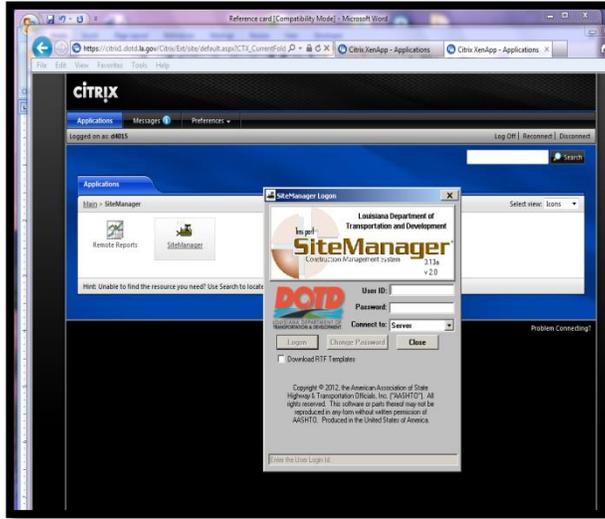


SITEMANAGER - ESTIMATE

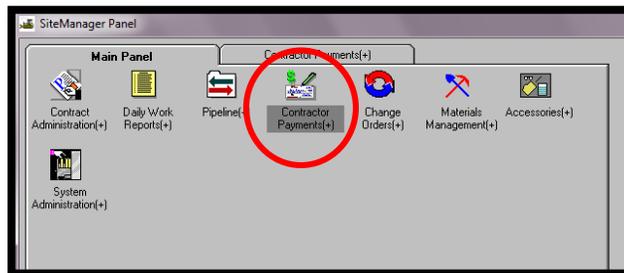
QUICK REFERENCE

Getting Started

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



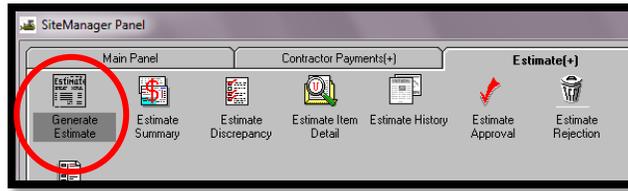
Once logged in to SiteManager, click on the Contractor Payments folder.



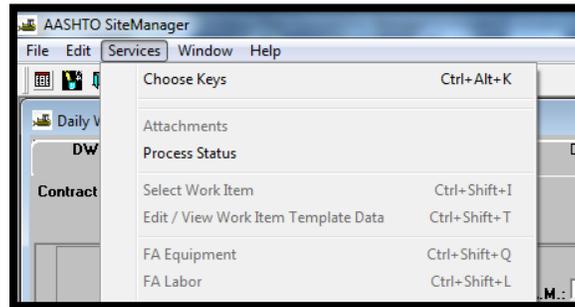
Click on the Estimate (+) function.



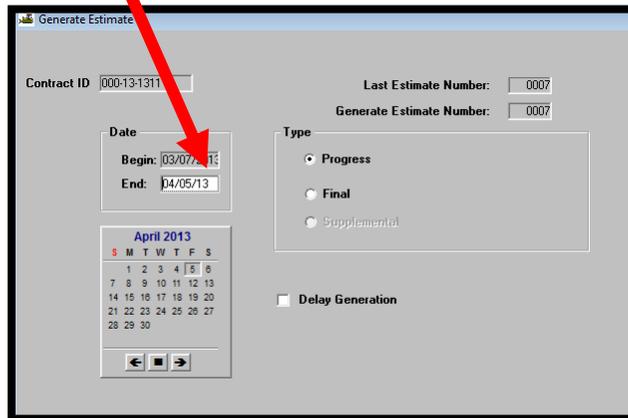
Click on the **Generate Estimate** Function



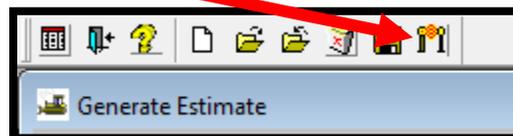
First, select the Contract/Project by clicking the “Choose Keys” function from the “Services” menu located at the top of the page.



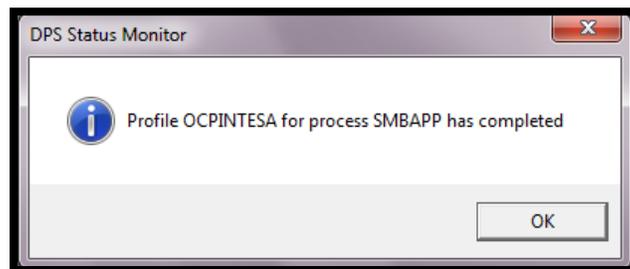
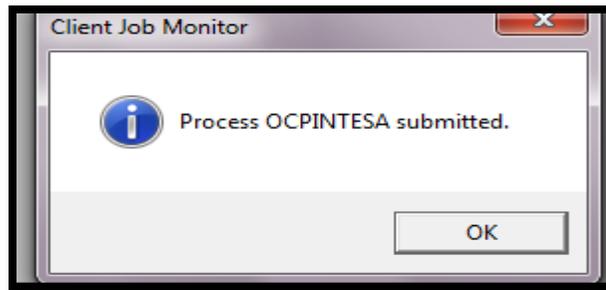
Enter the **Ending Date** of the Estimate



Click on the **Generate** Icon

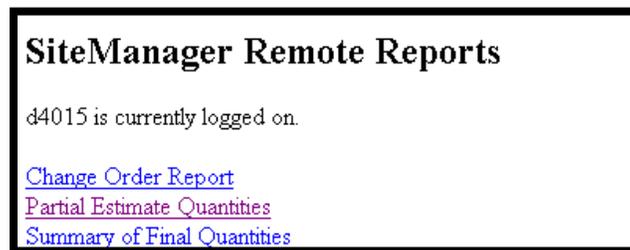


You will then get 2 messages



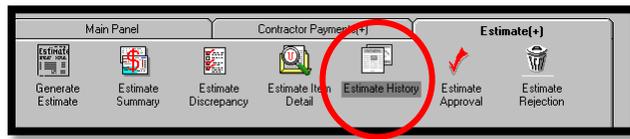
Click "OK" for both

Now you can go to the **Remote Reports** and run the **Partial Estimate Quantities Report**

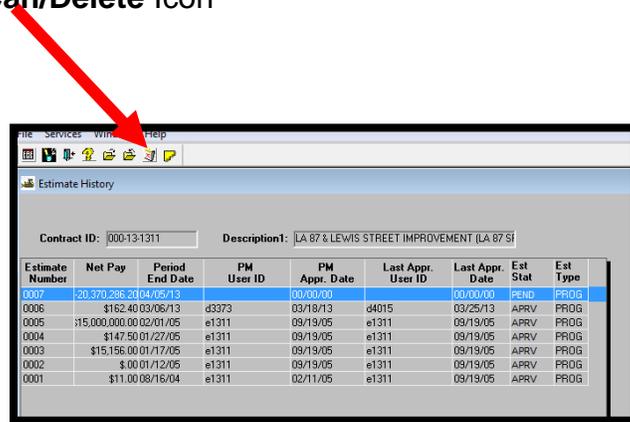


Verify that all info is correct

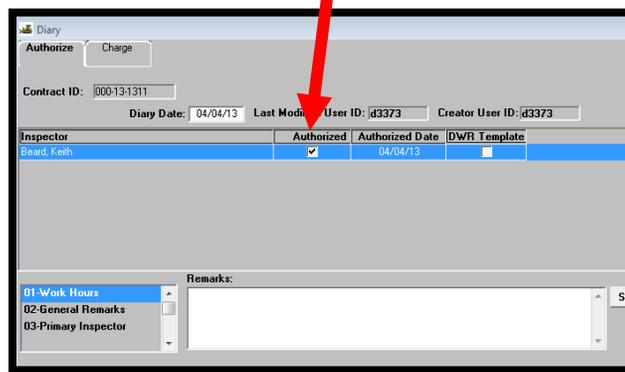
If changes need to be made (i.e. wrong quantities entered, or you need to add Fuel/Asphalt Adjustments), go to **Estimate History**



Click on the **Trash Can/Delete** Icon



Go back to the **Diary** and Un-authorize the date of the DWR you need to modify



Next go back to the **DWR** that needs correcting and go to the **Work Items** tab.

Bring up the item you want to correct and make your corrections.

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		
▣	000-13-1311	0001	0001	STP	STP	201-01	Clearing & Grubbing		
▣	000-13-1311	0002	0002	STP	STP	202-01	Removal of Structure		
▣	000-13-1311	0005	0005	STP	STP	202-02-D	Removal of Concrete		
▣	000-13-1311	0006	0006	STP	STP	202-02-G	Removal of Surfacing		
▣	000-13-1311	0010	0010	STP	STP	203-01	General Excavation		
▣	000-13-1311	0011	0011	STP	STP	203-04	Embankment		
▣	000-13-1311	0012	0012	STP	STP	204-02	Temporary Hay or Str		
▣	000-13-1311	0013	0013	STP	STP	204-06	Temporary Silk Fencin		
▣	000-13-1311	0014	0014	STP	STP	204-07	Temporary Stone Con		
▣	000-13-1311	0015	0015	STP	STP	302-02	Class II Base Course		
▣	000-13-1311	0016	0016	STP	STP	304-01	Lime		
▣	000-13-1311	0017	0017	STP	STP	304-04-D	Lime Treatment (Type		
▣	000-13-1311	0018	0018	STP	STP	402-01	Traffic Maintenance #		
▣	000-13-1311	0019	0019	STP	STP	502-01-A	Superpave Asphaltic		

After corrections are complete, go back and “Authorize” the **Diary**. The Estimate can now be re-generated.

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