

OKLAHOMA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION / TRNS*PORT BRANCH

Sitemanager Policy Manual

PIPELINE AND ZIP



Contains :

- 601.0 - Server to PM Pipeline
- 602.0 - PM to Server Pipeline
- 603.0 - PM/Inspector's Load
- 604.0 - Pipeline and Zip Information
- 605.0 - Process List

SCREENSHOT

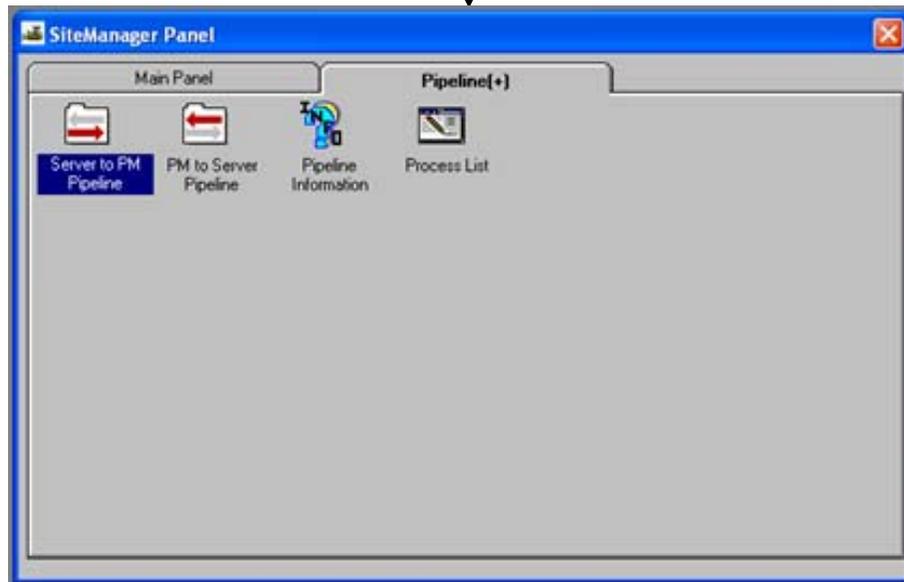
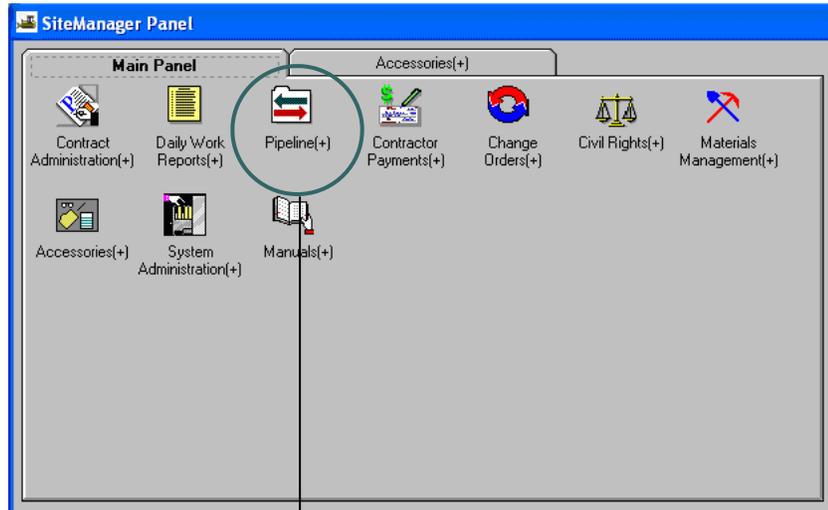


TABLE OF CONTENT

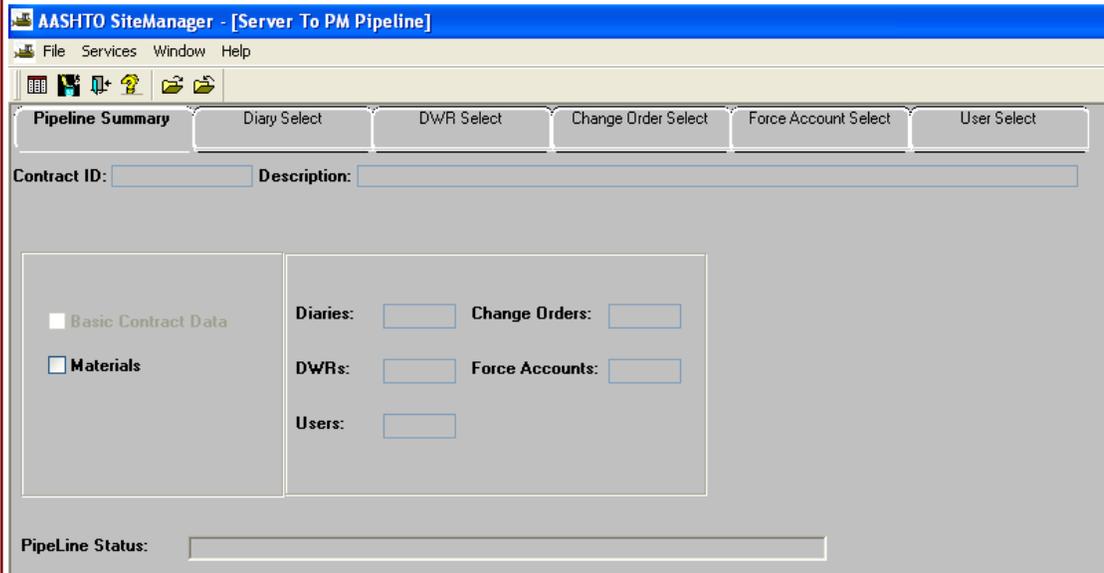
- ◆ 601.0 - SERVER TO PM PIPELINE
- ◆ 602.0 - PM TO SERVER PIPELINE
- ◆ 603.0 - PM/INSPECTOR'S LOAD
- ◆ 604.0 - PIPELINE AND ZIP INFORMATION
- ◆ 605.0 - PROCESS LIST

0600**PIPELINE AND ZIP****0601.0****SERVER TO PM PIPELINE****SCOPE**

To establish a policy and procedure for utilizing the Server to PM (Project Manager) window.

GENERAL

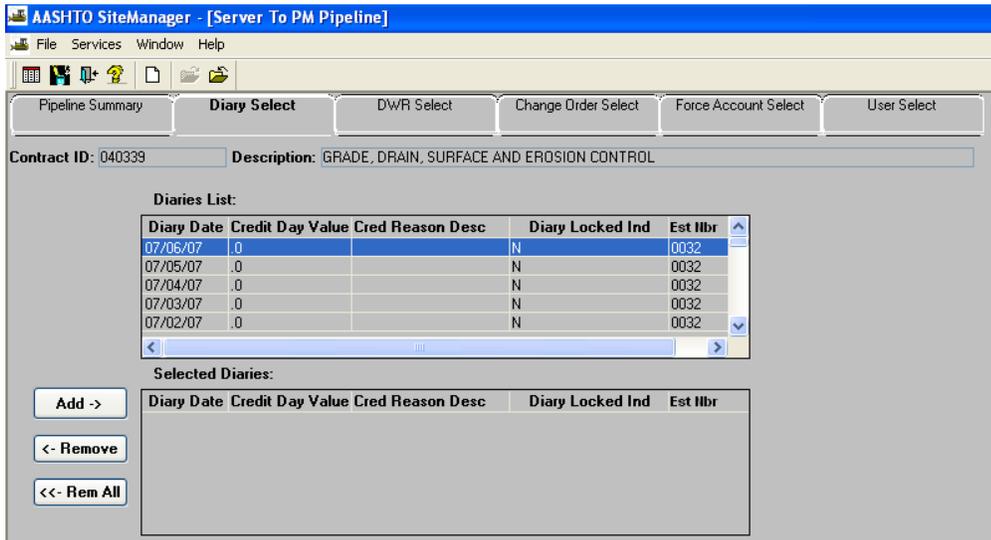
The Server to PM Pipeline panel lets the user download (check out) data from the server's database to the standalone workstation's database. To download Contract data from the server, the user must first select a Contract and then select the data to download. The folder tabs in the Server to PM Pipeline panel are as follows: Pipeline Summary, Diary Select, DWR Select, Change Order Select, Force Account Select, and Users Select.

SCREENSHOT

SCREENSHOTS

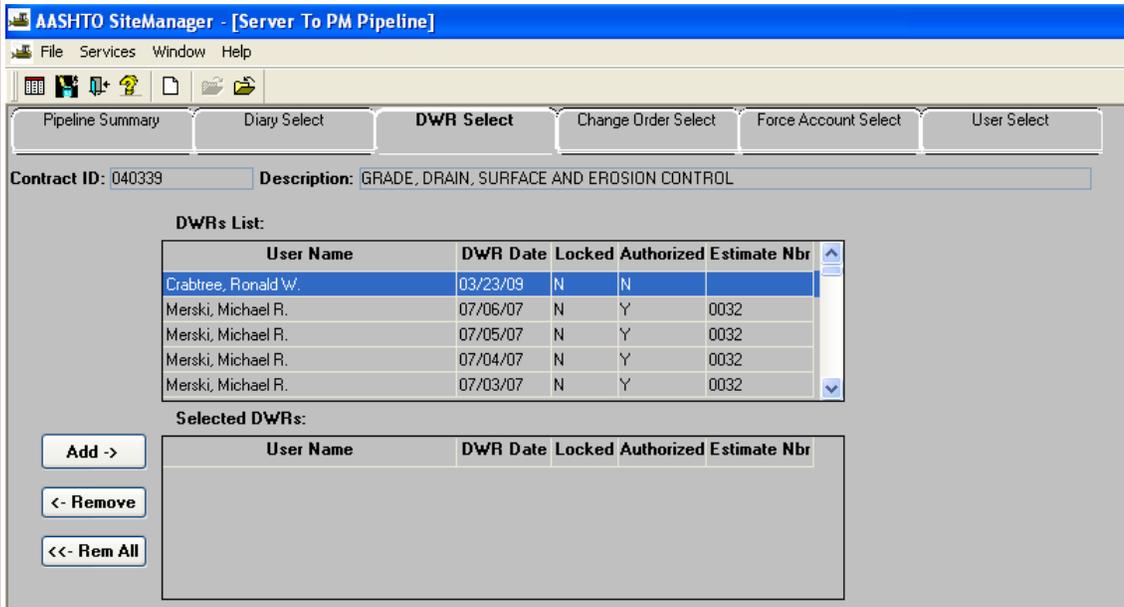


The Pipeline Summary folder tab is used to check out the Basic Contract Data. In ODOT, users who will be working in Standalone mode should check out the Basic Contract Data once a week. By checking out the Basic Contract Data once a week, the user's standalone database will be updated with the most current Change Orders, Master List information, and Subcontractors.



In ODOT, all Diaries should be created and remain on the server so that they will be included on the estimate. Diaries should not be checked out to Standalone mode.

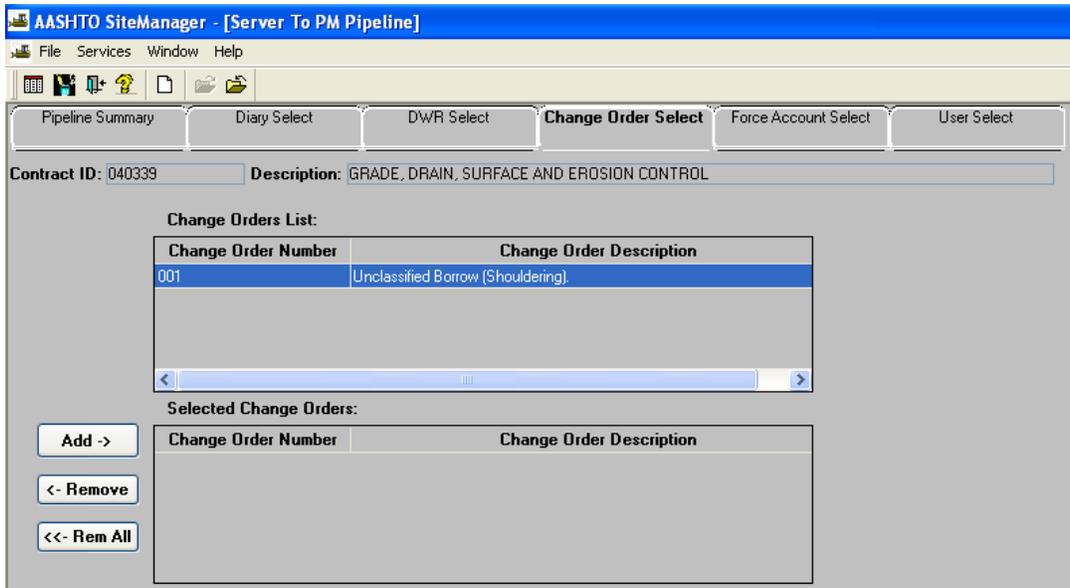
SCREENSHOTS



DEFAULT VALUES

Users may select to check out Daily Work Reports from the Server to Standalone mode. In ODOT, users may only check out their own Daily Work Reports. It is recommended that all completed Daily Work Reports remain on the server so that they may be included on an estimate.

SCREENSHOTS



DEFAULT VALUES

Users may choose to check out change orders to standalone mode. However, if users check out the Basic Contract Data on a weekly basis, the user's standalone database will automatically be updated with all Change Order data.



SCREENSHOTS

ODOT WILL NOT USE THIS WINDOW

AASHTO SiteManager - [Server To PM Pipeline]

File Services Window Help

Pipeline Summary Diary Select DWR Select Change Order Select **Force Account Select** User Select

Contract ID: 040339 Description: GRADE, DRAIN, SURFACE AND EROSION CONTROL

Force Accounts List:

| Force Account ID | Force Account Description |
|------------------|---------------------------|
|------------------|---------------------------|

Selected Force Accounts:

| Force Account ID | Force Account Description |
|------------------|---------------------------|
|------------------|---------------------------|

Add -> <- Remove <<- Rem All

ADDITIONAL COMMENTS

SCREENSHOTS



ODOT WILL NOT USE THIS WINDOW

Users List:

| User ID | User Name |
|----------|----------------------------|
| ITIUSER | Info Tech, Inc. Consultant |
| ITlober | Dberdiek, John |
| abingamo | Bingamon, Alan |
| ablack | Black, Amber |

Selected Users:

| User ID | User Name |
|---------|-----------|
|---------|-----------|

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

ADDITIONAL COMMENTS

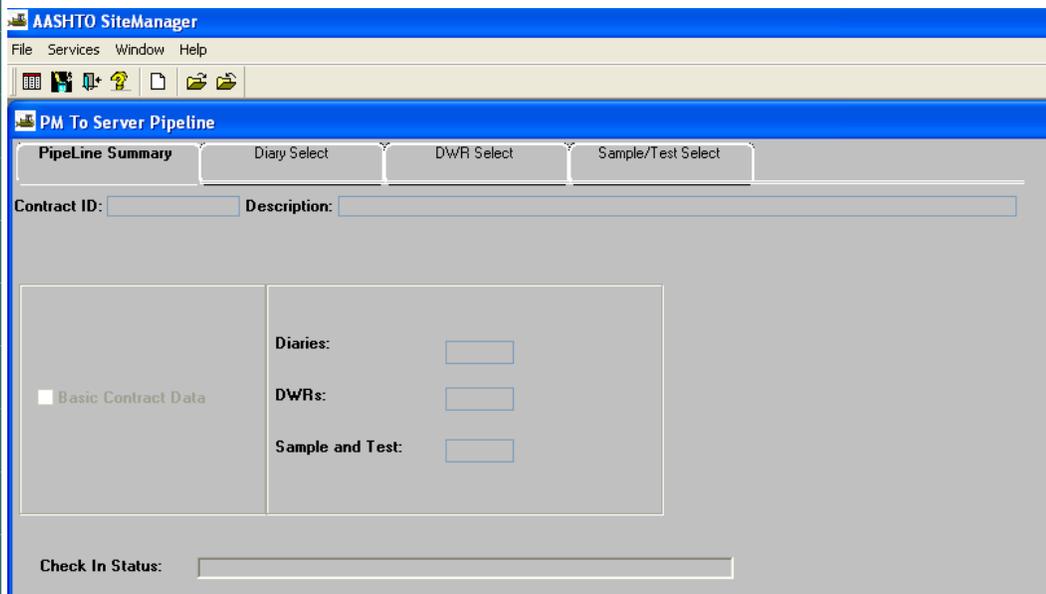
SCOPE

To establish a policy and procedure for utilizing the PM to Server window.

GENERAL

The PM to Server Pipeline panel lets the user upload (check in) data from the standalone database to the server. When logging on to SiteManager, the user must connect to the server database. The pipeline process transfers the selected data directly from the user's standalone database to the server database.

SCREENSHOTS



DEFAULT VALUES

The Pipeline Summary folder tab displays the data select edto pipeline from the user's standalone database to the server. During the contract, it is not necessary to pipeline Basic Contract Data from standalone to their server. However, once the contract is nearing completion and the user is no longer recording work for the contract in standalone mode, the user should click the Basic Contract Data check box to release the contract from the user's standalone database.



SCREENSHOTS

ODOT WILL NOT USE THIS WINDOW

AASHTO SiteManager
File Services Window Help

PM To Server Pipeline
PipeLine Summary **Diary Select** DWR Select Sample/Test Select

Contract ID: 040339 Description: GRADE, DRAIN, SURFACE AND EROSION CONTROL

Diaries List:

| Diary Date | Credit Day Value | Cred Reason Desc | Diary Locked Ind | Est Hbr |
|------------|------------------|------------------|------------------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Selected Diaries:

| Diary Date | Credit Day Value | Cred Reason Desc | Diary Locked Ind | Est Hbr |
|------------|------------------|------------------|------------------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

ADDITIONAL COMMENTS

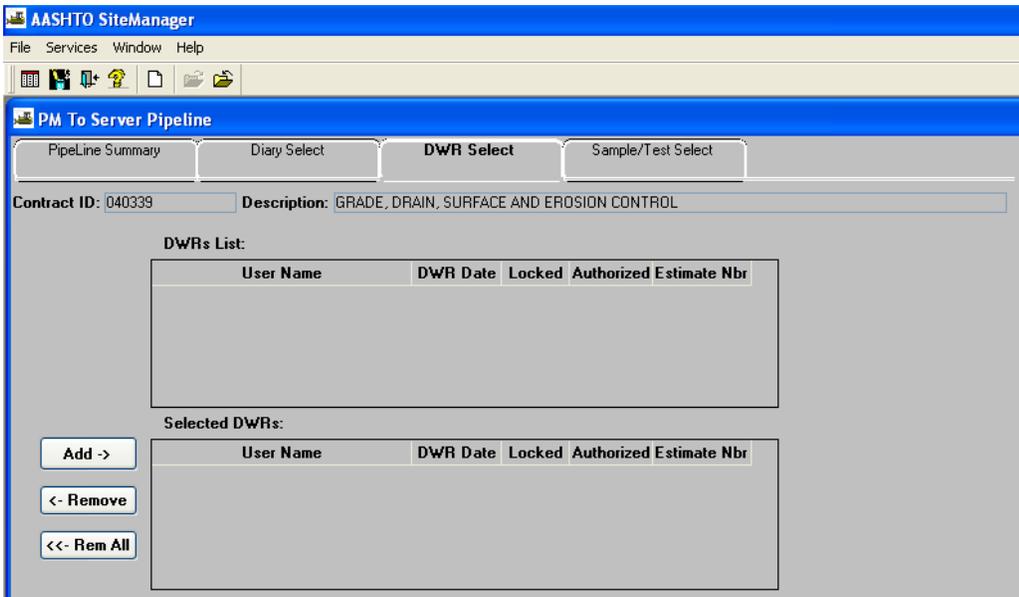
In ODOT, all Diaries should be created on the Server. Therefore, the Diary Select folder tab should not be used

PIPELINE AND ZIP 0600

PM PIPELINE TO SERVER - DWR SELECT

0602.0

SCREENSHOTS



DEFAULT VALUES

The DWR Select folder tab contains a list of all Daily Work Reports that were either created in standalone mode or created in server mode and pipelined to standalone mode. Users should pipeline Daily Work Reports back to the sever at least once a week so that the Daily Work Report may be authorized on a Diary and included on an estimate.



SCREENSHOTS

ODOT WILL NOT USE THIS WINDOW

Samples List:

| Smpl Id | Smpld By | Smpld By Name | Matl Cd |
|-----------------|----------|---------------|-----------|
| 000000000908111 | | | X TEST ON |

Selected Samples:

| Smpl Id | Smpld By | Smpld By Name | Matl Cd |
|---------|----------|---------------|---------|
| | | | |

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

ADDITIONAL COMMENTS

PIPELINE AND ZIP 0600

PM PIPELINE TO SERVER - DWR SELECT

0602.0

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

PIPELINE AND ZIP

PAGE 15

0600

PIPELINE AND ZIP

0603.0

PM /INSPECTOR LOAD



SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

ADDITIONAL COMMENTS

PIPELINE AND ZIP 0600

PM /INSPECTOR LOAD

0603.0

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

PIPELINE AND ZIP

PAGE 17

SCOPE

To establish a policy and procedure for utilizing the Pipeline and Zip Information window

GENERAL

The Pipeline and Zip Information panel lets the user view Pipeline and Zip information about Daily Work Reports (DWRs), Diaries, Contracts, Change Orders, Force Accounts, and Sample data. The Pipeline and Zip Information panel shows a history of Pipeline and Zip activity, such as when the data was downloaded and uploaded, and who downloaded or uploaded the data. The folder tabs on the panel are as follows: Samples, Contract, DWRs, Diaries, Change Orders, and Force Accounts.

The Pipeline and Zip Information window will be used to verify whether or not contracts and Daily Work Reports are in standalone mode or server mode.

SCREENSHOTS



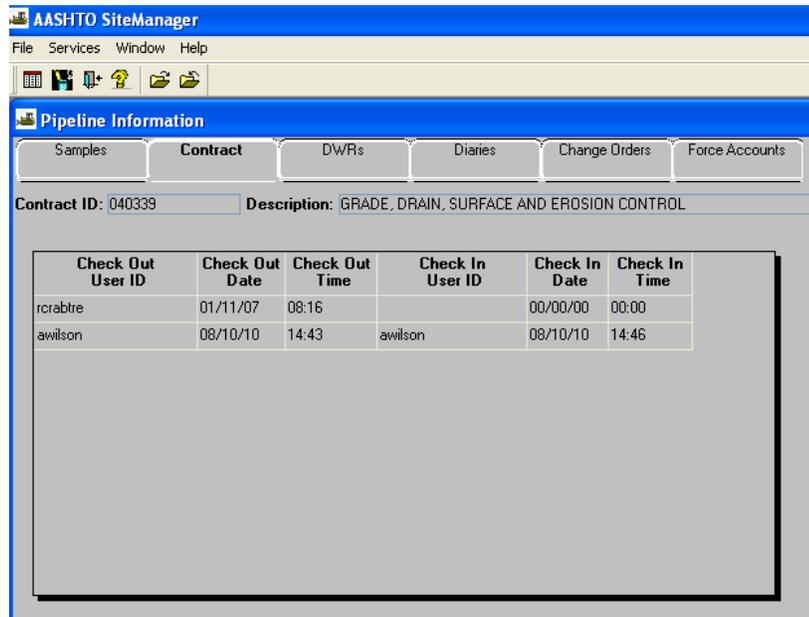
ODOT WILL NOT USE THIS WINDOW

The screenshot shows the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Services", "Window", and "Help". Below the menu bar is a toolbar with several icons. The main content area is titled "Pipeline Information" and contains a tabbed interface with tabs for "Samples", "Contract", "DWRs", "Diaries", "Change Orders", and "Force Accounts". The "Samples" tab is selected, displaying a table with the following data:

| Sample ID | Check In User ID | Check In Date | Check In Time |
|-------------------|------------------|---------------|---------------|
| 3327190701031300 | igray | 01/08/07 | 15:04 |
| 3327190701031301 | igray | 01/08/07 | 15:04 |
| 3327190701060950f | igray | 01/08/07 | 15:04 |
| 3327190701061000c | igray | 01/08/07 | 15:04 |
| 3327190701081100 | igray | 01/08/07 | 15:04 |
| 3327190701081101 | igray | 01/08/07 | 15:04 |
| 3326770701091400 | sjohnson | 01/09/07 | 15:26 |
| 3326770701091430 | sjohnson | 01/10/07 | 15:05 |
| 3220380607180935 | jabney | 01/12/07 | 09:12 |
| 322038060831 | jabney | 01/12/07 | 09:12 |
| 3220380611280900 | jabney | 01/12/07 | 09:12 |

ADDITIONAL COMMENTS

SCREENSHOTS



DEFAULT VALUES

The Contract folder tab displays when the contract was checked out to standalone mode and when the contract was checked back into The server. At the end of the contract the contract should be checked back into the server.

PIPELINE AND ZIP 0600

PIPELINE AND ZIP INFORMATION - DWR SELECT

0604.0

SCREENSHOTS

AASHTO SiteManager
File Services Window Help

Pipeline Information
Samples Contract **DWRs** Diaries Change Orders Force Accounts

Contract ID: 040339 Description: GRADE, DRAIN, SURFACE AND EROSION CONTROL

| User ID | DWR Date | Check Out User ID | Check Out Date | Check Out Time | Check In User ID | Check In Date | Check In Time |
|----------|----------|-------------------|----------------|----------------|------------------|---------------|---------------|
| rcrabtre | // | rcrabtre | 20/05/01 | 10:12 | rcrabtre | 20/05/01 | 16:20 |
| rcrabtre | // | rcrabtre | 20/05/01 | 10:12 | rcrabtre | 20/05/01 | 16:20 |
| rcrabtre | // | | 00/00/00 | 00:00 | rcrabtre | 20/05/01 | 16:20 |
| rcrabtre | // | | 00/00/00 | 00:00 | rcrabtre | 20/05/01 | 16:20 |
| rcrabtre | // | rcrabtre | 20/05/01 | 81:35 | rcrabtre | 20/05/01 | 80:54 |
| rcrabtre | // | | 00/00/00 | 00:00 | rcrabtre | 20/05/01 | 16:20 |
| rcrabtre | // | rcrabtre | 20/05/01 | 81:35 | rcrabtre | 20/05/01 | 80:54 |
| rcrabtre | // | | 00/00/00 | 00:00 | rcrabtre | 20/05/01 | 16:20 |
| rcrabtre | // | rcrabtre | 20/05/01 | 81:35 | rcrabtre | 20/05/01 | 80:54 |
| rcrabtre | // | | 00/00/00 | 00:00 | rcrabtre | 20/05/01 | 16:20 |

DEFAULT VALUES

The DWRs folder tab displays all Daily Work Reports that have been checked out from server to standalone mode or have been created in standalone mode. By the end of the contract, all Daily Work Reports should be checked into the server.



SCREENSHOTS

ODOT WILL NOT USE THIS WINDOW

AASHTO SiteManager
File Services Window Help

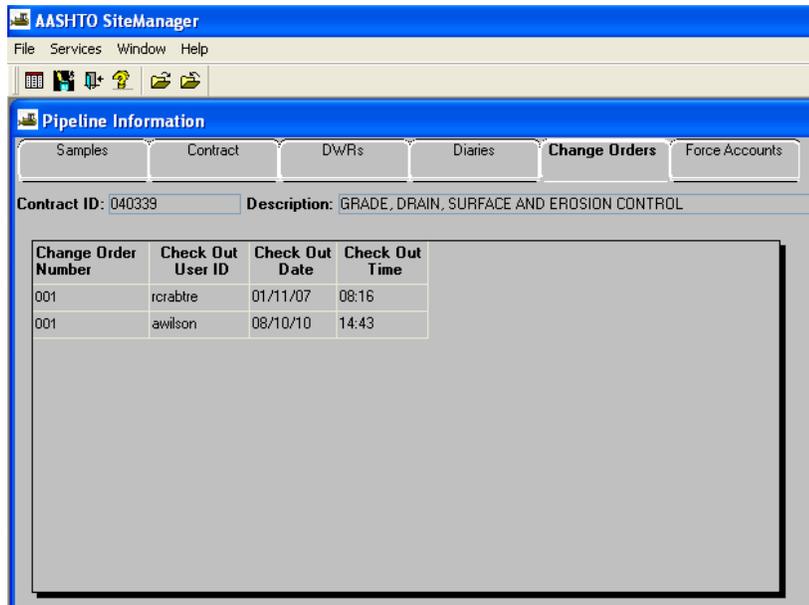
Samples Contract DWRs **Diaries** Change Orders Force Accounts

Contract ID: 040339 Description: GRADE, DRAIN, SURFACE AND EROSION CONTROL

| Diary Date | Check Out User ID | Check Out Date | Check Out Time | Check In User ID | Check In Date | Check In Time |
|------------|-------------------|----------------|----------------|------------------|---------------|---------------|
| 01/04/05 | rcrabtre | 01/13/05 | 08:17 | rcrabtre | 01/14/05 | 15:14 |
| 01/16/05 | | 00/00/00 | 00:00 | rcrabtre | 01/28/05 | 08:44 |
| 01/17/05 | | 00/00/00 | 00:00 | rcrabtre | 01/28/05 | 08:44 |
| 01/18/05 | | 00/00/00 | 00:00 | rcrabtre | 01/28/05 | 08:44 |
| 01/19/05 | | 00/00/00 | 00:00 | rcrabtre | 01/28/05 | 08:44 |
| 01/20/05 | | 00/00/00 | 00:00 | rcrabtre | 01/28/05 | 08:44 |
| 01/21/05 | | 00/00/00 | 00:00 | rcrabtre | 01/28/05 | 08:44 |
| 01/22/05 | | 00/00/00 | 00:00 | rcrabtre | 01/28/05 | 08:44 |
| 01/23/05 | | 00/00/00 | 00:00 | rcrabtre | 01/28/05 | 08:44 |
| 01/24/05 | | 00/00/00 | 00:00 | rcrabtre | 01/28/05 | 08:44 |
| 01/25/05 | rcrabtre | 01/28/05 | 16:16 | rcrabtre | 01/31/05 | 08:31 |

ADDITIONAL COMMENTS

SCREENSHOTS



DEFAULT VALUES

The Change Orders that have been checked out to standalone mode will be displayed on the Change Order folder tab.



SCREENSHOTS

ODOT WILL NOT USE THIS WINDOW

| Force Account Number | Check Out User ID | Check Out Date | Check Out Time | Check In User ID | Check In Date | Check In Time |
|----------------------|-------------------|----------------|----------------|------------------|---------------|---------------|
|----------------------|-------------------|----------------|----------------|------------------|---------------|---------------|

ADDITIONAL COMMENTS

PIPELINE AND ZIP 0600

PIPELINE AND ZIP INFORMATION

0604.0

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

PIPELINE AND ZIP

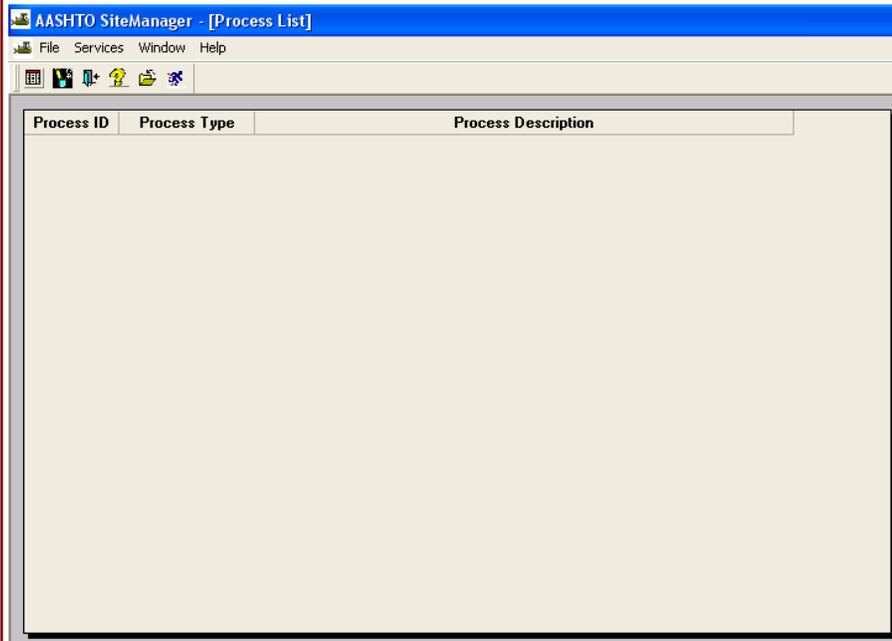
PAGE 25

SCOPE

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

GENERAL

SCREENSHOT



PIPELINE AND ZIP 0600

PROCESS LIST

0605.0

REPORTS

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

CIVIL RIGHTS

PAGE 27



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