

# FIELDMANAGER

## USERS GUIDE IOWA STYLE



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# FIELDMANAGER USERS GUIDE - IOWA STYLE

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## **BEFORE YOU START - -**

\*\* If you have just installed the FieldManager program, enter admin for the user ID and enter password for the password to access the program. FieldManager will be the default datasource.

\*\* No contracts are automatically in the contracts list when you load FieldManager for the first time. In order to view some of the functions you must import a contract first BUT before you can import contracts, you must import the current reference file.

\*\* Some screen prints in the users guide may be for a contract different from any of the practice contracts. These prints were used simply so you could see an example of each topic.

\*\* You can either import the contracts into the FieldManager datasource that already exists in FieldManager or you can add a Training datasource and import the contracts there. If you add the Training datasource, you will also need to import the current ACP file, add yourself as a user, set your preferences, and import the reference file before importing a contract and entering information.

It is my hope that someone who has never seen the FieldManager program will be able to successfully follow the instructions and exercises in this users guide, learn a lot about what can and can't be done in the program, and have a bit of fun doing it.

Janet Wastenev  
December, 2013

## FieldManager - FieldBook

**FieldManager** is the program that the FM user uses to document all activities pertaining to the contract. *FieldManager user is simply a term to designate the individual(s) who make entries in the FieldManager program not a newly created position dedicated to these functions.* The functions of the FieldManager user involve, among other things, contract documentation changes, IDR's (inspector daily reports), daily diaries (where working days are charged), contract modifications, stockpiles, estimates, and a multitude of inquiries and reports.

### *Terminology Change -*

*IDR's include temperatures, weather, daily comments, time charges, and item postings.*

*Daily Diaries combine temperatures, weather, comments, item postings, and time charges from all IDR's for a given day and is also where sunrise/sunset information is entered.*

The FM user creates a daily diary for each day desired on the contract. This diary is made up of any and all IDR's (Inspectors Daily Reports) that have been generated by the inspectors using FieldBook or the FM user using FieldManager. There can be many IDR's for a day because each inspector and FM user involved can create one or more for any given day. There can, however, be only ONE diary per day per contract and that is created by the FM user in the FieldManager program.

Besides creating a diary and importing IDRs from inspectors, it is also the FM user's responsibility through the FieldManager program to create the stockpiles, change orders, and estimates. These functions CANNOT be done in the FieldBook program.

**THERE CAN BE ONLY ONE WORKING CONTRACT IN FIELDMANAGER - IF THE SAME CONTRACT IS IN ANOTHER FIELDMANAGER COMPUTER, IT MUST BE READ-ONLY.** Except for unique circumstances, the workstation that process estimates (uploads and downloads them to and from the mainframe) should be the one with the working copy of the contract. Any other FieldManager machines with the same contract should have a read only copy.

As some entries are made, files are created automatically and placed in the FieldMgr\Outbox folder where they remain until processing time. **Do NOT transfer the working copy of the contract from machine to machine throughout the life of the contract just because you can!**

**FieldBook** is the program that inspectors use in laptops to create IDR's to document certain activities pertaining to the contract. This program contains several inquiries but no reports. Any IDR's created here are exported to

FieldManager by flash drive or by using the server. FieldBook users CANNOT create daily diaries, contract modifications, stockpiles, or estimates. They do, however, make entries to reflect item progress and charge working days as well as enter comments.

Once IDR's have been created and exported from FieldBook and imported into FieldManager a turn-around-file (TAF) is automatically created which is given to the inspector to import back into FieldBook. This turn-around-file updates FieldBook so item progress is as current as possible. Work can continue on all machines during the interim period between exporting and importing IDRs.

The following chart might be helpful in showing exactly which functions each program can perform.

	FieldManager	FieldBook
IDR's	X	X
Daily Diaries	X	
Cont Mods	X	
Stockpiles	X	
Estimates	X	
Inquiries	X	X
Reports	X	

***GENERATE - A mighty important word in FieldManager***

Unless an IDR has been generated, none of the documentation in it will be included in a diary.

Unless a diary has been generated, the working day charge for that day will not be included in an estimate or the weekly report of working days.

Unless an IDR has been generated, the item postings will not be included in an estimate.

Unless an estimate has been generated, it will not be saved and/or processed for payment.

Unless a weekly report of working days is generated, it will continue to have DRAFT across the report.

**Starting FieldManager -**

Find the blue and gold icon and double click on it. FieldManager always begins with the Login screen.

The screenshot shows a Windows-style dialog box titled "FieldManager login". The main heading is "Enter User Information". There are three input fields: "Datasource" is a dropdown menu currently showing "FieldManager" with a "Set as Default" checkbox to its right; "User ID" is a text box containing "janet" with a "Set as Default for this Datasource" checkbox to its right; and "Password" is an empty text box. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

The Datasource field is a part of the log on process. Do NOT change this field unless specifically instructed by Janet to do so. The datasource will be entered during the installation of the program. Having this datasource field named FieldManager is very important when using the Excel queries.

For those who have been using FM on this computer -

If you have previously been using FieldManager, the Datasource field will probably display FieldManager. If that is the case, go ahead and log on as you normally do, using your own ID and password.

If you have multiple datasources (unlikely for the DOT but possible), the name will be black. You can put a checkmark to designate whichever datasource you want to have for the default. Again, almost 100% of the time for DOT users the datasource name will be FieldManager – and that will be the default.

If you wish your ID to default as the user ID when you start up the FieldManager program, enter it in the ID box and then put a checkmark in the Default User ID field. You can enter anyone here you wish but in order for this to work, of course, that user ID must be displayed in the users list for this datasource.

For those who have had FM newly installed on this computer -

If this is the first time you've logged on, FieldManager should be the default in the Datasource field. Type in admin for the user ID and press the Tab key. (*It is important you log on with your own ID once we add you to the user's list since this is the tracking method for entries.*) Type in password for the password and press the Enter key. (Neither the ID or password are case sensitive.)

If this is the first time you've started FieldManager, no contracts will be in the list. A practice contract does not come with the FieldManager program.

(If you receive a warning that you must change your password, it is because the program requires the password to be changed every 60 days. Passwords must be a minimum of 5 characters. More about changing passwords in that section of this chapter – now that's a promise, not a threat!!!)

You can see the user ID who is logged into FM and the datasource name by looking in the lower right corner of the screen.

### **Loading a Contract**

We will load 2 contracts for use in this users guide. The file name is **50a FM TrainingContracts.001.** This file can be found in the **50a Training** folder which is located in the following path -

W:\Highway\Construction\FieldManagerInformation\50a Training. Feel free to **COPY** this file in order to import it into FieldManager. Do NOT import it directly into FieldManager from the W drive. Copy it either to a flash drive or somewhere on your hard drive (C drive) first and then import from there.

***When FieldManager imports a file containing contract(s), that file disappears from the source. For example, once a contract has been imported from a flash drive, the file containing the contract will no longer exist on that flash drive.***

This **50a FM TrainingContracts.001** file will bring in both practice contracts at once.

**Do NOT use the Import-FB icon in the Window toolbar in the contracts list to import contracts. That is for importing IDR's from FieldBook.**

You will receive the following error if you try to import contracts prior to importing a reference file in a new datasource.



Click OK to the error and then import (File > Import > File) the file titled FMGRREF.REF from the W:\Highway\Construction\FieldManagerInformation\FMFiles folder. If you do not have access to that location, contact Janet (641-782-2096) and I'll get the reference file to you.

To load the practice contracts into FM that you've copied to a flash drive from the W drive -

At the Contracts List -

Click File > Import > File

If needed, change the "Look In" field to display E:\ (or the location of your flash drive)

Click the down arrow and change the "Files of Type" field to either Contract Files(\*.\*) or All Files(\*.\*)

Highlight the 50a FM TrainingContracts.001 file

Click Open and the import process will begin

Once the import process is complete the new contracts will appear in your contracts list AND will disappear from the source, in this case the flash drive

Click OK at the import message displaying the contract(s) that were imported

Once the contracts are imported, notice that in the bottom left corner of the screen that the status bar will reveal the number of rows (1 row per contract) seen as compared to the total number. If not all contracts can be seen at once, there will be a scroll bar available. The lower right will reveal the user logged on (ADMIN or your own user ID) and the datasource (FieldManager) in use.

## Janitorial Issues -

Contract ID	Contract Description	Managing Office Comments	Closed	Access	Prime
77-0171-016	HMA RESURFACING/COLD IN-PLACE REC		No	Working	MANATT'S, INC.
77-0352-272	PCC PAVEMENT - GRADE & REPLACE		No	Working	CEDAR VALLEY CORP.
78-0061-114	BRIDGE AND APPROACHES - OTHER		No	Working	GODBERSEN-SMITH CC

## Contracts Screen

The contracts screen is always the first screen to appear when you logon to FieldManager. This is a list of all contracts available for your use on your computer. The column titled "Closed" indicates whether a final estimate has

been created – Yes means a final has been generated and a No means a final has not been generated.

The Access column indicates whether the contract is a working copy, a read only copy, or a contractor read-only. If the contract was imported as a read-only copy, it will display read-only in the Access column. If the contract was imported as a working copy but that working copy was transferred and a read-only copy was kept, the Access column will display read-only followed by the date the working copy was transferred. Contractor Read-Only will be displayed only for those contracts that were imported as the contractor read only copy.

The farthest right column, Prime Contractor, displays the prime contractor's name.

A contract CAN be in more than one FieldManager computer at once BUT there can be only one working contract. The same contract on another workstation must be read only.

The Managing Office Comments field comes from the field with the same name in the Docu button > Gen tab and is a good place, if desired, to enter the inspector's name and/or paren nos. if a multiple project, etc.

## **Bars**

This, like many Windows programs, has a menu bar but it also has two button toolbars. The menu bar has the same choices as other Windows programs. It is located above the top button bar and contains File, Edit, View, Utilities, Window, and Help.

By default the Window toolbar is just under the menu bar across the top of the screen. (This is called a Window toolbar because the buttons available are dependent on the window that's open.) The Close button is always in the far left corner of every screen and the Cont Status button appears somewhere in this toolbar with every window except Inquiries. The Refresh button is always the farthest to the right of every screen. The other buttons, as mentioned before, will change depending upon the window that is active at the time.

The Application toolbar is by default along the left side of the screen. These buttons remain the same no matter what window is active.

You can change the position of either button bar by choosing Utilities > User Preferences and then clicking on the Toolbar tab. Here you can also choose whether or not to have the text of the button bar shown and whether or not to have the tips shown when you place your cursor over a button.

## **The Quick Query Fly-Out Toolbar Button**

There is a narrow "button" just to the right of the Cont Status button. If you click the down arrow in that area, depending on the screen that is active at the time, other inquiry options will be available immediately. These same inquiries plus more are available through the Inquiries button - this is just a quick and easy way to access some of the more popular ones.

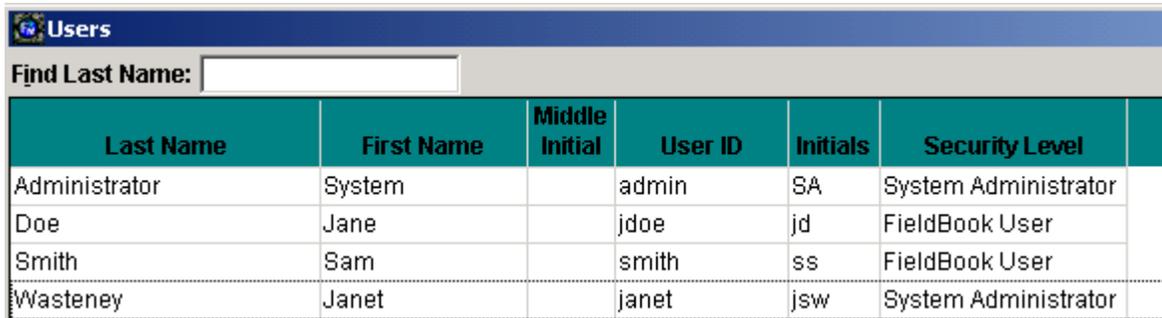
If you always like to view a specific inquiry for a screen, there is a default option for that. Details in the User Preferences area of this chapter.

- Highlight Contract 78-0061-114
- Click the Items button (on the left)
- Click the fly-out button and see all the options!!!!
- Click the Close button
- Click the Estimates button (on the left)
- Click the fly-out button and see other options
- Click the Close button
- Click any of the other buttons in the Applications toolbar then the fly-out button.
- Several applications buttons have only the Cont Status available when selecting the fly-out button.*
- Close all windows and return to the contracts list.

## To Add, Modify, or Delete Users

In order to add, modify, or delete a user you must be logged on with an ID that has system administrator privileges. **No other type of user is allowed to maintain users.** There should be only 1 to 3 in each office with system administrative privileges.

Users can be added, changed, or deleted in FieldManager by clicking Utilities in the menu bar and then selecting System Management > Maintain Users.



Last Name	First Name	Middle Initial	User ID	Initials	Security Level
Administrator	System		admin	SA	System Administrator
Doe	Jane		jdoe	jd	FieldBook User
Smith	Sam		smith	ss	FieldBook User
Wastenev	Janet		janet	jsw	System Administrator

Anyone who is using the program should have his or her own ID and should log on with that ID. Unless a user has been added to this list, his/her name will not appear in the drop down list of inspectors when creating an IDR, diary, etc. in FieldManager. More importantly, if the user is not listed in the FieldManager datasource, that ID and password is not exported with the contract to FieldBook so the user is not allowed to log on to the FB program.

As noted previously, neither the user ID nor the password is case sensitive.

To add, modify, or delete a user

It is important to have all your FieldManager and FieldBook users ID's and passwords listed in the FieldManager datasource. Be consistent when assigning user ID's and, for ease, enter the same password (e.g. password) for everyone when you add a new user. Each user should then change their own password the first time they log on to the program.

When a contract is exported from FieldManager to a FieldBook machine, all the user ID's and passwords in that contract's datasource are exported along with the contract information.

Since you are logged on with system administrator privileges click Utilities > System Management > Maintain Users. This will bring up a list of the users and their respective security level assigned to the FieldManager datasource you are in. If your name is not in this list, we will add it shortly!! (If System Management is gray, you are not logged on as a system administrator and do not have access to this function.)

To add a new user -

Click the Add button.

The screenshot shows a web-based form titled "Add User". The form contains the following fields:

- User ID:** A single-line text input field.
- User Initials:** A single-line text input field.
- User Name:** Three separate single-line text input fields labeled "(Last Name)", "(First Name)", and "(Middle Initial)".
- Phone No:** A single-line text input field.
- Password:** A single-line text input field with asterisks indicating masked characters.
- Re-enter Password:** A single-line text input field with asterisks indicating masked characters.
- Security Level:** A dropdown menu.

This will bring up the Add User form which must be completed. Enter the following information for a new user, pressing the Tab key to get to the next field.

User ID - jdoe

User Initials - JD (Can be 2 - 4 letters &/or digits)

If you enter initials that are the same as someone already listed as a user, you'll be asked before exiting to change them to make them unique.

User Name - John Doe (this is entered last name first)

Type the user name exactly as you wish to see it printed on reports, etc.

Phone No. - is not a required field - I usually leave it blank

Password – type in password (must be a minimum of 5 characters - can be letters, numbers or a combination)

Re-enter Password –type in password (type in your password again)

Security Level - Highlight “FieldManager User” from the list of 4 levels of security

*FieldManager User - Has read/write access to everything in the system excluding the User information. Cannot transfer a working copy of a contract or import an ACP file*

*FieldBook User - Has read/write access to FieldBook functionality and read access to the rest of the system except the User information. (Can add or change data ONLY in the FieldBook functions of the FM program.*

*Read Only - Has read only access to the entire system except the System Management options.*

*System Administrator - Has read/write access to everything in the system, including the user information. Can transfer a working copy of a contract. Can change contract level settings. Can import the Agency Configuration Program file via a menu option.*

As stated previously, user ID and/or initials cannot be the same for any two users in the FieldManager and/or FieldBook program. If you enter either a duplicate set of initials or a duplicate user ID, you'll get the following message.



Click OK

If you're not already listed as a user, we'll add you now!

Click the Add button and enter the following information.

User ID - your name  
User Initials - your initials  
User Name - your full name  
Phone No. - your decision, enter something or leave it blank!  
Password - type PASSS for a password (Remember, it must be a minimum of 5 characters)  
Re-enter Password - type in your password again  
Security Level - Select System Administrator  
When finished, click OK and then close back to the Contracts list

Click File > Exit and Log On as Different User  
Answer NO to the back up question

This time log on using your own ID and password.  
You will be required to change passwords to begin the 60 day count.  
Change it from PASSS to your choice of passwords. Be sure to remember it!

#### To change user information -

Click Utilities > System Management > Maintain Users  
Highlight the user you wish to change - We'll highlight John Doe  
Click the Change button - this brings up the Change User Information form  
We'll change John Doe's security level so..  
Click the Security Level field  
Select FieldBook User  
Click OK  
Stay at the users list

#### To delete a user -

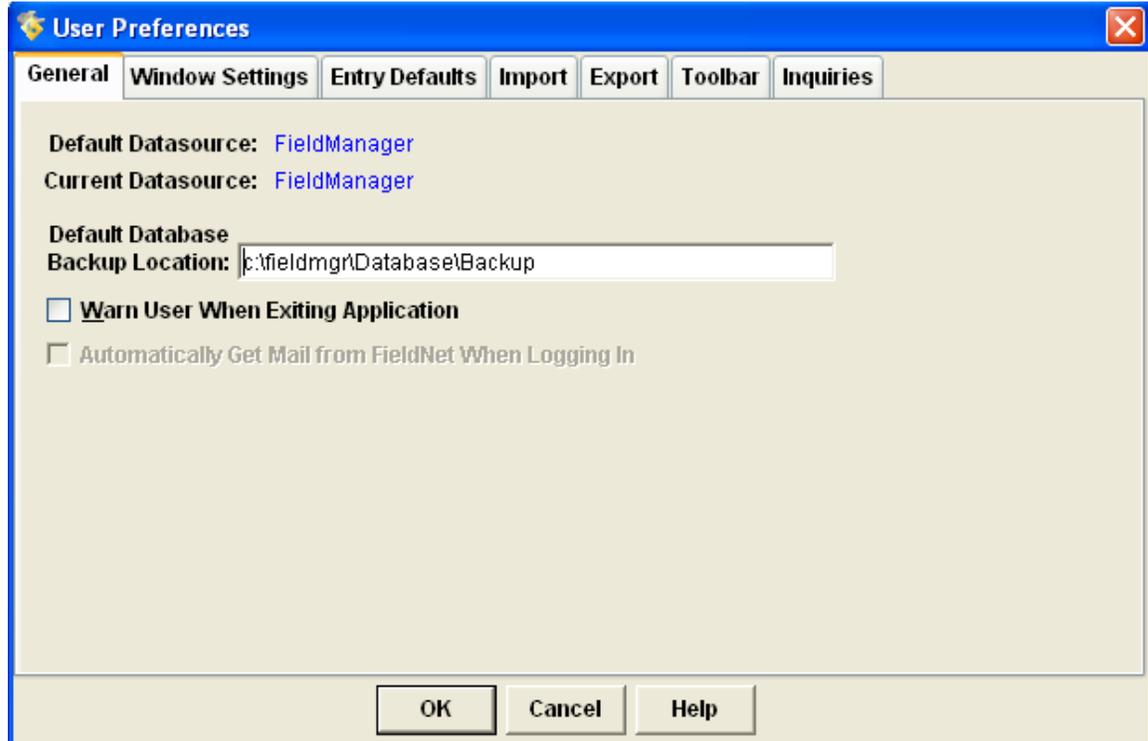
Be VERY cautious about deleting a user from the list for any reason. It's much safer to change the user to a read-only status instead for contracts in progress. Once all contracts involving that user are completed the user ID can be safely deleted.

Highlight the user John Doe  
Click the Delete button  
If you are sure you wish to delete this user, click Yes  
Close back to the contracts list

### **Setting Preferences -**

From the menu bar select Utilities > User Preferences. A screen with multiple folder tabs appears. You will notice folder tabs being used throughout the program to separate and organize. We'll check out each folder tab on this screen before we quit!!

## General Folder Tab –



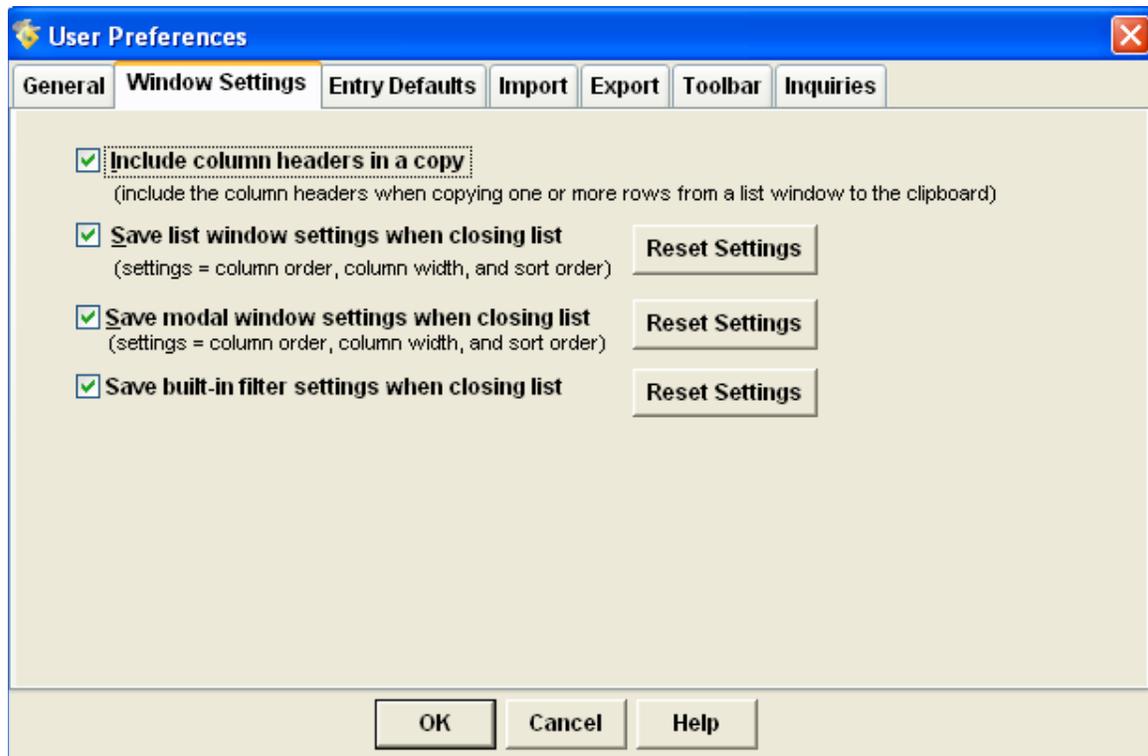
The Default and Current Datasource fields cannot be changed here. They should be displayed as FieldManager.

The Default Database Backup Location is listed automatically based on the program installation. You may or may not need to change this – check with Janet before changing it. This program is written to back up first to the C drive and then give you the option to copy that backup information to another location. We'll work on this one later!!

If you wish the program to confirm when you exit FieldManager, click so a checkmark appears in the Warn User When Exiting Application. If you do not wish this confirmation, leave the box blank.

Click the Window Settings folder tab.

## Window Settings Folder Tab –



### Include column headers in a copy

Leave a checkmark in this box and any time you copy and paste information from columns, the column headers will automatically copy as well.

### Save list window settings when closing list

Be sure a checkmark is in this box and anytime you change the size of a column, sort a list, etc. those preferences will stay until you change them again.

### Save modal window settings when closing list

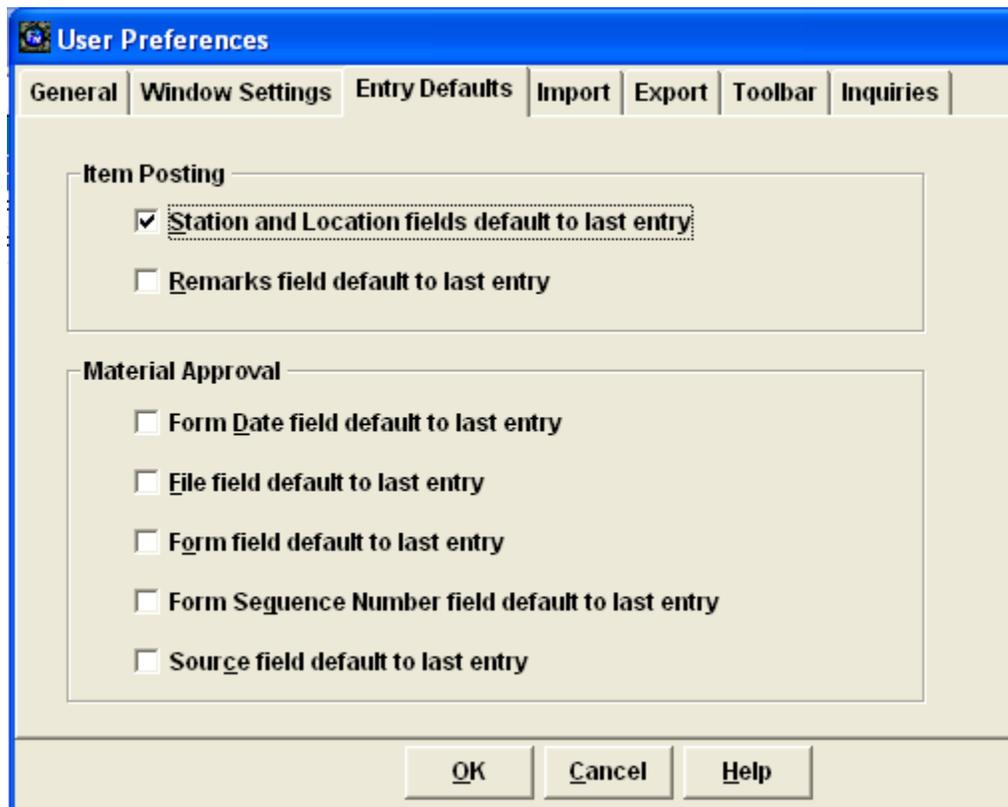
A modal window is a “window within a window” such as when you currently view a second smaller version of the items list. Be sure a checkmark is in this box and anytime you change the size of a column, sort a list, etc. those preferences will stay until you change them again.

### Save built-in filter settings when closing list.

This would be good to have checked under certain conditions. For example, if you’re working on only certain items on a contract (e.g. only items in a specific project and/or category) and you filter the lists so you see only those items, this option will keep that filter until you remove it.

Click the Entry Defaults folder tab.

### Entry Defaults Folder Tab -



If you prefer that the last entered station or location fields in your item posting entries remain in those same fields for the next posting no matter what item it is for, you should have a checkmark in the box. If you want those fields to be blank each time, leave the box without a checkmark. *(There MUST be an entry in either the Station or Location field for each item before you can save an IDR.)* For now, put a checkmark in the Station and Location fields... box.

If you prefer that the last remarks you entered remain in that field for all future items, you should have a checkmark in that box. Although this might be handy during audit times, it is normally not something you would want so be sure there is no checkmark in that field.

Since we are not using the materials portion of the program, it doesn't matter if those 5 options are checked or not.

### Import Folder Tab -

There is a default location for importing IDR's from FieldBook. If you want a different location to automatically appear in your drop down list, that location can be added here. This list of locations is automatically updated when a user types in a new location while performing an IDR import. We're not going to do it now but if you need to add a new location -

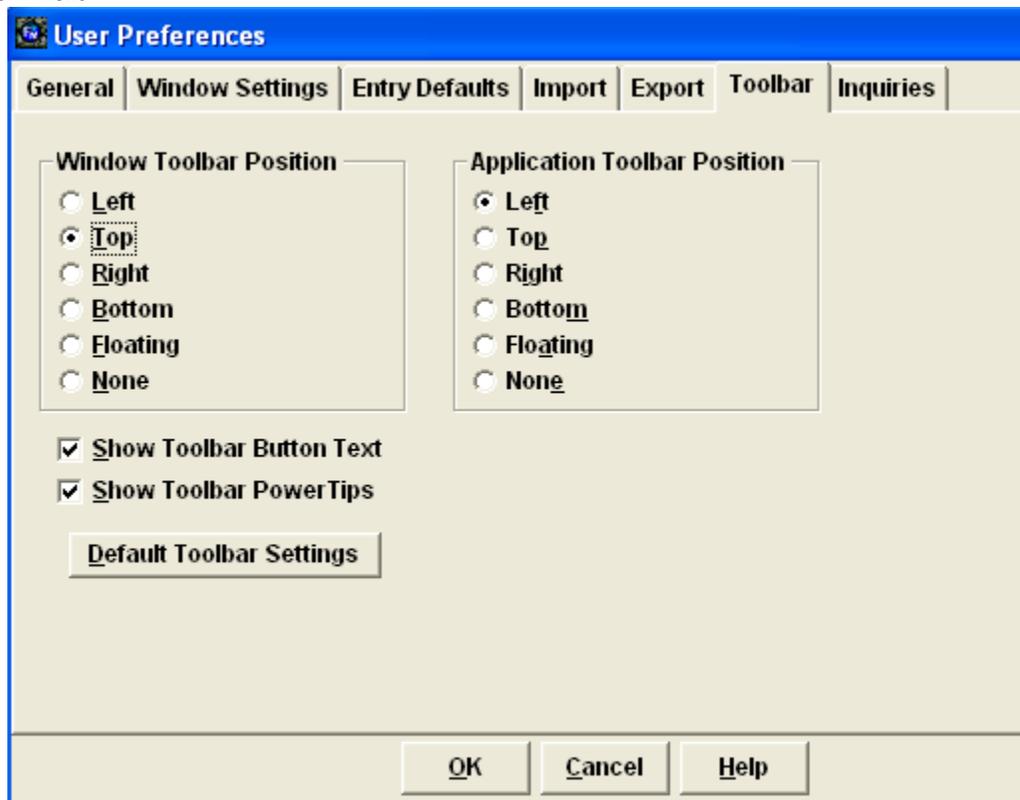
- Click the Add Location button
- Enter the new location
- Click OK

### Export Folder Tab –

There is a default location for exporting contracts to FieldBook. If you want a different location to automatically appear in your drop down list, that location can be added here. This list of locations is automatically updated when a user types in a new location while performing an export to FB. We're not going to do it now but if you need to add a new location -

- Click the Add Location button
- Enter the new location
- Click OK

### Toolbar Tab –



This tab gives you the option to locate the toolbars other than where they currently are shown. By default the application toolbar is in a vertical position on the left side of the screen and the windows toolbar is in a horizontal position across the top of the screen.

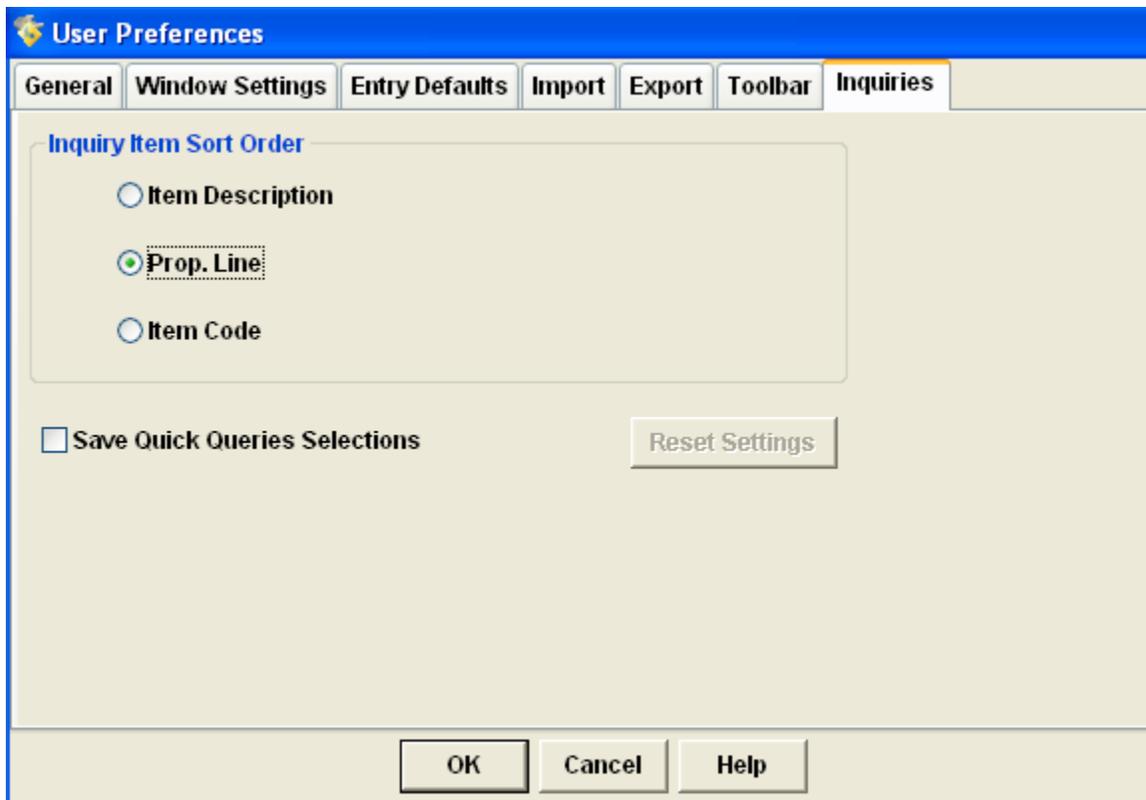
By default there is a checkmark in each of the 2 options, 1 to display the button text and the other to display the power tips. If you remove the checkmark to display the button text, only the “picture” will remain in the button – no words. If you remove the checkmark to display the power tips, when you move the cursor over top of a button, it will not display what that button is used for.

It is an extremely good idea to leave this tab as is – at least until you become very familiar with the program.

### Inquiries Tab –

You have the option to sort inquiries that contain a list of items. The sort choices are by – Item Description, Proposal Line Number, and Item Code. Simply put the dot in front of your choice and that will be the sort order for every contract until you change it to something else.

If you consistently like to view a specific inquiry that is displayed in the quick query button when a screen is active, put a checkmark in the Save Quick Queries Selection option. An example of this – when I look at the stockpile list, I always use the SP Summary inquiry. By having a checkmark in the option, the SP Summary button would be displayed instead of the Cont Status button.



Click OK. Changes you made in all the tabs will now be saved.

Remember, all preferences chosen are only for the user logged on to the datasource in use. A different user can have different preferences in that same datasource.

## **To Change Your Password -**

Once you have initially installed the FieldManager program you will need to login using admin as the user ID and password as the password. Once you have done that, the first thing you should do is add yourself as a user and enter your password as explained on a previous page. **You are not to share this password with anyone else.**

Passwords must be changed every 60 days and must be a minimum of 5 characters in length. You will receive a warning beginning 10 days prior to the deadline for changing your password. If you do not change it within the allotted time period, the next time you log on to the program you will be required to change your password before continuing.

To do so -

Click Utilities in the menu bar then Change Password.



You must type in your current password once and then your new password twice. If the new password isn't exactly the same each time it's typed, you'll be given an error message stating so. If that happens, simply start that process again - and type it in correctly both times!!!!

We're not going to change the password now so click the Cancel button

*The inspectors' IDs and passwords are first entered in FieldManager and then exported with the contract(s) to FieldBook. The inspector can then change his/her password in FieldBook using the same process as described above.*

## **Assigning Your District Number**

This number distinguishes your program so it's unique for your office. **A working copy of a contract will not import into your machine unless the entry in the District Number matches the code in that contract's file.** A read only copy of a contract will import whether or not the district number matches.

Click Utilities > System Management > System Configuration

The screenshot shows the 'System Configuration' dialog box with the 'FieldNet' tab selected. The 'District Number' field contains '45244'. In the top right corner, the following information is displayed: 'Reference File Creation' (08/22/13 11:02:14), 'Reference File Import Date' (08/22/13), 'Agency Configuration Creation Date' (11/13/13 10:35:23), and 'Agency Configuration Import Date' (11/13/13 11:56:26). The 'Shared Directories' section contains three text boxes: 'Inbox Location' (C:\ProgramData\FieldManager\Inbox\), 'Outbox Location' (C:\ProgramData\FieldManager\Outbox\), and 'Contract Archive Location' (c:\ProgramData\FieldManager\archive\). At the bottom, there are 'OK', 'Cancel', and 'Help' buttons.

Once you first receive your new program, you should enter your District number and cost center in the District Number field in the General Folder tab. (For the Council Bluffs Office which is in the 4<sup>th</sup> District and is Cost Center 5242, the District Number is 45242. For the Jefferson Office which is in District 1 and is Cost Center 5213, the District Number is 15213.) Also check to see that the inbox, outbox, and archive paths are C:\ProgramData\FieldManager\Inbox, C:\ProgramData\FieldManager\Outbox, and C:\ProgramData\FieldManager\Archive, respectively.

Notice in the upper right corner, the date the reference file was last created and imported is displayed. Also shown are the ACP creation and import dates. The ACP dates won't be important to you on a daily basis – but sooner or later this will be good information to have available.

**We will not be using the FieldNet option so skip this folder tab.**

Click OK and you should return to the contracts list.

## **Program Shutdown**

Once the FieldManager program has been opened, if it is idle for 180 minutes, the program will shut down. **Any unsaved data at the time of the shutdown will be lost.** By clicking the mouse anywhere on a screen, the 180 minute count will begin again. You will receive a warning 60 seconds prior to the shutdown – just in time to enter your password again so you can continue!!

**BE AWARE OF THE 180 MINUTE SHUT DOWN SO IF YOU GET CALLED AWAY, ETC., YOU WILL NOT LOSE DATA.**

## FieldManager Cruisin'

Let's get acquainted with some of the buttons now that we have some contracts imported. Remember, the buttons in the Application toolbar (along the left side) will always remain the same but the buttons in the Window toolbar (top) will be completely dependent on which screen is active.

Many screens will be divided into areas by the use of folder tabs.

Highlight Contract 78-0061-114 in the contracts list.

We'll explore the Application toolbar (left side) first.

Click the Docu button

### Docu Button -

This shows the contract documentation and is divided into areas by five folder tabs. We'll look at each field in each folder tab now but will make entries later.

### General Folder Tab -

The information in the top portion of the screen is read only and is updated through the FieldManager processes. Some information can be entered and/or changed in the lower portion of the screen.

**Change Contract Documentation (Contract: 78-0061-114)**

**General** | Administrators | Site Times | Breakdowns | Site Events | Attachments

Projects: 78-0061-114  
Awarded Cont. Amt.: \$2,658,823.35      Current Cont. Amt.: \$2,658,823.35  
% Complete(awrd): 3%      % Complete(curr): 3%  
Location: POTTAWATTAMIE brf-006-1(114)--38-78  
Route: HWY 6  
Prime Contractor: GODBERSEN-SMITH CONSTRUCTION CO. & SUBSID.

Managing Office: Council Bluffs      Contract Level Settings

Managing Office Comments:

Notice To Proceed Date: 03/04/2011      Create Electronic Files:  Yes  No  
Construction Started Date: 00/00/0000      Stand Alone Contract:  Yes  No  
Closed To Traffic Date: 00/00/0000      Contract Closed:  Yes  No  
Open To Traffic Date: 00/00/0000      View IDRs in FieldBook for 9999 days  
All Contract Work Completed: 00/00/0000      View IDR Attachments in FieldBook for 14 days

Traffic Comments:

Managing Office - This is the RCE office, county, or consultant that is responsible for the inspection and payments to the contractor.  
Managing Office Comments – Whatever is typed here will be displayed on the contracts list screen. A good place to enter data of your choice but can also be left blank if desired.

Construction Started Date - This is **the date physical work actually began** on the project. **Please enter this date** even though it is not required by the program. The date entered here will be displayed in the corresponding field on the weekly working day report.

Closed to Traffic Date – Enter the date the project was closed to traffic if you wish.

Open to Traffic Date – Enter the date the project was opened to traffic

All Contract Work Completed - This is **the date all the actual physical work** on the contract was completed. **This is NOT necessarily the project acceptance date.** (This date must be entered before generating a semi-final estimate.)

Traffic Comments – This optional field will hold 255 characters of text

Create Electronic Files - The default is Yes and it can't be changed

StandAlone Contract - THIS DEFAULT MUST STAY AS IT IS

If you change this to Yes and save it, you will not be allowed to change it back! *(Only System Administrators have access to change this.)*

Contract Closed - The NO default stays until a FINAL estimate is generated. At that time it is automatically switched to YES. Once this field is YES, the contract is locked and no more work can be done on it.

If, for some reason, the final estimate has been generated but is incorrect and must be re-done, you must click the No, then Save/Close before deleting the final estimate. The rollback file that is created during this process must also be deleted. **You are to call Janet, Central Const., or Jen in the Creston Const Office (641-782-4518) before changing the field from YES to NO.**

View IDRS in FieldBook for \_\_\_\_ Days - This is the number of calendar days you want IDRs available for viewing in FieldBook. The default number is 9999 but can be changed from one contract to another. Be aware, the number of days to be viewed is calendar days and is based on the computer's date - - 15 days from the

computer date is far different from the last 15 entries made regardless of the entry date. *The number of days that IDR's are available for viewing determines how much inquiry information can be viewed in FB.*

View IDR Attachments in FieldBook for \_\_\_\_Days – This is the number of calendar days for which you want to be able to view attachments in FB. This can be changed from one contract to another. The default number is 14.

### Contract Level Settings Button – (see graphic below)

If you are a system administrator and your program has been set up to allow for contract specific changes, you can access this button. **Any changes you make are strictly for this contract only, they will not affect any other contract in FieldManager.**

**RCE OFFICES** - Do **NOT** make any changes to the General tab except in the Report Item Sort Order and/or the Group Items By Project/Category. Again, do NOT change any other fields in this tab.

**COUNTIES** – You can change the above and also put your agency logo, if desired, in the General tab. Do NOT change any other fields.

**EVERYONE** – Do **NOT** change the option in the Quantity Overruns fields or the Proposal Line **and Project Line** increment for new items fields. There could be very nasty results if changes are made in these areas.

Contract Level Settings (Contract: 78-0061-114)

General | Estimates | Cont Mod Signatures

Agency Information

Agency Name: Iowa Department of Transportation

Agency Logo: Browse

Report Item Sort Order

Item Description

Prop. Line

Item Code

Group Items By Project / Category

New Items

Prop. Line increment for new items: 5

Project Line increment for new items: 5

Quantity Overruns

Do not check for quantity overruns

Limit payment quantities to current authorized category quantity for each item

Items worth at least \$99,999.00 can only overrun 99 %; no overrun > \$50,000.00

Click the Estimates tab

**Do NOT make any changes to the Estimate Signature Block TEXT in the Estimates tab.** (see graphic below)

The screenshot shows a software window with three tabs: 'General', 'Estimates', and 'Cont Mod Signatures'. The 'Estimates' tab is active. Under the heading 'Estimate Signature Block Text', there is a text area containing the following text: 'The work items shown herein are just and unpaid, and the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with. For Final Estimates only - - Total number of working days charged to date for this contract is'. Below this text area is a section titled 'Signature Labels for Pay Estimate Report' which contains seven dropdown menus. The first dropdown menu is currently set to '<<Prime Contractor>>'. The other dropdown menus are empty.

If you prefer that a signature label displays something other than the default for a specific contract, you can change it here. Remember, the changes you make here affect only the contract you're working with at that time but will remain for that contract until changed again.

**RCE Offices – do NOT make changes in the estimate signature labels or the block text area**

Click the Cont Mod Signatures tab -

Some changes such as the signatures required can be made in the cont Mod Signatures tab (the graphic is on the following page). Once again, remember, the changes you make here affect only the contract you're working with at this time.

**Counties – you may wish to change a signature label. If you unsure as to which one or what to do, contact Janet, Central Const, or Jen in the Creston Const Office (641-782-4518).**

**RCE Offices and Counties -**

**Do NOT make any changes to the Contract Modification Signature Block TEXT.**

Contract Modification Signature Blocks			
<<Prime Contractor>>		Recommended by Project Engineer	
_____	_____	_____	_____
Signature	Date	Signature	Date
Approved by District Construction Engineer or designee		Approved by Central Construction (when applicable)	
_____	_____	_____	_____
Signature	Date	Signature	Date

Include FAA Block       Include FHWA Block

Since we didn't change anything, click Cancel and return to the General tab of the Docu button

**Administrators Tab –**

The upper portion of this tab is in blue and is the same as what is displayed on the General tab. Three fields that were previously on the General tab are now located here - -

RCE or County Engineer's Name – This should be the RCE's (or county engineer's) name. This name will print out automatically at the bottom of the working day reports so type it in as you wish to see it in print.

Managing Office – The city or county of the office handling this contract. This is already completed for you.

Inspector – The lead inspector main inspector on the project

General	Administrators	Site Times	Breakdowns	Site Events	Attachments
<b>Projects:</b> 78-0061-114 <b>Awarded Cont. Amt.:</b> \$2,658,823.35 <b>Current Cont. Amt.:</b> \$2,658,823.35 <b>% Complete(awrd):</b> 3% <b>% Complete(curr):</b> 3% <b>Location:</b> <b>Route:</b> <b>Prime Contractor:</b> GODBERSEN-SMITH CONSTRUCTION CO. & SUBSID.					
<b>RCE or County Engineer's Name:</b>		Donald Duck			
<b>Managing Office:</b>		COUNCIL BLUFFS RCE			
<b>Inspector:</b>		Daisy Duck			
<b>Accounting ID:</b>					
<b>Letting Date (LD) / Bid Order No (BON):</b>					
<b>Late Start Date:</b>					
<b>Wage Decision:</b>					
<b>Liquidated Damages:</b>					
<b>Status of Audit (eg 435 Date):</b>					
<b>Final Quantities to Contractor:</b>					

New fields that we have added to this tab are optional so you may or may not enter data in them. They are strictly for your convenience so populate and use them accordingly.

Accounting ID

Letting Date (LD) / Bid Order No (BON)

Late Start Date

Wage Decision – enter the wage decision number

Liquidated Damages – enter the LD rate/day or total LDs due – your interpretation of what you want to see.

Status of Audit

Final Quantities to Contractor

### **Site Times Folder Tab –**

This shows both the original and the authorized number of working days allowed for each site on the contract as well as any additional number of days that might be pending due to a time extension contract modification. The original number of days will be the same as the authorized unless a time extension cont mod has been approved to increase that number. The total days charged in FieldManager and in estimates are also displayed on this screen.

The **Time Charges Start Date** should be entered for each site. If it's not entered, you'll receive a warning when each estimate is created. This date is **the first day you charge a working day**. When a time charge start or stop date is entered and saved, a file is created automatically and put in the FieldMgr\Outbox folder. The filename is STDTSxxx.EXP.

**Change Contract Documentation (Contract: 78-0061-114)**

General | **Site Times** | Breakdowns | Site Events | Attachments

Days Allowed: Original: 0 Auth: 0 Pending: 0  
 Days Charged: Diary: 0.00 Estimate: 0

Site	Site Type	Site Description	Time Charges Start Date	Time Charges Stop Date	Days Charged (est)	Percent of Time Complete (est)
00	WORK DAYS		00/00/0000	00/00/0000	0	0%
01	WORK DAYS	CONSTRUCT STAGE 1 DRILLED	00/00/0000	00/00/0000		0%
02	CALENDAR DAYS	WHEN DETOUR IS IN EFFECT	00/00/0000	00/00/0000		
03	WORK DAYS	COMPLETE STAGE 3 GRADING A	00/00/0000	00/00/0000	4	0%

Time Charges Start Date: 00/00/0000 ▼  
 Time Charges Stop Date: 00/00/0000 ▼

If there is an entry in the start date field and then you change it to a different date and press the tab key, you will immediately get a warning. Simply click the Yes and continue - it should be OK!! If you have a contract that does not have any working days to charge (only has a completion date) and are concerned, call Janet, Central Const, or Jen in the Creston Const Office (641-782-4518) and discuss it.

**Breakdowns Folder Tab -**

This is a method of dividing items out further than the category level. For example, if you wanted all items broken out according to plan sheets, this could be possible. The bonus is that you can see exactly where each item is going BUT you must know exactly the amount of each line item that is going to specific places and enter them accordingly. We will NOT be using this feature at this time.

### **Site Events Folder Tab -**

This is a list of events that may affect any or all sites on the contract. Perhaps the contract must be suspended for a period of time due to circumstances beyond the contractor's control. That event could be entered here. This is an optional entry - not required. Be aware, once a site event entry is created and saved, it cannot be deleted. The Delete button is grayed out once the site event has been saved.

Once a site event is created and saved, a corresponding file is automatically created and put in the FieldMgr\Outbox folder. The filename is STEVTxxx.EXP.

### **Attachments Folder Tab -**

An attachment can be added here. The attachment can be a file that has already been created or something that is created with another program on this same machine. All attachments are kept in the FieldManager program, whereas only a limited number are kept in the FieldBook program.

Click the Close button (do not save, if asked) and return to the contracts list.

### **Contractors Button –**

Contractor Name	Vendor Number	Performance Evaluation Status
<b><i>GODBERSEN-SMITH CONSTRUCTION CO. &amp; SUBSID.</i></b>	<b><i>GO020</i></b>	None Created
LANDMARK ENGINEERING GROUP, INC.	LA125	None Created
MANATT'S, INC.	MA225	None Created
NEXT PHASE ENVIRONMENTAL, INC.	NE430	None Created
PAR ELECTRICAL CONTRACTORS, INC.	PA060	None Created
RIVER CITY BARRICADE CO.	RI346	None Created
WEST CENTRAL CONSTRUCTION, INC.	WE455	None Created
WESTERN ENGINEERING CO., INC.	WE540	None Created

This is the screen where subcontractors are added or deleted to the contract (the prime will always be there). Our graphic shows that Cedar Valley Corp. is the prime (it's displayed in bold, italicized print) and there are 7 subcontractors listed.

### **Using the .CON File - -**

Contractors must furnish a .CON file for each of their contracts that has a subcontractor. This file contains all their subcontract information, including the items linked to each sub. When your contract is ready (initiated) you will be given this file.

After you have imported the new contract, import (File > Import > File) the .CON file that has been given to you. You can see that this automatically populates the subcontract \$ amount fields and links the appropriate items when you highlight a sub and click Change or double click on it. You must enter a work type code from the drop down list for each contractor displayed so it is displayed on the contractor evaluations. You will need to enter the address if you wish it to be displayed.

If you receive a late subcontract request, the prime contractor must submit a revised .CON file. You import that file, print the import report offered when the import is complete if you wish, and then forward it to the Office of Contracts after the RCE has authorized it.

The only time you should receive a paper subcontract report is when it involves a new item to the contract being done by a subcontractor.

If you print the .CON file, a cover sheet will also be printed that gives you a total for all subs. **Much more about the .CON file in Chapter 8.**

### To Add Subs by Hand - -

To associate a subcontractor to a contract you must select the subcontractor's name from the master list which you can view by clicking the Add button. If the subcontractor is not in the list, that sub cannot be added until the Office of Contracts adds them to the list and you import an updated reference file into your FieldManager program. In other words, you cannot type in a subcontractor's name – you must select it from the list. **If you are sure that a subcontractor should be in the list but is missing, call Janet.** The sub might have been added since our current reference file was created so once a new reference file is created, we can check it to be sure that subcontractor is there. Once we know it's there, you can import the new reference file into FieldManager and then continue adding subcontractors.

Once you have selected a subcontractor from the list, the General tab of the Add Contractor screen will be displayed. Here you enter the sub's address, work type, and dollar amount of the subcontract.

The screenshot shows a software window titled "Add Contractor RUPERT CONSTR. CO (Contract: 78-0061-114)". The window has two tabs: "General" and "Items", with "General" currently selected. The form contains the following fields:

- Contractor Name: RUPERT CONSTR. CO
- Contractor Address: Three stacked text input boxes.
- Work Type: A dropdown menu.
- Subcontract Amount: A text input box.

To link additional items to a subcontractor, click the Items folder tab, click Add, and highlight the item(s). All items added by contract modification will be added to the appropriate contractor at the time the item is selected in the cont mod.

Close back to the contracts list and do not save, if asked.

## **IDRs Button**

Inspector's Daily Reports (Contract: 78-0061-114)						
Find Date: <input type="text"/>						
Date	Initials	Inspector	Seq	Gen	Attach	Comments
03/21/2011	jw	Janet Wastenev	1	Yes	0	IDR strictly for purpose of having a placed quantity p
03/21/2011	jw	Janet Wastenev	2	No	0	incorrect placed and paid item posting to correct dui

This is a list of IDR's (Inspector's Daily Reports) created to date in FieldManager and/or created in FieldBook and imported into the FieldManager machine. Since each inspector on a project can create one or more IDR's each day, there may be several IDR's listed for an inspector on any given day. If that is the case, as displayed in the graphic, the first one created will be Sequence 1, the next will be Sequence 2, etc.

The column titled Gen indicates whether or not that IDR has been generated. Since all IDRs must be generated before they can be exported from FB, any IDR that has been imported from that program will have Yes in the Generated column unless it has been revised and saved but not generated again in FieldManager. If the IDR was created in FieldManager, the IDR must be generated in that program. None of the information contained in an IDR will be included in an estimate unless the IDR has been generated

If the IDR contains an attachment, the number of them in that IDR will be displayed in an Attach column. If no attachments, a 0 is displayed.

To see details of a specific IDR, highlight that day then click Review in the Window toolbar.

Review IDR (IDR: 3/21/2011, Janet Wastenev, 1) (Contract: 78-0061-114)					
General	Contractors	Site Times	Postings	Attachments	View
Date/Time Entered: 03/21/2011		Revised By: Janet Wastenev			
Entered By: Janet Wastenev		Revision Date: 03/21/2011			
Sequence Number: 1		Revision Number: 1			
Generated: Yes					
IDR Date: 03/21/2011					
Inspector: jw Janet Wastenev					
Weather: cloudy					
Low Temperature: 45 ° F 7° C					
High Temperature: 68 ° F 20° C					
Comments: IDR strictly for purpose of having a placed quantity posting to correct during training.					

When reviewing (not changing) an IDR, if there is not room for all the Comments to be displayed, double click on <<more>> and the entire comment field will be displayed along with a scroll bar if needed.

IDRs created in FieldBook and imported into FieldManager can be revised by any FieldManager user. All information in any generated IDR can be modified up until that IDR is included in an estimate. Once, however, an IDR has been included in an estimate only information NOT pertaining to the quantities paid can be changed. For example, you could change the weather field but you could not change the quantity field in the item posting.

Click the Close button (twice probably) to return to the contracts list.

Contract 78-0061-114 should still be highlighted.

## Diaries Button

The diary is a compilation of all IDR's for a given date. The first screen shows a list of all diaries that have been created to date. **There can be only one diary per day per contract.**

If the diary contains an attachment(s), the number of them in that diary will be displayed in a new Attach column.

Like the IDR screen, the Gen column shows whether or not that day's diary has been generated. A diary must be generated in order for the working day charge for that day to be included in an estimate and to be displayed in the weekly working day report.

Daily Diaries (Contract: 78-0061-114)					
Find Date: <input type="text"/>					
Date	Initials	Author	Gen	Attach	Comments
03/18/2011	jw	Janet Wastenev	Yes	0	created for weekly report sample only
03/17/2011	jw	Janet Wastenev	Yes	0	created for weekly report sample only
03/16/2011	jw	Janet Wastenev	Yes	0	created for weekly report sample only
03/15/2011	jw	Janet Wastenev	Yes	0	created for weekly report sample only
03/14/2011	jw	Janet Wastenev	Yes	0	created for weekly report sample only

Information in the diary can be modified at any time but if the diary has already been generated, saving those changes will change the status to un-generated. Once the diary has been saved, simply re-generate it.

After a diary date has been included in an estimate, a time charge adjustment may be done ONCE for any original working day charge. After that the Adjust Time Records button near the bottom of the Site Times folder tab is gray and is not available for use for the original charge BUT you can adjust the adjustment! . BEFORE the time adjustment can be made, however, you must first delete **every** site's Weekly Report of Time Charges report including that date. If you forget to do so, the message shown below will be displayed.



Click the Close button and return to the contracts list.

Contract 78-0061-114 should still be highlighted.

## Items Button

This shows a list of all items in the contract, both original items and those added by contract modification. If a new item was added by contract modification, the cont mod number will be displayed in the far right column titled Cont. Mod. Number. By default, the Initial Quantity will be just to the right of the Authorized Quantity column. Those 2 numbers will be the same unless the item's quantity has been increased or decreased by contract modification.

The items viewed can be limited based on the selection in the Project,

Category, and Contractor fields near the top of the screen. The data in the items screen is updated automatically by the program and is as current as the last entry generated, the last IDR imported, and/or the last estimate processed, depending on the column you're viewing.

Item Description	Units	Item Code	Prop. Line	Quantity Placed	Quantity Paid	Authorized Quantity	Initial Quantity	Pending Changes
EXCAVATION, CL 10, CHANNEL	CY	2104-2710020	0010	0.000	0.000	10,977.000	10,977.000	0.0
RMVL OF EXISTING BRIDGE	LS	2401-6745625	0020	0.000	0.000	1.000	1.000	0.0
EXCAVATION, CL 20	CY	2402-2720000	0030	3,040.000	0.000	304.000	304.000	0.0
REINFORC STEEL	LB	2404-7775000	0040	0.000	0.000	46,594.000	46,594.000	0.0
REINFORC STEEL, EPOXY COATED	LB	2404-7775005	0050	0.000	0.000	3,754.000	3,754.000	0.0
LONGITUDINAL GROOVING IN CONC	SY	2412-0000100	0060	0.000	0.000	1,300.000	1,300.000	0.0
CONC DRILLED SHAFT, 72" DIA	LF	2433-0001072	0070	0.000	0.000	300.000	300.000	0.0
DEMONSTRATION SHAFT	LF	2433-0003000	0080	0.000	0.000	75.000	75.000	0.0
PILE, STEEL, HP 10X57	LF	2501-0201057	0090	500.000	0.000	1,920.000	1,920.000	0.0
ENGINEER FABRIC	SY	2507-3250005	0100	0.000	0.000	3,295.000	3,295.000	0.0
REVTMENT, CLASS E	TON	2507-6800061	0110	0.000	0.000	3,209.000	3,209.000	0.0

### Viewing Item Selection

If the contract has more than 1 project, All will appear in the Project field. If there is only 1 project, that project number will automatically be in the Project field. Notice our contract shows the project number in the Project field so we know there is only 1 project in this contract.

If there are more categories than 1, All will appear in the Category field. If there is only 1 category, the Category field will show 0001. Notice that the Category field shows All. That indicates to us that there are multiple categories associated with the project. Click the arrow by the Category column and a list of all categories associated with the selected project will be shown. Click anywhere outside that drop down box and it will disappear.

If you select a specific project from a multiple project contract and a specific category, only those items associated with both will appear in the list. Similarly, if there is only one project in the contract and you have All in the Category field, the list will show every item in the contract.

“All” will be displayed in the Contractor field whether you have associated subcontractors to the contract or not. Until subcontractors have been linked to specific items, all items will be linked only to the prime contractor. Once, however, subs have been linked to specific items, you can select a subcontractor from the Contractor drop down list and only those items linked to that subcontractor will be displayed.

### Changing Columns

The width of the columns in either the list windows or the modal windows can be increased or decreased by placing the cursor in the header on a solid vertical line. Once the cursor turns to a crossbar you can drag the line to either increase or decrease the width of the column. Columns can be moved from one

location to another by clicking once in the header of the desired column, holding the left mouse key down, dragging the column to the new location, and letting go. If there is a checkmark in the Save List Window Settings When Closing List and the Save Modal Window Settings When Closing List options of the Utilities > User Preferences > Window Settings folder tab, the changes you make to the columns will remain that way until you change them again or click the Reset Settings button. If you click the Reset Settings button, all preferences will revert to the program defaults for that option.

### Sorting

Items can be sorted in any column by double clicking in the header of that column. The first sort will be done in ascending order. If you double click again in the same header the order will be reversed (descending). If you chose to save the settings as an option when you were in the Utilities >User Preferences>Window Settings folder tab area, the changes you make will remain until you change them again.

The Find field which is found just below the Contractor field will be dependent on which column you use to sort. In other words, if you sort the list by Item Description, it will be Find Item Description. If you sort the list by Proposal Line Item No., it will be Find Prop Line.

### Searching (Find)

If the item list is lengthy the Find field can be helpful. The search will begin as soon as you type in the first digit or letter of the requested information. Remember, the Find field is dependent upon which column was used for the sort – as described above.

If it isn't already, have "All" displayed in the Category and Contractor fields.

### Filter

If you do not want to see the entire list you may want to create a filter so only items meeting certain conditions will be shown. This filter can be kept permanently or used only temporarily, whichever you prefer.

We'll create a temporary filter for practice

Click the Filter button.

In the Column field, select Item Description from the drop down list  
*or with the Column field blue, click the letter I three times*

In the Operator field, select Contains from the drop down list  
*or with the Operator field blue, click the letter C*

In the Value field, type SILT (This is NOT case sensitive)

Click the OK button and a list of only the items containing the word silt will be shown

Click the arrow beside the Filter field and select <Show All> to see the entire list of items again

If the Category and Contractor fields aren't still displaying All, change them so they are. Highlight Line No. 0420 and click the Change button (or double click on Line 0420). This will bring up the -

**General Folder Tab -**

A list of all projects and/or categories that contain (there will be a checkmark) that line item is listed in the lower portion of the General Folder tab screen. The top portion of this screen shows data for that line item based on the entire contract rather than a specific category.

Change Item (Item: SHLD CONSTRUCTION, EARTH) (Contract: 78-0061-114)										
General		Documentation	Materials	Breakdowns	Contractors					
Item: 2123-7450000		SHLD CONSTRUCTION, EARTH								
Supplemental Description:										
Prop. Ln: 0420	Unit: STA	Auth. Qty: 4.290			Auth. Amt: \$1,072.50					
Type: ORIGINAL ITEM / PITYPE T/A	Unit Price: \$250.000			Qty. Placed: 0.000						
Pending Chgs: 0.000			Qty. Paid: 0.000							
Section: 0003										
Projects/Categories to which the Item is assigned.										
Project	Catg.	Category Description	Project Description	Catg. Qty. Placed	Catg. Qty. Paid	Catg. Auth. Quantity	Catg. Init. Quantity	Catg. Pend. Changes	Catg. Auth. Amount	
<input checked="" type="checkbox"/>	78-0061-114	0003 P.ROADWAY ITEMS	110215 058 KGE	0.000	0.000	4.290	4.290	0.000	\$1,072.50	

**Documentation Folder Tab -**

(Graphic on following page)

When work on an item is completed, it should be noted on this folder tab. Click the Yes radio button if work on the item has been completed; otherwise, leave the choice as No, the default. All items must be marked as complete before a final estimate can be created for a contract.

*A more efficient method if you have several items to be marked as complete at once is –*

*Click the Items button*

*Highlight each item to be marked complete (Hold the Control key down as you click on each item)*

*Click Edit > Mark Items Completed*

*Answer OK to the warning and the “Are you sure” question*

*The No will change to Yes in the Item Cpt column.*

There is an area for documentation and another for notes on the Documentation folder tab. Both are available but not required. If an item is added by cont mod, the reason entered for that item will auto populate the Notes field on this Documentation tab.

If you want to mark this item for Attention, an explanation is required in the Notes field. An item that is marked for attention here will have a checkmark in the Atten column of the Estimate > Item Usage folder tab when that item is included in an estimate.

The screenshot shows a software interface for editing an item. The title bar reads "Change Item (Item: SHLD CONSTRUCTION, EARTH) (Contract: 78-0061-114)". Below the title bar are five tabs: "General", "Documentation", "Materials", "Breakdowns", and "Contractors". The "Documentation" tab is currently selected. The form displays the following information:

Item: 2123-7450000, SHLD CONSTRUCTION, EARTH			
Prop. Ln: 0420	Unit: STA	Auth. Qty: 4.290	Auth. Amt: \$1,072.50
Type: ORIGINAL ITEM / PITYPE TA	Unit Price: \$250.000	Qty. Placed: 0.000	Qty. Paid: 0.000
Pending Chgs: 0.000			

Below the table, there are several input fields:

- "Item Completed:" with radio buttons for "Yes" and "No". The "No" button is selected.
- "Documentation:" with a large empty text box.
- "Attention:" with an unchecked checkbox.
- "Notes:" with a large empty text box.

### **Materials Folder Tab & Breakdowns Folder Tab**

We will not be using these folder tabs.

### **Contractors Folder Tab**

(Graphic on following page)

By default, all line items are linked to the prime contractor. We previously acknowledged that, eventually, items will be linked to subs automatically when you import the file you'll be given at the time of the contract's init. You can also associate items to subs in this location. Whether you link here or at the Contractors button, you are expected if not required to do so. There are many helpful reports that can be accessed and created by linking items and subs that could prove to be very helpful due, for example, to the prompt payment requirements.

More than one subcontractor can be associated to each item if needed. A contractor field has been added to every form so each time a posting is made

for an item, a contractor **must** be selected. If only one contractor is linked to that specific item, that name will automatically populate the contractor field. If more than one contractor is linked to an item, the user must select the appropriate contractor for that posting before being allowed to save the entry.

If the wrong contractor was associated to the item when it was added by cont mod, that association can be removed here and added to the correct contractor.

Change Item (Item: SHLD CONSTRUCTION, EARTH) (Contract: 78-0061-114)

General	Documentation	Materials	Breakdowns	Contractors
---------	---------------	-----------	------------	-------------

**Item:** 2123-7450000, SHLD CONSTRUCTION, EARTH

**Prop. Ln:** 0420    **Unit:** STA    **Auth. Qty:** 4.290    **Auth. Amt:** \$1,072.50

**Type:** ORIGINAL ITEM / PITYPE T#    **Unit Price:** \$250.000    **Qty. Placed:** 0.000

**Pending Chgs:** 0.000    **Qty. Paid:** 0.000

Item Contractors	
Contractor Name	Vendor Number
GODBERSEN-SMITH CONSTRUCTION CO. & SUBSID.	G0020

**Contractor:** GODBERSEN-SMITH CONSTRUCTION CO. & SUBSID.

**Remarks:**

Close back to the contracts list

### Materials Button

Although there is a materials section available with FieldManager, we will not be using it at this time.

Contract 78-0061-114 should still be highlighted

### Stockpiles Button

This screen lists all stockpiles created for the contract and shows the dollar amount remaining in the stockpile. A final estimate will alert you if there is a balance remaining in the stockpile. The balance must be zero **before** a final can be created and processed.

Stockpile Description	Dollar Amount Remaining	Comments
EPOXY COATED REINFORCING	\$9,000.00	Epoxy Coated Reinforcing Steel

The stockpile can be modified at any time and can even be deleted UP UNTIL a payment involving it has occurred - after that it can't be deleted - only modified. The stockpile wizard steps you through entering the required information screen by screen.

Close back to the contracts list.

### Estimates Button

This screen lists the estimates that have been created for this contract. The term estimate is used with the contract. Voucher is the term used for project payments. The total of all the vouchers equals the estimate. If there is only one project in the contract, the dollar amount for the estimate and the voucher will be the same.

Estimate Number	Estimate Date	Type	Total Dollar Amt.	% Contract Comp.(award)	% Contract Comp.(curr)	Status
2	3/22/2011	Semi-Monthly	\$54,000.00	3%	3%	Exported
1	3/21/2011	Semi-Monthly	\$24,250.00	1%	1%	Refreshed

The Status column displays whether the estimate is Exported or Refreshed. If the status is Refreshed, the estimate has been created, processed, and the turn around file has been imported into FieldManager. If the status is Exported, the estimate has been generated – it may or may not have been

processed yet – but the turn around file has not been imported into FieldManager. You cannot create another estimate until the previous one has a status of Refreshed. If you have a status of Exported but you are sure that you have processed the estimate and you need to create another estimate, call Janet, Central Const, or Jen in the Creston Const Office (641-782-4518). Probably giving you a download file from CPS to import into FieldManager will take care of the problem.

Another method to check to see if the estimate processed correctly is by clicking the Cont Status button.

<b>Contract Status</b>	
	5/2/2011 10:00 AM
Iowa Department of Transportation	FieldManager 4.8a
Contract: 78-0061-114, BRIDGE AND APPROACHES - OTHER	
Contract ID: 78-0061-114	Spec Year: 84
Contract Description: BRIDGE AND APPROACHES - OTHER	
Awarded Contract Amount: \$2,658,823.35	
Current Contract Amount: \$2,658,823.35	
Amount Paid To Date (FM): \$78,250.00	
Amount Paid To Date (CAS): \$24,250.00	
Total Unpaid Placed Dollar Amt: \$75,000.00	
% Complete (awrd): 2.97 %	
% Complete (curr): 2.97 %	
Location: POTTAWATTAMIE BRF-006-1(114)-38-78	
Route: HWY 6	
Project Engineer:	
Resident Engineer: COUNCIL BLUFFS RCE	
Managing Office Manager:	
Managing Office: Council Bluffs	
Managing Office Comments:	
Prime Contractor: GODBERSEN-SMITH CONSTRUCTION CO. & SUBSID.	
Prime Contractor Vendor Id: G0020	
Contractor Address: 5784 HIGHWAY 175	
City: IDA GROVE	State: IA      Zip Code: 51445-0000
Notice To Proceed Date: 3/4/2011	Work Type:

If the Amount Paid to Date (FM) is the same as the Amount Paid to Date (CAS), the estimate created in FieldManager (FM) has been sent to, processed by the mainframe, and imported back into FieldManager. If the FM number is larger than the CAS number, either the estimate has not yet been processed by the mainframe or it has been processed but not yet imported back into FieldManager. Only when you have created a negative estimate in FM will the CAS number be larger than the FM number! If that happens, check with Janet, Central Const, or Jen in the Creston Const Office (641-782-4518) before continuing.

See the last couple of pages in this chapter for more details.

The lower portion of the cont status screen (not seen in the graphic) reflects the amount paid for original and contract modification items as well as the working days charged for each site

Click the Close button to get back to the estimate screen.

Click Close again to return to the contracts list.

If it isn't already, highlight Contract 78-0061-114

## **Cont Mods Button**

If we had any contract modifications, this screen would show a list of all contract modifications that have been created for this contract (there are none for our training contract) as well as their status, description, dollar amount, etc.

Contract Modifications (Contract: 15-0802-216-A)							
Find Cont. Mod. Number: <input type="text"/>							Filter: <Show All>
Cont. Mod. Number	Rev.	Cont. Mod. Date	Status	Approval Date	Short Description	Amount	Contract Modification Description
5		04/13/2011	Pending Approval		Mutual Benefit	\$0.00	It is agreed and understood that the changes
4		04/14/2011	Pending Approval		Mutual Benefit	\$0.00	It is agreed and understood that Design Typi
3		03/16/2011	Approved	03/31/2011	Add New Items	\$48,807.88	1) Add Wet Retroreflective Removable Tape
2		02/14/2011	Approved	02/28/2011	Add Items	\$339,950.00	Add Item: Traffic Control Add Item: Monitor w
1		11/18/2010	Approved	12/03/2010	Add new items	\$293,240.77	Add new items to construct an additional cro

If a generated contract modification has been deleted the number will NOT disappear from the list but will be left in the list and be given a status of "Deleted".

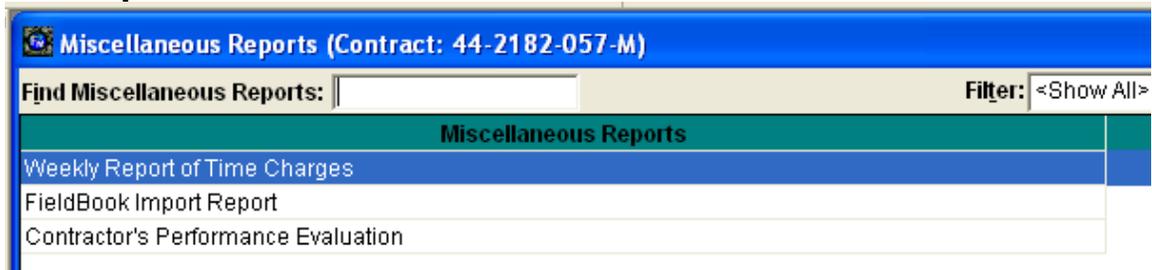
If the cont mod was the last one created and had never been generated, it will disappear from the list entirely rather than be given a status of Deleted. In this case the contract modification number will be re-used.

If the contract modification was created, saved and/or generated, and then modified, the revision column will have a number shown indicating how many times this contract modification has been revised. Revisions can take place as many times as you need until the contract modification is approved. If the contract modification has not been generated or saved and closed it can be revised over and over and no revision number will be assigned. The revision number will not be a factor until the contract modification has been either generated or saved and closed.

The contract mod date will be updated each time the cont mod is generated.

Click the Close button.

## Misc Rpts Button –



There are only 3 reports in FieldManager which, unlike inquiries, can be saved. The report you'll probably use most often is the Weekly Report of Time Charges. Since the miscellaneous report list is in alphabetical order, the weekly report is at the bottom of the list. Because the program defaults to the top report it would be much more convenient if the weekly report was at the top of the list. To do so, double click in the Miscellaneous Reports heading and the list will be in reverse order with the Weekly Report of Time Charges being at the top. Assuming you have a checkmark in the Save List Window Settings When Closing List option of the Utilities > User Preferences > List Window folder tab, the list will remain in this new order.

The FieldBook Import Report gives specific information concerning imports from FieldBook into FieldManager. This report is especially helpful when an error occurs during the import process.

The Contractor's Performance Evaluation report is to be used to create an evaluation for the prime and every subcontractor working on a project, no matter the dollar value of the subcontract amount. A final evaluation must be **approved** for every contractor listed **before** a final estimate can be created.

## **Inquiries Button**

This lists over 50 inquiries available in FieldManager. An inquiry is actually a snapshot of the database at a given time. If you request an inquiry today and request the same inquiry tomorrow, chances are the information will be different since work has been done in FieldManager in between the two times and the inquiry reflects the information in the database as of the moment of the request.

Any inquiry can be viewed and can be printed but cannot be saved.

Close back to the contracts list if you're not there already.

Now that we have explored the Application toolbar and even made entries in some areas, let's check out the Window toolbar for the contracts list screen and start making some entries!

## Contracts List Window Buttons –

Contract ID	Contract Description	Managing Office Comments	Closed	Access	Prime
77-0171-016	HMA RESURFACING/COLD IN-PLACE REC		No	Working	MANATT'S, INC.
77-0352-272	PCC PAVEMENT - GRADE & REPLACE		No	Working	CEDAR VALLEY CORP.
78-0061-114	BRIDGE AND APPROACHES - OTHER		No	Working	GODBERSEN-SMITH CO

The Import-FB and the Export-FB buttons are used strictly for passing information to and from the FieldBook program.

Import-FB - This is used to import IDR's from inspectors who are using the FieldBook program on a laptop. This is NOT to import the contract init file or after mainframe processing of an estimate.

Export-FB - This is used to export contract(s) as desired to the FieldBook program which is located on an inspector's laptop.

Cont Status - This button is available on all screens except Inquiries. This screen will give basic information concerning the contract . Especially helpful on this screen is the information in the Amount Paid to Date (FM) and Amount Paid to Date (CAS) fields. If the dollar amounts shown in these two fields are the same, the contract voucher has been closed out in FieldManager, processed by the mainframe, and imported back into FieldManager. If the dollar amounts are different - ((FM) is more than (CAS) - the contract voucher has been generated in FieldManager but has NOT been imported back in after processing or has not yet been sent for processing. Also helpful is the total working day charged information and the Item Types dollar amounts and percentages.

Filter - This icon is available on many screens and can be especially helpful if you have a long list but only want to see specific information. Any list window can have a temporary and/or an advanced filter created.

Sort - This icon allows you to sort a list using up to 3 selections. Remember you can also do a simple sort by double clicking in the heading of a column to result in ascending or descending order for that column.

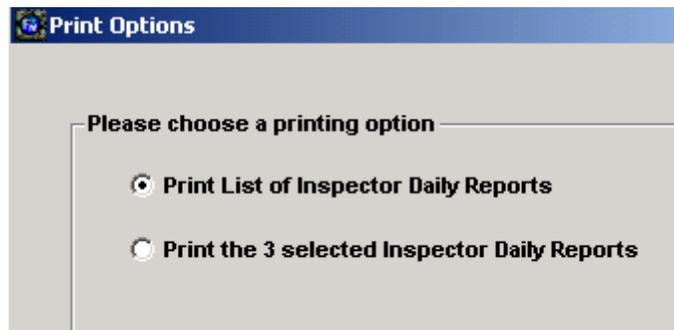
*The Filter and Sort buttons are available for use with every Application button except the Docu button.*

MultCont Inq – This gives the option to see certain data for multiple contracts. There are 3 options available as shown in the graphic. These inquiries can be printed but cannot be saved.



Print - If you select the print button at any of the following screens displaying a list – IDR, Diaries, Estimates, or Cont Mods – you will be given a printing option.

1. Print the list
- or
2. Print the selected report(s)



*The Print button is available with every Application button.*

Refresh – This button does exactly as it says – it refreshes data. Rather than having to close the active screen and then re-open it to see updated data, you can click the Refresh button instead.

*The Refresh button is available for use with every Application button.*

# Entering documentation information -

We have already loaded contracts for use - so let's do something with them!! During the import process most information about the contract was brought in automatically from our preconstruction programs. There is some other information you should add.

Highlight Contract 78-0061-114 if it isn't already in the contracts list  
Click the Docu button.

## General folder tab

**Change Contract Documentation (Contract: 78-0061-114)**

**General** Administrators Site Times Breakdowns Site Events Attachments

Projects: 78-0061-114

Awarded Cont. Amt.: \$2,658,823.35 Current Cont. Amt.: \$2,658,823.35

% Complete(awrd): 3% % Complete(curr): 3%

Location: POTTAWATTAMIE BRF-006-1(114)--38-78

Route: HWY 6

Prime Contractor: GODBERSEN-SMITH CONSTRUCTION CO. & SUBSID.

Managing Office: Council Bluffs Contract Level Settings

Managing Office Comments: Inspector Janet Wastenev

Notice To Proceed Date: 03/04/2011 Create Electronic Files:  Yes  No

Construction Started Date: 00/00/0000 Stand Alone Contract:  Yes  No

Closed To Traffic Date: 00/00/0000 Contract Closed:  Yes  No

Open To Traffic Date: 00/00/0000 View IDRs in FieldBook for 9999 days

All Contract Work Completed: 00/00/0000 View IDR Attachments in FieldBook for 14 days

Traffic Comments:

The top portion of the screen shows basic information which cannot be changed. In the lower portion of the screen some information is entered for you and some you enter.

At the General folder tab enter the following information -

Managing Office - Type in the RCE Office, County Name, or Consultant  
*The Managing Office field MUST be completed before either a contract modification can be generated or an estimate can be created or contract exported to FieldBook.*

Managing Office Comments – Some offices like to use this field to enter the name of the inspector. Enter something of your choice. Remember, whatever you enter here is displayed on the list of contracts.

Notice to Proceed Date, Create Electronic Files, and StandAlone Contracts are blue - you can't change or make entries for either  
Contract Closed - Leave the default as NO so progress can be shown and payments can be made on this contract. When a final estimate is generated, the program will automatically switch this to YES.

View IDRS in FieldBook for \_\_\_\_ Days – Change the default of 9999 to 100. This is the number of days inspectors will be able to view IDRS which have been passed from FieldManager. ***This will be 100 calendar days from the date shown on the FieldManager computer - not the last 100 entries made.*** A default number of 9999 has been set but as you can see, it can be changed from one contract to another.

*It would be rare that you'll ever want to change the 9999 default. We did it simply so you could see that it can be done. FB inquiries include only the data contained in the number of IDR's they are allowed to view – in our case now only 100. If the contract had 150 IDRs, the inspector's inquiries would display only a limited portion of the total data for the contract.*

View IDR Attachments in FieldBook for \_\_\_\_ Days – Enter 10 for the number of days we will be able to view IDR attachments which have been passed to FieldManager. This will be 10 calendar days based on the date in the FieldManager machine – not the last 10 attachments created. The default number can be changed if desired from one contract to another. Be cautious of including a large number of attachments due to the potential size of the file passed between FM and FB. All attachments will always be available for viewing in the FieldManager program.

Construction Started Date – Enter today's date

*This should be the first day actual physical work began on the project*

Closed to Traffic Date – Leave this blank

Open to Traffic Date – Leave this blank

All Contract Work Completed - Leave this blank

*This should be the day all physical work on the project is complete.*

***This is NOT necessarily the project acceptance date.***

## Contract Level Settings on General Tab –

Many settings are determined in the Agency Configuration Program (ACP) long before you receive any contracts. Most of those settings will and must remain as they are throughout the life of the contract. Some settings, however, can be changed under certain circumstances. Let's take a look at how you can change certain fields and which ones you can as well as which ones you should never change. **Pay attention to what can and what should not be changed.**

You should still be at the General Tab of the Docu button for Contract 78-0061-114. If you aren't, go there!

Click the Contract Level Settings button

**Contract Level Settings (Contract: 78-0061-114)**

**General** | Estimates | Cont Mod Signatures

**Agency Information**

 Agency Name  
Iowa Department of Transportation

Agency Logo  
Browse

**Report Item Sort Order**

Item Description  
 Prop. Line  
 Item Code

Group Items By Project / Category

**New Items**

Prop. Line increment for new items: 5  
Project Line increment for new items: 5

**Quantity Overruns**

Do not check for quantity overruns  
 Limit payment quantities to current authorized category quantity for each item  
 Items worth at least \$99,999.00 can only overrun 99 %; no overrun > \$50,000.00

**DOT Offices & Consultants – The Report Item Sort Order and Group Items by Project/Category are the ONLY options you may change on this screen. Change NOTHING else!**

**Counties – Change ONLY the Report Item Sort Order and Group Items by Project/Category options unless you want to put in your own county logo and agency name. Other than those options, change nothing else.**

Click the Estimates tab

The following graphics show signature lines for DOT offices. Counties using FM have a different set of signature lines unique to their needs for both estimate and contract modifications.

General **Estimates** Cont Mod Signatures

**Estimate Signature Block Text**

The work items shown herein are just and unpaid, and the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with. For Final Estimates only - - Total number of working days charged to date for this contract is

**Signature Labels for Pay Estimate Report**

<<Prime Contractor>>

Recommended by Project Engineer

Approved by District Construction Engineer or designee

**DOT Offices and Consultants – DO NOT CHANGE ANYTHING on the Estimates tab**

**Counties – do NOT change the text. The signature lines have been adjusted in your ACP file for county signatures but you still have the option to change them. You are NOT required to use all signature lines displayed.**

Click the Cont Mod Signatures tab  
(graphic on following page)

The Cont Mod Signatures tab is the only tab where you may want to temporarily change the signature block – and then you should do so very cautiously!!

If there is a need for an FAA signature, put a checkmark in the “Include FAA Block” and that signature block will automatically be added and look very similar to the FHWA signature block.

**DOT Offices & Consultants** – You might want to add another signature line for, perhaps, a utility company. To do so, click the Add Signature Block Row button and type the name of the company in the new, blank field just above the word “Signature”. Click the OK button. **Be aware that this additional signature line will remain for this contract until you delete it.**

When you are ready to delete the new signature line, be sure to put your cursor in that row first. Then click the Delete Signature Block Row.

**Counties** – The signature lines have been adjusted in your ACP file for county signatures but you still have the option to change them. You are NOT required to use all signature lines displayed.

**Contract Level Settings (Contract: 78-0061-114)**

General Estimates **Cont Mod Signatures**

**Contract Modification Signature Block Text**

When authorized, the contractor agrees to perform the work outlined above in accordance with provisions of the contract documents.

**Contract Modification Signature Blocks**

<<Prime Contractor>>	Recommended by Project Engineer
Signature _____ Date _____	Signature _____ Date _____
Approved by District Construction Engineer or designee	Approved by Central Construction (when applicable)
Signature _____ Date _____	Signature _____ Date _____

Include FAA Block      Add Signature Block Row      Delete Signature Block Row

Include FHWA Block

OK      Cancel      Help      Restore Default Options

DO NOT MAKE CHANGES ON THE 3 SCREENS OF THE CONTRACT LEVEL SETTINGS EXCEPT THOSE NOTED ON THE PREVIOUS PAGES. IF YOU HAVE A DOUBT ABOUT WHETHER YOU SHOULD CHANGE SOMETHING, DON'T!!

**Some changes, especially on the General tab, can have a very bad effect on how the contract calculates payments. Call Janet, Jen in the Creston Const Office (641-782-4518) if you have a question concerning a change.**

Click the Cancel button since we're not making and keeping any changes.

## **Administrators folder tab**

This was a new tab in the 4.9a release. With this release some of the fields that were formerly displayed on the General tab were moved here and we had the option to add additional optional fields. The new fields that were added were determined by a vote of the users.

The fields listed below were formerly displayed on the General tab.

RCE or County Engineer's Name - Type in the name of the RCE, County Engineer, or Consultant who will be administering the contract.

*Type this as you*

*want to see it printed on reports*

Resident Engineer - This is already entered for you based on who the Office of Contracts was told would be administering and/or processing vouchers for this project. *This can be changed*

Managing Office Manager – This can be either the inspector in charge of the project or the same as the project engineer field – it's your choice!

Listed below are the optional new fields – None of these entries are populated automatically and none populate any other field in FieldManager. Use and interpret them to fit your needs. However, **the date the final quantities are sent to the contractor is to be entered in the bottom field, Final Quantities to Contractor. Do NOT put that date in the Open to Traffic Date field on the General tab.**

Accounting ID – if the contract has multiple projects, you'll have multiple Accounting IDs. Enter all of them or, perhaps, just the one for the contract ID.

Letting Date (LD)/Bid Order No (BON) –

Late Start Date –

Wage Decision –

Liquidated Damages –

Status of Audit (eg 435 Date) –

Final Quantities to Contractor -

## **Site Times folder tab**

Change Contract Documentation (Contract: 70-0001-111)

General | Administrators | Site Times | Breakdowns | Site Events | Attachments

Days Allowed: Original: 0 Auth: 0 Pending: 0  
 Days Charged: Diary: 0.00 Estimate: 0

Site	Site Type	Site Description	Time Charges Start Date	Time Charges Stop Date	Days Charged (est)	Percent of Time Complete (est)
00	WORK DAYS		00/00/0000	00/00/0000	0	0%
01	WORK DAYS	CONSTRUCT STAGE 1 DRILLED	00/00/0000	00/00/0000		0%
02	CALENDAR DAYS	WHEN DETOUR IS IN EFFECT	00/00/0000	00/00/0000		
03	WORK DAYS	COMPLETE STAGE 3 GRADING A	00/00/0000	00/00/0000	4	0%

Time Charges Start Date: 00/00/0000 ▼  
 Time Charges Stop Date: 00/00/0000 ▼

The basic site information is part of the contract data that comes to us so those fields are already populated. Most of the other fields in this screen are updated automatically through the diary, contract modification, and estimate entries. **An entry you are to make - The first day a working day is charged should be entered in the Time Charges Start Date field.**

Enter today's date in the Time Charges Start Date field for Site 01 and enter 3/18/13 for Sites 02 and 03. Leave Site 00's Time Charges Start Date field blank since there are no days allowed for that site.

There are 3 types of sites – working days, calendar days, and completion date.

**Working Day Sites** - a time charge of 0, .5, or 1 is made for each day the contractor is working.

**Calendar Day Sites** – no time is charged in the FM program. Total days used must be kept externally. There is an Excel spreadsheet that can meet this need. If you enter the starting date in the Time Charges Start Date field in the Docu > Site Times tab, the program will keep track of the number of days left or over the number of calendar days allowed and will display that number in blue in the upper portion of the screen.

**Completion Date Sites** – no time is charged in the FM program. However, if you enter the completion date in the Time Charges Start Date field in the Docu > Site Times tab, the number of days until the completion date arrives or the number of days past the completion date is displayed in blue in the upper portion of the screen.

### **Breakdown folder tab**

Any breakdown information that is applicable is included when the contract comes to us. Breakdowns are most commonly associated with plan sheets and/or structures. We will not be using this folder tab.

Click the Site Events folder tab.

### **Site Events folder tab**

If you wish to enter an event that could affect and/or document the charging of days for any and/or all sites on the contract, or an event that you just want to document somewhere other than in the IDR or Diary comments field, do so here!

**Once you save a Site Event entry, you will NOT be allowed to either change it or delete it even though there is a Delete Event button. That button is unavailable for use once the site event has been saved.** Notice in the following graphic that the Delete Event button is unavailable for use – this event has been saved so cannot be deleted.

Change Contract Documentation (Contract: 78-0061-114)					
General	Administrators	Site Times	Breakdowns	Site Events	Attachments
Site	Date	Action	Remark		
01	01/07/2013	TR: time resumed	Winter Marathon Run Ended		

Site:	01 - CONSTRUCT STAGE 1 DRILLED SHAFTS (Ava	
Action:	TR: time resumed	Date: 01/07/2013
Remark:	Winter Marathon Run Ended	

Click the Add Event button

Click the drop down arrow and select Site 01 - (if the event affects more than one site, you should make a separate entry for each site. We'll make a practice entry for Site 01).

Click the Action field drop down arrow and select TS: time suspended or press the letter T and the first choice in the list beginning with the letter T will be brought into that field. Press the letter T again and again until Time Suspended is displayed.

*Remember, all lists are in alphabetical order*

Press the Tab key

Enter 11/5/2013 in the Date field. Either type the numbers in without the slashes or use the calendar to select the date.

*To use the calendar, click once on the calendar button, click on the appropriate day so the red square surrounds that day, then click OK. If the month is incorrect, the arrows to the right and left of the month will move you forward and backward through the months respectively.*

Press the Tab key

Type Beginning of Marathon Run in the Remarks field.

Press the Tab key and the remarks will be reflected in the top portion of the screen.

Click the Add Event button to add an additional event for Site 01

Add the event, Time Resumed, for the date 11/7/2013

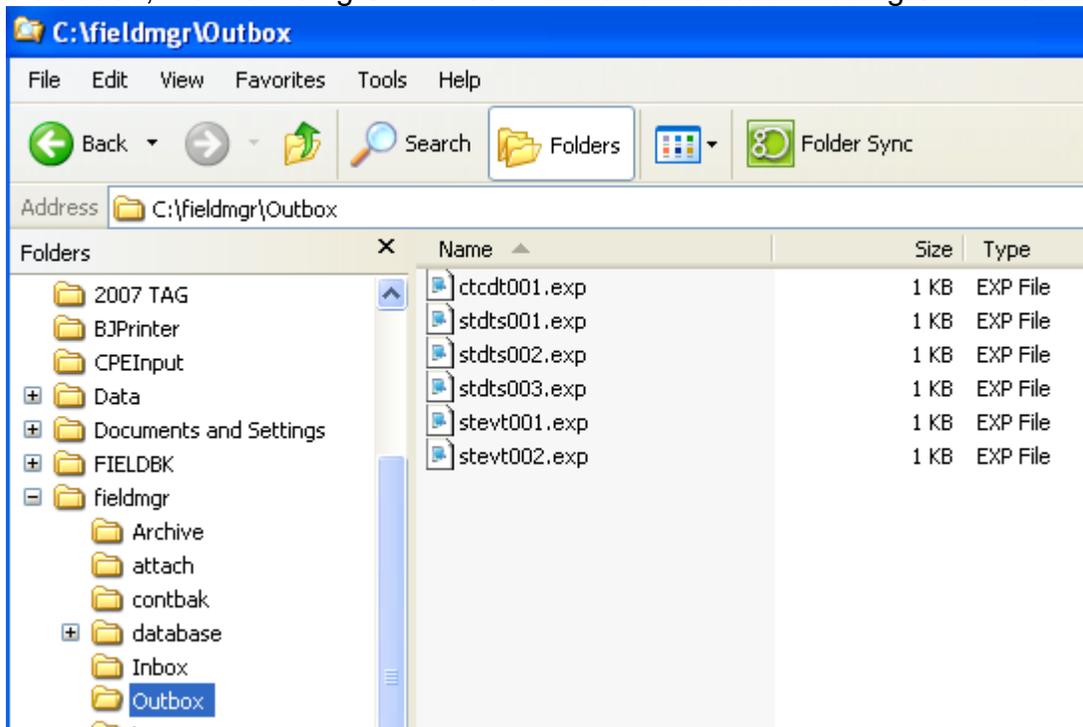
In the Remarks field, type in Winter Marathon Run Ended

Click the Save button

A file (STEVTxxx.EXP) is automatically created and put in the FieldMgr\Outbox folder for each site event added. These files will be included for processing at a later date.

Let's look at the C:\fieldmgr\Outbox folder and see what all is in there!

Notice there are 2 files beginning with STEVT. Those represent the 2 site events we added, the first being STEVT001.EXP and the second being STEVT002.EXP.



The file, CTCDT001.EXP, was created when we saved the Construction Started Date that we entered on the General folder tab.

When we saved the 3 entries we made in the Time Charge Start Date on the Site Times folder tab, the files beginning with STDTS00x.EXP were automatically created.

All the above files are combined along with any contract modification and voucher files that are in the FieldMgr\Outbox when they are sent to the mainframe. **Files with a .EXP extension should never be deleted from the Outbox unless specifically instructed to do so by Janet.**

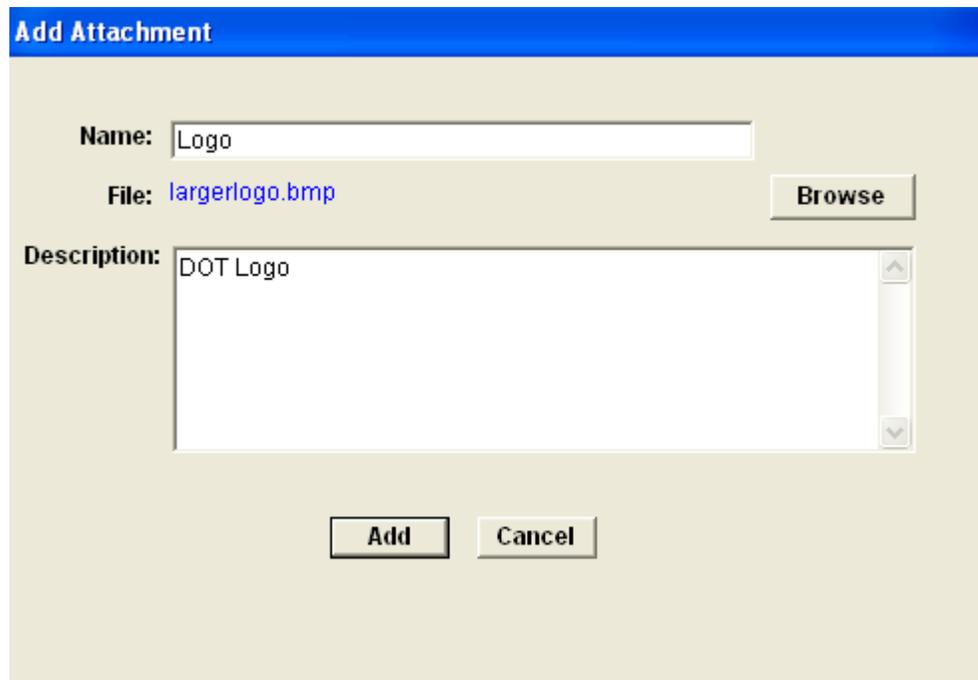
Minimize Explorer which should return you to the IDR screen with the Site Events tab open.

### **Attachments Folder Tab -**

Photos, drawings, etc. can be attached to the FM program. Beware, however, that the size of the contract can increase dramatically depending on the attachments.

To create a new file and attach it –

Click the Add Attachment button



Enter the name and then Browse to locate the attachment.

Enter a short description of the attachment

Click the Add button

To see the attachment in FM, highlight and then click on the View Attachment button

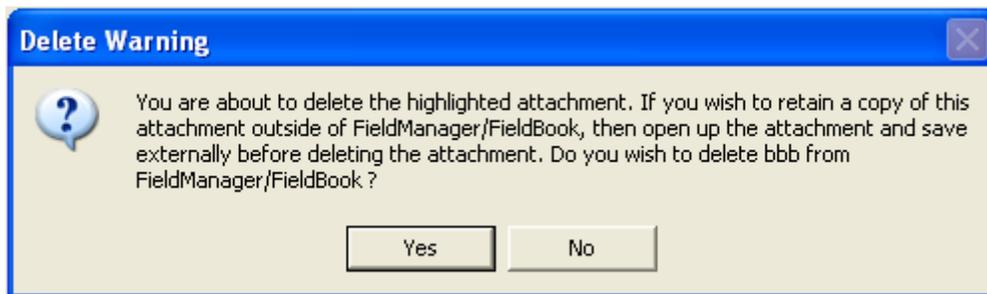
Click the red X to get out of the “view” mode  
Save

To change an attachment in the list –

Highlight the attachment in the list and click Change Attachment  
Make the appropriate changes in the name or description fields  
Save

To delete an attachment in the list –

Highlight the attachment name  
Click the Delete Attachment button



**Be cautious here .....**

If you really wanted to delete the attachment, you would answer Yes to the “Are you sure...” question to delete.

***This will delete the attachment everywhere. To save it externally from FieldManager, follow the directions in the Delete Warning message as shown in the above graphic.***

Since we do NOT want to delete the attachment, answer “No” in the above graphic.

Save/Close to return to the contracts list.

## Contractors -

**A .CON file is required for all contacts having subcontractors.**

### **SiteXchange to FieldManager Pass -**

For most contracts, all subcontractors and their items are known at the time of the letting because the prime contractors enter that information in a file that they send to the Office of Contracts. The Office of Contracts furnishes the SiteXchange file (.CON file) to Janet and then she passes it on to the residencies at the time the contract is inited. Once imported into FM, the .CON file will automatically enter all the subcontractors and their items into the appropriate contract in FieldManager.

When a new contract has a .CON file, follow the steps below -

1. Using the FM Xfer program, "Receive New Contracts" when you have been notified that new inits are available.
2. Import (File > Import > File) the new contract(s) into FM, selecting either All Files (\*.\*) or Contract Files (\*.\*) as the Files of Type
3. Import the SiteXchange file (File > Import > File) into FM, selecting SiteXchange Files (\*.con) as the Files of Type

 <b>SiteXchange Import Report</b>		
Iowa Department of Transportation		11/29/2013 1:00 PM FieldManager 5.0a
<b>Contract: 78-0061-114, BRIDGE AND APPROACHES - OTHER</b>		
<b>Imported By:</b> janet	<b>Filename:</b> 78_0061_114.CON	<b>Date/Time Imported:</b> 11/29/2013 1:00 PM
<b>Contractor Name:</b>	<b>Vendor Number:</b> MA225	
<b>Work Type:</b> R3	<b>Subcontract Amount:</b> \$12,700.00	
Item Description	Item Code	Prop Line
LONGITUDINAL GROOVING IN CONC	2412-0000100	0060
MOBILIZATION	2533-4980005	0130
('SQUARE YARDS' ITEM) PAVEMENT SURFACE REPAIR (GRINDING LIMESTONE OR GRAVEL)	2599-9999018	0250
<b>Contractor Name:</b>		<b>Vendor Number:</b> NE430
<b>Work Type:</b> E1		<b>Subcontract Amount:</b> \$10,968.20
Item Description	Item Code	Prop Line
MULCH	2601-2634100	0600
NATIVE GRASS SEEDING	2601-2636015	0610
SEED+FERTILIZE (RURAL)	2601-2636043	0620
SPECIAL DITCH CONTROL, WOOD EXCELSIOR MAT	2601-2640350	0630
STABILIZE CROP - SEED+FERTILIZE	2601-2642100	0640
WATER-SOD/SPEC DITCH CNTL/SLOPE PROTECT	2601-2643110	0650
SII T FFNCF	2602-0000020	0660

Once the import of the .CON file is complete, a SiteXchange Import Report (shown above) is displayed. This report displays every subcontractor and

linked item(s) imported. This report can be printed but it can neither be saved nor printed at a later time. This is a “once only” report.

If a revised .CON file is imported, the report will be displayed again. This does NOT show only what might have been removed or only the new added. Instead, this revised report displays everything current in the revised .CON file and leaves the original information in tact.

When a revised .CON file is imported, the links that might have been removed due to that are not changed in FieldManager. For instance, if Sub A is linked to Items 1, 2, and 3 in the original .CON file but a change is made and the revised .CON file has Sub A linked to only Items 1 and 3, FieldManager will still show Sub A as being linked to Items 1, 2, and 3. In that case, you can remove that link of Item 2 by hand, if desired.

After the .CON file is imported - -

1. Click the Contractors button and highlight 1 contractor in the list at a time and click Change.
2. Enter the work type for each contractor, including the prime. This information will automatically populate that field in the contractor evaluation.
3. Optional – enter the address for each contractor, if desired.
4. When finished with all contractors, click the Save /Close button

To **view** the items associated to each contractor –

1. Highlight the contractor
2. Click the Review button
3. Click the Items tab

\*\*\*\* NOTICE – The quantities displayed are for ALL subs and the prime associated to this item. The quantities do NOT display quantities for only the contractor being reviewed.

If a change to the original .CON file is made, the prime must submit to you a revised .CON file. After you authorize the change, forward the .CON file to the Office of Contracts.

However, if there was originally a .CON file but the revision is due to an item being added by contract modification, the prime must submit a paper subcontract request and then you must add the sub’s new item(s) by hand into FieldManager in addition to forwarding it to the Office of Contracts. (The hard copy of the subcontract request can be scanned and e-mailed.)

**A contractor is required to be linked to every new item added by contract modification.**

Once again -

If a sub is to be linked to a new item, the prime will furnish you with a paper subcontract request. It is your responsibility to authorize the copy and then forward it to the Office of Contracts. You must enter the information into FieldManager by hand.

### **To print the subcontract requests –**

In order to print subcontract requests, you must have a C:\SUBCON folder that contains 3 files – SubCon.exe, vendor.bin, and the appropriate .CON file for the contract. The vendor.bin file is periodically updated and it is critical to keep the most current copy of it in the C:\SUBCON folder so the appropriate contractor's name prints.

Once you have the 3 files in the C:\SUBCON folder –

1. Double click on the SubCon.exe
2. Click on Run
3. Click the Open icon
4. Highlight the appropriate .CON file and then click Open
5. Click the Print icon

All subcontract requests will be printed as well as a summary sheet

It's rare but it could happen that you must add sub info by hand. To do so –

### **To Add a Subcontractor By Hand –**

Highlight Contract 78-0061-114

Click the Contractors button

A list of the prime and all subs already associated to this contract are displayed.

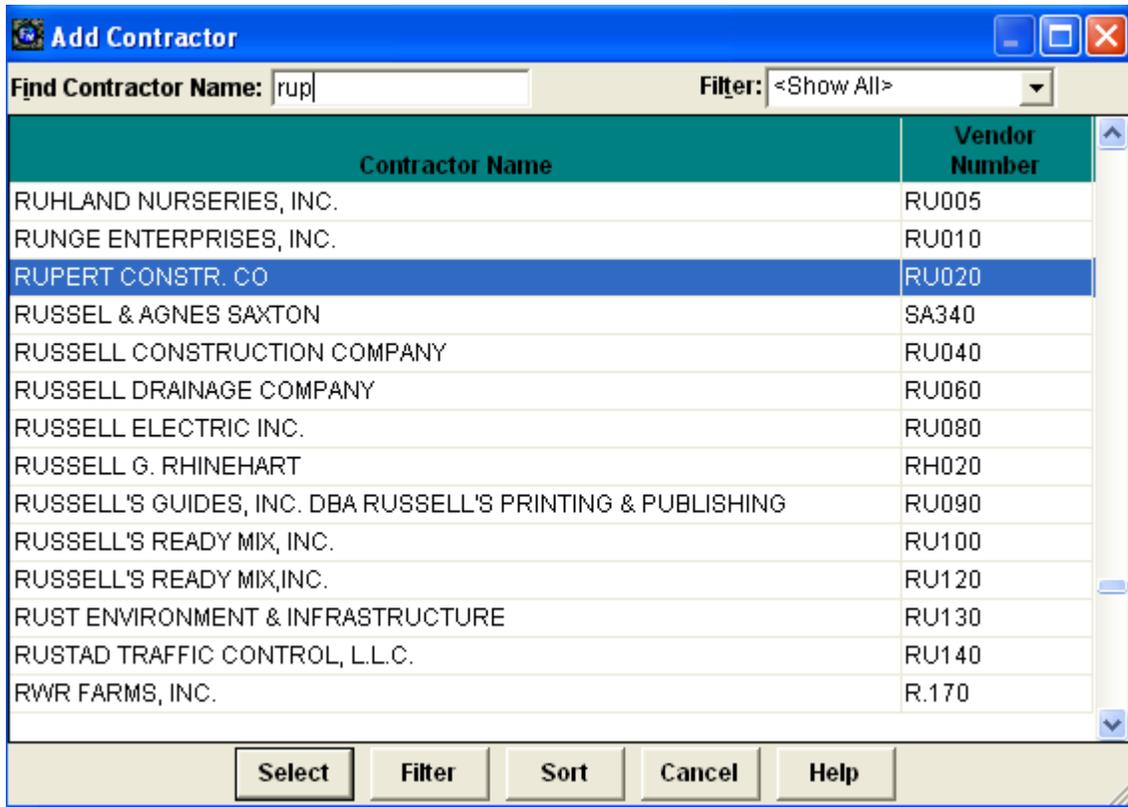
The prime contractor is displayed in bold, italicized print

Click the Add button and a list of non-obsolete subcontractors will appear.

Subcontractors added to any contract **MUST** be selected from this subcontractors list. If they are not in this list but you know they should be there, contact Janet or Jen in the Creston Const Office (641-782-4518) – you probably need a new reference file.

We want to add Rupert Constr Co. –

Sort the list by contractor name if it isn't already and begin typing Rupert in the Find Contractor Name field.



Highlight Rupert Constr Co.

Once the name is highlighted, click the Select button and it will be added to your subcontractor list.

Add the Work Type. We'll choose "PCC Pavement – New"

Enter the Contractor Address, if desired. This is an optional field.

Enter the Subcontractor Amount – \$10,380.00

This is an optional field when entering information by hand but is automatically populated when importing a .CON file. If the subcontractor amount is not entered here, it will not be displayed on the CPE.

Click the Items folder tab

### To Link Items to the Subs by Hand -

By default, every line item in the contract is linked to the prime contractor. If you received the .CON file to import, the item to sub link will already have been done automatically for you. If subs are added after you received the contract, the items/sub link will be taken care of for you in the revised .CON file.

If the item was added by contract modification, you are required to enter a contractor's name when adding the item so the link between the contractor and item will already be done for you. If you want to link multiple subs to an item, you can do this by hand in FieldManager.

As stated previously, by default, all items are linked to the prime contractor. **It is advised that the link between the prime and all items remain even if some of those items are linked to a sub.** By leaving the prime/items link, the inspector will be required to select the appropriate contractor when they post progress for an item.

If more than one subcontractor is going to share work for a specific item, both subs should be linked to that item

We'll link 2 items to our new subcontractor - just for the fun of it - and so you see how easy it is to do!!! (You should still have Rupert Constr selected and the Items tab open)

Click the Add button

*(You may want to sort the list by Proposal Line No. before continuing)*

Highlight Lines 0100 and 0540 (Hold your Ctrl key down and left mouse click on each item) and click the Select key

If desired, you can enter Remarks for whichever line item is highlighted at that time. One reason for doing so might be "partial item", etc.

Click Save/Close

### **To see the items linked to Rupert Construction –**

*(You may need to click the Refresh button in order to see all the changes made to the Items list)*

At the Items list, click the Contractor field and select Rupert Constr

Only items linked to that contractor will be displayed

To see all the items again, change the Contractor field from Rupert Constr to All

You may view subcontractors and their linked items in a couple of ways –

1. Click on the Items button and limit the items displayed by selecting the desired contractor from the drop down list in the Contractor field

*This will display the TOTAL quantity placed by ALL contractors if the item was linked to multiple contractors, not just the contractor selected from the contractor drop down list*

2. Click the Contractors button and either double click the contractor's name or highlight that name and click the Review button and then click the Items tab. This also displays the TOTAL quantity placed by ALL contractors. It does NOT reflect only what has been posted by a specific contractor.

Close all windows and return to the contractors list

If a contractor evaluation has been initiated, generated, or approved, it will be so noted in the Performance Evaluation Status column. If no CPE has been created, "None Created" will be displayed. Remember, a final evaluation must be approved for EVERY contractor before a final estimate can be created. There is NOT a dollar amount to determine whether or not an evaluation must be done – there must be one for every contractor listed,

### Deleting a Subcontractor -

- If you want to delete a subcontractor –
  - Click the Contractors button
  - Highlight the subcontractor, Rupert Construction

Click the Delete button. You'll get a warning stating that the subcontractor is already associated with an item(s) and can't be deleted



Once a subcontractor is linked to an item the subcontractor CANNOT be easily deleted. You must first delete the association with all items and then the subcontractor can possibly be deleted if you still wish to do so. BUT, if any of those items have been paid and were linked to the sub during the posting process, the sub cannot be deleted – period!

Since we don't really want to delete Rupert Construction, click OK

Close back to the Contracts list

## Entering IDR (Inspector's Daily Report) Information

IDR's (Inspector's Daily Reports) may be created using either the FieldManager or the FieldBook program.

A FieldBook user (inspector) can change anything in any IDR they created in FieldBook until it is exported to FieldManager. As a FieldManager user (office) you can change anything in ANY IDR until that IDR is included in an estimate.

There can be one or many IDR's per inspector per day on a contract. The first IDR created by an inspector for a given day will be Sequence 1. The sequence number will increase by 1 for each additional IDR created by the same inspector for the same day. If an IDR has been generated and then changed, it will be given a revision number and will also log who did the revision and the date of that revision. If revised more than 1 time, it will display only the last revision information. All this information is displayed in the upper portion of the screen when viewing the general folder tab.

IDR's keep track of all daily activity on a contract and are compiled in the FieldManager program to create a diary. We will create an IDR for Contract 78-0061-114.

Highlight Contract 78-0061-114 in the contracts list if it isn't already

Click the IDRs button

This will bring up a list of all previous IDR's created by all users for this contract.

Click the Add button and we will get ready to create an IDR for yesterday

### **General Folder Tab -**

The General folder tab opens with today's date (the date the computer shows as

**Add IDR (IDR: 05/02/2011, Janet Wastenev) (Contract: 78-0061-114)**

General | Contractors | Site Times | Postings | Attachments | View

Date/Time Entered: 05/03/2011      Revised By:  
 Entered By: Janet Wastenev      Revision Date:  
 Sequence Number:      Revision Number:  
 Generated: No

---

IDR Date: 05/02/2011  
 Inspector: jw Janet Wastenev  
 Weather: Scattered Showers  
 Low Temperature: 43° F 6° C  
 High Temperature: 65° F 18° C  
 Comments: Abnormally warm and wet for this time of year. Too wet to do much.

today) displayed in the Date/Time Entered field. That is also the default date for the IDR but you may change it to any **past** date. If you had already created one IDR for that date, this IDR would become Sequence #2.

***AN IDR CANNOT BE CREATED FOR A FUTURE DATE!!!***

Some fields in the top portion of the screen are completed already. Several fields are blank since this is your first IDR for the date and it hasn't been revised! As stated already, the Date/Time Entered field is the actual date the IDR was created – that may or may not be the same as the date of the IDR. Entered By is the individual who was logged into the FM program at the time the IDR was created, and “No” is the Generated field default since this IDR has not been generated.

Enter yesterday's date in the IDR Date field by either typing it in OR by clicking the calendar and selecting the date.

Leave your name in the Inspector field. This does NOT have to be the same ID (person) who is logged in to the program as displayed in the “Entered By” field. The person you select from the drop down list is displayed in the Author field of the printed IDR.

*Another way to select a name other than clicking the down arrow and getting the drop down list is to tab to that field and type the first letter of the name. If there are more names than one that start with the same letter, type the same letter again.*

REMEMBER, ONLY THOSE PEOPLE WHO HAVE BEEN ADDED AS USERS TO THIS PROGRAM WILL HAVE THEIR NAME DISPLAYED IN THE INSPECTOR'S DROP DOWN LIST.

Press the Tab key

Type Scattered Showers in the weather field - brief information is best!

If you prefer you can select a previous weather entry from the drop down list. This drop down list contains the last 20 weather entries saved from previous IDR's.

Press the Tab key

Enter 43 in the Low Temp field

If the contract is in metric units, the temperature must be entered in Celsius and will then be converted to Fahrenheit. If the contract is in English measurements, the temperature must be entered in Fahrenheit and will be converted to Celsius.

Press the Tab key

Enter 65 in the High Temp field

If the low temperature entered is higher than the high temperature or vice versa, the program will display a warning. In other words, the low temperature cannot be higher than the high and the high temperature cannot be lower than the low!

*If more than one inspector creates an IDR for the same date, it is not important that they all have the same temperatures. That difference is taken care of by the program in the Diary function.*

Press the Tab key again

Comments may be the equivalent of 3 single spaced typed pages or 32,000 characters.

For our practice, type "Abnormally warm and wet for this time of year. Too wet to do much." If this were a "real" contract you'd probably type many more comments. Since this is just for practice, feel free to type more only if you wish to do so. Like anybody's going to do that, huh!!!!!!

*If it's easier to view the information in a larger area, double click in the Comments field to enlarge that area. Spell check can still be done while working in this format. Click OK to return to the original format.*

***If you use a word that Spell Check doesn't recognize, click the Add to Custom button so it will be included in your custom dictionary and won't be flagged as "Not Found" in the future.***

AT LEAST ONE OF THE FOLLOWING FIELDS MUST BE COMPLETED BEFORE AN IDR CAN BE SAVED: WEATHER, TEMPERATURE, OR COMMENTS.

**If there are no item postings in the IDR, there must be remarks entered in the Comments section.**

**Nothing saves automatically when changing screens. You must click the Save or the Save/Close button to save information.**

Click the Save button if you haven't already.

**Contractors Folder Tab -**

Click the Contractors folder tab to reveal the prime contractor in the top portion of the screen as well as any subcontractors that have been added to the contract. These contractors are listed in alphabetical order. Notice that Rupert Constr Co is listed since we added them as a subcontractor in a previous exercise. The lower left area reveals personnel, if any, that has been associated with whichever contractor is highlighted in the top portion. The lower right area reveals equipment, if any, that has been associated with the contractor highlighted in the top portion. The list of contractors is, by default, in alphabetical order. The prime contractor is shown in bold, italicized print to distinguish it from the subcontractors.

You may add or delete personnel and/or equipment at any time. Once you either add or delete that information for a contractor, future days will also reflect those changes for that same contractor

Click so there is a checkmark in the On Site box in front of Landmark Engineering Group, Inc. and River City Barricade.



When the contractor's name is highlighted, any personnel and/or equipment previously associated will appear in the lower portion of the screen

Change IDR (IDR: 5/2/2011, Janet Wastenev, 1) (Contract: 78-0061-114)						
General		Contractors	Site Times	Postings	Attachments	View
On Site	Contractors (Prime Contractor is in Italicized Bold)			Vendor No.		
<input type="checkbox"/>	NEXT PHASE ENVIRONMENTAL, INC.			NE430		
<input type="checkbox"/>	PAR ELECTRICAL CONTRACTORS, INC			PA060		
<input checked="" type="checkbox"/>	RIVER CITY BARRICADE CO.			RI346		
<input type="checkbox"/>	RUPERT CONSTR. CO			RU020		
Personnel		Number	Hours	Equipment		
foreman		1	9.00			
laborer		2	16.00			

Note that the personnel and equipment displayed in the above sample graphics are unique for the specific contractor highlighted.

There can be a checkmark designating that the contractor was on site even though a working day charge was not made

If you want to include entries for the number and hours in either the personnel or the equipment area, do so here. If you do not want to include a particular worker and/or equipment on the list for a given day, simply do not enter any number or hours in those fields for that IDR and that particular personnel or equipment will not be included in that day's IDR report but they will remain in the master list for use in future IDRs. Making entries for equipment and personnel are optional.

#### Highlight River City Barricade

Click the Add Personnel button

Type in Laborer - Enter 2 in the Number field and 16 in the Hours field

Click the Add Personnel button.

Type Foreman - Enter 1 in the Number field and 9 in the Hours field.

The program does not like random order lists but the personnel list for River City Barricade seems to be just this way. Click the Save button and notice how the personnel list becomes alphabetized. FieldManager will always arrange lists in alphabetical or numerical order in ascending order first.

#### Highlight Landmark Engineering Group, Inc.

Click the Add Personnel button

Type Surveyor - Enter 2 in the Number field and 18 in the Hours field

The personnel and equipment (if you had entered that also) you have typed in these lists becomes the master lists for all future days. If you delete one of these personnel or equipment entries, it will be removed from the list for today AND all future days. If there is a work classification in the list but that worker wasn't on the project, simply leave the Number and Hours fields blank and that work classification will not print out on the report but will still be available to have numbers and hours entered for future days. The same is true for equipment.

If you have a work classification or a piece of equipment that will never be back on the project, it can be deleted.

Highlight River City Barricade

Highlight the Laborer in the personnel column

Click the Delete Personnel button

Answer NO to the "Are you sure?" question.

*If you accidentally created an extra blank line, it can either be deleted or left there for an entry at a later date. Either way is OK.*

Once again, remember, entries are not automatically saved in this program when you switch screens and/or folder tabs. You must physically save them by clicking the Save button (saves the data and you remain at the current screen) or the Save/Close button (saves the data and closes the current screen). If you make changes and forget to save, you'll be prompted to do so before continuing.

*Remember, the Save button saves the information and leaves you at the same screen. The Save/Close button saves the information AND returns you to the previous screen - it doesn't save the information and close you out of the program.*

Click Save

### **Site Times Tab -**

This folder tab gives you some information concerning site time(s) and is also where you indicate whether or not a working day should be charged to the contract. The top portion of the screen is view only and cannot be changed by the user. The totals are updated from estimates and diaries that have been generated.

The middle portion of this screen shows every site for this contract (every contract has Site 00 – even though there may be 0 days allowed in that site), the Site Description (it could just be a period or a double quote sign), and the type of days being charged on this contract (Work Days is the choice almost 100% of the time). Time is charged to the contract NOT to individual projects within the contract. Liquidated damages are not automatically withheld but if you overrun the number of working days allowed for any site, you'll be required to make comments when creating an estimate. (A cont mod must be written for liquidated damages if you overrun working days allowed in any site. Once the cont mod has been created, a negative posting must be made to that item.)

The lower portion of the screen is where you make your entries. The information entered here will be reflected in the diary and ultimately the weekly working day report.

Change IDR (IDR: 5/2/2011, Janet Wastenev, 1) (Contract: 78-0061-114)					
General	Contractors	Site Times	Postings	Attachments	View
Days Allowed:		Original: 20	Auth: 20	Pending: 0	
Days Charged:		Diary: 4.50	Estimate: 4		
Site	Site Description	Site Type	Charge		
00		WORK DAYS			
01	CONSTRUCT STAGE 1 DRILLED SHAFTS	WORK DAYS	0		
02	WHEN DETOUR IS IN EFFECT	CALENDAR DAYS			
03	COMPLETE STAGE 3 GRADING AND REVETMI	WORK DAYS	1.000		
<p>Time Charge: <input type="text" value="1.00"/></p> <p>Contractor(s) Working: <input checked="" type="radio"/> Yes <input type="radio"/> No      Hours Available: <input type="text" value="4.00"/>      Hours Worked: <input type="text" value="4.00"/></p> <p>Controlling Operation: <input type="text" value="Excavation"/></p> <p>Reasons for Delays: <input type="text"/></p> <p>Comments: <input type="text"/></p>					
					Delete IDR Time Record

Let's look at some of the fields.

In the Days Allowed row -

Original = The original number of days for the site that's highlighted in the middle portion of the screen

Authorized = The current number of days for the site that's highlighted in the middle portion of the screen. This will be the same as the original number UNLESS a time extension contract modification has been approved to increase the number of working days allowed for this site.

Pending = The number of days the highlighted site will be increased through a time extension contract modification after the contract modification is approved.

In the Days Charged row -

Diary = The number of days that have been charged to date in saved and/or generated diaries in FieldManager.

Estimate = The number of days that have been charged to date on estimates. This is as current as the last processed estimate.

You make entries in the lower portion of the screen using some or all of the following fields -

Time Charged - An entry of 0, +.5, or +1.0 is valid

Contractor Working - Click in the Yes or No radio button, depending on the correct answer for the day.

Hours Available

Hours Worked - These two fields are good supporting documentation for charging or not charging a working day but neither field is required.

Controlling Operation - The information entered here will appear on the Weekly Report of Working Days

Reason for Delays - The information entered here will appear on the Weekly Report of Working Days

Comments - The information entered here will appear in the Daily Diary report when you either view it or print it.

OK, so I've now talked you goofy in this area too, huh!!! So let's make some entries and use this new found knowledge!!!!

We're still working with the IDR for Contract 78-0061-114

Highlight Site 01 in the middle portion of the screen. (The information we enter now will be for this site only, no others.)

Click so the cursor is in the Time Charge field

Type in 0

Press the Tab key

*Notice the updated info. in the middle portion of the screen.*

Click in the Yes radio button for the Contractor Working line

Press the Tab key so the cursor is in the Hours Available field

Enter 8 in the Hours Available field

Press the Tab key

Enter 2 in the Hours Worked field

Press the Tab key

In the Controlling Operation type in "Shaft"

Press the Tab key

In the Reason for Delays field, type "Weather Delay"

Press the Tab key

Type "Started out fine, then broken piece on equipment" in the Comments field.  
(You can type in this entire line and then some but it is intended to be a short comment.)

Highlight Site 03 in the middle portion of the screen and we'll make entries for it also.

Follow the process you just finished and enter the following information in the correct fields.

Time Charge = 1  
Contractor Working = Yes  
Hours Available = 4  
Hours Worked = 4  
Controlling Operation = Excavation  
Reason for Delays = leave blank  
Comments = leave this blank

Click the Save button.

#### **CHANGING a Site Time Entry BEFORE the IDR has been included in a diary -**

If you wish to change a site time record, you can do so easily AS LONG AS that IDR has not been included in a diary. Do so by opening the correct IDR > Site Times tab and highlighting the site needing the change. Change the information in the field. **If the IDR has already been included in a diary, changes must be made there.**

You should still be at the Site Times tab of the IDR we created for Contract 78-0061-114

Highlight Site 03

Click in the Time Charge field and change the 1.0 to .5

Press the Tab key and notice the change in the upper portion of the screen for this field.

Click the Save button

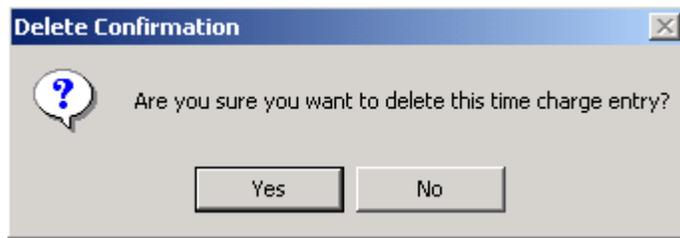
#### **DELETING a Site Time Entry BEFORE the IDR has been included in a diary -**

By using the Delete IDR Time Record button at the bottom of the screen, you can delete a site time entry for any IDR as long as it has not been included in a diary. If the IDR has been generated, the site time entry can still be deleted as long as the IDR has not been included in a diary.

Highlight Site 03 if it isn't already

Click the Delete IDR Time Record button

This will delete the information for ONLY the site highlighted in the middle portion of the screen.



We really don't want to delete the time charge entry, so answer NO

### **Postings Folder Tab -**

Click the Postings folder tab.

Item progress for all items in the contract are made here. Since we have not made any item progress yet for this IDR, our screen is blank.

### **ALL ITEM PROGRESS ENTRIES ARE MADE AT THE CATEGORY LEVEL - NOT THE CONTRACT LEVEL.**

\*\*\*\*\*

A reminder -

Mobilization shows as one of the regular line items but an entry should NEVER be made. This item is called an autopay item which means the appropriate amount is automatically included in the estimate by the mainframe when the estimate is being processed. Once the estimate is returned from the mainframe and imported into your laptop, the mobilization will be updated in the Cat. Qty. Paid field in the Postings folder tab of the IDR section. The Cat. Qty. Placed field should always be blank for this item.

\*\*\*\*\*

Once you select an item for posting progress, you will be required to select the appropriate category (if the item is in more than one category) before you leave the posting screen and also to select the appropriate contractor if the item is linked to more than one contractor

Items (Contract: 78-0061-114)

Project: 78-0061-114 Category: <All>

Contractor: <All>

Find Prop. Line: Filter: <Show All>

Item Description	Units	Item Code	Prop. Line	Quantity Placed	Quantity Paid
EXCAVATION, CL 10, CHANNEL	CY	2104-2710	00010	0.000	0.0
RMVL OF EXISTING BRIDGE	LS	2401-6745	00020	0.000	0.0
EXCAVATION, CL 20	CY	2402-2720	00030	3,040.000	0.0
REINFORC STEEL	LB	2404-7775	00040	0.000	0.0
REINFORC STEEL, EPOXY COATED	LB	2404-7775	00050	0.000	0.0
LONGITUDINAL GROOVING IN CONC	SY	2412-0000	00060	0.000	0.0
CONC DRILLED SHAFT, 72" DIA	LF	2433-0001	00070	0.000	0.0
DEMONSTRATION SHAFT	LF	2433-0003	00080	0.000	0.0
PILE, STEEL, HP 10X57	LF	2501-0201	00090	500.000	0.0
ENGINEER FABRIC	SY	2507-3250	0100	0.000	0.0

Select Filter Sort Cancel Help

Click the Add Posting button so we can soon make our first entry.

The entire list of current contract items is shown (as seen in the previous graphic). If there is only 1 project in the contract, that project number will be shown in the Project box. If there is more than 1 project, the word All will be shown. If there is only 1 category, 0001 will be shown in the Category box. If there are multiple categories the word All will be shown.

If you wish to see every item in the contract, leave the default as it is but if, for example, you wish to see only items in a certain category of a certain project select those choices in the appropriate fields and the list of items displayed will be adjusted accordingly. Whatever selection you make at this screen will affect your selection choices in the next step.

Our contract has only 1 project so that is in the Project field already. We are going to leave the default choice of All in the Project and Category boxes for this contract.

The list of items is by default in alphabetical order by Item Description but we want to sort by Proposal Line for our exercise. To do so, double click in the Prop Line header.

Highlight Line No. 0030, Excavation, Cl 20

Click the Select button

OR

Since Select is the default button, you can just press the Enter key once the item is highlighted.

The top portion of the screen shows category information concerning that line item. If an item was in more than one category, no totals would be shown yet. As soon as you select the category in the bottom portion of the screen, the authorized quantity, pending changes, dollar authorized amount, quantity placed, and quantity paid to date totals for this category will be displayed in the top portion of the screen. You make NO entries in the top portion of this screen. The entries you make in the lower portion are reflected there.

The bottom portion of the screen is where you make daily entries for items. The form (the blue number in the lower left area of the screen) used is dependent and is automatically determined by the item selected. There MUST be an entry made in either the location field or the first station field if both show on the form.

The screenshot shows a software window titled "Change IDR (IDR: 5/2/2011, Janet Wasteney, 1) (Contract: 78-0061-114)". The window has several tabs: "General", "Contractors", "Site Times", "Postings" (which is selected), "Attachments", and "View".

Under the "Postings" tab, the following information is displayed:

- Item: 2402-2720000, EXCAVATION, CL 20
- Prop. Ln: 0030 Unit: CY Catg. Auth. Qty: 304.000 Catg. Auth. Amt: \$7,600.00
- Type: ORIGINAL ITEM / PITYPE TABLE Unit Price: \$25.000 Catg. Qty. Placed: 3,040.000
- Catg. Pending Chgs: 0.000 Catg. Qty. Paid: 0.000

Below this is a section titled "Item Posting" with the following fields:

- Project: 78-0061-114 110215 058 KGE
- Category: 0001 (dropdown) P:DESIGN NO. 0111; 204'-6 X 44'-0 STEEL, MODULAR E
- Contractor: GODBERSEN-SMITH CONSTRUCTION CO. & SUBS (dropdown)
- Station From: [ ] Station To: [ ] Side: [ ] (dropdown)
- Length: [ ] ft Width: [ ] ft Depth: [ ] ft
- Quantity: 0 [ ] CY Attention:
- Remarks: [ ]

In the bottom left corner of the window, the number "004" is displayed.

Project/Category Box - If the item is in only one category, that category will be displayed in the Project/Category field. We know this item is in only one category since this field has 0001 displayed. Any time the line item is in more than one category you must select a category choice before you can see totals in the top portion of the screen and also before you can leave and/or save this screen.

*To select a category you may click the down arrow and select one from the list OR you may click the zero key until the category of your choice is shown OR you may click the down arrow on your keyboard until you reach the category of your choice. The zero key will take you through the list, over and over again. The down arrow will take you to the bottom of the list and once you're there, click the up arrow to move up the list.*

The Attention Box - If this box is checked it is simply an alert that the item should be noticed BEFORE the estimate is generated. A checkmark in the Attention box does NOT stop anything – it's just a notice for attention. If you mark an item for attention you are REQUIRED to enter remarks for that item.

Once you put a checkmark in the Attention field, press the Tab key to move to the Remarks field.

The Remarks Field – Once the cursor is in the Remarks field, a scroll bar appears.

***It is highly recommended to make an entry in the Remarks field for EVERY posting to serve as additional documentation.***

If you double click in the Remarks field, the viewable area will increase dramatically. Click OK to return to the original field size.

The Materials Button (bottom left area of this screen) - We will not be using this.

OK, let's make some item progress entries. We'll make several since this is something that someone will be doing or helping with on a daily basis whether they're an inspector or in the office using FieldManager or FieldBook!! In other words, there's no getting away from learning this part!!

As you will probably notice, some entries made here are for practice only - they do NOT necessarily reflect reality on a project!!

We're NOT going to make an entry for Line 0030 at this time so -

Click the Cancel button at the bottom of the screen

Click the Add Posting button

Highlight Line 0080, Demonstration Shaft

Click the Select button

*You can just press the Enter button since Select is the default.*

Notice the information in the top portion of the screen is complete.

Also the Category field in the entry area displays 0001 letting us know this item is in only Category 1 of the Project shown directly above the category field.

Select Par Electrical Contractors, Inc. in the Contractor field.

*You have to make an entry in the Contractor field only if the item is linked to more than 1 contractor.*

Sta From = Enter 2652+70

You can enter either = or a space instead of the +. Once you press the tab key, the = sign or the space will be replaced by a + sign.

*In all forms, press the Tab key after each entry to advance to the next field*

The screenshot shows a software window titled "Change IDR (IDR: 5/2/2011, Janet Wastenev, 1) (Contract: 78-0061-114)". The window has several tabs: "General", "Contractors", "Site Times", "Postings" (which is selected), "Attachments", and "View".

Under the "Postings" tab, the following information is displayed:

- Item: 2433-0003000, DEMONSTRATION SHAFT
- Prop. Ln: 0080 Unit: LF Catg. Auth. Qty: 75.000 Catg. Auth. Amt: \$41,250.00
- Type: ORIGINAL ITEM / PITYPE TABLE Unit Price: \$550.000 Catg. Qty. Placed: 15.000
- Catg. Pending Chgs: 0.000 Catg. Qty. Paid: 0.000

Below this is a section titled "Item Posting" with the following fields:

- Project: 78-0061-114 110215 058 KGE
- Category: 0001 (dropdown) P:DESIGN NO. 0111; 204'-6 X 44'-0 STEEL, MODULAR E
- Contractor: PAR ELECTRICAL CONTRACTORS,INC (dropdown)
- Station From: 2652+70
- Quantity: 15.000 LF Attention:
- Remarks: worked on demo shaft until equipment broke

The number "039" is visible in the bottom left corner of the window.

Quantity = 15

Remarks = worked on demo shaft until equipment broke

Click the Add More button which will return you to the item list to select the same or a different item. *Even if you want to make another entry for the same item, you still must return to the item list and select it again.*

If you had clicked OK by mistake instead of Add More, you would have been taken to a screen that shows all item entries made thus far for this IDR. From there you could click the Add Posting button once again to get back to the item list.

Select Item 0310, Clear & Grubb

Notice that the Station From field is already populated with the same data as the last entry. This is due to the option we selected in the Utilities > User Preferences, Entry Defaults tab. Although this can be a very helpful tool, it can also be a very big pain!!! This option can be "turned on and turned off" at any time – and it's time we "turned

it off” so go there and take the checkmark out of the “Station and Location fields default to last entry” option (Utilities > User Preferences > Entry Defaults folder tab) then click OK.

Sta From = 2652+40

Quantity = .4

Remarks – clearing first day

*If you got “kicked out” of this form as soon as you began to type the remarks, odds are you forgot to press the Tab key first to get into the Remarks field. Notice at the bottom of the screen the word Cancel has the C underlined - that means the keystroke for canceling is the letter C. With the cursor sitting in the Attention field and typing a letter C, you are telling the program to cancel the entry!! That’s why it’s crucial to tab to the Remarks field before typing.*

Click Add More

Highlight Line 0270, Excavation, CI 20

Since this is in only 1 category and linked to only 1 contractor, those fields are populated for us.

Station From = 2655+00

Station To = 2656+00

Side = Right

*This field is blue and blank with a drop down arrow. That means you can type in the first letter of the selection and the first instance of an item beginning with that letter will automatically appear in that field. If that is not the correct one, press the letter again and the next choice beginning with that same letter will be shown*

Length = 100 (calculated already for you)

Width = 12

Depth = 2

Quantity = 88.889

Remarks = enter a remark of your choice

Click OK

Save

Click the Add Posting button

You’ve done fine so far – let’s make some more entries just for fun! OK, OK, so it might not be all that much fun – but there are some more things I want you to see and learn!

Select Proposal Line No. 0580, Painted Pav’t Mark, Waterborne/Solvent

Note that this item is in only 1 category since the Project/Category field Displays 0003

Contractor field is blue and blank meaning there is more than 1 contractor assigned to this item. Select River City Barricade

Station From = 2164+04  
 Station To = 2168+06  
 Side = Right  
 Length = 402  
 Plan Indent (this should be Plan Ident) = ELW4  
 Permanent – put a checkmark in this circle  
 Meas Factor = 1  
 Quantity = 4.02 (is calculated already for you)  
 Change the 4.02 to 4

If the program calculates a different quantity than what you enter in the quantity field, the program calculated quantity is displayed beside the Quantity field. If you don't use the program calculated number, that number will remain in red just to the right of the Quantity field.

Remarks = Pay only 4

Add IDR (IDR: 11/29/2013, Janet Wastenev) (Contract: 78-0061-114)

General	Contractors	Site Times	Postings	Attachments	View	
Item: 2527-9263109, PAINTED PAVT MARK, WATERBORNE/SOLVENT						
Prop. Ln: 0580	Unit: STA	Catg. Auth. Qty: 7.470	Catg. Auth. Amt: \$634.95			
Type: ORIGINAL ITEM / PITYPE TABLE	Unit Price: \$85.000	Catg. Qty. Placed: 8.000		Catg. Qty. Paid: 0.000		
Catg. Pending Chgs: 0.000						
Item Posting						
Project/	78-0061-114	110215 058 KGE				
Category:	0003	P:ROADWAY ITEMS				
Contractor:	RIVER CITY BARRICADE CO.					
Station From:	2164+04	Station To:	2168+06	Side:	RT	
Length:	402.00	ft	Plan Indent:	ELW4	Meas Factor:	1.00
Quantity:	4.000	STA	(4.02)	<input type="radio"/> Temporary <input checked="" type="radio"/> Permanent	Attention:	<input type="checkbox"/>
Remarks:	pay only 4					

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Any time a number is shown in red anywhere on the form, an explanation should be entered in the Remarks field. By doing so, the auditor knows that you are aware of the difference in the program calculated and the entered amount and intend it to be that way.

Click OK

We haven't saved any entries for awhile so let's click the SAVE button. That will save all entries in every folder tab for this IDR and will remain at this folder tab.

The Postings folder tab lists all item progress entered thus far for this IDR. The

Change IDR (IDR: 5/2/2011, Janet Wastenev, 1) (Contract: 78-0061-114)

General Contractors Site Times **Postings** Attachments View

Item: 2527-9263109, PAINTED PAVT MARK, WATERBORNE/SOLVENT  
 Prop. Ln: 0580 Unit: STA Catg. Auth. Qty: 7.470 Catg. Auth. Amt: \$634.95  
 Type: ORIGINAL ITEM / PITYPE TABLE Unit Price: \$85.000 Catg. Qty. Placed: 4.000  
 Catg. Pending Chgs: 0.000 Catg. Qty. Paid: 0.000

Project: 78-0061-114, 110215 058 KGE  
 Category: 0003, P:ROADWAY ITEMS

Find Item Description:

Item Description	Item Code	Prop Line	Location	Quantity Posted	Project	Catg	Breakdown	Contractor
CLEAR+GRUBB	2101-0850001	0310	Sta 2652+40	0.400	78-0061-114	0003		GODBERSEN-SMITH CONS
DEMONSTRATION SHAFT	2433-0003000	0080	Sta 2652+70	15.000	78-0061-114	0001		PAR ELECTRICAL CONTRA
EXCAVATION, CL 20	2402-2720000	0270	Sta 2655+00 to Sta 21	88.889	78-0061-114	0002		GODBERSEN-SMITH CONS
PAINTED PAVT MARK, WATERBOR	2527-9263109	0580	Sta 2164+04 to Sta 21	4.000	78-0061-114	0003		RIVER CITY BARRICADE CC

item that is highlighted will be detailed in the top portion of the screen. Remember, the top portion displays ONLY CATEGORY information for the item. If the item is in more than one category, it does NOT show totals for all categories, just the one involved in the line item highlighted.

To see the total quantity placed for the entire contract click the Items button and view the quantity placed column. Only quantities in IDRs that have been saved or generated are reflected in this field.

Items which have postings in our IDR are 0080, 0270, 0310, and 0580 **Once the IDR with these postings is saved or generated, the amounts posted will be reflected in the Qty Placed field. Until then they are in a sort of limbo state – they’re posted but they don’t count!!**

Click the Close button until you are back at the Postings tab of the IDR

Since we want to add another item, click the Add Posting button  
 Select 0560, Rmvl of Pavt  
 Sta From – enter something of your choice  
 Sta To – enter something of your choice  
 Side – enter something of your choice  
 Quantity – 72 (this is about 1/3 of the authorized quantity)  
 Remarks – enter something of your choice  
 Click Add More

Select Line 0070  
 Contractor – Par Electrical Contractors  
 Sta From – enter something of your choice  
 Quantity – 150 (this is about 1/2 of the authorized quantity)  
 Remarks – enter something of your choice

Click OK  
Save

Since that was so much fun, let's post progress to another item!!!

Click the Add Posting button  
Select 0590, Traffic Control  
Category field = Selected already  
Contractor = River City Barricade Co  
Location = start of project  
Pay % = leave this field blank - it is not used  
Quantity = 1.0

Since this is a lump sum item, the progress must be entered as a decimal.

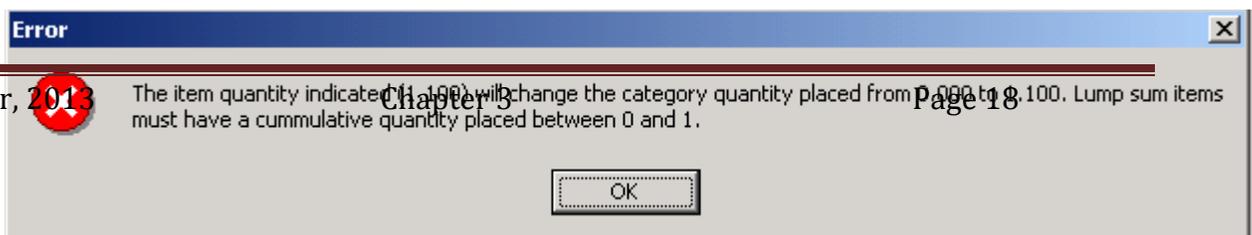
Remarks = Type in Initial payment  
Click OK to return to view the postings for this IDR  
Click the Save button.

It's a good idea to save your information every few entries since it sure doesn't take long to do so. This saves not only the item postings but everything in this IDR you have entered in the other folder tabs as well.

Now that you've made a lump sum item entry, let's review a few lump sum rules:

- \* Quantities must be entered in decimal form
- \* If a lump sum item is in more than one category, EACH category will have a quantity total of 1.0.
- \* The total item quantity for a lump sum is 1.0
- \* The lump sum quantity of 1.0 CANNOT be overrun at all
- \* **You do NOT have to place and/or pay 100% of a lump sum item**
- \* You cannot increase or decrease a lump sum contract item using the Increase/Decrease option of a cont mod
- \* If you need to increase a lump sum item, you must do so by contract modification, adding the item as a new item. (You can use the same item number EXCEPT FOR THE MOBILIZATION LINE ITEM.) You MUST NOT use the mobilization line number for additional mobilization to be paid to the contractor. If you do, it can cause big problems to the contract and for Janet!  
*If you need to pay additional mobilization, use a generic lump sum or each item and enter "additional mobilization" in the supplemental description.*

The error message shown below is a sample of what is displayed when more than 1.0 is posted to a lump sum item in any category. If you receive this message, simply adjust the posting for the lump sum item.



Remember, lump sums must range from 0 to 1.0 and cannot overrun. You cannot increase or decrease a lump sum item through an increase/decrease contract modification. To increase, create a contract modification for a new item (it can be the same description unless the item is mobilization). To decrease, create a cont mod for a new item and, since you cannot have a negative lump sum item, use a generic Each item and use a negative quantity of one then enter the amount of dollars you want to reduce.

Click the Close button to return to the IDR list

### **Generating the IDR -**

You CAN generate an IDR that has not been saved. When you generate an IDR it will automatically save it as part of the generate process. We're going to generate this IDR so the information can be included in a diary and an estimate. The IDR can be generated from any folder tab or the IDR list, whichever is most convenient.

Highlight the IDR to generate (the one dated yesterday)

Click the Generate button

Answer Yes to the "Are you sure" question

Click the Cancel button at the print screen. The print option is automatically available at the time the IDR is generated. You can print the IDR at a later date if you wish - or never!!

*If you want to print the IDR at a later date -*

*At the IDR list highlight the appropriate IDR*

*Click the Print button*

*Select the option to print the selected IDR*

*Notice the Gen column now has a Yes instead of a No for this IDR.*

Click the Close button to return to the contracts list.

### **Quantity Overruns**

Before we look at how to correct posting errors and overpayments for a line item, let's look when items overrun the authorized quantity, why they are sometimes paid in full while other times they are not. **Remember, everything is based on the category dollars, not the total contract dollar amount.**

\*\*\* If an item overruns more than \$50,000 in a **category**, the estimate will pay only up to that \$50,000 amount (no matter what % of overrun it is) for the item. Any quantity above that will be held until a contract modification to increase the authorized quantity is written and approved.

Some hints when looking at the item list –

**\*\*\* For items displaying more quantity placed than paid, it could be that –**

1. An estimate has not been created since the posting(s) was made  
OR
2. The dollar amount of the item overrun exceeds \$50,000 in a category

## **Overpayment of a Line Item**

Mistakes happen!! If you goofed and either overpaid a line item or paid one incorrectly there are a couple ways to correct it. If that entry HAS already been included in an estimate, you will need to make an offsetting (correcting) entry in an IDR to take care of it in the following estimate. If that entry HAS NOT been included in an estimate, you can simply correct it in the IDR where it was entered or make an offsetting (correcting) entry in a following IDR, whichever you prefer! What a deal, huh!!!

Just like always, if the correction involves a large negative dollar amount, be sure your estimate and/or voucher will have enough payment to offset that negative correction. You cannot process a negative estimate or voucher unless it is a semifinal type and will be followed by a final.

## **IF THE OVERPAYMENT HAS NOT BEEN INCLUDED IN AN ESTIMATE .**

If you don't know which IDR was involved or if there were several item progress entries in more than 1 IDR, the simplest and probably easiest method is as follows -

Highlight Contract 78-0061-114

Click the IDRs button

Click the Add button

General folder tab – today's date is OK.

Inspector – leave yourself as the choice

Comment - IDR to correct item posting for River City Barricade Co

Click the Postings folder tab

Click the Add Posting button to bring up the item list

Select Item No. 0590, Traffic Control

Category 3 is already selected for you

The item progress in the top portion of the screen shows 1 but should really be .1 so..

Contractor = choose River City Barricade Co

Location = correction

Quantity = -.9 (that's minus .9)

Remarks = Correction for previous entry error (you would also include the date of the IDR where the error occurred if you knew that)

Click OK

Since the correction has taken place BEFORE being included in an estimate, the correct amount of .1 will now be paid instead of the incorrect 1.

Save/Close

A correcting entry had to be made because we could not go back to the original entry and simply change the quantity field.

---

If you DO know which IDR was involved, a simple way to correct the problem is as follows:

You should still be at the IDR list for Contract 78-0061-114

Highlight the IDR dated 3/21/13, Sequence 2 in the list

*Even though you did not create this IDR, you as a FieldManager user have the capability to change anything about any IDR no matter who created it. FieldBook users can change or delete ONLY the IDR's they created - not ones created by someone else.*

Click the Change button (we can change it because it has not been included in an estimate)

Click the Postings folder tab

Highlight the entry for Line No. 0030, Excavation, CI 20

Click the Change Posting button

Tab until the cursor is in the Quantity field

Enter 304 in the Quantity field - You are simply correcting the **original** entry

*The original entry of 3040 was wrong - it should have been 304. You do not enter -2736 (minus 2736) as a correcting entry since the number 3040 has not been included in an estimate calculation and you are changing the IDR where the original entry was made. You simply enter the correct number so when an estimate is created it will use the correct number.*

Click OK

Click the Save/Close button

Highlight the IDR in the IDR list

Click the Generate button

Answer Yes to the "Are you sure" question and the status in the Generate column will change from No to Yes

As soon as the IDR is generated in FieldManager, the print screen automatically appears. If you choose to print the IDR, click the OK button. If you do not choose to print the IDR at this time, click the Cancel button. You can print any IDR at any time.

*Remember, if you want to print the IDR at a later date -*

*At the IDR list highlight the appropriate IDR*

*Click the Print button*

*Click the "Print the Selected Inspector's Daily Report" option*

*Click OK*

Once you make a selection at the print screen, you'll be returned to the IDR list.

Close back to the contracts list

### **IF THE OVERPAYMENT HAS ALREADY BEEN INCLUDED IN A VOUCHER.**

Since the incorrect quantity has already been included in a voucher, our only choice is to make a correcting entry in another IDR as soon as the error is discovered. *You can return to the IDR where the original entry was made but since it has been included in an estimate already, the Quantity field is locked and can't be changed!!*

Highlight Contract 78-0061-114

Click the IDRs button and highlight the IDR we created for today.

Click the Change button (or double click the IDR)

Click the Postings folder tab

Click the Add Posting button to bring up the item list

Highlight Line No. 0250, ('Square Yards' Item) Pavement Surface Repair (Grinding Limestone or Gravel)

Click the Select button

Contractor = Godbersen-Smith Const.

Sta From = Enter a 0 if you don't know the exact original entry

Tab to the Quantity field, leaving the other fields blank

Quantity = -11880 (The incorrect amount that was already paid for this category was 12000. It should have been 120. You can see the 12000 in the Cat. Qty. Paid field in the top portion of the screen.)

Mark this item for attention

Remarks = Correction for previous overpayment to contractor

*Anytime you make a correcting entry you should make some remarks and mark the item for attention*

Click the OK button

Click the Save button

Once this IDR is generated, the next estimate will now include the -11880 for this item quantity and will be reflected with a negative dollar amount for that line item. **When you make a correcting entry to reduce an overpayment, be sure you will be paying enough for other items on the same voucher to result in a positive dollar amount.**

### **Attachments Folder Tab**

Photos, drawings, etc. can be attached to the FM program. Beware, however, that the size of the contract can increase dramatically depending on the attachments.

To create a new file and attach it –

Click the Add Attachment button



The screenshot shows a dialog box titled "Add Attachment". It has a blue header bar. Below the header, there are three main sections: 1. "Name:" followed by a text input field containing "Logo". 2. "File:" followed by the text "largerlogo.bmp" and a "Browse" button to its right. 3. "Description:" followed by a larger text area containing "DOT Logo". At the bottom of the dialog, there are two buttons: "Add" and "Cancel".

Enter the name and then Browse to locate the attachment.  
Enter a short description of the attachment  
Click the Add button

To see the attachment in FM, highlight and then click on the View  
Attachment button  
Click the red X to exit the view screen  
Save

To change an attachment in the list –  
Highlight the attachment name  
Make the appropriate changes in the name or description fields  
Save

To delete an attachment in the list –  
Highlight the attachment name  
Click the Delete Attachment button



Be cautious here .....

Answer Yes to the "Are you sure..." question to delete.

***This will delete the attachment everywhere. To save it externally from FieldManager, follow the directions in the Delete Warning message as shown in the above graphic.***

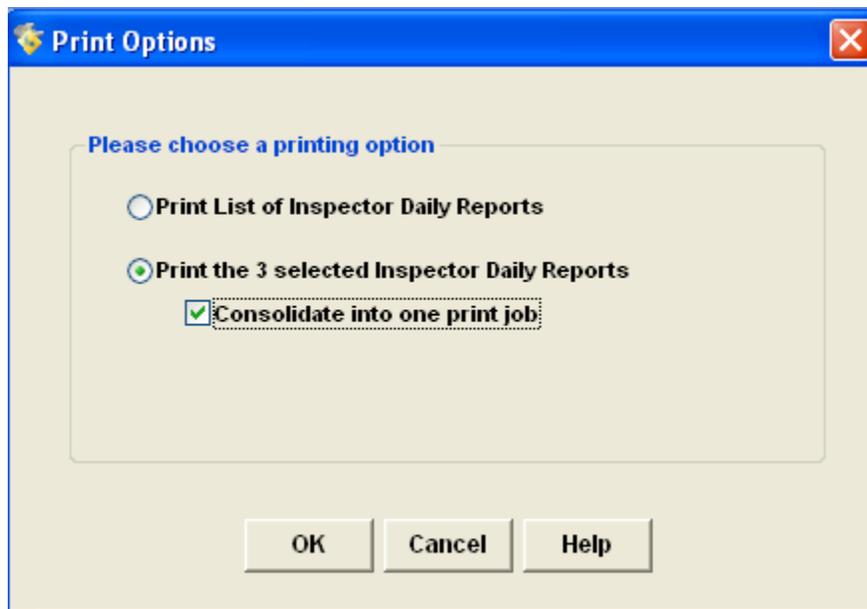
### The View Folder Tab -

Click this folder tab to see the IDR report as it would be if it were printed. Attachments are NOT printed as part of the IDR report. Use either the scroll bar on the right to move up and down or click the mouse in the text area and then use the up and down arrow keys. Zoom in and out buttons are available for your convenience.

If you wish to print the IDR now, click the print button. If the IDR has not been generated, the word Draft will print over the top area of the first page. This will be removed once the IDR has been generated.

Click the Save/Close button to return to the IDR list.

If you didn't print while you were in the View tab of the IDR, you can print from the IDR list. While at this list, click the Print button and you'll be given an option –

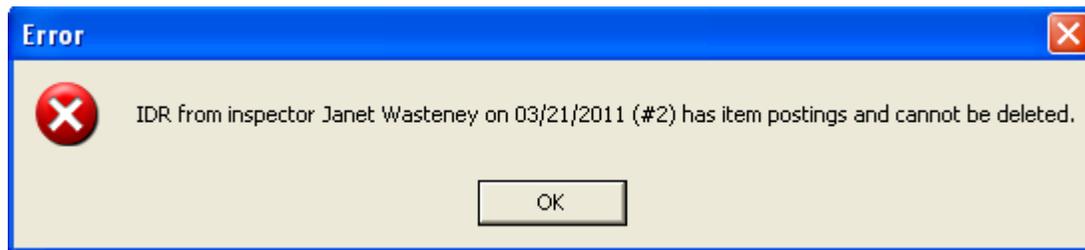


You can either print the reports of all the IDR's that are highlighted in the list or you can print just the list of IDR's. In the above graphic, the 2 IDR's that are highlighted in the background will have their reports printed. This would be the same reports you would get if you went into each IDR, clicked on the View folder tab and then clicked the Print button. It's just a much quicker and easier method.

If you choose to print several reports, you can put a checkmark in the Consolidate into One Print Job option if desired.

## Deleting an IDR

If you have an IDR in your list that you want to delete so it is no longer a part of the record you can do so - maybe!!! Highlight one of the IDR's in the list (you should still be in Contract 78-0061-114) then click the Delete button.



If the IDR has item postings included in it, you CANNOT delete the IDR. But, if you go into that IDR and delete each one of those item postings individually first, then you will be allowed to delete the IDR. **The exception to this is - You cannot delete an IDR that has already been included in an estimate (that item postings have been paid).**

In other words, if the IDR (which includes item postings) has been included in an estimate, meaning those postings have been included as payment to the contractor, you can no longer delete that IDR from the list - period!! In this case you no longer have the option to go into the IDR, delete the individual item postings first, and then delete the IDR since the items have been paid.

Click the OK button at the error message to return to the IDR list

If you have inspectors who wish to see all IDR's for the contract, do you remember how to change that?

Click the Docu button

The lower right of the General folder tab now shows the View IDR's for 100 days since we changed it earlier.

Change that number back to 9999 as per the inspector's wishes.

*This choice is contract specific - it can be one number for one contract and a different number for another contract. But all inspectors working on one*

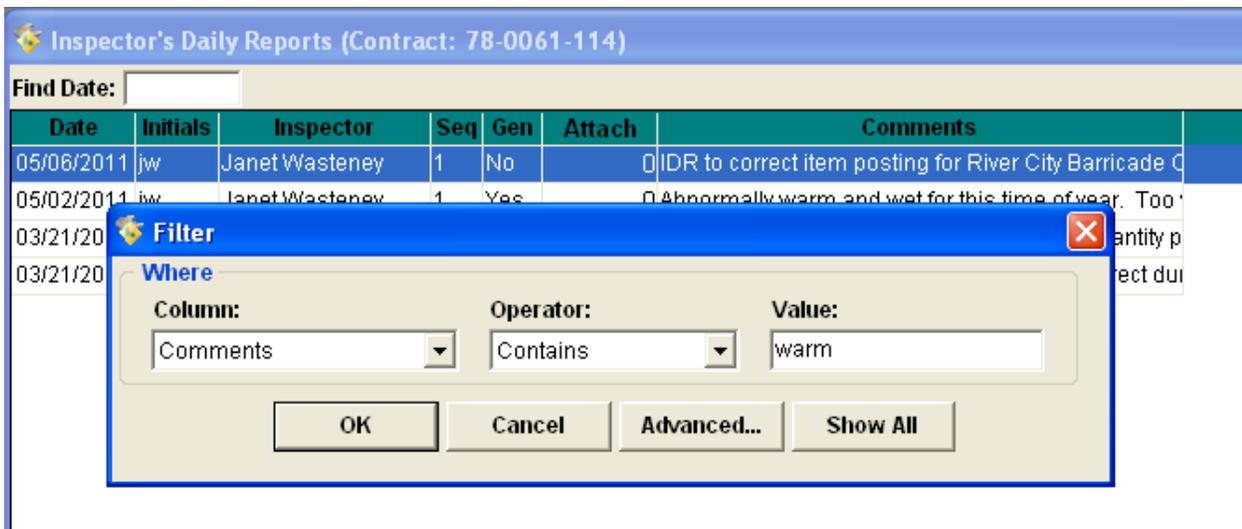
*contract must have the same number - it's not inspector specific on a contract.*

Remain at the IDR list for Contract 78-0061-114

## Searches -

You sometimes need to go back through many IDRs to find specific information. You can either look through each individual IDR or let the program do the searching. I vote for the easy way so let's create a filter.

We're going to create a filter for an IDR which will filter out every IDR except the ones that meet our requirements. In this example, we want to find every IDR with "warm" mentioned in the comments field so...



You should still be at the IDR list for Contract 78-0061-114

Click the Filter button

Select Comments in the Column field

Select CONTAINS in the Operator field

Type WARM in the Value field

*This is not case sensitive*

To see all the IDRs once again, select Show All in the Filter field (top, right of screen)

Close back to the contracts list

## Importing IDRs from Inspectors - Using Flash Drive

IDR's can be created by inspectors using FieldBook or by someone using FieldManager. If an IDR is created in FieldManager it will automatically indicate that one has been made and who made it when a diary is created for the corresponding day. If the IDR is created in FM, it must be generated to have the item postings included in an estimate. If the IDR's are created in FieldBook, we must have a way to get that information into FieldManager.

### Exporting from FieldBook -

The inspector uses the export process to put the generated IDR information on a flash drive for submitting to the office.

*If the IDR is not generated it CANNOT be exported to FieldManager. It will show on the inspector's list of IDRs created but won't allow it to be selected for exporting to FieldManager.*

When the inspector creates the file to be imported into FieldManager, the file is automatically named based on the inspector's initials who is logged into the program at that time. The filename will be XX\_IDR1.EBL with the XX's being the inspector's initials. If this was not the first file of this type on that flash drive, the number would be 2 or 3 rather than 1, depending on how many files were there already.

The FM user imports the IDR information -

At the Contracts list screen in the FieldManager program  
Click Import-FB



*The program will not ask for the name of the file, just the location. The files created by the inspector are automatically named and have the extension of .EBL. When the FieldManager program imports a file from FieldBook, it looks for any file in the specified location with an extension of .EBL and imports it.*

Unless you change the location, E:\ will remain as the default for future imports.

*There can be one or several IDR's for one or more contracts imported at the same time, depending on how many IDR's the inspector chose to include in the file.*

Click OK

Click Cancel at the print screen – (it's up to your office to determine whether or not you print the IDR's and return them to the inspector)

Click OK at the import message

Once the IDR information has been imported, a turn-around-file is created automatically which the inspector should import back into his/her laptop. This turn-around-file will have the same name EXCEPT the IDR1 portion of the file name will be replaced with AUTO. This file, once imported into FB, will update the FieldBook contract with information as current as when the turn-around-file (TAF) was created in FieldManager.

Once again, the TAF is named automatically based on the initials of the inspector who created the original export file in FieldBook. That is the individual to whom you return the disk.

Repeat for each flash drive received from each inspector.

Remember, once the original file from FieldBook is imported into FieldManager, it will disappear from the source (flash drive) and a turn-around-file will be created automatically in its place. That file should then be imported into FieldBook.

### **If the FieldBook IDR file is lost before it was imported into the FM program –**

Go to the FieldBook computer and click the Export – FM button. Put a checkmark in the “Include Previously Exported IDRs” option in the lower left area of the screen. All IDRs except those with a status of Refreshed will be included in the list. Highlight the IDRs you wish to export and “re-export” them!

### **An inquiry that might be helpful after importing IDR's Into FM -**

This inquiry will display items that inspectors have marked for your attention. If the inspector would like you to take special note of something, they will mark it for attention and have a comment. Since you don't want to go through every IDR in the contract and item to find these items marked for attention, this is the easiest way to spot them.

Click the Inquiries button

Double click the inquiry Item Postings by Item That Are Marked for Attention

Click the Select All button at the items list  
Only the items that have been marked for attention will be displayed

## **Importing IDR's From the Server -**

Sometimes it's impossible for project inspectors to return to the office to physically turn in their IDR flash drives. This process can be done via the server BUT communication is critical. The inspector must notify the office so they know when IDRs are ready to be imported. Also, each inspector must have their own folder on the W drive for placing their IDR files. (This same folder can be used for their backup files)

Each inspector's IDR's should be put into their unique folder that was created on the W drive specifically for their files – and only their files. The inspector exports their IDRs directly from FieldBook to their folder on the W drive.

The FM user imports the inspector's IDRs directly from that inspector's folder on the W drive. Once the import path is entered, that path will remain in your list for future use.

Once the IDR information has been imported into FieldManager, the turn-around-file (TAF) is automatically created in the same location (the inspector's folder on the W drive). The inspector imports the TAF into FieldBook from their folder on the W drive.

Once the TAF import into FieldBook is complete, all information in FB will be as current as when the turn-around-file (TAF) was created in FieldManager.

## Just for your information -

Once the IDR's have been exported from the inspector's FieldBook program, they will remain in the IDR list but will have a status of Exported. The inspector can view them in the FB program but can no longer make changes to those exported IDR's.

If an IDR with a status of Exported in FB is lost before it has been imported into FieldManager, the IDR can be "re-exported" by selecting the "Include Previously Exported IDRs" option in the Export-FM button in FB. Highlight the appropriate IDRs and export.

Once the inspector imports the turn-around-file received from FieldManager, the IDR's that were exported will have a status of Refreshed. The inspector can view them but cannot make changes to those refreshed IDR's.

If the inspector cannot change an IDR on his/her machine, they can go to the FieldManager machine and change the IDR there up until that IDR is included in an estimate.

The import/export process of IDR's can be done daily, weekly, or whatever time period works best. The more often the better. Daily is best, every other day is next best. Receiving IDR's less than once a week will cause problems due to the requirements of creating and mailing the Weekly Report of Time Charges to the contractors and getting items paid in a timely manner.

Once the inspector's IDR's have been imported into FieldManager, the FM user can edit them as desired. If changed, the IDR will be given a revision number and will log the ID of the person who made the revision.

## Entering Diary Information

The diary is a combination of all IDR's for a given date. It's also the location where working days are charged. Unlike IDR's, there can be only one diary per day per contract. The diary can only be created in the FieldManager program.

We're going to work with Contract 78-0061-114 so highlight it in the contracts list. Click the Diaries button in the Applications toolbar and a list of all previously created diaries will be shown. (None for this contract!)

Click the Add button to create a new diary.

A diary can be created for today or a previous day that has not had one created already but a diary CANNOT be created for a future day. *If you attempt to create a second diary for a day a warning will be displayed when you try to save it. See the graphic below.*



### General Folder Tab

The top portion of the screen has information that cannot be changed by the user.

The Date/Time Entered = This is based on the computer's date.

Entered by = These initials are entered based on the user ID who logged in to FieldManager. (This is another reason why it's important for each user to log in using their own ID.)

Generated = This is No until the diary has been generated for inclusion in an estimate. Once the diary has been generated, this field will automatically change to Yes. If changes are made after that and the diary is saved, that will "un-generate" the diary and it will need to be generated again to be included in a future estimate. **The working day charge for a day will not be included in an estimate unless the corresponding diary is generated.**

Revised By = If the diary has been saved and/or generated and then changed, this field will show the user who is responsible for the last revision.

Revision Date = The date the last revision was made. If it's been revised more than one time, it will show only the last date.

Revision Number = The number of times this diary has been revised after being saved and/or generated.

**Add Daily Diary (Daily Diary: 05/06/2011, Janet Wasteney) (Contract: 78-0061-114)**

General | Site Times | Attachments | View

Date/Time Entered: 05/06/2011      Revised By:  
Entered By: JW      Revision Date:  
Generated: No      Revision Number:

---

Diary Date: 05/06/2011      IDR by jw  
Author: jw Janet Wasteney      Ungenerated IDR by jw

Low Temperature:  ° F ° C      Sunrise:   
High Temperature:  ° F ° C      Sunset:

Weather:   
Comments:

Bring in Temperatures      Bring in Weather and Comments

When you select a date and tab out of that field --

If there are generated IDR's available for this diary day, they will be listed in blue and show the initials of the user(s) who created them. If a user created more than one IDR for that day, there will be a digit representing the number of IDRs following the initials.

If there are un-generated IDR's available for this diary day they will be listed in red

*If your diary shows un-generated IDRs, they were probably created in the FieldManager program since only generated IDR's can be exported from FieldBook and/or FieldPad.*

If no IDR's are available for this diary day, a message stating "No IDR's" will be displayed.

NOTE: If you have un-generated IDR's at the time you create the dairy, you can always generate them at a future time so the item postings will be included in an estimate.

You can have an IDR without a diary and you can have a diary without an IDR. One (diary) is responsible for the working day charges in an estimate and the other (IDR) is responsible for paying items.

The lower portion of the screen is where you make entries to be included in the diary information for this contract. The fields are as follows -

Diary Date = The default date is the current computer date but you may change this to any previous date. The program will not allow you to create a diary for a future date. Either leave the date as it is, type in the correct date, or click the calendar icon and select the date you wish by that method.

Author = The author will default to the user who logged on to FieldManager - which should be the same person as whose initials show in the Entered By field in the top portion of the screen. The author may be changed to any other person shown in the drop down list and does NOT need to be the same person as in the Entered By field. This is done so someone in the office can log on to FieldManager but have someone else enter the diary information if desired - and know many days later who did it!!

Low Temperature =

High Temperature = These can be typed in by the user creating the diary.

OR

If there are generated IDR's shown for this diary date, you can click the Bring in Temperature button at the bottom of the screen to bring in the high and low temperature information as entered by the inspector(s) who created the IDR(s).

If more than one IDR exists for a diary date, the chances that the high and low temperatures will match exactly are not very good!! If that is the case, only the lowest low and the highest high selections will be brought into those respective fields.

Sunrise

Sunset = These fields are NOT part of an IDR so must be entered here if you wish that information as part of the documentation. The time may be entered as regular time or military time. The Sunrise field assumes AM so it doesn't need to be typed in. Likewise, the Sunset field assumes PM so that doesn't have to be typed in either. The time can be entered using either a period, a colon, or a space. In other words, entries of 8.20 and 8:20 and 8 space 20 will result in the same time shown.

*FYI - There is a website where you can view and print the sunrise and sunset times for your area for an entire year. That address is*

*[http://aa.usno.navy.mil/AA/data/docs/RS\\_OneYear.html](http://aa.usno.navy.mil/AA/data/docs/RS_OneYear.html)*

*Enter the information for your city and click the Compute Table button.*

*Printing hints can be found by scrolling down on the screen where you clicked the Compute Table button.*

Weather = Information may be typed in here by the FieldManager user

OR

If there is a generated IDR, you can click the Bring in Weather and Comments button in the lower right of the screen. If there is more than 1 IDR for this date, the weather data will be displayed in the Comments area following the IDR creator's name. If there is only 1 IDR for the date, the weather data will be displayed in the weather field.

Comments = You may type in your own comments AND you may bring in the comments from generated IDR's.

There is the equivalent of 3 single spaced typed pages or 32,000 characters available for comments for this diary. Since there was the same amount available for each IDR, there COULD be a space problem if there are several IDR's with very lengthy comments. This is a possible problem but most likely not a probable one!!

OK, now that I've just talked you goofy about all these fields, let's put something in them!! We've already clicked the Add icon to create a new diary - we just haven't decided on a date yet!!

Enter the IDR date you created that is generated in the Diary Date field by clicking the calendar and then clicking the correct date so the red square surrounds it.

Click the OK button and tab out of the date field

If your name doesn't show in the Author field, click the arrow so the drop down list appears and highlight your name there or, if you prefer, type in the first letter of your first name and that could bring it in. If there is more than one name that begins with the same letter, press that letter again to go to the next selection. This list, like others in FieldManager, is organized in alphabetical order.

Click the Bring in Temperatures button. (If you prefer to have a different temperature shown, you can change the numbers.)

Enter 6.45 in the Sunrise field (that's 6 period 45)

You can also press the space bar instead of entering a period to get the same result of a colon

Press the Tab key

Enter 8 space 30 in the Sunset field (just so you see 2 of the ways that work!!)

Press the Tab key

(Notice that AM and PM were entered automatically after you pressed the Tab key.)

Click the Bring in Weather and Comments button

**Add Daily Diary (Daily Diary: 05/02/2011 , Janet Wastenev) (Contract: 78-0061-114)**

**General** | Site Times | Attachments | View

Date/Time Entered: 05/06/2011      Revised By:  
Entered By: JW      Revision Date:  
Generated: No      Revision Number:

Diary Date: 05/02/2011      IDR by jw  
Author: jw Janet Wastenev

Low Temperature: 43 ° F 6° C      Sunrise: 6:45 AM  
High Temperature: 65 ° F 18° C      Sunset: 8:30 PM

Weather: Scattered Showers  
Comments: Abnormally warm and wet for this time of year. Too wet to do much.

Based on the information we just entered, the General folder tab for your diary should look similar to the above graphic except for the sunrise and sunset fields.

### Site Times Folder Tab -

This folder tab gives you information concerning site time(s) and is also where you charge working days to the contract. The top portion of the screen is view only and cannot be changed by the user. The totals are updated from estimates and diaries that have been generated.

The middle portion of this screen shows the number of sites for this contract (every contract has Site 00), the Site Description (it could just be a period or a double quote sign), and the type of days being charged on this contract (Work Days is the choice most of the time). Time is charged to the contract NOT to individual projects within the contract. Liquidated damages are no longer automatically withheld but if you overrun the number of working days allowed for any site, you'll be required to make comments when creating an estimate. (A cont mod must be written for liquidated damages and a negative posting made to that item.)

The lower portion of the screen is where you make your entries. Some of the information entered here will be automatically reflected on the weekly working day report.

General	Site Times	Attachments	View
<b>Days Allowed:</b>		<b>Original: 19</b>	<b>Auth: 19</b>
<b>Days Charged:</b>		<b>Diary: 0.00</b>	<b>Estimate: 0</b>
<b>Pending: 0</b>			
Site	Site Description	Site Type	Charge
00		WORK DAYS	
01	CONSTRUCT STAGE 1 DRILLED SHAFTS	WORK DAYS	.00 Original Charge
02	WHEN DETOUR IS IN EFFECT	CALENDAR DAYS	
03	COMPLETE STAGE 3 GRADING AND REVETME	WORK DAYS	1.00 Original Charge

<b>Time Charge:</b>	<input type="text" value="0.00"/>
<b>Contractor(s) Working:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Hours Available:</b>	<input type="text" value="8.00"/>
<b>Hours Worked:</b>	<input type="text" value="2.00"/>
<b>Controlling Operation:</b>	<input type="text" value="shaft"/>
<b>Reason for Delays:</b>	<input type="text" value="weather"/>
<b>Comments:</b>	<input type="text"/>

Highlight Site 01 and let's look at some of the fields.

In the Days Allowed row -

Original = The original number of days for the site that's highlighted in the middle portion of the screen

Authorized = The current number of days for the site that's highlighted in the middle portion of the screen. This will be the same as the original number UNLESS a time extension contract modification has been approved to increase the number of working days allowed for this site.

Pending = The number of days the highlighted site will be increased through a time extension contract modification after the contract modification is approved.

In the Days Charged row -

Diary = The number of days that have been charged to date in saved and/or generated diaries in FieldManager.

Estimate = The number of days that have been charged to date on estimates. This is as current as the last processed estimate.

The fields in the lower portion of the screen for each site can be populated automatically by clicking the Bring in Site Data button for that site – or you can enter the information by hand if you prefer. H'mm, let me see, click a button or type a lot of information – I know which choice I'd pick!!!!

Some information about the fields -

Time Charged - An entry of 0, +.5, or +1.0 is valid

Contractor Working - Yes or No are the only options

Hours Available

Hours Worked - These two fields are good supporting documentation for charging or not charging a working day but neither field is required.

Controlling Operation - The information entered here will appear on the Weekly Report of Working Days.

Reason for Delays - The information entered here will appear on the Weekly Report of Working Days.

Comments - The information entered here will appear in the Site Information section of the Daily Diary when you either view it or print it.

OK, so I've now talked you goofy in this area too, huh!!! So let's make some entries and use this new found knowledge!!!!

We're still working with Contract 78-0061-114

Since you don't know which sites have time charged, highlight Site 00 and see if the "Bring in Site Data" button is black or grayed out. If it's black, click it. If it's gray, highlight the next site and repeat for each site.

Highlight Site 01 in the middle portion of the screen. (The information we enter now will be for this site only, no others.)

Click the Bring in Site Data button

Highlight Site 03 in the middle portion of the screen. Click the Bring in Site Data button

If you do want to enter time charge information when the Bring in Site Data button isn't available for use, you can type in the information

Enter the following information in the correct fields if you have no information to bring in for Site 03 by clicking the Bring in Site Data button.

Time Charge = 1

Contractor Working = Yes

Hours Available = 4

Hours Worked = 4

Controlling Operation = Excavation

Reason for Delays = rain in afternoon

Comments = leave this blank

*NOTE: All entries brought in from the FieldBook program can be edited in FieldManager.*

Highlight Site 02 and notice that it is a Calendar Day Site –

There is no Time Charged field but you can enter information elsewhere to know the number of days left or over the allowed days.

#### **Calendar Day Sites =**

Enter the first day work began on the specific site in the Docu > Time Charges Start Date field and then Save/Close.

Open the Docu > Site Times tab. There will now be a number displayed in the Days Used field in the upper portion of the screen. If that number is positive, that is the number of days over the number of days allowed. If the number is negative, that is the number of days that have been used of the number allowed.

#### **Fixed Completion Date Sites =**

Enter the completion date in the Docu > Time Charges Start Date field and then Save/Close.

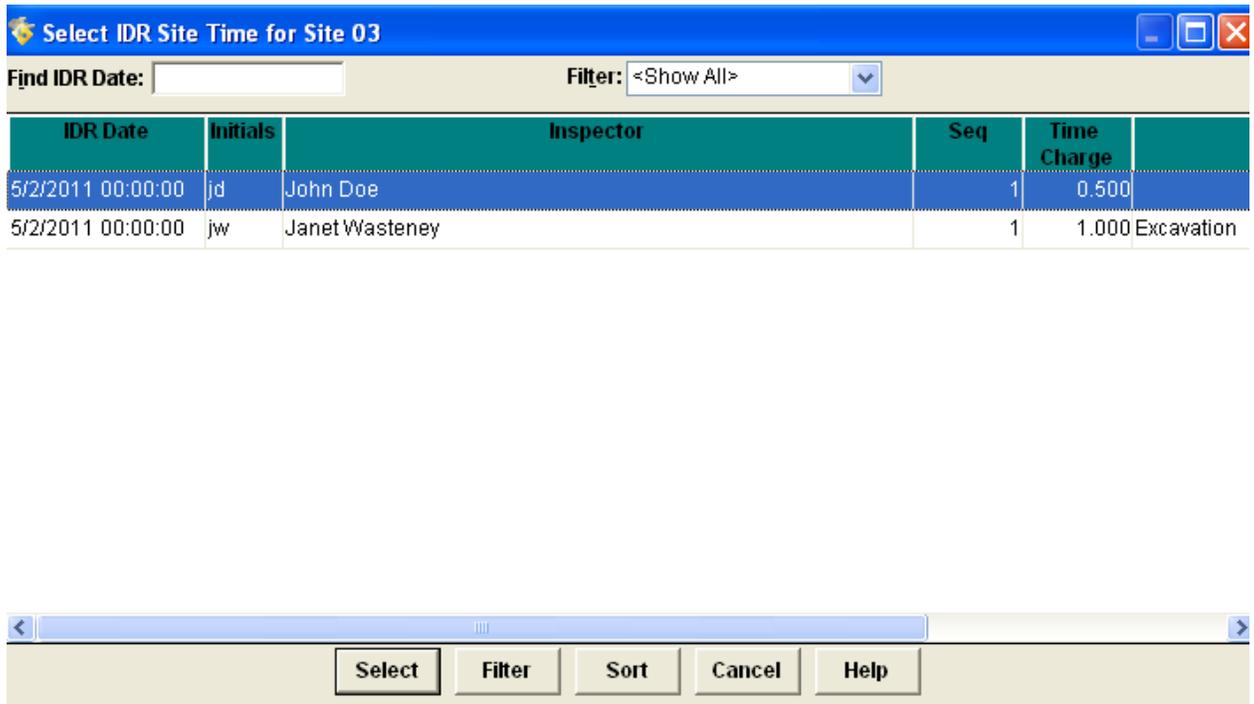
Open the Docu > Site Times tab. There will now be a number displayed in the Days Used field in the upper portion of the screen. If that number is negative, that is the number of days until the completion date. If the number is positive, that is the number of days past the completion date.

Calculations for both calendar day and completion date sites are based on the date entered in the Docu > Site Times > Time Charges Start Date field.

Click the Save/Close button

#### **Multiple IDR Time Charges for the Same Day -**

If there are multiple inspectors working on the same contract and they each create an IDR with a time charge, it won't be a problem even if the time charge is for a different amount. When multiple time charges are imported into FieldManager for the same day, a screen (see below) will alert you to such and you will choose the appropriate one to use.



In the case above, highlight the one you choose to use for that day's diary and then click the Select button.

### **CHANGING a Site Time Entry BEFORE It's Included in an Estimate -**

If you wish to change a site time record, you can do so easily AS LONG AS that record has not been included in an estimate. Do so by opening the correct daily diary, highlighting the site needing the change, and changing the information in the appropriate field. **If the diary date has already been included in a weekly working day report, that report must be deleted before the diary can be changed.**

Highlight the diary we were just working with in the diary list

Click the Change button

Click the Site Times folder tab

Highlight Site 03

Click in the Time Charge field and change the 1 to .5

Press the Tab key and notice that the charge field in the middle portion of the screen reflects the change

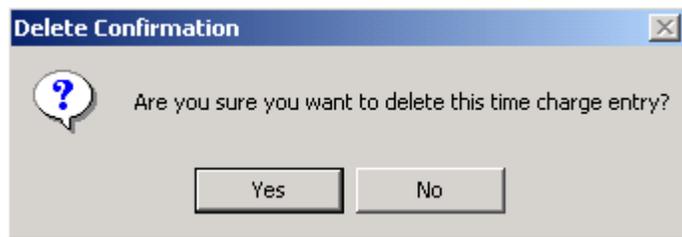
Click the Save/Close button

### **DELETING a Site Time Entry BEFORE It's Included in an Estimate -**

By using the Delete Diary Time Record button at the bottom right of the screen, you can delete a site time entry for any daily diary AS LONG AS it has not been included in an estimate. If the daily diary has been generated, the site time entry can be deleted BUT if the daily diary with the site time record has been included in an estimate, you CANNOT delete it using the Delete Diary Time Record button.

- Highlight the same diary again
- Click the Change button
- Click the Site Times folder
- Highlight Site 03
- Click the Delete Diary Time Record button

This will delete the information for ONLY the site highlighted in the middle portion of the screen.



- Answer Yes to the confirmation of the delete
- Click the Generate button
- Answer Yes to the "Are you sure" question
- Cancel at the Print screen
- Close back to the contracts list

### **DELETING a Site Time AFTER It's Been Included in an Estimate -**

If the diary has been included in an estimate, you CANNOT delete either the diary or the diary time record contained within it.



**Once a time charge has been included in an estimate, it cannot be deleted but it can be changed!**

## CHANGING a Site Time AFTER It's been Included in an Estimate -

We're going to switch contracts for a bit.

Highlight Contract 78-0061-114

Click the Diaries button

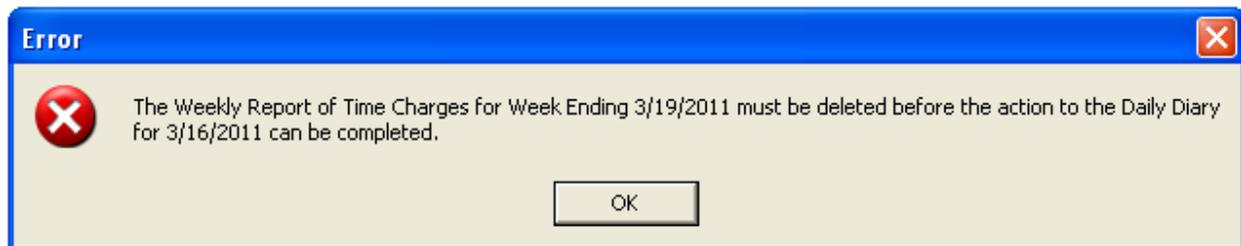
We're going to work with the 3/15/13 diary

To make a change to a site time record AFTER the daily diary is included in an estimate you must make a time charge adjustment.

*If that diary date has already been included in a weekly working day report, that weekly report must be deleted before the adjustment can be made.*

Click the Change button

Since this diary has been included in a weekly working day report, we can't change it until the corresponding weekly report is deleted. If there are multiple sites and a weekly report has been created for each site for that week, **every** site must be deleted before a change can be made to anything in the diary. If you try to change the diary without deleting the corresponding weekly report, you'll get the following message –



Click OK to the message

Click the Misc Rpts button

Double click on the Weekly Report of Time Charges report or highlight it and click the View button

The only report shown includes the diary date we want to change so, with it highlighted, click the Delete button.

Answer Yes to the "Are you sure?" question

Close 2 times and you'll be back at the diary list

Highlight the 3/12/13 diary if it isn't already

Click the Change button

Click the Site Times folder tab

Highlight Site 03

Click the Adjust Time Records button

*This button is grayed out for any diaries NOT included in an estimate.*

*To decrease time charged for the highlighted site on that date, enter a negative number in the Time Charge Adjustment field. To increase a time charge, enter a positive number in the same field.*

The result we want is to have only .5 charged to Site 03 rather than 1. To do so - Enter -.5 (minus .5) in the Time Charge Adjustment field. Make a comment such as "weather change in afternoon" that will be helpful to justify why you changed the time charge.

You may make time adjustment entries in half day increments between -1 and +1.

**Change Daily Diary (Daily Diary: 3/15/2011 , Janet Wastenev) (Contract: 78-0061-114)**

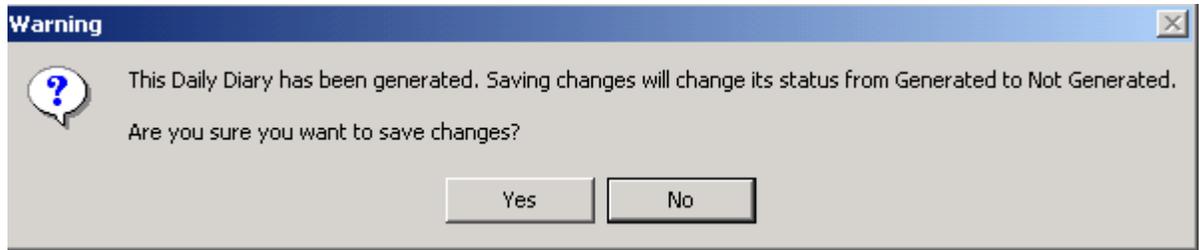
**Days Allowed:** Original: 20 Auth: 20 Pending: 0  
**Days Charged:** Diary: 4.50 Estimate: 4

Site	Site Description	Site Type	Charge	
00		WORK DAYS		
01	CONSTRUCT STAGE 1 DRILLED SHAFTS	WORK DAYS		
02	WHEN DETOUR IS IN EFFECT	CALENDAR DAYS		
03	COMPLETE STAGE 3 GRADING AND REVETMENT	WORK DAYS	1.00	Original Charge
03		WORK DAYS	-.50	Adjustment

**Time Charge Adjustment:** 
**Hours Available:** 
**Hours Worked:**

**Comments:**

Click the Save/Close button



Since this diary had already been generated and you made changes, when you attempt to save and close you'll get a message that saving it will change the status to un-generated and will ask if you really want to do that. You do want to do that to get the change included but, at the very latest, don't forget to generate that diary again once you get back to the diary list.

Answer Yes to the question in the above graphic concerning saving the diary

Highlight the Diary for 3/15/11 which now shows that it's not generated.

Click the Generate button

Answer Yes at the "Are you sure..." question

Click Cancel at the print option screen

## **Attachments Folder Tab**

Photos, drawings, etc. can be attached to the FM program. Beware, however, that the size of the contract can increase dramatically depending on the attachments.

Click on the Attachments tab

To create a new file and attach it –

Click the Add Attachment button

**Add Attachment**

**Name:** Logo

**File:** largerlogo.bmp **Browse**

**Description:** DOT Logo

**Add** **Cancel**

Enter the name and then Browse to locate the attachment.  
Enter a short description of the attachment  
Click the Add button

To see the attachment in FM, highlight and then click on the View Attachment button  
Click the red X to exit out of the view screen  
Click the Save button and the attachment will become part of the diary

To change an attachment in the list –  
Highlight the attachment name  
Click the Change Attachment button  
Make the appropriate changes in the name or description fields  
Save

To delete an attachment in the list –  
Highlight the attachment name  
Click the Delete Attachment button



### Be cautious here....

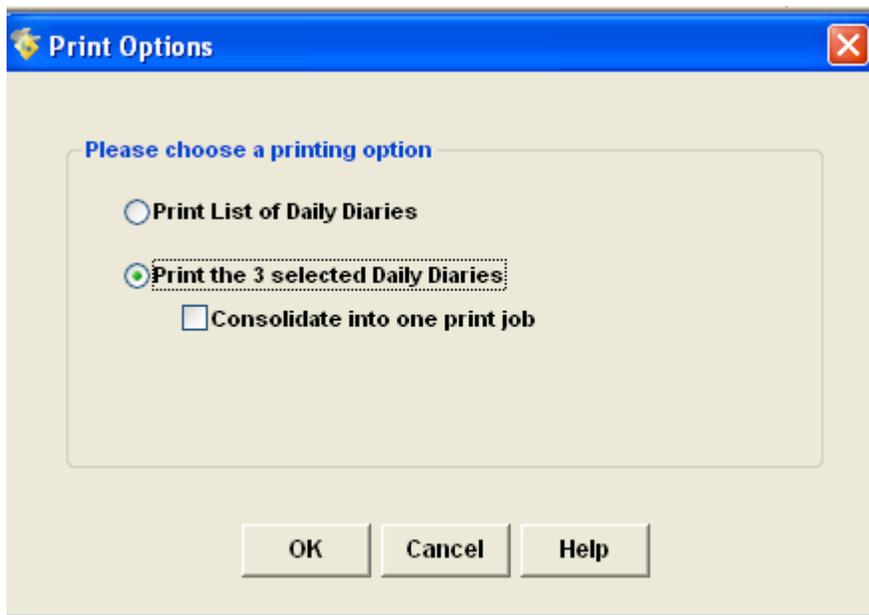
Answer Yes to the “Are you sure...” question to delete.

***This will delete the attachment everywhere. To save it externally from FieldManager, follow the directions in the Delete Warning message as shown in the above graphic.***

### View Folder Tab -

When in a diary, click the View folder tab to see the daily diary as it would be if it were printed. Use either the scroll bar on the right to move up and down or click the mouse in the text area and then use the up and down arrows. Zoom in and out buttons are available “for your viewing pleasure”!!!

If you wish to print the report, click the Print button.



If you click the Print button while at the list of daily diaries, you will have an option to print either the list of diaries or the reports of the highlighted diaries in the list. Close back to the diary list.

Cancel and close back to the Diary list

If any of the diaries in your list show that they have not been generated, generate them now.

Cancel at the Print screen

Close back to the contracts list

## Creating a Weekly Report of Time Charges -

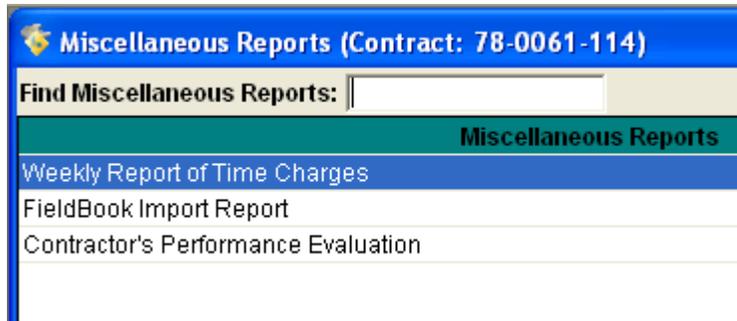
A weekly working day report should be created each week for each site where work is being done in every contract. If a contract has 4 sites, then 4 working day reports should be created for that contract and sent to the contractor, assuming work is being done on all 4 sites. Working days can overrun one site without affecting the other sites. Although we're not automatically withholding liquidated damages, the working day report is the only way contractors know what specific days have been charged for what sites and how close they're getting to a potential liquidated damage charge in each site.

Creating only one weekly report for an entire contract with multiple sites is not acceptable for the very reasons mentioned above. The contractors want to be shown which specific days are or are not being charged for each site.

Although the weekly working day report is not created automatically at the end of a week, most of the data in the report is displayed automatically from what is entered in the Site Times folder tab of the diary. **You must have generated diaries for the days included in the weekly report before the fields in that report are populated.**

Let's view the fields involved and then create a weekly working day report. Now you just knew we were going to, didn't you!!!

Highlight Contract 78-0061-114 in the contracts list  
Click the Misc Rpts button



*Since the weekly report is the one you'll be using consistently, sort (double click in the header) so the list is shown in reverse alphabetical order. Since the program defaults to the top choice in the list, the weekly report will now be located there - and will save you from having to highlight it each time.*

Highlight Weekly Report of Time Charges

Double click on it or click the View button

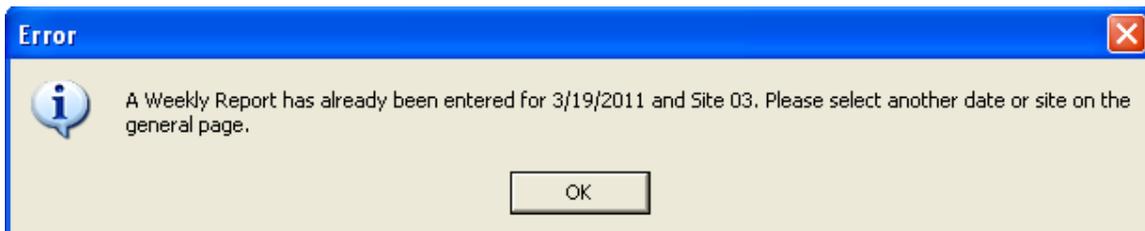
A list of all previously created weekly reports are shown – none for us

**Once you create a weekly report, you can't add, change, or delete a diary for any day within that week unless that weekly report**

**has been deleted. If more than 1 site is involved, all sites must be deleted.**

The weekly report for each site is assigned a report number but that number is not displayed in the weekly report list. It is, however, displayed on the General folder tab and is incremented automatically by one for each site each time a new week's report is created for that site. The report number can be changed.

Only 1 report per week for each site can be generated. If a second one is created for the same week, the following message will be displayed when you attempt to save the duplicate report.



Since we want the experience of creating a weekly report, we'll click the Add button

Let's "check out" the fields before continuing.

#### General Folder Tab

The information in the upper portion of the screen is automatically populated.

Date/Time Entered – The date the report was actually created

Entered By – The person logged in to the program

Generated – Is No by default

Received By, Revision Date, Revision Number – If the report has been saved and closed then changed, a revision number will be assigned and the date and person responsible for the revision will be displayed.



Select Site 03

Click the calendar and select 3/13/13. (To move to a different month, use the arrow keys beside the month and year.) Click the OK button.

*Notice when you press the tab key, the date of 3/13/13 changes to 3/16/13 which reflects the last day of that week.*

Author = Your name will automatically be displayed. If you want another name, select it from the drop down list.

Remarks = Enter something of your choice here - Even just some xxxx's so you can see where the remarks are displayed on the printed copy

Report Number = this is entered automatically – leave it as is

% Complete = Leave it as is

Open to Traffic Days = Leave blank

Click the View folder tab

This is a preview of the report as you would see it if you printed it.  
*Zoom buttons are available for your use.*

The word DRAFT is displayed across the top of the report until it has been generated. The report can be created, saved, and checked by a superior and then, at a later time, generated, printed and sent to the contractor.

Click the Generate button

Answer Yes to the “Are you sure...” question

Cancel at the Print screen

When the report is generated, the print option is automatically made available.

If you wish to print a working day report(s) at a later time you have 2 options, just as you did with the IDRs and diaries -

1. At the weekly report list  
Highlight the appropriate report  
Click the Review button  
Click the View folder tab  
Click the Print button  
Repeat for any other reports

OR

2. At the weekly report list  
Highlight the appropriate report (s)  
Click the Print button  
You will get a choice of printing the list of or all the report(s) that are highlighted.

*The second option as shown below is much friendlier, faster, and easier!!*

Click the Cancel button  
Close back to the contracts list.

To view the specific working days and totals charged for each site, select the inquiry, Daily Diary Time Charges by Site. The amount of time charged, the diary date, and author are displayed as well as the estimate number and estimate date if the diary has already been included in an estimate.

If a time adjustment has been made, that adjustment will also be displayed in this inquiry. In that case, there will be 2 entries for the same site and date, 1 for the original charge and the 2<sup>nd</sup> for the adjustment. The total will reflect both entries.

Notice in the graphic below that 3/15/11 had an original time charge of 1 and that time charge was included in Estimate #2. An adjustment was made of -.5 for that day but has not yet been included in an estimate.

		Daily Diary Time Charges by Site			5/6/2011 3:25 PM	
Iowa Department of Transportation					File Manager 4.8a	
Contract: 78-0061-114, BRIDGE AND APPROACHES - OTHER						
Site Number: 03	Site Description: COMPLETE STAGE 3 GRADING AND REVETMENT		Site Type: WORK DAYS			
Diary Date	Author	Est No	Estimate Date	Time Charged		
3/14/2011	Janet Wastenev	2	3/22/2011	1.000		
3/15/2011	Janet Wastenev			-0.500		
3/15/2011	Janet Wastenev	2	3/22/2011	1.000		
3/16/2011	Janet Wastenev	2	3/22/2011	0.500		
3/17/2011	Janet Wastenev	2	3/22/2011	1.000		
3/18/2011	Janet Wastenev	2	3/22/2011	1.000		
Totals				4.000		

Close back to the contracts list.

## Contract Modifications -

Contract Modifications are the ONLY way to change item quantity information and authorized site time information for a contract. New items can be added, current contract items can be increased or decreased, site time can be extended, and general information concerning the contract can be added by the use of a cont mod. All these types can be included in the same contract modification if you wish.

**Lump sum item quantities CANNOT be changed.**

Most contract modifications involve more than one folder tab to complete but they ALL begin with the General folder tab.

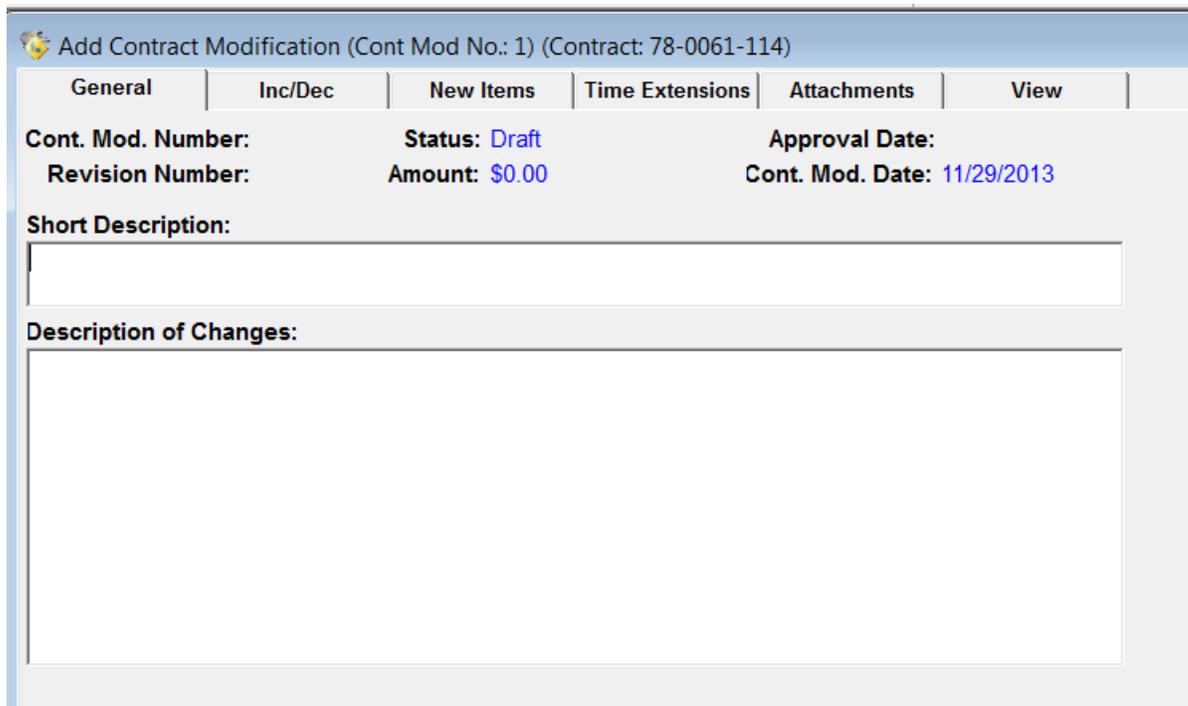
Highlight Contract 77-0171-016 in the contracts list so you can follow along as we look at the screens you'll soon be using

Click the Cont Mods button

Click the Add button since we're wanting to add a new contract modification

### General Folder Tab -

The General Folder Tab will open first - Let's look at some of those fields.



The screenshot shows a web application window titled "Add Contract Modification (Cont Mod No.: 1) (Contract: 78-0061-114)". The window has a tabbed interface with the following tabs: General, Inc/Dec, New Items, Time Extensions, Attachments, and View. The "General" tab is selected and displays the following fields:

Cont. Mod. Number:	Status: Draft	Approval Date:
Revision Number:	Amount: \$0.00	Cont. Mod. Date: 11/29/2013

Below the table are two text input areas:

- Short Description: [Empty text box]
- Description of Changes: [Empty text box]

Cont Mod Number - This will be entered automatically once the contract modification has been either saved or generated. You cannot change this information.

Revision Number - Once the contract modification has been created it can be changed and saved many times. Once, however, you generate the cont mod, the next time you change it, the program will assign a revision number. You cannot change the number in this field.

Status - This is entered automatically based on the status of the cont. mod. **Draft** is the default status when a contract modification has been created. Changes can easily be made or the cont. mod. can be deleted while it's in this status.

**Pending Approval** is the status of the contract modification once it has been generated. The cont. mod. CAN be changed while it is in this status but once it is saved with the changes, the cont. mod. will revert back to Draft status. (Will no longer be generated) It can, however, be generated again. You can change or delete a contract modification with pending approval status.

**Approved** is the final status. Once the contract modification has been approved it CANNOT be changed or deleted.

Amount - The total dollar amount of all items in the contract modification. This number appears as soon as the quantity entries are made for current or new items.

Approval Date - The date you approve the cont mod in FieldManager.

**The approval date for substantial cont mods (both federal aid and non-federal aid) is the date of Central Construction Office signature.**

**The approval date for non-substantial cont mods is the date of the DCE signature.**

Cont Mod Date - This is a computer generated date. Until the contract modification is generated, this will be the date the cont mod was created. After that it will be the date the cont mod was generated. If the cont mod is changed and re-generated, it will have the date of the second generation.

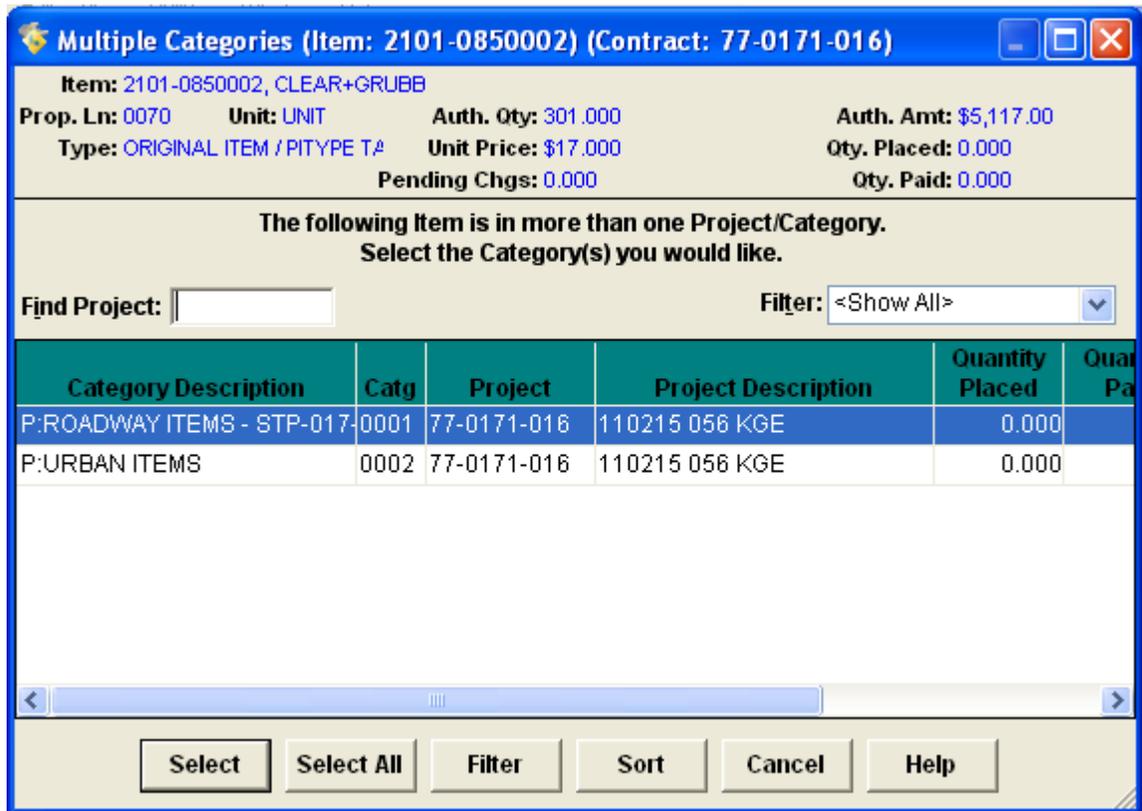
Short Description - A short description that will be sent to the mainframe to be processed.

Description of Changes - This can be a lengthy description (about 3 typed pages) and is not sent to the mainframe.

### Inc/Dec Folder Tab -

If you want to increase or decrease the authorized quantity of a current contract item, click this folder tab. We'll go through the steps "generically" first so you can see the fields - we'll make some actual entries later.

Click the Add Item button at the bottom of the page to select the item to increase or decrease from the list of items in this contract.  
 Highlight the item and click the Select button  
 Select Line 0070



If the item is in more than 1 category but you don't want to make changes to all those categories, highlight the appropriate categories by holding the Control key down and clicking in each category you want to change. Once the appropriate category lines are highlighted, click the Select button. Only those highlighted category lines will then be available for increases or decreases.

If you wish to make changes for the item in all categories, click the Select All button and all categories will be available for increases or decreases.

Once you click either the Select or Select All button a new screen will appear where you can make the changes. The top portion of this screen shows information concerning the line item that is highlighted in the middle

portion of the screen. Any entries made in the bottom portion of the screen will be reflected in both the top and middle areas. These two areas are view only so you cannot make entries directly in them.

*The field in the top portion that changes is the Catg Pending Chgs.  
The fields in the middle portion that change are Quantity Change (+/-), Dollar Value, and Catg Pending Changes.*

General	Inc/Dec	New Items	Time Extensions	Attachments	View			
Item: 2101-0850002, CLEAR+GRUBB								
Prop. Ln: 0070		Unit: UNIT		Catg. Auth. Qty: 70.000		Catg. Auth. Amt: \$1,190.00		
Type: ORIGINAL ITEM / PITYPE TABLE			Unit Price: \$17.000		Catg. Qty. Placed: 0.000			
				Catg. Pending Chgs: 0.000		Catg. Qty. Paid: 0.000		
Project: 77-0171-016, 110215 056 KGE								
Category: 0002, P:URBAN ITEMS								
Description	Item Code	Prop. Line	Project	Catg.	Quantity Change (+/-)	Dollar Value	Catg. Auth. Qty.	Catg. Ch
CLEAR+GRUBB	2101-085000	0070	77-0171-01	0001	0.000	\$0.00	231.000	
CLEAR+GRUBB	2101-085000	0070	77-0171-01	0002	0.000	\$0.00	70.000	
Qty Change (+/-): <input type="text" value="0"/> Balance Qty: <input type="text"/> Dollar Value: \$0.00								
Reason: <input type="text"/>								

If this item had been marked for attention in the Items>Documentation screen, a checkmark would be displayed in the Atten field on this screen (far right column). You cannot enter a checkmark in the Atten box here.

Qty Change (+/-) - Enter the change you desire to the original quantity. The program assumes a positive number so if you want a negative result, you must type a minus sign in front of the number.

Reason - Type in the reason for the increase or decrease in the item. This is a required field. It prints below the item in the cont mod.

Dollar Value - This will calculate automatically once you make the quantity change entry and press the Tab key.

*What will be the new authorized quantity is displayed in the Catg. Auth. + Pend. Quantity column.*

Since we're just "checking out" the fields available, we'll leave this screen and "check out" another folder tab.

### New Items Folder Tab -

If you want to add a new item to the contract, click this folder tab.

Click the Add Item button at the bottom of the screen to start the process of selecting the new item.



You are then asked whether you wish to "Add a New Item" or "Attach an Item Saved Previously". You will always choose "Add a New Item" which is the default. The other option is for situations where the field inspector can actually add the new item in FieldBook before the contract modification has even been created. Iowa will NOT be using that feature at this time.

Always click the OK button at this screen (or press the Enter key since OK is the default).

Add Contract Modification (Cont Mod No.: 1) (Contract: 78-0061-114)

General	Inc/Dec	New Items	Time Extensions	Attachments	View
Item: 2599-9999010 ↓ ('LUMP SUM' ITEM)					
Supplemental Description: additional mobilization					
Item Type: SUPPLEMENTALAGR ↓					
Unit Price: 750.00000 Unit: LS					
Reason: contractor requested additional mobilization					
Section: 0002 ↓					
Contractor: RIVER CITY BARRICADE CO. ↓					

Project	Catg.	Category Description	Proposed Quantity	Quantity Placed
78-0061-114	0002	P:DESIGN NO. 0211; A 8'-0 X 5'-0 REINFORCED CO	1.000	

Let's look out the fields we see on this screen.

Item - If you click the down arrow beside the Item field it will bring up the master item list that contains only valid bid items. If the contract is metric, only the valid metric items will be displayed. If the contract is English, only the valid English items will be shown.

*This list is updated by importing the reference file into FieldManager. The location of the most current file is W:\Highway\Construction\FieldManagerInformation\FM\_Files and the name of the file is FMGRREF.REF. You can import directly into FieldManager from the W drive or copy it to a flash drive and import it from there.*



By default, the master list of items is sorted in alphabetical order so the Find field is for Item Description.

Find Item Description - As soon as you type in the first letter of the item description the search will begin and will continue as long as you type letters of the word. This search feature is NOT case sensitive. *You can also sort by either Item Code or Unit and search by that number if you prefer.*

Highlight an item and click the Select button or press the Enter key

The item number will appear in the Item field and the description will appear to the right of it. If that is the wrong item, simply click the down arrow again and re-select the correct item from the list.

Supplemental Description - This field is optional but is VERY highly recommended if you select a generic item from the list. The supplemental description you type in here WILL appear on the printed contract modification following the item description.

Item Type - Select Supplemental Agreement (SA) - which is also your only choice!!

Unit Price - The unit price for this new item. THE UNIT PRICE MUST BE A POSITIVE NUMBER.

Reason - This is a required field and is the reason for adding the new item(s). The reason is displayed below the item in the cont mod report.

Section - If there is only 1 project and category in the contract, 0001 will show in this field. If there is more than one project and/or category, there could be more than one section listed so that field would be blue and blank.

The number of sections in a contract is dependent on a number of things but is actually determined by the design engineer for the contract.

Whatever section you select from the drop down list, the corresponding project with some or all of its categories will appear in the bottom part of the screen. If you select one and it's wrong, simply re-select from this drop down list.

You can add the item to as many project and/or category options as are available in each section. **If you need to add the same or a different item to a different section, you must repeat this “add item” process for that section.**

Contractor – The contractor who will be doing the work on this item must be selected from the drop down list.

Proposed Quantity - The quantity for the new item for this project and category. The quantity CAN be a negative number UNLESS it's a lump sum item. You can assign a quantity to as many lines as are available in this section without leaving this screen. *(The exception to the negative LS rule is if you used the FieldBuilder program to create the contract – and the DOT does NOT!!)*

If you click the OK button you'll get a summary of what you have entered - with a different look to it!

We will just click the Cancel button and then the Close button and choose NOT to save the cont mod. Normally if you like what you see, you'd click the Save/Close button. Since we've just been looking and not really doing, we don't want to save anything we might have entered “just for fun” as we've been going through this.

Since we've talked about increasing and decreasing current contract items, we'll actually do that now as well as add a new item and then increase the number of working days allowed all on this same contract modification. Hang on to your hats - here we go!!!

Close back to the contracts list and do not save anything.

We're going to switch back to Contract 78-0061-114. Click the Cont Mods button – there should be no cont mods shown.

Click the Add button. We'll create a cont mod now.

### **At the General Folder Tab -**

Short Description = Adjust qty for 0340, Locating Tile Line, add additional mob, increase WD allowed in Site 03 by 10. *(Remember, everything in this field goes with the voucher to the mainframe.)*

Description of Changes = Category quantity needs to be adjusted for Line 0340. Additional mobilization has been requested. 10 additional working days in Site 03 are being given due to extra work required by the contractor. (Nothing in this field goes to the mainframe. It is used for explaining in detail the need for the contract modification)

*Click the Spell Check button - This will spell check all areas of this folder tab not just the field where the cursor is located.*

### **At the Inc/Dec folder tab**

*(Moving to a different folder tab does not automatically save what you just entered on the General folder tab.)*

Click the Add Item button

Highlight Line 0340, Locating Tile Line

Click the Select button

*(If the item is in more than 1 category, a screen similar to the 1 shown on Page 5-3 would be displayed. In that case, you would select the category(ies) you want to increase and/or decrease.)*

Enter 5 in the Qty Change (+/-) field to increase the quantity for that category  
Tab to the Reason field and type in Plan Error *(this is a required field)*

If the item was in more than 1 category and if you had selected more categories than you wanted to change, you can delete the extra lines from the contract modification or you can do nothing to the extra lines so the quantity change field remains zero – then once you click Save or Save/Close using the 2<sup>nd</sup> option, you'd get a warning for each of the lines. You would answer Yes to each warning and the zero item(s) would be deleted from the cont mod.

Click the Save button

### **Click the New Items Folder Tab -**

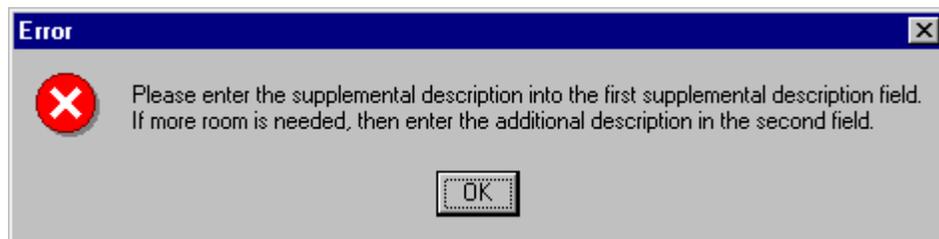
Click the Add Item button

Click the OK button if "Add a New Item" is selected as the default (it should be!)  
*Remember, the other choice, Attach an Item Saved Previously, is a feature we're not using.*

Click the down arrow beside the Item field

*The list first appears in alphabetical order by item description so the Find field is based on that sort. If you know the item code and would prefer to have them listed and find the item that way, double click in the Item Code header and the items will be sorted in ascending order based on the item code. We'll leave it sorted by item description for our exercises.*

We need to include an item to pay for additional mobilization but since we CANNOT USE the regular MOBILIZATION ITEM, we will use a generic item instead along with a supplemental description Highlight ('LUMP SUM' ITEM) in the item list Click the Select button or double click the item and the item will be entered in the contract modification and the description will appear to the right of the item number Press the Tab key once In the 1<sup>st</sup> line of Supplemental Description field type Additional Mobilization *You cannot enter data in the second supplemental description line unless there is data in the first supplemental description line. If you try you will get the following warning when you try to save the cont mod.*



Tab to the Item Type field Since this field is blue and blank and you want to select Supplemental Agreement (SA) with item contract modifications, you can either select Supplemental Agreement from the drop down list or type in the letter S and it will appear in that field. Either method will get the same result. Press the Tab key

We need to add a generic lump sum item for additional mobilization for \$1500 split evenly between Cat 1 and Cat 2

We know that a lump sum item has a quantity of 1. We also know that the additional mobilization of \$1500 is to be split evenly between the 2 categories.

To do so we'll make 2 different entries -

Type 750 in the Unit Price field. Do NOT use the \$ sign.

*Notice that the units show to the right of this field. This is your second chance to be sure you've selected the right item AND unit.*

Reason - *This is a required field.* Type "Additional mobilization requested by contractor"

Press the Tab key

Select Section 1 (this should display Cat 1)

*If that section doesn't display the correct project and category, select a different section. Continue until the appropriate project and category is displayed. Without looking, there is no way to know which project and category is in each section.*

The Contractor field is empty. Assign this new item to River City Barricade instead by selecting them in the drop down list of contractors.

Add Contract Modification (Cont Mod No.: 1) (Contract: 78-0061-114)

General	Inc/Dec	New Items	Time Extensions	Attachments	View
Item: 2599-9999010 ↓ ('LUMP SUM' ITEM)					
Supplemental Description: additional mobilization					
Item Type: SUPPLEMENTALAGR ↓					
Unit Price: 750.00000 Unit: LS					
Reason: contractor requested additional mobilization					
Section: 0002 ↓					
Contractor: RIVER CITY BARRICADE CO. ↓					
Project	Catg.	Category Description	Proposed Quantity	Quantity Placed	
78-0061-114	0002	P:DESIGN NO. 0211; A 8'-0 X 5'-0 REINFORCED CO	1.000		

Enter a quantity of 1 for Category 1. Use the Tab key to move from one field to the next and the Shift/Tab to move backwards through the fields. **Be aware - the categories are not necessarily in ascending order when you first get to this screen. You can sort them in ascending order by category by double clicking in the Catg. column header.**

A lump sum item rule is that every category must have a quantity of 1.0. Because we have 2 categories and each has a quantity of 1, the result will be that \$750 will be paid from each of them for the additional mobilization for a total of \$1,500.

We still have another \$750 to pay the contractor for additional mobilization for this project but in Category 2. To do so we will need to add another line item to the contract. This item **can** be the same item code and description as the one we just added.

- Click the Add Item button
- Click the OK button
- Click the Item button
- Highlight ('LUMP SUM' ITEM) in the item list
- Click the Select button or double click the item and the item will be

entered in the contract modification and the description will appear to the right of the item number

Press the Tab key once

In the 1<sup>st</sup> line of Supplemental Description field type Additional Mobilization

Tab to the Item Type field and select Supplemental Agreement

In the Unit Price field enter 750 (no \$ sign)

Assign this new item to River City Barricade by selecting them in the drop down list of contractors

Type “Contractor requested additional mobilization” in the Reason field

Select the Section 0002 to display Category 2

*Use the down arrow on your keyboard to move quickly through the list*

Enter 1 in the Proposed Quantity field

Click OK and you can view all the items added to this contract modification Remember, whichever line is highlighted in the middle portion of the screen is detailed in the top portion. Until the contract modification is approved, the quantity will be displayed in the Catg. Pending Chgs field

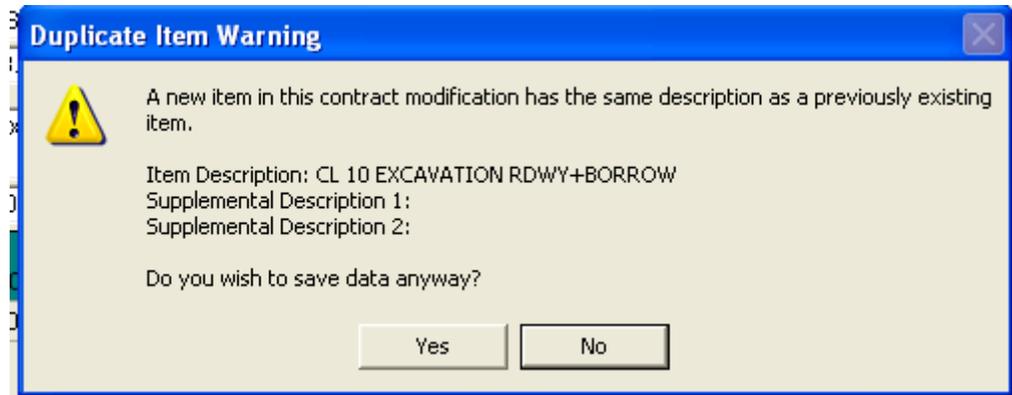
Add Contract Modification (Cont Mod No.: 1) (Contract: 78-0061-114)							
General	Inc/Dec	New Items	Time Extensions	Attachments	View		
Item: 2599-9999010, ('LUMP SUM' ITEM) additional mobilization							
Prop. Ln: 0710	Type: SUPPLEMENTAL AGREEMENT	Unit: LS	Unit Price: \$750.00000				
Catg. Auth. Qty: 0.000	Catg. Auth. Amt: \$0.00	Catg. Qty. Placed: 0.000					
Catg. Pending Chgs: 1.000	Catg. Qty. Paid: 0.000						
Project: 78-0061-114, 110215 058 KGE							
Category: 0001, P-DESIGN NO. 0111; 204'-6 X 44'-0 STEEL, MODULAR BRIDGE							
Description	Item Code	Prop. Line	Project	Catg.	Proposed Quantity	Dollar Value	Unit Price
('LUMP SUM' ITEM) additional mobilization	2599-9999010710	78-0061-11 0001			1.000	\$750.00	750.00000
('LUMP SUM' ITEM) additional mobilization	2599-9999010705	78-0061-11 0002			1.000	\$750.00	750.00000

If everything looks the way you want, click the Save button. Even if you save the contract modification, you can still change it or delete it at a later date.

### **Adding an Existing Contract Item to a Different Category –**

If an item isn't currently in an existing category, the only way the item can be added to that category is by adding it as a new item through a contract modification.

The same item number (e.g. 2102—100100) that already exists in the contract can be added to the category where it currently doesn't exist. If, however, you do so, you'll get the following warning.



This warning is simply a “wake up call” to alert you that the item already exists **somewhere** in the contract – not necessarily in the same project and/or category. If you do get this warning, it’s a good idea to double check to be sure it doesn’t already exist in the same project and category where you’re attempting to add it.

**There is only one time when you would want to add an already existing item in a specific category to that same category again - that would be when the unit price is to be different.**

### **Adding an Item to a Non-Existent Category**

If you need to add an item by contract modification to a category that currently doesn’t exist, call or e-mail Janet (*If Janet isn’t there, talk to Jen in the Creston Const Office 641-782-4518*). This could happen, for example, if the contract is 100% participating but you need to add an item to the contract that should be in a non participating category. (The procedure is the same whether this item does or does not already exist in the contract.) Details that you need to know before you call or e-mail -

- \*\* Contract ID
- \*\* Project Number needing the new category (especially important if there are multiple projects in the contract)
- \*\* Funding Source for the new category (e.g. 100% STATE, 50% STATE & 50% CITY of xxxxx)
- \*\* Prime Contractor’s Name
- Letting Date
- Bid Order Number

If you furnish me with the \*\* items in the list, I can look up the 2- - items in the list. Then I’ll get the required codes from the Office of Contracts, create a download file, insert a new line with the additional category information, and send the new download file to you as an attachment to an e-mail.

Once you receive the new download file, import it into FieldManager and then click the Items button, select the appropriate project, and then check the Category drop down list to be sure the new category is displayed. If it is, great!!! If it isn’t, call Janet or Jen!!

## Time Extension Folder Tab

Click the Time Extensions folder tab. Use this tab to increase the number of working days allowed in any site on the contract.

Add Contract Modification (Cont Mod No.: 1) (Contract: 78-0061-114)

General	Inc/Dec	New Items	Time Extensions	Attachments	View
<b>Days Allowed:</b>	<b>Original:</b> 20	<b>Auth:</b> 20	<b>Pending:</b> 10		
<b>Days Charged:</b>	<b>Diary:</b> 4.50	<b>Estimate:</b> 0			
Site	Site Type	Site Description			
00	WORK DAYS				
01	WORK DAYS	CONSTRUCT STAGE 1 DRILLED SHAFTS			
02	CALENDAR DAYS	WHEN DETOUR IS IN EFFECT			
03	WORK DAYS	COMPLETE STAGE 3 GRADING AND REVETMENT			
<b>Additional No. of Days:</b> <input type="text" value="10"/> <b>New No. of Days:</b> 30					
<b>Reason:</b> contractor requested 10 more days due to additional work that is required					

The top portion of the screen shows the days allowed, charged, and pending for the site that is highlighted in the middle portion of the screen. The middle portion will list every site in the contract.

### Highlight Site 03

If it isn't there already, click so your cursor is in the Additional No. of Days field.  
Type 10 in the Additional No. of Days field

**YOU CANNOT ADD ½ DAYS** – The program will not recognize a decimal - only whole numbers.

***You enter just the additional number of days you want to add to the total. Do NOT add the new grand total of working days allowed.***

Press the Tab key and the New No. of Days field will reflect the new total.

*Notice that the Days Allowed: Pending field shows the 10 we just entered. Once this contract modification is approved, the increase will be reflected in the Authorized field and be blanked out of the Pending field.*

Type “Contractor requested 10 more days due to additional work that is required.” in the Reason field. This is a required field.

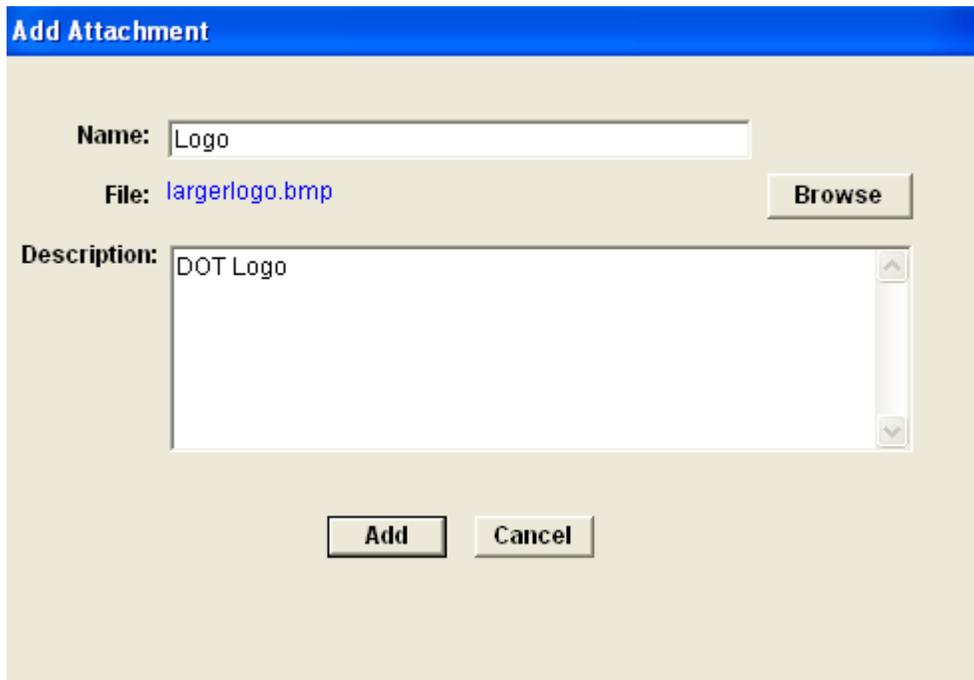
Click the Save button.

### **Attachments Tab -**

Photos, drawings, etc. can be attached to any contract modification. Beware, however, that the size of the overall contract can increase dramatically depending on attachments no matter where they are located within the contract.

To create a new file and attach it –

Click the Add Attachment button



The screenshot shows a dialog box titled "Add Attachment". It has a blue header bar. The main area is light beige. There are three input fields: "Name:" with the text "Logo", "File:" with the text "largerlogo.bmp" and a "Browse" button to its right, and "Description:" with the text "DOT Logo". At the bottom, there are two buttons: "Add" and "Cancel".

Enter the name and then Browse to locate the attachment.  
Enter a short description of the attachment

Click the Add button

To see the attachment in FM, highlight and then click on the View Attachment button

Click the red X to get out of the “view” mode

Save

To change an attachment in the list –

Highlight the attachment in the list and click Change Attachment

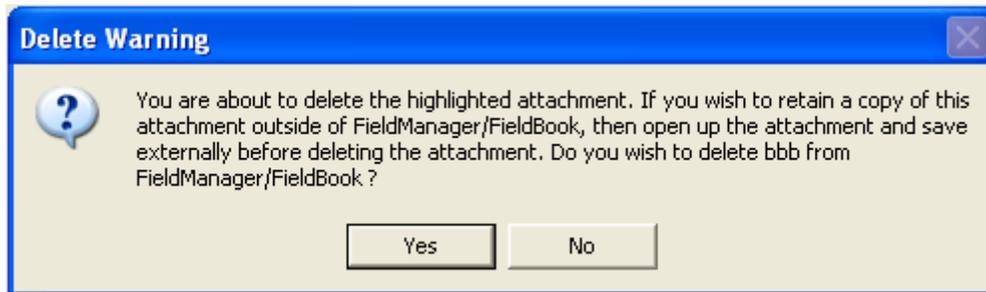
Make the appropriate changes in the name or description fields

Save

To delete an attachment in the list –

Highlight the attachment name

Click the Delete Attachment button



**Be cautious here .....**

If you really wanted to delete the attachment, you would answer Yes to the “Are you sure...” question to delete.

***This will delete the attachment everywhere. To save it externally from FieldManager, follow the directions in the Delete Warning message as shown in the above graphic.***

Since we do NOT want to delete the attachment, answer “No” in the above graphic.

**View Folder Tab -**

### Viewing and Printing -

If you want to see the contract modification as you would if you printed it, click the View tab. This is also one of the locations where you can print the contract modification in order to obtain signatures. You can also print while at the contract modification list screen. You'll be given the option there to print either the list of cont mods or the report for each highlighted cont mod in the list.

The number of pages for a contract modification is completely dependent on the amount of description typed and the number of items included in the cont mod. - it could be one page or many pages!

There is a new field labeled "Entered By". The person's name who is logged into the computer when the cont mod is first created and saved will automatically populate this field.

Since this contract modification is still in draft status (has not been generated) the word "Draft" will be across the top portion of the first page whether it's viewed or printed. Once the contract modification has been generated (is in Pending Approval status) the word Draft will not print on the form. Remember also that the date when the cont. mod. is generated, will become the Cont. Mod. Date on the General folder tab. Up until then, that date was when the contract modification was created.

Move between pages of the contract modification by using the Previous Page and Next Page buttons at the bottom of the screen. The Zoom In and Zoom Out buttons are there for your viewing ease.

Current contract items that are being increased or decreased are listed first. New items to the contract are listed following the current items. Following the items is the Time Extension information. Lastly are the signature labels. The labels should normally remain as they are. If, for some reason, a label needs to be changed, it can be done on a contract by contract basis. See Chapter (2) covering the Documentation button for details.

If the signature block has been changed, the next time you highlight a contract modification and click Change, you'll be told that the signature block has been changed and will be asked if you want to update the contract modification. Answer Y or N, depending on the appropriate answer.

### Generating the Contract Modification -

**Before a contract modification can be generated, the Managing Office field must be completed. This field is located on the General folder tab of the Docu button.** If you haven't entered the Managing Office the following message will be displayed when you try to generate the contract modification.



If you receive this warning, you must go to the Docu folder tab, enter the required information, and then Save/Close. Since we have already entered this information, we're "good to go"!

When the contract modification has been checked by the appropriate person and is ready to be sent to the contractor for signature -

Click the Generate button

*Generating can be done from any contract modification folder tab or from the contract modification list.*

Click Yes to the "Are you really sure.." question

The print screen automatically opens when a contract modification is generated. If you do not want to print it at this time, click Cancel.

*You can print the contract modification at any time. The increase/decrease report can be printed at any time by opening the inquiry, Item Increases and Decreases that are Pending.*

The contract modification will now show a status of Pending Approval in the cont mod list.

Stay at the contract modification list

## **Changing a Generated Contract Modification**

If the contract modification has been generated it CAN still be changed. Mighty helpful, don't you think!!! We'll make a minor change to the contract modification we just created.

You should still be at the contract modification list

The cont mod should be highlighted.

Click the Change button or double click the cont. mod.

Put the cursor in the Description of Changes field and enter some XXXX's just so you can see a change has taken place. You can actually change or delete anything in this cont mod or add other items and information to it - we're just adding the XXXX's for ease!

Press the Tab key or click in a different field so the information is "entered".

Immediately the Save and Save/Close buttons become available for use

*You will see a number in the Revision Number field.*

***The Revision Number will increase each time the contract modification is changed and saved AFTER it has been generated.***

Click the Save button

Once you save the changes, the contract modification will be changed from a status of Generated to Draft.

*Since we want to send this changed contract modification to the contractor for signature, we must generate it again in order to print it without Draft on the first sheet.*

Click the Generate button

Answer Yes to the "Are you sure" question about generating the cont mod.

Once again, the print option is available. You can print now or print later - just like before!

Click the Cancel button for now

Notice the status of the cont mod is once again Pending Approval.

Also notice that there is a revision number in that field now. If you changed the cont mod again, saved it, and closed out of the contract modification, the revision number would be increased by one more.

### **Deleting a Contract Modification -**

A contract modification can be deleted if it has either Draft or Pending Approval status. The process is the same for both but the result is different.

#### Deleting a **DRAFT** contract modification -

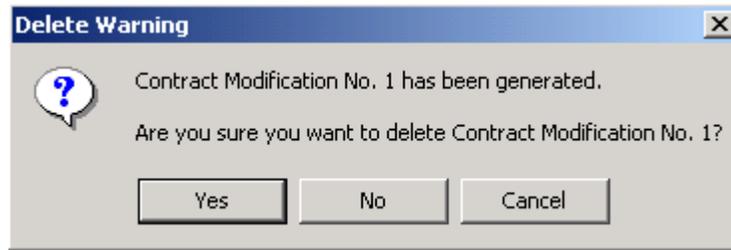
If this cont mod is the LAST one created it will simply be deleted from the list and that cont mod number will be used again for the next one created.

If this cont mod was NOT the last one created, it will be shown with a Deleted status and that cont mod number will NOT be re-used.

#### Deleting a **Generated** contract modification

Once a contract modification has been generated a status of Deleted will be shown in the listing if that cont mod is deleted. You cannot re-use this cont mod number. In other words, once a contract modification has been generated, that number can never be used again if deleted.

Even if the generated cont mod has been changed back to Draft and is the last one in the cont mod list, it will still be given a status of Deleted and that number will NOT be re-used since it had at one time been generated.



*When you select the Delete button for this cont mod, you'll get a warning stating that "The cont mod has been previously generated. Are you sure you want to delete it?"*

We don't want to delete this cont mod so if you're at the question, answer No!!

### **Approving a Contract Modification -**

Once a contract modification has been approved it CANNOT be changed or deleted. Be sure you want to approve it BEFORE doing so.

**The approval date for substantial cont mods (both federal aid and non-federal aid) is the date of Central Construction Office signature.**

**The approval date for non-substantial cont mods is the date of the DCE signature.**

A contract modification can only be approved from the Pending Approval status. It cannot be approved if it's in Draft status - in other words, you can't skip the Pending Approval step and go directly from Draft to Approved.

If you are not at the cont mod list, go there and highlight the cont mod we just created if it isn't already  
Click the Approve button

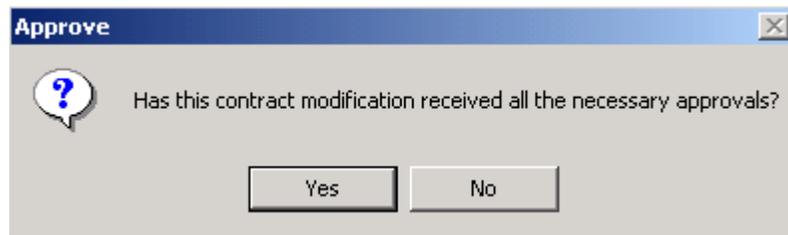


Pertinent information is displayed concerning this contract modification so you can “double check” to be sure you’re approving the correct one.

For our practice contract, we’ll use today’s date as the approval date.

Click OK

**You will get the first of two approval warnings. These are not to be taken lightly since a contract modification cannot be changed or deleted once it’s approved.**

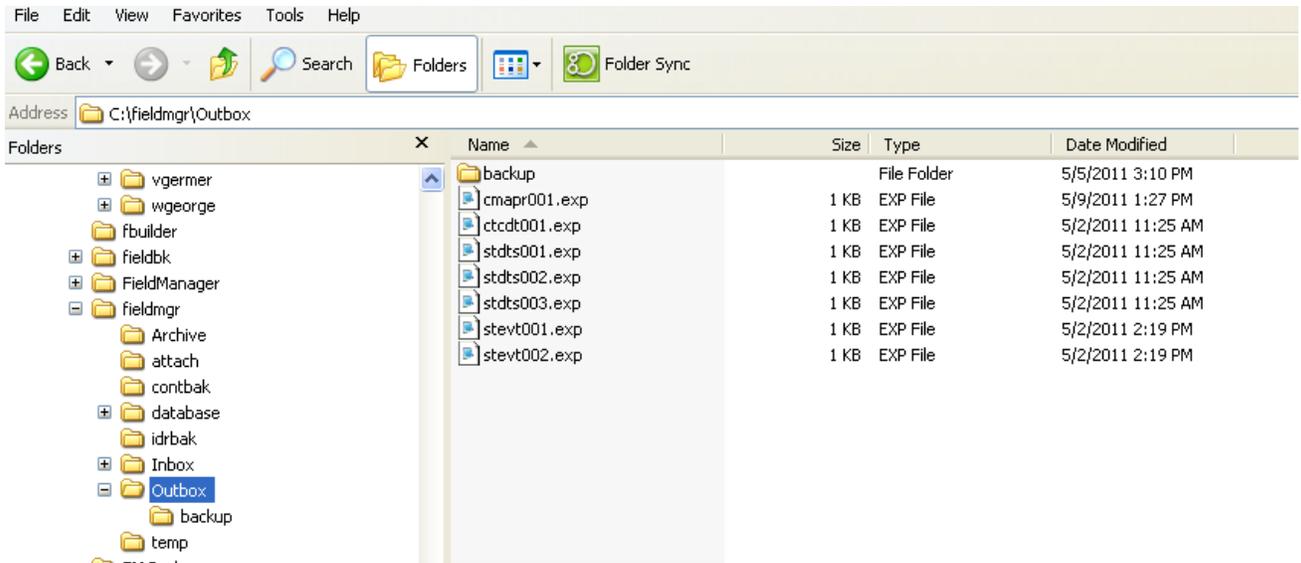


Answer Yes to the first warning concerning receiving all the necessary approvals.



Answer Yes to the second warning concerning not being able to make changes, etc. if the cont mod is approved.

Open Windows Explorer and expand the FieldMgr folder. Highlight the Outbox folder and let’s check to see what’s in there!!



When a contract modification is approved a file is automatically created and put in the FieldMgr>Outbox folder. The filename is CMAPRxxx.EXP with the x's being a number dependent on the number of approved cont mod files already located in the Outbox. This approved file will be sent for processing along with the file that's created when the estimate is generated. More about that later!!!  
Minimize Windows Explorer

### **Another Contract Modification to Add a New Item-**

We're going to create another contract modification to add a new item. We added a lump sum item to multiple projects and categories in the previous exercise so this time we'll add an item that does not have a unit of lump sum.

If you are at the contract modification list for Contract 78-0061-114, great! If you're not, go there!! You're going to add any item of your choice – as long as it's not a lump sum unit.

Click the Add button (to add a new cont mod)

At the General folder tab, type a short reason for adding your item

Press the Tab key

In the Description of Changes field, type a reason for adding the item

Click the Spell Check button - and make adjustments accordingly!!!

Click the New Items folder tab.

Click the Add Item button

Click OK

Click the down arrow beside the Item field and select an item of your choice

Press the Tab key

If you chose a “generic” item, enter a supplemental description

Select Supplemental Agreement in the Item Type field

Enter a Unit Price of your choice

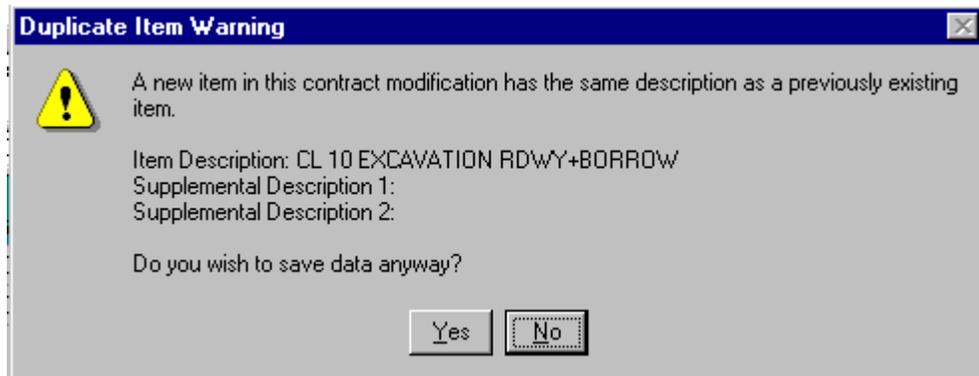
Enter a reason

Select the Section where you want to add this new item

Enter the new quantity in the Proposed Quantity field.

Click OK

If you added an item that already exists in the contract, you will get a similar warning when you click OK. This situation may happen when you need to add an existing item to the contract in order to get it into a category where it currently doesn't exist. It's fine – just a “wake up call” in case you didn't realize the item existed already and it should be increased instead.



Click Save/Close

## Other Type of Contract Modification

Sometimes a contract modification must be written that doesn't affect either items or working days. These might be mutual benefit type contract modifications which change the contract for the mutual benefit of both the IDOT and the contractor. Another example might be documentation for approval of payment by external voucher to someone other than the prime contractor, such as a utility company.

To create one of these types of contract modifications, complete **only** the General folder tab before sending it to the vendor for signature. ***No items are involved in this type of contract modification.***

This is the one time you might need to change a signature label. If so, see how this can be done by reviewing Page 4 of Chapter 2 concerning the Documentation button.

**The recommendation by the Office of Construction for this type of cont mod is to create it in FieldManager and either send a copy of it to the**

prime simply for their information since it is given a number in sequence with all the other cont mods, or alert them in another manner.

Close back to the contracts list.

### Adding an item with a negative dollar amount -

Sometimes there is a need to add an item that will result in a negative dollar amount. This can be done for any item except one with a lump sum unit. Lump sum items cannot have a negative quantity.

**To add a negative item to a contract modification, the quantity must be a negative number and the dollar amount must be positive.** Other than the quantity being a negative amount, this type of item is added exactly the same as any other new item.

### Posting progress to the new negative item –

If the authorized quantity for an item is negative, the item postings for that item must also be negative. In other words, if the Authorized Quantity is –1 (minus one) and you want to post progress for the full amount, you'd enter –1 (minus one) in the quantity field on the form. If you wanted to post progress for only half the amount, you'd enter -.5 (minus point five or ½).

### EWO and Price Adjustment Items –

Some items cannot be found with the “regular” items when adding a new item by contract modification. If, however, you sort the list by item description and type in EWO or Price Adj, or if you sort by item code and type in 6200 or 6100, you might find what you're looking for.

The graphic below shows a metric contract's new item list sorted by item code and the first 2 numbers of the item code entered in the Find Item Code field.

Item Description	Unit	Item Code
EWOIRESTORATION OF TEMPORARY HAUL RD	EACH	6100-1105021
EWOVALUE ENGINEERING INCENTIVE PROPOSAL	EACH	6100-1105031
EWO WATER-DUST CONTROL	MGAL	6100-1107010
EWO WATER-EMBANKMENT CONSTRUCTION	MGAL	6100-2102020
EWOIDRY EXCAVTD MAT'L IN EXCES OF REQMT	CY	6100-2102030
EWOIPRESERVATION-ARCHAEOLOGICAL SALVAGE	EACH	6100-2102041
EWOICOMPACT EXCAVTD MAT'L IN EXCES RQMT	CY	6100-2108010
EWOICORRECTION OF SUBGRADE	CY	6100-2109010
EWOIPCC PAVT COLD WEATHER PROTECTION	SY	6100-2301010
EWOADDITIONAL ROLL OF BIT SEAL COAT	SY	6100-2307010
EWOEXTRA DEPTH-STRUCT OTHER THAN CULV	CY	6100-2402010

The following graphic has the same master item list but sorted this time by item description and displaying some of the price adjustment items.

Item Description	Unit	Item Code
PRICE ADJAGG GRADTION TEST DEVIATION	EACH	6200-5000011
PRICE ADJAIR CONTENT TEST DEVIATION	EACH	6200-5000031
PRICE ADJASPH BINDER CONTENT DEVIATION	EACH	6200-5000132
PRICE ADJASSESSMENT-SMOOTHNESS-NEW DECK	EACH	6200-7000071
PRICE ADJASSESSMENT-SMOOTHNESS-OVERLAY	EACH	6200-7000081
PRICE ADJICOST - CHANGE IN PILE FURN	EACH	6200-5000161
PRICE ADJDENSITY TEST DEVIATION PCCP	EACH	6200-5000061
PRICE ADJDISINCENTIVE-BUMP & DIP	EACH	6200-2316010
PRICE ADJDISINCENTIVE-CLOSURE DAYS	EACH	6200-7000023
PRICE ADJEQUIPMENT CROSSING	EACH	6200-1105010
PRICE ADJFUEL ADJUSTMENT	EACH	6200-5000171

## Stockpiles -

Before you create a stockpile you need to know the following -

1. The description of the stockpile
2. The dollar amount of the invoice
3. Whether you're to pay 100% or 90% of that invoice price (depending on whether it's being stockpiled on site or off site.)
4. The item(s) you want to link to the stockpile and, if more than one item is involved, how much of the stockpile you want to link to each item
5. The amount (quantity) of the linked item that the stockpile is to cover (if the stockpile is to be used for the entire authorized quantity, for only half of the authorized quantity, etc.) e.g. how much of the linked item should be placed when the stockpile is used up.

A stockpile wizard has been created to help set up stockpiles. You may move both forward and backward through these screens. Also, a stockpile may be deleted UP UNTIL it has been included in an estimate. The program also allows you to change or delete a stockpile transaction if it has not been paid and it's the most recent transaction. Mighty fine features, right!!!!

The theory of the stockpile payment is to pay the contractor (if he requests it) for material purchased for use on the. As the contractor uses that material and is paid for the corresponding item(s), the stockpile dollars originally paid to the contractor are automatically reduced. This automatic reduction should take place at a fair rate for both the IDOT and the contractor.

If the line item the stockpile is linked to has been completed and there is still a balance in the stockpile, a manual adjusting entry can be made so the balance will become zero. A semi-final type estimate has an option that allows the program to check all stockpiles to see if there's a balance in any of them. **When the contract is finished, the balance in all stockpiles must be zero.**

Highlight Contract 78-0061-114 in the contracts list if it isn't already.

Click the Stockpiles button

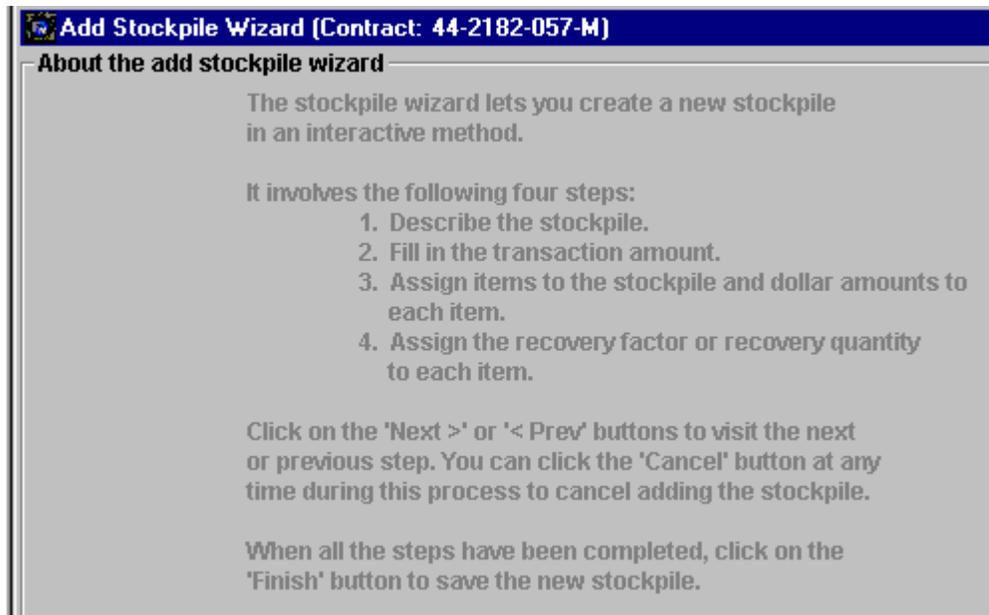
A list of all stockpiles created to date for this contract is shown

Click the Add button

Let's start through the screens you'll see as you create a stockpile and discuss the fields before we actually begin.

#### Screen 1 – SAMPLE

This screen explains the process of creating a stockpile. Nothing to do here except read the fine print!! Click the Next button.



## Screen 2 - SAMPLE

Stockpile Description - You must select a description from this list. If you know specifically what you want to select from the list, while the field is blue type in the first letter of the name, press the letter again to find the next description beginning with that letter and continue doing the same until you find your choice. If you can't find a type exactly what you want, get as close as possible. Only 1 stockpile description record can be used for each contract. *This description can be changed up until the stockpile is included in an estimate.*

Stockpile Comments - The comments you type here will be displayed with the stockpile when inquiries are done. These comments will also show in the Comments column in the stockpile list. This is not a required field - but a highly recommended one!

*Since we're just viewing and not making entries, this is as far as we can go without getting error messages for not completing required fields. The rest of this information will be available as a resource and will mean more once we start making entries.*

**Add Stockpile Wizard (Contract: 44-2182-057-M)**

**Describe the stockpile**

1. Select the stockpile type.  
2. Fill in a comment for the stockpile if you wish.

Click on the 'Cancel' button to cancel adding the stockpile, or click on the 'Next >' button to proceed to the next step.

**Stockpile Description:**

**Stockpile Comments:**

### Screen 3 - SAMPLE

Transaction Date - This is by default today's date - and is usually left that way

Transaction Dollar Amount - The dollar amount you'll be paying to the contractor on the next estimate. You do not need to type the \$ sign. If the invoice is for \$1,000 but you're only paying 90%, you must enter \$900 in this field.

*This dollar amount must be less than the remaining dollar amount to be placed of the item it's linked to. In other words, you cannot assign a larger amount of stockpile than what is left to place for that item.*

Transaction Comments - This is a required field so you MUST make comments here. It is a real good place to indicate whether you're paying 90% or 100% of the invoice price. Also a good place to indicate if it is a Shipment 1, Shipment 2, etc.

**Add Stockpile Wizard (Stockpile REINFORCING STEEL) (Contract: 44-2182-057-M)**

**Describe the transaction**

1. Specify the Transaction Date.
2. Specify the Transaction Dollar Amount.
3. Fill in a comment for the transaction.

Click on the 'Cancel' button to cancel adding the stockpile, or click on the 'Next >' button to proceed to the next step.

Transaction Date:    
Transaction Dollar Amount:   
Transaction Comments:

#### Screen 4 - SAMPLE

Click the Add Item button

Select the item(s) to link to this stockpile from the items list

Assigned Dollar Amount - The dollar amount of the stockpile for which this line item will be responsible. The entire amount of the stockpile must be distributed before you can leave this screen.

*The Catg Auth Amt of the item must be equal to or greater than the stockpile assigned dollar amount but you also must be aware and take into consideration any quantity already placed and or paid for this item.*

**Add Stockpile Wizard (Stockpile REINFORCING STEEL) (Contract: 44-2182-057-M)**

Assign items to the stockpile and dollar amounts to each item

Item: 2416--131485, CONC ARCH 100D RDWY PIPE CULV 1485X915MM  
 Prop. Ln: 1190 Unit: M Catg. Auth. Qty: 61.570 Catg. Auth. Amt: \$23,150.32  
 Type: ORIGINAL ITEM / PITYPE TABLE Unit Price: \$376.000 Catg. Qty. Placed: 0.000  
 Catg. Pending Chgs: 0.000 Catg. Qty. Paid: 0.000

Project: 44-2182-057-M, 010227 358M BJC  
 Category: 0002, ROADWAY ITEMS - DIVISION 2, NHSX-218-2(57)--3H-44

Item Description	Unit	Item Code	Prop. Line	Project	Catg.	Assigned Dollar Amount	Pending Changes	Auth Qu
CONC ARCH 100D RDWY PIPE CULV	M	2416--1314	1190	44-2182-05	0002	\$0.00	0.000	

Transaction Dollar Amount: \$5,000.00 Dollar Amount Left to Distribute: \$5,000.00

Assigned Dollar Amount:

**Add Item** **De**

Screen 5 – SAMPLE

Recovery Factor - For each unit of item paid, the dollar amount of the stockpile that will be reduced.

Recovery Quantity - The number of units of the linked line item you'll be using to recover the stockpile payment. This number must be between the Fastest and Slowest values shown.

*The slowest value is equal to the funded quantity of this line item. The fastest value is equal to the assigned dollar amount of the stockpile divided by the unit price of the item to which it's linked. If you enter the fastest value in the recovery quantity, the recovery factor will be the unit price.*

**Add Stockpile Wizard (Stockpile REINFORCING STEEL) (Contract: 44-2182-057-M)**

Assign the recovery factor or recovery quantity to each item

Item: 2416--131485, CONC ARCH 100D RDWY PIPE CULV 1485X915MM  
 Prop. Ln: 1190 Unit: M Catg. Auth. Qty: 61.570 Catg. Auth. Amt: \$23,150.32  
 Type: ORIGINAL ITEM / PITYPE TABLE Unit Price: \$376.000 Catg. Qty. Placed: 0.000  
 Catg. Pending Chgs: 0.000 Catg. Qty. Paid: 0.000  
 Project: 44-2182-057-M, 010227 358M BJC  
 Category: 0002, ROADWAY ITEMS - DIVISION 2, NHSX-218-2(57)--3H-44

Item Description	Unit	Item Code	Prop. Line	Project	Catg.	Assigned Dollar Amount	Recovery Factor	Recovery Quantity
CONC ARCH 100D RDWY PIPE	M	2416--1314	1190	44-2182-05	0002	\$5,000.00		

Assigned Dollar Amount: \$5,000.00  
 Recovery Factor:   
 Recovery Quantity:  M  
 Fastest: 13.298 M; Slowest: 61.570 M

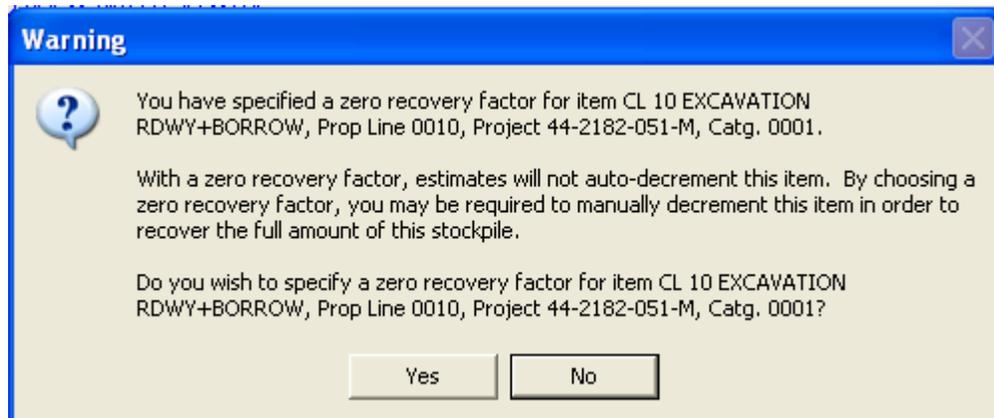
The recovery factor is the dollar amount that the stockpile payment will be recovered per unit of item paid. The recovery quantity is the number of units (M) of the item that you want to use to recover the \$5,000.00.

The fastest recovery = the stockpile dollars divided by the item's unit price

The slowest recovery = the authorized quantity for the item less any quantity that has already been placed

If you want to create a stockpile transaction but don't want to have it reduced until a later time, put \$0 in the Recovery Factor field. When you do want it to start reducing the stockpile, change the recovery factor to the appropriate amount.

If you do choose to leave the recovery factor as zero, the following warning will be displayed. Since it is just a warning, you can continue. See the sample warning below.



***If you leave the recovery factor as zero when you create the stockpile, don't forget to change it at a later time so the stockpile balance is reduced as the linked item is paid.***

**Also, be sure that the recovery takes into account any quantity that will be paid until the zero recovery factor is changed from zero.**

## Let's create a stockpile -

You should be at the stockpile list for Contract 78-0061-114. If not, go there!!

Click the Add button

This brings up the first of the Stockpile Wizard screens. Read it.

Click the Next button

**Add Stockpile Wizard (Stockpile EPOXY COATED REINFORCING STEEL) (Contract: 78-2753-040)**

**Describe the stockpile**

1. Select the stockpile type.  
2. Fill in a comment for the stockpile if you wish.

Click on the 'Cancel' button to cancel adding the stockpile, or click on the 'Next >' button to proceed to the next step.

**Stockpile Description:** EPOXY COATED REINFORCING STEEL ▼

**Stockpile Comments:** Epoxy Coated Reinforcing Steel

Click the down arrow beside the Stockpile Description field to get a drop down list. You must select a stockpile description from this list. If you can't find exactly what you want, select a description as close as possible. As a last resort, there's always the Misc. description at the bottom of the list!

But, REMEMBER, you can use a stockpile description only once per contract.

Scroll down and select 602A, Reinforcing Steel

*This is a blue and blank field with a drop down arrow beside it so you can type the letter R and the first item beginning with R will appear. Continue pressing the letter until you have the selection of your choice.*

Press the Tab key

Type Reinforcing Steel in the Stockpile Comments field. What you type here will be shown in the comments area of the stockpile list screen.

Press the Next button

**Add Stockpile Wizard (Stockpile EPOXY COATED REINFORCING STEEL) (Contract: 78-2753-040)**

**Describe the transaction**

1. Specify the Transaction Date.
2. Specify the Transaction Dollar Amount.
3. Fill in a comment for the transaction.

Click on the 'Cancel' button to cancel adding the stockpile, or click on the 'Next >' button to proceed to the next step.

**Transaction Date:** 12/17/2008

**Transaction Dollar Amount:** \$9,000.00

**Transaction Comments:** Pay 90% of invoice

The Transaction Date will be completed for you based on what date the computer thinks is today! If that date is wrong or for some other reason you need a different date, you may change it to any previous date. Press the Tab button.

Transaction Dollar Amount = This is the amount you'll be paying the contractor based on the invoice. Whether it's 100% or 90%, you should enter the amount you want to pay the contractor on the next estimate in this field.

Enter 26200 for our dollar amount. You do not need to enter the \$ sign, commas, or zeroes to the right of the decimal. They will all be entered for you as soon as you press the Tab button.

Transaction Comments = This is for any comments that will help you concerning this transaction. We'll type "Pay 100% of invoice." (*This indicates that the stockpile is on site and the invoice total price is \$26,200*)

Click the Next button.

Now comes the screen where you link the stockpile to a line item(s)  
Click the Add Item button.

A list of all items in this contract will be shown. Notice that All for the project and All for the category are the default choices. Based on what we learned already, we know that 1 project and more than 1 category exists in this contract since All is shown in the Category field.

**Add Stockpile Wizard (Stockpile EPOXY COATED REINFORCING STEEL) (Contract: 78-2**

**Assign items to the stockpile and dollar amounts to each item**

**Item:** 2404-7775005, REINFORC STEEL, EPOXY COATED  
**Prop. Ln:** 0350    **Unit:** LB    **Catg. Auth. Qty:** 16,108.000    **Catg. Auth. Amt:** \$20,296.08  
**Type:** ORIGINAL ITEM / PITYPE TABLE    **Unit Price:** \$1.260    **Catg. Qty. Placed:** 0.000  
**Catg. Pending Chgs:** 0.000    **Catg. Qty. Paid:** 0.000

**Project:** 78-2753-040, 071218 057 EKJ  
**Category:** 0001, PART - ROADWAY ITEMS - DIV. 1    STP-275-3(40)

Item Description	Unit	Item Code	Prop. Line	Project	Catg.	Assigned Dollar Amount
REINFORC STEEL, EPOXY COATED	LB	2404-7775	0350	78-2753-04	0001	\$9,000.00

**Transaction Dollar Amount:** \$9,000.00    **Dollar Amount Left to Distribute:** \$0.00

**Assigned Dollar Amount:**

Highlight Lines 0040 and 0290, Reinforcing Steel and click the Select button  
This line item is in only 1 project and category so only one line is brought into the next screen. The top portion of this screen shows detailed

information about the highlighted line in the middle portion of the screen. Stockpile information is entered in the lower portion of the screen and reflected in the middle portion.

Type 20000 in the Assigned Dollar Amount field in the lower portion for Line 0040 (Cat 1).

Press the Tab key and the number you just entered will be reflected in the like column in the middle area. Also notice the Dollar Amount Left to Distribute is now 0.

*You cannot go forward from this screen until all stockpile dollars have been distributed. If too many dollars have been distributed you will receive an error message as well and cannot go forward.*

Highlight the 0290 line and assign the balance of 6200 to this item then press the tab key

Click the Next button.

**Add Stockpile Wizard (Stockpile EPOXY COATED REINFORCING STEEL) (Contract: 78-2753-040)**

**Assign the recovery factor or recovery quantity to each item**

**Item:** 2404-7775005, REINFORC STEEL, EPOXY COATED

**Prop. Ln:** 0350    **Unit:** LB    **Catg. Auth. Qty:** 16,108.000    **Catg. Auth. Amt:** \$20,296.08

**Type:** ORIGINAL ITEM / PITYPE TABLE    **Unit Price:** \$1.260    **Catg. Qty. Placed:** 0.000

**Catg. Pending Chgs:** 0.000    **Catg. Qty. Paid:** 0.000

**Project:** 78-2753-040, 071218 057 EKJ

**Category:** 0001, PART - ROADWAY ITEMS - DIV. 1    STP-275-3(40)

Item Description	Unit	Item Code	Prop. Line	Project	Catg.	Assigned Dollar Amount	Recovery Factor
REINFORC STEEL, EPOXY COA	LB	2404-7775	0350	78-2753-04	0001	\$9,000.00	\$1.1392

**Assigned Dollar Amount:** \$9,000.00

**Recovery Factor:**

**Recovery Quantity:**  LB

Fastest: 7,142.857 LB; Slowest: 16,108.000 LB

The recovery factor is the dollar amount that the stockpile payment will be recovered per unit of item paid. The recovery quantity is the number of units (LB) of the item that you want to use to recover the \$9,000.00.

You can enter either the Recovery Factor or the Recovery Quantity and the other will be automatically calculated and entered for you .

*As stated on the screen, the Recovery Factor is the dollar amount that the stockpile payment will be recovered per unit of item paid. The Recovery Quantity is the number of units of the item that you want to use to recover the stockpile dollars. Notice there is a range given for entering the Recovery Quantity from slowest to fastest. The slowest is equal to the authorized quantity of this line item. The fastest value is equal to the assigned dollar amount of the stockpile divided by the unit price of the item to which it's linked.*

We're going to make this one easy. Our stockpile amount will take care of half of each of the reinforcing steel line items. We haven't placed or paid any of those items yet so half the 0040 line item's 46,594 authorized quantity which we could use for the slow recovery rate is about 23,200. Since we want to give ourselves a bit of "fudge" in case we don't place the entire line item's quantity, we're going to enter a bit smaller numbers instead. Remember, the quantity you select **must** be between the slowest and the fastest rates of recovery displayed below the quantity field.

Tab once so the cursor is in the Recovery Quantity field for Line 0040

Since this stockpile should be used up by the time half of the item is placed, we could use approximately 23,300 for the recovery quantity EXCEPT that is not between the fastest and slowest parameters given. So... enter 24000 for the Recovery Quantity and that will be close enough.

Press the Tab key

Notice the Recovery Factor is filled in automatically based on the Recovery Quantity you just entered.

Highlight the other line (0290) and enter 7100 for the Recovery Quantity

Click the Finish button and you'll be returned to the stockpiles list.

### **Another Stockpile - BUT some quantity has been placed and/or paid already**

Let's create another stockpile but this time some of the authorized quantity has already been placed.

When creating a stockpile, you must use for calculation only the portion of the authorized quantity that has NOT been placed. In other words, if you have an item with a unit price of \$1 and an authorized quantity of 10,000 but 3,000 of that amount has already been placed, when you create a stockpile, you cannot link \$10,000 of the stockpile to that item since only \$7,000 is left in it.

You should be at the stockpiles list for Contract 78-0061-114

Click the Add button

Stockpile Description = Miscellaneous Stockpiled Materials

*Notice that 602A which was used for the above stockpile is no longer in the list. That is because each description can be used only once per contract.*

Stockpile Comments = Pile, Steel, HP 10x57

Transaction Date = Today

Transaction Dollar Amount = 32000

Transaction Comment = Pay 100% of invoice

Link to Line 0090, Pile, Steel HP 10 x 57

Assigned Dollar Amount = 32000

**Add Stockpile Wizard (Stockpile Miscellaneous Stockpiled Materials) (Contract: 78-2753-040)**

Assign items to the stockpile and dollar amounts to each item

Item: 2315-8275025, SURF, DRIVEWAY, CL A CR STONE  
Prop. Ln: 0290 Unit: TON Catg. Auth. Qty: 66.000 Catg. Auth. Amt: \$1,188.00  
Type: ORIGINAL ITEM / PITYPE TABLE Unit Price: \$18.000 Catg. Qty. Placed: 33.000  
Catg. Pending Chgs: 0.000 Catg. Qty. Paid: 0.000  
Project: 78-2753-040, 071218 057 EKJ  
Category: 0002, NON - ROADWAY ITEMS - DIV. 2

Item Description	Unit	Item Code	Prop. Line	Project	Catg.	Assigned Dollar Amount	Pending Changes	Authorized Quantity
SURF, DRIVEWAY, CL A CR STONE	TON	2315-8275	0290	78-2753-04	0001	\$2,000.00	0.000	180.20
SURF, DRIVEWAY, CL A CR STONE	TON	2315-8275	0290	78-2753-04	0002	\$550.00	0.000	66.00

Transaction Dollar Amount: **\$2,550.00** Dollar Amount Left to Distribute: **\$0.00**

Assigned Dollar Amount:

Click Next to assign a recovery quantity to each item.

Reminder -

The fastest recovery = the stockpile dollars divided by the item's unit price

The slowest recovery = the authorized quantity for the item less any quantity that has already been placed

Click the Finish button and return to the stockpile list.

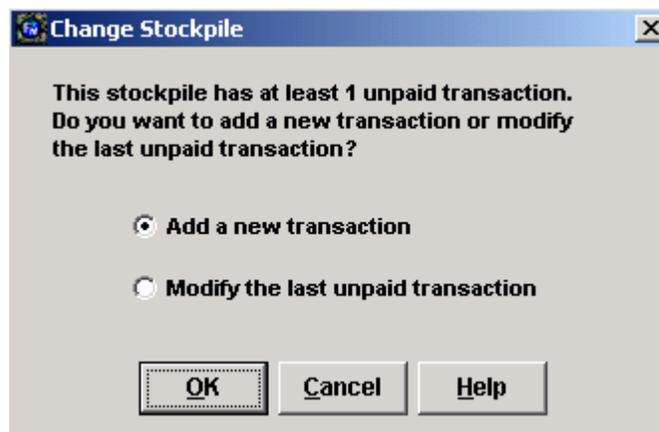
### Second Shipment for a Stockpile

Sometimes the stockpile arrives in more than 1 shipment. Earlier it was stated that you can have only 1 stockpile description per contract. If we receive more of the same thing, we need to increase the original stockpile - and recalculate the recovery rate.

Highlight the Misc stockpile

Click the Change button

Since we haven't paid the last transaction for this stockpile, we have an option to modify it. If there was a mistake such as wrong invoice dollar amount or perhaps you entered an incorrect recovery quantity and need to change it, you could simple choose the "Modify the last unpaid transaction" option and click Next until you get to the screen you wish to change.



Since we want to add an additional shipment and have a tracking record of adding that shipment, we'll leave the choice as Add a new transaction and click OK.

Click the Next button at the first screen

Click the Next button at the second screen since we don't want to change this information

*Notice the Dollar Amount Remaining for this stockpile is shown above the Transaction Date on the third screen*

Leave today's date for the Transaction Date

Transaction Dollar Amount = 31000 which is the amount of the second invoice received for this stockpile. This will take care of the rest of the line item.

*As soon as you press the Tab key the new amount will be added to the previous amount giving the new grand total for this stockpile.*

Transaction Comments - 2<sup>nd</sup> shipment, pay 100% of invoice

Click the Next button

Since we want to link this shipment to the same item as the first shipment, we only need to let the program know how much the stockpile will be increasing. Type 31000 in the Change in Dollar Amount (+/-) field and press the Tab key.

*If you had wanted to link this second shipment to a different line item, click the Add Item button to bring up the list and make your selection there.*

Press the Next button

The Recovery Rate and Recovery Quantity will be re-calculated automatically for the new dollar amount based on the original entries for Shipment 1.

**If, for some reason, the program calculates and enters a quantity larger than the slowest figure, you must reduce it. The Recovery Quantity must be between the fastest and slowest rates displayed.**

The program automatically calculated a new recovery factor based on the two shipments but it can be changed if you wish.

We'll leave the recovery quantity as it is displayed = 1378.125 since that number is within the slowest and fastest parameters and still gives us some "fudge" in case the entire authorized quantity is not placed.

Click the Finish button and you'll be returned to the stockpile list

*If you want to look at the stockpile information you have entered – Highlight the stockpile you wish to view, click the Quick Query Flyout Toolbar Button (aka little down arrow) and select the SP Summary button. The stockpile that was highlighted in the stockpile list will be detailed. If you want to see both stockpiles, highlight each while holding down the Shift key before selecting the Stockpile Summary button.*

OR

*Click the Inquiries button , select Stockpile Summary by Stockpile, highlight the stockpile(s) you wish to view, click the Select button.*

Close back to the contracts list.

**If you need to link a stockpile to 2 different items, feel free to call for help.**

### **Deleting a Stockpile -**

If you have created a stockpile but you discover it isn't correct, you CAN delete it under certain conditions!!! Pretty awesome, huh!!! IF the stockpile has already been included in an estimate (payment made) you CANNOT delete it. Even if you can't delete a stockpile, you can still make changes to it!

Although we don't really want to delete our stockpiles, following are the steps to do so if you did choose to do so another time.

To delete a stockpile -

Highlight the stockpile to delete in the stockpile list

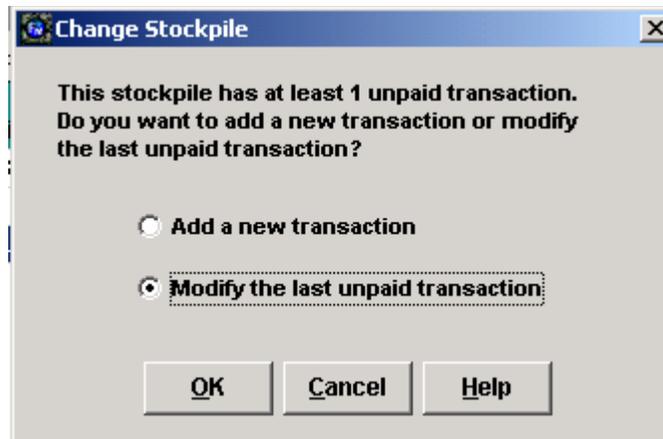
Click the Delete button

Answer Yes to the "Are you really sure" question (*don't really do this now!!*)

AND IT'S GONE!!!!

### **Changing a Stockpile -**

Sometimes it's necessary to change some information about the stockpile. If you want to change the last unpaid transaction for a stockpile, click the Change button then select Modify the Last Unpaid Transaction and click OK.



You can move forward and backward through the screens, changing only the information you desire. This can be a tremendous help but only if you discover an error in the LAST UNPAID transaction for the stockpile.

If the contractor has already been paid for a stockpile, you can click on the Change button. That's what we'll do now!!

Highlight Contract 78-0061-114 in the contracts list if it isn't already

Click the Stockpiles button

Highlight the Reinforcing Steel stockpile

We have just discovered that although we first thought this stockpile was to take care of a only a portion of this line item, it will really be enough for all of it.

Because of this discovery we know our recovery factor is wrong!! The first thing you'll do (well, OK, the first thing after you quit muttering those nasty words) is change the recovery quantity. We'll do that now - not that you thought you'd get out of doing it or anything!!

Click the Change button.

Add a New Transaction

Click the Next button at the first screen.

Click the Next button at the second screen - we don't want to change the description or make a comment. OK, so you have plenty of comments - they're just not ones you should type!!

Transaction Date - leave it as today's date

Transaction Dollar Amount - Leave this as zeroes since we don't want to change the amount of the transaction

Transaction Comments – Type “Correcting recovery quantity”

*Any time you create or change a stockpile, you must give a reason in this field.*

Click the Next button

Click the Next button again - We don't want to change the transaction dollar amount Tab so the cursor moves to the Recovery Quantity field

\*\*\*\*\*

Recovery Quantity - Type 45,500 and press the Tab key

Remember: The recovery quantity must fall between the fastest recovery quantity shown and the slowest quantity shown

Press the Tab key - Notice the Recovery Factor has now been updated based on the new entry in the Recovery Quantity field.

Press the Finish button

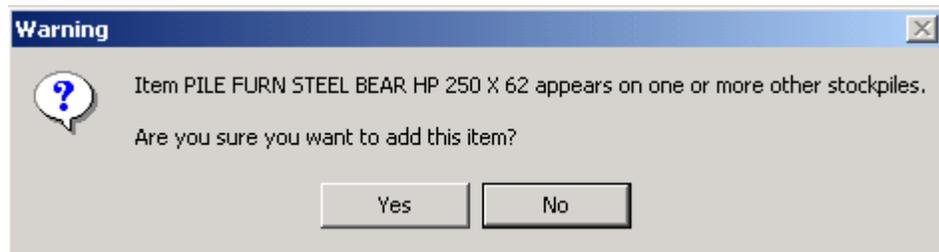
From this point on the stockpile will be recovered based on the new recovery figures.

\*\*\*\*\*

Close back to the contracts list

If you have multiple stockpiles for a given contract, you could possibly link the same item to different stockpiles and not realize you did so. Doing so is fine if the item is large enough (worth enough dollars) to recover multiple stockpiles. The program will alert you immediately via a warning similar to the following graphic when linking an item on a stockpile if that item has already been used on one or more other stockpiles

for the same contract. It's your choice whether you switch items or not if this warning occurs.



### **Balancing a Stockpile**

Sometimes when the contract is finished there is still a balance left in the stockpile that must be zeroed out.

If you select a Semi-Final type estimate when closing out a pay period, you will have the option to use the Balance Stockpiles button. If you X this box, the program will automatically and immediately zero out the balance left in the stockpile and include that transaction dollar amount in the estimate.

You will not be forced to use this feature - but it's a mighty handy one if conditions warrant its use – and you would be very wise to use it.

We'll go through this in more detail when we create an estimate - for now just be aware this feature exists.

### **More IDR Item Postings -**

We're going to make some item posting entries in an IDR so you can see how and when they appear in the stockpile summary inquiry. Once the IDR has been included in an estimate, the transaction will be included in the stockpile summary report.

Highlight 78-0061-114 in the contracts list if it isn't already

Click the IDRs button

Click Add

Leave the date as today - it's OK even if you've previously created one for today

Your name should be in the Inspector field

Make an entry of your choice in the weather, temperature, and/or comment field(s). Remember, if there are no item postings there must be a comment; otherwise, you can have an entry in any of the fields.

Click the Postings folder tab

Make the following entries using whatever stationing you wish

Item 0040 = 23,000 quantity (roughly  $\frac{1}{2}$  of the authorized quantity)

Item 0290 = 7,100 quantity (roughly  $\frac{1}{2}$  of the authorized quantity)

Item 0090 = 1,600 quantity (an overrun of the authorized quantity)

Click OK

Click Yes to the overrun question

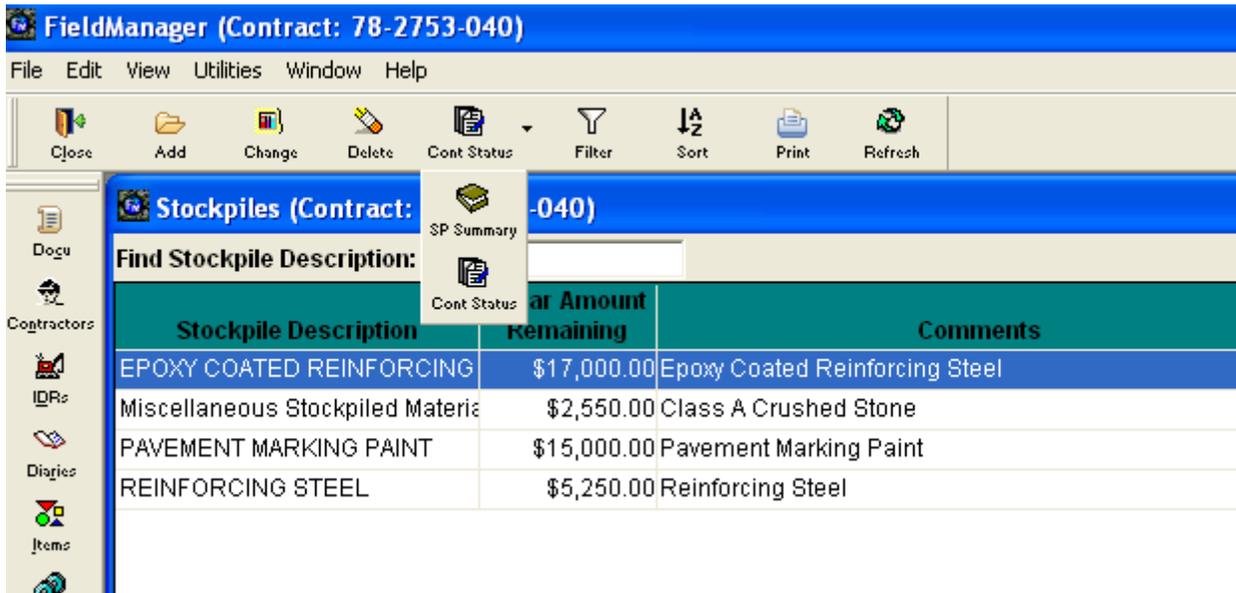
Generate the IDR and Cancel at the print screen

Return to the Stockpile list screen

## Stockpile Summary

The stockpile summary can be accessed two different ways but either way will show the initial payment made to the contractor as well as other transactions that affect that stockpile. **Item postings will NOT be displayed in this summary until they have been included in an estimate.** You may select to view details about only a specific stockpile or all stockpiles in the contract. We'll look at these, remembering the postings we just did will not be reflected in the summary at this time. Later, we'll come back to this inquiry and view it again.

Using the Quick Query fly-out toolbar button – This method can be accessed only from the stockpiles list window.



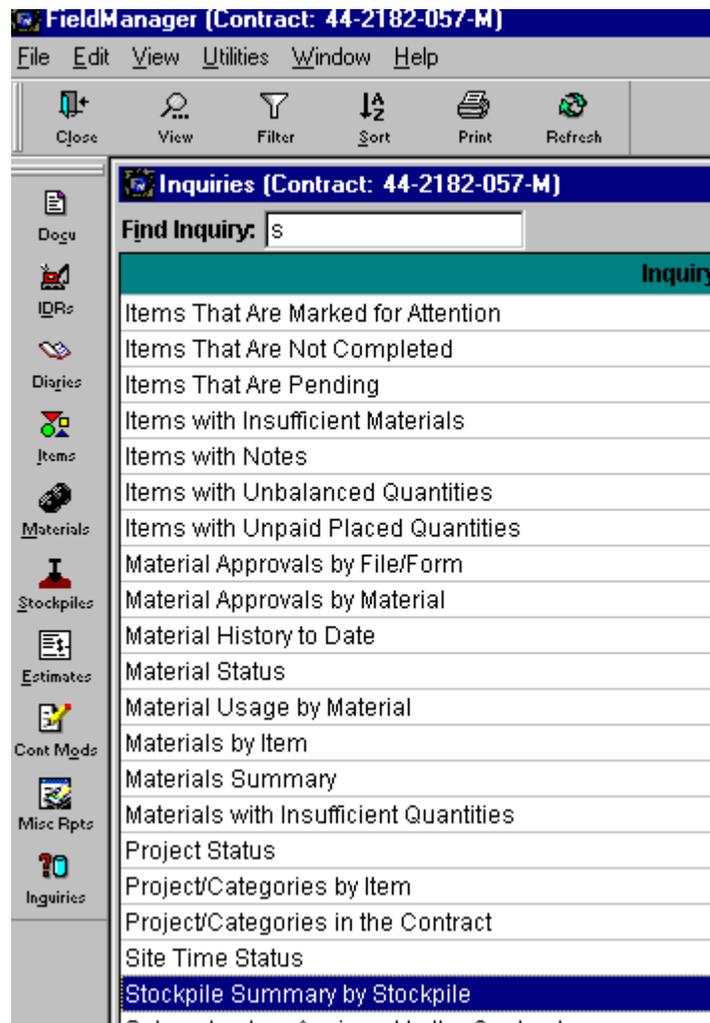
At the stockpiles list -

1. Highlight the stockpile(s) you wish to view
2. Click the Quick Query fly-out toolbar button (little down arrow) in the Window button bar
3. Click the SP Summary button

This shows transactions for ONLY the stockpile(s) highlighted

4. Close back to the contracts list, leaving Contract 78-0061-114 highlighted

Using the Inquiries button - can be accessed at any time from any window



At any window -

1. Highlight the appropriate contract in the contracts list
2. Click the Inquiries button
3. Either highlight Stockpile Summary by Stockpile and click the View button or double click the Stockpile Summary by Stockpile choice.  
*If you type the letter S in the Find field, it will bring up the first inquiry beginning with the letter S, which in this case gets you pretty close to the one you want!.*
4. Highlight the stockpile(s) you wish to view  
*If you want to view more than one but not all, hold down the Control key as you highlight the stockpiles then click the Select button.*

*If you want to view all the stockpiles listed, click the Select All button.*

If you made your selection for a specific stockpile but now want to see a different one, click the Change Select button and you'll return to the Stockpile list where you can select a different stockpile to view.

You may print the stockpile summary by clicking the Print button when you're viewing the stockpile summary inquiry.

Close back to the contract list.

## Contractor's Performance Evaluation (CPE)

**Evaluating EVERY contractor** listed in FieldManager no matter the dollar amount of their work **is now a required action**. These **evaluations must be approved BEFORE a final estimate can be created**.

Evaluations, like contract modifications, have status levels –

**Draft** – The CPE has been added but can be changed and has not been generated. The word DRAFT is across the top of the form and also across the signature line at the bottom of the form when viewed and printed.

**Pending Approval** – The CPE has been generated but has not yet been approved. It can be changed, saved and re-generated or deleted. If deleted, it will be displayed with a Deleted status and no further changes can be made to it.

**Approved** – No changes should be made. Cannot be deleted. If absolutely necessary, an approved CPE can be changed by a system administrator but this should NOT be done if the electronic file has already been sent to the Office of Contracts. If necessary to change, check with Janet or Jen in the Creston Const Office (641-782-4518).

**If you delete a saved or generated evaluation, call Janet or Jen in the Creston Const Office (641-782-4518). If the resulting file from the deleted evaluation is kept, it will cause major problems with the file we send to the Office of Contracts.**

Highlight Contract 78-0061-114 in the contracts list

Click the Misc Rpts button

Highlight Contractor's Performance Evaluation and click the View button

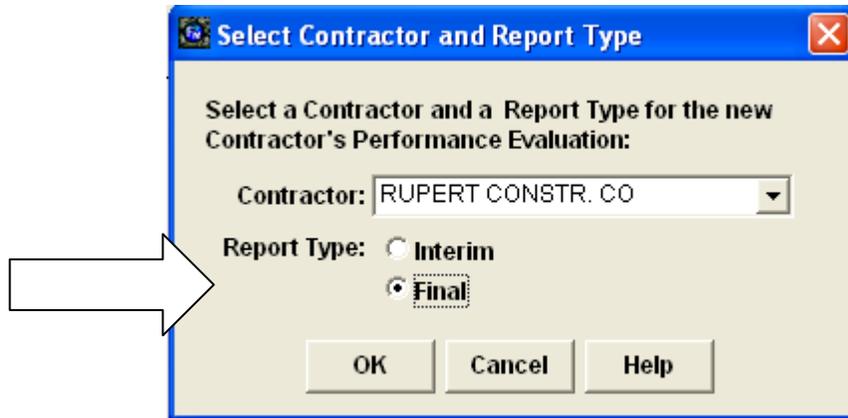
Or

Double click on Contractor's Performance Evaluation

A list of all previously created evaluations is displayed – none for us!

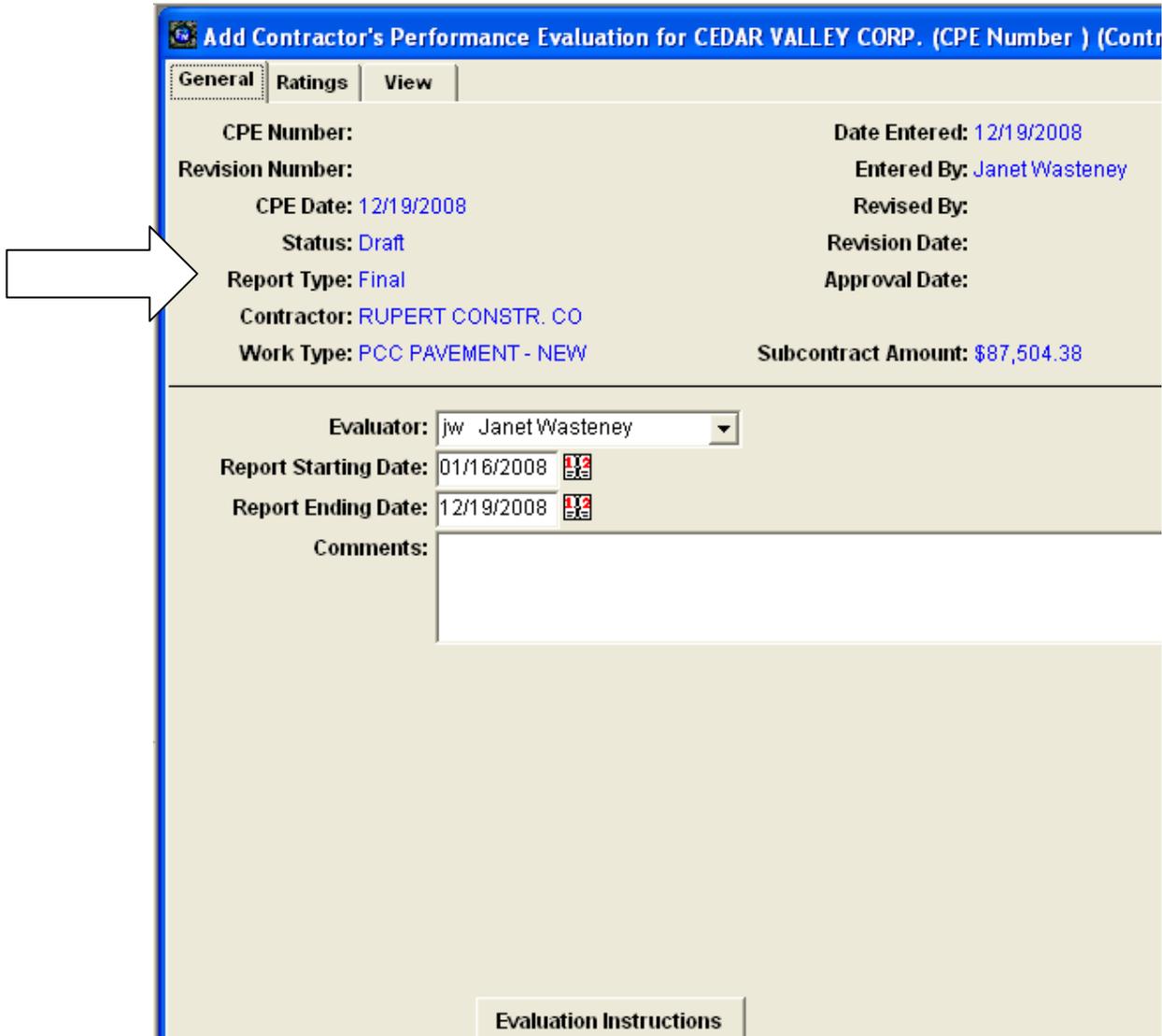
Click the Add button

Select Rupert Constr Co from the drop down list by the Contractor field

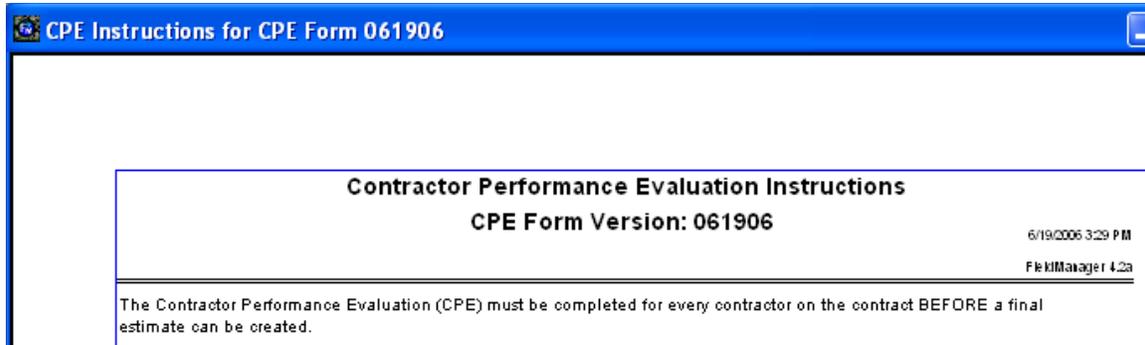


Always select Final for the Report Type – **we will never use Interim for the Report Type**

Click OK



Click the Evaluation Instructions button at the bottom of the screen. As seen in the following graphic, this explains that an evaluation for every contractor must be created and approved before a final estimate can be created. The instructions, which are the same for every contract, can be printed if desired.



Click Close to return to the General tab of the CPE

By default the Evaluator field is populated with the name of the person logged into FieldManager. This name can be changed.

The Report Starting Date is the Notice to Proceed Date (as can be seen in the lower left of the Docu > General tab). This starting date can be changed

The Report Ending Date defaults to today's date – this can be changed

Comments – any appropriate comments can be made in this field – this is not a required field. **These comments made on the General tab will be included with the ratings that go the Office of Contracts and become part of their database.**

Click the Ratings tab

There are 11 categories listed with Rating and Rating Remarks fields displayed to the right of the criteria under each category. All ratings are based on a scale of 0-100. A rating must be entered for each category whether it applies to the contract or not. If the category is not applicable, a rating of 80 is to be entered for that category.

**Add Contractor's Performance Evaluation for (CPE Number ) (Contract: 44-2182-057-M)**

General Ratings View

CPE Form Version: 061906 CPE Form Date-Time: 06/19/2006

Use a scale from 100 (outstanding) to 0 (totally inadequate). If the criteria does not apply, use 80 for the rating. Reasons are required for ratings of 50 or less.

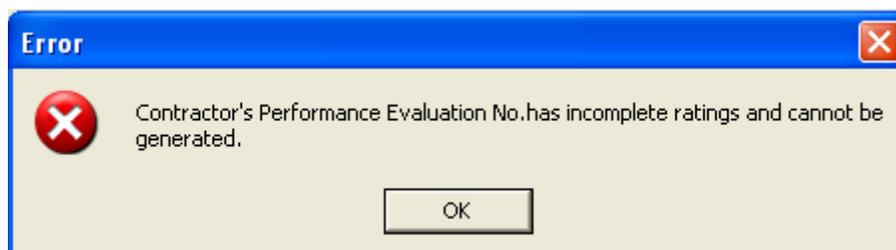
	Rating	Rating Remarks
<b>Superintendent in charge with authority</b>		
*100 - Contractor has knowledgeable supt on job with authority to handle problems & schedule work *60 - Supt available most of the time but has limited authority *0 - Supt hasn't proper authority and is routinely unavailable	<input type="text"/>	<input type="text"/>
<b>Coordination with suppliers, other contractors and utilities</b>		
*100 - All coordinating done at proper time by contractor *60 - Some coordinating necessary by contracting authority with timely notification in all instances *0 - Lack of timely coordination	<input type="text"/>	<input type="text"/>

Guidelines for the ratings are given within the criteria for each category. If the rating is 50 or less or is 100, rating remarks are required; otherwise, they are optional. **Remarks made for the individual ratings do NOT go to the Office of Contracts to become included in their database – only the comments made in the General tab > Comments field.**

Enter ratings for each of the 11 categories and remarks as needed. Once all the ratings have been entered, click the Generate button. This not only generates the CPE but also saves it. As always, when you generate, you're given the option to print the report. For our purposes today, click Cancel at the print option.

*If ratings are entered by 1 individual but they need to be checked by a different person, the report can be saved and then generated and approved at a later date.*

If the ratings are incomplete and you attempt to save or generate the report, you will get the following error message.



The CPE cannot be saved or generated until all categories have a rating and, if required, a rating remark.

Click the View tab to see the report as it would look if you printed it. Notice that the word DRAFT is no longer on the report – this is because the report has been generated. It's status is now Pending Approval.

Once the CPE has been generated (has a Pending Approval status), it can be approved. *(You cannot skip the generate step and jump from Draft status to Approved.)* Type the name of the person approving the ratings in the Final Approved By field. This is a required field. Click OK.

The original approved CPE is to be sent to the contractor being evaluated and a copy is to be kept in the project files in the RCE Office. It is totally up to your office and your district office as to whether a copy of each CPE is sent to the district office. The Office of Construction does NOT need a copy of the CPE.



The screenshot shows a dialog box titled "Contractor's Performance Evaluation Approval". It contains the following information:

CPE Number: 1	Type: Final	Report Starting Date: 1/16/2008
Revision Number:	Days Pending Approval: 0	Report Ending Date: 12/19/2008
CPE Date: 12/19/2008		
Contractor: RUPERT CONSTR. CO		

Below the table, there is an "Approval Date:" field with a date picker set to 12/19/2008 and a "Final Approval By:" text box. At the bottom are three buttons: "OK", "Cancel", and "Help".

When you click the OK button to approve a CPE, you'll be asked if all required approvals have been obtained – as can be seen in the following graphic. Don't approve the CPE unless you're sure that you should!



Once approved, a file is automatically created and put in the FieldMgr/Outbox. The file name is CPExxx.EXP with the xxx being the number of those files in the Outbox. In other words, if this is the first file of that name in the Outbox, it will be CPE001.EXP.

When the evaluations have been completed and you're ready to combine them into 1 file to send to the Office of Contracts –  
Click Utilities > Combine Outbox



Notice that, except for the heading, the above graphic looks very similar to the Combine Outbox step for estimates because we want the combined CPE file to be located in the C:\FieldMgr\Outbox location just as it is for estimates.

Once the combine step has been completed, a new file is created and named similar to when estimates are combined except that the CPE combined file has a .CPE extension rather than .UPD.

1. Re-name the newly combined .CPE file to CPEINPUT.CPE
2. Either drag or Cut and Paste (NOT Copy) the newly named CPEINPUT.CPE file to the C:\CPEINPUT folder and, if asked, overwrite what is there already.
3. Double click on the CPEINPUT.XLS file that is also located in the CPEINPUT folder
4. Enable Macros, if asked
5. Click on the "Click to Create ExcelEvals.xls" button  
The macro will run (lots of jumping around!!!) and will display a message that the ExcelEvals.xls has been created when the macro is finished. (If you want to look at the new file, it will contain 1 row for each evaluation you approved.)
6. Close Excel
7. Attach the ExcelEvals.xls file to an e-mail and send to the Office of Contracts with a subject line of CPE or Contractor Evaluation

8. If there was a .UPD file created in Step 1, process it now just as you normally would using the FM Xfer program.

**Contractor Read-Only copies of contracts do NOT include any contractor evaluation information.**

## Estimates vs Vouchers - and the closing out process

A hard to understand concept –

A check is sent to the contractor for every PROJECT in a contract. So, for example, if a contract has 5 tied projects and there was activity on each project, the contractor will receive 5 separate checks. They are not combined into 1 check. Another way of saying this – every project stands on its own!

Terminology is important!!! An ESTIMATE is the amount of payment for the total CONTRACT. A VOUCHER is the amount of payment for each PROJECT within the contract. Individual checks are written to the contractor for each project – so, if the estimate total is made up of 4 vouchers, 4 checks are written to the contractor. The total dollar amount of the vouchers equals the estimate dollar amount.

**THE RULE** – A contract can have **ONLY ONE estimate processed PER WEEK with the week beginning Friday morning**. If, for example, you process an estimate for a contract on Tuesday, you cannot process another for that same contract until Friday morning.

A voucher for each project is not necessarily created just because an estimate has been produced. If there is money to pay, a voucher will be created automatically. If there is no money to pay, a voucher will not be created automatically but you can override that decision and create a zero voucher. Unless there is mobilization to pay we will NOT override that decision.

When a **semi-final** estimate is generated for a contract with multiple projects, there will be a voucher line created in the upload file and processed for **every** project in that contract whether there was any activity or not. In other words, when a semi-final estimate is selected, if Project A pays money but nothing is to be paid in Project B, because it's a SF estimate there will be a VOUCHER, UPDATE line for both projects in the upload file resulting in **BOTH** being processed in CPS with one being a zero voucher. There is nothing you should do to prevent this – it's just an explanation in case Accounting calls wondering about the zero voucher.

**ANOTHER RULE** - If even one voucher in the estimate is for a negative dollar amount, you **MUST NOT** generate and process the estimate as it is **UNLESS** it is a semi-final estimate **AND** the following estimate will be a **final**. Once you create and process a negative semi-final voucher, the next estimate for that contract must be a final. No more item payments, stockpile transactions, or days charges are allowed once a negative semi-final voucher has been processed.



**Even if the overall total for an estimate is positive, if even just one project has a negative voucher, that estimate must not be processed as it is unless it is a semi-final and will be followed by a final.**

If you get the above warning that there is at least 1 negative voucher on the estimate, do NOT process the estimate unless it is the semi-final, all audits have been completed, and you are positive that the following estimate will be the final. If you aren't sure what to do, call Janet or Jen in the Creston Const Office (641-782-4518) before continuing.

In the above scenario, if payments must be made for one project and another has a negative balance, the voucher with the negative balance will need to be "put on hold". To do so –

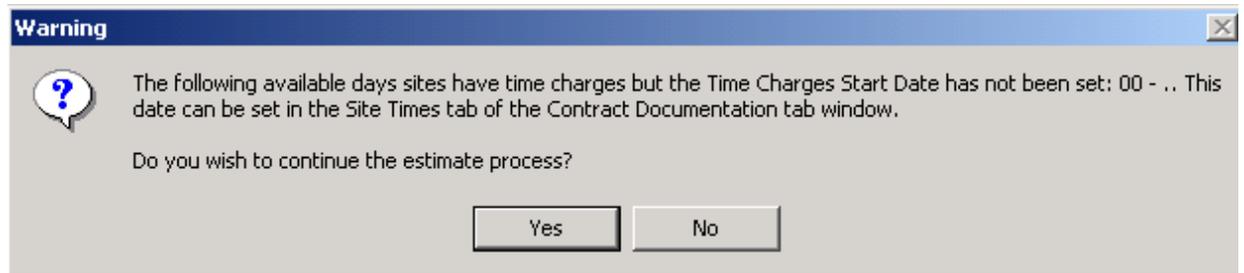
At the Estimate screen, click the Vouchers folder tab  
Click in the Create Voucher box to remove the checkmark for the negative voucher

By doing the above, all payment items pertaining to the project with the negative voucher will be withheld from this estimate. The next time an estimate is created, the items will, once again, be included. If you need to withhold them again, follow the same steps as explained above. Finally when it's time that the estimate will be a semi-final and will be followed by the final, leave the checkmark in the Create Voucher box.

You should do everything possible to prevent having a negative voucher. Holding payment for an item is 1 possibility to accomplishing this. **Retainage is NOT intended to be used for offsetting negative vouchers.**

**Because of this negative voucher rule, it is highly suggested to wait until ALL audits are completed before processing an estimate with a negative voucher.** The negative estimate will stay in CPS until the final is processed and the retainage is released. At that time the 2 estimates (negative semi-final and final) will be combined by Accounting and the remaining dollars (retainage less the negative voucher amount) will be paid to the contractor.

When you create a routine estimate, if you have not already entered the Time Charges Start date in the Docu > Site Times folder tab, you will get a message stating such.



If you get the above message, answer No and return to the Docu > Site Times tab and enter the date before you continue. If, however, you have not started charging working days in that site, simply click the Yes button and continue creating the estimate. When you do begin charging working days, be sure to enter that date in the Docu > Site Times tab > Time Charges Start Date field for that site.



When generating a first estimate for paying only mobilization, no items will be involved and probably no days will be charged which means you'll get the above warning stating these facts. Click the OK button and the program will continue. **Since there are no item or stockpile payments, you must put a checkmark in the Create Voucher field on the Vouchers folder tab for each PROJECT (not contract) if 1% of the project value is equal to or greater than \$1,000 AND 10% of the mobilization line item is equal to or greater than \$1,000.**

\*\*\*\*\*

#### **Paying the Balance of the Mobilization Item at the End of the Project –**

If the project is finished but the mobilization hasn't been paid in full, it's because the mobilization item value is more than 10% of the PROJECT value that it's in. Note that this is based on the PROJECT value, not the contract value.

Once the 435 date has been entered in CPS (this is done once a week) by the Accounting personnel, the balance of the mobilization item will be paid to the contractor the next time an estimate is processed.

Each Monday morning Janet and Tom Jacobson each receive an e-mail listing which projects now have a 435 date entered in CPS and the mobilization item is not paid in full. That information is e-mailed to each residency involved.

Once the residency is notified, they should create a SM or SF estimate. If there are no other items to pay or stockpile transactions, you must put a checkmark in the Create Vchr box on the Vouchers tab – but only in the project noted in the e-mail. If there are other items to pay and/or stockpile transactions, to include in the estimate, the checkmark will be entered automatically.

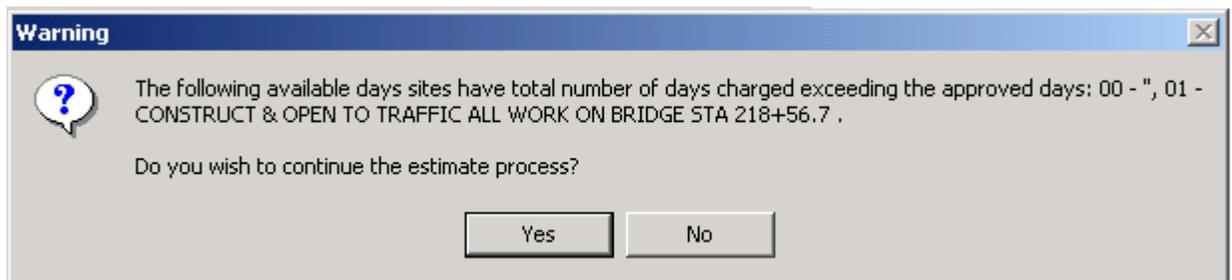
If the mobilization isn't paid in full before the final estimate is processed, the contractor will be paid the retainage they are due and then in a separate check, they will be paid for the balance of the mobilization item.

\*\*\*\*\*

As a part of the close out process, FieldManager will check item usage for all items that have not yet been paid but have been included in generated IDR's. The program correctly calculates the quantity to pay if an overrun of an item is involved and also calculates the amount a stockpile should be reduced based on item usage. It also adds new stockpile payments if needed.

Also as part of the close out process, FieldManager calculates the number of working days to charge based on the Daily Diary entries that have been generated up to and including the date of the estimate but have not been included in an estimate already. Although FieldManager allows working days to be charged in half day increments, it passes only whole days in the upload file for estimate processing at the mainframe. The half day is held within FieldManager until another half is charged and then a whole day is sent.

If working days charged overruns the number allowed in any site, you'll receive a warning such as the example below when you create an estimate.



If you receive the above warning, you will be required to enter an explanation in the Estimate Comments field before you can generate the estimate but it will not prevent you from continuing. Any type of explanation is OK – it's just an alert for you to realize that you have, in fact, overrun the number of working days allowed in a given site.

### **Helpful Inquiries Before/During Estimate Creation -**

1. Before an estimate is created, it is a very wise idea to check the inquiry, Item Postings by Item that are Marked for Attention for that contract. This will alert you to any item the inspector(s) want you to pay special attention to before including in an estimate.

Choose Select All when the items list is displayed in this inquiry so the program searches through all items and displays only those having been marked for attention by the inspector.

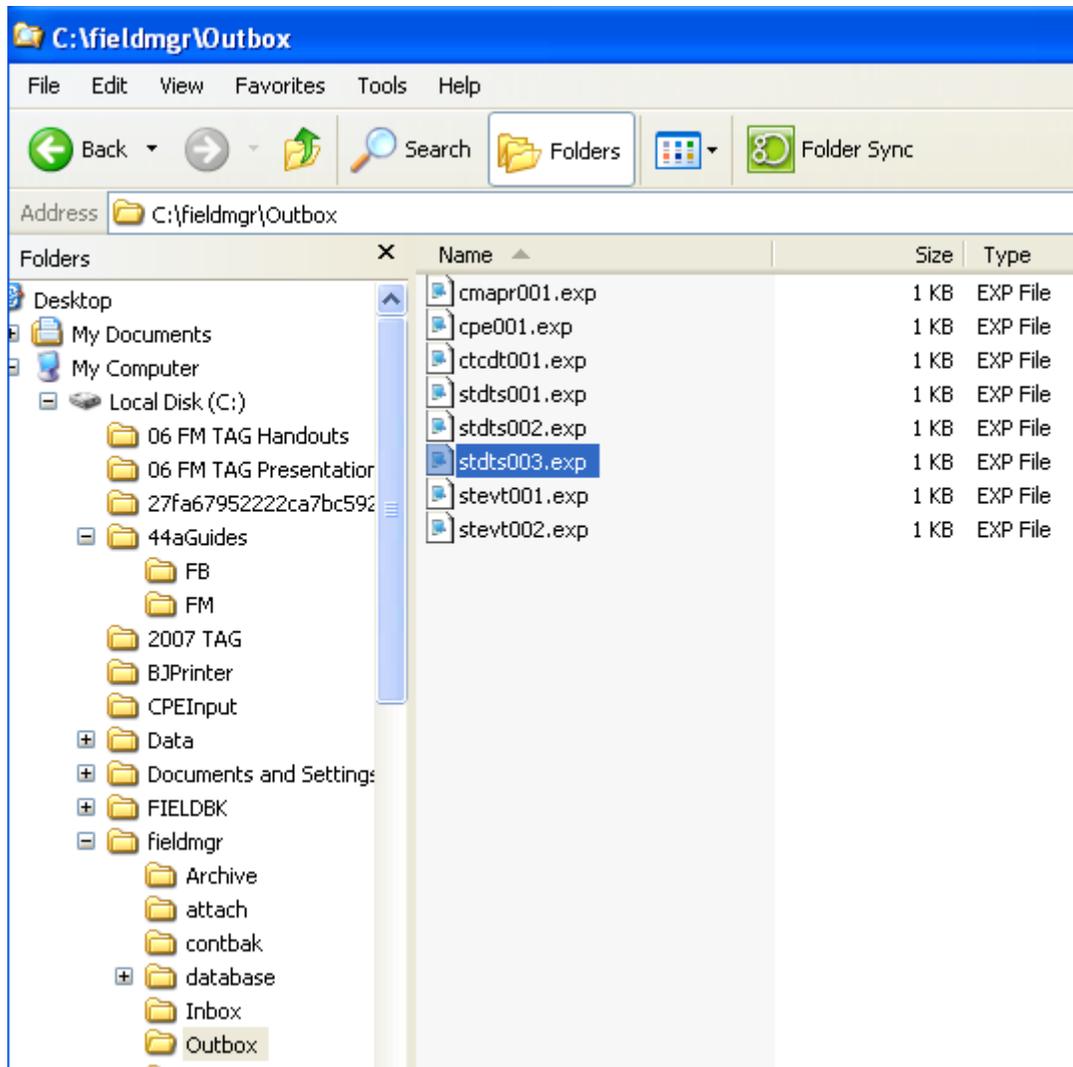
2. If an estimate is created and an item(s) has a quantity withheld from payment due to an overrun, those items can be found by using a couple inquiries

- A. Items over authorized quantity at the contract level
- B. Items over authorized quantity at the project/category level

3. Before creating the FINAL estimate –
  - a. Check the inquiry, Items with Unpaid Placed Quantities. If there are items shown, you need to determine what needs to be done with them before the estimate is created.
  - b. Check the Stockpiles list to be sure all stockpile balances are zero

Once you create an estimate, you must generate it in order to save it. If you create an estimate to see what it's going to pay and then decide you want to make some changes, exit that process and do NOT generate it. You CANNOT save an estimate and generate it at a later time.

Once an estimate is generated, FieldManager automatically creates a file and puts it in your FieldManager\Outbox folder. The filename is VCHRxxx.EXP with the xxx's being the number of VCHRxxx.EXP files already in your Outbox folder. Along with the file that is created when an estimate is generated, 2 reports are also created. We'll look at those in more detail later.



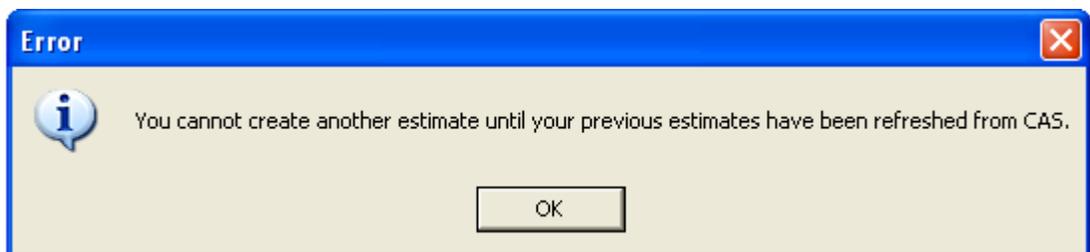
### Adding an Estimate -

Let's create an estimate and then look at the fields in more detail.

Highlight Contract 78-0061-114 in the contracts list

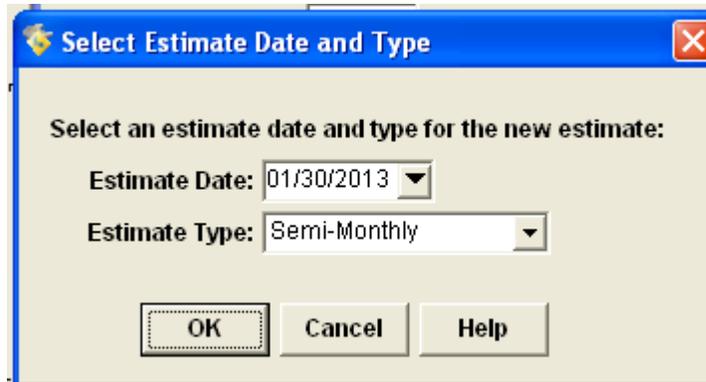
Click the Estimates button - this shows a list of all estimates created to date

Click the Add button



You cannot create a new estimate if the previous one has a status of Exported. If that is the case and you do need to create an estimate, you'll delete the Exported estimate and re-create it which will include additional payments assuming the date of the estimate is later. To accomplish this –

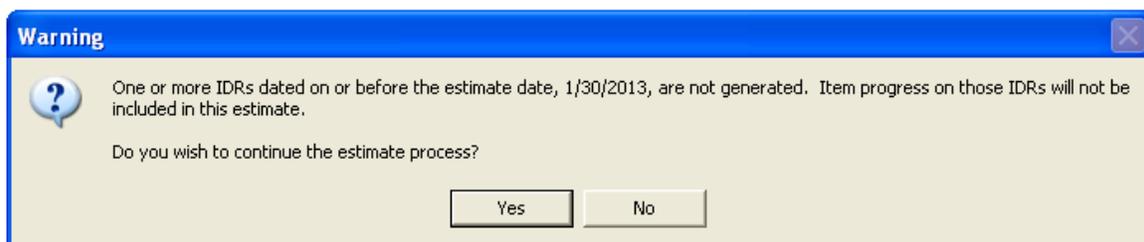
- Click OK at the message
- Highlight Estimate 2
- Click the Delete button
- Answer YES to the “Are you sure...” question
- Then click the Add button and create another estimate



Select the Estimate Date (We'll leave it as today's date.)

Being able to select the date is extremely beneficial when you create an estimate that can't be generated until a later time (perhaps someone else needs to look at and approve it). The date of the estimate determines which generated IDR's and diaries are included in that estimate.

Estimate Type – Semi-Monthly, which is the default, is OK  
Click OK



If you receive a warning when creating the estimate that 1 or more IDRs have not been generated, you have 2 options.

1 = continue and leave out the ungenerated IDRs

or

2 = cancel the estimate process, go to the IDR list and generate the un-generated IDRs

We receive the warning that a Time Charge Start Date has not been entered for Site 00. We didn't enter a starting time for that site since it has 0 authorized days. Click OK and the estimate process will continue.

Types of estimates and when they should be used are as follows –

**Final** = There can be ONLY ONE Final

**A Final type Contractor Performance Evaluation must be APPROVED for EVERY contractor before a Final estimate can be created**

It cannot have payments of any type, working days charged, or contract modifications approved. This type of estimate strictly releases retainage - nothing else.

Every item must be marked complete

A date must be entered in the All Contract Work Completed field in the Docu > General Folder. **This date is NOT necessarily the project acceptance date**

If there is a stockpile balance, a message will be displayed stating so. **If you receive this message when creating a final estimate, STOP.** Do NOT continue. The stockpile balance must be zero BEFORE creating a final estimate.

A date must be entered in the Time Charges Stop Date in the Docu > Site Times for EVERY site whether or not that site had authorized working days or days charged. e.g. Even a site with 0 days allowed must have a stop date entered.

**Semi-Final** = There can be more than one of these unless it includes a negative voucher – then it must be followed by a final

If there is a negative voucher, the estimate containing the negative voucher must be a semi-final and must be the last one processed prior to the final

There must be a date in the All Contract Work Completed field before a semi-final can be created. **This date is NOT necessarily the project acceptance date**

If there is a stockpile balance, the Balance Stockpile option will be black. Then you can put a checkmark in the Balance Stockpiles field to have the program reduce any/all balance(s) to zero on this SF estimate. **ALL stockpiles must be 0 PRIOR to the Final estimate being created**

A semi-final is not required before a final – it's just an extremely good idea and highly recommended.

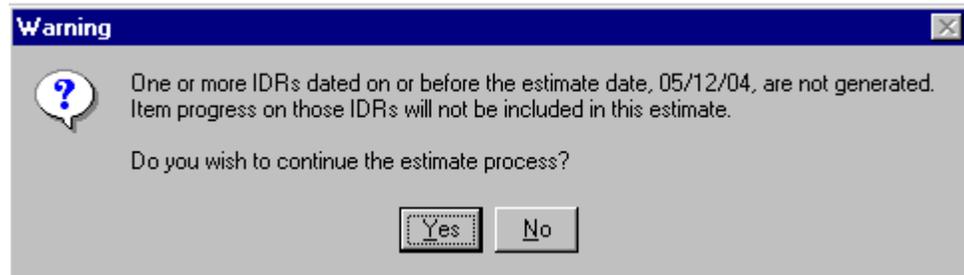
**Semi-Monthly** = The one we use routinely.

**Retainage Release** = Used strictly to release retainage to the contractor. CANNOT have any type of payment, working days

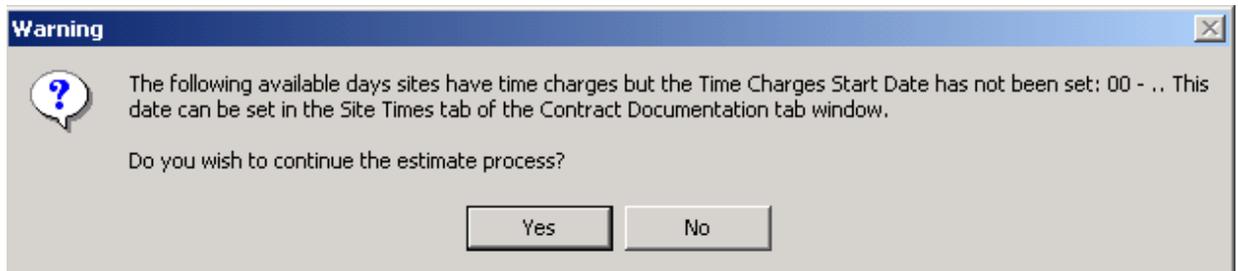
charged, or contract modifications approved.  
Prior to CREATING a RR estimate, the appropriate paperwork must have been completed and submitted to the Office of Construction.

**Before processing an RR type estimate, you must call Rhonda in the Construction Office (or call Janet if Rhonda's gone for an extended period of time) so the appropriate entry can be made in CPS to release the requested amount of retainage**

As stated previously, all generated IDR's and diaries with a date the same or prior to the estimate date that have not been included in previously created estimates will be included in this estimate. If there are ungenerated IDR's, you will receive the following warning. It's up to you whether or not to stop creating the estimate and go back and generate those IDR's.



If there are days charged and you have not entered a date in the Time Charges Start Date on the Docu > Site Times folder tab, you'll receive the following warning. *This is the same warning we discussed a bit earlier.*



If that happens, Click No and return to the Docu > Site Times folder tab  
Enter the date in the appropriate field  
Click Save/Close  
Click the Estimate button and then the Add button  
Select the estimate date, semi-final type, and click OK again

Once the calculations are complete the General folder tab of the Add Estimate screen appears. Let's look at that one and also the other folder tabs.

**General Folder Tab -**

Some of this screen is completed for you and is for your information only

**Estimate No.** = The estimates are numbered automatically in sequential order each time you add one.

Remember, the estimate number may or may not be the same as the voucher number.

*If there are multiple projects and project A pays Voucher 1 on May 1<sup>st</sup>, Estimate 1 is created. If Project B pays Voucher 1 on May 8<sup>th</sup>, Estimate 2 is created. If Project A and B each pay Voucher 2 on May 15, the estimate number will be 3.*

**Item Dollar Amt** = The dollar amount of this estimate that is the result of item postings.

**Stockpile Amt** = The dollar amount of this estimate that is the result of a stockpile payment or reduction

**Total Dollar Amt** = If viewed before the estimate has been processed, the dollar amount is the sum total of what the contractor will be paid NOT INCLUDING retainage withheld or mobilization paid. If it's viewed after the estimate has

been processed and the turn around file has been imported into FieldManager, the dollar amount is the sum total the contractor will be paid INCLUDING the retainage withheld and the mobilization paid.

**Current Contract Amount** = The current value of this contract - including contract modifications.

**Amt Paid to Date (FM)** = The total dollars paid including this estimate

**% Complete (Current)** = The percent of the contract that is complete (including this estimate), based on the current contract amount which includes contract modifications.

**Estimate Date** = The date you selected on the previous screen. This determines which IDR's and diaries are included in the estimate

**Entered By** = The name of the person logged in at the time the estimate is created/generated

**Estimate Type** = The type of estimate you selected on the previous screen

**Prime Contractor** = The prime contractor for the contract

**Days Charged area** = The number of days on each site that are being charged for this estimate and the total charged to date for each site. *Depending on the number of sites, you may need to scroll to see them all.*

**The Estimate Comments field** – Comments are not required unless working days have overrun the allowed amount in any site.

Notice that Balance Stockpiles is gray when Semi-Monthly is the estimate type selected. If Semi-Final is the type of estimate selected, the Balance Stockpiles button will be dark and available for use. If you click in the Balance Stockpiles field, immediately and automatically any stockpile balance for all stockpiles, if any, will be reduced to zero. If you change your mind and remove the checkmark in the Balance Stockpiles box, the stockpile balance(s) will be put back in. If you switch from Semi-Final to Semi-Monthly, the Balance Stockpiles option will be gray.

### **Item Usage Folder Tab – Before the Estimate is Processed**

Click the Item Usage folder tab to view all items being paid. Item quantities can be adjusted at this screen if needed. Let's check out the fields here –

Add Estimate (Estimate No.: 2) (Contract: 78-2753-040)										
General		Item Usage	Vouchers	View Estimate	View Amt Bal					
Item: 2304-0100000, DETOUR PAVT										
Prop. Ln: 0270	Unit: SY	Auth. Qty: 1,161.000	Auth. Amt: \$38,313.00	Qty. Placed: 1,161.000						
Type: ORIGINAL ITEM / /	Unit Price: 33.00000	Pending Chgs: 0.000	Qty. Paid: 0.000							
Find Item Code:										
Item Description	Item Code	Prop. Line	Insuff. Matl.	Overrun Flag	Atten.	Qty. this Estimate	Dollar Amount this Estimate	Allowable Qty.	Allowable Dollar Amount	
DETOUR PAVT	2304-0100000	0270	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,161.000	\$38,313.00	1,161.000	\$38,313.00	
PAINTED PAVT MARK,	2527-9263109	0820	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.000	\$60.40	4.000	\$60.40	
REINFORC STEEL, EPOXY	2404-7775005	0350	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8,050.000	\$10,143.00	8,050.000	\$10,143.00	
SURF, DRIVEWAY, CL A CR	2315-8275025	0290	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	163.000	\$2,934.00	163.000	\$2,934.00	
TOPSOIL, STRIP,	2105-8425015	0060	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,369.000	\$4,791.50	1,369.000	\$4,791.50	
TRAFFIC CONTROL	2528-8445110	0880	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.900	\$24,480.00	0.900	\$24,480.00	

The upper portion of the Item Usage folder tab screen shows information about the highlighted item -

Item = The item number followed by the item description

Prop Ln = The proposal line number of the item

Type = This will indicate whether the item is an original item on the contract or was added by a contract modification. ***If the type is unattached, do NOT continue. Call Janet, Jen in the Creston Const Office (641-782-4518), or the Const. Office! Unattached items can cause us big problems!!***

Auth Qty = The rolled up authorized quantity for this item (All categories this item is in added together)

Unit Price = The unit price for this item

Auth Amt = The rolled up authorized dollar amount for this item (auth qty times unit price).

Pending Chgs = Any changes to the authorized quantity being made by an unapproved contract modification.

Qty Placed = The rolled up quantity of this item that has been placed to date, including quantities for this estimate

Qty Paid = The rolled up qty paid to date for this item, not including this estimate

The lower portion of the screen -

Item Description = The description of the item being paid

Item Code = The item code unique to this item

Prop Line = The proposal line number of the item

Insuff Matl = We're not using the materials portion of this program so this column can be ignored.

Overrun Flag = This will be checked if the item's quantity placed is greater than the authorized quantity. This does NOT necessarily mean a payment has been withheld - that's dependent on the overrun rule.

It's simply a notice that the current authorized quantity has been overrun to some degree.

Atten = A checkmark will be displayed only if the contract is marked for attention on the Item > Documentation folder tab.

\*\* Qty This Estimate = The quantity for this item that FieldManager allows for payment. This DOES take into consideration the overrun rule.

Dollar Amount this Estimate = The amount to be paid for this item in this estimate.

\*\* Allowable Qty = Maximum quantity allowed for payment on this estimate for this item. This DOES take into consideration the overrun rule.

Allowable Dollar Amount = The maximum dollar amount allowed for payment on this estimate for this item

\*\* If some of the item quantity that's been posted in IDR's is withheld from payment due to the overrun rule, only the quantity and dollars allowed for payment will be shown in these fields. The balance will be released for payment once a contract modification has been approved to increase the authorized quantity for that item.

***If there is a difference in the Qty This Estimate and the Allowable Qty, some of the quantity has been withheld from payment by a FieldManager user who reduced the quantity to be paid in the estimate process.***

**To see more details about an item or to change a specific item -**

Highlight Item 0560, Rmvl of Pvmt

Click the Review/Change button

If the item is in more than 1 category, this will show it broken out by category totals as well what has been placed and paid for each category.

To make changes to this item in the estimate -

Put the cursor in the Quantity This Estimate field for the item

Change the 72 quantity to 69

The screenshot shows a software window titled "Add Estimate (Estimate No.: 2) (Contract: 78-2753-040)". It has several tabs: "General", "Item Usage", "Vouchers", "View Estimate", and "View Amt Bal". The "Item Usage" tab is active, displaying the following information:

- Item: 2528-8445110, TRAFFIC CONTROL
- Prop. Ln: 0880 Unit: LS Catg. Auth. Qty: 1.000 Catg. Auth. Amt: \$2,720.00
- Type: ORIGINAL ITEM / PITYPE TABLE Unit Price: \$2,720.00000 Catg. Qty. Placed: 0.000
- Catg. Pending Chgs: 0.000 Catg. Qty. Paid: 0.000
- Project: 78-2753-040, 071218 057 EKJ
- Category: 0002, NON - ROADWAY ITEMS - DIV. 2

Below this information is a table titled "List of Item Usage by Category":

Project	Catg.	Quantity this Estimate	Dollar Amount this Estimate	Allowable Quantity	Allowable Dollar Amount
78-2753-040	0001	0.500	\$12,240.00	1.000	\$24,480.00
78-2753-040	0002	0	\$0.00	0.000	\$0.00

You CANNOT change the quantity to an amount more than what is shown

in the Allowable Quantity column  
 Press the Tab key  
 Immediately the change in quantity will be reflected in the Dollar Amount This Estimate column. The Allowable Quantity and Allowable Dollar Amount will NOT change since those are the quantities brought in from generated IDR's.  
 Changes made will immediately be reflected on the General folder tab totals  
 Since we're just experimenting and not doing, click the Cancel button

**Vouchers Folder Tab -**

To see the dollar amount to be paid for each project (voucher payment) click the Vouchers folder tab.

Project	Project Description	Estimated Payment	Voucher Number	Create Voucher
78-2753-040	071218 057 EKJ	\$104,507.86	0002	<input checked="" type="checkbox"/>
78-2753-041	071218 058 EKJ	\$0.00	0001	<input type="checkbox"/>
78-2753-042	071218 059 EKJ	\$0.00	0001	<input type="checkbox"/>

This screen very simply shows the amount to be paid for each voucher (which represents each project) of the contract. Since this contract has only 1 project, there is only 1 line. This dollar amount includes any stockpile transactions but does not include retainage or mobilization amounts until the estimate has been processed and the turn around file imported into FieldManager

1. If there is a positive dollar amount shown in the Estimated Payment column, there will be a checkmark in the Create Voucher field. You cannot remove this checkmark - a voucher will be created for each project with a checkmark when you generate the estimate.
2. If the dollar amount of the voucher is zero, the Create Voucher field will not be checked but you can click that field which will insert a checkmark and a voucher will be created. **(You MUST insert this checkmark for estimates paying only mobilization as well as for retainage release estimates. Final estimates will automatically check all voucher fields.)**
3. If the dollar amount of any voucher is negative, a warning will be displayed.



There will be a checkmark in the Create Voucher column for a negative voucher but you can and should remove it so a voucher is not created unless it is a semi-final estimate. If you take out the checkmark, all item payments in that voucher will be withheld from this estimate but will be included the next time an estimate is created.

Once you click OK to the above warning, the program will take you to the Vouchers tab where you can enter the checkmark for each appropriate project. Once this estimate is processed and the turn around file imported into FieldManager, the amount paid will be reflected in the Construction Pay Estimate Report.

**You MUST NOT process a negative voucher unless it is a semi-final type and the following voucher is a final. In other words, once you process a negative voucher, there can be no more item payments, days charged, stockpile transactions, or cont mods - - only the final estimate that simply releases retainage.**

If you need to create an estimate to pay mobilization only, create the estimate like normal and put a checkmark in the Create Voucher box for each project if 1% of the project value is equal to or more than \$1,000 AND 10% of the mobilization item in that project is equal to or more than \$1,000. A checkmark will not be there already since it would be a zero voucher at this point. If you forget to put in a checkmark and try to generate the estimate, you will get the following warning.



### **Estimate Folder Tab -**

The Construction Pay Estimate Report is a way to double check what will be paid if the estimate is processed. This report is automatically created and offered for print when the estimate is generated. It can, however, be viewed and printed before the estimate is generated. The only difference between the two - the word Draft will be across the top of the un-generated report but will not be on the generated report.

The Construction Pay Estimate Report does include stockpile information. It shows ONLY the items and the stockpile transaction(s) for THIS estimate. It will not display mobilization payments until the estimate has been processed and

the turn around file (TAF) imported into FieldManager. Retainage is never displayed on this report.

The report is divided up into several sections -

Item Usage Summary -

This lists each item being paid in this estimate

Stockpile Summary -

This lists the stockpiles, giving the quantity of payment or reduction being made for each and a total for all stockpiles (material allowances).

Pre-Voucher Summary -

This lists the voucher number, item payment total, stockpile adjustment, and the total dollar amount for each project as well as a total for all projects.

Current Time Charges -

This is displayed only if days are charged in this estimate.

This shows the total days charged for each site for this estimate.

*There is an option available (Docu button, General tab, Contract Level Settings button, General tab > Report Item Sort Order) to determine the order of the items in the reports. There is also an option of how to group the data -*

*If there is NOT a checkmark in the Group By Project/Category field -*

*The View Estimate report lists the voucher totals at the top of the report followed by all items being paid in the estimate, displayed in proposal line order. The Stockpile Summary (if any stockpiles) is displayed following items. The report is sorted by proposal line number and they are displayed in this report.*

*If there IS a checkmark in the Group By Project/Category field -*

*The View Estimate report first displays the items being paid, separated by project and category, giving a subtotal at the end of each and then a grand total at the bottom of the report. The Stockpile Summary (if any stockpiles) is displayed below the items followed by the Pre-Voucher Summary – the totals listed for each project.*

### **View Amt Bal Folder Tab -**

This report, like the Construction Pay Estimate Report (View Estimate folder tab) is created and offered for print automatically when the estimate is generated but can be viewed and printed before that by clicking the View Amt Bal folder tab. The only difference between the generated and un-generated reports - the word Draft will be across the top of the un-generated report and not across the other one. This report does not include stockpile, retainage, or site time charge information.

All items on the contract are shown in this report, not just the items being paid this time but, as stated previously, it does not show any stockpile payment

information. This is an excellent report to compare the Authorized Quantity to the placed and paid quantity fields. This is a report the contractors like because all items in the contract are displayed, not just the items being paid “this” time.

**Special note:** The mobilization item quantity that is displayed is behind one estimate. In other words, even though mobilization is paid in this estimate, no mobilization is displayed in this report. The amount paid in Estimate 1 will be displayed in the Estimate 2 report and so on.

*There is an option available (Docu button, General tab, Contract Level Settings button, General tab > Report Item Sort Order) to determine the order of the items in the reports. There is also an option of how to group the data -*

*If there is NOT a checkmark in the Group By Project/Category field -*

*The View Estimate report lists the voucher totals at the top of the report followed by all items being paid in the estimate, displayed in proposal line order. The Stockpile Summary (if any stockpiles) is displayed following items. The report is sorted by proposal line number and they are displayed in this report.*

*If there IS a checkmark in the Group By Project/Category field -*

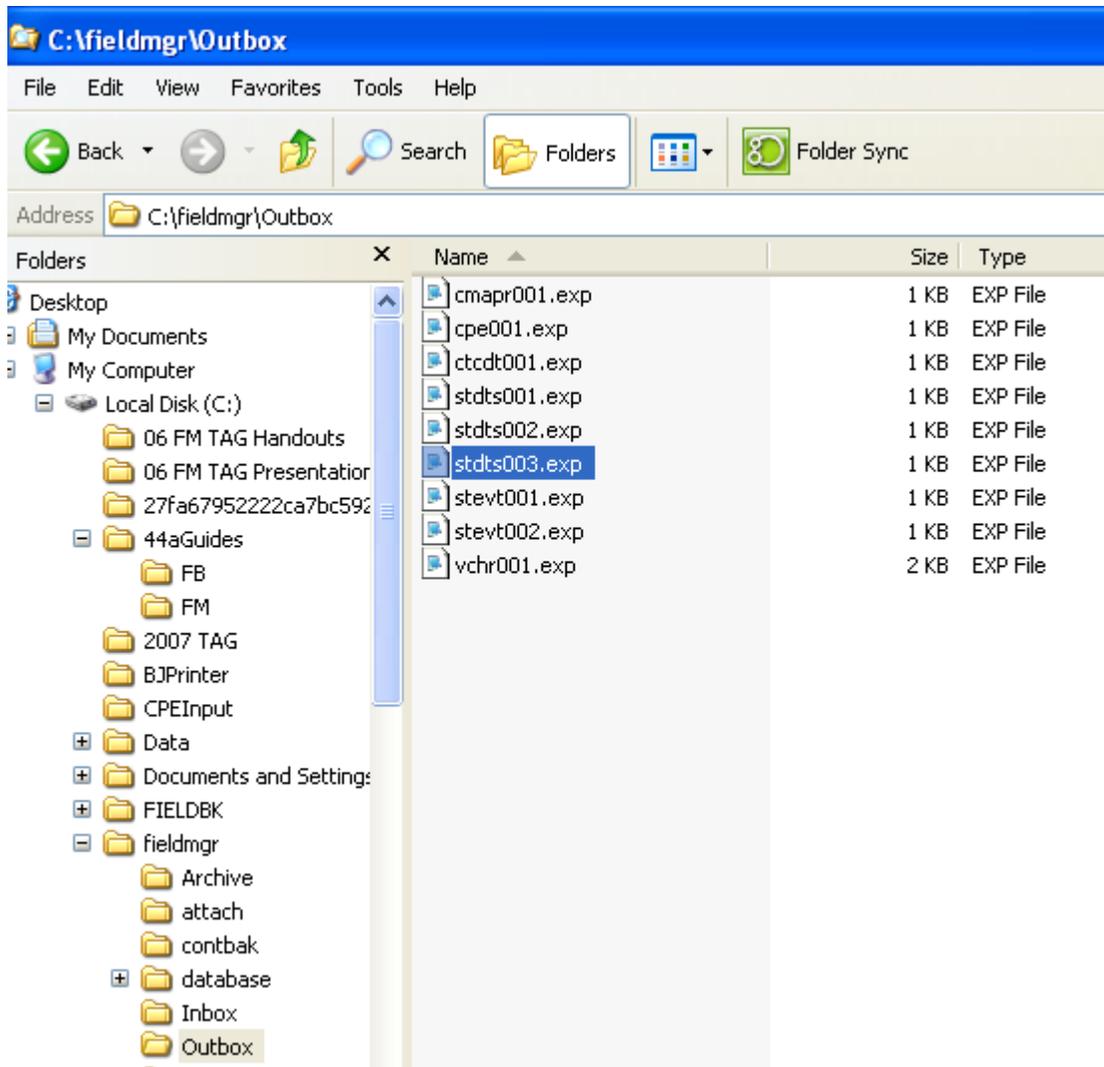
*The View Estimate report first displays the items being paid, separated by project and category, giving a subtotal at the end of each and then a grand total at the bottom of the report. The Stockpile Summary (if any stockpiles) is displayed below the items followed by the Pre-Voucher Summary – the totals listed for each project.*

### **Generating the Estimate -**

Once you have checked and double checked the item payment, the stockpile transaction (if any), and the amount of working days to be charged, it's time to generate the estimate. This simply means you're “locking it” for processing. An estimate cannot be processed until it has been generated.

Any IDR's with item postings and/or daily diaries with time charges for this contract that are generated after this “lock” of the estimate will be included in a future estimate - not this one! You cannot create another estimate for this contract until the current one has been processed and the TAF imported.

You can generate an estimate from any folder tab of the Estimates window by clicking the Generate button. Answer Yes to the “Are you really sure?” question. When the estimate is generated, the previously described reports, Construction Pay Estimate Report and Construction Pay Estimate Amount Balance Report, are created and offered for print. Remember, these reports display gross figures (do NOT include retainage calculations) for each item. If mobilization was paid, that line item is not displayed on the Construction Pay Estimate Report until the estimate's turn around file has been imported into FieldManager. As previously stated, mobilization is displayed one estimate late on the Construction Pay Estimate Amount Balance Report.



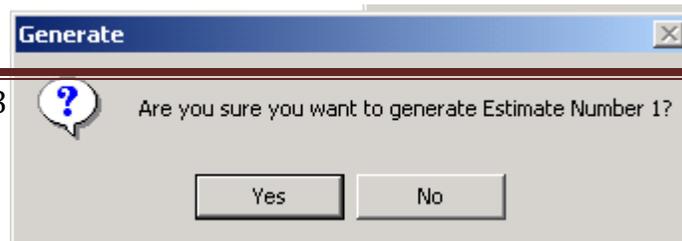
When the estimate is generated, a file is created, named and put in the FieldManager\Outbox folder automatically. The filename is VCHRxxx.EXP with the xxx's being a number that is dependent upon how many other files of the same name and type are already in the Outbox folder

We talked previously and we'll talk more about these files and the steps for processing an estimate later. Now that's a promise - not a threat!!!!

You should still be working with Contract 78-0061-114. Let's generate this estimate!

Click the Generate button

*If you were in the midst of changing the quantity of an item, you'll get a warning stating such and asking you to either finish that transaction or close it.*



Answer Yes to the “Are you sure?” question about generating the estimate

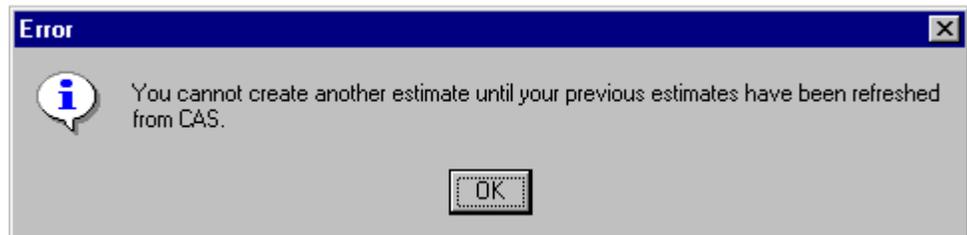
Both reports, Construction Pay Estimate Report and Construction Pay Amount Balance Report, are offered for print as soon as the estimate has been generated. If you print these reports, do so AFTER the estimate has been processed and the TAF is imported into FM in order to have a record of the mobilization paid.

To view the amount of retainage withheld in the FieldManager program, you must go to the inquiry, Estimate Vouchers by Estimate, and select the specific estimate or select all the estimates. Retainage is displayed for each estimate but there is no running total for the entire contract. This inquiry is the only place retainage is displayed in FieldManager. Until the estimate turn around file is imported into FieldManager, many of the fields in this inquiry will be blank. *(There is an Excel query that displays, among other things, retainage totals for each estimate as well as a total amount. See Chapter 11 in this guide)*

Click Cancel for the print options since we’re not connected to printers at this time.

The Estimate list screen now shows information for Estimate #1. The percentage and total dollar amount will change once the estimate has been processed and imported back into FieldManager - then it will include all CPS (Contractor Pay System) transactions (mobilization & retainage).

Notice that the status of Estimate #3 is Exported. Once the estimate has been processed and the turn around file has been imported into FieldManager, the status of this estimate will be Refreshed. You may create another estimate only if the status of the previous estimate is Refreshed. If it isn’t, you’ll get the following warning –



Close back to the contracts list.

Click the Cont Status button

**Contract Status (Contract: 78-0801-318)**

**Contract Status**

Iowa Department of Transportation 5/18/2009 2:26 PM  
FieldManager 4.5a

Contract: 78-0801-318, BRIDGE NEW - STEEL GIRDER

Contract ID: 78-0801-318	Spec Year: 84
Contract Description: BRIDGE NEW - STEEL GIRDER	
Awarded Contract Amount: \$56,150,132.35	Net Change Amount (Auth): \$129,723.08
Current Contract Amount: \$56,279,855.43	Net Change Amount (Pend): \$34,593.01
Amount Paid To Date (FM): \$34,014,985.09	Total Net Change Amount: \$164,316.09
Amount Paid To Date (CAS): \$34,014,985.09	Net Change Pct (Auth): 0.23%
Total Unpaid Placed Dollar Amt: \$-4,280,000.00	Net Change Pct (Pend): 0.06%
% Complete (awrd): 45.43%	Total Net Change Pct: 0.29%
% Complete (curr): 45.32%	

Location: POTTAWATTAMIE NHS-080-1(318)0--11-78  
Route: HWY I-80

Notice in the graphic above that the Amount Paid to Date (FM) and the Amount Paid to Date (CAS) dollar amounts do not match. That indicates to us that the estimate has been created and generated in FieldManager but it has either not been processed in CPS (Contractor Pay System) yet or it has been processed there but the turn around file (TAF) has not been imported back into FieldManager.

If the Amount Paid to Date (FM) and the Amount Paid To Date (CAS) are the same, the estimate has been created, processed, and the turn around file has been imported into FieldManager. At that point, the estimate status is Refreshed.

The Total Unpaid Placed Dollar Amt displayed here is the amount of mobilization that has been paid since there are no item postings made for this item. If postings had been made but not yet paid for other items, the total dollars for them would be included in this total.

The Item Types area in the lower portion of the report (not shown in the above graphic) displays totals and percents for all original work, contract modification changes, and totals for each.

Close back to the contracts list

We looked at the Stockpile Summary inquiry a bit earlier and it did not include the automatic reduction of the stockpile due to item postings. Let's look at it again now that we have created an estimate which includes some of those postings.

Click the Inquiries button

Select the Stockpile Summary by Stockpile inquiry

Click the Select All button so we can see information about all the stockpiles, specifically the ones for Epoxy Coated Reinforcing Steel and Misc.

If more than one stockpile was selected, each will be listed, one after the other, sometimes on separate pages. Use the Next Page and the Previous Page buttons to move from one item to another.

The Automatic Decrement entry in 602A, Reinforcing Steel, is due to the payment of item postings for items to which this stockpile is linked.

Notice the Misc stockpile. We made an item posting for this linked item that overran the authorized quantity. FM reduced the stockpile to zero. At no time will the program reduce a stockpile to less than 0.

Close back to the contracts list when finished viewing this inquiry.

### **Files Automatically Created & Deleted**

Open Windows Explorer if it's not already open and displayed in your taskbar  
(*Right click on the Start button and left click on Explore*)

Expand the FieldManager file folder (click the plus in the box to the left of the FieldManager file)

Highlight the Outbox folder

See the file that was created due to generating the estimate.

VCHRxxx.EXP

Minimize Explorer - we'll be going back to it later

### **Deleting an Estimate That Has Been Generated - BUT THAT'S ALL!!!**

Even though you checked and double checked the estimate information, sometimes the best plans must be changed a bit. This is what happened to us and we no longer want to pay this estimate. We will pay the contractor sometime in the future but not with the information in this estimate. Here are some simple rules to use as guidelines.

1. You can delete **ONLY** the most recent estimate
2. If a generated estimate is deleted, the program will also delete the VCHRxxx.EXP file in the Outbox folder that was automatically created at the time the estimate was generated.

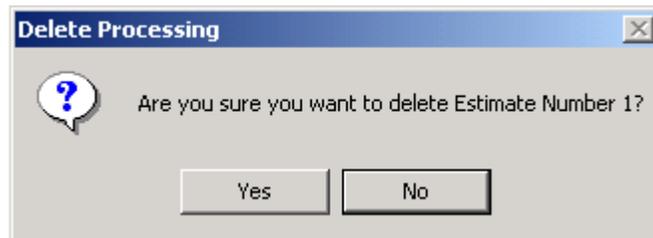
- 3 As long as you have only generated the estimate and **have not done the Combine Outbox step**, the delete is very simple.
- 4 Once the estimate has been deleted, that same estimate number will be used again.

You should be at the contracts list with Contract 78-0061-114 highlighted.

Click the Estimates button

Highlight Estimate No. 2 if it isn't already

Click the Delete button



Answer Yes to the “Are you really sure?” question  
The estimate and any related files are gone!!

Maximize Windows Explorer and notice the voucher file (VCHRxxx.EXP) that was in the FieldManager\Outbox is now gone.

Minimize Explorer, we'll come back to it again later.

Close back to the contracts list in FieldManager

## **Review - Generating a Cont. Mod. & an Estimate**

We're going to go through the estimate generating process again since making a mistake here can prevent the contractor from receiving a payment. And we all know they wouldn't be happy about that!!! And if they're not happy, they could ruin our day as well!!!!

Remember, once an estimate has been generated, a contract modification has been approved, dates have been entered, and/or contractor performance evaluations have been approved, files are created and put in your FieldManager\Outbox folder to be processed.

Contract 78-0061-114 should still be highlighted

Click the Estimates button

Since we deleted the estimate in a prior exercise, we'll need to create another.

Click the Add button

Today's date is OK to use for this estimate

Semi-Monthly should be the Estimate Type so click OK

We're going to assume we've checked everything and want to pay it.

Answer OK to the Time Charge Start Date warning

Click the Generate button once the calculations are finished

Answer Yes to the "Are you really sure" question

When the estimate is generated, a file is created simultaneously and put in the FieldManager\Outbox folder- VCHRxxx.EXP

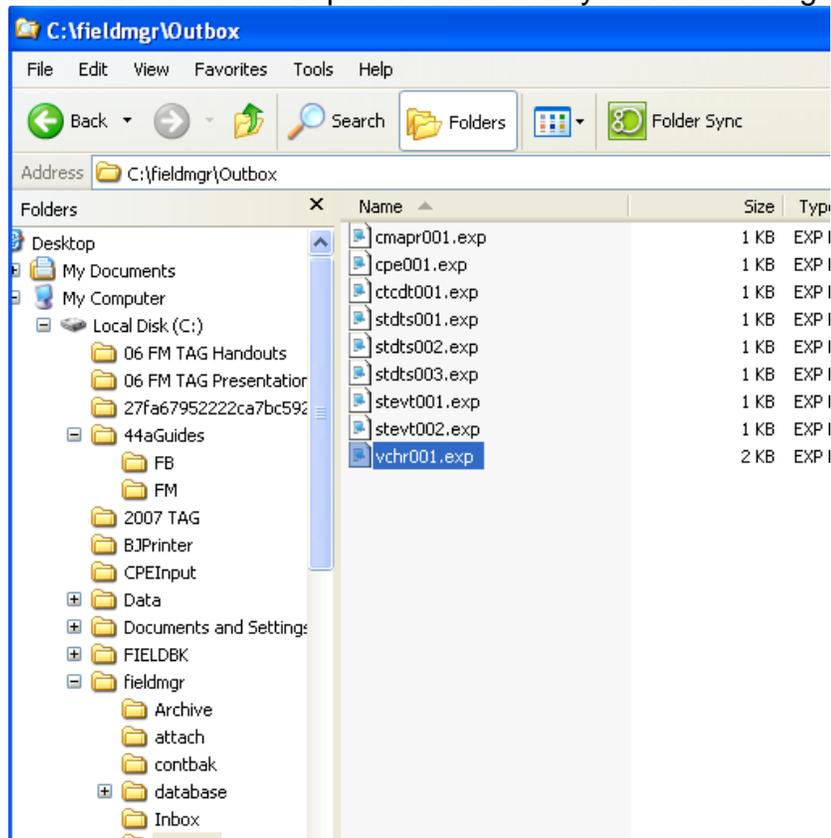
The first of two report options will be offered for print.

*You must remember, these reports at this time do NOT include the calculations (retainage and mobilization payments) done by the mainframe as the estimate is being processed. (After the estimate has been processed and imported back into FieldManager, you definitely should print these reports if you want a hard copy of ALL payments and withholdings to the contractor.)*

For this training, cancel at the Print screens

Close back to the contracts list

Maximize Windows Explorer and look in your FieldManager\Outbox folder



You should see a familiar file - VCHR001.EXP. This file existed previously, then we deleted the estimate so it was also deleted. Now that the estimate has been generated again, it's back!!

Minimize Explorer instead of closing it, we'll go back to it in a bit - again!!!  
*If you create an estimate for another contract, the files created for that estimate will also be in the Outbox folder and will look exactly the same except for the number within the filename.)*

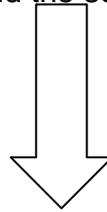
## Continuing the Steps to Process the Estimate (& Approved Contract Modification & Dates)

Now we're ready to continue the steps to process the estimate!

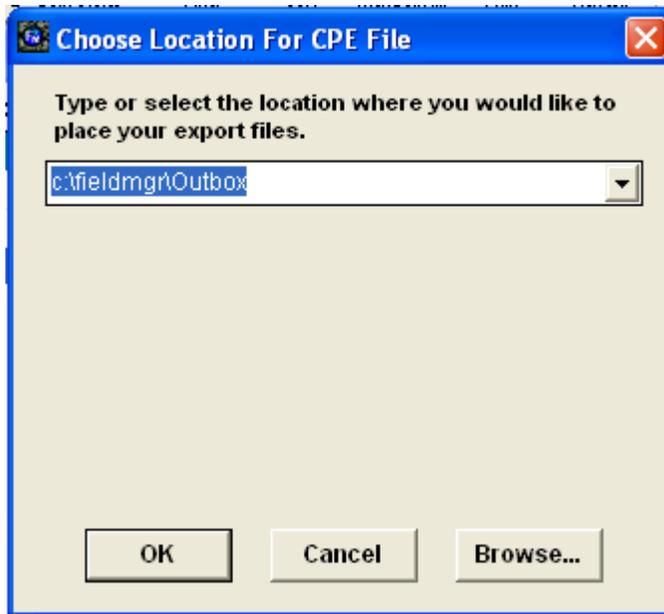
Click the Utilities button

Click Combine Outbox Files

Contractor evaluation files are combined into 1 file with a .CPE extension. Dates, approved cont mods, and estimates are combined into a different file with a .UPD extension. So... if you are asked 2 times about combining the files when you click the Utilities > Combine Outbox Files, you have both types in the Outbox. Notice the headings of the 2 following graphics – the first is to create a .UPD combined file and the second is to create a .CPE combined.



Notice that this is for the file that combines vouchers, cont mods, & dates

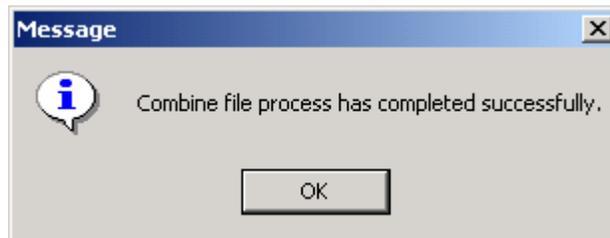


Notice that this is for the file that combines the CPE files.

For the location where you would like to place your export files, type C:\FIELDMGR\OUTBOX in the field if it's not there already - it's not case sensitive

*Once you enter the path, it will remain the selected choice until you change it but will, even after that, remain in the drop down list.*

Click the OK button



FieldManager will find ALL appropriately named files in the FieldManager\Outbox with an .EXP extension and combine them into one upload file and save it in the location we specified (FieldManager\Outbox folder). Time charge start and stop dates, site events, and contract modification information are all included with the estimate information in this newly combined upload file.

Also, if there were any contractor evaluation files with an .EXP extension in the Outbox, they are combined into a separate file as noted previously.

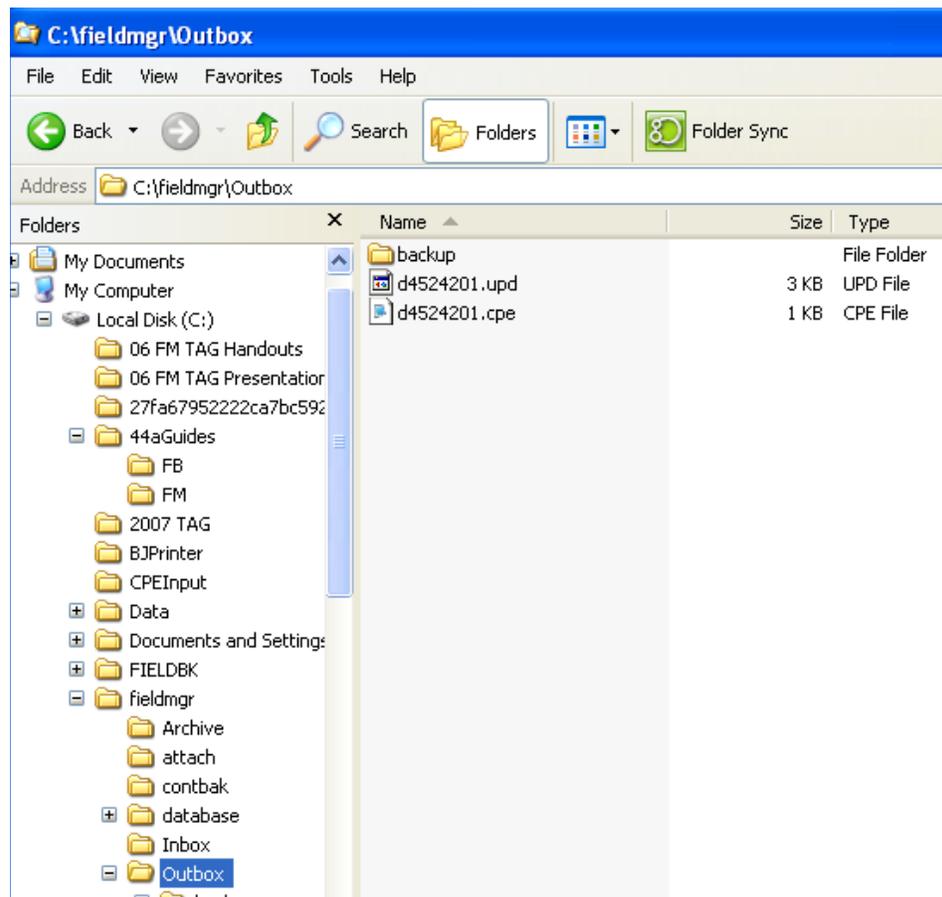
**The combined files' names are based on the district number that was entered in the Utilities > System Management > System Configuration screen and the number of the .UPD and/or .CPE extension files already existing in the FieldManager/Outbox folder.**

While at the estimate list screen, notice it is very difficult to determine whether the estimate has been processed or not. We do know that as soon as the estimate is generated, it will have a status of Exported – but that status will remain Exported until the TAF is imported into FieldManager – at which time the status changes to Refreshed. To help determine this -

*Check to see if you have a .TAF file in your FieldManager\Inbox corresponding to the combined filename you sent for processing. If you do, you have probably completed all steps except importing the TAF into FieldManager. If you don't, you probably haven't downloaded the file yet from TSO.)* You cannot create another estimate in FieldManager unless the status is Refreshed.

**If you just plain don't know, call Janet or Jen in the Creston Const Office (641-782-4518). We can determine whether or not the estimate has been sent to CPS and what needs to be done next for you to finish the estimate process.**

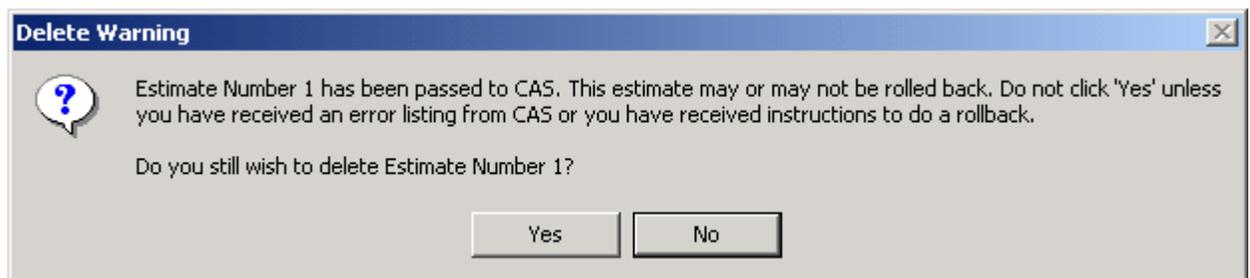
**To process a contract modification WITHOUT creating an estimate**, you can simply do the Combine Outbox Files once you've approved the cont mod. If you have not created an estimate for any contract, the combine process will combine only the cont mod file for processing. Process that combined file as usual.



As previously stated, each time the Combine Outbox Files function is used, there will be only one combined file with a .UPD extension created for all vouchers, cont mods, and date files in the Outbox folder that had an .EXP extension. If there were any CPE files in the Outbox, a different combined file with a CPE extension would be created. **The combined files are given names automatically - DO NOT CHANGE THE NAME OR EXTENSION!!!** As previously stated, the file names are based on your district's number, your cost center, and the number of these files that have already been created in the Outbox folder. There will be up to 30 of these .UPD or .CPE files before the program begins to re-use the file names. *(Even if these files have been deleted in the Outbox and do not show, the number continues to increase if those files are still in the Outbox/Backup folder.)* The extension will always be .UPD for voucher, cont mod, and date combined files in the Outbox. The extension will always be .CPE for evaluation files in the Outbox.

### **Deleting an Estimate That HAS Been Combined in the Outbox And/Or Processed**

We previously deleted an estimate after it had been generated – and it was a fairly simple process. Once you have done the “Combine Outbox” step, however, the delete is a whole different story - a more complicated one - and involves a rollback file. Rather than getting the “Are you sure” question when you attempt to delete this type estimate, you’ll get the following warning.



**If you get this warning, do NOT continue without checking with Janet or Jen in Creston Construction Office (641-782-4518 first.**

**Even if you have not actually processed the estimate, but have done the Combine Outbox feature, the delete is no longer simple. Call for help BEFORE continuing.** The combined file can involve much more than just an estimate. If you miss even 1 step during this type of delete process, the next estimate you process could fail or the first time you try to pay for a new item, that process could fail.

Close back to the contracts list.

## Using the FM Xfer Program

Once the Combine Outbox Files step has been completed, you can find the combined file you will send to CPS (Contractor Pay System) for processing in your Outbox. In our case, that file name is D4524201.UPD. **Combined files with a .CPE extension are not processed using the FM Xfer program.** The combined file with a .UPD extension contains all information for site times, dates, events, contract modifications, estimates, etc. and does use the FM Xfer program to process information.

The FM Xfer program makes life very easy to send and receive contracts. In order to use this program, however, you must know the password for your office. If you don't know it, contact Janet or Jen in the Creston Construction Office (641-782-4518).

Before you use the FM Xfer program for the first time, you must be sure it has the correct configuration. To do so –

Double click on your FM Xfer program icon

Click on the Configuration button

*If you would feel more comfortable, call Janet or Jen and have them talk you through this configuration.*

Your office's TSO user ID (RCExx) should be displayed in that corresponding field  
*Counties will be Cexxxyy with the xxx'x most often being the first 3 letters of the county name and the yy's being the county number*

RCE offices will NOT have a checkmark in the Modem Connection  
*Counties may have a checkmark in the Modem Connection*

**It is important when the FM program is upgraded that the location of the project files be directed to the appropriate path to match the FM Xfer program. Look at the location of the backup file to give you an indication as to where those files are located.**

PC File paths for Win7 machines –

Upload Files – C:\PROGRAMDATA\FIELDMANAGER\OUTBOX\\*.UPD

Download Files – C:\PROGRAMDATA\FIELDMANAGER\INBOX\\*.TAF

New Contracts – C:\PROGRAMDATA\FIELDMANAGER\INBOX\FMGRINIT

Reference Data – leave as is (you are not to use this to retrieve a reference file)

Status Msg – C:\PROGRAMDATA\FIELDMANAGER\INBOX\VCHRMSG.TXT

Shown below are the paths for the Datasets for all operating systems -

Upload Files – PBAMS.RCExx.FIELDMGR.UPLOAD

Download Files – PBAMS.RCExx.FIELDMGR.DOWNLOAD

New Contracts – PBAMS.RCExx.FIELDMGR.INIT

Reference Data – leave as is (you are not to use this to retrieve a reference file)

Status Msg – PBAMS.RCExx.FIELDMGR.VCHRMSG

*The xx's are the RCE number, ie Des Moines is 12, Creston is 44, etc.*

*Counties would replace the RCE number with the CEexxyy shown in the TSO User ID field*

Click the Update button and then the Done button.

## To Send an Estimate to the CPS (Contractor Pay System) for Processing (Upload Process)

*You will be sending the file with the .UPD extension to the CPS (Contractor Pay System) that you combined in the "Combine Outbox" step. If you aren't sure of that specific file name, open Explorer and look in the FieldMgr\Outbox folder. **Check the date of the file to be sure it's the correct one.***

Double click on the FM Xfer icon

Select Upload to TSO as the transfer type (it's the default)

Press the Transfer button

Enter your TSO password

If you forget what it is, call Janet. She has all of them for the DOT Offices.

Select the appropriate file (the 1 you just created in the Combine Outbox step) from the list . *This list displays all the files in your FieldMgr/Outbox folder*

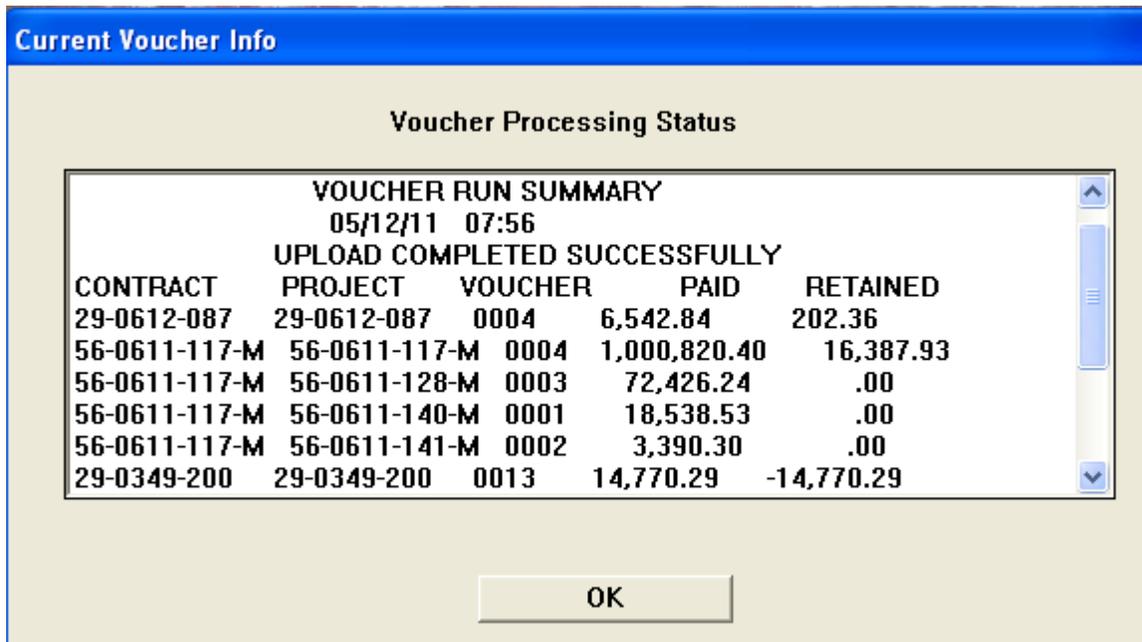
Press the Send button

Wait for a minute or two and then check the status message – directions on the following page.

## To Check the Status of the Voucher Processing

If you closed the FM Xfer program, double click on the icon  
Select Get Status Message as the transfer type  
Press the Transfer button  
If required, enter your TSO password

A message similar to the following graphic will be displayed. It will show the contract ID, project number, voucher number, dollar amount paid, and retainage withheld (if any) or retainage released for each voucher (project) processed.



Notice that in the above example, there is a scroll bar which means there are more contracts listed than what are shown here. In this example there are 3 contracts being paid and 1 of those contracts (56-0611-117-M) has 4 projects. Each project has its own payment so in the above case, 4 checks will be issued for Contract 56-0611-117-M. Each of the other contracts have only 1 project so 1 check will be issued for each of them.

If the number under "Retained" is a positive number, that amount of retainage was withheld from the voucher. If that number is a negative as shown for Contract 29-0349-200, that amount of retainage was released. In the example above, the \$30,000 maximum withholding of retainage for Contract 56-0611-117-M was reached with the 56-0611-117-M PROJECT so the other projects in that contract have no retainage withheld. Future payments for projects in this contract will not have retainage withheld.

If there is an error during processing, the error message will be displayed rather than the contract information.

If there is no information displayed, you may have attempted to see the status message before the processing is complete – therefore, there is nothing to see yet. Wait a bit and try again!

## To Receive a Processed Estimate From The CPS (Contractor Pay System) (Download Process)

If you closed the FM Xfer program, double click on the icon  
Select Download from TSO as the transfer type  
Press the Transfer button  
If required, enter your TSO password

Select the appropriate file (the same one you just sent in the Upload to TSO process) from the list. This list displays all the files in your FieldMgr\Outbox folder.

The program will automatically keep the file name the same but change the .UPD extension to .TAF and put the turn-around-file in the FieldManager\Inbox.

Press the Send button

If you're not sure whether the Download from TSO worked, you can always open Explorer and look in the FieldMgr\Inbox to see if the appropriate file with a .TAF extension is there. (It should have "today's" date).

If the file is there, great!!! If it is not there, check the other .TAF files in the Inbox to see if they have "today's" date – you might have selected the wrong file during the download process. If that is the case, simply import the TAF file with 'today's" date into FM instead.

If there is no TAF file with "today's" date in your FieldMgr\Inbox, you can repeat the Download from TSO steps again. If that still doesn't work, call Janet ! If she's not there, talk to Jen in the Creston Construction Office (641-782-4518).

*If you import an old TAF file, you will bring in the paid quantities for every item in all the contracts in that TAF file as of the date of that TAF file. Since it's an old TAF file, the quantities paid could be greatly less than the placed quantities when you click the Items button and look at the quantities.* If you notice that has happened, give Janet a call. A new download file for those contracts will quickly take care of that problem!!

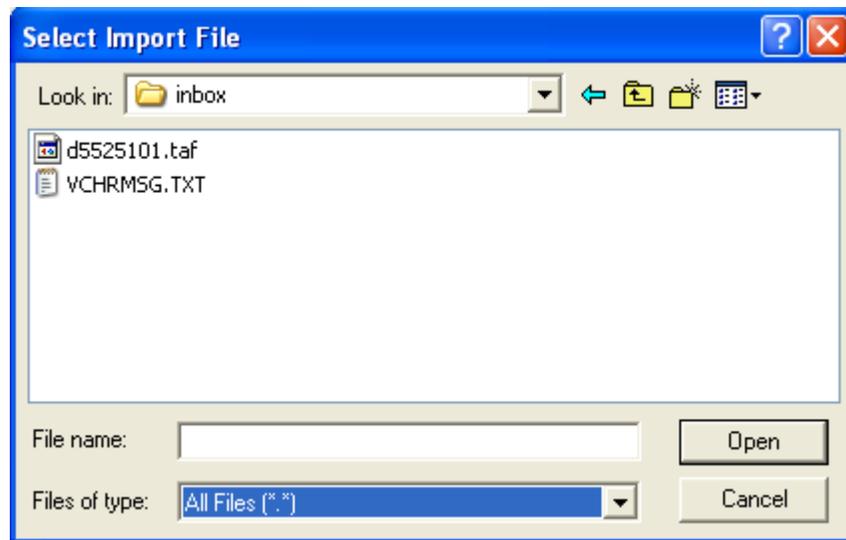
## Importing the Processed Estimate File Into FieldManager

Once the estimate has been processed, the updated information must be imported into FieldManager so the latest pay information is available. We'll go through those steps now. That wasn't exactly a surprise statement, was it??!!

Based on the previous pages, we know the processed filename, that it has a TAF extension and that it was put in your FieldMgr\Inbox folder on the C drive.

If you're not in FieldManager at the contracts list screen already, go there now

Click File > Import > File



Sample only

Make your selection so Inbox is displayed in the Look In field.  
Select either Contract Files(\*.\*) or All Files(\*.\*) in the Files of Type field  
Highlight the correct TAF file and click Open

*The correct file will be the one you downloaded as explained on the previous page. With rare exception, it will always have the same name as the file with the .UPD extension you just sent for processing. This .TAF extension lets you know that it's a turn-around-file. In other words, it has been processed and is ready to "come home"!!!*

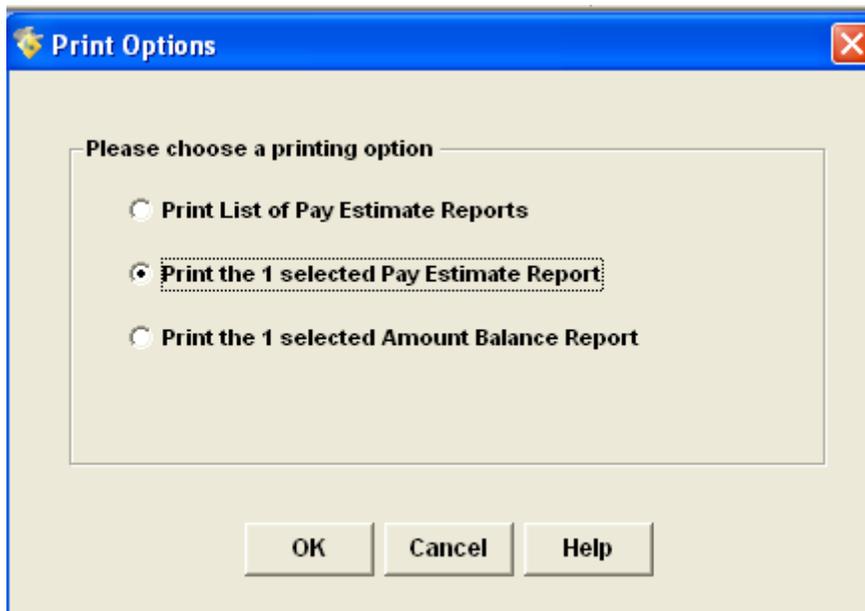
Once the import is complete, the updated estimate information will be in FieldManager. The estimate will then have a status of Refreshed and the Cont Status information will reflect the updated information - the (FM) field and the (CAS) field will have the same dollar amounts.

*Safety Check: Once the processed file has been imported into FieldManager, highlight 1 contract that had an estimate processed, click the Estimates button and check to be sure the status has changed to Refreshed. Also, click the Cont Status button and check to be sure the dollar amounts are the same for (FM) and (CAS). If they are, great!! If they are not, not so great - and call for help. We'll work it out!! Repeat these checks for every contract that had an estimate processed.*

**IF YOUR OFFICE KEEPS HARD COPIES OF THE ESTIMATES -**

Once the estimate has been processed and imported into FieldManager, you should –

1. Highlight the appropriate contract
2. Click the Estimates button
3. Highlight the latest estimate if it isn't already
4. Click the Print button



5. Select to “Print the 1 selected Pay Estimate Report” and click OK  
This will display all items, including mobilization, that were paid on the estimate
6. Repeat Steps 3 through 5, this time selecting the “Print the 1 selected Amount Balance Report”  
This will display every item in the contract and the total paid on this estimate as well as the total paid to date for each item.

*It's up to each office's or county's wishes, but it's a good idea to keep one copy of each report in the office and to give another copy to the inspector. Some contractors who don't have the FieldManager Read Only license also like to have these reports.*

*For those contractors who do not have the Contractor Read Only license, the Pay Estimate Report is extremely helpful to them if stockpiles were increased or decreased on the estimate.*

The next time FieldBook imports a turn around file from FieldManager, the updated paid item information for that contract will be displayed.

**If you got lost along the way and don't know where you are!!!  
(Not that something like that would ever happen!!!!)**

If you started through the steps to process an estimate, got interrupted and now are not sure what step you're at in the processing, this might help.

1. If there is a D?????XX.UPD type file with today's date in your Outbox folder, you have already done the Combine Outbox Files step  
It may or may not have yet been processed at the CPS (Contractor Pay System). Either check in CPS, ask Janet, or Jen in Creston Const (641-782-4518 to check for you
2. If there is a D?????XX.UPD in your FieldMgr\Outbox folder and the same file but with a .TAF extension and today's date is in your FieldMgr\Inbox, the estimate HAS been processed in CPS (Contractor Pay System) and you have also done the Download from TSO step. The file may or may not have been imported back into FieldManager.
3. If the status for the estimate just processed is Refreshed, it has been processed and imported into FieldManager.
4. If the Amount Paid to Date (FM) and the Amount Paid to Date (CAS) fields in the Cont Status screen of FieldManager are the same, the latest estimate has been processed in CPS (Contractor Pay System) and has been imported back into FieldManager.
5. If the Amount Paid to Date (FM) field is larger than the Amount Paid to Date (CAS) field, the estimate has either not been processed or it has been processed but has not yet been imported back into FieldManager. Check to know for sure!
6. If the estimate was a Final, click the Inquiry button and select the Estimate Vouchers by Estimate inquiry. Select or double click on the final estimate. If there are negative dollars in the Current Retainage column and the same dollar amount but a positive amount in the Net Payment column, the estimate has been processed and the TAF has been imported into FieldManager.

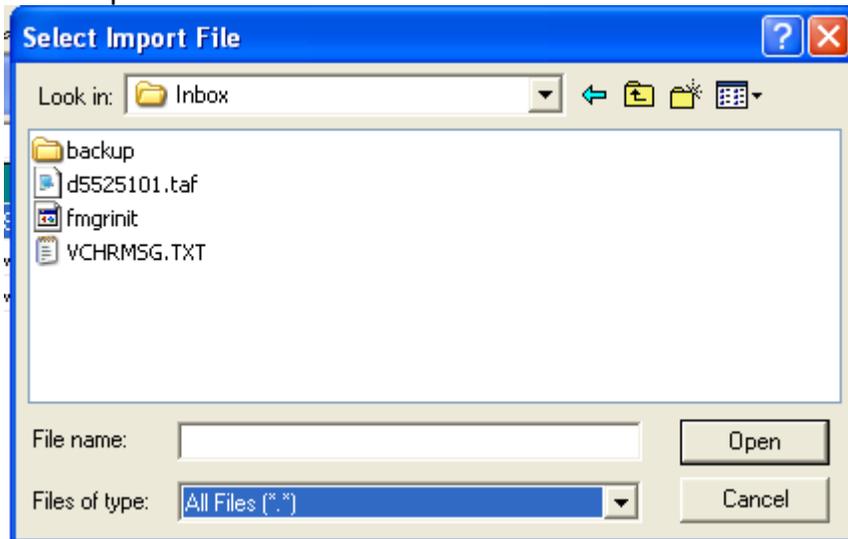
## Receiving New Contracts Into FieldManager (Init Process)

When you receive notice that a new contract(s) has been signed and is ready for you to import into the FieldManager program -

If the FM Xfer program is not already open, double click on the icon  
Select the Receive New Contracts transfer type  
Press the Transfer button  
If asked, enter your TSO password

The FM Xfer program will automatically put the new contract(s) in your FieldMgr\Inbox using the file name of FMGRINIT  
To add the new contract(s) to FM, import that file, as described below

At the FieldManager contracts list -  
Click File > Import > File



Make your selection so the Inbox is displayed in the Look In field  
Select either All Files (\*.\*) or Contract Files (\*.\*) in the Files of type field  
Highlight the FMGRINIT file and click Open

Once the import is complete, the new contract(s) will appear in the contracts list.

\*\*\*\*\*

Once the new contract(s) have been imported into FM, click the Docu button and enter the appropriate information on the General tab then Save/Close.

### REMINDER -

An initial mobilization payment should be created and processed for each PROJECT that meets the following criteria –

1% of the project value is equal to or more than \$1,000.

AND

10% of that project's mobilization line item is equal to or more than \$1,000.

If either one or the other of the above is not equal to or more than \$1,000, an initial mobilization payment should NOT be made. If one is processed, the voucher will be cancelled in CPS.

## Importing the SiteXchange Contractor File

After the contract has been initied and you have imported it (File > Import > File) into the FieldManager program, if your contract has a .CON file, Janet will put it in your SiteXchange file on the W drive and notify you. Once you import that file into FM all the subcontractors and their respective work items will be displayed.

If the .CON file will not import into FM, that means your FM reference file needs to be updated. Contact Janet and notify her of the contractor's name and vendor ID and she'll create an updated reference file for you. Once you import that reference file you'll be able to successfully import the .CON file.

1. Import the initied contract
2. Import the SiteXchange file (File > Import > File), selecting SiteXchange(\*.con) in the Files of Type field.
3. Highlight the appropriate contract and click the Contractors button. The prime and all the subs should be listed.
4. Highlight 1 of the contractors and then click Change
5. Enter the work type for each contractor on the General tab
6. If desired, enter the address also on the General tab
7. Click the Items tab and all contract items will be displayed. Those associated to the highlighted sub will have a checkmark.

# Backing up the Database

## FieldManager backups should be done daily.

**It's crucial that backups are done daily since there is only 1 working copy of each contract and that's on the FieldManager machine.** If your hard drive crashed, you'd lose every contract, not just one!!

FieldManager backs up by default to the C drive and then offers you the option to copy that backup to a different location. The preferred location is a folder on the W drive that has been created specifically for your office's back up files. The backup file name is "today's" date written in year-month-day order with an extension of BK. If more than 1 backup is done for the same day, the extension will be BK2, BK3, etc. An example of a backup file name for May 26, 2011 is 20110526.BK.

### Backup Policy -

1. Backups are to be done daily.
2. **Do NOT change the FM program's default back up location so it backs up directly to the W drive.** We have had problems restoring the database from the backup file if this is done. Instead, allow FM to back up to the C drive and then allow the program to copy that file to your backup folder located on the W drive or copy the backup file yourself to that location using the Copy > Paste procedure.
3. The backup file should be copied to a location on the W drive that is accessible for your office's FieldManager users.
4. Only 3 or 4 days of backup files need to be kept in the backup folder on the W drive.

The backup process makes a copy of the entire FieldManager database. This not only includes all contract information, it also includes users, passwords, preferences, etc. as well as the files in the FieldMgr/Inbox, FieldMgr/Outbox, and FieldMgr/Attach folders. **You do NOT have to back up each contract individually.**

***If you are using more than 1 datasource (database) in FieldManager, each must be backed up individually. In other words, if you back up 1 datasource, it will NOT back up anything in the other datasource.***

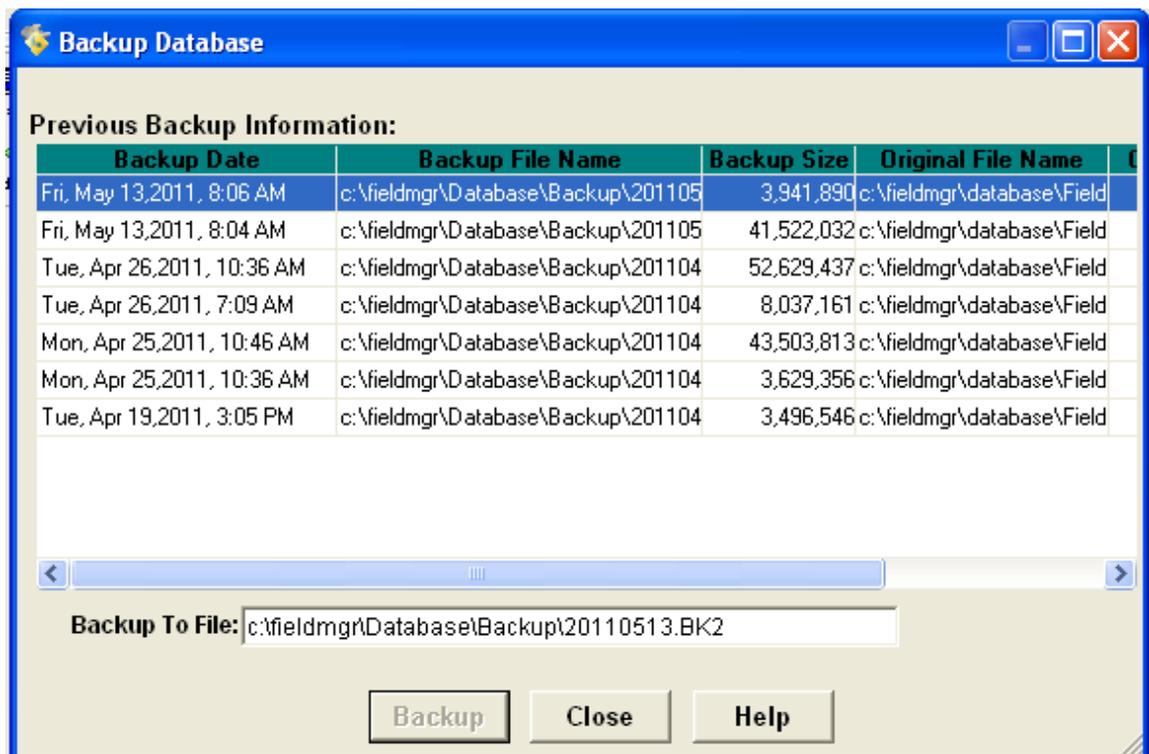
All windows in FieldManager must be closed before the backup process will occur. If you forget to do so, you will be warned as soon as you click the Backup button, the program will close the open window(s) for you, and continue from there.

Let's do a backup of the database just as you should on a daily basis.

If you're not already at the contracts list, go there

Click File

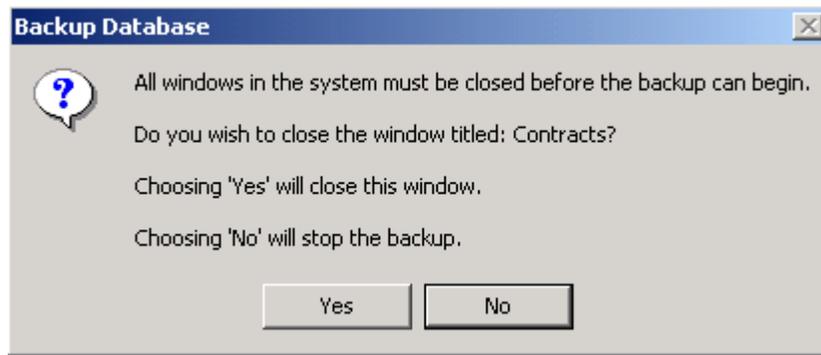
Click Backup Database...



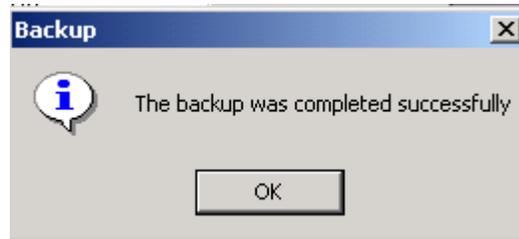
The upper portion of the screen displays the previous backups and the dates they were done for this database. The Backup to File field will default to a location. **DO NOT CHANGE THIS BACKUP TO FILE LOCATION.** You can see this location if you click Utilities> User Preferences. The file name will be the date and will have a .BK extension. If this is not the first back up done for today, the extension will reflect that. In the above graphic, it is the 2<sup>nd</sup> backup (BK2) done on May 13, 2011. The date is listed year-month-day

Click the Backup button.

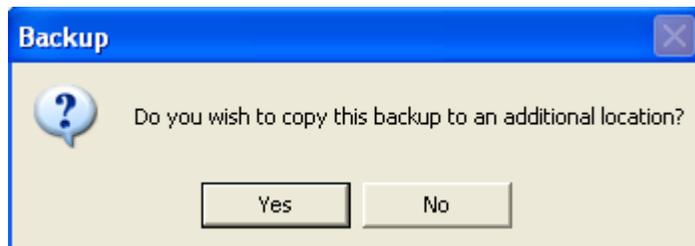
If you forget to close a window, you'll get a warning giving you the option to have the program close it for you before continuing.



Once the windows are closed, the backup will begin



You'll get a notice when the backup is complete



When the backup to the C:\ drive is complete you'll be asked if you want to copy the backup to another location.

Answer Yes and then select the appropriate location of your office's backup folder on the W drive.

The backup file that is being copied is the one you just created.

**DO NOT CONTINUE OR SHUT DOWN THE PROGRAM UNTIL YOU RECEIVE THE MESSAGE THAT THE BACKUP FILE WAS COPIED SUCCESSFULLY.**

As stated previously, each office has a folder on the W drive already designated to hold their FM backup files. If you don't know the location, ask someone in your office. If they don't know the location, contact Janet or Jen in Creston Const (641-782-4518). The reason the backup file is copied to the W drive is because that drive is backed up on a daily basis.

**You need to keep only the latest 3 or 4 backup files on the server – we wouldn't want to restore from anything older and that would just use up space on the W drive foolishly.**

## Restoring the FieldManager Database & Files

***Be aware – The restore process gives you an option to restore from a location other than the hard drive but we have NOT had good luck restoring directly from the W drive. Please contact Janet or Jen in Creston Const (641-782-4518) before beginning the restore process!***

\*\*\*\*\*

Because the datasource in the FB program is determined by the computer exporting the contract, the restore process in FM is even more critical than in previous releases. If the original FM machine crashes, the only way to be certain that FB will allow the import of a contract or IDR turn around file from that original office's computer into the "new" FM computer is to restore the database from the "old" FM computer. If that is not done, a new datasource will need to be created in every FB machine for contracts they already have.

\*\*\*\*\*

Also be aware that if you had multiple datasources in FM, this restore process will restore ONLY the datasource in the backup file you are working with.

\*\*\*\*\*

The FM restore process ELIMINATES whatever is in the FieldManager database (contract information, user ID's, passwords, files in the Inbox and the Outbox, etc.) on the computer you are restoring to and REPLACES it with the information in the backup file.

As part of the restore process, the program first backs up the database on the computer receiving the restored file so if, for some reason, the restore process fails, FieldManager will reconnect to the original database.

**PLEASE CALL BEFORE beginning the restore process.** It's much easier to take a bit of time and help than to have a problem to solve after the fact.

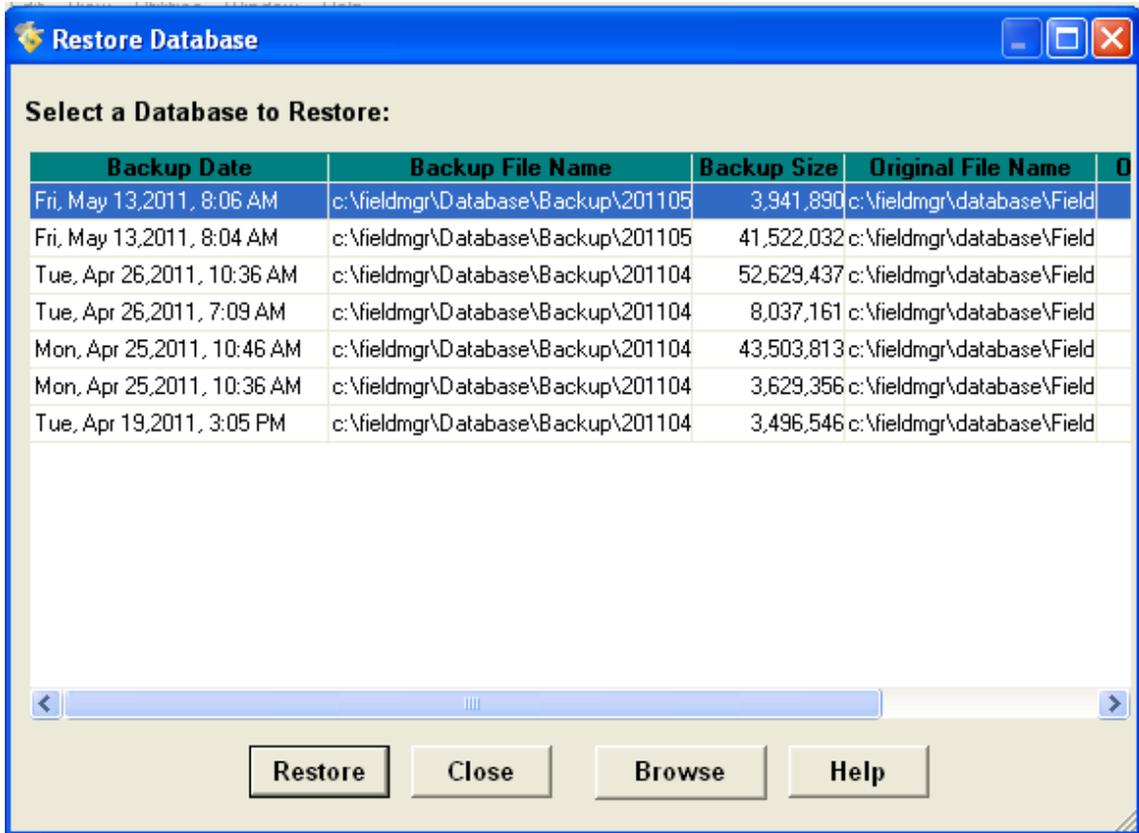
**Do not restore if you have anything in the FieldManager program on the computer you are restoring to that you wish saved.**

We'll go through the steps to restore - just so they're familiar.

Click File

Click Restore Database

Now you have a choice - great, more confusion, huh!!!!



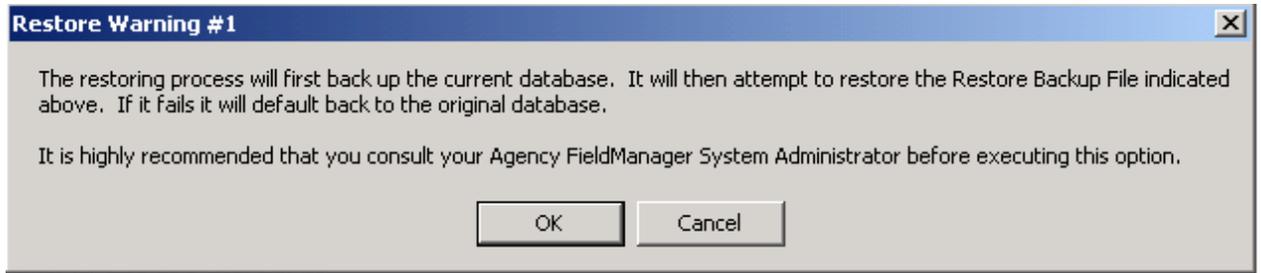
To restore from a backup that's on the hard drive of the **same** computer  
 Highlight the appropriate backup in the middle area of the screen.  
**You would rarely ever use this option.** I would be VERY selective and cautious about using this. I won't continue showing the steps for this process since it will rarely, if ever, be used.

To restore when the backup file is not on the hard drive –

To speed up the restore process, copy the backup file from the location on the W drive where you keep your backup files to the backup folder on your C drive or to another location on your C drive.

Click the Browse button and locate the backup file.

**Do not restore unless you have contacted Janet or Jen in Creston Const (641-782-4518).** The restore process involves not only the contracts but user ID's, passwords, and files in the Outbox and Inbox.



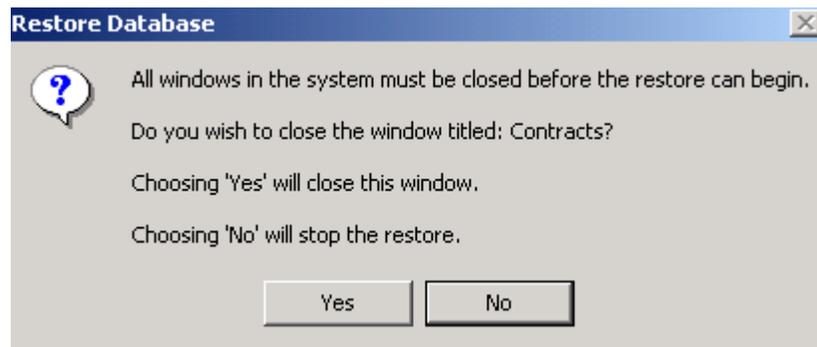
The above graphic is the first of two warnings that appear. This warning states what the process will do and highly recommends you call for help before continuing. Good advice!!

Click OK to continue - but if you do this without help, at least feel guilty for not calling first!!! And if you have a problem, you'd better feel really guilty!!!!



The second warning advises you that this option will replace the current database and asks if you wish to continue .  
*Based on the number of warnings during the restore process, you should be very aware of the seriousness involved.*

Answer Yes to continue



Another message appears stating that all windows must be closed before the process of restoring can continue. If the windows are not closed already, the program will close them if you answer Yes to continue.

The final message - that the restore was successful - will appear when the process is complete.



Click OK

Click Close at the Restore screen.

## Exporting a Contract for a FieldBook Laptop

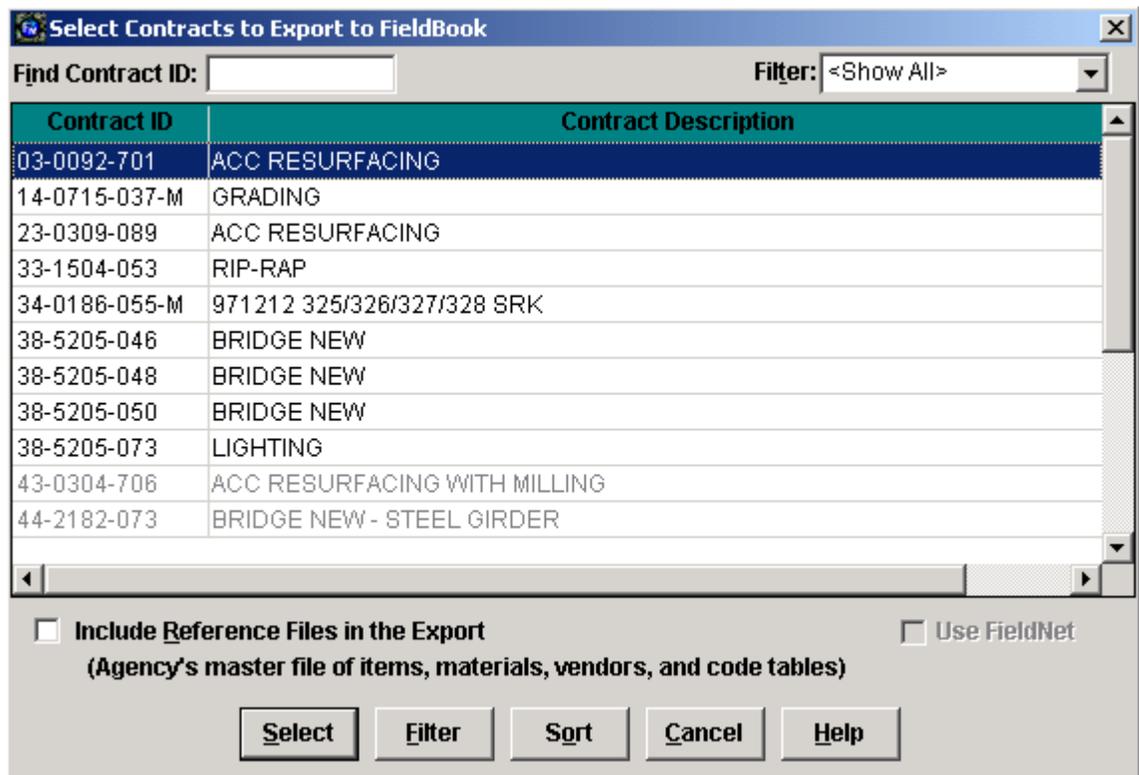
Be sure you have entered the inspectors' names and passwords in the FieldManager program BEFORE you export a contract for use in FieldBook. User ID's and passwords are passed along with the contract information to FieldBook as long as they have first been entered in the FieldManager program.

A suggested method when adding user ID's in FieldManager is to enter the same password such as the word password (remember there is a 5 character minimum requirement) for everyone. Once the user enters the program whether it's FB or FM, they can change their password to one of their choice.

### Exporting Using the Flash Drive -

At the Contracts list in FM -

Click the Export-FB button (It does NOT matter what contract is highlighted right now)



A list of all contracts appears.

*(If the contract does not appear in bold print, it is a read-only copy and cannot be exported.)*

Highlight the contract(s) you wish to export

Click so there is a checkmark in the Include Reference Files in the Export

Click the Select button



Since we're going to transfer by flash drive, E:\ should be shown in the location to place the export files. Once you have typed in the location, it will be saved. If it doesn't show the next time, click the down arrow and select it from the drop down list.

Click the OK button and an export file will be created, named, and placed on the flash drive.

This export file will automatically be named according to the contract being exported. If more than 1 contract is exported, the file name is based on 1 of the contracts. The extension will always be .EBL. **Do NOT change the name or the extension.**

Once this file is on the flash drive, put a label on it with the contract ID number (e.g. 44-2182-0057-M) so you will know to give it to the correct inspector at the appropriate time.

When it's time for the inspector to import the file, the inspector will just need to enter the location of the file (E:\), not the name of the file.

Once the file containing the contract (remember it's an .EBL file) has been imported into the FieldBook program it will disappear from the source which, in this case, is the flash drive.

### **Exporting Using the Server Instead of the Flash Drive -**

If the inspector has a folder on the W drive, you can export the contract (with or without the reference file) directly to that folder. The inspector can import the contract directly from there – remember, it will disappear from that folder once the import is complete.

## Moving Contracts to A Different FieldManager Machine

There will be times when a working copy of a contract must be moved to a different FieldManager machine, when another individual needs to have a read only contract for review purposes, or when the contractor has requested a read only copy of the contract. The same basic process will accomplish all of these needs!!!

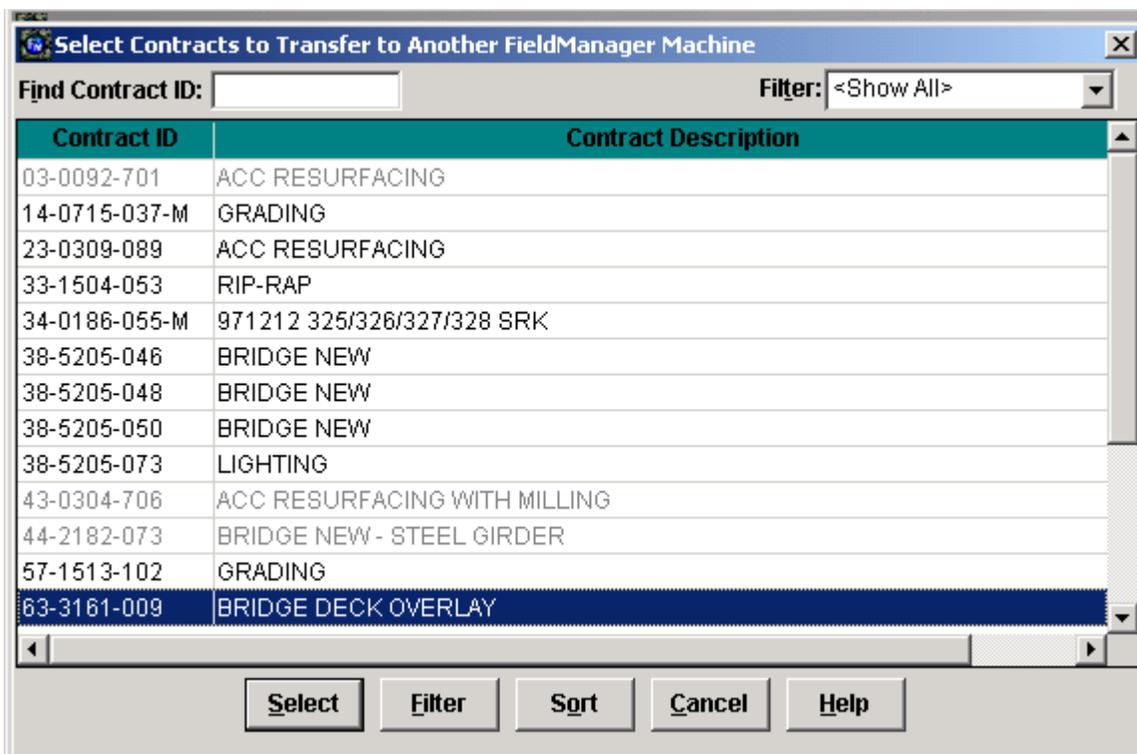
You should be back at the contracts list by now so...

Click File

Highlight Export

Click Transfer Contracts...

A list of all contracts in this FieldManager program will be displayed.



*If you see a contract listed but it is “grayed out”, this means it is a read-only copy and you cannot use this transfer process for it.*

Highlight the contract(s) you wish to transfer

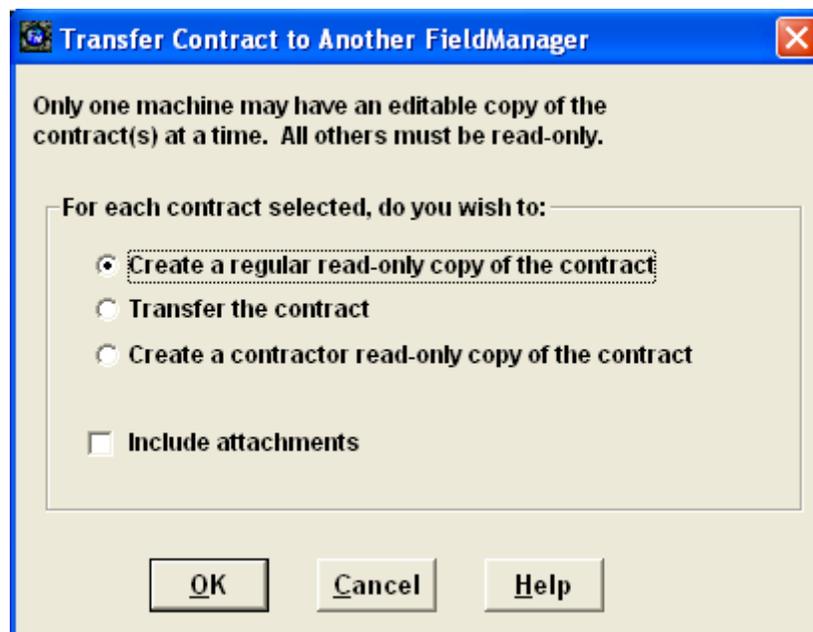
*If you want to highlight more than one at a time, hold the Control key down and click on each contract ID number(s)*

Click the Select button

There are 3 options available for transferring a contract. You must choose one of them.

REMEMBER, if you highlighted more than one contract, the option you choose will apply to all of them. To allow different options for different contracts, you must transfer them separately. In other words, if you want to transfer the working copy for Contract A but you want to transfer a read-only copy of Contract B, you must do so one at a time - not together.

**You must have system administrative authority to transfer a working copy of a contract.**



The options available are -

1. Create a regular read-only copy of the contract - This will transfer a read-only copy of the contract so it can be imported into another FieldManager machine. The contract can be viewed on that machine but not modified. There can be many read-only copies. The working copy is still on the original machine. *There will be R/O in the header and ReadOnly displayed in the Access column of the contracts list for a read-only contract .* The extension for this type of file is .001.
2. Transfer the contract - This will transfer the working copy of the contract so it can be imported into another FieldManager machine and will leave a read-

only copy on the original machine. Once the transfer has taken place, you can no longer modify the copy on the original machine. *The date the working copy was transferred will be displayed in the Access column of the contracts list.* The extension for this type of file is .001.

3. Create a contractor read-only copy of the contract – This will create a special type of read only copy of the contract. This is the only type of transfer that is to be given to the contractor since it withholds data from certain fields such as the diary comments. The extension for this type of file is .CRO.

If you want to include attachments in the transfer of your choice, click so there is a checkmark in front of the Include attachments option. Be aware, depending on the number of attachments, the size of the file could increase dramatically. *(Including attachments is not an option available for the contractor read only type of transfer.)*

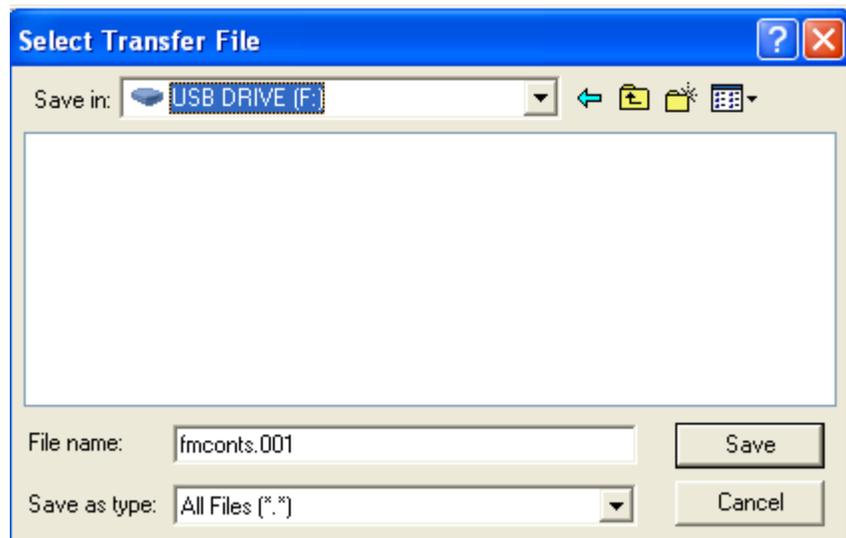
Click so a dot is in front of the transfer of your choice.

***Remember, only system administrators can transfer a working copy of the contract.***

Click OK

It's your choice where to place the contract being transferred, but many times we'll be using a flash drive.

If you want to transfer by using a flash drive, select that option as shown below.



The program automatically assigns the name FMCONTS.001 to every contract being transferred except the contractor read-only. If you must change this name, do NOT change the extension .001.

If you do change the name, the recommended naming convention is 8 digits in length with the first 2 digits being the county, the next 3 being the highway number (with leading zeroes if necessary), and the last 3 being the parenthesis number (with leading zeroes if necessary).

*FYI – Contractor read only files will be named FMCONT01.CRO. Do not change this name or extension.*

Click OK

A message will appear when the export is finished.

## Deleting a Read-Only Contract from FieldManager -

If you have a read-only copy of a contract you may want to delete it from your FieldManager program. Because this is not a working copy the steps to do so are much easier!!

Highlight the contract in the contracts list

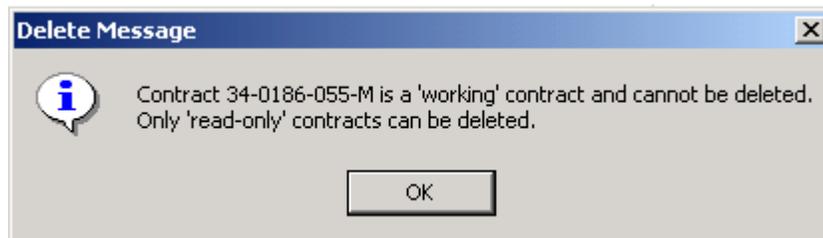
Click Edit

Click Delete

If you're really sure, answer Yes to the "Are you really sure" question

It's gone!!!!

If you had selected an active contract by mistake, the Edit>Delete steps would not have been successful. You would have received the following message instead.

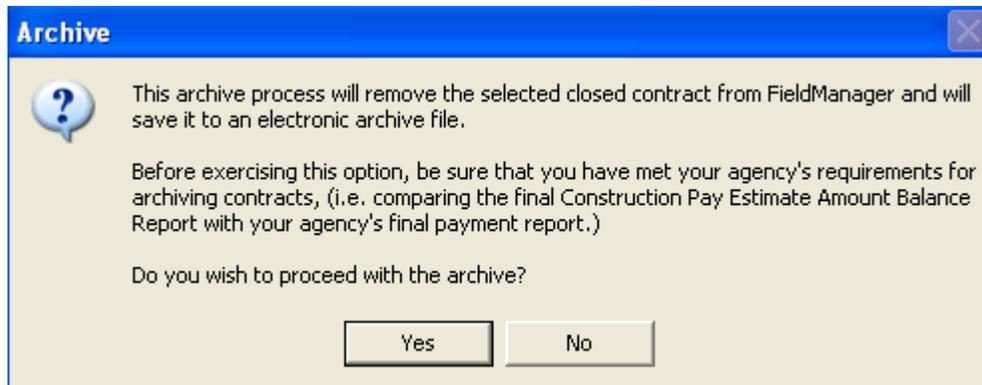


## Archiving a Contract

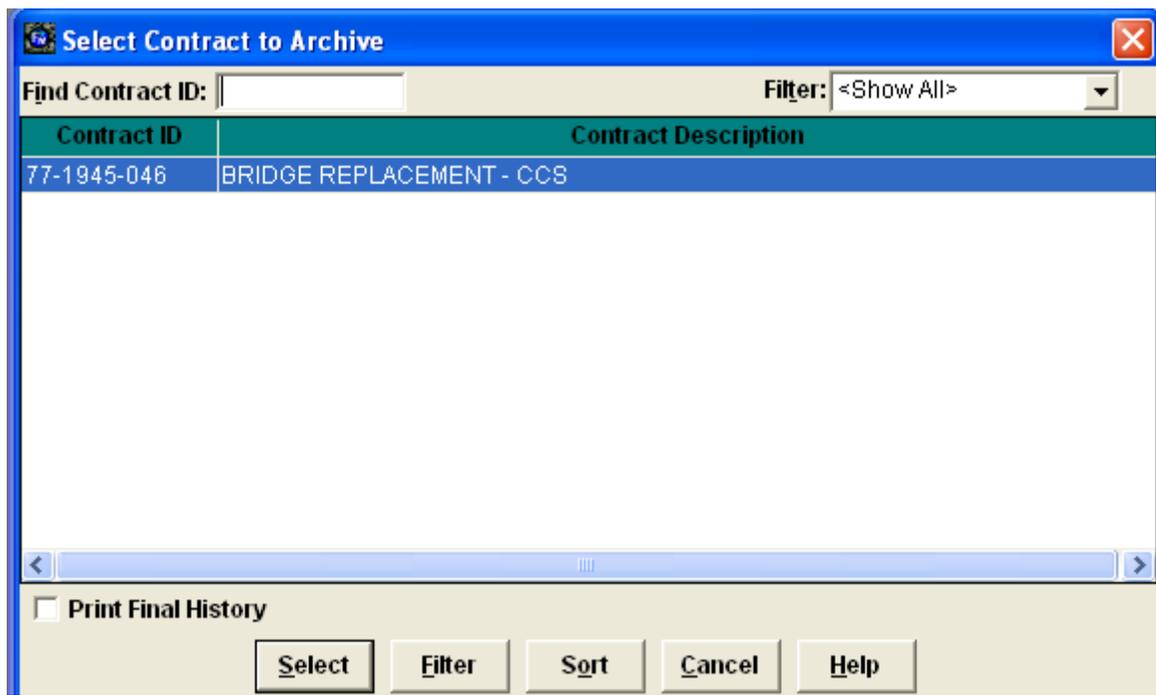
When a contract has been included in the list of contracts to be archived sent monthly by Janet, then and only then can the contract be archived. When a contract is archived, it is put into the FieldMgr\Archive folder, removed from the contracts list, and then you will be given the option to copy the archived contract to another location.

To archive a contract –

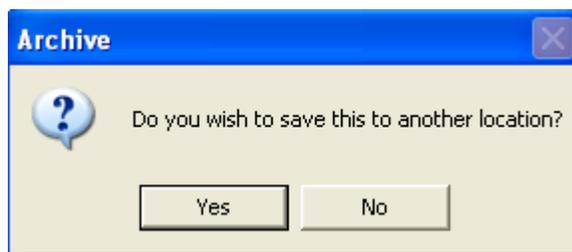
1. Click File > Archive Contracts



2. Click Yes to the archive message
3. Highlight the contract to archive – only those contracts having a final estimate with a status of Refreshed are in this list



4. If you want printed reports, put a checkmark in the Print Final History box  
*You can select to print any one or more of the following reports. If you want to print the report shown in the heading of the print screen, click OK. If you don't want to print the report shown in the heading, click Cancel and the next report option will be offered.*
  - a. Item History - Prints every item progress posting for every item in the contract. Could print many, many pages. Not a good plan to print this!
  - b. Final Materials By Item – Since we aren't using the materials portion of the contract, no need to print this!
  - c. Contract Modifications Summary – A summary list of all the cont mods created for the contract. This report could be very handy to print and keep with the final papers when the contract is boxed up for storage.
5. Click Select
6. Click OK when the archive process is finished.  
Once this process is finished, the contract will be removed from the contracts list and put in the FieldManager\Archive folder. The filename will be the contract ID and an extension of .FMA
7. Next, you will be given the option to copy the file in the FieldManager\Archive folder to another location.



Answer Yes to the above question. Copy the file to a location your office has designated on the W drive for finalized contracts.

8. Repeat Step 7 to copy the file to any other location required by your office.
9. Once you have all the copies needed, answer No and the archive process will be finished.

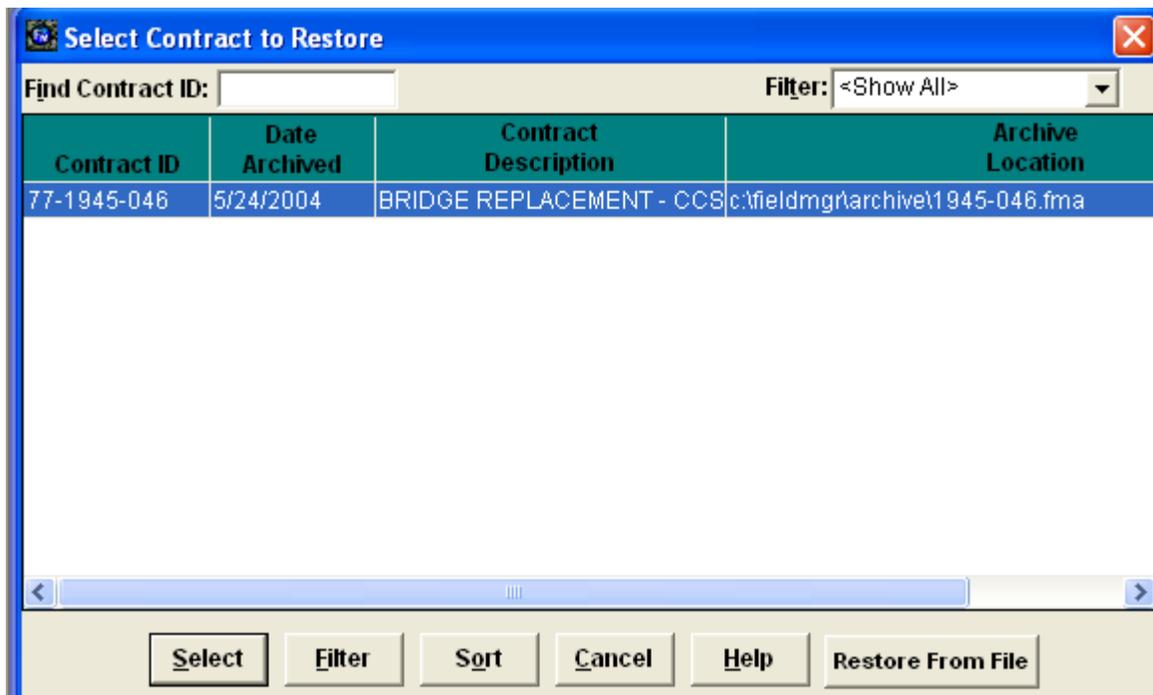
## Restoring an Archived Contract

Do not restore and leave an archived contract on the FieldManager computer that processes estimates. Restore to a different FieldManager computer if you have that option. If you don't have that option, remove the archived contract from the processing FM machine as soon as possible.

Having an archived contract in the FM machine at the time I create monthly reports really messes them up – and I start muttering and talking to myself – not a good situation or a pretty sight!!!!!!!!!!

To restore a contract that has been archived –

1. Click File > Restore Archived Contract



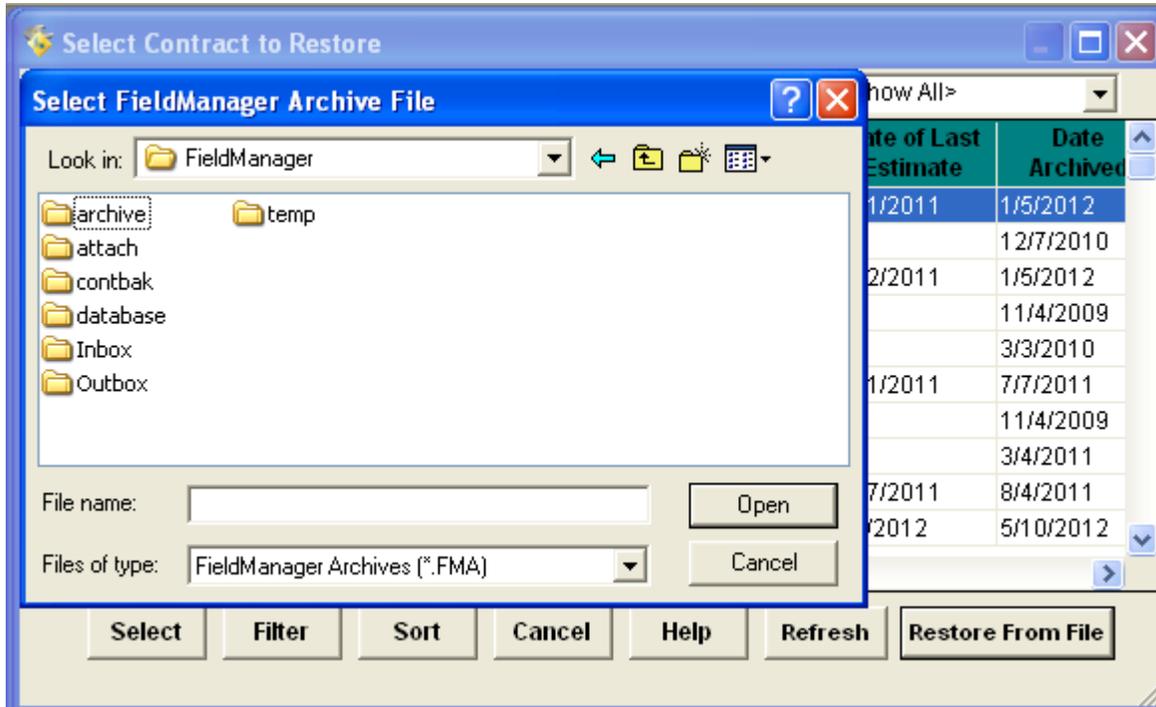
A list of contracts in the FieldManager\Archive folder will be displayed.

2. Highlight the appropriate contract and click Select

**This process will remove the contract from the FieldManager\Archive folder and put it back into the contracts list. The only way to get the contract back into the FieldManager\Archive folder is to go through the archive process again.**

If the contract is no longer in the FieldManager\Archive folder, you can still restore it. Instead of highlighting the contract in the list, however, click the Restore From File button.

1. Select the appropriate location in the Look In field  
***(Do NOT restore directly from the W drive. Copy the file first to the A location on your C drive or flash drive and restore from there.)***
2. Highlight the contract you wish to restore and click Open



**Remember, once the contract is restored, it is no longer in the source location. To get it back into the FieldManager\Archive folder, you must archive the contract again.**

## Getting a New Reference File (Ref File Process)

The reference file will be periodically updated for you and put in the **W:\Highway\Construction\FieldManagerInformation\FM\_Files** folder. The file name is **FMGRREF.REF**.

I will also send a note to everyone with the reference file attached each time I create a new one. You can either save the attached reference file to a flash drive, or hard drive and import it into FieldManager or go to the W drive and import it directly from there.

*Counties – You will be included in my e-mail that has the reference file attached*

When you are notified that a new reference file exists, simply import it into the FieldManager program. As stated above, you can either import from a flash drive, your hard drive (e.g. FieldMgr\Inbox), or from the W drive.

At the contracts list in FieldManager  
Click File > Import > File  
Select the appropriate drive and file name  
Click the Open button

**If you have multiple datasources, you need to import the reference file into each datasource.**

**If you attempt to import a contract without having a current reference file in FM, you'll be notified that you must update your reference file before the contract can be imported.**

After the reference file has been updated in FieldManager and an IDR turn around file has been imported into FB, the FB user will get a message stating their reference file is outdated. To prevent the FB user from getting that warning, you can export one of their contracts (Export-FB) and include the reference file and they can import it (Import-FM). If the FB user has several contracts, you need to select only 1 and include the reference file.

Another option is for them to import the reference file directly into their FB program (File > Import > Reference From FieldManager) themselves, very similar to importing it into the FieldManager program.

*Once the contract is imported by either method into FieldBook, that will do the trick and they will no longer get the "out of date reference file" message – and they'll be happy people once again!!!*

# FieldManager Reports, Inquiries, & Queries

There are only 3 reports that we use in the FieldManager program but there are over 50 inquiries available. The major difference between reports and inquiries is that reports can be saved and inquiries cannot. Both can be printed.

Inquiries are simply a “snapshot” of the specific area requested at the specific time it was requested. If you did an item inquiry first thing in the morning, made item postings, and then did the same item inquiry later that same day, the two inquiries would be different. You could no longer go back and get an inquiry with information like the one created in the morning.

Reports can be created and saved but inquiries cannot. Let’s look first at the 3 reports available.

## Reports -

Highlight Contract 78-0061-114  
Click the Misc Rpts button



Three reports are listed. We’ll look at each one.

*Since you’ll be using the Weekly Report most often, if you would like it at the top of the list so the program automatically defaults to it, double click in the Reports header.*

## FieldBook Import Report

Highlight FieldBook Import Report  
Click the View button or double click on it

A list of all imports to date for this contract will be listed.  
*(none for the contract in our machine)*

Import Date	Import Time	Imported By
05/18/2004	3:27:06 PM	Janet Wastenev
05/18/2004	3:27:04 PM	Janet Wastenev

If you highlight the import date that you would like to view in more detail then click the View button, details concerning the import selected will be displayed such as the sample below.

FieldBook Import Report				
Iowa Department of Transportation				5/18/2004 3:27 P
				File Manager 3.
Contract: 08-0304-065, HMA RESURFACING				
Import Location: A:				
Imported By: Janet Wastenev				
Filename	Date/Time Imported			
SA_IDR1.EBL	5/18/2004 3:27:06 PM			
IDRs Transferred from FieldBook				
IDR Date	Inspector	Seq Num	Comments	Marked for Attention
5/18/2004	SA, Administrator	1	IDR for importing into FM practice	No

This report will probably be more helpful to Janet than the “normal” user – but if you receive an error during the IDR import process, check out this report for the contract mentioned in the error. It should be very helpful to you.

Close back to the Misc Reports list.

### Weekly Report of Time Charges

***Before you create a weekly report, you MUST FIRST have GENERATED diaries for the days included in the week of the report. If you don't, the fields in the weekly report will be blank!***

You will be using this report a lot which is why you may want this at the top of the Misc Reports list - just to make life a bit easier!!

The details of creating a weekly report of time charges are explained in Chapter 4. Return there for more details

Close back to the Misc Reports list if you're not there already.

**Contractor's Performance Evaluation Report –**

Highlight the Contractor's Performance Evaluation and click the View button  
OR

Double click on the Contractor's Performance Evaluation report

As stated in Chapter 6.5, a Contractor Performance Evaluation report MUST be approved for EVERY contractor BEFORE a Final estimate can be created. Return to Chapter 6.5 for more details.

Close back to the contracts list

## Inquiries -

Inquiries are snapshots of data requested and cannot be saved.

Highlight Contract 78-0066-114

Click the Inquiries button.

An alphabetical list of over 50 inquiries appears (this is a partial list)

Inquiries (Contract: 78-2753-040)	
Find Inquiry:	<input type="text"/>
Inquiry	
Breakdown Status	
Breakdowns By Item	
Category Status	
Contract Modifications Summary	
Contract Progress	
Contract Status	
Contractors by Estimate	
Daily Diary Time Charges by Site	
Estimate Payments by Item	
Estimate Vouchers by Estimate	
Item History to Date	
Item Increases and Decreases by Item	
Item Increases and Decreases That Are Pending	
Item Postings by Breakdown	
Item Postings by Contractor	
Item Postings by Entry Date	
Item Postings by IDR Date	
Item Postings by Inspector	
Item Postings by Item in Breakdown Order	
Item Postings by Item in IDR Order (Does Not Include Material Usage)	
Item Postings by Item in IDR Order (Includes Material Usage)	
Item Postings by Item That Are Marked For Attention	

The inquiries that have the word “material” in the title will be of no use to us since we are not using the materials portion of this program.

Highlight an inquiry of your choice

Either double click the highlighted choice or click the View button

The zoom buttons are available for your viewing convenience

Click the Print button if you wish to print the inquiry

*Notice there is neither a Save nor a Save/Close button since inquiries cannot be saved.*

To view all the time charges made to date, select the inquiry titled Daily Diary Time Charges by Site

To view all entries made for an item as well as any changes in authorized quantity and what estimates contained the payments, select the inquiry titled Item History to Date

To view details about the stockpiles, select the inquiry titled Stockpile Summary by Stockpile

To view the retainage withheld from payment, select the inquiry titled Estimate Vouchers by Estimate

To view all items that have a placed quantity that has not been paid, select the inquiry titled Items With Unpaid Placed Quantities

There are many other helpful inquiries but the above 5 are my favorites! The best way to learn about all the inquiries is to look at them on your own at your own speed. Jot down notes as to which inquiries might be helpful for you in your work.

Close back to the contracts list when finished viewing inquiries.

## FieldManager Queries and Spreadsheets

All the queries and spreadsheets available are located in either the W:\Highway\Construction\FieldManagerInformation\FMFiles\QueriesFiles folder or the W:\Highway\Construction\FieldManagerInformation\FMFiles\2007 Query Files. If you do not have access to this folder, contact Janet, or Jen in Creston Construction (641-782-4518) to have the files e-mailed to you.

### **Instructions for Using Queries and Spreadsheets –**

***The queries and spreadsheets with a file name NOT beginning with FB or FB2 are strictly for FieldManager and must be used only in the FM program. Likewise, the files beginning with FB or FB2 must be used only in the FieldBook program.***

Before the queries and spreadsheets can be used, the files must be copied into the appropriate place in your C drive.

Copy both the .XLS and the .DQY file to a location on your C drive that will be handy for you to access. The .XLS file is the spreadsheet and the .DQY is the file that allows the spreadsheet to refresh. You must have both files to make the queries work.

Once the files are copied to the appropriate places, to use the query –

1. Open spreadsheet
2. Click on Enable Macros if that message is displayed  
If you are using Office 2007 and open a spreadsheet and there is a “Security Warning – macros have been disabled” warning displayed, click the Office Button > Excel Options > Trust Center > Trust Center Settings . Macro Settings and put the dot in front of “Enable All macros...” ,. Then highlight External Content and put the dot in front of both Enable options (Enable all Data Connections and Enable automatic update for all workbook links). Then click OK and then OK again. Close the spreadsheet and then re-open it again.
3. Click on Enable Automatic Refresh if that message is displayed
4. To Refresh - -
  - A. If the contract ID and/or proposal line number is in red and in Row 1 or 2, type in the contract ID and/or proposal line number in the appropriate cell(s) then press the Tab or the Enter key.

OR

- B. Put cursor in a populated cell below the row containing the “goofy name” headings (e.g. CONTID, PCN, CN, PIPRLINE to name a few)

and right click once to display a drop down list. Left click once on Refresh Data

Do NOT put a checkmark in the “Use this Value/reference for future refreshes” if it is displayed.

***If you receive a message stating “[Microsoft][ODBC Driver Manager]Data source name not found and no default driver specified”, contact Janet. This will take some “extra doing” the first time it’s refreshed but can be set up so it won’t give you that message again in the future.***

5. Once the spreadsheet is refreshed, click the “Copy Formula” macro button if one is present on the worksheet
6. To change contracts and/or proposal line numbers and query again, repeat Steps 4 and 5 above
7. When finished, close and do NOT save the spreadsheet

OR

close and SAVE AS, using a different file name

## **To Filter Information in the Spreadsheet**

1. Put the cursor in a populated cell under the heading row
2. Click on the Data tab and then the Filter icon
3. Click on the arrow in front of (Select All) so the checkmark disappears
4. Then click so there is a checkmark in front of your choice
5. If totals were previously displayed, they will now be displayed for only that selection
6. To change the filter, click on the arrow and select something else
7. To see all, click on the arrow and select (ALL)

To remove the filter, click on the Data tab and then the Filter icon

## **Query and Spreadsheet Explanations**

This list should give you an idea of some existing queries and spreadsheets as well as what type of information can be displayed. Many additional queries have been created and more can be created if requested.

**CL 10 & 12.XLS** (Contract specific)

**CL 10 & 12.DQY**

If asked, type ReadOnly (exactly as shown in the user ID field) for the password even though there are asterisks there.

Enter Contract ID in Cell C1 and enter Proposal Line No in Cell G1 then press the Enter key.

Project Number

Category

IDR Date

Hauled From

Hauled From

Side

Hauled To

Hauled To

Side

Load Count

Load Size

Quantity Posted - total at bottom of this column

Remarks

This query is especially helpful for any item that uses Form M006 or 006 since fields on that form are displayed in this spreadsheet.

The total quantity is displayed in red at the bottom of Column L

**COLD WEATHERQUERY.XLS** (Global)

**COLDWEATHERQUERY.DQY**

Contract ID

Project No

Proposal Line No.

Category

Protection

Quantity

Refresh the spreadsheet

If asked, type ReadOnly (exactly as shown in the user ID field) for the password even though there are asterisks already there.

Results will be displayed for every contract listed in FieldManager

Will display whether cold weather protection is Y or N and the quantity

The total quantity is displayed at the bottom of Column E

To reduce the view to a specific contract –

Click the Data tab and then the Filter icon.

Click on the down arrow in Column A and take the checkmark out of Select All and put it in front of the contract(s) of your choice.

**CONTRACTORS ON SITE.XLS** (Contract specific)

**CONTRACTORS ON SITE.DQY**

**The value of this is dependent on whether or not the inspector checks the “on site” field in his IDRs**

IDR Date

Contractor’s Name

Beginning Date

Ending Date

Contract ID

If asked, type ReadOnly (exactly as shown in the user ID field) for the password even though there are asterisks already displayed.

Enter the Contract ID, Beginning Date, and Ending Dates then press Enter for an automatic refresh. To break the list into separate days of the week, click the Separate Days of the Week button.

Will display contractors working along with the IDR date for each day during the beginning and ending dates that were entered. Columns exist for –  
IDR date

Contractor name

Comments

Payroll Rec’d Date\*

Reminder Sent Date\*

Comments\*

\*- the last 3 columns must be hand entered, they do not refresh

**CONTRACTORSWORKING.XLS** (Contractor specific)

**CONTRACTORSWORKING.DQY**

Contractor’s Name

IDR Date

There are also columns where you can enter comments, the date the payroll was received, the date a reminder was sent to the contractor about payrolls, and another comments area.

Enter contract ID in Cell C2. Enter Beginning Date (in yearmonthdate format) in C4. Enter Ending Date (e.g. 20081210) in C6 and then press the Enter key to refresh the spreadsheet

Will display all contractor(s) who were marked in IDR(s) as being on-site between the dates in Cells C4 & C6.

To see only the first day each subcontractor was marked as being on-site, click the Delete Duplicates button

This can be used to see the dates throughout the life of the contract that the contractor was on site. It can also be used to submit the weekly report required for payrolls on federal contracts although the ContractosOnSite query works excellent for that.

### **DAYS ALLOWED.XLS** (Global)

#### **DAYS ALLOWED.DQY**

This displays the number of days (original, current, & charged) for each site on every contract in your contract list. It also shows the LD rate per day and, if the days charged are more than currently allowed, the total LD dollars due are shown and the number of days charged are displayed in blue.

Open the Worksheet tab

Refresh the spreadsheet

Click the Copy/Paste/Delete Duplicates macro button

Contract ID

Site

Site Description

Original Number of Days

Current Number of Days

Number of Days Charged to Date

LD Rate Per Day

Total LD \$s Due

### **FINAL QUANTITIES.XLS** (Contract specific)

#### **FINAL QUANTITIES.DQY**

***This is still available but not as useful since we no longer are concerned about a 125% overrun. The new QtyTotals.xls is much better since it is based on the \$50,000 overrun rule and also displays more information.***

With the cursor in a populated cell below Row 3 in Column A through G, right click once and then left click on Refresh. Enter the contract ID and press Enter. Once refreshed, click the Copy Formulas button in Columns M-N

Project No.

Category

Proposal Line No.

Item Description  
Funded Quantity  
Paid Quantity  
Item Price  
Gross Item Payment  
Over/Under Run %  
Authorized Dollar Amount  
Qty Paid Above or Below Funded Quantity  
Total Gross Dollars Paid for All Items  
    This displays only **paid** items, not placed.  
    Enter the contract ID and then click on the Copy Formulas macro button  
    Column I – If less than 75% is in red  
                If more than 125% is in blue  
                If is equal to 125% is in green  
                Payment for this item might be held because of the  
                125% overrun rule

**This query displays only PAID items, not placed**

**FLAGGER.XLS** (Contract specific)

**FLAGGER.DQY**

Enter Contract ID in Cell A2 and Prop. Line No. of flagger or pilot car in C2  
and then press Enter

Project Number

Category

IDR date where the posting was done

Quantity less than 4 hours – total for this column

Quantity more than 4 hours – total for this column

Quantity posted – total for this column

Location

Contractor

Voucher No – where posting was paid

To filter in order to view and get totals for a specific contractor –

Put the cursor in a populated cell below Row 6

Click the Data tab and then the Filter icon

Click the down arrow in the column beside the contractor heading

Take the checkmark out of SelectAll and then put it in the contractor(s) of  
your choice

To see all contractors again – click the Filter icon

This can be used for either the flagger or the pilot car line item. For items that  
use a different form for documentation this query is not nearly so helpful.

**FUELADJ\_ & INCENTIVES.XLS** (Contract specific)

**FUELADJ\_ & INCENTIVES.DQY**

Enter the appropriate information in the red cells in Column O, then right click in a populated cell below Row 3 in Column A through I and choose Refresh Data to refresh the spreadsheet. Once refreshed, click the Copy Formulas button in Column M.

Contract ID

Project No.

Category

Proposal Line No

Item Code

Item Description

IDR Date

Qty Posted

Unit Price

\$ Amt for this Posting

Cells M18-M27 = Quantities for the item in each specific category

Cells N18-27 = Dollars for the item in each specific category

Cells O18-27 = % of the item in that category

Cell M1 = Total dollars paid for the item

Cell M2 = Total quantity for the item

Columns R-AK are strictly worksheet columns

**This query displays all data needed to complete the fuel adjustment worksheet.**

**HISTORIC VOUCHER ITEM INFO.XLS** (Contract specific)

**HISTORIC VOUCHER ITEM INFO.DQY**

This can be used but is easier found in the FieldManager program

Project No.

Estimate No.

Category

Proposal Line No.

Item Description

Type of Unit

Unit Price

Authorized Quantity

Qty Paid This Estimate

Cum Qty Paid as of this Estimate

% of Authorized Qty Paid

Dollars Paid This Estimate

Total Gross Paid This Estimate Not Including Mobilization

Data displayed will be dependent on the estimate number entered.

Cumulative amounts are only up to and including the estimate number entered.

Asks for contract ID and estimate number. Once refreshed, click the Copy Formulas macro button

**HMA PAVING.XLS** (Contract specific)

**HMA PAVING.DQY**

Refresh spreadsheet

If asked, type ReadOnly (exactly as shown in the user ID field) for the password even though there are asterisks already displayed

Enter Contract ID in Cell A1 & Proposal Line No. in Cell C1 press Enter

Item Description

IDR Date

Inspector's Initials

Station From

Station To

Side

Length

Width

Depth

Plan

Delivered

Waste

% Yield

Lift No

Quantity – also totals this column

Remarks

This should be good for all HMA items, specifically those using Form M019 or 019. All fields on these forms are displayed in this spreadsheet.

This contains the information needed for the Asphalt Paving History reports

**ITEM INCR-DECR.XLS** (Contract specific)

**ITEM INCR-DECR.DQY**

Enter contract ID in Cell D1 then press Tab or Enter to refresh

If asked, type ReadOnly (exactly as shown in the user ID field) for the password even though there are asterisks already displayed there

Project No.

Category

Proposal Line No.

Item Description

Contract Modification No.

Initial Authorized Quantity

Quantity Changed – as per the cont mod

Current Authorized Quantity

### Contract Modification Description

Only items in the contract specified that have been increased or decreased due to approved contract modifications will be displayed.

### **LENGTH-WIDTH-HEIGHT.XLS** (Contract specific)

#### **LENGTH-WIDTH-HEIGHT.DQY**

If asked, type ReadOnly (exactly as shown in the user ID field) for the password even though there are asterisks already displayed there

Enter Contract ID in Cell B1, Proposal Line No. in Cell E1, press Enter

Item Description

IDR Date

Initials of the Inspector who created the IDR

Station From

Station To

Height

Length

Width

Quantity – also totals this column

Remarks

Good for seeing details and checking calculations for any item that has a form with the height, length, and/or width fields.

### **PVMT MARKINGS & RMVLS.XLS** (Contract specific)

#### **PVMT MARKINGS & RMVLS.DQY**

If asked, type ReadOnly (exactly as shown in the user ID field) for the password even though there are asterisks already displayed there

Put the Contract ID in Cell A1, Proposal Line No in C1 and press Enter

Item Description

IDR Date

Inspector's Initials who created the IDR

Sta From

Sta To

Side

Length

Plan Identification.

Meas. Factor

Quantity – totals this column

Remarks

**PLAN QUANTITY.XLS** (Contract specific)

**PLAN QUANTITY.DQY**

There are specifically named spreadsheets for months and years so the plan quantity items for that time period are as accurate as possible. These spreadsheets are in the

**W:\Highway\Construction\FieldManagerInformation\Plan Quantity Query Files folder**

If asked, type ReadOnly (exactly as shown in the user ID field) for the password even though there are asterisks already displayed there

Enter the contract ID in Cell B1 and press Enter.

Once refreshed, click the Copy Formulas button in Columns M-N.

Item Code

Item Description

Category

Project No

Authorized Qty

Proposal Line No

Placed Qty

Pending Qty – changes in cont mods not yet approved

Column K = Listed here only if the item is either a Plan Qty or LS Item for the time period covered by that spreadsheet

Column L = Dif Between Authorized and Placed Quantity

If placed is less than authorized quantity = red

If placed is more than authorized quantity = blue

Columns O and P = LS Items or items considered plan quantity for the time period covered by that spreadsheet.

**QTY PL PD TO DATE.XLS** (Contract specific)

**QTY PL PD TO DATE.DQY**

If asked, type ReadOnly (exactly as shown in the user ID field) for the password even though there are asterisks already displayed there

Enter contract ID in Cell C2 and press Enter

Once refreshed, click the Copy Formulas & Formats button

Project Number

Category

Item Description

Proposal Line No.

Current Auth Qty

Total Qty PLACED

Total Qty PAID

Pending Changes  
Item Price  
Current Auth \$ Amount  
Gross Item Payment  
Qty PLACED Above/Below Auth Qty  
PLACED % Over/Under Authorized  
Qty PAID Above/Below Auth Qty  
PAID % Over/Under Authorized

**QTY TOTALS.XLS** (Contract specific)

**QTY TOTALS.DQY**

If asked, type ReadOnly (exactly as shown in the user ID field) for the password even though there are asterisks already displayed there

Enter Contract ID in Cell A1 & press Enter  
Once refreshed, click the Copy Formulas button

Project Number  
Category  
Proposal Line Number  
Item Description  
Unit Price  
Funded Quantity  
Placed Quantity  
Paid Quantity  
Funded \$ Amount  
Placed \$ Amount  
Paid \$ Amount  
Difference Between Placed and Funded \$  
Diference Between Paid and Funded \$  
\$ Amount Unpaid  
Mobilization \$ (if is a mobilization item)

Columns Q & R –

Total Item Placed \$  
Mobilization Paid \$  
TOTAL \$ Paid  
Total Funded \$  
% of Contract Complete (based on current funded quantity)

**RETAINAGE.XLS** (Contract Specific)

**RETAINAGE.DQY**

Enter Contract ID in Cell A1 and press Enter

If asked, type ReadOnly (exactly as shown in the user ID field) for the password even though there are asterisks already displayed there

Project Number

Voucher Number

Voucher Date

Participating Payment for the Voucher – total for this column

Non-Participating Payment for the Voucher – total for this column

Stockpile Total for the Voucher – total for this column

Retainage Withheld for the Voucher – total for this column

Net Payment for the Voucher – total for this column

If the contract has multiple projects, can filter, if desired, to get totals for a specific project only

## AUDIT & FINAL ESTIMATE PROCEDURES FOR FIELDMANAGER CONTRACTS

### When the contract work is finished -

When all physical work on a contract is finished, a semi-final estimate should be processed to pay for any items that haven't been paid already and/or to charge any additional working days that should be.

**\*\* If the semi-final estimate is for a POSITIVE dollar amount, it can be processed before the resident audit begins.** (multiple positive dollar amount SF estimates can be created and processed if needed)

**\*\* If the semi-final estimate is for a NEGATIVE dollar amount, wait until all audits are completed before processing it.** (only 1 negative SF estimate can be processed)

*The "All Contract Work Completed" date field in the General folder tab of the Docu button must be completed before a semi-final estimate can be generated. This is the date that all physical work on the project is completed. **This date is NOT necessarily the project acceptance date.***

### Final Quantities to the Contractor -

After the 435 has been signed and once you are comfortable that you have determined the final quantities, the resident office should print a list of the items that have been paid to date and send to the contractor so they can begin their own audit. By doing so, if there is a discrepancy it could be resolved before all audits are completed and the final estimate is prepared.

This list of items can be printed by any of the following methods -

1. Create an estimate (you won't generate it) and print the View Amt Bal report which lists every item in the contract as well as what has been paid in both quantity and dollar amounts. The items will be displayed in proposal line number order broken out by project and category with totals for each.

or

2. Highlighting the contract in the contracts list, clicking the Items button and clicking the Print button. As long as All is the choice when there are multiple projects and categories this will print a "rolled up" list of items. *You should change the page setup to Landscape (Start > Printers & Faxes > highlight the printer > Select printing preferences > Landscape > OK) before printing this.*

or

3. Opening the QtyTotals spreadsheet in Excel, refreshing the data by entering the Cont ID in Cell A1 and pressing the Enter key, then clicking the Copy Formulas macro button. All contract items and their placed and paid quantities will be listed by proposal line number.

**Enter the date you send the final quantities to the contractor in the Docu > Administrators > Final Quantities to Contractor field in FieldManager.**

The office can wait until all the audits are completed before sending a list of the final quantities to the contractor if they prefer. The option described has, however, been successfully used to speed up the process of getting the final estimate signed by the contractor since the contractor has already had a chance to check the item final quantities. Another advantage is that the number of days between the date the 435 was signed and the date the final quantities were sent to the contractor is less.

**During this chapter we are going to assume we are transferring files by flash drive and that drive is the E: drive.**

### **The Resident Audit**

If the resident auditor is using the regular FieldManager computer -

To perform the audit, the resident auditor will log on to the resident's FieldManager computer and program using their own ID. The resident auditor should be considered a FieldManager user in this scenario.

If the resident auditor is using a different computer to perform the audit, they should have someone with System Administrator security transfer a working copy of the contract from the FM machine so they can enter their audit trail information. To do so -

On the residency's FieldManager computer -

1. Click File > Export > Transfer Contracts
2. Highlight the appropriate contract
3. Press the Select button
4. Click so the dot is in front of "Transfer the contract" choice
5. Press the OK button
6. Select the E drive
7. Press the OK button (The file is automatically named for you but you can change the file name as long as you leave the extension of .001 as it is) and the contract is transferred to the flash drive  
(This will leave a read only copy of the contract on the residency's FieldManager computer and transfer a working copy to the flash drive.)

On the audit computer -

1. Click File > Import > File
2. Select the E drive
3. Choose All Files(\*.\*) or Contract Files(\*.\*) in the List files of type field
4. Highlight the filename
5. Click the OK button and the contract will be imported immediately  
(Once the file is imported into FM, it is deleted from the flash drive)

*If there is a problem importing due to not having the current reference file, import the reference file first and then try again to import the contract. The reference file is called FMGRREF.REF and is located in the W:\Highway\Construction\FieldManager Information\FMFiles folder.*

The resident auditor should leave an audit trail (the date the audit was done and comments concerning the audit) by creating an IDR or a diary for that contract and making an entry in the comments field of the general folder tab. These comments should include their name and that they are the resident auditor so it can be used in the future to identify who performed the audit. The auditor may add any additional comments they would like as documentation of the audit. This IDR or diary should be generated when the resident audit is completed.

To make a comment about each individual item -

Click the Items button

Highlight the item and then click the Change button (or double click on the item)

Click the Documentation folder tab

Make an entry in either the Documentation or the Notes field

Click the Save/Close

Repeat the process for the next item(s)

The resident auditor will print a list of the final quantities and make out the standard Materials List or Materials Audit List and send to District Materials for them to start their audit. This list of items can be printed by any of the following methods -

1. Create an estimate (you won't generate it) and print the View Amt Bal report which lists every item in the contract as well as what has been paid in both quantity and dollar amounts. The items will be displayed in proposal line number order broken out by project and category with totals for each.

or

2. Highlighting the contract in the contracts list, clicking the Items button and clicking the Print button. As long as All is the choice when there are multiple projects and categories this will print a "rolled up" list of items. *You should change the page setup to Landscape (Start > Printers & Faxes > highlight the printer > Select printing preferences > Landscape > OK) before printing this.*

or

3. Opening the **QtyTotals** spreadsheet in Excel, refreshing the data by entering the Cont ID in Cell A1 and pressing the Enter key, then clicking the Copy Formulas macro button. All contract items and their placed and paid quantities will be listed by proposal line number.

**As a part of the resident audit, each item must be marked as completed.**

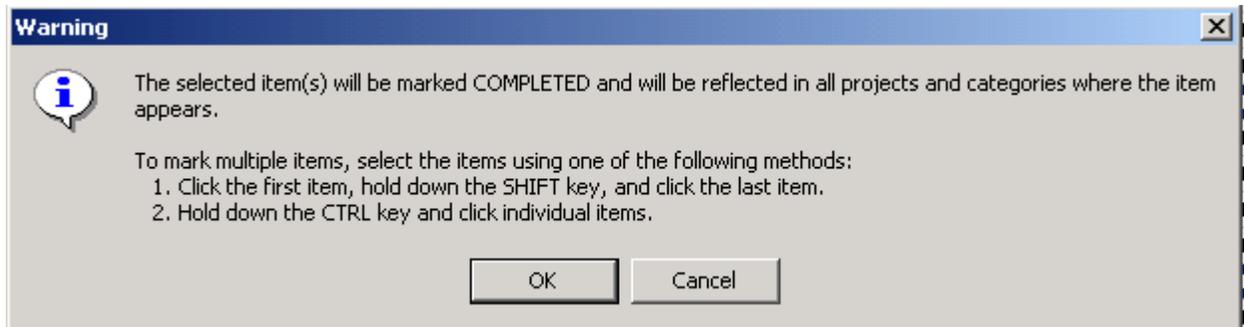
To do this for items, one at a time --

1. Highlight the correct contract in the contracts list
2. Click the Items button
3. Highlight an item and either double click or click the Change button
4. Click the Documentation folder tab

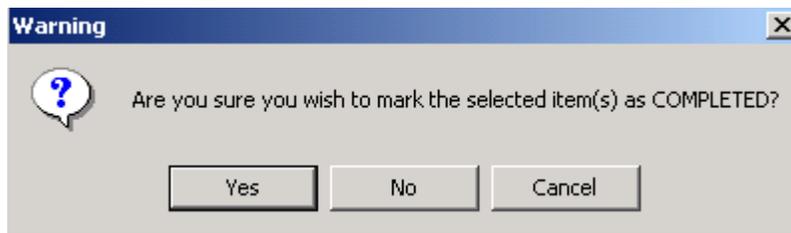
5. Click so the radio button is in front of Yes
6. Save/Close
7. Repeat Steps 3-5 for additional items as desired

To do this for several items at once –

1. Highlight the correct contract in the contracts list
2. Click the Items button
3. Highlight all items to be marked complete  
 (Click the 1<sup>st</sup> item, press the Shift key, click the last item to highlight all items in a row)  
 or  
 (Hold down the Control key and click on specific items if they're not in a row)



4. Click Edit > Mark Items Completed



**A final estimate cannot be created until all items are marked as being completed, a date is entered in the “All Work Completed” date field in the General folder tab of the Docu button, and all Final type contractor performance evaluations are approved.**

If the resident auditor used a computer other than the residency’s FieldManager computer to perform the audit, they must transfer the working copy of the contract back to the residency’s FM computer following the audit. (Remember, you must be a system administrator to transfer a working copy of a contract) To do so -

- On the audit computer -
1. Click File > Export > Transfer Contracts

2. Highlight the contract to audit
3. Press the Select button
4. Click so the dot is in front of "Transfer the contract" choice
5. Press the OK button
6. Select the E drive
7. Press the OK button (The file is automatically named for you and the contract is transferred to the flash drive)  
(*This will leave a read only copy of the contract on the audit computer and transfer a working copy to the flash drive.*)

On the residency's FieldManager computer -

1. Click File > Import > File
2. Select the E drive
3. Choose All Files(\*.\*) or Contract Files(\*.\*) in the List files of type field
4. Highlight the filename
5. Click the OK button and the contract will be imported immediately  
(Once the file is transferred, it is deleted from the flash drive)

Once the working copy of the contract is safely back in the residency's FieldManager computer as a working copy, that contract can be deleted from the audit computer. To do so -

1. Highlight the contract in the contracts list
2. Click Edit > Delete
3. Answer Yes to the "Are you sure" question  
(*Since it's now a read-only contract it can be deleted this way.*)

When the resident audit is complete, the District Engineering Tech Sr. (ETS) will begin their audit.

## **The District Center Audit**

### District Audit Preview

If the Engineering Tech Sr. (ETS) wishes to use their own computer and look at the contract PRIOR to their actual audit procedure, they should request a read-only copy of the contract from the residency. To do so a FM user from the residency should -

On the residency's FieldManager computer -

1. Click File > Export > Transfer Contracts
2. Highlight the contract requested
3. Press the Select button
4. Leave the dot in front of "Create a read-only copy of the contract" choice
5. Press the OK button
6. Select the E drive
7. Press the OK button and the contract is transferred to the flash drive.

- The file is automatically named for you. If this name is changed, be sure to leave the .001 extension as part of the name.
8. Copy the file to the W drive

On the ETS's computer –

1. Copy the file from the W drive to a flash drive
2. Click File > Import > File
3. Select the location of the file (E drive in our example)
4. Choose All Files(\*.\*) in the List files of type field
5. Highlight the filename
6. Click the OK button and the contract will be imported immediately  
(Once the file is transferred, it is deleted from the source.)

#### District audit on the Residency's FieldManager Computer

Once the ETS begins the actual audit at the residency's location, they will log on to the FieldManager computer using their ID.

If the district audit will be on a computer other than the residency's FieldManager computer, they must request a working copy of the contract. To do so -

On the residency's FieldManager computer -

1. Click File > Export > Transfer Contracts
2. Highlight the contract to audit
3. Press the Select button
4. Click so the dot is in front of "Transfer the contract" choice
5. Press the OK button
6. Select the E drive
7. Press the OK button (The file is automatically named for you)  
and the contract is transferred to the flash drive  
*(This will leave a read only copy of the contract on the residency's FieldManager computer and transfer a working copy to the flash drive.)*

On the audit computer -

1. Click File > Import > File
2. Select the E drive
3. Choose All Files(\*.\*) in the List files of type field
4. Highlight the filename
5. Click the OK button and the contract will be imported immediately  
(Once the file is transferred, it is deleted from the flash drive)

The Engineering Tech Sr should leave an audit trail (the date the audit was done and comments concerning the audit) by creating an IDR or a diary for that contract and making an entry in the comments field of the general folder tab. These comments

should state their name and that they are performing the district audit so this entry can be used in the future to identify who performed the audit. The auditor may add any additional comments they would like as documentation of the audit. This IDR or diary should be generated when the district audit is completed.

If the district auditor wishes to make a comment about each individual item, to do so –

Click the Items button

Highlight the item and then click the Change button (or double click on the item)

Click the Documentation folder tab

Make an entry in either the Documentation or the Notes field

Click the Save/Close

Repeat the process for the next item(s)

When the ETS has completed the audit any corrections that were to be made are to be documented in the comments field of an IDR or a diary entry and/or on Audit Form 830301. A hard copy of either of these will serve as proof to the ETS that changes were made and should be included in the final paper work.

If any changes are made to the quantities due to the audit, those changes must be accomplished by the resident office by creating and generating an IDR in the FieldManager program and then creating and processing another semi-final estimate. This is why it's important NOT to process a negative semi-final prior to all audits being completed.

If the items were not marked as complete during the resident audit, that procedure must be done during the district audit. (See the steps for doing so in the resident audit section.)

If the ETS used a computer other than the residency's FieldManager computer, they must transfer the working copy back to it. To do so -

*(Remember, you must have system administrative status to transfer a working copy)*

On the audit computer -

1. Click File > Export > Transfer Contracts
2. Highlight the contract
3. Press the Select button
4. Click so the dot is in front of "Transfer the contract" choice
5. Press the OK button
6. Select the E drive
7. Press the OK button (The file is automatically named for you)

and the contract is transferred to the flash drive

*(This will leave a read only copy of the contract on the audit computer and will transfer a working copy to the flash drive.)*

On the residency's FieldManager computer -

1. Click File > Import > File
2. Select the E drive
3. Choose All Files(\*.\*) in the List files of type field
4. Highlight the filename
5. Click the OK button and the contract will be imported immediately  
(Once the file is transferred, it is deleted from the flash drive)

Once the working copy of the contract is safely back in the residency's FieldManager computer that contract can be deleted from the audit computer.

To do so -

1. Highlight the contract in the contracts list
2. Click Edit > Delete
3. Answer Yes to the "Are you sure" question  
*(Since it's now a read-only contract in this computer, it can be deleted this way.)*

### **Creating the Final Estimate -**

After the auditing procedures are completed, the resident office will create a final estimate. There can be NO item payments, working days charged, or contract modifications for this contract included in this estimate. The final estimate strictly releases the retainage.

In order to prevent the word Draft from printing, the estimate must be generated which automatically creates a file (VCHRxxx.EXP) in your FieldMgr\Outbox folder. This file must be moved from the Outbox and saved elsewhere to prevent accidental payment before all signatures have been obtained.

*If you don't remove this file, the next time you combine the Outbox files, this final estimate will be included and will be sent for processing - whether you intended it to be or not!!*

To prevent premature payment of a final estimate -

1. Create a new folder (if you don't already have one) named Final Vouchers under the C drive – but NOT under the FieldMgr folder
  - A. Highlight the Local C folder on the left side of the screen
  - B. Click File > New > Folder and a "New Folder" folder will appear on the right side of the screen
  - C. Type Final Vouchers in for the name of the new folder and press Enter  
*(We'll use this folder in a bit)*
2. MOVE (not copy) the file created from the final estimate from the Outbox folder and put in the Final Vouchers folder. To accomplish this -
  - A. Highlight the Outbox folder and find on the right side of the screen the file created from the final estimate
  - B. Highlight that file

- C. Right click on the file and select (left click) Cut
- D. Right click on the Final Vouchers folder and select (left click) Paste

3. Once moved, re-name the file in the Final Vouchers folder so the numbers in the current filename become 9xx, with the xx's being incremental beginning with 01. The same number should not be used for any other filenames in that folder.
  - A. To re-name, right click on the filename and select Rename from the drop down list. Type in the appropriate new name  
(If you re-name the file any other name than 9xx, be sure to keep the extension of .EXP)
4. Copy this re-named file in the Final Vouchers folder to a flash drive or to your office's predetermined location on the W drive which is being used for "storing" final vouchers. This is a "safety net" so there is a second place the files are located in case the hard drive should crash.
5. Be sure this file is no longer in the FieldMgr\Outbox folder

Even though it won't have any quantities, print the final estimate (View Estimate folder tab) to send to the contractor for signature. Type or write in the number of working days charged for each site in the sentence located in the area just above the signature block. ***A claimant's certification no longer needs to be added to this final estimate since the wording in the signature block on the estimate takes care of that.***

A list of final quantities for all items should be submitted to the contractor along with the final estimate. This list can be printed by any of the following methods -

1. Highlighting the final estimate in the estimate list, clicking the Print button, and selecting the "Print the 1 selected Amount Balance Report" option. This will print all items in proposal line number order broken out by project and category with totals for each. Even though the report is sorted by proposal line number, they will not be displayed.
  - or
2. Highlighting the contract in the contracts list, clicking the Items button and clicking the Print button. As long as All is the choice when there are multiple projects and categories this will print a "rolled up" list of items. *You should change the page setup to Landscape (Start > Printers & Faxes > highlight the printer > Select printing preferences > Landscape > OK) before printing this..*
  - or
4. 3. Opening the QtyTotals spreadsheet in Excel, refreshing the data by entering the Cont ID in Cell A1 and pressing the Enter key, then clicking the Copy Formulas macro button. All contract items and their placed and paid quantities will be listed by proposal line number.

If the contractor does not agree with the quantities, the resident office must reconcile the difference and if changes are made, the entire process described above must begin again. The resident auditor **must** and the ETS **may** audit those items that have been changed.

### **Processing the Final Estimate -**

When both audits have been performed and the contractor has signed the final estimate, the final paperwork packet, including the final estimate and item quantities, shall be sent to the District Office.

After the DCE has signed the final estimate, they are to notify the resident office that the final paperwork has all required signatures (including materials) and processing of the final estimate can take place.

To process the final estimate -

MOVE (not Copy) the file (VCHR9xx.EXP) back into the FieldMgr\Outbox folder on your C drive from the Final Vouchers folder. There should not already be files in that location with the same name (e.g. vchr901.exp) since this file was specially named BUT IF THERE ARE, rename yours using a higher number (e.g. vchr905.exp). Do NOT change the extension – it must remain .EXP.

Once you have done the Combine Outbox step, process the estimate as you normally would. When the processing is complete, import the turn-around-file (TAF) into FieldManager.

Finance will process the final payment when appropriate.

Once the final turn-around-file file has been imported into FieldManager, the resident office will keep the contract in their contract list until notified that they may archive the contract. Janet will notify the resident offices of such once each month. When a contract can be archived, follow directions for doing so beginning on Page 10-8.