

OKLAHOMA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION / TRNS*PORT BRANCH

Sitemanager Policy Manual

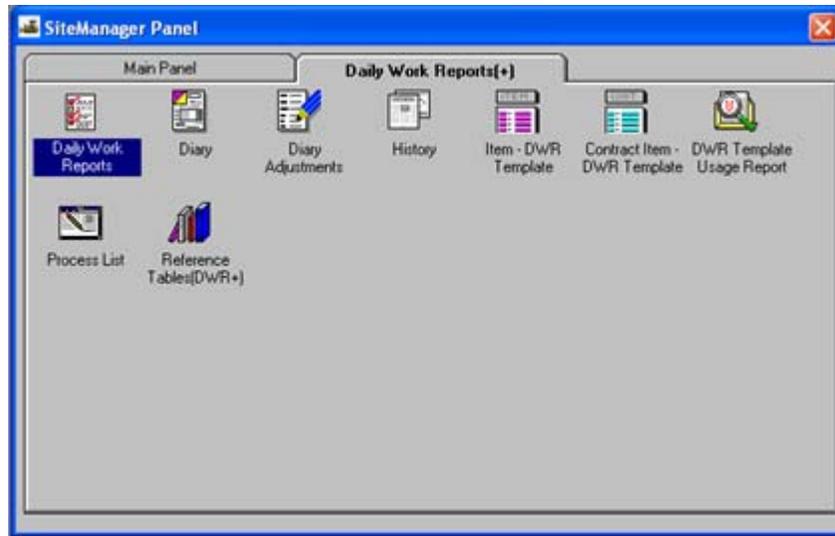
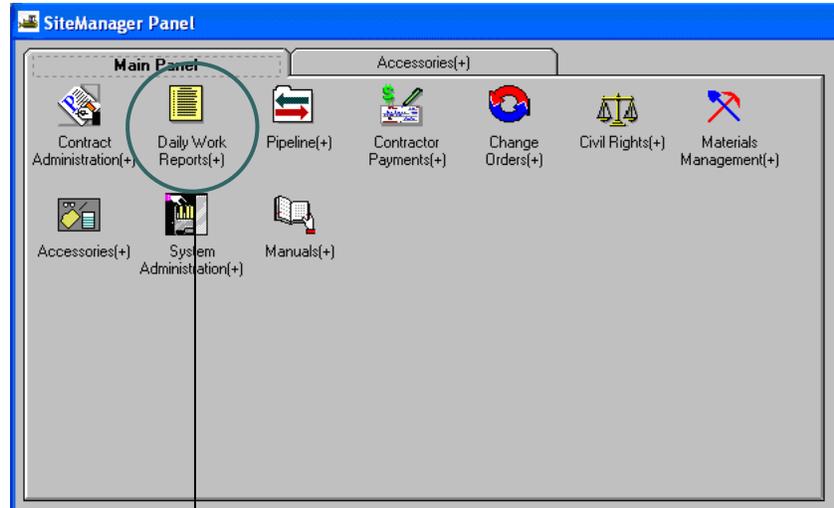
DAILY WORK REPORTS



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SCREENSHOT



DAILY WORK REPORTS 0500

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DAILY WORK REPORTS

0501.0

DAILY WORK REPORT

SCOPE

To establish a policy and procedure for utilizing the Daily Work Reports window.

GENERAL

A Daily Work Report (DWR) is a record of construction activity. A Daily Work Report (DWR) should be completed for each day of the contract by the residency designated project manager of the contract, beginning no later than the effective date of the work order. Inspectors should complete DWR's for each day the contractor performs work on the contract. The Auditor or the Residency Administration may create a DWR to note corrections and adjustments to pay items.

Inspectors and Project Managers may create Daily Work Reports in either Standalone or Server mode. The Residency Auditor, Assistant Resident Engineer/Branch Manager, and Resident Engineer/Branch Manager should create Daily Work Reports on the Server.

TYPE OF USE:

Daily Work Reports may be created in either Standalone or Server mode of SiteManager. If a user is working in server mode, the user is directly connected with the server. If the user is working in standalone mode, the user must pipeline the Daily Work Reports to server mode before the Daily Work Reports may be included on a Diary or Estimate.

Inspectors and Project Managers may create Daily Work Reports in either Standalone or Server mode.

The Residency Auditor, Assistant Resident Engineer/Branch Manager, and Resident Engineer/Branch Manager should create Daily Work Reports on the Server.

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DAILY WORK REPORTS

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DAILY WORK REPORT

0501.1

SCREENSHOTS

AASHTO SiteManager
File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: 040339 Inspector: Crabtree, Ronald W.
DWR Date: 03/23/09

Locked: No
Authorized: No
Authorized Date: 00/00/00

Temperature
High: 0
Low: 0

Weather Conditions
A.M.:
P.M.:

No Work Items Installed:
No Contractors On Site:
No Daily Staff On Site:

Work Suspended:
Suspended Time: 00:00
Resumed Time: 00:00

Remarks:
Accidents
Delays
General Remarks
Spell Check

TEMPERATURE AND WEATHER INFORMATION :

High Temperature will be recorded as the highest temp. in a 24 hour period beginning at 12:01 a.m. (MIDNIGHT) for the above date.

Low Temperature will be recorded as the lowest temp. in a 24 hour period beginning at 12:01 a.m. (MIDNIGHT) for the above date.

Weather information for AM and PM condition shall be chosen from a pre-approved list. Night Work will split the work according to time of day.

The highest temperature and the lowest temperature recorded on all Daily Work Reports for the day will be transferred to the Time and Diary Record. Refer to the Contract Time Adjustment window for additional information regarding the Time and Diary Record.

DEFAULT VALUES

**WORK
SUSPENDED :**

As outline in control Directive 990512, ODOT will not suspend time.

REMARKS :

The following is a list of remarks that that may be recorded on a Daily Work Report.

REMARK TYPE	REMARK DESCRIPTION
Accidents	Record information on accidents that occurred within the Contract limits. Include the station, time, officer, the agency, and a brief description of the accident.
Delay	Record any event that would cause the contractor delay in work activities. Example: Rainfall caused sub-grade to become unworkable.
General Remarks	Record observations on the Contract site that do not apply to any other category.
Instructions.	Record information on any orders that were received that day
Personnel Remark	Record information pertaining to project personnel.
Prime Contractor Work	Record information about work performed by the Prime Contractor.
Site Conditions	Record Surface conditions (Dry or Muddy) and the amount of rainfall that has been received.
SubWork	Record information about work performed by the sub-contractors.
Supervisors	Record information pertaining to project supervisors.
Type of Day	Record information in accordance with Spec Book section 108.07(b).
Unapproved Work	Record work performed that is not approved.
Visitors	Record visitors to the construction site.

DAILY WORK REPORTS 0500

DAILY WORK REPORT

0501.2

DEFAULT VALUES

CONTRACTORS :

The prime contractor and all approved subcontractors will appear in the Contractor drop-down list in the top focus of the window. When a Daily Work Report is created, the user should select each Contractor that is on the construction site for the day for which the Daily Work Report is created. For example, if the prime contractor and two subcontractors were performing work, then all three contractors should be listed on the Daily Work Report.

SUPERVISORS :

All supervisors and foremen for each contractor on the construction site along with the total number of hours worked should be recorded in the Supervisor section on the Contractor folder tab in Daily Work Reports. Remarks pertaining to either the supervisor or foreman may be recorded in the Remarks bubble located on the tool bar. If neither a supervisor or foreman is listed in the drop-down list for the contractor, then Inspectors should contact Residency Office Personnel. The Residency Office Personnel should verify that the supervisor and foreman selections have been added to the Contract Master List. The Residency Office Personnel should contact SiteManager Support if they are unable to add a supervisor or foreman to the Contract Master List. Refer to Contract Master List for additional information regarding adding supervisors to the master list.

DEFAULT VALUES

PERSONNEL TYPES :

All personnel types for each contractor on the construction site along with the total number of persons and hours worked for each for each personnel type should be recorded in the Personnel Type section on the Contractor folder tab in Daily Work Reports. If a multiple number of persons classified as the same personnel type worked, record the average number of hours worked in the Hours Worked field. For example if two Backhoe Loaders were on the construction site and one backhoe loader worked for 8 hours and one worked for 4 hours, type 6 in the Hours Worked field. If additional information is necessary, it may be recorded in the Remarks bubble located on the tool bar.

If personnel types are not available in the drop-down list for the contractor, then Inspectors should contact Residency Office Personnel. The Residency Office Personnel should verify that the Personnel Type selections have been added to the Contract Master List. The Residency Office Personnel should contact SiteManager Support if they are unable to add a Personnel Types to the Contract Master List or if new Personnel Types are required. Refer to Contract Master List for addition information regarding adding Personnel Types to the master list.

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DAILY WORK REPORT

0501.3

DEFAULT VALUES

The screenshot displays the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". The toolbar contains various icons for file operations and help. The main window title is "Daily Work Reports". Below the title, there are several tabs: "DWR Info.", "Contractors", "Contractor Equip.", "Daily Staff", "Work Items", and "Force Accounts". The "Contractor Equip." tab is currently selected. The form fields are as follows: "Contract ID:" with the value "040339", "Inspector:" with the value "Crabtree, Ronald W.", and "Date:" with the value "03/23/09". Below these fields are two tables. The first table has columns for "Contractor", "Nbr of Supervisors", "Nbr of Workers", and "Contractor Hrs Worked". The second table has columns for "Equipment ID - Description", "Nbr. of Pieces", "Nbr Used", and "Hours Used". Both tables are currently empty.

All equipment for each contractor on the construction site should be recorded in the Equipment ID—Description section on the Contractor Equipment folder tab in Daily Work Reports. The number of pieces on the construction site, the number of pieces used, and the number of hours the equipment was used should also be recorded.

If equipment is not available in the drop-down list for the contractor, then Inspectors should contact Residency Office Personnel. The Residency Office Personnel should verify that the Equipment selections have been added to the Contract Master List. The Residency Office Personnel should contact SiteManager Support if they are unable to add Equipment to the Contract Master List or if new Equipment types are required. Refer to Contract Master List for additional information regarding adding Equipment to the Contract Master List.



SCREENSHOTS

ODOT WILL NOT USE THIS WINDOW

Staff Member	S/C	Work Code	Reg. Hours	OT Hours	Vehicle ID	Starting Mileage	Ending Mileage

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DAILY WORK REPORT

0501.5

DEFAULT VALUES

Project Number	Line Item Number	Category Number	Item Code	Description	Supplemental Instid Description 1
0222404	0001	0100	201 0102	CLEARING AND GRUBBING	<input type="checkbox"/>
0222404	0002	0100	202(A) 0183	UNCLASSIFIED EXCAVATION	<input type="checkbox"/>
0222404	0003	0100	202(C) 0184	UNCLASSIFIED BORROW	<input type="checkbox"/>
0222404	0004	0100	205 4229	TYPE A-SALVAGED TOPSOIL	<input type="checkbox"/>
0222404	0005	0100	223 2801	TEMPORARY SILT FENCE	<input type="checkbox"/>
0222404	0006	0100	224 2803	TEMPORARY SEDIMENT FILTER	<input type="checkbox"/>
0222404	0007	0100	225 2804	TEMPORARY SEDIMENT BASIN	<input type="checkbox"/>
0222404	0008	0100	226 2805	TEMPORARY SEDIMENT REMOVAL	<input type="checkbox"/>
0222404	0009	0100	227 0100	TEMPORARY SILT DIKE	<input type="checkbox"/>
0222404	0010	0100	227 0120	(SP)TURBIDITY CURTAIN (DEEP)	<input type="checkbox"/>
0222404	0011	0100	229 4318	DITCH LINER PROTECTION	<input type="checkbox"/>
0222404	0012	0100	230(A) 2806	SOLID SLAB SODDING	<input type="checkbox"/>
0222404	0013	0100	230(B) 2807	MULCH SODDING	<input type="checkbox"/>
0222404	0014	0100	232(B) 2814	SEEDING METHOD B	<input type="checkbox"/>
0222404	0015	0100	233(A) 2817	VEGETATIVE MULCHING	<input type="checkbox"/>
0222404	0016	0100	235(A) 0100	(PL)ROCK FILTER DAM, TYPE 1	<input type="checkbox"/>
0222404	0017	0100	241 2832	MOWING	<input type="checkbox"/>

Work Items are all available pay items for the contract. Entries shall be filled in for all work done on a project.

Before Items can be recorded on the Items folder tab, the Contractor must be shown as being on the construction site in the Contractors folder tab. Refer to Contractors Folder Tab for additional information.

RECORD WORK ITEM INFORMATION :

If work was done but for no pay, the information above should be entered and a zero should be entered in the Placed Quantity field. For example, if a CICI Design D is called for and a Design B was placed, then a location should be added for the line item in Design D noting that it was changed to a Design B and paid for as such.

DEFAULT VALUES

PLACED QUANTITY	The Placed Quantity field should be populated with the quantity of the item installed for that day.
	Material deficiencies will be accessed during the estimate process. Refer to the Line Item Adjustment policy and procedure for additional information regarding material deficiencies.
	Calculations and/or additional information regarding the placed quantity should be recorded in the Remarks bubble located on the Tool Bar. If another program, a drawing, or other form of documentation was used, refer to the location of this information in the Remarks bubble.
CONTRACTOR	The contractor who performed the work should be recorded in the Contractor field. Only contractors who are both approved to perform work on the item and are listed as on the construction site will be available for selection. For example, if a subcontractor is installing an item, the subcontractor must be approved to install the item in the Subcontract window and listed on the Contractor folder tab of Daily Work Reports. If there is more than one contractor performing the work, then additional locations should be created for each contractor.
PLAN PAGE NUMBER	ODOT will not use the Plan Page Number field.
LOCATION	The Location field is a required field in SiteManager. Record placement information in the Location field according to the plan stationing. Location may be the baseline or centerline (i.e. Lane A), and it may also include the structure number.
STATION	The Station information should also be recorded. Station is the actual location where work began and ended on the project.
OFFSET	The Offset field refers to whether the location is right or left of the Location (Baseline/Centerline).
DISTANCE	The Distance field refers to the Distance right or Left of the (Baseline/Centerline).
ATTACHMENTS	Attachments may be made to the Work Item folder tab in Daily Work Reports if supporting documentation is available in electronic form.
DAILY WORK REPORT TEMPLATES	Daily Work Report Templates may be used to calculate pay quantities if a DWR Template is available. Refer to Section 505.0 for additional information regarding available DWR Templates.

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DAILY WORK REPORT

0501.6

SCREENSHOTS



ODOT WILL NOT USE THIS WINDOW

Force Account ID	Force Account Description	Purpose
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0500

DAILY WORK REPORTS

0502.0

DIARY

SCOPE

To establish a policy and procedure for utilizing the Diary window.

GENERAL

The Diary window is used to authorize Daily Work Reports and charge time towards a Contract.

PAGE

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

DAILY WORK REPORTS

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DIARY

0502.1

SCREENSHOTS

The screenshot displays the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". The toolbar contains various icons for file operations. The main window is titled "Diary" and features two buttons: "Authorize" and "Charge". Below these buttons, there are input fields for "Contract ID:" (containing "040339"), "Diary Date:" (containing "03/23/09"), "Last Modified User ID:", and "Creator User ID:" (containing "awilson"). A table with the following columns is visible: "Inspector", "Authorized", "Authorized Date", and "DWR Template". The first row of the table contains the text "Crabtree, Ronald W.", a checkbox, the date "00/00/00", and another checkbox. Below the table is a "Remarks:" section with a text area and a "Spell Check" button. On the left side of the "Remarks" section, there is a vertical list of categories: "Accidents", "Delays", and "General Remarks", with "Delays" currently selected.

DEFAULT VALUES

In ODOT, a Diary must be completed for each day of the contract including week-ends and holidays, beginning no later than the effective date of the work order. The Diary will be used by ODOT to authorize Daily Work Reports and to assign time towards the contract.

All Diaries should be created on the Server.

The Project Manager or Resident Engineer Designee will create the Diary in Site-Manager and authorize the Daily Work Reports. Once a Daily Work Report has been authorized, only users with update security rights may un-authorize the Daily Work Report. Once a Diary is included on an estimate, the Daily Work Reports may not be unauthorized.

The Project Manager or Resident Engineer Designee may record remarks on the Diary.

DEFAULT VALUES

The following is a list of remarks that are available to ODOT. Required remarks are bolded.

REMARK TYPE	REMARK DESCRIPTION
ACCIDENTS	Record information on accidents that occurred within the Contract limits. Include the station, time, officer, the agency, and a brief description of the accident.
DELAY	Record any event that would cause the contractor delay in work activities. Example: Rainfall caused sub-grade to become unworkable.
GENERAL REMARKS	Record observations on the Contract site that do not apply to any other category. Information in the General Remarks will display on the Time and Diary Record.
INSTRUCTIONS	Record information on any orders that were received that day.
PERSONNEL REMARKS	Record information pertaining to project personnel.
PRIME CONTRACTOR WORK	Record information about work performed by the Prime Contractor.
SITE CONDITIONS	Record Surface conditions (Dry or Muddy) and the amount of rainfall that has been received. The Site Conditions is required for the Time and Diary Record.
SUBWORK	Record information about work performed by the subcontractors.
SUPERVISORS REMARKS	Record information pertaining to project supervisors.
TYPE OF DAY	Record information in accordance with Spec Book section 108.07(b). The Type of Day is required for the Time and Diary Record. Up to ten characters will be displayed in the Time and Diary Record.
UNAPPROVED WORK	Record work performed that is not approved.
VISITORS	Record visitors to the construction site.

DAILY WORK REPORTS 0500

DIARY

0502.2

DEFAULT VALUES

Mistn Nbr	Milestone Description	Charge Amount	Credit Reason
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Under the 1999 Specifications, a Diary should ALWAYS be a FULL day charge, regardless if the contract is an available Day or Fixed Completion Date Contract.

Half day charges and no charge days will not be used by ODOT.

Adjustments made to time charges for available Day Contracts will be made on the Time and Diary Record during the Estimate process.

Refer to Contract Time Adjustments for additional information regarding the Time and Diary Record.

Time will be adjusted on Fixed Completion Date contracts with a Change Order.

Refer to Change Order Time Adjustments for additional information.

All Milestones will be Fixed Completion Date or Calendar Day.

Therefore, time will automatically be assessed by SiteManager, and Milestone time charges will not be made on the Diary.

The Total Number of Diaries should always be the Total Diary Charge Days.

The Total Diary No Charge Days should always be zero.

The Adjusted Total Diary Charged Days should always be zero.

The Adjusted Total Diary No Charge days should always be zero.

SCOPE

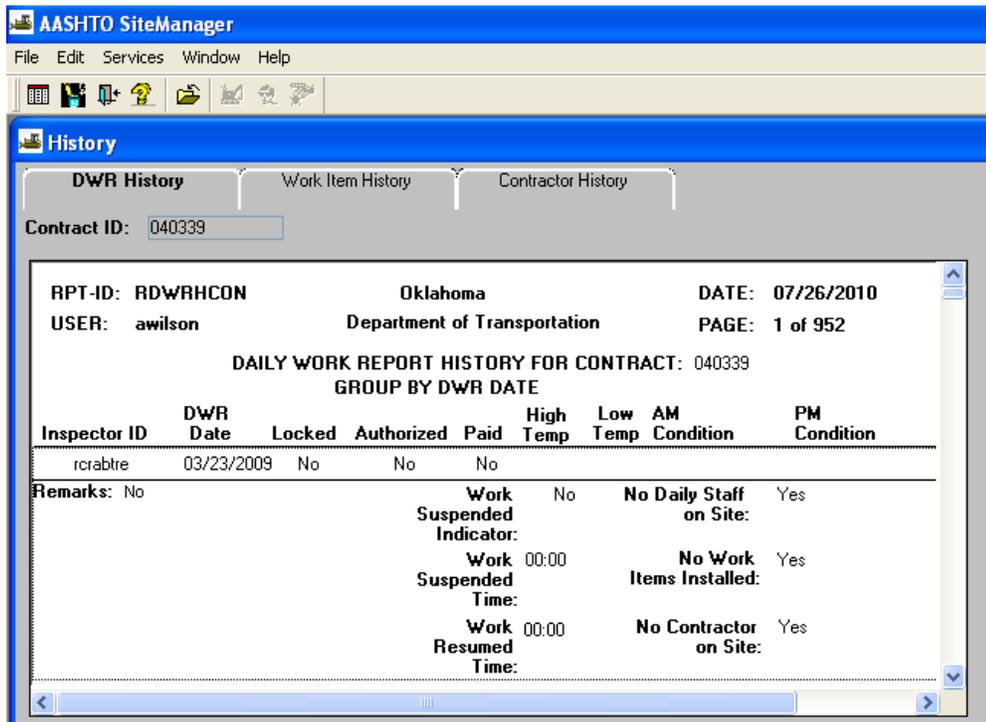
To establish a policy and procedure for utilizing the History window

GENERAL

the Daily Work Reports History panel lets the User run reports of Daily Work Report records for the selected Contract. To run history reports, the User must select a Contract when the History panel first opens and displays a selection list of contracts. The history reports display all report records for the selected Contract by default. The History panel has three folder tabs: DWR History, Work Item History, and Contractor History.

ODOT personnel may refer to the History window for a summary list of contractor's information, work items, and DWR's for the entire length of the contract.

SCREENSHOT



DAILY WORK REPORTS 0500

HISTORY

0503.0

SCREENSHOTS

AASHTO SiteManager
File Edit Services Window Help

History
DWR History Work Item History Contractor History

Contract ID: 040339

RPT-ID: DWRHWIH Oklahoma DATE: 07/26/2010
USER: awilson Department of Transportation PAGE: 1 of 264

WORK ITEM HISTORY FOR CONTRACT: 040339
GROUP BY DATE

Line Item	Project Nbr	Cat Nbr	Item Code	Description	Installed Qty To Date	Bid Qty	Final C
0002	0222404	0100	202(A) 0183	UNCLASSIFIED EXCAVATION	228195	228,195.000	.000

Date User ID Location Installed Contractor ID

AASHTO SiteManager
File Edit Services Window Help

History
DWR History Work Item History Contractor History

Contract ID: 040339

RPT-ID: RDWRHEQP Oklahoma DATE: 07/26/2010
USER: awilson Department of Transportation PAGE: 1 of 127

EQUIPMENT HISTORY FOR CONTRACT: 040339
GROUP BY CONTRACTOR/DATE

Contractor: ISAACS SURVEYING SERVICE
DWR Date: 01/03/2005

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DAILY WORK REPORTS

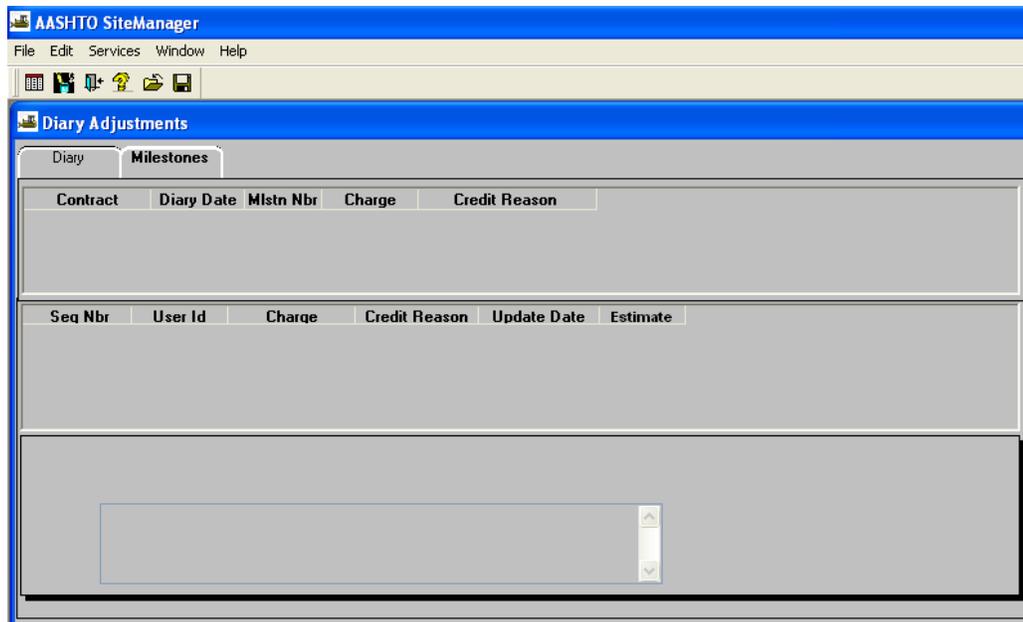
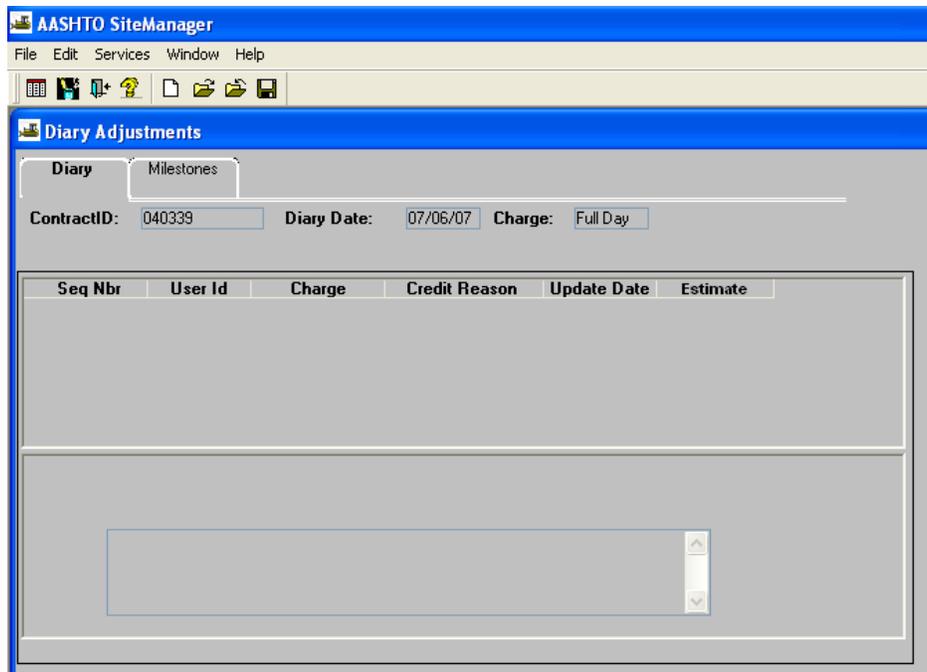
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SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS



DAILY WORK REPORTS 0500

ITEM DWR TEMPLATE

0505.0

SCOPE

To establish the uses of Daily Work Report **Templates** in SiteManager.

GENERAL

When a Daily Work Report Template is available for an item(s) of work, it is encouraged that the template be used. This will provide for consistency in format and output.

ASSIGNMENTS FOR TEMPLATES TO PAY ITEMS WILL BE DONE BY CONSTRUCTION DIVISION

SCREENSHOT

The screenshot shows the AASHTO SiteManager interface. The main window is titled 'Item - DWR Template Association'. It contains a table with the following data:

Item code	Item Master Short Description	Spec Year	Unt Sys Ind	Last Chng Year
0768	36" BALL VALVE ASSEMBLY AND VAULT	1999	E	1999
0768	36" BALL VALVE ASSEMBLY AND VAULT	1999	M	1999
102 0100	(SP)TERO FEE	1999	M	1999
102 0100	(SP)TERO FEE	1999	E	1999
102 M0100	(SP)TERO FEE	1999	M	1999
102 M0100	(SP)TERO FEE	1999	E	1999
104 0100	STANDBY COMPENSATION	1988	M	1988

Below the table are two panels: 'Templates List' and 'Associated Templates'. The 'Templates List' panel shows a list of templates with columns for 'Template ID' and 'Template Description'. The 'Associated Templates' panel is currently empty. Between these panels are buttons for 'Add ->', 'Add All ->>', '<- Remove', and '<<- Rem All'.

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DAILY WORK REPORTS

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DAILY WORK REPORTS

0506.0

CONTRACT ITEM DWR TEMPLATE

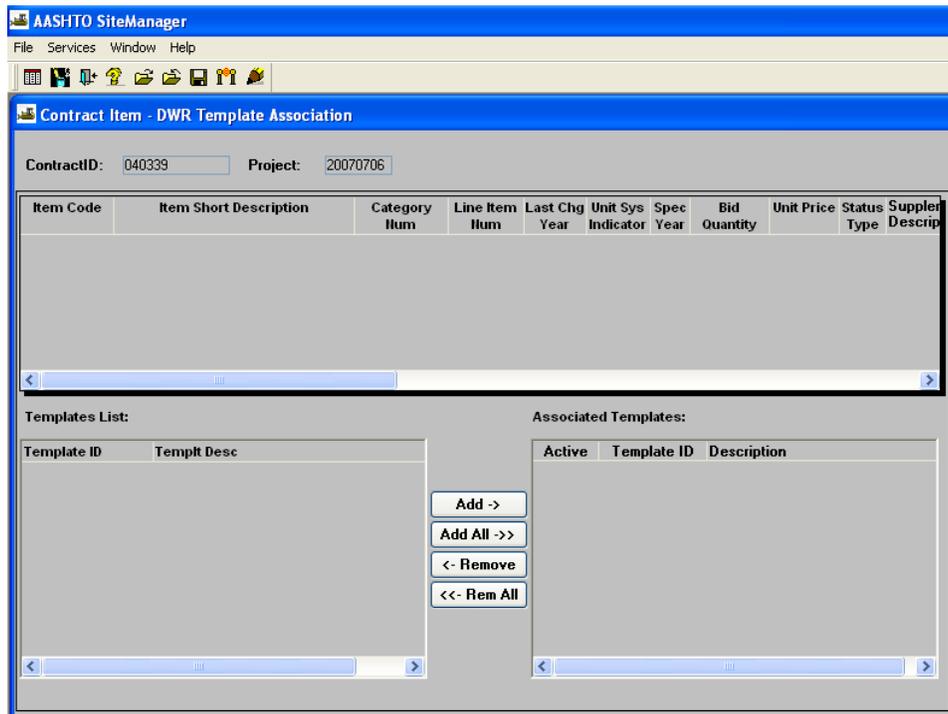
SCOPE

To establish the uses of Daily Work Report **Templates** in SiteManager.

GENERAL

ASSIGNMENTS FOR TEMPLATES TO PAY ITEMS WILL BE DONE BY RESIDENCY PERSONNEL

SCREENSHOT



DAILY WORK REPORTS 0500

DWR TEMPLATE USAGE REPORT

0507.0

SCOPE

To establish the uses of Daily Work Report **Templates** in SiteManager.

GENERAL

Daily Work Report Template usage report is to e used for auditing prposes.

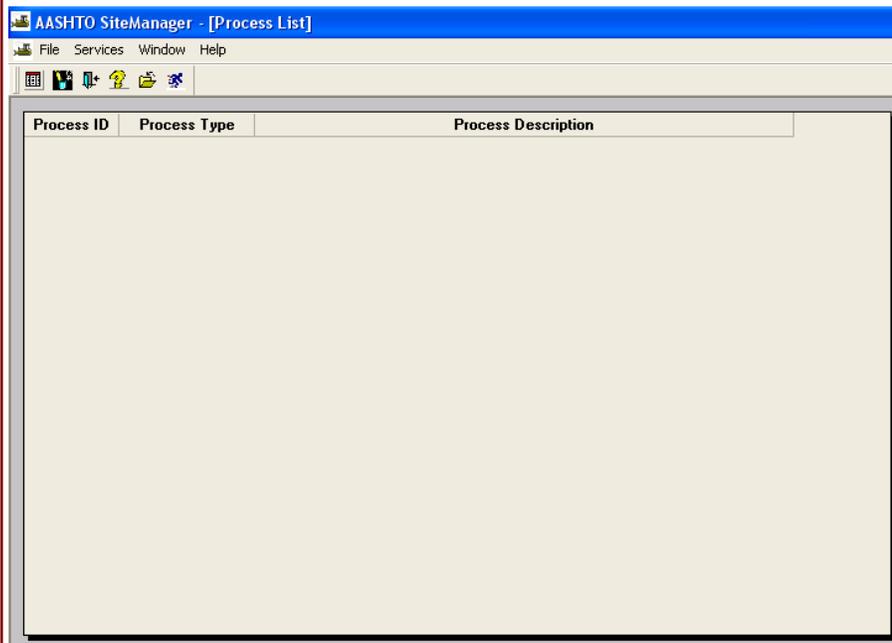
SCREENSHOT

SCOPE

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

GENERAL

SCREENSHOT



DAILY WORK REPORTS 0500

PROCESS LIST

0508.0

REPORTS

REPORTS	SUBSET	PARAMETERS	PRINTING	DESCRIPTION
TIME & DIARY REPORT	Contract	Report ID	Landscape Mode	This customized report will serve as the report that is sent to the contractor to identify the contract time that has been assessed on the contract.

OVERVIEW

To establish a policy and procedure for utilizing the Reference Tables located in Daily Work Reports.

The Reference Tables (DWR) section contains two icons: the Vendor Master List and the Contract Master List.

The Vendor Master List window contains the Supervisors, Personnel Types, and Equipment for each vendor. Refer to Vendor Master List for additional information.

The Contract Master List window contains the Supervisors, Personnel Types, and Equipment associated to each vendor on a contract specific basis. Refer to Contract Master List for additional information.

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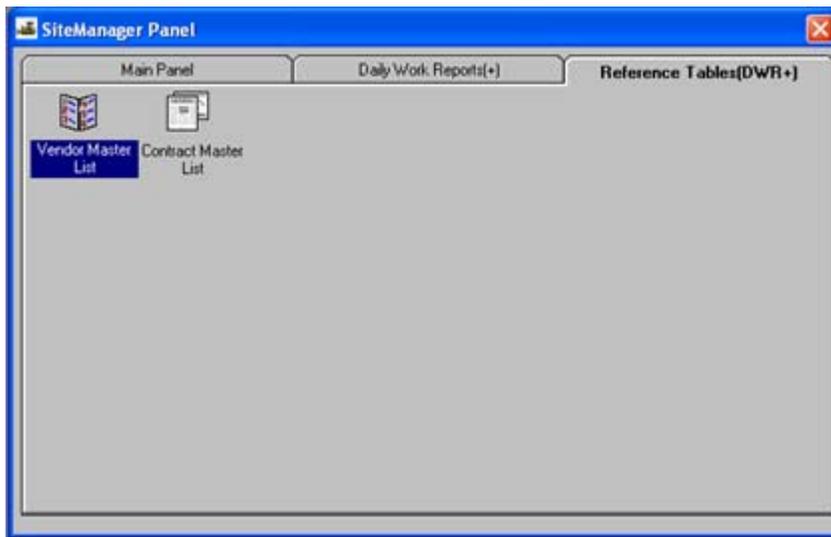
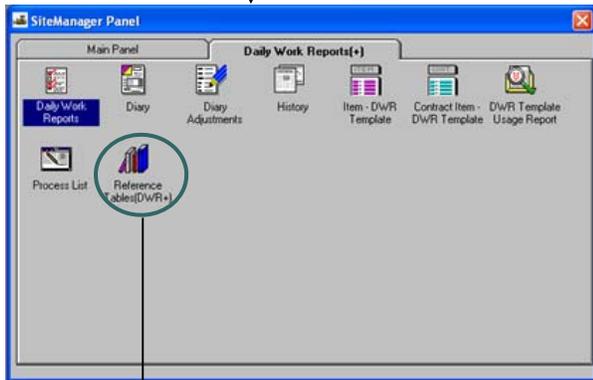
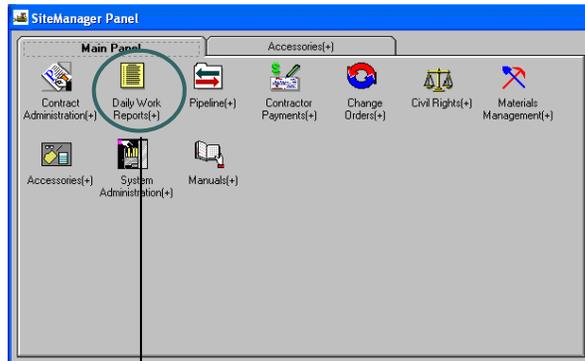
- ◆ 509.0 - REFERENCE TABLES(DWR)
- ◆ 509.1 - VENDOR MASTER LIST
- ◆ 509.2 - CONTRACT MASTER LIST

DAILY WORK REPORTS 0500

REFERENCE TABLES

0509.0

PATH



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SCOPE

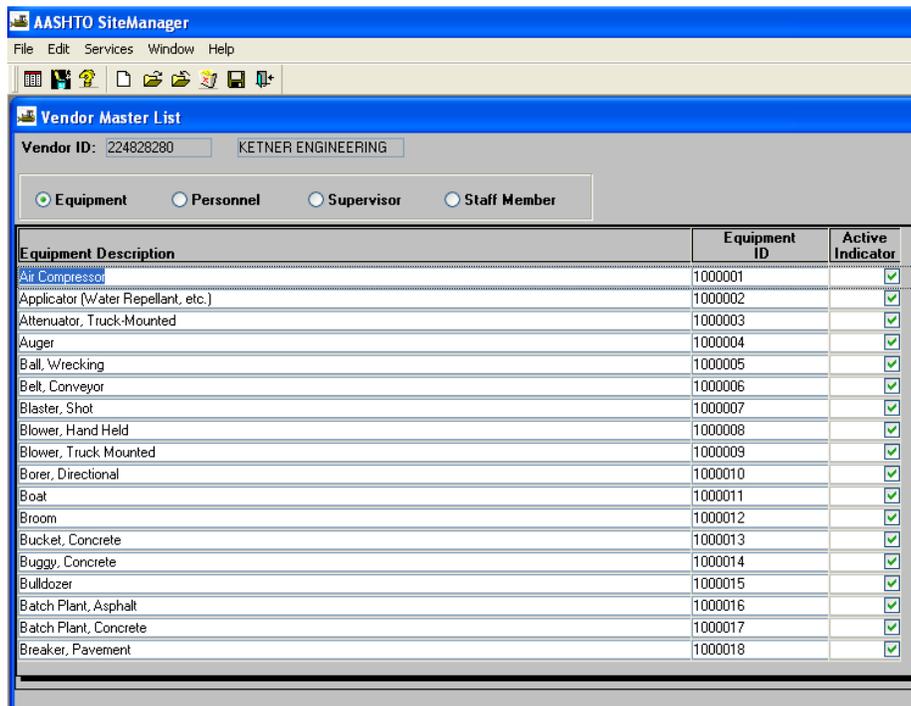
To establish a policy and procedure for Reference Table for Vendor master list.

GENERAL

The Vendor Master List allows a user to maintain a centralized list of equipment, personnel types, supervisors and agency staff associated to a vendor.

The Vendor Master List is divided into four sections: Equipment, Personnel, Supervisor, and Staff. ODOT will not use the Staff section of Vendor Master Lists.

The Vendor Master List will be populated by the Construction Division. If any Equipment Type, Personnel Type, or Supervisor Type is not on the Vendor Master list, a request should be made to the Construction Division through SiteManager Support.

SCREENSHOT

DAILY WORK REPORTS 0500

VENDOR MASTER LIST

0509.1

SCREENSHOTS

AASHTO SiteManager
File Edit Services Window Help

Vendor Master List
Vendor ID: 224828280 KETNER ENGINEERING

Equipment Personnel Supervisor Staff Member

Personnel Type	Active Indicator
MISC	✓
AIR TOOL OPERATOR	✓
ASPHALT RAKER	✓
BACKHOE LOADER	✓
BLASTERS	✓
BOX BLADE LOADER	✓
BROOM / SWEEPER	✓
BULLDOZER (150 H.P. OR LESS)	✓
BULLDOZER (OVER 150 H.P)	✓
CARPENTER	✓
CONCRETE PAVING FINISHING MACHINE	✓
CONCRETE PAVING JOINT SEALER	✓
CONCRETE MIXING PLANT	✓
CONCRETE FINISHER PAVING	✓
CONCRETE PAVING GRINDER	✓
CONCRETE RUBBER	✓
CONCRETE FINISHER STRUCTURES	✓
CONCRETE PAVING CURING FLOAT	✓

SCREENSHOTS

The screenshot displays the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". The toolbar contains icons for calendar, help, save, print, and other functions. The main window title is "Vendor Master List". Below the title, there are input fields for "Vendor ID: 224828280" and "KETNER ENGINEERING". Below these are radio buttons for "Equipment", "Personnel", "Supervisor" (which is selected), and "Staff Member". A table is displayed with the following data:

Supervisor Name	Active Indicator
FOREMAN	<input checked="" type="checkbox"/>
SUPERINTENDENT	<input checked="" type="checkbox"/>

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VENDOR MASTER LIST

0509.1

SCREENSHOTS



ODOT WILL NOT USE THIS WINDOW

AASHTO SiteManager

File Edit Services Window Help

Vendor Master List

Vendor ID: 224828280 KETNER ENGINEERING

Equipment Personnel Supervisor Staff Member

Staff Member Name	SSN/SIN	S/C	Active
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SCOPE

To establish a policy and procedure for utilizing the Contract Master List window.

GENERAL

The Contract Master List is used to associate the Vendor Master List to specific contracts. A record on the Vendor Master List can be associated to multiple contracts. The Vendor Master List and the Contract Master List are created and maintained on the server. The Contract Master List is piped down when Basic Contract Data is selected on the Server to PM pipeline screen. The Contract Master List is read only in stand-alone mode. If changes need to be made, the Contract Master List must be corrected on the server and the Basic Contract Data piped down again to update the list on the stand-alone.

Once a contract is activated and sent to the Residency, a designated individual will associate all personnel types, equipment, and supervisors that will be used on the contract for each contractor. It is recommended that only the personnel types, equipment, and supervisors that will be used by the contractor on the contract be associated to the contract so that only the personnel types, equipment, and supervisors approved for the contract will be available for selection on the Daily Work Report. If an equipment type, personnel type, or supervisor is not available to associate to a contract, contact the Construction Division through SiteManager Support.

DAILY WORK REPORTS 0500

CONTRACT MASTER LIST

0509.2

SCREENSHOTS

AASHTO SiteManager
File Services Window Help

Contract Master List

Contract ID: 040339 Vendor ID: 410943785 MIDWEST ASPHALT CORPORATION

Equipment Personnel Supervisor Staff Member

Vendor Master List:

Eqp ID	Equipment Descri
1000114	ATV/Utility Vehicle (Gator, Mule, Ranger, Etc.)
1000115	Pile Driver
1000116	Jack Hammer
1000117	Pulver Mixer

Contract Vendor List:

Eqp ID	Equipment De:
1000001	Air Compressor
1000002	Applicator (Water Repellant, etc.)
1000003	Attenuator, Truck-Mounted
1000004	Auger
1000005	Ball, Wrecking
1000006	Belt, Conveyor
1000007	Blaster, Shot
1000008	Blower, Hand Held
1000009	Blower, Truck Mounted
1000010	Borer, Directional
1000011	Boat
1000012	Broom
1000013	Bucket, Concrete
1000014	Buggy, Concrete
1000015	Bulldozer
1000016	Batch Plant, Asphalt

Buttons: Add ->, Add All ->, <- Remove, <<- Rem All

AASHTO SiteManager
File Services Window Help

Contract Master List

Contract ID: 040339 Vendor ID: 410943785 MIDWEST ASPHALT CORPORATION

Equipment Personnel Supervisor Staff Member

Vendor Master List:

Personnel Name
AIR TOOL OPERATOR
ASPHALT RAKER
BACKHOE LOADER
BLASTERS
BOX BLADE LOADER
BROOM / SWEEPER
BULLDOZER (150 H.P. OR LESS)
BULLDOZER (OVER 150 H.P.)
CARPENTER
CONCRETE FINISHER PAVING
CONCRETE FINISHER STRUCTURES
CONCRETE MIXING PLANT
CONCRETE PAVING CURING FLOAT
CONCRETE PAVING FINISHING MACHINE
CONCRETE PAVING FORM GRADER

Contract Vendor List:

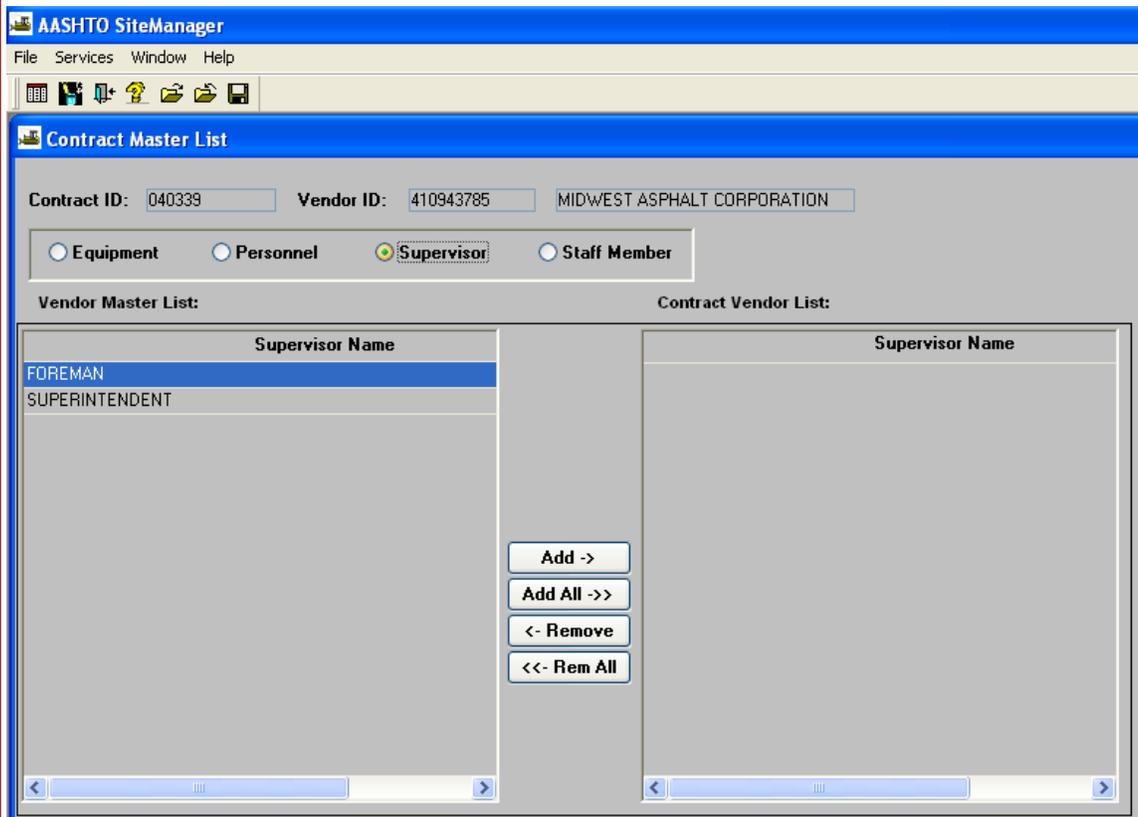
Personnel Name

Buttons: Add ->, Add All ->, <- Remove, <<- Rem All

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

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SCREENSHOTS



DAILY WORK REPORTS 0500

CONTRACT MASTER LIST

0509.2

SCREENSHOTS



ODOT WILL NOT USE THIS WINDOW

AASHTO SiteManager
File Services Window Help

Contract Master List

Contract ID: 040339 Vendor ID: 410943785 MIDWEST ASPHALT CORPORATION

Equipment Personnel Supervisor Staff Member

Vendor Master List: Contract Vendor List:

SSN / SIN S / C	Staff Na
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SSN/SIN	Staff Name
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Buttons: Add ->, Add All ->>, <- Remove, <<- Rem All



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