Construction Part A Participant Guide

U.S. Department of Transportation Federal Highway Administration

Construction Part A Participant Guide



Contents

1.	Disclaimer	4
2.	Introduction to Using the Participant Guide	5
3.	Construction Management	6
	3.1. Accessing Contract Dashboards	6
	3.1.1. Contract Dashboards	9
	3.2. Contract Setup	. 17
	3.2.1 Creating a Contract	. 21
	3.2.2 Importing Awarded Bid Details to the Contract	. 33
	3.2.3 Managing Contract Users	. 36
	3.2.4. Editing Contract Details	. 45
	3.2.5. Managing Contractor Details	. 47
	3.2.6. Managing Details of Key Contacts	. 51
	3.2.7. Contract Workflow Status	. 54
	3.3 Contract Items	. 56
	3.3.1. Editing a Container	. 58
	3.3.2. Adding Items to a Contract	. 63
	3.3.3. Editing Contract Item Details	. 90
	3.3.4. Associating a Fund Rule to a Contract Item	. 97
	3.3.5. Locking the Contract Item List	100
	3.3.6. Unlocking the Contract Item List	103
	3.4. Billings and Payments	106
	3.4.1. Item Posting	108
	3.4.2. Pay Estimates	128
	3.5. Progress Tracking	154
	3.5.1. Recording Labors and Equipment	160
	3.5.2. Creating a Work Activity Template	165
	3.5.3. Contractor Daily Record	172
	3.5.4. Inspector Daily Record	195
	3.5.5. Daily Diary	210
	3.5.6. Generating Progress Tracking Reports	223
	3.6. Generating Contract Reports	231

3.6.1. Contract Report Gallery	
4. Appendix	
4.1 Attachments	
4.1.1 Attaching a File to a Form	
4.1.2. Attaching a File to a Workflow	
4.1.3. Accessing and Downloading Attached Files	
4.1.4. Deleting Attached Files	
4.2. Standard Report Functions	
4.2.1. Generating and Viewing Reports	
4.2.2. Subscribing to Reports	
4.3. Workflow Status Transitions	
4.3.1. Performing a Workflow Action	
4.3.2. Viewing the Workflow History	
4.3.3. Selecting Workflow Users	
4.3.4. Associating a Workflow	
4.4. Importing Form Details from an Excel Workbook	
4.4.1. Uploading Form Details in Bulk	
4.4.2. Updating Form Details in Bulk	

1. Disclaimer

©Aurigo® Software Technologies Inc. All Rights Reserved.

While every reasonable precaution has been taken in the preparation of this document, Aurigo[®] Software Technologies Inc. does not assume responsibility for errors or omissions, or for damages resulting from the use of the information contained herein.

The software is provided strictly on an "as is" basis. All software furnished to the user is on a licensed basis. Aurigo® Software Technologies Inc. grants to the user a non-transferable and non-exclusive license to use the software program delivered hereunder (licensed program). Such license may not be assigned, sublicensed, or otherwise transferred by the user without prior written consent of Aurigo® Software Technologies Inc. No right to copy a licensed program in whole or in part is granted, except as permitted under copyright law. The user shall not modify, merge, or incorporate any form or portion of a licensed program with other program material, without written permission from Aurigo® Software Technologies Inc. The user agrees to maintain Aurigo® Software Technologies' copyright notice on the licensed programs delivered hereunder, and to include the same on any authorized copies it makes, in whole or in part. The user agrees not to decompile, disassemble, decode, or reverse engineer any licensed program delivered to the user or any portion thereof.

Aurigo[®] Software Technologies Inc. reserves the right to make changes to any software or product to improve reliability, function, or design.

Aurigo[®] Software Technologies Inc. does not assume any product liability arising out of, or in connection with, the application or use of any product, or application described herein.

No license is granted, either expressly or by implication, estoppel, or otherwise under any Aurigo® Software Technologies Inc., intellectual property rights.

Aurigo[®] Masterworks and all other Aurigo[®] Software Technologies, Inc., product or service names are registered trademarks or trademarks of Aurigo[®] Software Technologies, Inc. in the USA, Canada and other countries.

Other brand and product names are trademarks of their respective companies. Aurigo[®] Software Technologies Inc.

http://www.aurigo.com/

2. Introduction to Using the Participant Guide

The Participant Guide helps you get started with the process of setting up a new contract, progress tracking, and billing and payments, and quickly navigating through the various key processes of contract execution.

The options selected for use in this guide are for instructional purposes to showcase the entire lifecycle of a contract. Field selections, other than the ones used in this guide could

possibly lead to a varied contract workflow and may not be covered in this guide. For additional information on the application, refer to the User Guide/Masterworks Online Help available with the application.

Note: You may notice screenshots containing information added throughout the document, even in places where a new empty screen would typically be displayed. This practice eliminates the need for multiple images, allowing a single screenshot to convey the essential details required to proceed with the work effectively.

3. Construction Management

The **Contracts** module provides a comprehensive, flexible, full-featured, and intuitive system to manage contracts in a project. Its user-friendly features guide you through the complete contract process, from initial set up and analysis to implementing the contract, tracking progress, and estimating payments.

The highlights of the **Contracts** module are:

- Enables an authorized user to create contracts, assign contractors, and track work progress
- Provides an efficient approval process with instant notification of approvals
- Streamlines the management of changes in contract
- Electronic forms prevent redundancy and manual errors, and save time in updating field information
- Instant access and search based on a variety of parameters to monitor contracts
- A comprehensive reporting feature to create and publish reports for contracts
- Invitation-based accessibility to contract information

3.1. Accessing Contract Dashboards

Overview

Contract dashboards provide a quick view of contract information. You can access a contract only if you are invited to that contract. Based on the roles assigned to you, only selected information is displayed.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	OJECTS	
Q,	ype to Search 🗙 🗙 🔨	Ð	New 📑 Workflow 🗸 📳 Reports 🕇 🗞	Manage Users 🛛 🎼 Mark Offline/Online 💮 More 👻
	Select Project	0	Project Code	Project Name Project Description Business Unit
†⊒∔	Recent Projects		Y	
BBB			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
<u></u>	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
<u>(8)</u>	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 1:Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.



Figure 2: Expanding Projects Folder

3. Expand **Contracts**, click the contract. The **CONTRACT DASHBOARD** page is displayed.

	PROJECTS	CONTRACT DASHBOARD	CONTRACT DETAILS							
С,	Type to Search 🗙 🗙 🔨	🖳 Select	Contract Summary Dashboard	~	Mode: View	~	Ð	_Ø	Ē	🎭 Set As
諭	SIT - CA ERFO FS LSPDR 2023-1(1) 🔻	Dashboard:					New	Edit	Delete	Default
讘	General Quick Access	A I of I								
:!:	- Contracts		CONTRACT SUMMAR	RY DAS	Shboard					
٩	 SIT - CA ERFO FS LSPDR 2 									
	+ Documents	Key Factor	S		Value					
	+ Configurations	Estimated	To Date Amount		\$	2,497,02	8.56			
	 Contract Items 	Paid to Dat	ie -		\$	1,803,30	9.28			
	+ Progress Tracking	Retainages	;		\$	37,50	0.00			
		Total Curre	ont Authorized Construction Amo	unt	\$	6,620,94	8.83			
	$+$ billings \propto Payments	Constructi	on Probable Amount		\$	3,097,83	7.41			
	 Contract Modifications 	Deficit			\$	(3,523,11	1.42)			
	 Submittals 	Total Curre	ont CE/CE-CI Expenditures		\$		0.00			
	Contract Report Gallery	Total Proba	able CE/CE-CI Expenditures		\$		0.00			
	- contract hepoint during	Current Da	ys Used				338			
	+ Subcontract	Percent We	ork Completed			80.	61%			
	Contract Closeout Status	Percent Tir	ne Used			71.	61%			

Figure 3: Contract Dashboard

- 4. From the **Select Dashboard** drop-down list, select the appropriate dashboard to view. The following dashboards are available:
 - Contract Summary Dashboard
 - Grand Pay Item Summary

CONTRACT DASHBOARD CONTRACT DETAILS				
Select Dashboard: Contract Summary Dashboard	Mode: View	~ ↓] New _ <i>∅</i>	Edit 🔟 Delete	🍓 Set As Default
Report Viewer		^		I
🕅 🖣 🚺 of 1 🕨 📄 🖳 🗐 🔻 🚍				I
CONTRACT SUMMARY D	ASHBOARD			
Key Factors	Value			
Estimated To Date Amount	5	2,497,028.56		
Pald to Date	\$	1,803,309.28		
Retainages	\$	37,500.00		
Total Current Authorized Construction Amount	s	6,620,948.83		
Construction Probable Amount	S	3,097,837.41		
Deficit	\$	(3,523,111.42)		
Total Current CE/CE-CI Expenditures	\$	0.00		
Total Probable CE/CE-CI Expenditures	\$	0.00		
Current Days Used		307		
Percent Work Completed		80.61%		
Percent Time Used		65.04%		
Total Claim Amount Paid (\$)		\$0.00		
Total Claims Paid Post Closure of Contract (\$)		\$0.00		
Total Subcontract Amount		\$323,000.00		
Subcontract % of Contract		4.88%		▼,



CONTRACT DASHEDARD CONTRACT DETAILS											
🖳 Select Dashboard: Crand Pay Item Summary Dashboard 🗸 Mode: View 🗸 🖓 New 🌶 Edit 🔟 Delete 🎭 Set As Default											
Report Viewe	report Viewer										
Schedule	A, Z	~	CM #		~						
Pay Item No	A0020 15101 0000	MOBILIZATION,	Sort By	Line Number Ascen	ding 🛩						
Filter By	~										
											_
	of 2 🕨 🕨										
Oriei	Grand Pay Item Summary Dashboard										
52.	763.873.33	56.520.94	8.83	\$0.00		\$25,690.78	its. Estime	\$714.568.18	ent.	\$1.803.309.28	
				•				- ,			
		Contract Qua	antities		Revised C	uantities	Submitted It	em Postings		Currer	nt Quan
Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	QTY	Amount	Current	Paid To Date	To Date
Pay Item # :	: 15101-0000		CM # :	:		Pay Item Type	1:N		Description :	MOBILIZATION	
A0020		\$1.0	D LPSM	\$328,790.44	1009	\$328,790.4	14 0.000	\$0.00	0.000	149,867.395	
	^										
Pay Item # :	15201-0000		CM # :			Pay Item Type	1:N		Description :	CONSTRUCTION SURV	/EY AND :
Pay Item # : AD040	: 15201-0000 A	l \$1.01	CM # : LPSM	\$56,571.31	1609	Pay Item Type \$56,571.3	1 N 0.000	\$0.00	Description : 0.000	CONSTRUCTION SURV 56,571.310	/EY AND !
Pay Item # : A0040 Pay Item # :	A 15301-0000	I \$1.0	CM # : 1P5M CM # :	\$96,571.31	1009	Pay Item Type \$56,571.3 Pay Item Type	91 0.000	\$0.00	Description : 0.000 Description :	CONSTRUCTION SURV 56,571:310 CONTRACTOR QUALIT	IY CONTR

Figure 5: Grand Pay Item Summary Dashboard

3.1.1. Contract Dashboards

Contract Summary Dashboard

The **Contract Summary Dashboard** provides information on the estimated amount, paid amounts, retainage, expenditures, probable amounts, claim amounts, and so on.

CONTRACT DASHBOARD CONTRACT DETAILS		
Select Dashboard: Contract Summary Dashboard	Mode: View	✓ 🞝 New _∮ Edit
Contract Summary Dashboard		
┥ ┥ 🔟 of 1 🕨 🕅 🖳 🔛 🗮 🔂 🖛 🚍		
CONTRACT SUMMARY DA	SHBOARD	
Kou Easters	Malaa	
Rey Factors	value	000 005 00
Estimated to Date Amount	\$	322,085.69
Paid to Date	\$	39,286.13
Retainages	\$	10,542.11
Total Current Authorized Construction Amount	\$	2,763,873.33
Construction Probable Amount	\$	2,782,907.88
Deficit	\$	19,034.55
Total Current CE/CE-CI Expenditures	\$	0.00
Total Probable CE/CE-CI Expenditures	\$	0.00
Current Days Used		399
Percent Work Completed		11.57%
Percent Time Used		138.06%
Total Claim Amount Paid (\$)		\$0.00
Total Claims Paid Post Closure of Contract (\$)		\$0.00
Total Subcontract Amount		\$584,878.58
Subcontract % of Contract		21.16%

Figure 6: Contract Summary Dashboard

The **Contract Summary Dashboard** displays the following information:

Field Name	Description
Estimated To Date Amount	Sum of all the item postings that are in the Submitted and
	Approved workflow status.
Paid to Date	Sum of Net to be Paid from all the approved pay estimates.
Retainages	Sum of Item Level Retainages + Adjustments with Type
	Retainage Value = A + B

Field Name	Description
	Where, A = Sum of all previously held retainages – (Release Previously held + Retainage this PE for each item).
	For each item the latest instance of it from the Pay Estimates must be considered.
	B = Sum of Previously Held Retainages + (Adjustment this PE – Release Previously held Retainage for all Adjustments of type = Retainage from the latest PE).
	Note: PE = Pay Estimate
Total Current Authorized Construction Amount	Sum of all Project Fund List, that is, the Authorized Amount for CON type fund sources.
Construction Probable Amount	Sum of Probable Amount for all the contract items + Adjustments from the latest Pay Estimate irrespective of its workflow status.
	Note : Only users with permission defined in the Additional Permissions Setup catalog of the library can view this field.
Deficit	It is calculated as: Construction Probable Amount – Total Current Authorized Construction Amount
	Note: If the deficit is negative, it is displayed and negative sign is not displayed.
Total Current CE/CE-CI Expenditures	Sum of Expended Amounts for fund type = CE + CI
Total Probable CE/CE-CI Expenditures	Sum of Probable Amounts for fund type = CE + CI
	Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view this field.
Current Days Used	It is calculated as:
	 If Time Count Stopped Date is available, then (Time Count Stopped Date – Start Date – Interim stoppage days + 1)
	 If Time Count Stopped Date is not available, then (Current Date – Start Date – Interim stoppage days + 1)
	Note: The contract's selected calendar is used for day calculation.
Percent Work Completed	It is calculated as: Estimated To Date Amount ÷ Construction Probable Amount (in %).

Field Name	Description	
Percent Time Used	It is calculated as:	
	• If Time Count Stopped Date is available, then (Time	
	Count Stopped Date – Start Date – Interim stoppage	
	days + 1) ÷ Revised Calendar Days (in %)	
	Note: Revised Calendar Days = Original Calendar Days	
	+ Change in number of days	
	• If Time Count Stopped Date is not available, then	
	(Current Date – Start Date – Interim stoppage days + 1)	
	÷ Revised Calendar Days (in %)	
	Note: The calendar selected for the contract is used for	
	calculating the days. The same formula holds good for	
	completion date contract.	
Total Claim Amount Paid (\$)	from the Contract Details page.	
Total Claims Paid Post	Sum of all Claims approved post approval of Final Pay	
Closure of Contract (\$)	Estimate, that is, Total Claims paid post closure of Contract (\$)	
	from the Contract Details page.	
Total Subcontract Amount	Sum of the Current Subcontract Amount (\$) from the latest	
	Approved versions from the Request for Sublet Work form.	
Subcontract % of Contract	(Sum of Subcontract Amount from the latest approved version	
	for all subcontractors ÷ Contract Amount from Contract Items)	
	x 100	

Grand Pay Item Summary Dashboard

The **Grand Pay Item Summary** dashboard provides information based on the Schedule, Pay Item No, and CM# selected.

	CONTRACT	DETAILS				
🖳 Select Das	shboard: Grand Pay I	tem Summary Dash	board •	Mode: View	✓ ↓ Ne	w _ 🧳 Edit
Grand Pay ite	em Summary Dashbo	ard				
Schedule	A	~	CM #		~	
Pay Item No	A0020 15101-0000:	MOBILIZATION,	Sort By	Line Number - Ascenc	ling 🗸	
Filter By	~					
◀ ◀ [1	of 2 🕨 🎽					
					G	rand Pay
	Project Code: UAT	- CA ERFO FS LSPDR 2	023-1(1)		Project Name: UAT -	Black Mountai
Origir	Project Code: UAT	- CA ERFO FS LSPDR 2 Revised Contract	023-1(1) t Amount:	Submitted Post	Project Name: UAT -	Black Mountai To Date Adju
Origir \$2,7	Project Code: UAT nal Amount: 763,873.33	CA ERFO FS LSPDR 2 Revised Contract \$2,763,873	023-1(1) t Amount: 3.33	Submitted Post \$167,24	Project Name: UAT - ings Amount: 14.95	Black Mountai To Date Adju (\$4,542
Origir \$2,7	Project Code: UAT nal Amount: 763,873.33	CA ERFO FS LSPDR 2 Revised Contract \$2,763,873 Contract Qua	023-1(1) t Amount: 3.33 ntities	Submitted Post \$167,24	Project Name: UAT - ings Amount: 14.95 Revised Qu	Black Mountai To Date Adju (\$4,542. uantities
Origir \$2,7 Line #	Project Code: UAT nal Amount: 763,873.33 Quantity	CA ERFO FS LSPDR 2 Revised Contract \$2,763,873 Contract Qua Unit Price	023-1(1) t Amount: 3.33 ntities Pay Units	Submitted Post \$167,24 Amount	Project Name: UAT - ings Amount: 14.95 Revised Qt QTY	Black Mountai To Date Adju (\$4,542 uantities Amoun
Origir \$2,7 Line # Pay Item # :	Project Code: UAT nal Amount: 763,873.33 Quantity 15101-0000	CA ERFO FS LSPDR 2 Revised Contract \$2,763,873 Contract Qua Unit Price	023-1(1) t Amount: 3.33 ntities Pay Units CM # :	Submitted Post \$167,24 Amount	Project Name: UAT - ings Amount: 14.95 Revised Qu QTY	Black Mountai To Date Adju (\$4,542 uantities Amoun Pay Item
Origir \$2,7 Line # Pay Item # : A0020	Project Code: UAT nal Amount: 763,873.33 Quantity 15101-0000 All	CA ERFO FS LSPDR 2 Revised Contract \$2,763,873 Contract Qua Unit Price \$1.00	023-1(1) t Amount: 3.33 ntities Pay Units CM # : LPSM	Submitted Post \$167,24 Amount \$328,790.44	Project Name: UAT - ings Amount: 14.95 Revised Qt QTY 100%	Black Mountai To Date Adju (\$4,542) uantities Amoun Pay Item \$328
Origir \$2,7 Line # Pay Item # : A0020 Pay Item # :	Project Code: UAT nal Amount: 763,873.33 Quantity 15101-0000 All 15201-0000	- CA ERFO FS LSPDR 2 Revised Contract \$2,763,873 Contract Qua Unit Price \$1.00	023-1(1) t Amount: 3.33 ntities Pay Units CM # : LPSM CM # :	Submitted Post \$167,24 Amount \$328,790.44	Project Name: UAT - ings Amount: 14.95 Revised Qu QTY 100%	Black Mountai To Date Adju (\$4,542) uantities Amoun Pay Item \$328 Pay Item
Origir \$2,7 Line # Pay Item # : A0020 Pay Item # : A0040	Project Code: UAT nal Amount: 763,873.33 Quantity 15101-0000 All 15201-0000	- CA ERFO FS LSPDR 2 Revised Contract \$2,763,873 Contract Qua Unit Price \$1.00	023-1(1) t Amount: 3.33 ntities Pay Units CM # : LPSM	Submitted Post \$167,24 Amount \$328,790.44 \$56,571.31	Project Name: UAT - ings Amount: 14.95 Revised Qu QTY 100%	Black Mountai To Date Adju (\$4,542: uantities Amoun Pay Item \$328 Pay Item \$56

Figure 7: Grand Pay Item Summary Dashboard

By default, a dashboard is displayed. To view specific information, provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Schedule	From the drop-down list, select the appropriate option.
	Available options are all schedules from containers in the
	Contract Items page.

Field Name	Description
Pay Item No	From the drop-down list, select the appropriate option.
	Available options are pay items from the Contract Items page.
CM #	By default, all items irrespective of impact by any CM # is be displayed
	Optionally, from the drop-down list, select the specific CM #.
	Only items impacted by the CM is displayed.

The following information is displayed:

Field Name	Description
Project Code	The code of the project.
Project Name	The name of the project.
Contract Number	The number of the contract.
State	The state of the project.
Original Amount	Original Approved Contract Value.
	It is calculated as: Sum of Original Qty x Unit Price for All Contract
	Items
Revised Contract Amount	Sum of Current Amount for all the Contract Items.
Submitted Postings	Total amount of postings in the Submitted workflow status.
Amount	
To Date Adjustments	Displays value based on the past and current Pay Estimates
	irrespective of their workflow status.
Estimated Current	It is calculated as: To Date Progress - Paid To Date
Payment	
Paid To Date	It is calculated as: Paid to date x Unit Price + Adjustments To Date for
	approved Pay Estimates only
To Date Progress	It is calculated as: Total amount of all approved item postings +
	Adjustments
Probable Amount	Sum of Probable Amounts from Contract Items. The probable amount
	includes adjustments as well.
	Note: Only users with permission defined in the Additional

Field Name	Description
	Permissions Setup catalog of the library can view and update this
	field.
Percent Work Completed	It is calculated as :
	To Date Progress ÷ Probable Amount x 100

The grid displays the following information:

Section	Field Name	Description
-	Pay Item #	The pay item number of the item.
-	CM #	The contract modification number of the item.
-	Pay Item Type	The pay item type of the item.
-	Description	The description of the item.
-	Line #	The line number of the item.
Contract Quantities	Quantity	Original Contract Quantity available at the time of locking the contract item.
		If the unit of the item is LPSM or CTSM, then the value is All.
Contract Quantities	Unit Price	The unit price of the item.
Contract Quantities	Pay Units	The unit of the item.
Contract Quantities	Amount	It is calculated as: Unit Price x Quantity
Revised Quantities	QTY	Original Contract Quantity + any approved contract modification for the respective item. If the unit of the item is LPSM or CTSM, then the value is 100%.
Revised Quantities	Amount	It is calculated as: Unit Price x Revised Quantities: QTY
Approved Item Posting	QTY	Sum of Approved Item Posting Quantities for the respective Pay Item.

Section	Field Name	Description
Approved Item Posting	Amount	It is calculated as: QTY x Unit Price from the approved item posting.
Current Quantities	Current	Sum of all the quantities for the item in all the pay estimates in Approved workflow status. This quantity is calculated as posted quantities that were included in pay estimates and is not inclusive of any item level hold/retainages i.e. Net Qty should be considered = (Posted Qty – Hold Qty This PE) + Previously Held Qty Release
Current Quantities	Paid To Date	Sum of all the quantities for the item in all the pay estimates in Approved for Payment or Paid workflow status. The paid quantity is calculated as posted quantities that were included in pay estimates and is not inclusive of any item level hold/retainages. i.e Net Qty should be considered = (Posted Qty – Hold Qty This PE) + Previously Held Qty Release
	Amount	Amount corresponding to the To Date Qty.
-	Comp %	It is calculated as: To Date Amount ÷ Probable Amount in \$ in %
Probable Quantities	Probable QTY	The probable quantity of the item. Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view and update this field.
Probable Quantities	Probable Amount	Amount corresponding to the Probable Qty. Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view and update this field.
-	O/U %	It is calculated as: To Date Amount ÷ Probable Amount in \$ in %
		Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view and update this field.

The adjustment grid displays the following information:

Field Name	Description
Adjustment Type	The appropriate information is retrieved from the latest pay
	estimate in any workflow status.
Description	The appropriate information is retrieved from the latest pay
	estimate in any workflow status.
Fund Rule	The appropriate information is retrieved from the latest pay
	estimate in any workflow status.
Adjustment Amount in \$:	The initial adjustment amount when this adjustment was created.
Original	This information is retrieved from the latest pay estimate in any
	workflow status.
Adjustment Amount in \$:	The Previously Held Amount in \$ from the latest pay estimate.
Previous	
Adjustment Amount in \$:	The Net Adjustment from the latest pay estimate.
Current	
Adjustment Amount in \$:	It is calculated as: Adjustment Amount in \$: Previous + Adjustment
To Date	Amount in \$: Current
Probable Amount in \$	The appropriate information is retrieved from the latest pay
	estimate in any workflow status.
	Note: Only users with permission defined in the Additional
	Permissions Setup catalog of the library can view and update this
	field.
O/U %	It is calculated as: To Date Amount ÷ Probable Amount in \$ in %

3.2. Contract Setup

The **Contracts** module enables you to create a contract that includes setting up the contract attributes, establishing zero estimate, managing prime contractor and sub-contractors, tracking progress using contractor daily records, inspector daily records, and daily diaries, progress payments, contract modifications, sub-contracting, document management, submittals, and claims management. Additionally, Masterworks Mobile application enables you to track the daily progress and update item postings at the worksite.

To create a contract, you must provide all necessary contract-related information. Once it is created, you must import the awarded bid to work with the contract items. Additionally, you can add contract items manually only if the **Solicitation Procedure** in the published advertisement is defined as **Design-Build** or **Letter Contracts**.

You can access the contract only if you are invited to it. The modules or forms available to you in a contract are based on the roles assigned to you in the project and in the contract.

You can manage the following contract-related tasks in a project:

- <u>Create Contracts</u>
- Import awarded bid to contract
- Manage contract users
- Edit contract details
- Add prime contractor to contract
- Manage key contacts
- Add contract items

Contracts Permission Matrix

This section provides information on the roles and corresponding permissions for the respective forms.

Table 1: Table 1 – Contract Details

Role	Create	Edit	View	Audit Log
Administrator	Yes	Yes	Yes	Yes
Construction Component Lead	Yes	Yes	Yes	Yes
Construction Admin Staff	Yes	Yes	Yes	Yes
Construction Engineer	-	-	Yes	-
Highway Construction Manager/QA QC	-	-	Yes	_

Role	Create	Edit	View	Audit Log
Construction	-	-	Yes	-
Contractor CDRs only				
Construction	_	_	Yes	-
Contractor Basic				
Construction	-	-	Yes	-
Contractor QC				
Manager				
Construction	-	-	Yes	_
Contractor Manager				
Construction	-	Yes	Yes	_
Operations Engineer				
Inspector	-	_	Yes	-
Assistant Project	-	-	Yes	-
Engineer				
Project Engineer	-	Yes	Yes	-
Regional Engineer	_	-	Yes	-
Construction	-	-	Yes	_
Inspection A&E				
Manager				
Inspector A&E	_	-	Yes	-
Assistant Project	-	-	Yes	-
Engineer A&E				
Project Engineer A&E	-	-	Yes	-

Table 2: Table 2 – Contractors

Role	Edit	View	Audit Log
Administrator	Yes	Yes	Yes
Construction	Yes	Yes	Yes
Component Lead			

Role	Edit	View	Audit Log
Construction Admin	Yes	Yes	Yes
Staff			
Construction Engineer	-	Yes	-
Highway Construction	-	Yes	-
Manager/QA QC			
Construction	-	Yes	-
Contractor CDRs only			
Construction	-	Yes	-
Contractor Basic			
Construction	-	Yes	-
Contractor QC Manager			
Construction	-	Yes	-
Contractor Manager			
Construction	-	Yes	-
Operations Engineer			
Inspector	-	Yes	-
Assistant Project	-	Yes	-
Engineer			
Project Engineer	-	Yes	-
Regional Engineer	-	Yes	-
Construction	-	Yes	-
Inspection A&E			
Manager			
Inspector A&E	-	Yes	-
Assistant Project	-	Yes	-
Engineer A&E			
Project Engineer A&E	-	Yes	-

Table 3: Table 3 – Key Contacts

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes
Construction Component Lead	Yes	Yes	Yes	Yes	Yes
Construction Admin Staff	Yes	Yes	Yes	Yes	Yes
Construction Engineer	-	-	Yes	-	-
Highway Construction Manager/QA QC	-	-	Yes	-	-
Construction Contractor CDRs only	-	-	Yes	-	-
Construction Contractor Basic	-	-	Yes	-	-
Construction Contractor QC Manager	-	-	Yes	-	-
Construction Contractor Manager	-	-	Yes	-	-
Construction Operations Engineer	Yes	Yes	Yes	Yes	-
Inspector	-	-	Yes	-	-
Assistant Project Engineer	-	-	Yes	-	-

Role	Create	Edit	View	Delete	Audit Log
Project	Yes	Yes	Yes	Yes	-
Engineer					
Regional	Yes	Yes	Yes	Yes	-
Engineer					
Construction	-	-	Yes	-	-
Inspection A&E					
Manager					
Inspector A&E	-	-	Yes	_	_
Assistant	-	-	Yes	-	-
Project					
Engineer A&E					
Project	Yes	Yes	Yes	Yes	-
Engineer A&E					

3.2.1 Creating a Contract

Prerequisites

A bid must be in the Awarded workflow status.
 The bidding process is handled via the Advertisement, Amendment, e-Bidding module, and Bid
 Opening and Review forms. The bid gets awarded in the Bid Opening and Review form. For more

information, refer to M05 Acquisitions and e-Bidding PG.

- The role of the logged-in user must be one of the following:
 - Administrator
 - Construction Component Lead
 - Construction Admin Staff
 For more information on role-specific permissions, refer to <u>Table 1- Contract Details</u>
 <u>Permission Matrix</u>.

Overview

A project can have only one contract associated with it. You can create a contract only after a bid is awarded. After a contract is created, you cannot delete it.

You can enter contract details that include basic contract information, and attach contract-related images and files.

Steps

1. In the module menu, click Projects.

The **PROJECTS** list page is displayed.

PROJECTS			PROJECTS			
Q	ype to Search 🗙 🗙 🔨	Ð	New 📑 Workflow 🗸 📳 Reports 🛪 🗞	Manage Users – 🎼 Mark Offline/Online – 💮 More 👻		
	Select Project 💌	0	Project Code	Project Name Project Description Business Unit		
朣	Recent Projects		7			
en T			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands		
960	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands		
{ <u>\$</u> }	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands		
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands		

Figure 8:Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	The performance in the performan	
С,	Type to Search 🗙 🗙 🔨	🖓 Select Dashboard: bis st. 🗸 Mode: View 🗸 Dis st.	As Default
兪	SIT - CA ERFO FS LSPDR 2023-1(1) 🔫	Report Viewer	
朣	General Quick Access	Budden 1149 Schedulei errer	
:::	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates	
\$	+ Documents		
	 Document Search 		
	 Project Report Gallery 		
	 Project Calendar 		
	— Fund Management		
	 Project Fund List 		
	 Project Fund Transaction 		
	 Funding Rules 		
	+ Bid Estimate Information		
	+ Bidding		
	+ Contracts		

Figure 9: Expanding Projects Folder

3. In the navigation pane, click **Contracts**.



The **CONTRACTS LIST** page is displayed.



4. Click New.

VCONTRACT		
Save & Exit 🚺 Save & Continue 🛞 Cancel	🛿 Workflow 👻 🏋 Select Actions 🗸	
MAIN ATTRIBUTES MODULES		
Project Code : SIT - CA ERFO	LSPDR 2023 1(1) Project Name :	SIT Black Mountain Road
(1)	Contract Name *:	SIT - CA FREO ES LSPDR 2023-1(1)
Contract # : 6982AF24C00	04 Award Date :	07/25/2024
Task Order # :	Created Date :	07/24/2024 💛
Measurement System *: US Customary	Contract Time Type *:	Completion Date 🗸
Description :	Solicitation Procedure :	Negotiated/RFP
	Send emails to PE for Submittais	
Document Folder Structure : WEL Construct	m Test 2 🗸 👻	
Contract Status :	Total Claims Paid (5) :	0.00
	Total Claims paid post closure of a Contract (5)	0.00
Work Type Description :	Field Office Contact # :	
	In Litization?	
Field Office Address :	*	
	Disputed? :	

Figure 11: New Contract

The **NEW CONTRACT** page displays the following information:

Section	Field Name	Description
-	Project Code	The identification code of the project.
	Project Name	The name of the project.
	Contract #	Defined in the Contract # field of the
		awarded bid in the Bid Opening and
		Review form.
	Task Order #	Defined in the Task Order # field of the
		awarded bid in the Bid Opening and
		Review form.
	Measurement System	Defined in the Measurement System field
		of the project.
	Contract Status	Upon saving the record, the current
		workflow status
		of the contract.
		Note: The value is updated based on the
		workflow validation defined in the <u>Section</u>
		<u>3.2.7.</u>
		Contract Workflow Status.
	Award Date	The value as defined in the Award Date field
		of the
		awarded bid in the Bid Opening And
		Review form.
-	Created Date	The current date at the time of creation of
		the contract.
	Solicitation Procedure	The value as defined in the Solicitation
		Procedure
		field in the published advertisement.
CONTRACT TIME	Original Calendar Days	The Calendar Days at the time of creating
		the

Section	Field Name	Description
		contract is displayed.
		Once a contract modification is created,
		this field
		value will not change.
	Original Completion	By default, it displays the Current
	Date	Completion Date.
		In the Contract Time Type field, if Calendar
		Days
		is selected, then the Original Completion
		Date is
		calculated as Time Start Date + Original
		Calendar
		Days - 1
		Once a contract modification is created,
		this field
		value will not change.
	Change in Number of	Initially, it shows no value.
	Days	When contract modifications are created, it
		displays
		the sum of all Change in Number of Days
		as
		defined in the Change in Calendar Days or
		Change
		in Working Days field, as applicable.

5. In the **MAIN** tab, provide the appropriate information in the fields, as described in the following table:

Section	Field Name	Description	
-	Description	Enter a brief description of the contract.	
	Document Folder	From the drop-down list, select the	
	Structure	document folder	
		structure for the contract.	
		Based on the selected document folder	
		structure,	
		a set of folders and documents is created in	
		the	
		Documents folder of the contract.	
	Work Type Description	Enter a description of the work type.	
	Field Office Address	Enter the address of the field office.	
	Send Reminders for CDR	Select the check box to ensure that	
		reminder emails	
		are sent to complete Contractor Daily	
		Records	
		(CDR).	

Section	Field Name	Description
		Reminders are sent until the contract is
		moved to
		the Completed workflow status.
		Note: Upon selecting the check box, the
		CDR
		Reminder Timeframe (hrs) field is
		displayed
		with the default value. Alternatively, you can
		modify the value as necessary.
	Send Reminders for IDR	Select the check box to ensure that
		reminder emails
		are sent to complete Inspector Daily
		Records (IDR).
		Reminders are sent until the contract is
		moved to
		the Completed workflow status.
		Note: Upon selecting the check box, the
		IDR
		Reminder Timeframe (hrs) field is
		displayed
		with the default value. Alternatively, you can
		modify the value as necessary.
-	Contract Name	Enter a unique name for the contract.
	Contract Time Type	From the drop-down list, select the
		appropriate type.
		Available options are Calendar Days and
		Completion Date.
		The Contract Time Type must be selected
		to update
		the contract time.
	Send emails to PE for	Select the checkbox to ensure notification
	Submittais	emails
		Engineer
		role for enproving the submittele
	Field Office Contact #	For the phone number of the field office
	In Litigation	Select the check box to onsure that the
		contract is in litigation
	Disputed	Select the check how to ensure that the
	Disputed	contract is disputed
Contract Time	Calendar	Note: The project calendar is displayed as a
		default value
	1	

Section	Field Name	Description
		Optionally, from the drop-down list, remove
		the calendar for the contract. If the project
		calendar is selected, then the Calendar
		Days field changes into Working Days field.
		The Working Days fields displays the
		number of days calculated from the
		selected Start Date to the Current
		Completion Date of the contract. If no
		calendar is selected, then the Calendar
		Days field displays the number of days
		calculated from the selected Start Date to
		the Current Completion Date of the
		contract.
	Time Start Date	By default, the current date is displayed.
		Optionally, from the calendar drop-down
		list, select
		the date the contract begins.
		Note: Time Start Date cannot be later than
		Current Completion Date.
	Calendar Days	By default, it displays the number of days
		between the Start Date and the Current
		Completion Date. Based on the option
		selected in the Contract Time Type field,
		the value in the Calendar Days field is
		updated.
		 In the Contract Time Type field, if
		Calendar Days is selected, then the
		Calendar Days field transforms into
		an editable field and you can enter
		the number of days as necessary.
		Once the contract items are locked,
		you cannot edit the Calendar Days
		field.
		 In the Contract Time Type field, if
		Completion Date is selected, then
		the Calendar Days field displays the
		number of days based on the
		calendar selected in the Calendar
		field. If any calendar is selected,
		then the Non-working Days
		specified in the calendar are
		excluded from the calculation.
		If any calendar is not selected in the
		Calendar field, then the Calendar Days
		field displays the difference in days

Soction	Field Name	Description
Section		bescription
		Current Completion Date
		Current Comptetion Date.
		Note: If there are any approved contract
		modifications, the Calendar Days field
		displays the undated days including the
		change in days from the latest approved
		contract modification
	Current Completion	By default, it is calculated as: Time Start
	Date	Date + 5 years
	Duto	Based on the ontion selected in the
		Contract Time Type field the value in the
		Current Completion Date field is undated
		• In the Contract Time Type field if
		Completion Date is selected, then
		the Current Completion Date field
		transforms into an editable field
		From the Current Completion Date
		calendar dron- down list select the
		appropriate date. Based on the
		selected date the value in the
		Calendar Days field is undated
		Once the contract items are locked
		you cannot edit the Current
		Completion Date field
		Completion Date nota.
		 In the Contract Time Type field, if
		Calendar Days is selected then the
		Current Completion Date field is
		calculated as Time Start Date +
		Working Days Note: If there are any
		approved contract modifications the
		Current Completion Date field
		displays the updated date from the
		latest approved contract
		modification
	Time Count Stopped	From the drop-down list, select the time
	Date	count stopped date.
		Optionally, to clear the time count stopped
		date, click Reset .
	Construction Started	From the calendar drop-down list. select
	Date	the date the construction starts.
	Notice to Proceed Date	From the calendar drop-down list, select
		the date when the work can commence.

Section	Field Name	Description
		Note: The notice to proceed may be
		received
		even before the time start date. This can be
		used for reporting purposes.
	Estimated Completion	From the calendar drop-down list, select an
	Date	estimated date for completion of the
		contract. This field is used when the user
		wants to set a targeted date irrespective of
		what the Current Completion Date is going
		to be.
		Note: Ensure this field is updated regularly
		for reporting purposes.
	Period of Performance	From the calendar drop-down list, select
	From Date	the start date for the performance period
		post contract close-out.
	Period of Performance	From the calendar drop-down list, select
	To Date	the end date for the performance period
		post contract close-out.
	Warranty Period (days)	Enter the number of days for which the
		warranty is provided.
	Actual % Work	Enter the percentage of the actual work
	Completed	completed. This field is used when the user
		wants to enter the percentage of
		construction work completed.
		Note: Ensure this field is undeted regularly
		for reporting purpose
		ior reporting purpose.

6. To update the stop time during the contract execution, in the **INTERIM TIME STOPPAGE** section, perform the following steps:

Note: The information added in this section has no impact on the calculation of contract days. However, you can use it for reporting purposes.

1. Click Add.

NEW CONTRACT					
🗈 Save & Exit 🚺 Sa	ve & Continue (🛞 Cancel	🔊 Workflow 🗸	📽 Select Actions 👻		
INTERIM TIME STOPPA	GE				*
				Ľ	
Stoppage: Start Date	Stoppage: End Date		Stoppage Days Stoppage R	eason	
No records to display.					
			o		
Add Edit Delet	2				

Figure 12: Interim Time Stoppage Section

The New Interim Time Stoppage dialog box is displayed.

New Interim Time Stoppa	×	
Stoppage: Start Date *:	07/24/2024 🗸	
Stoppage: End Date *:	07/24/2024 🗸	
Stoppage Days :	1	
Stoppage Reason *:		
	Save Cancel	

Figure 13: New Interim Time Stoppage Dialog Box

2. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Stoppage: Start Date	From the calendar drop-down list, select the start date for the
	stop time.
Stoppage: End Date	From the calendar drop-down list, select the end date for the stop time.
	Note: Upon selecting the details in the Stoppage: Start Date and Stoppage: End Date fields, the Stoppage Days field displays the total number of days for the stop time. This value is calculated based on the selected calendar and the stoppage start date and end date.
Stoppage Reason	Enter appropriate reason for the stop time.

3. Click Save.

- 4. Optionally, perform the following steps, as applicable:
 - To edit the stop time details, click the appropriate entry, click **Edit**, and then repeat steps **6b to 6c**, as applicable.
 - To delete any stop time details, click the appropriate entry, click **Delete**, and then click **OK**.
- 7. In the SIGNIFICANT CONTRACT STATUS field, enter appropriate information in the text area.

NEW CONTRACT
🛅 Save & Exit 📑 Save & Continue 🛞 Cancel 🎼 Workflow 👻 뿧 Select Actions 👻
SIGNIFICANT CONTRACT STATUS
B I U \Rightarrow
Design HTML Preview

Figure 14: Significant Contract Status Section

Upon generating a report, this information is available as the Significant Contract Status. You can perform any of the following tasks to create and edit the information:

Note: By default, the Design mode is selected.

- Bold, italicize, underline, strike-through letters and words
- Use subscripts and superscripts
- Select the font and its size
- Select the font color and the background color for the content
- Insert and manage tables, and hyperlinks
- Use bullets and numbering
- Use clipboard operations to cut, copy, and paste the text
- Use indents and outdents
- To add HTML code, click </> HTML, and then enter the code.
- To preview the HTML entered typed, click Preview.

8. In the **DISPUTES & FOIA STATUS** field, enter appropriate information in the text area.

NEW CONTRACT				
🖪 Save & Exit	Save & Continue	(Cancel	尉 Workflow 👻	📽 Select Actions 👻
DISPUTES & FO	IA STATUS			
B I U abo	$X_2 \times^2 \widehat{\blacksquare} \land \checkmark \checkmark \checkmark$	ee ç\$ ⊞ v [= := := := :=	≝ 😡 A ¥ û ¥	
Times Ne	12pt = = = 3-	1= 1=]		
🧪 Design	HTML	review		

Figure 15: Disputes & FOIA Status Section

Upon generating a report, this information is available as Disputes and FOIA Status about the contract.

Note: By default, the Design mode is selected.

- Bold, italicize, underline, strike-through letters and words
- Use subscripts and superscripts
- Select the font and its size
- Select the font color and the background color for the content
- Insert and manage tables, and hyperlinks
- Use bullets and numbering
- Use clipboard operations to cut, copy, and paste the text
- Use indents and outdents
- To add HTML code, click </> HTML, and then enter the code.
- 9. In the **COE COMMENT** field, enter appropriate information in the text area.

NEW CONTRACT					
Save & Exit	Save & Continue	(🖲) Cancel	🖟 Workflow 👻	Select Actions 👻	
CME COMMENT	2				
					Th.

Figure 16: CME Comment Section

Upon generating a report, this information is available as Construction Operations Engineer (COE) comments about the contract.

10. In the **CME COMMENT** field, enter appropriate information in the text area.

NEW CONTRACT					
Save & Exit	Save & Continue	(Cancel	₽ Workflow -	🔮 Select Actions 👻	
CME COMMENT	2				
					<u>.</u>
					-



Upon generating a report, this information is available as CME Comments about the contract.

11. In the CSTATUS COMMENT field, enter appropriate information in the text area.

NEW CONTRACT					
🔒 Save & Exit	Save & Continue	🙁 Cancel	🖟 Workflow 👻	🐮 Select Actions 👻	
					₹ <i>li</i> .
CSTATUS COMM	IENT				
					* ,
					11

Figure 18: CSTATUS Comment Section

Upon generating a report, this information is available as Remarks in the Construction Status Report.

- 12. In the **NOTES** field, enter appropriate notes for the contract.
- 13. Optionally, in the **ATTACHMENTS** section, upload or link related files. For information on attachments, refer to <u>Section 4.1. Attachments</u>.
- 14. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

Upon saving the record and once the contract reaches the claims process, the following information is displayed:

CONTRACT DASHBOARD CONTRACT DETAIL	2		
📄 Save & Exit 🚺 Save & Continue	🖲 Cancel 🛛 🕅 Workflow 👻 🦉	Select Actions 👻	
Project Code : SIT -	CA ERFO FS LSPDR 2023-1(1)	Project Name	: SIT - Black Mountain Road
Contract # : 6982	2AF24C000004	Contract Name	SIT - CA ERFO FS LSPDR 2023-1(1)
Task Order # :		Award Date	: 03/07/2024
Measurement System *: US C	lustomary	Created Date	: 04/24/2024 🗸
Description :		Contract Time Type *	Completion Date
	7/	Solicitation Procedure	: Negotiated/RFP
Document Folder Structure : Des	ign & Construction 🗸 🗸 🗸 🗸	Send emails to PE for Submittals	: 🗆
Contract Status : Activ	/e	Total Claims Paid (\$)	: 0.00
Work Type Description :		Total Claims paid post closure of Contract (\$)	: 0.00
	×.	Field Office Contact #	:
Field Office Address :	A 7.	In Litigation?	: 🗆
	Ĩ.	Disputed?	: 🗆

Figure 19: Claims Details in Contract Details Page

Field Name	Description
Total Claims Paid (\$)	Sum of the Claim Amount (\$) from the approved claims. If
	the Claim Settlement Amount (\$) is available, then this
	amount is considered for the calculation. Otherwise, the
	Contracting Officer Decision Amount (\$) is used for
	calculating Total Claims Paid (\$).
Total Claims paid post closure of	Post approval of the final pay estimate, it displays the sum
Contract (\$)	of the Claim Amount (\$) from the approved claims.
	If the Claim Settlement Amount (\$) is available, then this
	amount is considered for the calculation. Otherwise, the
	Contracting Officer Decision Amount (\$) is used for
	calculating Total Claims Paid (\$).

3.2.2 Importing Awarded Bid Details to the Contract

Prerequisites

The role of the logged-in user must be one of the following:

- Administrator
- Construction Component Lead
- Construction Admin Staff

For more information on role-specific permissions, refer to <u>Table 1 – Contract Details</u> <u>Permission Matrix</u>.

Overview

You can import the details of an awarded bid only after a contract is created. To enable the Import feature, you must edit the contract after creating it. The Import feature enables you to import the awarded bid items as contract items and the awarded bidder as prime contractor. However, you can change the prime contractor, if necessary. For more information on changing the prime contractor, refer to <u>Section</u> 3.2.5.1. Changing a Prime Contractor.

Steps

- 1. In the module menu, click **Projects**.
 - The **PROJECTS** list page is displayed.

PROJECTS			PR	DJECTS	
Q Type to Search X Y 🔨			Ð	New 📲 Workflow 🛪 📳 Reports 🛪 🗞	Manage Users 🛛 🎼 Mark Offline/Online 💮 More 👻
	Select Project		0	Project Code	Project Name Project Description Business Unit
朣	Recent Projects			T	
C IN T				SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
<u>101</u>	STI - CA ERFO FS LSPDR 2023-1(1)			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(<u>a</u>)	All Projects			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
				SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 20:Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS
С,	Type to Search 🗙 🗙 🔨	🙃 Select Dashboard: bis st. 🗸 Mode: View 🗸 🖞 New 🧳 Edit 📋 Delete 🦓 Set As Default
) [品	SIT - CA ERI O I S LSPDR 2023-1(1) General Quick Access	Report Viewer
11:	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates
	 Document Search 	
	 Project Report Gallery 	
	 Project Calendar 	
	— Fund Management	
	 Project Fund List 	
	Project Fund Transaction	
	 Funding Rules 	
	+ Bid Estimate Information	
	+ Bidding	
	+ Contracts	



3. In the navigation pane, click **Contracts**.

The **CONTRACTS LIST** page is displayed.

1 Selected X	_
	Т
Send Reminders for IDR	Prime
	Send Reminders for IDR

Figure 22: Contract Details Page – Import Option

4. In the list page, select the contract, and then click **Edit**. The **CONTRACT DETAILS** page is displayed.

CONTRACT DASHBOARD CONTRACT DET	AILS			
Save & Exit Save & Continue	🛞 Cancel 📑 Workflow 🗸	😮 Select Actions 👻 💮 More 👻		
MAIN ATTRIBUTES MODULES		[] Import		í
Project Code :	SIT - CA ERFO FS LSPDR 2023-1(1)	Project Na	ne :	5IT - Black Mountain Road
	(1)	Contract Na	ne *:	SIT - CA ERFO FS LSPDR 2023-1(1)
Contract # :	6982AF24C000004	Award Da	te :	07/23/2024
Task Order # :		Created Da	te :	07/25/2024 🗸
Measurement System *:	US Customary	Contract Time Ty	pe *:	Completion Date 🗸
Description :		Solicitation Procedu	re :	Negotiated/RFP
Document Folder Structure	WEL Construction Test 2	Send emails to PE for Submitt	als :	
		Total Claims Paid	(\$) :	0.00
Contract Status	Awarded	Total Claims paid post closure	of :	0.00
Work Type Description :		Contract	(\$)	
		Field Office Contac	:#:	

Figure 23: Contract Details Page – Import Option

5. Click Import.

All the information of the awarded bid that comprises awarded items and awarded contractor is retrieved from the **Bid Opening And Review** form to the contract.

Note: After performing this action, the Import feature is not available anymore.

Upon importing the awarded bid, the following information is retrieved from the **Bid Opening And Review** form into the contract:

- Awarded schedules and alternates
- The unit price and quantities of LPSM and CTSM items are interchanged. For items having sub items, the quantity is displayed based on the value entered in the final engineer's e1stimate as a percentage breakdown. For example, Sub item quantity in contract items = Sub item quantity from final engineer's estimate x Unit Price from the awarded bid, and the unit price is updated as 1.

 Details of the awarded contractor as prime contractor.
 For information on the details received on importing awarded bid to the contracts module, refer to <u>Section 3.3. Contract Items</u> and <u>Section 3.2.5. Managing Contractor Details</u>.

3.2.3 Managing Contract Users

By inviting users to a contract, you can maintain confidentiality of the contract details and allow contract access only to authorized users

To invite a user to a contract, the user is first invited to the project and then to the contract of the project. The user creating the contract is automatically invited to the contract. Additionally, you can invite other users to the contract.

You can assign roles to a user in a contract based on the roles assigned to the user in the project. The roles assigned to a user in a contract are a subset of all the roles assigned to the user in the project, and the roles assigned to a user in a project are a subset of all the roles assigned to the user in the enterprise.

You can invite users to a contract in two ways:

- 3.2.3.1. Inviting users to contracts of a project
- <u>3.2.3.2. Inviting a user to contracts of multiple projects</u>

Upon removing a user from the contract, the user cannot access the contract or perform any tasks in the contract. For more information on removing a user from a contract, refer to <u>Section 3.2.3.3</u>. <u>Removing a</u> <u>User from the Contract</u>.

3.2.3.1. Inviting Users to the Contract of a Project

Prerequisites

The user is invited to the project.

For more information on inviting users to a project, refer to the **Inviting Users to a Project** section in the **M02 Project Management PG**.
Steps

1. In the module menu, click Projects.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	ојесть	
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 🙀 Workflow 👻 📳 Reports 👻 🖧	Manage Users 🛛 🎼 Mark Offline/Online 💮 More 👻
	Select Project 👻	0	Project Code	Project Name Project Description Business Unit
l₩.	Recent Projects		Y	
997			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	SIT - CA ERFO PS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(2)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 24: Navigation to Projects Module

2. In the list page, double-click the appropriate project.

The **PROJECT DASHBOARD** is displayed.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS
С,	Type to Search X Y	, 🔄 Select Dashboard: Construction Status Report 🗸 Mode: View 🗸 Diver 🖉 Edit 🛅 Delete 🍪 Set As Default
諭	SIT - CA ERFO FS LSPDR 2023-1(1)	Report Viewer
1	General Quick Access	Contract
:	SIT - CA ERFO FS LSPDR 2023-1(1)	Status:
٨		Project

Figure 25: Project Dashboard

- 3. Click the **PROJECT DETAILS** tab.
- 4. Click Manage Users.

Optionally, if Manage Users is not displayed in the tab then, click **More**, and click **Manage Users**. The **MANAGE USERS IN PROJECT** page is displayed.

MAN	IAGE US	ERS IN PROJECT									
🗈 s	ave	දී Remove User 🧲) Back 🛛 🖧 Add User	💮 More -							
CURF	ENT U	SERS IN PROJECT : 'SIT	- BLACK MOUNTAIN R	OAD' (PROJECT CODE: 'SIT - CA	ERFO FS LSPDR 2023-	1(1)(1)')					-
		First Name	Last Name	Project Role	Company	Phone	Email	Invitation Start Date	Invitation End Date	Is Primary	.
		T	T	T	T	T	Y	📰 T			
>		Benjamin	Vincent	Administrator			Benjamin Administrato r@aurigo.com	03/28/2024	None		
>		Benjamin	Vincent	Designer			Benjamin Designer@au rigo.com	03/28/2024	None		
>		Benjamin	Vincent	Design Component Lead			Benjamin DesignComp onentLead@aurigo.com	03/28/2024	None		
>		Brian	Roche	Administrator			Brian_Administrator@a urigo.com	03/28/2024	None		
>		Brian	Roche	Designer			Brian_Designer@aurigo. com	03/28/2024	None		
>		Brian	Roche	Design Component Lead			Brian_DesignComponen tLead@aurigo.com	03/28/2024	None		
>		CCL		Construction Component Lead			CCL@yopmail.com	03/28/2024	None		
>		CFL Designer		Designer			CFL_Designer@aurigo.c om	03/28/2024	None		
5		Daniel	Sorensen	Construction Component Lead			Daniel_ConstCompLead	03/28/2024	None		+

Figure 26: Manage Users in Project Page

5. In the **MANAGE USERS IN PROJECT** page, expand the appropriate user row in the project.

The contract associated with the project is displayed.

The following image displays the MANAGE USERS IN PROJECT page:

MAN	AGE USE	RS IN PROJECT						
🗈 Sa	ave 2	🔓 Remove User 🛛 🕤	Back 8 Add User	💮 More 👻				
CURR	ENT US	ERS IN PROJECT : 'SIT	BLACK MOUNTAIN R	OAD' (PROJECT CODE: 'SIT - CA	ERFO FS LSPDR 2023-	1(1) (1)')		i
		First Name	Last Name	Project Role	Company	Phone	Email	Invitation Start Dat
		T	T		1		T	i 🔤 🖬 🖬
~		Benjamin	Vincent	Administrator			Benjamin_Administrato r@aurigo.com	03/28/2024
	Invital	ti Contract Name	Cont	tract Code	Contract Role	Invitation Star	t Date I	nvitation End Date
		SIT - CA ERFO FS LSP	DR 2023 1(1) 6982	AF24C000004	Administrator	03/28/2024	r	None
>		Benjamin	Vincent	Designer			Benjamin_Designer@au rigo.com	03/28/2024
>		Benjamin	Vincent	Design Component Lead			Benjamin_DesignComp onentLead@aurigo.com	03/28/2024
>		Brian	Roche	Administrator			Brian_Administrator@a urigo.com	03/28/2024
>		Brian	Roche	Designer			Brian Designer@aurigo com	. 03/28/2024
>		Brian	Roche	Design Component Lead			Brian_DesignComponer tLead@aurigo.com	03/28/2024
5		cci		Construction Component Lead			CCI @vonmail.com	03/28/2024

Figure 27: Manage Users in Project Page

6. In the **Invitation** column, select the check box adjacent to the contract name. The user is invited to the contract with all the roles the user has in the project.

MAN	AGE USER	S IN PROJECT						
🗈 sa	ave 20	Remove User 🕤	Back 80 Add User	💮 More 🗝				
URR	ENT USEI	RS IN PROJECT : 'SIT	- BLACK MOUNTAIN F	ROAD' (PROJECT CODE: 'SIT - CA	ERFO FS LSPDR 2023-	1(1)(1))		
	D Fi	irst Name	Last Name	Project Role	Company	Phone	Email	Invitation Start D
			Y	7	•	T	T	
~	B	enjamin	Vincent	Administrator			Benjamin_Administrato r@aurigo.com	03/28/2024
	Invitati.	Contract Name	Cor	ntract Code	Contract Role	Invitation Star	t Date I	nvitation End Date
		SIT - CA ERFO FS LSF	PDR 2023-1(1) 698	2AF24C000004	Administrator	03/28/2024	r	Vone
>	B	enjamin	Vincent	Designer			Benjamin_Designer@au rigo.com	03/28/2024
>	В	enjamin	Vincent	Design Component Lead			Benjamin_DesignComp onentLead@aurigo.com	03/28/2024
>	D Bi	rian	Roche	Administrator			Brian_Administrator@a urigo.com	03/28/2024
>	B	rian	Roche	Designer			Brian Designer@aurigo com	03/28/2024
>	B	rian	Roche	Design Component Lead			Brian_DesignComponer tLead@aurigo.com	03/28/2024
5	— (ri		Construction Component Lead			CCI @vonmail.com	03/28/2024

Figure 28 : Invitation Check Box

- 7. To define contract roles for the invited user, perform the following steps:
 - a. Double-click the cell in the **Contract Role** column of the user.

VANA	AGE US	ERS IN PROJECT							
ຼີ] Sa	ve	🖧 Remove User 🛛 🕞	Back 🕹 Add User	💮 More -					
URRE	ENT U	SERS IN PROJECT : 'SIT	- BLACK MOUNTAIN	ROAD' (PROJECT CODE: 'SIT - CA	A ERFO FS LSPDR	2023-	1(1)(1)')		
		First Name	Last Name	Project Role	Company		Phone	Email	Invitation Start Da
		Y	T			T	T	T	
~		Benjamin	Vincent	Administrator				Benjamin_Administrato r@aurigo.com	03/28/2024
	Invita	ati Contract Name	Col	ntract Code	Contract Role		Invitation Star	t Date	nvitation End Date
		SIT - CA ERFO FS LS	PDR 2023 1(1) 698	2AF24C000004	Administrator]	03/28/2024	I	None
>		Benjamin	Vincent	Designer				Benjamin_Designer@au rigo.com	03/28/2024
>		Benjamin	Vincent	Design Component Lead				Benjamin_DesignComp onentLead@aurigo.com	03/28/2024
>		Brian	Roche	Administrator				Brian_Administrator@a urigo.com	03/28/2024
>		Brian	Roche	Designer				Brian Designer@aurigo com	. 03/28/2024
>		Brian	Roche	Design Component Lead				Brian_DesignComponer tLead@aurigo.com	03/28/2024
5		cci		Construction Component Lead				CCI @vonmail.com	03/28/2024

Figure 29: Contract Role Column

The list of roles assigned to the user at the project level is displayed.

For more information on security roles, refer to the **Security Roles** section in the **A02 Administrator Guide**.

b. From the Contract Role drop-down list, select the roles that must be assigned to the user in the contract.

Save	🖧 Remove User	🕞 Back 🗞 A	dd User	💮 More 🗝					
RENT	USERS IN PROJECT : '	SIT - BLACK MOU	NTAIN R	OAD' (PROJECT CODE: 'SIT - CA	ERFO FS LSPDR 2023-	1(1) (1	00		
	First Name	Last Name		Project Role	Company	Phon	e	Email	Invitation Start
		T		Ţ	7		T	T	
	Benjamin	Vincent		Administrator				Benjamin_Administrato r@aurigo.com	03/28/2024
Inv	itati Contract Name		Con	tract Code	Contract Role		Invitation Star	t Date I	nvitation End Dat
	SIT - CA ERFO FS	LSPDR 2023-1(1)	6982	AF24C000004	All items checked	-	03/28/2024	1	None
	Benjamin	Vincent		Designer	Check All			Benjamin_Designer@au rigo.com	03/28/2024
	Benjamin	Vincent		Design Component Lead		*		Benjamin DesignComp onentLead@aurigo.com	03/28/2024
	Brian	Roche		Administrator				Brian_Administrator@a urigo.com	03/28/2024
	Brian	Roche		Designer				Brian_Designer@aurigo com	03/28/2024
	Brian	Roche		Design Component Lead				Brian_DesignComponer	03/28/2024

Figure 30: Drop-Down List of Contract Role

Available options are the roles that the user is assigned to in the project. The selected roles are also added for the user in the project.

- 8. To assign the invitation start date and end date to the invited users, perform the following steps:
 - a. Double-click the cell in the Invitation Start Date column of the user.

Based on the **Invitation Start Date**, the user will be invited to the contract and will be able to edit contract details and perform workflow actions.

MAN	AGE US	ERS IN PROJECT								
🗈 s	nve	🖧 Remove User 💮	Back 🖧 Add U	lser 💮 More 🕶						
		First Name	Last Name	Project Role	Company	Phone	Email	Invitation Start Date	Invitation End Date	Is Primary
				7	T	T	1			
~		Benjamin	Vincent	Administrator			Benjamin_Administrato r@aurigo.com	03/28/2024	None	
	Invit	ati Contract Name		Contract Code	Contract Role	Invitation Star	t Date li	vitation End Date	Is Primary	
	C	SIT - CA ERFO FS LSF	PDR 2023-1(1)	6982AF24C000004	Administrator	03/28/2024	1 N	one		
>		Benjamin	Vincent	Designer			Benjamin Designer©au rigo.com	03/28/2024	None	
>		Benjamin	Vincent	Design Component Lead			Benjamin_DesignComp onentLead@aurigo.com	03/28/2024	None	

Figure 31: Invitation Start Date Column

The current date is selected as the **Invitation Start Date** by default.

ANA	AGE USERS IN	PROJECT																
Sa	ve ĉo R	emove User 🛛 🤅	Back & Ac	id User 💮 More 🗝														
RRE	NT USERS	IN PROJECT : 'SI	- BLACK MOUN	ITAIN ROAD' (PROJECT CODE: 'SIT	T • CA ERFO	FS LSPDR 2	2023-	1(1)(1	00									
	First	t Name	Last Name	Project Role	Camp	bany		Phor	ne			Emai	I	Invitation Start Date	Invitati	on En d Date	ls Primary	
		T]		1					1	₩ 7				E
	🔲 Benji	amin	Vincent	Administrator								Benja r®aur	nin_Administrato igo.com	03/28/2024	None			
	Invitati	Contract Name		Contract Code	Cont	tract Role			Im	itatio	n Star	t Date	Ir	witation End Date		Is Primary		
		SIT - CA ERFO FS L	SPDR 2023-1(1)	6982AF24C000004	Admi	inistrator			03	/28/20	24	世	N	one				
,	🔲 Benja	amin	Vincent	Designer			• •	M	Marc	h 2024	+	• • 5	iin_Designer⊛au m	03/28/2024	None			
	🔲 Benji	amin	Vincent	Design Component Lead			25	26	27 2	8 2	1	2	iin_DesignComp ead⊛aurigo.com	03/28/2024	Nonc		D	
	🔲 Briar	1	Roche	Administrator			10	11	12 1	3 1	1 15	16	dministrator@a am	03/28/2024	None		0	
	🔲 Briar	1	Roche	Designer			24	25	19 2 26 2	0 2 7 2	22	23 30)esigner@aurigo.	03/28/2024	None			
	D Brian	n	Roche	Design Component Lead			31			3 4	5)esignComponen	03/28/2024	None		Π	

Figure 32: Invitation Start Date Column

- b. Click 😇 to assign contract invitation start date to the user.
- c. Double-click the cell in the Invitation End Date column of the user.
 Once the Invitation End Date crosses, the invited user will not be able to make changes to the contract.

None is selected as the Invitation End Date by default.

d. Click 🔠 to assign contract invitation end date to the user.

Note: If the **Is Primary** check box is checked, the invited user receives email and Inbox notifications on invitation start date, a week before invitation expiry date, and on the invitation end date after the invitation expiry date.

9. Optionally, clear the **Is Primary** check box to prevent the invited user from receiving task email notifications as defined in the associated workflow.

MAN	AGE US	ERS IN PROJECT								
n sa	ave	🖧 Remove User 🛛 🕞) Back 🖧 Add U	ser 💮 More -						
		First Name	Last Name	Project Role	Company	Phone	Email	Invitation Start Date	Invitation End Date	Is Primary
		T		7	1	Y	T	1 T		
~		Benjamin	Vincent	Administrator			Benjamin_Administrato r®aurigo.com	03/28/2024	None	
	Invita	iti Contract Name		Contract Code	Contract Role	Invitation Star	t Date li	witation End Date	Is Primary	
	E	SIT - CA EREO ES LS	PDR 2023-1(1)	5982AF24C000004	Administrator	03/28/2024	1 N	one		
>		Benjamin	Vincent	Designer			Benjamin_Designer®au rigo.com	03/28/2024	None	
>		Benjamin	Vincent	Design Component Lead			Benjamin DesignComp onentLead⊚aurigo.com	03/28/2024	None	

Figure 33: Is Primary Check Box

Alternatively, select the check box for the invited user to receive task email notifications as defined in the associated workflow.

10. Click Save.

3.2.3.2. Inviting a User to Contracts of Multiple Projects

Prerequisites

User is invited to the project.

For more information on inviting users to a project, refer to the **Inviting Users to a Project** section in the **M02 Project Management PG**.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PROJECTS						
0,	Type to Search X X 🗙	Di New 📓 Workflow -	🗄 Reports 👻 🖧 M	Manage Users 🛛 🎼 Marl	k Offline/Online 💮 M	ore -		Ŧ
俞	Select Project	0 Project Code	Project Name	Project Description	Business Unit	Project Status	Active	Project Type- Primary
ts.	A Decent Projects		Ţ	T	T	T		Ţ
1.00	A Recent Projects	SIT - CA ERFO FS L	SIT - Black Mountain R	ERFO spot repairs incl	Central Federal Lands	Design	×	Spot 🔺
	SIT - CA ERFO FS LSPDR 2023-1(1) (1)	SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction		4R
٩	SIT - CA ERED FS LSPDR 2023-1(1)	SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction		4R
	KPro 1907	SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction		4R
	SIT - CA ERFO FS LSPDR 2023-1(10)	SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction		4R
	FHL99	SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction	¥.	4R
		SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction		4R
	All Projects	SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction	V	4R
		SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction		4R
		SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction	V	4R
		SIT MT NPS GLAC	SIT MT NPS GLAC 14(4	Reconstruction of 12	Western Federal Lands	Construction		4R
		4						•
>		K 🛛 1 2 3 4	► FI					Page 1 of 4

Figure 34: List Page of Projects

2. Click Manage Users.

Project Code	Project Name	Project Description	Business Unit	Project Status	Active	Project Type- Primar
T	T	T	T			
SIT - CA ERFO FS L	SIT - Black Mountain R	ERFO spot repairs incl	Central Federal Lands	Design		Spot
SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction		4R
SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction		4 R
SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction	2	4R
SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction		4 R
SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction	v	4R
SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction		4R
SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction	V	4 R
SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction		4R
SIT MT NPS GLAC	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands	Construction	v	4R
SIT MT NPS GLAC	SIT MT NPS GLAC 14(4	Reconstruction of 12	Western Federal Lands	Construction		4R

Figure 35: Manage Users

The MANAGE USER MEMBERSHIP page is displayed.

MANAGE USER MEMBERSHIP				
🕞 Save 🚱 Back				
	User :	Select a User	•	

Figure 36: Manage User Membership Page

3. From the **User** drop-down list, select the appropriate user name. Available options are active user accounts defined at the enterprise level.

For more information on user accounts, refer to the **User Accounts** section in the **A02** Administrator Guide.

3.2.3.3. Removing a User from Contract

Prerequisites

User is invited to the project.

For more information on inviting users to a project, refer to the Inviting Users to a Project section in the **M02 Project Management PG**.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS		PROJECTS						
Q, T	ype to Search 🗙	V A	New 🗗 Workflow -	🗑 Reports - 👸 🛚	Manage Users 🏻 🎼 Marl	Offline/Online 💮 Mo	ore -		Ť
俞	Select Project	+	Project Code	Project Name	Project Description	Business Unit	Project Status	Active	Project Type- Primary
ta.	Becent Projects		T	T	T	T	T		T
ाजन			CA ERFO SF LPSDR	Black Mountain Roads	Black Mountain Roads	Federal Land Highways	Acquisitions	V	1R
UQU	SIT - CA ERFO FS LSPDR 202	3-1(1)	CA-FOSR-LSPDR	Black Mountain Road	Black Mountain Road	Federal Land Highways	Acquisitions		1R
ø	SIT - CA ERFO FS LSPDR 202	3-1(1)(1)	CA SRFO LSPDR	Test	Test	Federal Land Highways	Acquisitions		1R
	KPro 1907		CA ERFO FS LSPD	Green Mountain Road	Green Mountain Road	Federal Land Highways	Acquisitions	V	1R
	SIT • CA ERFO FS LSPDR 202	3-1(10)	KPro 1907	Sanity on 1907	Due to outage.	Federal Land Highways	Construction	V	BR_NEW
	FHL99		NegativeUP	NegativeUP	NegativeUP	Federal Land Highways	Construction		3R
		_	KPro for 1010013	For 1010013	To verify Bug 1010013	Federal Land Highways	Acquisitions	v	4R New
	All Projects	_	KPro 0307 for 5P 37	KPro 0307 for SP 37 (C	Copy Project	Federal Land Highways	Construction		4R New
			AZ Heidi SIT(5)-2	RyanP Amendments &	Test Amendment & Ca	Central Federal Lands	Acquisitions	V	1R
			PC01	Construction Project	Construction Project	Federal Land Highways	Construction		Transit
			FHL99	Federal Highway Road	Federal Highway Road	Federal Land Highways	Construction		Transit
			4						•
>			I I 2 3 4 5	5 6 7 8 9 10	🕨 📕				Page 1 of 8

Figure 37: Projects

2. Click Manage Users.

The MANAGE USER MEMBERSHIP page is displayed.

MANAGE USER MEMBERSHIP				
📄 Save Back				
	User :	Select a User	•	

Figure 38: Manage User Membership Page

- From the User drop-down list, select the appropriate user name. Available options are user accounts defined at the enterprise level. For more information on user accounts, refer to the User Accounts section in the A02 Administrator Guide.
- 4. In the **EXISTING PROJECTS** section, expand the appropriate project rows. The contract of the project is displayed.

The following image displays the **MANAGE USER MEMBERSHIP** page:

MANAGE	USER	RMEMBERSHIP										
) Save		TRemove 👻 🖧 Swit	ch User	🕒 Back 💮	More -							
EVISTIN		Use	r : Ang	ela Johnson	v							
] P	Project Name	Project C	ode	User's Role(s)		Invitation St	tart Date	Invitation End Da	ite Is Prim	ary	
		T		T		T			i			Т
۲ () (Cascade Springs Road	UT FLAP	3108(1)	Administrator		03/28/2024		None			
	T C	Town Bluff Structure Access Road	TX USACE	STR ACCESS (1)	Administrator		03/28/2024		None			
•) 0 P	092623 - SIT Mather Point Campground Loops	AZ NP GR TEST2 - R	CA 272(1) SIT KR	Administrator		03/28/2024		None			
Inv	vitati.	Contract Name		User's Role(s)		Invitation Start Da	ate	Invitation E	nd Date	ls Primary		
	~	AZ NP GRCA 272(1) SIT RKR	T TEST2 -	Administrator		03/28/2024		None				
۲ C] 1	123456789	12345678	9	Administrator		03/28/2024		None			
۰ ۲] 1	15th Street Resurfacing	DC NP NA	AMA 21(3)	Administrator		03/28/2024		None			
) C] 1	18 Road	CO FLAP	MES18(1)	Administrator		03/28/2024		None			
											-	

Figure 39: Manage User Membership

5. In the **Invitation** column of the contract, clear the check box. The user is removed from the contract.

м	MANAGE USER MEMBERSHIP											
٦	🖺 Save 🔟 Remove 🕶 🖧 Switch User 🕑 Back 💬 More 🕶											
0.77	User : Angela Johnson V											
E	XIS	TING	PROJECTS									
			Project Name	Project C	ode	User's Role(s)		Invitation S	tart Date	Invitation End Date	Is Primary	
							T				T 🗆	
	ħ		Cascade Springs Road	UT FLAP 3	108(1)	Administrator		03/28/2024		None		
	×		Town Bluff Structure Access Road	TX USACE	STR ACCESS (1)	Administrator		03/28/2024		None		
	÷		092623 - SIT Mather Point Campground Loops	AZ NP GR TEST2 - RI	CA 272(1) SIT KR	Administrator		03/28/2024		None		
		Invita	ti Contract Name		User's Role(s)		Invitation Start Da	ite	Invitation E	nd Date I	s Primary	
		~	AZ NP GRCA 272(1) SI RKR	T TEST2 -	Administrator		03/28/2024		None			
	۲		123456789	12345678	123456789		Administrator			None		
	۲		15th Street Resurfacing	DC NP NA	MA 21(3)	Administrator		03/28/2024		None		
	F		18 Road	CO FLAP I	MES18(1)	Administrator		03/28/2024		None		
		_									_	

Figure 40: Invitation Check Box

6. Click Save.

3.2.4. Editing Contract Details

Prerequisites

- The contract is in the Awarded or Active workflow status.
- The role of the logged-in user must be one of the following:
 - o Administrator
 - o Construction Component Lead
 - o Construction Admin Staff
 - o Construction Operations Engineer
 - Project Engineer
 For more information on role-specific permissions, refer to <u>Table 1 Contract Details</u>
 <u>Permission Matrix</u>.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	DJECTS			
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 🖟 Workflow 🗸 🗐 Reports 🛪 🗞	Manage Users 🛛 🎼 Ma	rk Offline/Online 💮 N	lore 🔻
諭	Select Project 💌	0	Project Code	Project Name	Project Description	Business Unit
ta.	A Recent Projects		T	T		
	a necent rojeco		SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
(All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands

Figure 41: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS
٩,	Type to Search 🗙 🗙 🔨	🚎 Select Dashboard: bis st 🗸 🗸 Mode: View 🗸 💭 New 🧳 Edit 📋 Delete 🍕 Set As Default
	SIT - CA ERFO FS LSPDR 2023-1(1) 👻	Report Viewer
Ŀ	General Quick Access	Bidder 1149 Schedulei errer
11	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates
٩	+ Documents	
	 Document Search 	
	 Project Report Gallery 	
	 Project Calendar 	
	 Fund Management 	
	Project Fund List	
	Project Fund Transaction	
	 Funding Rules 	
	+ Bid Estimate Information	
	+ Bidding	
	+ Contracts	



3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 43: Navigation to Contracts

4. Click the CONTRACT DETAILS page, and then click Edit.

	PROJECTS	CONTRACT DASHBOARD CONTRACT DETAILS	
0,	Type to Search X 🗙	🖋 Edit 🛞 Cancel 👰 Workflow - 🖳 Audit Log	
	SIT - CA ERFO FS LSPDR 2023-1(1) 🗢	MAIN ATTRIBUTES MODULES	A
₩	General Quick Access	Braines Code - 1, CH - CA UNICA DE LENDIDOR	22.141
	SIT - CA ERFO FS LSPDR 2023-1(1)	Project Code Sin - OVERPO PS ESPOR 20.	23 (1) Project Name + 31 - black Mountain Road
781	+ Documents	Contract # : 6982AF24C000004	Contract Name ": SIT - CA FRED ES LSPDR 2028-1(1)
stor	- Durante of Francis	Task Order # :	Award Date : 03/07/2024
	 Project Report Gallery 	Measurement System *: US Customary	Created Date : 04/24/2024
		Description :	Contract Time Type *: Completion Date
	Frojeci Calendar		Solicitation Procedure : Negotiated/RFP
	- Fond Menegement	Document Folder Structure : WFL Construction Test 2	Send emails to PE for Submittals : 📃
	+ Bid Estimate Information	Contract Status : Active	Total Claime Baid (S) + 0.00
	+ Bidding	Work Turn Description	
	- Contracts	work type Description :	Total Claims paid post closure of : 0.00 Contract (\$)
	1. ST . 74 1965 BC I SPID 267314		Field Office Contact # :
	- 311 CK EKROTS ESF 5K 2025-1	Field Office Address :	In Litigation? :
			Tid
>			тарисси. •
· ·		4	• • • • • • • • • • • • • • • • • • •



Note: You cannot edit a contract if it is moved to the Completed workflow status.

5. Make the necessary changes.

For information on updating the appropriate information to the respective fields, refer to <u>Section 3.2.1. Creating a Contract</u>.

6. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.2.5. Managing Contractor Details

Based on the roles assigned to you, you can change the details of the prime contractor for a contract. The **Contractors** page displays the details of the prime contractor. All the information about the prime contractor is retrieved from the awarded bid in the **Bid Opening And Review** form.

If necessary, users assigned with the Construction Admin Staff and Construction Component Lead roles can change the prime contractor. For more information on changing a prime contractor, refer to Section 3.2.5.1. Changing a Prime Contractor.

3.2.5.1. Changing a Prime Contractor

Prerequisites

- The role of the logged-in user must be one of the following:
 - o Administrator
 - Construction Component Lead
 - Construction Admin Staff
 - For more information on role-specific permissions, refer to <u>Table 2 Contractors</u> <u>Permission Matrix</u>.
- Contractor details are available in the Contractor Details catalog of the library.
 For more information on contractors, refer to the Contractor Details section in the A01 Library Management PG.

Overview

You can change the prime contractor of a contract if the guarantor takes responsibility for the contract and the original contract is executed to completion. If the contract fails and a new contract is created, then the FHWA team creates a new project.

Note:

- You can change a prime contractor or contractor even after the contract items are locked.
- If the Prime Contractor details are already entered and then the contract items are imported in the Contract Details page, then the Prime Contractor details are overridden.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	DJECTS	
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow 🛪 📳 Reports 🛪 🗞	Manage Users 🏾 🎼 Mark Offline/Online 🛛 💮 More 👻
	Select Project 👻	0	Project Code	Project Name Project Description Business Unit
朣	Recent Projects		Y	
en A			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	511 - CA ERFO F5 LSPDR 2025-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(2)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 45: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS	
Q,	Type to Search 🗙 🗙 🔨	🚋 Select Dashboard: bis sc 🗸 View View View View View Schward: bis sc View View View View View View View View	Set As Default
	SIT - CA ERFO ES LSPDR 2023-1(1) 🗢	Report Viewer	
朣	General Quick Access	Rufder 1149 Schedulei etter	
33	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates	
۲	+ Documents		
	 Document Search 		
	 Project Report Gallery 		
	 Project Calendar 		
	 Fund Management 		
	Project Fund List		
	Project Fund Transaction		
	Funding Rules		
	+ Bid Estimate Information		
	+ Bidding		
	+ Contracts		



3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 47: Navigation to Contracts

4. Expand Configurations, click **Contractors**. The **CONTRACTORS** page is displayed.

	PROJECTS			CONTRAC	TORS						
Q T	ype to Search	×	× ∧	📄 Save	R Audit Log	Back					
	SIT - CA ERFO FS LSPI	OR 2023-1(1) 🔻	PRIME CO	ONTRACTOR :						i
讘	General	Quick /	Access		Cont	ractor ID	0001				
	 Contracts 		•			Name	Key Sto	ne Limited			
-	 SIT - CA ERF 	O FS LSPD	R 20			Address [*]	: 2400 La	keline Rd,			
	+ Documen	ts				City *	Austin				
	- Configura	tions				State *	тх				
	 Key Co 	ntacts				Zip Code [*]	578727				
	Contra	ct Calenda	ar		Busir	1ess Type	8a Firm				
	Contract	tems		SUB CONTRACTORS :							
	+ Progress	Tracking	- 1								
	+ Billings &	Payments		Contract	tor ID			Contractor		Business Type	
	Contract Modifications		ons	No reco	rds to display.						
	 Submittal 	s									
	Contract	Report Ga	llery								
>	+ Subcontra	act									ų
	= Contract	-lacaau+ (•••••	4							

Figure 48: Contractors Page

- 5. To change the prime contractor, in the **PRIME CONTRACTOR** section, perform the following steps:

The Add Prime Contractor dialog box is displayed.

Add Prime Contractor		×
Contractor	▼ Contractor ID	۲
ESCO Construction Co	0113	*
VSS International, inc.	0379	
Island Roads Corporation	1117.	
Lee Construction Group, Inc	1268	
Metro Paving Corp.	1348	
VSS International Inc.	2322	
High Desert Aggregate & Paving	2504	
Genesis Design and Development, LLC	2518	
Colorado Barricade Company	4648	
Contech Engineered Solutions	4649	
Crowley Holdings	4667	
National Native American Construction	4668	
Schumaker Trucking & Excavating Contractors, inc	4669	-
I I		1 - 13 of 13 Items
	Select Cancel	

Figure 49: Add Prime Contractor Dialog Box

Available options are contractors defined in the **Contractor Details** catalog of the library. For more information on contractors, refer to the **Contractor Details** section in the **A01 Library Management PG**.

- b. Click the appropriate contractor, and then click Select.
 The details of the selected contractor is displayed in the PRIME CONTRACTOR section.
- 6. Click Save.

Once a **Request from Sublet Work** is approved, in the **SUB CONTRACTOR** section of the **CONTRACTORS** form; the following information is retrieved:

Field Name	Description
Contractor ID	The unique identifier of the sub contractor as defined in the
	Contractor Details catalog of the library.
	For more information on contractors, refer to the Contractor Details
	section in the A01 Library Management PG.
Contractor	The name of the sub contractor as defined in the Contractor Details
	catalog of the library.
	For more information on contractors, refer to the Contractor Details
	section in the A01 Library Management PG.
Business Type	The business type of the sub contractor as defined in the approved
	Request for Sublet Work record.
	For more information on Request For Sublet Work, refer to the
	Request For Sublet Work section in the Construction Participant
	Guide – Part C.

3.2.6. Managing Details of Key Contacts

Prerequisites

The role of the logged-in user must be one of the following:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Operations Engineer
- Project Engineer
- Regional Engineer
- Project Engineer A&E

For more information on role-specific permissions, refer to <u>Table 3 – Key Contacts Permission</u> <u>Matrix</u>.

Overview

The **KEY CONTACTS** form enables you to save the contact information of key participants in the contract, irrespective of whether they are Masterworks users.

You can add information for the key contacts as described in this section, or you can add information for the key contacts in bulk using the Excel template available in the **KEY CONTACTS** form. For information on adding key contact details in bulk, refer to <u>Section 4.4.1 Uploading Form Details in Bulk</u>.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

PROJECTS			DJECTS	
Q	ype to Search 🗙 🗙 🔨	Ð	New 🖟 Workflow 🗸 📋 Reports 🛪 🗞	Manage Users 🛛 🏂 Mark Offline/Online 💮 More 👻
	Select Project 💌	0	Project Code	Project Name Project Description Business Unit
14	Recent Projects		T	T T T
en A			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
Ø	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	· · · · · · · · · · · · · · · · · · ·		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 50: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.





3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 52: Navigation to Contracts

4. Expand **Configurations**, click **Key Contacts**. The **KEY CONTACTS** list page is displayed.

	PROJECTS		KEY CON	TACTS					
Q,	Type to Search	×××	D New	📋 Reports 👻	Ŀţı	Excel Import / Export 💌	💮 More 🔻		
	CA-FOSR-LSPDR	+		ontact Type		Last Name	First Name	Title	Email
讘	General Qui	ck Access	Nama		T	T	T	T	٢
	 Contracts 		No rec	oras to display.					
(ii)	— Black Mountain Ro	ad							
-	+ Documents								
	 Configurations 								
	 Contractors 								
	Key Contacts								
	Contract Cale	ndar							
	 Contract Items 								
	+ Progress Trackir	ng							
	+ Billings & Payme	ents							
	 Contract Modifie 	ations							
	 Submittals 								
	 Contract Report 	Gallery							
×	+ Subcontract		-		-				
	Contract Closeo	of Status		1 🕨 🕨					

Figure 53: List Page of Key Contacts Form

5. Click New.

The **KEY CONTACTS** page is displayed.

KEY CONTACTS			
📄 Save & Exit	Save & Continue	Cancel	
	Contact Tuno		
	contact type		*
	Full Name	: Last Name *	First Name*
		Ross	Mike
	Title	Project Manage	er
	Email	: mikeross123@	gmail.com
	Address	52 Oakland Ave	e, #207 A City, Flork
		City	State
		A City	Florida
		Zip/Postal Code	
		32104	
	Contact Details	: Phone Number	Extension Numbe
		212-465-7880	+1
		Cell Phone	Fax
		212 465 7880	907 555 1234
	Agency	: AmeriCorps	
	Notes	:	*

Figure 54: Key Contacts

6. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Contact Type	From the drop-down list, select the appropriate category for the key
	contact.
	Available options are Consultant, Contractor, FHWA, Other, etc.

Field Name	Description				
	The drop-down list displays the contacts defined in the Contact Type catalog of the library.				
Full Name	In the Last Name field, enter the last name of the contact person.				
	In the First Name field, enter the first name of the contact person.				
Title	Enter the title for the key contact.				
Email	Enter the email address of the contact.				
Address	Enter the address of the key contact.				
City	Enter the name of the city where the key contact resides.				
State	Enter the name of the state where the key contact resides.				
Zip/Postal Code	Enter the zip code of the city in which the key contact resides.				
Contact Details	a. In the Phone Number field, enter the phone number of the key				
	contact.				
	b. In the Extension Number field, enter the extension of the				
	phone number of the key contact.				
	c. In the Cell Phone field, enter the cell phone number of the key				
	contact.				
	d. In the Fax Number field, enter the fax number of the key				
	contact.				
Agency	Enter the agency name of the key contact.				
Notes	Enter additional information for the key contact.				

7. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.2.7. Contract Workflow Status

The following table provides the workflow status (current and subsequent status) of the **Contract** record.

For information on setting a workflow status to the next status, refer to <u>Section 4.3. Workflow Status</u> <u>Transitions</u>.

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
1	Awarded	Administrator	Mark as	Active	_
			ACTIVE		
2	Active	Admin Staff	Mark as	Completed	The contract is
			Complete		editable in this
					workflow status.

Phase	Current	Action	Action	Subsequent	Comments
	Workflow Status	Stakeholders		Workflow Status	
	otatas				
			Marк as On-hold	On-nola	-
			Markas	Osissiad	
			Mark as	Canceled	Note: Inis
			Canceleu		not reversible
			Terminate	Terminated	-
3	On-hold		Mark as	Active	-
			Active		
4	Completed		Mark as	Closed	To move the
			Closed		Contract to the
					Closed workflow
					status, ensure the
					rollowing
					conditions are met:
					Balance
					Change
					Modification
					is approved
					 Final Pay
					Estimate is
					paid
					 Contract
					Closeout
					form is
					updated
					•
			Mark as	Active	-
			Active		
5	Closed		Mark as	Archived-	Once the contract
			Archived	Historic	is archived, you
					cannot make any
					changes to the
					contract.
	1	1		1	

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
			Mark as Active	Active	_
6	Archived- Historic		Final Archive	Archived- Final	Once the contract is archived, you cannot make any changes to the contract.

3.3 Contract Items

The **Contract Items** form provides intuitive features to define pay items, update pay item attributes, and display a summary of the status of the pay item. In the **CONTRACT DETAILS** page, upon performing the import action, all items from the awarded bid are imported to the **Contract Items** form.

The **Contract Items** form enables you to define the scope of work of the contract. You can add items to a contract to define the work for the contractor. While adding items, along with defining quantity, you can also define the probable quantity of the item.

To finalize the scope of a contract, you must lock the contract items. Locking the contract items is equivalent to finalizing the zero estimate. Once the contract items are locked, you cannot make any changes to the scope of the contract items (except changes to probable quantity). Any other scope changes to the contract items must be done via a contract modification.

In the published advertisement, if the Solicitation Procedure is defined as Design-Build or

Letter Contract, you can perform the following tasks:

- Add or edit items before the contract items are locked.
- Import contract items after the contract items are locked.
 For more information on importing contract items, refer to <u>Section 3.3.2.3. Import Contract Items</u> in <u>Bulk</u>.

Adding or modifying contract items is not allowed for other solicitation procedures.

Once the contract items are locked, you can modify the scope of the contract only through contract modification process.

For more information on making modifications to the contract, refer to the **Contract Modifications** section in the **Construction Participant Guide – Part C PG**.

You can perform the following tasks to manage contract items:

- <u>3.3.1. Edit containers</u>
- <u>3.3.2. Add contract items</u>
- <u>3.3.3. Edit details of contract items</u>
- <u>3.3.4. Associate a Fund Rule</u>
- <u>3.3.5. Lock contract items</u>
- <u>3.3.6. Unlock contract items</u>

Contract Items Permission Matrix

This section provides information on the roles and corresponding permissions for the Contract Items form.

Table 4: Table 4 – Contract Items

Role	Create	Edit	View	Lock Items	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes	Yes
Construction Component Lead	Yes	Yes	Yes	Yes	Yes	Yes
Construction Admin Staff	Yes	Yes	Yes	Yes	Yes	Yes
Construction Engineer	-	-	Yes	-	-	_
Highway Construction Manager/QA QC	_	-	Yes	-	-	-
Construction Contractor CDRs only	_	_	Yes	-	_	-
Construction Contractor Basic	_	_	Yes	_	_	-
Construction Contractor QC Manager	-	_	Yes	-	_	_
Construction Contractor Manager	_	_	Yes	-	_	-
Construction Operations Engineer	-	-	Yes	Yes	-	-
Inspector	-	-	Yes	-	-	-

Role	Create	Edit	View	Lock Items	Delete	Audit Log
Assistant	_	_	Yes	_	_	_
Project						
Engineer						
Project	-	-	Yes	Yes	-	-
Engineer						
Regional	-	-	Yes	Yes	-	-
Engineer						
Construction	-	-	Yes	-	-	-
Inspection						
A&E Manager						
Inspector	-	-	Yes	-	-	-
A&E						
Assistant	-	-	Yes	-	-	-
Project						
Engineer A&E						
Project	-	-	Yes	Yes	-	-
Engineer A&E						

3.3.1. Editing a Container

Prerequisites

The role of the logged-in user must be one of the following:

- Administrator
- Construction Component Lead
- Construction Admin Staff For more information on role-specific permissions, refer to <u>Contract Items Permission Matrix</u>.

Overview

The container details are retrieved from the awarded bid in the **Bid Opening And Review** form. You cannot create new containers or delete any existing ones. You can edit only specific fields in a container.

Note: You can edit a container even after the contract items are locked.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	ојеств			
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 📑 Workflow 👻 📳 Reports 👻 🗞	Manage Users 🛛 🛱 Ma	rk Offline/Online 💮 M	lore 👻
俞	Select Project 👻	0	Project Code	Project Name	Project Description	Business Unit
1æ	Recent Projects		Y	T	T	T
लबन			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
(\$}	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
	, ,		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands

Figure 55: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	подестризночно подестрениез		
Q,	Type to Search 🗙 🗙 🔨	🖳 Select Dashboard: bis sc	✓ Mode: View	👻 📮 New 🧳 Edit 🍈 Delete 🤹 Set As Default
畲	STE - CA ERFO ES LSPDR 2023-1(1)	Report Viewer		
朣	General Quick Access	Bidder 1149	Schedulei etter	V/cw Report
	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates	~	
\$	0+ Documents			
	 Document Search 			
	 Project Report Gallery 			
	 Project Calendar 			
	— Fund Management			
	Project Fund List			
	Project Fund Transaction			
	 Funding Rules 			
	+ Bid Estimate Information			
	+ Bidding			
	+ Contracts			

Figure 56: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then the contract.



Figure 57: Navigation to Contracts

4. Click **Contract Items**.

The **ITEM LIST** page is displayed.

	PROJECTS	ITEM LIST									
Q,	Type to Search 🗙 🗙 🔨	🞝 New 👻 🛅 Save	& Lock	Bt Excelimpo	ort / Export 👻	⊙ м	ore -				
俞	SIT - CA ERFO ES LSPOR 2023-1(1)	Name			Line Number		Description	Unit	Current Qty	Unit Price in \$	Supplemental D
15	General Quick Access					T	T		T		
1œ							ERFO repairs on Black Mountain				
	SIT - CA ERFO FS LSPDR 2023-1(A	🔲 🕀 🛅 Schedule A					Road for MSE Walls, Gabion				
۲	+ Documents						Walls and Drainage Flumes.				
	Document Search										
	Project Report Gallery										
	= Project Calendar										
	+ Fund Management										
	+ Bid Estimate Information										
	+ Bidding										
	 Contracts 										
	 SIT - CA ERFO FS LSPDR 20 										
	+ Documents										
	+ Configurations										
	 Contract Items 										
	+ Progress Tracking										
	+ Billings & Payments	-									Þ
~	Contract Modifications						Total Amount (5): 2.753.872.85	Total Proba	ble Amount (\$): 2.753.872.89	Total Paid to Date A	amount (5): 0.00
	= Submittale 🛛 🔻										Page 1 of 1

Figure 58: Item List Page

5. In the list page, select the appropriate container, and then click **Edit**.

EDIT CONTAINER	
Save & Exit Save & Continue	Cancel
Name *:	Schedule A
Description :	ERFO repairs on Black Mountain Road for MSE Walls, Gabion Walls and Drainage Flumes.
Schedule Letter	A
Option/Base/New :	Base
Schedule :	25501 Constructing mechanically stabilized earth wall
MILES	
Miles :	0.10
Lane Miles :	0.10
Trail Miles	
GIS DETAILS	
No records available.	Latitude Y Longitude Y Remarks Y
Add Delete	

Figure 59: Edit Container Page

The EDIT CONTAINER page displays the following information:

Note: Most of the container details are retrieved from the final engineer's e	estimate. For more
information on the engineer's estimate, refer to M04 Design Estimate PG.	

Section Name	Column Name	Description			
-	Name	The name of the container as defined in the final			
		engineer's estimate.			
	Description	The description of the container as defined in the			
		final engineer's estimate.			
	Schedule Letter	The schedule letter from the awarded bid in the			
		Bid Opening And Review form.			
	Option/Base/ New	The value of the schedule letter from the awarded			
		bid in the Bid Opening And Review form.			
	Schedule	The schedule construction type as defined in the			
		final engineer's estimate.			
MILES	Miles	The miles as defined in the final engineer's			
		estimate.			
		Optionally, you can enter a positive number with			
		up to two decimal places.			
	Lane Miles	The lane miles as defined in the final engineer's			
		estimate.			

Section Name	Column Name	Description				
		Optionally, you can enter a positive number with				
		up to two decimal places.				
	Trail Miles	The trail miles as defined in the final engineer's				
		estimate.				
		Optionally, you can enter a positive number with				
		up to two decimal places.				
GIS DETAILS	Route ID	The identification code of the route as defined in				
		the final engineer's estimate.				
	Latitude	The latitude coordinate of the route as defined in				
		the final engineer's estimate.				
	Longitude	The longitude coordinate of the route as defined in				
		the final engineer's estimate.				
	Remarks	The additional comments for the route are defined				
		in the final engineer's estimate.				
BRIDGE DATA	Bridge Name	The name of the bridge is defined in the final				
		engineer's estimate.				
	Bridge Number	The identification code of the bridge as defined in				
		the final engineer's estimate.				
	Bridge Length	The length of the bridge as defined in the final				
		engineer's estimate.				
	Bridge Area	The area of the bridge as defined in the final				
		engineer's estimate.				
	Bridge Construction	The bridge construction type as defined in the				
	Туре	final engineer's estimate.				

- 6. Optionally, to manage the information in the **GIS DETAILS** section, perform the following steps:
 - To add a GIS detail, click **Add**, click the cells of the respective columns, and then add the appropriate information as described in the following table:

Column Name	Description
Route ID	Enter the identification code of the route.
Latitude	Enter the latitude coordinate of the route.
	Note: You must enter the value within the range of -90 to 90.
Longitude	Enter the longitude coordinate of the route.
	Note: You must enter the value within the range of -180 to
	180
Remarks	Enter any additional comments for the route, if applicable.

- To edit a GIS detail, click the appropriate columns of the respective row and make the necessary changes.
- To delete a GIS detail, select the check box adjacent to the appropriate row, click **Delete**, and then click **OK**.
- 7. Optionally, to manage the information in the **BRIDGE DATA** section, perform the following steps:
 - To add bridge information, click **Add**, click the cells of the respective columns, and then add the appropriate information as described in the following table:

Column Name	Description
Bridge Name	Enter the name of the bridge.
Bridge Number	Enter the identification code of the bridge.
Bridge Length	Enter the length of the bridge.
Bridge Area	Enter the area of the bridge.
Bridge Construction Type	From the drop-down list, select the appropriate bridge construction type.
	Available options are active bridge construction types
	defined in the Bridge Construction Type catalog of the
	library.

- To edit bridge information, click the appropriate columns of the respective row and make the necessary changes.
- To delete bridge information, select the check box adjacent to the appropriate row, click **Delete**, and then click **OK**.
- 8. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.3.2. Adding Items to a Contract

Until the contract items are locked, you can manually add items to a contract.

Note: You can manually add items only if the **Solicitation Procedure** in the published advertisement is defined as **Design-Build** or **Letter Contract**.

You can add work items to a contract in the following ways:

- <u>3.3.2.1. Manually entering the appropriate information for standard items or non-standard items</u>
- <u>3.3.2.2. Adding items from the predefined set of standard items from the Library</u>
- <u>3.3.2.3. Add items in bulk using Excel Export/Import</u>

3.3.2.1. Adding a Contract Item Manually

Prerequisites

- In the published advertisement, the **Solicitation Procedure** is defined as **Design-Build** or **Letter Contract**.
- Contract items are not locked.
- The role of the logged-in user must be one of the following:
 - o Administrator
 - Construction Component Lead
 - Construction Admin Staff
 For more information on role-specific permissions, refer to <u>Contract Items Permission</u> <u>Matrix</u>.

Overview

In the **ITEM LIST** page, the **New** feature enables you to manually add contract items. You can manually add the details of a contract item or add a contract item available with predefined information from the **Standard Items Table** catalog of the library.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	DJECTS	
٩	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow 🛪 📳 Reports 🛪 🎝) Manage Users - 🎼 Mark Offline/Online 💮 More 👻
諭	Select Project	0	Project Code	Project Name Project Description Business Unit
I ≩	Recent Projects		T	
en A			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(8)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 60: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.





3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.





4. Click Contract Items.

The **ITEM LIST** page is displayed.

	PROJECTS	ITEM LIST								
Q, 1	ype to Search 🗙 🗙 🔨	D New - D Save	Lock Bt Excelimp	ort / Expart 🔹	💬 More 🗸					
諭	SIT - CA ERFO FS LSPDR 2023-1(1)	Name		Line Number	Description	Uni	t Cur	rent Qty U	Init Price in \$	Supplemental D
1 番	General Quick Access		T		T	T	Т	T	T	
:::	👕 SIT - CA EREO ES ESPOR 2023-1(🔺	🔲 🕑 🛅 Schedule A			ERFO repairs on B Road for MSE Wal	Black Mountain Is, Gabion				
ŵ	+ Documents				Walls and Draina	ge Flumes.				
~	Document Search									
	 Project Report Gallery 									
	 Project Calendar 									
	+ Fund Management									
	+ Bid Estimate Information									
	+ Bidding									
	- Contracts									
	 SIT - CA ERFO FS LSPDR 20 									
	+ Documents									
	+ Configurations									
	Contract Items									
	+ Progress Tracking									
	+ Billings & Payments				_					•
	 Contract Modifications 				Total Amou	nt (\$): 2,753,872.89 Tota	al Probable Amoun	t (\$): 2,753,872.89 To	tal Paid to Date A	mount (\$): 0.00
1	= Submittale 🔻									Page 1 of 1

Figure 63: Item List Page

5. To add an item within a selected container, select the appropriate container, click **New**, and then click **New**.

ITE	MLIST				
Ð	New - 🔝 Save	ock 🖁	दि्रा Excel Impo	ort / Export 👻 😳	More 👻
£	New			Line Number	Description
	Add Multiple				T
					Schedule A
	+ 🖪 15101-000	00		A0010	MOBILIZATION

Figure 64: Adding New Item

The **NEW ITEM** page is displayed.

NEW ITEM				
Save & Exit Save & Continue	Save & Create New 🛞 Can	icel		
Container :	Root/Schedule A		Select Item from Library	
Pay Item No. *:	15201-0000	<u>Clear</u>	Standard Item Table : FP 14 🗸	l
Line Number *:	A010			L
Description *:	CONSTRUCTION SURVEY AND STAKING		Vignore Containers of Standard Items	l
Supplemental Description				l
suppremental pescription 1				l
Unit *:	LPSM V			
Funding Rule :	Select 🗸			l
Quantity *:	2.000	Sub Items		
Original Qty :	2.000			
Unit Price in \$*:	50,000.00			
Amount in \$:	100,000.00			
Complete :	0			
Pay Item Type *:	N ~			
Material Incentive :	🔵 Yes 🔘 No			Ŧ

Figure 65: New Item Page

Note: By default, the Material Incentive field is selected as No. It is a non-editable field.

6. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Container	If you have selected a container, the name of the selected container is
	displayed.
	To select a different container to categorize the item, perform the
	following steps:

Field Name	Description
	a. Click
	The SELECT CONTAINER page is displayed.
	SELECT CONTAINER
	⊡-Root
	Calcadada A
	Schedule A
	Figure 66: Select Container Page
	b. Available options are containers defined in the final engineer's
	estimate.
D	c. Click the appropriate container.
Pay Item No.	Enter the item number.
	steps:
	a. In the Select Item from Library section, from the Standard
	Item Table drop-down list, select the standard table in which
	the item is defined.
	Select Item from Library
	Standard Item Table : FP 14
	✓ Ignore Containers of Standard Items Select
	Figure 67: Select Item from Library Section
	Available options are FP 03, FP 14, and FP 24.
	The arop-down list displays the standard item tables defined in the Standard Items Table catalog of the library
	For information on Standard Items Table , refer to the Standard
	Items Table section in the A01 Library Management PG.
	b. Click Select to select an item from the selected standard items table.

Field Name	Descripti	on			
	Th	e Please select an item	dialog box	is displayed.	
	Please	select an Item		×	
	Pay It	tem No. T Description	Ƴ Unit	Y Pay Item Type Y Material Incenti Y	
	15201	-0000 CONSTRUCTION SURVEY AND STANING	LPSM	N No No	
	15201	-9999 HEIDLIEST PAY ITEM ORDER	UNIT	N NO	
	15206	0000 SLOPE REFERENCE AND CLEAKING AND GRUBBING STARE	MILE	N NO	
	15210	-1000 CENTERLINE, STARING	MILE	N No	
	15210	2000 CENTERLINE, VERIFICATION AND STAKING 2000 CENTERLINE, ESTABLISHMENT	MILE	N No N No	
	15214	-0000 SURVEY AND STAKING, MISCELLANEOUS	UPSM	N NC	
	15214	1000 SURVEY AND STAKING, BEIDGE 2000 SURVEY AND STAKING, BETAINING WALL	LPSM	N No	
	15214	+2500 SURVEY AND STAKING, BEINFORCED SOL SLOPE	LESM	N No	
	15214	2000 SURVEY AND STAKING, PARKING AREA	IPSM	N No	
	15215	-1000 SURVEY AND STAKING, APPROACH ROAD -2000 SURVEY AND STAKING, BRIDGE	DACH	N No	
	15215	-3000 SURVEY AND STAKING, DRAINAGE STRUCTURE	EACH	N No	
	15215	-1000 SURVEY AND STAKING, PERMANENT MONUMENT AND MARKER	LACH	N No	
		1 2 3 4 ▶ ▶ 40 ▼ items Solor: 1 2 3 4 ▶ ▶ 40 ▼ items 1	Cancel	1 - 40 of 3,958 items	
		Select	Lance		*
	c. Cli Th dis fol	r information on Standard ms Table section in the ck an item, and then clic e Pay Item No., Descript splayed. an item added from library lected as Yes, an item is lowing information:	d Items Tab A01 Library k Select. tion, Unit, s y has the M automatica	ole, refer to the Sta / Management PG and Unit Price in \$ Iaterial Incentive ally added with the	ndaro are field
		ield Name	Descript	ion	1
			Thousing		
		ontainer		e as specified for	
	P	ay Item No.	the parer	nt	
			item.		
	D	escription	The same the parer item app (Quality).	e description as ht ended with	
	U	nit	The value the parer	e as specified for nt item.	1

Field Name	Description			
	Field Name	Description		
	Funding Rule	If a default funding rule is		
		assigned to the project,		
		then the same funding		
		rule is displayed.		
		Otherwise, the field is		
		blank.		
	Quantity	If the Unit field is LPSM or		
		CTSM, then 1 is		
		displayed.		
		Otherwise, the field is		
		blank. It is always LPSM		
		for the Material Incentive.		
	Line Number	The fields are blank.		
	Supplemental	The fields are blank.		
	Description			
	Unit Price in \$	The fields are blank.		
	Complete	The fields are blank.		
	Probable Quantity	The fields are blank.		
	Notes	The fields are blank.		
	Pay Item Type	The pay item type is any		
		one of these: N. NM. NR.		
		NS, OM.		
	Material Incentive	It is selected as No .		
	To update the necessary fi	elds for the item, refer to the		
	appropriate rows in this ta	ble, as applicable.		
		ý 11		
Line Number	Enter a unique alphanumeric nun	nber to add the item.		
Description	Enter the description of the item.			
	Item description is displayed auto	omatically if you have selected the		
	item from the library.			
Supplemental	Enter additional description spec	ific to the item.		
Description				
Unit	From the drop-down list, select th	ne unit of measure for the item.		
	Available options are LPSM, MILE	, EACH, SQYD, etc.		
	The drop-down list displays the	e measurement units defined in the		
	Measurement Systems catalog of the library.			
	For more information on me	easurement systems, refer to the		
	Measurement Systems section in the A01 Library Management PG.			
	Item unit is displayed automatically if you have selected the item from			
	the library.			
Funding Rule	From the drop-down list, select the funding rule for the item. Available			
	options are active and approved f	unding rules defined for the project.		

Field Name	Description
	For more information on funding rules, refer to the Funding Rules
	section in the M03 Fund Management PG.
	For more information on associating a funding rule to an item from the
	Contract Items list page, refer to Section <u>3.3.4 Associating a Fund Rule</u>
	to a Contract Item.
Quantity	Enter the appropriate quantity of the item.
	Additionally, you can add sub items to an item, and the quantity of the
	item is calculated as the sum of all the sub items added.
	Note: Prior to adding sub items, ensure the Unit and Pay Item Type
	fields are updated with necessary information.
	For information on sub items, refer to <u>Section 3.3.2.4. Adding Sub</u>
	Items. Upon entering the value in the Quantity field, the Original Qty
	field displays the same value as defined in the Quantity field until the
	contract items are locked.
	Note: After the contract items are locked, the value in the Original Qty
	field does not change.
Unit Price in \$	Enter the cost per unit.
	Upon entering the values in the Quantity and Unit Price in \$ fields, the
	Amount in \$ field displays the total amount of the item.
	It is calculated as: Quantity x Unit Price in \$.
Complete	Select the check box to mark the item as complete.
	Note: The items are automatically marked as complete upon approving
	the balance change modification.
	However, this field remains editable at this stage.
Pay Item Type	From the drop-down list, select the appropriate type for the item.
	Available options are N, NM, NR, NS, QM, etc.
	The drop-down list displays the active pay item types defined in the Pay
	Item Type catalog of the library.
	The item type is displayed automatically if you have selected the item
	from the library.
Notes	Enter any additional information relevant to the item.
Probable Qty	Enter the appropriate probable quantity for the item.
	Upon entering the values in the Probable Qty and Unit Price in \$ fields,
	the Probable Amount field displays the total amount of the item.
	It is calculated as: Probable Qty x Unit Price in \$.
	Note:
	Probable quantity defines the estimated quantity for a contract item to
	keep a track on the suggested number of a contract item and its actual
	usage during the construction.

Field Name	Description
	Only users with permission defined in the Additional Permissions Setup
	catalog of the library can view and update this field.
	For more information on additional permissions, refer to the Additional
	Permissions Setup section in the A01 Library Management PG.

Note:

- The **Paid To Date Qty** field displays the item quantity that are part of the **Pay Estimates** in the **Approved for Payment** and **Paid** workflow status.
- At the bottom of **ITEM LIST** page, the following fields are displayed:
- o Total Amount (\$): Sum of all the Amount in \$
- Total Probable Amount (\$): Sum of all the Probable Amount in \$
- Total Paid to Date Amount (\$): Sum of all the Paid to Date Qty x Unit Price
- 7. Optionally, in the **ATTACHMENTS** section, upload or link related files. For information on attachments, refer to <u>Section 4.1. Attachments</u>.
- 8. To save the item, perform any of the following steps, as applicable:
 - Click **Save & Exit** to return to the item list page.
 - Click **Save & Continue** to save the item and continue on the same page.
 - Click **Save & Create New** to save the current item and continue creating new items.

Click **Cancel** to discard the added information and exit the page.

3.3.2.2. Adding Multiple Contract Items

Prerequisites

- In the published advertisement, the **Solicitation Procedure** is defined as **Design-Build** or **Letter Contract**.
- Contract items are not locked.
- The role of the logged-in user must be one of the following:
 - Administrator
 - Construction Component Lead
 - Construction Admin Staff
 - For more information on role-specific permissions, refer to <u>Contract Items Permission</u> <u>Matrix</u>.

Overview

In the **ITEM LIST** page, the **Add Multiple** feature enables you to add items only from the library. You can add multiple contract items at once to save time and effort.
Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	OJECTS			
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow 🛪 📳 Reports 🛪 🗞	Manage Users 🛛 🛱 Mai	rk Offline/Online 💮 N	lore 🔻
	Select Project	0	Project Code	Project Name	Project Description	Business Unit
l₩.	Recent Projects		1	T	T	T
en A			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(T)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
(<u>a</u>)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands

Figure 69: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DEMILS	
Q,	Type to Search 🗙 🗙 🔨	🚋 Select Dashboard: bis st. 🗸 Mode: 🗸 Mode: 🗸 🖉 New 🍠 Edit 📺 Delete	🏀 Set As Default
斺	SIT - CA ERFO ES LSPDR 2023-1(1) 🗢	Report Viewer	
區	General Quick Access	Bidden 1149 Schedulei etter Uthur Davart	
110	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates	
٢	+ Documents		
	 Document Search 		
	 Project Report Gallery 		
	 Project Calendar 		
	 Fund Management 		
	 Project Fund List 		
	Project Fund Transaction		
	 Funding Rules 		
	+ Bid Estimate Information		
	+ Bidding		
	+ Contracts		



3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 71: Navigation to Contracts

4. Click **Contract Items**.

The **ITEM LIST** page is displayed.

	PROJECTS	ITEM LIST								
Q, T	Type to Search 🗙 🗙 🔨	🞝 New - 🛅 Save	🖁 Lock 🛛	t Excelimport / Export •	💮 Ma	ore -				
俞	SIT - CA ERFO FS LSPDR 2023-1(1)	Name		Line Number		Description	Unit	Current Qty	Unit Price in \$	Supplemental D
1ā.	General Quick Access			T	T	T		T	T	
nnR	TI SIT - CA ERFO ES LSPDR 2023-1(🔺	Schedule A				ERFO repairs on Black Mountain Road for MSE Walls, Gabion				
	+ Documents					Walls and Drainage Flumes.				
705	Document Search									
	Project Report Gallery									
	 Project Calendar 									
	+ Fund Management									
	+ Bid Estimate Information									
	+ Bidding									
	- Contracts									
	— SIT - CA ERFO FS LSPDR 20									
	+ Documents									
	+ Configurations									
	Contract Items									
	+ Progress Tracking									
	+ Billings & Payments									•
	 Contract Modifications 					Total Amount (\$): 2,753,872.89	Total Proba	ble Amount (\$): 2,753,872.89	Total Paid to Date	Amount (\$): 0.00
1	= Submittale									Page 1 of 1

Figure 72: Item List Page

5. Select the appropriate container to add items.

6. Click New, and then click Add Multiple.

🞝 New 👻 🛅 Save 🖁 Lock 💱 Excel Impo	ort / Export 👻 💮 M	ore 🔻
A New	Line Number	Description
C Add Multiple	T	Ţ
		Schedule A
15101-0000	A0010	MOBILIZATION



The ADD STANDARD ITEMS page is displayed.

ADD	ADD STANDARD ITEMS						
🖪 sa	🚡 Save 🛞 Cancei 🛃 Add 🗷 Remove						
Standa	Standard Item list: TP 14 VIII Ignore Containers of Standard Items						
	Pay Item No.	Description	Unit	Unit Price In \$	Pay Item Type	Material Incentive	
No Dal	ta available.						
1	1 Page 1 of 1, items 0 to 0 of 0.						

Figure 74: Add Standard Items Page

The following information is displayed:

Field Name	Description	Comments
Standard Item list	The standard items table selected for the	Note: You cannot edit these
	project.	fields.
Ignore Containers of	By default, the check box is selected to	
Standard Items	ensure containers of standard items are	
	not added.	

 Click Add to select an item from the standard items table selected for the project. The Standard Items dialog box is displayed.

Standard Items	itandard Items X						
0 selected of tota	3,958						
	Pay Item No. 🛛 🕇	Description T	Unit 🍸	Pay Item Ty 🝸	Material Ince 🍸		
	15101-0000	MCBLIZATION	LPSM	N	No		
	15201-0000	CONSTRUCTION SURVEY AND STAKING	LPSM	N	No		
	15201-9999	HEIDI TEST PAY ITEM ORDER	LNFT	N	No		
	15205-0000	SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE	LPSM	N	No		
	15206-0000	SLOPF, REFERENCE, AND CLEARING AND GRUBBING STAKE	MILE	N	Νο		
	15210-1000	CENTERLINE, STAKING	MILE	Ν	No		
	15210-3000	CENTERLINE, VERIFICATION AND STAKING	MILE	N	No		
	15210-4000	CENTERLINE, ESTABLISHMENT	MILE	N	No		
	15214-0000	SURVEY AND STAKING, MISCELLANEOUS	LPSM	Ν	No		
	15214 1000	SURVEY AND STAKING, BRIDGE	LPSM	N	No		
	15214-2000	SURVEY AND STAKING, RETAINING WALL	LPSM	N	No		
	15214-2500	SURVEY AND STAKING, REINFORCED SOIL SLOPE	LPSM	N	No		
	15214-3000	SURVEY AND STAKING, PARKING AREA	LPSM	N	No		
	15215-1000	SURVEY AND STAKING, APPROACH ROAD	EACH	N	No		
	15215-2000	SURVEY AND STAKING, BRIDGE	EACH	N	No		
	15215-3000	SURVEY AND STAKING, DRAINAGE STRUCTURE	FACH	N	No		
K (▶ ▶ 40 ▼	Items			No items to display		
		Select Cancel					

Figure 75: Standard Items Dialog Box

8. Available options are items defined in the selected standard items table that is defined in the **Standard Items Table** catalog of the library.

For more information on standard items, refer to the **Standard Items Table** section in the **A02 Library Management PG**.

9. Select the appropriate items, and then click Select.

10. Click Save.

The **ITEM LIST** page is updated with the selected items.

Note:

- For the selected items, the values in the Container, Pay Item No, Description, Unit, Pay Item Type, and Material Incentive fields are retrieved from the Standard Items Table catalog of the library.
- To update item information, refer to <u>Section 3.3.3. Editing Contract Item Details</u>.

3.3.2.3. Import Contract Items in Bulk

Prerequisites

- In the published advertisement, the **Solicitation Procedure** is defined as **Design-Build** or **Letter Contract**.
- Contract items are not locked.
- The role of the logged-in user must be one of the following:
 - o Administrator
 - Construction Component Lead
 - Construction Admin Staff
 - For more information on role-specific permissions, refer to <u>Contract Items Permission</u> <u>Matrix</u>.

Overview

The **Excel Import / Export** feature enables you to upload and update work item details to a contract in bulk.

The high-level process of uploading or updating details of work items in bulk is as follows:

- 1. Export the template workbook.
- 2. Add or update item information in the template workbook.
- 3. Import the updated workbook.

Note: You cannot delete records or upload attachments using an Excel workbook.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

PROJECTS		PRO	DJECTS	
pe to Search 🗙 🗙 🖌		Ð	New 🙀 Workflow 🗸 📋 Reports 🛪 🖓	Manage Users 🛛 🛱 Mark Offline/Online 💮 More 👻
Select Project 👻	6	9	Project Code	Project Name Project Description Business Unit
Recent Projects				
			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
STE - CA ERFO FS LSPDR 2023-1(1)			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
All Projects			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	PROJECTS pe to Search Select Project Select Project SIT - CA ERFO FS LSPDR 2023-1(1) All Projects	PROJECTS pe to Search X Y A Select Project A Recent Projects SIT - CA ERFO FS LSPDR 2023-1(1) All Projects	PROJECTS PROJECTS pe to Search X Y Select Project Q A Recent Projects Image: Comparison of the second	PROJECTS PROJECTS pe to Search X X Select Project Image: Code A Recent Projects Image: Code SIT - CA ERFO FS LSPDR 2023-1(1) SIT MT NPS GLAC 14(4) & MT NPS GLAC IER All Projects SIT MT NPS GLAC 14(4) & MT NPS GLACIER All Projects SIT MT NPS GLAC 14(4) & MT NPS GLACIER SIT MT NPS GLAC 14(4) & MT NPS GLACIER SIT MT NPS GLAC 14(4) & MT NPS GLACIER

Figure 76: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.





3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.





4. Click Contract Items.

The **ITEM LIST** page is displayed.

	PRDJECTS	ITEM LIST								
Q, I	Type to Search 🗙 🗙 🔨	🞝 New 👻 📳 Save	& Lock Ept E	xcel import / Export 👻	💮 More 👻					
	SIT - CA ERFO FS LSPDR 2023-1(1)	Name		Line Number	Descrip	ption	Unit	Current Qty	Unit Price in \$	Supplemental D
15	General Quick Access				T	T		T	T	
11111 Marchi					ERFO re	epairs on Black Mountain				
		L III Schedule A			Road to Walls ar	nd Drainage Flumes.				
۰	+ Documents									
	= Document Search									
	Project Report Gallery									
	= Project Calendar									
	+ Fund Management									
	+ Bid Estimate Information									
	+ Bidding									
	— Contracts									
	 SIT - CA ERFO FS LSPDR 20 									
	+ Documents									
	+ Configurations									
	Contract Items									
	+ Progress Tracking									
	+ Billings & Payments					_				Þ
	 Contract Modifications 				т	fotal Amount (\$): 2.753.872.8	Total Probal	ole Amount (5): 2.753.872.89	Total Paid to Date A	mount (5): 0.00
1	= Submittale 🔻									Page 1 of 1

Figure 79: Item List Page

5. To export details of new items, in the toolbar, click **Excel Import / Export**, and then click **Excel Template** or **Excel Template With Data**.

ITE	EM LIST		
Ð	New - 📄 Save 🌡 Lock	Et Excel Import / Export 👻 💮 Mo	re 👻
	Name	Excel Import	escription
	Schedule A	Excel Export (xlsx)	:hedule A
	+ 📭 15101-0000	Excel Template (xis)	OBILIZATION
	+ 🖪 15201-0000	Excel Template With Data (xls))NSTRUCTIO AKING
	+ 🖪 15214-0000	Excel Template With Data (xlsx)	RVEY AND S

Figure 80: Excel Import / Export Option

The Excel workbook template is downloaded to the local hard drive.

Note: It is recommended to download the template with data. To download the template workbook with data, ensure a Contract Items record is created and the appropriate details are added.

6. Open the saved Excel workbook template.

📓 AutoSave 💽 Off) 🚼 🏷 - 🤤 📼	AuxoSave 💽 Off) 📕 🏷 - 🖓 - 🗢 Contract Details Homs Template - Compatibility Mode 🗔 - Saved to this PC 🗸 👂 🖉 🖉 🖉 🖉						
File <u>Home</u> Insert Draw Page Layou	it Formulas Data Review View Auto	ate Help Acrobat		🖓 Comments 🗹 Share 🖌			
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	三 三 詳 詳 General → ■ Conce 王 三 臣 ◇ \$ ◇ 分 9 録 Form 正 示 ◇ ↓ ☆ 梁 ■ 録 Cell 5 Alignment □ Number □ 5	onal Formatting * 🔛 Insert * as Table * 📨 Delete * Editing * les * 🔛 Format * Syles Cells	Sensitivity Add-Ins Analyze Data	Create PDF Create PDF and and Share link Share via Outlook Adole Accobet			
H10 - I × / fx -				~)			
A B C D	E F G	I J K	L M	N			
1 Internal ID Type Indent Level Name	Description Notes Pay Item No Curre	t Qty Fund Rule Unit Unit Price in \$	Is Complete Probable Quantit	ty Probable Amount in \$ Lin(
2 0 0 3 4 25 26 27		0.0	Ο Ν				
28				T			
< > Instructions Item	+	E (

Figure 81: Excel Workbook

The template workbook contains the following sheets:

- Instructions sheet This sheet provides instructions to enter details of the contract items.
- Item sheet This sheet enables you to provide accurate information about the items in respective columns of this sheet.
- 7. In the Excel workbook, perform either of the following steps as applicable:
 - To upload new items, refer to <u>Section 3.3.2.3.1. Upload New Items</u>.
 - To update the existing Contract Items record, refer to <u>Section 3.3.2.3.2. Update the existing</u> items.
- 8. To import the template workbook with item details to the application, perform the following steps:
 - a. In the ITEM LIST page, click Excel Import / Export, and then click Excel Import.



Figure 82: Excel Import

The IMPORT DETAILS FROM EXCEL FILE page is displayed.

IMPORT DETAILS FROM EXCEL FILE	
Back	
Select File	: Choose File No file chosen
	Upload Save

Figure 83: Import Details From Excel File Page

b. Click **Choose File** to select the workbook with updated details. The **Open** dialog box is displayed.

C Open		×
$\leftarrow \rightarrow \checkmark \uparrow$	→ Downloads ∨ C Search Do	wnloads 🔎
Organize New fold	er	≣ - □ ?
	Name	Date modified
🛄 Desktop 🔹 🖈	✓ Today	
🛓 Downloads 🖈	🗟 Contract Details Items_Template	7/26/2024 9:09 PM
📑 Documents 🛛 🖈	 2832_DCBPB1706E_2023-24_FY 2023 - 2024. Yesterday 	7/26/2024 4:37 PM
🚬 Pictures 🛛 🖈	Aurigo Product Functional Training Program (ILT	7/25/2024 5:23 PM
🕑 Music 🛛 🖈	Change Management	7/25/2024 4:45 PM
🕨 Videos 🛛 🖈	Aurigo Product Functional Training Program (ILT	7/25/2024 4:20 PM
2024 Screenshots	$^{\scriptstyle\bigvee}$ Earlier this week	
Training Materials		
File na	me: Contract Details Items_Template V All files	~
	Upload from mobile Oper	n Cancel

Figure 84: Open Dialog Box

- c. Select the appropriate workbook, and then click **Open**.
- d. Click **Upload** to import form information from the Excel workbook to the form. On successful import, the success message is displayed.

- e. On encountering errors while importing an Excel workbook, perform the following steps:
 - i. In the toolbar, click **Error Log**.



Figure 85: Error Log Option

The error log workbook is downloaded to your local storage.

- Open the workbook to view the errors in the various columns.
 Error messages in the cells are highlighted in red. Tabs in the workbook are also highlighted to indicate the presence of errors.
- iii. Open the Excel workbook with form information and modify form details.
 Optionally, you can make relevant corrections in the error log workbook and upload it.
- iv. Save and upload the Excel workbook to import the updated information.
- f. Click Save.
- g. Click Back.

The item details in the Excel workbook are uploaded to the ITEM LIST page.

3.3.2.3.1. Uploading Item Details in Bulk

Steps

a. Enter the appropriate details in the worksheet, as described in the following table:

Column	Description					
Internal ID	To upload details of new items, do not enter any details in the Internal					
	ID column.					
	The Internal ID column displays the unique identification code for the					
	corresponding record of the form and is used as a reference to					
	update work item details.					
Туре	Enter the type of item being defined.					
	• To create an item, enter Item .					
	• To create a sub-item, enter SubItem .					
Indent Level	Defines the line number of the parent container to group the current					
	container or item into the parent container. Specify 0 for first level					
	containers.					
	For example, consider two containers, CONT1 and CONT2. To define					
	CONT2 under CONT1, Indent Level for CONT1 must be set to 0 and					
	Indent Level of CONT2 must be set to 1. Similarly for items, to define					
	an item in CONT2, Indent Level of the item must be set to 2.					

Column	Description
	The hierarchy of containers and items in containers must be defined sequentially in the Excel worksheet. For example, to define an item in a container CONT3 that is at indent level 0, the item must be defined with indent level 1 after the row with details of container CONT3.
	Similarly, to define sub-items for an item that is at indent level 1, the sub-items for that item must be defined with indent level 2 after the row with the details of the item.
	The following images illustrate three containers C1, C2, and C3. Container C3 is within C2. Items ITEM1 is in C1, ITEM2 is in C2, and ITEM3 is in C3.
	 Note the following factors: The indent levels defined in the Excel workbook The item ITEM1 is marked as a non-contract item, and therefore the Amount in \$ column for the item displays zero in the ITEM LIST page The item ITEM2 is marked as Complete, and therefore will not be available for inclusion into any pay estimates
	The following image illustrates the items and containers defined in
	the Excel workbook:
	Auradisave @ 0* E 0*******************************
	The following image illustrates the items and containers imported to the application using the Excel workbook containing information as illustrated in the previous image:

Column	Description				
	🞝 New - 🗋 Save 🖧 Lock 🏥 Forecast 💱 Excel Import/Export - 💬 Nore -				
	Name Line Number Description Group Dudget Item				
	Termina I Desc-ITEM 1 Default				
	Image: Internal control				
	La TEMS 3 DESC-ITEM 3 Default				
	Total Amount in S: 11,000.0000 Figure 87: Items and Containers Import List				
	Mandatory field; information must be provided.				
Name	Enter the name of the item or the sub-item.				
Description	Enter the description of the item.				
	 If Type is entered as Item, then in the Item Description 				
	column, enter a description for the item.				
	• If Type is entered as SubItem , then in the Item Description				
	column, enter a name for the sub-item.				
Notes	Enter any additional information relevant to the item.				
Pay Item No	If Type is entered as Item , then in the Pay Item No column, enter a				
	unique name or identifier to identify the item				
	Mandatory field: information must be provided				
	Mandatory field, information must be provided.				
	Note: Prefix an anostrophe to the first Pay Item No in the sheet if the				
	first 8 rows contain numeric values, followed by alphanumeric pay				
	itom numbers starting row Q. Microsoft Excel automatically converts				
	a text				
	a lext-				
	content column to a numeric-content column if the first 8 rows				
	contain numeric values.				
Current Qty	If Type is entered as item , then in the Quantity column, enter the				
	required quantity of the item.				
	If Type is entered as Subitem , then in the Quantity column, enter the				
	required quantity of the subitem. The quantity of the item is				
	calculated as the sum of all its subitem quantities.				
Fund Rule	If Type is entered as Item , enter the Rule Name of the funding rule				
	from the list of approved fund rules to associate the item amount to				
	the selected fund rule.				
	For more information on funding rules, refer to the Funding Rules				
	section in the M03 Fund Management PG.				
	Note: You can change the fund rule of an item at any time until the				
	contract items are locked. For more information on associating a				
	funding rule with an item, refer to Section 3.3.4. Associating a Fund				
	Rule with a Contract Item.				

Column	Description
Unit	If Type is entered as Item , enter the unit of measure for the item.
	Note: Ensure the unit of measure used is defined in the measurement system selected for the project.
	A measurement system is selected for every project.
	For information on the measurement system selected for the project, refer to Creating a Project topic in the M02 Project Management
	PG.
	Mandatory field: information must be provided
Unit Price in \$	If Type is entered as Item , enter the cost per unit. Mandatory field:
	information must be provided.
Is Complete	Note: The items are automatically marked as complete upon
	approving the balance change modification.
	However, the field remains editable at this stage. You can enter Y if
	the items are complete, else enter N .
Probable Quantity	Enter the appropriate probable quantity for the item.
Probable Amount in \$	Enter the appropriate probable amount of the item.
Line Number	Enter the line number of the item.
Supplemental Description	Enter additional description specific to the item.
CM #	Leave the field blank.
Original Quantity	
Amount in \$	
Paid to date Qty	

3.3.2.3.2. Updating Item Details in Bulk

Steps

1. Update the appropriate details in the worksheet, as described in the following table:

Note: Deleting an item from the Excel workbook does not delete the item in the standard items table.

Column	Description					
Internal ID	Do not edit. Retain the value in this column.					
Туре	Enter the type of item being defined.					
	• To create an item, enter Item .					
	 To create a sub-item, enter Subltem. 					
Indent Level	Defines the line number of the parent container to group the current					
	container or item into the parent container. Specify 0 for first level					
	containers.					
	For example, consider two containers, CONT1 and CONT2. To define					
	CONT2 under CONT1, Indent Level for CONT1 must be set to 0 and					

Column	Description
	Indent Level of CONT2 must be set to 1. Similarly for items, to define an item in CONT2, Indent Level of the item must be set to 2. The hierarchy of containers and items in containers must be defined sequentially in the Excel worksheet. For example, to define an item in a container CONT3 that is at indent level 0, the item must be defined with indent level 1 after the row with details of container CONT3.
	Similarly, to define sub-items for an item that is at indent level 1, the sub-items for that item must be defined with indent level 2 after the row with the details of the item.
	The following images illustrate three containers C1, C2, and C3. Container C3 is within C2. Items ITEM1 is in C1, ITEM2 is in C2, and ITEM3 is in C3.
	 Note the following factors: The indent levels defined in the Excel workbook The item ITEM1 is marked as a non-contract item, and therefore the Amount in \$ column for the item displays zero in the ITEM LIST page
	• The item ITEM2 is marked as Complete, and therefore will not
	be available for inclusion into any pay estimates
	The following image illustrates the items and containers defined in
	THE EXCEL WOINDOON. AutoSeve @ の ほ ウィ C - っ Contract Management Items_Template (f,wite - Compat タ ロ ー ロ ×
	File Home next Participan Data Review Verifier Her Constance Constance <thconstance< th=""> Constance</thconstance<>
	The following image illustrates the items and containers imported to
	the application using the Excel workbook containing information as
	illustrated in the previous image:

Column	Description				
	ITEN LIST				
	🞝 New 🔻 🛅 Save 💩 Lock 🟥 Forecest 💱 ExcelImport/Export + 😁 More +				
	Name Line Number Description Group Dudget Item				
	If the second seco				
	E E ITEM2 2 DESC-ITEM 2 Defouit				
	C3				
	Figure 89: Items and Containers Import List				
	Mandatory field; information must be provided.				
Description	Enter the departmention of the item				
Description	Enter the description of the item.				
	• If Type is entered as item, then in the item Description				
	column, enter a description for the item.				
	• If Type is entered as SubItem , then in the Item Description				
	column, enter a name for the sub-item.				
Notes	Enter any additional information relevant to the item.				
Pay Item No	If Type is entered as Item , then in the Pay Item No column, enter a				
	unique name or identifier to identify the item.				
	Mandatory field; information must be provided.				
	Note: Prefix an apostrophe to the first Pay Item No in the sheet if the				
	first 8 rows contain numeric values, followed by alphanumeric pay				
	item numbers starting row 9. Microsoft Excel automatically converts				
	a text-				
	content column to a numeric-content column if the first 8 rows				
	contain numeric values.				
Quantity	If Type is Item , then in the Quantity column, update the required				
	quantity of the item.				
	If Type is SubItem , then in the Quantity column, update the required				
	quantity of the subitem. The quantity of the item is calculated as the				
	sum of all its subitem quantities.				
Fund Rule	If Type is Item , update the Rule Name of the funding rule from the list				
	of approved fund rules to associate the item amount to the selected				
	fund rule.				
	For more information on funding rules, refer to the Funding Rules				
	section in the M03 Fund Management PG.				
	Note: You can change the fund rule of an item at any time until the				
	contract items are locked. For more information on associating a				
	funding rule with an item, refer to Section 3.3.4. Associating a Fund				
	Rule with a Contract Item.				
Unit	If Type is Item , update the unit of measure for the item				

Column	Description
	Note: Ensure the unit of measure used is defined in the measurement system selected for the project
	A measurement system is selected for every project.
	For information on the measurement system selected for the project,
	refer to Creating a Project topic in the M02 Project Management
	PG.
	Mandatory field; information must be provided.
Unit Price in \$	If Type is Item , update the cost per unit.
	Mandatory field; information must be provided.
Is Complete	Note: The items are automatically marked as complete upon
	approving the balance change modification.
	However, the field remains editable at this stage. You can enter Y if
	the items are complete, else enter N .
Pay Item Type	If Type is Item , update the type of pay item.
	The entered value must match the pay item types defined in the Pay
	Item Type catalog of the library.
Probable Qty	Update the appropriate probable quantity for the item.
Probable Amount in \$	Update the appropriate probable amount of the item.
Line Number	Update the line number of the item.
Supplemental Description	Update the additional description specific to the item.

3.3.2.4. Adding Sub Items

Overview

You can divide an item into sub items to distribute the amount from different fund sources.

If sub items are defined for an item, the quantity of the item is calculated as the sum of the quantities of the sub items.

Steps

1. Adjacent to the Quantity field, click Sub Items.

Quantity *:	1.000	<u>Sub Items</u>	

Figure 90: Sub Items

The **SUB ITEMS** page is displayed.

SUB ITEMS	-							
🞝 New	🔟 Delete 📘 Save	Ва	ack					
	Pay Item No.	: 152	201-00	000	li.			
	Item Description	: CO ST/	NSTRI AKING	UCTION SURVEY AND	D <i>II</i> .			
Description		Qua	antity	Unit Price in \$	Unit	Notes	Fund Rule	Ame

Figure 91: Sub Items Page

The **SUB ITEMS** page displays the following information:

Field Name	Description
Pay Item No	The pay item number of the item.
Item Description	The description of the item.

2. Click New.

A row is added to the table. The table displays the following information:

Field Name	Description				
Unit Price in \$	The unit price of the item.				
Unit	The unit of measure selected for the item.				
Funding Rule	The funding rule selected for the item. On saving the sub item, the Description of the item is updated based on the funding rule selected.				
	Note: You can modify the value as necessary.				

3. Provide the appropriate information in the columns, as described in the following table.

Field Name	Description			
Quantity	Double-click and enter the quantity for the sub item.			
Notes	Double-click and enter any notes for the sub item.			
Funding Rule	Double-click and select the appropriate funding rule for the sub item.			
	Options available are approved funding rules defined for the project.			
	For more information on funding rules, refer to the Funding Rules			
	section in the M03 Fund Management PG.			
Probable Qty	Enter the probable quantity for the sub item.			
	It defines the estimated quantity (or amount) that may be needed for			
	the completion of the contract.			

4. Click Save.

Upon saving the sub item details, the **Amount in \$** and **Probable Amount** columns display the amount of the sub item based on the **Quantity** and **Probable Qty** specified for the sub item and the **Unit Price in \$** value specified for the item.

On saving, the **Description** of the item is updated based on the Funding Rule associated with the item.

- 5. Optionally, to delete an item, perform the following steps:
 - a. In the table, select the appropriate item.
 - b. Click **Delete**, and then click **OK**.
- 6. Click **Back** to return to the item page.

Note: Once sub items are added to an item, you can modify the quantity of the item by editing the quantities of the sub items only.

3.3.3. Editing Contract Item Details

A contract item may require modifications to alter the quantity, unit price, containers, and so on. You can edit contract item details in the following ways:

- 3.3.3.1. Inline Editing
- 3.3.3.2. Using the Edit option

3.3.3.1. Inline Editing

Prerequisites

The role of the logged-in user must be one of the following:

- Administrator
- Construction Component Lead
- Construction Admin Staff

For more information on role-specific permissions, refer to <u>Contract Items Permission Matrix</u>.

Overview

The **Inline Editing** feature enables you to modify and save item details by directly editing details in the **ITEM LIST** page. You can modify only **Probable Qty** field irrespective of locking of the contract items.

Note: This feature is not applicable for sub items.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

PROJECTS			PROJECTS					
Q,	ype to Search 🗙 🗙 🔨	Ð	New 🙀 Workflow 🗸 📳 Reports 🛪 🖓	Manage Users 🛛 🛱 Mar	rk Offline/Online 💮 N	lore 👻		
	Select Project 💌	0	Project Code	Project Name	Project Description	Business Unit		
뒡	Recent Projects		T	Ţ	Ţ	Y		
en P			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands		
	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands		
<u>(</u> \$}	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands		
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands		

Figure 92: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	подестризночно подестрениез		
Q,	Type to Search 🗙 🗙 🔨	🖳 Select Dashboard: bis sc	✓ Mode: View	👻 📮 New 🧳 Edit 🍈 Delete 🤹 Set As Default
畲	STE - CA ERFO ES LSPDR 2023-1(1)	Report Viewer		
朣	General Quick Access	Bidder 1149	Schedulei etter	V/cw Report
	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates	~	
\$	0+ Documents			
	 Document Search 			
	 Project Report Gallery 			
	 Project Calendar 			
	— Fund Management			
	Project Fund List			
	Project Fund Transaction			
	 Funding Rules 			
	+ Bid Estimate Information			
	+ Bidding			
	+ Contracts			

Figure 93: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 94: Navigation to Contracts

4. Click **Contract Items**. The **ITEM LIST** page is displayed.

PROJECTS ITEM LIST 🗙 🗸 🞝 New - 🗍 Save 💧 Lock 💱 Excel Import / Export - 💬 More -Q Type to Search Line Number Unit Price in \$ Supplemental D SIT - CA ERFO FS LSPDR 2023-1(1) 💌 🔲 Name Description Unit Current Qty T T T T T 1. General ERFO repairs on Black Mountain 🖿 SIT - CA ERFO FS LSPDR 2023-1(... 🔺 🔲 🗄 🛅 Schedule A Road for MSE Walls, Gabion Walls and Drainage Flumes. + Documents ۲ Document Search Project Report Gallery = Project Calendar + Fund Management + Bid Estimate Information + Bidding Contracts - SIT - CA ERFO FS LSPDR 20... + Documents + Configurations Contract Items + Progress Tracking + Billings & Payments Total Amount (\$): 2.753.872.89 Total Probable Amount (\$): 2.753.872.89 Total Pald to Date Amount (\$): 0.00 Contract Modifications > Page 1 of 1 = Submittale

Figure 95: Item List Page

5. Right-click on a row, and click Expand All to expand all containers and view item details.

ITE	M LIST						
Ð	New 👻	Sav	e 🔓 Lock	ि्री Excel Impo	ort / Export	• 💮 М	ore 🔻
	Name				Line Numb	er	Description
				T			
	🕀 🦳 Sc	hedule A	EXPAND ALL				Schedule A
			COLLAPSE ALL				
			SAVE SETTINGS				
			TOGGLE EXPAND/	COLLAPSE			
			EXPAND				
			COLLAPSE				
			ASSOCIATE FUND	<u>- 100% CON01 - F</u>	LAP		

Figure 96: Expand All Option

Double-click the row of the item that you want to edit.
 The Probable Qty column of the selected row is highlighted.

ITEM LIST					
🗜 New 👻 🖪	Save 🧳 Edit 🐵	View 🔟 Delete	🌮 Associate Fund 👻	💮 More 🔻	
Amount in \$	Paid To Date Qty	Probable Qty	Probable Amount in \$	Fund Rule	С
T					
264,087.21					
56,721.00		56721.000	56,721.00	100% CON01 - FLAP	
76,222.00		76222.000	76,222.00	100% CON01 - FLAP	
48,000.00	•	48,000.000	48,000.00	100% CON01 - FLAP	

Figure 97: Probable Quantity – Edit

- 7. In the **Probable Qty** column of the selected item row, enter the appropriate quantity.
- 8. Click Save.

3.3.3.2. Using the Edit Option

Prerequisites

- Contract items are not locked.
- The role of the logged-in user must be one of the following:
 - Administrator
 - o Construction Component Lead
 - Construction Admin Staff
 - For more information on role-specific permissions, refer to <u>Contract Items Permission</u> <u>Matrix</u>.

Overview

Based on the contract type and how the items are added to the contract, you can edit only specific fields in a contract item.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

PROJECTS			DJECTS	
٩	ype to Search 🗙 🗙 🔨	Ð	New 🖟 Workflow 🗸 📋 Reports 🛪 🗞	Manage Users 🏾 🎼 Mark Offline/Online 💮 More 👻
	Select Project 💌	0	Project Code	Project Name Project Description Business Unit
I ≩	Recent Projects		Y	
Rafi			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 98: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS			PROJECT DAS	SHBOARD PRO	OJECT DETAILS								
Q,	Type to Search	× ×	^	🗓 Select I	Dashboard: b	is sc		¥	Mode: View	*	D New	_Ø Edit	👖 Delete	🎭 Set As Default
	Type to Search SIT - CA ERIO TS LSPDIT 2023- General Qui SIT - CA ERIO TS LSPDIT 2023- SIT - CA ERIO TS LSPDIT 2 COMMENTS Documents Document Search Project Report Gallery Project Calendar Froject Calendar Froject Fund Itst Project Fund Itst Project Fund Itst Froject Fund Itst Froje	Ck Access 023-1(1)		Au Select I Report Vice Hudder Alternate	Dashboard: b wer 1149 s	is st	Scher V	♥ dulei etter	Mode: View	×	D New	_∂ Edit		₿ Set As Default
	+ Bidding + Contracts													



3. In the navigation pane, expand the Contracts folder, and then expand the contract.



Figure 100: Navigation to Contracts

4. Click **Contract Items**. The **ITEM LIST** page is displayed.

	PROJECTS	ITEM LIST
Q,	Type to Search 🛛 🗙 🗙 🔨	🞝 New - 📳 Save 💩 Lock 🔓 Excelimport / Export - 💮 More -
諭	SIT - CA ERFO FS LSPDR 2023-1(1)	Name Line Number Description Unit Current Qty Unit Price in \$ Supplemental D
15	General Quick Access	
	📩 SIT - CA ERFO ES ESPOR 2023-1(🔺	ERFO repains on Black Mountain Image: The state of the state
ŵ	+ Documents	Walls and Drainage Flumes.
-	Document Search	
	 Project Report Gallery 	
	 Project Calendar 	
	+ Fund Management	
	+ Bid Estimate Information	
	+ Bidding	
	- Contracts	
	 SIT - CA ERFO FS LSPDR 20 	
	+ Documents	
	+ Configurations	
	Contract Items	
	+ Progress Tracking	
	+ Billings & Payments	<
	Contract Modifications	Total Amount (5): 2,753,872.89 Total Probable Amount (5): 2,753,872.89 Total Peid to Date Amount (5): 0.00
1	= Submittale	Rage 1 of 1

Figure 101: Item List Page

5. Right-click on a row and click Expand All to expand all containers and view item details.

ITE	M LIST						
Ð	New 🔻	Sav	re 🔓 Lock	ि्री Excel Impo	ort / Export	т 😳 Мо	ore 🔻
	Name				Line Num	ber	Description
				T			
	± 🗂	Schedule A	EXPAND ALL				Schedule A
			COLLAPSE ALL				
			SAVE SETTINGS				
			TOGGLE EXPAND	COLLAPSE			
			EXPAND				
			COLLAPSE				
			ASSOCIATE FUND	- 100% CON01 - F	LAP		

Figure 102: Expand All Option

6. Select the item that you want to edit, and click **Edit**. The **EDIT ITEM** page is displayed.

EDIT ITEM				
🗈 Save & Exit 🚺 Save & Continue	Cancel			+ +
Container :	Root/Schedule A	2	elect Item from Library	
Pay Item No. *:	15101-0000	<u>Clear</u>	Standard Item Table : FP 14	
Line Number *:	A0010			I
Description *:	MOBILIZATION	_	gnore Containers of Standard Items	- 1
	A			
Supplemental Description :				
	/ /			
Unit ":	LPSM V			
Funding Rule :	100% CON01 - FLAP 🗸			
Quantity *:	56,721.000	Sub Items		
Original Qty :	56,721.000			
Unit Price in \$ *:	1.00			
Amount in \$:	56,721.00			
Complete :				
Pay Item Type *:	N ~			
Material Incentive :	🔵 Yes 🔘 No			

Figure 103: Edit Item Page

Enter or modify the appropriate information in the editable fields.
 For information on updating the fields, refer to <u>Section 3.3.2.1. Adding a Contract Item Manually</u>.
 Based on the contract type, you can modify the following fields:

Field Name	Contract Type	Comments
Pay Item No	D-B and Letter Contract	You can edit this field only if the item is
Line Number		added using the New option.
Description		
Supplemental Description	All Contracts	-
Unit	D-B and Letter Contract	You can edit this field only if the item is
		added using the New option.
Funding Rule	All Contracts	-
Quantity	D-B and Letter Contract	
Unit Price in \$		
Pay Item Type	D-B and Letter Contract	You can edit this field only if the item is
		added using the New option.
Complete	All Contracts	-
Notes		
Probable Qty		

8. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.3.4. Associating a Fund Rule to a Contract Item

Overview

You can associate a fund rule with multiple contract items and sub items. This facilitates flexibility in applying and using different fund sources in accordance with changing business decisions. The latest associated fund rule is considered in pay estimates, purchase orders, and expenses to determine the consumption of the fund.

Ideally, fund rules are associated with contract items, including the sub items, before the contract items are locked. However, roles such as Administrator, Construction Component

Lead, and Construction Admin Staff can change the fund rule even after the contract items are locked.

Note: If the fund rule for a contract item or sub item is changed at any point in time, then the updated fund rule must be reflected in the **Pay Estimates** and **Contract Modifications** records containing that item. This is applicable for Pay Estimates and Contract Modifications in their **Draft** and **Submitted** workflow status.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

PROJECTS			OJECTS	
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow 🛪 📳 Reports 🛪 🗞	Manage Users – 🎼 Mark Offline/Online – 💮 More 👻
	Select Project	0	Project Code	Project Name Project Description Business Unit
讘	Recent Projects		7	
en A	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(2)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 104: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS	
Q,	Type to Search 🗙 🗙 🔨	🚋 Select Dashboard: bis sc 🗸 View V Dashboard: bis sc View V Dashboar	Set As Default
	SIT - CA EIR OTS LSPOR 2023-1(1) General Quick Access SIT - CA EIRO FS LSPOR 2023-1(1) SIT - CA EIRO FS LSPOR 2023-1(1) ST - CA EIRO FS LSPOR 2023-1(1) ST - CA EIRO FS LSPOR 2023-1(1) Folicet Report Satch Project Report Gallery Project Report Gallery Project Calendar Project Calendar Project Calendar Project Fund Itat Project Fund Itat Project Fund Itat Project Fund Itat Bid Estimate Information Bidding Contracts Contracts<	Report Viewer Hidder 1119 Schedlike errer Alternates	

Figure 105: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 106: Navigation to Contracts

4. Click **Contract Items**.

The **ITEM LIST** page is displayed.

C Type to Search X X SIT - CALERO BS LSPDR 2023-1(1) General Quick Access Quick Access Quick Access SIT - CALERO DS LSPDR 2023-1(2) SIT - CALERO DS LSPD
SIT - CALRED PS LSPDR 2023-1(1) Name Une Number Description Unit Current Qty Unit Price in \$ Suppleme Image: SIT - CALRED PS LSPDR 2023-1(1) Image: SIT - CALRED PS LSPDR 2023-1(1)
General Quick Access Image: Str - CA FIB O IS IS DO2 2023-1
SIT - CA ERIO ES ISPDR 2023-1(
 Documents Document Search Project Callery Project Callerdar Fund Management. Bid Estimate information Hidding
E Document Search E Project Report Gallery Project Calendar Fund Management Bid Estimate Information Bid Ing
Project Galendar Project Calendar Project Calendar Project Calendar Prod Management Bid Estimate Information Pidding
Project Calendar Fund Management Bid Estimate Information S
Fund Management Bid Estimate information bidding
+ Bid Estimate information 4 + Bidding
+ Bidding
- Contracts
— SIT - CALRED FS LSPDR 20
+ Documents
+ Configurations
Contract Items
+ Progress Tracking
+ Eillings & Payments
Contract Modifications Total Amount (\$): 2,753,872.89 Total Probable Amount (\$): 2,753,872.89 Total Prid to Date Amount (\$): 0.753,872.89

Figure 107: Item List Page

5. Select the appropriate items and sub items to associate with a fund rule.

6. Click **Associate Fund**, and then click the appropriate fund rule.

ITE	MLIST	
ф	New 👻 <u></u> Save 🧳 Edit 💿 View 🔟 D	Delete 🕻 Associate Fund 👻 💮 More 👻
	Name Li	ine Nun P* 100% CON01
	🛨 🛅 Schedule A	Image: Provide state of the state of th
		<section-header> 100% CON04 - ERFO ork</section-header>

Figure 108: Associate Fund Rule

Alternatively, perform the following steps:

a. Click Edit.

The **EDIT ITEM** page is displayed.

- b. From the Funding Rule drop-down list, select the appropriate fund rule. Available options are active and approved funding rules that are defined for the project. For more information on funding rules, refer to the Funding Rules section in the M03 Fund Management PG.
- 7. Click Save.

3.3.5. Locking the Contract Item List

Prerequisites

- The role of the logged-in user must be any of the following:
 - o Administrator
 - o Construction Component Lead
 - Construction Admin Staff
 - Construction Operations Engineer
 - Project Engineer
 - Regional Engineer
 - Project Engineer A&E
 For more information on role-specific permissions, refer to <u>Contract Items Permission</u> <u>Matrix</u>
- The logged-in user must have the Lock permission to lock the contract items.
- The prime contractor for the contract is configured.

For more information on managing contractors, refer to <u>Section 3.2.5. Managing Contractor</u> <u>Details</u>.

• All items must have the quantity and unit price associated with them.

Overview

You can finalize the scope of a contract by locking the **ITEM LIST** of the contract. Locking the contract items is equivalent to finalizing the zero estimate. Once the contract items are locked, the **Lock** option is changed to **Unlock**.

Note: Once the contract items are locked, you cannot make any changes to the contract items except the probable quantity.

The changes to the probable quantity are reflected in the **Pay Estimates** and Contract Modifications records in the **Draft** and **Submitted** workflow status.

After the contract items are locked, if any Project Fund Transactions are created, those are approved through Contract Modifications.

You can unlock the contract items only if records are not created in the following forms:

- Contractor Daily Record
- Inspector Daily Record
- Daily Diary
- Submittals
- Contract Modifications
- Item Posting

For more information on unlocking contract items, refer to <u>Section 3.3.6. Unlocking the Contract</u> <u>Item List</u>.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

PROJECTS	PR	OJECTS	
ype to Search X 🗙	Ð	New 🖟 Workflow - 📋 Reports - 🗞	Manage Users 🛛 🧖 Mark Offline/Online 💮 More 👻
Select Project	0	Project Code	Project Name Project Description Business Unit
A Descent Designer			
Recent Projects		SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
SIT - CA ERFO FS LSPDR 2023-1(1)			Pakakillara Mara Ch
		STEMT NPS GLAC 14(4) & MENPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	PROJECTS ype to Search Select Project Recent Projects SIT - CA ERFO FS LSPDR 2023-1(1) All Projects	PROJECTS PR ype to Search X X Select Project Image: Comparison of the second sec	PROJECTS PROJECTS ype to Search Image: Constraint of the second of the

Figure 109: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.



Figure 110: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 111: Navigation to Contracts

4. Click **Contract Items**.

The **ITEM LIST** page is displayed.

	PROJECTS	ITEM LIST							
Q,	Type to Search 🗙 🗙 🔺	🔓 New 👻 📳 Save	& Lock Bt Excelimp	ort / Expart 🔹 💮	More -				
諭	SIT - CA ERFO FS LSPDR 2023-1(1)	Name		Line Number	Description	Unit	Current Qty	Unit Price in \$	Supplemental D
1æ	General Quick Access		T	T	T		T	T	
nul:	📩 SIT - CA EREO ES LSPOR 2023-1(🔺	🗖 🕀 🖿 Schedule A			ERFO repairs on Black Mountain Road for MSE Walls, Gabion				
230	+ Documents				Walls and Drainage Flumes.				
< <u>\$</u>	Document Search								
	Project Report Gallery								
	Project Calendar								
	+ Fund Management								
	+ Bid Estimate Information								
	+ Bidding								
	- Condracia								
	- SIT - CA ERFO PS ESPER 20								
	+ Documents								
	+ Conligurations								
	Contract Items								
	+ Progress Tracking								
	+ Billings & Payments	4							•
	Contract Modifications				Total Amount (\$): 2,753,872.89	Total Proba	ble Amount (\$): 2,753,872.	89 Total Paid to Date A	mount (\$): 0.00
1	= Submittale 🗸 🔻								Page 1 of 1

Figure 112: Item List Page

5. Click Lock.

🗘 New - 🗋 Save 👌 Lock 🕅 Excellinge	ort / Export 👻 💮 M	ore 👻			
Name	Line Number	Description	Unit	Current Qty	U
T	T	T		T	
		ERFO repairs on Black Mountain	n		
🔲 া Schedule A		Road for MSE Walls, Gabion			
		Walls and Drainage Flumes.			

Figure 113: Lock Option

The confirmation message is displayed.

6. Click **OK**.

The contract items of the contract are locked.

3.3.6. Unlocking the Contract Item List

Prerequisites

- Contract items are locked.
- Records are not created in any of the following forms:
 - o Contractor Daily Record
 - o Inspector Daily Record

- o Daily Diary
- o Submittals
- o Contract Modifications
- Item Posting
- Pay Estimates

Overview

You can unlock a locked contract item list to modify the details of contract items.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	PROJECTS					
Q	Type to Search X 🗙	Ð	New 👔 Workflow 👻 📋 Reports 👻 🗞	Manage Users 🛛 🎼 Ma	ark Offline/Online 💮 N	Aore 👻		
	Select Project	0	Project Code	Project Name	Project Description	Business Unit		
ta.	A Recent Projects		Y	T	T	T		
Ref			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands		
	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands		
Ø	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands		
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands		

Figure 114: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS
С,	Type to Search 🗙 🗙 🔨	🚡 Select Dashboard: bis sc 🗸 View 🗸 Discont Discont View 🗸 🖓 New 🧳 Edit 🛅 Delete 🆓 Set As Default
	SIT - CA ERFO TS LSPDR 2023-1(1)	Report Viewer
1	General Quick Access	Bidder 1149 Schedulei etter View Report
:1:	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates
٩	+ Documents	
	 Document Search 	
	 Project Report Gallery 	
	 Project Calendar 	
	 Fund Management 	
	 Project Fund List 	
	Project Fund Transaction	
	 Eunding Rules 	
	+ Bid Estimate Information	
	+ Bidding	
	+ Contracts	

Figure 115: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 116: Navigation to Contracts

4. Click Contract Items. The ITEM LIST page is displayed

5. Click Unlock.

ITE	ITEM LIST								
Ф	🖓 New 👻 🛅 Save 👌 Unlock 🕃t Excel Import / Export 👻 💬 More 👻								
	Name				Line Number	Description	Unit		
					T	Ţ			
						ERFO repairs on Black Mountain			
	🕂 🚞 S	chedule A				Road for MSE Walls, Gabion			
						Walls and Drainage Flumes.			

Figure 117: Unlock Option

The confirmation message is displayed.

6. Click OK.

The contract items of the contract are locked.

3.4. Billings and Payments

The Billings & Payments module enables you to record the item quantities posted, advances paid on materials and payments made for items that are partially completed or are completed in the contract. It also enables you to track important dates regarding payments and pay estimates.

You can perform the following tasks:

- <u>3.4.1. Manage items posted</u>
- <u>3.4.2. Manage pay estimates</u>
- <u>3.4.2.2. Track important dates related to the pay estimate</u>

Billings and Payments Permission Matrix

This section provides information on the roles and corresponding permissions for the respective forms:

Table 5: Table 1 – Item Posting

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes
Construction	Yes	Yes	Yes	-	Yes
Component					
Lead					
Construction	Yes	Yes	Yes	-	Yes
Admin Staff					
Construction	-	-	Yes	-	-
Engineer					
Highway	-	-	Yes	-	-
Construction					
Manager/QA					
QC					
Construction	Yes	Yes	Yes	-	-
Contractor					
Basic					
Construction	Yes	Yes	Yes	-	-
Contractor QC					
Manager					
Construction	Yes	Yes	Yes	-	-
Contractor					
Manager		X	X		
Construction	Yes	Yes	Yes	-	-
Operations					
Engineer		X	X		
Inspector	Yes	Yes	Yes	-	-
Assistant	Yes	Yes	Yes	-	-
Project					
Engineer					

Role	Create	Edit	View	Delete	Audit Log
Project	Yes	Yes	Yes	-	-
Engineer					
Regional	Yes	Yes	Yes	-	-
Engineer					
Construction	-	-	Yes	-	-
Inspection A&E					
Manager					
Inspector A&E	Yes	Yes	Yes	-	-
Assistant	Yes	Yes	Yes	-	-
Project					
Engineer A&E					
Project	Yes	Yes	Yes	-	-
Engineer A&E					

Table 6: Table 2 – Pay Estimates

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes
Construction	Yes	Yes	Yes	Yes	Yes
Component					
Lead					
Construction	Yes	Yes	Yes	Yes	Yes
Admin Staff					
Construction	Yes	Yes	Yes	Yes	-
Operations					
Engineer					
Assistant	Yes	Yes	Yes	-	-
Project					
Engineer					
Project	Yes	Yes	Yes	Yes	-
Engineer					
Regional	Yes	Yes	Yes	Yes	-
Engineer					
Project	Yes	Yes	-	-	-
Engineer A&E					

Table 7: Table 3 – Pay Estimate Tracking

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes
Construction	Yes	Yes	Yes	Yes	Yes
Component					
Lead					

Role	Create	Edit	View	Delete	Audit Log
Construction	Yes	Yes	Yes	Yes	Yes
Admin Staff					
Construction	-	-	Yes	-	_
Engineer					
Highway	-	-	Yes	-	-
Construction					
Manager/QAQC					
Construction	-	-	Yes	-	-
Contractor					
Basic					
Construction	-	-	Yes	-	-
Contractor QC					
Manager					
Construction	-	-	Yes	-	-
Contractor					
Manager					
Construction	Yes	Yes	Yes	Yes	-
Operations					
Engineer					
Inspector	-	-	Yes	-	_
Assistant	Yes	Yes	Yes	-	-
Project					
Engineer					
Project	Yes	Yes	Yes	Yes	-
Engineer					
Regional	Yes	Yes	Yes	Yes	-
Engineer					
Construction	-	-	Yes	-	-
Inspection A&E					
Manager					
Inspector A&E	-	-	Yes	-	_
Assistant	-	-	Yes	-	-
Project					
Engineer A&E					
Project	Yes	Yes	Yes	-	-
Engineer A&E					

3.4.1. Item Posting

The Item Posting form is used to post contract items that are worked upon on a given day to track work progress and process payment.

You can create and approve the Item Posting record in two ways:

• Approved: This enables you to generate a pay estimate for the work completed.
• Approved for Info Only: This enables you to create an item posting for information only. These do not get added to the pay estimates.

You can post only one item or sub item in an Item Posting record.

While posting items, Masterworks allows you to post items greater than the remaining quantity of the contract items. The quantity overruns must eventually be addressed by a contract modification before the contract closeout.

You can perform the following tasks:

- <u>3.4.1.1. Create an item posting</u>
- <u>3.4.1.2. Approve an item posting</u>

3.4.1.1. Creating an Item Posting Record

Prerequisites

- Contract items are locked.
- The role of the logged-in user must be any of the following:
 - Administrator
 - Construction Component Lead
 - o Construction Admin Staff
 - Construction Contractor Basic
 - Construction Contractor QC Manager
 - Construction Contractor Manager
 - o Construction Operations Engineer
 - o Inspector
 - Assistant Project Engineer
 - Project Engineer
 - Regional Engineer
 - Inspector A&E
 - Assistant Project Engineer A&E
 - Project Engineer A&E
 For more information on role-specific permissions, refer to <u>Table 1 Item Posting</u> <u>Permission Matrix</u>.
- Final pay estimate is not generated.

Overview

The Item Posting form enables you to post the contract items used for the construction activities.

You can post only one item or sub item in an **Item Posting** record.

This form is configured for use in the mobile application. All the fields configured for the web application are available in the mobile application. Only the users who created the record can edit or delete it.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

PROJECTS			OJECTS	
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 🖟 Workflow 🗸 📳 Reports 🛪 🖓	Manage Users – 🎼 Mark Offline/Online – 💮 More 👻
兪	Select Project 👻	0	Project Code	Project Name Project Description Business Unit
1æ	Recent Projects		T	
no.	m a necent rejects		SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
\$	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	· · · · · · · · · · · · · · · · · · ·			Relative transfer in the second sector for
			STEMT NPS GLAC 14(4) & MT NPS GLACIER	Renabilitate Many Ga Reconstruction of 12 Western Federal Lands

Figure 118: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.



Figure 119: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 120: Navigation to Contracts

4. Expand the **Billings & Payments** folder, and then click **Item Posting**. The **ITEM POSTING** list page is displayed.

PROJECTS ITEM POSTING							
Q,	Type to Search 🗙 🗙 🔨	D New	澍 Workflow 👻 🔋 Reports	👻 🖳 Excel Export 👻 💮 M	ore 👻		Т
	SIT - CA ERFO FS LSPDR 2023-1(1)	0	Item Posting ID	Line Number	Pay Item #	Description	Po
13-	General Ouick Access		T	T			М
n B			IP-6982AF24C000004-00010	A0180	20301-2800	REMOVAL OF STRUCTURES AN	10.
	 SIT - CA ERFO FS LSPDR 2023 		IP-6982AF24C000004-00009	A0180	20301-2800	REMOVAL OF STRUCTURES AN	10,
٩	+ Documents		IP-6982AF24C000004-00008	A0120	15701-0000	SOIL EROSION CONTROL	10,
	+ Configurations		IP-6982AF24C000004-00007	A0120	15701-0000	SOIL EROSION CONTROL	10.
	 Contract Items 		IP-6982AF24C000004-00006	A0040	15201-0000	CONSTRUCTION SURVEY AND	10.
	+ Progress Tracking		IP-6982AF24C000004-00006	A0060	15301-0000	CONTRACTOR QUALITY CONTR	10.
	 Billings & Payments 		IP-6982AF24C000004-00005	A0140	15720-0000	STORM WATER POLLUTION PR	10.
	Item Posting		IP-6982AF24C000004-00005	A0140	15720-0000	STORM WATER POLLUTION PR	10.
	 Pay Estimates 		IP-6982AF24C000004-00004	A0100	15501-0000	CONSTRUCTION SCHEDULE	10.
	 Pay Estimates Tracking 		IP-6982AF24C000004-00003	A0160	20103-0000	CLEARING AND GRUBBING	10.
	 Contract Modifications 		IP-6982AF24C000004-00003	A0160	20103-0000	CLEARING AND GRUBBING	10.
	 Submittals 		IP-6982AF24C000004-00002	A0020	15101-0000	MOBILIZATION	10.
	 Contract Report Gallery 		IP-6982AF24C000004-00001	A0020	15101-0000	MOBILIZATION	10.
	+ Subcontract						•
>	Contract Closeout Status		1 2 3 4 5 🕨 🕅			Page	5 of 5

Figure 121: List Page of Item Posting Form

5. Click New.

ITEM POSTING	
🗈 Save & Exit 🛛 🕞 Save & Continue	🛞 Cancel 🖟 Workflow マ 📽 Select Actions マ
Project Code	: SIT - CA ERFO FS LSPDR 2023-1(1) Project Name : SIT - Black Mountain Road (1) Contract Name : SIT - CA ERFO FS LSPDR 2023-1(1)
Contract #	: 6982AF24C000004
Item Posting ID	: <auto generated=""></auto>
Contractor	: Key Stone Limited
FHWA Verified By	
Contractor Representative	
Created Date	: 07/30/2024
Measurement Type *	: Interim 🗸
Measured By *	Antony
Location/Description	:
Remarks/Calculations *	None
For Info Only	

Figure 122: Item Posting Details Page

The **ITEM POSTING** page displays the following information:

Field Name	Description
Project Code	The project code as defined for the project.
Project Name	The name of the project.
Contract # The value as displayed in the Contract # field of the CONTI	
	DETAILS page.
Contract Name	The name of the contract.
Item Posting ID	On saving the record, a unique identification code for the item posting
	is automatically generated.
Contractor	The prime contractor associated with the contract.
Created Date	The current date is considered as the item posting creation date.
For Info Only	Once the record is moved to the Approved for Info Only workflow
	status, the system automatically selects the check box for this field.
Created By	The name of the logged-in user.

6. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
FHWA Verified By	To select the name of the FHWA official who has verified the item posting, perform the following steps: a. Click . The FHWA Verified By dialog box is displayed.

Field Name	De	scription	
		FHWA Verified By	×
	b.	FillWA Verified By Antony Duried Surenzen John Varified By Antony Duried Surenzen John Varified By Min Pellegrini Nim Pellegrini Nim Pellegrini Figure 12 Available users are us appropriate role and Permission Setup like For more information Additional Permission Additional Permission Additionally, you can end Masterworks.	The answer of the user outside
Contractor Representative	To stea	select the contractor reps: Click	representative, perform the following esentative dialog box is displayed.
Measurement Type	Fro typ Ava	om the drop-down list, be. ailable options are Inte	select the appropriate measurement erim and Final.

Field Name	Des	cription			
	Not mea item thro The Mea	e: There is no impar asurement type for t n is consumed com bugh a CM. drop-down list disp asurement Type ca	ct to subse the item po pletely, the plays the ty	equent i osting is en you c pes def e library	tem postings if s selected as Final. If an can add more item fined in the
Measured By	To si qua	elect the name of the ntities, perform the Click	ialog box is following s ialog box is Last Name Sorensen Sorensen Sorensen VanSwearingen VanSwearingen VanSwearingen VanSwearingen Pellegrini Pellegrini Pellegrini Role sorensen Pellegrini	Kim Const Kim Const	Administrator, Lead Designer, Bidder, Project Construction Component Lead Highway Construction Manager/QAQC Construction Component Lead Administrator, User, Designer, Construction A Design: Component Lead Construction Component Lead Highway Construction Manager/QAQC Construction Component Lead Highway Construction Manager/QAQC Construction Component Lead Highway Construction Manager/QAQC Construction Component Lead Highway Construction Component Lead Construction Component Lead Manager/DAQC Construction Component Lead
	4 	appropriate role and Permission Setup I For more informatic Additional Permiss Management PG. Click the appropriat Optionally, you can Masterworks.	d permission library cata on on addit sions Setu te name, an enter the r	on set u ilog. ional pe p section nd then name of	ip in the Additional ermissions, refer to the on in the A02 Library click Select . I the user outside
Location/Description Remarks/Calculations	Ente Ente	er the location deta er any additional rer	ils of the w marks relev	orksite. /ant to 1	the item posted.

7. To add items to post, perform either of the following steps:

 To add posted items from the previously created Item Posting record, if available, click Add Last Items.

Note: Items that are marked as **Complete** are not available for posting.

- To add new items, in the **ITEMS POSTED** section, perform the following steps:
 - a. Click Add.

	M PC	osting e & Exit	3 Save & Continue) Cancel 📲 Workflow 🗸	📽 Select Actions 👻					
ITE	MSI	POSTED								
ď										
(Line No.	Pay Item No.	Description	Supplemental Description	Sub Item Description	Posted Date	Posted Quantity *	Unit	Remaining Quantity
(A0560	15101-0000	MOBILIZATION			07/30/2024	10,000.000	LPSM	328,790.000
,	٩dd	Delete								

Figure 126: Items Posted Section

The **Please Select Item** dialog box is displayed.

Please	Select Item								×
0 select	ed of total 40								Select All Records
	Line Number	Y Item No	T Container	▼ Description ▼	Sub Item Des	▼ Quantity ▼	Unit Price in \$	Amount in \$	Remaining Q 🍸
	A0040	15201 0000	Schedule A	CONSTRUCTION SU	100% CON02	46,954.187	1.00	46,954.19	46,954.187
	A0060	15301-0000	Schedule A	CONTRACTOR QUAL	100% CON01	39,150.204	1.00	39,150.20	39,150.204
	A0100	15501-0000	Schedule A	CONSTRUCTION SC	100% CON02	12,959.637	1.00	12,959.64	12,959.637
	A0120	15701-0000	Schedule A	SOIL EROSION CON	100% CON01	24,274,694	1.00	24,274.69	24,274.694
	A0120	15701-0000	Schedule A	SOIL EROSION CON	100% CON02	118,517.626	1.00	118,517.63	118,517.626
	A0140	15720-0000	Schedule A	STORM WATER POL	100% CON01	4,103,246	1.00	4,103.25	4,103.246
	A0140	15720-0000	Schedule A	STORM WATER POL	100% CON02	20,033,494	1.00	20,033.49	20,033.494
	A0160	20103-0000	Schedule A	CLEARING AND GRU	100% CON02	170.000	121.05	20,578.50	170.000
	A0160	20103-0000	Schedule A	CLEARING AND GRU	100% CON01	250.000	121.05	30,262.50	250.000
	A0180	20301-2800	Schedule A	REMOVAL OF STRUC	100% CON02	7.000	4,841.88	33,893.16	7.000
	A0180	20301-2800	Schedule A	REMOVAL OF STRUC	100% COND1	9.000	4,841.88	43,576.92	9.000
	A0200	20303-1800	Schedule A	REMOVAL OF PAVE	100% CON01	500.000	42.37	21,185.00	500.000
	A0200	20303-1800	Schedule A	REMOVAL OF PAVE	100% CON02	500.000	42.37	21,185.00	500.000
	A0220	20403 0000	Schedule A	UNCLASSIFIED BOR	100% CON01	4.000	114.99	459.96	4.000 💌
M	< <u>1</u> ► ►	40 🔻 items							1 - 40 of 40 items
				Select	Cancel				

Figure 127: Please Select Item Dialog Box

Available options are the locked contract items in the contract. **Note:** Items that are marked as Complete are not available for posting.

b. Click the appropriate items for posting, and then click Select.
 Alternatively, to select all items from the list, click Select All Records, and in the confirmation dialog box, click OK.

The following information is displayed:

Field Name	Description
Line No.	The line number of the item from the Contract Items form.

Field Name	Description
Pay Item No.	The identification number of the item from the Contract
	Items form.
Description	The description of the item from the Contract Items form.
Sub Item Description	The description of the sub item from the Contract Items
	form.
Unit	The unit of the item from the Contract Items form.
Remaining Quantity	The remaining quantity of the selected item after
	calculating the sum of quantities of all approved item
	postings.
	Calculated as:
	Remaining Quantity = Revised Quantity - Sum of posted
	quantities of all approved item postings of the item
Unit Price in \$	The unit price of the pay item from the Contract Items
	form.
Amount in \$	Calculated as: Unit Price in \$ x Revised Qty.
Posted Amount in \$	The cost associated with the posted quantity.
	Calculated as: Unit Price in \$ x Posted Qty
Revised Qty	The contract quantity including any changes.
Production Rate	Calculated as: Posted Quantity ÷ Total Production Days

c. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description					
Posted Date	By default, the current date is displayed.					
	To select the date on which items are posted, perform the					
	following steps:					
	i. 🛛 Adjacent to the cell, click 🔠.					
	ii. Select the appropriate date.					
	Optionally, enter the date.					
Posted Quantity	Enter the number of items posted on a given day. You can					
	post quantity greater than the total quantity.					
	Note: You can make a negative item posting to delete the					
	specified item quantity from the					
	posted quantity. To make a negative item posting, press the					
	Minus Sign (-), and then enter the quantity to be decreased					
	from the total posted quantity of the item.					
Work Start Date	By default, the current date is displayed.					
	To select the date on which the work started, perform the					
	following steps:					
	i. Adjacent to the cell, click 😇.					
	ii. Select the appropriate date.					
	Optionally, enter the date.					

Field Name	Description	
Work End Date	By default, the current date is displayed.	
	To select the date on which the work ended, perform the	
	following steps:	
	i. Adjacent to the cell, click 😇.	
	ii. Select the appropriate date.	
	Optionally, enter the date.	
Total Production Days	Enter the number of production days.	

- d. Optionally, to delete the posted item, perform the following steps:
 - i. Select the check box adjacent to the appropriate posted item, and then click **Delete**.

A confirmation message is displayed.

ii. Click OK.

The item is deleted from the section.

- 8. To add references of records of forms in the project, in the LINKED RECORDS section, perform the following steps:
 - a. Click Add.

The **SEARCH FORM** page is displayed.

- b. From the Form drop-down list, click and select the form you want to associate. Alternatively, type the name of the form, and then select the appropriate form. Available forms in the list are forms with the IsSearchable form attribute set to True. For additional information on form attributes, refer to Form Builder in Administrator Guide. All fields available in the selected form are displayed. To associate records, you can search for records in the selected form.
- c. In the form fields, enter the appropriate criteria to search.
- d. Optionally, expand the **Filter By Attachment** and **Filter By Workflow Status** sections, and enter additional criteria to search.
- e. In the toolbar, click Search.
 The information that matches the criteria is displayed in the SEARCH RESULTS section. Search results contain information of only projects to which you are invited.
- f. Optionally, to clear existing search results to search with new criteria, click **Reset**.
- g. In the SEARCH RESULTS section, select the appropriate records, and then click Link. The selected records are added to the LINKED RECORDS section.
 Note: To view the details of a linked record, in the Description column, click the appropriate record.
- 9. In the **REVIEW COMMENTS** box, enter any comments for the item posting.
- 10. Optionally, in the **ATTACHMENTS** section, upload or link related files. For information on attachments, refer to <u>Section 4.1. Attachments</u>.

11. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

On saving the record, the record will be available in the Draft workflow status

To perform the workflow actions, refer to Section 3.4.1.3. Item Posting Workflow Status.

On approval of an item posting, the pay items of the item posting are utilized and are available for generating the pay estimate. If the item posting is created only for information, then the pay estimate is not generated for such item postings.

3.4.1.2. Approving an Item Posting

Prerequisites

Based on the workflow status of the record, the role of the logged-in user should be one of the following:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Operations Engineer
- Construction Contractor Basic
- Construction Contractor QC Manager
- Construction Contractor Manager
- Regional Engineer
- Project Engineer
- Assistant Project Engineer
- Project Engineer A&E
- Assistant Project Engineer A&E
- Inspector
- Inspector A&E

Overview

This section explains the positive and forward workflow actions to reach the **Approved** workflow status. To move an **Item Posting** record through the defined workflow, perform the following steps:

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	OJECTS	
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow 🛪 📳 Reports 🛪 🗞	Manage Users 🏽 🎼 Mark Offline/Online 💮 More 👻
	Select Project 👻	0	Project Code	Project Name Project Description Business Unit
l₩.	Recent Projects			
en A	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(2)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 128: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS	
Q,	Type to Search 🗙 🗙 🔨	🚋 Select Dashboard: bis sc 🗸 View V Dashboard: bis sc View V Dashboar	Set As Default
	SIT - CA EIR OTS LSPOR 2023-1(1) General Quick Access SIT - CA EIRO FS LSPOR 2023-1(1) SIT - CA EIRO FS LSPOR 2023-1(1) ST - CA EIRO FS LSPOR 2023-1(1) ST - CA EIRO FS LSPOR 2023-1(1) Folicet Report Satch Project Report Gallery Project Report Gallery Project Calendar Project Calendar Project Calendar Project Fund Itat Project Fund Itat Project Fund Itat Project Fund Itat Bid Estimate Information Bidding Contracts Contracts<	Report Viewer Hidder 1119 Schedlike errer Alternates	



3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 130: Navigation to Contracts

- 4. Expand the **Billings & Payments** folder, and then click **Item Posting**. The **ITEM POSTING** list page is displayed.
- 5. To approve the **Item Posting** record, perform the following steps:

Phase	Role		Workflow Steps				
1	•	Administrator Construction Component Lead	a. In the list page, select the appropriate record that is in the Draft workflow status, and then click Select Actions .				
	•	Construction Admin Staff					
	•	Operations Engineer	Item Posting ID Submit Submit for Info Only				
	•	Construction Contractor Basic	Figure 131: Workflow Action – Submit or Submit for Info Only				
	•	Construction Contractor QC Manager	 Figure 132: Submit Workflow Action b. Click either Submit or Submit for Info Only, and in the Masterworks dialog box, click OK 				
	•	Construction Contractor Manager	Based on the workflow action, the workflow status of the record is set to either of the following:				
	•	Regional Engineer	 If you select Submit, the workflow status of the record is set to Submitted. 				
	•	Project Engineer					

Phase	Role		Workflow Steps				
	• • • •	Assistant Project Engineer Project Engineer A&E Assistant Project Engineer A&E Inspector Inspector A&E	 If you select Submit for Info Only, the workflow status of the record is set to Submitted for Info Only. Note: The record is editable in both Submitted and Submitted for Info Only workflow status. If you are assigned with any of the roles mentioned in the Roles column, you can edit the Item Posting record, and even make changes to the Items Posted section. 				
2	•	Administrator Construction Component Lead Construction Admin Staff Construction Operations Engineer Regional Engineer Project Engineer Assistant Project Engineer Project Engineer A&E Assistant Project	 a. In the list page, select the appropriate record that is in the Submitted workflow status, and then click Select Actions. ITEM POSTING ITEM POSTING Item Posting ID ReDraft Item Posting ID ReDraft IP-6982AF24C0000 Figure 133: Workflow Action – Approve for Payment b. Click Approve for Payment, and in the Masterworks dialog box, click OK. The workflow status of the record is set to Approved.				
3	•	Administrator Construction Component Lead Construction Admin Staff Construction Operations Engineer Regional Engineer Project Engineer Assistant Project Engineer Project Engineer	 a. In the list page, select the appropriate record that is in the Submitted for Info Only workflow status, and then click Select Actions. TEM POSTING Fedit View Delete C Copy and Edit Workflow V Select Actions V Or Info Only Item Posting ID Line Number ReDraft Item Posting ID Line Number Fegure 134: Workflow Action – Approve for Info Only b. Click Approve for Info Only, and in the Masterworks dialog box, click OK. The workflow status of the record is set to Approved for Info Only.				

Phase	Role		Workflow Steps
	•	Assistant Project	
		Engineer A&E	

3.4.1.3. Item Postings Workflow Status

The following table provides the workflow actions and status (current and subsequent stage of the Item Posting record.

For information on setting a workflow status to the next status, refer to <u>Section 4.3. Workflow Status</u> <u>Transitions</u>.

Phase	Current	Action	Action	Subsequent	Comments
	Workflow	Stakeholders		Workflow	
	Status			Status	
1	Draft	 Administrator Construction Component Lead Construction Admin Staff Construction Operations Engineer Construction Contractor Basic Construction Contractor QC Manager Construction Contractor Manager Regional Engineer Project Engineer Assistant Project Engineer A&E Assistant Project Engineer A&E Assistant Project 	Submit Submit for Info Only	Submitted for Info Only	After the record is moved to the Submitted workflow status, you cannot delete it. However, you can edit it. Upon performing the Submit for Info Only workflow action, the system automatically selects For Info Only check box of the Item Posting record.

Phase	Current Workflow	Action Stakeholders	Action	Subsequent Workflow	Comments
	Status			Status	
		 Inspector Inspector A&E 			
2	Submitted	AdministratorConstruction	Approve for Payment	Approved	-
		Component Lead Construction Admin Staff Construction Operations Engineer Regional Engineer Project Engineer Assistant Project Engineer Project Engineer Assistant Project Engineer A&E Assistant Project Engineer A&E	ReDraft	Draft	-
3	Submitted for	Administrator Construction	Approve for	Approved for	-
		Component Lead Construction Admin Staff Construction Operations Engineer Regional Engineer Project Engineer Assistant Project Engineer Project Engineer	ReDraft	Draft	-

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
		 Assistant Project Engineer A&E 			
4	Approve	 Administrator Construction Component Lead Construction Admin Staff Construction Operations Engineer Regional Engineer Project Engineer Assistant Project Engineer Project Engineer A&E Assistant Project Engineer A&E 	Undo Approve	Submitted	You can move the record to the Submitted workflow status only if the items are not part of any Pay Estimates. If the items are already part of Pay Estimates , ensure they are removed from the pay estimate to proceed with the workflow action. This is possible only if the Pay Estimate is in Draft workflow

3.4.1.4. Generating Item Posting Report

Based on the roles assigned to you, you can generate various item postings report that illustrate various information views. These reports enable various stakeholders to stay up-to- date on the status of the pay notes.

You can generate various payment reports from the Item posting list page.

Pay Note Report Permission Matrix

From the **ITEM POSTING** list page, the following roles can generate reports:

- Administrator
- Construction Component Lead
- Construction Admin Staff

- Construction Engineer
- Highway Construction Manager/QA QC
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

3.4.1.4.1. Item Posting List Page Report

Overview

Based on the roles assigned to you, you can generate reports that illustrate various information views. For more information on report permissions, refer to Pay Note Report Permission Matrix.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	ојеств			
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 🙀 Workflow 👻 📳 Reports 👻 🗞	Manage Users 🛛 🎼 Ma	rk Offline/Online 💮 N	lore 👻
	Select Project 👻	0	Project Code	Project Name	Project Description	Business Unit
1#	Recent Projects		Y	T	T	T
लनग	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
<u>(a)</u>	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands

Figure 135: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	TROJECT DISTIBUTION TROJECT DETAILS	
9	Type to Search 🗙 🗙 🔨	a Select Dashboard: bis st. ✓ Mode: View ✓ D New _ D Edit III Delete	🎭 Set As Default
畲	SIT - CA ERFO FS LSPDR 2023-1(1) -	Report Viewer	
朣	General Quick Access	Bidder 1149 Scheduleter View Benort	
	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates	
\$	+ Documents		
	 Document Search 		
	 Project Report Gallery 		
	 Project Calendar 		
	 Fund Management 		
	 Project Fund List 		
	Project Fund Transaction		
	 Funding Rules 		
	+ Bid Estimate Information		
	+ Bidding		
	+ Contracts		

Figure 136: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 137: Navigation to Contracts

- 4. Expand the **Billings & Payments** folder, and then click **Item Posting**. The **ITEM POSTING** list page is displayed.
- 5. In the list page, click Reports, and then click Pay Note Report.



Figure 138: Reports Option

The report is generated and displayed.

PAY NOTE REPORT	-									
🕞 Back 🛛 💩 Su	ubscribe									
Generate Report By	Item Posting il		~	lter	m Posting //	IP-6982AE24C00000	1-00001 🗸 🗸			
Posting Date From	07/01/2024		📅 🗌 NULI	L Pos	sting Date To	07/31/2024		🗰 🗖 NULL		
Pay Items			~	lter	m Posting Status		~			
View Report										
◀ ◀ [1] of 1			Find Next	D • • =	à	^				
	FHWA PAY NOTE REPORT							Î		
						Centr	al Federal I	ands		
Project Number:		SIT - CA ERFO I (1)	S LSPDR 2023-1	1(1)	Pay Note N	umber:	1 (Draft)		Period:	
Project Name:		SIT - Black Mo	untain Road		Pay Note Da	ate:	07/30/202	4	Measured By:	
Contract Number:		6982AF24C000	0004							
Line #	CM #	Pay Item #	Pay Item Type					Pay Item Descripion & Supplemental		_
A0560		15101-0000	N	MOBILIZATIC	ON					
										_
		CONTRACT QUANTITIES			REVISED	CONTRACT	ſ	PROGRESS PAYMENT QUANTITIES		Ŧ
4										1 B



3.4.2. Pay Estimates

Pay estimates are estimations of payment to contractors for a pay period.

The **Pay Estimates (PE)** form enables you to consolidate item postings for a pay period and generate the required payment for a pay period. The following factors are taken into consideration in a progress estimate:

- The completed work items that have been posted and approved
- Deduction of payment based on certain retainage for specific items
- Any adjustments due to liquidated damages or addition of items, and so on
- Any advance payment or recovery of advance payment made to the contractor
- Retention of certain part of the payment
- Release of previously held retention, if any

You can generate pay estimates for partially or fully completed items that have been posted and approved.

The process of generating pay estimates starts with posting completed work items through the **Item Posting** form. Pay estimates are necessary to process payments that must be made to a contractor, after recovering contract advances and retainage. Masterworks automates the process of consolidating approved item postings for the contract.

The **Pay Estimates** form also provides a summary of fund requirements across various account codes and enables you to override the system-defined fund calculations. Based on the funding rules applied to

the various items posted and adjustments, you can get a funding summary on the amount that is getting consumed from the respective fund source for the payment of the item. It also gives an estimate on how much amount must be withdrawn from the appropriate fund source for payment to the contractor.

Note: Only users with permission defined in the **Additional Permissions Setup** catalog of the library can view and update the **Probables**.

For more information on additional permissions, refer to the **Additional Permissions Setup** section in the **A01 Library Management PG**.

If the fund source does not have sufficient fund for payment of the material, then based on the account priority specified, the fund is consumed from the lower priority fund source.

You can perform the following tasks:

- <u>3.4.2.1. Generate pay estimate</u>
- <u>3.4.2.2. Track important dates of a pay estimate</u>
- <u>3.4.2.3. Set the pay estimate to paid</u>

3.4.2.1. Generating a Pay Estimate

Prerequisites

- Contract items are locked.
- Approved fund sources must be available.
- You can generate only one pay estimate for a selected date range.
- The role of the logged-in user must be one of the following:
 - Administrator
 - Construction Component Lead
 - o Construction Admin Staff
 - Construction Operations Engineer
 - Assistant Project Engineer
 - Project Engineer
 - o Regional Engineer
 - Project Engineer A&E
- You must have the permission to update **PE Work Done: Probables** and **Pay Estimates Adjustment: Probables** fields.

For more information on additional permissions, refer to the **Additional Permissions Setup** section in the **A01 Library Management** PG.

- If there are any prior pay estimates, then the records must be in the Approved for Payment or Paid workflow status. For more information on the pay estimate workflow, refer to <u>Section 3.4.2.4.</u> Pay Estimate Workflow Status.
- Final pay estimate should not be generated.

Overview

In the Pay Estimates form, you have the following options:

- **New Pay Estimate:** This is used to generate a pay estimate periodically to pay contractors for the work done.
- **New Final Pay Estimate:** This is used to generate final pay estimate after the balance change modification has been issued and the final voucher is ready to be processed.

A **Pay Estimate** is generated to estimate the pay for the work done. Work done is measured from approved item postings. It also enables you to manage retainage, make adjustments, and provide advance payments to the contractor throughout the contract lifecycle.

It also provides a summary of funding requirements across various account codes and enables you to override the system-defined funding calculations.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	DJECTS	
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow 🗸 🗐 Reports 🛪 🗞	Manage Users 🛛 🦻 Mark Offline/Online 💮 More 👻
	Select Project 👻	0	Project Code	Project Name Project Description Business Unit
讘	Recent Projects		Y	
ent			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 140: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.





3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 142: Navigation to Contracts

4. Expand the **Billings & Payments** folder, and then click Pay Estimates. The **PAY ESTIMATES LIST** page is displayed.

	PROJECTS	PAY ESTIMATES LIST
9	Type to Search 🗙 🗙	🖓 New 🔻 🕅 Workflow 👻 📋 Reports 👻 💬 More 👻
	SIT - CA ERFO FS LSPDR 2023-1(1)	New Pay Estimate r From Date To Date Retainage New Sinal Pay Estimate 1 MM/dd/yyy 1 1
	Contracts SIT - CA ERFO FS LSPDR 2	
781	 Documents Configurations Contract items Progress Tracking Billings & Payments 	
>	 Pay Estimates Pay Estimates Tracki Contract Modifications Submittals Contract Report Gallery Subcontract 	



5. Click New, and then click New Pay Estimate.

The **NEW PAY ESTIMATE** page is displayed.

NEW PAY ESTIMATE					
Save & Exit	Save & Continue	🛞 Cancel 📑 Work	flow 👻 🚏 S	elect Actions 👻	
	Contractor	: Key Stone Limited			
Pay Es	timate Number	: 1			
	From Date	: 10/01/2023 ~			
	To Date	: 07/30/2024 ~		Generate	
	Invoice No.	: 1			
	Payment Type	: Interim	~		
Overview					
	B	Net Work Done (C)		\$ 10,000.00	
	Release previ	ously held Retainage		\$ 0.00	I
	NET	AFTER RETAINAGE (D)		\$ 10,000.00	
	Tota	al Advance Payments		\$ 0.00	
		Total Adjustments		\$ 0.00	
	Tota	l Advance Recovered		\$ 0.00	
	NET TO BE	PAID IN THIS BILL (E)		\$ 10,000.00	
Work Done	Adjustments	Funding Summary	Notes		
Line No. Pa	ay Item No. Des	scription		Supplemental Description	Sub Item Descrip
A0560 15	5101-0000 MO				

Figure 144: New Pay Estimate Details Page

The **NEW PAY ESTIMATE** displays the following information:

Field Name	Description
Contractor	The prime contractor for the contract.
Pay Estimate Number	The sequential order of the estimate generated.
From Date	For the first pay estimate, the time start date of the contract is displayed. For subsequent pay estimates, it is calculated as the To Date of the previous pay estimate plus one day.
	Note: You cannot select the From Date as you cannot have overlapping
	dates to generate pay estimates. It means, you can generate only one
	pay estimate for a selected time period.

6. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
To Date	From the drop-down list, select the date up to which the pay estimate
	must be generated.
Invoice No	Enter a unique invoice code for the pay estimate.
Payment Type	A default value is displayed.

Field Name	Description
	Optionally, from the drop-down list, select the appropriate payment
	type.
	Available options are Final, Initial, Interim, etc. The drop-down list displays the payment types defined in the Payment Type catalog of the library.

Click Generate to view the item postings that were approved in the selected period.
 The Work Done tab displays the list of all approved item postings that have not been included in any

previous pay estimates and have **Posted Date** on or before the **To Date** of the pay estimate.

Sa	ave & Exit	Save & Conti	inue 🏽 Cancel 🕅 Wo	rkflow 🔹 🍄 Select	Actions 💌				
	Work D	one Adjustm	ents Funding Summary	Notes					
	Line No.	Pay Item No.	Description		Supplemental Description		Sub Item Descr		
	A0560 15101-0000 MOBILIZATION								
4 6									
Add	Delet	e							
	TOTA	L WORK DONE II	NCLUDED IN THIS BILL (A)			\$ 10,000.00			
	Ho	ld Payment in th	is BILL (calculated on (A))			\$ 0.00			
		Release previou	isly held payment (\$ 0.00)			\$ 0.00			
	N	IET WORKDONE I	PAYMENT IN THIS BILL (B)			\$ 10,000.00			

Figure 145: Work Done Tab

The **Work Done** tab displays the following information:

Field Name	Description
Line No.	The line number of the item from the Contract Items form.
Pay Item No.	The identification number of the item from the Contract Items form.
Description	The description of the item from the Contract Items form.
Supplemental Description	The supplemental description of the item from the Contract Items
	form.
Sub Item Description	The description of the sub item from the Contract Items form.
Posting Date	The date on which the item was posted.
Posted Qty	The quantity of items posted on a given day.
Rate in \$	The unit price of the pay item from the Contract Items form.
Amount in \$	It is calculated as: Posted Qty x Rate in \$
Previously Held Qty	A value is displayed if there were any quantities retained in the
	previous pay estimate for the same approved item posting.
	Note: If the same item is posted in multiple item postings and are

Field Name	Description						
	included in the pay estimate, then Masterworks displays those items						
	as separate entries. Therefore, the previously held information is						
	displayed for the first entry of that pay item. Otherwise, it can cause						
	confusion as you might count the previously held quantities twice.						
Net Qty	It is calculated as: (Posted Qty - Hold Qty this PE) + Previously Held						
	Qty Release this PE						
Net Amount	It is calculated as: Net Qty x Rate in \$						
Probable Amount	By default, it displays the probable amount for the item as defined in						
	the ITEM LIST page of the Contract Items form. Additionally, if you						
	modify the value in the Probable Qty field, the amount is updated						
	accordingly.						
	Calculated as: Probable Qty x Unit Price in \$						
	Note: Only users with permission defined in the Additional						
	Permissions Setup catalog of the library can view and update this						
	field.						
	For more information on additional permissions, refer to the						
	Additional Permissions Setup section in the A01 Library						
	Management PG.						
0/U%	Calculated as: [(Probable Amount – Revised Amount) ÷ Revised						
	Amount] x 100						
	Note: Only users with permission defined in the Additional						
	Permissions Setup catalog of the library can view and update this						
	field.						
	For more information on additional permissions, refer to the						
	Additional Permissions Setup section in the A01 Library						
	Management PG.						

a. To update the necessary information for the approved item postings, in the **Work Done** tab, provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Previously Held Qty Release this PE	To release the amount for the previously held quantity, enter the quantity to be released in this pay estimate.
	Note: You cannot release quantity greater than the previously held quantity.
Hold Qty this PE	To withhold part of the amount payable in this pay estimate, enter the quantity to be held.
	Note: You cannot hold quantity greater than the posted quantity.

Field Name	Description
	You can release the amount held in subsequent pay estimates.
Probable Qty	By default, it displays the probable quantity as defined in the ITEM LIST page of the Contract Items form. Optionally, enter the appropriate probable quantity. Once the Pay Estimate record is approved, the same quantity is updated in the Contract Items and Contract Modifications form.
	Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view and update this field. For more information on additional permissions, refer to the Additional Permissions Setup section in the A01 Library Management PG.
Remarks	Enter any notes for the pay item.

- b. Optionally, perform any of the following, as applicable:
 - To add approved item posting manually, perform the following steps:
 - i. Click Add.

The Workdone List dialog box is displayed.

Wor	kdone List															×
0 sel	ected of total 1															
	Line No	T	Pay Item	T	Descripti	T	Supplem	T	Sub Item	T	Posting D	T	Available	T	Available R 🝸	An
	A0560		15101-0000		MOBILIZATION						07/30/2024		10,000.	000	1.00	4
																•
M	Image: Note of the second s									Ċ						
	Select Cancel															

Figure 146: Workdone List Dialog Box

- ii. Click the appropriate item postings, and then click **Select**.
- iii. Make the necessary changes.
- To delete item postings which are not relevant to the pay estimate, perform the following steps:
 - i. Select the appropriate item postings, and then click **Delete**.

A confirmation message is displayed.

ii. Click OK.

The **TOTAL WORK DONE INCLUDED IN THIS BILL (A)** displays the sum of all item postings that are displayed in the **Work Done** tab.

The NET WORKDONE PAYMENT IN THIS BILL (B) is calculated as the difference between the TOTAL WORK DONE INCLUDED IN THIS BILL (A) and Hold Payment in this BILL (calculated on (A)) amount, plus Release previously held payment (\$).

8. In the **Adjustments** tab you can make adjustments such as retain part of the payment, record the advance payments, and other necessary adjustments. It displays all the previously held adjustment entries, if applicable.

	EDIT PAY ESTIMATE									
🗈 Save & Exit 📑 Save & Continue 🏽 🏵 Cancel 🕅 Workflow 👻 🍄 Select Actions 👻										
		Work Done	Adjustments	Funding St	ummary Notes					
	Fund Rule			Adjustment		Description	Previously Held Amount in \$			
	100% CON01			Adjustments		Other Adjustments	0.00			
	Add Delete Affected Line Items									
	Total Adjustments \$ 100.00									

Figure 147: Adjustments Tab

To add adjustments, perform the following steps:

a. Click Add.

The Adjustments List dialog box is displayed.

Adjustments List X						
Adjustment Y	Description T					
Adjustments	Other Adjustments					
Retainage	Retainage					
Materials on Hand	Materials on Hand					
Liquidated Damages	(insert date to date)					
Subcontractor Retainage						
Escalation						
Quality Disincentive						
I I	1 - 7 of 7 items 🚺					
Select C	Cancel					

Figure 148: Adjustments List Dialog Box

Available options are adjustments defined in the **Adjustments** catalog of the library.

b. Click the appropriate option, and then click **Select**.

The adjustment is added to the section. The following information is displayed:

Column Name	Description		
Adjustment	The adjustment as defined in the Adjustments catalog of the		
	library.		

Column Name	Description		
Previously Held Amount in \$	The amount previously retained for the adjustment.		

c. Provide the appropriate information in the fields, as described in the following table:

Column Name	Description		
Fund Rule	To associate a fund rule for the adjustment, select the		
	appropriate fund rule from the drop-down list.		
	Available options are active and approved fund rules defined		
	in the Funding Rules form of the project.		
	Note: The fund rule aids in calculating the funding summary.		
Description	By default, the description for the adjustment as defined in		
	the Adjustments catalog of the library is defined.		
	Optionally, enter the description for the adjustment.		
Adjustment this PE in \$	Enter the amount for the adjustment.		
	Note:		
	 If you are adding a retainage, then you must prefix the value with a - sign. 		
	 If you are recovering the advance haid, then against the 		
	adjustment Materials on Hand you must prefix the value		
	with a Minus (-) sign		
	with a minus (-) sign.		
Probable Amount in \$	Enter the appropriate probable amount for the adjustment.		
	Note: Only users with permission defined in the Additional		
	Permissions Setup catalog of the library can view and update this field.		
	For more information on additional permissions, refer to the		
	Additional Permissions Setup section in the A01 Library		
	Management PG.		
Invoice Number	Note: You can enter an invoice number only if the		
	Adjustment is selected as Materials on Hand.		
	For reference and treating nurness, ontog the number that is		
	For reference and tracking purpose, enter the number that is		
	available in the invoice.		
Affected Line Item	Note:		
	• You can add the affected line item only if the		
	Adjustment is selected as Materials on Hand.		
	• The system prompts you to save the existing information		
	before adding the affected line item.		

Column Name	Description
	To add the item that is affected by the advance payment, perform the following steps:
	 Select the appropriate adjustment, and then click Affected Line Item. The AFFECTED LINE ITEMS page is displayed.
	 From the Affected Line Item drop-down list, select the appropriate line items. Available options are locked contract items of the contract.
	iii. Click Save & Exit .

The **Total Adjustments** displays the sum of all adjustments, retainage, and advance payments.

- d. Optionally, perform the following steps, as applicable:
 - To edit adjustments, click the editable cells, and make the necessary changes.
 - To delete adjustments, perform the following steps:

Note: You cannot delete an adjustment that is carried forward from the previous pay estimate to the current pay estimate.

- i. Select the appropriate record, and then click **Delete**.A confirmation message is displayed.
- ii. Click **OK**.
- 9. The **Funding Summary** tab provides summary about the funding requirements. Based on the funding rule assigned to the item postings and adjustments, it displays the amount that is available in the fund source to enable funding of the work done and adjustments made. It also gives an estimate on how much amount must be withdrawn from the appropriate fund source.

EDIT PAY ESTIMATE				
🗈 Save & Exit 🛛 🚺 Sa	ove & Continue 🛛 🛞 Car	acel 🗗 Workflow 👻	Select Actions 👻	
Work Done	Adjustments Fund	ing Summary Notes	5	
Fund Source	Authorized (\$)	Remaining (\$)	Account Priority	Account Number
CON01	560,457.72	560,457.72		15B6062301103.A40.CN.15F1.06.1606000000
CON02	2,203,414.61	2,203,414.61		15B6062301103.A40.CN.15F1.06.1606000000
CON04	0.00	0.00		15B6062301103.A40.CN.15F1.06.1606000000
	12,763,872.33	12,763,872.33		
•				1

Note: If any updates are made to the Work Done or Adjustments tab, ensure to click **Save & Continue** to view the updated **Fund Summary** section.

In the **Funding Summary** tab, the following information is displayed: **Note:**

- Suppose a new project fund source is created when the Pay Estimates record is in the Draft or Submitted workflow status, the new fund source is automatically displayed in the Funding Summary tab.
- If the fund rule associated with the contract items or sub items are changed, then the changes must be updated for that item in the **Pay Estimates** record. The changes are reflected only for Pay Estimates in **Draft** or **Submitted** workflow status.

Column Name	Description		
Fund Source	Note: Only fund sources with CON type are displayed.		
	The fund source is displayed based on the funding rule assigned		
	to the contract item and adjustments.		
Authorized (\$)	The sum of all project fund transactions done for the respective		
	fund source.		
Remaining (\$)	The remaining amount that is available in the respective fund		
	source.		
Account Priority	The account priority as defined for the respective fund source.		
	Note:		
	The system will automatically calculate the Current Approved		
	(\$) such that it will first use the remaining amount in the		
	respective fund sources, and if additional funds are required, it		
	will consume funds from lower priority funds set up in account		
	priority.		
	If the Current Posted (\$) value is negative, the system holds that		
	amount for payment at a later stage instead of adding funds to		
	the fund source.		
Account Number	The account number of the fund source.		
Fund Description	The description of the fund source.		
Current Posted (\$)	It is calculated as: Amount to be paid for items posted (after		
	reducing item level retainages) + Adjustments from the		
	respective fund source without assigning any account priority.		
Current Approved (\$)	As per the defined account priority, the system re-calculates the		
	amount for each fund.		
	Note: If you make any changes in the other tabs, the value is		
	updated to comply with the new funding requirements. The		
	changes are displayed only after saving the pay estimate.		
Account Number Fund Description Current Posted (\$) Current Approved (\$)	 Note: The system will automatically calculate the Current Approved (\$) such that it will first use the remaining amount in the respective fund sources, and if additional funds are required, it will consume funds from lower priority funds set up in account priority. If the Current Posted (\$) value is negative, the system holds that amount for payment at a later stage instead of adding funds to the fund source. The account number of the fund source. It is calculated as: Amount to be paid for items posted (after reducing item level retainages) + Adjustments from the respective fund source without assigning any account priority. As per the defined account priority, the system re-calculates the amount for each fund. Note: If you make any changes in the other tabs, the value is updated to comply with the new funding requirements. The changes are displayed only after saving the pay estimate. 		

Column Name	Description		
Remaining Amount after	It is calculated as: Remaining Amount – Amount this PE		
this PE			

Provide the appropriate information in the fields, as described in the following table:

Note: You can edit these fields even after the record is moved to the Approved for Payment workflow status.

Column Name	Description
Amount this PE	By default, it displays current approved value. Optionally, you can enter the appropriate amount. The amount in PE cannot be greater than the remaining amount
	in the fund source. The total of Amount this PE must be equal to the NET TO BE PAID IN THIS BILL (E).
Notes	Enter any relevant notes for the funding summary.

Upon entering the necessary details in the **Work Done**, **Adjustments**, and **Funding Summary** tabs, in the **OVERVIEW** section, the following information is displayed:

Column Name	Description
Net Work Done (C)	Displays amount same as the NET WORKDONE
	PAYMENT IN THIS BILL (B).
Retainage Deduction (Calculated on	Sum of all Adjustment this PE in \$ amounts for
C)	adjustment type as Retainage.
Release Previously held Retainage	Sum of Previously held release this PE in \$ amounts
	for adjustment type as Retainage.
NET AFTER RETAINAGE (D)	It is calculated as the difference between the sum of
	Net Work Done (C) and Release Previously held
	Retainage, and the Retainage Deduction.
Total Advance Payments	Sum of all positive values for Net Adjustment this PE
	in \$
	amounts for adjustment type as Materials on Hand.
Total Adjustments	Sum of all adjustments in this pay estimate except
	Retainage and Materials on Hand.
Total Advance Recovered	Sum of all negative values for Net Adjustment this PE
	in \$ amounts for adjustment type as Materials on
	Hand.
NET TO BE PAID IN THIS BILL (E)	It is calculated as: NET AFTER RETAINAGE (D) + Total
	Advance Payments + Total Adjustments + Total
	Advance Recovered

- 10. Enter any additional information in the **Notes** tab, if required.
- 11. Optionally, in the **ATTACHMENTS** section, upload or link related files. For information on attachments, refer to <u>Section 4.1. Attachments</u>.

12. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.4.2.2. Tracking Important Dates of a Pay Estimate

Prerequisites

- A Pay Estimate record must be created.
- The role of the logged-in user must be one of the following:
 - o Administrator
 - Construction Component Lead
 - Construction Admin Staff
 - o Construction Operations Engineer
 - Assistant Project Engineer
 - Project Engineer
 - o Regional Engineer
 - Project Engineer A&E

For more information on role-specific permissions, refer to <u>Pay Estimate Tracking</u> <u>Permission Matrix</u>.

Overview

The **Pay Estimates Tracking** form enables you to record and track important dates related to payments. These dates help you generate payment-related reports.

Note: Approval of a Pay Estimate record marks the associated Pay Estimates Tracking record as locked, making the user unable to delete the Pay Estimates Tracking record.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

PROJECTS			OJECTS			
🔍 Type to Search 🗙 🗙 🔨		Ð	New 🖟 Workflow 🗸 📋 Reports 🕇 🗞	Manage Users 🛛 🧖 Ma	irk Offline/Online 💮 M	lore 🔻
	Select Project	0	Project Code	Project Name	Project Description	Business Unit
15	A Decent Projects		T	T	T	T
	Image: Site of the second s		SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
(2)			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands

Figure 150: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.





3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 152: Navigation to Contracts

4. Expand the **Billings & Payments** folder, and then click **Pay Estimates**. The **PAY ESTIMATES LIST** page is displayed.

PROJECTS			PAY ESTIMATES TRACKING								
Q,	Type to Search	×	Y ∧	Ð	New	Reports 👻	₿t E	cel Export 👻 💮 More	•		
	SIT - CA ERFO FS LSPE	DR 2023-1(1)	Ŧ		0	Pay Estimate Num	nber	Contractor's Invoice Rece	ived Date	Contractor's Certificat	te Received
朣	General	Quick A	ccess				T	MM/dd/yyyy		MM/dd/yyyy	₩
:::	 Contracts 					1		07/29/2024		07/29/2024	
@	- SIT - CA ERFO FS LSPDR 2023										
	+ Documents										
	+ Configurations										
	 Contract Items 										
	+ Progress Tracking			<							
	 Billings & Payments 										
	Item Posting										
	Pay Estimates										
	Pay Estimates Tracking										
	 Contract Modifications 										
	 Submittals 										
	 Contract Report Gallery 										
>	+ Subcontract										

Figure 153: List Page of Pay Estimates Tracking Form

5. Click New.

The **PAY ESTIMATES TRACKING** page is displayed.

PAY ESTIMATES TRACKING						
Save & Exit Save & Continue	(🛪) Cancel					
Pay Estimate Number *	3					
Fay Estimate Number						
Contractor's Invoice Received *: Date	03/04/2025 🗸					
Contractor's Certificate *: Received	03/19/2025 🗸					
Pay Estimate Approved *:	04/01/2025 🗸					
Construction Days to Process :	10					
Due Date to Finance :	04/11/2025 🗸					
Actual Date to Finance :	None 🗸					
Days to Payment :	14					
Due Date for Payment :	04/02/2025 ~					
Actual Payment Date :	None 🗸					
Invoice and Payment Notes :						

Figure 154: Pay Estimates Tracking Details Page

6. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description		
Pay Estimate Number	By default, the most recent pay estimate is displayed.		
	Optionally, select the appropriate pay estimate number.		
	Available options are pay estimates for which a pay estimate		
	tracking record has not been created already.		
Contractor's Invoice Received Date	From the drop-down list, select the date on which the		
	invoice was received from the contractor.		
Contractor's Certificate Received	From the drop-down list, select the date on which the		
	certificate was received from the contractor.		
	Once the date is entered, the Due Date for Payment field is		
	displayed.		
Field Name	Description		
------------------------------	---		
	It is calculated as: Contractor's Certification Received Date		
	+ Days to Payment.		
Pay Estimate Approved	From the drop down list, select the date on which the		
	respective pay estimate record was approved.		
Construction Days to Process	A default value is displayed.		
	Optionally, enter the appropriate number of days required to		
	process the payment estimate.		
Due Date to Finance	From the drop-down list, select the date on which the pay		
	estimate was due to be sent to finance.		
Actual Date to Finance	From the drop-down list, select the date on which the pay		
	estimate was actually sent to finance.		
Days to Payment	By default, the number of days for which the pay estimate		
	was generated is displayed.		
	Optionally, enter the number of days.		

- 7. Optionally, in the **ATTACHMENTS** section, upload or link related files. For information on attachments, refer to <u>Section 4.1. Attachments</u>.
- 8. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.4.2.3. Setting the Pay Estimate Record to Paid

Prerequisites

Based on the workflow status of the record, the role of the logged-in user should be any of the following:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Operations Engineer
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Project Engineer A&E

Overview

This section explains the positive and forward workflow actions to reach the **Paid** workflow status. To move a Pay Estimates record through the defined workflow, perform the following steps:

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	OJECTS		
Q, T	ype to Search X X	Ð	New 📲 Workflow - 🖹 Reports - 👸	Manage Users 🛛 🛱 Mark Offline/Online 💮 More 🗸	
	Select Project 👻	0	Project Code	Project Name Project Description Business Uni	t
播	Recent Projects		T		Ţ
10	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Fed	eral Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Feder	eral Lands
(Q)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Feder	eral Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Feder	eral Lands

Figure 155: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	TROJECT DESIGNATION TROJECT DESIGN	
С,	Type to Search 🗙 🗙 🔨	🙃 Select Dashboard: bis st. 🗸 Mode: View 🗸 🖟 New 🧳 Edit 🛅 Delete 😚	🖏 Set As Default
兪	SIT - CA ERFO ES LSPDR 2023-1(1) 👻	Report Viewer	
朣	General Quick Access	Ridder 1149 Schedulei etter Mow Roport	
123	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates	
۵	+ Documents		
	 Document Search 		
	 Project Report Gallery 		
	 Project Calendar 		
	 Fund Management 		
	 Project Fund List 		
	Project Fund Transaction		
	Eunding Rules		
	+ Bid Estimate Information		
	+ Bidding		
	+ Contracts		

Figure 156: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 157: Navigation to Contracts

- 4. Expand the **Billings & Payments** folder, and then click **Pay Estimates**. The **PAY ESTIMATES LIST** page is displayed.
- 5. To approve the **Pay Estimates** record, perform the following steps:

Phase	Role		Wo	rkflo	ow St	eps					
1	•	Administrator	a.	In th	e list	page,	select	the approp	priate re	cord t	hat is in the
	•	Construction		Draf	t wor	kflow	status,	and then	click Se	lect A	ctions.
		Component									
		Lead		DAY ESTI	View	🕅 Delete	₩ Workflow -	Select Actions -	Mail Merge 🔻	💮 More 🕶	
	•	Construction		9	Pay Estima	te Number	From Date	Submit	Ret	ainage	Bill Amount (\$)
		Admin Staff		_			MM/dd/yyy 🗰				
	•	Construction			1	:	10/01/2023	07/30/2024		0.00	10,100.00
		Operations	Figure 158: Workflow - Submit								
		Engineer	b.	Clic	k Sub	mit.	and in th	ne Master	works d	ialog I	box. click OK .
	•	Assistant		The	work	flows	tatus of	the record	d is set t	o Sub	mitted.
		Project									
		Engineer									
	•	Project									
		Engineer									
	•	Regional									
		Engineer									
	•	Project									
		Engineer A&E									

Phase	Role	Workflow Steps
2	 Administrator Construction Component Lead Construction Admin Staff 	a. In the list page, select the appropriate record that is in the Submitted workflow status, and then click Select Actions .
		 Figure 159: Workflow Action - Approve b. Click Approve, and in the Masterworks dialog box, click OK. The workflow status of the record is set to Approved for Payment.
3	 Administrator Construction Component Lead Construction Admin Staff 	 a. In the list page, select the appropriate record that is in the Approved for Payment workflow status, and then click Select Actions. Pay Estimates List Pay Estimates Number From Date Pay Estimate Number From Date Pay Estimate

3.4.2.4. Pay Estimate Workflow Status

The following table provides the workflow status (current and subsequent stage) of the **Pay Estimates** record.

For information on setting a workflow status to the next status, refer to <u>Section 4.3. Workflow Status</u> <u>Transitions</u>.

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
1	Draft	 Administrator Construction Component Lead Construction Admin Staff 	Submit	Submitted	After the record is moved to the Submitted workflow status, you cannot delete it. However, you can edit it.

Phase	Current Workflow	Action Stakeholders	Action	Subsequent Workflow	Comments
	Status			Status	
		 Construction Operations Engineer Assistant Project Engineer Project Engineer Regional Engineer Project Engineer 			
2	Submitted	 Administrator Construction Component Lead Construction Admin Staff 	Approve	Approve for Payment	Note: This workflow action can be performed only if a Pay Estimates Tracking record is created for the PE. To move the Pay Estimates record to the Approved for Payment workflow status, ensure the following conditions are met: • The Amount this PE must be equal to the NET TO BE PAID IN THIS BILL (E). • Remaining amount in the fund source must be greater than or equal to Amount this PE.

Phase	Current Workflow	Action Stakeholders	Action	Subsequent Workflow	Comments
					Note: • The Funding Summary tab of the Pay Estimates record is editable in this workflow status. • Upon approval, the Pay Estimates Tracking record associated with the PE is considered as locked.
2	Submitted	 Administrator Construction Component Lead Construction Admin Staff 	Re-Draft	Draft	-
3	Approved for Payment	Administrator Construction	Mark as Paid	Paid	
		 Component Lead Construction Admin Staff 	Undo Approve	Submitted	To move the Pay Estimates record to the Paid workflow status, ensure the following conditions are met: • A Pay Estimate Tracking record for the corresponding must be created. • The Amount this PE must be equal to the NET TO BE

Dhase	Current	Action	Action	Subsequent	Comments
FlidSe	Workflow	Stakeholders	Action	Workflow	Comments
	Status	Stakenoluers		Status	
	Status			Status	
					DILL (E).
					Remaining
					amount in the
					fund source
					must be
					greater than
					or equal to
					Amount this
					PE.
					 If the previous
					Pay Estimate
					record is not
					set to Paid ,
					then the
					current pay
					estimate
					cannot be set
					to Paid .
					Note: The Pay
					Estimates Tracking
					record for the
					corresponding PE
					cannot be deleted if
					the PE exists
					in Approved for
					Payment or Paid
					workflow status.

3.4.2.5. Generating Pay Estimate Reports

Overview

Based on the roles assigned to you, you can generate various pay estimates and payment

progress reports that illustrate various information views. These reports enable various stakeholders to stay up-to-date on the status of payment progress.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	OJECTS	
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow 🛪 📳 Reports 🛪 🗞	Manage Users 🏻 🎼 Mark Offline/Online 🛛 💬 More 👻
	Select Project 👻	0	Project Code	Project Name Project Description Business Unit
l₩.	Recent Projects			
en A	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(2)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 161: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS	
Q,	Type to Search 🗙 🗙 🔨	🚋 Select Dashboard: bis sc 🗸 View V Dashboard: bis sc View V Dashboar	Set As Default
	SIT - CA EIR OTS LSPOR 2023-1(1) General Quick Access SIT - CA EIRO FS LSPOR 2023-1(1) SIT - CA EIRO FS LSPOR 2023-1(1) ST - CA EIRO FS LSPOR 2023-1(1) ST - CA EIRO FS LSPOR 2023-1(1) Folicet Report Satch Project Report Gallery Project Report Gallery Project Calendar Project Calendar Project Calendar Project Fund Itat Project Fund Itat Project Fund Itats Funding Rules Bid Estimate Information Bidding Contracts Contracts<th>Report Viewer Hidder 1119 Schedlike errer Alternates</th><th></th>	Report Viewer Hidder 1119 Schedlike errer Alternates	

Figure 162: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 163: Navigation to Contracts

- 4. Expand the **Billings & Payments** folder, and then click **Pay Estimates**. The **PAY ESTIMATES LIST** page is displayed.
- 5. In the list page, click **Reports**, and then click the appropriate report.



Figure 164: Pay Estimates Report

The report is generated and displayed.

You can generate the following reports:

- Progress Payment Report
- Progress Payment Schedule Summary Report
- Pay Note Summary Report
- Government Receiving Report

• Progress Payment Report(Contractor's Version)

3.5. Progress Tracking

The Progress Tracking module comprises forms that aid in recording and tracking the day-to- day activities at the worksite.

The **Progress Tracking** module consists of the following forms:

- <u>3.5.1. Labor/Equipment</u>: It enables you to create a list of resources and equipment that can be associated across various daily reports of the contract.
- <u>3.5.2. Work Activity Template</u>: It enables you to create templates with predefined information on contract items, equipment, and resources. This can later be associated with the CDR and IDR records.
- <u>3.5.3. Contractor Daily Record (CDR):</u> It enables you to record and track the contractor daily records at the worksite.
- <u>3.5.4. Inspector Daily Record (IDR):</u> It enables you to record and track the inspector daily records at the worksite.
- 3.5.5. Daily Diary: It enables you to record and track the daily summaries of the construction related activities in the project.

Progress Tracking Permission Matrix

This section provides information on the roles and corresponding permissions for the respective forms:

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes
Construction	Yes	Yes	Yes	-	Yes
Component					
Lead					
Construction	-	-	Yes	-	Yes
Admin Staff					
Construction	-	-	Yes	-	-
Engineer					
Highway	-	-	Yes	-	-
Construction					
Manager/QA					
QC					
Construction	Yes	Yes	Yes	-	_
Contractor					
CDRs only					
Construction	Yes	Yes	Yes	-	_
Contractor					
Basic					

Table 8: Table 1- Contractor Daily Record

Role	Create	Edit	View	Delete	Audit Log
Construction	Yes	Yes	Yes	-	-
Contractor QC					
Manager					
Construction	Yes	Yes	Yes	-	-
Contractor					
Manager					
Construction	-	-	Yes	-	-
Operations					
Engineer					
Inspector	-	-	Yes	-	-
Assistant	-	_	Yes	_	-
Project					
Engineer					
Project	-	-	Yes	-	-
Engineer					
Regional	-	-	Yes	-	-
Engineer					
Construction	-	-	Yes	-	-
Inspection A&E					
Manager					
Inspector A&E	-	-	Yes	-	-
Assistant	-	-	Yes	-	-
Project					
Engineer A&E					
Project	-	-	Yes	-	-
Engineer A&E					

Table 9: Table 2 – Inspector Daily Record

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes
Construction	Yes	Yes	Yes	-	Yes
Component					
Lead					
Construction	-	-	Yes	-	Yes
Admin Staff					
Construction	Yes	Yes	Yes	-	-
Engineer					
Highway	-	-	Yes	-	-
Construction					
Manager/QA					
QC					
Construction	Yes	Yes	Yes	-	-
Operations					
Engineer					

Role	Create	Edit	View	Delete	Audit Log
Inspector	Yes	Yes	Yes	-	-
Assistant	Yes	Yes	Yes	-	-
Project					
Engineer					
Project	Yes	Yes	Yes	-	_
Engineer					
Regional	Yes	Yes	Yes	-	_
Engineer					
Construction	-	-	Yes	-	_
Inspection A&E					
Manager					
Inspector A&E	Yes	Yes	Yes	-	-
Assistant	Yes	Yes	Yes	-	-
Project					
Engineer AE					
Project	Yes	Yes	Yes	-	-
Engineer A&E					

Table 10: Table 3 – Daily Diary

Role	Create	Edit	View	Delete	Audit Log	Comments
Administrator	Yes	Yes	Yes	Yes	Yes	_
Construction	Yes	Yes	Yes	-	Yes	-
Component						
Lead						
Construction	-	-	Yes	-	Yes	-
Admin Staff						
Construction	Yes	Yes	Yes	-	-	-
Engineer						
Highway	Yes	Yes	Yes	-	-	-
Construction						
Manager/QA						
QC						
Construction	Yes	Yes	Yes	-	-	-
Operations						
Engineer						
Inspector	Yes	Yes	Yes	-	-	-
Assistant	Yes	Yes	Yes	-	-	-
Project						
Engineer						
Project	Yes	Yes	Yes	-	-	lf the
Engineer						record is
						created by
						the user
						assigned

Role	Create	Edit	View	Delete	Audit Log	Comments
						with the
						Project
						Engineer
						role, then
						only the
						Project
						Engineer
						can access
						the record.
Regional	Yes	Yes	Yes	-	-	-
Engineer						
Construction	-	-	Yes	-	-	-
Inspection						
A&E Manager						
Inspector A&E	Yes	Yes	Yes	-	-	_
Assistant	Yes	Yes	Yes	-	-	-
Project						
Engineer A&E						16.1
Project	Yes	Yes	Yes	-	-	If the
Engineer A&E						record is
						created by
						Froject
						ASErolo
						then only
						assigned
						with
						Project
						Engineer
						A&F and
						Project
						Engineer
						roles can
						access the
						record.

Table 11: Table 4 – Work Activity Template

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes
Construction	Yes	Yes	Yes	Yes	Yes
Component					
Lead					

Role	Create	Edit	View	Delete	Audit Log
Construction	Yes	Yes	Yes	Yes	Yes
Admin Staff					
Construction	-	-	Yes	-	-
Engineer					
Highway	_	-	Yes	-	-
Construction					
Manager/QA					
QC					
Construction	Yes	Yes	Yes	-	-
Contractor					
CDRs only					
Construction	Yes	Yes	Yes	-	-
Contractor					
Basic					
Construction	Yes	Yes	Yes	-	-
Contractor QC					
Manager					
Construction	Yes	Yes	Yes	-	-
Contractor					
Manager					
Construction	Yes	Yes	Yes	Yes	-
Operations					
Engineer					
Inspector	Yes	Yes	Yes	-	-
Assistant	Yes	Yes	Yes	Yes	-
Project					
Engineer					
Project	Yes	Yes	Yes	Yes	-
Engineer					
Regional	Yes	Yes	Yes	Yes	-
Engineer					
Construction	-	-	Yes	-	-
Inspection A&E					
Manager					
Inspector A&E	Yes	Yes	Yes	-	-
Assistant	Yes	Yes	Yes	Yes	-
Project					
Engineer A&E					
Project	Yes	Yes	Yes	Yes	-
Engineer A&E					

Table 12: Table 5 – Labor/Equipment Template

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes

Role	Create	Edit	View	Delete	Audit Log
Construction	Yes	Yes	Yes	Yes	Yes
Component					
Lead					
Construction	Yes	Yes	Yes	Yes	Yes
Admin Staff					
Construction	-	-	Yes	-	-
Engineer					
Highway	_	-	Yes	-	-
Construction					
Manager/QA					
QC					
Construction	Yes	Yes	Yes	-	-
Contractor					
CDRs only					
Construction	Yes	Yes	Yes	_	-
Contractor					
Basic					
Construction	Yes	Yes	Yes	_	-
Contractor QC					
Manager					
Construction	Yes	Yes	Yes	-	-
Contractor					
Manager					
Construction	Yes	Yes	Yes	Yes	-
Operations					
Engineer					
Inspector	Yes	Yes	Yes	_	_
Assistant	Yes	Yes	Yes	Yes	-
Project					
Engineer					
Project	Yes	Yes	Yes	Yes	-
Engineer					
Regional	Yes	Yes	Yes	Yes	-
Engineer					
Construction	-	-	Yes	-	-
Inspection A&E					
Manager		<u>v</u>	N		
Inspector A&E	Yes	Yes	Yes	-	—
Assistant	Yes	Yes	Yes	Yes	-
Project					
Engineer A&E					
Project	Yes	res	res	res	-
Engineer A&E	1				

3.5.1. Recording Labors and Equipment

Prerequisites

The role of the logged-in user must be one of the following:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Contractor CDRs only
- Construction Contractor Basic
- Construction Contractor QC Manager
- Construction Contractor Manager
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

For more information on role-specific permissions, refer to <u>Table 5 – Labors/ Equipment</u> <u>Permission Matrix</u>.

Overview

The **Labors/Equipment** catalog acts as a database that contains a list of resources and equipment that you can associate across various daily reports of the contract.

The Labors/Equipment form enables you to record the following information:

- Type of labor or equipment
- Hourly rate of the labor or equipment
- Move-in and move-out date of the labor or equipment
- The associated contractor or subcontractor

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	OJECTS	
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow 🛪 📳 Reports 🛪 🗞	Manage Users 🏻 🎼 Mark Offline/Online 🛛 💬 More 👻
	Select Project 👻	0	Project Code	Project Name Project Description Business Unit
l₩.	Recent Projects			
en A			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(T)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(2)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 165: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS			
Q,	Type to Search 🗙 🗙 🔨	🖳 Select Dashboard: bis sc	View	∽ 🖓 New _∂ Edit 🏢 D	elete 🛛 👫 Set As Default
20 11 20 20 20 20 20 20 20 20 20 20 20 20 20	SIT - CA ERFO IS LSPOR 2023-1(1) • General Quick Access SIT - CA ERFO FS LSPDR 2023-1(1) • + Documents = Document Search = Project Report Gallery = Project Calendar - Fund Management = Project Fund Hat = Project Rund Hat	Report Viewer Nucleir 1149 Alternates	Schedulej etter	View Report	

Figure 166: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 167: Navigation to Contracts

4. Expand the **Progress Tracking** folder, and then click **Labors/Equipment**. The **LABORS/EQUIPMENT** list page is displayed.

	PROJECTS	LABOR/EC	UIPMENT				
Q	Type to Search 🗙 🗙 🔨	D New	🗐 Reports 🔻 🕅 E	xcel Import / Export 👻	💬 More 🔻		
	SIT - CA ERFO FS LSPDR 2023-1(0	Labor/Equipment	Type/Classification	Supplemental Description	Move-In Date	Move-Out Date
1æ	General Quick Access		T	T	T	MM/dd/yyy 🗰 🔽	MM/dd/yyy 🗰 🍸
en 🗉	+ Bidding		Equipment	Pickup Truck	Supervisor	04/30/2024	
	- Contracts		Equipment	Haul Truck		04/30/2024	
(\$):	- SIT - CA ERFO FS LSPDR		Equipment	Haul Truck		04/30/2024	
	+ Documents		Equipment	Haul Truck		04/30/2024	
	+ Configurations		Equipment	Excavator 300G		04/30/2024	
	Contract Items		Labor	Excavator operator		04/30/2024	
	 Progress Tracking 		Labor	Suveyor		04/30/2024	
	Contractor Daily R		Equipment	D6 Dozer		04/30/2024	
	Inspector Daily Re		Equipment	Water Truck		04/30/2024	
	Daily Diary		Labor	Operator	2	04/30/2024	
	Labor/Equipment		Labor	Operator	3	04/30/2024	
	Work Activity Tem		Labor	Labor	2	04/30/2024	
	+ Billings & Payments		Labor	Operator	1	04/30/2024	
	Contract Modificatio	-					
>	= Coloridation		1 2 🕨 🕨				

Figure 168: List Page of Labors/Equipment Form

5. Click New.

The LABORS/EQUIPMENT page is displayed.

LABOR/EQUIPMENT	
🗈 Save & Exit 🛛 🐻 Save & Continue	S Cancel
Labor/Equipment *	: 🔘 Labor 🔵 Equipment
Type/Classification *	Operator
Supplemental Description	: 2
Move-In Date *	: 07/29/2024 🗸
Move-Out Date	: None 🗸
Hourly Rate \$:
Contractor/Sub-Contractor *	: Key Stone Limited 🗸
ATTACHMENTS	
@ ⊻ ±	
File View Status Docum	nent Name Url/Link Title
No Attachments available	
Link Document Upload Docur	nent

Figure 169: Labor/Equipment Page

6. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Labor/Equipment	Click the appropriate option as applicable:
	 Labor: To add details of the resource.
	 Equipment: To add details of the equipment.
Type/Classification	To add the type of labor or specify the classification of
	equipment, perform the following steps:
	1. Click .
	The Type/Classification dialog box is displayed.

Field Name	Description
	Type/Classification X
	Title T
	Archeologist
	Asbestos Worker/Insulator
	Asphalt Compactor Operator
	Asphalt Paver Screed Operator
	Biologist
	Blaster
	Boilermaker
	Carpenter
	Cement Mason/Concrete Finisher
	Common Laborer
	Concrete Finisher
	Dirt roller Operator
	Diver
	Dredging
	Driver ► ► ▲ 1 ► 40 ▼ items 1 - 40 of 62 items
	Select Cancel
	Figure 170: Type/Classification Dialog Box
	If Labor is selected in the Labor/Equipment field, then available options are resources defined in the Resource Title catalog of the library. If Equipment is selected in the Labor/Equipment field, then available options are equipment defined in the Equipment catalog of the library.
Cumplementel Description	2. Click the appropriate option, and then click Select .
Supplemental Description	or equipment, as applicable.
Move-In Date	By default, the current date is displayed.
	Optionally, select the appropriate date from the drop-down list.
Move-Out Date	A default value is displayed.
	Optionally, select the appropriate date from the drop-down list.
Hourly Rate \$	Enter the hourly rate of the labor or equipment.
	Note : Only approved rates must be added for the labor or equipment.

Field Name	Description
Contractor/Sub- Contractor	From the drop-down list, select the contractor or
	subcontractor with whom the labor or equipment is
	associated.
	For example, Key Stone Limited.
	Available options are prime contractor displayed in the
	Contractors form of the contract. It also displays the active
	subcontractors from the Request for Sublet Work form.

- 7. Optionally, in the **ATTACHMENTS** section, upload or link related files. For information on attachments, refer to <u>Section 4.1. Attachments</u>.
- 8. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.5.2. Creating a Work Activity Template

Prerequisites

- The role of the logged-in user must be one of the following:
 - o Administrator
 - o Construction Component Lead
 - Construction Admin Staff
 - Construction Contractor CDRs only
 - Construction Contractor Basic
 - Construction Contractor QC Manager
 - Construction Contractor Manager
 - Construction Operations Engineer
 - Inspector
 - Assistant Project Engineer
 - Project Engineer
 - Regional Engineer
 - Inspector A&E
 - Assistant Project Engineer A&E
 - Project Engineer A&E

For more information on role-specific permissions, refer to <u>Table 4 – Work Activity Template</u> Permission Matrix.

Overview

The **Work Activity Template** enables you to create templates with predefined information on contract items, equipment and labor. This information can be reused across various daily reports.

On selecting a template during creation of daily reports, the information defined in the template are automatically added to the work activity section of the daily report

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS		PR	DJECTS	
Q 19	ype to Search 🗙 🗙	^	Ð	New 📲 Workflow 🗸 📳 Reports 🛪 🖓	Manage Users – 🎼 Mark Offline/Online – 💮 More 👻
	Select Project	-	0	Project Code	Project Name Project Description Business Unit
1æ	Recent Projects			· · · · · · · · · · · · · · · · · · ·	
em 1				SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	511 - CA ERFO FS LSPDR 2023-1(1	,		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(\$}	All Projects			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
				SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 171: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS
Q,	Type to Search 🗙 🗙 🔨	🚋 Select Dashboard: bis st. 🗸 Mode: View 🗸 🖞 New 🧳 Edit 🍈 Delete 🦓 Set As Default
î	SIT - CA ERFO FS LSPDR 2023-1(1) 🔹	Report Viewer
i.	General Quick Access	Bidder 1149 Scheduleietter
11	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates
ø	9+ Documents	
	 Document Search 	
	 Project Report Gallery 	
	 Project Calendar 	
	 Fund Management 	
	 Project Fund List 	
	Project Fund Transaction	
	Funding Rules	
	+ Bid Estimate Information	
	+ Bidding	
	+ Contracts	

Figure 172: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 173: Navigation to Contracts

4. Expand the **Progress Tracking** folder, and then click **Work Activity Templates**. The **WORK ACTIVITY TEMPLATES** list page is displayed.

	PROJECTS	WORK A	CTIVITY TEMPLATES				
٩	ype to Search 🗙 🗙 🖌	New	🗐 Reports 👻 💱 Exc	cel Import / Export 👻 💮	More 👻		Ť
	SIT - CA ERFO FS LSPDR 2023-1(1)	0	Template Name	Created By	Created Date	Last Modified By	Last Modified Date
挿	General Quick Access		T		MM/dd/yyy 📅 🗿 🍸		MM/dd/yyy 📅 🗿 📘
nn A	— Contracts		Rip Rap - Option X	Rachel Rosen	04/30/2024 3:00 PM	Rachel Rosen	04/30/2024 3:10 PM
	 SIT - CA ERFO FS LSPDR 2023-1(1) 		Erosion Control	Rachel Rosen	04/30/2024 2:57 PM	Rachel Rosen	04/30/2024 3:00 PM
ν¢κ.	+ Documents		403 Paving	Rachel Rosen	04/30/2024 2:19 PM	Rachel Rosen	04/30/2024 2:54 PM
	+ Configurations						
	Contract Items						
	 Progress Tracking 	<					
	Contractor Daily Record						
	 Inspector Daily Record 						
	Daily Diary	r -					
	 Labor/Equipment 						
	 Work Activity Tomplatos 						
	Billings & Payments						
	- Contract Madifications						
	 Contract Modifications 						
>	 Submittals 		1 🕨 🖻				Page 1 of 1



5. Click New.

The WORK ACTIVITY TEMPLATES page is displayed.

WORK ACTIVITY	TEMPLATES				
🗟 Save & Exit	Save & Continue	() Cancel			**
	Template Name *:	Erosion Control			Î
WORK ACTIVIT	Y PAYITEMS				_
					2
Line Number		Pay Item Number	Pay Item Description	Pay Item Type	
40120					
A0120		15701-0000	SOIL EROSION CONTROL	N	
A0140		15701-0000	SOIL EROSION CONTROL STORM WATER POLLUTION PREVENTION PLAN	N	
A0140		15720-0000	SOIL EROSION CONTROL STORM WATER POLLUTION PREVENTION PLAN	N	
A0140 Add Edit	Delete	15720-0000	SOIL EROSION CONTROL STORM WATER POLLUTION PREVENTION PLAN	N	
A0140 Add Edit	Delete	15720-0000	SOLL EROSION CONTROL STORM WATER POLLUTION PREVENTION PLAN	N	

Figure 175: Work Activity Templates Page

6. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Description	Enter the description of the work activity template.
Location	Enter the appropriate location.

- 7. To add the approved contract items to the template, in the **WORK ACTIVITY PAYITEMS** section, perform the following steps:
 - a. Click Add.

WORK ACTIVITY PAYITEMS			r
Line Number	Pay Item Number	Pay Item Description	Pay Item Type
A0120	15701-0000	SOIL EROSION CONTROL	N
A0140	15720-0000	STORM WATER POLLUTION PREVENTION PLAN	N
Add Edit Delete			

Figure 176: Work Activity Pay Items Section

The Approved Contract Items dialog box is displayed.

Approved C	ontract Items			×
0 selected of	total 27			Select All Records
	Line Number 🛛 🝸	Pay Item Number 🛛 🍸	Pay Item Description	Pay Item Type 🛛 🝸
	A0560	15101-0000	MOBILIZATION	N
	A0040	15201-0000	CONSTRUCTION SURVEY AND STAK	Ν
	A0060	15301-0000	CONTRACTOR QUALITY CONTROL	N
	0800A	15401-0000	CONTRACTOR TESTING	Ν
	A0140	15720-0000	STORM WATER POLLUTION PREVE	N
	A0160	20103-0000	CLEARING AND GRUBBING	Ν
	A0180	20301-2800	REMOVAL OF STRUCTURES AND O	N
	A0200	20303-1800	REMOVAL OF PAVEMENT, ASPHALT	Ν
	A0260	25501-1000	MECHANICALLY STABILIZED EARTH	N
	A0280 1 ► ► 40 ▼ items	25701-0100	CONTRACTOR FURNISHED GABION	N 1 - 27 of 27 items
		Select Cancel		

Figure 177: Approved Contract Items Dialog Box

Available options are the locked contract items in the contract.

b. Click the appropriate contract item, and then click Select.

The contract item is added to the **WORK ACTIVITY PAYITEMS** section.

- c. Optionally, perform the following steps, as applicable:
 - To edit the contract item details, perform the following steps:
 - i. Select the appropriate record, and then click Edit.

The Edit WORK ACTIVITY PAYITEMS dialog box is displayed.

- ii. Make the necessary changes.
- iii. Click Save.
- To delete the contract item, perform the following steps:
 - i. Select the appropriate record, and then click **Delete**. The confirmation message is displayed.
 - ii. Click OK.

The contract item is deleted from the section.

8. To add the equipment to the template, in the **EQUIPMENT** section, perform the following steps:

a. Click Add.

уре	Number	Production Time (Hrs)	Idle Time (Hrs)	Idle Code
rrow Board-VSS International, IncTraffic control Device	1			N/A : Not Applicable

Figure 178: Equipment Section

The **New EQUIPMENT** dialog box is displayed.

New EQUIPMENT		×
Туре *:	Arrow Board-VSS International, $$	
Number *:	1	
Production Time (Hrs) :		
Idle Time (Hrs) :		
Idle Code *:	N/A : Not Applicable 🗸 🗸	
	Save Cancel	

Figure 179: New Equipment Dialog Box

b. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Туре	From the drop-down list, select the appropriate
	equipment.
	Available options are equipment defined in the Labor/
	Equipment form of the contract.
	Note: In the drop-down, the equipment is hyphenated
	with the name of the Contractor or Subcontractor. For
	example, Haul Truck - Key Stone Limited.
Number	Enter the quantity of the equipment.
Production Time (Hrs)	Enter the production time in hours.
Idle Time (Hrs)	Enter the time in hours that the equipment was kept
	inactive.
Idle Code	Enter the code that defines the reason to keep the
	equipment inactive.
	Available options are S: Suspended, P: No Operator, W:
	No Work Available, etc.
	The dron-down list displays the active idle codes with
	appropriate description defined in the Idle Codes
	catalog of the library

c. Click Save.

The equipment is added to the **EQUIPMENT** section.

- Optionally, perform the following steps, as applicable:
 - i. To edit the equipment details, perform the following steps:
 - ii. Select the appropriate record, and then click **Edit**. The **Edit EQUIPMENT** dialog box is displayed.
 - iii. Make the necessary changes.
 - iv. Click Save.
- To delete the equipment, perform the following steps:
 - i. Select the appropriate record, and then click **Delete**. The confirmation message is displayed.
 - ii. Click OK.

The equipment is deleted from the section.

- 9. To add the labor to the template, in the **LABOR** section, perform the following steps:
 - a. Click Add.

LABOR			52
Nun	ber	Production Time (Hrs)	Classification
	1	0.00	Labor 2
	1	0.00	Operator 1
Add Edit Delete			

Figure 180: Labor Section

The New LABOR dialog box is displayed.

New LABOR				×
Number *:		1		
Production Time (Hrs) *:	(0.00		
Classification :	Operator 2			
	Save Cancel			

Figure 181: New Labor dialog box

b. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Classification	To select the labor, perform the following steps: a. Click .
	The Select Labor Details dialog box is displayed.

Field Name	Description				
	Select Labor Details	×			
	Type Type	т			
	Operator 2 Key Stone Limited	÷			
	I I	Ċ			
	Select Cancel				
	Figure 182: Select Labor Dialog Boy				
	Figure 182: Select Labor Dialog Box				
	Available options are labors defined in the Labor/ Equipment	Available options are labors defined in the Labor/ Equipment			
	form of the contract.				
	ii. Click the appropriate labor, and click Select .				
Number	Enter the number of labor.				
Production Time	Enter the production time in hours.				
(Hrs)					

c. Click Save.

The labor is added to the **LABOR** section.

- d. Optionally, perform the following steps, as applicable:
 - To edit the labor details, perform the following steps:
 - i. Select the appropriate record, and then click Edit.The Edit LABOR dialog box is displayed.
 - ii. Make the necessary changes.
 - iii. Click Save.
 - To delete the labor, perform the following steps:
 - i. Select the appropriate record, and then click **Delete**. The confirmation message is displayed.
 - ii. Click OK.
 - iii. The labor is deleted from the section.
- 10. Optionally, in the **ATTACHMENTS** section, upload or link related files. For information on attachments, refer to <u>Section 4.1. Attachments</u>.
- 11. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.5.3. Contractor Daily Record

The Contractor Daily Record (CDR) form enables you to record and track the daily reports at the worksite on a given day.

You can record the following worksite information:

- General information and weather conditions
- Contractor onsite time
- Critical onsite issues
- A written account of events occurred at the site
- Work activity, equipment, personnel, and materials used

After entering the contractor daily record, you can submit it to FHWA for approval.

If the record is not created within the timeline specified in the CDR Reminder Timeframe (hrs) field in the **CONTRACT DETAILS** page, then an email notification is sent to users assigned with the following roles:

- Construction Component Lead
- Contract Management
- Construction Contractor Manager
- Construction Contractor QC Manager
- Construction Contractor Lead
- Construction Contractor CDRs Only

Note: The CDR Reminder Timeframe (hrs) field is displayed only if the Send Reminders for CDR check box is selected in the **CONTRACT DETAILS** page.

You can perform the following tasks:

- 3.5.3.1. Create contractor daily record
- <u>3.5.3.3. Approve contractor daily record</u>

3.5.3.1. Creating a Contractor Daily Record

Prerequisites

The role of the logged-in user must be one of the following:

- Administrator
- Construction Contractor CDRs only
- Construction Contractor Basic
- Construction Component Lead
- Construction Contractor QC Manager
- Construction Contractor Manager
 For more information on role-specific permissions, refer to <u>Table 1 Contractor Daily</u> <u>Record Permission Matrix</u>.

Overview

The CDR form enables you to record and track the day-to-day activities at the worksite.

This form is configured for use in the mobile application. All the fields configured for the web application are available in the mobile application. Only the users who created the record can edit or delete it.

Steps

- 1. Click **Contract Items**. The **ITEM LIST** page is displayed.
- 2. In the list page, double-click the appropriate project, and then click the project folder to expand it.



Figure 183: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.





4. Expand the **Progress Tracking** folder, and then click **Contractor Daily Record**. The **CONTRACTOR DAILY RECORD** list page is displayed.

	PROJECTS	CONTRAC	TOR DAILY RECORD					
Q,	Type to Search 🗙 🗙 🔨	D New	🕅 Workflow 👻	🗎 Reports 👻 💱 Excel Ex	(port 👻 💬 More 👻			T
	SIT - CA ERFO FS LSPDR 2023-1(1)	0	CDR Number	Contractor	CDR Date	Reported By	Created By	Critical/ Outstar
讘	General Quick Access				MM/dd/yyy 📅 📘		T	
093	— Contracts		00006	Key Stone Limited	07/01/2024			No
â	- SIT - CA ERFO F5 LSPDR 2023		00005	Key Stone Limited	07/01/2024			No
sethe	+ Documents		00004	Columbia River Contr	05/23/2024			No
	+ Configurations		00003	Asphalt LCC_Test	05/01/2024	Rachel Rosen		No
	Contract Items		00002	Key Stone Limited	01/11/2024	Rachel Rosen		No
	 Progress Tracking 		00001	Key Stone Limited	12/05/2023	Rachel Rosen		No
	Contractor Daily Record							
	Inspector Daily Record							
	 Daily Diary 							
	= Labor/Equipment							
	 Work Activity Templates 							
	+ Billings & Payments							
	 Contract Modifications 							
>	 Submittals 		1 🕨 🕨					Page 1 of 1

Figure 185: List Page of the Contractor Daily Record Form

5. Click New.

CONTRACTOR DAILY RECORD								
📄 Save & Exit 🛛 🔓 Save & Continue	 Cancel 	剧 Workflow -	📽 Select Actions 👻	💮 More 👻				
GENERAL INFORMATION								Î
CDR Number :	<auto genera<="" th=""><th>ted></th><th></th><th>Created By</th><th>:</th><th>Mike</th><th></th><th>- 1</th></auto>	ted>		Created By	:	Mike		- 1
Contract # :	6982AF24C00	0004		Date Created	:	01/06/2025		- 1
Location :				Work Shift Start	:	07:00		
CDR Date *:	01/06/2025	\sim		Work Shift End	:	18:00		
				Contractor	*:	Whitaker Construction Group		
WEATHER CONDITIONS								
Weather :	Clear			High Temperature	:	65		
Skies :	Clear	~		Low Temperature	:	42		
Precipitation :	None			Wind	:	Calm	~	
Working Conditions 3	Good	~		Soil	:	Varies	~	
Notes :							•	
CONTRACTOR ONSITE TIME								
4							ď	•

Figure 186: Contractor Daily Record Page

The **CONTRACTOR DAILY RECORD** page displays the following information:

Section Name	Field Name	Description
GENERAL	CDR Number	On saving the record, a unique identification code for
INFORMATION		the CDR is automatically generated.
	Created By	The name of the logged-in user.

Section Name	Field Name	Description
	Contract #	The value as displayed in the Contract # field of the
		CONTRACT DETAILS page.
	Date Created	The current date is displayed as the date of creation
		of the CDR record.
	Reported By	The name of the logged-in user.
	Date	The current date.

6. Provide the appropriate information in the fields, as described in the following table:

Section Name	Field Name	Description				
GENERAL	Location	Enter the location of the worksite.				
INFORMATION	Work Shift Start	Enter the appropriate start time of the work shift.				
	CDR Date	By default, the current date is displayed. Optionally, from the drop-down list, select the date for which				
		the daily report is being created.				
	Work Shift End	Enter the appropriate end time of the work shift.				
	Contractor	To select the contractor at the worksite, perform the				
		following steps:				
		a. Click				
		The Contractor dialog box is displayed.				
		Contractor				
		Contractor				
		ARCHITECTURAL MIRROR & GLASS CO				
		G3 Quality, Inc.				
		Mid-Valley Engineering				
		Pacific Mountain Environmental & Construction				
		Padre Associates, Inc.				
		Specialized Pavement Markings, Inc				
		Structural System Solutions Inc.				
		Whitaker Construction Group Inc.				
		I I </td				
		Select Cancel				
		Figure 187: Contractor Dialog Box				
		Available entione are estive prime contractor				
		Available options are active prime contractor				
		Contractors form of the contract				

Section Name	Field Name	Description
		b. Click the appropriate contractor, and then
		click Select .
		For example, Key Stone Limited .
WEATHER	Weather	Enter the weather metrics as recorded at the
CONDITIONS		worksite.
	Skies	From the drop-down list, select the appropriate
		option as recorded at the worksite.
		Available options are Clear, Cloudy, Haze, etc. The
		drop-down list displays the sky conditions defined in
		the Skies catalog of the library.
	Precipitation	Enter the precipitation metrics as recorded at the
		worksite.
	Working Conditions	From the drop-down list, select the appropriate
		option as recorded at the worksite.
		Available options are Good, Satisfactory,
		Unsatisfactory, etc.
		The drep down list displays the working conditions
		defined in the Work Condition actular of the library
	High Tomporatura	Enter the highest temperature recorded at the
		worksite
	Low Temperature	Enter the lowest temperature recorded at the
		worksite
	Wind	From the dron-down list select the appropriate
	VVIIIG	ontion as recorded at the worksite
		Available options are Breezy, Calm, Strong, etc. The
		drop-down list displays the wind conditions defined
		in the Wind catalog of the library.
	Soil	From the drop-down list, select the appropriate
		option as recorded at the worksite.
		Available options are Dry, Varies, Wet, etc.
		The drop-down list displays the soil conditions
		defined in the Soil catalog of the library.
	Notes	Enter any notes for the weather conditions at the
		worksite.

7. To record the contractor onsite time details, in the **CONTRACTOR ONSITE TIME** section, perform the following steps:

a. Click Add.

CONTRACTOR DAILY RECORD In Save & Exit Save & Continue In Save & Exit Save & Continue In Save & Exit Save & Continue					
CONTRACTOR ONSITE TIME					
					Ľ
Contractor	Start Time			End Time	
Contractor Key Stone Limited	Start Time			End Time 17:00	
Contractor Key Stone Limited	Start Time 07:00			End Time 17:00	

Figure 188: Contractor Onsite Time Section

The New Contractor Onsite Time dialog box is displayed.

New Contractor Onsite Ti	me	×
Contractor *:	Key Stone Limited 🗸 🗸	
Start Time *:	07:00	
End Time *:	17:00	
	Save Cancel	

Figure 189: New Contractor Onsite Time

b. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Contractor	From the drop-down list, select a contractor. For example,
	Key Stone Limited.
	Available options are prime contractor and subcontractors
	displayed in the Contractors form of the contract.
Start Time	Enter the appropriate start time of the contractor at the
	worksite.
End Time	Enter the appropriate end time of the contractor at the
	worksite.

c. Click Save.

- d. Optionally, perform the following steps, as applicable:
 - To edit the onsite time, perform the following steps:
 - i. Select the appropriate record, and then click **Edit**.
 - ii. Make the necessary changes, and then click **Save**.
 - To delete the onsite time entry, perform the following steps:
 - i. Select the appropriate record, and then click **Delete**.A confirmation message is displayed.
 - ii. Click **OK**.

- 8. To add the work activity details of the worksite, refer to <u>Section 3.5.3.2. Defining Work</u> Activities in CDR and IDR.
- 9. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Critical/ Outstanding Issue	Select the appropriate option.
	Note:
	Upon selecting Yes, the If Yes, Description field is displayed.
	In the If Yes, Description field, enter the appropriate description.
Unsafe Operations	Select the appropriate option.
	Note:
	Upon selecting Yes, the If Yes, Description field is displayed.
	In the If Yes, Description field, enter the appropriate description.
Traffic Control	Select the appropriate option.
Problems	
	Note:
	Upon selecting Yes , the If Yes, Description field is displayed.
	In the If Yes, Description field, enter the appropriate description.
Erosion Control	Select the appropriate option.
Problems	
	Note:
	Upon selecting yes , the if yes , Description field is displayed.
Accidente	In the if Yes, Description field, enter the appropriate description.
Accidents	
	Note:
	Upon selecting Yes, the If Yes, Description field is displayed.
	In the If Yes, Description field, enter the appropriate description.
Deficiencies Found	Select the appropriate option.
Corrective Time	Note: Upon selecting Yes in the Deficiencies Found
Taken (Days)	field, this field is displayed.
	Enter the number of days required to accomplish the deficiencies
	found.

10. In the **DAILY NARRATIVE** section, enter a detailed account of events that occurred at the

worksite.



Figure 190: Daily Narrative Section

You can perform any of the following tasks to create and edit the daily narrative:

Note: By default, the Design mode is selected.

- Bold, italicize, underline, strike-through letters and words
- Use subscripts and superscripts
- Select the font and its size
- Select the font color and the background color for the content
- Insert and manage tables, and hyperlinks
- Use bullets and numbering
- Use clipboard operations to cut, copy, and paste the text
- Use indents and outdents
- To add HTML code, click </> HTML, and then enter the code.
- To preview the entered information, click Preview
- 11. In the **QC/QA NARRATIVE** section, enter a detailed account of events that occurred at the worksite according to the QC/QA.

You can perform any of the following tasks to create and edit the narrative:
Note:

- For WFL projects, this section will be filled out by the Construction Contractor QC Manager role.
- By default, the Design mode is selected.
 - Bold, italicize, underline, strike-through letters and words
 - Use subscripts and superscripts
 - Select the font and its size
 - Select the font color and the background color for the content
 - Insert and manage tables, and hyperlinks
 - Use bullets and numbering
 - Use clipboard operations to cut, copy, and paste the text
 - Use indents and outdents
 - To add HTML code, click </> HTML, and then enter the code.
 - To preview the entered information, click Preview
- 12. Select the check box adjacent to the contractor self-declaration statement to ensure all the entered information is accurate.

Note: This check box must be selected to submit the CDR.

- 13. In the **COMMENTS** section, enter any additional notes or comments for the daily report.
- 14. To generate a report from the details page, perform the following:
 - a. In the toolbar, click **Reports**.



Figure 191: Contractors Daily Report

b. Click Contractors Daily Report.

The **CONTRACTORS DAILY REPORT** page is displayed in a new tab.

- 15. Optionally, in the **ATTACHMENTS** section, upload or link related files. For information on attachments, refer to <u>Section 4.1. Attachments</u>.
- 16. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.5.3.2. Defining Work Activities in CDR and IDR

Prerequisites

- CDR or IDR records are available, as applicable.
- The relevant records are in the Draft workflow status.
- Based on the work activity in CDR or IDR, the role of the logged-in user must be one of the
- following:
 - o Administrator
 - Construction Contractor CDRs only
 - o Construction Contractor Basic
 - Construction Engineer
 - o Construction Operations Engineer
 - o Inspector
 - Construction Component Lead
 - Construction Contractor QC Manager
 - Assistant Project Engineer
 - Project Engineer
 - Regional Engineer
 - Inspector A&E
 - o Assistant Project Engineer A&E
 - Project Engineer A&E
 - Construction Contractor Manager
 For more information on role-specific permissions, refer to <u>Table 1 Contractor Daily</u> <u>Record Permission Matrix or Table 2 – Inspector Daily Record</u>, as applicable.

Overview

You can enter the work activity details of the worksite in the **WORK ACTIVITIES** section of the CDR and IDR forms.

On clicking the hyperlink in the **New WORK ACTIVITIES** dialog box, you are navigated to CDR **NAVIGATION PAGE** or **IDR NAVIGATION PAGE** based on the form you are working on. In the respective page, you can record information about the contract items, equipment, and labor.

Steps

- 1. Open the CDR or IDR record, as applicable.
- 2. In the WORK ACTIVITIES section, click Add.

The **New WORK ACTIVITIES** dialog box is displayed.

New WORK ACTIVITIES			×
Work Activity Code *:	А	~	
:	Navigate to Work Activity Details		
Location *:	Texas		
		h.	
Description *:	Work Activity		
		h	
	Save Cancel		

Figure 192: New Work Activities Dialog Box

3. From the **Work Activity Code** drop-down list, select the appropriate work code.

Note: You cannot repeat the same Work Activity Code.

- 4. To add the activity details, perform the following steps, as applicable:
 - To add the activity details from the template, perform the following steps:
 - a. In the Work Activity dialog box, click the Navigate to Work Activity details hyperlink.
 Based on the form you are working on, either CDR NAVIGATION PAGE or IDR NAVIGATION
 PAGE is displayed.

CDR NAVIGATION PAGE				
🚡 Save & Exit 🛞 Cancel				
Work Activity Code :				î
Select Work Activity from : Template	Erosion Control			- 1
Template Name :	Erosion Control			- 1
WORK ACTIVITY PAYITEMS			F	
Line Number	Pay Item Number	Pay Item Description	Pay Item Type	
A0120	15701-0000	SOIL EROSION CONTROL	N	
A0140	15720-0000	STORM WATER POLLUTION PREVENTION PLAN	Ν	
				-
4				

Figure 193: CDR Navigation Page

Adjacent to the Select Work Activity from Template field, click .
 The Select Work Activity Template dialog box is displayed.

Select Work Activity Template				×
Template Name				T
Erosion Control				÷
40 v items			1 - 1 of 1 items	Ċ
	Select	Cancel		

Figure 194: Select Work Activity Template Dialog Box

c. Select the appropriate template, and then click **Select**.

Available options are work activity templates defined in the **Work Activity Templates** form. For more information on work activity templates, refer to <u>Section 3.5.2. Creating a Work Activity Template</u>.

Upon selecting the template, information retrieved from the work activity template is displayed in the **Description**, **Location**, **WORK ACTIVITY PAYITEMS**, **EQUIPMENT**, and **LABOR** sections.

- To manually add the activity details, in the **Work Activity** dialog box, click the **Navigate to Work Activity** details hyperlink and perform the following steps:
 - a. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Description	Enter the description for the work activity
Location	Enter the location for the work activity.

b. To add the approved contract items to the template, in the **WORK ACTIVITY PAYITEMS** section, perform the following steps:

i. Click Add.

The Approved Contract Items dialog box is displayed.

Approved Contract Items X				
0 selected of	total 27			Select All Records
	Line Number 🌱	Pay Item Number 🌱 🍸	Pay Item Description 🛛 🝸	Pay Item Type 🛛 🍸
	A0560	15101-0000	MOBILIZATION	N
	A0040	15201-0000	CONSTRUCTION SURVEY AND STAK	N
	A0060	15301-0000	CONTRACTOR QUALITY CONTROL	Ν
	0800A	15401-0000	CONTRACTOR TESTING	N
	A0140	15720-0000	STORM WATER POLLUTION PREVE	N
	A0160	20103 0000	CLEARING AND GRUBBING	Ν
	A0180	20301-2800	REMOVAL OF STRUCTURES AND O	N
	A0200	20303-1800	REMOVAL OF PAVEMENT, ASPHALT	Ν
	A0260	25501-1000	MECHANICALLY STABILIZED EARTH	N
	A0280 1 ▶ ₩ 40 ▼ items	25701-0100	CONTRACTOR FURNISHED GABION	N 1 - 27 of 27 items
		Select Cancel		

Figure 195: Approved Contract Items Dialog Box

- ii. Select the appropriate contract item, and then click Select.The contract item is added to the WORK ACTIVITY PAYITEMS section.
- iii. Optionally, perform the following steps, as applicable:
 - To edit the contract item details, perform the following steps:
 - a) Select the appropriate record, and then click Edit.

The Edit WORK ACTIVITY PAYITEMS dialog box is displayed.

- b) Make the necessary changes.
- c) Click Save.
- To delete the contract item, perform the following steps:
 - a) Select the appropriate record, and then click **Delete**. The confirmation message is displayed.
 - b) Click OK.

The contract item is deleted from the section.

- c. To add the equipment to the template, in the **EQUIPMENT** section, perform the following steps:
 - i. Click Add.

The **New EQUIPMENT** dialog box is displayed.

New EQUIPMENT		×
Туре *:	Crew Truck-Key Stone Limited	~
Number *:		1
Production Time (Hrs) :		
Idle Time (Hrs) :		
Idle Code *:	N/A : Not Applicable	\sim
	Save Cancel	

Figure 196: New Equipment Dialog Box

ii. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Туре	From the drop-down list, select the appropriate equipment.
	Available options are equipment defined in the
	Labor/Equipment form of the contract.
	Note: In the drop-down, the equipment is hyphenated
	with the name of the Contractor or Subcontractor. For
	example, Haul Truck - Key Stone Limited.
	For more information on Labor/Equipment form, refer to
	Section 3.5.1. Recording Labors and Equipment.
Number	Enter the quantity of the equipment.
Production Time	Enter the production time in hours.
(Hrs)	
Idle Time (Hrs)	Enter the number of hours the equipment was left idle.
Idle Code	Enter the code that defines the reason to keep the
	equipment idle.
	Available options are S: Suspended, P: No Operator, W:
	No Work Available, etc.
	The drop-down list displays the active codes with
	appropriate description defined in the Idle Codes
	catalog of the library.

iii. Click Save.

The equipment is added to the **EQUIPMENT** section.

- iv. Optionally, perform the following steps, as applicable:
 - To edit the equipment details, perform the following steps:
 - a) Select the appropriate record, and then click Edit. The **Edit EQUIPMENT** dialog box is displayed.
 - b) Make the necessary changes.
 - c) Click Save.
 - To delete the equipment, perform the following steps:
 - a) Select the appropriate record, and then click Delete. The confirmation message is displayed.
 - b) Click **OK**.

The equipment is deleted from the section.

- d. To add the labor to the template, in the **LABOR** section, perform the following steps:
 - i. Click Add.

The **New LABOR** dialog box is displayed.

	-		-	
New LABOR				×
Number *:		1		
Production Time (Hrs) *:		0.00		
Classification :	Operator 2			
	Save Cancel			

Figure 197: New Labor Dialog Box

ii. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Classification	To select the labor, perform the following steps: a) Click . The Select Labor Details dialog box is displayed.
	Select Labor Details X
	Type Y Contractor/Sub-Contractor Y
	Operator 2 Key Stone Limited *
	H 1 H 41 T items 1 - 1 of 1 items C
	Select Cancel
	Figure 198: Select Labor Details Dialog Box

Field Name	Description	
	Available options are labors defined in the	
	Labor/Equipment form of the contract.	
	For more information on Labor/Equipment	
	form, refer to Section 3.5.1. Recording	
	Labors and Equipment.	
	b) Select the appropriate labor, and click Select .	
Number	Enter the number of laborers.	
Production Time (Hrs)	Enter the production time in hours.	

iii. Click Save.

The labor is added to the **LABOR** section.

- iv. Optionally, perform the following steps, as applicable:
 - To edit the labor details, perform the following steps:
 - a) Select the appropriate record, and then click **Edit**. The **Edit LABOR** dialog box is displayed.
 - b) Make the necessary changes.
 - c) Click Save.
 - To delete the labor, perform the following steps:
 - a) Select the appropriate record, and then click **Delete**. The confirmation message is displayed.
 - b) Click **OK**.

The labor is deleted from the section.

- 5. Optionally, perform the following steps, as applicable:
 - To edit the work activity details, in the **WORK ACTIVITIES** section, perform the following steps:
 - a. Select the appropriate record, and then click Edit.

The Edit WORK ACTIVITIES dialog box is displayed.

Edit WORK ACTIVITIES		×
Work Activity Code *:	А	~
:	Navigate to Work Activity Details	
Location *:	Texas	
		li.
Description *:	Work Activity	
		lti
	Save Cancel	

Figure 199: Edit Work Activities Dialog Box

- b. Make the necessary changes, and then click **Save**.
- c. Alternatively, click the **Navigate to Work Activity** Details hyperlink corresponding to the appropriate **Work Activity Code** from the **WORK ACTIVITIES** section, and make the necessary changes.
- To delete the work activity details, in the WORK ACTIVITIES section, perform the following steps:
 - a. Select the appropriate record, and then click **Delete**.
 - A confirmation message is displayed.
 - b. Click **OK**.
- 6. Click Save & Exit.

The New WORK ACTIVITIES dialog box is displayed.

7. Click Save.

3.5.3.3. Approving a Contractor Daily Record

Prerequisites

Based on the workflow status of the record, the role of the logged-in user should be one of the following:

- Administrator
- Construction Component Lead
- Construction Contractor Manager
- Construction Contractor QC Manager
- Construction Contractor Lead
- Construction Contractor CDRs Only
- Project Engineer
- Assistant Project Engineer
- Project Engineer A&E
- Assistant Project Engineer A&E

Overview

This section explains the positive and forward workflow actions to reach the **Approved** workflow status. To move a **Contract Daily** Record in a regular construction contract through the defined workflow, perform the following steps:

Steps

- 1. In the module menu, click **Projects**.
- 2. The **PROJECTS** list page is displayed.

	PROJECTS	PR	OJECTS	
Q, T	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow - 🖹 Reports - 👸	Manage Users 🛛 🦻 Mark Offline/Online 💮 More 🚽
	Select Project 💌	0	Project Code	Project Name Project Description Business Unit
朣	Recent Projects			
100			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(0)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 200: Navigation to Projects Module

3. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	Пюјсстризночко Пюјсстрениез			
Q,	Type to Search 🗙 🗙 🔨	🚋 Select Dashboard: bis sc	✓ Mode: View	∽ 📮 New _🖉 Edit 🏢 Delete	🎭 Set As Default
畲	STT - CA ERFO TS LSPDR 2023-1(1)	Report Viewer			
1.	General Quick Access	Bidder 1149	Schedulei etter	View Benort	
12	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates	~		
٢	+ Documents				
	 Document Search 				
	 Project Report Gallery 				
	 Project Calendar 				
	 Fund Management 				
	 Project Fund List 				
	Project Fund Transaction				
	 Funding Rules 				
	+ Bid Estimate Information				
	+ Bidding				
	+ Contracts				

Figure 201: Expanding Projects Folder

Federal Highway Administration

4. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 202: Navigation to Contracts

5. To approve the **Contractor Daily Record** record, perform the following steps:

Phase	Role		Workflow Steps
1	• A • C C	Administrator Construction Component ead	Note: To move the Contractor Daily Record to the Pending Review workflow status, ensure the contractor's declaration in the CDR record is selected.
		Construction Contractor Manager Construction Contractor QC Manager Construction Contractor Lead Construction Contractor CONSTRUCTION CONTRACTOR	 a. In the list page, select the appropriate record that is in the Draft workflow status, and then click Select Actions. CONTRACTOR DAILY RECORD I a a a a a a a a a a a a a a a a a a a
2	• A • F • A E • F	Administrator Project Engineer Assistant Project Engineer Project Engineer A&E	 a. In the list page, select the appropriate record that is in the Pending Review workflow status, and then click Select Actions.

	 Assistant Project Engineer A&E 	CONTRACTOR DAILY RECORD
		_/ ◎ @ №
		Image: CDR Numbe Approve Image: CDR Numbe Approve Image: CDR Numbe Re-draft
		☑ 00001 ₂y Stone Limited
	t	Figure 204: Workflow Action – Approve
		 b. Click Approve, and in the Masterworks dialog box, click OK. The workflow status of the record is set to Approved.

3.5.3.4. Contractor Daily Record Workflow Status

Based on the **Solicitation Procedure** displayed in the **CONTRACT DETAILS** page, this section provides the workflow actions and status (current and subsequent status) of the **Contract Daily** Record.

For information on setting a workflow status to the next status, refer to <u>Section 4.3. Workflow Status</u> <u>Transitions</u>.

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
1	Draft	 Administrator Construction Component Lead Construction Contractor Manager Construction Contractor QC Manager Construction Contractor Lead Construction Contractor Contractor CDRs Only 	Submit	Pending Review	Note: Ensure the selected contractor is active in the Request for Sublet Work form. • To move the Contractor Daily Record to the Pending Review workflow status, ensure the

Table 13: Contract Daily Report Workflow Status – Regular Construction Contracts

						•	contractor declaration check box in the Contractor Daily Record is selected. Once the record is moved to the Pending Review workflow status, you cannot delete it or edit any of its fields.
2	Pending Review	•	Administrator	Approve	Approved	-	
		•	Project Engineer Assistant Project Engineer Project Engineer A&E Assistant Project Engineer A&E	Re-draft	draft	-	

Table 14: Contract Daily Report Workflow Status – D-B and Letter Contracts

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
1	Draft	 Administrator Construction Component Lead Construction Contractor 	Submit for QC Review	Pending for QC Review	Note: Ensure the selected contractor is active in the Request
		Manager			for Sublet Work form.

		•	Construction Contractor Construction Contractor Contractor CDRs Only			•	To move the Contractor Daily Record to the Pending for QC Review workflow status, ensure the contractor declaration check box in the Contractor Daily Record is selected. Once the record is moved to the Pending for QC Review workflow status, you cannot delete it or edit any of its fields.
2	Donding Deview		A dupa i uni a tura tura	Re-draft	Draft	-	
2	Pending Review	•	Administrator Project Engineer Assistant Project Engineer Project Engineer A&E Assistant Project Engineer A&E	Approve Re-draft	Approved Draft	-	

3.5.4. Inspector Daily Record

The **Inspector Daily Record (IDR)** form enables you to record and track the daily reports at the worksite on a given day.

You can record the following worksite information:

- General information and weather conditions
- Contractor's onsite time
- Critical onsite issues
- A written account of events occurred at the site
- Work activity, equipment, personnel, and materials used

After entering the inspector daily record, you can submit it to FHWA for approval.

If the record is not created within the timeline specified in the **IDR Reminder Timeframe (hrs)** field in the **CONTRACT DETAILS** page, then an email notification is sent to users assigned with the following roles:

- Lead Inspector
- Inspector
- Inspector A&E

Note: The **IDR Reminder Timeframe (hrs)** field is displayed only if the **Send Reminders for IDR** check box is selected in the **CONTRACT DETAILS** page.

You can perform the following tasks:

- 3.5.4.1. Create inspector daily record
- <u>3.5.4.2. Approve inspector daily record</u>

3.5.4.1. Creating an Inspector Daily Record

Prerequisites

- The role of the logged-in user must be one of the following:
 - Administrator
 - o Construction Component Lead
 - Construction Engineer
 - Construction Operations Engineer
 - Inspector
 - Assistant Project Engineer
 - Project Engineer
 - o Regional Engineer
 - Inspector A&E
 - Assistant Project Engineer A&E

• Project Engineer A&E

For more information on role-specific permissions, refer to <u>Table 2 – Inspector Daily Record</u> <u>Permission Matrix</u>.

Overview

You can record and track the day to day activities at the worksite.

This form is configured for use in the mobile application. All the fields configured for the web application are available in the mobile application. Only the users who created the record can edit or delete it.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	OJECTS	
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 👫 Workflow 🛪 📳 Reports 🛪 🗞	Manage Users 🛛 🧖 Mark Offline/Online 💮 More 👻
	Select Project 🔹	0	Project Code	Project Name Project Description Business Unit
朣	Recent Projects		T	
807	SIT - CA EDEO ES I SPDP 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	SH FOR ER OF S ESEDIC 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(<u>a</u>)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 205: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS
Q,	Type to Search X X	🚋 Select Dashboard: bis sc. 🗢 Mode: View 🗸 🖓 New 🧳 Edit 🛅 Delete 🍪 Set As Default
	SIT - CA ERFO ES LSPDR 2023-1(1)	Report Viewer
朣	General Quick Access	Rudder 11149 Schedule etter Manuel Annuel Rawert
	SIT - CA ERFO FS LSPDR 2023-1(1)	Alternates
٩	+ Documents	
	 Document Search 	
	 Project Report Gallery 	
	 Project Calendar 	
	 Fund Management 	
	 Project Fund List 	
	Project Fund Transaction	
	 Funding Rules 	
	+ Bid Estimate Information	
	+ Bidding	
	+ Contracts	

Figure 206: Expanding Projects Folder

Federal Highway Administration

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 207: Navigation to Contracts

4. Expand the **Progress Tracking** folder, and then click **Inspector Daily** Record. The **INSPECTOR DAILY RECORD** list page is displayed.

	PROJECTS		IN	SPECTO	R DAILY RECORD			
۹ 1	Type to Search 🗙 🗙	~	Ð	New	Morkflow 👻 📋	Reports 👻 👫 Excel E:	xport 🔹 💮 More 🔹	
	SIT - CA ERFO FS LSPDR 2023-1(1)	•		0	IDR Number	Contractor	IDR Date	Reported By
朣	General Quick Acces	5			T		MM/dd/yyy 🗰 🝸	
	— Contracts				00001	Key Stone Limited	07/29/2024	
٩	— SIT - CA ERFO FS LSPDR 2023							
	+ Documents							
	+ Configurations							
	Contract Items							
	 Progress Tracking 		Ì					
	 Contractor Daily Record 							
	Inspector Daily Record							
	Daily Diary							
	 Labor/Equipment 							
	Work Activity Templates							
	+ Billings & Payments							
	 Contract Modifications 							
>	Submittals	Ŧ	μ					

Figure 208: List Page of Inspector Daily Record

Federal Highway Administration

5. Click New.

INSPECTOR DAIL	LY RECORD							
🖹 Save & Exit	Save & Continue	🛞 Cancel	🗗 Workflow 🔻	Select Actions 🔻	Reports 👻			
	PRMATION							
GENERAL INFO								
	IDR	: <auto gener<="" th=""><th>ated></th><th></th><th>Created By</th><th>:</th><th>Mike</th><th></th></auto>	ated>		Created By	:	Mike	
	Contract Code	: 6982AF24C00	00004		Date Created	:	07/29/2024	
	Location	:			Work Shift Start	:	07:00	
	IDR Date *	07/29/2024	\sim		Work Shift End	:	17:00	
					Contractor	*:	Key Stone Limited	~
					Inspector	:	Rachel Rosen	~
WEATHER CON	DITIONS							
	Weather	Clear			High Temperature	:	65	
	Skies	: Clear	~		Low Temperature	:	42	
	Precipitation	:			Wind	:	Calm	v
	Working Condition	Good	v		Soil	:	Varies	×
	Notes							
	Notes	•						-
								16
CONTRACTOR	ONSITE TIME							

Figure 209: Inspector Daily Record Page

The **INSPECTOR DAILY RECORD** page displays the following information:

Section Name	Field Name	Description
GENERAL	IDR Number	On saving the record, a unique identification code for
INFORMATION		the IDR is automatically generated.
GENERAL	Contract #	The value as displayed in the Contract # field of the
INFORMATION		CONTRACT DETAILS page.
GENERAL	Date Created	The current date is considered as the daily report
INFORMATION		creation date.
COMMENTS	Reported By	The name of the logged-in user.
COMMENTS	Date	The current date.

6. Provide the appropriate information in the fields, as described in the following table:

Section Name	Field Name	Description
GENERAL	Created By	By default, the name of the logged-in user is
INFORMATION		displayed.
		Optionally, enter the appropriate name.
GENERAL	Work Shift Start	Enter the appropriate start time of the work shift.
INFORMATION		
GENERAL	Location	Enter the location of the worksite.
INFORMATION		
GENERAL	IDR Date	By default, the current date is displayed. Optionally,
INFORMATION		from the drop-down list, select the date for which
		the daily report is being created.

Section Name	Field Name	Description				
GENERAL	Work Shift End	Enter the appropriate end time of the work shift				
	Work Onne End					
GENERAL INFORMATION	Contractor	To select the contractor at the worksite, perform the following steps:				
		b. Click				
		The Contractor dialog box is displayed.				
		Contractor				
		Contractor				
		ARCHITECTURAL MIRROR & GLASS CO				
		G3 Quality, Inc.				
		Mid-Valley Engineering				
		Pacific Mountain Environmental & Construction				
		Padre Associates, Inc.				
		Specialized Pavement Markings, Inc				
		Structural System Solutions Inc.				
		Whitaker Construction Group Inc.				
		✓ 1 ► 40 ▼ items				
		Select Cancel				
		Figure 210: Contractor Dialog Box				
		Available options are active prime contractor				
		and subcontractors displayed in the				
		Contractors form of the contract.				
		c. Click the appropriate contractor, and then click Select .				
		For example, Key Stone Limited .				
GENERAL	Inspector	From the drop-down list, select the name of the				
INFORMATION		Inspector.				
		with the Inspector role.				
WEATHER	Weather	Enter the weather metrics as recorded at the				
CONDITIONS		worksite.				
WEATHER	Skies	From the drop-down list, select the appropriate				
CONDITIONS		option as recorded at the worksite.				
		Available options are Clear, Cloudy, Haze, etc. The				
		the Skies catalog of the library				
WEATHER	Precipitation	Enter the precipitation metrics as recorded at the				
CONDITIONS		worksite.				

Section Name	Field Name	Description				
WEATHER	Working Conditions	From the drop-down list, select the appropriate				
CONDITIONS		option as recorded at the worksite.				
		Available options are Good, Satisfactory,				
		Unsatisfactory, etc.				
		The drop-down list displays the working conditions				
		defined in the Work Condition catalog of the library.				
WEATHER	High Temperature	Enter the highest temperature recorded at the				
CONDITIONS		worksite.				
WEATHER	Low Temperature	Enter the lowest temperature recorded at the				
CONDITIONS		worksite.				
WEATHER	Wind	From the drop-down list, select the appropriate				
CONDITIONS		option as recorded at the worksite.				
		Available options are Breezy, Calm, Strong, etc. The				
		drop-down list displays the wind conditions defined				
		in the Wind catalog of the library.				
WEATHER	Soil	From the drop-down list, select the appropriate				
CONDITIONS		option as recorded at the worksite.				
		Available options are Dry, Varies, Wet, etc.				
		The drop-down list displays the soil conditions				
		defined in the Soil catalog of the library.				
WEATHER	Notes	Enter any notes for the weather conditions at the				
CONDITIONS		worksite.				

- 7. To record the contractor onsite time details, in the **CONTRACTOR ONSITE TIME** section, perform the following steps:
 - a. Click Add.

[CONTRACTOR DAILY RECO	RD e & Continue	🛞 Cancel	磨Î Workflow ▾	🗳 Select Actions	- 🖹 Reports 👻	
	CONTRACTOR ONSITE T	IME					- 4
						- 1-	کا
	Contractor	Start Time				End Time	
	Key Stone Limited	07:00				17:00	
	Add Edit Delete						

Figure 211: Contractor Onsite Time Section

The **New Contractor Onsite Time** dialog box is displayed.

New Contractor Onsite Time							
Contractor *:	Key Stone Limited 🗸 🗸						
Start Time *:	Start Time *: 07:00						
End Time *:	17:00						
	Save Cancel						



b. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description				
Contractor	From the drop-down list, select a contractor. For				
	example, Key Stone Limited.				
	Available options are prime contractor and				
	subcontractors displayed in the Contractors form of				
	the contract.				
Start Time	Enter the appropriate start time of the contractor at				
	the worksite.				
End Time	Enter the appropriate end time of the contractor at				
	the worksite.				

c. Click Save.

- d. Optionally, perform the following steps, as applicable:
 - To edit the onsite time, perform the following steps:
 - iii. Select the appropriate record, and then click **Edit**.
 - iv. Make the necessary changes, and then click **Save**.
 - To delete the onsite time entry, perform the following steps:
 - iii. Select the appropriate record, and then click **Delete**.A confirmation message is displayed.
 - iv. Click **OK**.
- 8. To add the work activity details of the worksite, refer to Section <u>3.5.3.2. Defining Work Activities in</u> <u>CDR and IDR</u>.
- 9. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Critical/ Outstanding	Select the appropriate option.
Issue	
	Note:
	Upon selecting Yes , the If Yes, Description field is
	displayed.

Field Name	Description
	In the If Yes, Description field, enter the appropriate
	description.
Unsafe Operations	Select the appropriate option.
	Note:
	Upon selecting Yes , the If Yes, Description field is
	displayed.
	In the If Yes, Description field, enter the appropriate
Tueffie Oentuel	description.
Iraffic Control	Select the appropriate option.
Problems	Noto
	linon selecting Ves. the If Ves. Description field is
	displayed
	In the If Yes. Description field, enter the appropriate
	description.
Erosion Control	Select the appropriate option.
Problems	
	Note:
	Upon selecting Yes, the If Yes, Description field is
	displayed.
	In the If Yes, Description field, enter the appropriate
	description.
Accidents	Select the appropriate option.
	Neter
	Note:
	displayed
	In the If Yes Description field enter the appropriate
	description.
Deficiencies Found	Select the appropriate option.
Corrective Time Taken	Note: Upon selecting Yes in the Deficiencies Found
(Days)	field, this field is displayed.
	Enter the number of days required to accomplish the
	deficiencies found.

10. In the **QA NARRATIVE REPORT** section, enter a detailed account of events that occurred at the worksite according to the QA.



Figure 213: QA Narrative Report Section

You can perform any of the following tasks to create and edit the daily narrative:

Note: By default, the Design mode is selected.

- Bold, italicize, underline, strike-through letters and words
- Use subscripts and superscripts
- Select the font and its size
- Select the font color and the background color for the content
- Insert and manage tables, and hyperlinks
- Use bullets and numbering
- Use clipboard operations to cut, copy, and paste the text
- Use indents and outdents
- To add HTML code, click </> HTML, and then enter the code.
- To preview the entered information, click Preview

11. In the COMMENTS section, enter a detailed account of events that occurred at the worksite.
 You can perform any of the following tasks to enter comments:
 Note: By default, the Design mode is selected.

- Bold, italicize, underline, strike-through letters and words
- Use subscripts and superscripts
- Select the font and its size
- Select the font color and the background color for the content
- Insert and manage tables, and hyperlinks
- Use bullets and numbering
- Use clipboard operations to cut, copy, and paste the text
- Use indents and outdents
- To add HTML code, click </> HTML, and then enter the code.
- To preview the entered information, click Preview
- 12. To generate a report from the details page, perform the following:
 - a. In the toolbar, click **Reports**.

INSPECTOR DAILY RECORD								
Save & Exit Save & Continue	(3) Cancel	[ø] Workflow ▼	Select Actions 👻	📔 Reports 👻				
GENERAL INFORMATION				Inspectors Daily Record				

Figure 214: Inspectors Daily Report

b. Click Inspector Daily Report.

The **INSPECTORS DAILY REPORT** page is displayed in a new tab.

- 13. Optionally, in the **ATTACHMENTS** section, upload or link related files. For information on attachments, refer to <u>Section 4.1. Attachments</u>.
- 14. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.5.4.2. Approving an Inspector Daily Record

Prerequisites

Based on the workflow status of the record, the role of the logged-in user should be one of the following:

- Administrator
- Construction Component Lead
- Regional Engineer
- Project Engineer
- Assistant Project Engineer
- Project Engineer A&E
- Assistant Project Engineer A&E
- Lead Inspector
- Inspector
- Inspector A&E

Federal Highway Administration

• Construction Operations Engineer

Overview

This section explains the positive and forward workflow actions to reach the **Approved** workflow status. To move an **Inspector Daily** Record through the defined workflow, perform the following steps:

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	PROJECTS						
🔍 Type to Search 🗙 🗙			🞝 New 📓 Workflow - 🖹 Reports - 🖏 Manage Users 🎼 Mark Offline/Online 💮 More -						
諭	Select Project 👻	0	Project Code	Project Name Project Description Business Unit					
讘	Recent Projects		T						
100			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands					
	511 - CA ERFO F3 L3FDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands					
All Projects			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands					
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands					

Figure 215: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS
С,	Type to Search 🗙 🗙 🔨	🕰 Select Dashboard: bis st. 🗸 Mode: View 🗸 💭 New 🧳 Edit 🛅 Delete 🦓 Set As Default
	STI - CA ERI O IS LSPDR 2023-1(1) ▼ General Quick Access "I SIT - CA ERFO FS LSPDR 2023-1(1)	Report Viewer
٢		
	 Document Search 	
	 Project Report Gallery 	
	 Project Calendar 	
	 Fund Management 	
	 Project Fund List 	
	Project Fund Transaction	
	 Funding Rules 	
	+ Bid Estimate Information	
	+ Bidding	
	+ Contracts	

Figure 216: Expanding Projects Folder

Federal Highway Administration

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 217: Navigation to Contracts

- 4. Expand the **Progress Tracking** folder, and then click **Inspector Daily Record**. The **INSPECTOR DAILY RECORD** list page is displayed.
- 5. To approve the Inspector Daily Record, perform the following steps:

Phase	Role		Wo	Workflow Steps					
1	•	Administrator	a.	a. In the list page, select the appropriate record that is					
	•	Construction	in the Draft workflow status, and then click Select Actions.						
		Component							
		Lead	INSPECTOR DAILY RECORD						
	•	Regional							📽 Select Actions 👻 📳
		Engineer			Û	IDR Number		Contractor	
	•	Project Engineer	Submit						Submit
	•	Assistant Project							Yyyy 🖽 T
		Engineer				00001		Key Stone Limited	07/29/2024
	•	Project Engineer	Figure 040. Martiflaux Action - Outprit					Submit	
		A&E				Tigute 21	0. 1	VOIKILOW ACTION -	Submit
	•	Assistant Project	b.	Clic	k Sı	ubmit , and in t	he	e Masterwork	s dialog box, click OK .
		Engineer A&E		Bas	ed o	on the role assi	ign	ned to the us	er, the workflow status
	•	Lead Inspector		of tl	ne re	ecord is set to	eit	her of the fo	lowing:
	•	Inspector							
	•	Inspector A&E			•	If the user is as	sig	gned with the	e Project Engineer role,
					1	the workflow s	tat	us of the rec	ord is set to Approved .
			 If the user is assigned any other roles except the 						
			Project Engineerrole, the workflow status of the						
			record is set to Pending Review .						
2	•		a.	In tł	ne li	st page, select	th	ie appropriat	e record that is in the
	•	Administrator	Pending Review workflow status, and then click Select						

•	Construction Component Lead Regional Engineer Project Engineer	Action: INSPECTO D Edit	S. R DAILY RECORD View Delete IDR Number	Image: Workflow Image: Workflow Contractor Image: Second	Select Actions Submit Re-draft
•	Project Engineer A&E		00002	Key Stone Limited	07/29/2024
•	Construction Operations Engineer	b. Click S Based of of the r	Figure 219: ubmit, and in th on the role assig ecord is set to e If the user is ass role, the workflo Pending FHWA If the user is ass Project Engineer record is set to A	Workflow Action – S and to the use ither of the follo signed with the ow status of the Review . Signed any othe r A&E role, the s	Submit a dialog box, click OK . r, the workflow status owing: Project Engineer A&E e record is set to er roles except the workflow status of the
3	Administrator Project Engineer Construction Operations Engineer	 a. In the line in the P then clip is then clip it is the clip is the	st page, select t ending FHWA F ick Select Actio or DAILY RECORD View Delete IDR Number 00002 : 00001 Figure 220: pprove, and in t	the appropriate Review workfloons.	e record that is w status, and Select Actions V II Approve 07/30/2024 07/29/2024 Approve Approve

3.5.4.3. Inspector Daily Record Workflow Status

The following table provides the workflow actions and status (current and subsequent status) of the Inspector Daily Record.

For information on setting a workflow status to the next status, refer to <u>Section 4.3. Workflow Status</u> <u>Transitions</u>.

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
	Draft	 Administrator Construction Component Lead Regional Engineer Project Engineer Assistant Project Engineer A&E Assistant Project Engineer A&E Lead Inspector Inspector Inspector A&E 	Submit	Pending Review	Note: Ensure the selected contractor is active in the Request for Sublet Work form. If the user is assigned any other roles except the Project Engineer role, then the workflow status of the record is set to Pending Review. Once the record is moved to the Pending Review workflow status, you cannot delete it or edit any of its fields.
1	Draft	 Administrator Construction Component Lead Regional Engineer 	Submit	Approved	If the user is assigned with the Project Engineer role, then the workflow status of the record is set to Approved .

Phase	Current Workflow	Action Stakeholders	Action	Subsequent Workflow	Comments
	Status			Status	
		 Project Engineer Assistant Project Engineer Project Engineer A&E Assistant Project Engineer A&E Lead Inspector Inspector Inspector A&E 			
2	Pending Review	 Administrator Construction Component Lead Regional Engineer Project Engineer A&E Construction Operations Engineer 	Submit	Pending FHWA Review	 If the user is assigned with the Project Engineer A&E role, then the workflow status of the record is set to Pending FHWA. Once the record is moved to the Pending FHWA Review workflow status, you cannot delete it or edit any of its fields.
2	Pending Review	Administrator	Submit	Approved	If the user is
			1	1	assigned any

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
		 Construction Component Lead Regional Engineer Project Engineer Project Engineer A&E Construction Operations Engineer 	Re-draft	Draft	other roles except the Project Engineer A&E role, then the workflow status of the record is set to Approved .
3	Pending FHWA Review	 Administrator Project Engineer Construction Operations Engineer 	Approve	Approved	-

3.5.5. Daily Diary

The Daily Diary enables you to record and track the daily summaries of the construction-related activities in the project.

You can record the following information:

- Weather conditions at the worksite
- Keywords pertaining to the daily summary
- A written account of the events that occurred at the worksite
- Detailed notes about specific categories
- The work hours of the project onsite staff

You can perform the following tasks:

- <u>3.5.5.1. Create daily diary</u>
- <u>3.5.5.2. Approve daily diary record</u>

3.5.5.1. Creating a Daily Diary Record

Prerequisites

The role of the logged-in user must be one of the following:

- Administrator
- Construction Component Lead
- Construction Engineer
- Highway Construction Manager/QAQC
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E
 - For more information on role-specific permissions, refer to <u>Table 3 Daily Diary Permission</u> <u>Matrix</u>.

Overview

You can record and track the daily summaries of the construction activities.

This form is configured for use in the mobile application. All the fields configured for the web application are available in the mobile application. Only the users who created the record can edit or delete it. Additionally, only users assigned with the Project Engineer role can view the records created by other users.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	OJECTS			
Q,	ype to Search 🗙 🗙 🔨	Ð	New 👔 Workflow 👻 📳 Reports 👻 🗞	Manage Users 🛛 🎼 Ma	irk Offline/Online 💮 N	lore 🔻
	Select Project 👻	0	Project Code	Project Name	Project Description	Business Unit
15	A Pacant Projects			T	T	T
L	 Recent Projects 		SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
101			SIT WIT NES GERCIN(4) & NIT NES GERCIER	Renabilitate Marry Gla	Reconstruction of 12	western rederar cands
rên	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla	Reconstruction of 12	Western Federal Lands

Figure 221: Navigation to Projects Module

Federal Highway Administration

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.



Figure 222: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 223: Navigation to Contracts

4. Expand the **Progress Tracking** folder, and then click **Daily Diary**.

The **DAILY DIARY** list page is displayed.

PROJECTS		DAILY DIA	RY				
Q, T	ype to Search 🗙 🗙 🔨	Dew	전 Workflow 👻 📋	Reports 👻 🖓 Excel Ex	rport 🔹 💮 More 👻		
諭	SIT - CA ERFO FS LSPDR 2023-1 💌	0	Project Code	Project Name	Contract #	Record Date	Created On
讘	General Quick Access			T		MM/dd/yyy 📅 🍸	MM/de 📅 🗿 📘
:::	- SIT - CA ERFO FS LSPD		SIT - CA ERFO FS L	SIT - Black Mountain R	6982AF24C000004	07/30/2024	07/30/2024 2:56 AM
(2)-	+ Documents						
	+ Configurations						
	 Contract Items 						
	 Progress Tracking 						
	Contractor Daily						
	Inspector Daily R						
	Daily Diary						
	Labor/Equipment						
	Work Activity Te						
	+ Billings & Payments						
	Contract Modificatio						
	 Submittals 	•					
>	Contract Report Gall						

Figure 224: List Page of Daily Diary Form

5. Click New.

Save & Exit 🚺 Save & Continue	🛞 Cancel 📓 Workflow 🗸	Select Actions 👻	
Project Code :	SIT - CA ERFO FS LSPDR 2023-1(1) (1)	Contract #	: 6982AF24C000004
Project Name :	SIT - Black Mountain Road	Record Date	. 0773072024 V
EATHER CONDITIONS			
Weather *:	Good	High Temperature *	55
Precipitation *:	ОК	Low Temperature *	45
		Wind	Calm 🗸
		Soil	: Varies 🗸 🗸
EYWORDS			
		A	
ARRATIVE*			
B I U abe x₂ x² 🕅 ♠ ▼ → ▼	;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;	"Times Ne▼ 12pt▼ 🗐 着 着 🗄 🖼 🗐	
Progress meeting today. See meetin Craig "radar" from IIK was onsite spoke with Doug from <u>Guinett</u> . H	ng notes. today. 'e was asking about how high the	e masonry needs to go below the weep holes at	
he concrete wall for the plaza and . larification to HK.	how should the venire be attache	ed to the concrete wall. I said I would get some	

Figure 225: Daily Diary Page

The **DAILY DIARY** page displays the following information:

Field Name	Description
Project Code	The project code as defined for the project.

Field Name	Description
Field Name	Description
Project Name	The name of the project.
Contract #	The value as displayed in the Contract # field of the CONTRACT
	DETAILS page.
Prepared By	The name of the logged-in user.
Prepared On	The current date is considered as the daily report creation date.
Reviewed By	Once the record is approved, the name of the reviewer is displayed.
None	Once the record is approved, the date on which the record is
	reviewed is displayed.

6. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Weather	Enter the weather metrics as recorded at the worksite.
Precipitation	Enter the precipitation metrics as recorded at the worksite.
High Temperature	Enter the highest temperature recorded at the worksite.
Low Temperature	Enter the lowest temperature recorded at the worksite.
Wind	From the drop-down list, select the appropriate option as recorded
	at the worksite.
	Available options are Breezy, Calm, Strong, etc.
	The drop-down list displays the conditions defined in the
	Wind catalog of the library.
Soil	From the drop-down list, select the appropriate option as recorded
	at the worksite.
	Available options are Dry, Varies, Wet, etc.
	The drop-down list displays the soil conditions defined in the
	Soil catalog of the library.

- 7. In the **KEYWORDS** section, enter any keywords pertaining to the daily summary.
- 8. In the **NARRATIVE** section, enter a detailed account of events that occurred at the worksite.

You can perform any of the following tasks to create and edit the daily narrative:

Note: By default, the Design mode is selected.

- Bold, italicize, underline, strike-through letters and words
- Use subscripts and superscripts
- Select the font and its size
- Select the font color and the background color for the content
- Insert and manage tables, and hyperlinks
- Use bullets and numbering
- Use clipboard operations to cut, copy, and paste the text
- Use indents and outdents
- To add HTML code, click </> HTML, and then enter the code.

- To preview the entered information, click Preview
- 9. To add notes specific to certain category, in the **SPECIFIC NOTES** section, perform the following steps:
 - a. Click Add.

DAILY DIARY	
🗈 Save & Exit 🛛 Save & Continue 🏾 🛞 Cancel	🕅 Workflow 👻 🍄 Select Actions 👻
SPECIFIC NOTES	
Notes	Category
No requirement of additional area clearing	General Comments
Add Edit Delete	

Figure 226: Specific Notes Section

The New Specific Notes dialog box is displayed.

New Specific Notes			×
Notes *:	No requirement of additional area clearing		
Category *:	General Comments		
	Save Cancel		

Figure 227:New Specific Notes Dialog Box

b. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Category	To select a category, perform the following steps:
	i. Click .

Field Name	Description
	The Category Picker dialog box is displayed.
	Category Picker X
	Category T
	Contractor's Operation
	Corrective Action/Measures
	Environmental Concern Comments
	Erosion Control Comments
	General Comments
	Inspection
	Meetings
	Safety Concerns
	Subcontractor's Operation
	Testing
	Traffic Control Comments
	Visitors
	K ▲ 1 ► H 40 ▼ items 1 - 12 of 12 items Č
	Select Cancel
	Figure 228: Category Picker Dialog Box
	Available options are active categories defined in the
	Daily Diary Categories catalog of the library.
	ii. Click the appropriate category, and then click Select .
	Optionally, if there are no categories recorded in the
	Daily Diary Categories catalog of the library, enter the
	name of
	the category.
	Note: If the category is manually added, then the
	newly added category is updated in the Category
	Picker of other Daily Diary records of the project.
	However, it is not automatically updated in the Daily
	Diary Categories library catalog.
Notes	Enter any specific notes for the category.

c. Click Save.

- d. Optionally, perform the following steps, as applicable:
 - To edit the notes, perform the following steps:
 - i. Select the appropriate record, and then click **Edit**.
 - ii. Make the necessary changes, and then click **Save**.
 - To delete the notes, perform the following steps:
- Select the appropriate record, and then click **Delete**.
 A confirmation message is displayed.
- ii. Click **OK.**
- 10. To record the work hours of the project staff at the worksite, in the **PROJECT STAFF ONSITE TIME**, perform the following steps:
 - a. Click Add.



Figure 229: Project Staff Onsite Time Section

b. The New Project Staff Onsite Time dialog box is displayed.

New Project Staff Onsite Time									
Hours Worked (Hrs) $*$:	4.00								
Staff Name *:	Mike								
	Save Cancel								

Figure 230: New Project Staff Onsite Time Dialog Box

c. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Hours Worked (Hrs)	By default, 0 is displayed.
	Enter the number of hours the staff worked onsite.
Staff Name	To select the Staff Name, perform the following steps:
	i. Click .

Field Name	Descri	ption							
		The Staff Na	me dialog	box is display	/ed.				
		Staff Name	aff Name						
		FullName	FirstName	T LastName T	Email T	RoleName			
		Daniel Sorensen	Daniel	Sorensen	Daniel Cons	Construction Engineer,Const			
		Daniel Sorensen	Daniel	Sorensen	Daniel HWC	Highway Construction Mana			
		Deepa	Deepa		deepa@yop	Construction Engineer, High			
		John VanSwearingen	John	VanSwearingen	John_ConstE	Construction Engineer,Const			
		John VanSwearingen	John	VanSwearingen	John_HWCo	Highway Construction Mana			
		Kim Pellegrini	Kim	Pellegrini	Kim_ConstE	Construction Engineer,Const			
		Kim Pellegrini	Kim	Pellegrini	Kim_HWCon	Highway Construction Mana			
		Kuser2 Kuser	Kuser 2	Kuser	kuser_AllRol	Construction Engineer, High			
		Mike	Mike		mike@amail	Construction Engineer, High			
		Rachel Rosen	Rachel	Rosen	Rachel Cons	Construction Engineer,Const			
		Rachel Rosen	Rachel	Rosen	Rachel Cons	Construction Inspection A&E			
		Rachel Rosen	Rachel	Rosen	Rachel_Cons	Construction Operations Eng			
		Rachel Rosen	Rachel	Rosen	Rachel_HWC	Highway Construction Mana			
		Rachel Rosen	Rachel	Rosen	Rachel_Insp	Inspector			
			40 V items	Datel	Dalan Canat	Construction Engineer Const			
			10	Select Cancel					
		Available opt invited to the	ailable options are users with appropriate roles /ited to the project and contract.						
	Note: Only users with the following roles are								
	avaitat		n the picker:						
	• Cor	nstruction Op	perations l	ngineer					
	 Insp 	pector							
	Ass	istant Projec	t Engineer	ŕ					
	• Pro	ject Engineer							
	• Reg	vional Engine	er						
	• Cor	istruction ins	spection A	AE Manager					
	 Insp 	pector A&E							
	• Ass	istant Proiec	t Engineer	A&E					
	• Pro	iect Engineer	۰ ۵ <u>۶</u> . ۲						
	• Cor	nstruction En	gineer						
	 Hig 	hway Constr	uction Ma	nager/QAQC					
	ii.	Click the app	propriate s	staff name, an	d then	click Select .			

d. Click Save.

e. Optionally, perform the following steps, as applicable:

- To edit the onsite time, perform the following steps:
 - i. Select the appropriate record, and then click **Edit**.
 - ii. Make the necessary changes, and then click **Save**.
- To delete the onsite time entry, perform the following steps:
 - i. Select the appropriate record, and then click **Delete**. A confirmation message is displayed.
 - ii. Click **OK.**
- 11. Optionally, in the **ATTACHMENTS** section, upload or link related files. For information on attachments, refer to <u>Section 4.1. Attachments</u>.
- 12. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.5.5.2. Approving a Daily Diary Record

Prerequisites

Based on the workflow status of the record, the role of the logged-in user should be one of the following:

- Administrator
- Construction Component Lead
- Regional Engineer
- Project Engineer
- Assistant Project Engineer
- Project Engineer A&E
- Assistant Project Engineer A&E
- Lead Inspector
- Inspector
- Inspector A&E

Overview

This section explains the positive and forward workflow actions to reach the **Approved** workflow status. To move a **Daily Diary** through the defined workflow, perform the following steps:

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	DJECTS	
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow 🛪 📳 Reports 🛪 🗞	Manage Users 🏾 🎼 Mark Offline/Online 🛛 💮 More 👻
	Select Project 👻	0	Project Code	Project Name Project Description Business Unit
朣	Recent Projects		Y	
en A			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	511 - CA ERFO F5 LSPDR 2025-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(2)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 232: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS	
Q,	Type to Search 🗙 🗙 🔨	🚲 Select Dashboard: bis st. 🗸 Mode: View 🗸 Diverties the state of t	et As Default
	SIT - CA ERI O IS LSPDR 2023-1(1) General Quick Access SIT - CA ERFO FS LSPDR 2023-1(1) + Documents = Document Search	Report Viewer	
	 Project Report Gallery Project Calendar Fund Management Project Fund list Project Fund Iransaction Funding Rules Bid Estimate Information Bidding Contracts 		

Figure 233: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 234: Navigation to Contracts

- 4. Expand the **Progress Tracking** folder, and then click **Daily Diary**. The **DAILY DIARY** list page is displayed.
- 5. To approve the **Daily Diary** record, perform the following steps:

Phase	Role		Workflow Steps	
1	•	Administrator Construction Component Lead Regional Engineer Project Engineer Assistant Project Engineer Project Engineer A&E Assistant Project Engineer A&E Lead Inspector Inspector Inspector A&E	 a. In the list page, select the appropriate record that is in the Draft workflow status, and then click Select Actions. DALLY DIARY Edit View Delete Workflow Select Actions Record Dat Record Dat Submit ## Record I Submit ## Recor	

2	•	Administrator Project Engineer	a. I	 a. In the list page, select the appropriate record that is in the Pending Review workflow status, and then click Select Actions. 							
				DAIL	Y DIA	ARY					
				_Ø E	dit	👁 View 👖 Delete	卧 Workflow 🔹	Select A	Actions 👻 📋	Reports 💌	
					0	Project Code	Project Name	ReDraft	: #	Record Date	
								Submit		MM/dd/yyy	
						SIT - CA ERFO FS L	SIT - Black Mountai		4C000004	07/30/2024	
				bmit							
			b. (Clic The	k / wo	Approve, and in orkflow status	n the Maste of the recor	erworks d is set	dialog bo to Appro	ox, click OK . oved.	

3.5.5.3. Daily Diary Workflow Status

The following table provides the workflow actions and status (current and subsequent status) of the **Daily Diary** record.

For information on setting a workflow status to the next status, refer to Section 4.3. Workflow Status Transitions.

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
1	Draft	 Administrator Construction Component Lead Regional Engineer Project Engineer Assistant Project Engineer Project Engineer A&E Assistant Project Engineer A&E 	Submit	Pending for Review	 If the user is assigned any other roles except the Project Engineer role, then the workflow status of the record is set to Pending

	Review	•	Project Engineer		Re-draft	-
2	Pending for	٠	Administrator	Submit	Approved	-
						then the workflow status of the record is set to Approved .
					Αρριονέα	assigned with the Project Engineer role,
		•	Inspector Inspector A&E		Approved	 Review. Only the user that created the record can edit the record. Once the record is moved to the Pending for Review workflow status, you cannot delete it or edit any of its fields. If the user is
		•	Lead Inspector Inspector			for Review. • Only the

3.5.6. Generating Progress Tracking Reports

Based on the roles assigned to you, you can generate various progress reports that illustrate various information views. These reports enable various stakeholders to stay up-to-date on the progress status of the contract.

You can generate various progress tracking reports from:

- <u>3.5.6.1. Contractor daily record list page</u>
- <u>3.5.6.2. Inspector daily record list page</u>
- <u>3.5.6.3. Daily diary list page</u>

Progress Tracking Report Permission Matrix

From the **CONTRACT DAILY RECORD**, **INSPECTOR DAILY RECORD**, and **DAILY DIARY** list page, the

following roles can generate reports:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Highway Construction Manager/QA QC
- Construction Operations Manager
- Construction Contractor CDRs only
- Construction Contractor Basic
- Construction Contractor QC Manager
- Construction Contractor Manager
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

3.5.6.1. Contractor Daily Record List Page Report

Overview

Based on the roles assigned to you, you can generate the contractor daily report that illustrate Various information views. For more information on roles, refer to <u>Progress Tracking Permission Matrix</u>.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	DJECTS	
Q, I	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow 🛪 📳 Reports 🛪 🗞	Manage Users 🏾 🎼 Mark Offline/Online 🛛 💮 More 👻
	Select Project 👻	0	Project Code	Project Name Project Description Business Unit
朣	Recent Projects		Y	
en A			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	511 - CA ERFO F5 LSPDR 2025-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(2)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 237: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

	PROJECTS	PROJECT DASHBOARD PROJECT DETAILS	
Q,	Type to Search 🗙 🗙 🔨	🚋 Select Dashboard: bis sc 🗸 View V 🖓 New 🧳 Edit 🛅 Delete 🍪	Set As Default
	SIT - CA EIR OTS LSPOR 2023-1(1) General Quick Access SIT - CA EIRO FS LSPOR 2023-1(1) SIT - CA EIRO FS LSPOR 2023-1(1) ST - CA EIRO FS LSPOR 2023-1(1) ST - CA EIRO FS LSPOR 2023-1(1) Folicet Report Satch Project Report Gallery Project Report Gallery Project Calendar Project Calendar Project Calendar Project Fund Itat Project Fund Itat Project Fund Itat Project Fund Itat Bid Estimate Information Bidding Contracts Contracts<	Report Viewer Hidder 1119 Schedlike errer Alternates	

Figure 238: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 239: Navigation to Contracts

4. Expand the **Progress Tracking** folder, and then click **Contractor Daily** Record. The **CONTRACTOR DAILY RECORD** list page is displayed.

PROJECTS				сс	NTRAC	TOR DAILY RECORD					
С,	Гуре to Search	×	v .	~	Ð	New	🖈 Workflow 👻	Ê	Reports 👻	िंगे Excel Ex	port 🔹 💮 More 💌
	SIT - CA ERFO FS LSPD	R 2023-1(1)				0	CDR Number	E	List Page	Report	R Date
讘	General	Quick A	ccess					E	Contracto	ors Daily Record	d 🕺 📶 dd/yyy
rn P	— Contracts						00006	_	-		01/2024
	— SIT - CA ERFO	FS LSPDR 2	2023				00005		Key Stone	Limited	07/01/2024
1.82	+ Document	S					00004		Columbia	River Contr	05/23/2024
	+ Configurations	+ Configurations					00003		Asphalt LC	C_Test	05/01/2024
	 Contract It 	ems					00002		Key Stone	Limited	01/11/2024
	— Progress T	racking		<			00001		Key Stone	Limited	12/05/2023
	Contrac	tor Daily Re	ecord								
	InspectoDaily Dia	ary	oru	ľ							
	Labor/E	quipment		L							
	Work Ac	tivity Temp	lates	•							
	+ Billings & P	Payments									
	Contract N	lodification	s								

Figure 240: List Page of Contractor Daily Record

In the list page, click Reports, and then click Contractors Daily Record.
 Optionally, select the appropriate CDR record, click Reports, and then click Contractors Daily Record.

The report is generated and displayed.

For more information on the various report features available, refer to Section <u>4.2. Standard Report</u> <u>Functions</u>.

3.5.6.2. Inspector Daily Record List Page Report

Overview

Based on the roles assigned to you, you can generate the inspector daily report that illustrate various information views.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PR	OJECTS	
Q,	ype to Search 🗙 🗙 🔨	Ð	New 📲 Workflow 🛪 📳 Reports 🛪 🗞	Manage Users 🛛 🏂 Mark Offline/Online 💮 More 🗸
	Select Project	0	Project Code	Project Name Project Description Business Unit
朣	Recent Projects		T	
en#1			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	SIT - CA ERFO FS LSPDR 2023-1(T)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(a)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 241: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.



Figure 242: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 243: Navigation to Contracts

4. Expand the **Progress Tracking** folder, and then click **Inspector Daily** Record. The **INSPECTOR DAILY RECORD** list page is displayed.

	PROJECT	rs			IN	INSPECTOR DAILY RECORD							
Q Type to Search X			Ð	New	🗗 Workflow 👻	🗐 Reports 🔻	Et Excel Ex	port 👻 💮 More 👻					
	SIT - CA ERFO FS LSP	DR 2023-1(1)		•		Ø	IDR Number	📑 List Page	Report	R Date			
I ⊒	General Quick Access					Inspector	M/dd/yyy 📅 🍸						
en B	 Contracts 						00002			/30/2024			
	— SIT - CA ERF	O FS LSPDR	2023				00001	Key Stone	Limited	07/29/2024			
М	+ Documer	nts											
	+ Configura	ations											
	 Contract 	ltems											
	 Progress 	Tracking		<									
	Contra	actor Daily Re	ecord										
	Inspec	tor Daily Re	cord										
	Daily D	Diary		10									
	Labor/	/Equipment											
	Work A	Activity Temp	ates										
	+ Billings &	Payments											
	 Contract 	Modification	IS										

Figure 244: List Page of Inspector Daily Record

5. In the list page, click **Reports**, and then click **Inspectors Daily Record**. The report is generated and displayed. For more information on the various report features available, refer to Section 4.2. Standard Report Functions.

3.5.6.3. Daily Diary List Page Report

Overview

Based on the roles assigned to you, you can generate the daily report that illustrate various information views. For more information on report permissions, refer to <u>Progress Tracking Report</u> <u>Permission Matrix</u>.

Steps

In the module menu, click **Projects**.
 The **PROJECTS** list page is displayed.

	PROJECTS	PR	PROJECTS									
9	ype to Search 🗙 🗙 🔨	Ð	New 🙀 Workflow 👻 📳 Reports 👻 🗞	Manage Users 🏽 🎼 Mark Offline/Online 💮 More 👻								
	Select Project 👻	0	Project Code	Project Name Project Description Business Unit								
I ≩	Recent Projects		T									
en A			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands								
	STE - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands								
(<u>a</u>)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands								
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands								

Figure 245: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.



Figure 246: Expanding Projects Folder

3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 247: Navigation to Contracts

4. Expand the **Progress Tracking** folder, and then click **Daily Diary**. The **DAILY DIARY** list page is displayed.

	PROJECTS		DAI	LY DIA	ARY			
Q,	Type to Search 🗙 🗙		ф,	New	🕅 Workflow 👻	Reports 🔻	Et Excel Ex	kport 🔹 💮 More 🔹
	SIT - CA ERFO FS LSPDR 2023-1(1)			0	Project Code	🛃 Daily Dia	ry Report	Contract #
I ≩	General Quick Access							T
	— Contracts				SIT - CA ERFO FS L	SIT - Black	Mountain R	6982AF24C000004
<u>نې</u>	- SIT - CA ERFO FS LSPDR 2023							
	+ Documents	1						
	+ Configurations							
	Contract Items							
	 Progress Tracking 	<						
	Contractor Daily Record							
	Inspector Daily Record							
	Daily Diary							
	 Labor/Equipment 							
	 Work Activity Templates 							
	+ Billings & Payments							
	 Contract Modifications 							

Figure 248: List Page of the Daily Diary Form

In the list page, click **Reports**, and then click **Daily Diary Report**.
 The report is generated and displayed.
 For more information on the various report features available, refer to <u>Section 4.2. Standard Report</u>.

Functions.

3.6. Generating Contract Reports

Based on the roles assigned to you, you can generate various contract reports that illustrate various types of information. These reports enable various contract stakeholders to stay up-todate on the contract status.

You can generate various contract reports from the **Contract Report Gallery**.

Contract Report Gallery Permission Matrix

From the **CONTRACT REPORT GALLERY** page, the following roles can generate the respective reports:

Role	Reports
 Administrator Construction Component Lead Construction Contractor Basic Construction Admin Staff Construction Engineer Construction Contractor QC Manager Construction Contractor Manager Highway Construction Manager/QA QC Inspector Assistant Project Engineer Project Engineer Regional Engineer Construction Inspection A&E Manager Inspector A&E Assistant Project Engineer A&E 	 CM Affected Pay Items Report Contract Modification Report Contract Summary Report Grand Pay Item Summary Report Government Receiving Report Pay Note Report Pay Note Summary Report Progress Payment Report Progress Payment Schedule Summary Report Contractors Daily Record Daily Diary Report Inspector Daily Report
Construction Operations Engineer	 CM Affected Pay Item Report Contract Modification Report Government Receiving Report Contractors Daily Record Daily Diary Report Inspector Daily Report Progress Payment Schedule Summary Report

Federal Highway	Construction Part A
Administration	Participant Guide
 Administrator Construction Component Lead Construction Admin Staff Construction Contractor QC Manager Construction Contractor Manager Construction Operations Engineer Assistant Project Engineer Project Engineer Regional Engineer A&E 	 Progress Payment Report (Contractor's Version)

3.6.1. Contract Report Gallery

Overview

Based on the roles assigned to you, you can generate various reports that illustrate contract information. For more information on report permissions, refer to <u>Contract Report Gallery Permission Matrix</u>.

Steps

1. In the module menu, click **Projects**.

The **PROJECTS** list page is displayed.

	PROJECTS	PF	OJECTS	
٩	ype to Search 🗙 🗙 🔨	Ð	New 🖟 Workflow 🛪 📋 Reports 🛪 🖧	Manage Users 🛛 🎼 Mark Offline/Online 💮 More 👻
	Select Project	0	Project Code	Project Name Project Description Business Unit
懾	Recent Projects		Y	
E CONTRACTOR OF			SIT MT NPS GLAC 14(4) & MT NPS- Test GL	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
	STI - CA ERFO FS LSPDR 2023-1(1)		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
(Q)	All Projects		SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands
			SIT MT NPS GLAC 14(4) & MT NPS GLACIER	Rehabilitate Many Gla Reconstruction of 12 Western Federal Lands

Figure 249: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.





3. In the navigation pane, expand the **Contracts** folder, and then expand the contract.



Figure 251: Navigation to Contracts

4. Click Contract Report Gallery.

The **CONTRACT REPORT GALLERY** page is displayed.

	PROJECTS	CONT	TRACT REPORT GALLERY
Q,	Type to Search X X	F	Report
	SIT - CA ERFO FS LSPDR 2023-1(1)	🗸 ci	hange Orders
讘	General Quick Access	c	Change Order By Date Report
	- Contracts	V Co	ontract Modifications
ø	 SIT - CA ERFO FS LSPDR 2023 	-	CM Affected Pay Item Report
	+ Documents	c	Contract Modification Report
	+ Configurations		
	Contract Items	Ƴ G	eneral(Contract dashboards)
	+ Progress Tracking	C	Contract Summary Report
	— Billings & Payments	G	Grand pay item summary report
	Item Posting	V Pr	rogress payments
	Pay Estimates	G	Government Receiving Report
	Pay Estimates Tracking	P	Pay Note Report
	 Contract Modifications 	P	Pay Note Summary Report
	 Submittals 	P	Progress Payment Report
	Contract Report Gallery	P	Progress Payment Report(Contractor's Version)
>	+ Subcontract	P	Progress Payment Schedule Summary Report
	Contract Closeout Status	•	

Figure 252: Contract Report Gallery

5. In the list page, double-click the appropriate report.The report is generated and displayed.You can generate the following reports:

- CM Affected Pay Items Report
- Contract Modification Report
- Contract Summary Report
- Grand Pay Item Summary Report
- Government Receiving Report
- Pay Note Report

- Pay Note Summary Report
- Progress Payment Report
- Progress Payment Schedule Summary Report
- Contractors Daily Record
- Daily Diary Report
- Inspector Daily Report
- Submittal Log

For more information on the various report features available, refer to <u>Section 4.2.</u> <u>Standard Report Functions</u>.

4. Appendix

4.1 Attachments

You can upload or link files in the Documents folders to every record. You can also upload any number of attachments, regardless of size, to a record or while performing workflow actions for a record.

The following sections explain how to upload or link, access, and download attachments in a form or workflow:

- <u>4.1.1. Attaching a File to a Form</u>
- <u>4.1.2. Attaching a File to a Workflow</u>
- 4.1.3. Accessing and Downloading Attached Files
- <u>4.1.4. Deleting Attached Files</u>

You can annotate and delete attachments

4.1.1 Attaching a File to a Form

You can upload files to a form and link a file in the Documents folders of a form.

Note: The **Upload** and **Link New Document** option is the most preferred and used method to link files to a form by the FLH team.

The **Project Fund List** form is used for illustration purposes.

Uploading Files to a Form

To upload files, perform the following steps in the ATTACHMENTS section:

1. Click Upload Document.

PROJECT FUND L	IST							
Save & Exit	Save & Continue	🛞 Cancel	🛃 Workflow 🚽	·2·	Select Act	ons 🔻		+
	ACCOUNT NUMBER .	13100450272	201.340.011.9700.04	• 1]				
	Account Priority :	CON03-CON	04	~				
Aut	norized Amount (\$) :		0.0	0				
Exp	pended Amount (\$) :		0.0	0				
Proba	ble Expenditure (\$) :		0.6	0				
Ren	naining Amount (\$) :		0.(0				
	Notes :			▲ ▼/				
ATTACHMENTS								
ē 🖻 🕹								
File View	Status Docume	nt Na Url	/Link Title	Upload	led By	Uploaded Date	File Size	
No Attachment	s available							
Link Docume	nt Upload Docume	ent.						

Figure 253: Using Upload Document Option

The **Open** dialog box is displayed.

		FRIVA > PUDIISRE > C Sea	irch Pi	IDIISNED PUR	
ganize • New	v folder			≣ •	
A Home		Name		Date modified	
	1	A01_Library_Management_PG_ditamap-10001		5/24/2023 3:08	PM
		A01_Library_Management_PG_ditamap-10002	2	5/25/2023 5:23	PM
Desktop :	*	A01_Library_Management_PG_ditamap-10002	!	5/25/2023 5:23	PM
Documents	, I –	A01_Library_Management_PG_ditamap-10004		5/30/2023 11:04	AM
🛓 Downloads	*	A01_Library_Management_PG_Draft		5/29/2023 10:00	5 PM
Pictures	*	Adding_an_Engineers_Estimate_Item_dita-1000	0	6/21/2023 12:29	MA 9
Music		Adding_an_Engineers_Estimate_Item_ditaAddir	n	6/15/2023 1:03	PM
Videos	*	-			
F	File name:		files		

Figure 254: Open Dialog Box

To upload a single file, click the appropriate file.
 Optionally, to upload multiple files, press and hold CTRL, and then click the appropriate files.

3. Click Open.

\rightarrow \checkmark \uparrow	🚞 « FHWA > Publishe 🗸 🖒 Sea	rch Published PDF 🛛 🖌
rganize 🐐 New f	lder	≣• □ (
Home	Name	Date modified
	A01_Library_Management_PG_ditamap-10001	5/24/2023 3:08 PM
	A01_Library_Management_PG_ditamap-10002	5/25/2023 5:23 PM
🔜 Desktop 🛛 🖈	A01_Library_Management_PG_ditamap-10002	5/25/2023 5:23 PM
🖺 Documents 🖈	A01_Library_Management_PG_ditamap-10004	5/30/2023 11:04 AM
🛓 Downloads 🖈	A01_Library_Management_PG_Draft	5/29/2023 10:06 PM
🚬 Pictures 🛛 🖈	Adding_an_Engineers_Estimate_Item_dita-1000	6/21/2023 12:29 AM
🕑 Music 🛛 🖈	Adding_an_Engineers_Estimate_Item_ditaAddir	6/15/2023 1:03 PM
🚺 Videos 🛛 🖈		
File	name: V All f	iles



The files are uploaded to the form and displayed in the **ATTACHMENTS** section.

4. The name of the file is updated in the **Title** column.

Optionally, in the **Title** column, enter the tiles for the files attached.

PROJECT FUND LI	IST															
Save & Exit	Save	& Continue	e 🛞 Ca	incel	M M	/orkflow	÷ '	ŝ Se	elect A	ctions 👻					+	♥
	ACCOUNT	NUMBER	. 13100	+302724	JT.J4U.	CN.V/UU	.04.									
Account Priority :				-CON04	4		~									
Authorized Amount (\$) :							0.00									
Expended Amount (\$) :							0.00									
Probable Expenditure (\$) :			:				0.00									
Remaining Amount (\$) : 0.					0.00											
		Notes	:				A									I
ATTACHMENTS							H									
Ū 🗹 土																
File View	Status	Document Name		Uri/Li	nk	Title				Upioaded By		Uploaded I	Date	File Size		
		Fund Mana FHWA.docx	anagement in ocx		Document		iment -	t - FM 🏑		Mike Ross		07-27-2023 3:05 AM		13 KB		
Link Documer	nt Up	load Docu	ment													
4																

Figure 256: Uploaded File

Linking a File to a Form

You can link a file to a form using any of the following options:

• **Masterworks Document:** This option enables you to link files available in the document folders of a project or contract. The document folders are available based on the selected document folder structure in the **PROJECT DETAILS** page.

Note: This option helps users avoid uploading the same files multiple times in a project.

- Upload and Link New Document: This option enables you to upload new files to the document folders of a project or contract and link them to the respective form. The document folders are available based on the selected document folder structure in the PROJECT DETAILS page.
 Note: This option helps users upload new files into the document folder structure from the respective form without navigating to the document folder.
 The Upload and Link New Document option is the most preferred and used method to link files to a form by the FLH team.
- **External Document:** This option enables you to link files from an external location.

Linking a File to a Form – Masterworks Document Option

To link a file available in the Documents folders, perform the following steps:

1. In the ATTACHMENTS section, click Link Document.

PROJECT FUND LIST			
Save & Exit Save & Continue	🛞 Cancel 🛛 🗗 Workflow 👻	📽 Select Actions 👻	+ 1
Account Number .	131004302/201.340.CN.V/00.04.1		4
Account Priority :	CON03-CON04 🗸		
Authorized Amount (\$) :	0.00		
Expended Amount (\$) :	0.00		
Probable Expenditure (\$) :	0.00		
Remaining Amount (\$) :	0.00		
Notes :	A		
ATTACHMENTS			
Ē ⊯ ±			
File View Status Docume	nt Na Url/Link Title U	ploaded By Uploaded Date	File Size
No Attachments available			
Link Document Upload Docume	ent		
1			•

Figure 257: Using Link Document Option

The Link Document dialog box is displayed.

Link Document					×
MasterWorks Docume	ent OUpload	and Link New Document	Exter	rnal Document	
Folder : Rn	-FHWA-2607, REST	ORATION OF NORTHERN RA	ILS	~	
		Sear	rch Cle	ear Search	
Document Name		Title		Created By	Created Date
No Link available					
		ОК	Cancel		

Figure 258: Link Document Dialog Box

2. Click Masterworks Document.

Link Document		×			
MasterWorks Document	O Upload and Link New Document (CEXTERNAL DOCUMENT			
Folder : Rn-FHWA-2607, RESTORATION OF NORTHERN RAILS					
OK Cancel					

Figure 259: Using Masterworks Document Option

3. In the **Folder** drop-down list, select the appropriate document folder where the files exist. The list of files in that folder is displayed.

Link Document			×
MasterWorks Document	Upload and Link New Document	O External Document	
Folder : Rn-FHWA-	2607, RESTORATION OF NORTHERN RA	ILS 🗸	
Document Name	Title	Created By	Created Date
Fund Management in FHWA	.docx Document - FM	Mike Ross	07-27-2023 3:17 AM
	ок	Cancel	

Figure 260: List of Documents

- 4. Perform any of the following steps, as applicable:
 - From the list of files, select the appropriate files.
 - To search for a file, in the box, enter any search criteria for the file, click **Search**, and then select the appropriate files.

Link Document			×
MasterWorks Document	O Upload and Link New Document	O External Document	
Folder : SIT - CA	HBP CR104(1) ET AL, SIT - TRINITY COU	INTY HBP BRIDGES 🗸	
	s	earch Clear Search	
Document Name	Title	Created By	Created Date
No Link available			
	17 <u></u>		
	ОК	Cancel	

Figure 261: Using Search Option

You can specify search criteria such as the extension of the file type, the date or time the file was uploaded, the name or title of the file, or the username of the user who uploaded the file.

- Optionally, to view all the files in the selected folder, click **Clear Search**.
- 5. Click OK.

The files are linked to the form and are displayed in the ATTACHMENTS section.

PROJECT FUND LIST						
Save & Exit Save & C	Continue 🏽 🛞 Cancel	₽ Workflow ▼	Select Actions 👻			**
Account P	riority : CON03-COM	104 🗸				
Authorized Amou	unt (S) :	0.00				
Expended Amou	unt (\$) :	0.00				
Probable Expendito	ure (\$) :	0.00				
Remaining Amou	unt (\$) :	0.00				
	Notes :					- 1
ATTACHMENTS						- 1
File View Status	Document Name	Url/Link	Title	Uploaded By	Uploaded Date	File Size
	Fund Management in FHWA.docx	RESTORATION OF NORTHERN RAILS/Documents	Document - FM	Mike Ross	07-27-2023 3:25 AM	12 .77 KB
Link Document Uploa	d Document					
4						P

Figure 262: Linked Document

Note: The **Url/Link** column displays the path to the folder where the document is available. You can click the folder path to open the folder.

6. In the **Title** column, enter the titles for the linked files.

Linking a File to a Form – Upload and Link New Document Option

To upload a file to a folder in the Documents folder structure and link the file to the respective form, perform the following steps:

Note: The Upload and Link New Document option is the most preferred and used method to link files to a form by the FLH team.

1. In the ATTACHMENTS section, click Link Document.

PROJECT FUND L	IST							
Save & Exit	Save & Continue	(Cancel	Morkflow	·2*	Select Actio	ns 🔻		4
	Account Number .	10100450272	01.340.011.7700.0	4.1				
	Account Priority :	CON03-CON0)4	~				
Autl	horized Amount (\$) :		0	00				
Exj	pended Amount (\$) :		0	00				
Proba	ble Expenditure (\$) :		0	00				
Ren	naining Amount (\$) :		0	00				
	Notes :							
TTACHMENTS								
Ū 🗹 土								
File View	Status Docume	nt Na Url/	/Link Title	Upload	ded By	Jploaded Date	File Size	
No Attachment	s available		Ani.	1.0				
Link Docume	nt Upload Docume	nt						

Figure 263: Using Link Document Option

The Link Document dialog box is displayed.

Link Document			×
MasterWorks Document	O Upload and Link New Document	C External Document	
Folder : Rn-FHW/	A-2607, RESTORATION OF NORTHERN F	RAILS V	
	Se	earch Clear Search	
Document Name	Title	Created By	Created Date
No Link available			
	ОК	Cancel	

Figure 264: Link Document Dialog Box

2. Click Upload and Link New Document.

Link Document		×
O MasterWorks Document	Upload and Link New Document	O External Document
Folder : Rn-FHV	NA-2607, RESTORATION OF NORTHER	N RAILS 🗸
	OK Cancel	

Figure 265: Using Upload and Link New Document Option

- 3. In the **Folder** drop-down list, select the appropriate folder to upload files.
- 4. Click OK.

A confirmation dialog box is displayed.

5. Click **OK**.

The **NEW DOCUMENT** page is displayed.

NEW DOCUMENT		
Save & Exit 🛞 Cano	el	
142		
Title	EHWA_Restoration of Northern Ra	
New Document		Select files
Template Document	: 🔲 (Used as Template Document for Mail Merge)	
Workflow	None 🗸	

Figure 266: New Document Page

- To upload files, in the New Document section, drag and drop the appropriate files.
 On uploading and saving the files, the files are uploaded to the selected folder in the Folder dropdown list and linked to the respective form.
- 7. In the **Title** column, enter the titles for the linked files.

Linking a File to a Form – External Document Option

To link a file to an external storage system, perform the following steps:

1. In the ATTACHMENTS section, click Link Document.

PROJECT FUND LIST							
🚡 Save & Exit 🛛 🔓 Save & Continu	ie 🛞 Cancel	卧 Workflow 🚽	🕻 Sele	ect Actions 🔻			1
Account Number	· 1310043027	201.340.011.7700.04	1				
Account Priority	: CON03-CON	104	~				
Authorized Amount (\$)	:	0.0	0				
Expended Amount (\$)	:	0.0	0				
Probable Expenditure (\$)	:	0.0	0				
Remaining Amount (\$)	:	0.0	0				
Notes	:		• %				
ATTACHMENTS							
Ē ⊯ ±							
File View Status Docu	ment Na Ur	l/Link Title	Uploaded	By Uploade	d Date	File Size	
No Attachments available							
Link Document Upload Doc	iment						
opioad Doci	antene						

Figure 267: Using Link Document Option

2. Click External Document.

Link Document	×	•
O MasterWorks Docume	nt OUpload and Link New Document Octavenal Document	
Url/Link:	https://	
Title :		
	OK Cancel	

Figure 268: Using External Document Option

- 3. In the URL/Link box, enter the URL to the file in the external storage system.
- 4. In the **Title** box, enter the title for the linked file.
- 5. Click **OK**.

The file is linked to the form and is displayed in the **ATTACHMENTS** section.

4.1.2. Attaching a File to a Workflow

Overview

You can upload files to the specific records of a form while performing a workflow action. The **Project Fund List** form is used for illustration purposes.

Steps

1. In the list page of a form, select the appropriate record.

0	Bentari Shipertile Ceral Highway Arin Wallon								> SIT - TRINITY COUNTY H	IBP BRIDG > Fun	id Management⇒ F	roject Fund List
	PROJECTS	PROJEC	T FUND LIST									
۹	ype to Search 🗙 🗙 🔨	_Ø Edil		🔟 Delete	אָל Workllow ►	·£	Select Actions *		Reports 👻 🛃 Mail Merge 👻	⊙ More ∗		1 Sciegaed X
Ŷ	SIT TRINITY COUNTY HEP BRIDGES	0	Project Fu	ind ID	Fund Source Name		Fund Source Code		Account Number Accourt	Il Priority	Workflow Statu	5
邗	General Quick Access			Y		T		۲	T	T		T
entil	In structure county HBP BRIDGES		PFL-2	:	CON02		CON02		15A6060010401-540.C CON02	-CON01	Published	
()	Porcuments Document Search Project Report Callery Project Calendar Fund Management Project Fund List Project Fund List Project Fund Iransaction		PFL-1		COND1		COND1		1586060010401 540.C.,,		Published	

Figure 269: Using Select Actions Option

2. Click **Select Actions** , and then click the appropriate workflow action. The **Masterworks** dialog box is displayed.

Notes :				4		
Next Stage :		٢)			
22	- 22				-	-64
Document Name	Title	Uploaded By	Uploaded Date	File Size	GPS Latitude	GPS Longitude
Document Name	Trtle	Uploaded By	Uploaded Date	File Size	GPS Latitude	GPS Longitud
			-			
	Notes : Next Stage : Document Name	Notes : Next Stage : Document Name Title	Notes : Next Stage : Document Name Title Uploaded By	Notes : Next Stage : Document Name Title Uploaded By Uploaded Date	Notes : Next Stage : Document Name Title Uploaded By Uploaded Date File Size	Notes : // // // // // // // // // // // // /

Figure 270: Masterworks Dialog Box

3. In the ATTACHMENTS section, click Upload Document.

rganize • New fo	der	≣ • □
A Home	Name	Date modified
	A01_Library_Management_PG_ditamap-10001	5/24/2023 3:08 PM
	A01_Library_Management_PG_ditamap-10002	5/25/2023 5:23 PM
🔲 Desktop 🛛 🖈	A01_Library_Management_PG_ditamap-10002	5/25/2023 5:23 PM
🔛 Documents 📌	A01_Library_Management_PG_ditamap-10004	5/30/2023 11:04 AM
🛓 Downloads 🖈	A01_Library_Management_PG_Draft	5/29/2023 10:06 PM
Pictures 📌	Adding_an_Engineers_Estimate_Item_dita-1000	6/21/2023 12:29 AM
🕑 Music 🛛 🖈	Adding_an_Engineers_Estimate_Item_ditaAddin	6/15/2023 1:03 PM
Videos 📌		

The **Open** dialog box is displayed.

Figure 271: Open Dialog Box

4. To upload a single file, click the required file.

Optionally, to upload multiple files, press and hold **CTRL**, and then click the required files.

5. Click Open.

rganize 🐐 Ne	w folder		≣ • □	
A Home		Name	Date modified	
		A01_Library_Management_PG_ditamap-10001	5/24/2023 3:08 PM	
	-	A01_Library_Management_PG_ditamap-10002	5/25/2023 5:23 PM	
Desktop	*	A01_Library_Management_PG_ditamap-10002	5/25/2023 5:23 PM	
Documents	*	A01_Library_Management_PG_ditamap-10004	5/30/2023 11:04 AM	
	*	A01_Library_Management_PG_Draft	5/29/2023 10:06 PM	
Rictures	*	Adding_an_Engineers_Estimate_Item_dita-1000	6/21/2023 12:29 AM	
🕑 Music	*	Adding_an_Engineers_Estimate_Item_ditaAddin	6/15/2023 1:03 PM	
Videos	*			
	File name:	✓ All files	()	

Figure 272: Using Open Option

The name of the file is automatically updated in the **Document Name** column.

6. Optionally, in the **Title** column, enter the title for the attached file.

	Notes :	Approved				
Set Days To Complete for	Next Stage :	2	0	i.		
ACHMENTS						
r .			1.0	10 V		
File View Status	Documen	t Name	Title	Uploaded By	Uploaded Date	File Size
כ	FHWA r	notes.docx	Project Fund Document	john	12/11/2023 4:58 AM	32 KB
Upload Document						

Figure 273: Updating Title for the Attached File

7. Click **OK**.

You can access the attached file from the **Workflow Status and History** dialog box. For more information, refer to <u>Section 4.2.2. Viewing the Workflow History</u>

4.1.3. Accessing and Downloading Attached Files

You can access files that are attached to forms and workflows. The **Project Fund List** form is used for illustration purposes.

- To access files attached to a form (from the list page):
 - 1. In the navigation pane, click the required form.

The form list page is displayed.

	PROJECTS	PRC	JECT F	UND LIST				
Q,	Type to Search 🗙 🗙 🔨	Ð,	New	🕅 Workflow 👻 📋	Reports 👻 📴 Excel Ex	sport 🔹 💮 More 🔹		
韵	SIT - CA ERFO FS LSPDR 2023-1(1 💌		Ø	Project Fund ID	Fund Source Name	Fund Source Code	Fund Source Type	Fund Description
1.	General Quick Access			T	T			
e e C				PFL-4	CON04	CON04	CON	CLIN00101: ERFO
•••	SIT - CA ERFO FS LSPDR 2023-1(1)			PFL-3	CON03	CON03	CON	Option X
<u>ل</u> ې	+ Documents			PFL-2	CON02	CON02	CON	CLIN00101: ERFO
	Document Search	_		DEL 1	CON01	CONID1	CON	CUN00101: Non EREO
	Project Report Gallery	0			CONOT	01101	CON	CEINOTOT. NOIPERPO
	 Project Calendar 							
	 Fund Management 							
	Project Fund List							
	 Project Fund Transaction 							
	Funding Rules							

Figure 274: Project Fund List Page

2. Click More, and then click Attachments.

PRO	D JE C⊤ F	UND LIST			
Ð.	New	图 Workflow - 📔	Reports 👻 🖓 Excel Ex	ort 👻	💬 More 👻
	0	Project Fund ID	Fund Source Name	Fund So	urce Type
			T		Attachments
	0	PFL-4	CON04	CON04	R Audit Log
		PFL-3	CON03	CON03	CON
		PFL-2	CON02	CON02	CON
		PFL-1	CON01	CON01	CON

Figure 275: Using Attachments Option

The attachments of all the records are listed.

PR	PROJECT FUND LIST DOCUMENTS										
⊕	🕞 Back 😳 More 🕶										
	Record Identifier	Document Name	Version	Url/Link	Title	Туре	Size	Created On			
				T	T	T		MM/dd/ 📅 🗿 🔽			
	<u>PFL-2 / CON02</u>	Project_Fund_List_Att achments_FHWA	1		Angela	PDF	7574.29 KB	12/14/2023 6:32 AM			

Figure 276: List of Attachments

Optionally, to view files attached to a record, select the appropriate record and then click **Attachments**.

PRO	ОЈЕСТ Р	FUND LIST					
_0	Edit	💿 View 🔟 Delete	🖈 Workflow 👻 🕌	Reports 👻 🙋 Mail M	erge 🔻	💮 More 🔻	
	0	Project Fund ID	Fund Source Name	Fund Source Code	Fund So	Attachme	Description
		PFL-2	CON02	CON02	CON		
		PFL-1	CON01	CON01	CON		TS90

Figure 277: Viewing Files Attached to a Record

- To access and download files attached to a record (from the details page):
 - 1. In the navigation pane, click the appropriate form.

The form list page is displayed.

	PROJECTS	PROJECT FUND LIST								
0,	Type to Search 🗙 🗙 🔨	💭 New 🔊 Workflow - 📋 Reports - 💱 Excel Export - 💬 More -								
	SIT - CA ERFO FS LSPDR 2023-1(1 💌	0	Project Fund ID	Fund Source Name	Fund Source Code	Fund Source Type	Fund Description			
12	General Quick Access		T			T				
nn®			PFL-4	CON04	CON04	CON	CLIN00101: ERFO			
	511 - CA ERPO PS ESPER 2025-1(1)		PFL-3	CON03	CON03	CON	Option X			
(3)	+ Documents		PFL-2	CON02	CON02	CON	CLIN00101: ERFO			
	Document Search	0	PFL-1	CON01	CON01	CON	CLIN00101: Non-ERFO			
	Project Report Gallery									
	Project Calendar									
	 Fund Management 									
	Project Fund List									
	Project Fund Transaction									
	Funding Rules									

Figure 278: Project Fund List Page

2. In the list page, select the appropriate record, and then click View.

PRO	DJEC⊤ F	UND LIST				
_0	Edit	💿 View 🔟 Delete	🕅 Workflow 👻 📽	Select Actions 👻 📓 R	Reports 👻 🙋 Mail Mer	ge 🔹 💮 More
	0	Project Fund ID	Fund Source Name	Fund Source Code	Fund Source Type	Fund Description
		T	T	T		T
	0	PFL-4	CON04	CON04	CON	

Figure 279: Using View Option

The form details page is displayed.

PROJECT FUND LIST										
_🖉 Edit 🛞 Cancel 🖟 Work	kflow 👻									
Project Fund	ID : PFL-3									
Fund Source Nan	me *: CON03									
Fund Source Co	de : CON03									
Fund Source Ty	pe : CON									
Fund Source Catego	ory : FLAP									
Fund Description	ion :		A							
Account Numb	ber : 151604302	7201.540.CN.\ 0.25255	v700.04.							
Account Priori	ity : CON03-COM	N04								
Authorized Amount	(\$) :		0.00							
Expended Amount ((\$) :	0.00								
Probable Expenditure	(\$) :	0.00								
Remaining Amount ((\$) :		0.00							
Not	tes :		A							
ATTACHMENTS										
z 🛃										
File View Status	ocument Name	Url/Link	Title	Uploaded By	Uploaded Date	File Size				
Ready Fun	ind Management in IWA.docx	NA		Mike Ross	07-27-2023 4:31 AM	12.77KB				
Ready	L with data.jpg	NA		Mike Ross	07-27-2023 4:30 AM	92.13KB				

Figure 280: Project Fund List Page in View Mode

2. In the ATTACHMENTS section, select the appropriate files, and then click $\stackrel{\bullet}{\clubsuit}$.

dit 🔅 Cancel 牌	🗍 Workflow 👻					
Account	Priority : CON03-CON	104				
Authorized Am	nount (\$) :		0.00	l.		
Expended Am	iount (\$) :		0.00			
Probable Expend	liture (\$) :		0.00			
Remaining Am	nount (\$) :		0.00	1		
	Notes :		-			
ACHMENTS	Notes :		7			
ACHMENTS	Notes :		7			
ACHMENTS	Notes :	Url/Link	Title	Uploaded By	Uploaded Date	File Size
ACHMENTS	Notes : Document Name Fund Management in FHWA.docx	Url/Link NA	Title	Uploaded By Mike Ross	Uploaded Date 07-27-2023 4:31 AM	File Size

Figure 281: Using Download Option

- To access and download files attached to a workflow:
- 1. In the navigation pane, click the appropriate form.

The form list page is display	ed.
-------------------------------	-----

PROJECTS			PROJECT FUND LIST							
Q,	Type to Search 🗙 🗙 🔨	Ð,	New	ew 🕅 Workflow 👻 🗎 Reports 👻 💱 Excel Export 👻 😁 More 👻						
俞	SIT - CA ERFO FS LSPDR 2023-1(1 💌		0	Project Fund ID	Fund Source Name	Fund Source Code	Fund Source Type	Fund Description		
朣	General Quick Access			T	T		T			
an:	SIT - CA ERFO FS LSPDR 2023-1(1)			PFL-4	CON04	CON04	CON	CLIN00101: ERFO		
•••				PFL-3	CON03	CON03	CON	Option X		
(\$}	+ Documents			PFL-2	CON02	CON02	CON	CLIN00101: ERFO		
	Document Search			PFL-1	CON01	CON01	CON	CLIN00101: Non-ERFO		
	Project Report Gallery	-								
	 Project Calendar 									
	 Fund Management 									
	Project Fund List									
	 Project Fund Transaction 									
	Funding Rules									

Figure 282: Project Fund List Page
2. In the list page, select the appropriate record. In the **WORKFLOW** group, click **History**.

		0	•			
PRO	OJECT I	FUND LIST				
_0	Edit	💿 View 🔟 Delete	🕅 Workflow 👻 📽	Select Actions 👻 📳	Reports 👻 👩 Mail Mer	ge 🔹 💮 More 🔹
	0	Project Fund ID	History	and Source Code	Fund Source Type	Fund Description
		T	& Workflow User(s)	T	T	T
	9	PFL-4		DN04	CON	

Figure 283: Using History Option

The Workflow Status & History dialog box is displayed. X Workflow Status & History Workflow Status Hide 4 Selected Status **Current Status** Approved Published Approve Workflow History Hide 🔺 Workflow Status : Published Workflow Status : Approved Received On: 07-26-2023 7:34:08 AM Received On: 07-27-2023 5:32:06 AM Action : Approve Action : Action Notes : Action Notes : Action By: Mike Ross Action By : Due Date : 07-26-2023 7:34:08 AM Due Date : 07-27-2023 5:32:06 AM Action Status : Action Completed Action Status : Action Pending More Details Cancel

Figure 284: Workflow Status & History Dialog Box

3. To view all the attachments and complete workflow history, click More Details.

Workflow Status & History	×
Workflow Status	Hide 🔨
Selected Status Cur	rent Status
Published Approve	Approved
Workflow History	Hide 🔨
Workflow Status : Published	Workflow Status : Approved
Received On: 07-26-2023 7:34:08 AM	Received On : 07-27-2023 5:32:06 AM
Action : Approve	Action :
Action Notes :	Action Notes :
Action By : Mike Ross	Action By :
Due Date : 07-26-2023 7:34:08 AM	Due Date : 07-27-2023 5:32:06 AM
Action Status : Action Completed	Action Status : Action Pending
More Details	Cancel

Figure 285: Using More Details Option

The **History** page is displayed.

HIST	ORY					
(B) (C	lose					
Record	d Identifier : PFL-4/CON04					
Wor	kflow Status					Hide 🔨
	Selected Status	Current Status				
• Dra Pul	aft olish •	Approve	•	Approved	Inactive	End Stage
War	kflow History					Hide 🔨
		Action Pending	Action Completed 📕	Action Failed 🔛 Workflow	Completed	
0	Status	Received On	Action	Action Notes	Action On	Action By
	T	to T	T	T	= 0 T	
	Draft	07-26-2023 7:34 AM	Publish		07-26-2023 7:34 AM	User10

Figure 286: History Page

4. In the ATTACHMENTS section, select the appropriate documents, and then click $\stackrel{\bullet}{\rightharpoonup}$.

1	HISTO	DRY								
(clo	ose								
		Draft	07-26-2023 7:34 AM	Publis	sh		07-26-2023 7:34 AM	M User10		
	0	Published	07-26-2023 7:34 AM	Appro	ove		07-27-2023 5:32 AM	M Mike@	01	
		Approved	07-27-2023 5:32 AM							
	4								Þ	
4	ATTA	CHMENTS		Sho	w Workflow History Re	eport				
	ø	Ł								
	~	File View Status	Document Name	Url/Link	Title	Uploaded I	By Upload	ded Date	File Size	
			Fund Management in FHWA.docx	NA		Mike Ross	07-27-2	2023 5:32 AM	12.77KB	

Figure 287: Using Download Option

4.1.4. Deleting Attached Files

Prerequisites

You can delete a file only if you have attached it.

Overview

You can delete files that are attached to forms. You cannot delete files that are attached while performing a workflow action.

The **Project Fund List** form is used for illustration purposes.

Steps

- 1. To access the appropriate file attached to a form to be deleted, perform the following steps:
 - a. In the navigation pane, click the appropriate form.

The form list page is displayed.

	PROJECTS		PR	ојест	FUND LIST			
۹, 1	Гуре to Search	~~	Ð	New	🛃 Workflow ▼	🗑 Reports 👻 🕅 E	xcel Export 🔹 💮 M	More ▼
Ô	SIT - TRINITY COUNTY HBP BRIDGE	5 💌		0	Project Fund ID	Fund Source Name	Fund Source Code	Fund Source Type
	General Quick	Access			T	T	T	1
17		DGES			PFL-2	CON02	CON02	CON
		DGLS			PFL-1	CON01	CON01	CON
۶Ì	+ Documents							
	Document Search							
	 Project Report Gallery 							
	Project Calendar							
	🗕 Fund Management							
	Project Fund List		¢					

Figure 288: Project Fund List Page

b. Click More, and then click Attachments.

The attachments of all the records are listed.

PRO	DJECT F	UND LIST			
Ð	New	🖈 Workflow 👻 📋	Reports 👻 🖓 Excel Ex	(port 👻	💮 More 🔻
	0	Project Fund ID	Fund Source Name	Fund So	Customize List
	0	PFL-4	CON04	CON04	R Audit Log
		PFL-3	CON03	CON03	CON
		PFL-2	CON02	CON02	CON
		PFL-1	CON01	CON01	CON

Figure 289: Using Attachments Option

Various document management features are available for attachments.

PR	DJECT FUND LIST DOCUME	NTS						
⊕	Back 💮 More 🕶							
	Record Identifier	Document Name	Version	Url/Link	Title	Туре	Size	Created On
	T	T			T			MM/dd/ 🔠 🗿 🔽
	PFL-2 / CON02	Project_Fund_List_Att achments_FHWA	1		Angela	PDF	7574.29 KB	12/14/2023 6:32 AM

Figure 290: List of Attachments

2. To delete an attachment, select the appropriate file, and then click \square .

ATTAG	HMENTS											
Ū,	💼 🖻 📩											
~	File View Status	Document Name	Uri/Link	Title	Uploaded By	Uploaded Date	File Size					
	Ready	Project Fund List Attac hments FHWA	NA	Project_Fund_List_	Angela	12/14/2023 6:32 AM	7574.29KB					
Link	Link Document Upload Document											



4.2. Standard Report Functions

Performing all report-related activities is similar in procedure throughout the application.

All tasks that you can perform are based on the roles assigned to you in a project and the permissions granted to the roles.

For information on roles, refer to Security Roles in the A02 Administrator Guide.

The standard report functions include the following:

- <u>4.2.1. Generating and Viewing Reports</u>
 - <u>4.2.1.1. Generating a report</u>
 - <u>4.2.1.2. Printing a report</u>
 - <u>4.2.1.3. Saving a report in various formats</u>
 - <u>4.2.1.4. Updating report to view the latest information</u>
- <u>4.2.2. Subscribing to a report</u>

4.2.1. Generating and Viewing Reports

You can generate reports for different information views for all the forms in the application. Masterworks enables you to use report filters to generate reports with specific information. You can perform the following report functions:

- <u>4.2.1.1. Generating a report</u>
- <u>4.2.1.2. Printing a report</u>
- <u>4.2.1.3. Saving a report in various formats</u>
- <u>4.2.1.4. Updating report to view the latest information</u>

4.2.1.1. Generating a Report

Overview

You can generate various reports that comprise information based on the roles assigned to you and the various projects to which you are invited.

For a few reports, you can use the filter criteria to provide information for the relevant fields and generate the reports.

The Project Fund List form is used for illustration purposes.

Steps

- 1. Perform any of the following steps, as applicable:
 - In the form list page, click Reports, and then click the appropriate report.

PR	ојест і	FUND LIST				
Ð	New	卧 Workflow マ	📔 Reports 🔻	Bit Exce	I Export 🔻	💮 More 🔻
	0	Project Fund ID	🕞 List Page I	Report	Fund So	ource Code
		PFL-2	CON02		CON02	

Figure 292: Using Reports Option

• In the project navigation pane, click **Project Report Gallery**, and then double-click the appropriate report.



Figure 293: Project Report Gallery Navigation Page

• In the project navigation pane, expand the contract folder, click **Contract Report Gallery**, and then double-click the appropriate report.



Figure 294: Contract Report Gallery Navigation Page

2. If filtering options are necessary, select the appropriate information in the relevant fields, and then click **View Report**.

LIST PAGE R	EPORT											
Back	D Subscrib	e										
Include Pending on Users and Roles No 🗸												
View Report	View Report											
K (of 1 🕨 🕨			Find Nex	d 🛅 🔻 🚱	â						
				PF		ID LIST -	LIST REF	ORT		Î		
Project	Fund	Fund	Fund	Fund	Fund	Account	Account	Authorized	Expended	Remaining		
Fund ID	Source	Source	Туре	Source	Description	Number	Priority	Amount (\$)	Amount (\$)	Amount (
	Name	Code		Category								
PFL-1	CON01	CON01	CON	FLAP	This project	1516043		0.00	0.00	0.00		
					fund list for	027201.5						
					fund source	40.CN.V7						
					category	00.04.16						
					FLAP.	0400000						
						0.25255						
PFL-2	CON02	CON02	CON	FLAP		1516043	CON02-	0.00	0.00	0.00		

Figure 295: Using View Report Option

The report is generated and displayed.

4.2.1.2. Printing a Report

Steps

- Generate the required report.
 For more information, refer to <u>Section 4.2.1.1. Generating a Report</u>
- 2. In the report toolbar, click **Print Report** 🖾.

LIST PAGE R	EPORT												
🕞 Back	🕒 Back 💩 Subscribe												
Include Pending on Users and Roles No.													
View Report													
₩ ◀ 1	of 1 🕨 🕨	<u> </u>		Find Nex	d ⊡ + 6								
				PF		ID LIST -	LIST REF	ORT		Î			
					,								
Project	Fund	Fund	Fund	Fund	Fund	Account	Account	Authorized	Expended	Remaining			
Fund ID	Source	Source	Туре	Source	Description	Number	Priority	Amount (\$)	Amount (\$)	Amount (
	Name	Code		Category									
PFL-1	CON01	CON01	CON	FLAP	This project	1516043		0.00	0.00	0.00			
					fund list for	027201.5							
					fund source	40.CN.V7							
					category	00.04.16							
					FLAP.	0400000							
						0.25255							
PFL-2	CON02	CON02	CON	FLAP		1516043	CON02-	0.00	0.00	0.00			

Figure 296: Using Print Report Option

4.2.1.3. Saving a Report

Steps

1. Generate the required report.

For more information, refer to <u>Section 4.2.1.1. Generating a Report</u>

2. In the report toolbar, click **Export**, and then click the required option.

PROJECT STATUS F	REPORT							
🕞 Back 🛛 S	ubscribe							
Report Version	Active Projects	~	F	Percent C	omplete Greater T	han 90		
Positive \$ Value Diffe	rence 100000		N	Vegative	\$ Value Difference	100000		
View Report								
🖣 🖣 🚺 of 1		Find	Next	D •	0 🖻	1	^	
			51	Excel				
				PDF CSV (co	omma delimited)			
Project Number	Project Name	Contract number	COE		Award Date	Original FCD	Modified FCD	Acceptance Date

Figure 297: Exporting a Report

4.2.1.4. Viewing Latest Information in a Report

Steps

- Generate the required report.
 For more information, refer to <u>Section 4.2.1.1. Generating a Report</u>
- 2. In the report toolbar, click Refresh 🧐

LIST PAGE F	EPORT									
🕞 Back	🕞 Back 🛛 💩 Subscribe									
Include Pendi View Report	Include Pending on Users and Roles No V									
 ◀ 1	of 1 🕨 🕨			Find Net	d 🗎 🕶 😼					
				PF	ROJECT FUN	ND LIST -	LIST REF	ORT		Î
Project Fund ID	Fund Source Name	Fund Source Code	Fund Type	Fund Source Category	Fund Description	Account Number	Account Priority	Authorized Amount (\$)	Expended Amount (\$)	Remaininį Amount (\$
PFL-1	CON01	CON01	CON	FLAP	This project fund list for fund source category FLAP.	1516043 027201.5 40.CN.V7 00.04.16 0400000 0.25255		0.00	0.00	0.00
PFL-2	CON02	CON02	CON	FLAP		1516043	CON02-	0.00	0.00	0.00

Figure 298: Using Refresh Option

4.2.2. Subscribing to Reports

Prerequisites

- You must have access to the report.
- The logged-in user is assigned with the permission to generate the report.

Overview

You can subscribe to reports, and subscribed reports are delivered to the specified email addresses or saved in the specified file location. You can configure subscriptions so that the reports are delivered periodically in the specified format.

Additionally, you can create multiple subscriptions for a single report with varied subscription options.

You can subscribe to a report using any of the following methods:

- Email: The report is delivered through email to the specified email addresses in the specified formats. **Note:** Only Masterworks registered email address is allowed to receive the subscribed reports.
- File Share: The reports are saved to the specified location in the specified formats
 Note: Users with the appropriate permission can subscribe themselves or others to a report. Only users with the Administrator role can remove or end an active subscription once it is created.

Steps

1. Open a report, and then click A subscribe .

BID ANALYSIS REPORT				
🕒 Back 🖉 Subs	cribe			
Bidder :	Missouri River Contractors, LLC	~	Minimum Deviation % :	
Maximum Deviation % :				
View Report				

Figure 299: Subscribing a Report

The subscription dialog box is displayed.

SIT Testing Build- FHWA	eDelivery		×
Delivery Option	Schedule Detail	s	1
Please select the delivery of E-Mail Windows	option File Share		
	To *:		
	Cc :		
	Bcc :		
	Reply-To :	(Use (;) to separate multiple e-mail addresses.)	
	Subject *:		
	Priority :	Normal 🗸	- 1
	Comment :		- 1
		 ✓ Include Report ✓ Include Link 	
R	eport Format :	PDF 🗸	
	Start Date :	07-27-2023 🗸	
Enable s	chedule stop :		

Figure 300: Subscription Dialog Box

Note: To subscribe to a report, you must fill the fields with red asterisks.

- 2. In the **Please select the delivery option** section, perform either of the following steps, as applicable:
 - Click E-Mail to receive the report through email.
 - Click Windows File Share to save the report to the specified location.
- 3. Based on the delivery option selected, perform the following steps:

	· · · · · · · · · · · · · · · · · · ·		<u> </u>
	E-Mail		Windows File Share
a. In	the To box, enter the email addresses	a.	In the File Name box, enter the file name
of	the recipients of the report.		for the report.
b. In	the Reply-To box, enter the email	b.	Select the Add a file extension when the
ad	dresses of the recipients to whom the		file is created check box to save the
rep	ply email must be delivered.		report file name with the extension of the
c. In	the Subject box, enter the name of the		file format as required for the report.
rep	port or any other appropriate subject	с.	In the Path box, enter the path of the
for	r the email.		shared file location where the report
d. Fro	om the Priority drop-down list, select		must be saved.
the	e priority of the email.		Note: To configure the shared file
lf t	he selected priority is High, the email		location in the application, you must
wi	ll be sent as a High Priority notification.		provide the file path location to the
e. In	the Comment box, enter any		Administrator.
CO	mment for the email.	d.	From the Report Format drop-down list,
Co	omments are included in the body of		select the format in which the report
the	e email.		must be generated and saved.
f. Se	elect the Include Report check box to	e.	In the Credentials used to access the file
de	liver the report in the selected format		share section, enter the credentials to
as	an email attachment.		access the shared location and save the
g. Se	elect the Include Link check box to		report.
de	liver the link to the report in the report	f.	From the Overwrite options section, click
de	livery email.		any of the following options:
Th	e recipient can view the report on the		 Overwrite an existing file with a
ар	plication only if the recipient has the		newer version - When saving the
rec	quired permissions on the report.		report at the file location at the
n. Fro	om the Report Format drop- down list,		scheduled time, if a file with the
se	lect the format in which the report		same name exists, then the
m	ust be generated and delivered to the		existing file is overwritten by the
sp : Tr	echied email addresses.		latest report.
I. FIC	om the Start Date list, click the date		 Do not overwrite the file if a
110 : So	la st the Step this schodule en shock		previous version exists - When
j. Se	and then ealerst the date until when		saving the report at the file
bu th	a report must be delivered		location at the scheduled time, if a
UIR	e lepolt must be denvered.		file with the same name exists,
			then the report is not overwritten
			by the latest report, and the report
			is not saved at the file location.
			 Increment file names as newer
			versions are added - When saving
			the report at the file location at the

E-Mail	Windows File Share
	scheduled time, if a file with the
	same name exists, then the latest
	report is saved with the same
	name appended with a sequential
	number.
	g. From the Start Date list, click the date
	from when the report must be saved.
	h. Select the Stop this schedule on check
	box, and then select the date up to when
	the report must be saved at the file
	location.

4. To set the frequency of report delivery, click the Schedule Details tab.

SIT Testing Build- FHW	A eDelivery	×
Delivery Option	Schedule Details	
 Hourly Daily Weekly Monthly Once 	Runs only once Start time (hh:mm) *:	
-	Subscribe Car	ncel

Figure 301: Schedule Details

5. From the delivery frequency options, click the appropriate option:

Option	Description	Steps			
Hourly	The report is delivered	a. Click Hourly in the delivery options list.			
	every preset number of	b. In the Run the schedule every section, enter			
	hours.	the frequency of report delivery:			
		 i. In the hours and minutes boxes, enter the time period in hours and minutes the report must be periodically delivered. ii. In the Start time (hh:mm) box, enter the time (in 24-hour format) the report delivery must begin. 			
Daily	The report is delivered	a. Click Daily in the delivery options list.			
	once on preset days, or	b. In the schedule definition section, enter the			
	periodically as defined.	frequency of report delivery:			
		 Click Every Weekday to get the report delivered on all weekdays, from Monday to Friday. 			
		 Click Repeat after this number of days, and then, then in the box, enter the number of days to get the report 			

Option	Description	Steps
-	•	delivered periodically once every
		specified number of days.
		c. In the Start time (hh:mm) box, enter the time (in
		24-hour format) the report must be delivered.
Weekly	The report is delivered	a. Click Weekly in the delivery options list.
	every preset number of	b. Click Repeat after this number of weeks, and
	weeks on preset days of	then in the box, enter the number of weeks to get
	the week.	the report delivered periodically once every
		specified number of weeks.
		c. In the On day(s) section, select the days on
		which the report must be delivered.
		d. In the Start time (hh:mm) box, enter the time (in
		24-hour format) the report must be delivered.
Monthly	The report is delivered	a. Click Monthly in the delivery options list.
	monthly on preset days	b. Select the months when the report must be
	of a selected week.	delivered.
		c. Click one of the following options to schedule
		the delivery of the report:
		 On week of the month
		i. From the list of weeks, select the
		week the report must be
		delivered.
		ii. In the On day(s) section, select
		the days the report must be
		delivered in the week previously
		selected.
		 On Calendar day(s)
		 In the box, enter the number of days
		of the month the report must be
		delivered, starting from the current
		day. For example, if the current day is
		the 12^m of a month, and the calendar
		days set is 10, then the report is sent
		for 10 days from the 12th of every
		selected month.
		d. In the Start time (nn:mm) box, enter the time
		(In 24-nour format) by when the report must be
Once	The report is delivered	In the Start time (hh:mm) box, enter the time (in 24-
	once on the current day.	hour format) by when the report must be delivered.

6. Click Subscribe.

The report is delivered as scheduled.

Note: Only users with the Administrator role can unsubscribe to reports.

4.3. Workflow Status Transitions

A workflow automates a business process for stakeholders to evaluate a form, make decisions, and then take an appropriate action. Workflows comprise various status, and each status is transitioned to the next workflow status through actions taken by stakeholders of the current workflow status. Transitioning a workflow status to the subsequent workflow status is performed in the way of a workflow action.

The following topics describe the various workflow related tasks:

- <u>4.3.1. Performing Workflow Status Transitions</u>
- <u>4.3.2. Viewing the Workflow History</u>
- <u>4.3.3. Selecting Workflow Users</u>
- 4.3.4. Associating a Workflow

4.3.1. Performing a Workflow Action

Prerequisites

- A workflow is associated with the record.
- You are an action stakeholder for a particular status in the workflow.
- You are invited to the project.
- You have editing permission for the form or document.
- A workflow action is pending for you.

Overview

When a workflow action is performed on a record, the record is moved from the current workflow status to the subsequent workflow status. A workflow status is transitioned to the subsequent workflow status based on the workflow action conditions defined.

Steps

1. Open a form list page or document list page.

Note: You can view the workflow status of a record in the Workflow Status column of the list page.

- 2. Perform any of the following steps, as applicable:
 - Select the appropriate record.

F	ROJECT	UND LIST							
_5	🕈 Edit		🕅 Workflow 👻 💃	Select Actions 👻 📓	Reports 👻 🙋 Mail Me	rge 🕶 💮 More 🕶			
	9	Project Fund ID	Fund Source Name	Fund Source Code	Fund Source Type	Fund Description	Account Number	Account Priority	Workflow Status
		T			T		T		Ţ
C]	PFL-4	CON04	CON04	CON	15F0A 14(4) Funding	15A7302501404 R40.C		Approved
Ľ	1	PFL-3	CON03	CON03	CON	FLAP Funding MT NPS GLACIER	1517303700141 540.C		Approved
]	PFL 2	CON02	CON02	CON	FLAP Funding MT NPS GLAC 14	1517302601404 540.C	CON02 CON04	Approved



• Select multiple records that are in the same workflow status and have the same workflow associated with them.

PR	Delete	e Select Actions 🔻	💮 More 🔻						
	9	Project Fund ID	கி Arrachments	Fund Source Code	Fund Source Type	Fund Description	Account Number	Account Priority	Workflow Status
				T			T		
		PFL 4	CON04	CON04	CON	15F0A 14(4) Funding	15A7302601404 R40.C		Approved
		PFL-3	CON03	CON03	CON	FLAP Funding MT NPS GLACIER	1517303700141 540.C		Approved
		PFL 2	CON02	CON02	CON	FLAP Funding MT NPS GLAC 14	1517302601404 540.C	CON02 CON04	Approved
•		PFL-1	CON01	CON01	CON	FLTP Funding MT NPS GLAC 14(1517302601404 540.C	CON01-CON02-CON04	Approved

Figure 303: Multiple Records with Same Status

• Select the appropriate record, and then click **Edit**.

PR	ОЈЕСТ Р	UND LIST							
_Ĵ	📝 Edit 👁 View 🗓 Delete 🖟 Workflow 🔻 🍄 Select Actions 🖛 🚊 Reports 🖛 🛃 Mail Merge 🖛 💬 More 🕶								
	0	Project Fund ID	Fund Source Name	Fund Source Code	Fund Source Type	Fund Description	Account Number	Account Priority	Workflow Status
		Ť	T	T	T	T	T	T	T
		PFL-4	CON04	CON04	CON	15F0A 14(4) Funding	15A7302601404 R40.C		Approved
		PFL-3	CON03	CONDB	CON	FLAP Funding MT NPS GLACIER	1517303700141 540.0		Approved
		PFL-2	CON02	CON02	CON	FLAP Funding MT NPS GLAC 11	1517302601404 540.C	CON02-CON04	Approved

Figure 304: Editing a Record

The **Project Fund List** page is displayed.

PROJECT FUND LIST	
🛞 Cancel 🙀 Workflow 👻 🚏	Select Actions 👻
Project Fund ID	: PFL-4
Fund Source Name	*: CON04
Fund Source Code	: CON04
Fund Source Type	: CON
Fund Source Category	: GAOA
Fund Description	: 15F0A 14(4) Funding
Account Number	 15A7302601404 R40.CN.15F0.30 1730001426 25255
Account Priority	10
Authorized Amount (\$)	: 0.01
Original Authorized Amount (\$)	: 0.01
Expended Amount (\$)	: 0.00
Probable Expenditure (\$)	: 0.00
Remaining Amount (\$)	: 0.01
Notes	:

3. Click Select Actions ** Select Actions *

, and then click the appropriate workflow action.

Р	ROJE CT I	FUND LIST										
Ĵ	Edit	👁 View 👖	Delete	剧 Workflow •	📽 Select Actions 👻		f Reports 🗸 📳 Mail Merge 👻 💬 More 🔹 🥵 🚺 🕯 👘 🚺 🚺 🚺 🚺 🚺 🚺 🚺 🚺 🚺 🚺 🚺					
	0	Project Fund ID	D	Fund Source Name	Return to Published		Fund Source Type	Fund Description	Account Number	Account Priority	Workflow Status	
					Mark as Inactive.	T	T		T	T	T	
		PFL-4		CON04	a la		CON	15F0A 14(4) Funding	15A7302601404 R40.C		Approved	
		PFL-3	:	CON03	CON03		CON	FLAP Funding MT NP5 GLACIER	1517303700141 540.C		Approved	
		PFL-2		CON02	CON02		CON	FLAP Funding MT NPS GLAC 14	1517302601404 540.C	CON02-CON04	Approved	

Figure 305: Using Select Actions Option – List Page

PROJECT FUND LIST	
🛞 Cancel 📑 Workflow 👻 🙄	Select Actions 🔻
Project Fun Re Fund Source N، ^M	eturn to Published ark as Inactive
Fund Source Code	: CON04
Fund Source Type	: CON
Fund Source Category	: GAOA
Fund Description	: 15F0A 14(4) Funding
Account Number	: 15A7302601404 R40.CN.15F0.30 1730001426 25255
Account Priority	:
Authorized Amount (\$)	: 0.01
Original Authorized Amount (\$)	: 0.01
Expended Amount (\$)	: 0.00
Probable Expenditure (\$)	. 0.00
Remaining Amount (\$)	: 0.01
Notes	:

Figure 306: Using Select Actions Option – Details Page

Available actions are based on the definition of the associated workflow. The **Masterworks** dialog box is displayed.

MasterWorks					×
	Notes : Validated t	he information added for	r the fields.	11	
Set Days To Complete for No	ext Stage : 2		1		
File View Status	Document Name	Title	Uploaded By	Uploaded Date	File Size
No Attachments available		-			
Upload Document					
			ОК	Cancel	

Figure 307: Masterworks Dialog Box

4. Optionally, in the **Notes** field, enter the notes for the workflow transition.

You can access these notes from the Workflow History dialog box.

5. In the **Set Days To Complete for Next Stage** field, enter the number of days by when the workflow action of the next workflow status must be completed.

Note:

- The number mentioned in this field determines the due date to complete the workflow action for the next workflow status.
- If the field is empty, the application applies the default number of days set for the respective workflow.
- If you want to override the default days set for the respective workflow, you need to enter the appropriate number in this field.

MasterWorks				×
Set Days To Complete for Ne	Notes : Validated th	he information added for	the fields.	4
ATTACHMENTS				
Ē				
File View Status	Document Name	Title	Uploaded By	Uploaded Date File Size
No Attachments available				
Upload Document				
			ок	Cancel

Figure 308: Set Days To Complete for Next Stage

6. Optionally, in the **ATTACHMENTS** section, you can upload or link related files. For information on attachments, refer to Section 4.1. Attachments.

You can access these documents from the Workflow History dialog box. For more information, refer to <u>Section 4.3.2. Viewing the Workflow History</u>.

7. Click **OK**.

Note:

- You cannot revert certain workflow status to the previous workflow status.
- You cannot edit or select certain fields in a form based on the current workflow status of the record.

4.3.2. Viewing the Workflow History

Prerequisites

A workflow is associated with the record.

Overview

You can view the business process progression of a record in the workflow history of the record. The following details are available in the workflow history of every record:

- Action taken at every workflow status
- Date the workflow action was performed
- Notes entered when the workflow action was performed
- User name and user ID of the users who performed a workflow action
- Documents attached during workflow transitions

The **Project Fund List** form is used for illustration purposes.

Steps

1. In the list page of a form, select the appropriate record.

PRO	PROJECT FUND LIST												
_0	Edit		🖟 Workflow 👻 📽	Select Actions 👻 📳 🖡	Reports 👻 👩 Mail Me	rge 🕶 💮 More 🕶							
	0	Project Fund ID	Fund Source Name	Fund Source Code	Fund Source Type	Fund Description							
		T	T	T	T								
		PFL-4	CON04	CON04	CON	15F0A 14(4) Funding							
		PFL-3	CON03	CON03	CON	FLAP Funding MT NPS GLACIER							
		PFL-2	CON02	CON02	CON	FLAP Funding MT NPS GLAC 14							

Figure 309: Selecting a Record

2. Click Workflow, and then click History.



Figure 310: Using History Option

The Workflow Status & History dialog box is displayed.



Figure 311: Workflow Status & History Dialog Box

The **Workflow Status** section displays the current and the previous workflow statuses. The **Workflow History** section displays the details of the workflow statuses.

3. To view the complete workflow history, click More Details.



Figure 312: More Details option

The **History** page is displayed.

HIST	DRY					
⊛ c	lose					
lecord	Identifier : PFL-4/CON04					
						Hide ^
- 19.89	Selected Status	Current Status				
					• inactive	• End Stage
• Dra	il.	Dablishe		Approved		
Put	olish 🔴	Approve	•			
Put	olish	Approve	•			
Put	dish •	Approve	•			Hide ^
Put	dish •	Approve	Action Completed	Action Failed 📃 Workflow	Completed	Hide ^
Put Worl	kflow History Status	Approve	Action Completed	Action Failed Workflow Action Notes	Completed Action On	Hide Action By
Put Worl	vilish • Kilow History Status ¥	Approve Action Pending Received On ن ن ک	Action Completed Action	Action Failed Workflow Action Notes	Completed Action On 분 중 7	Hide Action By
Put	dlow History Status	Approve Action Pending Received On ق ن آ	Action Completed	Action Failed Workflow Action Notes	Completed Action On 武 ⓒ T	Hide A
Put Worl	Allow History Status	Approve Action Pending Received On قان آن آن	Action Completed Action	Action Failed Workflow Action Notes	Completed Action On 武 ⓒ Y	Hide Action By

Figure 313: History Page

The **Workflow Status** section displays the progression of the workflow through the various statuses. The **Workflow History** section displays the details associated with each of the workflow statuses. The **ATTACHMENTS** section displays the list of documents attached when users performed workflow actions on the selected record.

4. To view details associated with any of these workflow statuses, click the appropriate workflow transition record in the **Workflow Status** section.

HIS	TORY									
۲	Close									
Reco	rd Ide	entifier : PFL-4/CON04								
Wo	rkflo	w Status								Hide 🔨
		Selected Status	Current Status							
• D	ra†t Jblish		D>● Published Approve	_	7	Approved	• Inactive	• Eliú Stage		
+										E.
Wo	rkflo	w History								Hide 🔿
				Action Pending	Acti	on Completed 📕 Action F	alled 📕 Workflow Comp	eted		
0	St	atus	Received On	Action		Action Notes	Action On	Action By	Action By User Name	Action Mes
	Ap	oproved	₩ Ó T				t o T		🚥 🖬	
	Ap	proved	11/21/2023 8:37 AM							
4										•
						Show Workflow History Rep	ont			

Figure 314: Workflow Status Section

The **Workflow History** section displays the details associated with the selected workflow statuses. The **ATTACHMENTS** section displays the files uploaded during the workflow transition of the selected workflow statuses. 5. To open an attachment, in the **ATTACHMENTS** section, in the **Document Name** column, click the required file name.

1	HISTO	RY											
0) cl	ose											
		Draft	07-26-2023 7:34 AM		Publish				07-26-2023	7:34 AM	User10		
	0	Published	07-26-2023 7:34 AM		Approve				07-27-2023	5:32 AM	Mike@01		
		Approved	07-27-2023 5:32 AM										
A		CHMENTS			Show Work	flow History Re	port					•	-
	r⊈ ±												
	~	File View Status	Document Name	Url/Li	nk	Title	ι	Jploaded B	У	Uploaded Date	2	File Size	5
			Fund Management in FHWA.docx	NA			P	Vike Ross		07-27-2023 5:32	AM	12.77KB	

Figure 315: Clicking Document Name



The document is opened in the application viewer.

Figure 316: Viewing a Document in the Application Viewer

6. To view the workflow history as a report, click Show Workflow History Report.

HISTO	DRY						
i Clo	ose						
	Draft	07-26-2023 7:34 AM	Publish		07-26-	2023 7:34 AM U	ser10
0	Published	07-26-2023 7:34 AM	Approve		07-27-	-2023 5:32 AM M	ike@01
	Approved	07-27-2023 5:32 AM					
4			Show We)	1		P
ΑΤΤΑ	CHMENTS		SHOW WO	orknow History Report			
ø	±						
	File View Status	Document Name	Url/Link	Title	Uploaded By	Uploaded Date	File Size
		Fund Management in FHWA.docx	NA		Mike Ross	07-27-2023 5:32 AM	12.77KB

Figure 317: Using Show Workflow History Report Option

The Workflow History Report is displayed.

WORKFLOW	V HISTORY	REPORT						
Back	D Subs	cribe						
◀ ◀ 1	of 1 🕨) e		Find Next		• t	đ	
			Workflo	ow Histo	ory Re	port		
Record	Name:	Project Fu	nd List	Record D	Details:	Fund	Source Na	me
Project	Project Code: Aurigo SIT GLAC 14(4 GLACIER 1			Project N	lame:	Aurig Glacie Road	o - Test Rel er Road & N	nabilitate Many Many Glacier
Status	Pendir Role(s)	ng On	Received On	Action	Actior Name	n User	Action On	Due Date Override
Draft	A/E De Lead Design Manag ions,Ac or,Con Admin Staff,C n Com Lead,D Compo Lead,D oject M	signer,A/E eer,A/E ger,Acquisit dministrat struction onstructio ponent Design onent Designer,Pr Manager	12/11/202 3 2:28 AM	Publish Admir or		histrat	12/11/20 23 2:28 AM	12/11/2023 2:28 AM

Figure 318: Workflow History Report Page

4.3.3. Selecting Workflow Users

Prerequisites

Workflows are published for the form.

Overview

At any workflow stage, you can select specific users to mandatorily take an action at the defined workflow stage. These selected users must perform an action at the defined workflow stage to move the workflow to the subsequent workflow stage. Only selected workflow users can perform the workflow action.

For document folders in the Document Management module, users selected at a folder level are applicable to all sub-folders and document records within them. Additionally, you can select users at a sub-folder level and at a document record level.

The **Project Fund List** form is used for illustration purposes.

Steps

- 1. To select users in the workflow of a module or document folder, perform the following steps:
 - a. In the list page of a form or the list page of a document folder, click **Workflow**, and then click **Workflow User(s)**.



Figure 319: Using Workflow User(s) Option

b. From the **Available Workflows** drop-down list, select a workflow. The published workflows associated with the form are displayed.

Workflow User(s)			
Available Workflows :	Select	•	
Note: '*' indicates the stage has an action	Select		he action to m
	Custom Project Fund List		1

Figure 320: Published Workflows

The Workflow User(s) table is displayed.

The list of stakeholders for each stage and role is displayed.

Workflow User(s)									×				
Available Workflows : Custom Project Fund List													
		Stage		Role			User Name	First Name	Last Name				
						Τ	T	Ţ	T				
✓ Stage	: Draft	:							Î				
~	Role:	Acquisiti	ons										
		Draft		Acqu	isitions		Rama_Acquisitions	Rama					
		Draft		Acqui	isitions		Ryanp_Acquisitions	Ryan	Phillips				
		Draft		Acqui	isitions		Shirley_Acquisitions	Shirley	Anderson				
		Draft		Acqui	isitions		Dean_Acquisitions	Dean	Umathum				
		Draft		Acqu	isitions		Antony	Antony					
4	-												
	2 3	4 5	67	8	9 10	[Page 1 of 18				
Note: '*' indicates the stage	iote: '*' indicates the stage has an action which requires every selected user to complete the action to move the workflow to next stage Save												

Figure 321: List of Stakeholders

- 2. Alternatively, to select users in a workflow for a record of a form or a document, perform the following steps:
 - Select a record, click Workflow, and then click Workflow User(s).

DJECT	FUND LIST				
Edit	💿 View	🔟 Delete	🖟 Workflow 🔻	📋 Reports 👻 📴 M	ail Merge 🔹 💮 More 💌
0	Project Fur	nd ID	History	ind Source Code	Fund Source Type
	PFL-2		worknow o.	2N02	CON
	PFL-1	:	CON01		CON
	Edit	Edit Over FUND LIST	Edit View Delete Project Fund ID Project Fund ID PFL-2 PFL-1	OJECT FUND LIST Edit View Image: Delete Image: Project Fund ID Image: History Image: PFL-2 Image: Workflow Use Image: PFL-1 CON01	Edit Image: View Image: Delete Image: Delete

Figure 322: Using Workflow User(s) Option

The **WORKFLOW USER(S)** page with the associated workflow of the record is displayed.

Workflow User(s)							
Workflow assigne	ed for r	ecord : Custom Proje	ect Fund List				
		Stage	Role	User Name	First Name	Last Name	
		T	T	T	T	T	
✓ Stage: Inactive							
~	Role:	Acquisitions					
		Inactive	Acquisitions	Rama_Acquisitions	Rama		
		Inactive	Acquisitions	Ryanp_Acquisitions	Ryan	Phillips	
		Inactive	Acquisitions	Shirley_Acquisitions	Shirley	Anderson	
		Inactive	Acquisitions	Dean_Acquisitions	Dean	Umathum	
		Inactive	Acquisitions	Antony	Antony		
	_						
	2 3	4 5 🕨 🕅				Page 1 of 5	
Vote: '*' indicates the stage has an action which requires every selected user to complete the action to move the workflow to next stage Save							

Figure 323: Workflow User(s) Page

Only workflow stages following the current workflow stage are displayed, and the list of stakeholders for each stage is displayed.

4.3.4. Associating a Workflow

Prerequisites

- Workflows are published for the form.
- The logged-in user is assigned Administrator role.

Overview

Once a workflow is published as the default workflow for a form, every record of the form that is created in every project is associated with its default workflow. You can change the default workflow of a form. The newly associated workflow is effective for this form only in this project. New records created for this form in this project are associated with the newly selected workflow.

The **Project Fund List** form is used for illustration purposes.

Steps

1. In the navigation pane, click a form to open.

B ^{ES} Ad	Department of Nanaportation Ideral Highway Aministration							
	PROJECTS		PR	ојест	FUND LIST			
9	Type to Search	~ ^	Ð	New	🗗 Workflow ▼	🗑 Reports 👻 🕅 H	Excel Export 🔹 💮	More 🔻
	SIT - TRINITY COUNTY HBP BRIDGES	•		0	Project Fund ID	Fund Source Name	Fund Source Code	Fund Source Type
译	General Quick A	ccess			T		T	T
	SIT - TRINITY COUNTY HBP BRID	OGES			PFL-2	CON02	CON02	CON
	+ Documents				PFL-1	CON01	CON01	CON
~	Document Search							
	 Project Report Gallery 							
	 Project Calendar 							
	🗕 Fund Management							
	Project Fund List		¢					

Figure 324: Selecting a Form

2. Click Workflow, and then click Associate.

PRO	OJECT F	UND LIST		
Ð	New	🕅 Workflow 👻 🗐 Reports	▪ Ett Excel E	xport 🔹 💮 More 👻
	0	Associate	rce Name	Fund Source Code
	0	Show Pending On User(s)		CON04
	0	FFL-3 CONUS		CON03

Figure 325: Using Associate Option

The Workflow Association dialog box is displayed.

worknow Association		×
DEFAULT WORKFLOW :		
Custom Project Fund List		
WORKFLOW OVERRIDE	FOR THIS PAGE :	
No Workflow Associated		
APPLY A NEW WORKFLO	OW FOR THIS LIS	TPAGE AND MODULE :

Figure 326: Workflow Association Dialog Box

The **DEFAULT WORKFLOW** section displays the workflow name of the form that is marked as default for the form in the application.

3. To associate a different workflow to the form in the project, from the **APPLY A NEW WORKFLOW FOR THIS LISTPAGE AND MODULE** drop-down box, select the workflow to associate with the form for the

project.

Workflow Association	×
DEFAULT WORKFLOW :	
Custom Project Fund List	
WORKFLOW OVERRIDE FOR THIS PAGE :	
No Workflow Associated	
APPLY A NEW WORKFLOW FOR THIS LISTPAGE	E AND MODULE :
APPLY A NEW WORKFLOW FOR THIS LISTPAG	E AND MODULE :
APPLY A NEW WORKFLOW FOR THIS LISTPAG	E AND MODULE :
APPLY A NEW WORKFLOW FOR THIS LISTPAG	E AND MODULE :
APPLY A NEW WORKFLOW FOR THIS LISTPAG	E AND MODULE :

Figure 327: Using Applying a new Workflow for this List Page and Module Option

Available options are the published workflows for the respective form.

Upon selecting the workflow, the **WORKFLOW OVERRIDE FOR THIS PAGE** field displays the current workflow that is associated with the form for the project.

Workflow Association			×
DEFAULT WORKFLOW :			
Custom Project Fund List			
WORKFLOW OVERRIDE FO	R THIS PAGE :		
FHWAProject_WF	Remove		
APPLY A NEW WORKFLOW	FOR THIS LIST	FPAGE AND M	IODULE :
Select	~	Apply	

Figure 328: Updated Workflow Override for this Page Field

If no selection is done in the **APPLY A NEW WORKFLOW FOR THIS LISTPAGE AND MODULE** field, then the **WORKFLOW OVERRIDE FOR THIS PAGE** field displays **No Workflow Associated**.

4. Optionally, to reset the workflow of the form for the project to the default workflow as defined for the form in the application, click Remove adjacent to the **WORKFLOW OVERRIDE FOR THIS PAGE** field.

Workflow Association			×
DEFAULT WORKFLOW :			
Custom Project Fund List			
WORKFLOW OVERRIDE	FOR THIS PAGE :	_	
FHWAProject_WF	Remove		
APPLY A NEW WORKFLC	W FOR THIS LIST	PAGE AND N	IODULE :
Select	~	Apply	0

Figure 329: Resetting to Default Workflow

5. Click **Apply** to save the changes.

The workflow properties are associated with the form.

The selected workflow is associated with the newly created records of this form within the project.

4.4. Importing Form Details from an Excel Workbook

You can perform the following tasks using a Microsoft Excel workbook:

• <u>4.4.1. Create multiple records simultaneously.</u>

You can create multiple form records by importing form information from a Microsoft Excel workbook to the form.

• <u>4.4.2. Update details of multiple records simultaneously.</u> You can update form information of multiple records simultaneously by importing form information from a Microsoft Excel workbook to the form.

The template to upload or update information of multiple records to a form is downloaded as a Microsoft Excel workbook from the list page of the form. The Excel template workbook is updated with the form information and is uploaded back to the form.

The **Instructions** tab in the Microsoft Excel workbook template provides information on updating the template for uploading multiple records.

Note: The following pointers enable you to upload or update form information correctly:

- For lists and selection options, ensure the correct spelling of the option as defined in the application is entered
- For Yes/No options, enter Yes or No in the relevant columns
- For updating form information, ensure the Internal ID refers correctly to the intended record
- You cannot delete records or upload attachments using an Excel workbook
- Calculated fields will not be available in the template

Validation rules for data entered in the template and the values entered in the form are the same.

4.4.1. Uploading Form Details in Bulk

Steps

In the navigation pane, click a form.
 The selected form list page is displayed.

	PROJECTS	LABOR/EQUIPMENT					
Q, 1	Type to Search 🗙 🗙 🔨	Dew	🖹 Reports 👻 🛱 E	xcel Import / Export 🝷	💬 More 👻		
諭	SIT - CA ERFO FS LSPDR 2023-	0	Labor/Equipment	Type/Classification	Supplemental Description	Move-In Date	
讘	General Quick Access				T	MM/dd/yyy 🗰 🍸	
Can			Equipment	Pickup Truck	Supervisor	04/30/2024	
	 Contracts 		Equipment	Haul Truck		04/30/2024	
<u>م</u>	 — SIT - CA ERFO FS LSPD 		Equipment	Haul Truck		04/30/2024	
	+ Documents		Equipment	Haul Truck		04/30/2024	
	+ Configurations		Equipment	Excavator 300G		04/30/2024	
	 Contract Items 		Labor	Excavator operator		04/30/2024	
	 Progress Tracking 		Labor	Suveyor		04/30/2024	
	 Contractor Daily 		Equipment	D6 Dozer		04/30/2024	
	Inspector Daily R		Equipment	Water Truck		04/30/2024	
	 Daily Diary 		Labor	Operator	2	04/30/2024	
	 Labor/Equipment 		Labor	Operator	3	04/30/202 4	
	Work Activity Te		Labor	Labor	2	04/30/2024	
	+ Billings & Payments		Labor	Operator	1	04/30/2024	
	 Contract Modificati 	-					
>	Submittals		1 2 🕨 🕅				

Figure 330: List Page

2. In the tool bar, click Excel Import / Export.

LABOR/EC	UIPMENT		
🞝 New	🗑 Reports 👻	Et Excel Import / Export + 😁 More +	
0	Labor/Equipment	Excel Import Move-In Date	
No records	to display.	Excel Export (xlsx) Excel Template (xlsx) Excel Template (xlsx) Excel Template With Data (xlsx) Excel Template With Data (xlsx)	-

Figure 331: Excel Import / Export

3. To export the form template to an Excel workbook, click **Excel Template**.

The Excel workbook template is downloaded to the local storage.

4. Open the saved Excel workbook template, enter form details in the various columns, and save the updated Excel workbook. For information on column details, refer to the corresponding topic on creation of the form.

Note: The first column with the heading Internal ID must not be filled in.

5. In the list page, click **Excel Import / Export**, and then click **Excel Import**.



Figure 332: Excel Import

The IMPORT DETAILS FROM EXCEL FILE page is displayed.

IMPORT DETAILS FROM EXCEL FILE	
🕞 Back	
Select File	Choose File No file chosen
	Upload Save

Figure 333: Import Details From Excel File

6. Click **Choose File** to select the workbook with updated form information. The **Choose File to Upload** dialog box is displayed.

💽 Open				×
$\leftarrow \rightarrow$	$\uparrow \underline{\downarrow} \rightarrow \text{Downloads}$	~ C	Search Download	ls 🔎
Organize *	New folder		1	- 🛯 😗
> 🗖 V	Name		Date modified	Туре
	⊻ loday			
*	Labor_Equipment_Template		7/1/2024 7:57 PM	Microso
↓ *	⊻ Last week			
De De				
	File name: Labor_Equipment_Template	ż	✓ All files	v
	Uploa	d from mobi	le Open	Cancel

Figure 334: File to Upload

- 7. Select the required workbook, and then click **Open**.
- 8. Click **Upload** to import form information from the Excel workbook to the form.

IMPORT DETAILS FROM E	CEL FILE	
Back		
	Select File	: Choose File Labor_Emplate.xls
		Upload Save

Figure 335: Upload the Excel

On successful import, the success message is displayed.

- 9. On encountering errors while importing an Excel workbook, perform the following steps:
 - a. In the toolbar, click **Error Log**.

IMPORT DETAILS FROM EXCEL FILE				
Back	🛃 Error Log			

Figure 336: Error Log Option

The error log workbook is downloaded to your local storage.

b. Open the workbook to view the errors in the various columns.

Error messages in the cells are highlighted in red. Tabs in the workbook are also highlighted to indicate the presence of errors.

- c. Open the Excel workbook with form information and modify form details. Optionally, you can make relevant corrections in the error log workbook and upload it.
- d. Save and upload the Excel workbook to import the updated information.

10. Click Save.

The items in the Excel workbook are uploaded to the list page.

4.4.2. Updating Form Details in Bulk

Steps

In the navigation pane, click a form.
 The selected form list page is displayed.

	PROJECTS	LABOR/EC	QUIPMENT			
С, т	Type to Search 🗙 🗙 🔨	D New	🗐 Reports 👻 🖹 E	xcel Import / Export 👻	💬 More 💌	
	SIT - CA ERFO FS LSPDR 2023-	9	Labor/Equipment	Type/Classification	Supplemental Description	Move-In Date
1æ	General Quick Access			T	Ţ	MM/dd/yyy 🗰 🍸
rn A			Equipment	Pickup Truck	Supervisor	04/30/2024
	— Contracts		Equipment	Haul Truck		04/30/2024
<u>(\$)</u>	 — SIT - CA ERFO FS LSPD 	0	Equipment	Haul Truck		04/30/2024
	+ Documents		Equipment	Haul Truck		04/30/2024
	+ Configurations		Equipment	Excavator 300G		04/30/2024
	 Contract Items 	. 🗆	Labor	Excavator operator		04/30/2024
	 Progress Tracking 		Labor	Suveyor		04/30/2024
	 Contractor Daily 		Equipment	D6 Dozer		04/30/2024
	Inspector Daily R		Equipment	Water Truck		04/30/2024
	Daily Diary		Labor	Operator	2	04/30/2024
	Labor/Equipment		Labor	Operator	3	04/30/2024
	Work Activity Te		Labor	Labor	2	04/30/2024
	+ Billings & Payments		Labor	Operator	1	04/30/2024
	Contract Modificati					
>	 Submittals 		1 2 🕨 🕨			

Figure 337: List Page

2. In the tool bar, click Excel Import / Export.

LABOR/EQUIPMENT	
🗜 New 📓 Reports 🔻	Rit Excel Import / Export ▼ 💮 More ▼
Labor/Equipmen	Excel Import
No records to display.	E Excel Export (xlsx)
	📓 Excel Template (xls)
	Excel Template (xlsx)
	🛅 Excel Template With Data (xls)
	Excel Template With Data (xlsx)

Figure 338: Excel Template With data

3. Click **Excel Template With Data (xls)** or **Excel Template With Data (xlsx)** to export the form details to an Excel workbook.

The Excel workbook template is downloaded to the local storage.

- 4. To update existing information, perform the following steps:
 - a. Open the saved Excel workbook.

The first column named **InternalID** displays the unique identification code for the corresponding record of the form.

b. Update form details in the various columns, and delete the records that need not be updated. For information on column details, refer the corresponding topic on creation of the form.

Note: Deleting a record from the Excel workbook does not delete the record in the form.

c. Save the updated Excel workbook.

Note: To create new form records, in the same Excel workbook, do not enter information in the **Internal ID** column, and enter all other required and mandatory columns.

5. In the list page, click Excel Import / Export, and then click Excel Import.



Figure 339: Excel Import

The IMPORT DETAILS FROM EXCEL FILE page is displayed.

IMPORT DETAILS FROM EXCEL FILE					
Back					
Select File	:	Choose File No file chosen			
		Save			

Figure 340: Import Details from Excel File

6. Click **Choose File** to select the workbook with updated form information.

The **Choose File to Upload** dialog box is displayed.

- 7. Select the required workbook, and then click **Open**.
- 8. Click **Upload** to import form information from the Excel workbook to the form. On successful import, the success message is displayed.
- 9. On encountering errors while importing an Excel workbook, perform the following steps:
 - a. In the toolbar, click Error Log.



Figure 341: Error Log Option

The error log workbook is downloaded to your local storage.

b. Open the workbook to view the errors in the various columns.

Error messages in the cells are highlighted in red. Tabs in the workbook are also highlighted to indicate the presence of errors.

- c. Open the Excel workbook with form information and modify form details. Optionally, you can make relevant corrections in the error log workbook and upload it.
- d. Save and upload the Excel workbook to import the updated information.

10. Click Save.

The items in the uploaded Excel workbook are uploaded to the list page.
3. Select the users for each stage to add to the workflow.

Workflow User(s)						×
Workflow assigned	ed for i	record : Custom Proj	ect Fund List	_		
		Stage	Role	User Name	First Name	Last Name
		Approved	Administrator	T	T	T
✓ Stage	: Appi	roved				*
~	Role:	Administrator (Show	ving 10 of 40 items.	Group continues on t	he next page.)	
		Approved	Administrator	Administrator	Administrator	
		Approved	Administrator	shreyash	shreyash	N
		Approved	Administrator	kishor	Kishor	E
		Approved	Administrator	Mahesh	Mahesh	Panda
		Approved	Administrator	Ramadevi	Ramadevi	
		Approved	Administrator	Rama_Administrat	Rama	
		Approved	Administrator	Beale_Administrat	Beale	Spencer
4	-					•••
	2 3	4 5 6 7	8			Page 1 of 8
Note: "*' indicates the stag	e has an	action which requires every s	elected user to complete the	action to move the workflow t	o next stage	

Figure 342: Using Filter Option

Optionally, you can filter the users using the following filters:

- Stage
- Role
- User Name
- First Name
- Last Name
- 4. Click Save.

Based on the defined workflow, any or all selected users must perform the workflow action on the selected record.

The **WORKFLOW HISTORY** page displays the workflow actions performed by all users across all stages of the workflow.