

OKLAHOMA DEPARTMENT OF TRANSPORTATION  
CONSTRUCTION DIVISION / TRNS\*PORT BRANCH

# Sitemanager Policy Manual

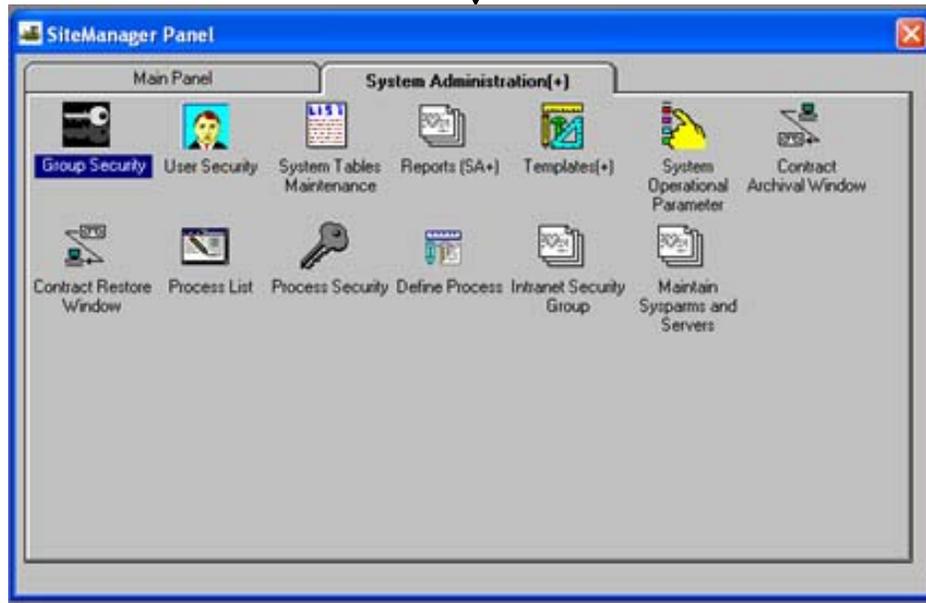
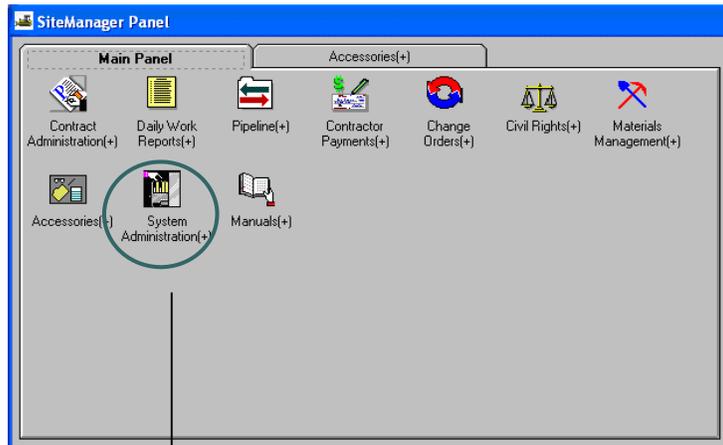
## SYSTEM ADMINISTRATION



**CONTAINS :**

- 200.0 – System Administration
- 201.0 - Group Security
- 202.0 - User Security
- 203.0 - System Tables Maintenance
- 204.0 - Reports
- 205.0 - Templates
- 206.0 - System Operational Parameter
- 207.0 - Contract Archival Window
- 208.0 - Contract Restore Window
- 209.0 - Process List
- 210.0 - Process Security
- 211.0 - Define Process
- 212.0 - Intranet Security Group
- 213.0 - Maintain Sysparms and Servers

## SCREENSHOT



# SYSTEM ADMINISTRATION 0200

## TABLE OF CONTENTS

- ◆ 200.0 – SYSTEM ADMINISTRATION
- ◆
- ◆ 201.0 - GROUP SECURITY
- ◆
- ◆ 202.0 - USER SECURITY
- ◆
- ◆ 203.0 - SYSTEM TABLES MAINTENANCE
- ◆
- ◆ 204.0 - REPORTS
  - ◆ 204.1 - GROUP LIST
  - ◆ 204.2 - USERS LIST
  - ◆ 204.3 - WINDOWS LIST
  - ◆ 204.4- CODE TABLE LIST
  - ◆ 204.5 - VIEW SAVED REPORTS
- ◆
- ◆ 205.0 - TEMPLATES
  - ◆ 205.1 - MATERIAL TEST TEMPLATE
  - ◆ 205.2 - CUSTOM TEMPLATE LIST & RECORD
  - ◆ 205.3 - DWR TEMPLATES
- ◆
- ◆ 206.0 - SYSTEM OPERATIONAL PARAMETER
- ◆
- ◆ 207.0 - CONTRACT ARCHIVAL WINDOW
- ◆
- ◆ 208.0 - CONTRACT RESTORE WINDOW
- ◆
- ◆ 209.0 - PROCESS LIST
- ◆
- ◆ 210.0 - PROCESS SECURITY
- ◆
- ◆ 211.0 - DEFINE PROCESS
- ◆
- ◆ 212.0 - INTRANET SECURITY GROUP
- ◆
- ◆ 213.0 - MAINTAIN SYSPARMS AND SERVERS

**SCOPE**

To establish procedure and default values for maintaining SiteManager Group Securities used by ODOT

**GENERAL**

Each individual SiteManager user must belong to a security group. The security group or groups to which a user is assigned will allow them rights to perform certain functions.

For example:

Update rights to SiteManager windows and data
Inquiry rights only and have the ability to access data and print reports, but not update information Update rights on some SiteManager windows, inquiry only on other windows, and/or no access to other windows
Update rights on some SiteManager data, inquiry rights on other data, and/or no access to other data
Access to SiteManager in only a standalone mode
Access to SiteManager in only a network mode
Access to SiteManager in both a standalone and network mode
Access to Attachments
Access to Applications Server processes

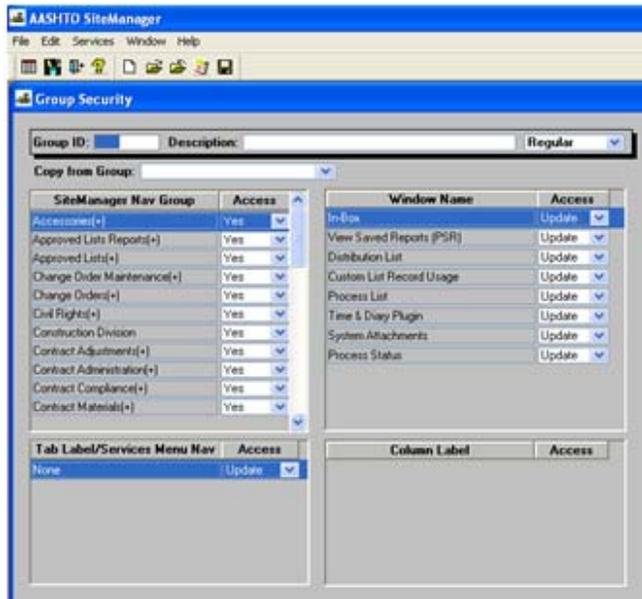
The SYSADMIN security group will have update rights to the group security window and will be responsible for maintaining all security groups.

# SYSTEM ADMINISTRATION 0200

## GROUP SECURITY

0201.0

### SCREENSHOTS



### DEFAULT VALUES

CENTRAL	
CENADMIN	Central Office Administration (R)
CENINQRY	Central Office Inquiry Group( R)
FHWA	Federal Highway Administration( R)
INQONLY	Inquiry Only
ISDINSTL	ISD Installation Group( R)
REGSERV	Regulatory Services( R)
SMADMIN	SMADMIN
SYSADMIN	System Administrator (R)

**DEFAULT VALUES****CONSTRUCTION**

CONADMIN	Construction Administration(R)
CONSEST	Construction Estimate Processor(R)
CONSLOAD	Construction Project Load(R)

**FIELD DIVISION**

DIVADMIN	Field Division Administration(R)
DIVAUDIT	Field Division Auditor(R)
DIVINQRY	Field Division Inquiry (R)

**RESIDENCY**

CONTAUTH	Contract Authority Group
RESADMIN	Residency Administration(R)
RESADMNS	Residency Administration(S)
RESAUDIT	Residency Auditor(R)
RESAUDTS	Residency Auditor(S)
RESINPS	Residency Inspector(S)
RESINQRY	Residency Inquiry(R)
RESINSP	Residency Inspector(R)
RESLABMN	Residency Lab Manager(R)
RESLABTC	Residency Lab Technician(R)
RESLBMNS	Residency Lab Manager(S)
RESLBTC	Residency Lab Technician(S)
RESPRMAN	Residency Project Manager(R)
RESPRMNS	Residency Project Manager(S)
RESSCTRY	Residency Secretary(R)

# SYSTEM ADMINISTRATION 0200

## GROUP SECURITY

0201.0

### DEFAULT VALUES

MATERIALS	
MATADMIN	Materials Administrator(R)
MATAUTH	Materials Authorizations(R)
MATIAS	Material Independent Assurance(R)
MATIASS	Material Independent Assurance(S)
MATINQRY	Materials Inquiry(R)
MATSTA	Material Sampling Testing & Approval(R)
MATTEST	Materials Testers(R)
MATTRAIN	Materials Training(R)

CONTRACTOR	
COUNTPRT	Contractor Counterpart(R)

CONSULTANT	
CONAUDIT	Consultant Residency Auditor(R)
CONAUDTS	Consultant Residency Auditor(S)
CONINSP	Consultant Residency Inspector(R)
CONINSPS	Consultant Residency Inspector(S)
CONLABMN	Consultant Residency Lab Manager(R)
CONLABTC	Consultant Residency Lab Technician(R)
CONLBMNS	Consultant Residency Lab Manager(S)
CONLBTCS	Consultant Residency Lab Technician(S)
CONPRMAN	Consultant Residency Project Manager(R)
CONPRMNS	Consultant Residency Project Manager(S)
CONSCTRY	Consultant Residency Secretary(R)
RESADMIN	Residency Administration(R)
RESADMNS	Residency Administration(S)

**SCOPE**

To establish the policy for users to obtain and maintain a SiteManager userid

**GENERAL**

Each user (ODOT, FHWA, and Consultant) requiring access to the SiteManager system shall obtain a SiteManager userid. A SiteManager userid will be obtained by submitting a completed SiteManager Userid Application Form to the Oklahoma Department of Transportation - Construction Division. A copy of the application form is attached. Instructions for completing the form are included with the application form. The Construction Division will maintain all SiteManager userids. The maintenance of each userid shall include maintaining the records identifying each user, resetting of passwords, and performing modifications to existing userid information.

The following situations will require a SiteManager user to submit a revised SiteManager Userid form to the Construction Division:

Changing security groups.
---------------------------

Changing a name associated with an existing userid.
---

Changing of work units.
-------------------------

# SYSTEM ADMINISTRATION 0200

## USER SECURITY

0202.0

### SCREENSHOTS

The screenshot shows the 'User Security' form within the AASHTO SiteManager application. The form includes the following fields and controls:

- User ID:** Text input field.
- User Name:** Text input field.
- Geographic Area:** Dropdown menu with 'Spaces' selected.
- SM Security User:**
- Sampler:**
- Tester:**
- Global Tester:**
- Title:** Text input field.
- SSN:** Text input field with dashes.
- Supervisor:** Text input field.
- Vendor Presl Ind.:**
- Vendor ID:** Text input field.
- Vendor Presl ID:** Text input field.
- Area Engineer:**
- Active:**
- Default RTF Library:** Dropdown menu with 'RTFPROD' selected.
- Central:**
- Division:** Dropdown menu.
- Residency:** Dropdown menu.
- Res. Name:** Text input field.
- Database Login ID:** Text input field.
- Database Password:** Text input field.
- Office-wide Contract Access:** Two buttons: 'All On' and 'All Off'.
- Group Description:** A list box containing the following items:
  - Dummy, No Rights
  - Residency Administration(R)
  - Materials Tester(R)
  - Material Sampling Testing & Approval(R)
  - Dummy, No Rights
  - Materials Authorizations(R)
  - Field Division Auditor(R)
  - System Administrator(R)
  - Field Division Administration(R)
- Member of:** A list box with 'Office-Wide' selected.
- Control Buttons:** 'Add ->', '<- Remove', 'Add All ->', and '<<- Remove All'.

**SCOPE**

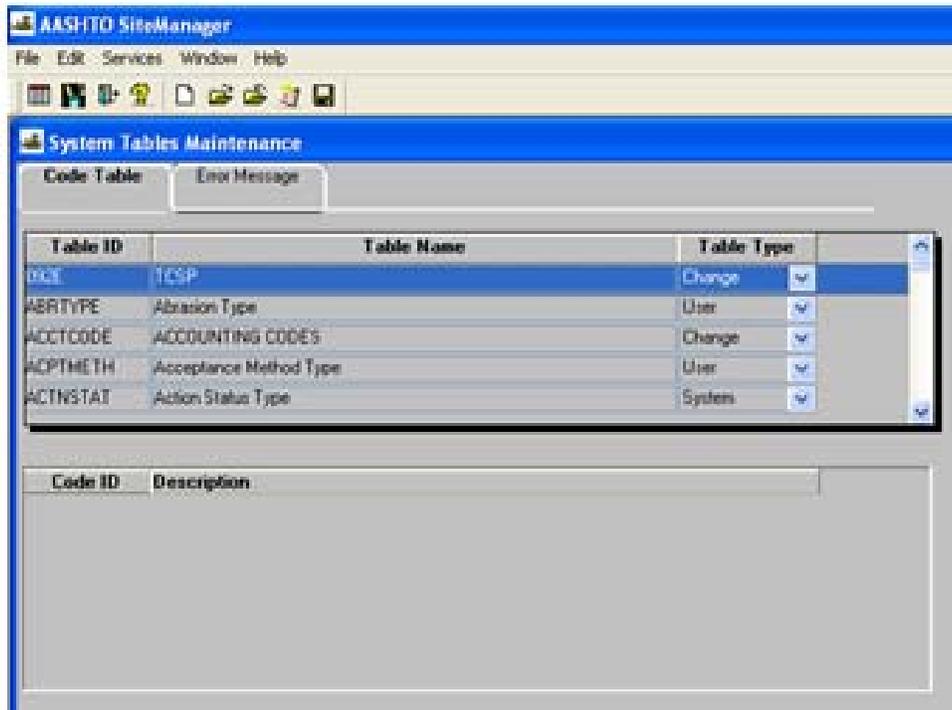
To establish the policy for maintenance of the system tables

**GENERAL**

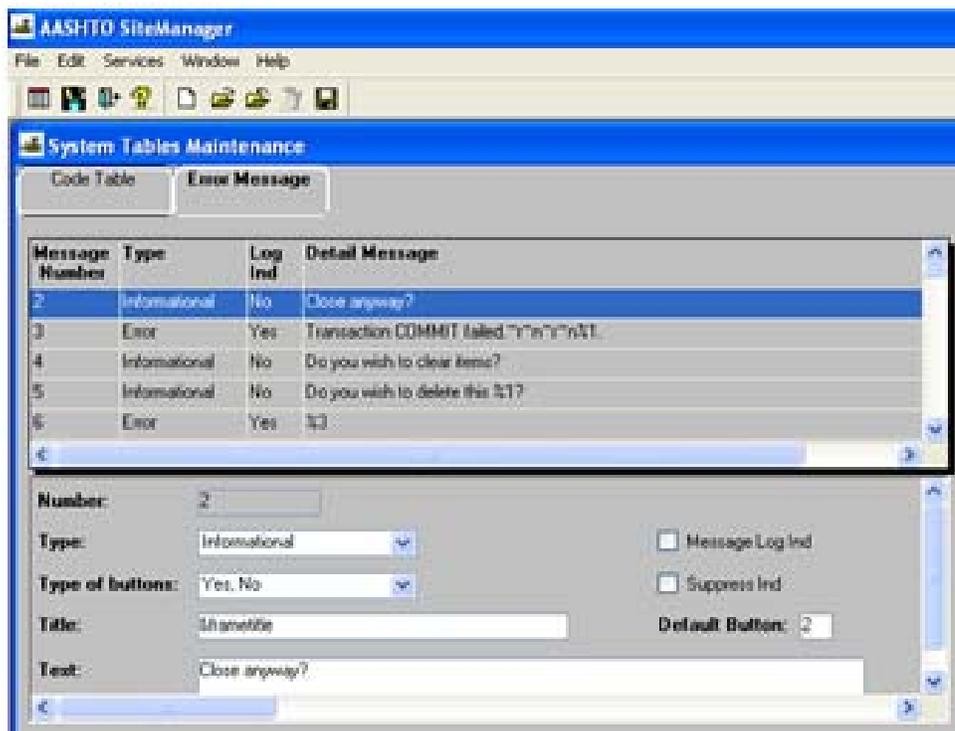
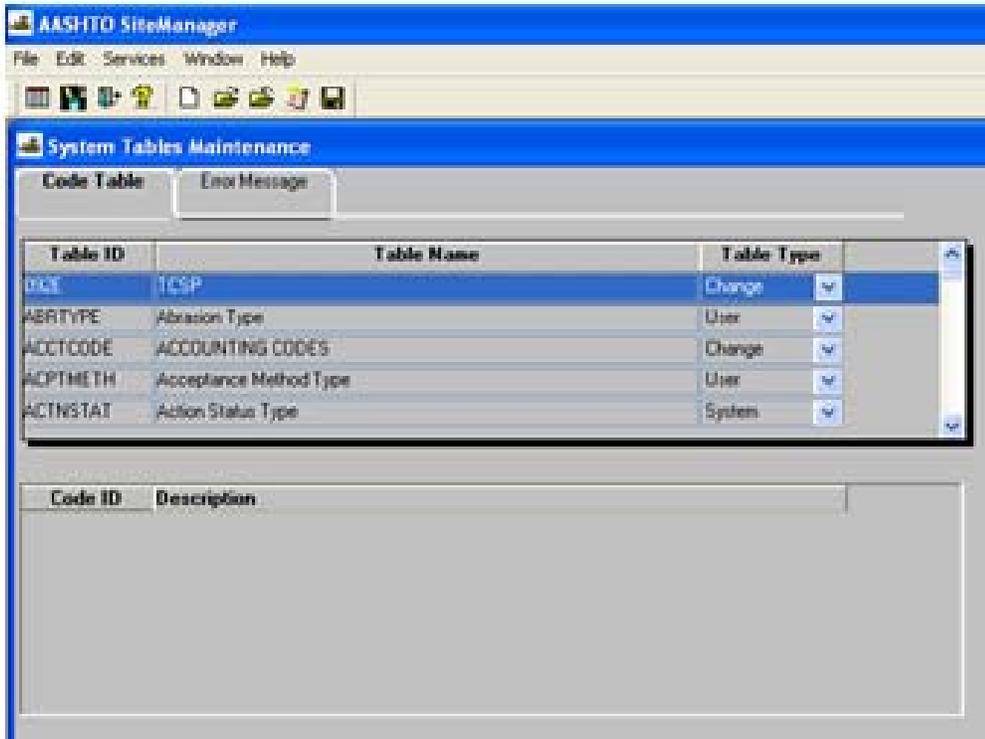
System tables will be populated by 2 different procedures.

- Some Tables will be updated through a pass done from PES/ LAS on a as need basis.
- Tables setup specifically for Sitemanager use will be updated as changes to the entire system occur.

Construction Division will maintain these tables.

**SCREENSHOT**

### SCREENSHOTS



**OVERVIEW**

This section contains a list of reports the is for use by the System Administrator.

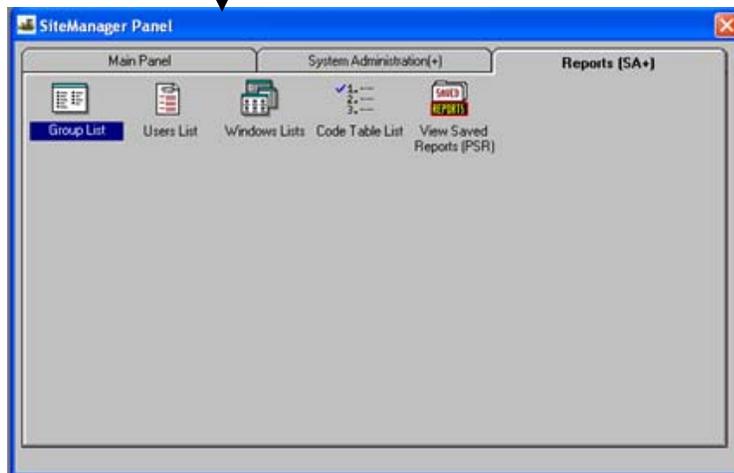
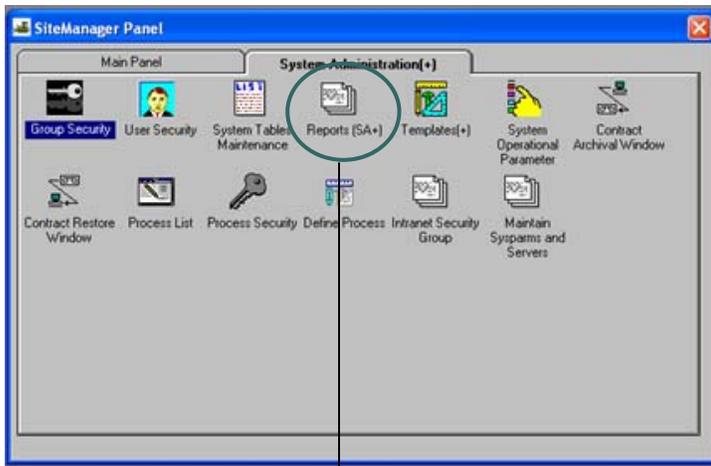
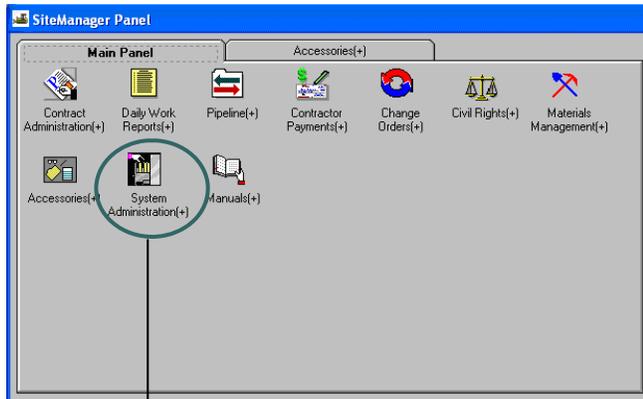
TABLE OF CONTENTS

- ◆ 204.0 - REPORTS
  - ◆ 204.1 - GROUP LIST
  - ◆ 204.2 - USERS LIST
  - ◆ 204.3 - WINDOWS LIST
  - ◆ 204.4- CODE TABLE LIST
  - ◆ 204.5 - VIEW SAVED REPORTS

# SYSTEM ADMINISTRATION 0200

## REPORTS

PATH



AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

SYSTEM ADMINISTRATION

PAGE 13



SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

Report ID: RTEGRLST  
User: awilson  
Date: 12/11/2009  
Page: 1 of 7

Oklahoma  
Department of Transportation  
Group List Report

Group ID: RESADMIN      Group Description: Residency Administration(R)

SM Node Name	SM Sub Node Name	Window Name	Tab	Col	Status	
Accessories(+)		Custom List Record Usage	None	None	None	
		Distribution List	None	None	Inquiry	
		In-Box			Update	
		Process List			Update	
		Process Status			Update	
		System Attachments	None	None	Inquiry	
		Time & Diary Plugin	None	None	Inquiry	
		View Saved Reports (PSR)			Update	
	Approved Lists Reports(+)		Calibrated Equipment Report	None	None	None
			Qualified Labs Report			Update
		Test and Fee Schedule Report	None	None	None	
		View Saved Reports (PSR)			Update	
Approved Lists(+)		Approved Materials	None	None	Inquiry	
		Calibrated Equipment			Update	
		Material User			Update	
		Producer/ Supplier	None	None	Inquiry	
		Producer/ Supplier Materials			Update	
		Qualified Labs	None	None	Inquiry	
		Sampler Qualifications			Update	
		Test and Fee Schedule			Update	
		Tester Qualifications	None	None	Inquiry	
		Welders			Update	
Change Order Maintenance(+)		Change Order Explanations			Update	
		Change Order Items			Update	
		Change Order Review / Approve			Update	
		Change Order Time Adjustments			Update	
		Header	Change O Override		Inquiry	
		Item Summary			Update	
		Signature Page	None	None	None	
		Tracking			Update	
	Change Orders(+)	Change Order Maintenance(+)				Update
			Process List			Update
Reference Tables(CO+)				Update		
	Reports (CO+)			Update		

# SYSTEM ADMINISTRATION 0200

## USER LIST

0204.2

### SCOPE



ODOT WILL NOT USE THIS WINDOW

### SCREENSHOTS

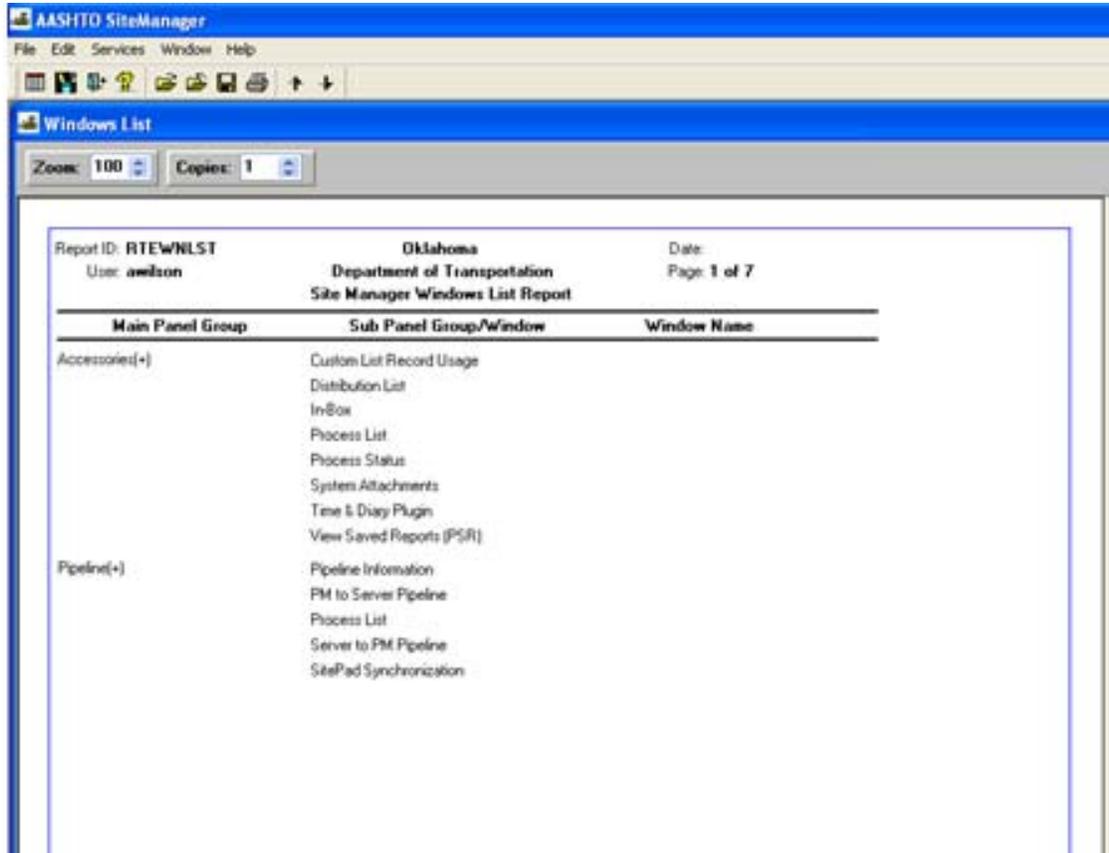
The screenshot shows a web browser window titled "AASHTO SiteManager" with a menu bar (File, Edit, Services, Window, Help) and a toolbar. Below the browser window is a "Users List" report window. The report header includes: Report ID: RTEUSLST, User: awilson, Oklahoma Department of Transportation, Date: 12/11/2009, and Page: 1 of 1. The report title is "Users List Report". The user details are: User ID: nabucada, Name: Abusadah, Nabeel H., Active: Active, Fax: [ ], Supervisor: SSN/SIN: 000-00-0046, Work Phone: [ ], Work Extension: [ ], Home Phone: [ ], Contact Ind: Y, Area Engineer: [ ], Level1: Y, Level2: [ ], Level3: [ ], Level4: [ ]. The user's group information is: User's Group ID[s]: FHWA, Group Description: Federal Highway Administration(FI).



## SCOPE

ODOT WILL NOT USE THIS WINDOW

## SCREENSHOTS



### SCOPE

ODOT WILL NOT USE THIS WINDOW



### SCREENSHOTS

Report ID: RTECDRPT      Oklahoma      Date: 12/11/2009  
User: awilson      Department of Transportation      Page: 1 of 134  
Code Table Report

Table Id : OSCE      Table Name : TCSP  
Table Type : CHG

Table Id : ABRTYPE      Table Name : Abrasion Type  
Table Type : USR

Code Id	Description
ET01	Submit 404 Contr. Schedule Work Sheet
ET02	Stormwater Inspection
ET03	Bulletin Board
ET04	Materials on Hand Invoice
ET05	EEO Interview
T96A	A
T96B	B
T96C	C
T96D	D

Table Id : ACCTCODE      Table Name : ACCOUNTING CODES  
Table Type : CHG

Code Id	Description
3	075

Table Id : ACPTMETH      Table Name : Acceptance Method Type  
Table Type : USR

Code Id	Description
5001	5001 (AM List Basic)
5002	5002 (Shop Insp )
5003	5003 (Epoxy Rebar)
5004	5004 (Iron Castings)
5005	5005 (Reinf. Steel)
5006	5006 (Type A Certification)
5008	5008 (TS Elec Cable)
5009	5009 (Loop Lead-in)
5010	5010 (Loop Wire)
5011	5011 (Bldg/Light Wire)
5012	5012 (Convm Elec Cable)
8F0	Bridge Division
CRS	CRS Construction Residency



## SCOPE

ODOT WILL NOT USE THIS WINDOW

## SCREENSHOTS



**NOTES**

**0200**

# **SYSTEM ADMINISTRATION**

**0205.0**

**TEMPLATES**

## **OVERVIEW**

This section is where the creation of all templates are housed. Material Division will maintain material Templates and Construction Division will maintain DWR Templates.

### TABLE OF CONTENTS

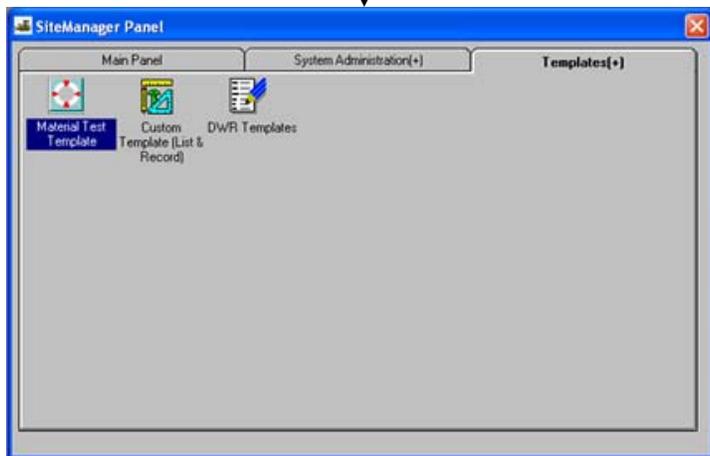
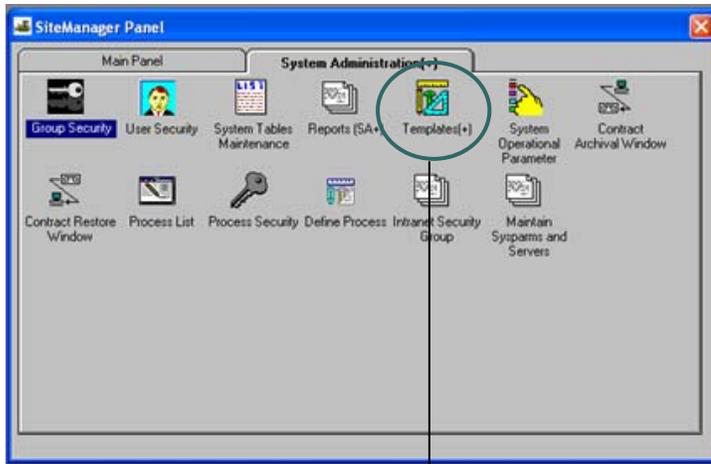
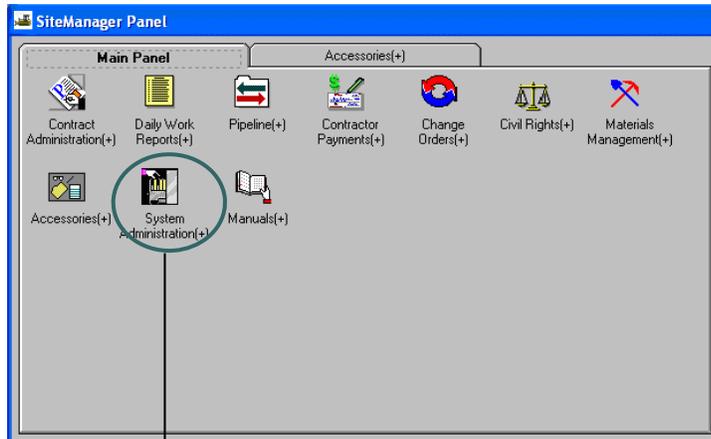
- ◆ 205.1 MATERIAL TEST TEMPLATE
- ◆
- ◆ 205.2 CUSTOM TEMPLATE (LIST AND RECORD)
- ◆
- ◆ 205.3 DWR TEMPLATE

**PAGE**

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

**SYSTEM ADMINISTRATION**

PATH



**SCOPE**

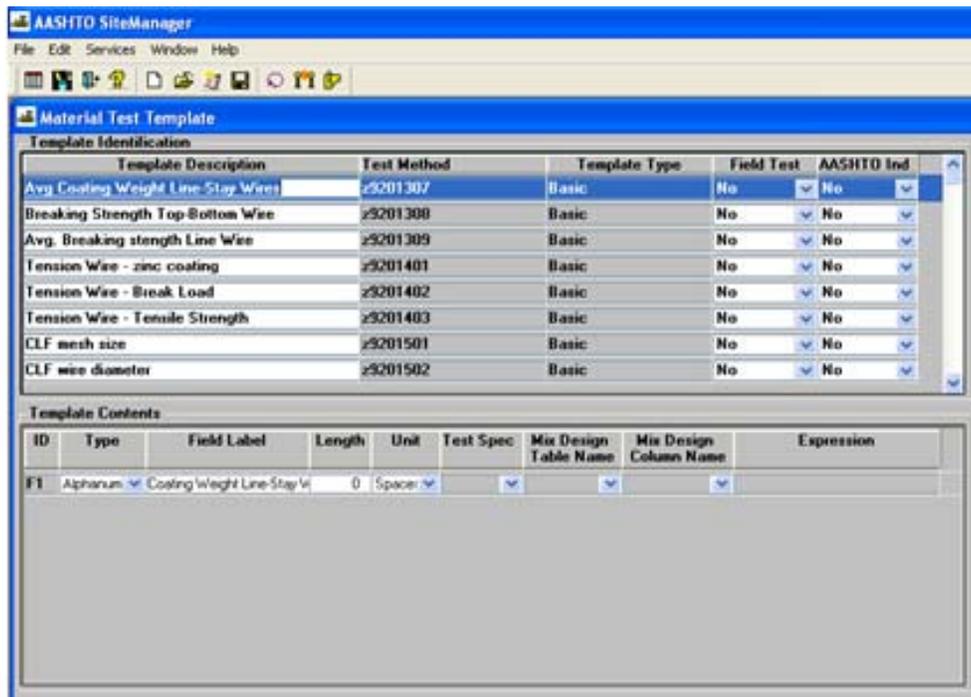
To establish the policy for maintenance of the Material Test Templates

**GENERAL**

This area contains a list of all template specialized to Oklahoma for use by certified Material Technicians or approved data entry personnel.

Material Division will maintain these templates.

**SCREENSHOT**



# SYSTEM ADMINISTRATION 0200

## CUSTOM TEMPLATE ( LIST AND RECORD)

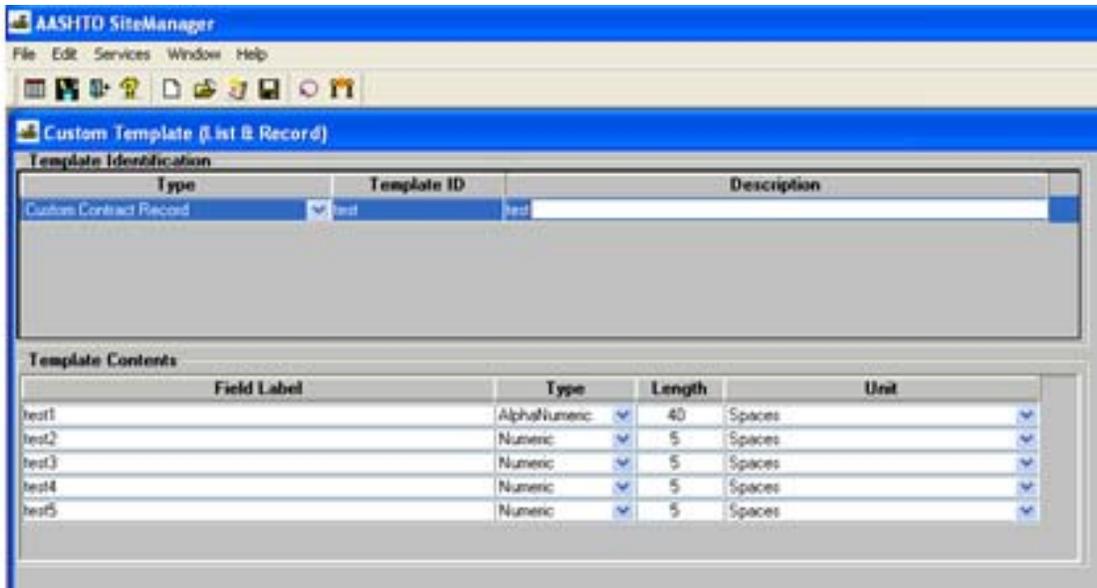
0205.2

### SCOPE

ODOT WILL NOT USE THIS WINDOW



### SCREENSHOTS



**SCOPE**

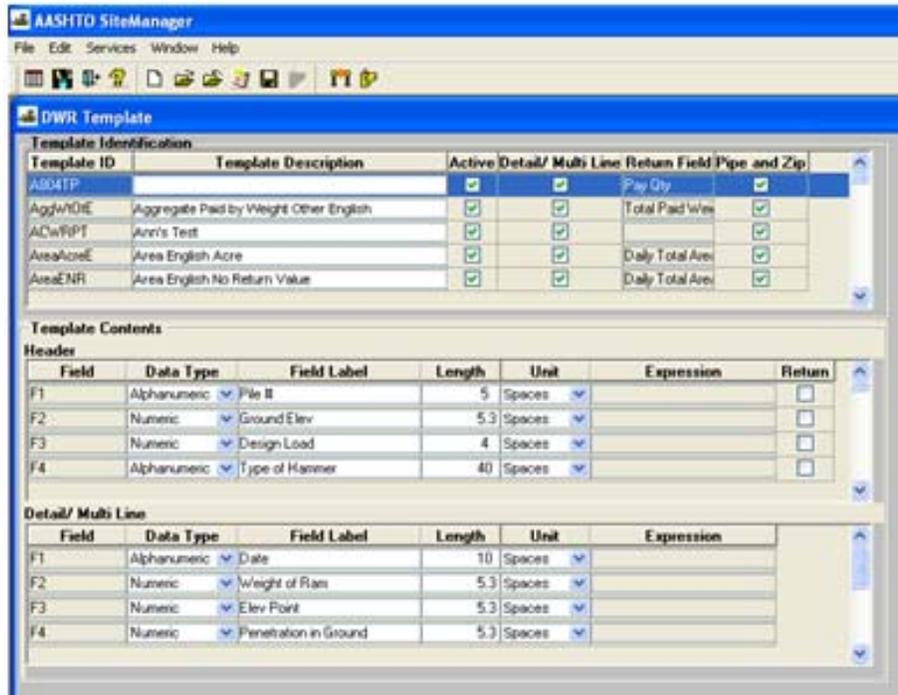
To establish the policy for maintenance of the DWR Templates

**GENERAL**

This area contains a list of all template specialized to Oklahoma for use by data entry personnel on DWR work items.

Construction Division will maintain these templates.

**SCREENSHOT**



**NOTES**

**SCOPE**

To establish the policy and default settings for maintaining the operational parameters of SiteManager.

**GENERAL**

In SiteManager, system operational parameters control many aspects of SiteManager functionality. These parameters typically affect the entire system and in many cases provide default values for certain components. In SiteManager, system operational parameters control many aspects of SiteManager functionality. This window is organized into tabs with each tab containing parameters specific to a component of SiteManager. Only the SYSADMIN security group will have update rights to this window.

**SCREENSHOT**

# SYSTEM ADMINISTRATION 0200

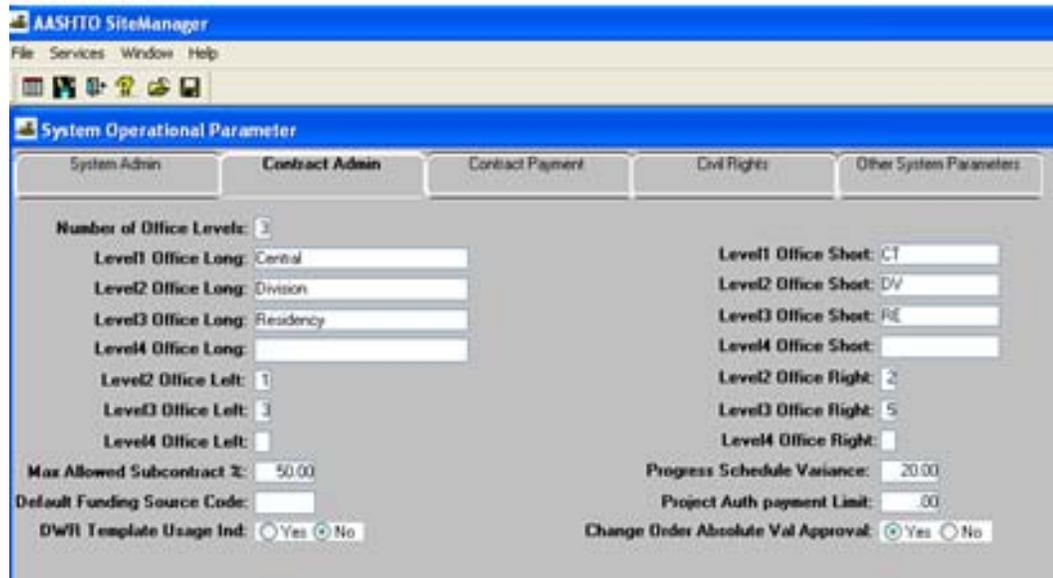
## SYSTEM OPERATIONAL PARAMETERS

0206.0

### DEFAULT VALUES

Field Label Name	ODOT Default	Description
Country Indicator	USA	Indicates the country in which SiteManager is installed. This parameter is used to set the date and SSN formats.
Password Expire Days	90	Indicates the number of days for a password to expire. Zero indicates that a password will never expire.
DBMS Name	Oracle	This field will trap the database error(s) and map these errors to SiteManager error message. This parameter should be populated with ODOT's database name.
Report Header 1	Oklahoma	Identifies the text that will be used in the first line of reports generated by SiteManager.
Password Length	4	The minimum length of the SiteManager logon id password.
Report Header2	Department of Transportation	Identifies the text line that will be used in the second line of reports generated by SiteManager.
Code Table Modify Ind	No	This indicator is used to override the edit checks while updating the code table. Normally user(system administrator) can not add/modify or delete to system type of table. Also he can not delete or modify existing change type of table.
Preview DWR Rpt. Remarks Ind	Yes	This indicator will provide the optional reporting of DWR contractor equipment personnel, supervisor and daily staff remarks on the Diary Preview DWR report. When the indicator is set to "yes" the DWR remarks information will be displayed in the Dairy Preview report. Otherwise, remarks will be suppressed from the Diary Preview DWR report.

SCREENSHOTS



DEFAULT VALUES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Number of Office Levels	3	The number of administrative office levels including the central office that ODOT has. For ODOT this would be:  RE = Residency, DV = Division, and CT = Central Office. Level1 Office Short CT The specific window report label holding the name to identify the first level office.
Level1 Office Long	Central	The specific window report label holding the name to identify the first level office.
Level2 Office Short	DV	The specific window report label holding the name to identify the second level office.
Level2 Office Long	Division	The specific window report label holding the name to identify the second level office.
Level3 Office Short	RE	The specific window report label holding the name to identify the third level office
Level3 Office Long	Residency	The specific window report label holding the name to identify the third level office.
Level4 Office Short	Blank	The specific window report label holding the name to identify the fourth level office.

# SYSTEM ADMINISTRATION 0200

## SYSTEM OPERATIONAL PARAMETERS

0206.0

### DEFAULT VALUES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Level4 Office Long	<i>Blank</i>	The specific window report label holding the name to identify the fourth level office.
Level2 Office Right	1	This is the ending (right most) position of ODOT's second level of administrative office in the 5 character Trns*port (BAMS) office number format. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position.
Level2 Office Left	1	This is the beginning (left most) position of ODOT's second level of administrative office in the 5 character Trns*port (BAMS) office number format. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position.
Level3 Office Right	2	This is the ending (right most) position of ODOT's third level of administrative office in the 5 character Trns*port (BAMS) office number format. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position.
Level3 Office Left	2	This is the beginning (left most) position of ODOT's third level of administrative office in the 5 character Trns*port (BAMS) office number format. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position.
Level4 Office Right	<i>Blank</i>	This is the ending (right most) position of ODOT's fourth level of administrative office in the 5 character Trns*port (BAMS) office number format. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position.
Level4 Office Left	<i>Blank</i>	This is the beginning (left most) position of ODOT's fourth level of administrative office in the 5 character Trns*port (BAMS) office number format. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position.
Progress Schedule Variance	10	The default percentage difference between a contract's scheduled completion date and actual completion date that will generate a warning message when exceeded.

**DEFAULT VALUES**

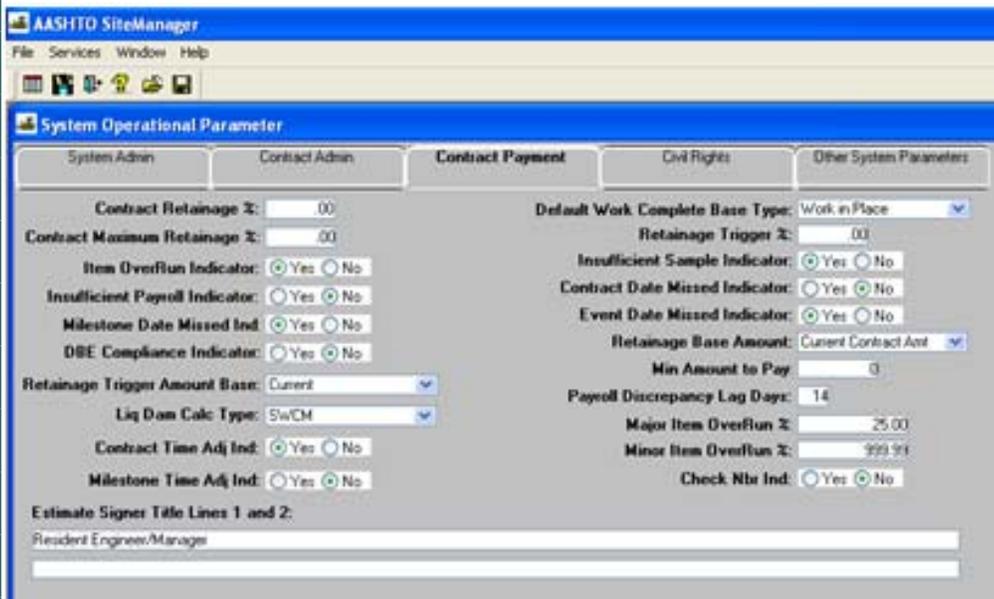
FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Max Allowed Subcontract %	50	ODOT designated default contract value for the maximum percentage of the total contract amount the prime is allowed to subcontract (exclude specialty items).
Project Auth Payment Limit	0	The result of this percentage multiplied times the total amount of the project is added to the total project amount to determine the project's default total authorized payment limit.
Default Funding Source Code	<i>Blank</i>	Identifies a particular source of funding (e.g., 'Federal DOT grant', 'Federal Fuel Tax', etc.). If a value is entered, then any contract created online will have this dummy fund added at the contract level at 100%.
Change order Absolute Val Approval	Yes	This indicator directs processing of negative value change orders (those with a total dollar amount less than zero) by the Change Order Approval function. If the value is 'Yes', the function processes a negative value change order in the same way that change orders with positive amounts are processed (absolute value). If the value is 'No', the change order function will process negative value change orders using the lowest approval level in the sequence.
DWR Template Usage Ind	No	If the DWR Template Usage Ind function is set to Yes, DWR templates functionality will be fully utilized, including the capability to return values from templates to the Placed Quantity field of the Work Items tab within the Daily Work Reports panel. If an item has an associated template that returns a value then Placed Qty can only be populated by that return value. If the indicator is set to No, DWR templates will return values to the Placed Qty field of the Work Items tab, but the Placed Qty can be modified or overwritten by manual entries.

# SYSTEM ADMINISTRATION 0200

## SYSTEM OPERATIONAL PARAMETERS

0206.0

### SCREENSHOTS



### DEFAULT VALUES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Contract Retainage %	0	This default is used by the estimate generation process in the determination of a retainage adjustment. This is the percentage of the payment that is withheld for retainage. This value can be overridden by a Contract specific retainage percentage.
Default Work Complete Base Date	Work in Place	This field is used by the estimate generation process in calculating retainage. This field indicates the type of retainage calculation to perform. This field will have three possible values, WINP (Work in Place), WREM (Work Remaining), or WPER (Work Per Period)
Contract Maximum Retainage %	0	This default value is used by the estimate generation process to check to ensure that the total amount of retainage does not exceed this percentage of the contract.
Retainage Trigger %	0	The percentage of work completed on the contract in which a retainage will be applied. The work completed will depend on the value entered in Trigger Amount Base. The trigger amount base is either C (current) or B (Bid).

**DEFAULT VALUES**

FIELD LABEL NAME	ODOT	DESCRIPTION
Item OverRun Indicator	Yes	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged in regards to a contract item overrun. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.
Insufficient Sample Indicator	Yes	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged in regards to insufficient samples being taken. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.
Insufficient Payroll Indicator	No	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged in regards to insufficient certified payrolls. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.
Contract Date Missed Indicator	Yes	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged for a missed contract completion date. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.
Milestone Date Missed Ind	Yes	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged for a missed contract milestone completion date. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.
Event Date Missed Indicator	Yes	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged for a missed checklist event completion date. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.

# SYSTEM ADMINISTRATION 0200

## SYSTEM OPERATIONAL PARAMETERS

0206.0

### DEFAULT VALUES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
DBE Compliance Indicator	No	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged for ODOT's compliance with DBE goals. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.
Retainage Base Amount	Current Contract Amount	This field is used by the estimate generation process in calculating retainage. This field indicates whether to use the Current Contract Amount or the Bid Contract Amount as the base amount in calculating the retainage.
Retainage Trigger Amount Base	Current	This field is used by the estimate generation process in calculating retainage. This field indicates whether to use the Current Contract Amount or the Bid Contract Amount as the base amount for the retainage trigger percent in calculating the retainage.
Min Amount to Pay	0	The minimum amount that will be paid on an estimate. If the estimated payable amount is less than this value, a transaction is not created for the financial system.
Liq Dam Calc Type	SWCM	This is also known as the Liquidated Damage Calculation Determination Date type. This field is used by the estimate generation process in calculating the liquidated damages for a contract. A value of 'SWCM' means that the substantial completion date is used to determine the amount of a liquidated damage adjustment. A value of 'WKCM' means that the physical completion date is used to determine the amount of liquidated damage adjustment.
Payroll Discrepancy Lag Days	14	This field is used by the estimate generation process in determination of the insufficient certified payroll's discrepancy. This field indicates the number of lag days before which the payroll must have been verified for no payroll discrepancy to be generated.
Major Item OverRun %	25	Indicates the percentage of the bid quantity of a major item in a contract, in which it can overrun without creating a discrepancy during the estimate generation process. A change order for the item will be required to cancel the generation of the discrepancy.
Minor Item OverRun %	999.99	Indicates the percentage of the bid quantity of a minor item in a contract, in which it can overrun without creating a discrepancy during the estimate generation process. A change order for the item will be required to cancel the generation of the discrepancy.

**DEFAULT VALUES**

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Contract Time Adj Ind	Yes	This indicator allows ODOT to determine if the contract time adjustment window displays in the contract adjustment tab of contractor payments. Yes means that the icon is displayed. No means that the icon will not be displayed.
Milestone Time Adj Ind	No	This indicator allows ODOT to determine if the milestone time adjustment window displays in the milestone adjustment tab of contractor payments. Yes means that the icon is displayed. No means that the icon will not be displayed.
Check Nbr Ind	No	This indicator allows ODOT to determine if the check number window displays in the estimate tab of contractor payments. Yes means that the icon is displayed. No means that the icon will not be displayed.
Estimate Signer Title Lines 1 and 2	Resident Engineer / Manager	Title of the estimate signers.

# SYSTEM ADMINISTRATION 0200

## SYSTEM OPERATIONAL PARAMETERS

0206.0

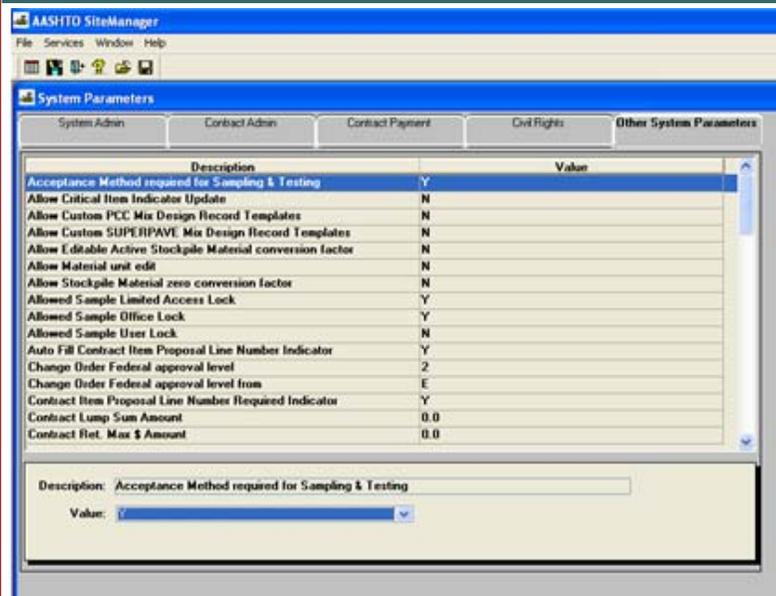
### SCREENSHOTS



### DEFAULT VALUES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
English Training Item Code	<i>Blank</i>	Identifies the department wide training related item code that uses English units.
Metric Training Item Code	<i>Blank</i>	Identifies the department wide training related item code that uses metric units.
Avg. Training Program Hrs.	0	Average number of training hours per training program. Used to approximate the number of trainees.

SCREENSHOTS



DEFAULT VALUES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Acceptance Method required for Sampling & Testing	Y	If set to 'Y', an Acceptance Method is required on the Material Information Sampling and Testing Requirements window and Contract Sampling and Testing Requirements window.
Allow Critical Item Indicator Update	N	If set to 'Y', the system will allow critical items to be marked prior to completion, regardless of whether the item has been subcontracted. Allow Material unit edit Y If set to 'Y', the system will allow edits to the material unit entered on the Contract Sampling and Testing Requirements window.
Auto Fill Contract Item Proposal Line Number Indicator	Y	If set to 'KY', during the SiteManager to SiteXchange extract, will automatically assign proposal line numbers to those contract items that do not have one and updates this information to the SiteManager database.
Contract Item Proposal Line Number Required Indicator	Y	If set to 'KY' designates the Contract Item Proposal Line number field is a required field in the Item window and the Change Order Items window. If set to 'KN', the field is not required.
Contract Lump Sum Amount	0	This field indicates the default amount to be used on the contract retainage record.

# SYSTEM ADMINISTRATION 0200

## SYSTEM OPERATIONAL PARAMETERS

0206.0

### DEFAULT VALUES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Display Approved Source Required	Y	If set to 'Y', the "Approved Source Required" field is displayed on the Materials Tab of the Material Information Sampling & Testing Requirements window and the Contract Sampling & Testing Requirements window.
Contract Ret. Max \$ Amount	0	This field sets the default dollar amount to be used on the contract Max Retainage Amount in the Contract Retainage Record.

### ESTIMATES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Final Est Approval level 1 Des	Project Manager	Contains the description of the Desc group designated for the indicated level of approval on final estimates.
Final Est Approval level 1 Grp	RESPRMAN	Contains the actual group ID designated for the indicated level of approval on final estimates.
Final Est Approval level 2 Des	Resident Engineer / Manager	Contains the description of the group designated for the indicated level of approval on final estimates.
Final Est Approval level 2 Grp	RESADMIN	Contains the actual group ID designated for the indicated level of approval on final estimates.
Final Est Approval level 3 Des	Field Division Engineer	Contains the description of the group designated for the indicated level of approval on final estimates.
Final Est Approval level 3 Grp	DIVADMIN	Contains the actual group ID designated for the indicated level of approval on final estimates.
Final Est Approval level 4 Des	Construction Engineer	Contains the description of the group designated for the indicated level of approval on final estimates.
Final Est Approval level 4 Grp	CONADMIN	Contains the actual group ID designated for the indicated level of approval on final estimates.
Final Est Approval level 5 Des	Asst. Director-Operations	Contains the description of the group designated for the indicated level of approval on final estimates.
Final Est Approval level 5 Grp	CENADMIN	Contains the actual group ID designated for the indicated level of approval on final estimates.

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

**SYSTEM ADMINISTRATION**

**PAGE 37**

**DEFAULT VALUES**

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Supp Est Approval level 1 Desc	<i>Blank</i>	Contains the description of the group designated for the indicated level of approval on supplemental estimates.
Supp Est Approval level 1 Grp	<i>Blank</i>	Contains the actual group ID designated for the indicated level of approval on supplemental estimates.
Supp Est Approval level 2 Desc	<i>Blank</i>	Contains the description of the group designated for the indicated level of approval on supplemental estimates.
Supp Est Approval level 2 Grp	<i>Blank</i>	Contains the actual group ID designated for the indicated level of approval on supplemental estimates.
Supp Est Approval level 3 Desc	<i>Blank</i>	Contains the description of the group designated for the indicated level of approval on supplemental estimates.
Supp Est Approval level 3 Grp	<i>Blank</i>	Contains the actual group ID designated for the indicated level of approval on supplemental estimates.
Supp Est Approval level 4 Desc	<i>Blank</i>	Contains the description of the group designated for the indicated level of approval on supplemental estimates.
Supp Est Approval level 4 Grp	<i>Blank</i>	Contains the actual group ID designated for the indicated level of approval on supplemental estimates.
Supp Est Approval level 5 Desc	<i>Blank</i>	Contains the description of the group designated for the indicated level of approval on supplemental estimates.
Supp Est Approval level 5 Grp	<i>Blank</i>	Contains the actual group ID designated for the indicated level of approval on supplemental estimates.
Prog Est Approval level 1 Desc	Project Manager	Contains the description of the group designated for the indicated level of approval on progress estimates.

# SYSTEM ADMINISTRATION 0200

## SYSTEM OPERATIONAL PARAMETERS

0206.0

### DEFAULT VALUES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Prog Est Approval level 1 Grp	RESPRMAN	Contains the actual group ID designated for the indicated level of approval on progress estimates
Prog Est Approval level 2 Desc	Resident Engineer/ Manager	Contains the description of the group designated for the indicated level of approval on progress estimates.
Prog Est Approval level 2 Grp	RESADMIN	Contains the actual group ID designated for the indicated level of approval on progress estimates.
Prog Est Approval level 3 Desc	Construction	Contains the description of the group designated for the indicated level of approval on progress estimates.
Prog Est Approval level 3 Grp	CONSEST	Contains the actual group ID designated for the indicated level of approval on progress estimates.
Prog Est Approval level 4 Desc	<i>Blank</i>	Contains the description of the group designated for the indicated level of approval on progress estimates.
Prog Est Approval level 4 Grp	<i>Blank</i>	Contains the actual group ID designated for the indicated level of approval on progress estimates.
Prog Est Approval level 5 Desc	<i>Blank</i>	Contains the description of the group designated for the indicated level of approval on progress estimates.
Prog Est Approval level 5 Grp	<i>Blank</i>	Contains the actual group ID designated for the indicated level of approval on progress estimates.

## DEFAULT VALUES

## MATERIALS

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Material Discrepancy Accept Sample By	B	The value specified for this parameter tells the system how samples should be accepted during the evaluation of Sampling and Testing Requirements by using "A" - Authorized Date, "S" - Sample Status (also defined in the System Operational Parameters) or "B" - Both as the basis for acceptance.
Material Discrepancy Accept Sample Status 1	COMP	Contains the Sample Status (COMP, FAIL, VOID) designated to be accepted for payment purposes.
Material Discrepancy Accept Sample Status 2	FAIL	Contains the Sample Status (COMP, FAIL, VOID) designated to be accepted for payment purposes.
Material Discrepancy Accept Sample Status 3	<i>Blank</i>	Contains the Sample Status (COMP, FAIL, VOID) designated to be accepted for payment purposes.
Material Discrepancy Payment Calculation	Y	This flag indicates whether or not to calculate the materials discrepancy line item adjustments during estimate processing.
Material Discrepancy Payment Calculation Item Default	N	This flag tells the system how to default contract items' flags when the item is created. When this flag is set to 'Y', Site-Manager will default each new contract item to have discrepancy adjustments turned on. Authorized users may still toggle an individual item's adjustments on or off during the course of a contract.
Producer/Supplier required for Sampling & Testing	N	If set to 'Y', the Producer/Supplier field is required on the Contract Sampling & Testing Requirements window.
Require Cont Item Smpl Represented Qty	Y	If set to 'Y', the Represented Quantity field is required on the Contract tab of the Maintain Sample Information window.
Sample Type required for Sampling & Testing	Y	If set to 'Y', the Sample Type is a required field on the Material Information Sampling & Testing Requirements window and the Contract Sampling & Testing Requirements window.

# SYSTEM ADMINISTRATION 0200

## SYSTEM OPERATIONAL PARAMETERS

0206.0

### DEFAULT VALUES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Sampling & Testing Req Criterial Priority 1	TM	A test (i.e. test method/test template) may only satisfy one sampling and testing requirement for a Contract. The "Priority" parameters are used to prioritize the evaluation criteria used by the system to find the "best fit" for a test that meets more than one requirement. Using these four parameters, ODOT ranks by importance the values entered for Producer/ Supplier (PS), Test Method (TM), Acceptance Method (AM), and Sample Type (ST) on a sample record.
Sampling & Testing Req Criterial Priority 2	AM	
Sampling & Testing Req Criterial Priority 3	ST	
Sampling & Testing Req Criterial Priority 4	PS	
Test Method re-quired for Sampling & Testing	Y	If set to 'Y', the Test Method field is required on the Material Information Sampling & Testing Requirements window and Contract Sampling & Testing Requirements window.
Use Obsolete Item Ind on Item Master	Y	If set to 'KY', items that are marked obsolete will not be displayed on the Item Master and cannot be added to a contract.
Use Satisf. Represented Matrl Qty in Discrepancies Process	Y	The value specified for this parameter tells the system if it should first attempt to satisfy sampling and testing requirements by evaluating the "Satisfied Represented Material Quantity". The "Satisfied Represented Material Quantity" is the total of the represented quantities entered in the Contracts tab of the Sample Information window for all samples of a material for a contract line item. SiteManager will only count the represented quantities from samples and tests that satisfy a requirement.



## SCOPE

ODOT WILL NOT USE THIS WINDOW

## SCREENSHOTS

**AASHTO SiteManager**  
File Services Window Help

**Contract Archival Window**

Contract ID	Contract Description	Status	Contract Amount	Contract D
000117	RESURFACE (OVERLAY)	CMPL	1055840.01	00/00/00
040084	RESURFACE	CMPL	373947.68	00/00/00
030433	GRADE, DRAIN, SURFACE & BRIDGE(RCB)	CMPL	2448477.21	00/00/00
030389	BRIDGE AND APPROACHES	CMPL	355644.05	00/00/00
040072	RESURFACE	CMPL	1307636.45	00/00/00
040044	RESURFACE	CMPL	770828.66	00/00/00
060092	RESURFACE (OVERLAY)	CMPL	3536570.84	00/00/00
040030	MICRO-SURFACE TREATMENT/PALUMAC	CMPL	331313.56	00/00/00
040069	RESURFACE	CMPL	399464.31	00/00/00
040063	RESURFACE	CMPL	470981.12	00/00/00
040029	PAVEMENT REHABILITATION (CONCRETE RE) CMPL	CMPL	188680.11	00/00/00

File Name:   Delay Archiving

# SYSTEM ADMINISTRATION 0200

## CONTRACT RESTORE WINDOW

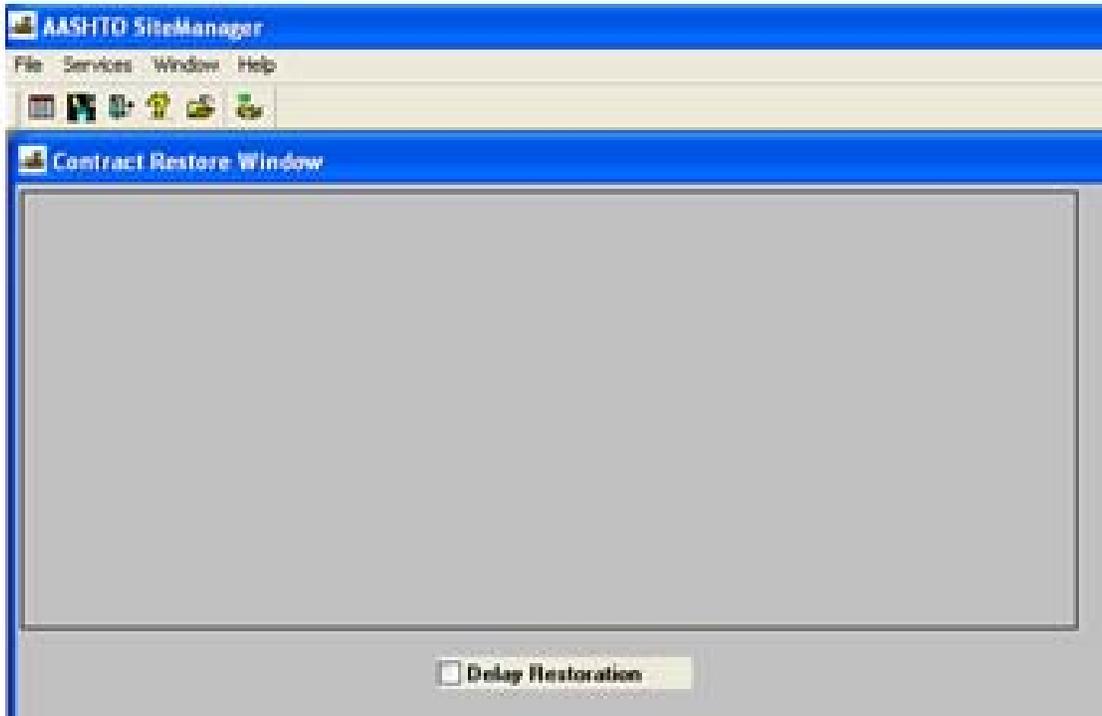
0208.0

### SCOPE



ODOT WILL NOT USE THIS WINDOW

### SCREENSHOTS

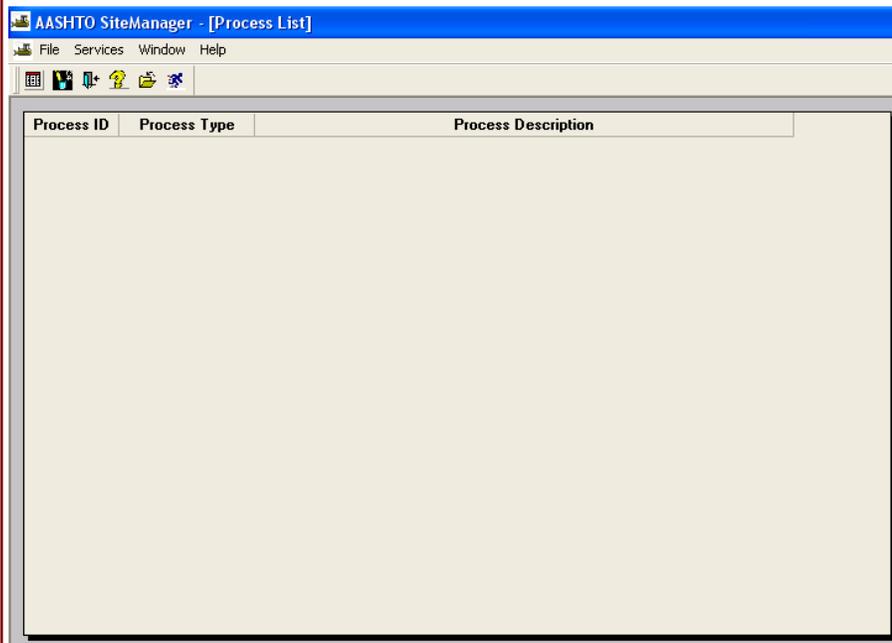


**SCOPE**

The Process list window identifies processes that are available to the authorized user.

**GENERAL**

**SCREENSHOT**



# SYSTEM ADMINISTRATION 0200

## PROCESS LIST

0209.0

### REPORTS

REPORT	SUBSET	PARAMETERS	PRINTING	DESCRIPTION
Estimate Summary	Contract Estimate	None	Landscape Mode	

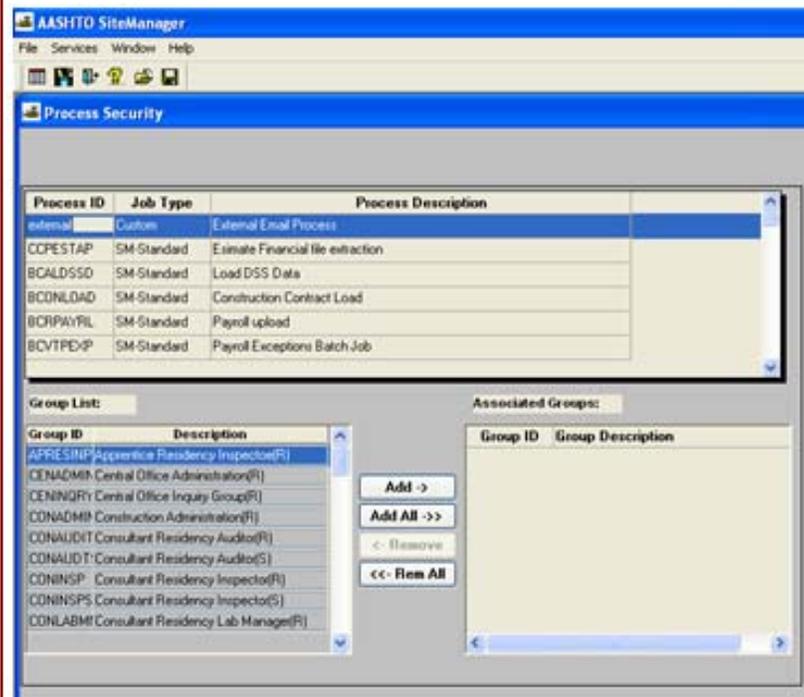
SCOPE

To establish the policy for Process Security.

GENERAL

This area assigns the rights to execute (run) individual process i.e. reports

SCREENSHOT



# SYSTEM ADMINISTRATION 0200

## DEFINE PROCESS

0211.0

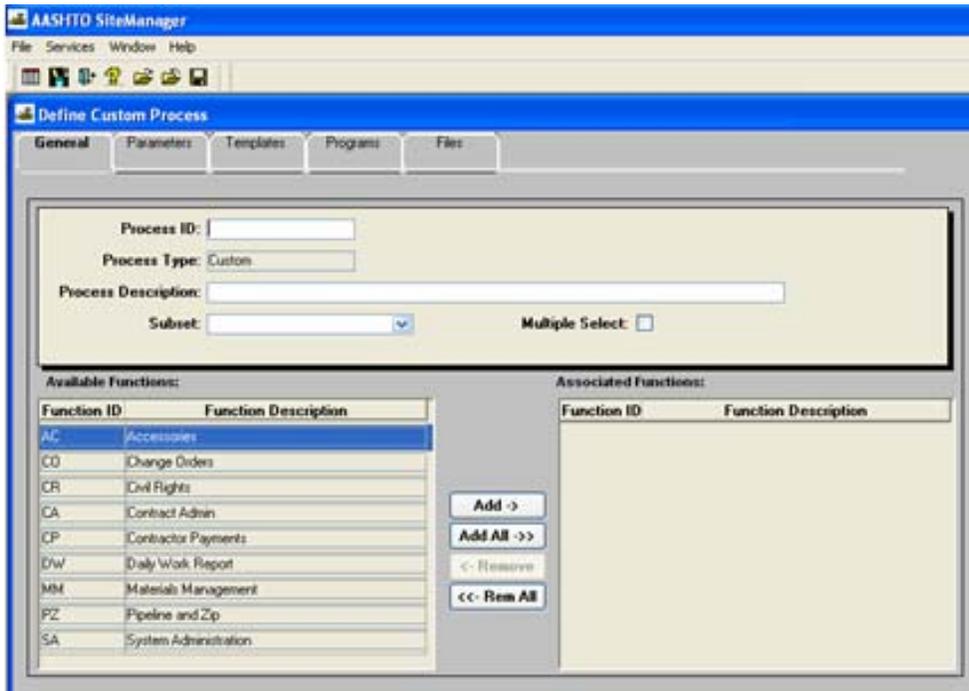
### SCOPE

To establish the policy for Define Process.

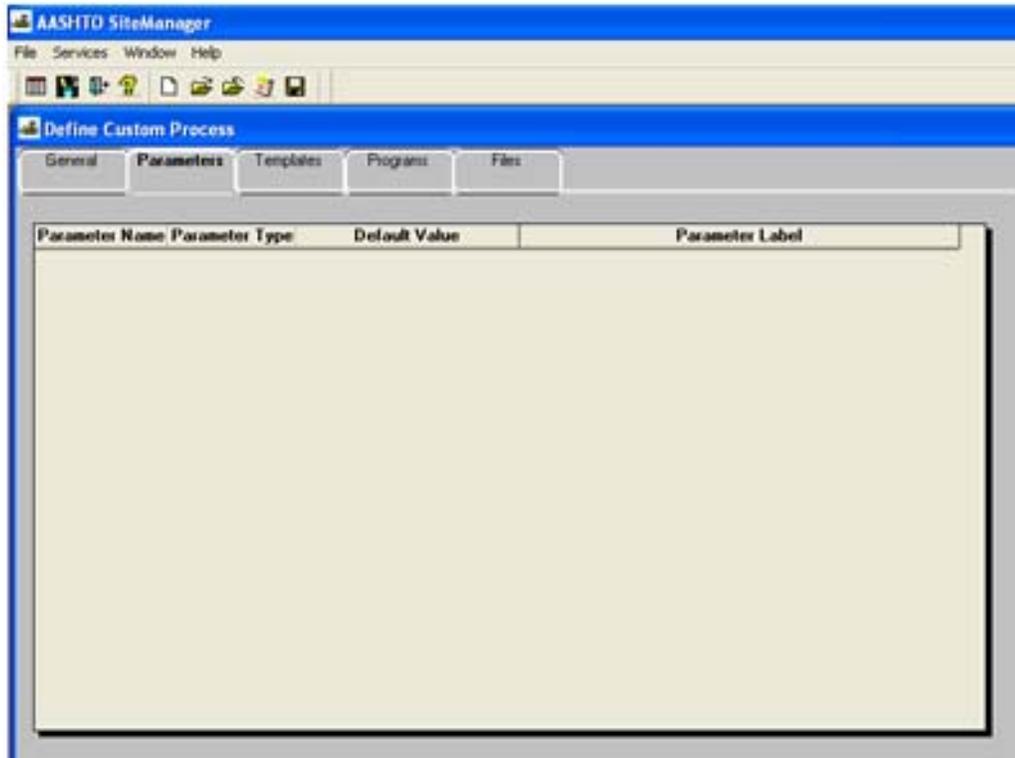
### GENERAL

This area assigns the function group i.e. change orders that individual process i.e. reports will be located. This window also set up the parameters for each process to run.

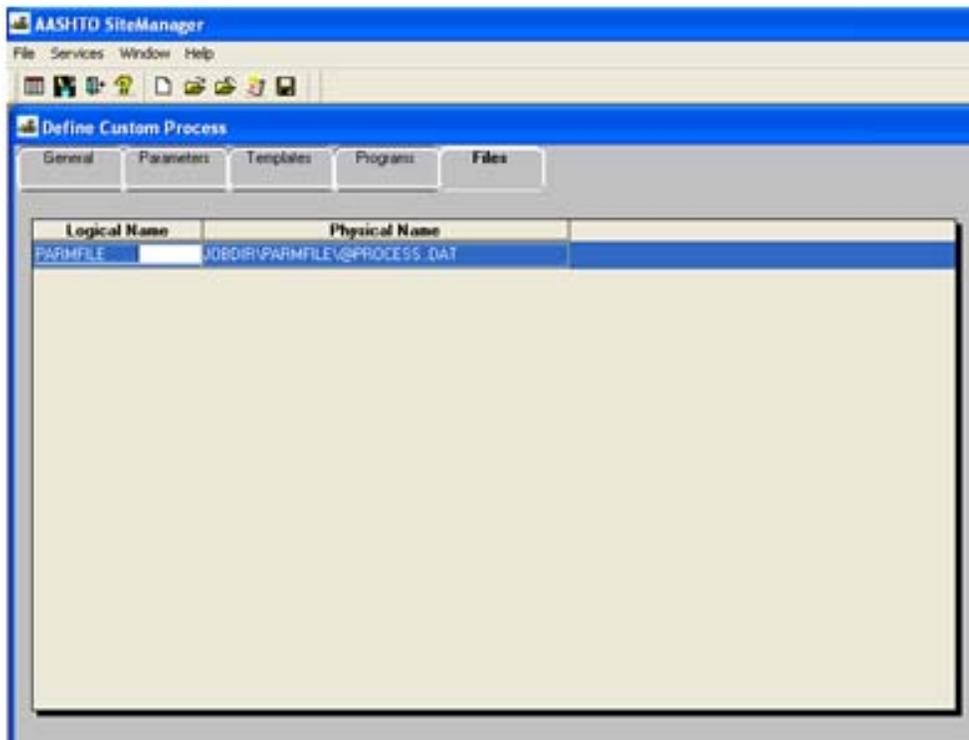
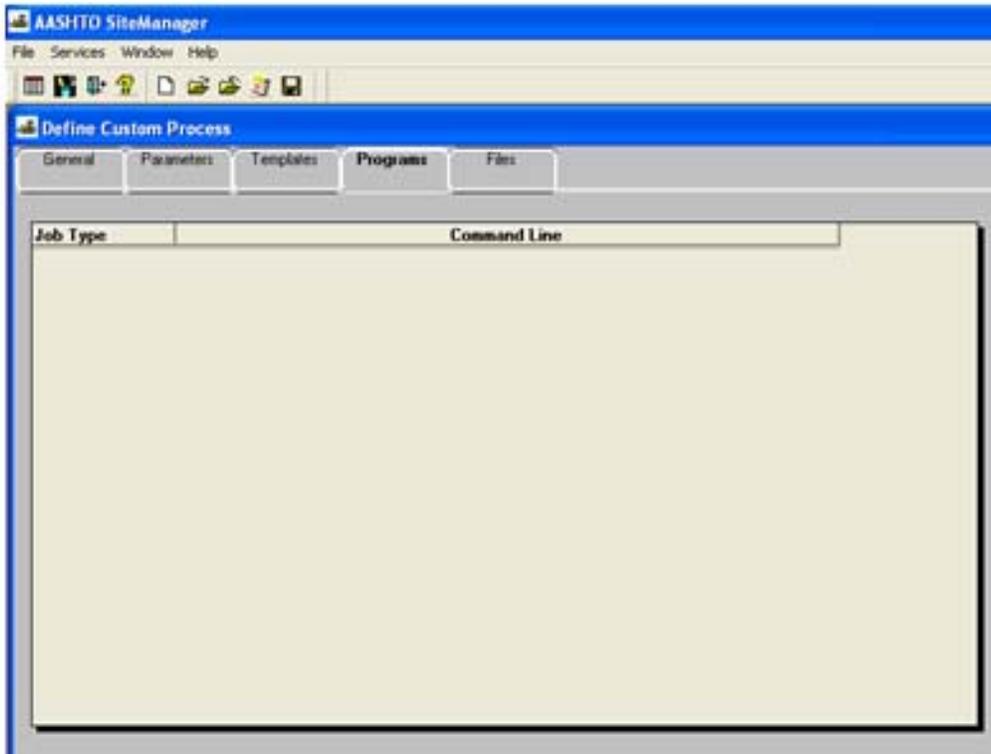
### SCREENSHOT



**SCREENSHOTS**



### SCREENSHOTS



0200

# SYSTEM ADMINISTRATION

0212.0

INTRANET SECURITY GROUP

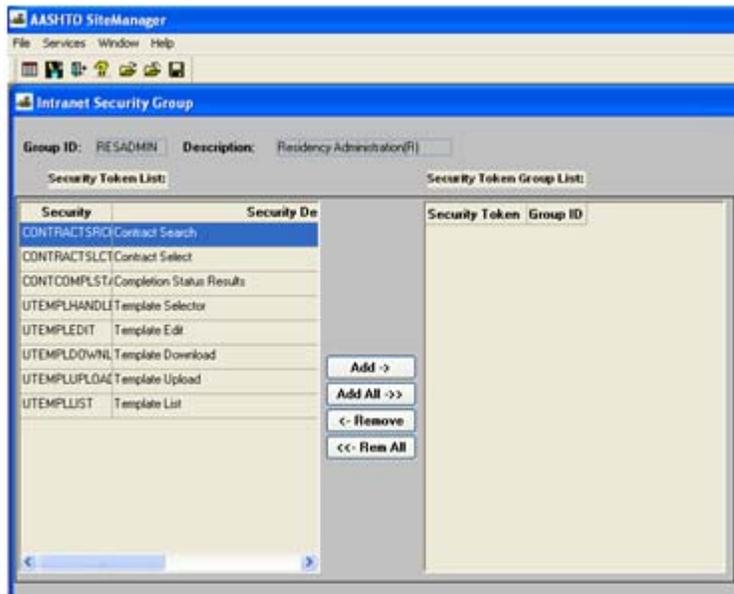


## SCOPE

ODOT WILL NOT USE THIS WINDOW

## SCREENSHOTS

## ADDITIONAL COMMENTS



PAGE

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

SYSTEM ADMINISTRATION

# SYSTEM ADMINISTRATION 0200

## MAINTAIN SYSPARMS AND SERVERS

0213.0

### SCOPE

To establish the policy for setup of System Server

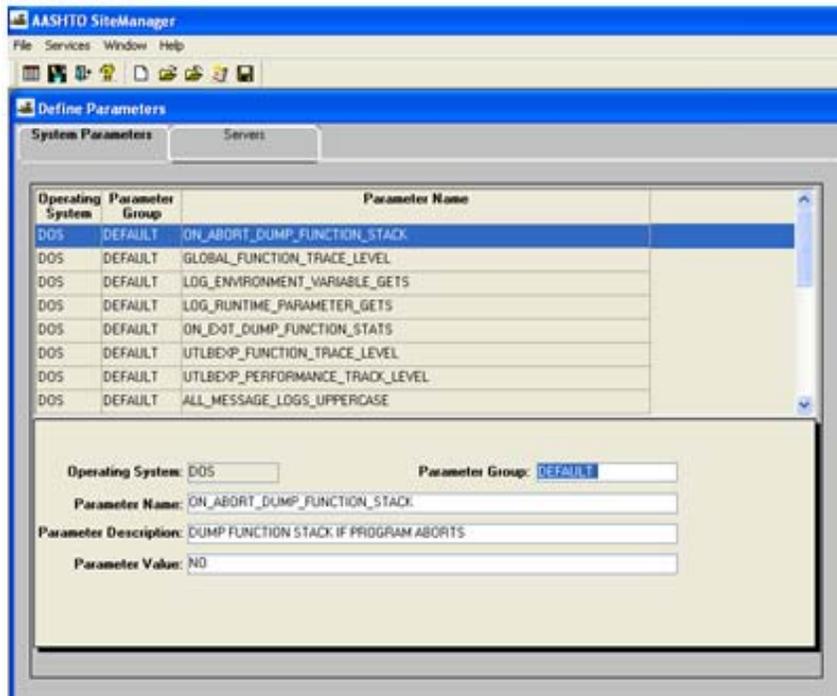
### GENERAL

This window will only be used to setup a server for Sitemanager.



## SCREENSHOTS

ODOT WILL NOT USE THIS WINDOW

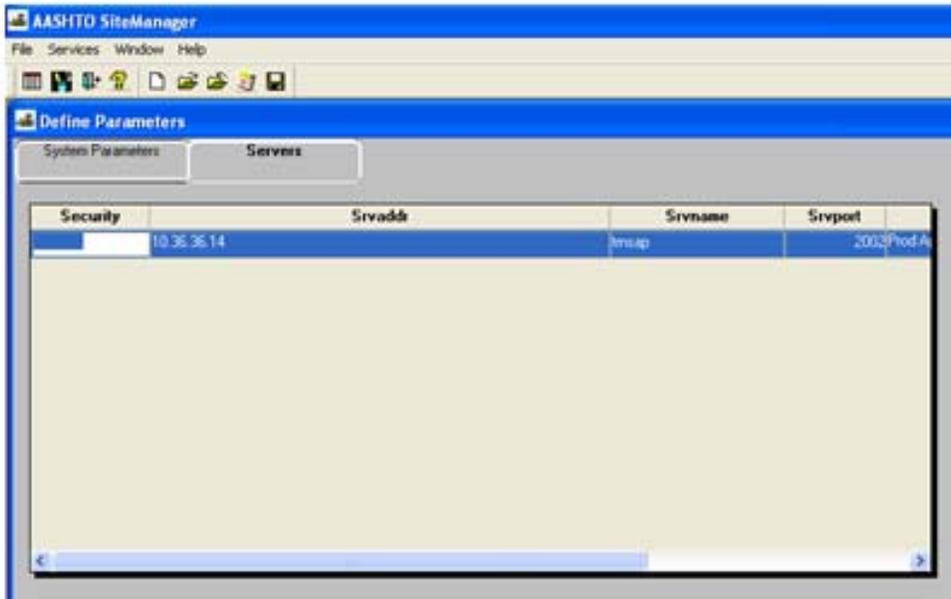


# SYSTEM ADMINISTRATION 0200

MAINTAIN SYSPARMS AND SERVERS

0213.0

## SCREENSHOTS



AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

SYSTEM ADMINISTRATION

PAGE 53



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

200 NE 21st Street  
Oklahoma City, OK 73105

Phone: 405-522-8808

Phone: 405-522-3748

E-mail: [sitemanager@odot.org](mailto:sitemanager@odot.org)