

WisDOT's Web Site:

The most recent version of the files listed below can be obtained from this WisDOT web site:

<http://roadwaystandards.dot.wi.gov/standards/admin/index.htm> under the **FieldManager Contractor Read-Only** heading.

- WisDOT Agency configuration file: fmconfig.acp
- WisDOT Contractors FieldManager User's Guild Supplement

Configuring FieldManager For Your Office:

1. When logging into FieldManager the first time, you will be required to load WisDOT's Agency Configuration File (fmconfig.acp). This file can be downloaded from WisDOT's web site shown above. It can also be provided upon request when you receive your FieldNet ID from WisDOT staff.
2. The use of FieldNet is required. FieldNet automates the transfer of data between your organization and WisDOT. **Internet access is required to use FieldNet.** Activate FieldNet as follows:
 - A. Contact Kristen McDaniel at 608-261-2561 or email kristen.mcdaniel@dot.wi.gov. If she is not available you can contact David Castleberg at 608-264-7606 or email david.castleberg@dot.wi.gov.
 - B. Make sure you have an internet connection.
 - C. Go to the Utilities → System Management → System Configuration → FieldNet tab and update the following:
 - a. FieldNet ID: Indicate the ID assigned to your organization.
 - b. Password: Indicate the password assigned to your organization.
 - c. Verification: Indicate the password assigned to your organization.
 - d. FieldNet Archive Directory: Indicate where you wish to store your FieldNet archive files.
 - D. Click **Activate Account**. You should receive a message indicating that your FieldNet Account has been successfully activated. If you do not receive this message, contact Kristen McDaniel at 608-261-2561 or email kristen.mcdaniel@dot.wi.gov.
 - E. Click **OK**.
3. You must import WisDOT's Reference File before you can import any contracts into FieldManager. You should run this process once a week. Import WisDOT's Reference File as follows:
 - A. Go to Utilities → FieldNet → Request Reference Files from FieldNet option.
 - B. Click on the FN MailBox button.
 - C. Click on the Send Outbox button.
 - D. Wait a minute and then click on the Get Mail button. You will receive a message with a Message Type of "102: Reference Data. Double-click on this message to process it.

Obtaining and Importing Copies of WisDOT Contracts:

1. To obtain copies of construction contracts for import into FieldManager, contact the WisDOT designated Project Engineer and request that they send you contractor read-only copies via

FieldNet after generating pay estimates. This service is available to you for all WisDOT LET contracts active in this construction season in which you are the prime contractor or a subcontractor.

2. A message will arrive in your FieldNet Inbox for each copy of a contract when an estimate is created and sent by the Project Engineer. To import your contract copies click on the FN MailBox button and then click on the Get Mail button. You will receive a message with a Message Type of "124: Contractor Read-only Copy". Double-click on this message to process it.