

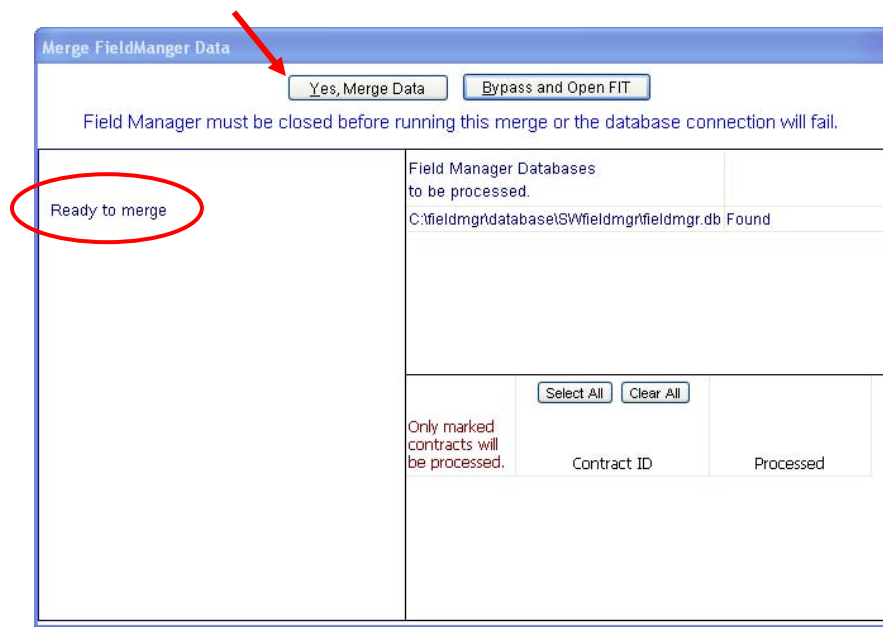
Procedure for completing your first FIT Send

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.

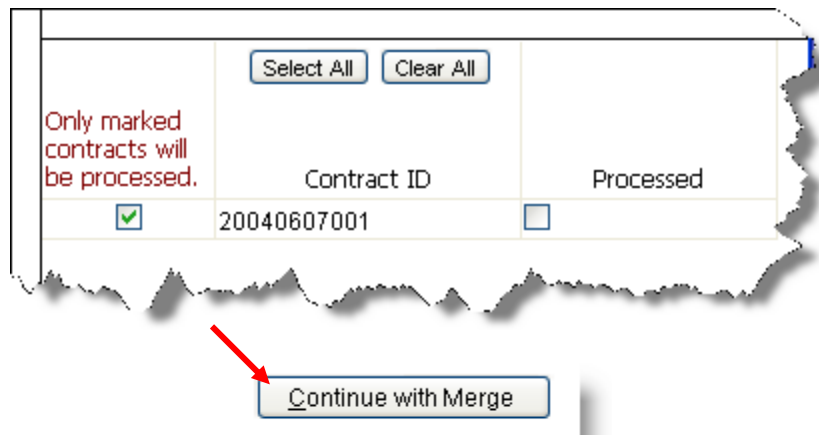
1. With FIT opened, Click on the Merge Data button in the FIT tool bar. This will open the Merge FieldManager Data window.



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.

The screenshot shows a software interface with a horizontal menu bar containing 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 menu bar is a table titled "Contract List" showing one contract entry.

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.

The screenshot shows a window titled "Staff / Field Office Contact Info". At the top, there are buttons for "Print", "Save", "Save and Exit", and "Close". Below these is a red instruction: "Project Leader, Manager and Supervisor should be entered in Fieldmanger then re-merged with FIT if they do not show here." The window 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.

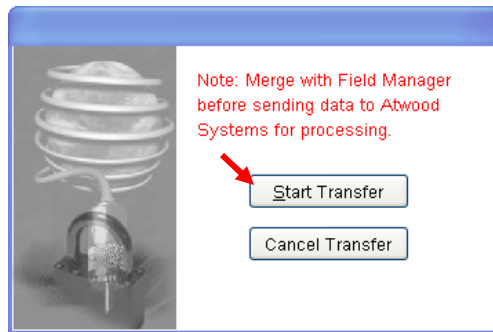
Your Name

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

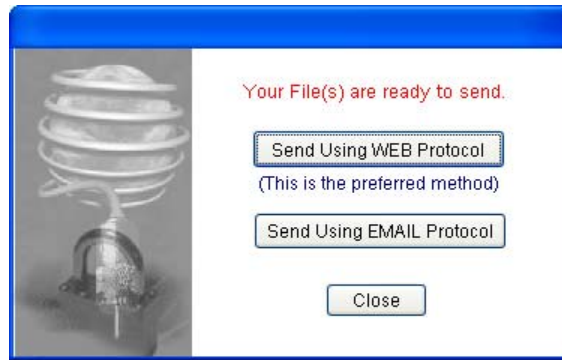
Contract ID

Only checked contracts will be processed.

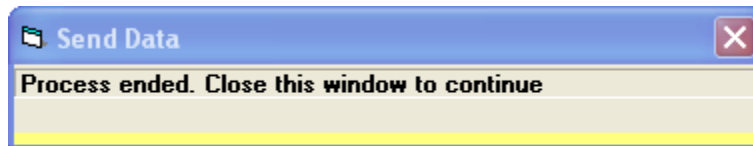
Contracts	Processed
<input checked="" type="checkbox"/> 20040607001	<input type="checkbox"/>

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.