatically added to the Contract.

1. Review the information on the **Header** tab.
2. Double-click the **Items** tab.
3. Highlight the Item Code **700-70010** F/A Minor Contract Revisions item.

   Note the This Change Order Quantity of 600,000 which determines the beginning balance of the MCR funds for this project: $600,000.
4. Double-click the **Time Adjustments** tab.
5. Double-click the **Explanations** tab.
6. Click back on the **Header** tab.

Minor Contract Revisions in CDOT

When Project Engineers need to add minor item(s) to a contract, you'll initiate a SiteManager Change Order and add the item(s). In the same change order, you will decrease the current Contract Amount for Item 700-70010, the MCR budget, by an amount equal to the sum of the added Items. This will reconcile the MCR budget and the Change Order will have a CO Amount dollar amount of $0.00 after calculation.

In the Daily Work Report, record the correctly installed quantities for the new minor item(s) added by the Change Order. You cannot record installed quantities in a DWR to item 700-70010.

Example

> If a quantity of 7,000 square feet of Item 202-00250 Removal of Pavement Marking was added in the Change Order at a unit price of $1.32, the value of the addition would be $9,240.
>
> A *negative* quantity adjustment of 9240 units would need to be made to the *existing* Item 700-70010, which has a unit price of $1.00, in the Change Order. The Minus $9,240 value of item 700-70010 would offset the added value of item 202-00250. After calculation, the CO Amount for the Change Order would be $0.00.
>
> This use of the MCR budget item in SiteManager is necessitated by the continued use of SAP for financial reporting.

This adjustment is only used for MCR items on MCR types of Change Orders. **Do not make adjustments to the MCR budget item for Change Order types Contract Modifications or Modifications with no CMO/MCR Required.**

Exercise 11-2

In the following exercise, you will navigate a draft MCR Change Order

1. Click the **Open** button.
2. In the **Change Order** list box, scroll to and double-click CO Nbr **002.**
3. Note the CO Type and CO Amount.
4. Double-click the **Items** tab.
5. In the list box, click Item Nbr **0192**.
6. Note the This Change Order Amount.
7. In the list box, click Item Nbr **1215**.
8. Note the This Change Order Amount.
9. Click back on the **Header** tab.

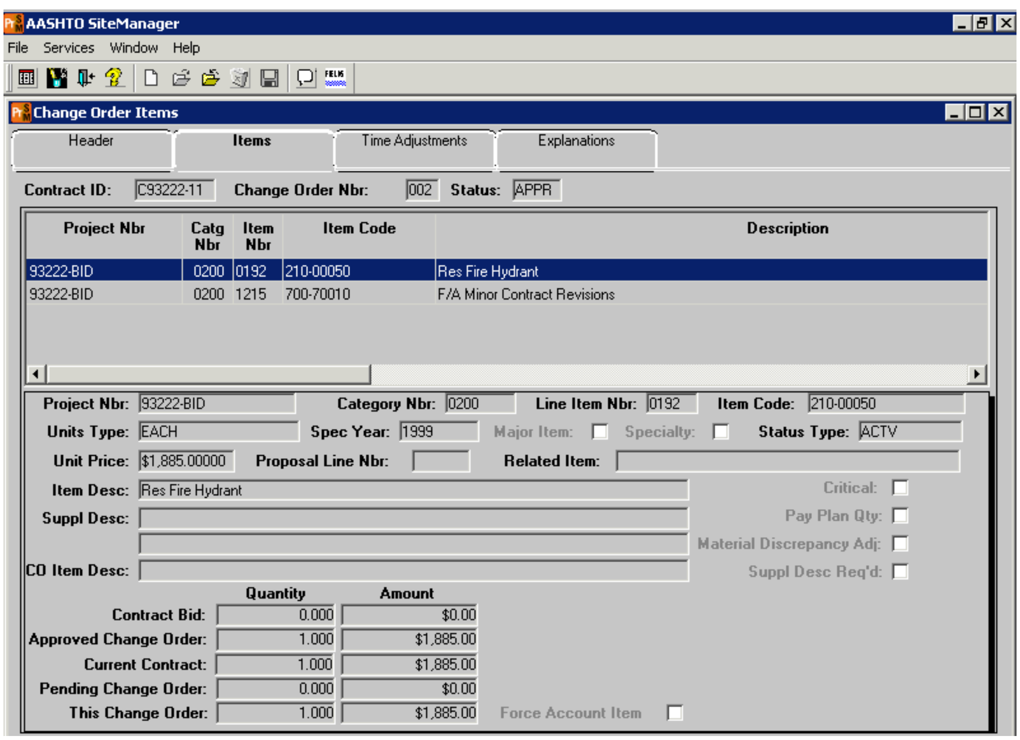


Figure 11-6: MCR type Change Order Items Window

Creation of a New Change Order

Within CDOT, a CO can only be created by a Project Engineer. A change order must be associated with an existing contract. Specific information about the change order must be recorded using the Change Order Header tab, the Change Order Items tab, the Time Adjustments tab, and/or the Change Order Explanations tab.

When adding Items to a contract, both CMO and MCR Items are added through Change Orders. SiteManager does not have a Minor Contract Revision (MCR) function. The MCR budget will be contained in an item, item code 700-70010. All planned force account items, including the MCR Budget item will be added to the SiteManager Contract by a Change Order that will automatically be added when the Contract is imported from PES/LAS and is activated. The automatically added Change Order will be Change Order 001 in SiteManager.

Project Engineers have specific authority to create and maintain Change Orders in SiteManager. The change order function determines the entries that must be made and the windows that must be accessed to create and maintain a change order. A - change order may have multiple functions checked. For example, an MCR type of Change Order should have both Extra Work and Overrun/Underrun checked.

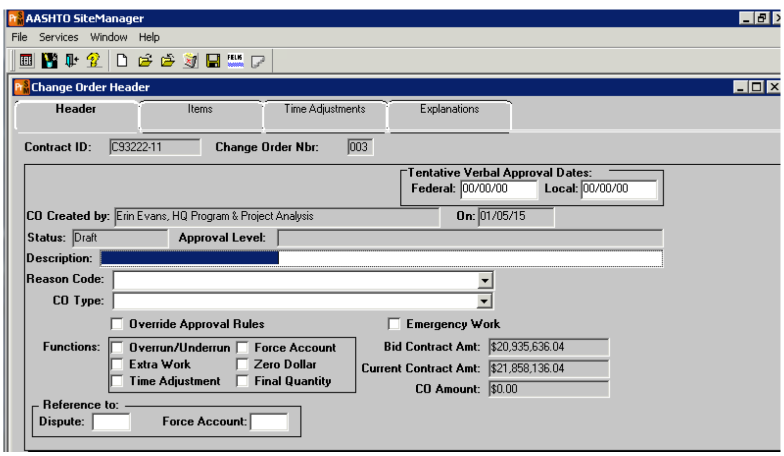


Figure 11-7: The New Change Order Header Window

Change Order Header

The Change Order Header window allows a Project Engineer to define a Change Order. This is where the description, type, functions, author and date are shown. The Header is also where the status is shown and changed when ready to move into the Approval process.

As long as a Change Order is in Draft status, the header and any other CO data can be modified.

Exercise 11-3

In the following exercise, you will create a new MCR change order on the Change Order window.

1. Click the **New** button.
2. In the **Description** field, type **Removal of Pavement Marking**.
3. In the **Reason Code** drop-down list, click the expand arrow to the right of the current selection and click the **Use for ALL Change Orders** choice.
4. In the **CO Type** drop-down list, click the expand arrow to the right of the current selection and click the **Minor Contract Revision** choice.
5. Click in the **Override Approval Rules** check box (ON).
6. Click the **Overrun/Underrun** check box (ON).
7. Click the **Extra Work** check box (ON).
8. Click the **Save** button.

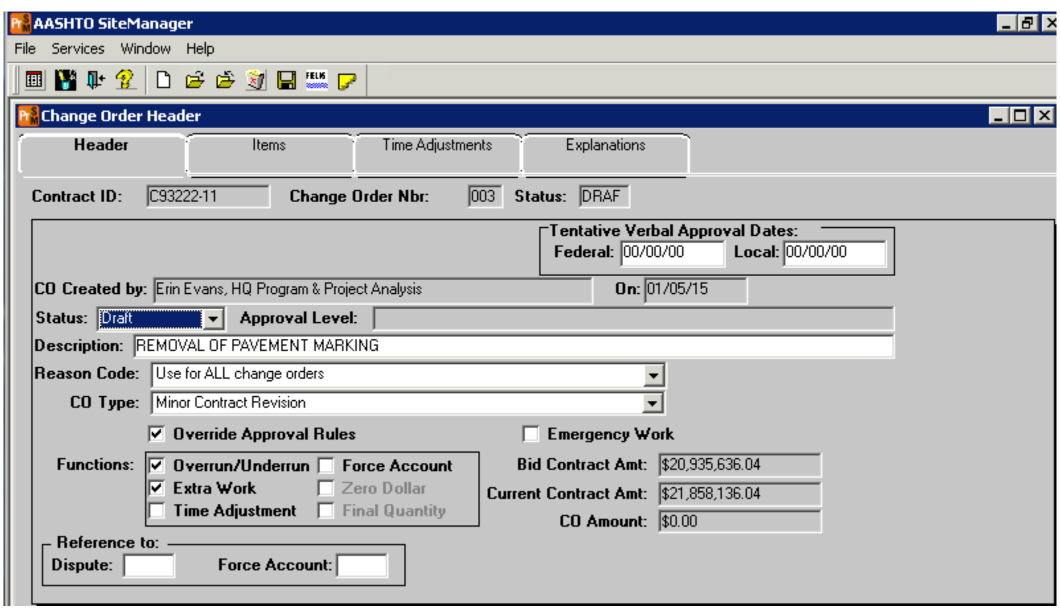


Figure 11-8: The Completed Change Order Header Window

Adding New Contract Items in a Change Order

New items may only be added to an existing contract through the change order process. When a new item is added to a contract, you must enter a unit price, the quantity of the item, and a description for the item on the Items tab of the Change Order Items window.

In CDOT, all new items that are being added to a contract MUST be assigned a category. If you need a new category added to the contract contact the Help Desk for assistance.

The Supplemental Description fields on the Items tab provide space to further describe the added items. The supplemental description will print on the Estimate. Supplemental descriptions can also be modified from the Items window accessible through Contract Administration, Contract Records.

Do not enter any number into the Proposal Line Number field as CDOT is not using this functionality.

Items added via a Change Order are not actually added to the contract until the CO is approved. But be sure the CO items are approved on the Form 90 before approving the CO in SiteManager.

New items will be added to the contract from the Items window.

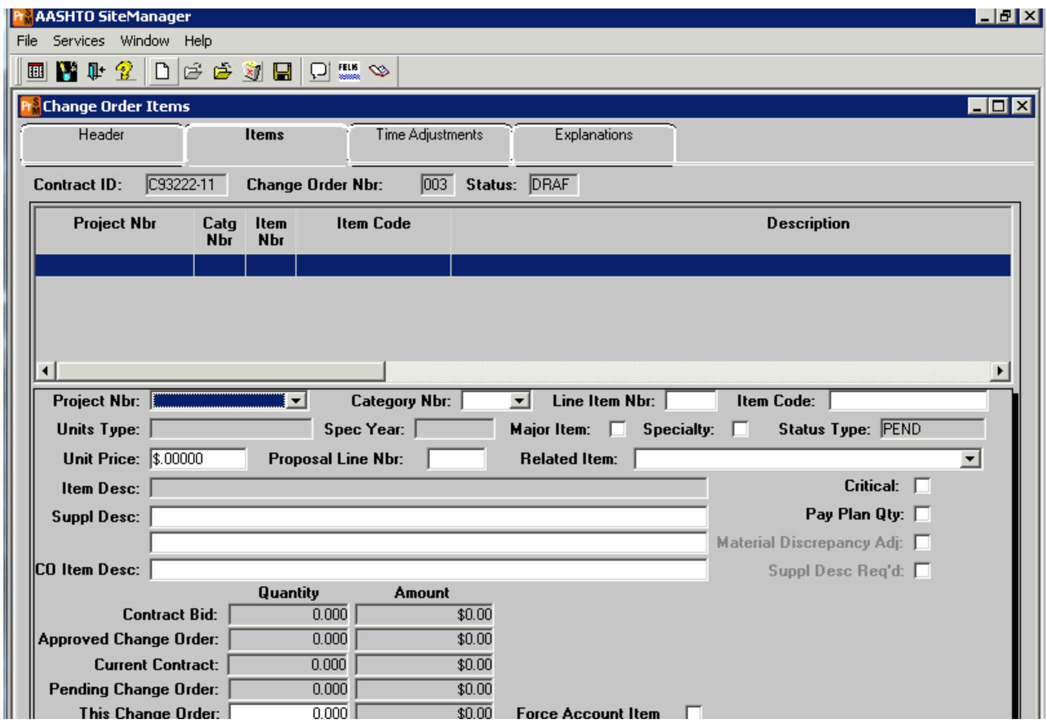


Figure 11-9: The New Items Window

Exercise 11-4

In the following exercise, you will add a new item to the contract.

1. Click the **Items** tab.
2. Click the **New** button.
3. In the **Project Nbr** drop-down list, click the expand arrow to the right of the current selection and click the project.
4. In the **Category** drop-down list, click the expand arrow to the right of the current selection and click the **0200** choice.
5. In the **Line Item Nbr** field, type **0077.**
6. Position the selection pointer (changes to the Search Lens) over the **Item Code** field.
7. Using the *right* mouse button, click the **Item Code** field.
8. From the object menu, click the **Search** choice. The Contract Item Master List appears containing only Items for your Spec Year.
9. Scroll to and double-click **202-00250**.
10. In the **Unit Price** field, type **1.32**.
11. In the **This Change Order Quantity** field, type **7000 and the decimal point**.
12. Click the **Save** button.
13. Click the **Header** tab.

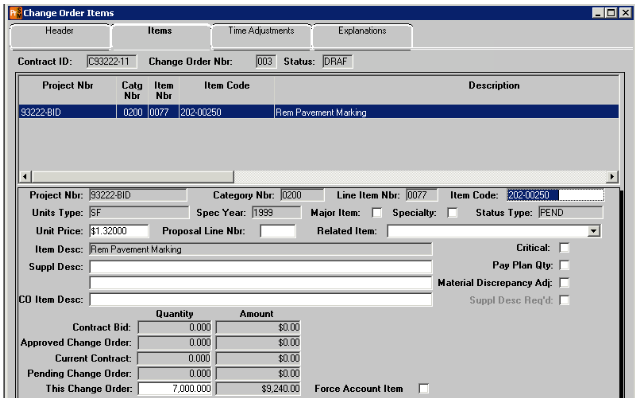


Figure 11-10: The completed Items tab

Calculating a Change Order

After adding or updating change order items you may calculate the Change Order to determine the Change Order Amount on the Header window. You can calculate the CO at any time, and may do so several times while the CO is in Draft status.

On an MCR type of Change Order you should calculate the Change Order after all new Items are added to determine the amount of the adjustment to your MCR budget. You must calculate the CO again after the MCR budget adjustment has been made to reconcile the MCR budget. On an MCR type of CO, the CO Amount after all calculations should be $0.00.

Be sure to calculate your MCR Change Orders. A new CO starts at $0.00, and ultimately and MCR CO should end at $0.00. However, if you do not ever calculate an MCR Change Order, the system will not make the deduction from the MCR budget item. You can calculate multiple times, so if not sure whether you calculated it is best to calculate again.

Example

If a quantity of 7,000 square feet of Item 202-00250 Removal of Pavement Marking was added in the Change Order at a unit price of $1.32, the value of the addition would be $9,240.
A *negative* quantity adjustment of 9240 units would need to be made to the existing Item 700-70010, which has a unit price of $1.00 in the Change Order. The Minus $9,240 value of Item 700-70010 would offset the added value of Item 202-00250.
After calculation, the CO Amount for the Change Order would be $0.00.
The use of the MCR Budget Item in SiteManager is necessitated by the continued use of SAP for financial reporting. This adjustment is only used for MCR types of Change Orders. **Do not make adjustments to the MCR Budget Item for Change Order types Contract Modifications or Modifications with no CMO/MCR Required.**

Exercise 11-5

In the following exercise, you will calculate the change order.

1. Click back on the **Header** window, click **Save.**
2. Click the **Services** menu and click the **Calculate Change Order** choice.
3. Click the **Save** icon.

Modify Existing Contract Items

Project Engineers can increase or decrease the quantities of existing contract Items through the Change Order process. While CDOT does allow overruns and underruns on Contract Items, there are several situations in which an Item's quantities would need to be adjusted in a Contract. Change in the scope or the size of a project might necessitate adding quantities to an existing Contract Item. Adjustments to existing items will be made in the Change Order Items window.

Minor Contract Revisions in CDOT

Minor Contract Revisions are handled slightly differently than CMOs. You initially create the CO in the same manner in the Header, making sure to choose a CO Type of Minor Contract Revision. New items are added to the CO in the same manner. The difference when creating a MCR type of Change Order is that the MCR budget Item, existing Item 700-70010 on the Contract, needs to be decreased to reconcile your MCR budget.

When Project Engineers need to add minor item(s) to a contract, initiate a SiteManager Change Order and add the item(s). In the same change order, you will decrease the current Contract Amount for Item 700-70010, the MCR budget, by an amount equal to the sum of the added Items. This will reconcile the MCR budget and the Change Order will have a CO Amount dollar amount of $0.00 after calculation. In the Daily Work Report, record the correctly installed quantities for the new minor item(s) added by the Change Order. You cannot record installed quantities in a DWR to item 700-70010.

Exercise 11-6

In the following exercise, you will adjust an existing item from the contract. Return back to the Item Tab.

1. Click the **Services** menu and choose **Select Item**.
2. Click at the top of the **Item Code** column to sort in ascending order.
3. Scroll to and double-click on Item Code **700-70010**.
4. In the **This Change Order Quantity field**, type **-9240 and the decimal point.**
5. Click the **Save** button.
6. Click the **Header** folder tab.
7. Click the **Services** menu and click **Calculate Change Order.**
8. Click **Ok.**
9. Click the **Save** button.

Contract Modification Orders

Contract Modification Orders are used when adding new items to a Contract or adjusting existing items that will increase or decrease the contract amount.

Exercise 11-7

In the following exercise, you will create a new CMO change order from the Change Order Header window.

1. Click the **New** button.
2. In the **Description** field, type **Caisson Wall E-17-BA**.
3. In the **Reason Code** drop-down list, click the expand arrow to the right of the current selection and click **Use for ALL Change Orders** choice.
4. In the **CO Type** drop-down list, click the expand arrow to the right of the current selection and click the **Contract Modification Order** choice.
5. Click in the **Override Approval Rules** check box (ON).
6. Click the **Extra Work** check box (ON).
7. Click the **Save** button.
8. Click the **Items** folder tab.
9. Click the **New** button.
10. In the **Project Nbr** drop-down list, click the expand arrow to the right of the current selection and click the **project**.

11. In the **Category** drop-down list, click the expand arrow to the right of the current selection and click the **0307** choice.

12. In the **Line Item Nbr** field, type **2002.**

13. Position the selection pointer (changes to the Search Lens) over the **Item Code** field.

14. Using the right mouse button, click on the **Search** choice.

15. Click at the top of the **Item Code** column to sort in ascending order.

16. Scroll to and double-click Item **900-00014.**

17. In the **Unit Price** field, type **154252.**

18. In the **Suppl Desc** field type **Caisson Wall E-17-BA.**

19. In the **This Change Order Quantity** field type **1** and the decimal point.

20. Click the **Save** button.

21. Click the **Header** folder tab.

22. **Click the** Services **menu and click** Calculate Change Order.

23. Click **Ok**.

24. Click the **Save** button.

Price Adjustments

Any time you need to withhold payment from the contractor, such as when an installed item does not measure up to CDOT's quality standards, make a price adjustment via a Change Order. The Project Engineer will create a Change Order in SiteManager to add a new Contract Item using Item code 900-00006 with a unit price of $1.00.

You should clearly reference the original item whose price is being adjusted. The Supplemental Description fields on the New Contract Item folder tab provide space to describe the price adjustment items. The supplemental description will print on the Estimate. Supplemental descriptions can also be modified from the Items window accessible through Contract Administration, Contract Records.

Once the CO is approved, you will need to record installed quantities of this Item in a Daily Work Report and authorize the DWR in a Diary. Record a negative quantity equivalent to the dollar amount of the penalty to the Contractor. Since the unit price is $1.00, a negative quantity of 2,000 will equal a negative dollar amount of -$2,000, which will be deducted from the Estimate. The unit price must be a positive number. The quantity can be a negative number.

Liquidated Damages

If work is not completed by the time authorized, each additional day shall be charged and contractor will be accessed Liquidated Damages at the rate specified in spec 108.09. Authorized time is the time specified in the contract plus any days added by Change Order(s).

When you are creating a Change Order for Liquidated Damages, you MUST use Modification with No CMO/MCR Required and one of the following items:

620-00040 (Dol) or 620-00045 (Day) and they must appear in Category 0400.

If Category 0400 does not yet exist on your Project, please contact the AASHTOWare Project Support unit to request that Category 0400 be added to your Project, and you must request that a new line be added to the Project PO by the proper personnel.

Exercise 11-8

In the following exercise, you will create a new Change Order to make a quality price adjustment to the Contract by adding a new Item.

1. Click on the **Change Orders** icon.
2. Click the **New** button.
3. In the **Description** field type **Price Adjustment**.
4. In the **Reason Code** drop-down list choose **Use for ALL Change Orders**.
5. In the **CO Type** drop-down list select **Modifications with No CMO/MCR Required**.
6. Click in the **Override Approval Rules** check box (ON).
7. Click the **Extra Work** check box (ON).
8. Click the **Save** button.
9. Click the **Items** folder tab.
10. Click the **New** button.
11. In the **Project Nbr** drop-down list, click the **project**.
12. In the **Category** drop-down list, click the **0200** choice.
13. In the **Line Item Nbr** field type **1207.**
14. Position the selection pointer (changes to the Search Lens) over the **Item Code** field.
15. Using the *right* mouse button, click the **Item Code** field.
16. From the object menu, click the **Search** choice.
17. Click at the top of the **Item Code** column to sort in ascending order.
18. In the list box, scroll to and highlight **900-00006**.
19. In the **Unit Price** field type 1 and the decimal point.
20. In the **Supplemental Description** field type **Price Reduction – Working Time Violation**.
21. Click the **This Change Order Quantity field**, type **-10000 and the decimal point.**
22. Click the **Save** button.
23. Click the **Header** folder tab.
24. Click the **Services** menu and click **Calculate Change Order**.
25. Click the **Save** button.

Navigating to Other Change Order Functions from the Header Window

Depending on the Status and the Contents of a CO header, you may access other change order functions from the other folder tabs.

From the CO Header window, you can navigate to:

- the Change Order Items window
- the Change Order Time Adjustments window
- the Explanations window

From the Services drop-down menu you can access:

- The Calculate Change Order function
- The Change Order Tracking window

These windows must be closed to return to the Change Order Header window.

Creating Change Order Time Adjustments

The Time Adjustments window allows you to enter one or more time adjustments for a change order. At least one adjustment must be recorded using this window if the Time Adjustment function has been checked for the Change Order. Time adjustments can be made for a milestone associated with the contract or for the contract completion date. Time adjustments can be modified while the Change Order is in Draft status.

The Charge Type for the contract determines which type of time adjustment may be entered and modified for a milestone or contract. Choose from these Charge Types:

Available Work Days (AD) Charge Type	computes time periods based on the working days charged to the contract and/or to each milestone. Only the number of days adjusted may be entered in the Time Adjustment Window. No completion date applies to this charge type.
Fixed Completion Date (DT) Charge Type:	has a specific fixed end date for the contract or for milestones within the contract. Only the completion date field is entered. The system computes the number of days adjusted.
Calendar Days (CD) Charge Type	computes the end date for the contract and for milestones based on the number of calendar days allocated for the work. The number of days adjusted is entered. The system then computes the completion date.

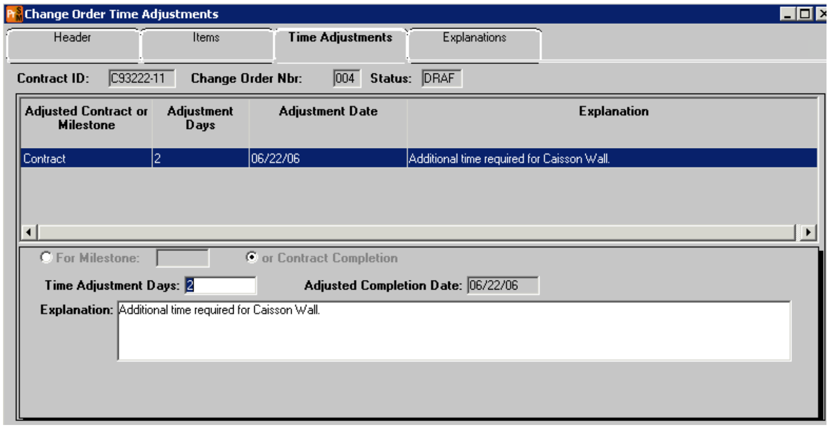


Figure 11-11: Change Order Time Adjustments Window

Exercise 11-9

In the following exercise, you will make a Time Adjustment to the Contract Modification Order.

1. Click the **Open** button
2. Highlight CO **004** and click **OK.**
3. Click in the **Time Adjustment** check box.
4. Click the **Save** button.
5. Click the **Time Adjustments** folder tab.
6. Click the **New** button.
7. Click the **Contract Completion** radio button.
8. Click the **Time Adjustment Days** field and type **2.**

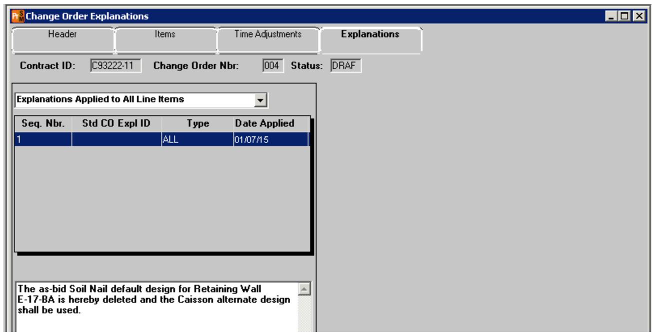


Figure 11-12: The Change Order Explanations Window

Applying Change Order Explanations

The Change Order Explanation window is used to document the reasons for contract changes. This window allows you to record the reason for the changes to the contract that are included in the change order. It also allows reviewers and approvers to view the change order reasons. Explanations must be entered prior to approval of the Change Order.

From the Change Order Explanations window, in the drop-down list choose Applied to All Line Items. The text entered will then be displayed on CDOT Form 90 available from the CDOT SiteManager Accessories program.

If you do not choose Applied to All Line Items from the drop-down list, your explanation will not display on CDOT Form 90.

You can copy and paste text to and from other electronic documents for use in the explanations text box.

Exercise 11-10

In the following exercise, you will add an explanation to Change Order 004 that will display on CDOT Form 90.

1. From the **Header** folder tab, click the **Explanations** folder tab.
2. In the drop-down list choose **Explanations Applied to All Line Items**.
3. Click in the lower text field and type **The as-bid Soil Nail default design for Retaining Wall E-17-BA is hereby deleted and the Caisson alternate design shall be used.**
4. Click the **Save** button.
5. Click the **Close** button.

Accessing CDOT Form 90

CDOT Form 90, available through the SiteManager Accessories application, allows you to view the Change Order data in the CDOT format. It can be viewed at any point in the Change Order lifecycle and can be accessed from the CDOT SiteManager Accessories application. The form shows the Change Order Header information and all Items, Time Adjustments, Explanations and any other details included on the Change Order. This can be viewed on screen or printed for approval signatures.

Exercise 11-11

In the following exercise, you will view the CDOT Form 90.

1. Open the **CDOT SiteManager Accessories** application and click the **Main Panel** folder tab.
2. Double-click the **Change Orders** icon.
3. Double-click the **Form 90** icon.
4. In the Contract list box, scroll to and click Contract **C93222.**
5. In the **Change Order Number** list box, scroll to and click Change Order **004.**
6. Click **Ok.**

To view more than one Change Order at once, hold the shift button & select multiple Change Orders.

COLORADO DEPARTMENT OF TRANSPORTATION CONTRACT MODIFICATION ORDER	Project No.: NH2873-174	Project Code (SA#): 20097
	Location: US287 RESURFACING SH392-HARMON	
	Date: 07/30/2014	Project Order No.: 004
Contractor: COULSON EXCAVATING COMPANY INCORPORATED	Estimated cost to project: ☐ Increase ☐ Decrease $ 0.00	
Complete Address: 3609 N. COUNTY ROAD 13 LOVELAND, CO 80538	Total additional days allowed to complete work: 2	Federal Oversight? ☐ Yes ☐ No
Modification Title: MINOR CONTRACT REVISION - June MCR		

Your contract is hereby modified to add End Anchor at Station 479+75 and Portable Speed Monitor on Project.

An additional two days is added for extra concrete work at Station 377 RT.

<u>The following items are hereby added to your contract at agreed unit prices:</u>

Project	Catg	Line	Item No.	Description	Quantity	Unit	Unit Price	Total
20097-BID	0200	0324	606-01320	End Anchor Ty3B MCR	1.000	EACH	$1,075.00000	$1,075.00
20097-BID	0200	0379	630-80367	Port Traf Speed Monitor MCR	2.000	EACH	$3,900.00000	$7,800.00

Total added items: $8,875.00

<u>The quantities of the following existing contract items are hereby modified as follows:</u>

Project	Catg	Line	Item No.	Description	Quantity	Unit	Unit Price	Total
20097-BID	0200	0395	700-70010	F/A Minor Contract Revisions	(8,875.000)	F A	$1.00000	($8,875.00)

Total changed item quantities: ($8,875.00)

Total for Contract Modification Order 004: $0.00

This order increases your contract time by 2 day(s).

I hereby accept this order, for work to be performed and prices on which payment is to be based.

REQUIRED IN ACCORDANCE WITH INSTRUCTIONS IN THE *CDOT CONSTRUCTION MANUAL*		REQUIRED FOR ALL CHANGE ORDERS	
Approved by FHWA Operations Engineer:	Date:	Authorized by Project Engineer:	Date:
OPTIONAL		Contractor Representative:	Date:
Approved by Region Transportation Director:	Date:	Approved by Resident Engineer:	Date:
		☐ Participating ☐ Non-participating ☐ Participation as noted Approved Funding by Region Program Engineer:	Date:

Previous editions may be used until supplies are exhausted CDOT Form 90a 03/03

Figure 11-13: CDOT Form 90

Accessing CDOT Minor CO Summary

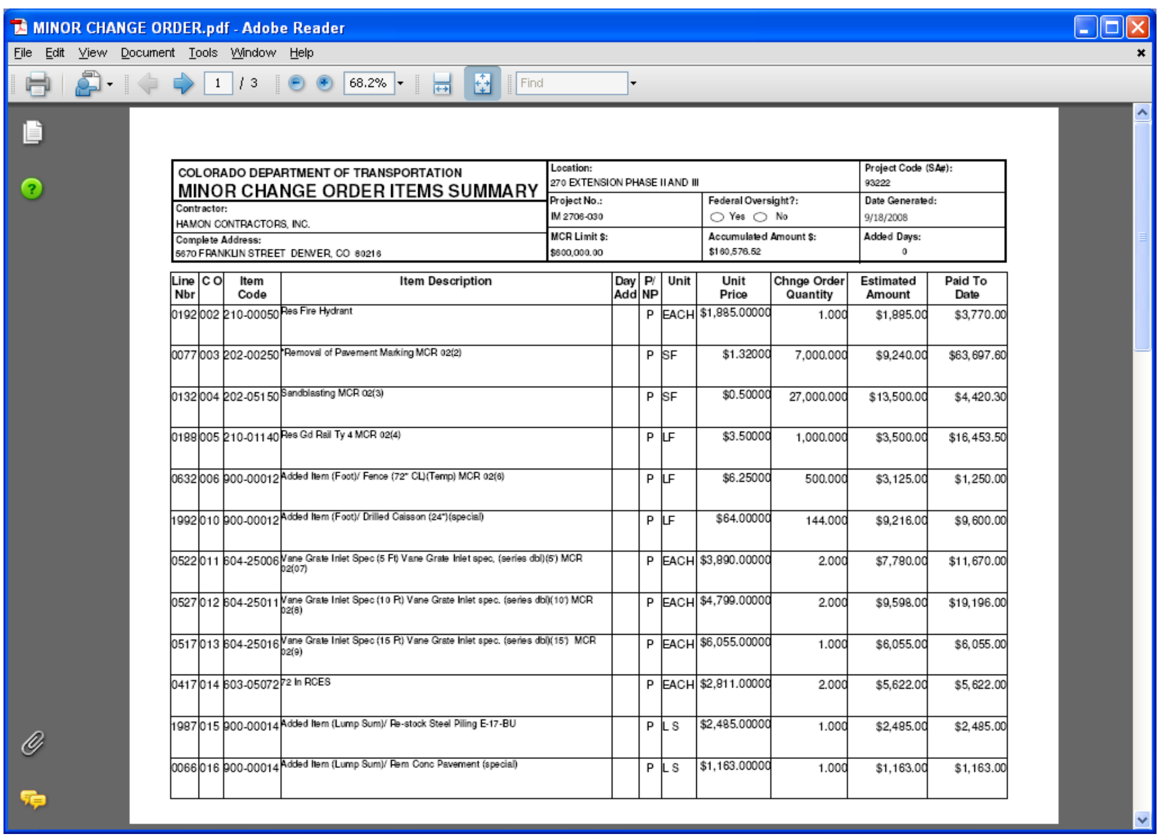
CDOT's Minor CO Summary, available through the SiteManager Accessories application, lists all of the MCR Items that were added to the Contract via Minor Contract Revision type Change Orders. Each of the MCR Change Orders is listed with its Items detailed.

The Summary can be viewed at any point in the lifecycle of the Contract and can be accessed from the CDOT SiteManager Accessories application. It can be viewed on screen or printed.

Exercise 11-12

In the following exercise, you will view the CDOT Minor CO Summary.

1. Double-click the **Minor CO Summary** icon.
2. In the Contract list box, scroll to and click Contract **C93222.**
3. Click **OK.**
4. Click the **Close** button.



COLORADO DEPARTMENT OF TRANSPORTATION MINOR CHANGE ORDER ITEMS SUMMARY	Location: 270 EXTENSION PHASE II AND III		Project Code (SA#): 93222
Contractor: HAMON CONTRACTORS, INC.	Project No.: IM 2706-030	Federal Oversight?: Yes No	Date Generated: 9/18/2008
Complete Address: 5670 FRANKLIN STREET DENVER, CO 80216	MCR Limit $: $600,000.00	Accumulated Amount $: $160,576.52	Added Days: 0

Line Nbr	C O	Item Code	Item Description	Day Add	P/ NP	Unit	Unit Price	Chnge Order Quantity	Estimated Amount	Paid To Date
0192	002	210-00050	Res Fire Hydrant		P	EACH	$1,885.00000	1.000	$1,885.00	$3,770.00
0077	003	202-00250	*Removal of Pavement Marking MCR 02(2)		P	SF	$1.32000	7,000.000	$9,240.00	$63,697.60
0132	004	202-05150	Sandblasting MCR 02(3)		P	SF	$0.50000	27,000.000	$13,500.00	$4,420.30
0188	005	210-01140	Res Gd Rail Ty 4 MCR 02(4)		P	LF	$3.50000	1,000.000	$3,500.00	$16,453.50
0632	006	900-00012	Added Item (Foot)/ Fence (72" CL)(Temp) MCR 02(6)		P	LF	$6.25000	500.000	$3,125.00	$1,250.00
1992	010	900-00012	Added Item (Foot)/ Drilled Caisson (24")(special)		P	LF	$64.00000	144.000	$9,216.00	$9,600.00
0522	011	604-25006	Vane Grate Inlet Spec (5 Ft) Vane Grate Inlet spec, (series dbl)(5') MCR 02(07)		P	EACH	$3,890.00000	2.000	$7,780.00	$11,670.00
0527	012	604-25011	Vane Grate Inlet Spec (10 Ft) Vane Grate Inlet spec. (series dbl)(10') MCR 02(8)		P	EACH	$4,799.00000	2.000	$9,598.00	$19,196.00
0517	013	604-25016	Vane Grate Inlet Spec (15 Ft) Vane Grate Inlet spec. (series dbl)(15') MCR 02(9)		P	EACH	$6,055.00000	1.000	$6,055.00	$6,055.00
0417	014	603-05072	72 In RCES		P	EACH	$2,811.00000	2.000	$5,622.00	$5,622.00
1987	015	900-00014	Added Item (Lump Sum)/ Re-stock Steel Piling E-17-BU		P	L S	$2,485.00000	1.000	$2,485.00	$2,485.00
0066	016	900-00014	Added Item (Lump Sum)/ Rem Conc Pavement (special)		P	L S	$1,163.00000	1.000	$1,163.00	$1,163.00

Figure 11-14: CDOT Minor CO Summary

Accessing SiteManager Change Order Reports

The SiteManager Change Order Reports panel generates commonly used trends in contract changes. The following report topics are available on this panel:

- Change Order Report
- Change Order/Reason Code Breakdown
- Unapproved Change Order Aging Report
- Time Extension Granted Report
- View Saved Reports (PSR)

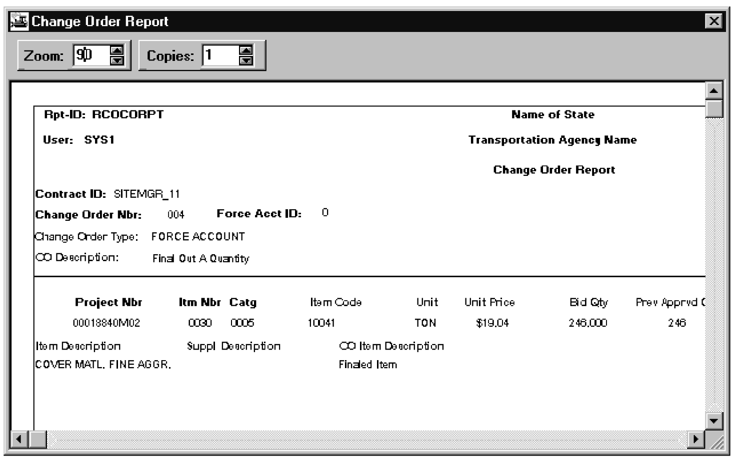


Figure 11-15: The Change Order Report Window

Change Order Report

The Change Order report can be viewed at any stage in the Change Order lifecycle. This is a two (2) page report window. The second page displays only if there are Time Extensions associated with the change order selected for this report.

Once approved, change order data may be analyzed to help manage the change order process. Two different reports are available for review. The SiteManager Change Order Reports function allows users to produce reports that gather information about trends in contract changes.

Exercise 11-13

In the following exercise, you will access and view the SiteManager Change Order/Reason Code Breakdown Report.

1. In SiteManager, double-click the **Change Orders** panel.

2. Double-click the **Reports** icon.

3. Double-click the **Change Order/Reason Code Breakdown** icon.

4. Click on the **By Contract** radio button.

5. Enter **C93222** in the **By Contract** box.

6. Click **OK.**

7. Click the **Close** button after reviewing the report.

8. Click the **Change Orders** folder tab.

Maintaining Change Orders

Once a CO has been created, updates to the CO information may be required. Change Order header information, items, time frames, and explanations may be modified on the appropriate windows while the CO is in Draft status.

Accessing SiteManager Accessories Change Order Reports

Again, CDOT Form 90 is available for all Change Orders. It can be found in the Change Order panel of the CDOT SiteManager Accessories program.

CDOT Minor CO Summary report is also available from the Change Order panel of the CDOT SiteManager Accessories program. This lists all of the MCR items that have been added to the Contract via MCR types of Change Orders.

Review for Section 11

Contract Change Orders may include:

1. Add new work items to the contract
2. Increase or decrease existing Items
3. Price Adjustments
4. Time Adjustments
5. Scope or spec changes

To create a Change Order:

1. On the **Change Orders** panel, double-click the **Change Order Maintenance** icon.
2. On the Change Order Maintenance panel, double-click the **Change Orders** icon.
3. Click the **Services** menu.
4. Click **Choose Keys**.
5. In the Contract list box, scroll to and click the desired contract.
6. Click **Ok**.
7. Enter a **Description** for the Change Order.
8. Select the **Reason Code** from the drop-down list.
9. Select the **CO Type** from the drop-down list.
10. CDOT employees should check the **Override Approval Rules** box.
11. Check the appropriate Function boxes.
12. Click the **Save** button.

To modify a change order header:

13. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
14. On the **Change Order** window, double-click the **Change Orders** icon.
15. On the **Change Order Header** window, click the **Open** button.
16. In the **Change Order** list box, scroll to and click the desired change order.
17. Click **Ok**.
18. Modify the desired fields as needed.
19. Click the **Save** button.

To navigate to other CO functions from the Header Window:

1. Click **New** to create a new Change Order or **Open** to review/edit an existing Change Order.
2. Click the **Items** tab, **Time Adjustments** tab, or **Explanations** tab.
3. Click the **Services** menu and select **Change Order Tracking** choice.

To make a Contract time adjustment:

1. With the correct Change Order open, click the **Time Adjustment** Function. Click **Save**.
2. Click the **Time Adjustments** tab.
3. Click the **New** button.
4. For Available Work Days or Calendar Days contracts, in the **Time Adjustment Days** field, type the modified number of days for the contract or milestone.
4. Press the **Tab** key.
5. For Fixed Completion Date contracts, in the **Adjusted Completion Date** field, type the modified completion date of the contract or milestone.
6. Press the **Tab** key.
7. Click either the **for Milestone** or the **or Contract Completion** radio button (ON) to indicate whether this is a modification of a milestone of the contract.
8. Press the **Tab** key.
9. Enter an **Explanation** for the new time adjustment if desired.

10. Click the **Save** button.

To add a new Item to the Contract:

1. From the **Header tab**, click the **Items** tab.
2. On the **Items** window, click the **New** button
3. In the **Project Number** drop-down list, click desired project.
4. In the **Category Nbr** drop list, click desired category.
5. In **Line Item Number** field, type a new **4-digit** Line Item number.
6. Using the *right* mouse button, click the **Item Code** field.
7. From the object menu, click the **Search** choice.
8. In the list box, scroll to and click the new Item code.
9. Click the **Unit Price** field and type in the unit price for the Item.
10. If applicable, click the **Supplemental Description** field and type the desired description.
11. Click the This **Change Order Quantity** field and type the desired quantity.
12. Click the **Save** button.

To modify an existing contract item:

1. In the **Header** window with the correct Change Order open, click the **Items** tab.
2. On the **Item** tab, click the **Services** menu and click the **Select Item** choice.
3. In the **Contract Items** list box, scroll to and click the desired Contract Item.
4. Click Ok.
5. Click **Ok**.
6. In the **Change Order Description** field, type the description for the item change.
7. Press the **Tab** key.
8. In the **This Change Order Quantity** field, type the change order quantity. It may be positive or negative.
9. Click the **Save** button.

To calculate a change order

1. On the **Header tab,** click the **Services** menu and click **Calculate Change Order**.
2. Click the **Save** button.
3. Perform after each Item entry.

To apply an explanation to a change order

1. On the **Header tab**, click the **Explanations** tab.
2. In the drop-down list choose **Explanations Applied to All Line Items**.
3. In the **Explanation** list box, type in the explanation.
4. Click the **Save** button.
5. Click the **Close** button.

To access CDOT Form 90:

1. On the SiteManager Accessories panel double-click the **Change Orders** icon.
2. Double-click the **Form 90** icon.
3. In the **Contract** list, scroll to and click on the desired Contract Number.
4. In the **Change Order Number** list box, scroll to and click on the desired Change Order Number.
5. Click **Ok.**

To access the Minor Change Order Summary:

1. On the SiteManager Accessories panel double – click the **Change Orders** icon.
2. Double-click the **Minor CO Summary** icon.
3. In the **Contract ID** list box, scroll to and select the desired Contract ID.
4. Click **Ok.**

To access SiteManager Change Order Reports:

1. In SiteManager double-click the **Change Orders** tab.
2. Double-click the **Reports** icon.
3. Double-click on the desired Report icon.
4. In the **Contract ID** list box, type in the desired Contract ID.
5. If needed, type in **Change Order Number.**

Summary Exercise for Section 11

In the following exercise, you will create CO 006 for Contract C93222.

1. Navigate to the Header window and create a new **MCR** type of Change Order for contract **C93222** for **Sandblasting.**

2. Choose **Override Approval Rules**, **Overrun/Underrun** and **Extra Work** functions.

3. From the Header window navigate to the **Items** tab.

4. Add a new MCR Item to the contract for **Category 0200**, **Spec Year 1999**, with the following specifications:

   - Line Item Nbr **0132,** Item Code **202-05150,** unit price **.50,** and quantity **27000**

5. Close the **Items** window and calculate the Change Order.

6. From the Header window navigate to the **Services** menu and choose the **Select Item** choice.

7. Open the existing item, Item Nbr **1215**. Make the appropriate adjustment to the MCR budget.

8. From the Header tab calculate the Change Order. Make sure the Change Order calculates to a CO Amount of $0.00.

9. Navigate to the Explanations tab and add the following explanation for the change order: **This work shall be in accordance with the plans and specifications as directed by the Engineer.**

10. Navigate to the Main Panel.

Section 12. Change Order Approval and Tracking

By the end of this module, you will be able to:

- Identify the Different Status Types for Change Orders
- Identify the Change Order Review Process
- Identify the CDOT Change Order Approval Process
- Approve a Change Order
- Track a Change Order

Change Order Status

The CO Status field is a user-controlled field. These are the Status types for Change Orders:

Draft when the Change Order is first created and while being edited.

Pending when the Change Order is ready to be reviewed or approved. Changing the status to Pending puts the CO into the approval process, and it cannot be modified. A Pending Change Order may have its status changed back to Draft.

Denied when the Change Order is not approved, but is saved. The Change Order is basically rejected. CDOT does not use the denied status.

Approved when the Change Order has been approved by its final level. Once approved a CO can no longer be modified. If an error is found once a CO has been approved, a new CO would have to be created to undo the previous CO and make the new CO changes.

Once a CO reaches its final approval, the system will change the status automatically to Approved.

Change Order Review Process

Be sure to review the Change Order before approving it. Once approved, the elements of the Change Order become part of the Contract. CDOT Project Engineers can be the only level of electronic approval for a Change Order in SiteManager. Therefore, it is very important to make sure the CO is correct and that all outside approvals have been obtained before approving a CO in SiteManager. CDOT Form 90 reports can be reviewed or printed at any time for any CO in any status in SiteManager. A Form 90 viewed or printed while a CO is in Draft status will have the word DRAFT in red letters at the top. Once the CO is moved into Pending status the red lettering disappears.

The Project Engineer can also place the Change Order into Pending status which begins the approval process. CDOT Project Engineers will choose themselves as the only electronic approval level in SiteManager by clicking the Override Approval box on the CO Header. Consultant Project Engineers must go through several levels of approvals for Change Orders and must have the CO approved by the Resident Engineer.

Items added via a Change Order are not actually added to the contract until the CO is approved.

All Change Orders on a contract must either be Approved or Denied in order for the Physical Work Complete Date to be entered in Contract Administration, as part of the contract completion process. Change Orders may not be in a Draft or Pending status for the contract completion process.

CDOT Form 90 must be signed for all CMO and MCR types of Change Orders. The Project Engineer may be the only electronic level of approval in SiteManager, however, the appropriate people must still approve and sign the CDOT Form 90.After it is created, a draft Change Order must be reviewed before it is approved. There are several options for change Order review at CDOT, both through SiteManager and CDOT SiteManager Accessories.

CDOT Form 90 is available through SiteManager Accessories. It contains all of the information that was entered into SiteManager for the Change Order. A Form 90 can be generated for any Change Order, regardless of the CO type, and at any point in the life cycle of a CO. It can be viewed on the screen or printed for signature.

SiteManager Accessories contains another report called the Minor CO Summary. This lists all of the MCR Items that were added to the Contract via Minor Contract Revision type Change Orders. Each of the items added via an MCR type of Change Order is listed.

SiteManager includes its own Change Order Report that can be viewed or printed for each CO. This lists all of the information contained in the Change Order, including Header information, added and updated Item information, time adjustments, dollar amounts and remarks.

The sequence of events in the change order review and approval process are as follows:

1. When the Change Order is still in Draft status, the Project Engineer should review the Change Order using either the CDOT Form 90 or the SiteManager Change Order Report.

   For CMO and MCR types of Change Orders, you must print CDOT Form 90 for approval and signature by the appropriate personnel per CDOT policy.

2. When the CO is deemed to be accurate or the signed Form 90 is received, change the CO status to Pending and choose the User(s) to approve the CO. CDOT Project Engineers can choose themselves as the electronic approvers in SiteManager

or their Resident Engineer. Consultant PEs must choose their CDOT Resident Engineer.

3. Approvers either Approve or Deny the Change Order through the Change Order Approval window. CDOT Project Engineers should not approve a Change Order until they are confident that the Form 90 has been or will be signed without changes.

4. If changes must be made while the CO is in Pending status, but before it is actually approved, you can change the status of the CO back to Draft to make corrections or edits. Once those changes are made, change the status to Pending again for approval.

5. Items included on a Change Order do not become active on the contract until the CO is approved.

Change Order Approval Process

All Change orders on a contract must be either Approved or Denied in order for the Physical Work Complete Date to be entered as part of the contract completion process. Change Orders may not be in a Draft or Pending status for the contract completion process. Once the Change Order is ready to be approved, change the status of the Change Order to Pending. Pending locks the CO so no further changes can be made. This starts the approval process. If needed, you can change the status of a Pending CO back to Draft status to modify it.

CDOT Project Engineers may choose themselves as the only level of electronic approval. CDOT staff will click the Override Approval Rules button on the CO Header. In the Group for Approval window choose your own Group and User ID.

Consultants must still go through the hierarchical approval process. The Groups for Approval window appears as a result of saving the Change Order in Pending status. The Consultant Project Engineer then selects at least one approver from each approval level.

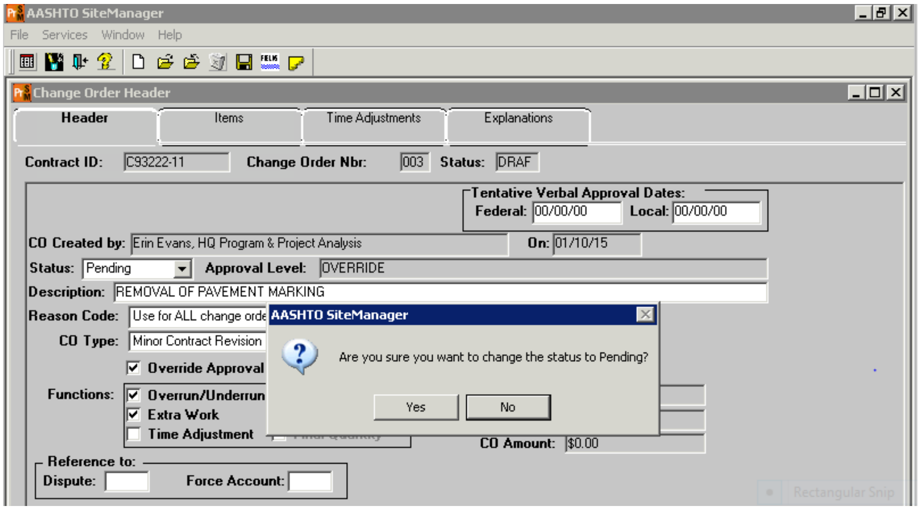


Figure 12-1: The Change Order Status Change Window

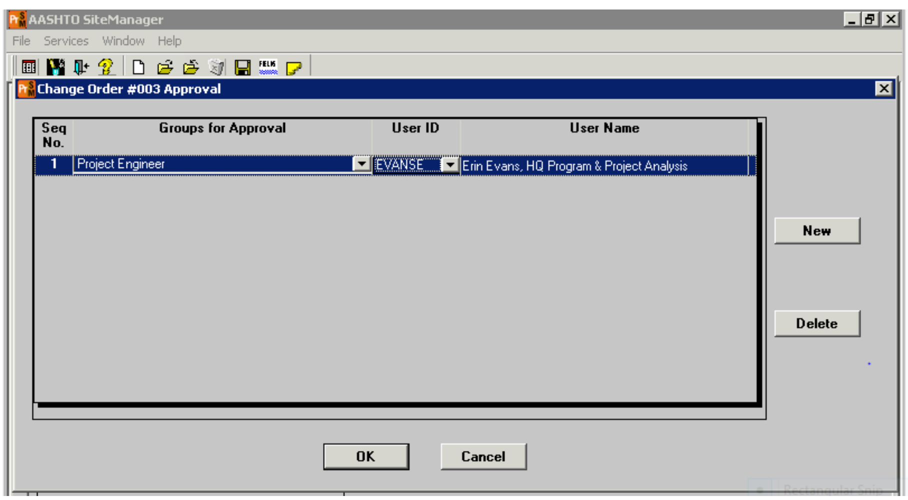


Figure 12-2: The Change Order Approval Groups Window

Exercise 12-1

In the following exercise you will send Change Order 003 for Contract C93222 for approval.

1. Double-click the **Change Order Maintenance** icon
2. Double-click the **Change Orders** icon.
3. Click the **Open** button.
4. Select Change Order **003** for Contract **C93222** and click **OK**.
5. Make sure that the **Override Approval Rules** check box is checked (**On**)
6. In the **Status** drop-down list, click the expand arrow to the right of the current selection and click the **Pending** choice.
7. Click the **Save** button.
8. Click **Yes** to the message confirming the status change to Pending.
9. Click the **New** button on the right side of the selection box.
10. On the **Groups for Approval** drop-down list click **PROJENG**.
11. On the **User ID** drop-down list click **User.**
12. Click **OK**.
13. Click **OK** at the message that an in-box mail has been sent.
14. Click the **Close** button.

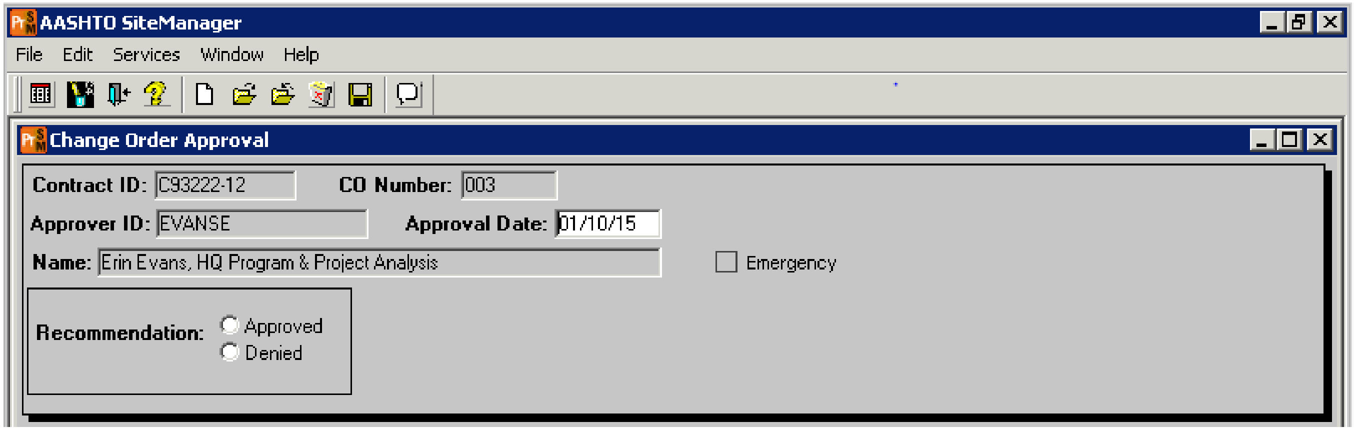


Figure 12-3: The Change Order Approval Window

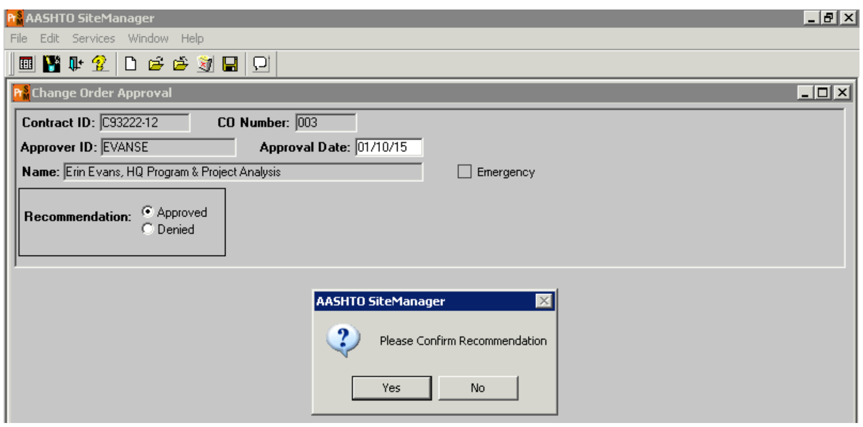


Figure 12-4: The Change Order Approval Confirmation

Approving Change Orders

Remember that once a Change Order is approved in SiteManager it cannot be modified and the items become part of the contract. Do not approve a CO until you are confident the CO is correct and you have a signed Form 90 if outside approval is required. Items included on a Change Order do not become active on the contract until the CO is approved

Exercise 12-2

In this exercise you will approve the Change Order.

1. Double-click the **Change Order Review /Approval** icon.
2. In the list box, scroll to and double-click Contract **C93222**.
3. In the list box, scroll to and click Change Order **003**.
4. Click **OK**.
5. Click the **Approved** radio button.
6. Click the **Remarks** button on the toolbar. In the text box, type **Excellent job**.
7. Click the **Remarks** button again to close the text box.
8. Click the **Save** button.
9. Click the **Yes** button.
10. Click **OK**.
11. Click the **Close** button.

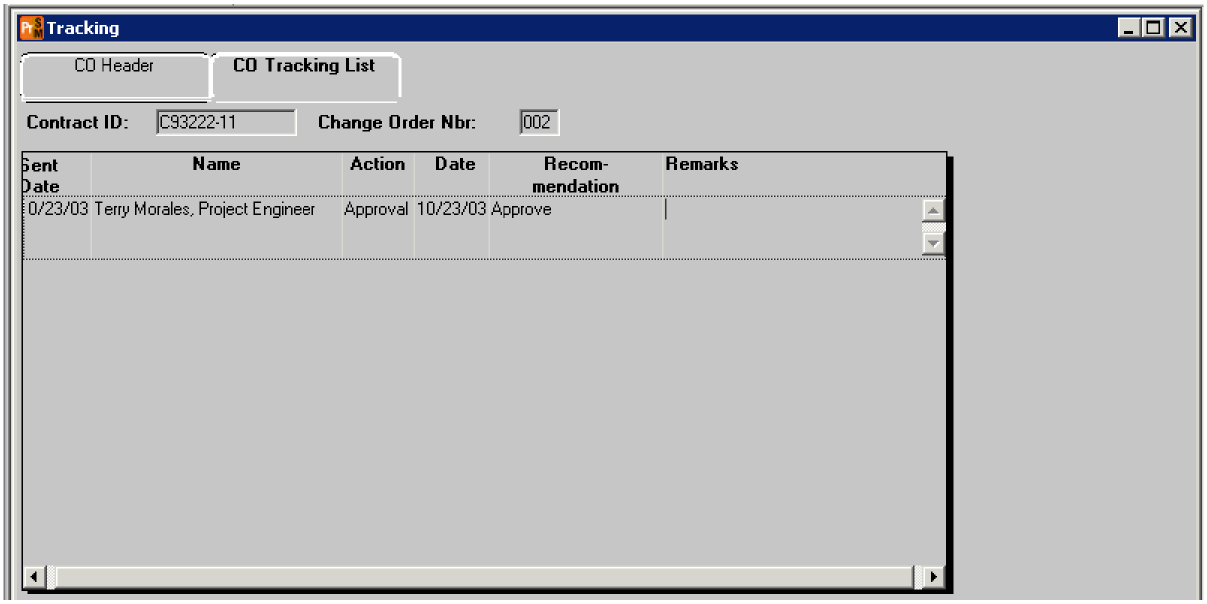


Figure 12-5: The Change Order Tracking Window

Tracking Change Orders

At any time, the author of a CO may view its status by opening the Tracking window. The Tracking window for a CO is a view-only window and lists whether the CO is in Draft, Pending, Approved or denied status, who performed the approval or Denial, and dates.

Authorized users may also display details about current and historic contract items on-line using the Item Summary window.

Exercise 12-3

In the following exercise, you will check the status of contract C93222 in Change Order 003.

1. Double-click the **Change Orders** icon.
2. Click the **Services menu.**
3. Select the **Change Order Tracking** choice**.**
4. Click the **CO Tracking List** tab**.**
5. Click **Close.**

Review for Section 12

There are four Status Types for Change Orders:

1. Draft: when the Change Order is first created and while being edited.

2. Pending: when the Change Order is ready to be approved or reviewed. Changing the status to Pending puts the CO into the approval process, and it cannot be modified. A Pending CO may have its status changed back to Draft.

3. Denied: When the CO is not approved but is saved. The CO is basically rejected. CDOT does not use the Denied status.

4. Approved: when the CO has been approved by its final level. Once approved it can no longer be modified. If an error is found once a CO has been approved, a new CO would have to be created to undo the previous CO and make the new changes.

Before a Change Order is finalized:

1. It must be reviewed by the appropriate parties.
2. CMO and MCR Change Orders require approvals and signed Form 90.
3. CDOT Project Engineers must send Change Orders through several Approval Levels within CDOT.
4. Consultant Project Engineers must send Change Orders through several Approval Levels within CDOT.

5. CDOT Project Engineers may themselves approve the Change Orders in SiteManager.

To put a Change Order into Pending status for approval:

1. On the **Change Order Maintenance** panel, double-click the **Change Orders** icon.
2. Open a draft change order.
3. In the **Status** drop-down list, click the expand arrow to the right of the current selection and click the **Pending** choice.
4. Click the **Save** button.
5. Click **Yes** to confirm the status change.
6. CDOT Project Engineers click the **New** button and follow steps 7-9, then skip down to step 14.
7. In the **Groups for Approval** drop down list choose User's group.
8. In the **User ID** drop down list chose the User's own ID.
9. Click **Ok.**

10. Consultant Project Engineers, on the **Change Order Approval** window, click a desired **Group for Approval** choice.
11. In the **User ID / User Name** data window, click a desired approver name and User ID.
12. Click the **Add** button.
13. Click **Ok.**
14. Click **Ok.**
15. Click the **Save** button

To approve a Change Order:

1. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
2. Double-click the **Change Order Review /Approval** icon.
3. Open a Pending Change Order that has been sent for approval.
4. Click the **Approved** or **Denied** radio button.
5. Click the **Save** button.

To track the status of a change order:

1. On the **Change Order** panel, double-click the **Change Order Maintenance** icon.
2. On the **Change Order Maintenance** panel, double-click the **Tracking** icon.
3. Open a Change Order.
4. When complete, click the **Close** button.

Summary Exercise for Section 12

In the following exercise, you will forward the Change Order 004 for C93222 for approval.

1. In SiteManager, Navigate to the **Header** window.
2. Open Change Order **004** for **C93222**.
3. Change the status to **Pending** and save it.
4. Select the **Project Engineer** group**, User** User Id.
5. Navigate to the **Change Order Review / Approval** window.
6. Approve Change Order **004** for **C93222**.
7. Close the approval window.
8. Navigate to the **Tracking** window.
9. Review the status of **Change Order 004** for **C93222**.
10. Exit SiteManager.