



July 28, 2025

# CEI SiteManager Training

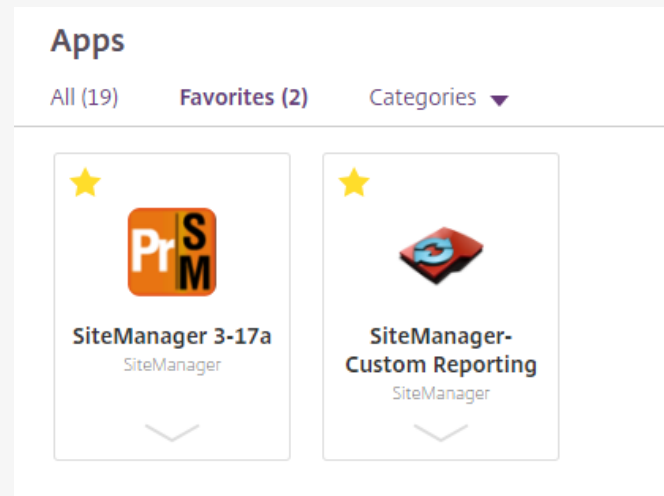
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## LOGIN through Citrix

SiteManager Shortcut Through Citrix (Internal Access)


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



## LOGIN

Enter User ID & Password

3.17-a TXDOT 3.007



AASHTOWare  
**Project SiteManager**

TxDOT User ID:

Password:

Connect to:

**WARNING - RESTRICTED GOVERNMENT SYSTEM**  
This system is restricted to authorized users only. Unauthorized access, use, misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal, state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws.

## AVAILABLE GROUPS

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

Available Groups for [REDACTED]

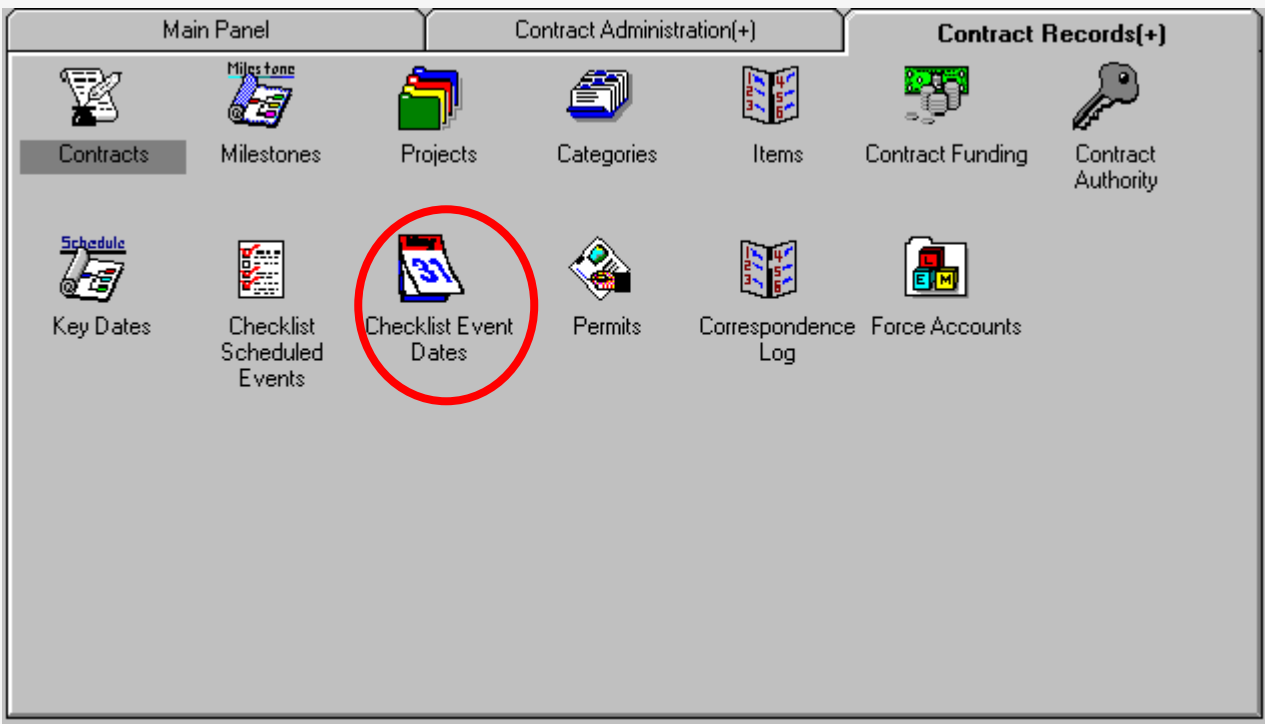
Grp Id	Group Name
BOOKPR2	Bookkeeper 2
CONSTOFF	District CST/MNT Office Staff
CSTSYSAD	Construction System Administrator
DSTRLAB	District Laboratory Technician
LABENGR	District Laboratory Engineer
PROJMGR	Project Manager/Chief Inspector

Select the Group for the session.




## Checklist event dates

Select Checklist Events Dates. Refer to the SiteManager Checklist Events, Key Dates and Critical Dates Guidance Document for required entries.




## Checklist event dates continued

Select the contract

 Select Contract

**Selection**

 Contract ID: 001513419

Find : 001513419

**Contract ID**

Contract ID	Description	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Location Description1
001513414	LANDSCAPE & SCENIC ENHANCEMENT	29309	NH 2019(992)	ACTV	C227	14	053		51ST STREET
001513416	OVERLAY	25885	NH 2020(586)	ACTV	C227	14	053		WOODWARD STREET
001513417	RESURFACE ROADWAY	09669	F 2023(067)	ACTV	C227	14	053		0.05 MILES NORTH OF 41ST STREET
001513419	OVERLAY	29491	F 2021(801)	ACTV	C227	14	053		WOODWARD STREET



## Checklist event dates - New Entry

This example will show a Labor Interview Checklist Event entry

1. Select the event type (e.g., Labor Interview);
2. Select "new"

2 →

1 →

File Edit Services Window Help

Checklist Event Dates

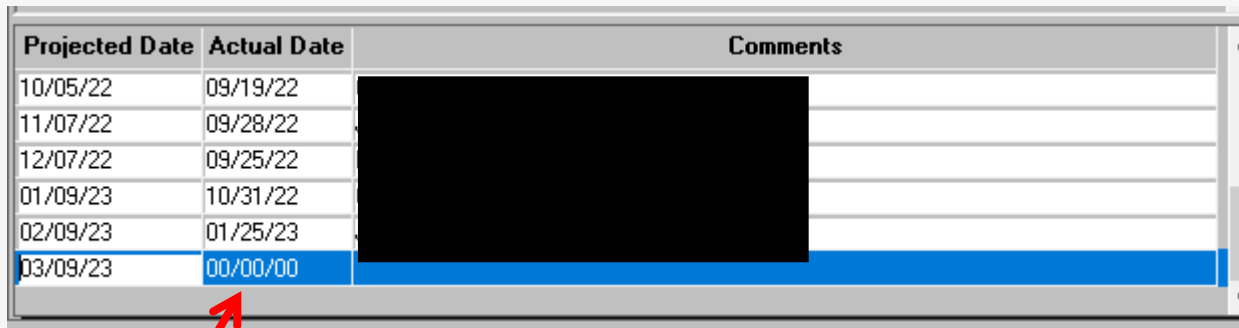
Contract ID: 001513419

Event Type	Frequency Type	Event Group Type	Next Proj Date	Nbr of Occrnc to Activate	Required	Discr Ind	Required Doc Type	Ext Ind
LABOR INTERVIEW	Monthly	CIVIL RIGHTS REQ	03/09/23	2	N	Y	LABOR INTERVI	N
DBE/HUB MONTHLY PI	Monthly	DBE/HUB REQ	00/00/00	1	N	Y	DBE/HUB MONT	N
DBE/HUB FINAL REPOI	One Time Only	DBE/HUB REQ	00/00/00	1	N	Y	DBE/HUB FINAL	N
DBE/HUB FINAL CLEAF	One Time Only	DBE/HUB REQ	00/00/00	1	N	Y	DBE/HUB FINAL	N
DBE / CUF REVIEWS	Quarterly	DBE/HUB REQ	12/01/22		N	Y	COMMERCIAL U	N
BULLETIN BOARD INSF	Monthly	FEDERAL-AID REG	04/10/23	1	N	Y	BULLETIN BOAF	N
PROMPT PYMNT CERT	Monthly	FEDERAL-AID REG	09/14/23	1	N	Y	PROMPT PAY CI	N

Projected Date	Actual Date	Comments
02/01/22	02/28/22	
03/01/22	03/13/22	
04/01/22	03/14/22	
05/02/22	04/01/22	
06/02/22	05/02/22	
07/04/22	06/05/22	

## Checklist Event Dates – Enter Labor Interview

- Input actual date of the completed interview by Field Staff.
- Include comments as identified in the SM Checklist Events, Key Dates and Critical Dates Guidance document and any District procedures.



Projected Date	Actual Date	Comments
10/05/22	09/19/22	
11/07/22	09/28/22	
12/07/22	09/25/22	
01/09/23	10/31/22	
02/09/23	01/25/23	
03/09/23	00/00/00	

## Additional Assistance

- [Reach out to the TxDOT Districts](#) for the Contract
- [Review the Construction phase resources](#) website

