

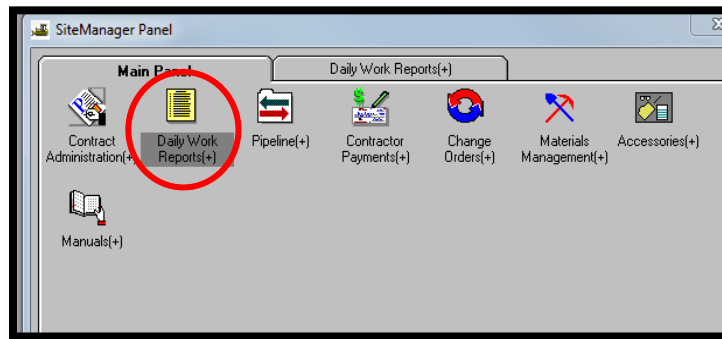
SITEMANAGER - DAILY WORK REPORT

QUICK REFERENCE

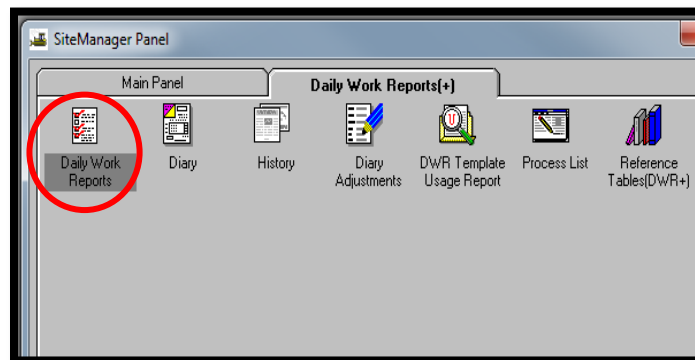
Getting Started

Login to SiteManager either through the Citrix program (outside of DOTD) or from an internal DOTD computer. Remember, the User ID's for Citrix and SiteManager are the same, but the passwords are different.

Once logged in to SiteManager, click on the Daily Work Report folder.



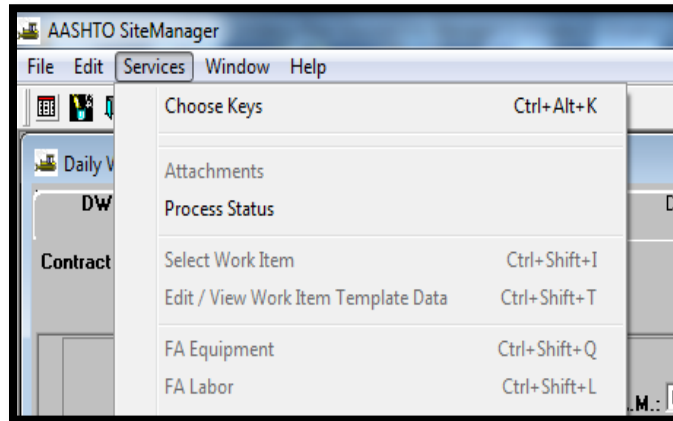
Click on the Daily Work Report function to begin the creation process.



Creation Process

DWR Info Tab

First, associate the DWR with a Project or Contract ID by clicking the “Choose Keys” function from the “Services” menu located at the top of the page.



Select the appropriate date for the DWR you wish to create (either manually enter or double-click to bring up the calendar).



Enter the high and low temperature for that calendar day and the A.M. and P.M. weather conditions.

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: Inspector: Beard, Keith DWR Date: 4/13

Locked: No Authorized: No Authorized Date: 00/00/00

Temperature High: 72 Low: 42


Weather Conditions A.M.: foggy P.M.: Clear

No Work Items Installed: No Contractors On Site: No Daily Staff On Site:

Work Suspended: Suspended Time: 00:00 Resumed Time: 00:00

Remarks: Spell Check

If work was suspended during the day, in the **Suspended Time** field, click the up (or down) spin button until the time appears. (If work was resumed, enter the time in the **Resumed Time** field.)


To enter a remark, in the **Remark Type** list box, scroll to and click the remark type. Then type the remark in the **Remarks** field. Click Save .

Authorized Date: 00/00/00 Low: 0 P.M.:

No Work Items Installed: No Contractors On Site: No Daily Staff On Site:

Work Suspended: Suspended Time: 00:00 Resumed Time: 00:00


Remarks:

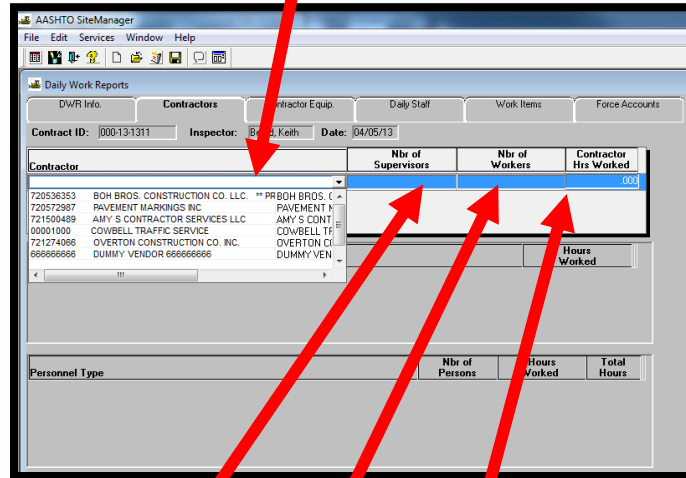
01-Work Hours  5:30am - 6:30pm

02-General Remarks


03-Primary Inspector

Contractor Tab


Highlight the **Contractor** section of the page and click the New  button from the menu to create a new entry row. Select the appropriate contractor from the dropdown list.

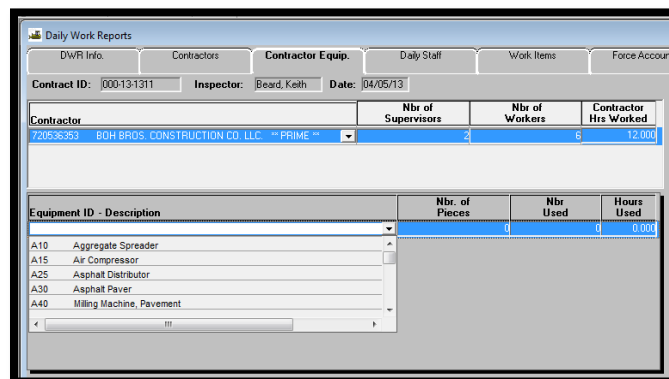


Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
720536353 BOH BROS. CONSTRUCTION CO. LLC. ** PRBOH BRDS. (0.000
720572987 PAVEMENT MARKINGS INC PAVEMENT M			
721550489 AMY'S CONTRACTOR SERVICES LLC AMY'S CONT			
00001000 COWBELL TRAFFIC SERVICE COWBELL TR			
721274068 OVERTON CONSTRUCTION CO. INC. OVERTON C			
666666666 DUMMY VENDOR 666666666 DUMMY VEN			

Enter the number of **Supervisors**, **Workers**, and **Hours Worked** in the appropriate blanks. Repeat the process for each contractor or subcontractor working. Click Save .

Contractor Equip. Tab



Select the contractor from the **Contractor** section. Next, click in the **Equipment ID** section and click New  from the menu to create a new equipment row. Select the equipment from the dropdown menu. Enter the **Number of Pieces**, **Number Used**, and **Hours Used** in the blanks provided.

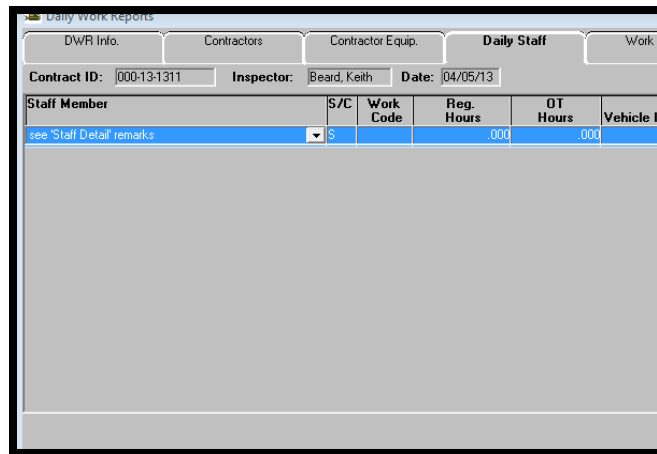


Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used
A10 Aggregate Spreader			0.000
A15 Air Compressor			
A25 Asphalt Distributor			
A30 Asphalt Paver			
A40 Milling Machine, Pavement			

Repeat the process for each piece of equipment. Select the next contractor or subcontractor from the Contractor Section and repeat the process until all equipment has been added.

Daily Staff Tab


Click New  from the menu to create a new Staff Member entry. Currently only **see 'Staff Detail' remarks** is available as a selection from the dropdown menu. Click Save .

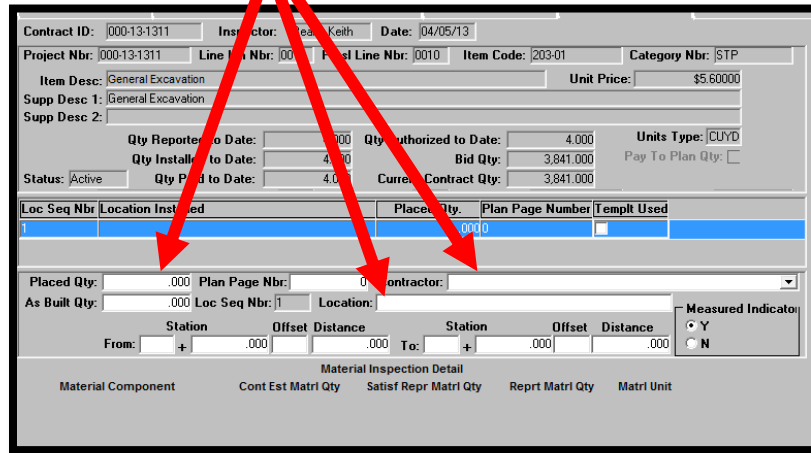


Work Items Tab

Select the first work item from the list. Be sure the proper **Category Number** associated with the **Item Code** is selected. An **Item Code** may appear more than once in the list based on funding sources and **Project Number**. Double click the Item line to open.

DWR Info.		Contractors		Contractor Equip.		Daily Staff		Work Items	
Contract ID: 000-13-1311		Inspector: Beard, Keith		Date: 04/05/13					
Instd	Project Number	Line Item Number	Proposal Line Number	Category Number	Category Description	Item Code	Description		
<input type="checkbox"/>	000-13-1311	0001	0001	STP	STP	201-01	Clearing & Grubbing		
<input type="checkbox"/>	000-13-1311	0002	0002	STP	STP	202-01	Removal of Structures		
<input type="checkbox"/>	000-13-1311	0005	0005	STP	STP	202-02-D	Removal of Concrete		
<input type="checkbox"/>	000-13-1311	0006	0006	STP	STP	202-02-G	Removal of Surfacing		
<input type="checkbox"/>	000-13-1311	0010	0010	STP	STP	203-01	General Excavation		
<input type="checkbox"/>	000-13-1311	0011	0011	STP	STP	203-04	Embankment		
<input type="checkbox"/>	000-13-1311	0012	0012	STP	STP	204-02	Temporary Hay or Str		
<input type="checkbox"/>	000-13-1311	0013	0013	STP	STP	204-06	Temporary Silt Fencin		
<input type="checkbox"/>	000-13-1311	0014	0014	STP	STP	204-07	Temporary Stone Con		
<input type="checkbox"/>	000-13-1311	0015	0015	STP	STP	302-02	Class II Base Course		
<input type="checkbox"/>	000-13-1311	0016	0016	STP	STP	304-01	Lime		
<input type="checkbox"/>	000-13-1311	0017	0017	STP	STP	304-04-D	Lime Treatment (Type		
<input type="checkbox"/>	000-13-1311	0018	0018	STP	STP	402-01	Traffic Maintenance A		
<input type="checkbox"/>	000-13-1311	0019	0019	STP	STP	502-01-A	Superpave Asphaltic		

Click New  to add the item to the DWR. Enter the **Placed Quantity**, **Contractor**, and **Location** as a minimum. Any additional information is welcome.



Contract ID: 000-13-1311 Inspector: Keith Date: 04/05/13
Project Nbr: 000-13-1311 Line Nbr: 000 Final Line Nbr: 0010 Item Code: 203-01 Category Nbr: STP
Item Desc: General Excavation Unit Price: \$5.60000
Supp Desc 1: General Excavation
Supp Desc 2:
Qty Reported to Date: 4,000 Qty Authorized to Date: 4,000 Units Type: CLUYD
Qty Installed to Date: 4,000 Bid Qty: 3,841,000 Pay To Plan Qty:
Status: Active Qty Paid to Date: 4,000 Current Contract Qty: 3,841,000
Loc Seq Nbr Location Installed Placed Qty Plan Page Number Templ Used
1 0.000
Placed Qty: 0.000 Plan Page Nbr: 0 Contractor:
As Built Qty: 0.000 Loc Seq Nbr: 1 Location:
Station Offset Distance Station Offset Distance Measured Indicator
From: + .000 .000 To: + .000 .000 Y
 N
Material Inspection Detail
Material Component Cont Est Matri Qty Satisf Repr Matri Qty Reprt Matri Qty Matri Unit

Forced Accounts Tab

This tab is not used at this time.

Any questions or problems please contact either:

Keith Beard at 225-767-9186 / Keith.beard@la.gov

Alan Rusch at 225-379-1592 / Alan.rusch@la.gov