

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.

Change Contract Documentation (Contract: 20040607001)

General | Site Times | Breakdowns | Site Events | R/O Distribution | Attachments

Projects: 1234-03-71
Awarded Cont. Amt.: \$278,747.30 Current Cont. Amt.: \$278,747.30
% Complete(awrd): 0% % Complete(curr): 0%
Location: MADISON WISCONSINDANE COUNTY
Route:
Prime Contractor: CITY OF APPLETON

Project Engineer: Bailey Wallace
Resident Engineer: Danna Wallace
Managing Office Manager: Kristen McDaniel
Managing Office: Central Office
Comments:

Construction Started Date: 03/01/2009
Open To Traffic Date: 00/00/0000
All Contract Work Completed: 00/00/0000

Create Electronic Files: Yes No
StandAlone Contract: Yes No
Contract Closed: Yes No
View IDRs in FieldBook for 14 days
View IDR Attachments in FieldBook for 14 days

Traffic Comments:

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

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General | Site Times | Breakdowns | Site Events | R/O Distribution | Attachments

Completion Dates: Original: 12/31/2008 Auth: 12/31/2008 Pending:
Days Used: 151

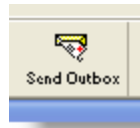
Site	Site Type	Site Description	Time Charges Start Date	Time Charges Stop Date	Days Charged (est)	Percent of Time Complete (est)
00	Completion Date	COMPLETION DATE CONTRACT	03/15/2009	00/00/0000		

Time Charges Start Date: 03/15/2009
Time Charges Stop Date: 00/00/0000

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.

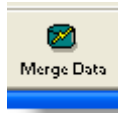


After completing this process it is also a good practice to merge the FieldManager database with FIT (Field Information Tracking), update FIT data, and then perform a FIT Send. The steps for this process are include here (starting on the nest page) and in the separate document entitled “First FIT Send”.

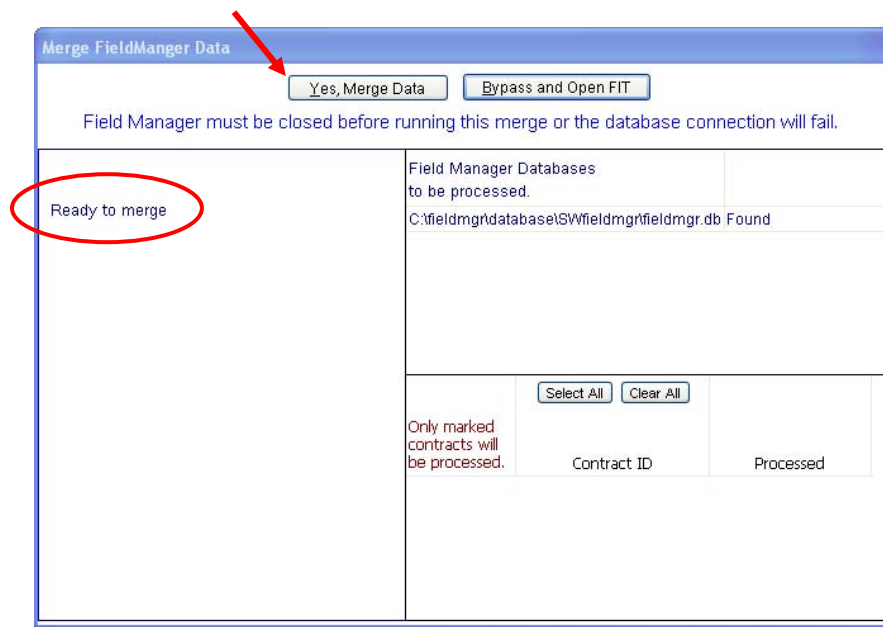
Procedure for completing your first FIT Send

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.

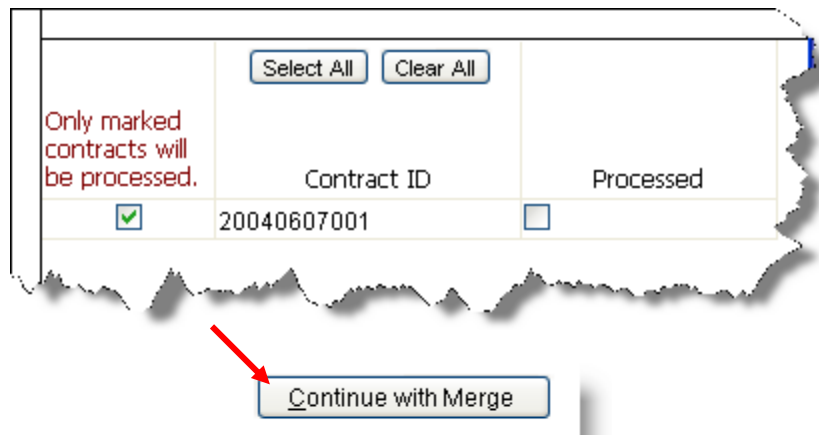
1. With FIT opened, Click on the Merge Data button in the FIT tool bar. This will open the Merge FieldManager Data window.



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.



- Click on the "View Data" button in the FIT tool bar.



- Select your contract and Click on the "Field Office / Staff Info" tab.

 A screenshot of the FIT tool bar and a table. The tool bar has several tabs: "Select Contract", "Enter DQI", "Field Reports", "Acceptance", "Structures", and "Field Office / Staff Info". A red arrow points to the "Field Office / Staff Info" tab. Below the tool bar is a table with the following data:

Contract ID	Description	Supervisor	Work Completed	Highway	Route	Road System	Executed Date	Type	Bl
20040607001	TEST CONTRACT FOR CETU	Danna Wallace	00/00/00			TOWN	03/01/09	TST	

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

 A screenshot of the "Staff / Field Office Contact Info" form. The form has a title bar and several buttons: "Print", "Save", "Save and Exit", and "Close". Below the buttons is a red warning message: "Project Leader, Manager and Supervisor should be entered in Fieldmanger then re-merged with FIT if they do not show here." The form is divided into two main sections: "Field Office Location Information" and "Contact Names and Phone Information".

Field Office Location Information

Contract ID: **20040607001**
 Contract Description: TEST CONTRACT FOR CETU
 Phone: (608) 123 - 4567
 Cell Phone: () -
 Fax: (608) 765 - 4321
 TDD Phone: () -
 Address: Enter Field Office Address
 Directions: Enter directions to Field Office
 Search for Traffic Company
 Traffic Company Name: Barricade Flasher
 Traffic Office Emergency #: (608) 888 - 8888

Contact Names and Phone Information

Project Leader Name: Bailey Wallace
 Email: bailey.wallace@dot.wi.gov
 Cell Number: (608) 222 - 2222
 Office Number: (608) 333 - 3333
 Add Project Leader to Staff Listing
 Project Manager Name: Kristen McDaniel
 Email: kristen.mcdaniel@dot.wi.gov
 Cell Number: (608) 111 - 1111
 Office Number: (608) 333 - 1111
 Supervisor Name: Danna Wallace
 Email: danna.walace@dot.wi.gov
 Cell Number: (608) 555 - 5555
 Office Number: (608) 333 - 5555

Staff Listing

Staff Name	Office Number	Cell Number	Email	Assigned On	Departed On	Duties
Bailey Wallace	(608) - 333 - 3333	(608) - 222 - 2222	bailey.wallace@dot.wi.gov	06/25/09		project leader
David Castleberg	(608) - 333 - 7777	(608) - 111 - 7777	david.castleberg@dot.wi.gov	07/30/09		administrator
Lynch, Gary	(608) - 222 - 2222	(608) - 333 - 3333	gary@email.com	07/17/09		developer

- Enter the Field Office Location Information
- Enter the Contact Names and Phone Information. Click on the "Add Project Leader to Staff Listing" button.
- Click on the "Add Staff" button to enter additional project staff and details.
- 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"

Sender Information

Make sure the following information is current. We use this to contact you if we have trouble with your data.

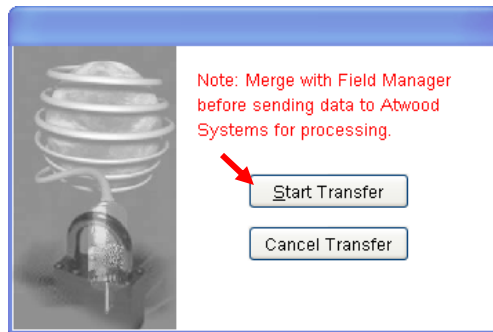
Your Name

Office Phone Number

Cell Phone Number

Email Address

13. Click on the "Start Transfer" button.



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

Contracts Currently on this PC

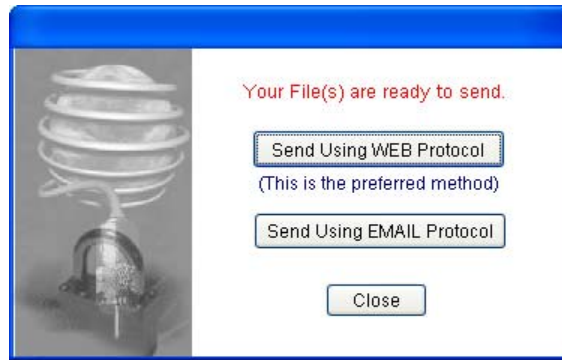
Contract ID

Only checked contracts will be processed.

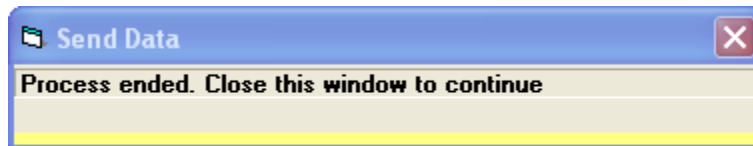
Contracts	Processed
<input checked="" type="checkbox"/> 20040607001	<input type="checkbox"/>

15. Select the method to send the data:

- WisDOT staff should select - Send Using EMAIL Protocol
- Consultant staff should select – Send Using WEB Protocol



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.