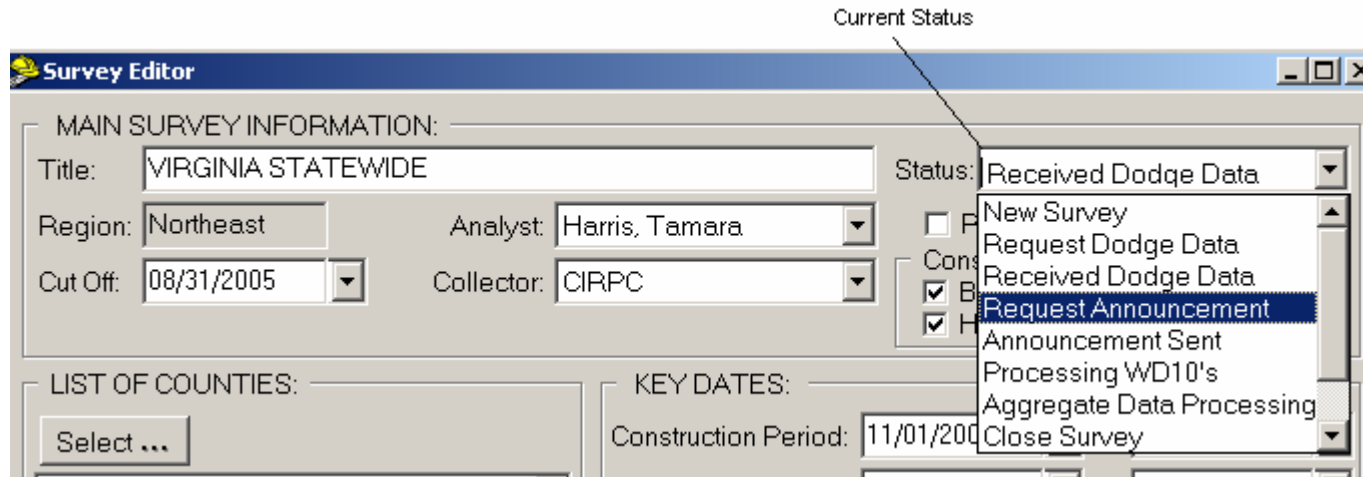


“PUSHING THE BUTTON” protocol for CIRPC Administrators

Adapted from section [5.15.4 Triggering the Initial Mailout] page 106 of the WHD ASDS Comprehensive User Manual 03/15/2010 Rev. 4.0 ----

Prior to the first mailout, the SURVEY EDITOR survey screen configuration is shown below.

Figure 109: Survey Editor Screen



The screenshot shows the 'Survey Editor' window. The 'MAIN SURVEY INFORMATION' section contains the following fields: Title: VIRGINIA STATEWIDE, Region: Northeast, Analyst: Harris, Tamara, Cut Off: 08/31/2005, and Collector: CIRPC. The 'LIST OF COUNTIES' section has a 'Select ...' button. The 'KEY DATES' section has a 'Construction Period' field set to 11/01/2005. The 'Status' dropdown menu is open, showing the following options: Received Dodge Data, New Survey, Request Dodge Data, Received Dodge Data, Request Announcement (highlighted), Announcement Sent, Processing WD10's, Aggregate Data Processing, and Close Survey. A label 'Current Status' points to the 'Status' dropdown menu.

The survey status is at this point 'Received Dodge Data'. When editing and matching of the available data is completed to its fullest extent (clarification of addressee data and validation of existing project/contact relationships), the Regional Office initiates the mailout process for the first time.

The first mailout is set up by selecting the 'Request Announcement' option from the drop-down menu in the Status box (shown above) [and clicking the 'Save' option on Survey Editor screen].

ASDS Production is usually alerted by the Regional Office before this happens. As a result, Census is also alerted to the impending arrival of mailout data. The mailout program (Censuspak) runs only once per week (on Saturday evenings).

At this time, the follow-up period dates...and the current survey status are validated. The current status must be *'Request Announcement'*. If the date of the generation does not satisfy either the constraint on the follow-up period or the mail-out date is less than 21 days prior to the survey cutoff date, an error is generated. Users do not see this error. It may only be reviewed by the Production Support team.

During the mailout file generation process, a mailout date is set by the system. This is 10 work days after the files were generated. This means that the mailout packages are expected to be mailed from Census two Fridays after the file generation.

Following the generation of the mailout files, the ASDS Survey Editor screen undergoes a modification. A new **'Request New Mailout'** checkbox appears below the Status edit box. Subsequent mailings will now be triggered by checking this checkbox [and clicking the 'Save' option]. The Status Edit box now reads: **'Announcement Sent'** (shown below).

Figure 110: Status Edit Box

Before First Mailout	After First Mailout
Status: Request Announcement	Status: Announcement Sent
	<input type="checkbox"/> Request New Mailout

The files are then retrieved by ASDS production Support and sent back to the responsible Regional Office for validation. Following confirmation of validation, Production Support conveys the files to Census for mailing.

--- End of excerpt from section [5.15.4 Triggering the Initial Mailout] of the WHD ASDS Comprehensive User Manual

After initiating a mailing (“PUSHING THE BUTTON”) for a survey, CIRPC should:

- Contact Debbie Tevis at Census to request a copy of the notification letter Census will be sending out with the Davis-Bacon survey packet.
- Review the letter for accuracy.
- If no changes are needed, email the following information ‘To’ Rose Broadwater (Broadwater.Rose@dol.gov, ASDS webmaster at the National Office):
 - Survey Name
 - Survey ID number
 - Name of the Regional Wage Specialist on the letter (the senior analyst at the regional office conducting the survey)
 - Date the letter will be mailed by Census
 - Screenshot of the ASDS Survey Editor
- ‘Cc’ the email to Shirley Ebbesen (Ebbesen.Shirley@dol.gov), Ed Taylor, Vickie Pickens, Debbi Foster, and the Regional Wage Specialist identified in the notification letter (this person may be a different regional analyst than the one identified with the survey in ASDS).

Example of email to ASDS webmaster:

From: Pickens, Vickie - WHD CTR

Sent: Friday, February 18, 2011 8:09 AM

To: Broadwater, Rose G - WHD

Cc: Ebbesen, Shirley - WHD; Barnish, Bonnie - WHD; Taylor, Edward L. - WHD CTR; Foster, Debbi - WHD CTR

Subject: 2010 IDAHO STATEWIDE-BUILDING & HEAVY

Rose,

The 2010 Idaho Statewide Building & Heavy Survey ID 670 timeframe is 9-1-09 to 8-31-10; cutoff date is 7-13-11; contact person is Vickie Pickens 865-974-4422; first mailing dated 2-25-11.

Vickie

The screenshot displays the 'Automated Survey Data System' web application. The title bar indicates the system name and standard window controls. The menu bar includes File, View, Reports, Processes, Utilities, and Help. The toolbar contains various icons for file operations and data management. The main content area is titled 'Survey: 2010 IDAHO STATEWIDE-BUILDING & HEAVY'. On the left, a sidebar lists navigation options: Survey, Contacts, Projects, WD-10s, and WD-22s. The main panel is divided into several sections: 'MAIN SURVEY INFORMATION' with fields for Title, ID, Region, Cut Off, Type, Analyst, Collector, Status, and checkboxes for 'Request New Mailout', 'Do Not Accept WD-10s', and 'Construction Type' (Building, Heavy, Highway, Residential). 'KEY DATES' are listed for Construction Period, Estimated Start/End, Actual Start/End, and Survey Announcement Prepared. A 'LIST OF COUNTIES' table shows Ada, Adams, Bannock, Bear Lake, Benewah, and Blinnham counties with their respective Metro or Rural classifications. A 'REASON' section is present but empty. 'REMARKS' at the bottom contain a detailed log of survey activities. 'OTHER INFORMATION' includes fields for Clerical Staff Hrs, Wage Analyst Hrs, Total Meetings, Plan Approved, and Survey Approved.

MAIN SURVEY INFORMATION:	
Title:	2010 IDAHO STATEWIDE-BUILDING & HEAVY
ID:	670
Region:	West
Cut Off:	07/13/2011
Type:	Regular
Analyst:	Lee, Sylvia
Collector:	CIRPC
Status:	Announcement Sent
<input type="checkbox"/> Request New Mailout	
<input type="checkbox"/> Do Not Accept WD-10s	
Construction Type	
<input checked="" type="checkbox"/> Building	<input type="checkbox"/> Highway
<input checked="" type="checkbox"/> Heavy	<input type="checkbox"/> Residential
Project & Contact Matching Enabled	

LIST OF COUNTIES:	
Ada, ID	Metro
Adams, ID	Rural
Bannock, ID	Metro
Bear Lake, ID	Rural
Benewah, ID	Rural
Blinham, ID	Rural

KEY DATES:	
Construction Period:	09/01/2009 to 08/31/2010
Estimated Start/End:	01/01/2011 to 04/30/2011
Actual Start/End:	03/14/2011 to 07/13/2011
Survey Announcement Prepared:	02/12/2011

REMARKS:	
(VP CIRPC) 10-18-10 REQUESTED DODGES. 12-2-10 (VP) LOADED 940 DODGES & 605 CONTACTS INTO ASDS. 12-7-10 (VP) STARTED CLEAN UP ON DODGES & CONTACTS. Dodge review completed (2-11-11)(BJB). 2-11-11 (VP) REQUESTED 1ST MAILING LETTERS TO BE DATED 2-25-11.	

OTHER INFORMATION:	
Clerical Staff Hrs:	0.00
Wage Analyst Hrs:	223.10
Total Meetings:	0
Plan Approved:	YES
Survey Approved:	YES

SUMMARY OF ASDS CHANGES DURING THE “PUSH THE BUTTON” PROCESS	
Changes (both on-screen and not visible)	Description
Triggering First Mailing	Changing Status from ‘Received Dodge Data’ to ‘Request Announcement’
Mailout Date	10 working days after file generation - Date set by the system.
Survey Status change (after first mailing)	Status Change from ‘Request Announcement’ to ‘Announcement Sent’
Screen change after First Mailing	New ‘Request Announcement’ check box appears below the Status Edit Box.
Trigger Second and later mailing	Place checkmark in ‘Request Announcement’ checkbox.
Change in ‘Request Announcement’ checkbox after file generation	Checkmark removed from ‘Request Announcement’ checkbox after 2nd and later mailings.
Status change after second and later mailing	None. Status remains as ‘Announcement Sent’.

A new 'Manual Mailout' button has been added within the Contact Editor as of the December 2010 ASDS update.

Figure 14: Manual Mailout Functionality Provision

The screenshot shows the 'Contact Editor' window with the 'Contact' tab selected. The contact information for 'GREAT LAKES DREDGE & DOCK CO' is displayed. The 'Person' field is 'STEVE O'HARA'. The 'Address' is '2122 YORK RD'. The 'City/State/Zip' is 'OAK BROOK, IL 60523-1930'. The 'Telephone' is '630-574-2910' and the 'Fax' is '630-574-2102'. A red box highlights the 'Manual Mailout' button in the bottom right corner. Other checkboxes include 'Survey Participation' (checked), 'Automatic Mailing' (unchecked), 'Undeliverable Address' (unchecked), and 'Unique' (unchecked).

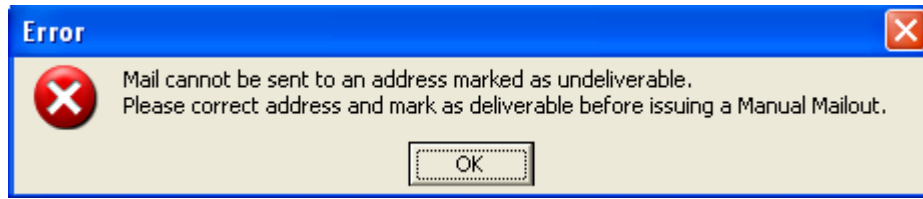
- On clicking this button, the system displays a list of all related projects.
- A checkmark placed in any checkbox (see figure below) causes the creation of a new record entry under the **Mailing History** tab.

Figure 15: Listing of Project(s) for Selection

The screenshot shows the 'Manual Mailout' window. It displays a table of 'Projects Eligible for Mailout'. The table has columns for Project ID, Project Title, Address, City, State, and Zip. Two projects are listed: 271471 (MAINTENANCE D...) and 271481 (DREDGING-WILMI...). The checkbox for project 271481 is checked, and a red box highlights it with the text 'select project for mailout'. Below the table, there are radio buttons for 'Initial Mailout' and 'Follow-up Mailout'. A 'Contact Info' section shows the contact details for 'GREAT LAKES DREDGE & DOCK CO'. At the bottom, there are 'OK' and 'Cancel' buttons.

Project ID	Project Title	Address	City	State	Zip
<input type="checkbox"/> 271471	MAINTENANCE D...	WILMINGTON...	WILMINGTON	NC	
<input checked="" type="checkbox"/> 271481	DREDGING-WILMI...	WILMINGTON...	WILMINGTON	NC	28402 ..

- If there is a checkmark in the '*Undeliverable Address*' checkbox when the **Manual Mailout** button is clicked, then the following system error message is generated.



- The user must uncheck the '*Undeliverable Address*' check box before proceeding with the Manual Mailout process'.

---- End of excerpt from section [2.5.3 '*Manual Mailout*' Option in the Contact Editor] page 10 of the WHD ASDS Release 4.0 Training Manual 12/13/2010 update