APCM Lunch & Learn: Daily Work Reports

Video demonstration on creating and approving a DWR within the APCM interface. APCM is the replacement for SiteManager. SiteManager is being replaced because the manufacturer will no longer support SiteManager (past software lifecycle).

Session Q&A:

Is this site manager?

No. This is AASHTOWare Project/APCM, the software system that will replace SiteManager.

Can DWRs be sorted by date, inspector, work type...?

You can view all DWRs through the Daily Work Reports Component and sort options.

Will there be a prompt that there is unsaved data before you move on to the next tab?

Yes, at the top of the page is a prompt that says there are unsaved changes.

Is the equipment list automatically loaded into the project or do the inspectors have to manually load it like they do with SiteManager?

There is a generic equipment list available for each project and that will be available in APCM for use at this time.

When adding contractors on site, does it give options to also add subcontractors that are on site?

Yes, you would also identify any subcontractors on site through the same process, when there is a subcontractor request submitted to district for approval, only approved subcontractors for the project will be available for selection. TxDOT procedures still apply.

Is there a search for equipment by text?

Yes, if you start typing, the equipment with matching text in the name will appear.

When you add the comment for the other equipment will it save for future DWR's on that contract?

Yes, it notifies you that there are unsaved changes.

Will it show if it is a PQ Item or Major Item when paying for material?

There is an indicator for a Major Bid Item. There is an indicator for Plan Quantity (PQ) on the pay item tab.

What type of attachments can be added or drawing attachment for areas?

Attachments will need to be saved and stored in ProjectWise, the system of record, this process will continue without change as we transfer to APCM, there is no place for attachments to be uploaded into APCM. ProjectWise is TxDOT's official system of record.

Where would you put remarks or if pay items need remarks for payments such as calculations?

All remarks including calculations can be added in the "Comments" box, you have the ability to copy/paste and spell check is functioning.

Will inspectors be able to unapproved the DWR that they/was created?

At the moment, that will depend on the role assigned to the inspector.

Can RK's (recordkeepers) view the DWR even though the inspector hasn't submitted for approval?

Yes, Daily work reports can be viewed under the Contract Daily Work Report Summary Tab in the RK or bookkeeper role.

Can the person who rejects DWRs also change the status to draft?

Yes, in this role they are able to change status.

When will we have access to the APCM test environment?

Districts may not get access to the Test Environment, refer to the roll out phase for each district for the live production environment.

Where do you go to charge days?

Days will be charged in the Diary entry. To be covered in another presentation.

Is there a monthly overview to see what days are missing an entry or needs approving?

At the moment it is list type view, there is not a monthly "Calendar" View.

Can inspectors not see the other inspectors DWRs?

Inspectors can see DWR's created by other inspectors.

What goes in the materials section with the red asterisk, on the bottom of the payment page?

Will be discussed in a later Lunch and Learn.

Will there still be inspector roles, or will inspectors be added as project managers?

Role assignments will be determined by the District/Area Offices.

Will it be up to the district for the type of access a Record Keeper is given?

Yes, also role assignment will be determined by the District/Area Offices.

Will the recordkeepers be able to print the DWR's to their desktop for review?

Yes.

Will there be fields for SW3P and Traffic Control?

Yes. In the "Remarks" section of the DWR there are tabs for SW3P, Traffic and several other topics.

Is there an option to "view" the DWR?

Yes, it is a report from the Actions menu. It is currently not available in the Test Environment.

Will there be an app for APCM? Will this be an application or online only?

Online only, desktop or tablet, web based software.

Does APCM show what days are approved vs pending?

At the moment there is not a Calendar View. There is currently a Contract Time Summary available for viewing time charges.

Are we going to have to go through CrossRoads to open APCM or will it have its own software?

APCM is a web-based software and can be accessed through the website. Crossroads is not required to access APCM.

What is the difference in Daily Work Reports and Contract Daily Work Reports at the top?

"Daily Work Reports" allows access to all DWR's that you have access. "Contract Daily Work Reports" allows access to only the DWR's for a specific contract.

Can you show us again where we will find the presentation that is being recorded?

All records will be posted internally and externally, available on CrossRoads (CST Training and Development) and TxDOT.gov AASHTOWARE Project Construction & Materials (Resources), direct link to video:

https://www.youtube.com/watch?v=m2WZ5bFoGKk

Can we customize the view of the system? Such as increase the font size.

Yes, standard web browser shortcuts will work on APCM.

Can we make DWR corrections after the estimate period is generated? for example, if we accidentally credited a day when we should have charged, can we go back and fix it?

A time charge correction would need to be made with an adjustment just like in SiteManager.

How will you run a DWR Summary Report? In cases of default, etc. And will we be able to run and Item History Report from APCM.

At the moment reports are not available but should be available in the upcoming Production Environment. Reports (how to generate reports) will be covered in a future lunch and learn that will cover where you can find these reports.

Can we run Tableau reports from APCM?

At the moment reports are not available but should be available in the Production Environment, Tableau reports are currently under development and will be available, the list of available reports utilizing Tableau will be shared online and distributed, likely will be demonstrated also in a future lunch and learn.

Will there be a lunch and learn covering entering samples and handling deficiencies?

Materials and Testing will be covered once it has been completed in development and it will have a lunch and learn demonstration and job aids available.

Where would we input the distribution for Maintenance contracts?

Currently in progress of completing the MMS interface that will be available in the Production Environment.

Some questions were addressed during the recorded APCM Lunch and Learn Training session. This recording is available internally on Crossroads and externally on the APCM Resource page at TxDOT.gov. Questions submitted that could not be covered during the live session or immediately afterward have been addressed in this document. All responses were provided by the Construction Division's Training and Development team to ensure accuracy with current APCM status.