

# **CEI SiteManager Training**

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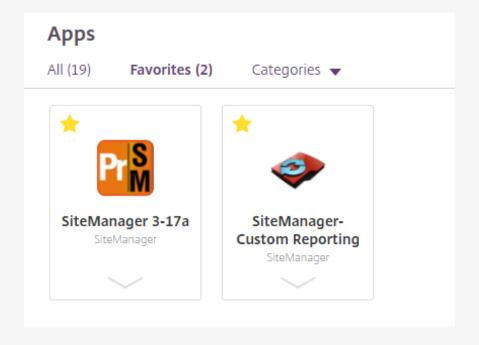
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#### **LOGIN**

SiteManager Shortcut Through Citrix (Internal Access only)

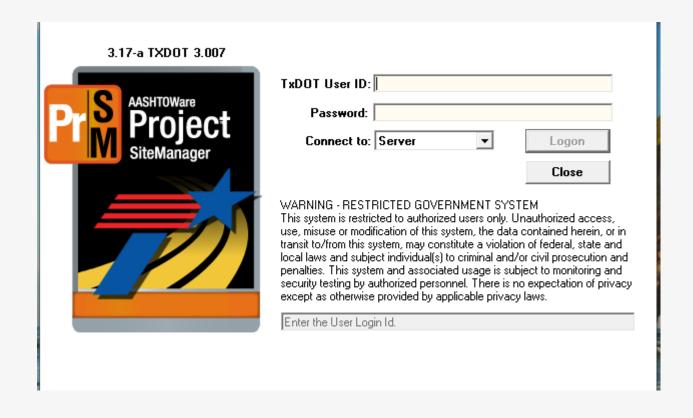
Note: Please contact the District Construction Office (DCO) for specific contract access.





### LOGIN (CONTINUED)

#### Enter User ID and Password



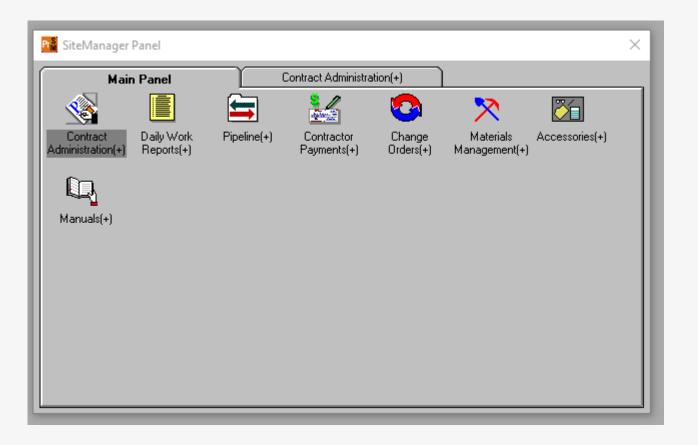


### **AVAILABLE GROUPS**

Choose to role you were assigned to perform tasks in SiteManager and select "OK"

Available Groups for					
	Grp Id	Group Name	7		
	BOOKPR2	Bookkeeper 2			
	CONSTOFF	District CST/MNT Office Staff			
	CSTSYSAD	Construction System Administrator			
	DSTRLAB	District Laboratory Technician			
	LABENGR	District Laboratory Engineer			
	PROJMGR	Project Manager/Chief Inspector			
Select the Group for the session.  OK					

### **Main Panel**

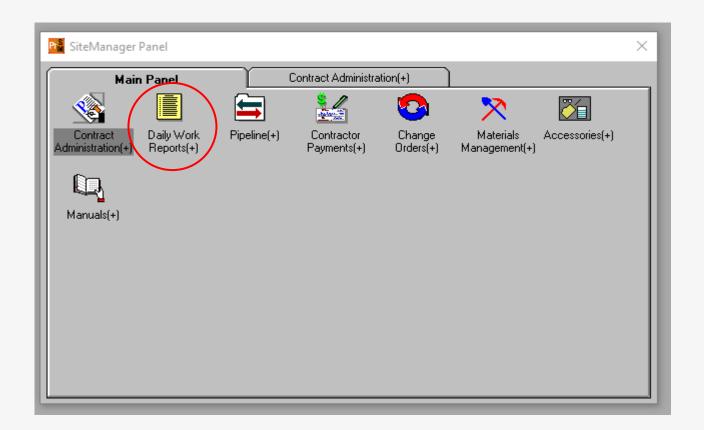




### **Daily Work Reports (DWRs)**

Daily Work Reports are used to record installed quantities for contractor payments along with daily contract activity.

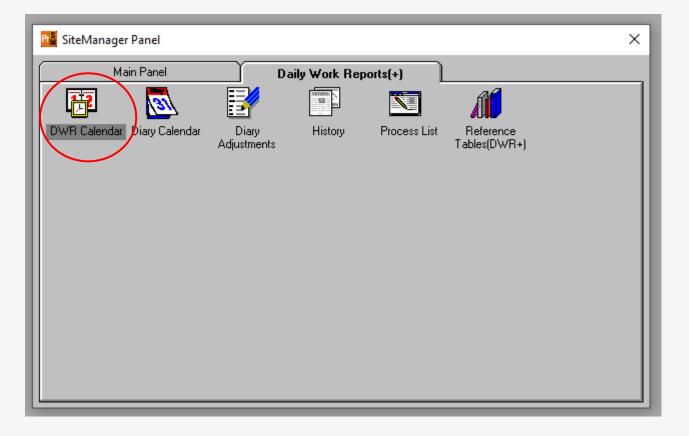
Access Daily Work Reports from SiteManager Main Panel.



### **DWR Calendar**

From the Daily Work Reports tab, select the DWR Calendar.

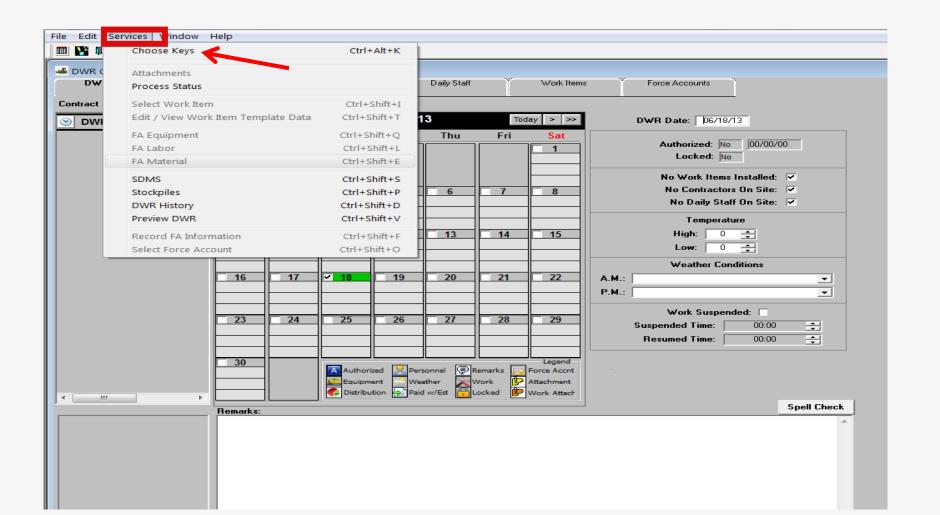
The DWR Calendar is used to create Daily Work Reports.





### **DWR Calendar - Selecting the CSJ**

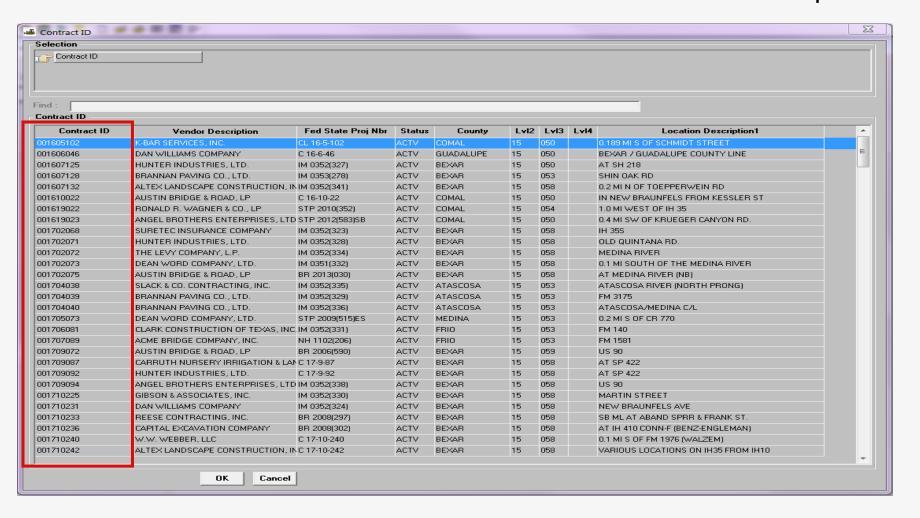
In the DWR Calendar, DWR Info Tab, select Services, then Choose Keys to search CSJ





### **DWR Calendar - Selecting the CSJ (continued)**

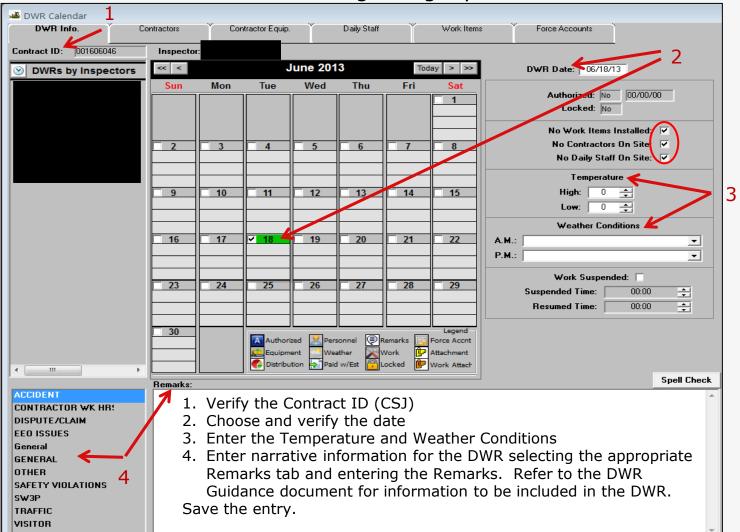
Select the CSJ from the contract ID column or utilize the Find option





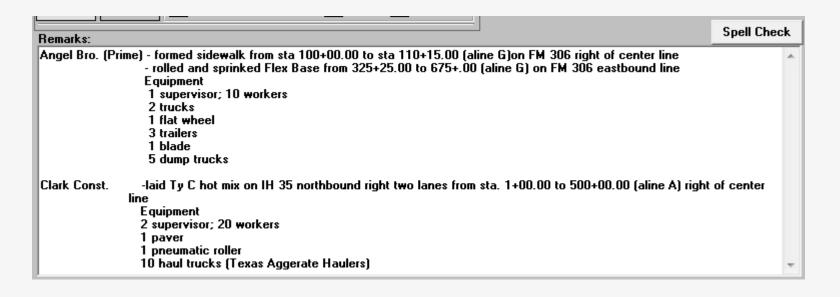
#### **Enter the DWR Information**

The DWR Info Tab is used to record information about the day for which the DWR was created. See information below regarding inputs





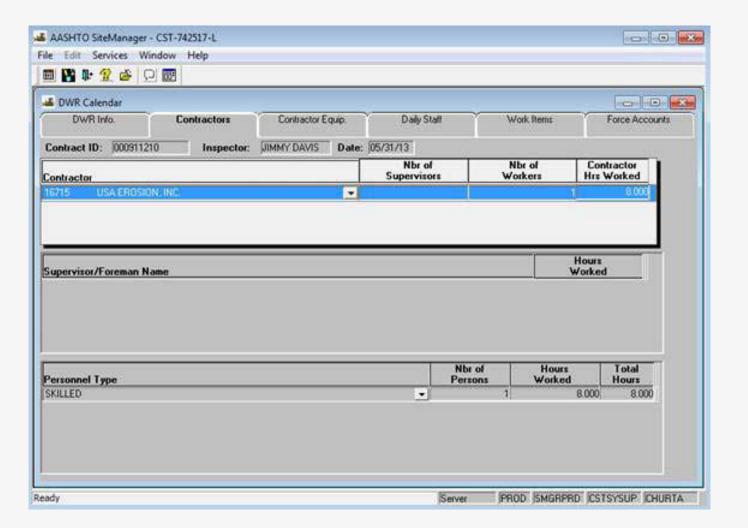
### **Example of information regarding Prime and subcontractor in Remarks**



Utilize Spell Check function when inputting narrative in Remarks.

#### **Contractors Tab**

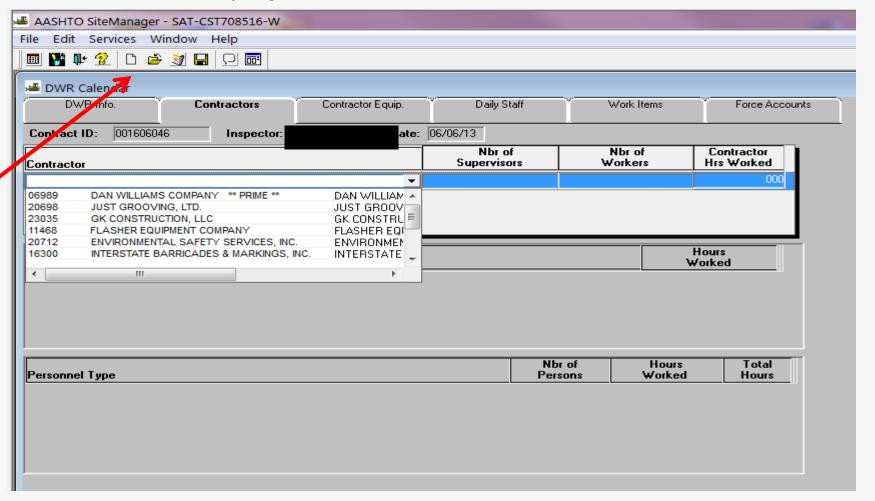
Contractors and Contractors' Equipment is documented within the Contractor's tab of the DWR.





### **Contractors tab (continued)**

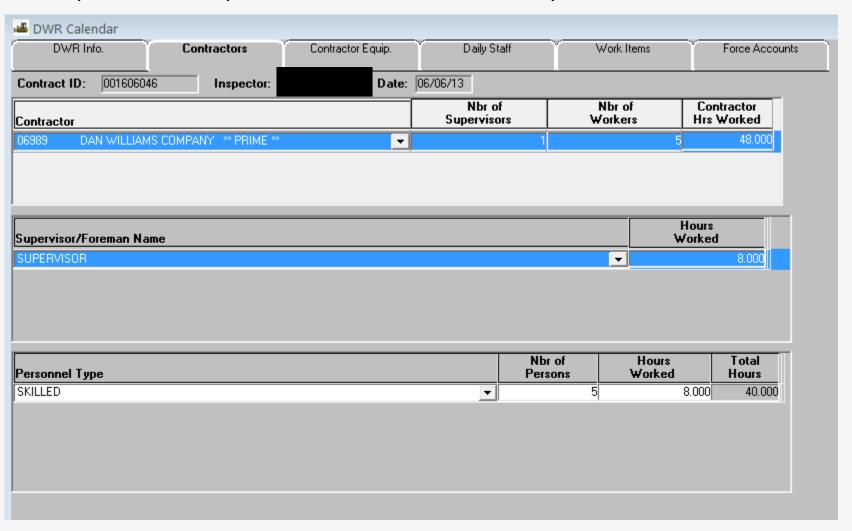
Note: If a contractor is not listed, they are not approved to work on the project; contact the TxDOT District POC for the project





### **Contractors tab completed**

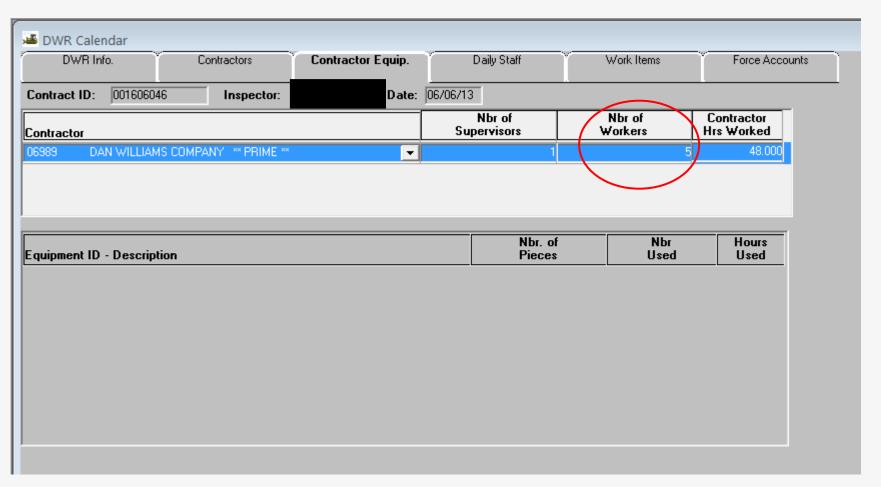
Example of a completed contractors tab entry





### **Contractor Equipment tab**

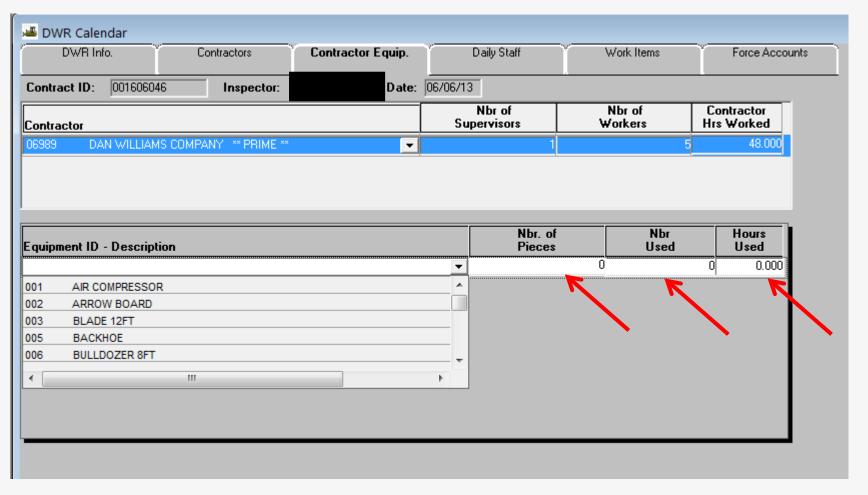
The Number of Workers (5) is carried over from the Contractors Tab





### **Contractor Equip Tab Details**

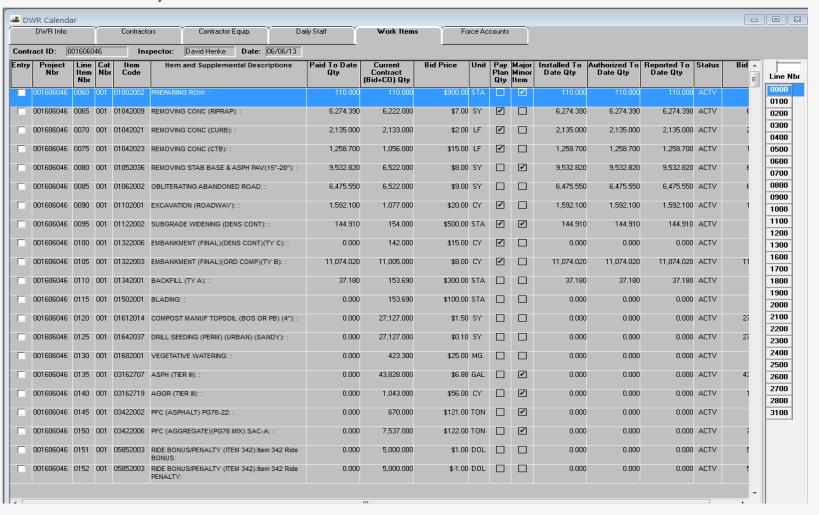
The Equipment ID is created by the Contract Master List; select equipment identified on the project and enter where the red arrows are.





### **Using the Work Items Tab to enter payments**

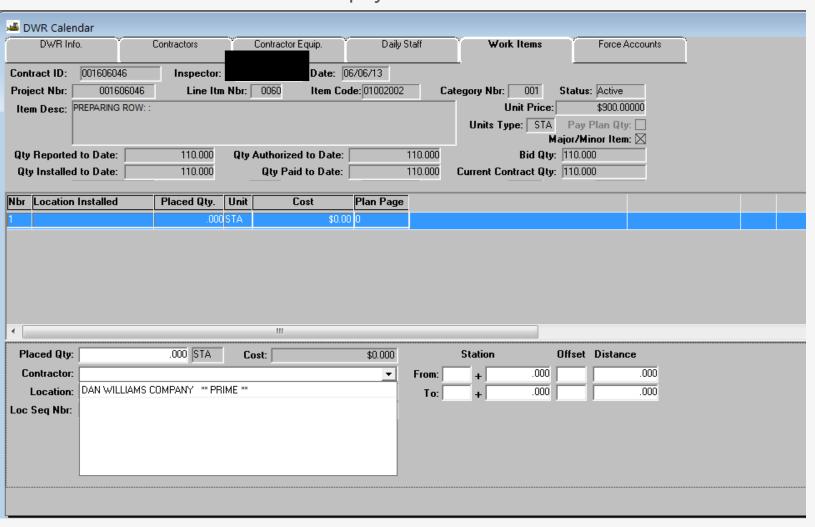
This work items tab contains all the bid items for a project. Select the item needed to make an entry.





#### **Work Items Tab**

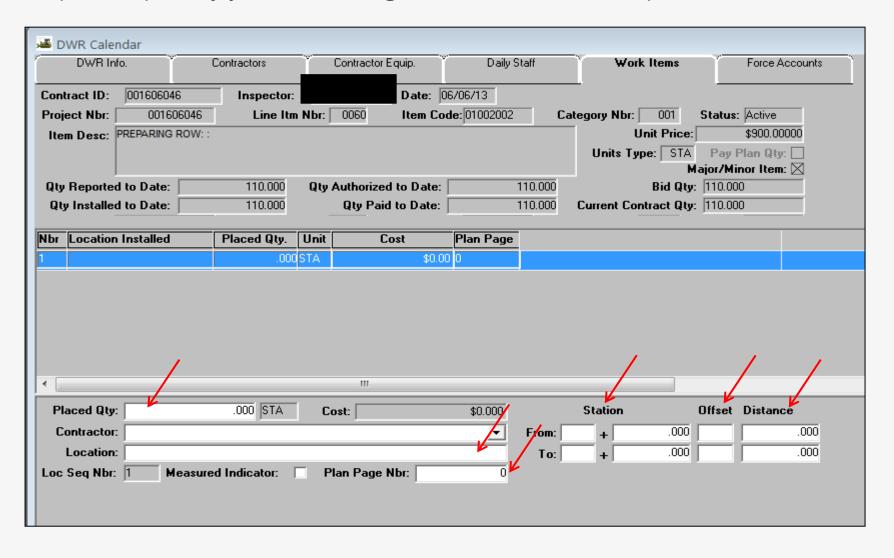
Select the Prime Contractor. All payments are made to the Prime Contractor.





#### **Work Items Tab**

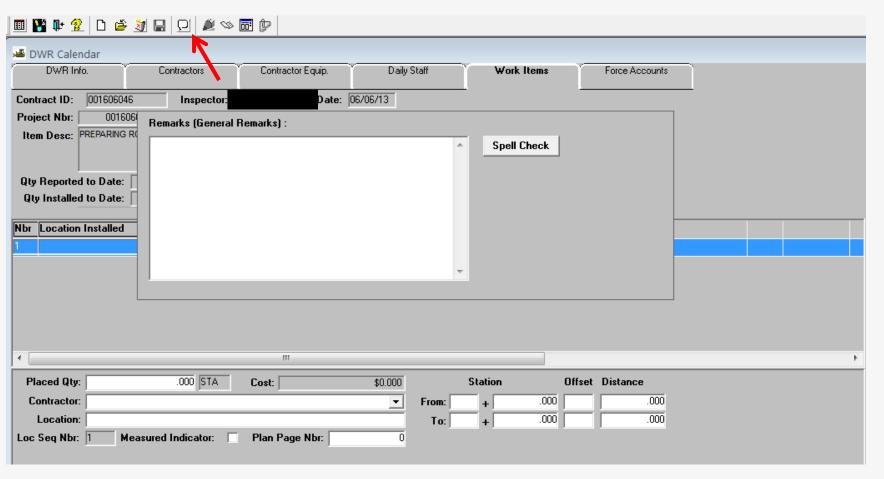
Enter the measured placed quantity you are wanting to record and other required entries for the bid item.





#### **Work Items tab**

The remarks bubble is within the work items tab and allows for additional information regarding a recorded quantity.

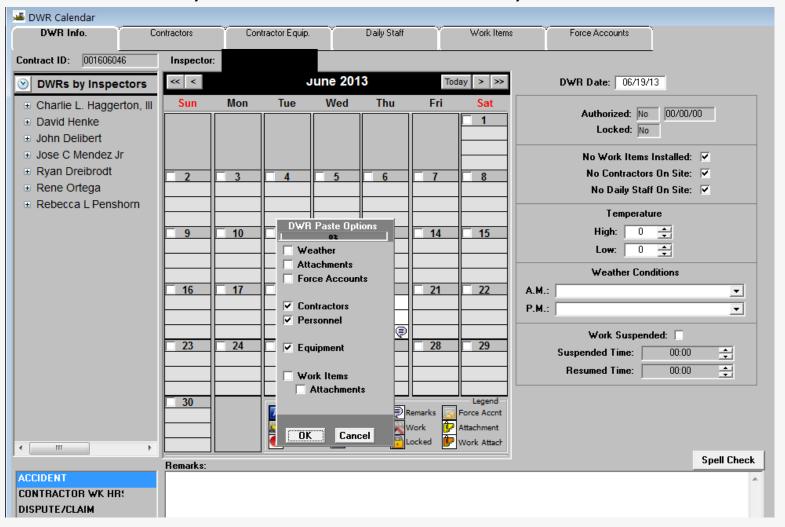


### **Copying a DWR**

#### Steps to copy a DWR

- 1. Create DWR
- 2. Right Click and Copy
- 3. Select new DWR date
- 4. Right Click and Paste
- 5. Decide what to Paste
- 6. Review copied information and make any needed modifications.
- 7. Save

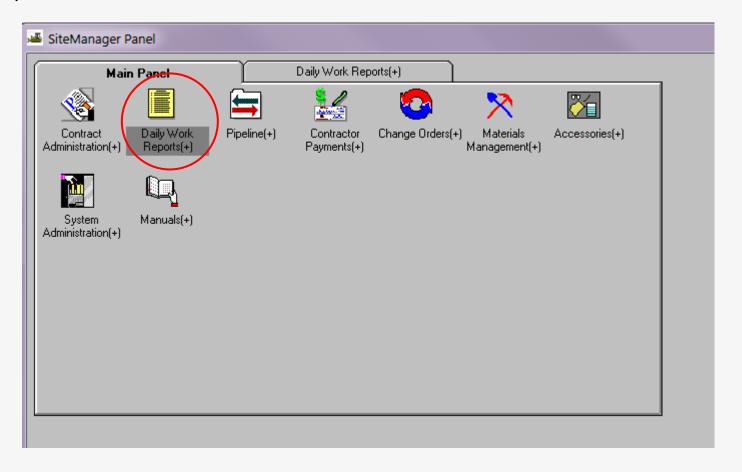
Copying a DWR Menu
Decide what to Copy; Click on the menu DWR Paste Options; Check the newly created DWR for accuracy





### **Adding Contractor equipment to your project from the master list**

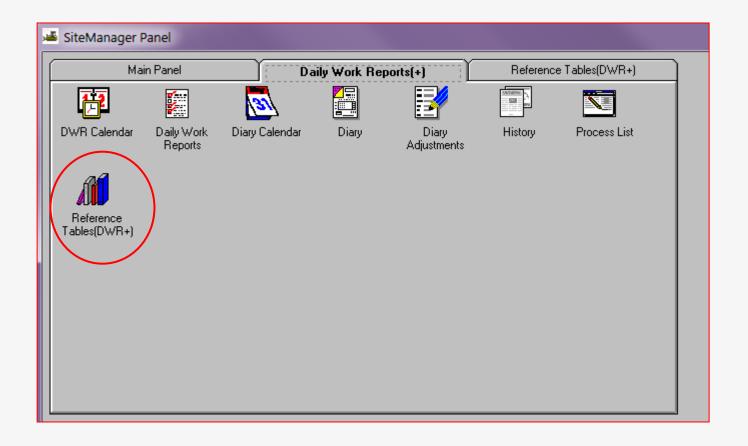
Select Daily Work Reports from Main Panel





### **Contract master list**

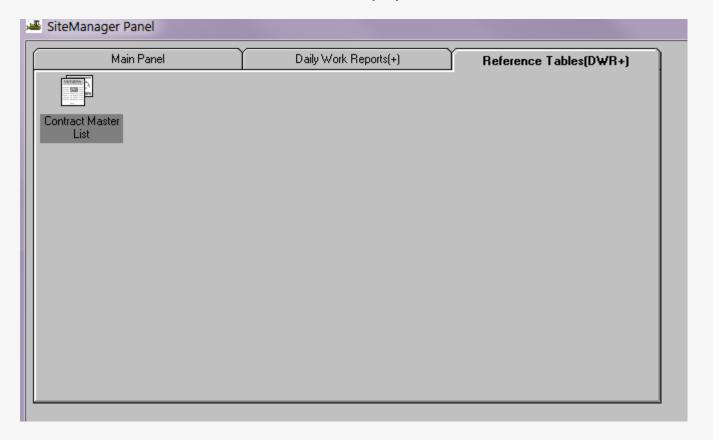
#### Select reference tables



### **Contract master list**

Select Contract Master List

Select CSJ and Contractor to add equipment

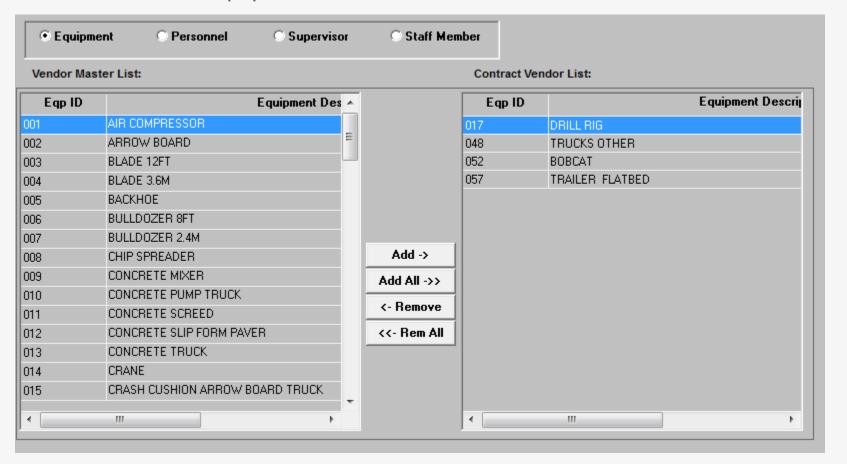




#### **Contract master list**

Select equipment and choose add to include in contractor's list

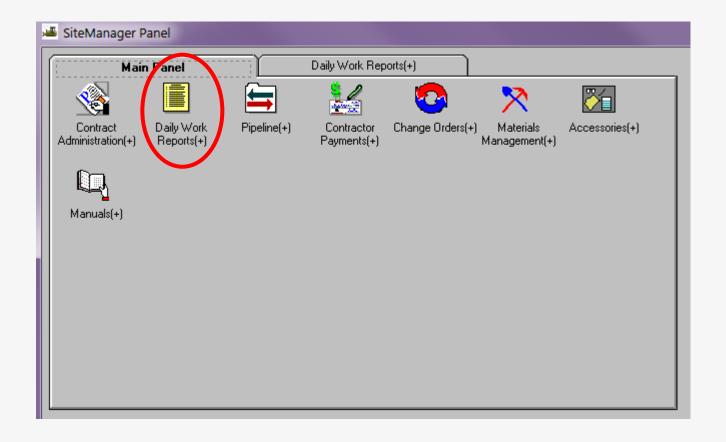
If a piece of equipment is not available in the Contract Master List to add, reach out to District to request a CMISD ticket be entered to add the equipment





### **Update the Diary Calendar**

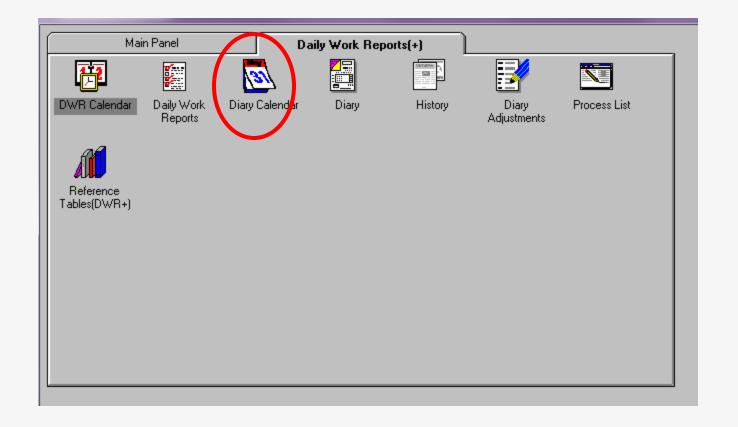
#### Choose the Daily Work Reports





## **Diary Calendar**

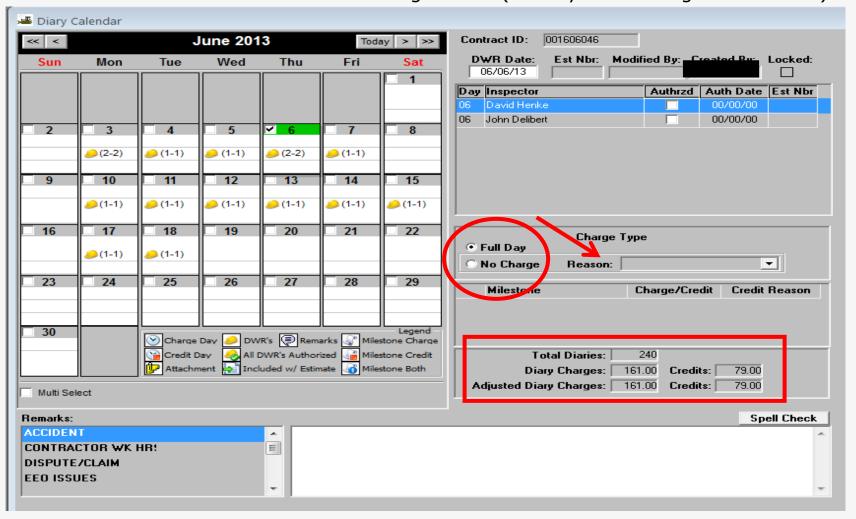
#### Choose Diary Calendar





### **Charge time from the Diary Calendar**

Enter charge time in accordance with contract and District guidance (full day or no charge with reason) and save.



### **For Additional Assistance**

- Reach out to the <u>TxDOT</u>
   <u>Districts</u> for the Contract
- Review the Construction
   phase resources website

