

# MoDOT Trns\*port™ SiteManager™

## Quick Reference Guide

### Daily Work Reports

So, you want to create a Daily Work Report? Here's a quick reference on what steps to take:

#### Daily Work Reports.Daily Work Reports

##### DWR Info. Tab

1. Remember to select Services - Choose Keys in order to pick your contract.
2. Enter the date of the DWR, temperatures, weather conditions and any necessary comments. Save the information. Note: If an error is encountered when choosing the date try picking the date from the calendar. If that doesn't work exit DWR's and go back in and it might work.

Helpful Hints: The day of the week (Mon., Tues, etc...) is not indicated anywhere on the DWR. We usually record this in our field diaries for ease of reading our diaries later. If you still want to see this information, record the day of the week as the beginning of each daily entry under General comments in the remarks section on the DWR Info. tab.

The check-boxes labeled "No Work Items Installed", "No Contractors On Site", and "No Daily Staff On Site" appear as though they need to be checked by the user when recording information on the DWR Info. tab. Actually they are automatically checked based on information entered on the other DWR tabs and the user may ignore these check boxes

##### Contractors Tab

1. Focus in the upper portion of the window and select the new icon. Add the Prime Contractor for this contract from the drop down list. Occasionally the arrow which indicates a drop down list does not appear when selecting a contractor. If this happens, double-click in the field for contractors and the drop down list will appear.
2. It is not necessary to populate the fields "Nbr. of Supervisors", "Nbr. of Workers" and "Contractor Hrs. Worked" located in the "Contractor" portion of the window. These fields are automatically populated from the entries made in the "Supervisor/Foreman Name" and "Personnel Type" portions of the window.
3. Each inspector will have to set up his/her own Master List of Equipment, Personnel, Supervisor, and Staff Members. The "Master List" is not job specific as one might think, instead it is user specific. It is sometimes necessary to open the Edit Master List window twice to get it to work. If you open the Edit Master List window and it does not save your changes or show your existing list, close the window and open it again. It should then open properly. This is done from the Services menu, Modify Master List option.
4. Normally, the number of hours each Personnel Type works is not recorded unless special circumstances arise associated with possible claims or force account work. Therefore, it probably isn't necessary to enter the hours worked for each worker, but Nbr. of Persons for Personnel Type should be recorded.
5. A contractor must be chosen if items are to be entered on the items tab. SM will not let items be chosen when no contractor is picked.
6. Add any subcontractors to this list who are working on the project for the day of this DWR. Follow the procedure in Step 1 of this section.

##### Contractors Equip. Tab

1. Normally, the number of Hours Used for each piece of Equipment is not recorded unless special circumstances arise associated with possible claims or force account work. Therefore, it probably is not necessary to enter the Hours Used for a piece of equipment, but Nbr. of pieces of equipment on the job and the Nbr. Used on the job that day should be recorded.
2. If a certain piece of equipment does not exist, you must modify the master list to add this equipment prior to selecting it.

##### Daily Staff Tab

1. It is not necessary to use the Daily Staff folder tab at this time. Employee's time and mileage reporting will still be recorded as it is now, however, SiteManager may be utilized in the future for

recording this information. While this tab is not required to be used, a user may use the Daily Staff tab if it is deemed beneficial.

### **Work Items Tab**

1. Items cannot be entered if there has not been a contractor chosen for the day.
2. Select the Work Item to record in the upper portion of the window. Select the Record Work Item icon. Select the New icon. Enter the Placed Quantity, the contractor who performed the work and location of where the item was installed, including Station information. The Plan Page number field and Measured Indicator are not required. Save the information recorded. Repeat this process for all items you are paying for on this DWR.

Helpful Hints: Identical "Location Installed" descriptions can not be entered for multiple work item entries made for work occurring at two different station locations along the same baseline in the Record Work Item section. For now, unique "Location Installed" descriptions must be made for each entry.

A "Remarks" entry can not be made for each pay item as is customarily set up in the field books presently used. Until a feature is added to provide a "Remarks" entry, attach a Reference Doc. if necessary.

The "Qty. Installed To Date" and "Qty Paid To Date" do not update until an estimate is approved. If previous payments need to be reviewed before an estimate is approved, this will have to be done in DWR History section of SiteManager.

### **Force Account Tab**

1. The Force Account section of SiteManager doesn't compute the summary totals for payment to the contractor by the same methods MoDOT currently uses. In order for a correct payment for the contractor to be calculated (by MoDOT specifications), several adjustments must be calculated by hand and added to the account. Also, there is not a way for the contractor to review the inspectors records of daily equipment, labor, and materials usage and show his approval with a signature. Therefore, it may not be practical to use this section of SiteManager until modifications are made to either SiteManager or the Specifications.