

MoDOT Trns*port™ SiteManager™

Quick Reference Guide

Diaries

So, you want to create and authorize a Diary? Here's a quick reference on what steps to take:

Daily Work Reports.Diary

Authorize Tab

1. The Resident Engineer is required to authorize all Daily work reports. This is where the RE will perform this function. Select the authorize indicator.
2. Add any additional comments for this contract for the specific areas listed. This is the proper place for Resident Engineers to add any comments which need to be recorded for the day (i.e.: Important verbal instructions to the contractor, discussions with the inspectors, significant events of the job, etc...). Remember to save the information entered.

Note: The Diary section of SiteManager replaces the Resident Engineers diary.

Charge Tab

1. Assess Working Day charges to the contract on this folder tab. The allowable choices are Full Day or None. MoDOT does not recognize half day charges. A reason must be given if there is no charge for the day.
2. Save the information entered.

Note: SiteManager does not generate a report that lists working day charges day by day, as is currently done in our Weekly Report to the contractor. Each daily diary must be opened to see if a working day has been charged. A running total of working days is kept but only updated each time an estimate is generated (This total is printed on the estimate report, "Summary to Contractor"). Our current specifications require that the engineer report to the contractor the number of working days charged per week. Policy is currently being developed on how to notify the Contractor of the working day charges assessed to the Contract.