OneOffice User Manual

CONSTRUCTION PROJECT MANAGEMENT



A Web Based System



Keeping &

Project Documentation





USER MANUAL FOR HENNEPIN COUNTY

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ONLINE TRANSACTIONS

The "One Office" [™] Project Funding Management Program is a **Web based system** developed by RTVision.

GETTING STARTED

In your internet browser go to your OneOffice.url







GETTING AROUND





Quick Links
9991123
Image: Second Secon
Image: Plans & Specs Data
Construction Data
Construction
I Project Item Management
Agreements
Request Permits
Track Permits
Consultants
Item Record Accounts
Contract Changes
Pay Requests
Intermediate Projects
RBA/AA
Suspension of Work
Weekly Diary
✓ Completion Data
₽roject Scheduling
✓ Project Item Sketcher
Project Analysis
▼ eMedia

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Construction Data three main areas.

<u>Construction</u>- a form to tack and post project information and status.

Project Item Management which is further subdivided

Agreements, Request Permits, Track Permits.

Item Testing Management

Consultants List of Consultants on this project. Item Record Accounts Quantity record keeping. Contract Changes Where Change Order, Work Order, Back sheet adjustment and Supplemental agreements are added. Pay Requests Process and view Partial Payments. Intermediate Projects Record Intermediate contract requirements, accessed for Weekly Diaries. State Aid Pay Requests RBA/AA Request for Board Action / Suspension of Work Weekly Diary

- **Completion Data,** as it describes, is the location contract completion is reported and project is moved from Construction. <u>Caution</u> until Project is finalized it is best not to navigate here. Once information is updated entries in IRA are no longer allowed, and restoration will require your Administrator to move project back to Construction.
- **Project Item Sketcher** this is the same tool as connected to IRA entries however drawings do not attach directly to an entry.
- eMedia portal to a list of readable / printable reports. Most of these portals open limited interactive reports; the exceptions are Document Creation, Document eApproval, and Final Item Documentation.

We will explore just a few in this manual, later looking at Final Item Documentation and Open IRA in Excel.

Construction

Project Item Management Agreements Request Permits Track Permits

Item Testing Management

Consultants Item Record Accounts Contract Changes Pay Requests Intermediate Projects State Aid Pay Requests RBA/AA Suspension of Work Weekly Diary

😎 Completion Data

Project Scheduling

✓ Project Item Sketcher

✓ Project Analysis

🛃 eMedia

Weekly Diary Weekly Diary By Contract Daily Diary Daily Diary By Contract Daily Diary List Daily Diary List By Contract Uniform Tally Sheet Non-Uniform Tally Sheet Project Funding Report Final Inspection Report Final Item Documentation Document Creation Document eApproval (?) Project Reference Page Quick Reference Manual Pay Request Contract Pay Request Open IRA in Excel Project Inspection Sheet

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Glossary

IRA	Item Record Account
TRANSACTIONS	Making entries into the "Item Record Account" (IRA)
OPEN TRANSACTIONS	Entries that have not been incorporated into a pay request.
POSTED TRANSACTIONS	Entries that have been incorporated into a pay request.
USED	Total of Posted and Open Transactions
ON LINE	Web based.
OFF LINE	Stand alone, disconnected from Web.
CHECKED IN	Working in project, on line.
CHECKED OUT	Working in project, off line.
PAY REQUEST	Partial Estimate

From the Project [Opened] window.



Here project items can be accessed either by double clicking on desired line item or by highlighting the desired line selecting "Add Transaction," however; a third option is "View Transaction."

"**View Transaction**" adds one step to the "Add Transaction" process that allows a review of previous entries. This may be helpful for items that a naming convention is desirable.

Daily Journal	Item Record Accounts	and the second second	Open Transac	tions	Posted Transactions		Material On Hand
	Destinat	0001102	<u>AHL 200,9,3</u>				
	Catagony	Bood					
	category	Ruau					
	Item	5 - 2104.501 REMO	VE CURB AND GUTTER	(LIN FT)	T		
	Item Informat	ion Price: \$2.50 Est: 13	80 Open: 700 Posted: 0 L	Jsed: 700 On Hand: 0			
	Funding	Cal. No. OUT Est. 13	560 Osed. 700	5. 485. Z. M			
Date ≜↓ ≩↑ Entered By ≜↓ ≩↑	Stn-to-Stn / Tkt-toTkt ≜⊥ ≩↑	Quantity ⋬↓ ∦↑	Total Amount ∜⊥ ≩↑	Funding ⋬∔ ∦↑	Documentation ∄↓ ≩↑	2* 1 5 5	Comments ⋬↓ ≩↑
7/1/2014 KTR	20+00 - 23+50 LT	350	.00 \$87	5.00 Group1	SOURCE / PHYSICALLY MEAS	URED	

Along with a review, editing of **Open** transactions, along with their attached Tally Sheet or Sketch may be made from here. **Posted** transactions cannot be edited, but quantities can be adjusted by highlighting a transaction line and selecting "Make Adjustment." We will return to this later. Once review of previous transactions has been made, select "Add Transaction."



Once added, a transaction <u>cannot be deleted.</u>

When data fields are filled in select "Add Transaction."

Daily Journal	Item Record Accounts	A Street Cont	Open Transactio	ns	Posted Transactions	and the second second	Material On Hand
		0004402	<u>, , , , , , , , , , , , , , , , , , , </u>				
	Project	9991123					
	Category	Road			•		
	Item	5 - 2104.501 REMOVE	CURB AND GUTTER (LI	N FT)	-		
	Item Information	on Price: \$2.50 Est: 1380	Open: 700 Posted: 0 Use	d: 700 On Hand: 0			
	Funding	Cat. No. 001 Est: 1380	Used: 700				
William Alaz C			Bart Contraction	<u> </u>			1 North Contraction
Date ≙↓ ⊼↑ Entered Bv ≜⊥ ≩↑	Stn-to-Stn / Tkt-toTkt ≜⊥ ≩↑	Quantity ∄↓ ≩↑	Total Amount ≜⊥ ≩↑	Funding ≙↓ ≩↑	Documentation 2↓ ≩↑		Comments ∯↓ ≩↑
7/1/2014 KTR 7/1/2014 KTR	20+00 - 23+50 LT 20+00 - 23+50 RT	350.00 350.00	\$875.0 \$875.0	0 Group1 0 Group1	SOURCE / PHYSICALLY MEASU SOURCE / PHYSICALLY MEASU	JRED JRED	

To continue entering quantities for the same item you can select "Add Transaction" at the bottom of screen or if you wish to choose a different item there are different ways to accomplish this;

1. Use the <u>"Item Record Accounts"</u> pull down at the top of page.

2. Use the pull down arrow to the right of item above. 3. Use the navigation window on the left as before. Partial Estimate

EDIT TRANSACTION

To edit a transaction highlight entry line and select "Edit Transaction."

All data fields are editable since this transaction is still Open. To make modifications simply select data field make revisions and once satisfied select "Modify Transactions." If at any time you choose to select "Cancel" and without saving altered information OneOffice will return to the Item Record window.	Duantity 1380 Unit Price \$2.50 Used Quantity 700 LIN FT On Hand 0 <
All data fields are editable since this transaction is still Open. To make modifications simply select data field make revisions and once satisfied select "Modify Transactions." If at any time you choose to select "Cancel" and without saving altered information OneOffice will return to the Item Record window.	Modify Transaction DATE: 7/1/2014 QUANTITY: 350 LIN FT FUNDING: Group1
transaction is still Open. To make modifications simply select data field make revisions and once satisfied select "Modify Transactions." If at any time you choose to select "Cancel" and without saving altered information OneOffice will return to the Item Record window.	Modify Transaction DATE: 7/1/2014 QUANTITY: 350 LIN FT FUNDING: Group1
modifications simply select data field make revisions and once satisfied select "Modify Transactions." If at any time you choose to select "Cancel" and without saving altered information OneOffice will return to the Item Record window.	Modify Transaction DATE: 7/1/2014 QUANTITY: 350 LIN FT FUNDING: Group1
revisions and once satisfied select "Modify Transactions." If at any time you choose to select "Cancel" and without saving altered information OneOffice will return to the Item Record window.	DATE: ////2014 QUANTITY: 350 LIN FT FUNDING: Group1 •
Transactions." If at any time you choose to exit F select "Cancel" and without saving altered information OneOffice will return to the Item	EUNDING: Group1
ransactions." If at any time you choose to exit select "Cancel" and without saving altered nformation OneOffice will return to the Item Record window.	FUNDING: Group1
elect "Cancel" and without saving altered nformation OneOffice will return to the Item Record window.	
nformation OneOffice will return to the Item	
Record window.	of 255 sharastara
	Tkt-to-Tkt: 20+00 - 23+50 RT
	SOURCE / PHYSICALLY MEASURED
Docum	mentation:
	of 255 characters
	Modify Transaction Cancel

ADJUSTING Posted Transactions

Daily Journal	Item Record Accounts		Open Transacti	ions	Posted Transactions		Material On Hand
	Project	9991123					
	Category	Road			▼		
	Item	5 - 2104.501 REMO	VE CURB AND GUTTER (LIN FT)	•		
	Item Informat	ion Price: \$2.50 Est: 13	30 Open: 700 Posted: 0 U	sed: 700 On Hand: 0			
	Funding	Cat. No. 001 Est: 13	80 Used: 700		MCN22200 - 22 / 53		
Date ≜↓ ⊼↑ Entered By ≜↓ ⊼↑	Stn-to-Stn / Tkt-toTkt ∯⊥ ≩↑	Quantity ∄↓ ≩↑	Total Amount ∮⊥ ≩↑	Funding ∄↓ ≩↑	Documentation ≜↓ ≩↑		Comments ≜↓ ≩↑
7/1/2014 KTR 7/1/2014 KTR	20+00 - 23+50 LT 20+00 - 23+50 RT	350. 350.	00 \$875. 00 \$875	.00 Group1 .00 Group1	SOURCE / PHYSICALLY MEASU SOURCE / PHYSICALLY MEASU	IRED IRED	

An adjustment can be made to a previous transaction that has been **Posted** by highlighting transaction and selecting "Make Adjustment."

		Project 9991123 BB / Alt / CO Base Bid Line Number 5 Item Number 2104.501 Description REMOVE CURB AND GUTTER Contract Quantity 1380 Unit Price \$5.50 Usentity 700
		Units LIN FT On Hand 0 Category Road
		Add Adjustment
Base Transaction	Category: Item:	ROAD
	Transaction:	n: 7/1/2014 KTR 350.00 (GROUP 1)
DATE	7/1/2014	4
QUANTITY	(:	LIN FT
Comment		
	of 25	255 characters

Pay Requests are not processed for our tutorial project therefore transactions do not become **Posted**, but a few things to take note of;

- 1. Negative adjustments cannot exceed the original transaction.
- 2. At this time the Stn-to Stn field will be blank so additional information in Comments field will be useful when auditing entries for finalizing project.
- 3. Again once "Add Adjustment" is selected a transaction line will be added that cannot be deleted only edited.

At the top of each column of an Item's IRA you will find a sorting function.

	Date ∄↓ ≩↑	Entered By ∄↓ Z↑	Stn-to-Stn / Tkt-toTkt ∄↓ A↑	Quantity ≜↓ ≩↑
--	------------	---------------------	---------------------------------	----------------

These can be very useful, on larger projects, in checking entries, but a naming convention must be set up in the Stn-to-Stn field from when the first transactions is made.

Example, a project with fifty sanitary manholes numbered 200 - 249 and sixty storm sewer structures, both catch basins and manholes numbered 1 - 60 all get new castings. The project is a two year job and there maybe multiple persons making entries. The sort function can make it easy to determine if a particular structure has been account, if care is taken at time of entry with an understanding of how OneOffice sorts data. Unlike Xcel, which sorts by full numerical value of entry, OneOffice sorts by the value of the first intiger, numeric before alpha, then subsequent intigers.

EXCEL	OneOffice	By understanding this and taking a few	OneOffi
1	1	moments, when making the first entry, to	0
2	10	develop a naming convention OneOffice will	0
3	11	make sorting a much more useful tool.	0
9	12	It works well for stationing as well. Use of an	0
10	13	alignment prefix such as I EB or I EB Main	0
11	. 14	followed by station verses just the station is suggested.	0
12	2		0
13	20		0
14	25		0
20	212		0
25	235		0
212	240		2
235	3		2
240	9		2
A22	A22		A

Check In Check Out Projects

				Item Record Acc	ounts					
Li #	ine Iter Nu	n mber	Description	Units	Contract Quantity	Posted Quantity	Open Quantity	Total Amount	Used Amount	Category
}	40	2021.501	MOBILIZATION	LUMP SUM	1	1	(\$62.074.50	\$62,074.50	bridge
3	41	2105.522	SELECT GRANULAR BORROW MOD 10%	(CV) CU YD	740	0	(\$11,840.00	\$0.00	bridge
3	42	2301.551	BRIDGE APPROACH PANEL	EACH	275	0	(\$35,750.00	\$0.00	bridge
3	43	2401.501	STRUCTURAL CONCRETE (3Y43)	CU YD	224	115	(\$106,400.00	\$54,625.00	bridge
3	44	2401.512	BRIDGE SLAB CONCRETE (3Y36)	SQ FT	3332	0	(\$79,968.00	\$0.00	bridge
3	45	2401.513	TYPE MODIFIED P-1 RAILING CONCRETE	(3Y46) LIN FT	107	0	(\$8,346.00	\$0.00	bridge
3	46	2401.515	SIDEWALK CONCRETE (3Y46)	SQ FT	975	0	(\$7,312.50	\$0.00	bridge
3	47	2401.541	REINFORCEMENT BARS (EPOXY COATEL	D) POUND	49550	12202	(\$49,550.00	\$12,202.00	bridge
	48	2401.601	STRUCTURE EXCAVATION	LUMP SUM	1	0.75	(\$75,000.00	\$56,250.00	bridge
	49	2401.618	BRIDGE DECK PLANING	SQ FT	5100	0	(\$5,100.00	\$0.00	bridge
	50	2402.583	STRUCTURAL TUBE RAILING DESIGN SPE	ECIAL LIN FT	106	0	(\$19,080.00	\$0.00	bridge
	51	2402.602	ELASTOMERIC BEARING PAD	EACH	34	0	(\$4,250.00	\$0.00	bridge
	52	2404.501	CONCRETE WEARING COURSE (3U17A)	SQ FT	5100	0	(\$30,600.00	\$0.00	bridge
	53	2404.618	SANDBLAST (SPECIAL)	SQ FT	5100	0	(\$3,060.00	\$0.00	bridge
	54	2405.502	PRESTRESSED CONCRETE BEAMS 14RE	B LIN FT	668	0	(\$133,600.00	\$0.00	bridge
	55	2411.604	STONE MASONRY VENEER 3.5" THICK	SQ YD	32	0	(\$27,200.00	\$0.00	bridge
	56	2411.604	STONE MASONRY VENEER 5.75" THICK	SQ YD	56	0	(\$53,200.00	\$0.00	bridge
	57	2411.618	ARCHITECTURAL CONCRETE TEXTURE (S	SANDBLAST) SQ FT	580	0	(\$1,450.00	\$0.00	bridge
	58	2451.501	STRUCTURE EXCAVATION CLASS WR	CU YD	72	0	(\$1,800.00	\$0.00	bridge
	59	2452.507	C-I-P CONCRETE PILING DELIVERED 12"	LIN FT	1300	650	(\$27,300.00	\$13,650.00	bridge
	60	2452.508	C-I-P CONCRETE PILING DRIVEN 12"	LIN FT	1300	628.5	(\$6,500.00	\$3,142.50	bridge
	61	2452.519	C-I-P CONCRETE TEST PILE 60 FT LONG	12" EACH	4	2	(\$16,000.00	\$8,000.00	bridge
	62	2452.601	STEEL SHEET PILING (TEMPORARY)	LUMP SUM	1	0.5	(\$15,000.00	\$7,500.00	bridge
	C 2	0000.004	DDAINA OF OVOTEM TYDE (D040)	LUMP CUM			(e4 500.00	FO 00	l u a a ll a

To check project out for working in field click "Check Out" from the IRA page

"Check In / Check Out" from One Office Main Menu.



or

✓ Work Offline	
2000700 TEST PROJECT Select the Project(s) by highlighting	This will allow you to do IRA Transactions and Daily Journal entries, while not on the network. Select the projects that you will need to work with on the left. Then choose the location to store the data on your computer, or accept the default. Then click the OK button to start working offline.
	C:\RtAEC\XML
	Cancel

Then click OK

XML Creation is S	tarting.	
Creating the XML data w	ill start now, this process may take several	minutes to complete.
	ОК	
	ОК	



This has loaded the project information to your hard drive for work off line.

MULTIPLE USERS CAN WORK CONCURRENTLY ON THE IRA ONLINE OR OFFLINE.

NOTE: WHEN WORKING OFFLINE BACK UP YOUR INFORMATION IN THE FIELD TO A FLASH DRIVE, FLOPPY OR EXTERNAL DRIVE HOURLY.

Working off line is used when you can not use VPN to connect to the Network or if you think you will be disconnected often.



Click the yellow RtVision Logo located on your desk top or at the following path.

C:\WINDOWS\RtQRB_Offline.exe

₹ Sel	▼ Select A Project						×	
					Sea	rch Project	Search Description	n
Project 2000700	Phase Construction	Client RTVISION,		Description 35				
	Open Pr	oject	eG	ram Functions			Close	

Highlight requested project and then select "Open Project"

Vitem Record Accounts -	2000700	
View Open Transactions Daily Journal Add Transactions	d/Edit Backup Sactions Offline Data	
(Re)Query IRA	(Re)Query Open Transactions	(Re)Query Posted Transactions
IRA	Open Transactions	Posted Transactions
Base / Alt / CO	Total Contract Quantity Used Quantity	Total Amount Amount Used
5	Select (Re)Query IRA	

🗸 İtei	m R	ecord Accounts - 2000)700								
1											
View Tran	v Ope sacti	n Daily Add/Edit ons Journal Transaction	s Offline	up Data							
(Re)	(Re)Query IRA (Re)Query Open Transactions (Re)Query Posted Transactions										
		IRA	Open Tra	nsactions		Posted	Transactions				
Base / Alt / CO	Line #	Description	Total Contract Quantity	Quantity Used	Cum Open Quantity	Total Amount	Amount Used				
BB	40	MOBILIZATION	1	1	0	\$62,074.50	\$62,074.50				
BB	41	SELECT GRANULAR BORROW	740	0	0	\$11,840.00	\$0.00				
BB	42	BRIDGE APPROACH PANEL	275	0	0	\$35,750.00	\$0.00				
BB	43	STRUCTURAL CONCRETE	224	115	0	\$106,400.00	\$54,625.00				
BB	44	BRIDGE SLAB CONCRETE (3Y36)	3332	0	0	\$79,968.00	\$0.00				
BB	45	TYPE MODIFIED P-1 RAILING	107	0	0	\$8,346.00	\$0.00				
BB	46	SIDEWALK CONCRETE (3Y46)	975	0	0	\$7,312.50	\$0.00				
BB	47	REINFORCEMENT BARS (EPOXY	49550	12202	0	\$49,550.00	\$12,202.00				
BB	48	STRUCTURE EXCAVATION	1	0.75	0	\$75,000.00	\$56,250.00				
BB	49	BRIDGE DECK PLANING	5100	0	0	\$5,100.00	\$0.00				
BB	50	STRUCTURAL TUBE RAILING	106	0	0	\$19,080.00	\$0.00				
BB	51	ELASTOMERIC BEARING PAD	34	0	0	\$4,250.00	\$0.00				
BB	52	CONCRETE WEARING COURSE	5100	0	0	\$30,600.00	\$0.00				
BB	53	SANDBLAST (SPECIAL)	5100	0	0	\$3,060.00	\$0.00				
BB	54	PRESTRESSED CONCRETE	668	0	0	\$133,600.00	\$0.00				
BB	55	STONE MASONRY VENEER 3.5"	32	0	0	\$27,200.00	\$0.00				
BB	56	STONE MASONRY VENEER	56	0	0	\$53,200.00	\$0.00				
BB	57	ARCHITECTURAL CONCRETE	580	0	0	\$1,450.00	\$0.00	~			

From this page you can make a Backup of "Offline Data" to a flash drive, view open (since last pay request), posted and (to date) Transactions, make entries to the Daily Journal and from here you can also make **transactions for individual items** (quantity entries) by **Highlighting item and selecting "Add/Edit Transaction**" icon.

VItem Record Accounts - 2000700	
View Open Daily Add/Edit Backup Trans Transactions - 2000700 Image: Comparison of the co	unt 50.1
Add Transaction Close	>

				WODE	TNC	OFF I	INIE	
Iter	m F	Record A	ccoun	ts - 2000	0700			
Viev Tran	w Op sact	ions Jo	aily urnal	Add/Edit Transaction	s Offi	ackup ine Data		
(Re)Que			(Re)	Query Op	en	(Re)Query Posted	
		💎 Transa	actions	s - 20007	700			
	-	Category /	Contract C	hange: brid	ge			_
Base	Lir			ltem: 47 -	2401.541	1/00011 REI	NFORCEMENT BARS (EPOXY CO	ATED) (P 👻 📜
7 Alt 7 CO	#	Est: 49550	Open: 0 Po	osted: 12202	Used: 122	02		Price: \$1.00
BB	47	Dete	Entered	Stn-to-Stn /	Total	Total	Funding	D.
		Date	Ву	Tkt-to-Tkt	Quantity	Amount	runaing	Documenta
			read-only			read-only		
		OPEN						
		1/22/2007	PW1824	No 1	0	\$0.00	Group 1	Source
		POSTED						
		1/18/2007	PW1824		12202	\$12,202.00		
		<						
				bbΔ	Transac	tion	Close	
<								>

Click "Add Transaction"

Note; To *edit* "Open Transactions" double click on the cell and retype entry. Program will prompt you if cell can not be edited.

<mark>₹</mark> Add Tra	nsaction 🔀
Quantity	Date 1/23/2007
Comment	
Stn-to-Stn / Tkt-to-Tkt	
Documentation	
Funding	•
	Tally Sheet Cancel Ok

Make the quantity, description and documentation entries and, **Note when working offline** <u>you must choose</u> funding (group), when satisfied click *OK*

Daily Journal entries and Weekly Diary

💙 İtei	m R	ecord Accounts - 2000	700							
View Tran	w Ope Isactio	n Daily Add/Edit Journal Transactions	Back Offline	up Data						
(Re	(Re)Query IRA (Re)Query Open Transactions (Re)Query Posted Transactions									
		IRA	Open Tra	nsactions		Posted	Transactions			
Base / Alt / CO	Line #	Description	Total Contract Quantity	Quantity Used	Cum Open Quantity	Total Amount	Amount Used			
BB	40	MOBILIZATION	1	1	0	\$62,074.50	\$62,074.50			
BB	41	SELECT GRANULAR BORROW	740	0	0	\$11,840.00	\$0.00			
BB	42	BRIDGE APPROACH PANEL	275	0	0	\$35,750.00	\$0.00			
BB	43	STRUCTURAL CONCRETE	224	115	0	\$106,400.00	\$54,625.00			
BB	44	BRIDGE SLAB CONCRETE (3Y36)	3332	0	0	\$79,968.00	\$0.00			
BB	45	TYPE MODIFIED P-1 RAILING	107	0	0	\$8,346.00	\$0.00			
BB	46	SIDEWALK CONCRETE (3Y46)	975	0	0	\$7,312.50	\$0.00			
BB	47	REINFORCEMENT BARS (EPOXY	49550	12202	0	\$49,550.00	\$12,202.00			
BB	48	STRUCTURE EXCAVATION	1	0.75	0	\$75,000.00	\$56,250.00			
BB	49	BRIDGE DECK PLANING	5100	0	0	\$5,100.00	\$0.00			
BB	50	STRUCTURAL TUBE RAILING	106	0	0	\$19,080.00	\$0.00			
BB	51	ELASTOMERIC BEARING PAD	34	0	0	\$4,250.00	\$0.00			
BB	52	CONCRETE WEARING COURSE	5100	0	0	\$30,600.00	\$0.00			
BB	53	SANDBLAST (SPECIAL)	5100	0	0	\$3,060.00	\$0.00			
BB	54	PRESTRESSED CONCRETE	668	0	0	\$133,600.00	\$0.00			
BB	55	STONE MASONRY VENEER 3.5"	32	0	0	\$27,200.00	\$0.00			
BB	56	STONE MASONRY VENEER	56	0	0	\$53,200.00	\$0.00			
BB	57	ARCHITECTURAL CONCRETE	580	0	0	\$1,450.00	\$0.00	~		

∛ Daily Journ	al Entries - 2000700	
Open Date Next Date: 1/2	te Previous Date Save Close 4/2007 Weather Conditions:	Days Charged: 0
Working Days Sum Contract: 90 Total: 1 Progress-Controllin Contractor Hours Scheduled: 8 Scheduled: 5	mary Remaining: 89 Temperation ng Operations or Major Type of Work Description Worked: Delayed: A U Description Worked: Delayed: A U C C Worked: Delayed: A U C <td>ion and Road Number</td>	ion and Road Number
Daily Comments We	ekly Summary Equipment Contractors Com	nments/Notes Pictures
Enter not Construc Note, the will stop a	es which will appear on the Week tion Diary. re is a limit to text characters. The accepting text when full.	(ly e journal
		~



Like wise clicking on Equipment for entering type of equipment placed or removed from service and Contractors for entering who worked on job this week.



When complete click save and close to complete Journal Entries

♥ Daily Journal Entries -	2000700	
Open Date Next Date Previous Dat	e Save Close	
Date: 1/24/2007	Weather Conditions:	Days Charged: 0
Working Days Summary		Temperature
Contract: 90 Rem Total: 1 This	aining: 89 Week: 1	High: Low:
Progress-Controlling Operations or	Major Type of Work	
Contractor Hours		Description and Road Jumber
Scheduled: 8 Worked:	Delayed: A U	
Scheduled: Worked:	Delayed: A U	
Scheduled: Worked:	Delayed: A U	
	Faultanet Contractor	
Daily Comments vveekiy Summary	Equipment Contractor	S Comments/Notes Pictures
(Will not show up on weekly diary)-		
		~

BACKING UP OFFLINE DATA

At the IRA transaction screen click "Backup Offline Data"

<mark>₹</mark> Ite	m R	ecor	d Accounts -	2000700					
View Tran	w Ope Isactio	en ons	Daily Journal Trans	/E dit Backup actions Offline D					
(Re)Quer	y IRA]	(Re)Query Open Transactions		(B)	e)Query Pos Transaction	ted s	
		IR/	y Ľ	Open Tran	sactions) (Posted	Transactions	\square
Base / Alt / CO	Line #	Descri	🖻 Backup C	Offline Data		[Dunt	Amount Used	
BB	40	MOBIL	Choose Drive	e: 🔽 C:\			07 4 .50	\$62,074.50	
BB	41	SELEC					840.00	\$0.00	
BB	42	BRIDG	Choose Location		lps		750.00	\$0.00	
BB	43	STRUG	Compress Backu	n: 🖬 🛛 Camaal		Beelews	400.00	\$54,625.00	
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Backup Offlin	ne Data	- O D O II	×
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Insert flash drive, Check "Choose Drive", Highlight the flash drive, and Click "Backup"

MATERIALS ON HAND

Standard Specification 1906.2 allows for payment of materials on hand (MOH) upon contractor's written request. See page 91 of the 2014 Standard Specifications for Construction, (Larger Book) for specific requirements to qualify for requested payment.

To add MOH to OneOffice Select corresponding project item from the IRA and select "Add Material On Hand."

Bas	e Contract Pe 9.12 Original Cont \$624,8	ract Amount 94.52	Item Record Acc	ounts	Total	I Contract Amount \$624,914.52	
RR	50	2540.602 BIKE RACK 5 I	100P	EACH	5	\$7,500.00	U
BB	51	2540.602 WASTE RECE	PTACLE	EACH	9	\$4,500.00	0
BB	52	2540.602 RELOCATE MA	AIL BOX SUPPORT	EACH	1	\$200.00	0
BB	53	2540.603 LANDSCAPE E	EDGER	LIN FT	17	\$119.00	0
BB	54	2545,511 LIGHTING UNI	T TYPE SPECIAL 1	EACH	8	\$25,600.00	0
BB	55	2545 15 LIGHT BASE D	ESIGN SPECIAL 1	EACH	8	\$4,800.00	0
BB	56	2545.523 2" NON-METAL	LIC CONDUIT	LIN FT	1144	\$3,718.00	0
BB	57	2545.523 2" NON-METAL	LIC COND (DIRECTIONAL BORE)	LIN FT	40	\$440.00	0
BB	58	2545.531 UNDERGROUN	ID WIRE 1 COND NO 4	LIN FT	3972	\$4,806.12	0
BB	59	2545.531 UNDERGROUN	ID WIRE 1 COND NO 8	LIN FT	1324	\$1,125,40	0.
BB	60	2545.553 HANDHOLE		EACH	1	\$687.00	0
BB	61	2550.603 REMOVE CON	DUIT	LIN FT	1780	\$6,230.00	0
BB	62	2563 601 TRAFFIC CON	TROL	LUMP SUM	1	\$5,000,00	0
BB	92	2563.613 PORTABLE CH	ANGEABLE MESSAGE SIGN	UNIT DAY	50	\$10,000.00	0
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MA-Mar	sti torti i	Add Transaction	View Transactions	Check Out	Check In		

	Project 9991 Item Number 2545	1123 BB / Alt / CO Base Bid 5.511 Description LIGHTING I	Line Number JNIT TYPE SPECIA	54 L 1
	Units EAC Category Road	a Unit Price 53,200,00	On Hand	0
lotes: New transactions will draw fro	om Material On Hand quantiti	ies when they are dated ther the	e Material On Hand t	transaction date.
		Add Material On Land	AL NO	
Using information on	DATE:	2/19/2014		
Contractor's request fill in	QUANTITY:	EACH		
data fields. Keeping in mind	AMOUNT:	0		
amont for work.	Calculated Price per Unit:	50.00		
Note; OneOffice provides for attachemnent of electronic	Attach Invoice:	Browse For File	Clear Open	
recommended for ease of	FUNDING:	Auto Select		•
referance.	Comments:			
	Add Mate	rial On Hand Transaction	Cancel	
Once	nformation is entered s	elect "Add Material On Ha	nd Transaction."	

MATERIALS ON HAND

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Daily Journal	Hem Record Accounts	Open Transactions	Posted Transactions	Material On Hand
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Catego	Road			•
Item	54 - 2545 511 LIGHTIN	IG UNIT TYPE SPECIAL 1 (EACH)		•
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Date 11 11 Pay	ment Entered	Quantity 1 It Total	Funding 💷 🕅	Comments (1 11
2/19/2014	KTR	8.00	\$16,000.00 Group 3	Provent and an and an and an and an and an and an and an and an and an and an and an and an and an and an and a
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MATERIALS ON HAND

As you enter for payment, quantities in IRA OneOffice will deduct from the MOH corresponding units. This will show up on Pay Estimate.

SP 027-999-001 Material On Hand Additions						
Line	Item		Date	Added	I	
54	2545.511 LIGHTING UNIT TYPE SPECIAL 1		6/17/2014		8 EACH \$16,000.00	
Comments: In	nvoice 7735 & 8211					
77	2575.550 COMPOST, GRADE 2				12 CU YD \$300.00	
Comments:						
SP 027-999	-001 Material On Hand Balance					
Line	Item	Date	Added	Used	Remaining	
54	2545.511 LIGHTING UNIT TYPE SPECIAL 1	6/17/2014	8 EACH \$16,000.00	1 EACH \$2,000.00	7 EACH \$14,000.00	
77	2575.550 COMPOST, GRADE 2	2/19/2014	12 CU YD \$300.00	0 CU YD \$0.00	12 CU YD \$300.00	
		Material On Hand Total Amounts:	\$16,300.00	\$2,000.00	\$14,300.00	

If contractor submits additional invoices with requests for further payment of materials on hand for items already listed in MOH, navigate to MOH list by selecting <u>Materials On Hand</u> from upper right of IRA.



Keep in mind that the total amount cannot exceed the contract amount, as per Standard Specifications, and the quantity cannot exceed proposal quantity.

OneOffice has provisions to add Pay Items for modifications to the Contract by Supplemental Agreements, Change Orders and for work covered by Standard Specification through Backsheets.

BACKSHEET

In the Original Bid there will be Pay Item Lines not included that the basis of payment is covered in Standard Specifications, and therefore do not require further negotiations to establish payment. They may include Bituminous Incentive/Disincentive; hold back for erosion control maintenance, among others.

Example: Contract does not have pay item for Water for Dust Control. Standard Specification 2130.5 states "The Department will pay for water applied to aggregate surfaces for dust control caused by the traveling public on portions of the project open to traffic as directed or approved by the Engineer at a unit price of \$20 per 1,000 gal [\$5.45 per cu. m] in the absence of the Contract Pay Item 2130.501."



To add a Backsheet move to the navigation window and select "Contract Changes"

Then select "Add Contract Change"



Mn/DOT C From the drop down window pick the **REQUEST TYPE:** Backsheet Add Contract Change REQUEST TYPE: Backsheet -**Contract Changes Decision Tree** Enter the DATE: you wish to enact the change, DATE: 6/23/2014 STATUS: Pending using the pop up calendar. REQUESTER: @Employee KTR ٠ OClient Leave STATUS: "Pending" We will return to this. OOther EXPLANATION: Describe work and deductions or payments for Backsheet. (Shows on Contract Change) Examples: Material on Hand, Incentive/Disincentive, Retainage, or withholding for specific type of work, Liquidated damages, etc. From the drop down window select a name to Water for Dust Control assign as **REQUESTER**: Add a narrative to **EXPLANATION**: -Even though the window allows for more keep Spell Check Explanation wording to one line. Short Explanation / Title: Water (Does Not Show on Contract Change) (100 Character Max) I suggest copying or abbreviate description to Accounting Project Number: Due to this Change, O Is Not Changed the Contract Time: O Is Changed By the Short Explanation/Title. Not required. * Working Days (Only shows on Change Order) * Calendar Days O Is Changed By Accounting Project Number is not required. O May be revised if work affected the controlling operation * Enter a positive number if the days are increased or a negative number if the days are decreased. You need not check changes in contract time except when adding a Change Order.

	Contract Changes		1	Mn/DO1	Construction Tools
	eennaaer enangee				
	Add Co	ntract Change			_
Contract Change	Approval Status Explanation	Date	Amount	Requestor Organization	Requestor Name
Backsheet 1 - Water for Dust Control	Pending Water for Dust Control	1/28/2014	\$0.00	Hennepin County	KTR
		Total	\$0.00		
A Backsheet has now k Think of a Backsheet s Workbook has multiple	been created, howe imilar to that of Mic e sheets so can a Ba	ever, not crosoft E acksheet	Backshee xcel's We have ma	et Items. orkbook . As a any Backsheet Iten	15.
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Select "Submit"

1.1

DATE:	7/4/20	Note this page looks a lot like the
STATUS:	Pending -	note this page looks a lot like the
REQUESTER:	Employee KTR Client Other	has two distinct differences.
EXPLANATION: (Shows on Backsheet 1)	Describe work and deductions or payments for Backsheet. Examples: Material on Hand, Incentive/Disincentive, Retainage, or withholding for specific type of work, Liquidated damages, etc.	Window title identifies what we are editing. "Edit Backsheet 1"
	Vater for Dust control	
Short Explanation / Title: (Does Not Show on Backsheet 1)	Water for Dust control	
Accounting Project Number:	(100 Character Max)	
Due to this Change, the Contract Time: (Only shows on Change Order)	Is Not Changed Is Changed By 0 * Working Days Is Changed By 0 * Calendar Days O May be revised if work affected the controlling operation * Enter a positive number if the days are increased or a negative number if the days are decreased.	
Options	Submit Cancel	New Navigational Options appear at the bottom of window.
View/Print Backsheet Add/Edit/View Items Remove Backsheet 1		Select Add/View Items

Since we have not created an item there is none listed.

Select Add Item

Add ItemBack to Backsheet 1Items for Backsheet 1No items have been added.Add ItemBack to Backsheet 1

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This window may come in handy when negotiating prices for an SA we will close it at this time.



l	🥌 Select Iten	n Price - Window	<mark>/s Internet</mark> Ex	xplorer provide	ed by Hen	nepin County		
1 107 June 1		From Date:		Additiona Project: Past Years:	al Search All All	Criteria	▼ Sea	rch
			Hi	storical Prices	For Item	2130.501/0001	0	Devl All same
Ì	Select	or enter a price	:	OLow	O Avg	O High O A	ctual Set Price	Cancel
l	Date AL AT	#Bdrs ∮⊥ ≩↑ I (Otv ≜⊥ ≩↑ I	ow ∮⊥ ⊼↑ Avo	I ≜⊥ X↑ I H	liah ∮⊥ ≩↑ Ac	tual ∮⊥ ≩↑ Proiect	AL AT Contrac
ł	12/18/2012	7.00	2,000.00	\$15.00	\$28.00	\$36.00	\$25.00 SP 027-6	81-031 Landweh
5	5/8/2012	2.00	5.00	\$50.00	\$50.00	\$50.00	\$50.00 0606	Lunda Co
5	3/13/2012	5.00	210.00	\$15.00	\$20.446	\$27.00	\$15.00 SP 027-7	'09-021 NORTHV
ł	12/6/2011	2.00	107.00	\$38.33	\$44.165	\$50.00	\$50.00 SAP 027	-622-005 THOMAS
2	8/30/2011	3.00	9.00	\$28.50 \$	56.1667	\$100.00	\$40.00 SP 027-6	22-003 Edward k
1	2/22/2011	2.00	500.00	\$10.00	\$20.00	\$30.00	\$10.00 SP 027-7	53-013 Lunda Co
1	7/20/2010	8.00	50.00	\$16.39 \$	37.1738	\$55.00	\$16.39 SAP 027	-614-011 Valley Pa
2	5/11/2010	6.00	1,000.00	\$17.00	\$27.00	\$35.00	\$20.00 SP 027-6	81-027 SHAFER
	4/20/2010	8.00	250.00	\$23.20	\$27.775	\$35.00	\$25.00 SP 027-6	03-043 Lunda Co
	10/20/2009	5.00	500.00	\$0.01	\$17.804	\$42.00	\$0.01 SP 027-7	753-016 Lunda Cd
	5/12/2009	4.00	150.00	\$28.50	\$33.455	\$38.00	\$28.50 SP 027-0	190-014 Veit & Co
	2/10/2009	6.00	20.00	\$6.00	\$75.00	\$214.00	\$60.00 SAP 027	-753-017 CARL B(
	1/27/2009	12.00	600.00	\$10.00 \$	27.1183	\$40.00	\$20.00 SAP 027	-601-041 S.M. HEI
1	1/13/2009	6.00	320.00	\$20.00 \$	43.8333	\$120.00	\$25.00 SP 027-7	01-013 SHAFER
١.	7/8/2008	5.00	50.00	\$29.40	\$80.858	\$230.00	\$230.00 SP 027-0	190-013 Veit & Co
	4/22/2008	6.00	500.00	\$15.00	\$24.85	\$35.00	\$15.00 SP 027-6	61-034 C S MCC
	4///2008	8 00	131.00	\$15.00	\$26.01	\$40.00	\$25 00ISAP 27-	522-004 ISHAFER
		11/1 2 - CH Y 1/2	New Y	15.3		US N SEE	331 17 1	
		- Saulukar						N 86 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7

A few tips here. Keep the **QUANTITY**: to "1" so that the backsheet will not erroneously inflate the Amount of the Contract, which is used in computing percentage of contract competed on each partial payment.

Enter 20 for UNIT PRICE:

Specifications 2130.5 set the price OF \$20.00 in absence of a bid price.

Having an extended Description all though not required is useful when finalizing or explaining the pricing to the contractor.

Most of the time leaving the Funding Information at the Match total is preferable.

You can enter the Quantity in the correct group and OneOffice will fill in the percent or viseversa.

Once you are satisfied information is complete select **Add Item**.

Category:	Backsheet 1			
ITEM NUMBER:	2130.501/00010	UNITS:	MGAL	
DESCRIPTION:	WATER	LINE NUMBER:	98	
QUANTITY:	1	UNIT PRICE:	20	
Plan Quantity:				
Notes:		Total Price:	\$20.00	
Extended Descri	ption:			
As per Standard S will pay for dust c open to traffic.	Specification 2130.5 in the absence on the obsence on the second on the second on the second of the	ce of a bid item the lic on portions of t	Department he project	
			181 /8000	
Funding Informa	ition:			
🔘 Don't change	any funding information at this tim	ie		
O Remove all fu	nding information for this item			
 Match total qui 	uantity with split quantities			
O Over write tota	al quantity with split quantities			
Funding Category No.	Funding Category Name	Quantity	Percent	
001	Group1	1	100 %	
002	Group2		%	
003	Group 3		%	

%

%

Project Number: 9991123

Add Item

Cancel

Group 4

Group 5

004

005

This returns us to a window we have seen previously, with an added Item Description and additional functions. From here we can **Delete** the Item we just created or return to **Modify** it. We can also add more Items to the Backsheet.

	Add Item Back to Backsheet 1							
- 1	Items for Backsheet 1							
100	Modify Delete	Line No.	ltem No	Description	Units	Quantity	Unit Price	Total Price
	<u>Modify</u> <u>Delete</u>	98	2130.501	WATER	MGAL	1.00	\$20.00	\$20.00
	Total \$20.00							
	Add Item Back to Backsheet 1							

This function will come in handy when items are similar and should be grouped together.

A good example is for creating a Backsheet for Bituminous Incentives and Disincentives. You will create two Items Incentives with a positive unit price and Disincentives with a negative unit price. Negative quantities are only accepted in the "Make Adjustment" in the IRA which we will discuss later.

Edit Backsheet 1 DATE: 6/23/2014 STATUS: Approved -From the **STATUS**: drop down REQUESTER: O Employee KTR ٠ O Client window choose "Approved" Othe EXPLANATION: Describe work and deductions or payments for Backsheet. (Shows on Backsheet 1) Examples: Material on Hand, Incentive/Disincentive, Retainage, or withholding for specific type of work, Liquidated damages, etc. Water for Dust Control -Spell Check Explanation Short Explanation / Title: Water (Does Not Show on Backsheet 1) (100 Character Max) Accounting Project Number: Due to this Change, O Is Not Changed the Contract Time: O Is Changed By 0 * Working Days (Only shows on Change Order) * Calendar Days O Is Changed By 0 O May be revised if work affected the controlling operation Then Submit * Enter a positive number if the days are increased or a negative number if the days are decreased. Options ViewPrint Backsheet 1 · Add/Edit/View Items Remove Backsheet 1 · You cannot access eApproval setup.

At this time select **Back to Backsheet 1**

You will see this message as a reminder to check Funding of added items. Select "OK"

Messag	e from webpage 🛛 🗙
⚠	Reminder: Please Assign/Review the Funding of Any Items for this Contract Change in Item Funding Setup.
	ОК

> Construction [Opened]					
1. 7 33	Contract C	hanges	12	Mn/D	OT Construction Tools
		Add Contra	ct Change		
1000 Control 1000 Control 1000 Control 1000 Control 1000 Control 1000 Control 1000 Control 1000 Control 1000 Co	Approval Status	Date	Amount	Requestor Organization	Requestor Name
Contract Change	Explanation				
4 D -	Approved	6/23/2014	\$20.00	Hennepin County	KTR
Backsheet 1 - Water	Water for Dust Control				
	THE REPORT OF TH	Total:	\$20.00		

A quick review indicates we have an approved backsheet with one Item with price of \$20.00 for Water.

There are a few navigational buttons on this page to be familiar with. The Edit \checkmark we have already used. The Review \square button, next to it, takes you to a window showing more detail of the Backsheet listed. The button at the top of page "Add Contract Change" will take you to the window where you can make additional changes. <u>Mn/DOT Construction Tools</u> is a hyperlink to the State's construction web site.

For now using the Pop-up Navigation Window, on the left, you can go to "Item Record Account" and begin entering quantities to this item as to any other contract item.

PARTIAL PAYMENTS

🖉 OneOffice]
Quick Links	
9991123 I I Feasibility / Report Data	To create a partial estimate for payment, choose "Pay Request" from the navigation window.
Image: Plans & Specs Data	
Construction Data Construction Project Item Management Project Item Funding Funding Splits Item Funding Setup Item Funding Reports Agreements Request Permits Track Permits Item Testing Management Project Setup Item Testing Setup Item Testing Results Consultants Item Record Accounts () Contract Changes Pay Requests Intermediate Projects State Aid Pay Requests RBA/AA Suspension of Work Weekly Diary V Project Scheduling	

eOffice Construction Opened							<u>6</u>	• 🔯 • 🖂 🖷 • Pa	ge 🕶 Safety 🕶 Tool
	N.			Pay Reques	ts for Project	9991123	100	1.44	
					Add Pay Request				
Pay Request	From	To	Retainage	Total Amount	Approved Bv	Approval Date	Sent To Accounting	Sent To eGram	Commen
			Total	\$0.00					1.
			Total	\$0.00			2 12 2 2		•

Then select "Add Pay Request"

CAUTION!!! REMOVAL OF A PAY REQUEST CAN NOT BE REVERSED.

PARTIAL PAYMENTS

Enter the Retainage. This can be entered as whole number 5 or as 5%

		Complete Data fields.
FROM DATE:	TO DATE: 2/18/2014	From Date must matc
Processing Date:		the date from last
Comment:		estimate.
FINAL RFP:	No 🔽	
	Retainage Percent: 5%	
	Submit Cancel Check	the retainage each time

Enter a "Processing Date" OPTIONAL this can be today's date or any other that you choose.

Submit.

> Construction [Opened]									
L. I SONX		Pay F	equests for P	oject 999	91123			14.	1.
	Ad	d Pay Request	Edit Pay Request 1.0	Rem	nove Pay Request 1.0				
Pay Request	From Date	To Date	Retainage	Total Amount	Approved By	Approval Date	Sent To Accounting	Sent To eGram	Commen
Pay Request 1.0 + 3 Page View	05/06/2014	06/18/2014	5%	\$0.00			No	No	
		it. Chief in the second	Total	\$0.00			10040		

Note Pay Request options in green lettering. These will differ from County to County. Select **"Pay Request 1.0"**

WEEKLY CONSTRUCTION DIARY AND STATEMENT OF WORKING DAYS

ConeOffice	
Quick Links	
99991123	
◄ Feasibility / Report Data	
Du Plans & Spors Data	
Construction Data	
Construction	
Project Item Management	
Project Items Sub Project Item Funding	
Funding Splits	
Item Funding Setup	
Agreements	
Request Permits	
V Item Testing Management	
Project Setup	
Item Setup	
Item Testing Results	
Consultants	
Contract Changes	
Pay Requests	
State Aid Pay Requests	
RBA/AA	
Weekly Diary	
Completion Data	
Project Scheduling	

To populate contract information on the Weekly Diary such as Start Date, Working Days, and Major Contract Items, from the Navigation Window select "Weekly Diary"



Select the tab for "<u>Weekly Diary Setup</u>"

Check off appropriate information and follow steps 1-5 making sure on step 5 to click "Finish" to save information.

Contraction [Opened]		
Switch to Full Form view	Weekly Diary Setup	Check form for en
	Type of Contract	
	* Choose Type of Contract: @ Working Day Completion Date	
	* Fill In Both Fields: No (only fill in the field corresponding to the type Yes	e of contract)
Note: T	The Weekly Diary By Contract for Contract 27-999-001 is controlled by Project SP 027-999-001. Be sure to set these fields in that project if using the Weekly Diary By Contract.	
You must con	mplete all steps and click "Finish" on the last step in order to save your work.	
Devideurs 1 Tupe of Contract 2 Start	Dates 3 Working Days 4 Completion Date 5 Weekly Diary Items	Ne

7-1

WEEKLY CONSTRUCTION DIARY AND STATEMENT OF WORKING DAYS

Quick Links	Construction [Opened]	X -	Intermed	iate Projects		XX				
Y Feasibility / Report Data	Add Intermediate Project	Special Provision Number	Intermediate Project Title	Intermediate Project Description	Total Working Days	Completion Date	Attachm			
✔ Plans & Specs Data	Edit	38.5	Open to Traffic	Roadway must be open to one way traffic by November 15, 2014	60	11/15/2014				
Project Item Management Project Item Funding Sub Project tem Funding Funding Splits Item Funding Reports Agreements Request Permits Track Permits Track Permits Project Setup Item Testing Management Project Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup Item Testing Setup	From the Navigation Window select "Intermediate Projects" to populate the Weekly Diary Intermediate Date information. Select "Add Intermediate Project and fill in information.									
Item Record Accounts Contract Changes Pay Requests	Add Intermediate Project Information									
State Aid Pay Requests RBA/AA	SPECIAL PROVISION	I NUMBER: 3	8.5							
Suspension of Work (?) Veekly Diary	INTERMEDIATE PROJE	ECT TITLE: 0	pen to Traffic]				
Completion Data		R	oadway must	ha and the second second set f a basis						
	Intermediate Project [Description:	, · · · · · ·	be open to one way tramic by	November 1	5,2014				
	Intermediate Project [Description: rking Days: 0	60	be open to one way traffic by	November 1	5,2014				
	Intermediate Project [Total Wo Intermediate Project Comp	Description: rking Days: 0 letion Date: 1	60	be open to one way tramc by	November 1	5,2014				

Note; a file can be attached as reference to support intermediate.

Repeat as many times as the contract requires Intermediates to be tracked. Now the data fields are populated and report is ready to be worked on. Navigate to Item Record Account using the Navigation Window.

> Constru	ction [Opened]			ĉ		🖶 🔻 Page 🕶 S	afety ▼ Tools ▼
Daily	Journal Item Record Accounts Base Contract Percent Complete 9.12% Original Contract Amount \$24,894.52	Open Transactions Item Record Ac	counts	Posted Transa	actions Total	<u>Materi</u> Contract Amoun \$624,914.52	i <u>al On Hand</u> It
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From the Item Record Accounts page Click on "Daily Journal"

WEEKLY CONSTRUCTION DIARY AND STATEMENT OF WORKING DAYS

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