OKLAHOMA DEPARTMENT OF TRANSPORTATION CONSTRUCTION DIVISION / TRNS*PORT BRANCH

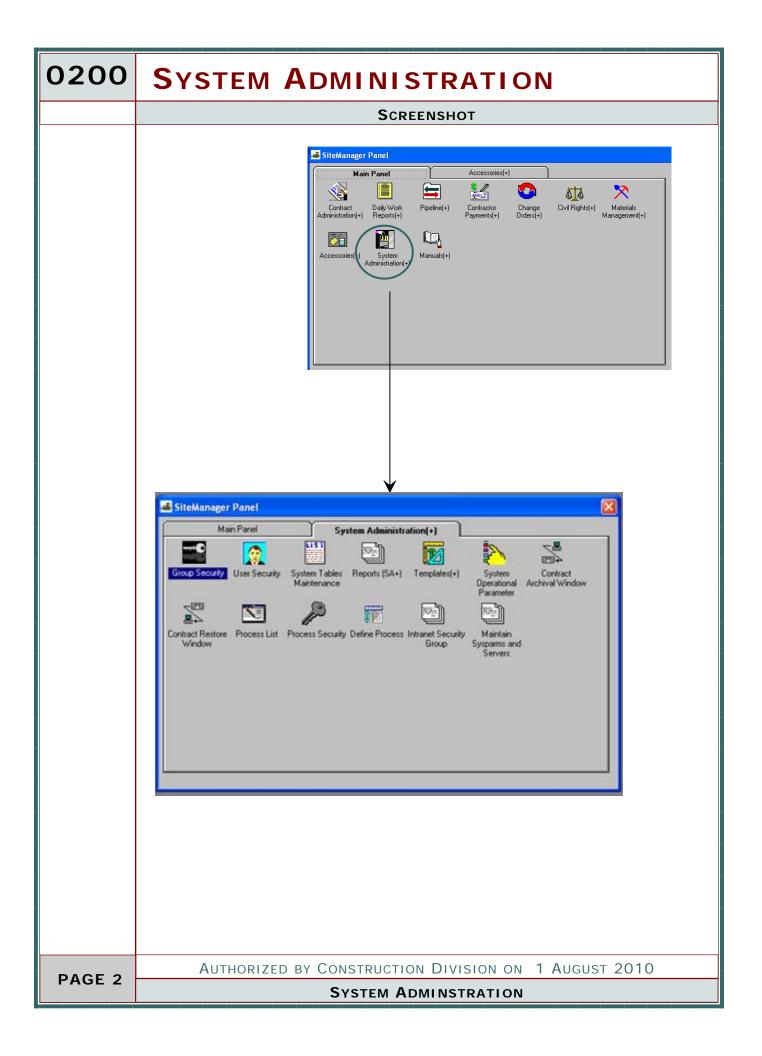
Sitemanager Policy Manual

SYSTEM ADMINISTRATION



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- 200.0 System Administration
- 201.0 Group Security
- 202.0 User Security
- 203.0 System Tables Maintenance
- 204.0 Reports
- 205.0 Templates
- 206.0 System Operational Parameter
- 207.0 Contract Archival Window
- 208.0 Contract Restore Window
- 209.0 Process List
- 210.0 Process Security
- 211.0 Define Process
- 212.0 Intranet Security Group
- 213.0 Maintain Sysparms and Servers



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0200	SYSTEM ADMINISTRATION						
0201.0	GROUP SECURITY						
	SCOPE To establish procedure and default values for maintaining SiteManager Group Se- curities used by ODOT						
	GENERAL						
	Each individual SiteManager user must belong to a security group. The security group or groups to which a user is assigned will allow them rights to perform certain functions.						
	For example:						
	Update rights to SiteManager windows and data						
	Inquiry rights only and have the ability to access data and print reports, but not update information Update rights on some SiteManager windows, inquiry only on other windows, and/or no access to other windows						
	Update rights on some SiteManager data, inquiry rights on other data, and/ or no access to other data						
	Access to SiteManager in only a standalone mode						
	Access to SiteManager in only a network mode						
	Access to SiteManager in both a standalone and network mode Access to Attachments						
	Access to Applications Server processes						
	The SYSADMIN security group will have update rights to the group security win- dow and will be responsible for maintaining all security groups.						
DACE	Authorized by Construction Division on 1 August 2010						
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	SYSTEM ADMINISTRATION	0200
	GROUP SECURITY	0201.0
SCREENSHOTS		
ASHID SiteManager File Edit Services Window Help File Edit Services Vindow Help File Edit Services Vindow Help File Edit Services Herpotrie Contract Adjustmentation(+) Ves Contract Adjustmentation(+) Ves Contract Adjustmentation(+) Ves Contract Adjustmentation(+) Ves Contract Materials(+) Ves Ves Contract Materials(+) Ves Contract Materials(+) Ves Contract Materials(-) Ves Ves Contract Materials(-) Ves Ves Contract Materials(-) Ves Contract Materials(-) Ves Ves Contract Materials(-) Ves Contract Ma	Window Name Access Werd Swed Report (PSR) Update Dinbution Lat Update Cutom Lift Record Usage Update System Attachment: Update Process Status Update	
	CENTRAL	
CENADMIN	Central Office Administration (R)	
CENINQRY	Central Office Inquiry Group(R)	
FHWA	Federal Highway Administration(R)	
INQONLY	Inquiry Only	
ISDINSTL	ISD Installation Group(R)	
REGSERV	Regulatory Services(R)	
SMADMIN	SMADMIN	
SYSADMIN	System Administrator (R)	
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	System Administration	PAGE 5

0200	System	Administration				
0201.0	GROUP SECURITY					
	DEFAULT VALUES					
		CONSTRUCTION				
	CONADMIN	Construction Administration(R)				
	CONSEST	Construction Estimate Processor(R)				
	CONSLOAD	Construction Project Load(R)				
		FIELD DIVISION				
	DIVADMIN	Field Division Administration(R)				
	DIVAUDIT	Field Division Auditor(R)				
	DIVINORY	Field Division Inquiry (R)				
		RESIDENCY				
	CONTAUTH	Contract Authority Group				
	RESADMIN	Residency Administration(R)				
	RESADMNS	Residency Administration(S)				
	RESAUDIT	Residency Auditor(R)				
	RESAUDTS	Residency Auditor(S)				
	RESINPS	Residency Inspector(S)				
	RESINQRY	Residency Inquiry(R)				
	RESINSP	Residency Inspector(R)				
	RESLABMN	Residency Lab Manager(R)				
	RESLABTC	Residency Lab Technician(R)				
	RESLBMNS	Residency Lab Manager(S)				
	RESLBTCS	Residency Lab Technician(S)				
	RESPRMAN	Residency Project Manager(R)				
	RESPRMNS	Residency Project Manager(S)				
	RESSCTRY	Residency Secretary(R)				
	Authorize	D BY CONSTRUCTION DIVISION ON 1 AUGUS	т 2010			
PAGE 6	System Adminstration					

SYSTEM ADMINISTRATION 0200 **GROUP SECURITY** 0201.0 DEFAULT VALUES MATERIALS MATADMIN Materials Administrator(R) MATAUTH Materials Authorizations(R) MATIAS Material Independent Assurance(R) MATIASS Material Independent Assurance(S) MATINORY Materials Inquiry(R) MATSTA Material Sampling Testing & Approval(R) MATTEST Materials Testers(R) MATTRAIN Materials Training(R) CONTRACTOR COUNTPRT Contractor Counterpart(R) CONSULTANT CONAUDIT Consultant Residency Auditor(R) CONAUDTS Consultant Residency Auditor(S) CONINSP Consultant Residency Inspector(R) CONINSPS Consultant Residency Inspector(S) CONLABMN Consultant Residency Lab Manager(R) CONLABTC Consultant Residency Lab Technician(R) CONLBMNS Consultant Residency Lab Manager(S) CONLBTCS Consultant Residency Lab Technician(S) CONPRMAN Consultant Residency Project Manager(R) CONPRMNS Consultant Residency Project Manager(S)

Consultant Residency Secretary(R) RESADMIN Residency Administration(R) RESADMNS Residency Administration(S)

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SYSTEM ADMINISTRATION

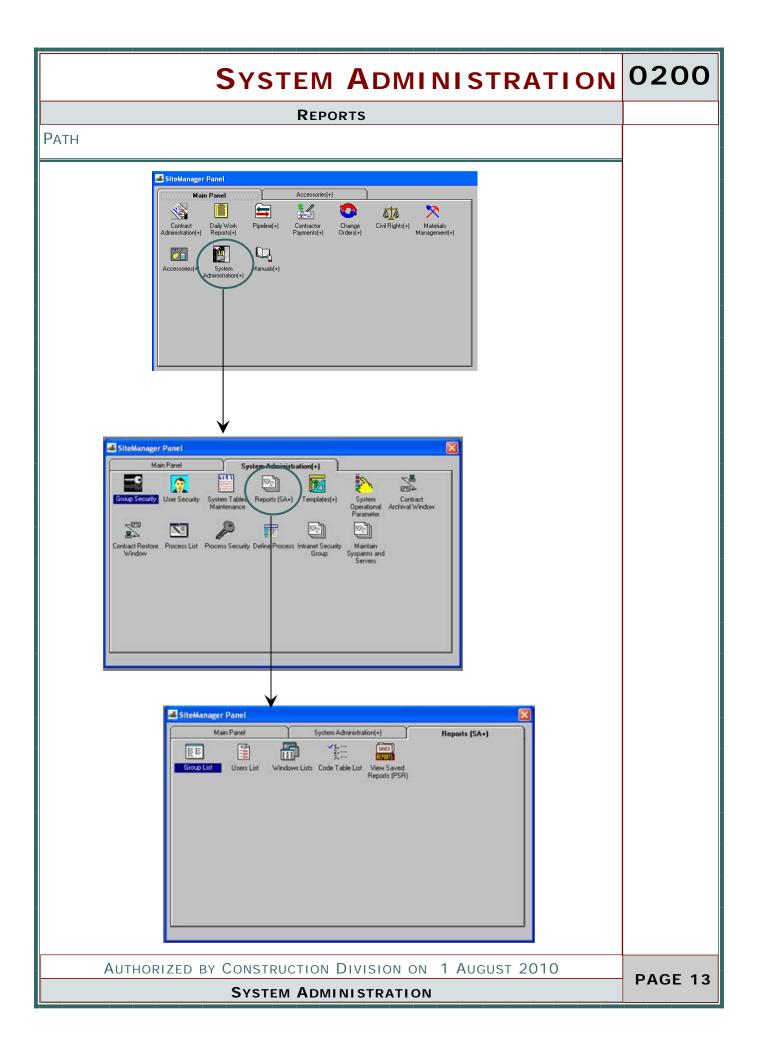
0200	SYSTEM ADMINISTRATION
0202.0	USER SECURITY
	Scope
	To establish the policy for users to obtain and maintain a SiteManager userid
	GENERAL
	Each user (ODOT, FHWA, and Consultant) requiring access to the SiteManager sys- tem shall obtain a SiteManager userid. A SiteManager userid will be obtained by submitting a completed SiteManager Userid Application Form to the Oklahoma De- partment of Transportation - Construction Division. A copy of the application form is attached. Instructions for completing the form are included with the application form. The Construction Division will maintain all SiteManager userids. The mainte- nance of each userid shall include maintaining the records identifying each user, resetting of passwords, and performing modifications to existing userid informa- tion.
	The following situations will require a SiteManager user to submit a revised Site- Manager Userid form to the Construction Division:
	Changing security groups.
	Changing a name associated with an existing userid.
	Changing of work units.
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SYSTEM ADMINISTRATION	0200
USER SECURITY	0202.0
SCREENSHOTS	
Additional and a second a sec	
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0200	SYSTEM ADMINISTRATION				
0203.0	System Table maintenance				
SCOPE					
	To establish the policy for maintenance of the system tables				
	General				
	System tables will be populated by 2 different procedures.				
	 Some Tables will be updated through a pass done from PES/ LAS on a as need basis. 				
	 Tables setup specifically for Sitemanager use will be updated as changes to the entire system occur. 				
	Construction Division will maintain these tables.				
	Table ID Table Name Table Type				
	Date 165P Durge 👻				
	ACCTCODE ACCOUNTING CODES Change V				
	ACPTHETH Acceptance Method Type User ACTINISTAT Action Status Type System				
	Code ID Description				
	Authorized by Construction Division on 1 August 2010				
PAGE 10	System Administration				

		S	YS	TEM ADMINISTRATION	0200
		S	STE	I TABLE MAINTENANCE	0203.0
SCREENS	нотѕ				
AASHTO SI	teManager				
File Edit Servi	ices Window				
III (\$ \$ \$ \$	Contraction of the local division of the loc				
Code Table	ubles Mainti Encit				
		1			
Table ID	1CSP		Table	Table Type A	
ABRITYPE	Abrasion Tyr			Uter	
ACCTCODE	ACCOUNTS			Diange w	
ACINSTAL	Action Statu	Method Type a Type		System V	
			-		
Code ID	Descriptio	n		1	
		SiteManager			
		nvices Window			
	and the second second	Tables Maint			
	Code Tat	Concernance of the local division of the loc	Message		
		and the second			
	Message Number	Туре	Ind	Petal Message	
	2	Informational Enter		Intersection COMMIT failed "h"m" ("h\1	
	4	Intomational		to you wish to clear teme?	
	5	International		Do you wish to delete this \$17	
	c	Entor	Yes	а •	
	Number	2		*	
	Type:		national	Meisage Log Ind	
	Type of b	utions: Yes	No	Suppress Ind	
	Title:	1.Prov	olitie	Default Button: 2	
	Text	Close	angwag?		
	¢ .				
			0.110		
AL	JTHORIZ			RUCTION DIVISION ON 1 AUGUST 2010	PAGE 11
			5131		

0200	SYSTEM ADMINISTRATION
0204.0	REPORTS
	Overview
	This section contains a list of reports the is for use by the System Administrator.
	Table of Contents
	 204.0 - REPORTS 204.1 - GROUP LIST 204.2 - USERS LIST 204.3 - WINDOWS LIST 204.4- CODE TABLE LIST 204.5 - VIEW SAVED REPORTS
PAGE	Authorized by Construction Division on 1 August 2010 System Administration



0200	SYSTEM ADMINISTRATION						
0204.1			GROUP LIS	т			
	SCOPE						
	ODC	DT WILL	NOT USE ⁻	тні	S١	WINDOW	
	020				•		
	_						
	SCREENSHOTS						
	AASHTO SiteManager						
	File Edit Services Window Help	poston.					
	■₩₽2 ≤≤₽8	+ +			_		
	Group List						
	Zoom: 100 Copies: 1						
	Report ID: RTEGRUST	011-	homa			-	
	User awilson	Department of	Transportation	Date: Page:	12/11/2 1 d 7	009	
	Group ID: PESADMIN		ist Report Residency Administration(R)		00700		
	SH Node Name	SM Sub Node Name	Window Name	Tab	Cel	Status	
	Accessories(+)		Custom List Record Usage	None	None	None	
			Distribution List In-Box	None	None	Inguiry Update	
			Process List			Update	
			Process Status	108213	12/201	Update	
			System Attachments Time & Diary Plugin	None	None	Inguiny Inguiny	
			View Saved Reports (PSR)	140.00	146.5	Update	
	Approved Lists Reports(+)		Calibrated Equipment Report	None	None	None	
			Qualified Labs Report Test and Fee Schedule Report	None	None	Update	
	the second states where		View Saved Reports (PSR)	11000		Update	
	Approved Lists(+)		Approved Materials	None	None	Inquiry	
			Calibrated Equipment Material User			Update	
			Producer/ Supplier	None	None	hquiry	
			Producer/ Supplier Materials			Update	
			Qualified Labs Sampler Qualifications	None	None	Lodate	
			Test and Fee Schedule			Update	
			Tester Qualifications Welders	None	None	Ingainy .	
	Change Order Maintenance(+		Change Order Explanations			Update	
			Change Order Items			Update	
			Change Order Review / Approve Change Order Time Adjustments			Update	
			Header	Change	0 Overrik	le thquiry	
			Item Summary			Update	
			Signature Page Tracking	None	None .	None Update	
	Change Orders(+)	hange Order Maintenance(+	0.00 20070			Update	
			Process List			Update	
		leterence Tables(CO+) leports (CO+)				Update	
	Διιτμοσιγ	ED BY CONS		SION	ON	1 August 2010	
PAGE 14	AUTHORIZ		DMINISTRATIO				

SYSTEM ADMINISTRATION	0200
USER LIST	0204.2
SCOPE	
ODOT WILL NOT USE THIS WINDOW	V
AASHTO SiteManager	
He Edit Services Window Help □ ■ ■ ■ ■ □ □ □ □ □ □ □ □ □ □ + +	
Zoon: 100 Copie: 1	
Report ID: RTEUSLST Oklahoma Date: 12/11/2009 User: owilson Department of Transportation Page: 1 of 1 Users: List Report Users List Report	
User ID: nabusada Name: Abusadah, Nabeel H. Active: Active Fax: Supervisor: SSN/SIN: 000000045 Work Phone: [] + Work Extension: Home Phone: Contact Ind: Y Area Engineer: Level1: Y Level2: Level4:	
User's Group ID[s] Group Description FHWA Federal Highway Administration(FI)	
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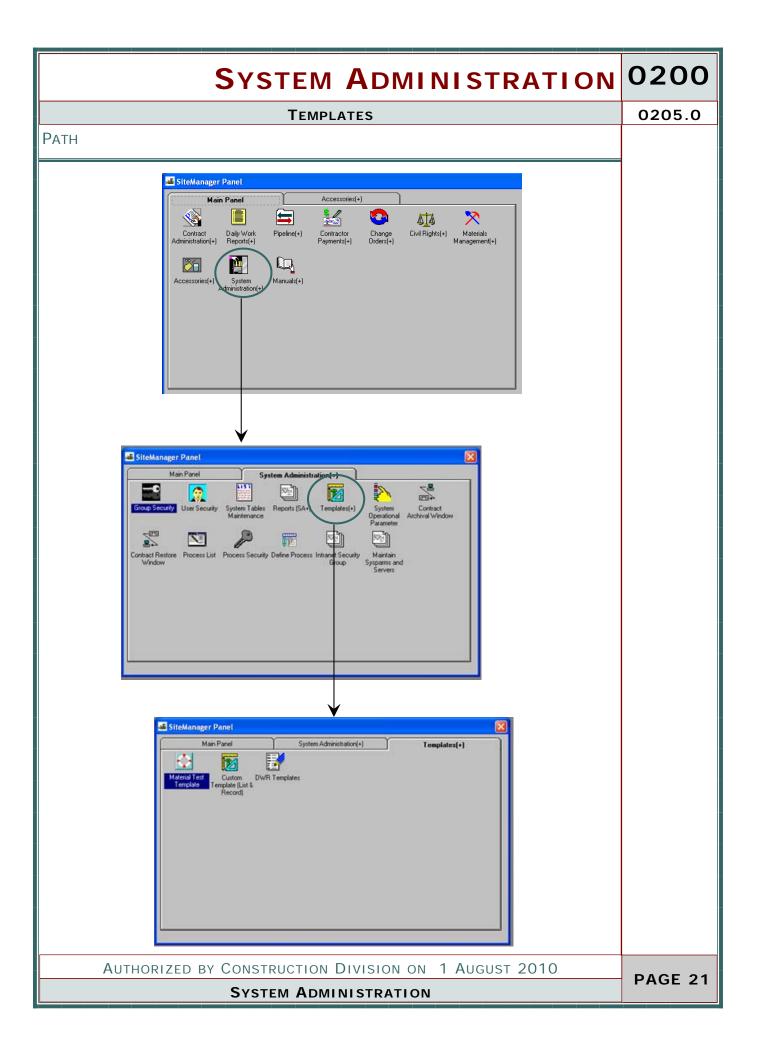
0200	SYSTEM ADMINISTRATION
0204.3	WINDOW LIST
	SCOPE
	ODOT WILL NOT USE THIS WINDOW Screenshots
	AASHTO SiteManager
	File Edit Services Window Help III M 19 12 12 12 12 12 12 12 12 12 12 12 12 12
	Windows List
	Zoon: 100 Copies: 1 C
	Report ID: RTEWNLST Oklahoma Date: Use: awilson Department of Transportation Page 1 of 7 Site Manager Windows List Report
	Main Panel Group Sub Panel Group/Window Window Name
	Accessories(+) Custom List Record Usage Distribution List In®ox Process List Process Status System Attachments Tene & Diary Plugin View Saved Reports (PSR) View Saved Reports (PSR) Ppeline(+) Pipeline Process List Server to PM Ppeline StePad Synchronication
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02004 TABLE LIST SCOPE ODOT WILL NOT USE THIS WINDOW SCREENSHOTS SCREENSHOTS <th>SYSTEM ADMINISTRATION</th> <th>0200</th>	SYSTEM ADMINISTRATION	0200		
	CODE TABLE LIST	0204.4		
<section-header></section-header>	Scope			
S0/4 totol (the or Castings) S0/6 S000 (type A Certification) S0/6 S000 (type A Certification) S0/7 S011 (the castings) S011 S012 (construction flessency) S012 S012 (construction flessency)	ODOT WILL NOT USE THIS WINDOW SCREENSHOTS			
PAGE 17	5006 5006 (Type A Certification) 5008 5008 (To Elec Caste) 5009 5009 (Goop Lead-In) 5010 5010 (Loop Vete) 5011 5011 (BagLyaft We) 5012 5012 (Comm Bec Caste) 5018 Binige Division			
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System Administration / Reports				

0200	SYSTEM ADMINISTRATION
0204.5	VIEWED SAVED REPORT
	Scope
	ODOT WILL NOT USE THIS WINDOW
	SCREENSHOTS
	AASHTO SiteManager
	File Edit Window Help
	View Saved Reports (PSR)
	Zoom: 100 Copies: 1
	Select PSR File
	Look in: 🗁 SMAPP 🔹 🖝 🖻 💣 🎟 -
	checkin package checkout Pbd CMS PBL DII PLUGIN Ini RTF Manuals SMDB
	File name: Open Files of type: Report Files (*.psr) Cancel
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0200	SYSTEM ADMINISTRATION						
0205.0	TEMPLATES						
	Overview						
	This section is where the creation of all templates are housed. Material Division will maintain material Templates and Construction Division will maintain DWR Templates.						
	Table of Contents						
	 205.1 Material Test Template 						
	 205.2 Custom Template (List and Record) 205.3 DWR Template 						
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0200	SYSTEM ADMINISTRATION					
0205.1	MATERIAL TEST TEMPLATE					
	Scope					
	To establish the policy for maintenance of the Material Test Templates					
	GENERAL					
	This area contains a list of all template specialized to Oklahoma for use by certified Material Technicians or approved data entry personnel.					
	Material Division will maintain these templates. Screensнот					
	HASHTD SiteManager He Edit Services Window Help I P P 2 C Se 2 G C P P					
	Material Test Template					
	Template Identification Template Description Test Method Template Type Field Test AASHT0 Ind Avg Costing Weight Line Stay Wret 20201307 Basic No					
	Breaking Strength Top Bottom Wire z9201300 Basic No 💌 No 💌					
	Avg. Breaking stength Line Wire 23201309 Basic No V No V Tension Wire - zinc coating 23201401 Basic No V No V					
	Tension Wire - Biteak Load 29201402 Basic No V No V Tension Wire - Tensile Strength 29201403 Basic No V No V					
	CLF mesh size z9201501 Basic No 💌 No 💌					
	CLF wire diameter 23201502 Basic No No V					
	Template Contents 10 Type Field Label Length Unit Test Spec Mix Design Expression F1 Aphanum & Cooling Weight Line Stap V 0 Space M M M					
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S γsτ	ем А	DN	IINISTR	ATION	0200
Сиѕтом Темри	ATE (LIS		RECORD)		0205.2
SCOPE					
ODOT WILL NO	T USE	THIS	S WINDOV	V	V
SCREENSHOTS					
File Edit Services Window Help					
Custom Template (List & Record)					
Template Identification Type Template ID			Description		
Custom Contract Record	Per l				
Template Contents Field Label	Type	Length	Unit		
heat1	AlphaNumeric 😁	40	Spaces	~	
test2 test3	Numeric 9 Numeric 9	5	Spaces Spaces		
lest4 Dest6	Numeric M Numeric M	a second second second	Spaces Spaces	*	
Authorized by Construct	TION DIV	SION	on 1 August	2010	
System Admin	ISTRATIO	N / T	EMPLATES		PAGE 23

0200	SYSTEM ADMINISTRATION						
0205.3	DWR TEMPLATE						
	Scope						
	To establish the policy for maintenance of the DWR Templates						
	GENERAL						
	This area contains a list of all template specialized to Oklahoma for use by data en- try personnel on DWR work items.						
	Construction Division will maintain these templates.						
	SCREENSHOT						
	DWR Template Template Identification						
	Template ID Template Description Active Detail/ Multi Line Return Field Pipe and Zip AD04TP V V V Applw101E Appropriate Paid by Weight Other English V V V Applw101E Appropriate Paid by Weight Other English V V V Applw101E Appropriate Paid by Weight Other English V V V Applw101E Approx V V V Applw101E Approx V V V Applw101E Area English Acre V V V AreaENR Area English No Return Value V Daily Total Area V						
	Template Contents						
	Header Field Data Type Field Label Length Unit Expression Return F1 Alpharumenc Pile II 5 Spaces F2 Numenc V Design Load 4 Spaces F3 Numenc Type of Hammer 40 Spaces						
	Detail/ Multi Line Field Data Type Field Label Longth Unit Expression F1 Alphanumeic Date 10 Spaces Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2" F2 Numeric Vinight of Flam 5.3 Spaces Image: Colspan="2">Image: Colspan="2" F3 Numeric Vinight of Flam 5.3 Spaces Image: Colspan="2">Image: Colspan="2" F4 Numeric Primetration in Ground 5.3 Spaces Image: Colspan="2">Image: Colspan="2"						
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STSTEW ADMINISTRATION / TEMPLATES	

0200	SYSTEM ADMINISTRATION						
0206.0	System Operational Parameters						
	Scope						
	To establish the policy and default settings for maintaining the operational parame- ters of SiteManager.						
	GENERAL						
	In SiteManager, system operational parameters control many aspects of Site- Manager functionality. These parameters typically affect the entire system and in many cases provide default values for certain components. In SiteManager, sys- tem operational parameters control many aspects of SiteManager functionality. This window is organized into tabs with each tab containing parameters specific to a component of SiteManager. Only the SYSADMIN security group will have up- date rights to this window.						
	SCREENSHOT						
	ALSHTO SiteManager File Services Window Help						
	■ M + 2 & 9						
	System Operational Parameter System Admin Contact Payment Civil Rights Other System Parameters						
	Country Indicator: OUS Password Expire in Days: 90 Canada DBMS Name: ORACLETOX ×						
	Report Header1: Oklshows Password Length: 4 Report Header2: Department of Transportation Code Table Modily Ind: Olyes						
	Preview DWB Rpt Remarks Ind						
PAGE	Authorized by Construction Division on 1 August 2010						
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SYSTEM ADMINISTRATION 0200

SYSTEM OPERATIONAL PARAMETERS

0206.0

DEFAULT VALUES

Field Label ODOT Description						
Name	Default					
Country Indicator	USA	Indicates the country in which SiteManager is in- stalled. This parameter is used to set the date and SSN formats.				
Password Expire Days	90	Indicates the number of days for a password to ex- pire. Zero indicates that a password will never expire.				
DBMS Name	Oracle	This field will trap the database error(s) and map these errors to SiteManager error message. This pa- rameter should be populated with ODOT's database name.				
Report Header 1	Oklahoma	Identifies the text that will be used in the first line of reports generated by SiteManager.				
Password Length	4	The minimum length of the SiteManager logon id password.				
Report Header2	Department of Transportation	Identifies the text line that will be used in the second line of reports generated by SiteManager.				
Code Table Modify Ind	No	This indicator is used to override the edit checks while updating the code table. Normally user(system admin- istrator) can not add/modify or delete to system type of table. Also he can not delete or modify existing change type of table.				
Preview DWR Rpt. RemarksYesThis indicator will provide the optional reporting of DWR contractor equipment personnel, supervisor and daily staff remarks on the Diary Preview DWR report. When the indicator is set to "yes" the DWR remarks information will be displayed in the Dairy Preview re- port. Otherwise, remarks will be suppressed from the Diary Preview DWR report.						
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0200	SYSTEM ADMINISTRATION						
0206.0	System Operational Parameters						
	SCREENSHOTS						
	AASHTO SiteMana						
	File Services Window						
	System Operation	al Parameter					
	System Admin	Contract	Admin	Contract Payment	Civil Rights	Other System Parameters	
	Number of Office Levels I Level1 Office Long Certal Level2 Office Long Division Level3 Office Long Readercy Level3 Office Long Level3 Office Sheet Level3 Office Left 1 Level3 Office Left 1 Level3 Office Left 3 Level4 Office Right 5 Level4 Office Right 1 Level4 Office Right 5 Level4 Office Right 1 Default Funding Source Code Project Auth payment Limit OWIR Template Usage Ind: Over No Dward Office Val Approval Over Office				Short: DV Short: PE Short: PE Right: 2 Right: 5 Right: 5 Right: 2000 Llimit: 00		
		ODOT	_				
	LABEL NAME Number of Office	DEFAULT 3				els including the central	
	Levels		RE = Office	Residency, DV =	Division, and CT cific window rep	 Central Office. Level1 ort label holding the 	
	Level1 Office Long	Central		oecific window rep evel office.	oort label holding	the name to identify the	
	Level2 Office Short	DV		oecific window rep d level office.	oort label holding	the name to identify the	
	Level2 Office Long	Division		specific window re econd level office.	port label holding	g the name to identify	
	Level3 Office Short	RE	The specific window report label holding the name to iden the third level office				
	Level3 Office Long	Resi- dency	The specific window report label holding the name to identif third level office.			the name to identify the	
	Level4 Office Short	Blank		pecific window rep I level office.	oort label holding	the name to identify the	
PAGE 28	AUTH	IORIZED B		STRUCTION DIV		August 2010	
	System Administration						

0200 SYSTEM ADMINISTRATION SYSTEM OPERATIONAL PARAMETERS 0206.0 DEFAULT VALUES FIELD LABEL NAME ODOT DEFAULT DESCRIPTION Level4 Blank The specific window report label holding the name to identify the Office fourth level office. Long 1 Level2 This is the ending (right most) position of ODOT's second level of ad-Office ministrative office in the 5 character Trns*port (BAMS) office number Right format. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position. Level2 1 This is the beginning (left most) position of ODOT's second level of Office Left administrative office in the 5 character Trns*port (BAMS) office number format. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position. 2 Level3 This is the ending (right most) position of ODOT's third level of admin-Office istrative office in the 5 character Trns*port (BAMS) office number for-Right mat. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position. Level3 2 This is the beginning (left most) position of ODOT's third level of ad-Office Left ministrative office in the 5 character Trns*port (BAMS) office number format. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position. Level4 Blank This is the ending (right most) position of ODOT's fourth level of ad-Office ministrative office in the 5 character Trns*port (BAMS) office number Right format. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position. Level4 Blank This is the beginning (left most) position of ODOT's fourth level of ad-Office Left ministrative office in the 5 character Trns*port (BAMS) office number format. The first level is central. The second level is division. The third level is residency. this position must be equal to or greater that the beginning (left most) position. 10 Progress The default percentage difference between a contract's scheduled Schedule completion date and actual completion date that will generate a warn-Variance ing message when exceeded. AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010 PAGE 29 SYSTEM ADMINISTRATION

0200	Syst	EM A	ADMINISTRATION		
0206.0			System Operational Parameters		
	DEFAULT \	ALUES			
	FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION		
	Max Allowed Subcontract %	50	ODOT designated default contract value for the maximum percent- age of the total contract amount the prime is allowed to subcon- tract (exclude specialty items).		
	Project Auth Payment Limit	0	The result of this percentage multiplied times the total amount of the project is added to the total project amount to determine the project's default total authorized payment limit.		
	Default Funding Source Code	Blank	Identifies a particular source of funding (e.g., 'Federal DOT grant', 'Federal Fuel Tax', etc.). If a value is entered, then any contract created online will have this dummy fund added at the contract level at 100%.		
	Change order Absolute Val Approval	Yes	This indicator directs processing of negative value change orders (those with a total dollar amount less than zero) by the Change Order Approval function. If the value is 'Yes', the function proc- esses a negative value change order in the same way that change orders with positive amounts are processed (absolute value). If the value is 'No', the change order function will process negative value change orders using the lowest approval level in the se- quence.		
	DWR Tem- plate Usage Ind	No	If the DWR Template Usage Ind function is set to Yes, DWR tem- plates functionality will be fully utilized, including the capability to return values from templates to the Placed Quantity field of the Work Items tab within the Daily Work Reports panel. If an item has an associated template that returns a value then Placed Qty can only be populated by that return value. If the indicator is set to No, DWR templates will return values to the Placed Qty field of the Work Items tab, but the Placed Qty can be modified or over- written by manual entries.		
PAGE 30	Authorized by Construction Division on 1 August 2010				
	System Administration				

0200 SYSTEM ADMINISTRATION SYSTEM OPERATIONAL PARAMETERS 0206.0 **S**CREENSHOTS AASHTO SiteManager Services Window Help m 🙀 🗣 😤 🖨 🖬 System Operational Parameter System Admin Contract Admin **Contract Payment** Civil Rights Other System Parameters Contract Relainage 3: 00 Default Work Complete Base Type: Work in Place Retainage Trigger 2: Contract Maximum Relainage 2: 00 000 Insufficient Sample Indicator: Yes O No Item OverRun Indicator: @Yes ONo Contract Date Missed Indicator: OYes ONo Insufficient Payroll Indicator: O Yes No Event Date Missed Indicator: OYet ONo Milestone Date Missed Ind. Yes No Retainage Base Amount: Current Contract Ant 🥣 DBE Compliance Indicator: O Yes No Hin Amount to Pay 0 Retainage Trigger Amount Base: Current Payeol Discrepancy Log Days: 14 Liq Dan Calc Type: SWCM 25.00 Major Item OverBun % Contract Time Adj Ind: O'Yes O'No Minor Item OverRun 2: 333.93 Milestone Time Adj Ind: O'Yes @ No Check Nbr Ind: OYes ONo Estimate Signer Title Lines 1 and 2: Resident Engineer/Manager **DEFAULT VALUES** FIELD LABEL ODOT NAME DEFAULT DESCRIPTION This default is used by the estimate generation process in Contract 0 the determination of a retainage adjustment. This is the Retainage % percentage of the payment that is withheld for retainage. This value can be overridden by a Contract specific retainage percentage. Default Work in Place This field is used by the estimate generation process in Work Comcalculating retainage. This field indicates the type of replete Base tainage calculation to perform. This field will have three Date possible values, WINP (Work in Place), WREM (Work Remaining), or WPER (Work Per Period) Contract 0 This default value is used by the estimate generation process to check to ensure that the total amount of retainage Maximum Retainage % does not exceed this percentage of the contract. Retainage 0 The percentage of work completed on the contract in which Trigger % a retainage will be applied. The work completed will depend on the value entered in Trigger Amount Base. The trigger amount base is either C (current) or B (Bid). AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010 PAGE 31 SYSTEM ADMINISTRATION

0200	Systi		MINISTRATION		
0206.0	System Operational Parameters				
	DEFAULT V	ALUES			
	FIELD LABEL NAME	ODOT	DESCRIPTION		
	Item OverRun Indicator	Yes	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged in regards to a contract item overrun. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.		
	Insufficient Sample Indicator	Yes	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged in regards to insufficient samples being taken. A value of Y means that the discrepancy should be deter- mined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.		
	Insufficient Payroll Indicator	No	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged in regards to insufficient certified payrolls. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.		
	Contract Date Missed Indicator	Yes	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged for a missed contract completion date. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.		
	Milestone Date Missed Ind	Yes	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged for a missed contract milestone completion date. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.		
	Event Date Missed Indi- cator	Yes	This indicator is used by the estimate generation process to determine whether a discrepancy should be checked and flagged for a missed checklist event completion date. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.		
PAGE 32	Authorized by Construction Division on 1 August 2010		Construction Division on 1 August 2010 System Administration		

SYSTEM ADMINISTRATION 0200

SYSTEM OPERATIONAL PARAMETERS

0206.0

DEFAULT VALUES

AMP DPFAULT DBE Compli- nce Indica- pro Indication No This indicator is used by the estimate generation process to de- termine whether a discrepancy should be checked and flagged for ODDT's compliance with DBE goals. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator. tetainage tase Amount Current Contract This field is used by the estimate generation process in calculat- ing retainage. This field indicates whether to use the Current Contract Amount or the Bid Contract Amount as the base amount in calculating the retainage. tetainage trigger Current Contract Amount or the Bid Contract Amount as the base amount for the retainage. This field indicates whether to use the Current Contract Amount or the Bid Contract Amount as the base amount for the retainage. This field is used by the estimate generation process in calculat- ing retainage. This field is used by the estimate generation is not created for the financial system. Ig Dam Calc ype SWCM This is also known as the Liquidated Damage Calculation Deter- mination Date type. This field is used by the estimate generation process in calculating the liquidated damages for a contract. A value of 'WKCM' means that the physical completion date is used to determine the amount of a liquidated damage adjust- ment. A value of 'WKCM' means that the physical completion date is used to determine the amount of a liquidated damage adjust- ment. we of twick means that the physical completion date is used to determine the amount of a liquidated damage adjust- ment. we of twe of 'WKCM' means that the physical completion date is u	FIELD LABEL O	DDOT	DESCRIPTION
nee Indica- ortermine whether a discrepancy should be checked and flagged for ODOT's compliance with DBE goals. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This value can be overridden by a contract specific indicator.tetainage tase AmountCurrent Contract AmountThis field is used by the estimate generation process in calculat- in calculating the retainage. This field indicates whether to use the Current Contract Amount or the Bid Contract Amount as the base amount in calculating the retainage.tetainage rigger mount BaseCurrentThis field is used by the estimate generation process in calculat- ing retainage. This field indicates whether to use the Current Contract Amount or the Bid Contract Amount as the base amount for the retainage trigger percent in calculating the retainage.tin Amount o Pay0The minimum amount that will be paid on an estimate. If the es- timated payable amount is less than this value, a transaction is not created for the financial system.ig Dam Calc ypeSWCMThis is also known as the Liquidated Damage Calculation Deter- mination Date type. This field is used by the estimate generation process in calculating the liquidated damages for a contract. A value of 'SWCM' means that the substantial completion date is used to determine the amount of a liquidated damage adjust- ment. A value of 'WKCM' means that the physical completion date is used to determine the amount of liquidated damage adjust- ment. A value of 'WKCM' means that the physical completion date is used to determine the amount of liquidated damage adjust- ment. A value of 'WKCM' means that the physical completion date is used to determine the amount of li			DESCRIPTION
Lase AmountContract Amounting retainage. This field indicates whether to use the Current Contract Amount or the Bid Contract Amount as the base amount in calculating the retainage.Letainage rigger umount BaseCurrentThis field is used by the estimate generation process in calculati- ing retainage. This field indicates whether to use the Current Contract Amount or the Bid Contract Amount as the base amount for the retainage trigger percent in calculating the retainage.In Amount o Pay0The minimum amount that will be paid on an estimate. If the es- timated payable amount is less than this value, a transaction is not created for the financial system.Ig Dam Calc ypeSWCMThis is also known as the Liquidated Damage Calculation Deter- mination Date type. This field is used by the estimate generation process in calculating the ilquidated damages for a contract. A value of 'SWCM' means that the substantial completion date is used to determine the amount of a liquidated damage adjust- ment. A value of 'WKCM' means that the physical completion date is used to determine the amount of liquidated damage adjust- ment.ayroll Dis- repancy Lag Jays14This field is used by the estimate generation process in determi- nation of the insufficient certified payrol's discrepancy. This field indicates the number of lag days before which the payrol must have been verified for no payroll discrepancy to be generated.MyerRun %25Indicates the percentage of the bid quantity of a minor item in a contract, in which it can overrun without creating a discrepancy. during the estimate generation process. A change order for the item will be required to cancel the generation of the discrepancy.Minor Item WerRun % <td>DBE Compli- ance Indica- or</td> <td>No</td> <td>termine whether a discrepancy should be checked and flagged for ODOT's compliance with DBE goals. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This</td>	DBE Compli- ance Indica- or	No	termine whether a discrepancy should be checked and flagged for ODOT's compliance with DBE goals. A value of Y means that the discrepancy should be determined/flagged and a value of N means that this discrepancy will not be checked or flagged. This
rigger impound Baseing retainage. This field indicates whether to use the Current Contract Amount or the Bid Contract Amount as the base amount for the retainage trigger percent in calculating the retainage.tin Amount o Pay0The minimum amount that will be paid on an estimate. If the es- timated payable amount is less than this value, a transaction is not created for the financial system.tiq Dam Calc 	Base Amount C	Contract	ing retainage. This field indicates whether to use the Current Contract Amount or the Bid Contract Amount as the base amount
b Paytimated payable amount is less than this value, a transaction is not created for the financial system.Iq Dam Calc ypeSWCMThis is also known as the Liquidated Damage Calculation Deter- mination Date type. This field is used by the estimate generation 	Retainage C Trigger Amount Base	Current	ing retainage. This field indicates whether to use the Current Contract Amount or the Bid Contract Amount as the base amount
ypemination Date type. This field is used by the estimate generation process in calculating the liquidated damages for a contract. A value of 'SWCM' means that the substantial completion date is used to determine the amount of a liquidated damage adjust- ment. A value of 'WKCM' means that the physical completion date is used to determine the amount of liquidated damage adjust- ment.ayroll Dis- repancy Lag bays14This field is used by the estimate generation process in determi- nation of the insufficient certified payroll's discrepancy. This field 	Min Amount (to Pay	0	timated payable amount is less than this value, a transaction is
Prepancy Lag Daysnation of the insufficient certified payroll's discrepancy. This field indicates the number of lag days before which the payroll must have been verified for no payroll discrepancy to be generated.Major Item 	Liq Dam Calc S Type	SWCM	mination Date type. This field is used by the estimate generation process in calculating the liquidated damages for a contract. A value of 'SWCM' means that the substantial completion date is used to determine the amount of a liquidated damage adjust- ment. A value of 'WKCM' means that the physical completion date is used to determine the amount of liquidated damage adjust-
OverRun % contract, in which it can overrun without creating a discrepancy during the estimate generation process. A change order for the item will be required to cancel the generation of the discrepancy. Minor Item OverRun % 999.99 Indicates the percentage of the bid quantity of a minor item in a contract, in which it can overrun without creating a discrepancy during the estimate generation process. A change order for the item will be required to cancel the generation of the discrepancy during the estimate generation process. A change order for the item will be required to cancel the generation of the discrepancy. AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010	Payroll Dis- 1 crepancy Lag Days	14	nation of the insufficient certified payroll's discrepancy. This field indicates the number of lag days before which the payroll must
OverRun % contract, in which it can overrun without creating a discrepancy during the estimate generation process. A change order for the item will be required to cancel the generation of the discrepancy. AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010	Major Item 2 OverRun %	25	contract, in which it can overrun without creating a discrepancy during the estimate generation process. A change order for the
	Minor Item 9 OverRun %	999.99	contract, in which it can overrun without creating a discrepancy during the estimate generation process. A change order for the
	Λιιτις		V CONSTRUCTION DIVISION ON 1 AUGUST 2010
	AUTHO	URIZED B	System Administration

0200	SYSTEM ADMINISTRATION				
0206.0	System Operational Parameters DEFAULT VALUES				
	FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION		
	Contract Time Adj Ind	Yes	This indicator allows ODOT to determine if the contract time adjustment window displays in the contract adjustment tab of contractor payments. Yes means that the icon is dis- played. No means that the icon will not be displayed.		
	Milestone Time Adj Ind	No	This indicator allows ODOT to determine if the milestone time adjustment window displays in the milestone adjust- ment tab of contractor payments. Yes means that the icon is displayed. No means that the icon will not be displayed.		
	Check Nbr Ind	No	This indicator allows ODOT to determine if the check num- ber window displays in the estimate tab of contractor pay- ments. Yes means that the icon is displayed. No means that the icon will not be displayed.		
	Estimate Signer Title Lines 1 and 2	Resident Engineer / Manager	Title of the estimate signers.		
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	S	YSTEM ADMINISTRATION	0200	
System Operational Parameters				
SCREENSHOTS				
AASHTO SiteManager				
File Services Window Help				
System Parameters				
System Admin	Contract Ade	en Contract Payment Civil Rights Other System Parameters		
English Training Rem Code:		Metric Training Item Code:		
Avg. Training Program Hrs.:	.000			
DEFAULT VALU	ES			
·				
FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION		
English Training Item Code	Blank	Identifies the department wide training related item code that uses English units.		
Metric Training Item Code	Blank	Identifies the department wide training related item code that uses metric units.		
Avg. Training Pro- gram Hrs.	0	Average number of training hours per training pro- gram. Used to approximate the number of trainees.		
Authorized by Construction Division on 1 August 2010				
		System Administration		

0200	SYSTEM	ЛАС	OMINISTRATION		
0206.0	System Operational Parameters				
	SCREENSHOTS				
	Adverses Worker Nether The Services Worker Nether System Advin Contact Advin Descriptions Contact Advin Descriptions Contact Advin Descriptions Value Adverse Method required for Sevelong & Letting V Adverse Catche PCC Mix Design Record Templates N Adverse Gatable Advinid Conversion factor N Adverse Gatable Advinid Conversion factor N Adverse Gatable Method required for Sevelong Record Templates N Adverse Gatable Advinid Conversion factor N Adverse Gatable Method required for Gatable Method Conversion factor N Adverse Gatable User Lock Y Contract User Proposal Line Muscher Required Indicator Y Contract Hest Marshalt Resconder Indicator Y Contract Hest Proposal Line Muscher Required Indicator Y Contract Hest Proposal Line Muscher Required Indicator Y Contract Hest Marshamet 0.0 Contract Hest Marshamet 0.0 Contract Hest Marsh				
	FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION		
	Acceptance Method required for Sampling & Testing	Y	If set to 'Y', an Acceptance Method is required on the Material Information Sampling and Testing Requirements window and Contract Sampling and Testing Requirements window.		
	Allow Critical Item Indicator Update	N	If set to 'Y', the system will allow critical items to be marked prior to completion, regardless of whether the item has been subcontracted. Allow Material unit edit Y If set to 'Y', the sys- tem will allow edits to the material unit entered on the Con- tract Sampling and Testing Requirements window.		
	Auto Fill Contract Item Proposal Line Number Indicator	Y	If set to KY', during the SiteManager to SiteXchange extract, will automatically assign proposal line numbers to those con- tract items that do not have one and updates this information to the SiteManager database.		
	Contract Item Proposal Line Number Required Indicator	Y	If set to KY' designates the Contract Item Proposal Line num- ber field is a required field in the Item window and the Change Order Items window. If set to KN', the field is not required.		
	Contract Lump Sum Amount	0	This field indicates the default amount to be used on the con- tract retainage record.		
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PAILE SC					

SYSTEM OPERATIONAL PARAMETERS

0206.0

DEFAULT VALUES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Display Approved Source Required	Y	If set to 'Y', the "Approved Source Required" field is displayed on the Materials Tab of the Material Information Sampling & Testing Requirements window and the Contract Sampling & Testing Requirements window.
Contract Ret. Max \$ Amount	0	This field sets the default dollar amount to be used on the con- tract Max Retainage Amount in the Contract Retainage Record.

ESTIMATES

Field Label Name	ODOT DEFAULT	DESCRIPTION
Final Est Approval level 1 Des	Project Manager	Contains the description of the Desc group desig- nated for the indicated level of approval on final estimates.
Final Est Approval level 1 Grp	RESPRMAN	Contains the actual group ID designated for the in- dicated level of approval on final estimates.
Final Est Approval level 2 Des	Resident Engineer / Manager	Contains the description of the group designated for the indicated level of approval on final estimates.
Final Est Approval level 2 Grp	RESADMIN	Contains the actual group ID designated for the in- dicated level of approval on final estimates.
Final Est Approval level 3 Des	Field Division Engineer	Contains the description of the group designated for the indicated level of approval on final estimates.
Final Est Approval level 3 Grp	DIVADMIN	Contains the actual group ID designated for the in- dicated level of approval on final estimates.
Final Est Approval level 4 Des	Construction Engineer	Contains the description of the group designated for the indicated level of approval on final estimates.
Final Est Approval level 4 Grp	CONADMIN	Contains the actual group ID designated for the in- dicated level of approval on final estimates.
Final Est Approval level 5 Des	Asst. Director- Operations	Contains the description of the group designated for the indicated level of approval on final estimates.
Final Est Approval level 5 Grp	CENADMIN	Contains the actual group ID designated for the in- dicated level of approval on final estimates.

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SYSTEM OPERATIONAL PARAMETERS

DEFAULT VALUES

Supp Fe		ODOT DEFAULT	DESCRIPTION
Desc	st Approval level 1	Blank	Contains the description of the group designated for the indicated level of approval or supplemental estimates.
Supp Es Grp	st Approval level 1	Blank	Contains the actual group ID designated for the indicated level of approval on supple- mental estimates.
Supp Es Desc	st Approval level 2	Blank	Contains the description of the group designated for the indicated level of approval or supplemental estimates.
Supp Es Grp	st Approval level 2	Blank	Contains the actual group ID designated for the indicated level of approval on supple- mental estimates.
Supp Es Desc	st Approval level 3	Blank	Contains the description of the group desig nated for the indicated level of approval on supplemental estimates.
Supp Es Grp	st Approval level 3	Blank	Contains the actual group ID designated fo the indicated level of approval on supple- mental estimates.
Supp Es Desc	st Approval level 4	Blank	Contains the description of the group designated for the indicated level of approval on supplemental estimates.
Supp Es Grp	st Approval level 4	Blank	Contains the actual group ID designated fo the indicated level of approval on supple- mental estimates.
Supp Es Desc	st Approval level 5	Blank	Contains the description of the group designated for the indicated level of approval on supplemental estimates.
Supp Es Grp	st Approval level 5	Blank	Contains the actual group ID designated fo the indicated level of approval on supple- mental estimates.
Prog Es Desc	t Approval level 1	Project Man- ager	Contains the description of the group desig nated for the indicated level of approval on progress estimates.

SYSTEM OPERATIONAL PARAMETERS

0206.0

DEFAULT VALUES

FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION
Prog Est Approval level 1 Grp	RESPRMAN	Contains the actual group ID designated for the indicated level of approval on pro- gress estimates
Prog Est Approval level 2 Desc	Resident Engineer/ Manager	Contains the description of the group desig- nated for the indicated level of approval on progress estimates.
rog Est Approval level 2 Srp	RESADMIN	Contains the actual group ID designated for the indicated level of approval on progress estimates.
rog Est Approval level 3 esc	Construction	Contains the description of the group des- ignated for the indicated level of approval on progress estimates.
rog Est Approval level 3 rp	CONSEST	Contains the actual group ID designated for the indicated level of approval on progress estimates.
Prog Est Approval level 4 Desc	Blank	Contains the description of the group desig- nated for the indicated level of approval on progress estimates.
rog Est Approval level 4 Grp	Blank	Contains the actual group ID designated for the indicated level of approval on progress estimates.
rog Est Approval level 5 esc	Blank	Contains the description of the group desig- nated for the indicated level of approval on progress estimates.
rog Est Approval level 5 rp	Blank	Contains the actual group ID designated for the indicated level of approval on progress estimates.
AUTHORIZED BY C	ONSTRUCTION	Division on 1 August 2010
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			OMINISTRATION	
0206.0			TEM OPERATIONAL PARAMETERS	
	DEFAULT VALU	ES		
			MATERIALS	
	FIELD LABEL NAME	ODOT DEFAULT	DESCRIPTION	
	Material Discrep- ancy Accept Sam- ple By	В	The value specified for this parameter tells the system how samples should be accepted during the evaluation of Sampling and Testing Requirements by using "A" - Authorized Date, "S" - Sample Status (also defined in the System Operational Pa- rameters) or "B" - Both as the basis for acceptance.	
	Material Discrep- ancy Accept Sam- ple Status 1	COMP	Contains the Sample Status (COMP, FAIL, VOID) designated to be accepted for payment purposes.	
	Material Discrep- ancy Accept Sam- ple Status 2	FAIL	Contains the Sample Status (COMP, FAIL, VOID) designated to be accepted for payment purposes.	
	Material Discrep- ancy Accept Sam- ple Status 3	Blank	Contains the Sample Status (COMP, FAIL, VOID) designated to be accepted for payment purposes.	
	Material Discrep- ancy Payment Calculation	Y	This flag indicates whether or not to calculate the materials discrepancy line item adjustments during estimate processing.	
	Material Discrep- ancy Payment Cal- culation Item De- fault	N	This flag tells the system how to default contract items' flags when the item is created. When this flag is set to KY', Site- Manager will default each new contract item to have discrep- ancy adjustments turned on. Authorized users may still toggle an individual item's adjustments on or off during the course of a contract.	
	Producer/Supplier required for Sam- pling & Testing	N	If set to 'Y', the Producer/Supplier field is required on the Contract Sampling & Testing Requirements window.	
	Require Cont Item Smpl Represented Qty	Y	If set to 'Y', the Represented Quantity field is required on the Contract tab of the Maintain Sample Information window.	
	Sample Type re- quired for Sam- pling & Testing	Y	If set to 'Y', the Sample Type is a required field on the Mate- rial Information Sampling & Testing Requirements window and the Contract Sampling & Testing Requirements window.	
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System Operational Parameters

0206.0

DEFAULT VALUES

Field Label Name	ODOT DEFAULT	DESCRIPTION
Sampling & Testing Req Criterial Priority 1	ТМ	A test (i.e. test method/test template) may only satisfy one sampling and testing requirement for a Contract. The "Priority" parameters are used to prioritize the evaluation criteria used by the system to find the "best fit" for a test that meets more than one requirement. Using these four parameters, ODOT ranks by importance the values entered for Producer/ Supplier (PS), Test Method (TM), Acceptance Method (AM), and Sample Type (ST) on a sample record.
Sampling & Testing Req	AM	
Criterial Priority 2		
Sampling & Testing Req	ST	
Criterial Priority 3	DC	
Sampling & Testing Req	PS	
Criterial Priority 4		
Test Method re- quired for Sampling & Testing	Y	If set to 'Y', the Test Method field is required on the Mate- rial Information Sampling & Testing Requirements window and Contract Sampling & Testing Requirements window.
Use Obsolete Item Ind on Item Master	Y	If set to KY', items that are marked obsolete will not be displayed on the Item Master and cannot be added to a contract.
Use Satisf. Repre- sented Matrl Qty in Discrepancies Process	Y	The value specified for this parameter tells the system if it should first attempt to satisfy sampling and testing require- ments by evaluating the "Satisfied Represented Material Quantity". The "Satisfied Represented Material Quantity" is the total of the represented quantities entered in the Con- tracts tab of the Sample Information window for all sam- ples of a material for a contract line item. SiteManager will only count the represented quantities from samples and tests that satisfy a requirement.
AUTHORIZ		ONSTRUCTION DIVISION ON 1 AUGUST 2010
		System Administration

0200	Syst	em Administ	RAT	ION			
0207.0	Contract Archival Window						
	SCOPE						
		ODOT WILL NOT US	E THI	S WINDOV	V		
	SCREENSH	DTS					
	AASHTO Site						
	File Services W						
	III II I I I I I I I 	के दू भ					
	Contract Ar	chival Window					
	Contract ID	Contract Description	Status	Contract Amount	Contract D		
	080117	RESURFACE (OVERLAY)	CMPL	1055840.01	00/00/00		
	040084	RESURFACE	CHPL	373947.68	00/00/00		
	030433	GRADE, DRAIN, SURFACE & BRIDGE(RCB)	CMPL	2448477,21	00/00/00		
	030389	BRIDGE AND APPROACHES	CMPL	355644.05	00/00/00		
	040072	RESURFACE	CMPL	1307896.45	00/00/00		
	040044	RESURFACE	CMPL.	770828.66	00/06/00		
	080052	RESURFACE (OVERLAY)	CMPL	3536570.84	00/00/00		
	040030	MICRO-SURFACE TREATMENT/RALUMAC	CMPL	331313.56	00/00/00		
	040069	RESURFACE	CMPL	399464.31	00/00/00		
	040063	RESURFACE	CMPL	470981.12	00/00/00		
	040029	PAVEMENT REHABILITATION (CONCRETE F	ICICHPL	100600.11	00/00/00		
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PAGE		System Admin					
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SYSTEM ADMINISTRATION	0200
CONTRACT RESTORE WINDOW	0208.0
SCOPE	
ODOT WILL NOT USE THIS WINDOW	·
SCREENSHOTS	
AASHTO SiteManager	
File Services Window Help	
Contract Restore Window	
Delay Restoration	
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0200	SYSTEM ADMINISTRATION					
0209.0	PROCESS LIST					
	Scope					
	The Process list window identifies processes that are available to the authorized user.					
	GENERAL					
	Screenshot					
	AASHTO SiteManager - [Process List] File Services Window Help					
	Process ID Process Type Process Description					
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		Syste		IINISTRAT	-ION 0200
PROCESS LIST					
REPORTS					
REPORT	SUBSET	PARAMETERS	PRINTING	DESCRIPTION	
Estimate Summary	Contract Estimate	None	Landscape Mode		
Au	JTHORIZED B	Y CONSTRUCT	ION DIVISION	on 1 August 2010	PAGE 4
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0200	SYSTEM ADMINISTRATION						
0210.0	PROCESS SECURITY						
	Scope						
	To establish the policy for Process Security.						
	General						
	This area assigns the rights to execute (run) individual process i.e. reports						
	Process Security Process ID Job Type Process Description Internet Cathom Cathon Cathon CCPESTAP SM-Standad Evented Evend Evend Evend Internetion BCALDSSD SM-Standad Load DSS Date BCONEUMO SM-Standad Load DSS Date BCONEUMO SM-Standad Payol Exception BCVTESP SM-Standad Payol Exception Batch Job Creege List Associated Groups: Group ID Description Add -> Add J -> Add J -> Add J -> CDNAUMP Consultar Readency Audio(S) Consultar Readency Filedency Audio(S) Consultar Readency Inspecto(S) CDNAUMP Consultar Readency Audio(S) Consultar Readency Inspecto(S) CONAUMP Consultar Readency Filedency Audio(S) CDNUMPS Consultar Readency Filedency Audio(S) Consultar Readency Filedency Filed						
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SYSTEM ADMINISTRATION	0200
DEFINE PROCESS	0211.0
SCOPE	
To establish the policy for Define Process.	
General	
This area assigns the function group i.e. change orders that individual process i.e. reports will be located. This window also set up the parameters for each process to run.	
SCREENSHOT	
Process ID: Process Type: Cutton Process Description: Subset: Available Functionst: Function ID Function Description Add ->	
Add All 33 DW Dody Wak Report MM Materials Management PZ Provine and Zp SA System Adversitiation AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010	
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0200	SYSTEM ADMINISTRATION
0211.0	DEFINE PROCESS
	SCREENSHOTS
	AASHTD SiteManager File Services Window Help Define Custom Process Bernal Parameter Parameter Texplates Parameter Texplates Parameter Define Custom Process
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SYSTEM ADMINISTRATION	0200
DEFINE PROCESS	0211.0
SCREENSHOTS	
	0211.0
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0212.0 INTRANET SECURITY GROUP SCOPE ODOT WILL NOT USE THIS WINDOW
ODOT WILL NOT USE THIS WINDOW
SCREENSHOTS
Additional Comments
AASHTO SiteManager
File Services Window Help
Intranet Security Group
Group ID: RESADMIN Description: Residency Administration(R) Security Token List: Security Token Group List:
Security Token Group ID CONTRACTSPC/Contact Select CONTCOMPLST/Complete Select CONTCOMPLST/Complete Select UTEMPLANDLIT remplate Select UTEMPLDOWNIt Template Select UTEMPLDOWNIt Template Download UTEMPLDUFLAA/ Template Dipload UTEMPLLUST Template List <
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SYSTEM ADMINISTRATION	0200
MAINTAIN SYSPARMS AND SERVERS	0213.0
SCOPE	
To establish the policy for setup of System Server	
GENERAL	
This window will only be used to setup a server for Sitemanager.	
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0200	SYSTEM ADMINISTRATION
0213.0	MAINTAIN SYSPARMS AND SERVERS
	SCREENSHOTS
	ODOT WILL NOT USE THIS WINDOW
	AASHTO SiteManager Fie Services Window Heb III P 4+ 12 D 28 28 27 20 Define Parameters
	System Parameters Servers
	Operating Parameter Parameter Name 59;tem Group ON_ABORT_OUMP_FUNCTION_STACK D05 DEFAULT GLOBAL_FUNCTION_TRACE_LEVEL D05 DEFAULT LOG_ENVIRONMENT_VARIABLE_GETS D05 DEFAULT LOG_RUNTIME_PARAMETER_GETS D05 DEFAULT LOG_RUNTIME_PARAMETER_GETS D05 DEFAULT UN_EOW_FUNCTION_STATS D05 DEFAULT UTLBEXP_FUNCTION_TRACE_LEVEL D05 DEFAULT UTLBEXP_PERFORMANCE_TRACK_LEVEL D05 DEFAULT UTLBEXP_PERFORMANCE_TRACK_LEVEL D05 DEFAULT ALL_MESSAGE_LDGS_UPPERCASE
	Operating System: DOS Parameter Group: DEFAULT Parameter Mane: OH_ABORT_DUMP_RUNCTION_STACK Parameter Description: DUMP FUNCTION STACK IF PROGRAM ABORTS Parameter Value: NO
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System Administration	0200
MAINTAIN SYSPARMS AND SERVERS	0213.0
SCREENSHOTS	
AASHTO SiteManager File Services Window Help	
System Parameters System Parameters Servers	
Security Srvadde Srvname Srvport	
10.36.36.14 (map) 2002/Pod.A	
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