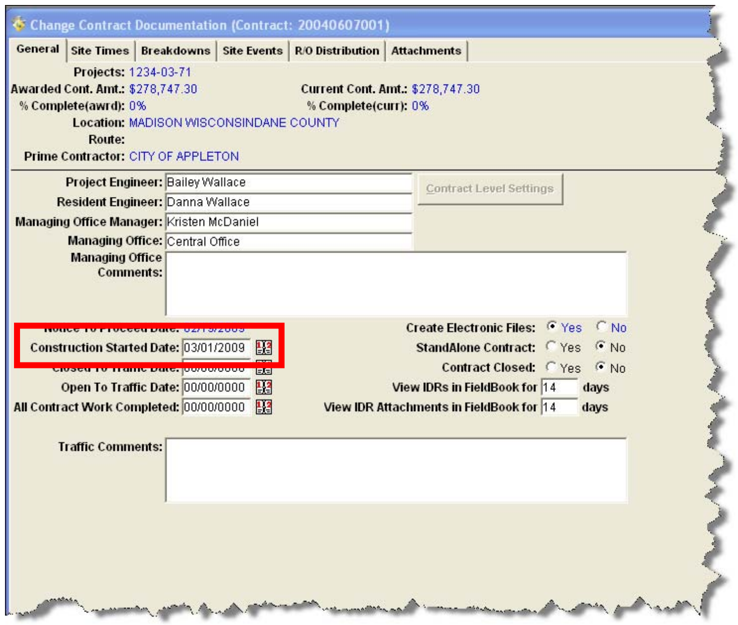
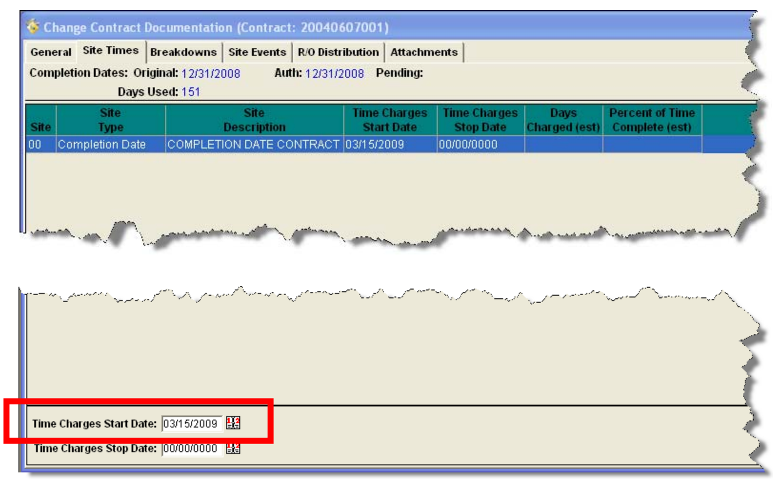
Procedure for sending Construction Started date and Time Charges Start date from FieldManager

This procedure should be completed as soon as either or both of these dates are filled in. The information is important for regular ARRA reports.

1. Enter the “Construction Started Date” on the General tab of the contract document pages. If you have not already done so please fill in the Project Engineer (Project Leader), Resident Engineer (Supervisor), and Managing Office Manager (Project Manager) fields.



2. Enter the “Time Charges Start Date” for Site 00 on the Site Times tab of the contract document pages.



3. Click on the “FieldNet Mailbox” button in the FieldManager tool bar.

4. Click on the “Send Outbox” button in the FieldManager toolbar. This will send a file for each of the dates entered in step 1. and/or 2. The file contains the updated date information to update Trns.port CAS on the central office server.

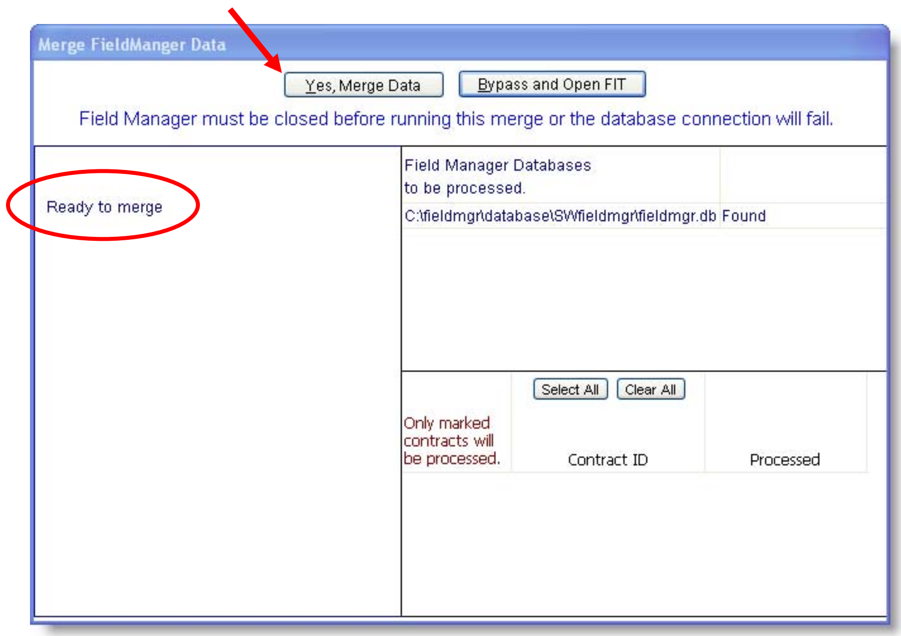
After completing this process it is also a good practice to merge the FieldManager database with FIT (Field Information Tracking), update FIT data, and then perform a FIT Send. The steps for this process are include here (starting on the nest page) and in the separate document entitled “First FIT Send”.

Procedure for completing your first FIT Send

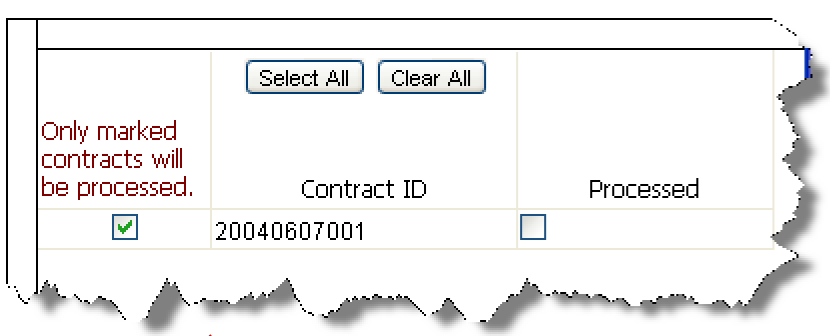
The following procedure should be completed as soon as you receive your new contract, and have updated the General and Site Times information in FieldManager. Note: FieldManager must be closed during this process. This process should also be completed at a minimum, on a weekly basis and after every payment estimate is sent.

1. With FIT opened, Click on the Merge Data button in the FIT tool bar. This will open the Merge FieldManager Data window.

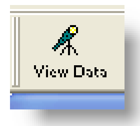
2. In the Merge FieldManager Data window, if you have successfully connected to your FieldManager database you will see the note "Ready to merge". Next, Click on the "Yes, Merge Data" button.



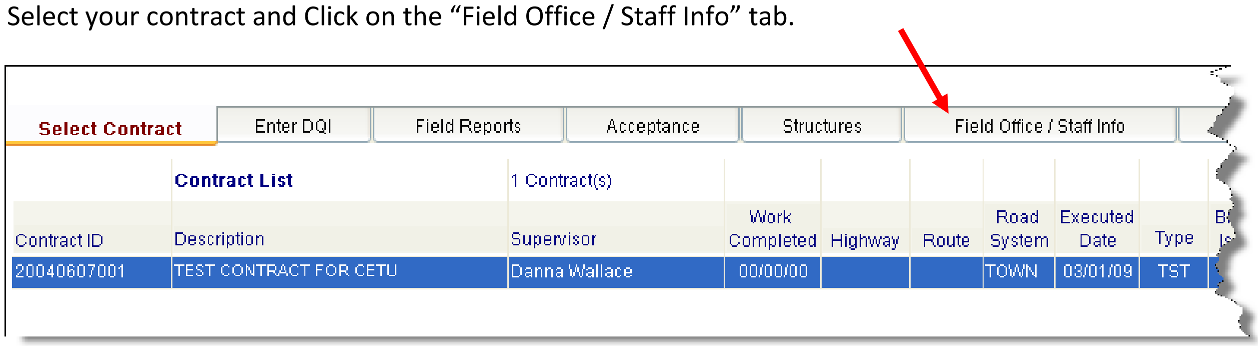
3. FIT will search the FieldManager database for all available Working contracts (Read Only contracts are not selected). You must select all contracts that you wish to merge with FIT. Next Click on the "Continue with Merge" button. You will receive a confirmation notice when the Merge has completed.



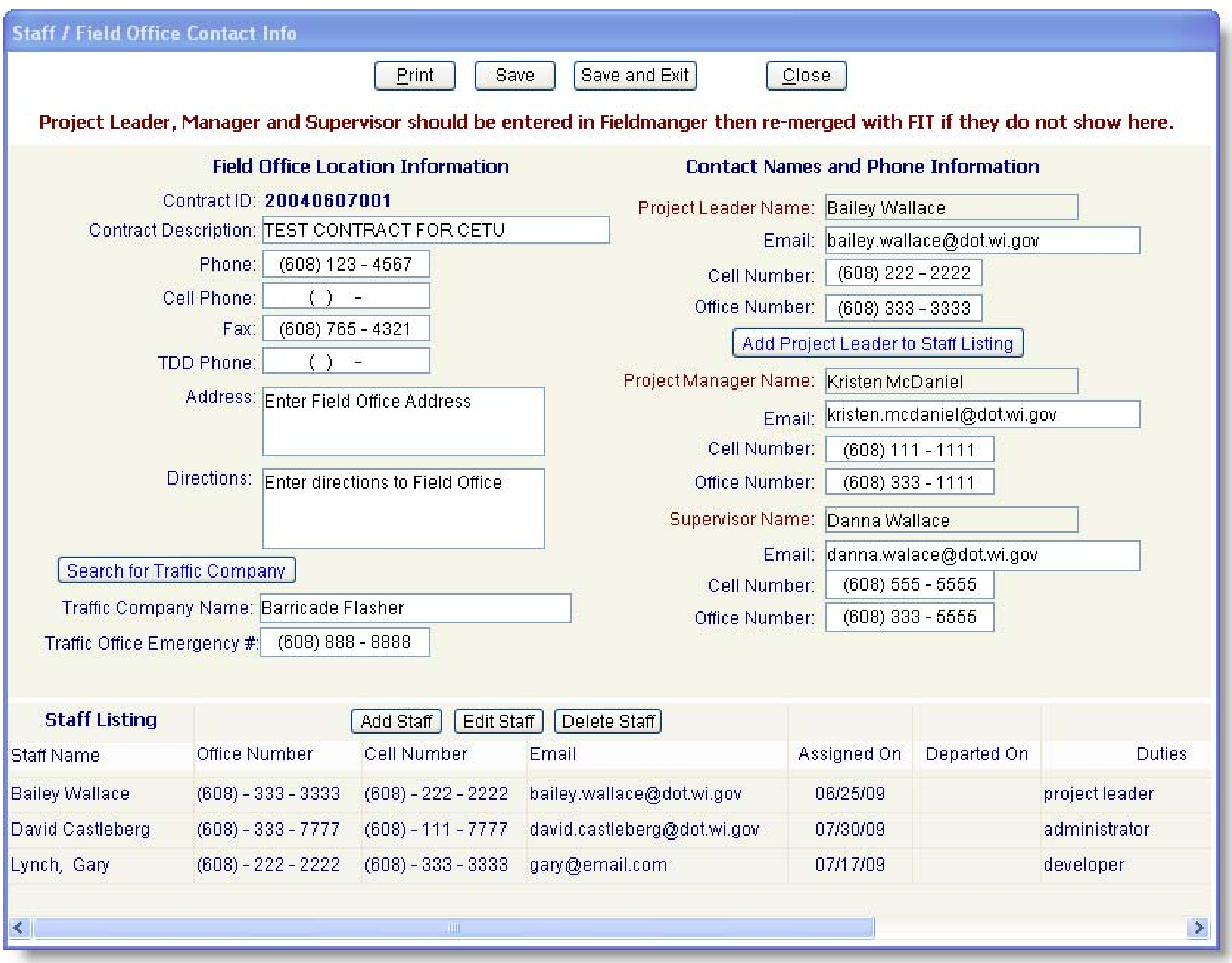
4. Click on the “View Data” button in the FIT tool bar.



5. Select your contract and Click on the “Field Office / Staff Info” tab.



6. Select your contact list to open it in Edit mode.

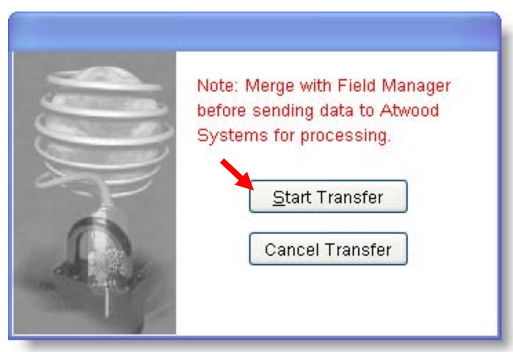


7. Enter the Field Office Location Information
8. Enter the Contact Names and Phone Information. Click on the “Add Project Leader to Staff Listing” button.
9. Click on the “Add Staff” button to enter additional project staff and details.
10. Click on “Save and Exit” to close the Edit window.

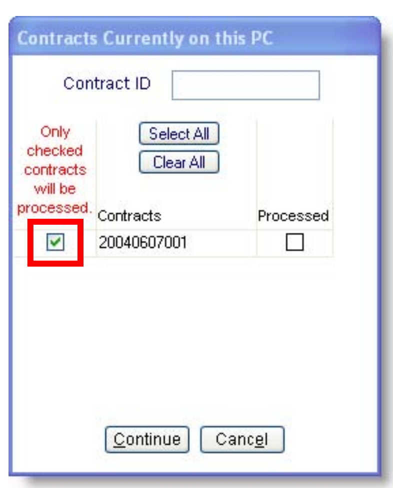
11. Click on the “Send Files” button in the FIT tool bar.

12. Verify and Update your Sender Information. Click on “Continue”

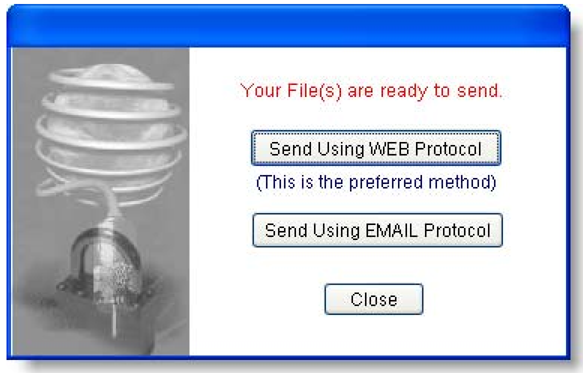
13. Click on the “Start Transfer” button.



14. Select the contract(s) to transfer. Click on “Continue”.



15. Select the method to send the data:
    - WisDOT staff should select - Send Using EMAIL Protocal
    - Consultant staff should select – Send Using WEB Protocal



16. When the send process completes, close the confirmation window.

17. FIT will automatically check for new application updates. If it finds none then the process is complete. If a new update is found then the user can complete the process to update FIT.