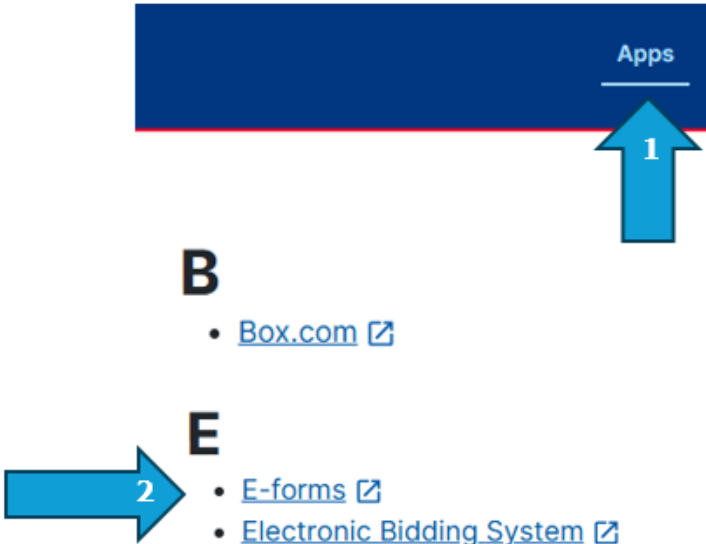# Entering Checklist Event in SiteManager for Barricade Reports
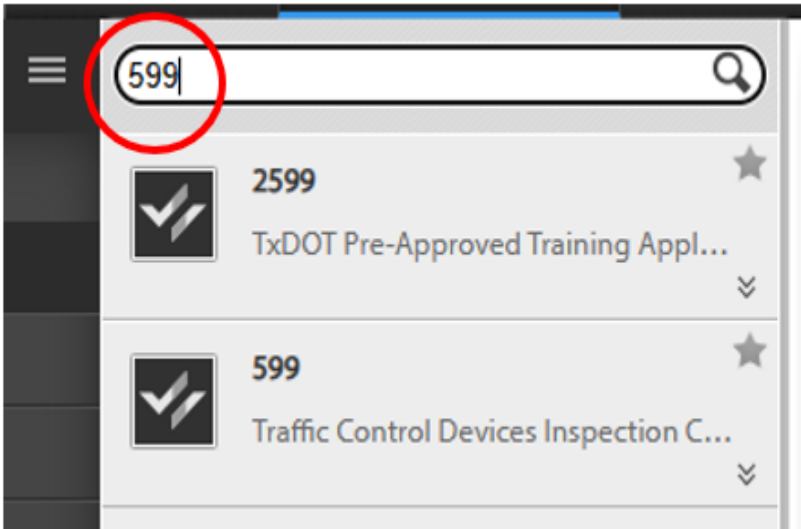
Recordkeeper Job Aid

Construction Division

Texas Department of Transportation
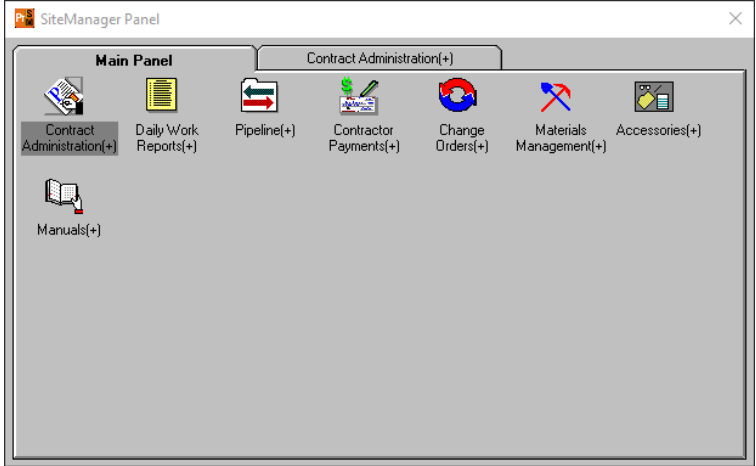
Construction Recordkeeper Job Aid

Entering Checklist Event in SiteManager for Barricade Reports

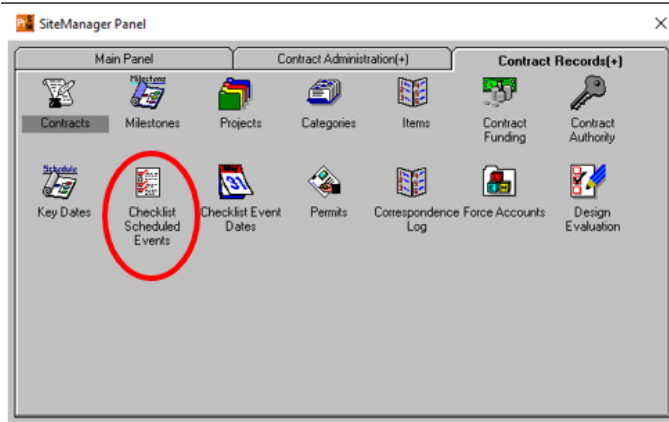|	
	To ensure the most current Form 599, "Traffic Control Devices Inspection Checklist," is used, log into E-forms to identify the form revision date 1. Click on Apps from the Crossroads homepage. 2. Select E-forms.
	3. Sign into E-forms using your network credentials.
	4. Type the form number in the search box and hit enter to access the form.

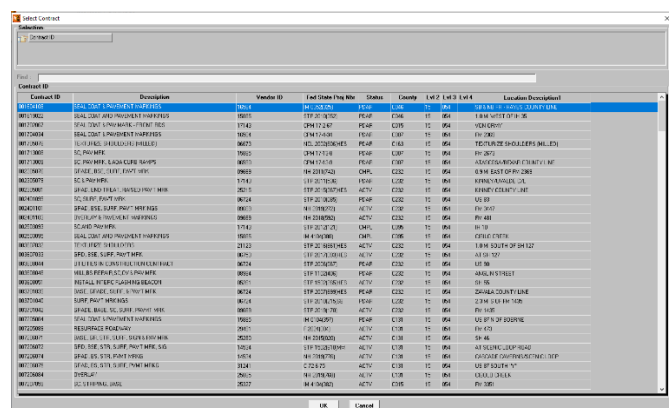|	

	Form 599 is completed by TxDOT DRP (Department Responsible Person) for barricades for the project. Refer to CCAM, Chapter 4, Section 3 for additional information.
	
	Use the following steps to enter completed Form 599s into the SiteManager Checklist Events.
	
	5. Log into SiteManager.
	
	   a. Enter TxDOT User ID.
	
	   b. Enter password.
	
	   c. Then click Logon button.

	6. Double click Contract Administration.

	7. Double click Contract Records.
	8. Double click Checklist Event Dates.
	9. Choose the project.
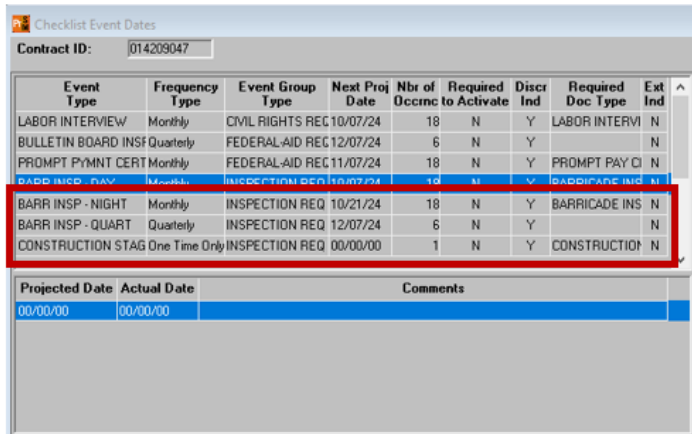
<table>
<tr><td>

</td><td>

10. Choose the barricade event type. Refer to Form 599 to identify the type of entry to be made. There are three different barricade report entry types:

- BARR INSP – DAY
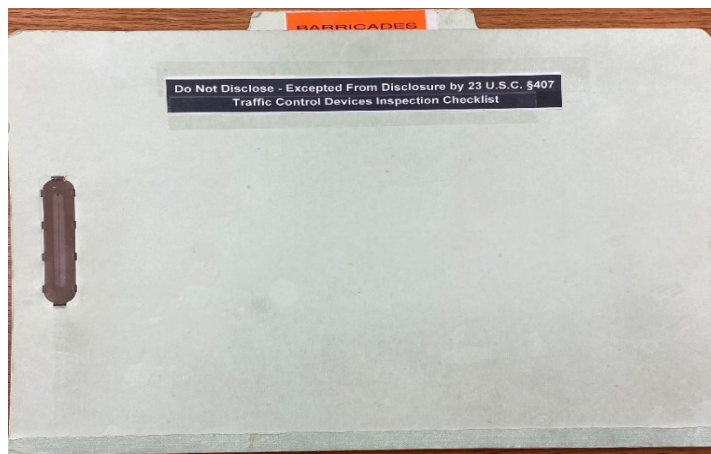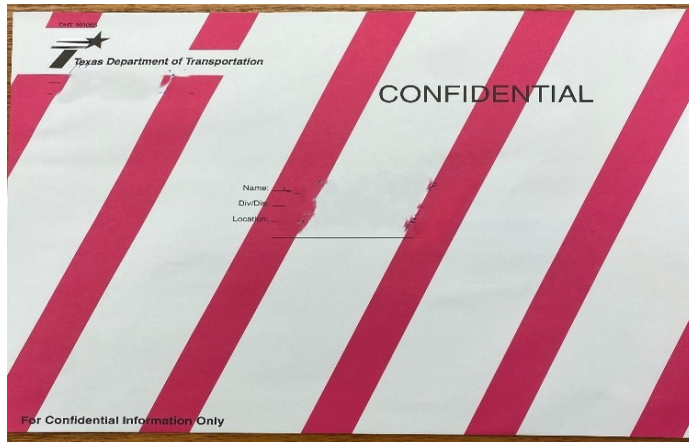
- BARR INSP – NIGHT

- BARR INSP – QUART

</td></tr>
<tr><td>

</td><td>

11. Record the entry for the completed report.

a. Click the New icon, then enter the actual date the barricade report was performed. Make a note in the comments box if needed, e.g., a second report was performed that month for that type of event.

b. Click the Save icon.

</td></tr>
</table>

12. Refer to District guidance regarding the filing location (District or Area Office location) for completed reports during construction.

DO NOT file electronically.

DO NOT throw away or place reports in recycle bin.

   a. If submitting to the District office, place completed and recorded 599 reports in a confidential envelope for transmittal.

   b. If filing at the Area Office, file completed Form 599 in a folder for the associated project in a secure location away from other contract documents.

The folder must be labeled **DO NOT DISCLOSE** – EXCEPTED FROM DISCLOSURE BY U.S.C. §407.