



LPA SiteManager

Quick reference guide

LPA SiteManager

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Workflow

1. PE or PM creates or edits DWRs
2. PE approves DWRs on Diary
3. PM generates estimate
4. PM or PE print the LPA-001 and LPA-002 using the process lists
 - a. If changes to estimate are needed:
 - i. PM deletes the estimate from history window
 - ii. PE un-approves DWRs on diaries that need changes
 - iii. Return to step 1
5. PM approves estimate
 - a. If changes need to be made after approval:
 - i. PE rejects the estimate
 - ii. PM deletes the estimate from history window
 - iii. PE un-approves DWRs on diaries that need changes
 - iv. Return to step 1
6. PE approves estimate
 - a. If changes need to be made after approval:
 - i. Call Billy Owen, Jennifer Kiihnl or Pam Schmidt – they will log in as CADPAY and reject the estimate
 - ii. PM deletes the estimate from history window
 - iii. PE un-approves DWRs on diaries that need changes
 - iv. Return to step 1

Daily Work Reports

Navigation: Main Panel ->Daily Work Reports



Daily Work Reports

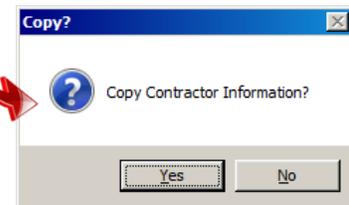
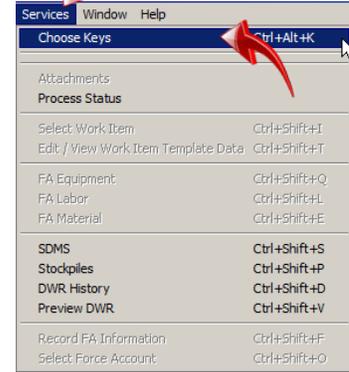


1. For your **first** DWR click Services-> Choose Keys. Double-click on the Contract ID.

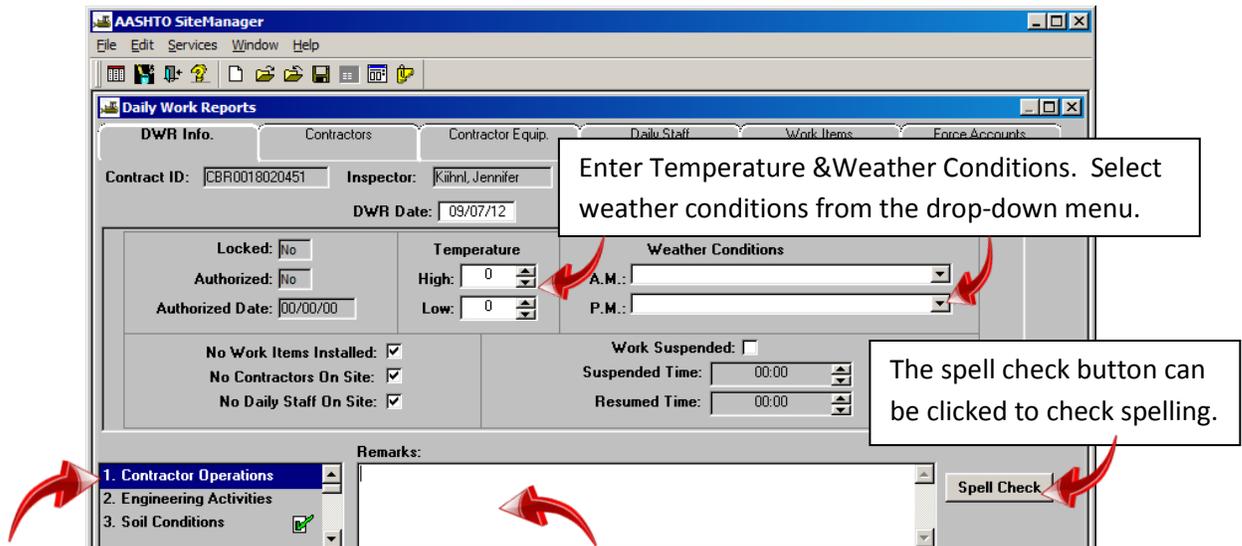
After your first DWR, click open to select a contract. Double-click your name, and then double-click the date you wish to open.

2. Key the correct date or double-click the date field to open a calendar. Select the date from the calendar.
3. If Contractor Information has been entered on the **Contractors** tab of the currently opened DWR, you will be given the option to copy contractor information. If you click Yes, information from the **Contractors, Contractor Equip.** and **Daily Staff** tabs will be copied to the new DWR. **Temperature, Weather Conditions, Remarks** and **Work Items** information are not copied.

If you are already in a DWR and wish to create a new one under your name, click the new button .



DWR Info. tab



Enter remarks by clicking on the remark type, then key information in the text box. The following remarks are required:

- Contractor operations
- Engineering activities
- Soil conditions
- Rain/precipitation

As remarks are entered, a green check-box displays next to the remark type. In the example shown here, **Soil Conditions** has a remark associated with it. These remarks can also be pasted from some other document – such as a Word document. These remarks print on the diary.

Click save or when changing tabs, click Yes on the prompt.

Contractors tab

Click on the **Contractors** tab.

1. Click in the **Contractor** portion of the window and click the new button.

2. Add the contractor that was on the job for this day from the dropdown list.

The **Supervisor/Foreman Name** section is not used.

3. Click on the **Personnel Type** portion of the window. Click the new button  and add personnel types from the drop-down list. Enter **Number of Persons** and **Hours Worked**. Click new to add more personnel types as needed. This will add more personnel types for the contractor that is highlighted in the **Contractors** portion of the window.

Repeat steps 1 – 3 until all contractors, subcontractors and their personnel on the jobsite are recorded.

To delete an entry, highlight the item in the proper window section. Click the delete button  on the toolbar.

Click save  or when changing tabs, click Yes on the prompt.

Contractor Equip. tab

Click the **Contractor Equip.** tab.

The contractors in this window are the same as those on the **Contractors** tab.

1. Highlight the correct contractor in the **Contractor** portion of the window.

2. Click in the **Equipment ID** portion of the window and click the new button .

3. Select equipment on the jobsite for that day (not necessarily used.)
4. Enter the **Nbr. Of Pieces**, **Nbr Used** and **Hours Used**.
5. Click the New button to add as many equipment types as necessary.

Repeat steps 1 – 5 for any subcontractors that have equipment on the project site.

To delete an entry, highlight the item in the proper window section. Click the delete button  on the toolbar.

Click save  or when changing tabs, click yes on the prompt.

Daily Staff tab

Click on the **Daily Staff** tab.

1. Click in the staff member portion of the window and click the new button.

2. Select office staff from the drop down list.

3. Key hours in **Reg. Hours** field (MDOT is not using **OT** hours).

4. Enter **Vehicle ID** if applicable.

5. Enter **Starting** and **Ending Mileage**. MDOT is not using the **Work Code** field.

Staff Member	S/C	Work Code	Reg. Hours	OT Hours	Vehicle ID	Starting Mileage	Ending Mileage
			.000	.000			

Repeat steps 1 – 5 until all staff working on the project for this day have been entered.

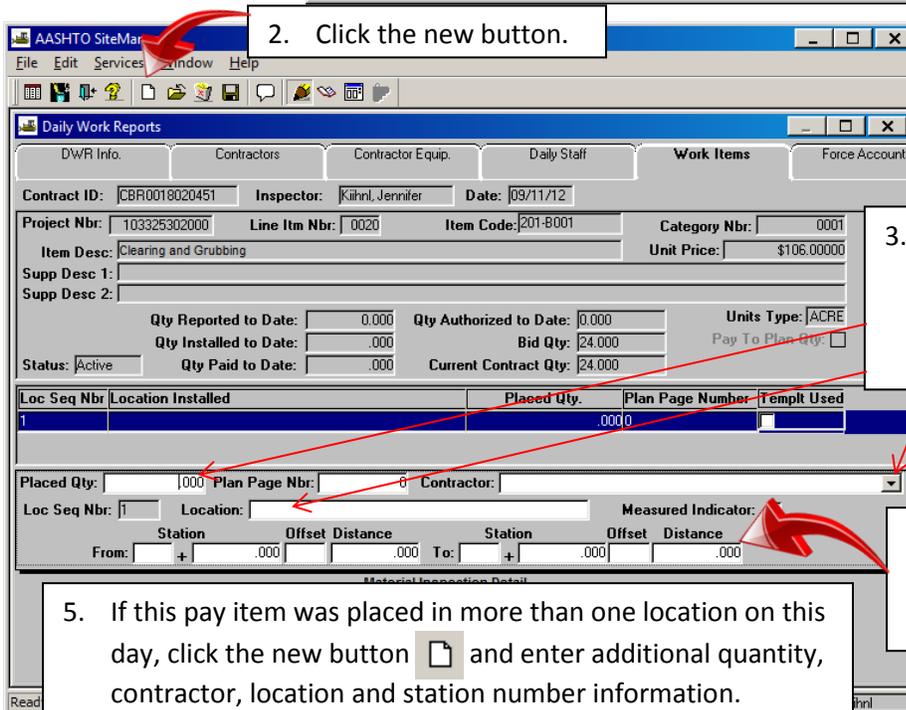
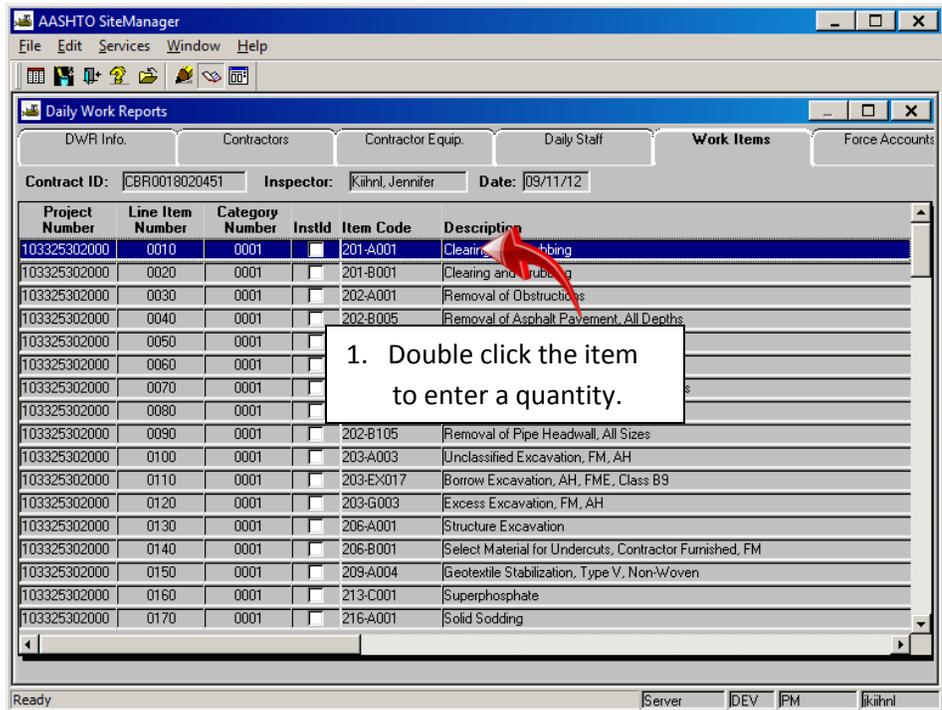
To delete an entry, highlight the item in the proper window section. Click the delete button  on the toolbar.

Click save  or when changing tabs, click yes on the prompt.

Work Items tab

Click on the **Work Items** tab

In order to place an installed quantity on a work item, a contractor must be selected on the **Contractors** tab.



To enter more items, click the **Select Work Items** button  and repeat steps 1 –5 .

Note: The quantity installed to date and quantity paid to date do not update until the applicable estimate for these quantities is approved.

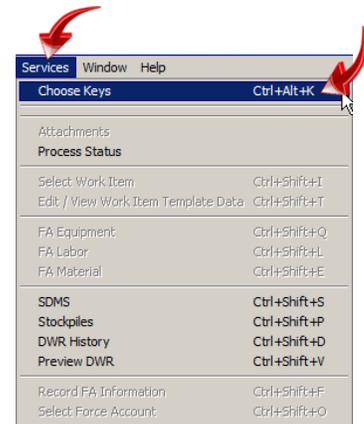
Click save .

Diary

Navigation: Main Panel ->Daily Work Reports



1. For your **first** Diary, click Services-> Choose Keys. Double-click on the Contract ID.
After your first DWR, click open  to select a contract. Double-click the date you wish to open.
2. Key the correct date or double-click the date field to open a calendar. Select the date from the calendar.



The DWRs associated with that day will display for authorization.

3. Click on preview DWR button to view the DWRs for this date or click on services and choose which report you would like to view.

Inspector	Authorized	Authorized Date	DWR Template
Kiuhnl, Jennifer	<input type="checkbox"/>	00/00/00	<input type="checkbox"/>

4. **Authorize** the DWR by clicking on the checkbox. **Un-authorize** a DWR by clicking on a checked box.

1. Contractor Operations
2. Engineering Activities
3. Soil Conditions

Remarks:

Spell Check

Repeat steps 2 – 4 for any DWRs that need authorized on a Diary.

Click save  to save changes.

A DWR template involves haul tickets and is not applicable in LPA SiteManager.

Estimates include only Work Item information from DWRs that have been authorized.

If you wish to print the diary, save it to your local machine. Then open the document and print it locally (instructions for another way to print the diary are on page 19).

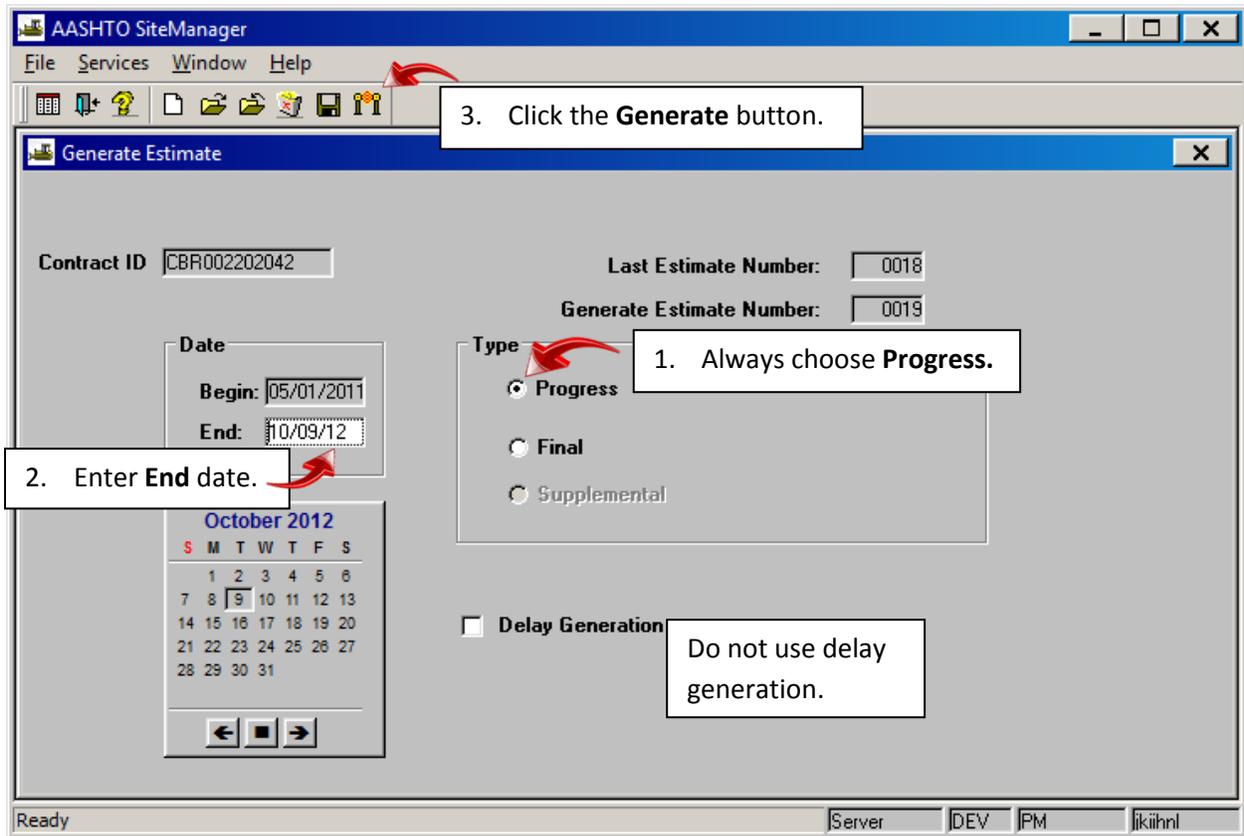
Estimate

Generate an Estimate

Only a **Project Manager** can generate an estimate.

Navigation: Main panel ->Contractor Payments  Estimate  Generate Estimate 

Double-click on the contract or click open  to select a contract.



Click OK on the popups (“Process OCPINTESA submitted” and “Profile OCPINTESA for process SMBAPP has completed”).

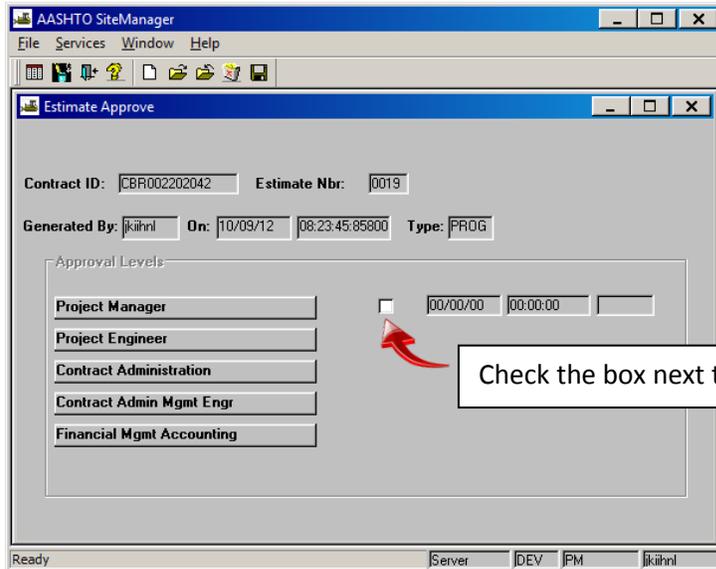
Approve an Estimate

Navigation: Main panel ->Contractor Payments Estimate Estimate Approval



Double-click on the Contract ID or click open  to select a contract.

The Project Manager may approve an estimate in Pending status. The Project Engineer will approve an estimate after the Project Manager has approved it.



Contract ID: CBR002202042 Estimate Nbr: 0019
Generated By: jkiihnl On: 10/09/12 08:23:45:85800 Type: PROG

Approval Levels:

Project Manager	<input type="checkbox"/>	00/00/00	00:00:00	
Project Engineer				
Contract Administration				
Contract Admin Mgmt Engr				
Financial Mgmt Accounting				

Check the box next to PM

Click save .

Discrepancies may exist. This is ok until the final. Click Yes on the discrepancy pop-up window.

Click OK on the notification pop-up window.

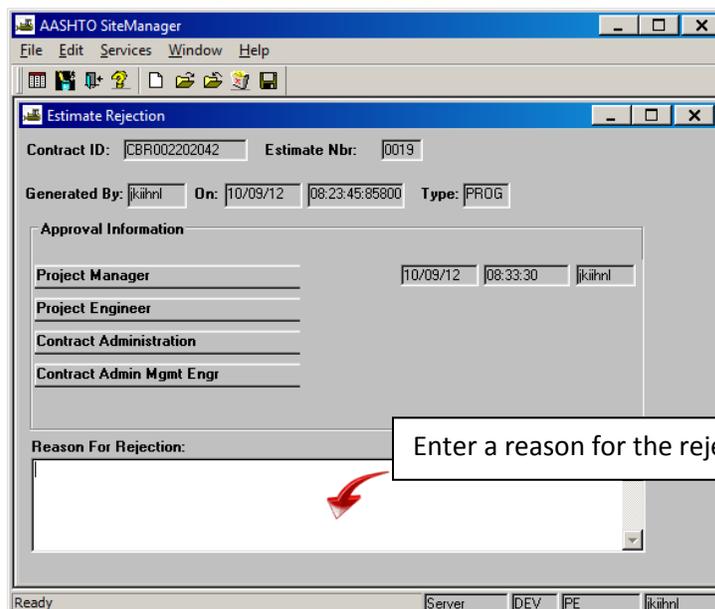
Reject an Estimate

Navigation: Main panel ->Contractor Payments Estimate Estimate Rejection



Double-click on the Contract ID or click open  to select a contract.

Only contracts that are available for rejection will display in the list of contracts.



Contract ID: CBR002202042 Estimate Nbr: 0019
Generated By: jkiihnl On: 10/09/12 08:23:45:85800 Type: PROG

Approval Information:

Project Manager	<input checked="" type="checkbox"/>	10/09/12	08:33:30	jkiihnl
Project Engineer				
Contract Administration				
Contract Admin Mgmt Engr				

Reason For Rejection:

Enter a reason for the rejection

Click save .

Click OK on the notification pop-up window.

View Estimate History/Delete an Estimate

Navigation: Main panel -> Contractor Payments Estimate Estimate History



Double-click on the Contract ID or click open to select a contract.

This allows you to view estimate history for a contract.

Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat	Est Type
0019	\$405,501.00	10/09/12	jkiihnl	10/09/12	jkiihnl	10/09/12	INAP	PROG
0018	\$96,259.32	04/30/11	rshannon	05/10/11	sgibbons	05/16/11	APRV	PROG
0017	\$143,601.82	03/31/11	rshannon	04/06/11	sgibbons	04/15/11	APRV	PROG
0016	\$268,170.74	02/28/11	rshannon	03/04/11	sgibbons	03/11/11	APRV	PROG
0015	\$9,955.41	01/31/11	rshannon	02/09/11	sgibbons	02/15/11	APRV	PROG
0014	\$227,267.80	12/31/10	rshannon	01/12/11	sgibbons	01/18/11	APRV	PROG
0013	\$182,875.81	11/30/10	bowen	12/09/10	sgibbons	12/20/10	APRV	PROG
0012	\$422,532.11	10/31/10	bowen	11/09/10	sgibbons	11/15/10	APRV	PROG
0011	\$137,782.56	09/30/10	bowen	10/11/10	sgibbons	10/19/10	APRV	PROG
0010	\$216,954.92	08/31/10	rshannon	09/03/10	sgibbons	09/20/10	APRV	PROG
0009	\$365,701.15	07/31/10	bowen	08/13/10	sgibbons	08/16/10	APRV	PROG
0008	\$141,683.26	06/30/10	mobannon	07/01/10	sgibbons	07/13/10	APRV	PROG
0007	\$252,819.30	05/31/10	mobannon	06/01/10	sgibbons	06/14/10	APRV	PROG

If an estimate is rejected, a Project Manager can delete the estimate. This is helpful when quantities are in error on a DWR. Once the estimate is deleted, the Project Engineer can unauthorize DWRs on the Diaries. Quantities can be corrected, the DWR can be reauthorized on a Diary and the Project Manager can regenerate the estimate.

Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat	Est Type
0019	\$405,501.00	10/09/12	rshannon	00/00/00	sgibbons	00/00/00	RJCT	PROG
0018	\$96,259.32	04/30/11	rshannon	05/10/11	sgibbons	05/16/11	APRV	PROG
0017	\$143,601.82	03/31/11	rshannon	04/06/11	sgibbons	04/15/11	APRV	PROG
0016	\$268,170.74	02/28/11	rshannon	03/04/11	sgibbons	03/11/11	APRV	PROG
0015	\$9,955.41	01/31/11	rshannon	02/09/11	sgibbons	02/15/11	APRV	PROG
0014	\$227,267.80	12/31/10	rshannon	01/12/11	sgibbons	01/18/11	APRV	PROG
0013	\$182,875.81	11/30/10	bowen	12/09/10	sgibbons	12/20/10	APRV	PROG
0012	\$422,532.11	10/31/10	bowen	11/09/10	sgibbons	11/15/10	APRV	PROG
0011	\$137,782.56	09/30/10	bowen	10/11/10	sgibbons	10/19/10	APRV	PROG
0010	\$216,954.92	08/31/10	rshannon	09/03/10	sgibbons	09/20/10	APRV	PROG
0009	\$365,701.15	07/31/10	bowen	08/13/10	sgibbons	08/16/10	APRV	PROG
0008	\$141,683.26	06/30/10	mobannon	07/01/10	sgibbons	07/13/10	APRV	PROG
0007	\$252,819.30	05/31/10	mobannon	06/01/10	sgibbons	06/14/10	APRV	PROG

Tracking an Estimate

Navigation: Main panel ->Contractor Payments



Estimate



Estimate Tracking

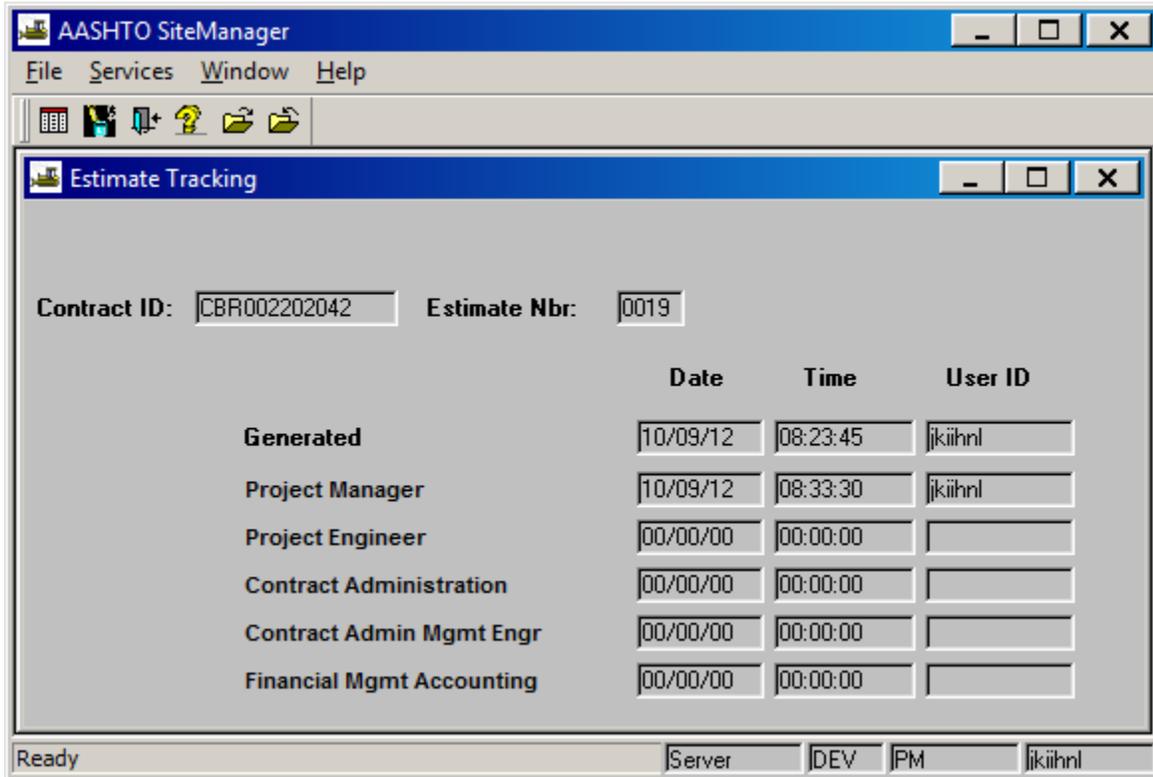


Double-click on the Contract ID or click open  to select a contract.

This allows you to see where the estimate is in the approval process.

*****Another estimate cannot be generated for this contract while it is in the approval process*****

Exception: If the estimate has only been generated and no approval has taken place –it is still pending. Once it has been approved, it must complete the process or be rejected and deleted for another estimate to be generated.



The screenshot shows the 'Estimate Tracking' window in AASHTO SiteManager. The window title is 'Estimate Tracking'. The main area contains the following information:

Contract ID: Estimate Nbr:

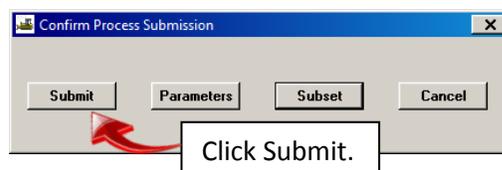
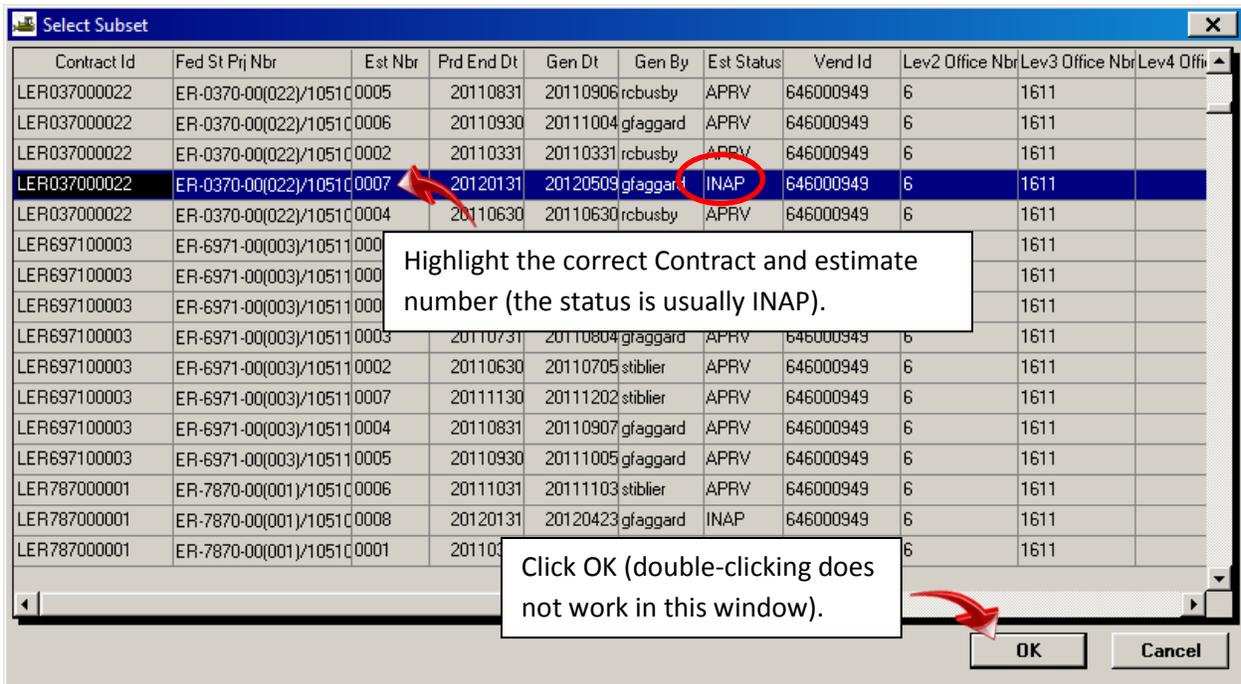
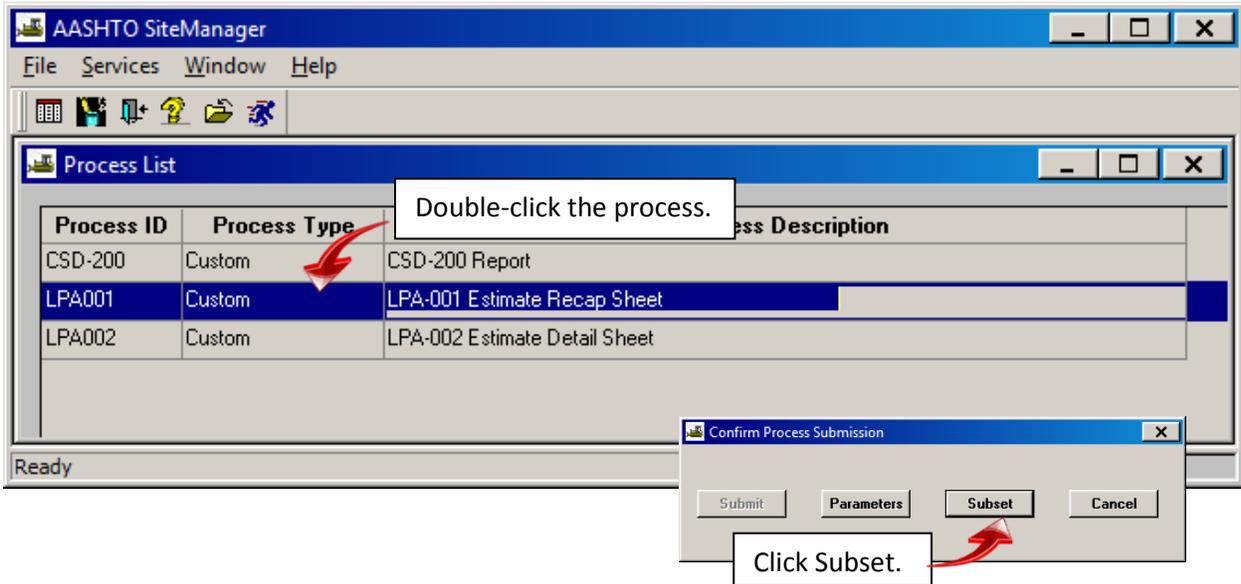
	Date	Time	User ID
Generated	<input type="text" value="10/09/12"/>	<input type="text" value="08:23:45"/>	<input type="text" value="jkiihnl"/>
Project Manager	<input type="text" value="10/09/12"/>	<input type="text" value="08:33:30"/>	<input type="text" value="jkiihnl"/>
Project Engineer	<input type="text" value="00/00/00"/>	<input type="text" value="00:00:00"/>	<input type="text"/>
Contract Administration	<input type="text" value="00/00/00"/>	<input type="text" value="00:00:00"/>	<input type="text"/>
Contract Admin Mgmt Engr	<input type="text" value="00/00/00"/>	<input type="text" value="00:00:00"/>	<input type="text"/>
Financial Mgmt Accounting	<input type="text" value="00/00/00"/>	<input type="text" value="00:00:00"/>	<input type="text"/>

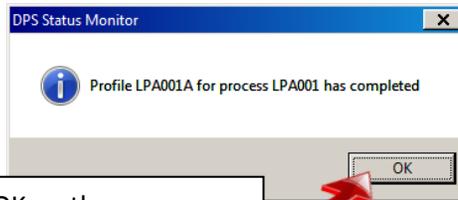
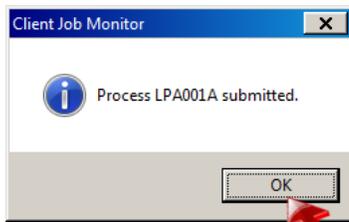
At the bottom of the window, the status bar shows: Ready | Server | DEV | PM | jkiihnl

Process Lists

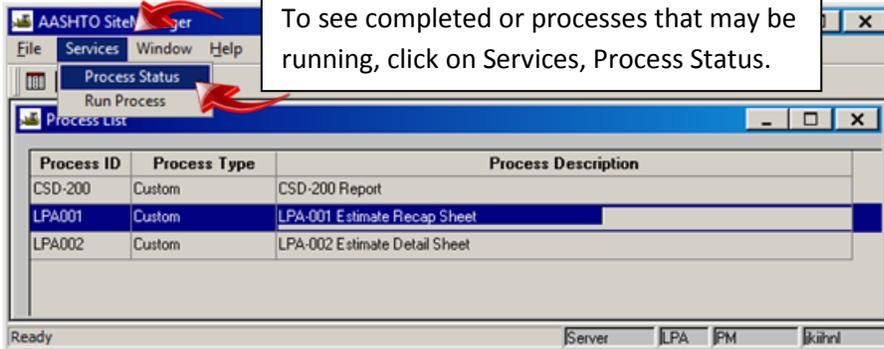
Navigation: Main panel -> Contractor Payments  Process List 

The processes for LPA001 and LPA002 will need to be run to get these reports. The Project Manager and/or the Project Engineer can run these processes.



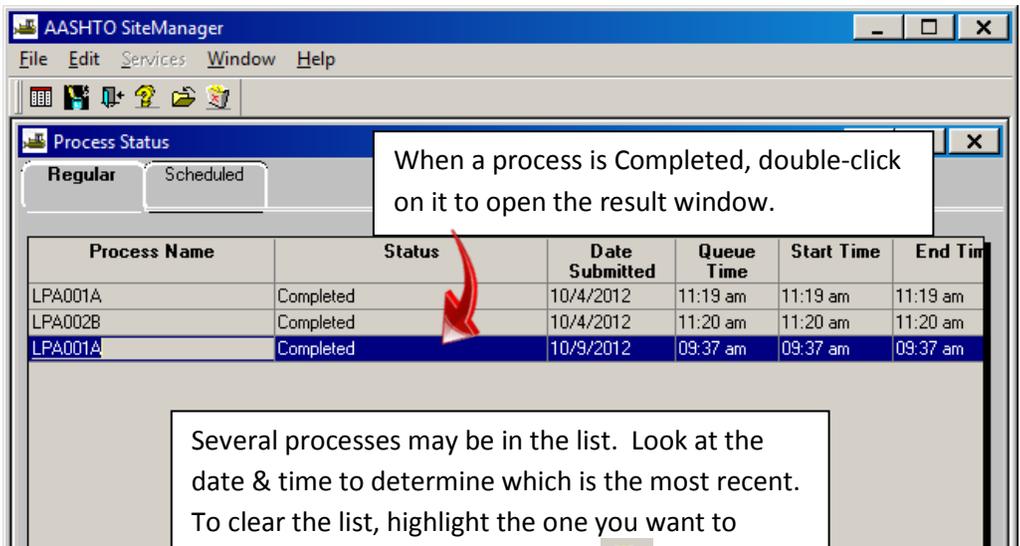
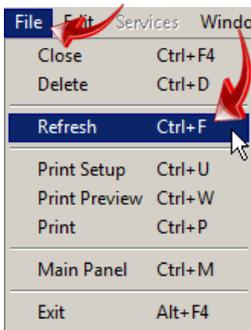


Click OK on the messages.



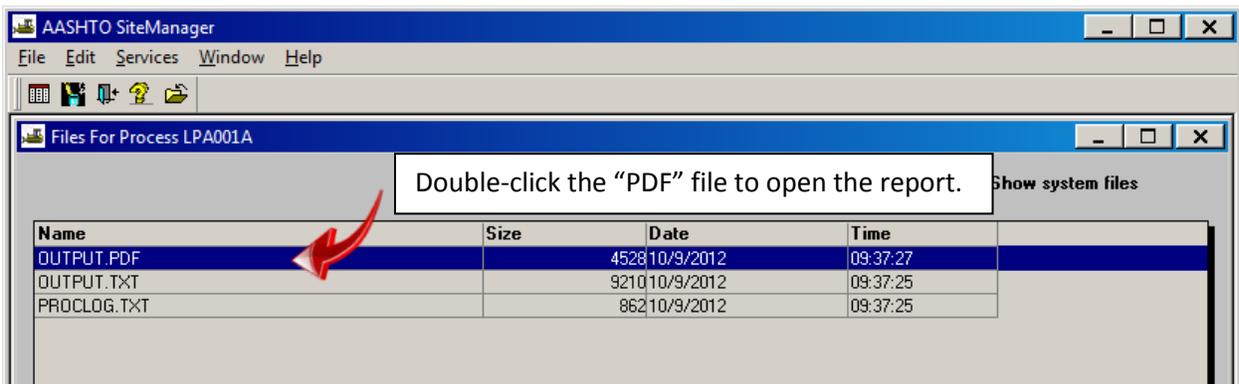
To see completed or processes that may be running, click on Services, Process Status.

If a process is still running, click File, Refresh to update the list.

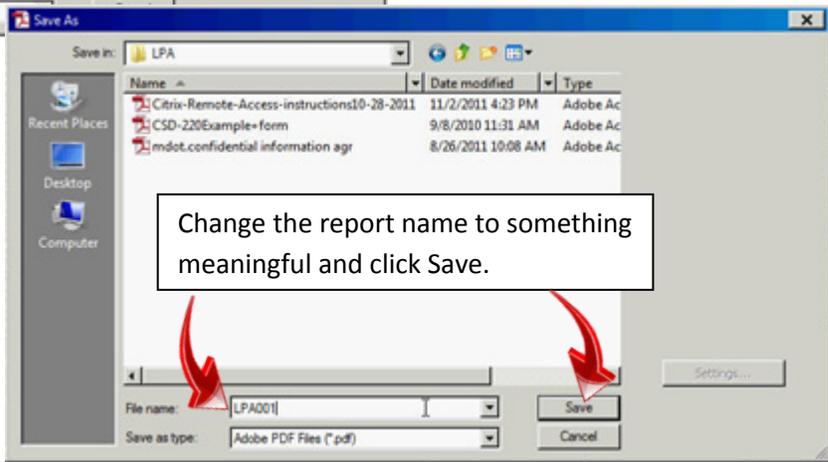
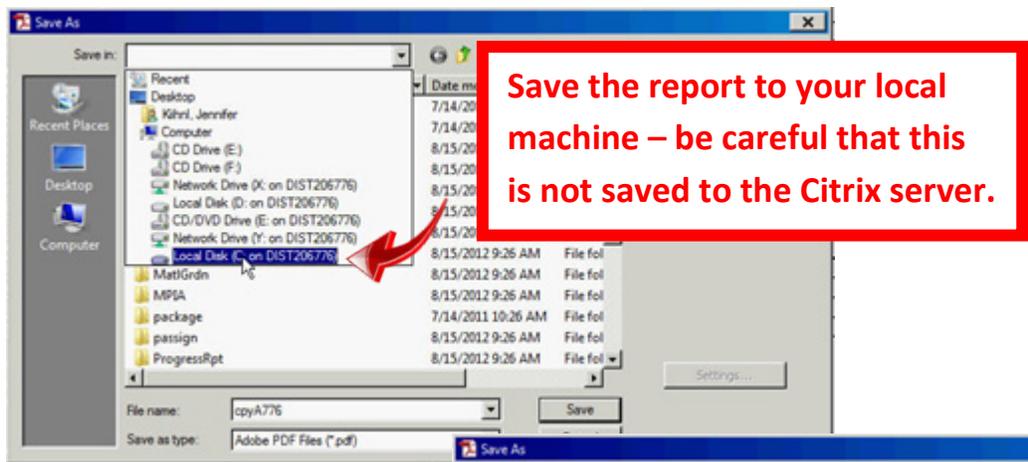
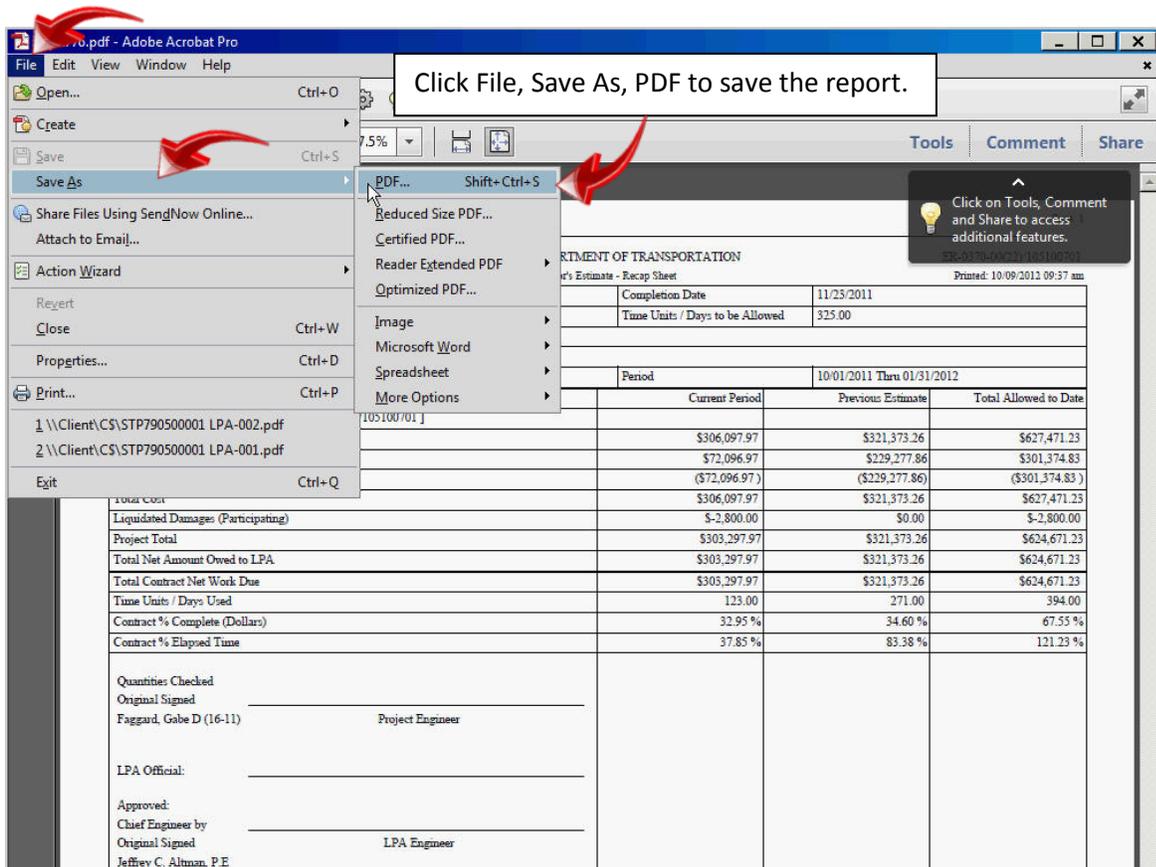


When a process is Completed, double-click on it to open the result window.

Several processes may be in the list. Look at the date & time to determine which is the most recent. To clear the list, highlight the one you want to delete and click the delete button.



Double-click the "PDF" file to open the report.



After the report is saved to a local machine, open it from that location. Then print the report on a local printer.

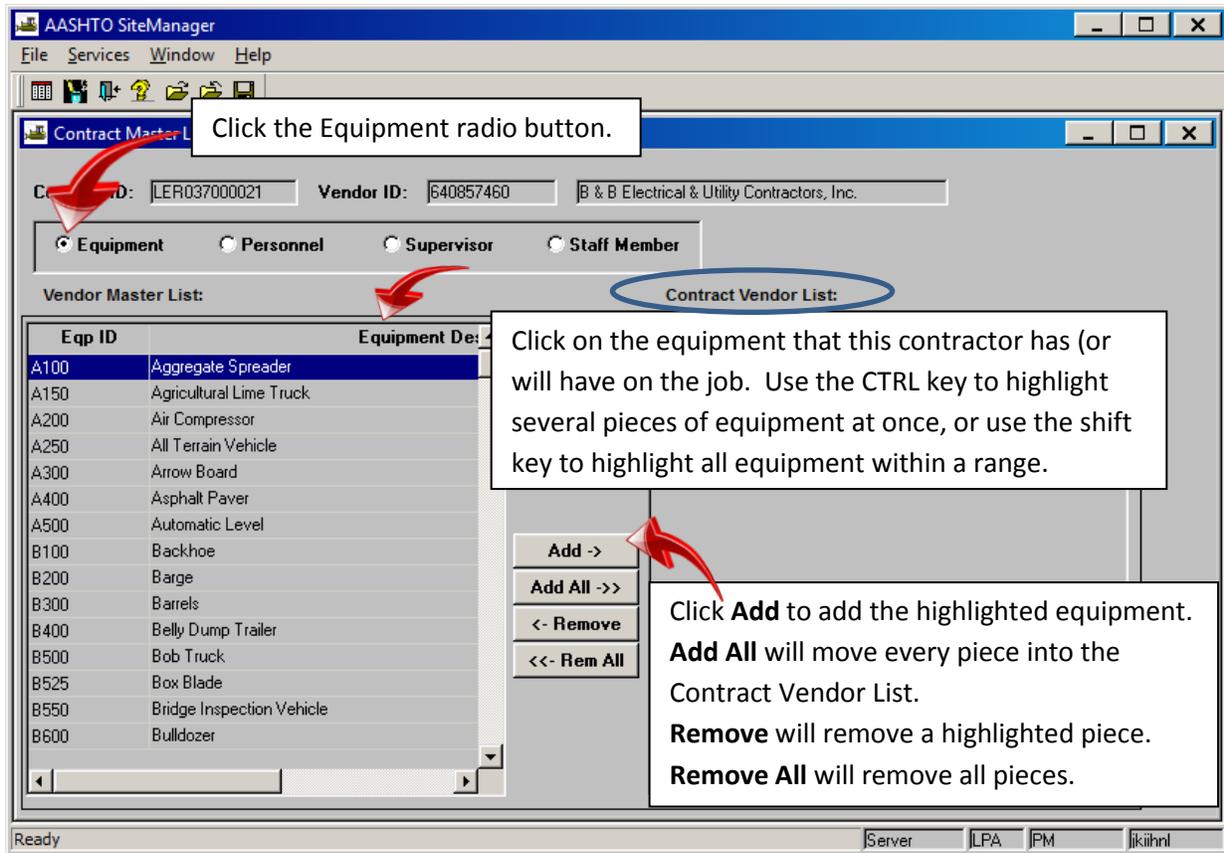
Equipment/Personnel/ Staff Lists

Navigation: Main Panel ->Daily Work Reports  Reference Tables  Contract Master List 

Double-click the contract. Then double-click the contractor.

The **Contract Vendor Lists** define what is in the drop-down lists in the DWR. Equipment and Personnel are **contractor** specific. Staff is defined for the **Contract**.

Equipment



The screenshot shows the 'Contract Master List' window in AASHTO SiteManager. The window title is 'Contract Master List'. It contains fields for Contract ID (LER037000021), Vendor ID (640857460), and Vendor Name (B & B Electrical & Utility Contractors, Inc.). Below these are radio buttons for 'Equipment', 'Personnel', 'Supervisor', and 'Staff Member'. The 'Equipment' radio button is selected. A table titled 'Vendor Master List' is displayed, with columns for 'Eqp ID' and 'Equipment Description'. The table lists various equipment items such as 'Aggregate Spreader', 'Agricultural Lime Truck', 'Air Compressor', etc. To the right of the table are buttons for 'Add ->', 'Add All ->>', '<- Remove', and '<<- Rem All'. Annotations with red arrows and text boxes provide instructions on how to use these features.

Click the Equipment radio button.

Click on the equipment that this contractor has (or will have on the job). Use the CTRL key to highlight several pieces of equipment at once, or use the shift key to highlight all equipment within a range.

Click **Add** to add the highlighted equipment. **Add All** will move every piece into the Contract Vendor List. **Remove** will remove a highlighted piece. **Remove All** will remove all pieces.

Click save  to save changes.

Personnel

Click the Personnel radio button.

Click on the Personnel type that the contractor has (or will have) on the job. Use the Ctrl key to highlight several pieces of equipment at once, or use the Shift key to highlight all personnel within a range.

Click **Add** to add the highlighted Personnel type.
Add All will move every Personnel type into the Contract Vendor List.
Remove will remove a highlighted Personnel type.
Remove All will remove all Personnel types.

Contract ID: LER037... Vendor ID: 640857460 B & B Electrical & Utility Contractors, Inc.

Equipment Personnel Supervisor Staff Member

Vendor Master List: Contract Vendor List:

Personnel Name	Personnel Name
Aggregate Spreader Operator	
Air Tool Oper. (Jack Ham./Air Comp.)	
Asphalt Broom Oper. (Sweeper)	
Asphalt Distributor Operator	
Asphalt Field Tech	
Asphalt Lab Tech	
Asphalt Paving Mach./Spreader Oper.	
Asphalt Plant Operator	
Asphalt Raker	
Backhoe/Shovel Operator	
Boat Operator	
Brick Mason	
Brick Mason Tender	
Bulldozer Operator	
Carpenter	

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

Ready

Click save  to save changes.

Staff

Staff only needs to be defined once. Even though it appears that it is defined per contractor, it is actually contract-wide and will appear under every contractor after it is defined under one contractor.

Contract ID: LER037000021 Vendor ID: 640857460 B Electrical & Utility Contractors, Inc.

Equipment Personnel Supervisor Staff Member

Vendor Master List:

SSN / SIN	S / C	
1215000017	S	McKee, John W
1215000030	S	Meyer, Robert
1215000031	S	Watson, Thomas
1215000032	S	Brown, Michael
1215000033	S	Newsom, Larry
1215000034	S	Williams, Sanford
1215000035	S	Pittman, James
1215000036	S	Gassion, Edric
1215000037	S	Funderburk, Dave
1215000038	S	Simpson, Timothy Collins
1215000039	S	Moore, Clay
1215000040	S	Sweatt, Jeff
1215000041	S	Tillotson, Zach
1215000042	S	Davis, Jim
1215000043	S	Simmons, Kyle
1215000020	S	Sims, Jr., Edward D.
1215000021	S	Sowell, Ronnie L.
1215000022	S	Terry, David L.
1215000023	S	Terry, Jr., James E.
1215000024	S	White, James H.
1215000025	S	Wilson, Lennon L.
1215000026	S	Worley, Henry P. Jr.
1215000027	S	Wade, Tommy Jr.
1215000028	S	Hemphill, Larry
1215000029	S	Diedrich, Jill

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

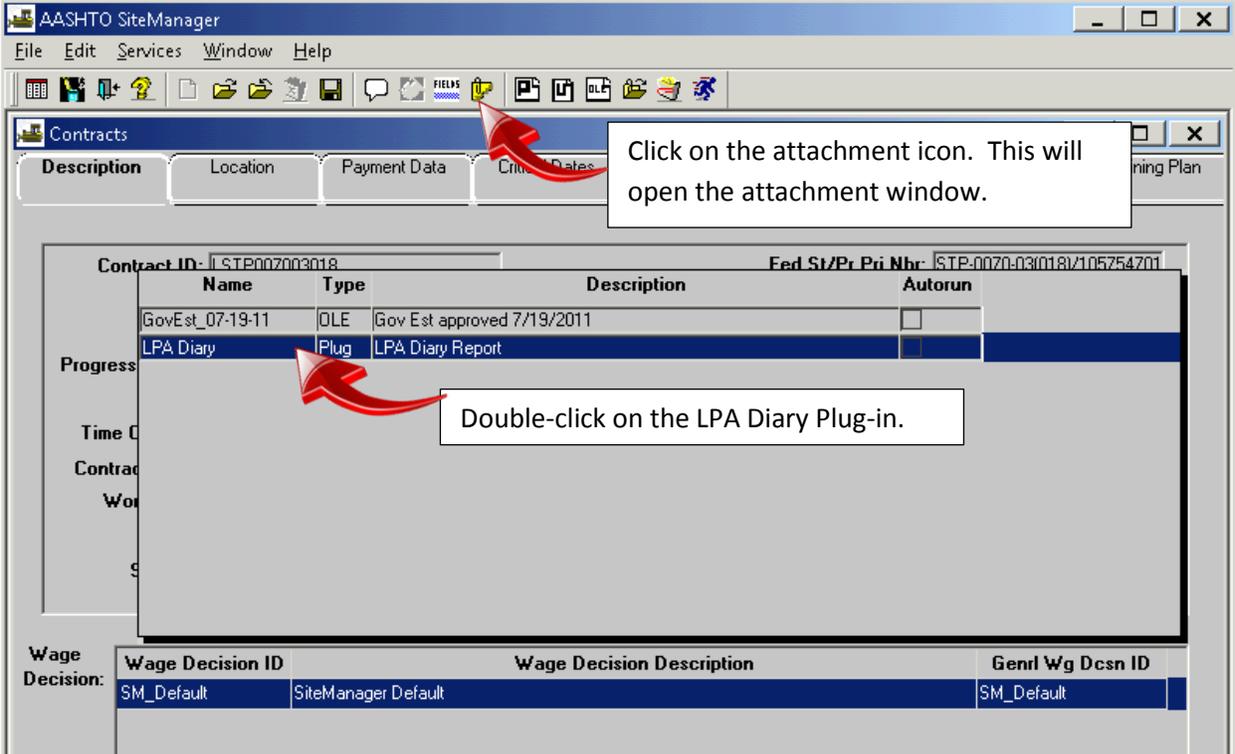
Ready

Click save  to save changes.

Print the Diary

Navigation: Main Panel ->Contract Administration  Contract Records  Contracts 

Double-click on the contract or click open  to select a contract.



Click on the attachment icon. This will open the attachment window.

Name	Type	Description	Autorun
GovEst_07-19-11	OLE	Gov Est approved 7/19/2011	<input type="checkbox"/>
LPA Diary	Plug	LPA Diary Report	<input type="checkbox"/>

Double-click on the LPA Diary Plug-in.

Wage Decision ID	Wage Decision Description	Genrl Wg Dcsn ID
SM_Default	SiteManager Default	SM_Default

Enter the Diary Date *or* the Date Range for the diary (the largest date range you should use is one month).



Diary Date: Please select a date to run the report *OR* enter a date range and click "Run Report"

Date Range (MM/DD/YYYY): to

<< Previous

LPA Diary Report

Diary Date: Please select a date to run the report OR enter a date range and click "Run Report"

Date Range (MM/DD/YYYY): 1/22/2012 to 1/28/2012

<< Previous Next >>

City of Batesville
Buchart Horn, Inc.

Contract ID: STP-0070-03(018)/105754701 Diary Date: Sunday January 22, 2012

Temperature and Weather Conditions:

High: 70 A.M.: Rain
Low: 36 P.M.: Cloudy

Remarks

1. Contractor Operations	No work on project today.	joberso
3. Soil Conditions	Suitable	joberso
4. Rain/Precipitation	0.48	joberso

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
	Nbr of Persons	Hours Worked	Total Hours
	Nbr of Pieces	Nbr Used	Hours Used

Project Engineer: _____

Save a copy (Shift+Ctrl+S)

The report displays. Make sure you can see the scroll bar for the report.

Hover your mouse in the report area to display the save option.

Save the report to a local drive\folder. Then navigate to that folder and print the report from there.

Save a Copy...

Save in: LSTP007003018

Recent
Desktop
My Documents
My Computer
My Network Places

File name: 1-26-12 diaries

Save as type: Adobe PDF Files (*.pdf)

Liquidated Damages

Navigation: Main Panel ->Contractor Payments



Contract Adjustments



Liquidated Damages



If the contract completion date has been passed when an estimate is generated, SiteManager will compute and apply liquidated damages. Each time the estimate is generated after the completion date a System generated liquidated damage entry for the current estimate number will be created. The Liquidated Damages amount will be calculated based on the daily rate.

AASHTO SiteManager
File Edit Services Window Help

Liquidated Damages

Contract ID: CSTP0011030791

Estimate Nbr	Entered Date	Adjustment Desc	Adjustment Amount
0007	07/28/14	System Application of Liq. Dam. Adj. SYSTEM	\$-15,770.00

User ID: SYSTEM Est. Nbr: 0007

Nbr of Days: 19.00 Rate Per Day: \$830.00 Bid Days: 240
 Liq. Dam. Date: Adjmnt Amount: (\$15,770.00) Adjmnt Days(+): 0
 Begin: 07/09/14 Date Created: 07/28/14 Tot Charged Days(-): 191.0
 End: 07/28/14 Current Days(=): 49.0

Remarks: This field is the only "editable" field on the System generated Liquidated Damages. If you enter a remark, click the save button to save the remark.

You may not edit the system generated liquidated damages so it must be adjusted so that the net amount is the correct damage amount.

AASHTO SiteManager
File Edit Services W

Liquidated Damages

Contract ID: CSTP0011030791

Estimate Nbr	Entered Date	Adjustment Description	Rmk	User ID	Adjustment Amount
0007	07/28/14	System Application of Liq. Dam. Adj.		SYSTEM	\$-15,770.00
0007	07/28/14	System Application of Liq. Dam. Adj.		jkühnl	\$2,490.00

User ID: jkühnl Est. Nbr: 0007

Nbr of Days: -3.00 Rate Per Day: \$830.00 Bid Days: 240
 Liq. Dam. Date: Adjmnt Amount: \$2,490.00 Adjmnt Days(+): 0
 Begin: 07/09/14 Date Created: 07/28/14 Tot Charged Days(-): 191.0
 End: 07/25/14 Current Days(=): 49.0

Remarks: To adjust the amount enter either negative or postive number of days.

1. To adjust the amount, click the New button to create a new entry.

2. Enter either a negative or positive number in the Nbr of Days field. Make sure that the Adjustment Amount column adds up to the correct total damage amount.

3. Enter remarks and click save

Productive Days Tool



- 1) Log into SiteManager and click on **Contracts**
- 2) Open the **Contract ID** you need

The screenshot shows the AASHTO SiteManager application window. The 'Contracts' tab is active, displaying a form with the following details:

- Contract ID:** CAPD007006008N
- Status:** Active
- Fed St/Pr Proj Nbr:** APD-0070-06(008)N / 100078
- Primary PCN:** 100078304000
- District:** 1
- Project:** 1114
- Progress Sched:** Percent Complete for a Time Period
- Variance Pct:** 20.00
- Funding:** Radio buttons for Federal, State/Province, and Both.
- Desc:** Relocate SR 6
- Time Charges:** Available Work Days
- Bid Days:** 463
- Bid Amt:** \$29,296,176.51
- Contract Type:** Construction
- Work Type:** General Construction (Comb of Wk Types)
- Spec Yr:** 2004
- Unit System:** English
- Suppl Spec Bk Yr:**
- Alt ID:**

At the bottom, there is a 'Wage Decision' table:

Wage Decision ID	Wage Decision Description	Genrl Wg Dcsn ID
SM_Default	SiteManager Default	SM_Default



- 3) Click on the **Attachments** icon on the toolbar
- 4) Double Click on the **Productive Days Tool** in the pop-up

Name	Type	Description	Autorun
GovEst_03-03-09	DLE	This is the government estimate for project APD-0070-06(008)N/100078-	<input type="checkbox"/>
Diary Test	Plug	Diary Test	<input type="checkbox"/>
ProductiveDays	Plug	Productive Days Tool	<input checked="" type="checkbox"/>

- 5) The **DWR Available Productive Days Diary** window appears

Contract ID: CAPD007006008N
 Contract Description: Relocate SR 6
 Contractor: Hill Brothers Construction Company, Inc.
 Total Productive Days Allowed: 463.0
 Total Productive Days Assessed: 7.0

DWR Date	Productive Day	User ID	Remark
* Click here to add a new row			
2014/01			
1/21/2014	1	ctodd	test
1/15/2014	1	bowen	
1/3/2014	0.5	bowen	Rain started at 10:30 am
1/2/2014	1	bowen	
2013/12			
12/31/2013	1	bowen	
12/30/2013	0	bowen	
12/20/2013	0	ctodd	test
12/19/2013	0.5	bowen	
12/1/2013	1	ctodd	
2013/11			
11/1/2013	1	ctodd	

- 6) Select the **DWR date row**, click the **Productive Day drop-down** to make your selection:

Productive Day options: 1, 0, 0.5, 1

- 7) Click the **Save** icon 

- 8) Click the **Book** icon to run your **Monthly Time Assessment Report**: 

Parameters

Month:

Year:

9) Choose the **Month** from the drop-down, Click the **Submit** button:

CSD-766
Rev/ 12/2013

MISSISSIPPI DEPARTMENT OF TRANSPORTATION
ASSESSMENT REPORT FOR AVAILABLE PRODUCTIVE DAYS

Date: 1/21/2014

Project No: APD-0070-06(008) N / 100078304

County: LEE (41)

PERIOD: 12/1/2014 To 12/31/2014

December	1	_____	17	_____
Month	2	_____	18	_____
	3	_____	19	_____
	4	_____	20	_____
	5	_____	21	_____
	6	_____	22	_____
	7	_____	23	_____
	8	_____	24	_____
	9	_____	25	_____
	10	_____	26	_____
	11	_____	27	_____
	12	_____	28	_____
	13	_____	29	_____
	14	_____	30	_____
	15	_____	31	_____
	16	_____		_____

TOTAL AVAILABLE PRODUCTIVE DAYS ASSESSED DURING THIS PERIOD: 0

TOTAL AVAILABLE PRODUCTIVE DAYS PREVIOUSLY ASSESSED: 7

TOTAL AVAILABLE PRODUCTIVE DAYS ASSESSED: 7

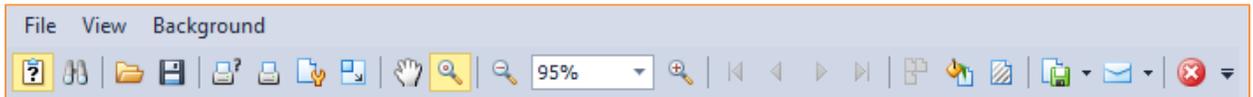
TOTAL AVAILABLE PRODUCTIVE DAYS FOR CONTRACT: 463

CONTRACT PERCENT ELAPSED TIME (PRODUCTIVE DAYS): 1.51 %

Project Engineer

Original: Contractor
Copies: Project File
District Engineer
Central Records

10) Use the **toolbar options** to Print and Save the report:



11) Click the upper right hand **X** to **close the Tool**, click on the **Attachment** icon to **close the pop-up panel**