Training Guide for User's Guide

Trns•port CRLMS®

Version 2.02.096.01

October 2013

Prepared by

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Prepared by

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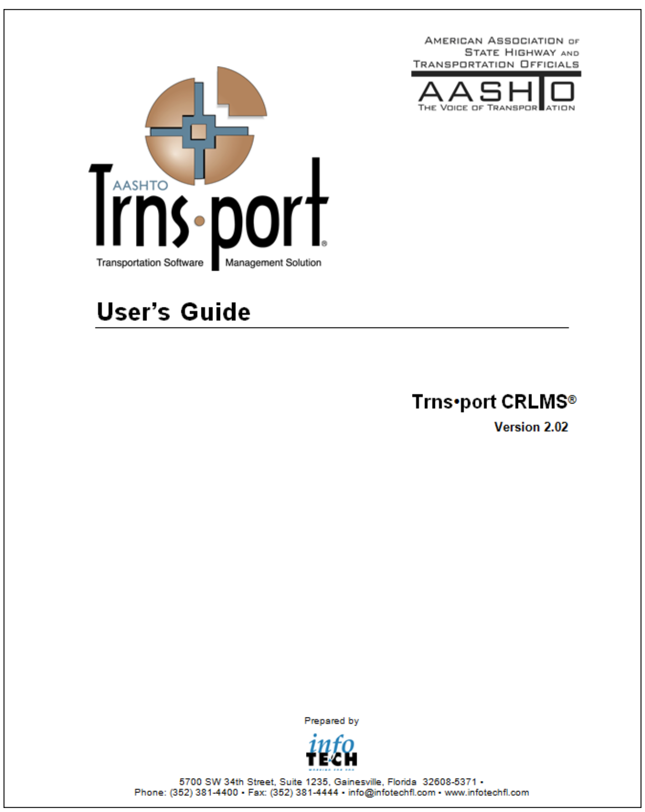
1. Welcome

1.1 Introduction

This training workbook and the accompanying database allow you to practice using web Trns•port CRLMS®, as well as become familiar with the User's Guide for Trns•port CRLMS®.



American Association of State Highway and Transportation Officials
AASHTO
The Voice of Transportation

AASHTO Trns·port
Transportation Software Management Solution

User's Guide

Trns•port CRLMS®
Version 2.02

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Figure 1. User's Guide for Trns•port CRLMS®

AASHTO Trns•port® is the American Association of State Highway and Transportation Officials' information system for managing transportation programs. Trns•port is an integrated software system used by transportation agencies to support highway construction management activities.

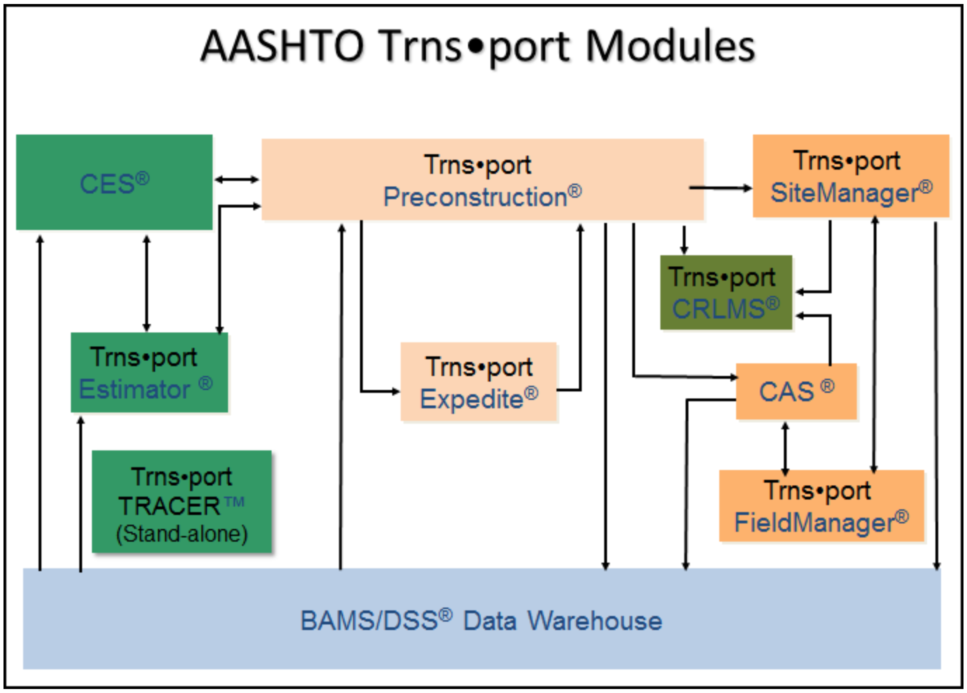

Figure 2. AASHTO Trns•port Data Flow

The Civil Rights and Labor Management System (Trns•port CRLMS®) is a comprehensive web-based application that allows agencies to receive and process the data required to meet federal and state requirements for civil rights and labor compliance activities. The collection of this information in one unified software application improves the quality of the information, eliminates duplicate data entry, and significantly reduces the time and effort to perform important tasks such as federal reporting, disparity studies, and data analysis (e.g. payrolls).

Trns•port CRLMS allows for the effective administration of an agency's external civil rights and labor compliance activities such as contractor payrolls and labor compliance, wage decisions, Disadvantaged Business Enterprise (DBE) certification, vendor data management, DBE commitments, On-the-Job Trainees (OJT) tracking and monitoring, subcontractor data and prompt payment tracking, bidder/quoter submittals, trucking types and tracking, and interfaces with client/server.

Functionality and security is also available to allow non-agency users (e.g. contractors and subcontractors) to externally access Trns•port CRLMS to submit electronic payroll, subcontractor payment, bidder and quoter, and DBE commitment information.

1.1.1 Document Conventions

This workbook follows the structure of the User's Guide for Trns•port CRLMS.

In the user's guide, Chapter 1 is titled Welcome; section 1.1 is titled Introduction, and subsection 1.1.1 is titled Document Conventions.

This training workbook will follow the same chapter, section, and subsection numbers and titles as the user's guide. Therefore you can easily refer to the user's guide for more information on each topic.

1.1.2 Navigation

The user's guide describes how to use the guide as either a printed guide or as an electronic .pdf file.

This training workbook is intended to be used as a printed document, with readers navigating using the table of contents, chapter and section numbers, and page numbers.

1.2 Using Online Help

The user's guide describes the Help system and explains how to access help on a topic through both the context sensitive Help and through the table of contents.

When you access the context sensitive Help, the system displays information for the current component, with no further searching needed.

1.2.1 Contents

The user's guide describes how to use the table of contents in the Help.

1.2.2 Search

The user's guide describes how to use the Search pane in the Help.

Note: If your search terms include words that can be mistaken for the Boolean operators “Or”, “And”, or “Not”; place your search terms in quotation marks. For example, if you want to search for information on the tab “Bids Not On Proposal”, place the tab name in quotation marks. Otherwise the search will not return the desired results.

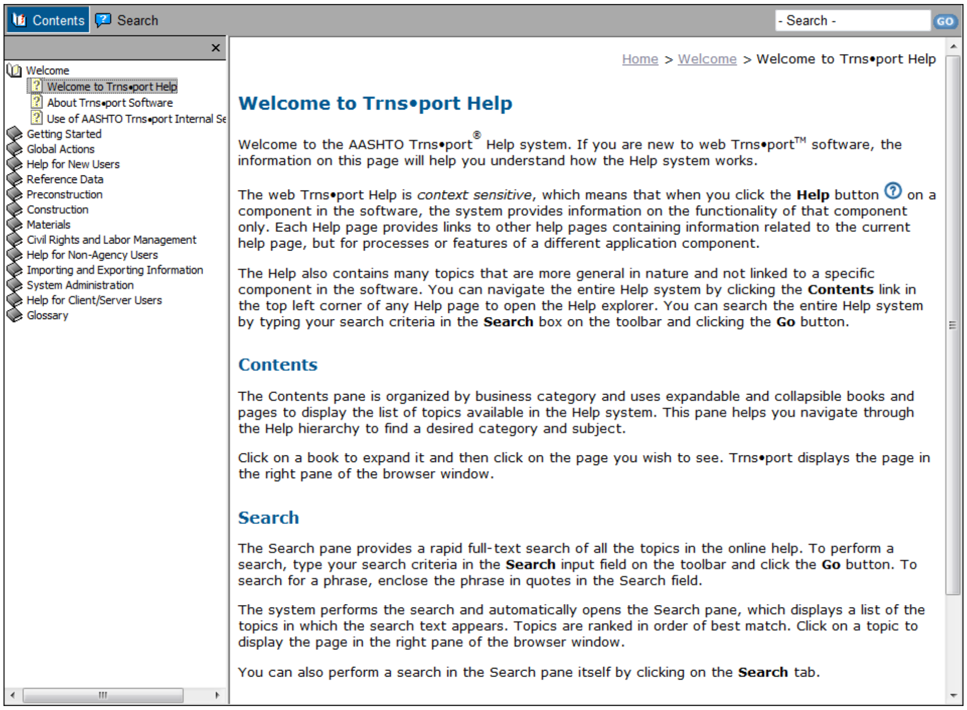

Figure 3. Trns•port Online Help

Exercise 1

In this exercise, you will log on to Trns•port CRLMS.

1. Double-click the **CRLMS 2.02** desktop icon. An Internet Explorer web browser displays the AASHTO Trns•port logon page.
2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).
3. In the **Password** field, type **PASS**.
4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.
5. Click the **Log On** button.
6. Click the **Home** dropdown arrow and select the **CRLMS_TRAINING** role.

Exercise 2

In this exercise, you will view the Trns•port Online Help.

1. Under the **CRLMS** component, click the **Contracts** link.
2. Click the system **Help** button on the Menu Bar.
3. Click the **Show** link.
4. Click the **Search** button.
5. In the **Type in the word(s) to search for** field, type **Glossary**.
6. Click the **GO** button.
7. Click **Glossary**.
8. Close the **Help** window.
9. To access the context sensitive Help for this page, click the **Component Help** button.
10. Click the **Show** link.
11. Close the **Help** window.
12. Click the **Home** button.
13. Click the **Log off** button.
14. Close the **Internet Explorer** browser.

2. Getting Started

2.1 Overview of Getting Started

The user’s guide lists the topics of the Getting Started chapter.

The topics are listed in this workbook as the section titles in this chapter.

2.2 Setting Up Your Browser

The user’s guide emphasizes the importance of correct browser settings.

2.2.1 Using the Correct Browser

The user’s guide lists the browsers that CRLMS is designed to use.

Please use either Internet Explorer version 8 or version 9.

2.2.2 Setting the Browser Mode

After you complete this training and before you use CRLMS on your own computer, please refer to this topic in the user’s guide and set your browser mode.

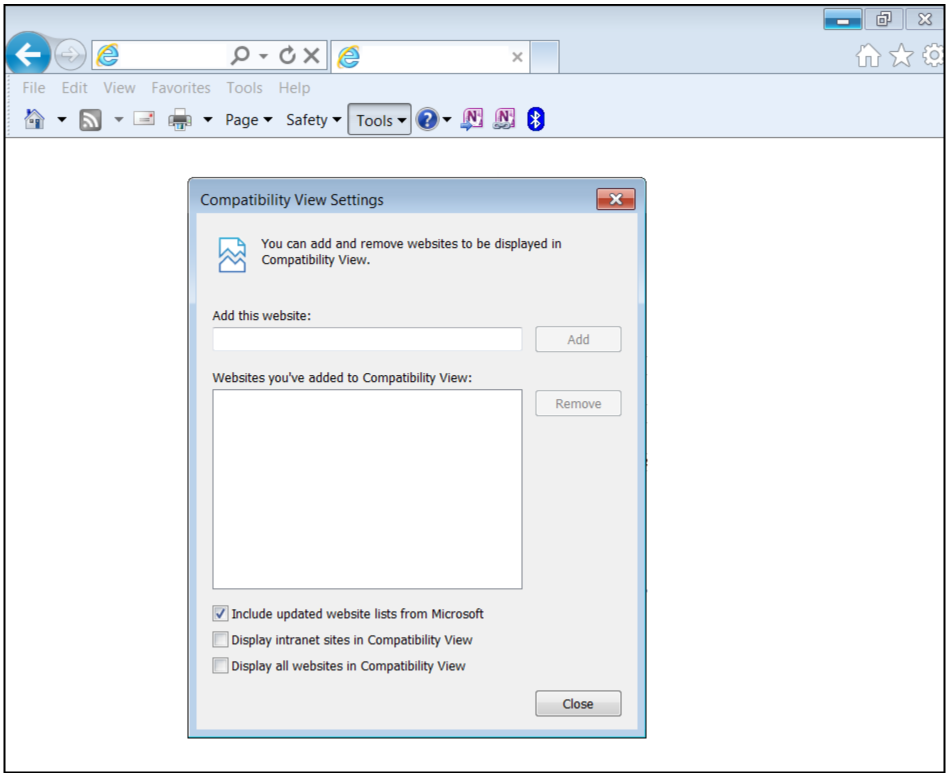

Figure 1. Setting the Browser Mode

Exercise 1

In this exercise, you will ensure the browser mode is properly set.

1. Open an **Internet Explorer** browser.
2. If you are using IE9, press the **Alt** button to display the toolbar.
3. From the **Tools** menu, select **Compatibility View Settings**.

   The browser opens a Compatibility View Settings dialog window.

4. In the Compatibility View Settings window, clear the **Display intranet sites in Compatibility View** check box.
5. Click **Close**.

2.2.3 Setting Internet Options

After you complete this training and before you use CRLMS on your own computer, please refer to this topic in the user's guide and set your internet options and enable your DOM storage.

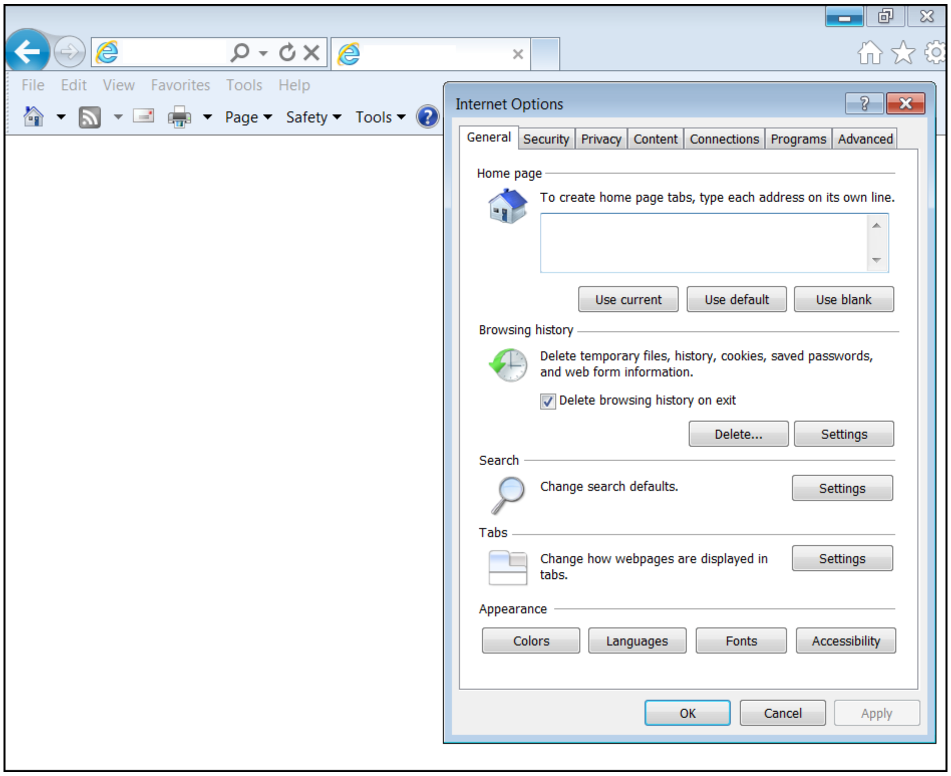

Figure 2. Setting Internet Options

Exercise 2

In this exercise, you will ensure the browser internet options are properly set and that the DOM storage is enabled.

1. From the **Tools** menu, select **Internet Options**.

   The browser displays the Internet Options dialog box.

2. Under **Browsing History**, click the **Settings** button.

   The browser displays the Temporary Internet Files and History Settings dialog box.

3. For the **Check for newer versions of stored pages** setting, click the **Every time I visit the webpage** option.

4. Click **OK**.

5. In the **Internet Options** dialog box, click the **Advanced** tab.

6. In the **Settings** box, scroll down to the **Security** section, and ensure the **Enable DOM Storage** option is selected.

7. Click **OK**.

8. Close the **Internet Explorer** browser.

2.3 Logging On

The user's guide describes how to log on to CRLMS.

Note: You will receive your agency's CRLMS website link and your username and password from your agency, not from this training.

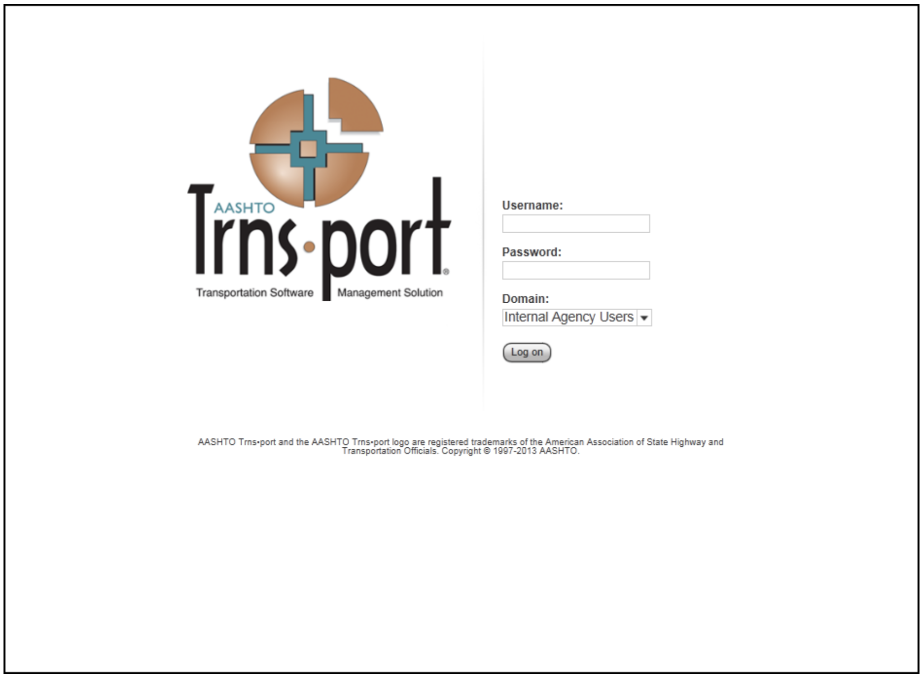

Figure 3. Logging On

2.4 Navigating in Trns•port

The user's guide describes the standard features for navigation in Trns•port.

2.4.1 The Trns•port Dashboard

The user's guide describes features of the dashboard, including components, the Menu Bar, Home Page News, and External Links.

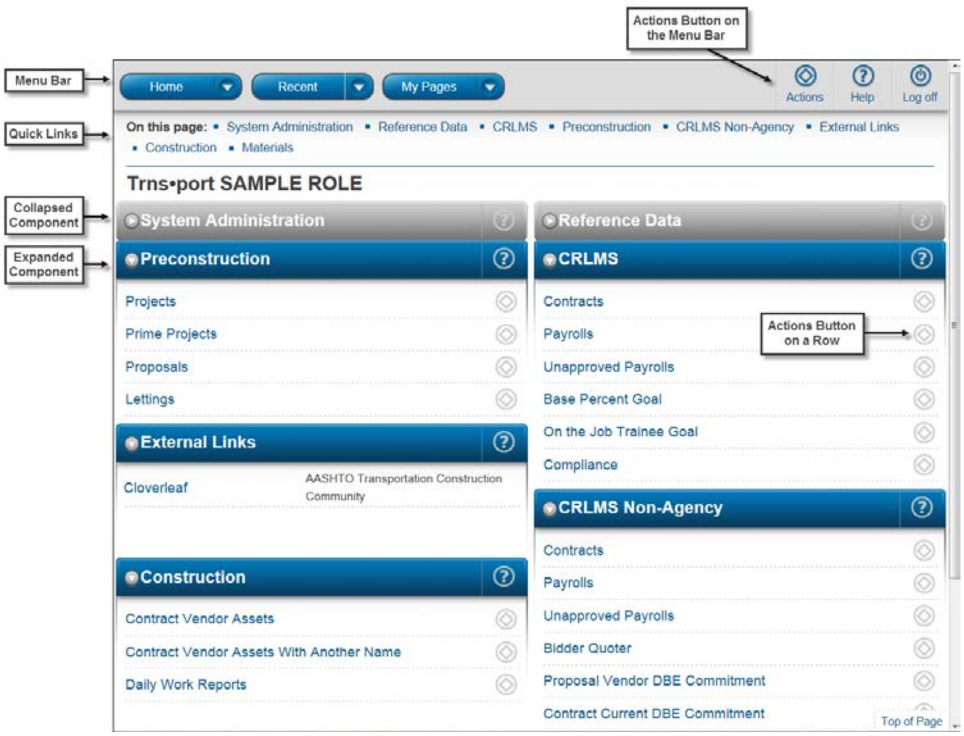

Figure 4. Sample Dashboard

Trns•port ***Notifications***

A standard system feature is Trns•port Notifications. Notifications display real time status messages for processes you have run and other system information related to your work.

All levels of messaging have the following standard traits:

Notification	Image	Border Color
Informational		Blue
Warning		Yellow
Error		Red

Figure 5. Notification Indicators

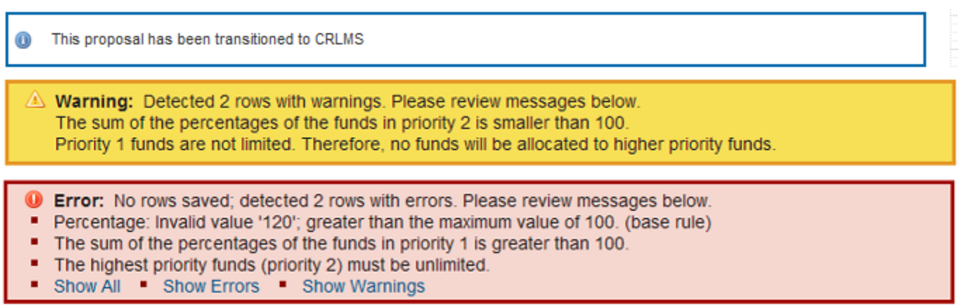

Figure 6. Sample Notifications

2.4.2 Menu Bar

The user's guide describes these buttons and menus on the Menu Bar: Home, Recent, My Pages, Actions, Help, and Log off.

2.4.3 Quick Links

The user's guide describes the quick links located below the Menu Bar.

2.4.4 Hypertext Links

The user's guide describes the hypertext links that can be located anywhere on a page.

2.4.5 Icons

The user's guide describes some of the common icons used in the system.

2.4.6 Alternate Paths

The user's guide describes how different navigation paths can provide different ways of accomplishing the same task.

2.4.7 Using Bookmarks to Navigate in Trns•port

The user's guide describes using browser bookmarks.

2.5 Logging Off

The user's guide describes logging off Trns•port using the **Log off** button on the Menu Bar.

2.6 Understanding Your Role

The user's guide describes how roles allow agencies to give employees access to only the areas of Trns•port required for their jobs.

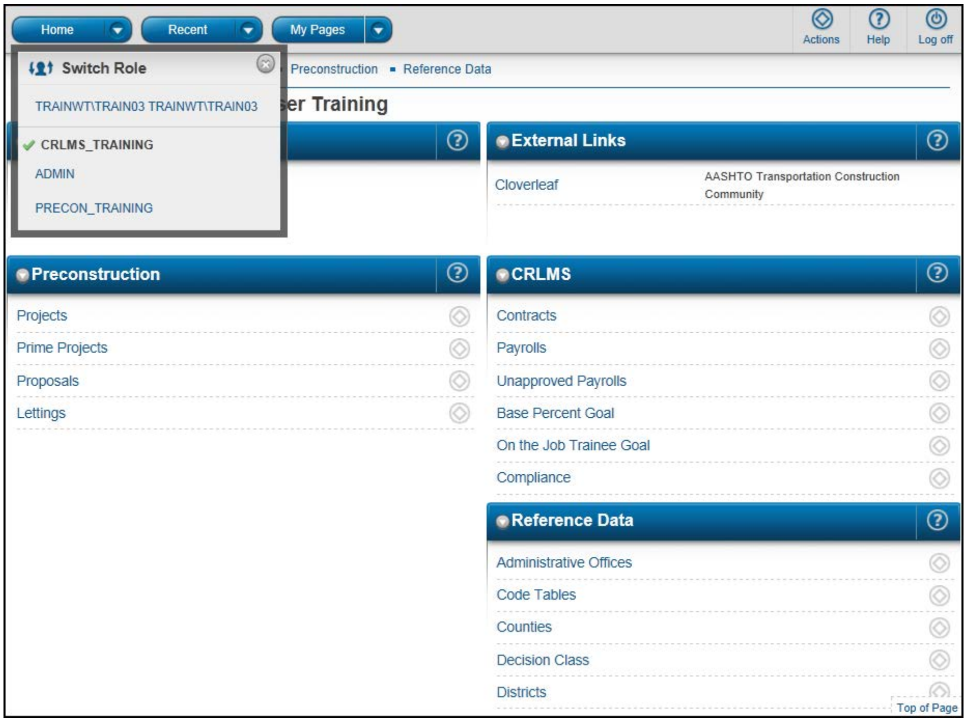

Figure 7. Viewing Active Role

Exercise 3

In this exercise, you will view and change your active role.

1. Double-click the **CRLMS 2.02** desktop icon.

   An Internet Explorer web browser displays the AASHTO Trns•port logon page.

2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).

3. In the **Password** field, type **PASS**.

4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.

5. Click the **Log On** button.

6. Click the **Home** dropdown arrow.

7. Click the **PRECON_TRAINING** role.

8. Click the **Home** dropdown arrow.

9. Click the **CRLMS_TRAINING** role.

2.7 Viewing Recent Activity

The user's guide describes how to access and use a list of pages in Trns•port you have visited most recently.

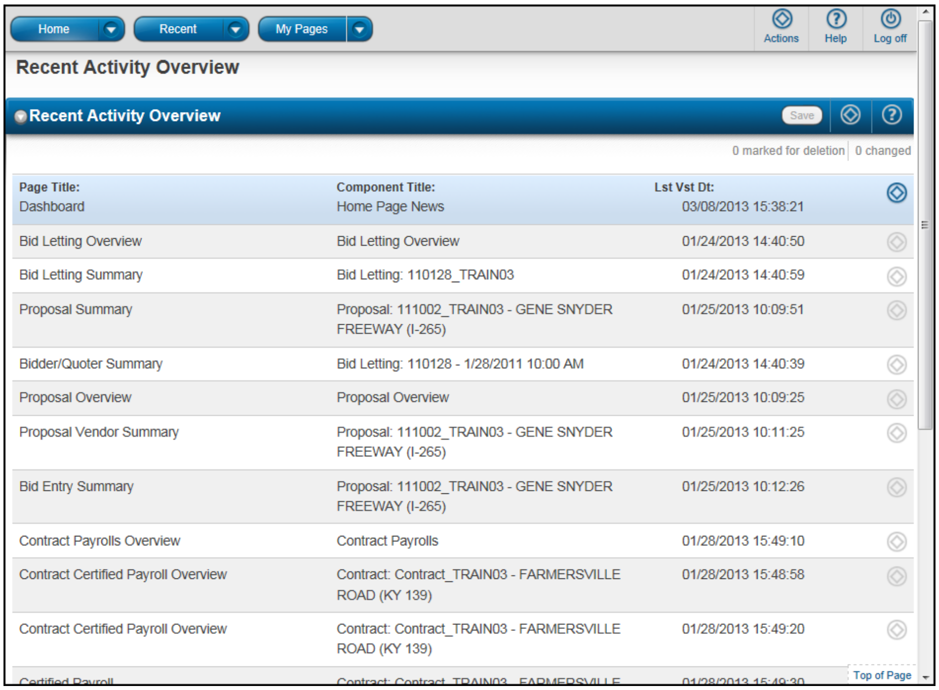

Figure 8. Recent Activity

2.8 Viewing My Pages

The user's guide describes how to add and delete links to Trns•port components in My Pages. This component functions similarly to a list of favorites in a browser.

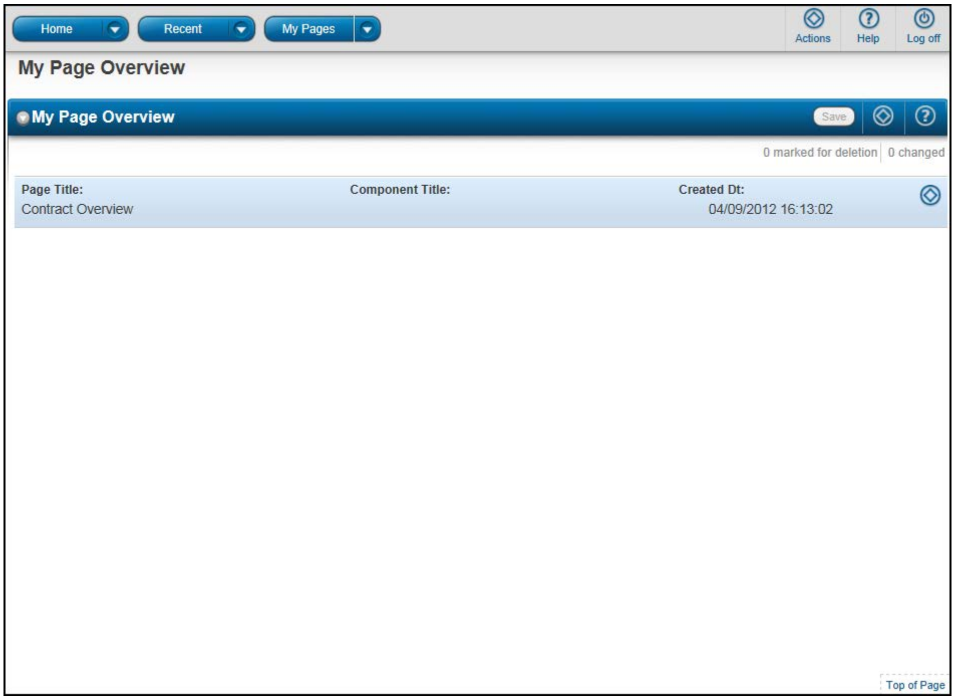

Figure 9. My Pages

2.9 Using Trns•port Components

The user's guide describes Trns•port components and their features.

Component features include:

- Component header with Save, Actions, and Help button
- Vertical Scroll Bar
- Fields
- Lists
- Filters
- Actions menus
- Modal windows
- Tabs

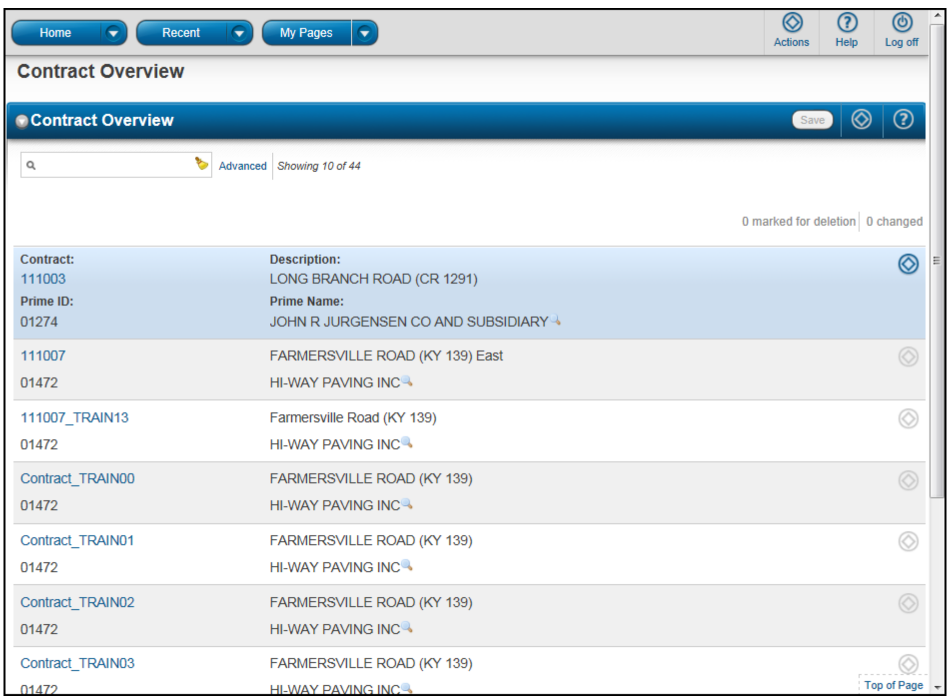

Figure 10. Contract Overview

Exercise 4

In this exercise, you will open the Contract Overview component, perform basic navigation, and return to the Trns•port Home page.

1. Under the **CRLMS** component, click the **Contracts** link.
2. Click the **Show first 10** link.
3. Click the component **Actions** button.
4. In the component **Actions** menu, click the **Close** button.
5. For any contract in the contract list, click the row **Actions** button.
6. Click the **Close** button in the row **Actions** menu.
7. Click the **My Pages** dropdown arrow.
8. Click **Remember this Page**.
9. Click the **Close** button in the **My Pages** pop-up window.
10. Click the **Recent** button.
11. For each row, click the row **Actions** button and select **Delete**.
12. Click the **Save** button.
13. Click the **Home** dropdown arrow.
14. Click your **User ID**.
15. Click the **Home** button.

2.10 Working with Fields

The user’s guide lists types of fields and how to use each type.

Field types include:

- Text boxes
- Numeric
- Auto-complete
- Date
- Dropdown list boxes
- Non-editable (read-only)
- Check boxes
- Agency

2.10.1 Entering Data in a Range of Fields

The user’s guide gives directions on how to use the range fill feature.

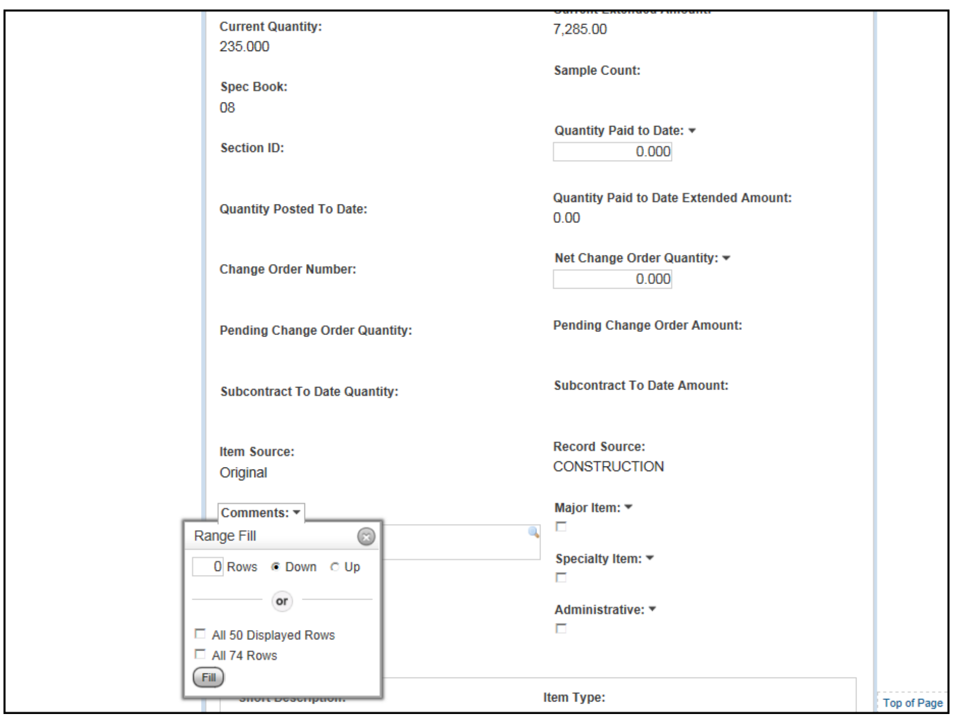

Figure 11. Range Fill

Exercise 5

In this exercise, you will use the range fill feature.

1. From the **Home** page, under the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click contract ID **Contract_TRAINXX** (Note: XX is your user number).
4. Click the **Items** quick link.
5. Click the **Expand/Collapse** arrow for the first contract item listed (**00001 – DGA BASE**).
6. In the **Comments** field, type **Range Fill Test**.
7. Click the **Range Fill** button (gray down arrow) on the **Comments** field.
8. In the **Rows** fields, type **2** (Note: Ensure the **Down** option is selected).
9. Click the **Fill** button.
10. Click the **Save** button.
11. Click the **Home** button.

2.11 Lists

2.11.1 Working with Lists

The user's guide describes the different types of lists that display rows of data.

Types of lists described include:

- Simple lists
- Rolling lists
- Accordion lists

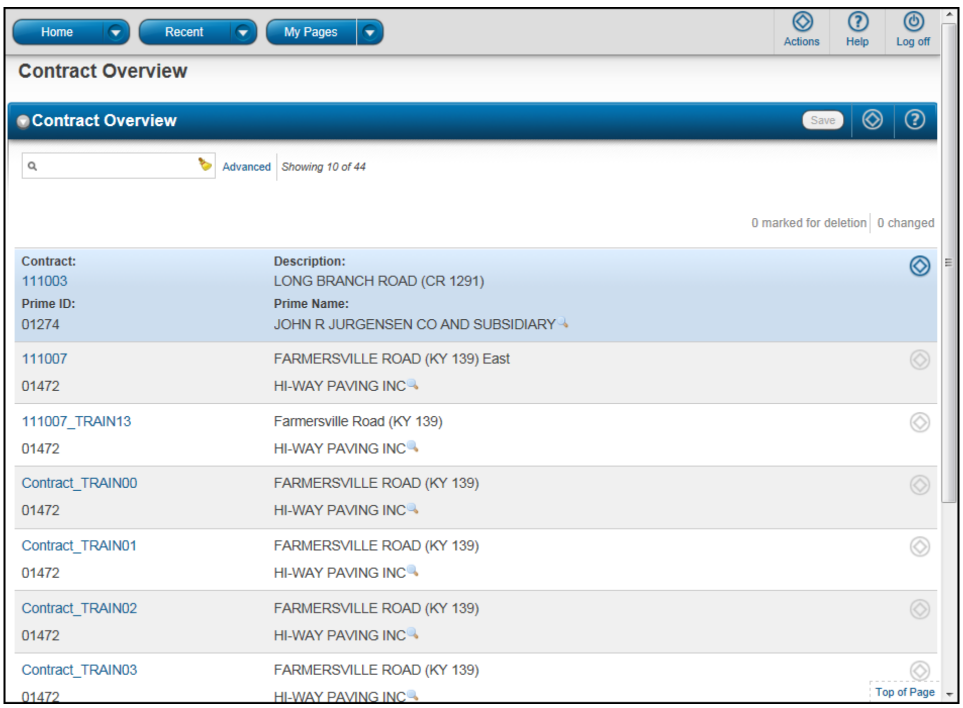

Figure 12. Simple List

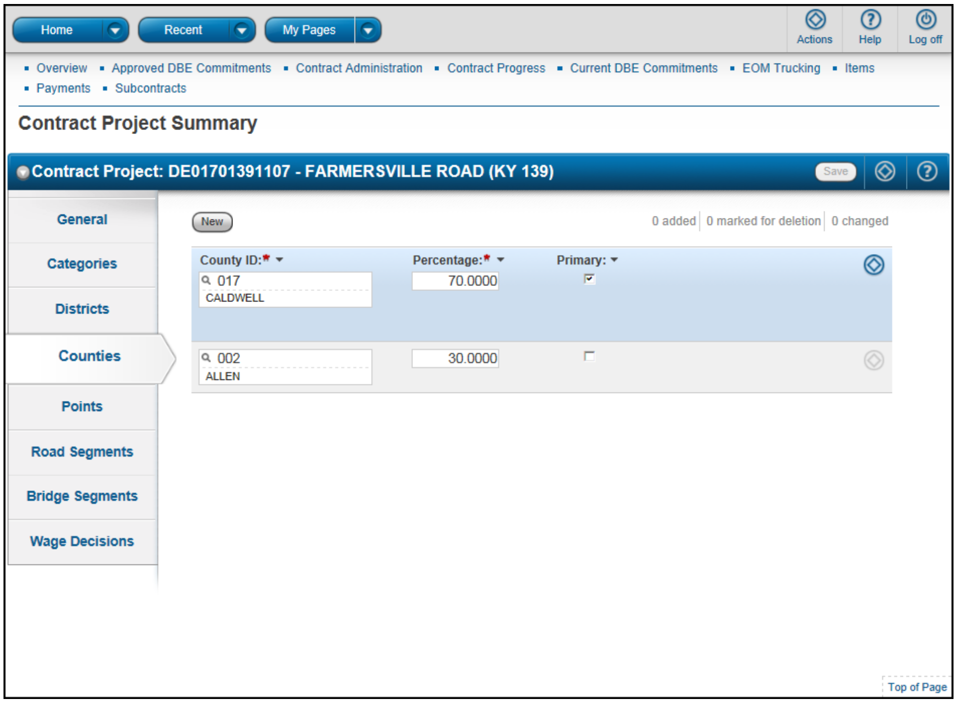

Figure 13. Rolling List

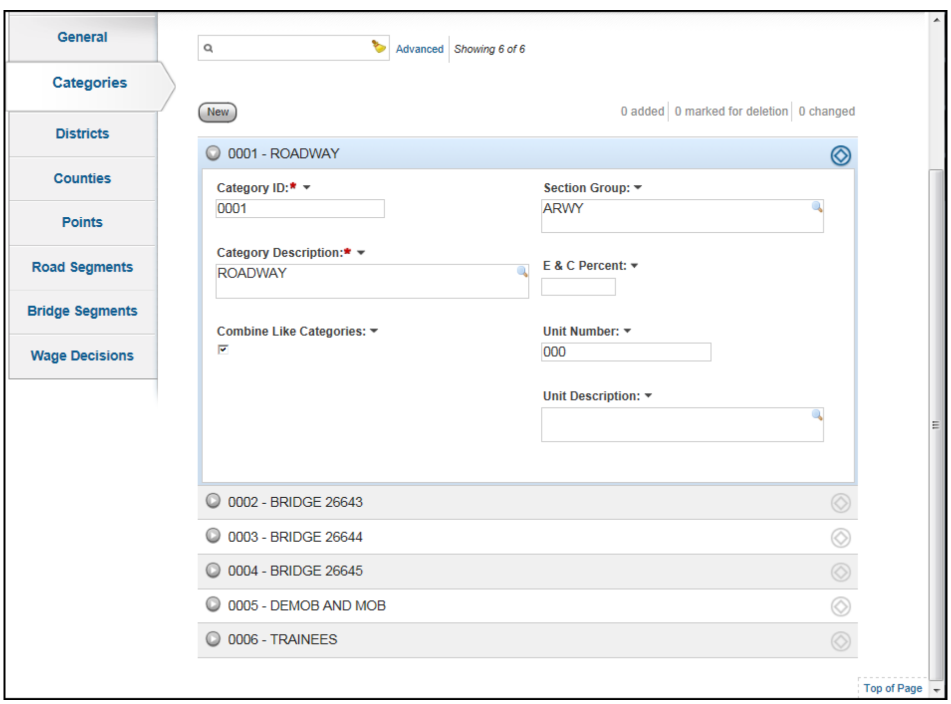

Figure 14. Accordion List

Exercise 6

In this exercise, you will view the different types of list components and view a tabbed component.

1. From the **CRLMS** component, click the **Contracts** link.

   Note that the Contract Overview component is an example of a Simple List component.

2. In the **Quick Find** search box, type **111007**.

   Note that the Quick Find search is not case sensitive.

3. Click contract ID **111007**.

   Note that the Contract Administration Summary component is a Tabbed component.

4. Click the **Projects** quick link.
5. Click project ID **DE01701391107**.
6. Click the **Counties** tab.

   Note that the counties listed are an example of a Rolling List.

7. Click the **Categories** tab.

   Note that the categories listed are an example of an Accordion List.

8. Click the **Home** button.

Grouped Lists

The user's guide describes grouped lists.

Grouped Associations

The user's guide describes grouped associations.

Selection Lists

The user's guide describes selection lists.

2.11.2 Sorting and Filtering Lists

The user's guide describes the following topics and gives directions on how to use each feature.

Using the Quick Find Search Box

Note: The Quick Find search is not case sensitive.

Note: The word Temporary appears next to the Quick Find search field when a sort or filter is applied to the results list.

Using Advanced Sorting and Filters

The user's guide describes advanced sorting and filtering.

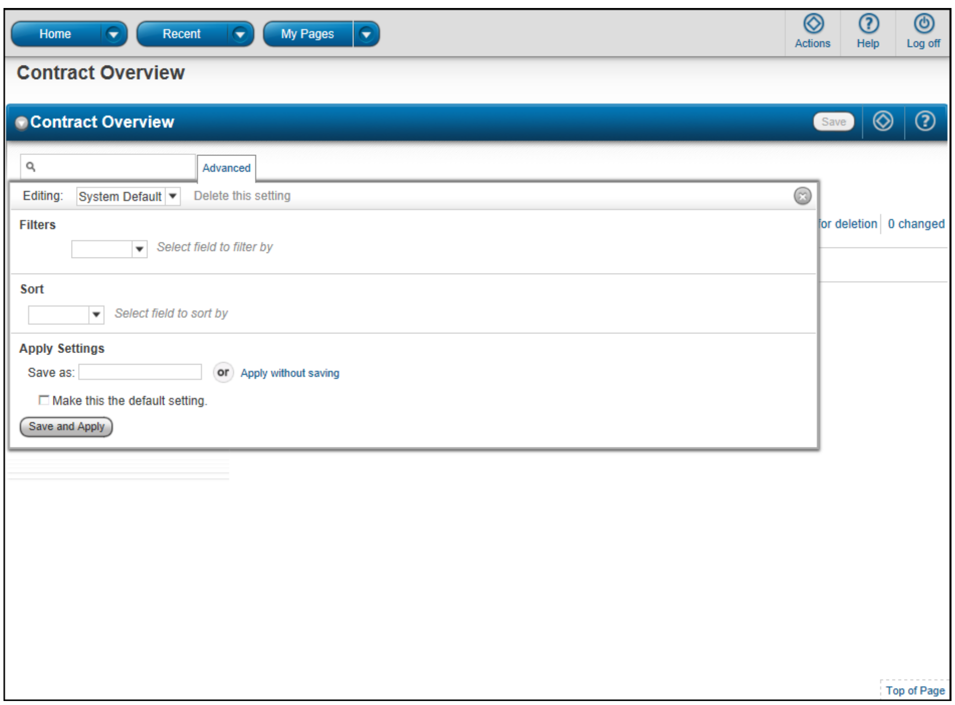

Figure 15. Advanced Filter/Sort Window

Filters

The user's guide describes how to use filters.

Exercise 7

In this exercise, you will filter the contract list using the Advanced Filter/Sort window.

1. Under the **CRLMS** component, click the **Contracts** link.

2. In the **Quick Find** search box, click the **Reset Criteria** icon to reset the filter.

3. Next to the **Quick Find** search box, click the dropdown arrow.

   Note that Temporary and System Default settings are listed

4. Click the **Advanced** link.

5. In the **Filters** section, click the dropdown arrow and select **Awarded Contract Amount**.

6. Click the second dropdown arrow and select **Less Than**.

7. Click in the text box and type **2,200,000** (Note: Do not type the commas in the text box).

8. In the **Apply Settings** section, in the text box type **LessThan2.2Million.**

   Note that there is a 20 character limit for the setting name.

9. Click the **Save and Apply** button.

Sort

The user's guide describes how to use the sort feature.

Exercise 8

In this exercise, you will sort the contract list using the Advanced Filter/Sort window.

1. In the **Quick Find** search box, click the **Reset Criteria** icon to reset the filter.

2. Next to the **Quick Find** search box, click the dropdown arrow.

   Note that Temporary, System Default, and Less Than 2.2Million settings are listed.

3. Click the **Advanced** link.

4. In the **Sort** section, click the dropdown arrow and select **Contract ID**.

5. In the **Apply Settings** section, click the **Apply without saving** link.

Apply Settings

The user's guide describes how to apply settings.

Modifying Saved Settings

The user's guide describes how to modify saved settings.

Deleting Saved Settings

The user's guide describes how to delete saved settings.

Exercise 9

In this exercise, you will delete the settings you created.

1. Next to the **Quick Find** search box, click the dropdown arrow.
2. Click the **Advanced** link.
3. In the **Editing** section, click the dropdown arrow and select **LessThan2.2Million**.
4. Click the **Delete this setting** link.
5. In the **Editing** section, click the dropdown arrow and select **Temporary**.
6. Click the **Delete this setting** link.
7. Click the **Close** button.
8. Click the **Home** button.
9. Click the **Log off** button.

2.11.3 Using Operators with the Advanced Filter

The user's guide contains a table which shows which operators can be used with the Advanced Filter to filter different kinds of data.

2.12 Using Actions Menus

The user's guide describes the four types of Actions menus; system, component, list, and row.

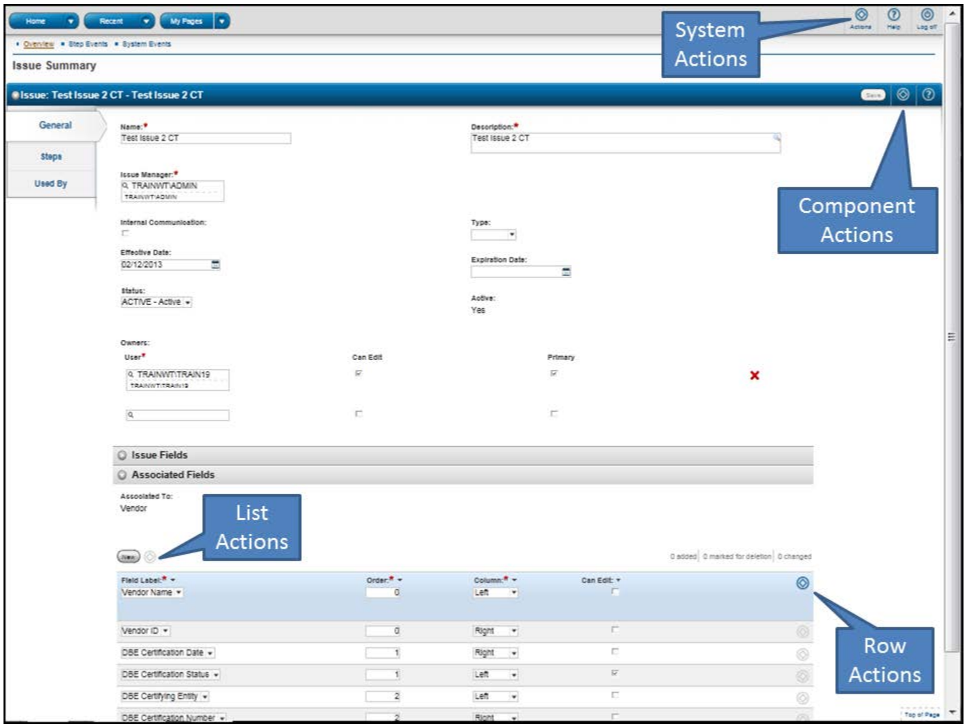

Figure 16. The Four Types of Actions Buttons

2.12.1 System Actions Menu

The user's guide describes the system Actions menu.

Note: All application pages contain a system Actions menu.

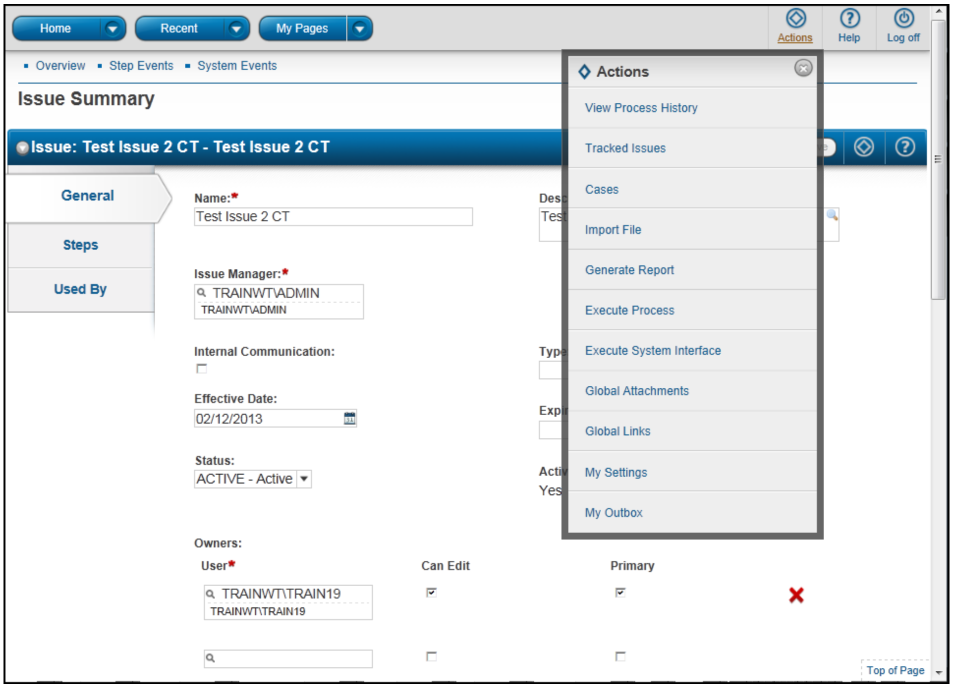

Figure 17. System Actions Menu

2.12.2 Component Actions Menus

The user's guide describes the component Actions menu.

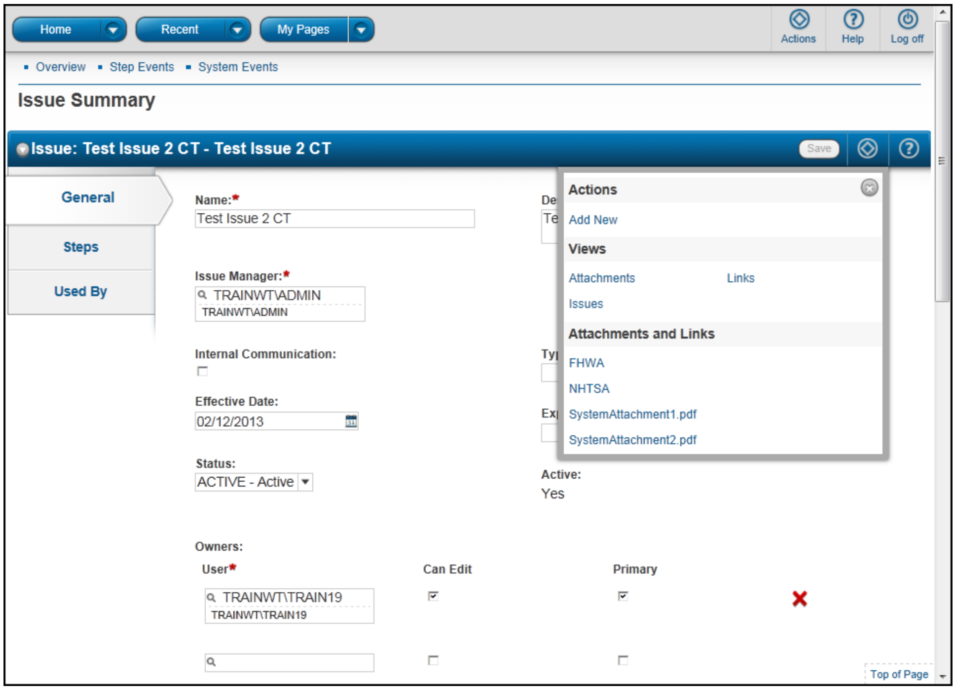

Figure 18. Component Actions Menu

2.12.3 List Actions Menus

The user's guide describes the list Actions menu.

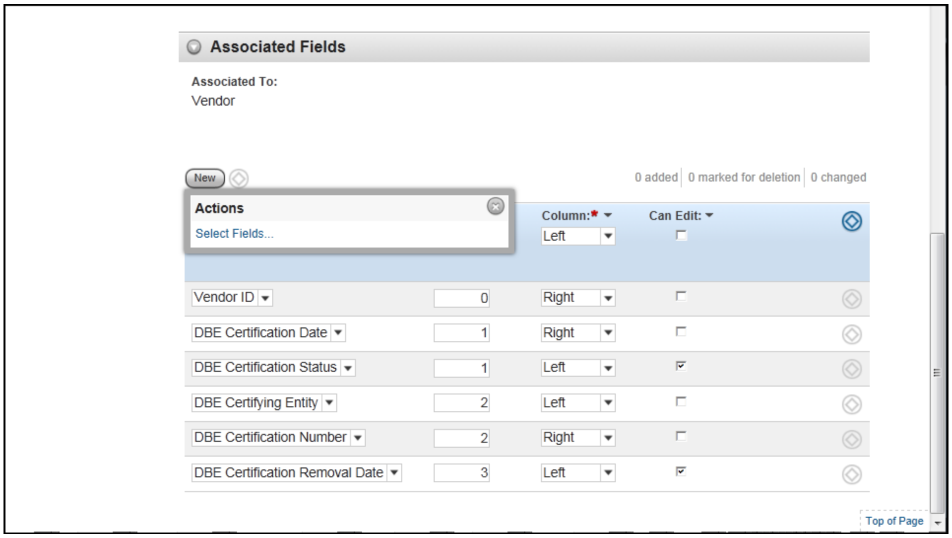

Figure 19. List Actions Menu

2.12.4 Row Actions Menus

The user's guide describes the row Actions menu and how to duplicate and insert rows.

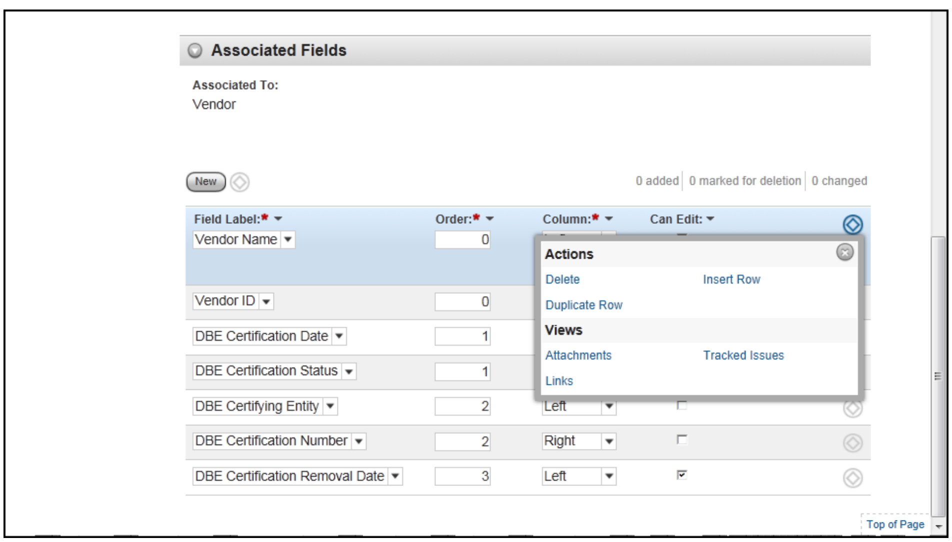

Figure 20. Row Actions Menu

Duplicating and Inserting Rows

The user's guide describes to duplicate and insert rows.

2.12.5 Other Common Action Menu Options

The user's guide describes other common Actions menu options.

2.13 Selecting Data in Modal Windows

The user's guide defines modal windows and describes how to select data in modal windows.

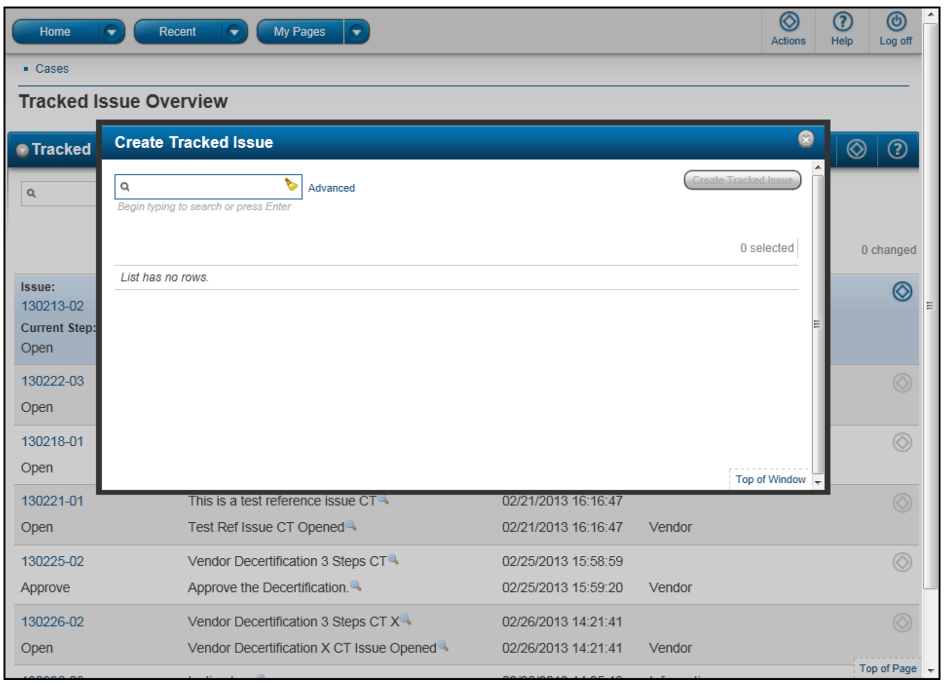

Figure 21. Selection Modal Window

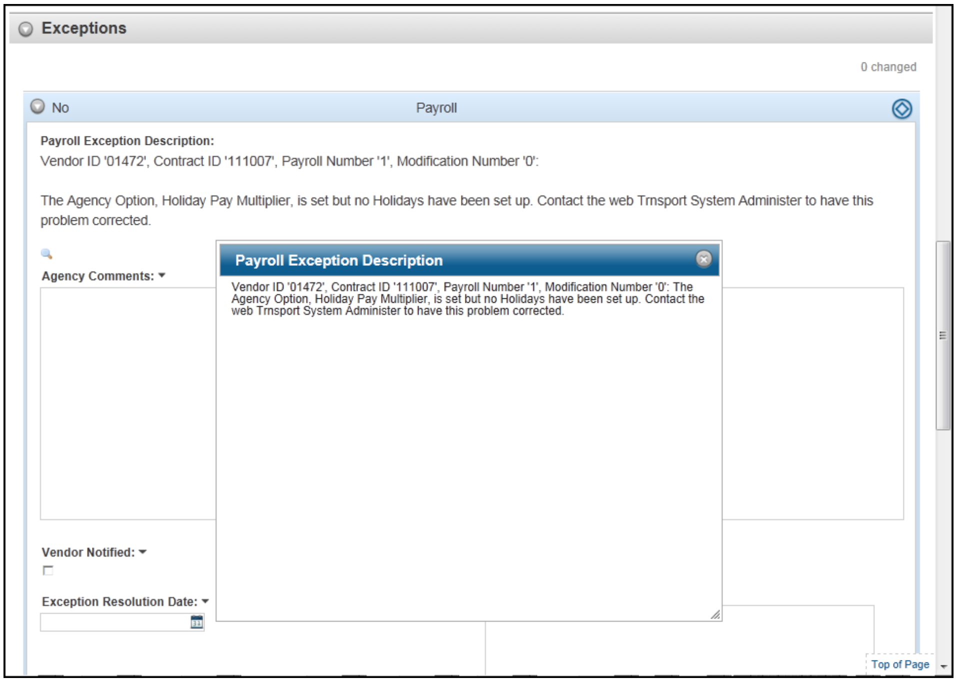

Figure 22. Zoom Modal Window

2.14 Frequently Asked Questions

See the user's guide for answers to frequently asked questions.

3. Global Actions

3.1 Overview of Global Actions

The user's guide lists the types of global actions and includes a reminder that these actions are available from the Actions button on the menu bar.

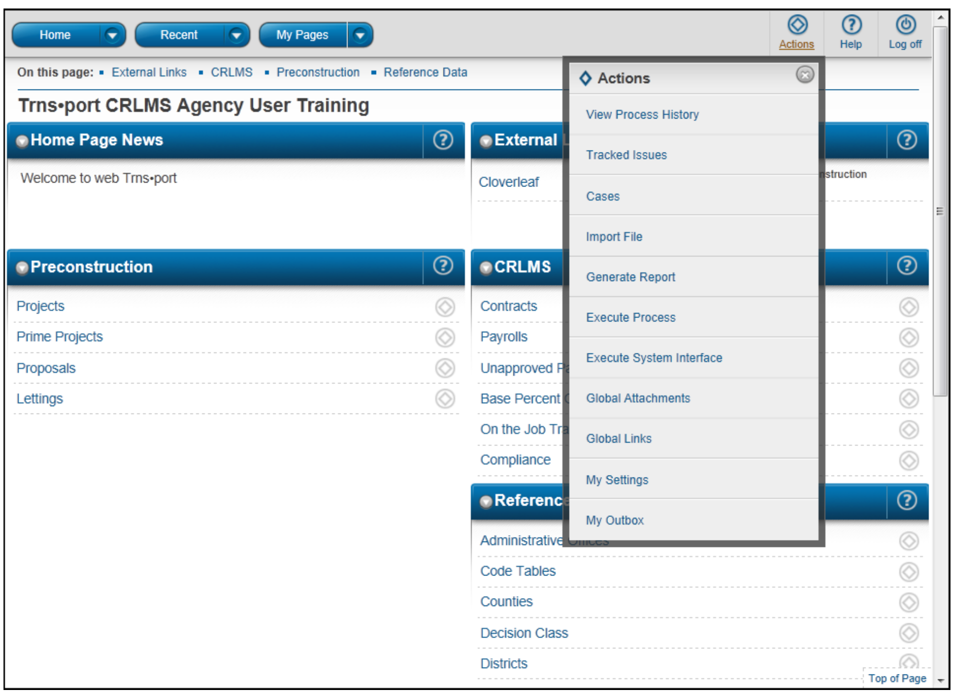

Figure 1. System Actions Menu

3.2 Processes

3.2.1 Executing Processes

The user's guide lists the base processes and describes how to execute a process.

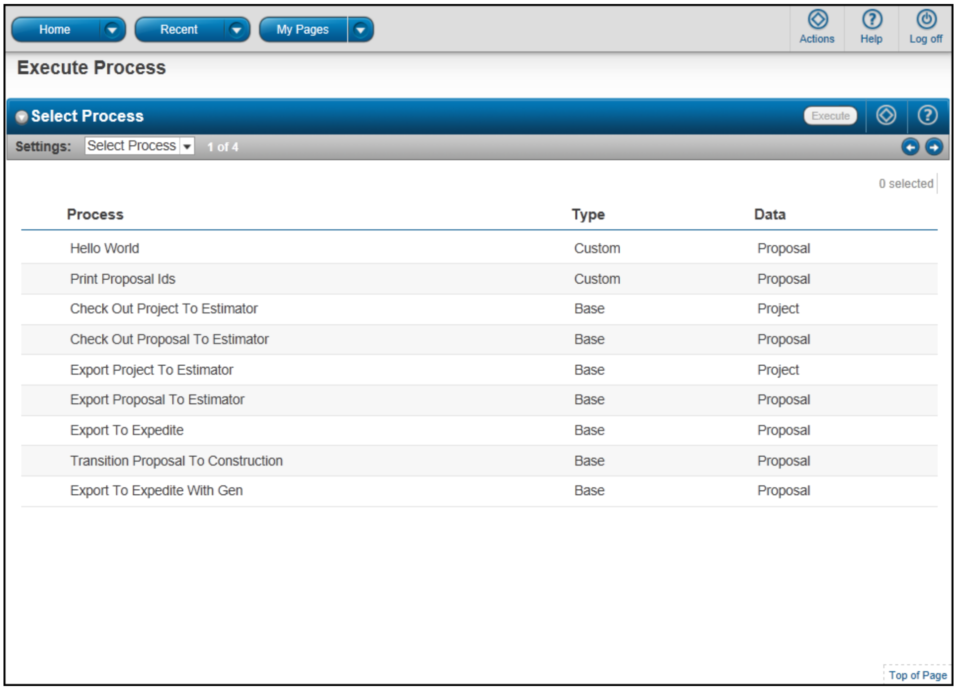

Figure 2. Execute Processes

3.2.2 Scheduling a Process

The user's guide describes how to schedule a process and includes a table of frequencies and associated field values.

3.2.3 Viewing Process History

The user's guide describes how to use the Process History Overview component.

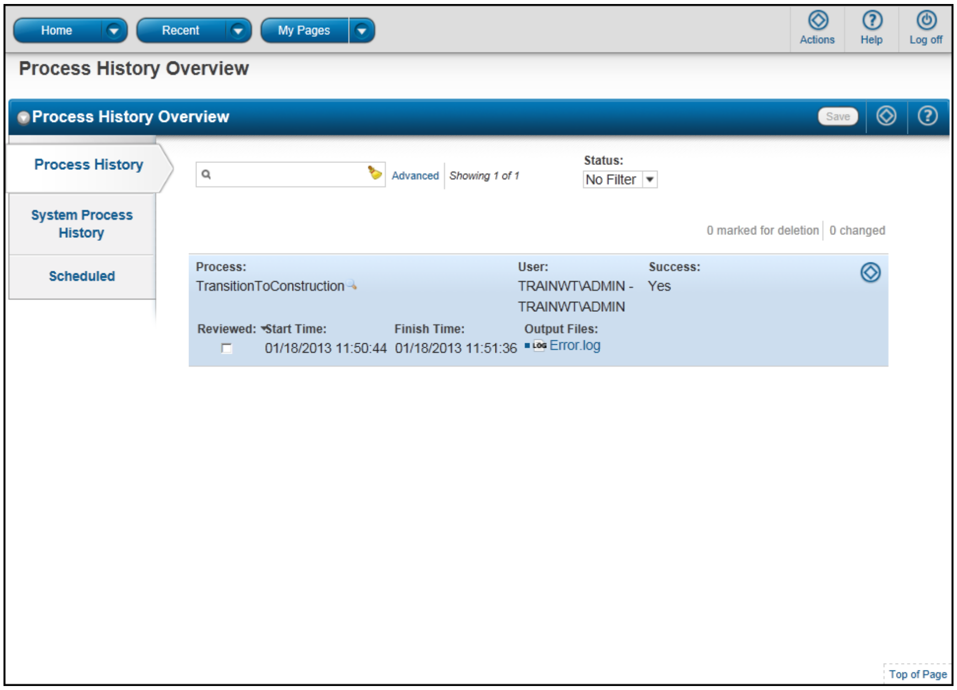

Figure 3. Process History Overview

Exercise 1

In this exercise, you will view the list of available AASHTO Trns•port processes and the Process History Overview component.

1. Double-click the **CRLMS 2.02** desktop icon.

   An Internet Explorer web browser displays the AASHTO Trns•port logon page.

2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).

3. In the **Password** field, type **PASS**.

4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.

5. Click the **Log On** button.

6. Click the **Home** dropdown arrow and ensure the **CRLMS_TRAINING** role is selected.

7. Click the system **Actions** button on the Menu Bar.

8. Click the **Execute Process** action.

   The system lists all the processes you can execute.

9. Click the system **Actions** button on the Menu Bar.

10. Click the **View Process History** action.

    The Process History tab allows you to view the status and output of processes you have generated manually.

3.2.4 Viewing System Process History

The user’s guide describes how to use the System Process History tab.

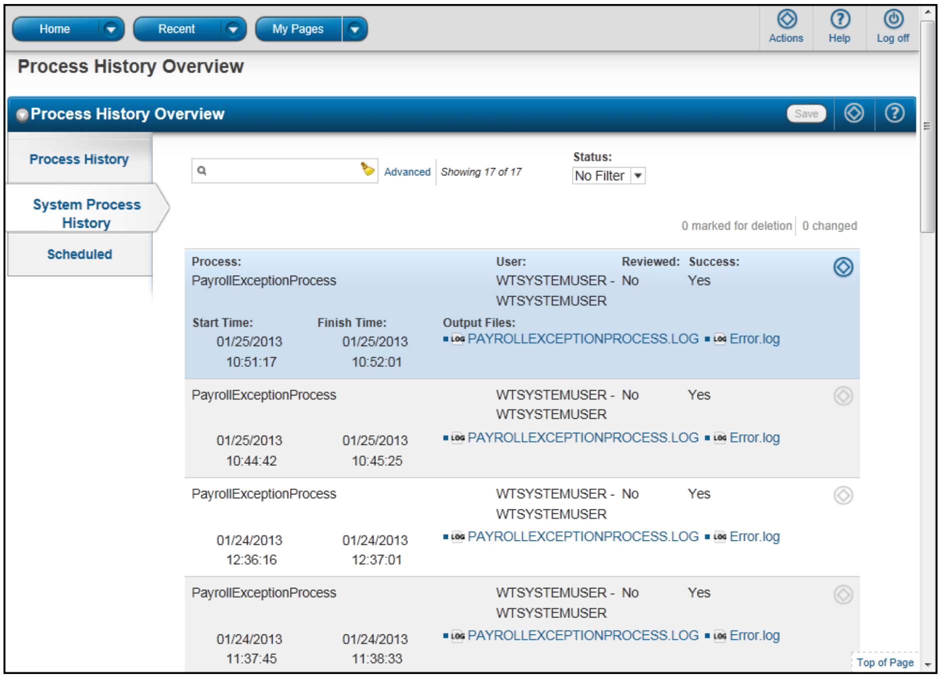

Figure 4. System Process History Tab

Exercise 2

In this exercise, you will view the System Process History tab on the Process History Overview component and filter the list of processes displayed.

1. Click the **System Process History** tab.

   This tab lists the status and output of system processes.

2. Click the **Status** filter dropdown arrow.
3. Select **Running**.
4. Click the **Status** filter dropdown arrow.
5. Select **No Filter**.

3.2.5 Viewing Scheduled Processes

The user's guide describes how to use the Scheduled tab.

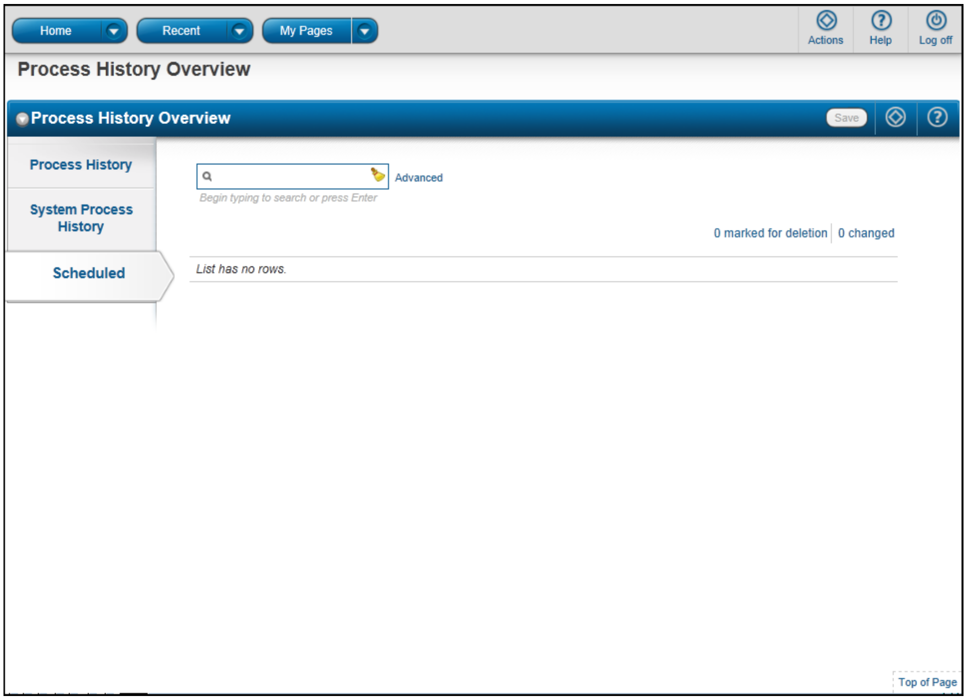

Figure 5. Scheduled Tab

3.2.6 Viewing and Saving Process Output Files

The user’s guide describes how to view and save process output files.

Viewing an Output File

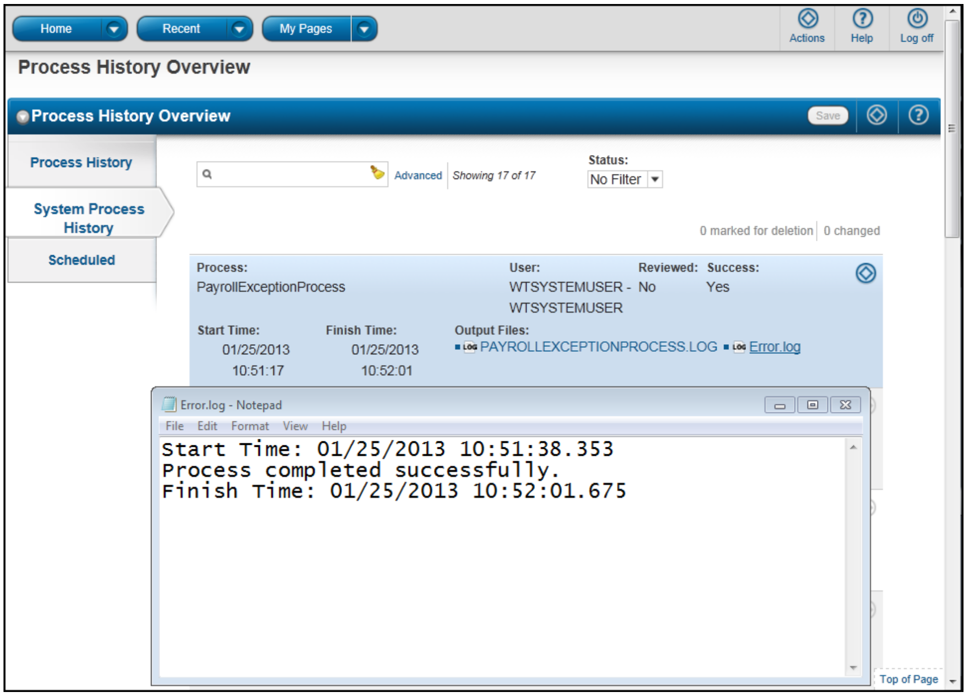

Figure 6. Viewing Output File

Exercise 3

In this exercise, you will view an output file for a completed process on the System Process History tab.

1. For the first process listed, click the **Error.log** link in the **Output Files** field.

   The system opens a File Download dialog window (or banner).

2. Click the **Open** button in the window (or banner).

   The output file opens in a new window.

3. Close the **Error.log** output file.

4. Click the **Home** button.

Saving an Output File

The user's guide describes saving output files.

3.3 Tracked Issues

3.3.1 Maintaining Tracked Issue Information

The user's guide describes what tracked issues are and how to create a tracked issue.

Creating a Tracked Issue

Note: To create a new tracked issue for a Reference Issue that is associated with an Entity, you must first navigate to a record within the appropriate Entity.

Note: The system will automatically create a unique Issue ID using the format YYMMDD followed by a sequential number. For example, the first tracked issue for May 1, 2013 will be labeled 130501-01; the second tracked issue for the same day will be 130501-02, and so on.

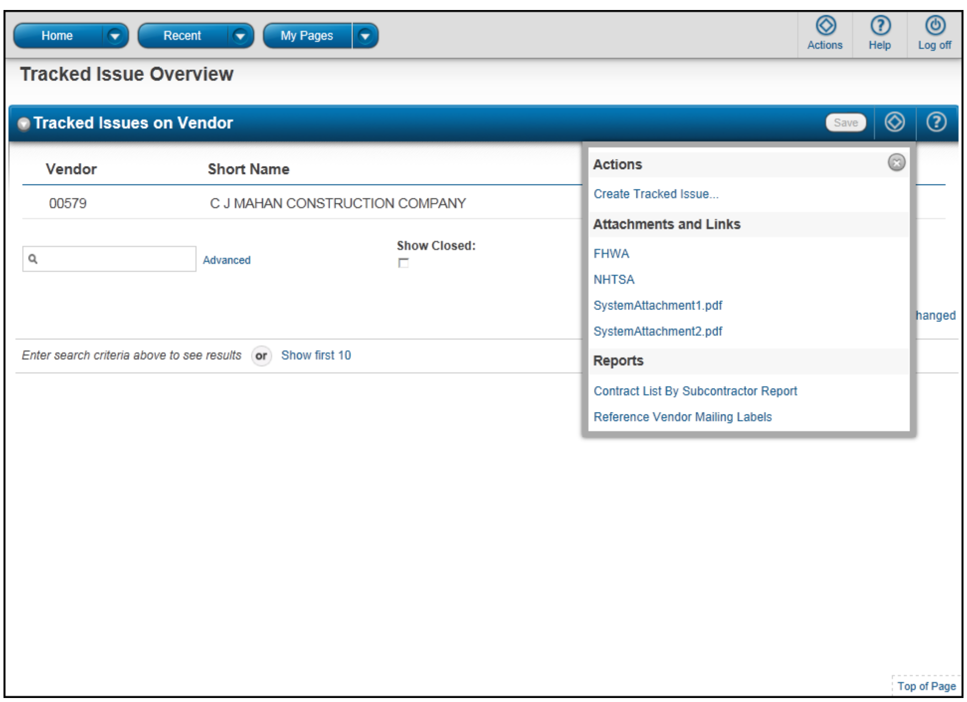

Figure 7. Create Tracked Issue

Exercise 4

In this exercise, you will create a new tracked issue for a reference vendor.

1. From the **Home** page, under the **Reference Data** component, click the **Vendors** link.
2. In the **Quick Find** search box, type **Spartan**.
3. Click vendor ID **00887**.
4. Click the component **Actions** button.
5. Click the **Issues** view.
6. On the **Tracked Issues on Vendor** component, click the component **Actions** button.
7. Click the **Create Tracked Issue** action.
8. In the **Create Tracked Issue** modal window, click the row for reference issue **Vendor Decertification**.
9. Click the **Create Tracked Issue** button.

   The system will create a Tracked Issue, even if you see a message.

10. Click the **Home** button.

3.3.2 Maintaining a Tracked Issue

The user's guide describes what types of changes can be made to a tracked issue and how to make those changes.

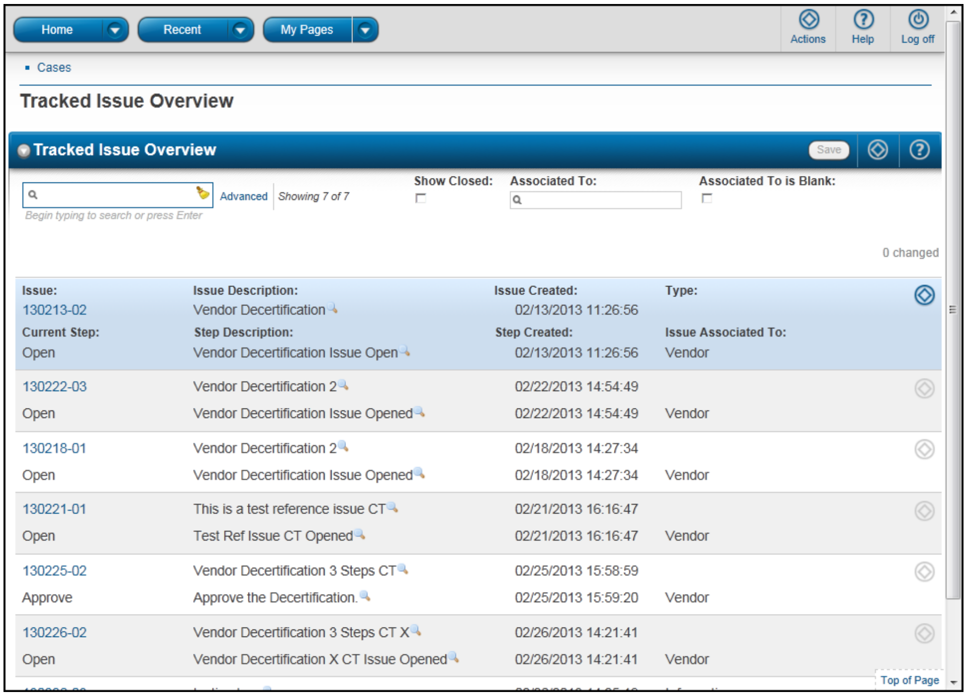

Figure 8. Tracked Issue Overview

Exercise 5

In this exercise, you will update the newly created tracked issue (from the previous exercise).

Attention: Currently, dates can only be typed into these fields. If dates are selected with the calendar icon, the dates will not save.

1. Click the system **Actions** button on the Menu Bar.
2. Click the **Tracked Issues** action.
3. In the **Quick Find** search box, type the issue ID of today's date for the newly created issue in the format **YYMMDD**.
4. Click the **Issue ID** for the newly created issue (Note: XX is the same number as your user number).
5. In the **Issue Description** field, type **SPARTAN TRAINXX** after **Vendor Decertification** (Note: XX is your user number).
6. Scroll down to the **Current Issue Step** section.
7. In the remarks section, for the **Type** field, click the dropdown arrow and select **General**.
8. In the **Remark** field, type **Decertification request initiated within the agency**.
9. Scroll down to the **Issue** section.
10. In the **Decertification Investigation Findings** field, type **Vendor no longer eligible**.
11. In the **Decertification Letter Date** field, type **02/11/2013**.
12. Click the **Save** button.

Instructor Demonstration

The instructor will demonstrate use of the fields in the **Vendor** section.

Caution: This exercise will be performed by the instructor only.
Please do **NOT** modify the data in these fields.

1. Scroll down to the **Vendor** section.
2. In the **DBE Certification Removal Date** field, type **02/15/2013**.
3. In the **DBE Certification Status** field, click the dropdown arrow and select **Not Certified**.
4. Click the **Save** button.

3.3.3 Maintaining Tracked Issue Communication

The user's guide describes the Communication quick link and how to add or change communication entries.

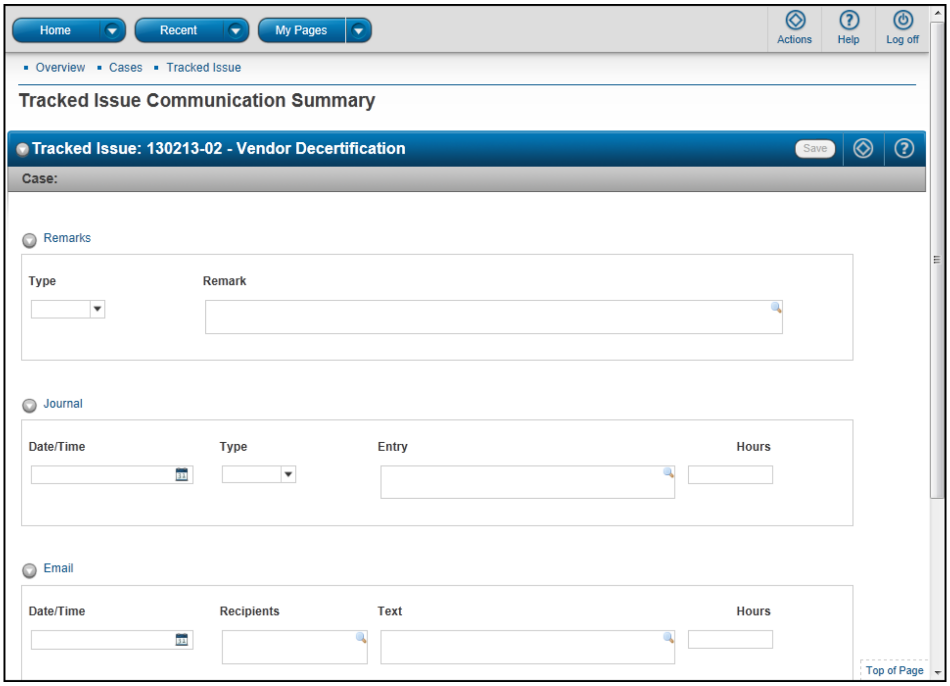

Figure 9. Communication Quick Link

Exercise 6

In this exercise, you will add a communication activity to a tracked issue.

1. Click the **Communication** quick link.
2. Scroll down to the **Phone** section.
3. In the **Date/Time** field, type **02/11/2013**.
4. In the **Number** field, type **3528974123**.
5. In the **Participants** field, type **John Smith, Sally Sue**.
6. In the **Text** field, type **Discussed decertification process with John**.
7. In the **Hours** field, type **0.5**.
8. Click the **Save** button.

3.3.4 Maintaining Tracked Issue Owners

The user's guide describes the Owners tab and how to add or change Owners and Owner settings.

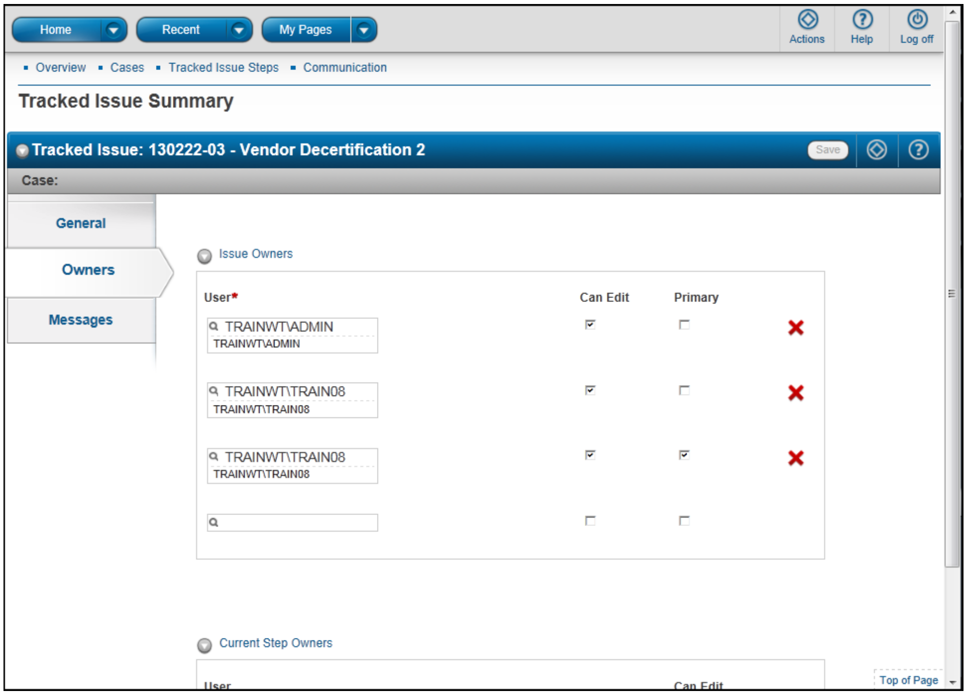

Figure 10. Owners Tab

Exercise 7

In this exercise, you will view tracked issue owners.

1. Click the **Tracked Issue** quick link.
2. Click the **Owners** tab.
3. View the information in the **Issue Owners** and **Current Step Owners** sections.

3.3.5 Maintaining Tracked Issue Messages

The user's guide describes the Messages tab.

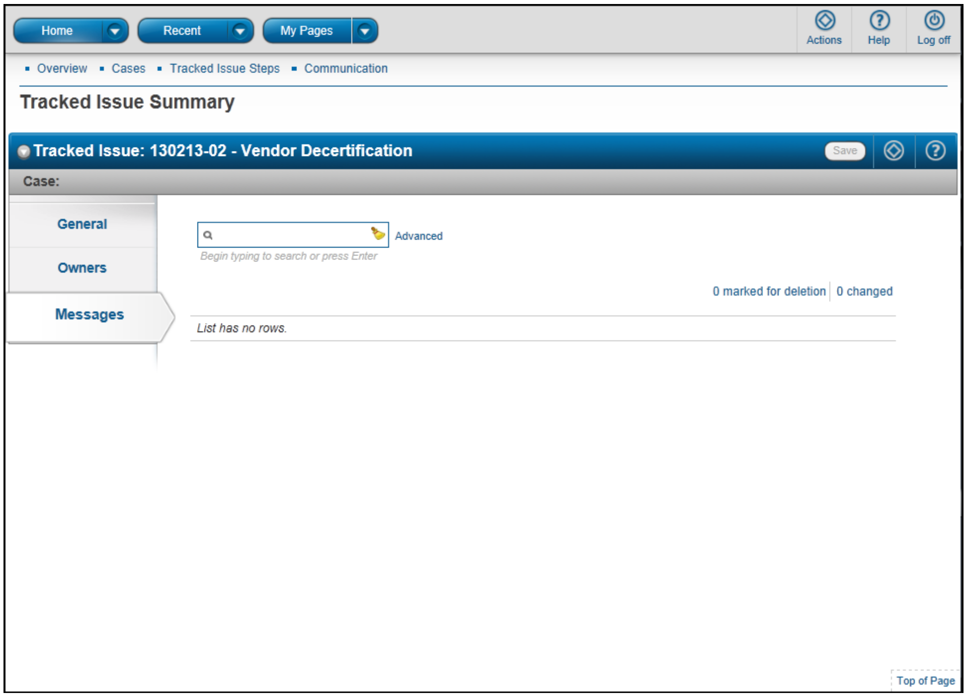

Figure 11. Messages Tab

Exercise 8

In this exercise, you will view tracked issue messages.

1. Click the **Messages** tab.

   Note that no messages are displayed. This is because the tracked issue does not have any associated error messages that occurred during events performed by the system as part of the tracked issue.

3.3.6 Maintaining Tracked Issue Steps

The user's guide describes how to obtain information from the Tracked Issue Steps component.

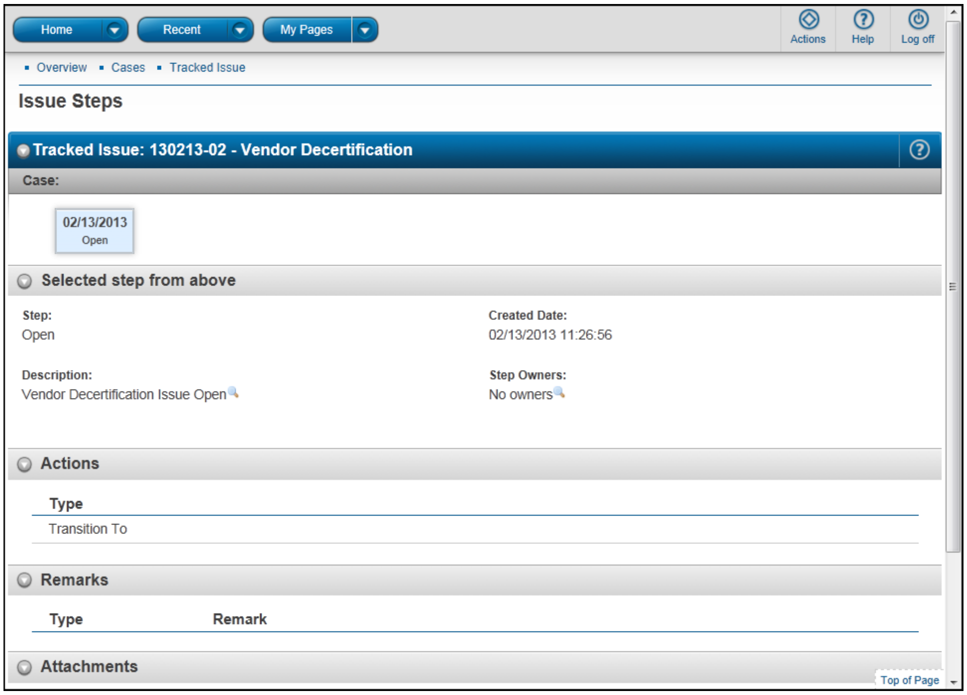

Figure 12. Tracked Issue Steps

Exercise 9

In this exercise, you will progress a tracked issue to the next step in the process.

1. Click the **General** tab.
2. Scroll down to the **Current Issue Step** section.
3. Click the **Forward for Approval** button.

Exercise 10

In this exercise, you will view the Tracked Issue Steps component.

1. Click the **Tracked Issue Steps** quick link.
2. View the information within the various sections.
3. Click the **Home** button.

3.4 Cases

3.4.1 Maintaining Case Information

The user's guide describes cases and how to view, add, and delete cases.

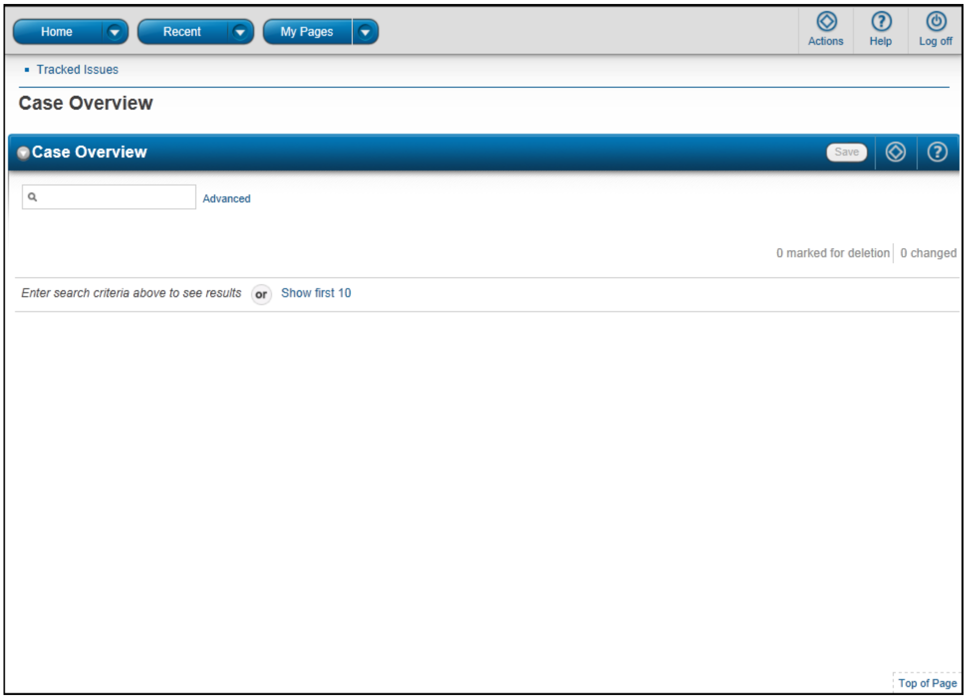

Figure 13. Case Overview

Exercise 11

In this exercise, you will view a case.

1. Click the system **Actions** button on the Menu Bar.
2. Click the **Cases** action.
3. Click the **Show first 10** link.
4. Click case name **Spartan Construction Decert**.

   Note that this case does not currently have any associated tracked issues.

3.4.2 Maintaining a Case

The user's guide describes how to view tracked issues added to the case and how to add and remove tracked issues from a case.

Adding Tracked Issues to a Case

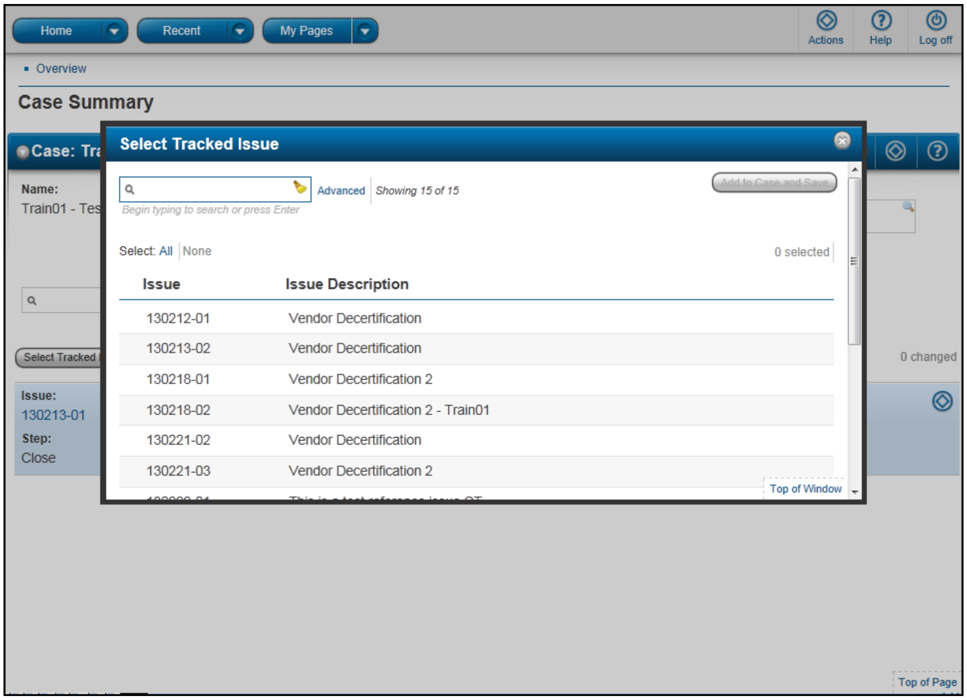

Figure 14. Adding a Tracked Issue to a Case

Exercise 12

In this exercise, you will add a tracked issue to a case.

1. On the **Case Summary** component, click the **Select Tracked Issues** button.

2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).

3. Click the row for the tracked issue containing **TRAINXX** in the **Issue Description** field (Note: XX is your user number).

4. Click the **Add to Case and Save** button.

3.4.3 Adding a Case

The user's guide describes how to add a new case.

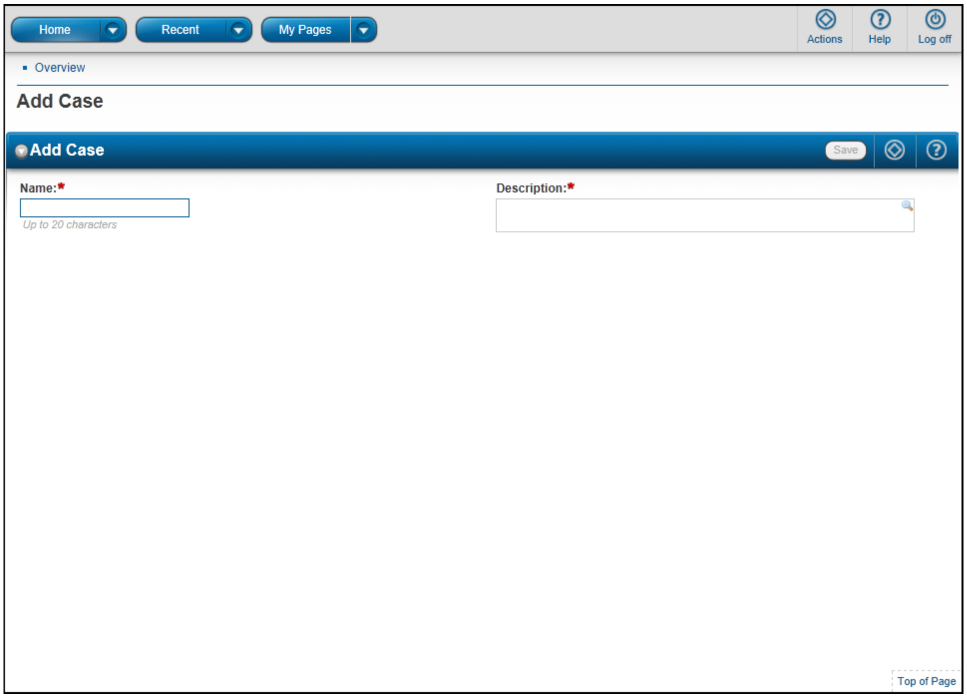

Figure 15. Add Case

Exercise 13

In this exercise, you will add a new case.

1. Click the **Cases** quick link.
2. Click the component **Actions** button.
3. Click the **Add** action.
4. In the **Name** field, type **TRAINXX Case** (Note: XX is your user number).
5. In the **Description** field, type **TRAINXX Description** (Note: XX is your user number).
6. Click the **Save** button.
7. Click the **Home** button.

3.5 Attachments and Links

3.5.1 Working with Attachments

The user's guide lists examples of file types for attachments and describes how to change, open, and delete an attachment.

The user's guide also describes how to attach a file to an entity, grant security access to an attached file, and remove security access to an attached file.

Attaching a File to a Row

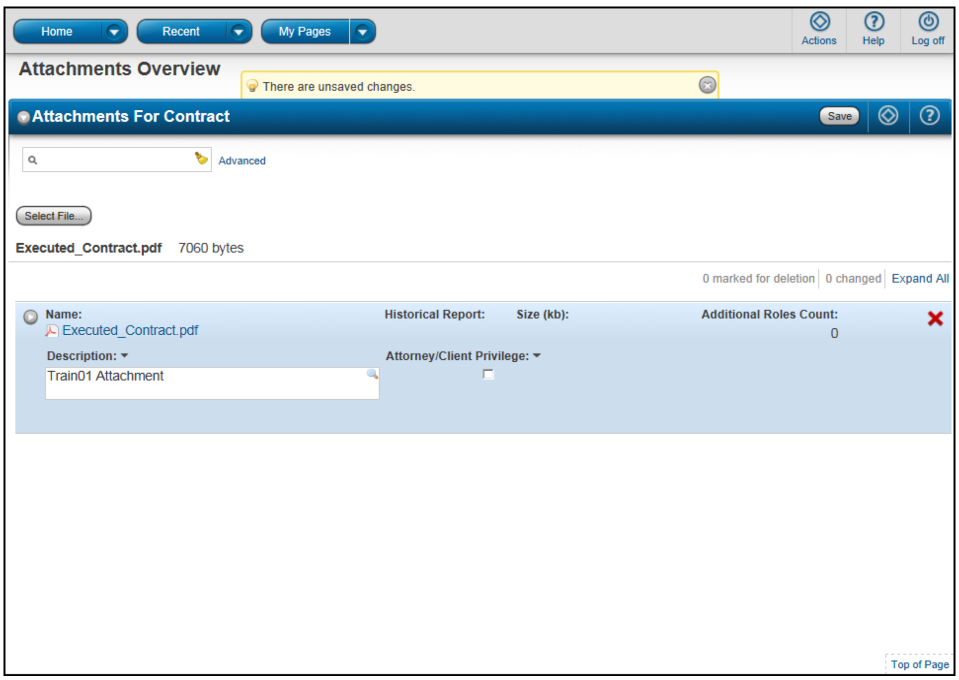

Figure 16. Attachments Overview

Exercise 14

In this exercise, you will add an attachment to a contract.

1. From the **Home** page, under the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. For contract **Contract_TRAINXX**, click the row **Actions** button (Note: XX is your user number).
4. Click the **Attachments** view.
5. Click the **Select File** button.
6. In the **Choose File to Upload** window, navigate to the directory given by the instructor and click file **Executed_Contract.pdf**.
7. Click the **Open** button.
8. In the **Description** field, type **TRAINXX Attachment** (Note: XX is your user number).
9. Click the **Save** button.

Granting Security Access to an Attached File

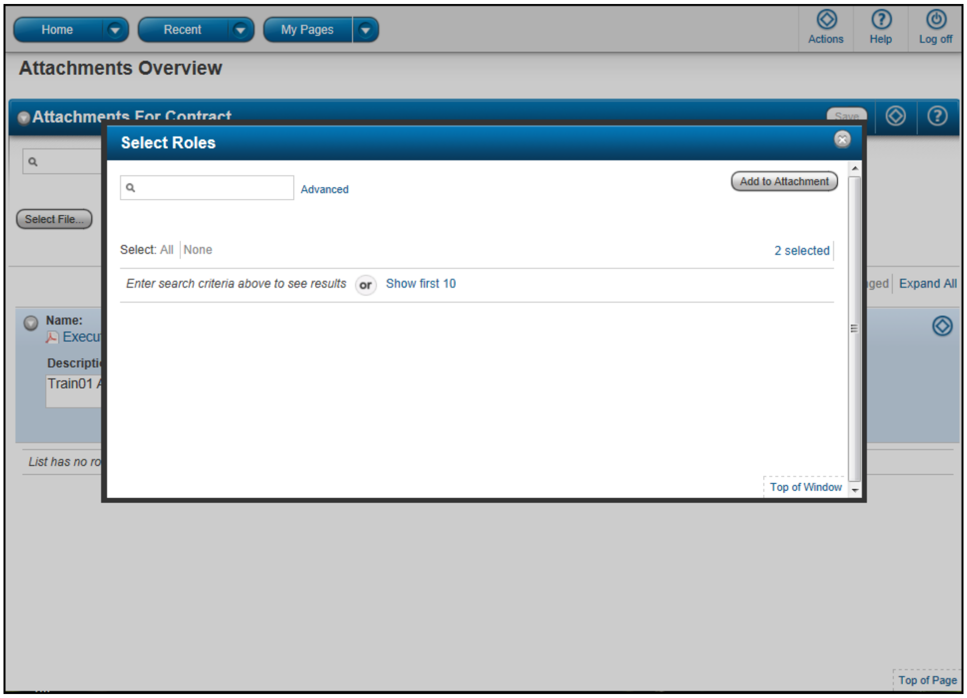

Figure 17. Select Roles

Exercise 15

In this exercise, you will grant users with other roles access to the attachment.

1. On your new attachment's row, click the row **Actions** button and click **Select Roles**.
2. In the **Quick Find** search box, type **TRAINING**.
3. Click the rows for roles **PRECON_TRAINING** and **EXT_TRAINING**.

   Note that Users assigned to your active role, CRLMS_TRAINING, are automatically granted access to the attachment.

4. Click the **Add to Attachment** button.
5. Click the **Save** button.

Removing Security Access to an Attached File

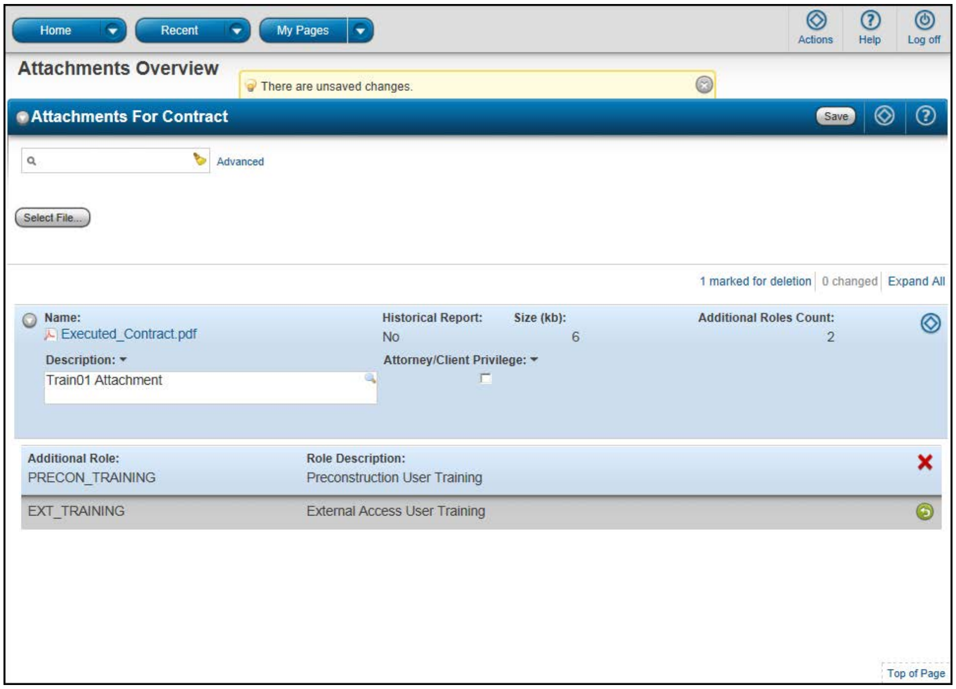

Figure 18. Delete Attachment Access for a Role

Exercise 16

In this exercise, you will remove access to the attachment for users with a specific role.

1. If necessary, for your new attachment's row, click the **Expand** arrow.
2. For role **EXT_TRAINING**, click the **Delete** button.
3. Click the **Save** button.

3.5.2 Working with Links

The user's guide describes how to use, change, and delete links.

The user's guide also describes how to attach a link to an entity, grant security access to a link, and remove security access to a link.

Attaching a Link to an Entity

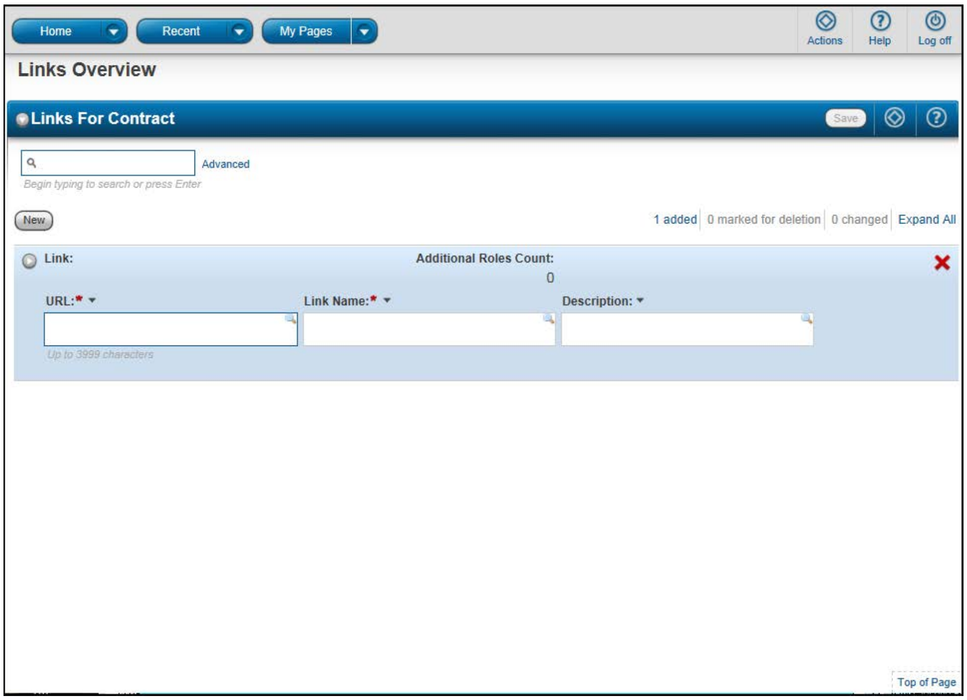

Figure 19. Links Overview

Exercise 17

In this exercise, you will attach a link to a contract.

1. Click the **Recent** dropdown arrow.
2. Click the **Contract Overview** link.
3. For contract **Contract_TRAINXX**, click the row **Actions** button (Note: XX is your user number).
4. Click the **Links** view.
5. In the **URL** field, type **www.transportation.org**.
6. In the **Link Name** field, type **AASHTO Home page**.
7. Click the **Save** button.
8. Click the **Home** button.

Granting Security Access to a Link

The user's guide describes granting security access to a link.

Removing Security Access to a Link

The user's guide describes removing security access to a link.

3.5.3 Using Global Attachments

The user's guide describes how to use, change, and delete attachments and system attachments.

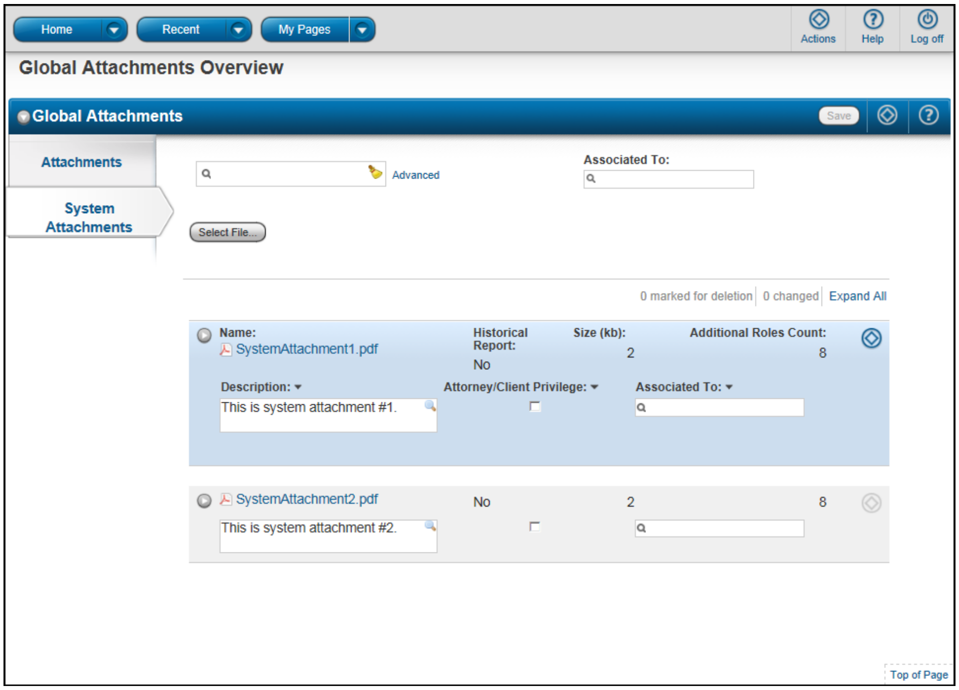

Figure 20. System Attachments

Exercise 18

In this exercise, you will view system attachments.

1. Click the system **Actions** button on the Menu Bar.
2. Click the **Global Attachments** action.
3. Click the **System Attachments** tab.
4. Click the **SystemAttachment1.pdf** link.

   The system opens a File Download dialog window (or banner).

5. Click the **Open** button in the window (or banner).

   The attachment file opens in a new window.

6. Close the **SystemAttachment1.pdf** attachment file.

Granting Security Access to an Attachment

The user's guide describes how to grant security access to an attachment.

3.5.4 Using Global Links

The user's guide describes how to use, change, and delete links and system links.

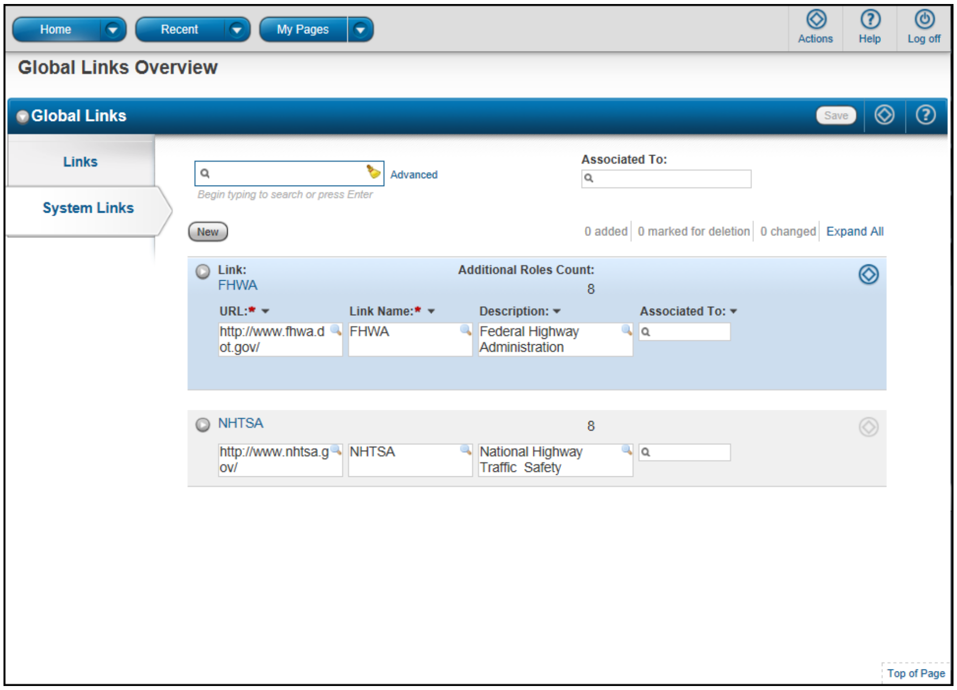

Figure 21. System Links

Exercise 19

In this exercise, you will view system links.

1. Click the system **Actions** button on the Menu Bar.
2. Click the **Global Links** action.
3. Click the **System Links** tab.
4. Click the **FHWA** link.

   The system opens the website in a separate browser window.

5. Close the **FHWA** website browser window.

Granting Security Access to a Link

The user's guide describes how to grant security access to a link.

3.6 My Settings

3.6.1 Managing My Settings

The user's guide describes how to view information on the User Information tab.

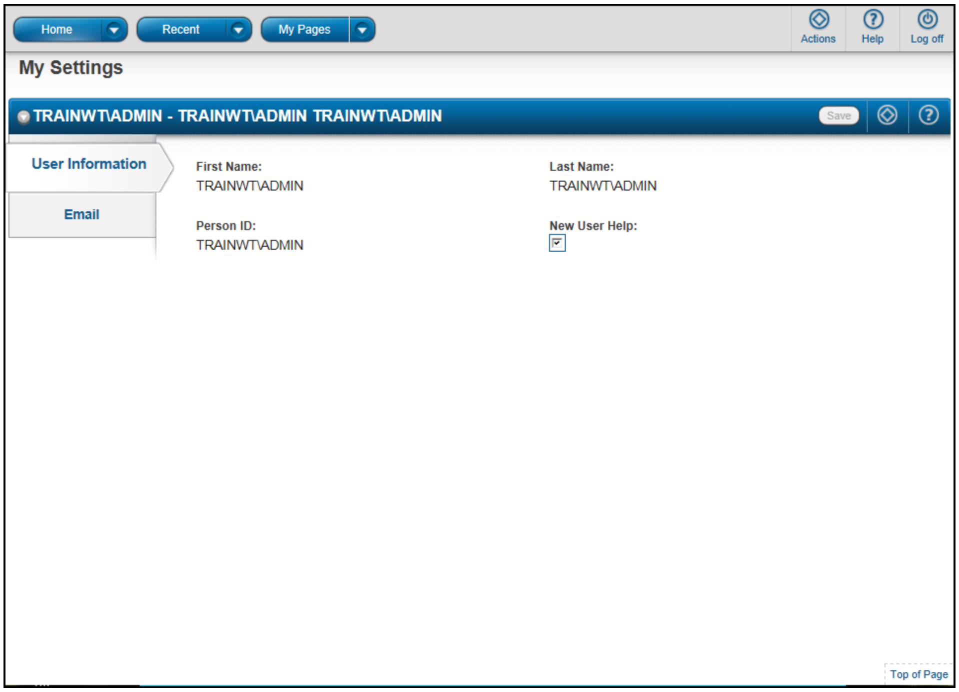

Figure 22. User Information Tab

Exercise 20

In this exercise, you will view information on the User Information tab and clear the New User Help check box.

1. Click the system **Actions** button on the Menu Bar.
2. Click the **My Settings** action.
3. Review your user information.
4. Click the **New User Help** check box to clear the check mark.
5. Click the **Save** button.

3.6.2 Changing Your Email Address

The user's guide describes how to record or change your email address on the Email tab.

Note: If an email address has been entered for your user account, the **Email** tab is displayed. If the **Email** tab is not displayed and you want to enter your email address, contact your system administrator. After your system administrator has granted you permission to enter your email address, the next time you log on to the system, you will be prompted to enter and confirm your current email address.

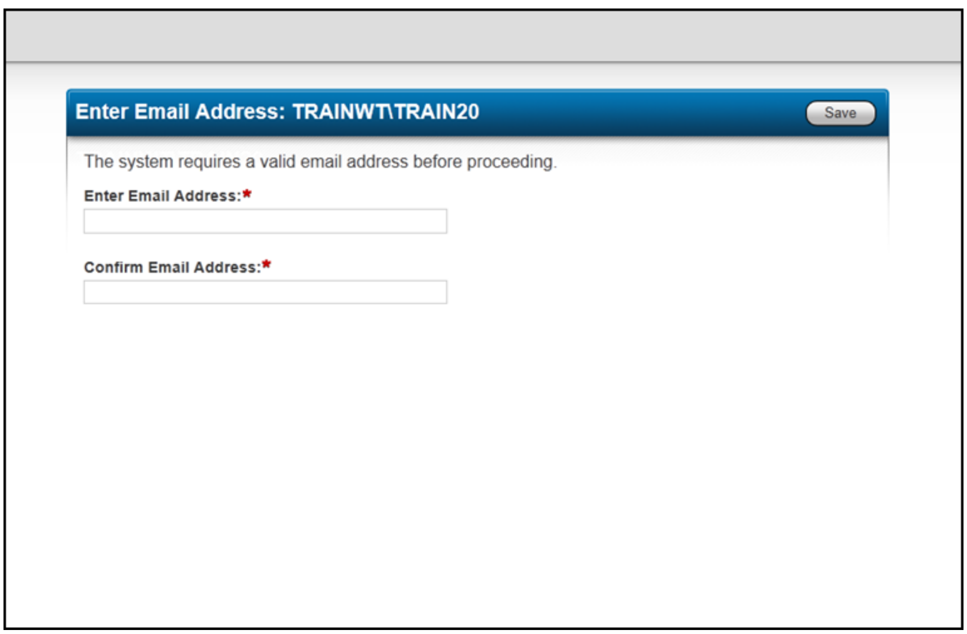

Figure 23. Email Address Validation

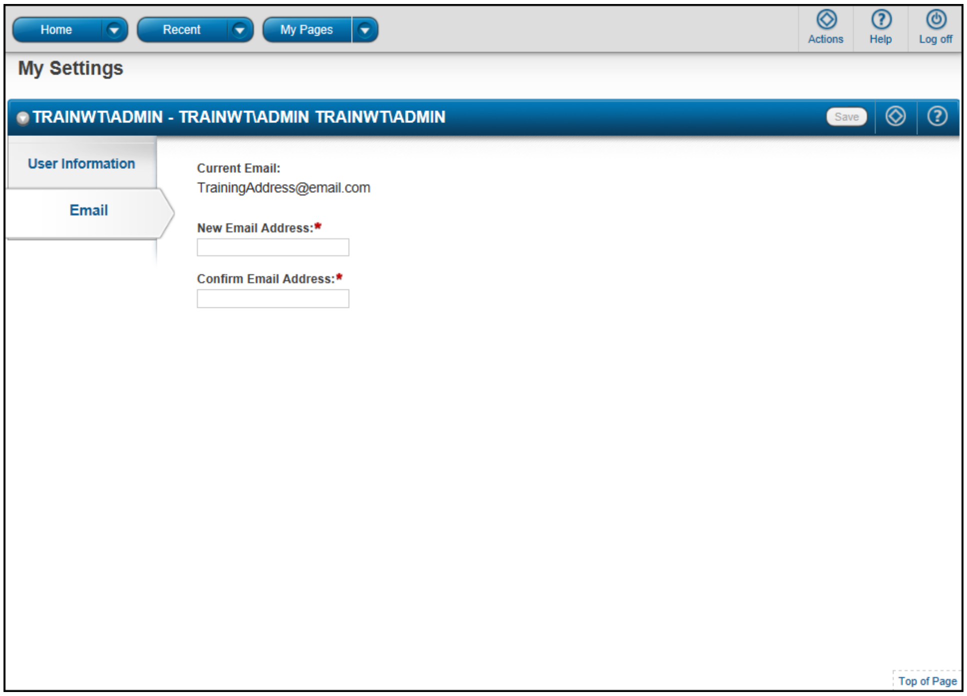

Figure 24. Email Tab

Exercise 21

In this exercise, you will view the Email tab.

1. Click the **Email** tab.
2. Review your current email address.

3.7 My Outbox

3.7.1 Working with Email Messages

The user’s guide describes how to view, send, and delete email messages.

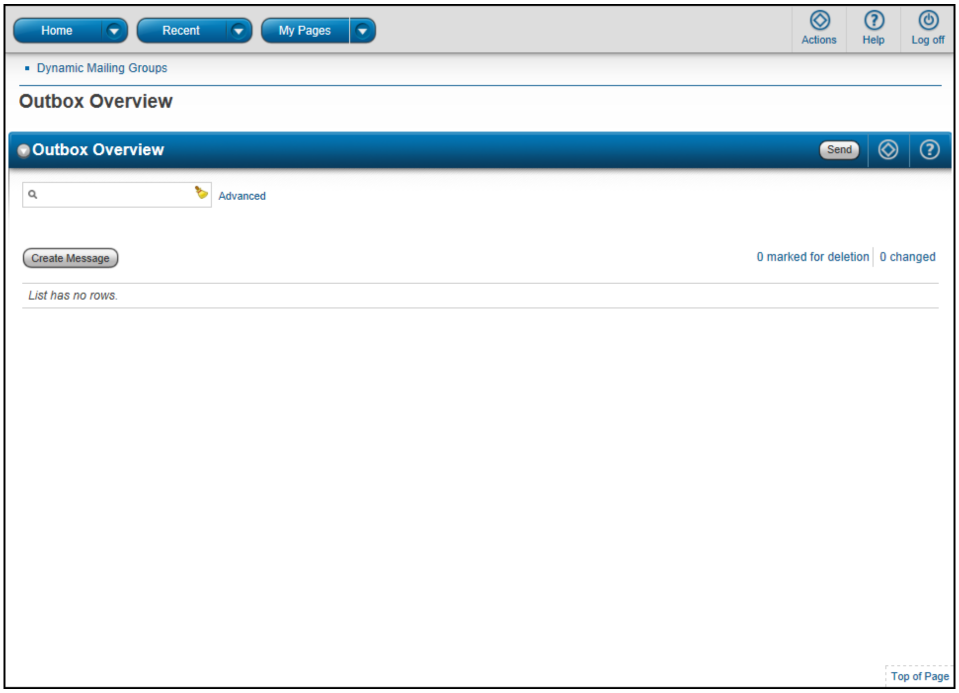

Figure 25. Outbox Overview

Exercise 22

In this exercise, you will view the Outbox Overview component.

1. Click the system **Actions** button on the Menu Bar.

2. Click the **My Outbox** action.

   Note that your Outbox Message Overview component is empty; this is because you have not sent any system messages.

3.7.2 Creating an Email Message

The user's guide describes in detail how to create a new message and select multiple recipients.

Selecting Multiple Recipients

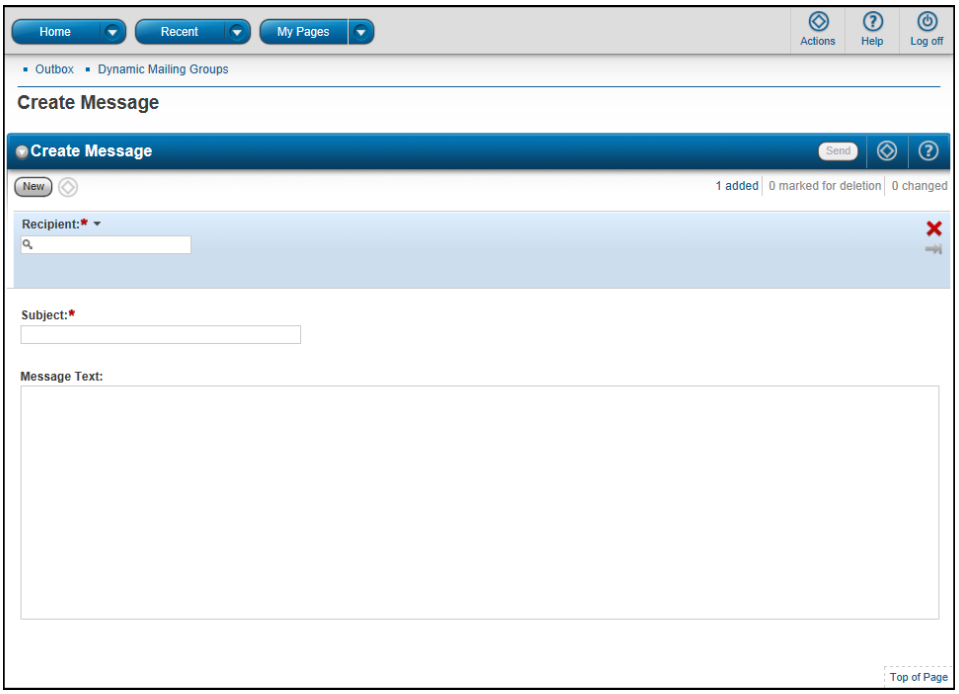

Figure 26. Create Message

Exercise 23

In this exercise, you will create a new message and select multiple recipients.

Note: The training environment is not configured to send email messages. In training, you will receive an error message when attempting to send emails.

1. Click the **Create Message** button.
2. Click in the **Recipient** field and press the **Enter** key.
3. Select the first email address in the list.
4. Click the **Actions** button below the **Create Message** component header.
5. Click the **Select Recipients** action.
6. In the **Quick Find** search box, type **TRAIN0**.
7. Click the **TRAINWT\TRAIN01** user.
8. Click the **Add to Message** button.
9. In the **Subject** field, type **TRAINXX Subject** (Note: XX is your user number).
10. In the **Message Text** field, type **TRAINXX Message** (Note: XX is your user number).
11. Click the **Send** button.
12. Click the **Dynamic Mailing Groups** quick link.

    Note that you do not yet have any mailing groups, you will create one in the next exercise.

3.7.3 Creating Dynamic Mailing Groups

The user's guide describes how to create new mailing groups, as well as how to view, maintain, and delete mailing groups.

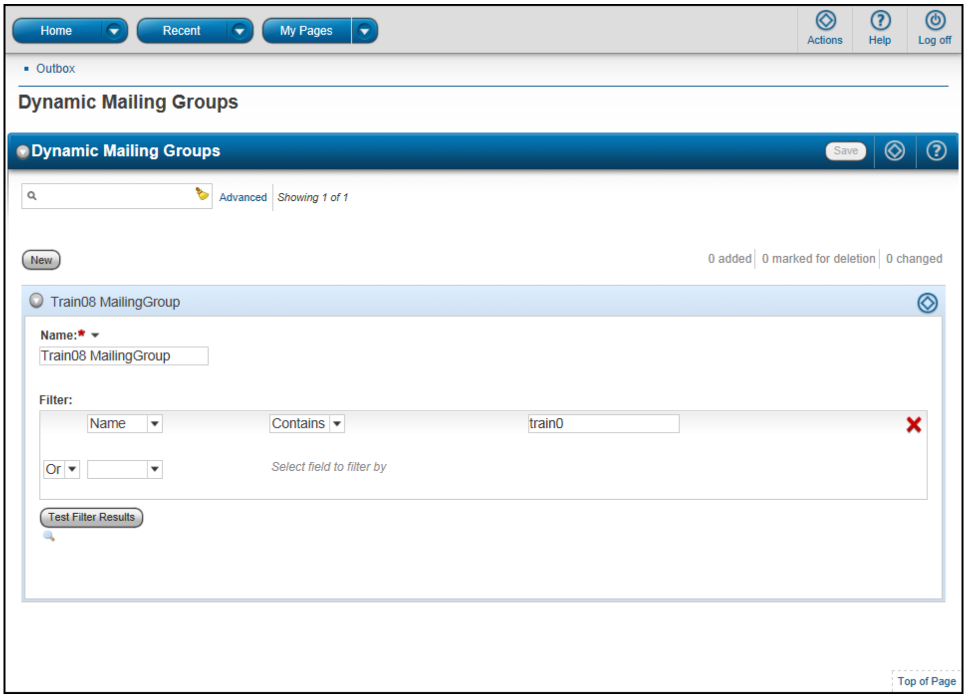

Figure 27. Dynamic Mailing Groups

Exercise 24

In this exercise, you will create a new dynamic mailing group.

1. Click the **New** button.

2. In the **Name** field, type **TRAINXX Mailing Group** (Note: XX is your user number).

3. In the **Filter** section, click the dropdown arrow and select **Name**.

4. Ensure **Contains** is selected in the middle dropdown field.

5. In the filter text box field, type **train0**.

6. Click the **Test Filter Results** button.

   This allows you to preview the user names and email addresses that will be included in the mailing group as a result of the filter criteria statement.

7. Click the **Save** button.

8. Click the **Log off** button.

4. Overview of Reference Data and Code Tables

The user’s guide describes CRLMS reference data and code tables.

Administrative Offices

See the user’s guide for a description of administrative offices.

Administrative Office Summary

The Administrative Office Summary component contains all the information currently recorded about the administrative office, including address information and the lead engineers located at the office.

The information contained in the Administrative Office Summary component is grouped in the following tabs:

General	Contains general information about the administrative office such as administrative office name, level, parent office, and status.
Lead Engineers	Contains information regarding all the engineers located at the administrative office.
Addresses	Contains all the addresses recorded for the administrative office. Each row represents one address.

Note: Users will not have access to the Lead Engineers tab unless your agency licenses the AASHTOWare Project Construction & Materials module.

Note: An email address is required for the administrative office's default address (that is, the address for which the Default Address check box is selected).

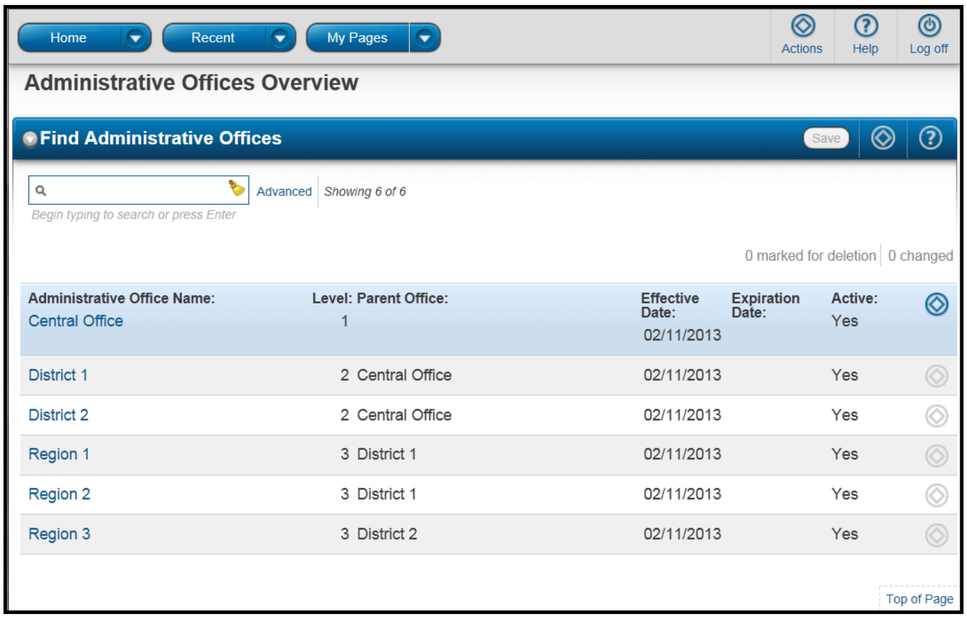

Figure 1. Administrative Offices Overview

Exercise 1

In this exercise, you will view an administrative office.

1. Double-click the **CRLMS 2.02** desktop icon.

   An Internet Explorer web browser displays the AASHTO Trns•port logon page.

2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).
3. In the **Password** field, type **PASS**.
4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.
5. Click the **Log On** button.
6. Click the **Home** dropdown arrow and ensure the **CRLMS_TRAINING** role is selected.
7. Under the **Reference Data** component, click the **Administrative Offices** link.
8. Click the **Show first 10** link.
9. Click administrative office name **District 1**.
10. Click the **Addresses** tab.
11. Click the **Home** button.

Code Tables

In Trns•port CRLMS, code tables are used to provide the options in choice lists or selection boxes. Code tables minimize data entry error by providing choices to select from a list to populate a field rather than requiring you to enter a value in the field. Code tables also eliminate the confusion that could be caused by different users entering different spellings or abbreviations when entering data.

Code tables can be accessed by clicking the Code Tables link in the Reference Data component; the system takes you to the Code Table Overview component where you can view information contained in reference code table records.

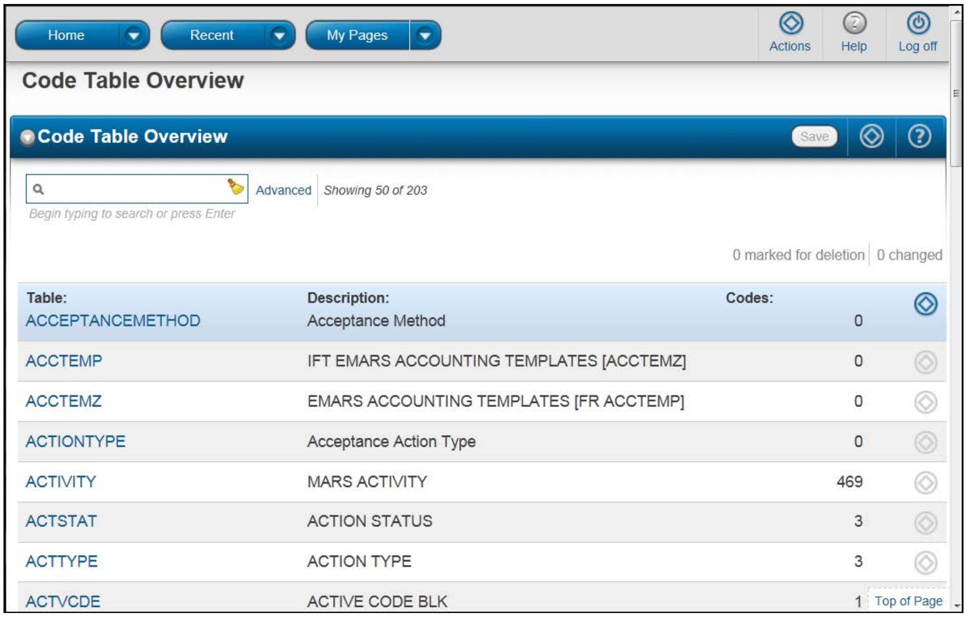

Figure 2. Code Table Overview

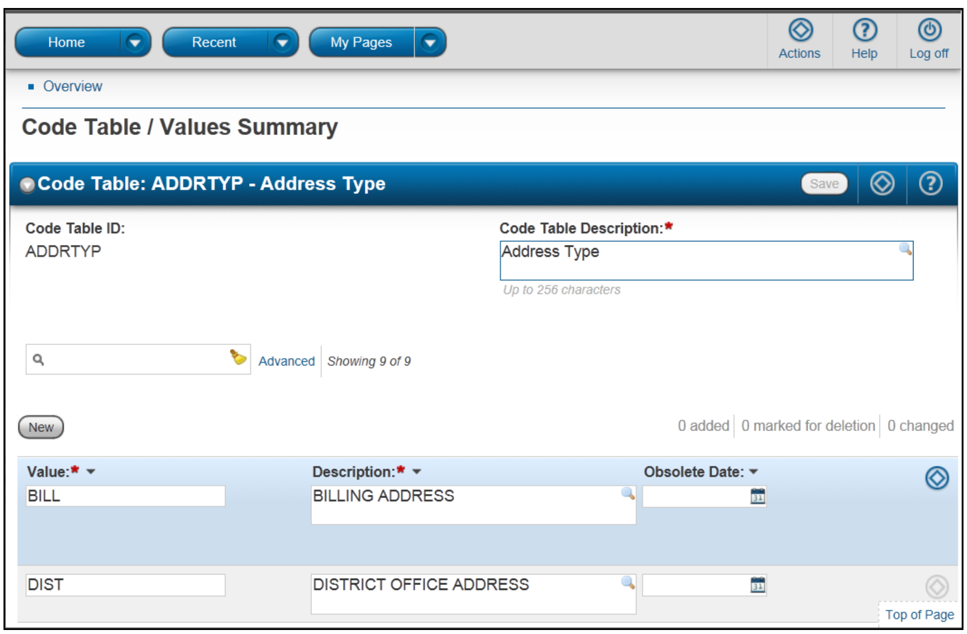

Figure 3. Code Table / Values Summary

Counties

A county is the largest administrative division of a U.S. state. Transportation agencies use the county in which the work is to be performed as an essential part of the project record.

The County Overview component includes a record for every county in your state, and is therefore unique to your agency. When you click the Counties link in the Reference Data component, the system takes you to the County Overview component where you can view information contained in reference county records.

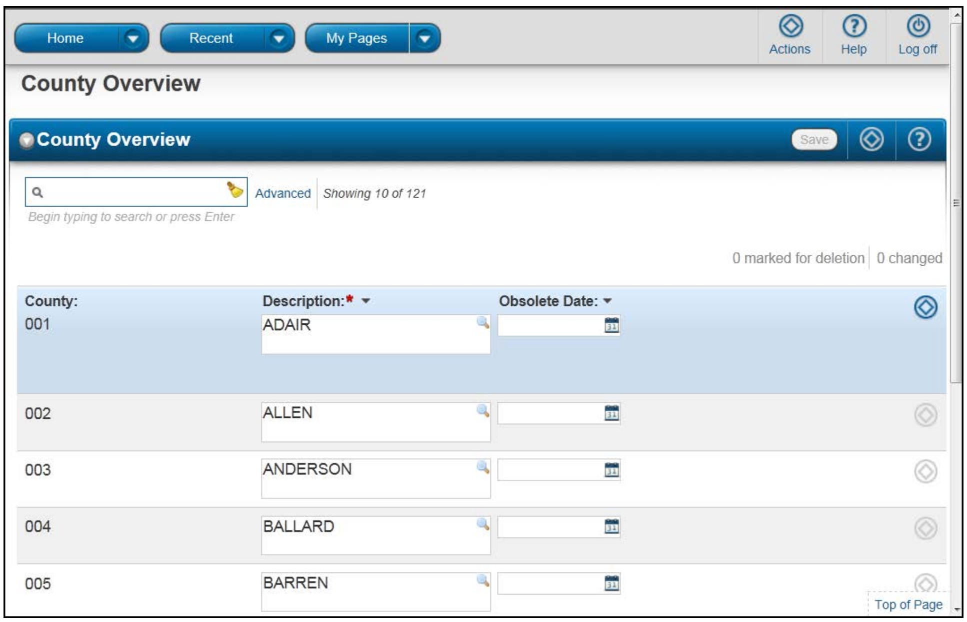

Figure 4. County Overview

Decision Class

See the user's guide for a description of decision classes.

When you click the Decision Class link in the Reference Data component, the system takes you to the Wage Decision Classification Summary component where you can view, add, change, and delete decision class information.

Each row represents the mapping of one decision class code to a federal job classification.

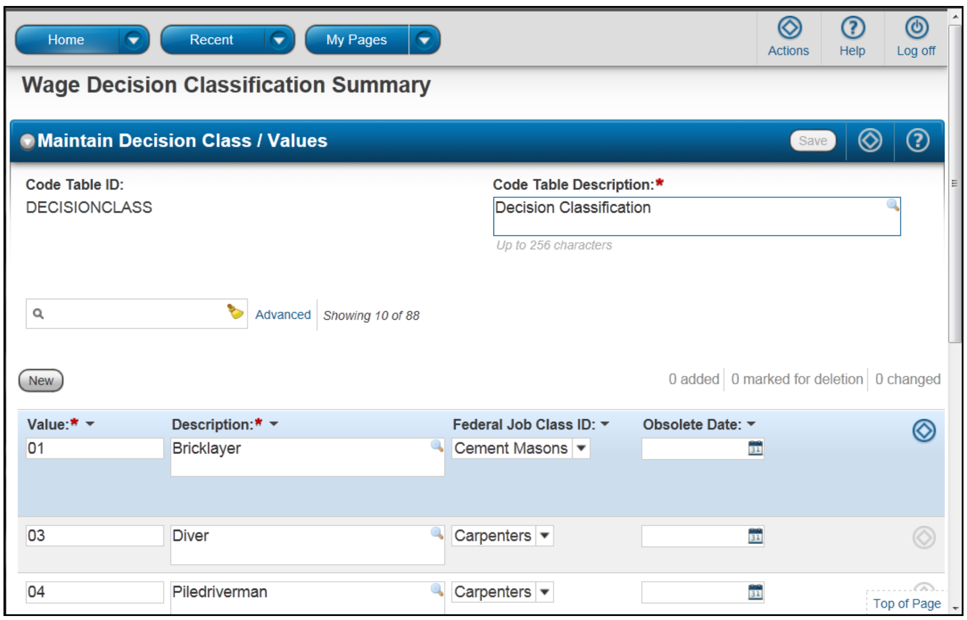

Figure 5. Wage Decision Classification Summary

Districts

A district is a division of territory within a state marked off for administrative purposes.

When you click the Districts link in the Reference Data component, the system takes you to the District Overview component where you can view information contained in reference district records.

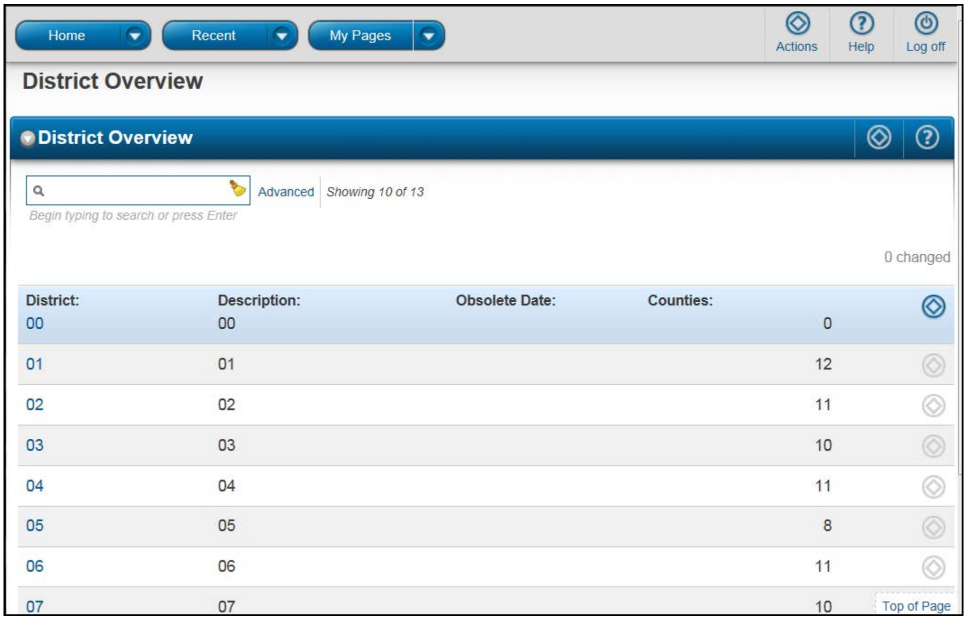

Figure 6. District Overview

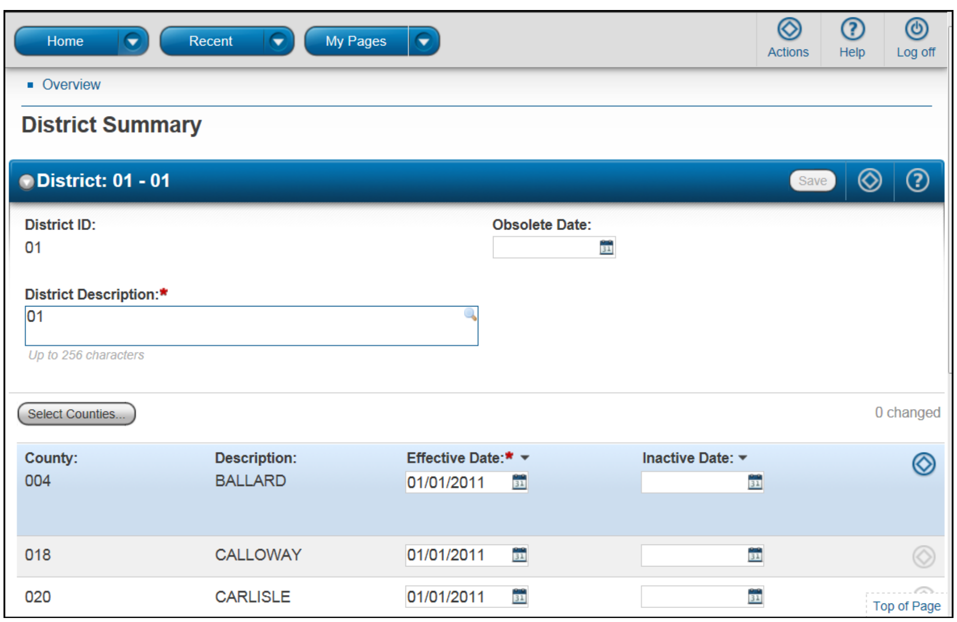

Figure 7. District Summary

Employees

The transportation agency must comply with a variety of federal, state and local labor regulations and reporting requirements. To carry out these responsibilities, the labor compliance officer maintains information related to all employees who work on agency projects.

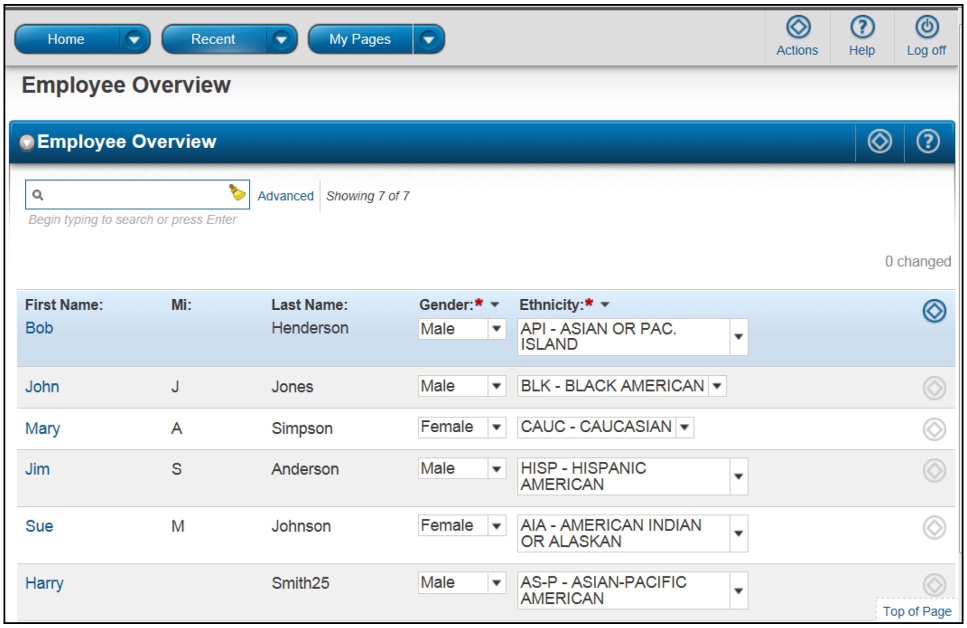

Figure 8. Employee Overview

Reference Employee Summary Component

The information contained in the Reference Employee Summary component is grouped in the following tabs:

General — Contains general information about the employee such as first name, middle initial, and last name.

Reference Employee — Contains additional information about the employee such as gender, ethnic group, and citizenship status.

Address — Contains address information for the employee such as street address, city, state, zip code, and phone number.

Apprentice — Contains apprentice information about the employee such as most recent apprentice ID, apprentice craft code, and graduated to journeyman date.

Employer — Contains information about the employee's employer such as vendor ID, short name, and vendor employee ID.

OJT Trainee Contains information about the employee's training program(s) such as employer ID, reference OJT program, status, enrollment date, and non-DOT hours.

Note: Reference Employees represent the vendors' employees; not the agency's employees. Most of the employees will be added when the vendors submit their electronic payrolls.

Note: To review the number of OJT hours completed in the training program, you must generate a report. Refer to the Reports chapter for more information about available CRLMS reports as well as instructions on how to generate reports.

Viewing Reference Employee Data

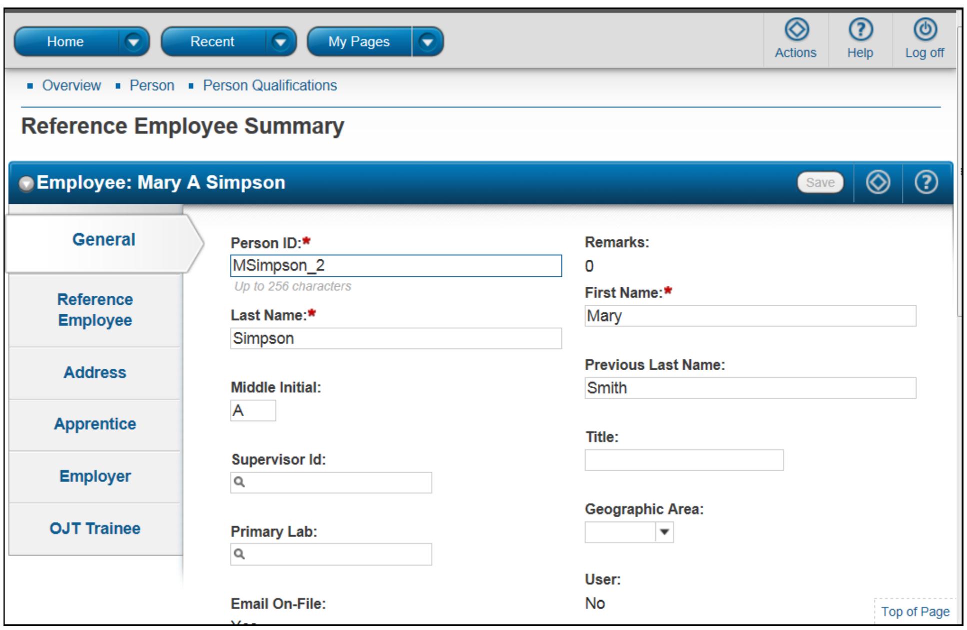

Figure 9. Reference Employee Summary: General Tab

Exercise 2

In this exercise, you will view reference employee data.

1. Under the **Reference Data** component, click the **Employees** link.
2. Click the **Show first 10** link.

   The system displays a list of up to the first 10 records for all the reference employees in the system.

3. For employee **Mary A Simpson**, click her **first name**.
4. On the **General** tab, view the information.
5. Click the **Reference Employee** tab. What is the **Ethnic Group**?

   CAUC – CAUCASIAN

6. Click the **Address** tab. What is the **Zip Code**?

   99998

7. Click the **Apprentice** tab. What is the **Most Recent Apprentice ID**?

   56893

8. Click the **Employer** tab. What is the **Vendor Empl ID**?

   89433

9. Click the **OJT Trainee** tab. What is the **Reference OJT Program**?

   Equipment Operator

10. On the **Equipment Operator** row, click the row **Actions** button.
11. Click the **Contract Assignments** view. What is the **Contract ID**?

    111007

12. Click the **Home** button.

Creating a New Reference Employee

The minimum required fields for adding a reference employee are:

- First Name
- Last Name
- Person ID
- Gender
- Ethnic Group

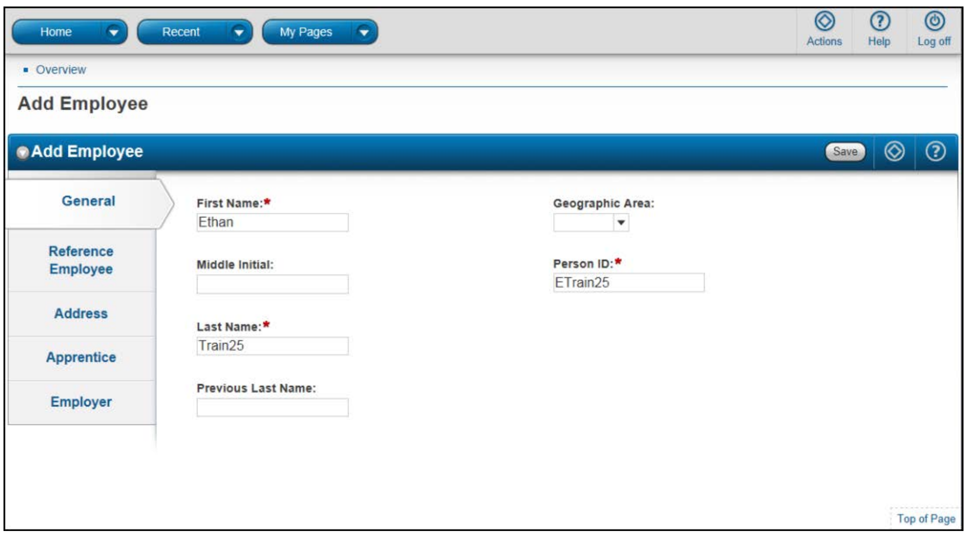

Figure 10. Add Employee

Exercise 3

In this exercise, you will create a new reference employee.

1. Under the **Reference Data** component, click the **Employees** link.
2. Click the component **Actions** button.
3. Click the **Add** action.
4. In the **First Name** field, type **Ethan**.
5. In the **Last Name** field, type **TrainXX** (Note: XX is your user number).
6. In the **Person ID** field, type **ETrainXX** (Note: XX is your user number).
7. Click the **Reference Employee** tab.

   Note the blue arrow on the General tab indicating unsaved changes.

8. In the **Gender** field, click the dropdown arrow and select **Male**.
9. In the **Ethnic Group** field, click the dropdown arrow and select **A-IN – ASIAN INDIAN**.
10. In the **Social Security Number** field, type **999-99-32XX** (Note: XX is your user number).
11. In the **Partial Social Security Number** field, type **32XX** (Note: XX is your user number).
12. Click the **Address** tab.
13. In the **Address Line 1** field, type **111 North 13th St**.
14. In the **City** field, type **Drake**.
15. In the **State/Province** field, click the dropdown arrow and select **KY – KENTUCKY**.
16. In the **Zip Code** field, type **42128**.
17. Click the **Save** button.

   Note that the blue arrows are removed.

Adding Employer and OJT Program Enrollment Information to a Reference Employee

Adding employer and OJT program enrollment information to a reference employee can be performed from the Reference Employee Summary component.

The Employer tab of the Reference Employee Summary component contains a list of all the reference vendors who have employed the employee.

Reference employees may be enrolled in one or more on-the-job training (OJT) programs, and may work on multiple federal-aid contracts. These OJT program enrollments must be monitored by agency labor administration.

The OJT Trainee tab on the Reference Employee Summary component contains a list of all the OJT programs in which the employee is currently enrolled. Each row in the list represents one OJT program enrollment.

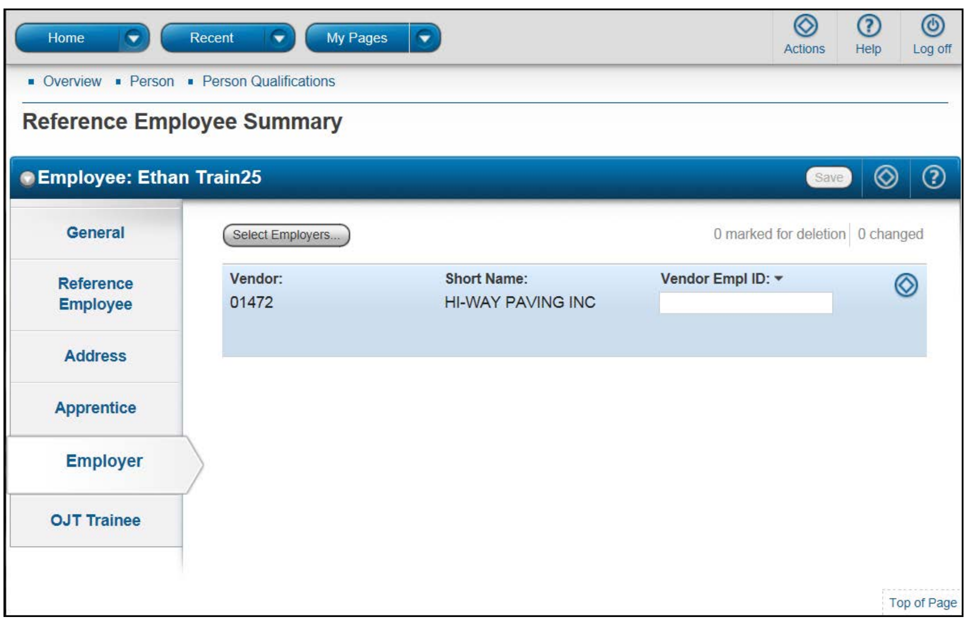

Figure 11. Reference Employee: Employer Tab

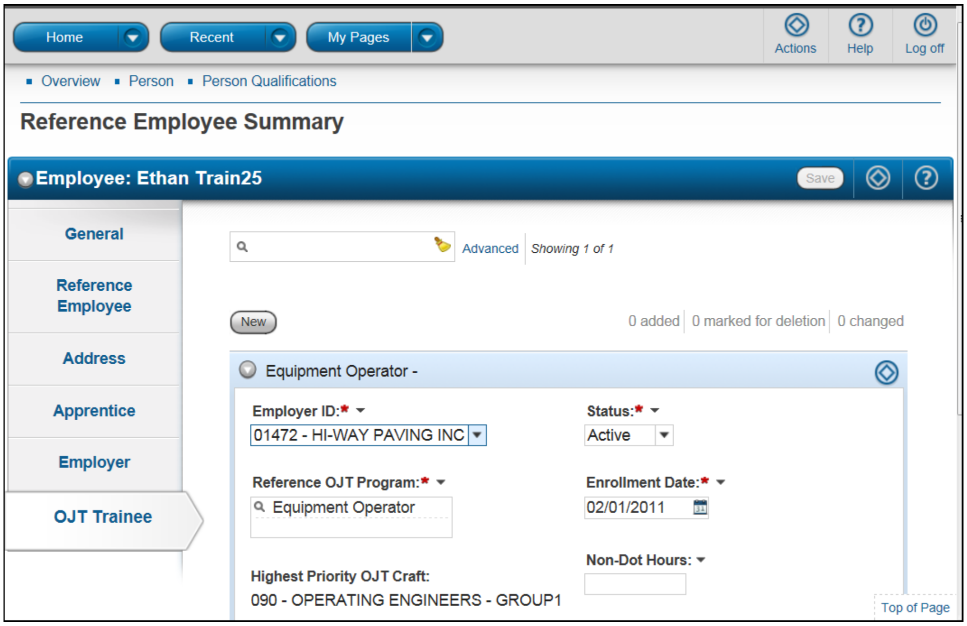

Figure 12. Reference Employee: OJT Trainee Tab

Exercise 4

In this exercise, you will add an employer to a reference employee and enroll the employee into an OJT program.

1. Click the **Employer** tab.
2. Click the **Select Employers** button.
3. In the **Quick Find** search box, type **01472**.
4. Select vendor **01472 HI-WAY PAVING INC**.
5. Click the **Add to Employee** button.
6. Click the **Save** button.
7. Click the **OJT Trainee** tab.
8. Click the **New** button.
9. Click in the **Reference OJT Program** search field and type **Equipment**.
10. Select the **Equipment Operator** reference OJT program.
11. In the **Enrollment Date** field, type **02/01/2011**.
12. Click the **Save** button.
13. Click the **Overview** quick link.

Modifying a Reference Employee

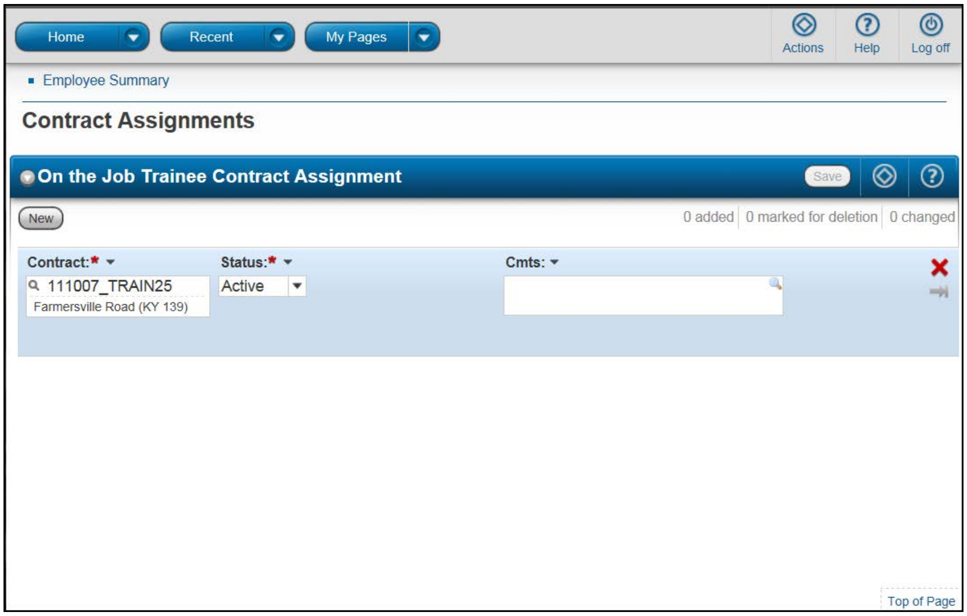

Figure 13. Contract Assignments

Exercise 5

In this exercise, you will add a reference employee’s citizenship status and create a contract assignment.

1. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
2. For employee **Ethan TrainXX**, click his **first name** (Note: XX is your user number).
3. Click the **Reference Employee** tab.
4. In the **Citizenship Status** field, click the dropdown arrow and select **CIT – US CITIZEN**.
5. Click the **Save** button.
6. Click the **OJT Trainee** tab.
7. On the **Equipment Operator** row, click the row **Actions** button.
8. Click the **Contract Assignments** view.
9. In the **Contract** field, type **111007** and select **111007 FARMERSVILLE ROAD (KY 139) East**.
10. Click the **Save** button.
11. Click the **Home** button.

Deleting a Contract Assignment for an OJT Trainee

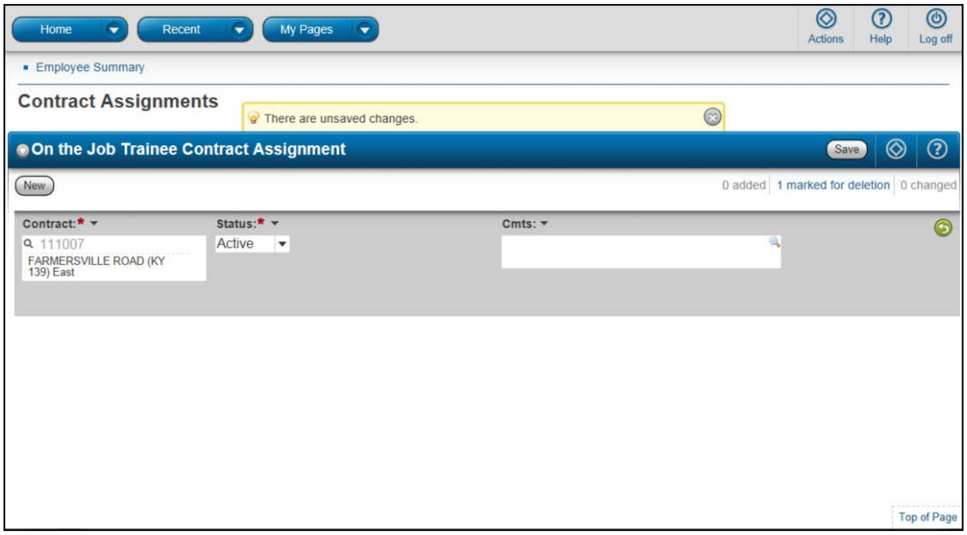

Figure 14. Delete Contract Assignments

Exercise 6

In this exercise, you will delete a contract assignment for a reference employee.

1. From the **Home** page, under the **Reference Data** component, click the **Employees** link.

   Note that your search results are saved from the last time you visited this page.

2. For employee **Ethan TrainXX**, click his **first name** (Note: XX is your user number).
3. Click the **OJT Trainee** tab.
4. On the **Equipment Operator** row, click the row **Actions** button.
5. Click the **Contract Assignments** view.
6. For contract **111007**, click the row **Actions** button.
7. Click the **Delete** action.
8. Click the **Save** button.
9. Click the **Home** button.

Ethnic Groups

See the user's guide for a description of ethnic groups.

The Ethnic Group Summary component allows you to add, change, and delete ethnic group information. Each row represents the mapping of one ethnic group to its corresponding federal ethnic group code.

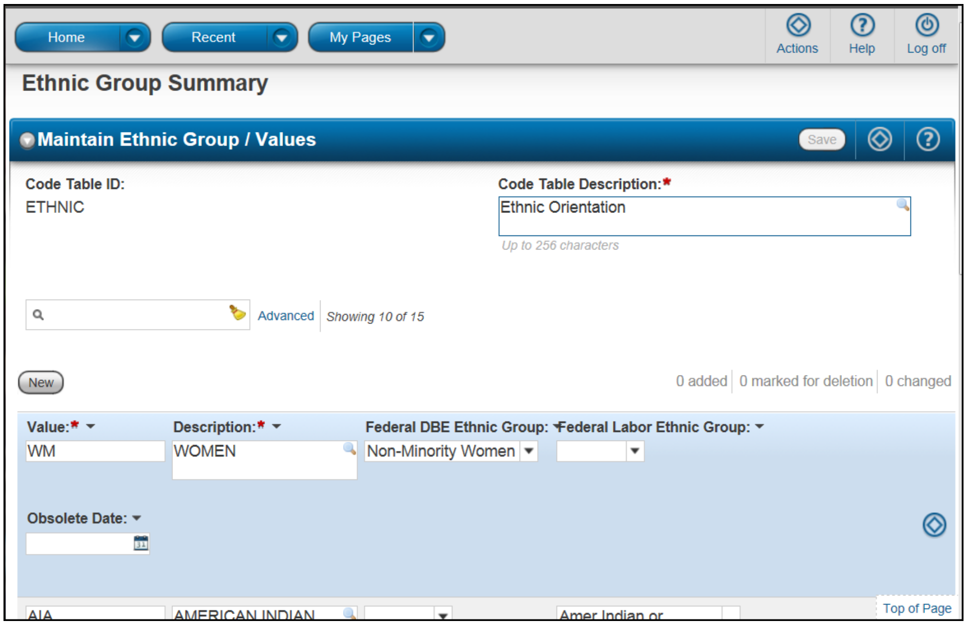

Figure 15. Ethnic Group Summary

Events

See the user's guide for a description of events.

The Events link in the Reference Data component takes you to the Event Type Overview component where you can add, change and delete information contained in a reference event row.

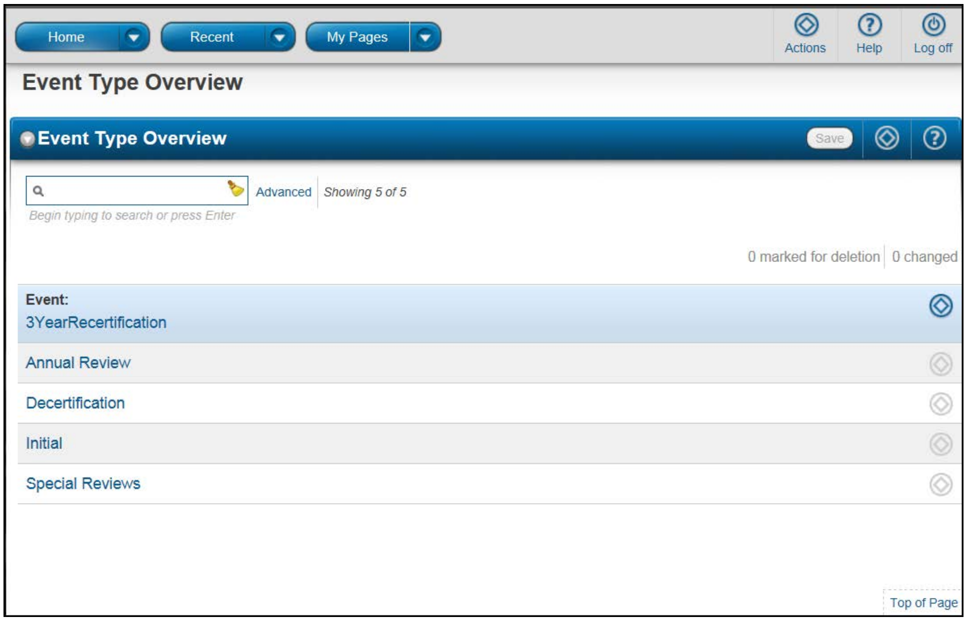

Figure 16. Event Type Overview

Holidays

See the user's guide for a description of holidays.

When you click the Holidays link in the Reference Data component, the system takes you to the Holiday Overview component where you can add, change, and delete information contained in reference holiday rows.

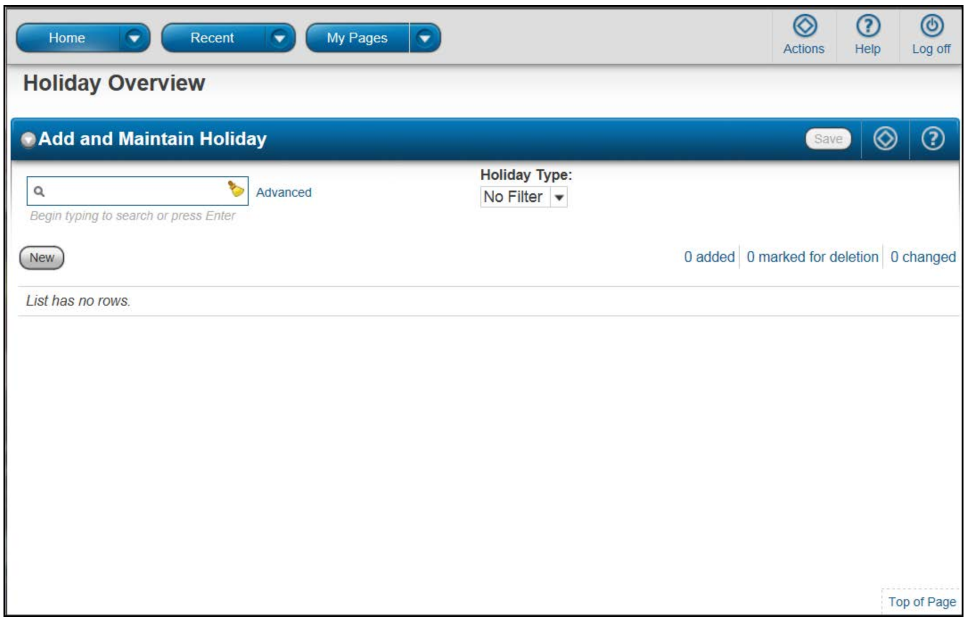

Figure 17. Holiday Overview

Issues

See the user's guide for a description of issues.

When you click the Issues link in the Reference Data component, the system takes you to the Issue Overview component. The Issue Overview component lists the reference issues for which your user account is specified as an owner of the issue. You can add, change, and delete information contained in reference issue rows.

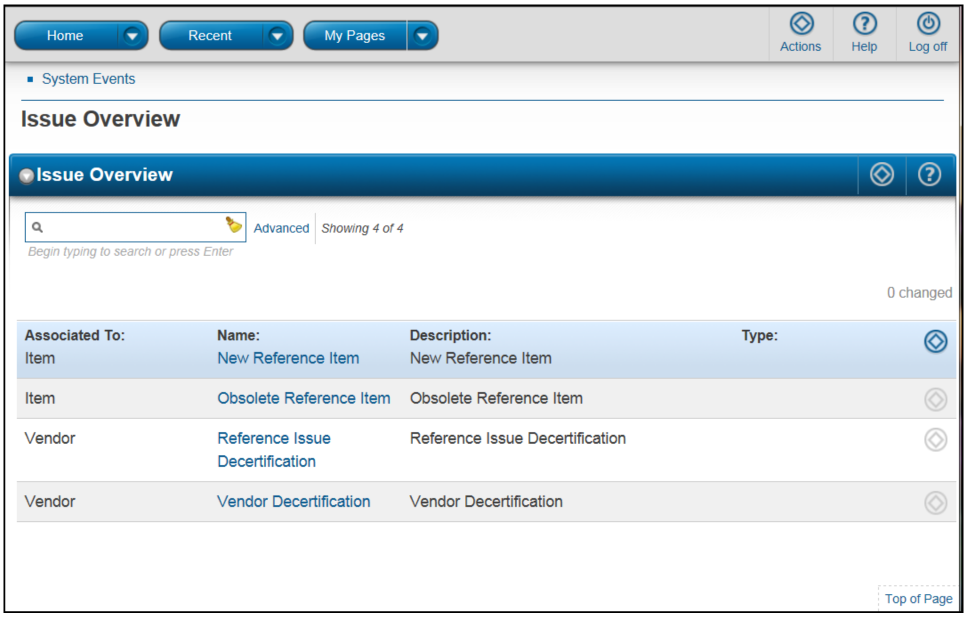

Figure 18. Issue Overview

Items

See the user's guide for a description of items.

When you click the Items link in the Reference Data component, the system takes you to the Item Overview component where you can view information contained in reference item records.

The minimum required fields for a new item record are:

- Item ID
- Item Description
- Unit System
- Unit of Measure

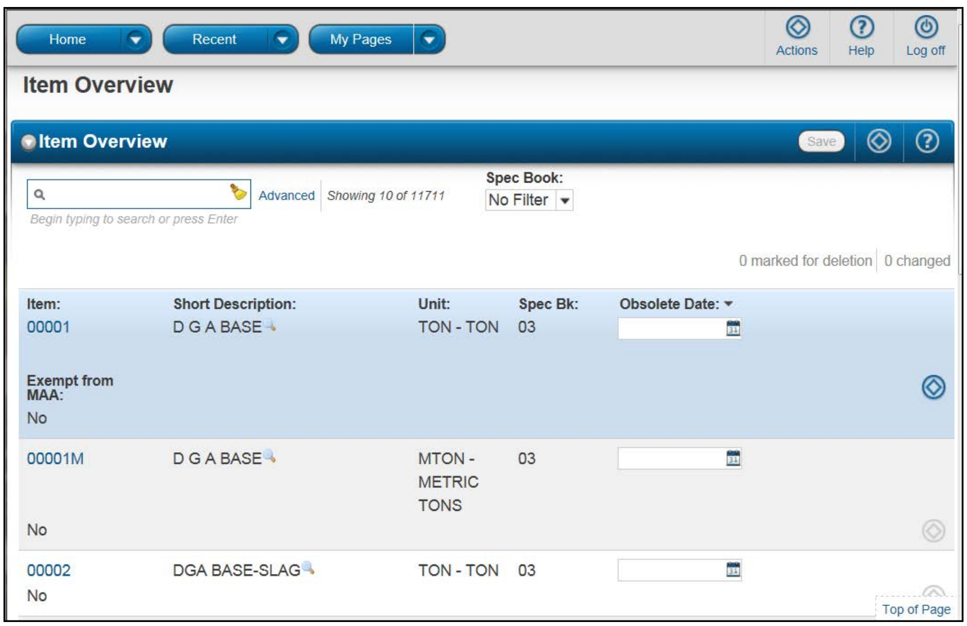

Figure 19. Item Overview

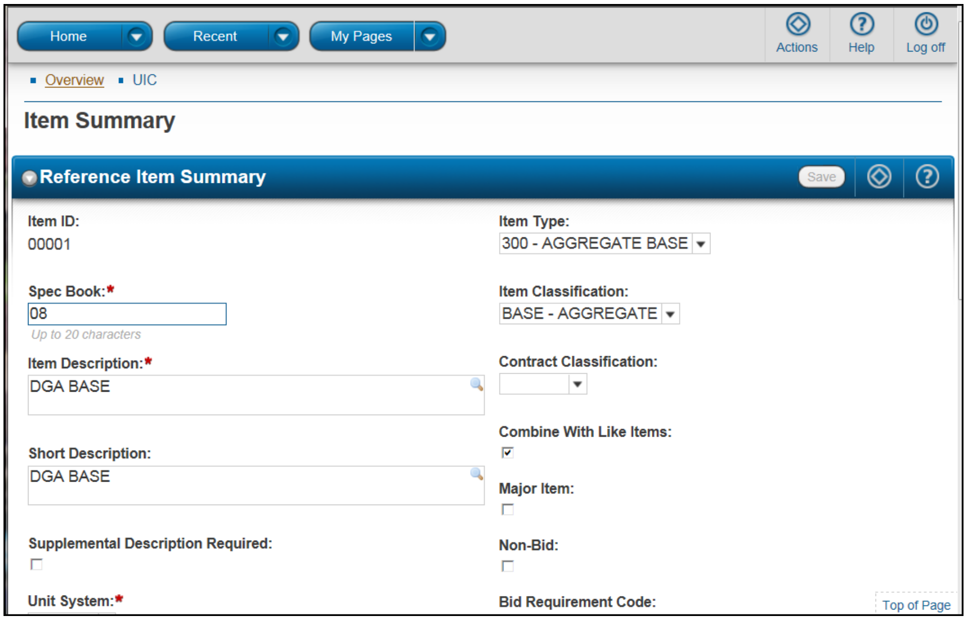

Figure 20. Item Summary

Exercise 7

In this exercise, you will view a reference item.

1. From the **Home** page, under the **Reference Data** component, click the **Items** link.

2. In **Spec Book** dropdown field, select **08**.

3. Click reference item ID **00001 DGA BASE**.

4. What is the **Item Classification** for this item?

   BASE – AGGREGATE

5. Click the **Home** button.

On the Job Training (OJT) Programs

On the job training (OJT) programs are used by agencies to direct training opportunities to minority, female and other economically disadvantaged individuals with the goal of developing marketable skills that allow them to gain journey worker status in highway construction crafts. OJT programs may be used as an affirmative action tool to assist contractors in meeting the Equal Employment Opportunity obligations and are therefore monitored by agency labor administration.

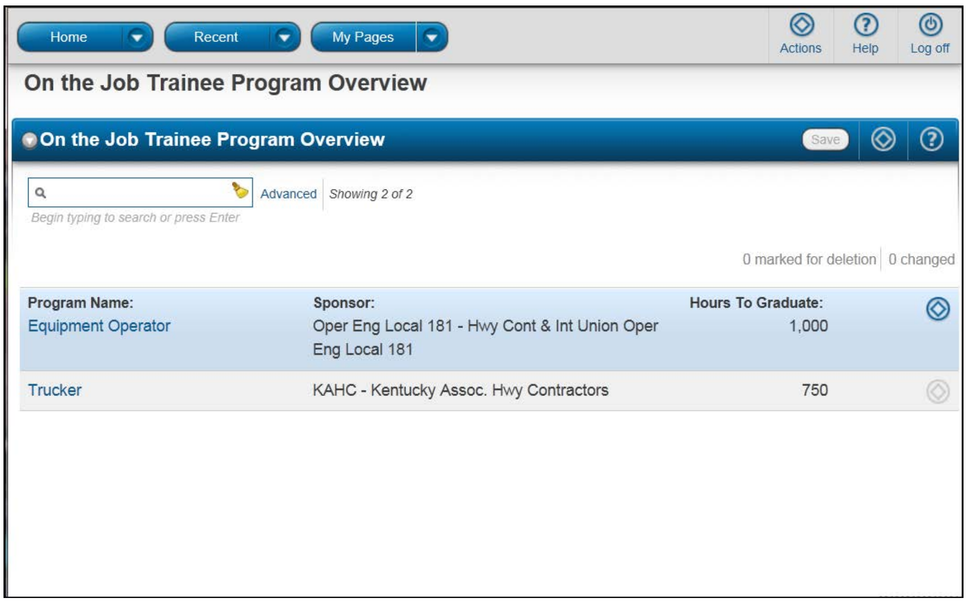

Figure 21. On the Job Trainee Program Overview

On the Job Trainee Program Summary Component

The information contained in the On the Job Trainee Program Summary component of Trns•port CRLMS® is grouped in the following tabs:

General	Contains general information about the program such as program name, program sponsor, required hours to graduate and the date the program was activated.
Wage Rate Progression	Contains the schedule of wage rate increases that are required as the trainee progresses through the training program.
Skill Sets	Contains information about one or more skill sets that an applicant is required to have to complete the program.

Each OJT program includes a schedule of wage rate increases that are required as the trainee progresses through the training program. The following table shows an example wage rate progression schedule for an OJT program.

Stage Completion Percentage	Associated Wage Rate Percentage	Explanation
50%	75%	When OJT Program >= 0% complete (started) and < 50% complete, a trainee should receive at least 75% of a Journeymen’s Minimum Wage Rate.
75%	90%	When OJT Program >= 50% complete and < 75% complete, a trainee should receive at least 90% of a Journeymen’s Minimum Wage Rate.
100%	100%	When OJT Program >= 75% complete and < 100% complete, a trainee should receive at least 100% of a Journeymen’s Minimum Wage Rate.

Table 1. Sample OJT Program Wage Rate Progression Schedule

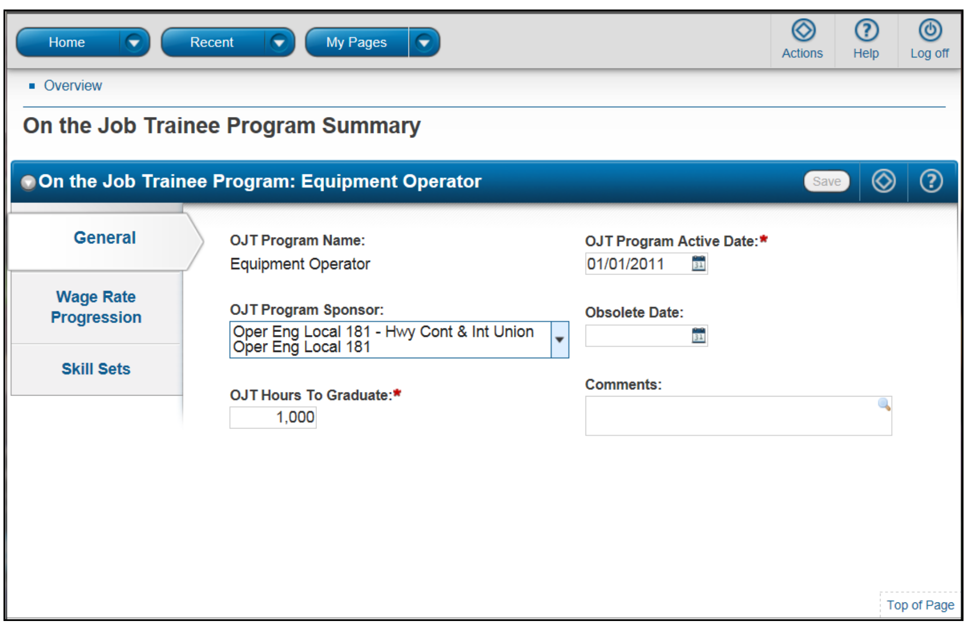

Figure 22. On the Job Trainee Program Summary

Viewing OJT Program Data

Exercise 8

In this exercise, you will view OJT program data.

1. Under the **Reference Data** component, click the **OJT Programs** link.

2. Click the **Show first 10** link.

3. In the **OJT Program List**, click the **Equipment Operator** program name.

4. On the **General** tab, what is the **OJT Hours to Graduate**?

   1,000

5. Click the **Wage Rate Progression** tab.

6. What is the **Associated Percentage** when the **Stage Completion Percentage** is **50**?

   90

7. Click the **Skill Sets** tab.

8. What is the **OJT Class ID**?

   15 – Backfiller

9. Click the **Overview** quick link.

Creating a New OJT Program

The minimum required fields (on the General tab) for adding an OJT program are:

- OJT Program Name
- OJT Hours to Graduate
- OJT Program Active Date

Note: You cannot delete a skill set record if a trainee is currently enrolled in the associated OJT program.

Note: The system automatically adds the 100% Stage Completion Pct and 100% Associated Percentage values.

Note: You cannot delete an OJT program in which trainees are enrolled.

The minimum required fields for adding data on the OJT program Wage Rate Progression tab are:

- Stage Completion Pct
- Associated Percentage

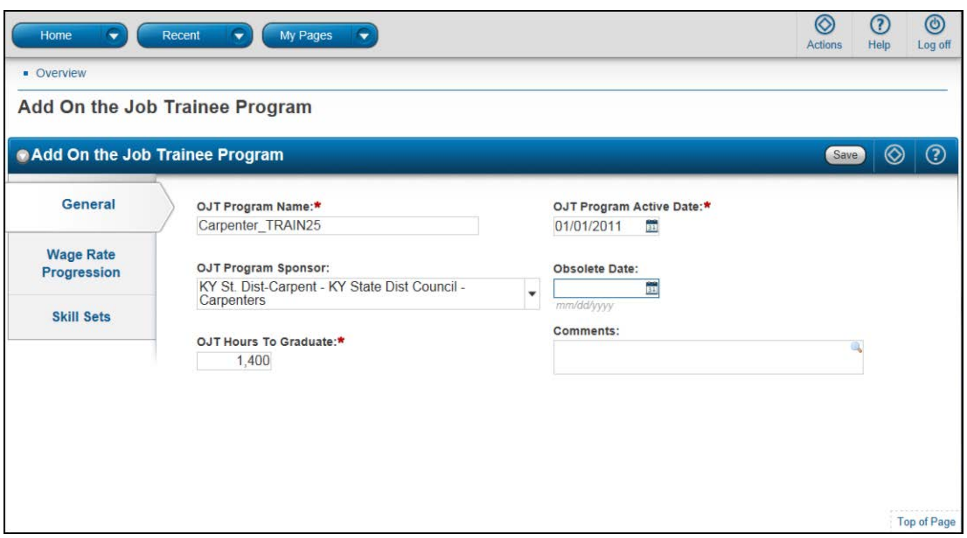

Figure 23. Add On the Job Trainee Program

Exercise 9

In this exercise, you will create a new OJT program and add information to the General and Wage Rate Progression tabs.

1. On the **On the Job Trainee Program Overview** component, click the component **Actions** button.
2. Click the **Add** action.
3. In the **OJT Program Name** field, type **Carpenter_TRAINXX** (Note: XX is your user number).
4. In the **OJT Program Sponsor** field, click the dropdown arrow and select **KY St. Dist-Carpent – KY State Dist Council – Carpenters**.
5. In the **OJT Hours to Graduate** field, type **1400**.
6. In the **OJT Program Active Date** field, type **01/01/2011**.
7. Click the **Save** button.
8. Click the **Wage Rate Progression** tab.
9. Click the **New** button.
10. In the **Stage Completion Pct** field, type **75**.
11. In the **Associated Percentage** field, type **90**.
12. Click the **New** button.
13. In the **Stage Completion Pct** field, type **50**.
14. In the **Associated Percentage** field, type **75**.
15. Click the **Save** button.
16. Click the **Overview** quick link.

Modifying an OJT Program

The minimum required fields for adding data on the OJT program Skill Sets tab are:

- OJT Craft ID
- OJT Class ID

Note: If you enter an Obsolete Date on a program, you will not be able to enroll any new trainees to this program. However, the trainees already enrolled will be able to complete their training.

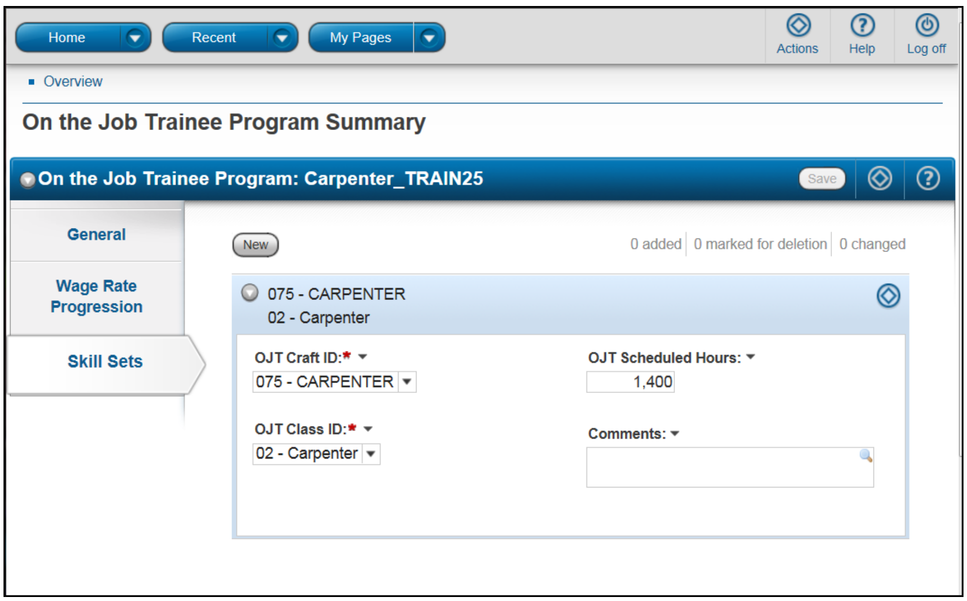

Figure 24. On the Job Trainee Program Summary: Skill Sets Tab

Exercise 10

In this exercise, you will modify an OJT program by adding information to the Skill Sets tab.

1. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
2. In the **OJT Program List**, click the **Carpenter_TRAINXX** program name (Note: XX is your user number).
3. Click the **Skill Sets** tab.
4. In the **OJT Craft ID** field, click the dropdown arrow and select **075 – CARPENTER**.
5. In the **OJT Class ID** field, click the dropdown arrow and select **02 – Carpenter**.
6. In the **OJT Scheduled Hours** field, type **1400**.
7. Click the **Save** button.
8. Click the **Home** button.

Regions

See the user's guide for a description of regions.

When you click the Regions link in the Reference Data component, the system takes you to the Region Overview component where you can add, change and delete information contained in reference region records.

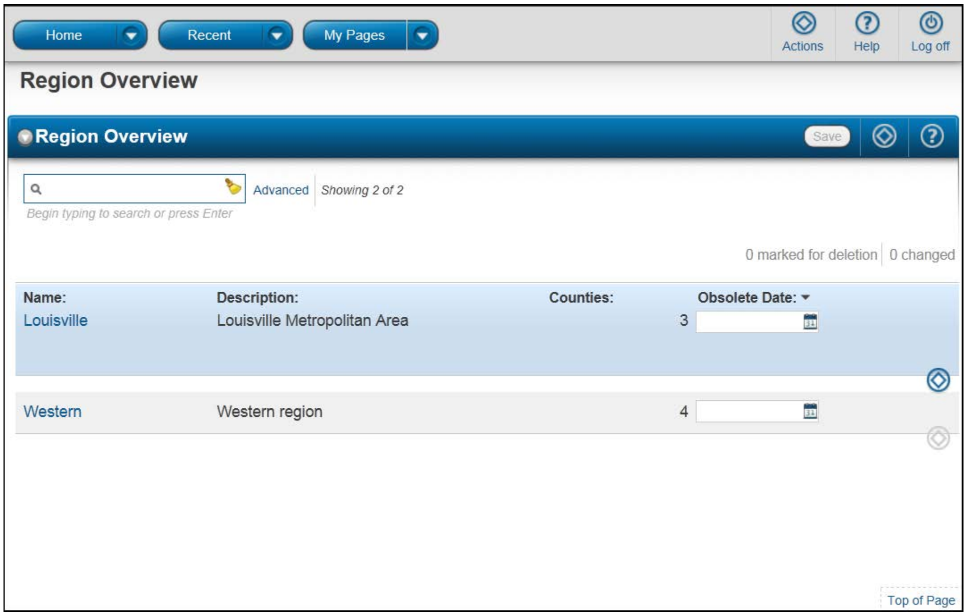

Figure 25. Region Overview

Remark Configuration

See the user's guide for a description of remarks.

When you click the Remark Configuration link in the Reference Data component, the system takes you to the Reference Remark Configuration Overview component where you can add, change, and delete remark configuration settings.

Note: Before remarks can be recorded for any entity, a remark configuration must be created for it.

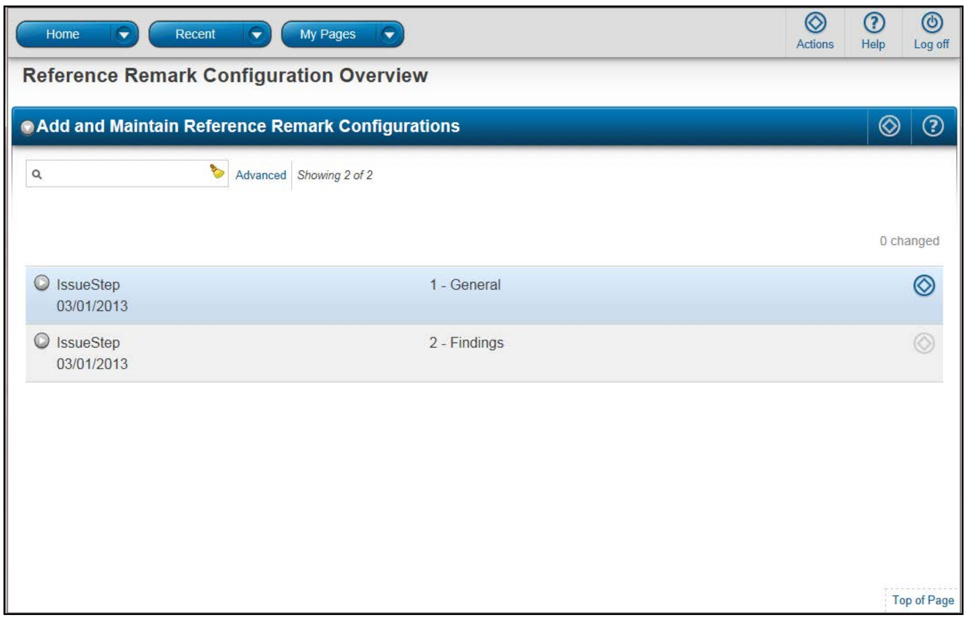

Figure 26. Reference Remark Configuration Overview

Vendors

AASHTO Trns•port vendors include many different types of organizations that play a role in transportation construction. Vendors may be contractors, subcontractors, surety companies, insurance agents, escrow agents, major suppliers, utility companies, DBE suppliers, and individuals. Some transportation agencies also treat counties or municipalities as vendors to manage work they perform themselves.

Information such as addresses, work classifications, DBE information, and officers can be recorded about a vendor. When that vendor is linked to a proposal or contract, the information recorded about the vendor is available to the proposal or contract record.

Vendor Overview Component

When you click the Vendors link in the Reference Data component, the system takes you to the Vendor Overview component where you can access all the information contained in reference vendor records.

From the Vendor Overview component, the following row action Views are available for each reference vendor record:

- **Attachments:** Opens the Attachments Overview component that contains all attachments for the selected reference vendor record. Attachments provide an easy way to integrate information of various kinds that exist outside AASHTO Trns•port into a vendor record. Examples of the types of files that can be attached include Microsoft® Word documents, Excel spreadsheets, Adobe Acrobat® PDF files, digital photographs and other types of graphic files.

- **DBE:** Opens the Vendor DBE Summary component that contains information related to the reference vendor's DBE status.

- **General:** Opens the Vendor General Summary component that contains information about the reference vendor that applies to all business areas of AASHTO Trns•port.

- **Labor:** Opens the Vendor Labor Summary component that contains information related to the reference vendor's payroll and on-the-job training programs.

- **Links:** Opens the Links Overview component that contains all associated links for the selected reference vendor record.

- **Tracked Issues:** Opens the Tracked Issue Overview component that contains all tracked issues associated with the selected reference vendor record.

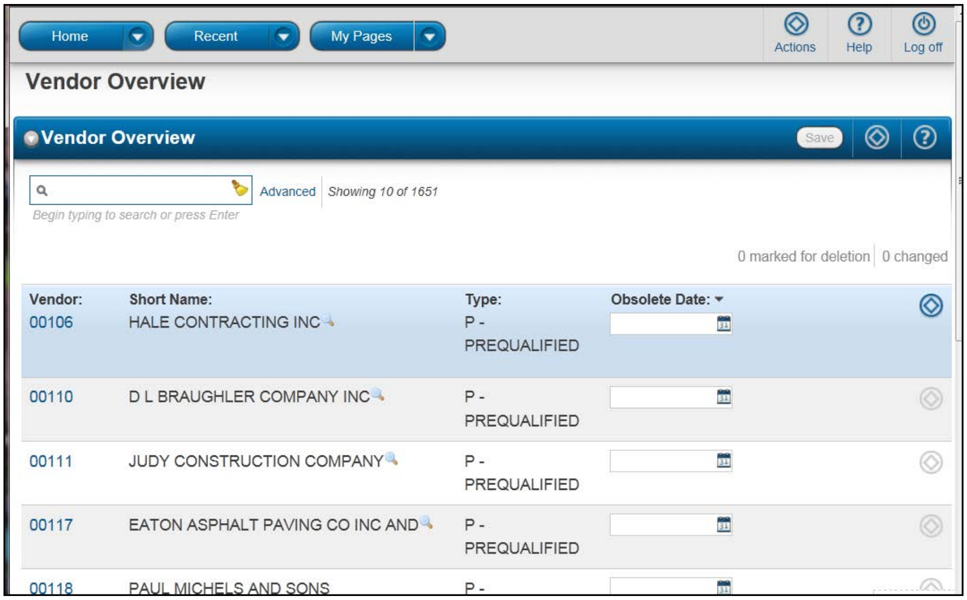

Figure 27. Vendor Overview

Exercise 11

In this exercise, you will view the Vendor Overview component.

1. In the **Reference Data** component, click the **Vendors** link.
2. Click the **Show first 10** link.
3. How many reference vendors are in the system?

   1,651

Creating a Trns•port Reference Vendor

A reference vendor record is organized and divided into three main sections:

Vendor General Summary	This section contains a description of the selected Vendor and other associated information. Here you can add, change, and delete vendor information.
Vendor DBE Summary	Here you can add, change, and delete DBE information associated with the selected Vendor.
Vendor Labor Summary	Here you can add, change, and delete Labor and OJT information associated with the selected Vendor.

You can create new vendor records in Trns•port CRLMS. The minimum required fields for a new vendor are:

- Vendor ID
- Vendor Name

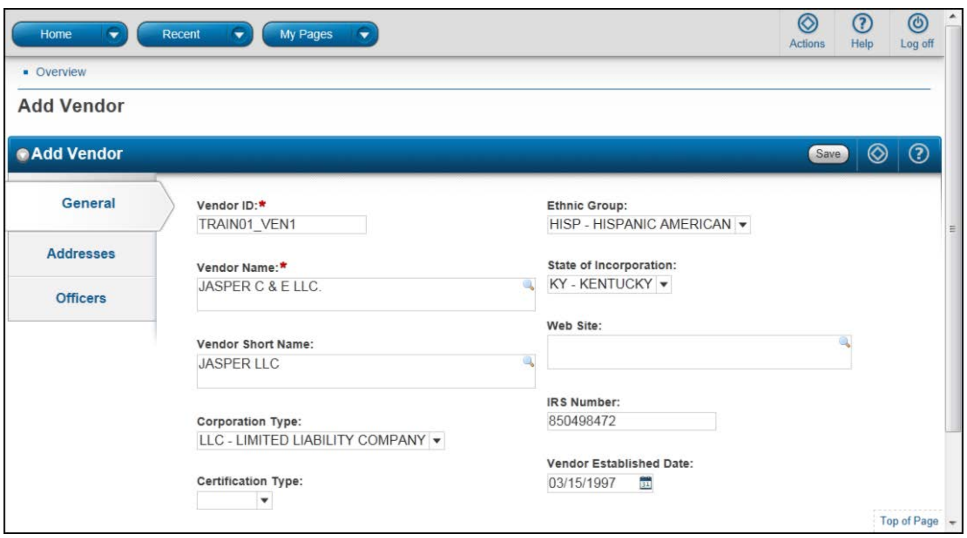

Figure 28. Add Vendor

Exercise 12

In this exercise, you will create a new vendor record.

1. In the **Vendor Overview** component, click the component **Actions** button.
2. Click the **Add** action.
3. In the **Vendor ID** field, type **TRAINXX_VEN1**.
4. In the **Vendor Name** field, type **JASPER C & E LLC**.
5. In the **Vendor Short Name** field, type **JASPER LLC**.
6. In the **Corporation Type** field, click the dropdown arrow and select **LLC – LIMITED LIABILITY COMPANY**.
7. In the **Vendor Type** field, click the dropdown arrow and select **P – PREQUALIFIED**.
8. In the **Ethnic Group** field, click the dropdown arrow and select **HISP – HISPANIC AMERICAN**.
9. In the **State of Incorporation** field, click the dropdown arrow and select **KY – KENTUCKY**.
10. In the **IRS Number** field, type **850498472**.
11. In the **Vendor Established Date** field, type **03/15/1997**.
12. Click the **Save** button.
13. Click the **Overview** quick link.

Vendor General Summary Component

The Vendor General Summary component contains information about the reference vendor that applies to all business areas of AASHTO Trns•port. Information is grouped in tabs located on the left side of the component.

Vendor General Summary: General Tab

The General tab contains general information about the vendor. The minimum required fields for the General tab are:

- Vendor ID
- Vendor Name

Exercise 13

In this exercise, you will update a vendor record on the General tab.

1. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
2. In the **Vendor List**, click vendor **TRAINXX_VEN1** (Note: XX is your user number).
3. In the **Prequalification Certification Date** field, type **04/25/2011**.
4. Click the **Save** button.

Vendor General Summary: Work Capacity Tab

The Work Capacity tab contains information about how much work the vendor is capable of performing for the agency.

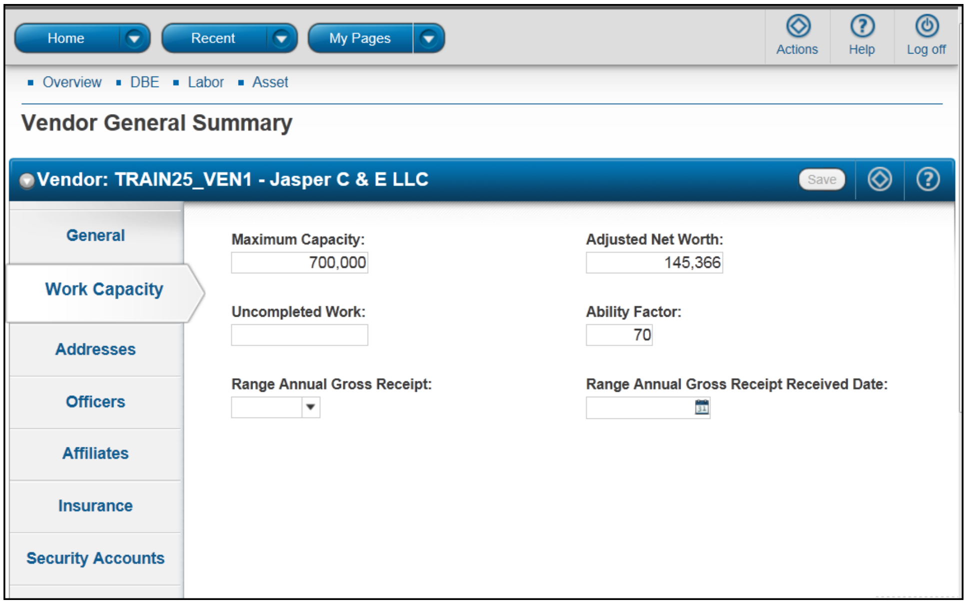

Figure 29. Vendor General Summary: Work Capacity Tab

Exercise 14

In this exercise, you will update a vendor work capacity.

1. Click the **Work Capacity** tab.
2. In the **Maximum Capacity** field, type **700,000**.
3. In the **Adjusted Net Worth** field, type **145,366**.
4. In the **Ability Factor** field, type **70**.
5. Click the **Save** button.

Vendor General Summary: Addresses Tab

The Addresses tab contains a list of all the addresses currently on record for the vendor. Each row represents one address record. The minimum required field for the Addresses tab is:

- Address ID

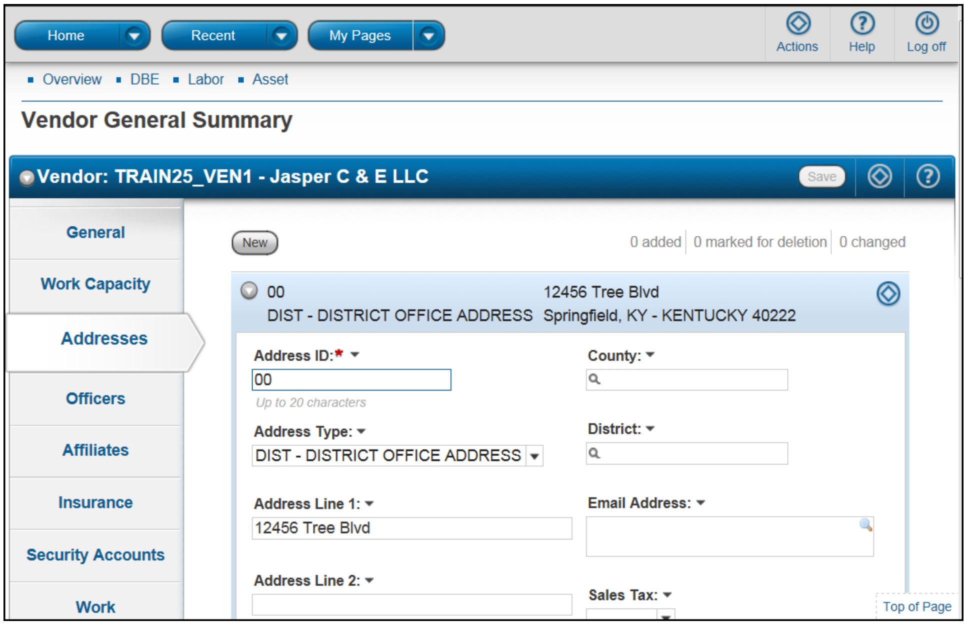

Figure 30. Vendor General Summary: Addresses Tab

Exercise 15

In this exercise, you will update a vendor address.

1. Click the **Addresses** tab.
2. In the **Address ID** field, type **00**.
3. In the **Address Type** field, click the dropdown arrow and select **DIST – DISTRICT OFFICE ADDRESS**.
4. In the **Address Line 1** field, type **12456 TREE BLVD**.
5. In the **City** field, type **Springfield**.
6. In the **State/Province** field, click the dropdown arrow and select **KY – KENTUCKY**.
7. In the **Zip Code** field, type **40222**.
8. Scroll down to the **Phone Numbers** section.
9. In the **Type** field, click the dropdown arrow and select **PHONE – Office Phone**.
10. In the **Phone Number** field, type **5025553341**.

    Note that the system automatically formats the number to (502)555-3341.

11. Click the **Save** button.

Vendor General Summary: Officers Tab

People listed as officers are authorized to sign for a contractor or hold some office of authority in the vendor's company. The Officers tab lists all the officers currently on record for the selected vendor. Each row represents one officer record and displays information about the officer. The minimum required field for the Officers tab is:

- Officer Name

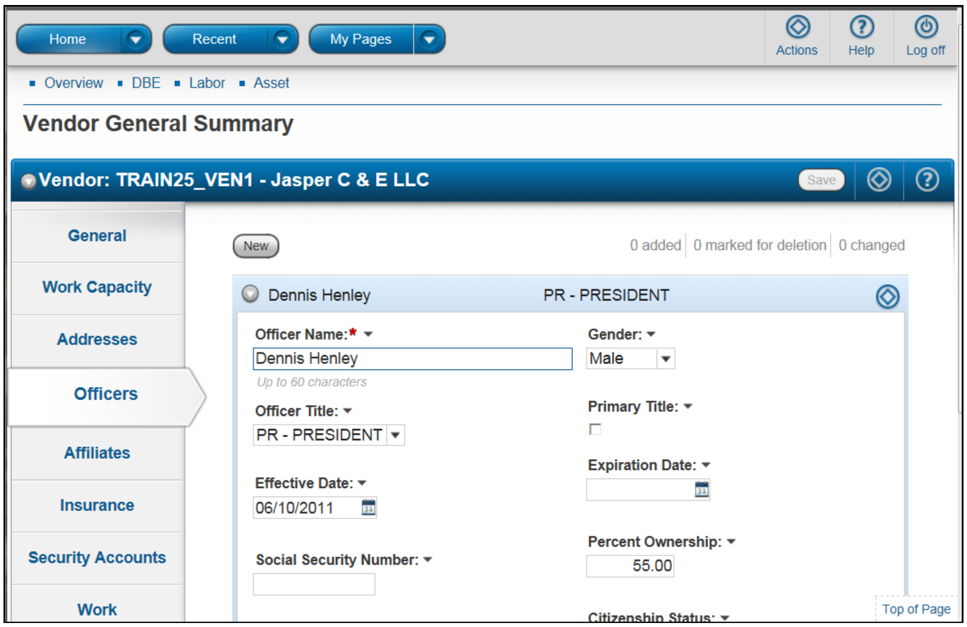

Figure 31. Vendor General Summary: Officers Tab

Exercise 16

In this exercise, you will update a vendor's officers.

1. Click the **Officers** tab.
2. In the **Officer Name** field, type **Dennis Henley**.
3. In the **Officer Title** field, click the dropdown arrow and select **PR – PRESIDENT**.
4. In the **Effective Date** field, type **06/10/2011**.
5. In the **Address ID** field, click the dropdown arrow and select **00 – DIST – DISTRICT OFFICE ADDRESS**.
6. In the **Gender** field, click the dropdown arrow and select **Male**.
7. In the **Percent Ownership** field, type **55**.
8. In the **Citizenship Status** field, click the dropdown arrow and select **CIT – US CITIZEN**.
9. In the Ethnic Group field, click the dropdown arrow and select **API – ASIAN OR PAC. ISLAND**.
10. Click the **Save** button.

Vendor General Summary: Affiliates Tab

Affiliates are two vendors who have an ongoing legal relationship. Examples include a parent company and its subsidiary or two vendors who are substantial owners of each other's stock. Two vendors who engage in a single joint venture are not considered affiliates. The Affiliates tab contains a list of all the recorded affiliates for the vendor. The minimum required fields for the Affiliates tab are:

- Reference Vendor ID
- Vendor Relation
- Description

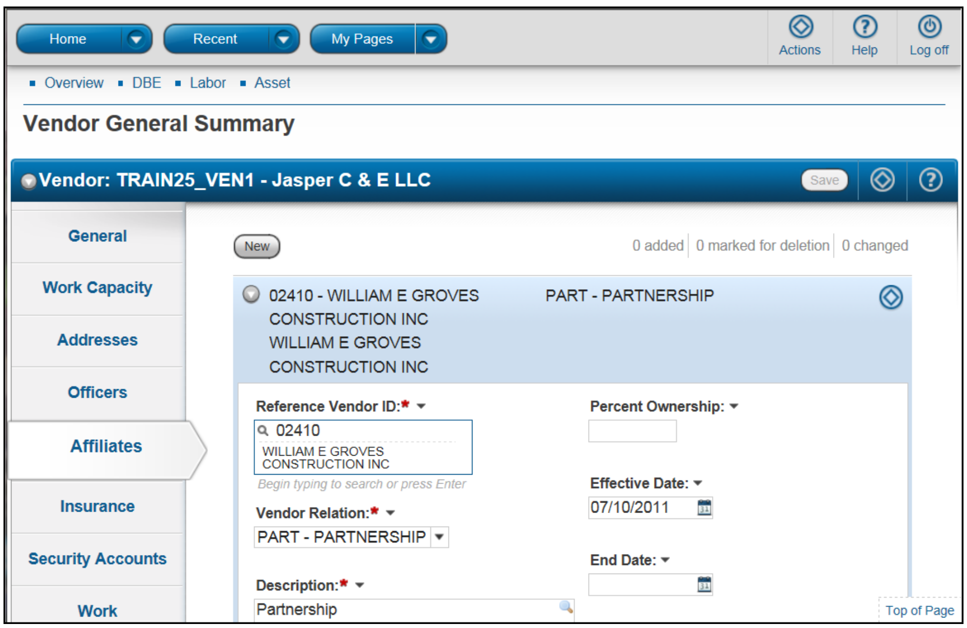

Figure 32. Vendor General Summary: Affiliates Tab

Exercise 17

In this exercise, you will update a vendor's affiliates.

1. Click the **Affiliates** tab.
2. In the **Reference Vendor ID** field, type **02410**.
3. Click **02410 WILLIAM E GROVES CONSTRUCTION INC**.
4. In the **Vendor Relation** field, click the dropdown arrow and select **PART – PARTNERSHIP**.
5. In the **Description** field, type **Partnership**.
6. In the **Effective Date** field, type **07/10/2011**.
7. Click the **Save** button.

Vendor General Summary: Insurance Tab

Many vendors are required to maintain insurance policies, either by specific contracts on which they work or provide services or by general agency policies. The Insurance tab contains a list of all the recorded insurance policies for the vendor. The minimum required fields for the Insurance tab are:

- Insurance Sequence Number
- Insurance Type

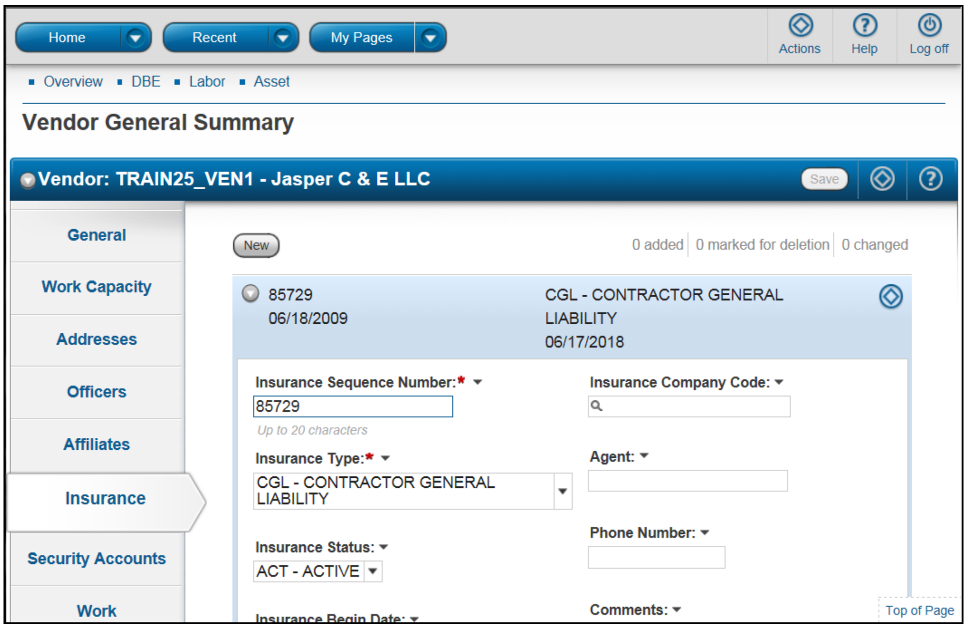

Figure 33. Vendor General Summary: Insurance Tab

Exercise 18

In this exercise, you will update a vendor's insurance information.

1. Click the **Insurance** tab.
2. In the **Insurance Sequence Number** field, type **85729**.
3. In the **Insurance Type** field, click the dropdown arrow and select **CGL – Contractor General Liability**.
4. In the **Insurance Status** field, click the dropdown arrow and select **ACT – ACTIVE**.
5. In the **Insurance Begin Date** field, type **06/18/2009**.
6. In the **Expiration Date** field, type **06/17/2018**.
7. Click the **Save** button.

Vendor General Summary: Security Accounts Tab

A vendor may use securities in lieu of retainage as a method of assuring that subcontractors will be paid and that the job will be completed. If securities are to be used, the vendor's security accounts must be recorded in the system before the first contractor payment estimate is created. The Security Accounts tab contains a list of all the recorded security accounts for the vendor.

Note: Users will not have access to the Security Accounts tab unless your agency licenses the AASHTOWare Project Construction & Materials module.

Vendor General Summary: Work Classifications Tab

Work classifications designate all the types of work a vendor is qualified to perform. This could include pre-qualifications, certifications, and all types of work for construction services and supplies. The Work Classifications tab contains a list of all the recorded work classifications for the vendor. The minimum required field for the Work Classifications tab is:

- Work Class ID

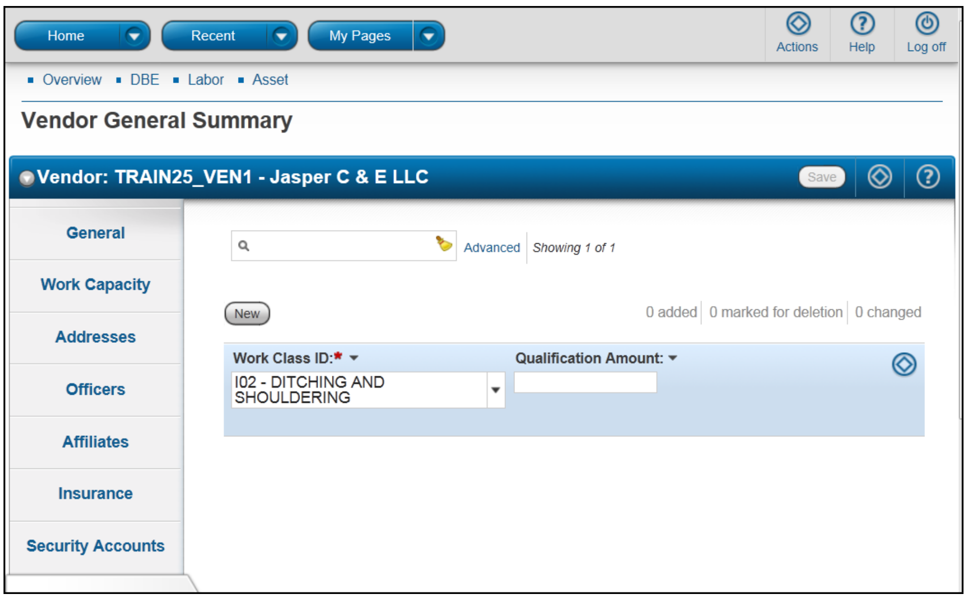

Figure 34. Vendor General Summary: Work Classifications Tab

Exercise 19

In this exercise, you will update a vendor’s work classifications.

1. Click the **Work Classifications** tab.
2. Click the **New** button.
3. In the **Work Class ID** field, click the dropdown arrow and select **I02 – DITCHING AND SHOULDERING**.
4. Click the **Save** button.

Vendor DBE Summary Component

As part of the vendor certification process, transportation agencies may perform any or all of the following sub-processes (all of which are defined by the agency):

- Initial Certification
- Annual Review and/or Three-Year Recertification
- Decertification
- Graduation

In Trns•port CRLMS®, Vendor Certification is maintained in the Vendor area of the Reference Data component.

Note: In order to track the status of Vendor Certification processes, the Reference Data Events and corresponding Actions must be defined.

The Vendor DBE Summary component contains information related to the reference vendor's DBE status and is used in the DBE business area of CRLMS. Information is grouped in tabs located on the left side of the component.

Vendor DBE Summary: Certification Tab

The Certification tab contains general vendor certification information such as the DBE certifying entity, DBE certification status, DBE certification date, and DBE certification removal date. The minimum required field for the Certification tab is:

- DBE Certification Status

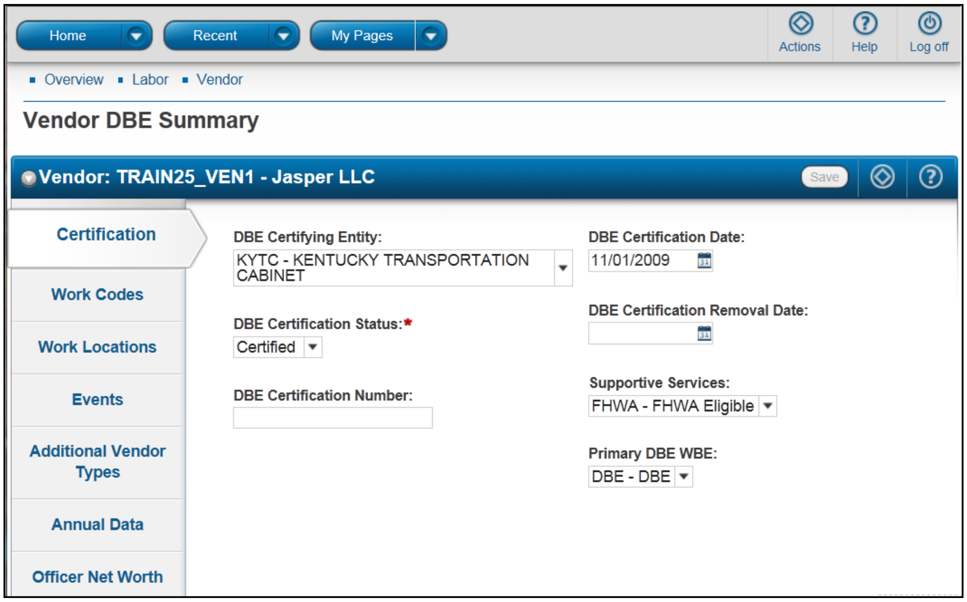

Figure 35. Vendor DBE Summary: Certification Tab

Exercise 20

In this exercise, you will update a vendor's DBE certification information.

1. Click the **DBE** quick link.
2. In the **DBE Certifying Entity** field, click the dropdown arrow and select **KYTC – KENTUCKY TRANSPORTATION CABINET**.
3. In the **DBE Certification Status** field, click the dropdown arrow and select **CERTIFIED**.
4. In the **DBE Certification Date** field, type **11/01/2009**.
5. In the **Supportive Services** field, click the dropdown arrow and select **FHWA – FHWA Eligible**.
6. In the **Primary DBE WBE** field, click the dropdown arrow and select **DBE – DBE**.
7. Click the **Save** button.

Vendor DBE Summary: Work Codes Tab

Vendor work codes are used to classify a vendor's type of business in reports required by the federal and state government agencies that provide DBE programs. The Work Codes tab contains a list of all the work codes that have been assigned to the vendor, organized into separate sections for each type of work code:

- **NAICS Codes –** The North American Industry Classification System (NAICS) was developed as the standard for classifying business establishments and is used in the collection, analysis, and publication of statistical data related to the business economy of the United States. Trns•port uses NAICS codes to track the data needed to meet federal and state requirements for civil rights and labor compliance analysis and reporting activities.
- **SIC Codes –** Standard Industrial Classification (SIC) codes are another means by which a vendor's type of business can be classified in Trns•port.
- **Specialty Codes –** Specialty codes are vendor classification codes that are unique to your transportation agency.

The minimum required fields for the Work Codes tab are:

- NAICS Codes Section
  - NAICS Code
  - Effective Date
  - Status Code
- SIC Codes Section
  - SIC Code
  - Effective Date
  - Status Code
- Specialty Codes Section
  - Specialty Code
  - Effective Date
  - Status Code

Note: The minimum required fields listed above are required only when adding a record within each section.

If a DBE vendor loses certification in a particular active work code, the Status Code and Status Change Date fields should be populated as appropriate. These work code records are retained for historical purposes to allow the agency to track when DBE vendors were certified for specific work codes.

Note: Saving a date in the Status Change Date field locks the work code record so that no future changes can be made.

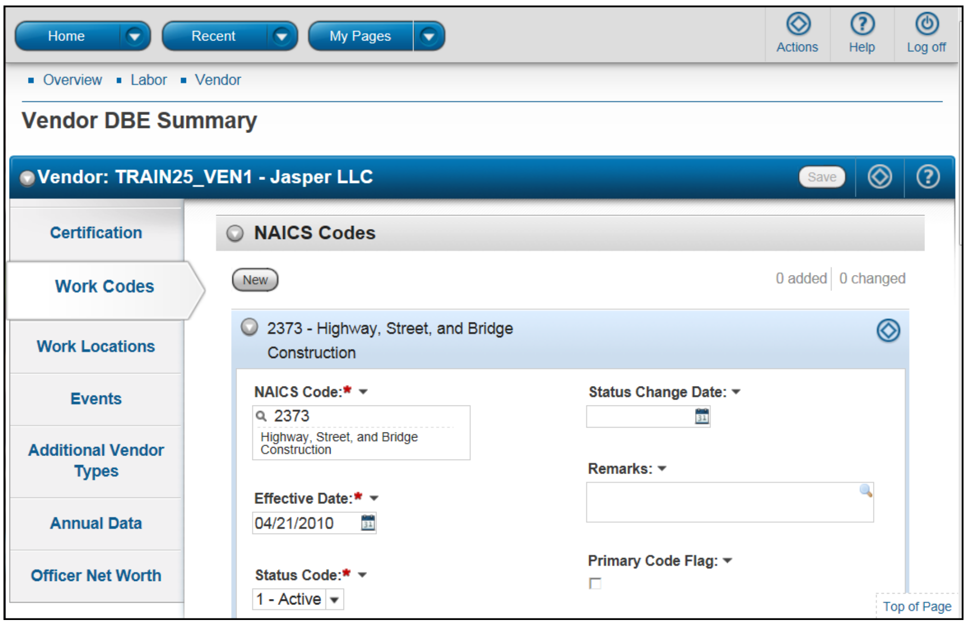

Figure 36. Vendor DBE Summary: Work Codes Tab

Exercise 21

In this exercise, you will update a vendor's DBE work codes.

1. Click the **Work Codes** tab.
2. In the **NAICS Code** field, type **2373**.
3. Click **2373 Highway, Street, and Bridge Construction**.
4. In the **Effective Date** field, type **04/21/2010**.
5. In the **Status Code** field, click the dropdown arrow and select **1 – Active**.
6. In the **SIC Code** field, press **Enter**.
7. Click **1 Paving**.
8. In the **Effective Date** field, type **05/30/2010**.
9. In the **Status Code** field, click the dropdown arrow and select **1 – Active**.
10. In the **Specialty Code** field, press **Enter**.
11. Click **01 Grading**.
12. In the **Effective Date** field, type **07/22/2010**.
13. In the **Status Code** field, click the dropdown arrow and select **1 – Active**.
14. Click the **Save** button.

Vendor DBE Summary: Work Locations Tab

A work location is an area in which a vendor has indicated he is able and available to provide supplies or services on agency projects. The Work Locations tab contains all the work locations that have been recorded for the vendor, organized into separate sections for each type of work location:

- **Statewide –** A vendor statewide work location indicates that the vendor is able to provide supplies or services on agency projects throughout the entire state.
- **County** – A vendor county work location indicates that the vendor is able to provide supplies or services on agency projects throughout the reference county.
- **District –** A vendor district work location indicates that the vendor is able to provide supplies or services on agency projects throughout the reference district.
- **Region –** A vendor region work location is a division of territory within a state or district (defined by your agency) throughout which the vendor is able to provide supplies or services on agency projects.

Note: You cannot add a vendor county work location, a vendor district work location, or a vendor region work location if the statewide work location is active for the vendor.

Note: If a DBE vendor's work locations change, the Inactive Date field should be populated as appropriate. These work location records are retained for historical purposes to allow the agency to track when DBE vendors were available to work in specific work locations.

The minimum required fields for the Work Locations tab are:

- Statewide Section
  - Effective Date
- County Section
  - County ID
  - Effective Date
- District Section

- District ID
- Effective Date
- Region Section
  - Region ID
  - Effective Date

Note: The minimum required fields listed above are required only when adding a record within each section.

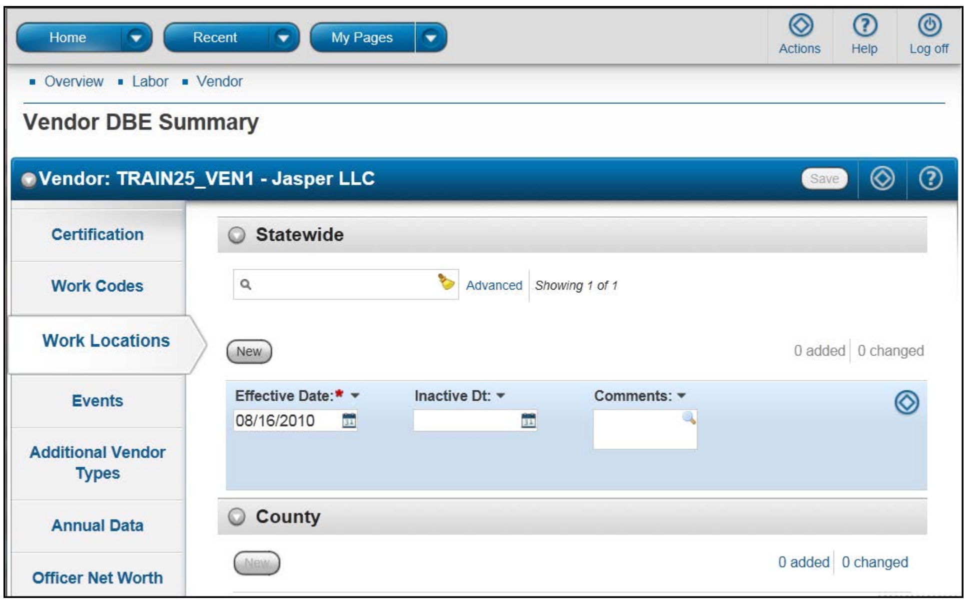

Figure 37. Vendor DBE Summary: Work Locations Tab

Exercise 22

In this exercise, you will update a vendor's work location.

1. Click the **Work Locations** tab.
2. In the **Statewide** section, click the **New** button.
3. In the **Effective Date** field, type **08/16/2010**.
4. Click the **Save** button.

Vendor DBE Summary: Events Tab

DBE certification related events are milestones that take place at specific intervals of time during the DBE certification program for a vendor. The Events tab contains a list of all the events that have been recorded for the associated vendor.

Events and their corresponding actions are defined by your agency in Reference Data Events. There could be multiple events defined in the system, one for each of the DBE certification processes performed by your agency (e.g. Initial Certification, Annual Review, Graduation, etc.). Each event will have corresponding actions defined by your agency.

An event typically requires multiple actions; therefore, one event may be represented by many rows in the list, each for a different action. The minimum required field for the Events tab is:

- Events/Actions

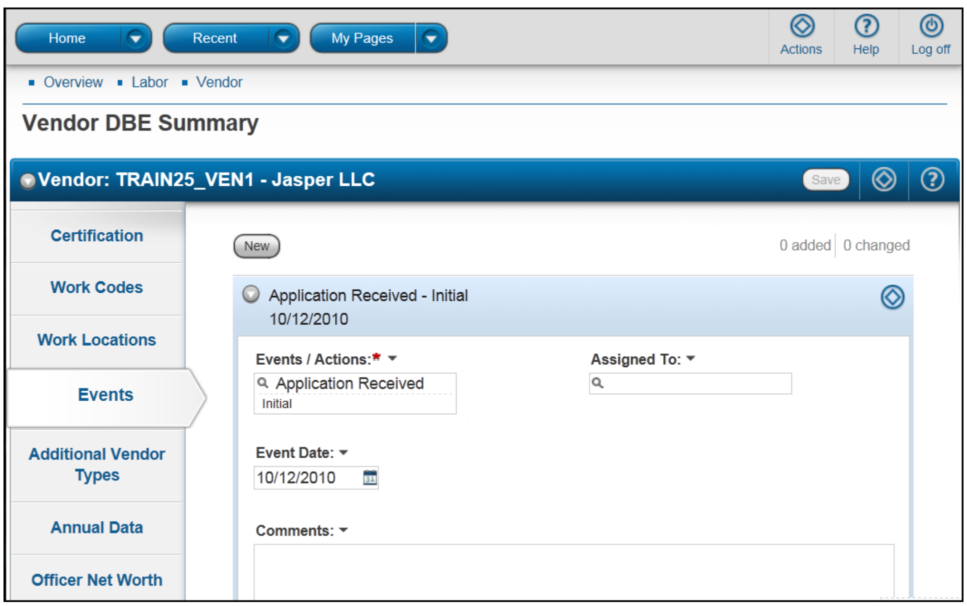

Figure 38. Vendor DBE Summary: Events Tab

Exercise 23

In this exercise, you will update a vendor's events.

1. Click the **Events** tab.
2. In the **Events/Actions** field, press **Enter**.
3. Click **Application Received – Initial**.
4. In the **Event Date** field, type **10/12/2010**.
5. Click the **Save** button.

Vendor DBE Summary: Additional Vendor Types Tab

More than one vendor type may need to be recorded for vendors that provide the agency with multiple types of supplies and services. The Additional Vendor Types tab contains a list of all the additional vendor types that currently exist for the vendor. The minimum required fields for the Additional Vendor Types tab are:

- ID
- Effective Date

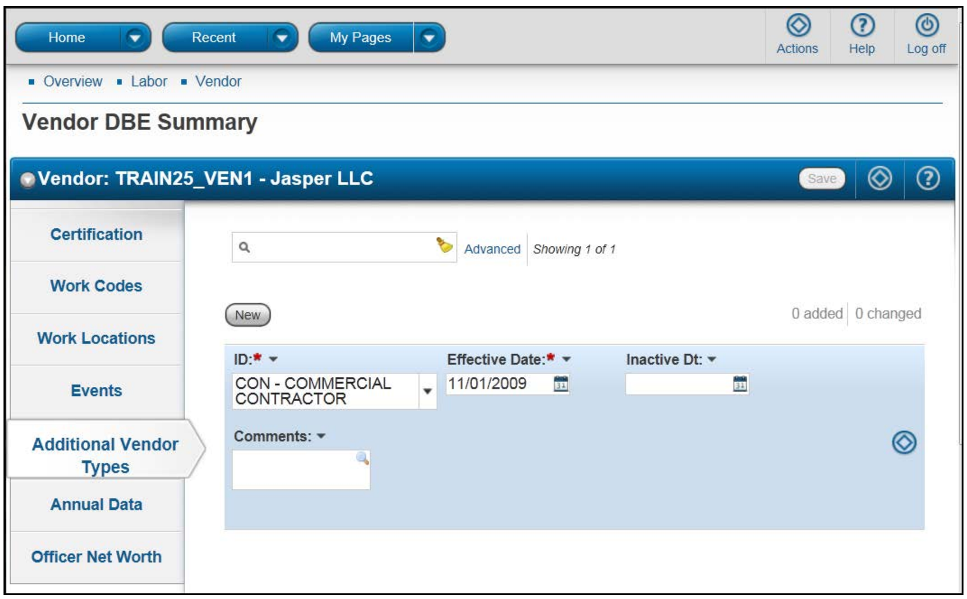

Figure 39. Vendor DBE Summary: Additional Vendor Types Tab

Exercise 24

In this exercise, you will add vendor types for the vendor.

1. Click the **Additional Vendor Types** tab.
2. Click the **New** button.
3. In the **ID** field, click the dropdown arrow and select **CON – COMMERCIAL CONTRACTOR**.
4. In the **Effective Date** field, type **11/01/2009**.
5. Click the **Save** button.

Vendor DBE Summary: Annual Data Tab

To determine a vendor's continuing eligibility for participation in Federal DBE programs, agencies must maintain a record of the annual information the vendor has submitted, including gross receipt affidavits and employee information. The Annual Data tab contains a list of all the annual data records for the vendor. The minimum required fields for the Annual Data tab are:

- Year
- Submittal Type
- Submittal Date
- Gross Receipts

Note: The Calc. 3-yr Avg. field uses data from the past 3 consecutive years.

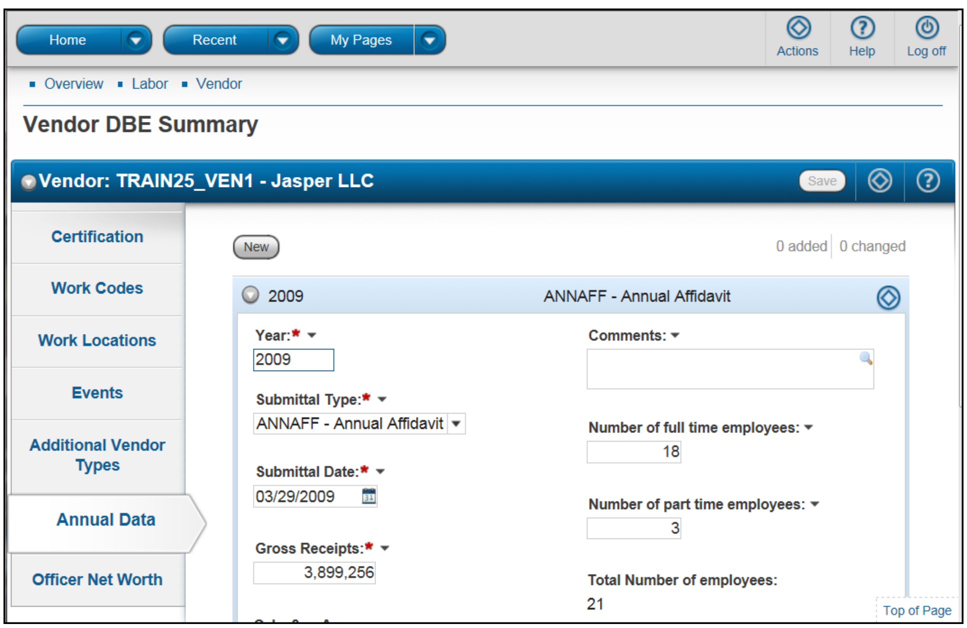

Figure 40. Vendor DBE Summary: Annual Data Tab

Exercise 25

In this exercise, you will update the vendor's annual data.

1. Click the **Annual Data** tab.
2. In the **Year** field, type **2009**.
3. In the **Submittal Type** field, click the dropdown arrow and select **ANNAFF – Annual Affidavit**.
4. In the **Submittal Date** field, type **03/29/2009**.
5. In the **Gross Receipts** field, type **3,899,256**.
6. In the **Number of full time employees** field, type **18**.
7. In the **Number of part time employees** field, type **3**.
8. Click the **Save** button.

Vendor DBE Summary: Officer Net Worth Tab

The transportation agency is responsible for determining which individuals can be classified as economically disadvantaged and are therefore qualified to benefit from participation in Federal DBE programs. To carry out this responsibility, agencies maintain personal net worth records for each qualifying person whose ownership and control is relied upon for DBE certification. The Officer Net Worth tab contains a list of all the net worth records for the vendor and represents a history of a vendor officer's personal net worth. The minimum required fields for the Officer Net Worth tab are:

- Officer ID
- Certification Year
- Submittal Type
- Submittal Date
- Personal Net Worth

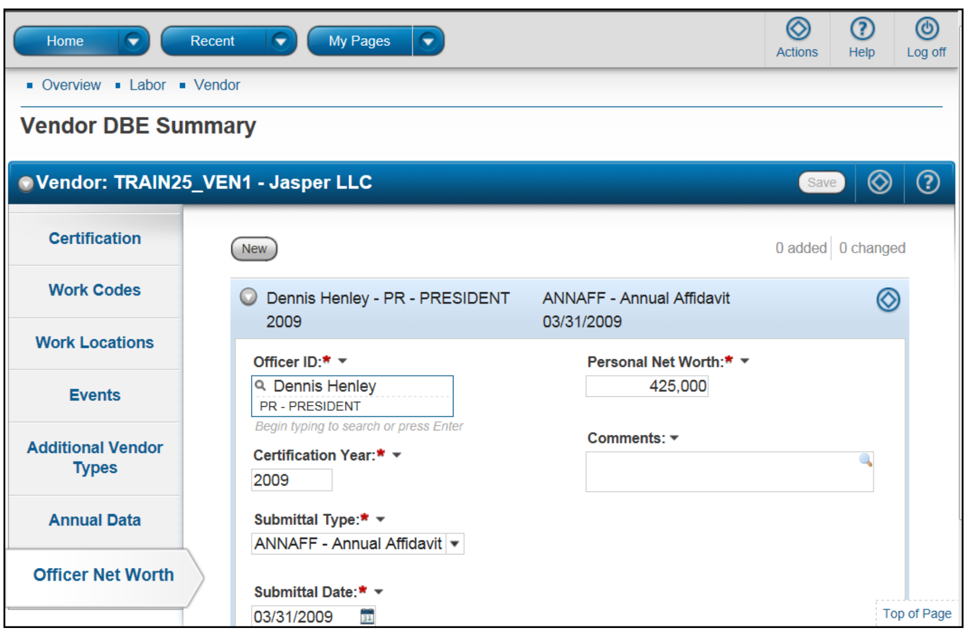

Figure 41. Vendor DBE Summary: Officer Net Worth Tab

Exercise 26

In this exercise, you will update an officer's net worth for a vendor.

1. Click the **Officer Net Worth** tab.
2. In the **Officer ID** field, press **Enter**.
3. Click **Dennis Henley PR – PRESIDENT**.
4. In the **Certification Year** field, type **2009**.
5. In the **Submittal Type** field, click the dropdown arrow and select **ANNAFF – Annual Affidavit**.
6. In the **Submittal Date** field, type **03/31/2009**.
7. In the **Personal Net Worth** field, type **425,000**.
8. Click the **Save** button.

Vendor Labor Summary Component

The information contained in the Vendor Labor Summary component is used in the payroll business area of CRLMS. Information is grouped in tabs located on the left side of the component.

Vendor Labor Summary: Labor Tab

The Labor tab allows you to define the Payroll Period Start Day of the Week for the selected vendor.

Figure 42. Vendor Labor Summary: Labor Tab

Exercise 27

In this exercise, you will select the payroll period start day of the week.

1. Click the **Labor** quick link.
2. In the **Payroll Period Start Day of the Week** field, click the dropdown arrow and select **Sunday**.
3. Click the **Save** button.

Vendor Labor Summary: OJT Goals Tab

The agency maintains goals for the participation of vendors in OJT programs and tracks the actual participation of vendors. The OJT Goals tab lists of all the recorded OJT goals for each vendor. The minimum required fields for the OJT Goals tab are:

- Start Date
- End Date
- OJT Goal Units
- OJT Goal

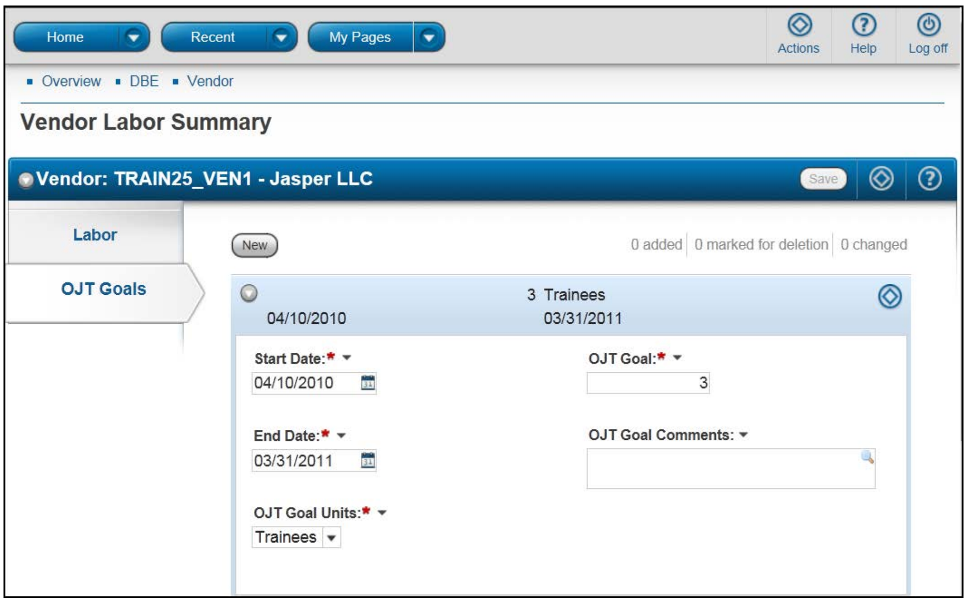

Figure 43. Vendor Labor Summary: OJT Goals Tab

Exercise 28

In this exercise, you will update OJT goals for the vendor.

1. Click the **OJT Goals** tab.
2. In the **Start Date** field, type **04/01/2010**.
3. In the **End Date** field, type **03/31/2011**.
4. In the **OJT Goal Units** field, click the dropdown arrow and select **Trainees**.
5. In the **OJT Goal** field, type **3**.
6. Click the **Save** button.

Changing a Vendor's DBE Certification Status

A vendor's status may change over time. A vendor may need to be removed from a DBE certification program, or the vendor record may become obsolete.

Removing a Vendor from the DBE Certification Program

To remove a vendor from the DBE certification program, specify a DBE Certification Removal Date. This is the date the vendor was removed from the DBE certification program.

Note: This will remove the vendor from the CRLMS DBE Directory report.

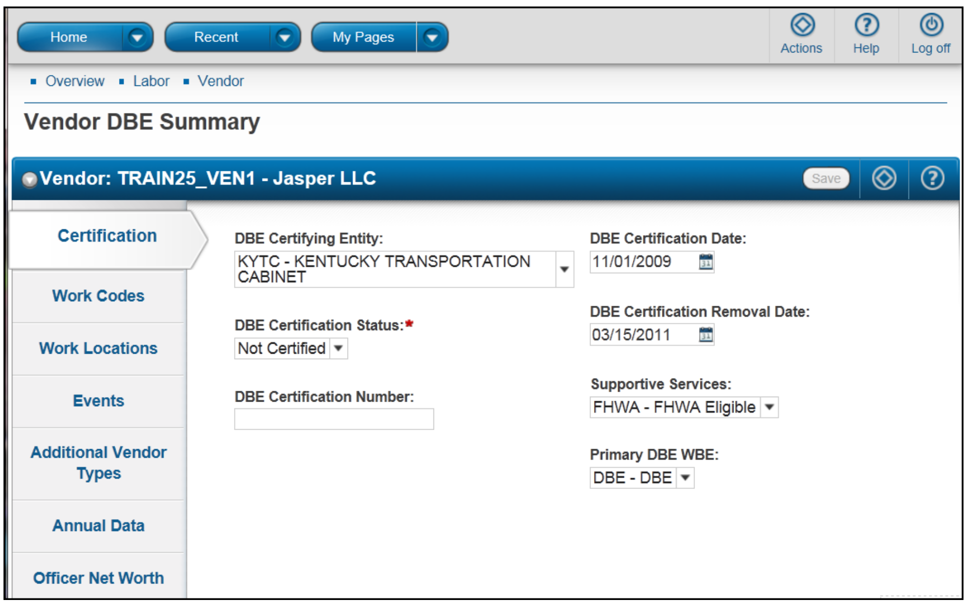

Figure 44. Remove Vendor from the DBE Certification Program

Exercise 29

In this exercise, you will remove a vendor from the DBE certification program.

1. Click the **DBE** quick link.
2. In the **DBE Certification Removal Date** field, type **03/15/2011**.
3. In the **DBE Certification Status** field, click the dropdown arrow and select **Not Certified**.
4. Click the **Save** button.

Marking a Vendor as Obsolete

Over time, as improvements are made in construction methods and materials and vendors change or go out of business, some vendor records become obsolete and should no longer be used. The Obsolete Date field allows you to enter a date on which the vendor will no longer be available to select from vendor lists.

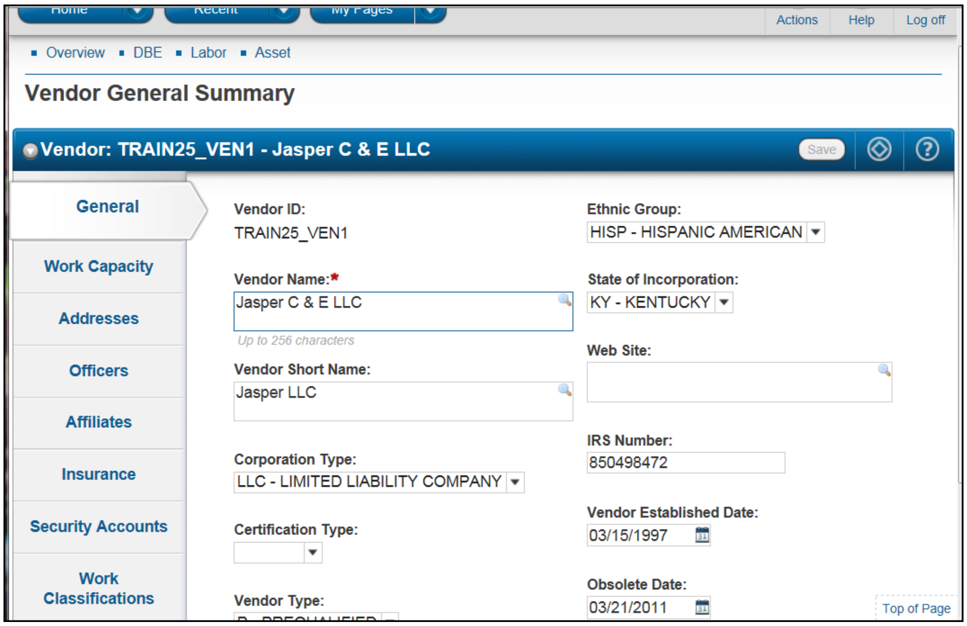

Figure 45. Make Vendor Record Obsolete

Exercise 30

In this exercise, you will make a vendor record obsolete.

1. Click the **Vendor** quick link.
2. In the **Obsolete Date** field, type **03/21/2011**.
3. Click the **Save** button.
4. Click the **Home** button.

Wage Decisions

Trns•port CRLMS® wage decisions include federal, state or local rules dictating the wage rates contractors must pay their workers for work on agency contracts. Federal wage decisions are issued by the U.S. Department of Labor under the Davis-Bacon and related Acts. The Wage and Hour Division of the U.S. Department of Labor determines the prevailing minimum wage rates and fringe benefits for each geographic area to be paid on federally funded or assisted construction projects.

General wage determination decisions and modifications contain no expiration dates and are effective from their date of notice in the Federal Register, or on the date written notice is received by the agency, whichever is earlier. It is the responsibility of your transportation agency to ensure that the proper wage decisions are applied to each federally-funded construction contract. For contracts funded by non-federal funds, state or local wage decisions may be applied.

Wage Decision Overview Component

When you click the Wage Decisions link in the Reference Data component, the system takes you to the Wage Decision Overview component where you can add and change information contained in reference wage decision records.

Initially, the Is Latest Modification filter is set on the component to only display the wage decisions with the largest modification number. To display all wage decisions, clear the Is Latest Modification filter.

Viewing Wage Decision Data

There are three ways to view or maintain the classification information in a wage decision record; simple, basic, and full.

- **Simple –** Displays limited wage decision information; does not contain wage zones.
- **Basic –** Displays limited information for the craft; does not contain modified rates at the classification level.
- **Full –** Displays all information for the craft; contains modified rates at the classification level.

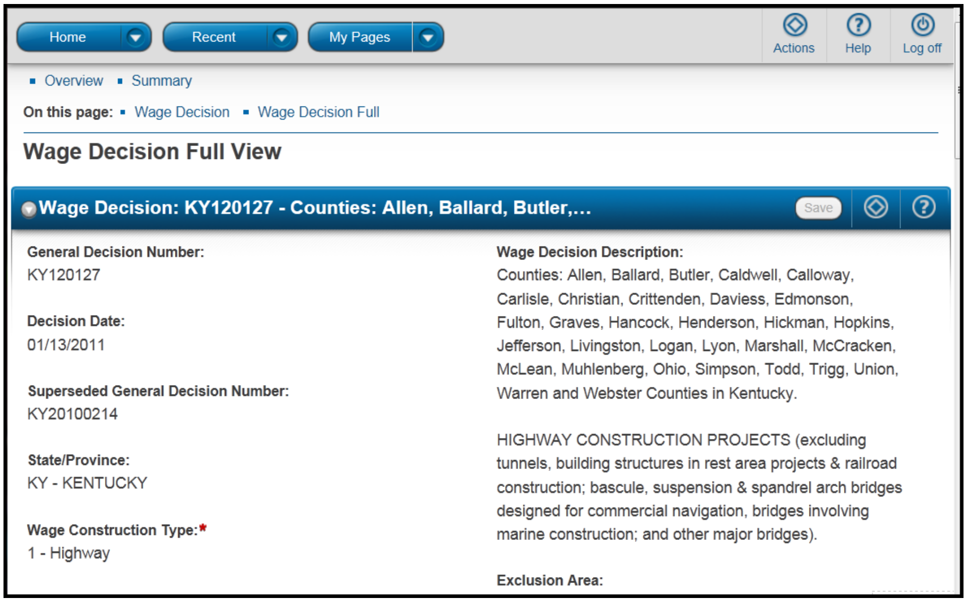

Figure 46. Wage Decision Full View

Exercise 31

In this exercise, you will view wage decisions.

1. Under the **Reference Data** component, click **Wage Decisions**.
2. For wage decision **KY120127**, click the row **Actions** button.
3. Select the **Simple** view.
4. Under the **Wage Decision Classifications** component, click the **Show first 10** link.
5. What is the **Rate** for Craft Code **070 – BRICKLAYER**?

   24.110

6. Click the **Overview** quick link.
7. In the row for **KY120127**, click the row **Actions** button.
8. Select the **Basic** view.
9. Click the **Overview** quick link.
10. For wage decision **KY120127**, click the row **Actions** button.
11. Select the **Full** view.
12. Under the **Wage Decision Full** component, how many craft codes are listed?

    21

13. Click the **Overview** quick link.

Adding Wage Decisions

A reference wage decision is a set of records modeled after a wage decision issued by the U.S. Department of Labor. Several important code tables used by wage decisions are:

- **Decision Class Code –** Represents the labor classification or group of classifications to be paid at prescribed wage, hourly fringe, and daily fringe rates. Decision class codes are mapped to the Federal Job Classification IDs, such as Common Labor, Pump Operator, Truck Driver Class X, or Truck Driver Class Y.
- **Craft Code –** Defines crafts such as Truck Driver, Equipment Operator, Labor, Specialty Craft-Electrician, or other crafts.
- **Wage Zone Code –** Represents the geographic area defined in the wage decision, which could include counties, the entire state, or other defined areas.

Note: The simple wage decision view does not allow adding wage zones; it will default to the wage zone for the statewide code.

Note: You cannot delete a wage decision that is currently associated with an active project or proposal.

The minimum required fields for a new wage decision are:

- General Decision Number
- Decision Date
- Wage Decision Description
- State/Province
- Wage Construction Type
- Issuing Authority
- Modification Description
- Publication Date

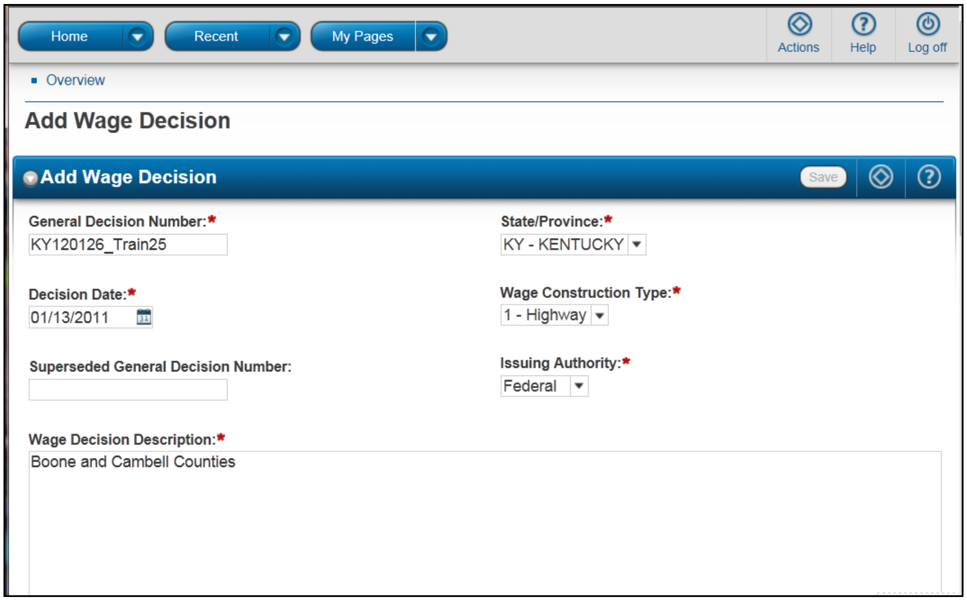

Figure 47. Add Wage Decision

Exercise 32

In this exercise, you will add a new wage decision.

1. Click the component **Actions** button for **Wage Decision Overview**.

2. Click the **Add** action.

3. In the **General Decision Number** field, type **KY120126_TRAINXX** (Note: XX is your user number).

4. In the **Decision Date** field, enter **01/13/2011**.

5. In the **Wage Decision Description** field, type **Boone and Campbell Counties**.

6. In the **State/Province** field, click the dropdown arrow and select **KY – KENTUCKY**.

7. In the **Wage Construction Type** field, click the dropdown arrow and select **1 – Highway**.

8. In the **Issuing Authority** field, click the dropdown arrow and select **Federal**.

9. In the **Modification Description** field, type **0**.

10. In the **Publication Date** field, enter **01/13/2011**.

11. Click the **Save** button.

12. Click the **Overview** quick link.

Adding Wage Decision Details and Craft Codes

The minimum required fields for adding wage decision details and craft codes are:

- Union Identifier
- Union Identification Date
- Wage Craft Code
- Wage Zone Code

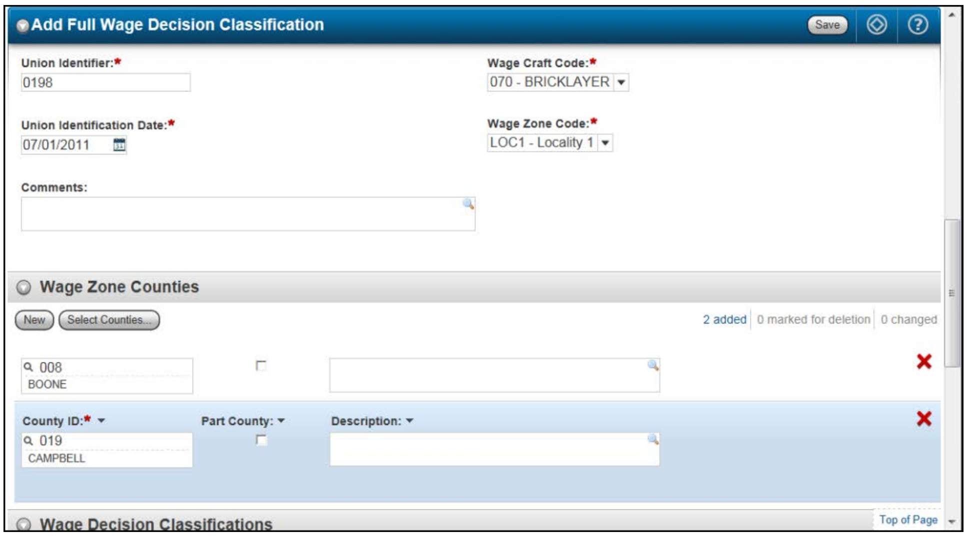

Figure 48. Add Full Wage Decision Classification

Exercise 33

In this exercise, you will add wage decision details and craft codes in full view.

1. Click the row **Actions** button for wage decision **KY120126_TRAINXX** (Note: XX is your user number).
2. Click the **Full** view.
3. Scroll down to the **Wage Decision Full** component and click the component **Actions** button.
4. Click the **Add** action.
5. In the **Union Identifier** field, type **0198**.
6. In the **Union Identification Date** field, enter **07/01/2011**.
7. In the **Wage Craft Code** field, click the dropdown arrow and select **070 – BRICKLAYER**.
8. In the **Wage Zone Code** field, click the dropdown arrow and select **LOC1 – Locality 1**.
9. Click the **Save** button.

Adding Wage Zone Counties

The minimum required field for adding wage zone counties is:

- County ID

Exercise 34

In this exercise, you will add wage zone counties.

1. Under the **Wage Zone Counties** section, in the **County ID** field, type **Boone**.
2. Select county **008 BOONE**.
3. Click the **New** button.
4. In the blank **County ID** field, type **019**.
5. Select county **019 CAMPBELL**.
6. Click the **Save** button.

Adding Wage Decision Classifications

The minimum required fields for adding wage decision classifications are:

- Decision Class Code
- Original Wage Rate

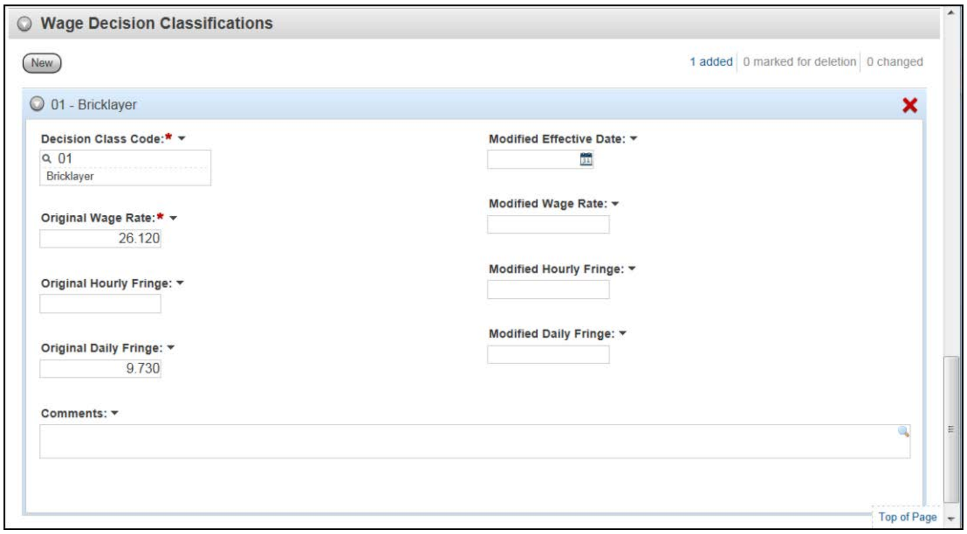

Figure 49. Wage Decision Classifications

Exercise 35

In this exercise, you will add a wage decision classification.

1. Under the **Wage Decision Classifications** section, in the **Decision Class Code** field, type **Bricklayer**.
2. Select **01 Bricklayer**.
3. In the **Original Wage Rate** field, type **26.12**.
4. In the **Original Daily Fringe** field, type **9.73**.
5. Click the **Save** button on the **Add Full Wage Decision Classification** component.
6. Click the **Overview** quick link.

Creating a Wage Decision Modification

Each general wage decision is reviewed and modified by the Department of Labor on an annual basis. Modifications contain no expiration dates and are effective from their date of notice in the Federal Register, or on the date written notice is received by the agency, whichever is earlier.

A wage decision can have any number of modifications. When you add a new modification to a wage decision that includes previous modifications, it is possible that one of the previous modifications has been associated to a project that has not yet been let. In these circumstances, the system generates a warning message at the time you add the new modification. Your agency may require that the project record be updated to the new wage decision modification.

Note: The Publication Date must be the same as or later than the Decision Date and the Publication Date of the wage decision you are modifying.

The minimum fields required for wage decision modifications are:

- Modification Description
- Publication Date

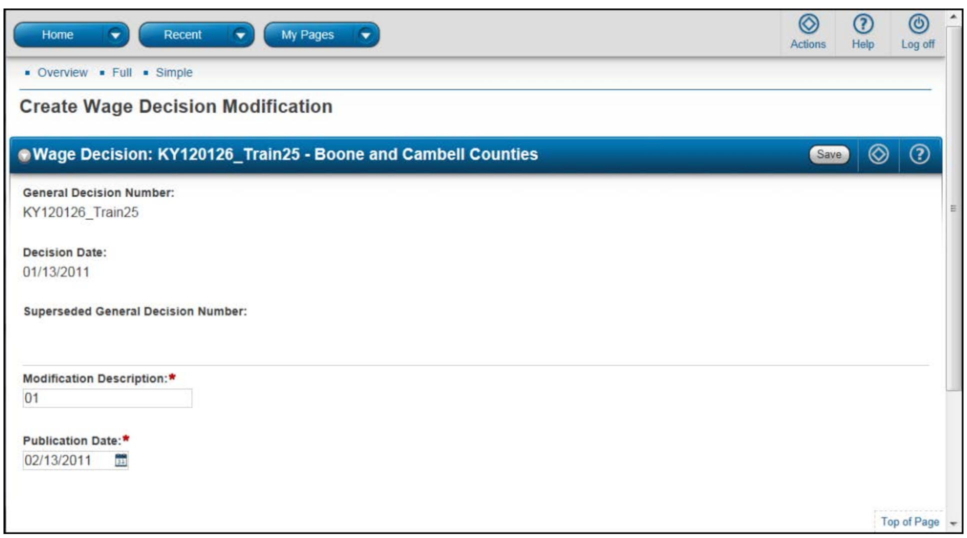

Figure 50. Create Wage Decision Modification

Exercise 36

In this exercise, you will create a wage decision modification.

1. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
2. Click the row **Actions** button for wage decision **KY120126_TRAINXX** (Note: XX is your user number).
3. Click the **Create Modification** action.
4. In the **Modification Description** field, type **01**.
5. In the **Publication Date** field, enter **02/13/2011**.
6. Click the **Save** button.
7. Click the row **Actions** button for wage decision **KY120126_TRAINXX** (Note: XX is your user number).
8. Click the **Full** view.
9. Scroll down to the **Wage Decision Full** component.
10. Click the **Expand/Collapse** arrow for wage decision identifier **0198,** to display the craft codes.
11. Click the row **Actions** button for craft code **070 – BRICKLAYER**,.
12. Click the **View** action.
13. Scroll down to the **Wage Decision Classifications** section.
14. In the **Modified Effective Date** field, type **02/13/2011**.
15. In the **Modified Wage Rate** field, type **26.93**.
16. In the **Modified Daily Fringe** field, type **10.09**.
17. Click the **Save** button.
18. Click the **Overview** quick link.
19. Click the **Home** button.
20. Click the **Log off** button.

Copying a Wage Decision

You can save time by copying an existing wage decision and assigning a new general decision number to the copy. You can then make any minor changes that are required in the new wage decision.

To copy a wage decision, select Copy from the Actions menu on the wage decision's row. Trns•port copies the reference wage decision and all of its associated information, including the last reference wage decision modification, to a new record under the new general decision number. The most recent reference wage decision modification will be assigned a publication date of the new wage decision's effective date. The modification number will be reset to zero.

If the original wage decision is dated earlier than your copy, the original wage rate values for the Modified Wage Rate, Hourly Fringe, and Daily Fringe fields will be moved to the copy's Original Wage Rate, Hourly Fringe, and Daily Fringe fields, respectively.

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5. Managing Civil Rights and Labor Records

The user's guide briefly describes each of the CRLMS components.

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6. Contracts

6.1 Managing Contracts

The user's guide provides a brief description of many of the actions that can be taken to manage contract information.

Caution: Deleting a contract also deletes all of its associated data. Deleting a contract is typically not recommended.

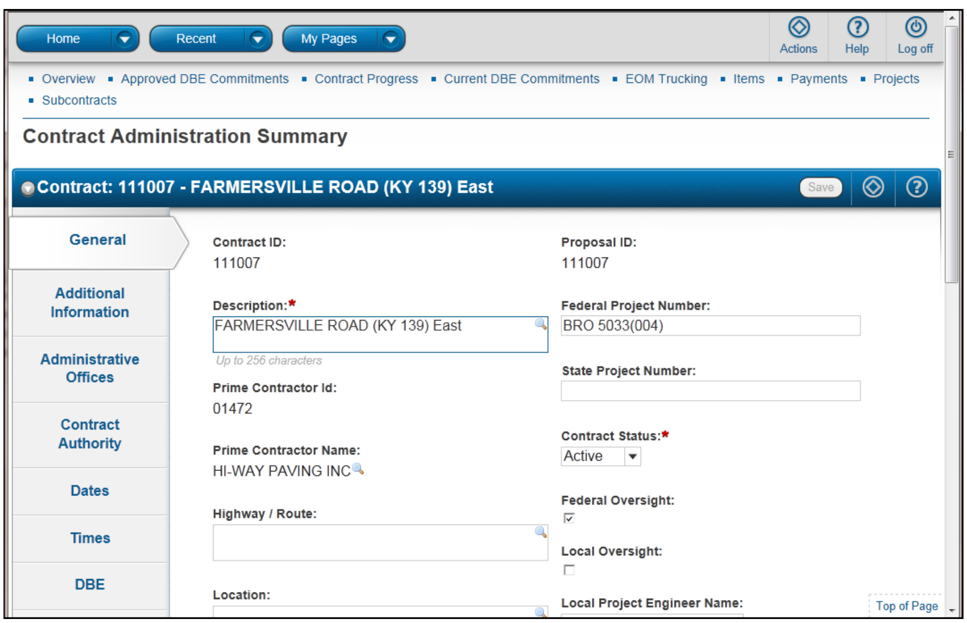

Figure 1. Contract Administration Summary

Exercise 1

In this exercise, you will view contract data.

1. Double-click the **CRLMS 2.02** desktop icon.

   An Internet Explorer web browser displays the AASHTO Trns•port logon page.

2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).

3. In the **Password** field, type **PASS**.

4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.

5. Click the **Log On** button.

6. Click the **Home** dropdown arrow and ensure the **CRLMS_TRAINING** role is selected.

7. Under the **CRLMS** component, click the **Contracts** link.

8. In the **Quick Find** search box, type **111007**.

9. Click contract ID **111007** to view the Contract Administration Summary component.

10. On the **General** tab, what is the **DBE Certification Status**?

    Not Certified

11. Click the **DBE** tab. What is the **DBE Goal Percent**?

    4.50

12. Click the **Labor** tab. What is the **OJT Goal**? What is the **OJT Goal Units**?

    2,000; Hours

13. Click the **Contract Progress** quick link. On the **Financials** tab, what is the **Contract Current Amount**?

    $2,198,416.95

14. Click the **Contract Administration** quick link.

15. Click the **Approved DBE Commitments** quick link. What is the **Total Commitment Amount**?

    $250,000.00

16. Click the **Current DBE Commitments** quick link. What is the **DBE Vendor Name**?

    BANSAL CONSTRUCTION INC.

17. Click the **EOM Trucking** quick link. How many EOM trucking records are listed?

    2

18. Click the **Items** quick link.

19. Click the Expand arrow for the first item listed. What is the **Item Description**?

    DGA BASE

20. Click the **Payments** quick link. How many agency payments are listed?

    1

21. Click the **Projects** quick link. What is the **Project ID**?

    DE01701391107

22. Click the **Subcontracts** quick link. How many subcontracts are listed?

    2

23. Click the **Contract** quick link to return to the Contract Administration Summary component.

24. Click the **Home** button.

6.2 Adding a Contract

The user's guide describes how to manually add a contract and enter information on the General tab.

Contract Creation Methods

There are three ways to create a contract in Trns•port CRLMS®:

- Trns•port Preconstruction® creates a contract from a proposal after it has been let and awarded. In the Transition process, the proposal and all related data is transitioned to a contract.
- During the Interface from SiteManager® or CAS®, a contract will be created in CRLMS if there is no related proposal in Preconstruction.
- You can manually add a contract in CRLMS.

Note: For additional information about importing contract data from CAS and SiteManager, refer to the Interfaces chapter.

Transitioning a Proposal to Construction

After a proposal has been let and awarded to the winning bidder, it then becomes a contract in the agency workflow. This transition process moves the proposal from the preconstruction workflow into the construction workflow.

When you transition a proposal to construction, Trns•port Preconstruction transfers all the necessary information in the proposal record to the new contract record so that it contains all the information needed to manage the construction work.

You can only transition a proposal if the workflow for the proposal record is set to a phase with the rule *Preconstruction has Ended*. After the proposal has been transitioned, the system automatically changes the workflow phase to one with the rule *Active Contract*. From this point forward, the proposal record can no longer be changed.

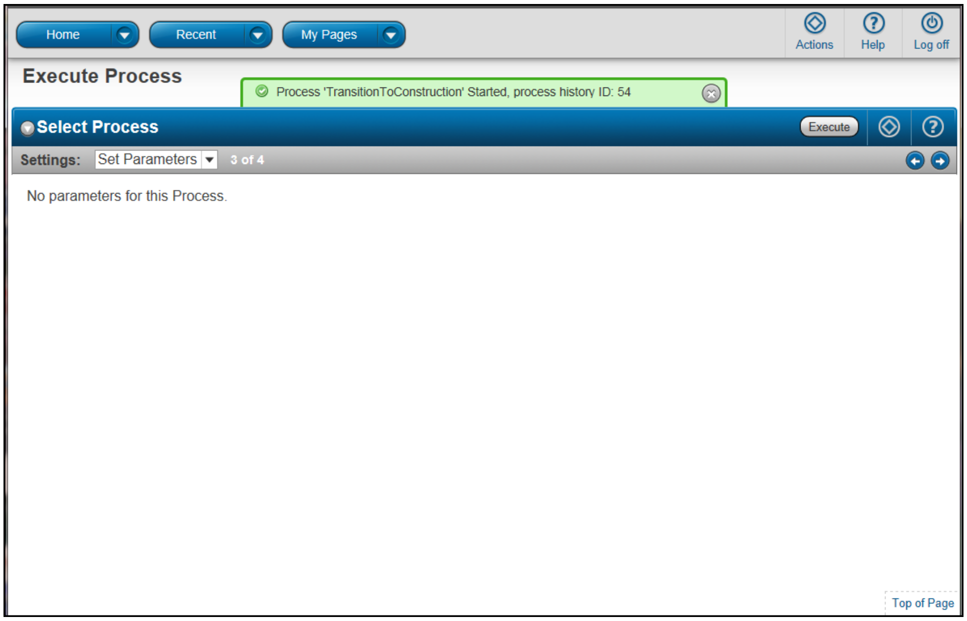

Figure 2. Execute Process

Instructor Demonstration

The instructor will demonstrate how to transition a single proposal to construction.

Caution: This exercise will be performed by the instructor only.

1. Under the **Preconstruction** component, click the **Proposals** link.
2. In the **Quick Find** search box, type **111003**.
3. Click the row **Actions** button for proposal **111003**.
4. Click the **Transition Proposal to Construction** task.
5. Click the **Execute** button on the component header.

   Trns•port runs the transition process. You can monitor the status of the process on the Process History Overview component.

Undo Transition Process

After a proposal has been transitioned and a corresponding contract record has been created, the system allows the agency to undo the transition process and return a contract to its proposal status.

Caution: When the Undo Transition process is run on a contract, the contract is deleted from the system. Any changes made to the contract prior to running this process will be lost. When/if the proposal is re-transitioned, the system recreates the contract.

Note: If “Contract Status” = “Active”, the Undo Transition process cannot be run.

Instructor Demonstration

The instructor will demonstrate how to run the Undo Transition process for a contract.

Caution: This exercise will be performed by the instructor only.

1. Click the **Recent** dropdown box.
2. Select **Contract Overview**.
3. In the **Quick Find** search box, type **111003**.
4. For contract ID **111003**, click the row **Actions** button.
5. Click the **Undo Transition** action.

   Trns•port runs the Undo Transition process and returns the contract to its proposal status.

6. Click the **Home** button.

Adding a Contract

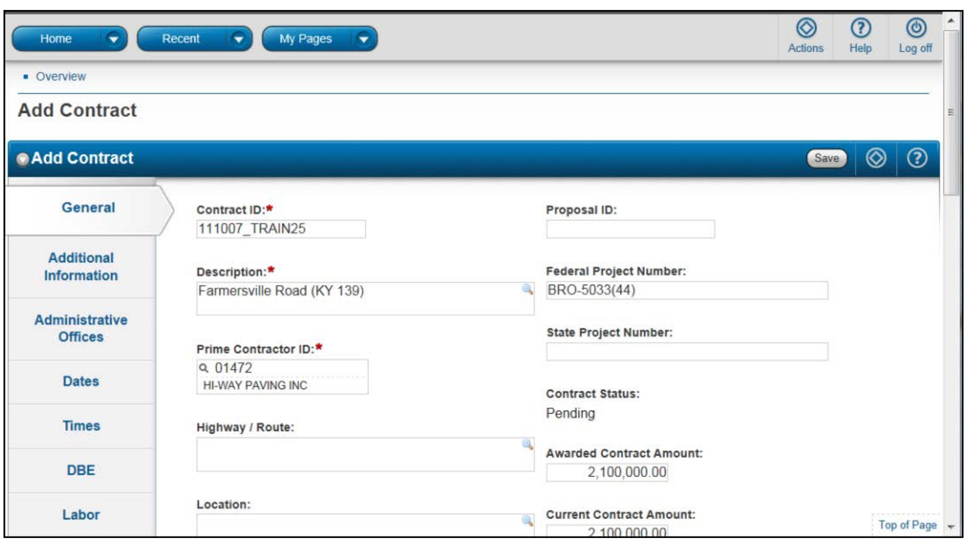

Figure 3. Add Contract

Exercise 2

In this exercise, you will create a new CRLMS contract.

1. Under the **CRLMS** component, click the **Contracts** link.
2. In the **Contract Overview** component, click the component **Actions** button.
3. Click the **Add** action.
4. In the **Contract ID** field, type **111007_TRAINXX** (Note: XX is your user number).
5. In the **Description** field, type **Farmersville Road (KY 139)**.
6. In the **Prime Contractor ID** field, type **01472**.
7. Click **01472 – HI-WAY PAVING INC**.
8. In the **Federal Project Number** field, type **BRO-5033(44)**.
9. In the **Awarded Contract Amount** field, type **2,100,000**.
10. In the **Current Contract Amount** field, type **2,100,000**.
11. In the **Federal Oversight** field, select the check box.
12. Click the **Additional Information** tab.
13. In the **Spec Book** field, type **08**.
14. In the **Unit System** field, click the dropdown arrow and select **English**.
15. Click the **Save** button.

6.3 Adding General Information to the Contract

The user's guide describes how to complete the Additional Information tab.

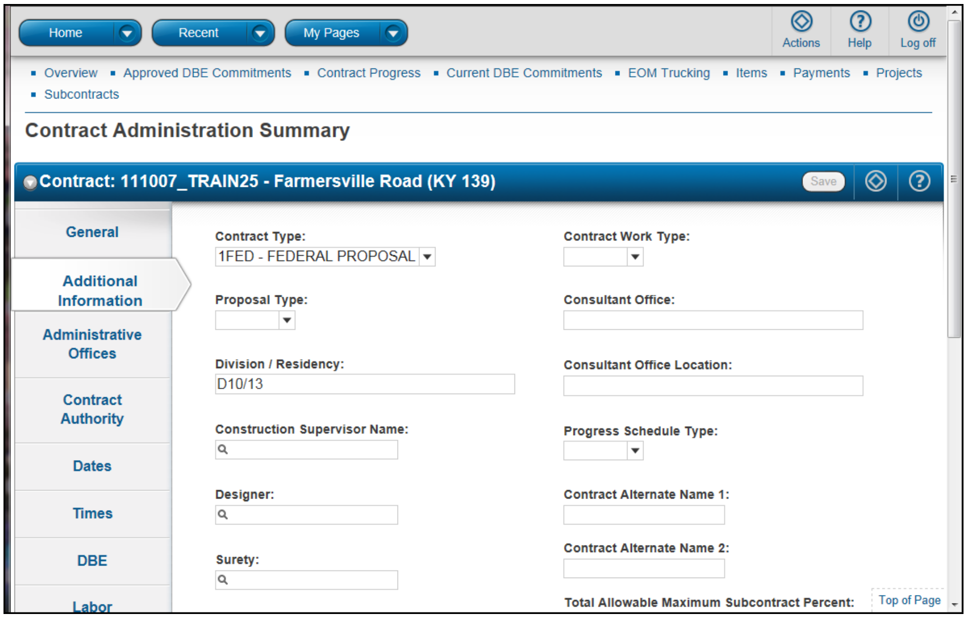

Figure 4. Additional Information Tab

Exercise 3

In this exercise, you will add information to the Additional Information tab on your contract.

1. Click the **Additional Information** tab.
2. In the **Contract Type** field, click the dropdown arrow and select **1FED – FEDERAL PROPOSAL**.
3. In the **Division/Residency** field, type **D10 / 13**.
4. In the **Total Allowable Maximum Subcontract Percent** field, type **60**.
5. Click the **Save** button.

6.4 Adding Dates to the Contract

The user's guide describes how to complete the Dates tab.

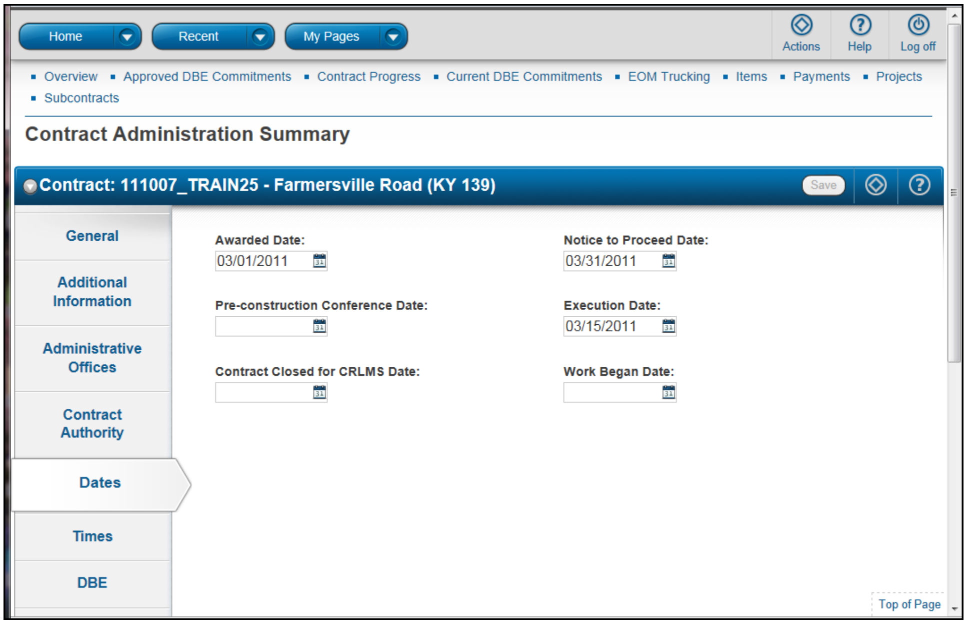

Figure 5. Dates Tab

Exercise 4

In this exercise, you will add information to the Dates tab on your contract.

1. Click the **Dates** tab.
2. In the **Awarded Date** field, type **03/01/2011**.
3. In the **Notice to Proceed Date** field, type **03/31/2011**.
4. In the **Execution Date** field, type **03/15/2011**.
5. Click the **Save** button.

6.5 Adding Time Information to the Contract

The user's guide describes how to add information to the Times tab on your contract.

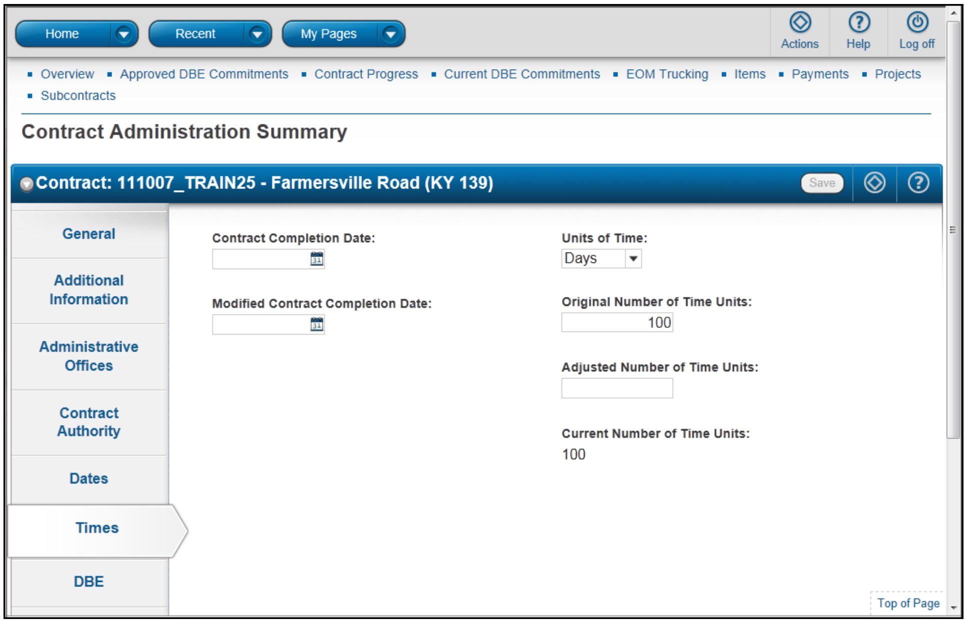

Figure 6. Times Tab

Exercise 5

In this exercise, you will add information to the Times tab on your contract.

1. Click the **Times** tab.
2. In the **Units of Time** field, click the dropdown arrow and select **Days**.
3. In the **Original Number of Time Units** field, type **100**.
4. Click the **Save** button.

6.6 Adding DBE Information to the Contract

The user's guide describes how to add information to the DBE tab on your contract.

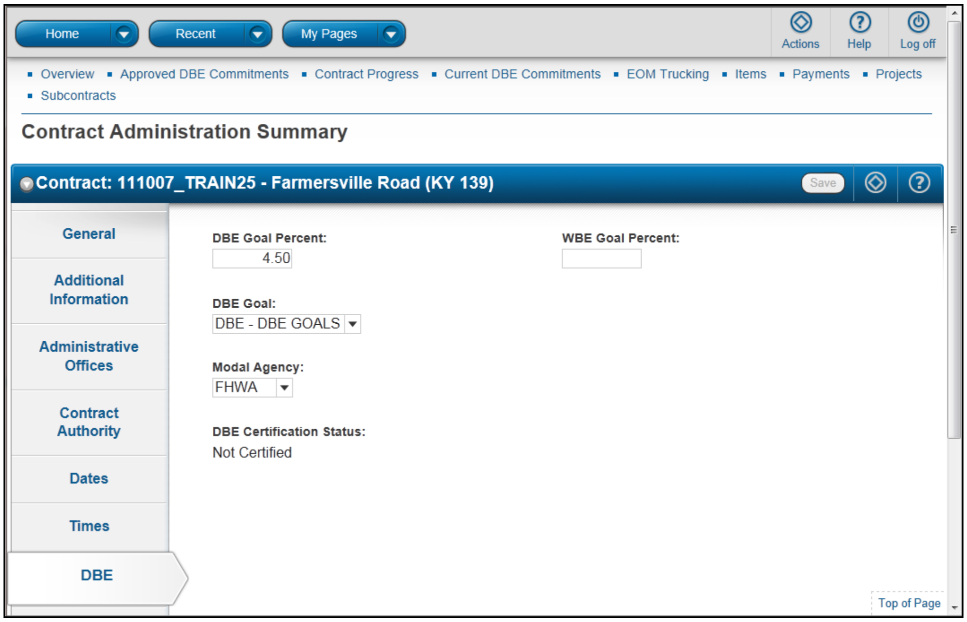

Figure 7. DBE Tab

Exercise 6

In this exercise, you will add information to the DBE tab on your contract.

1. Click the **DBE** tab.
2. In the **DBE Goal Percent** field, type **4.5**.
3. In the **DBE Goal** field, click the dropdown arrow and select **DBE – DBE GOALS**.
4. In the **Modal Agency** field, click the dropdown arrow and select **FHWA**.
5. Click the **Save** button.

6.7 Adding Labor Information to the Contract

The user's guide describes how to add information to the Labor tab on your contract.

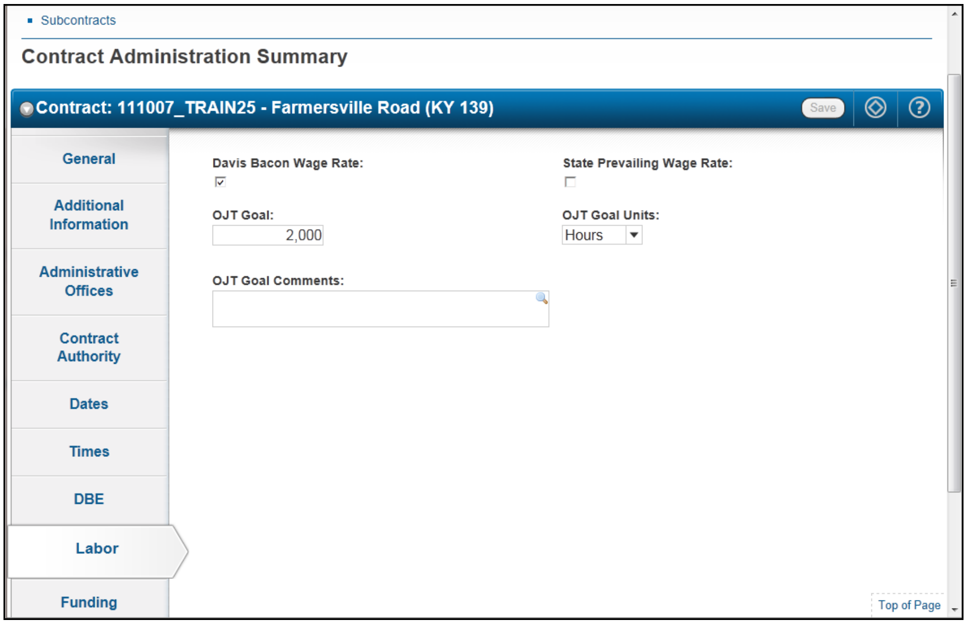

Figure 8. Labor Tab

Exercise 7

In this exercise, you will add information to the Labor tab on your contract.

1. Click the **Labor** tab.
2. In the **Davis Bacon Wage Rate** field, select the check box.
3. In the **OJT Goal** field, type **2000**.
4. In the **OJT Goal Units** field, click the dropdown arrow and select **Hours**.
5. Click the **Save** button.

6.8 Adding Funding Information to the Contract

The user's guide describes how to add funding information to the contract.

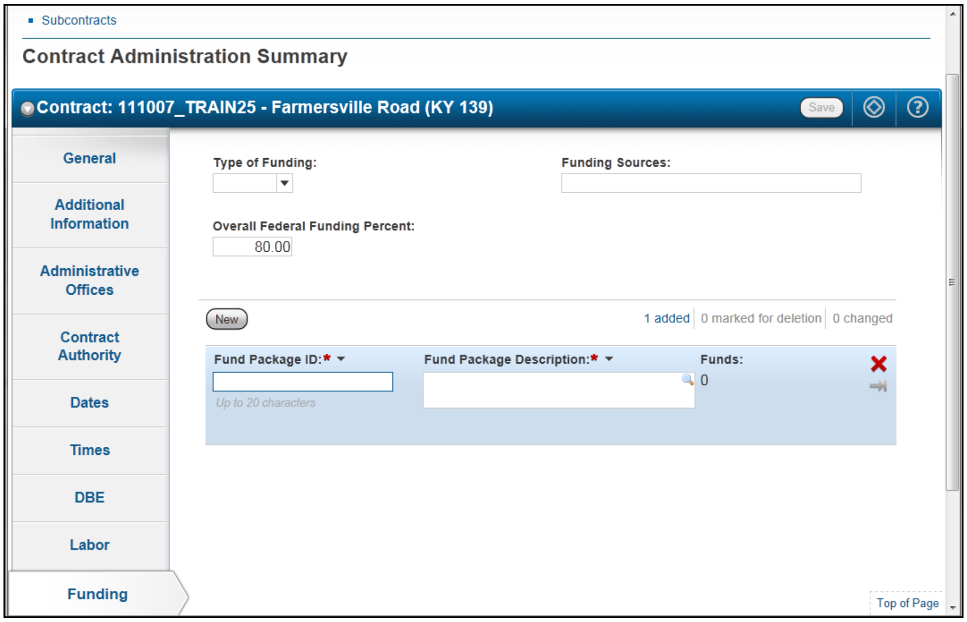

Figure 9. Funding Tab

Exercise 8

In this exercise, you will add information to the Funding tab on your contract.

1. Click the **Funding** tab.
2. In the **Overall Federal Funding Percent** field, type **80**.
3. Click the **Save** button.
4. Click the **General** tab.

6.9 Maintaining a Contract

The user's guide describes how to access the Contract Administration Summary and view or change information on the General tab.

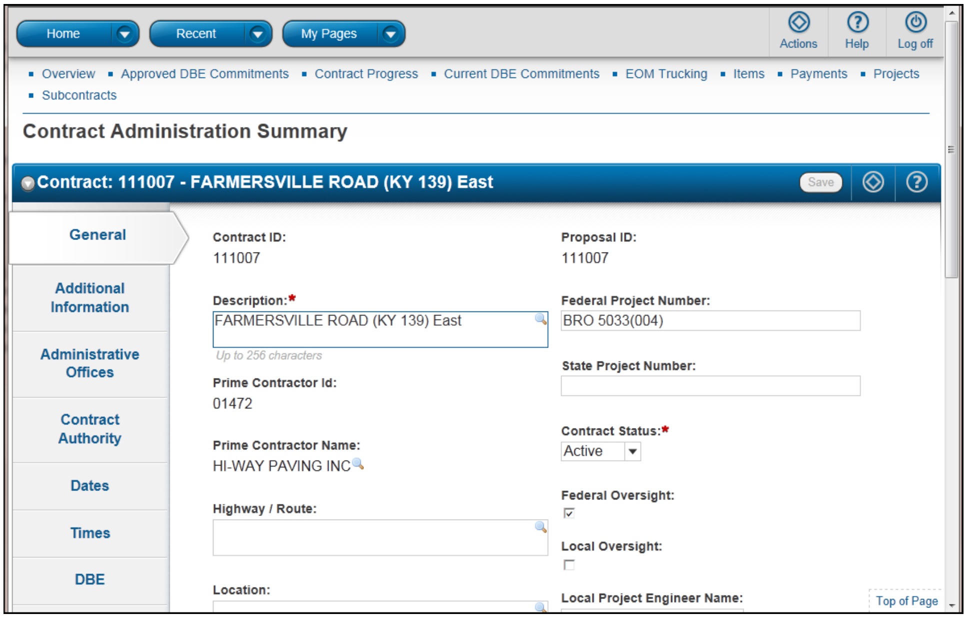

Figure 10. Contract Administration Summary

6.9.1 Changing the Prime Contractor

The user's guide describes how to change the prime contractor on a contract.

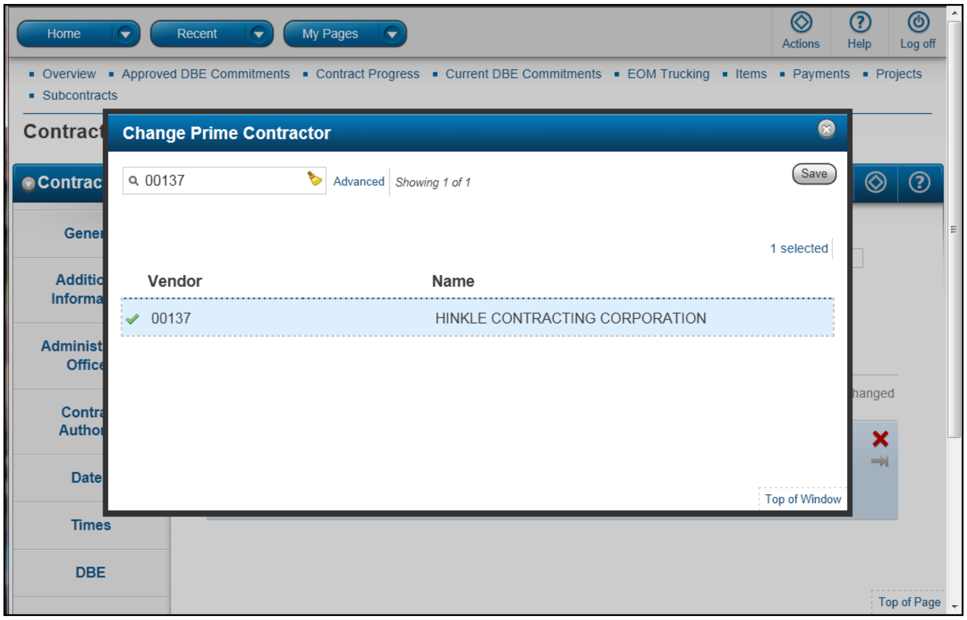

Figure 11. Change Prime Contractor

Exercise 9

In this exercise, you will learn how to change the prime contractor.

Caution: We do **NOT** want to change the prime contractor on our contract. We will go through the exercise steps but will **NOT** save our changes.

1. Click the component **Actions** button for the **Contract Administration Summary** component.
2. Select the **Change Prime Contractor** action.
3. In the **Quick Find** search box, type **00137**.
4. Click the row for vendor **00137 HINKLE CONTRACTING CORPORATION**.

   *Do **NOT** click **Save**; we don't want to change the prime contractor at this point.*

5. Click the **Close** button.

6.10 Maintaining Additional Contract Information

The user's guide describes how to view or change information on the Additional Information tab of the Contract Administration Summary.

6.11 Maintaining Contract Administrative Offices

The user's guide describes how to view or change information on the Administrative Offices tab of the Contract Administration Summary.

6.11.1 Adding an Administrative Office to a Contract

The user's guide describes how to add Administrative Offices.

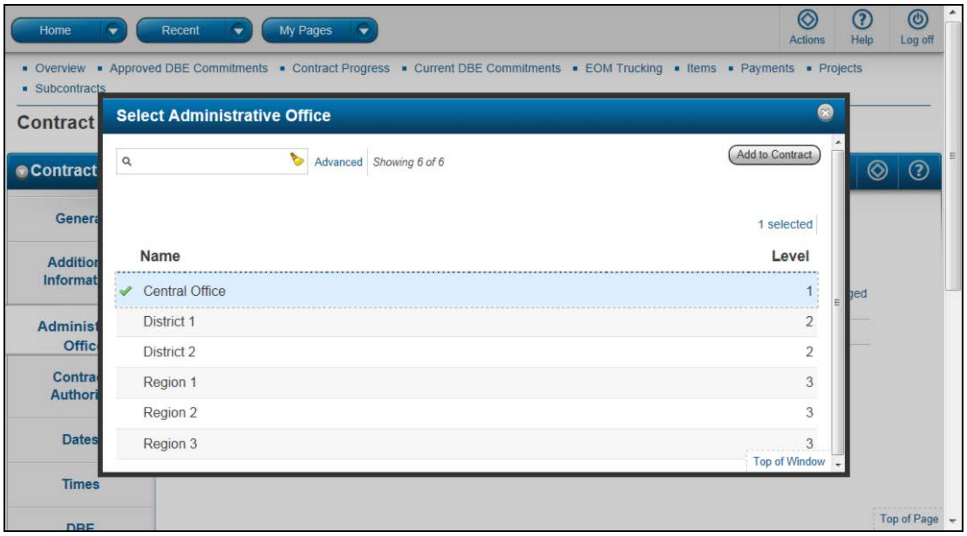

Figure 12. Select Administrative Office

Exercise 10

In this exercise, you will add an Administrative Office to your contract.

1. Click the **Administrative Offices** tab.
2. Click the **Select Administrative Office** button.
3. Click the **Show first 10** link.
4. Click the row for administrative office **Central Office**.

   The system adds a green check mark beside the office you select and shades the row blue.

5. Click the **Add to Contract** button.
6. Click the **Save** button.

   Note that we will NOT activate the administrative office for the contract at this time. To do so, you would populate the Effective Date and Status fields.

6.12 Maintaining Contract Authorities

The user's guide describes the Contract Authority tab of the Contract Administration Summary.

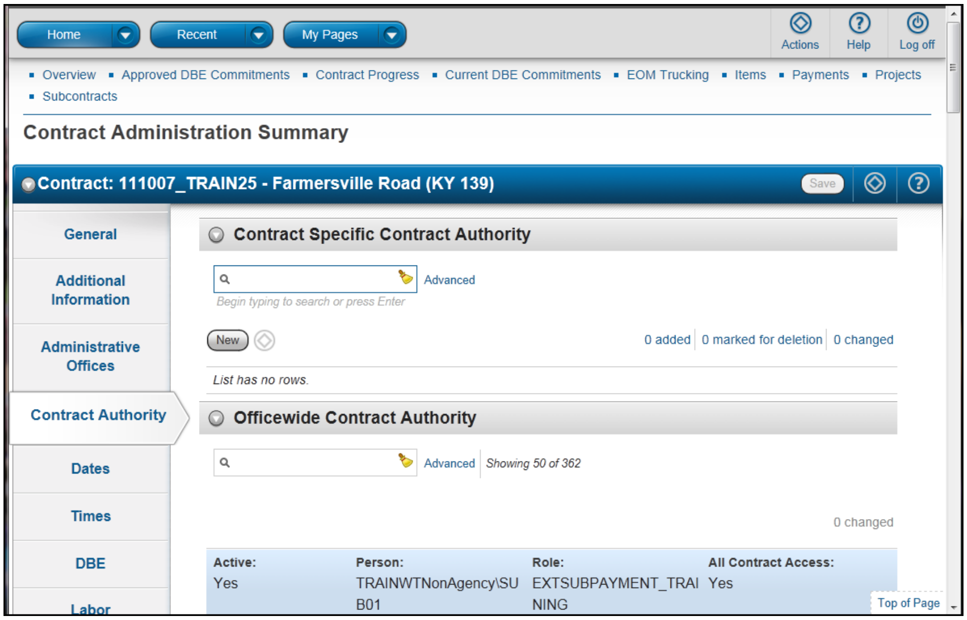

Figure 13. Contract Authority Tab

Exercise 11

In this exercise, you will view information on the Contract Authority tab.

1. Click the **Contract Authority** tab.

   Note the two separate sections for contract-specific authority and office-wide authority.

6.12.1 Maintaining Contract Specific Contract Authority

The user's guide describes how to view, maintain, or assign contract authority by person.

6.12.2 Viewing Office-Wide Contract Authority

The user's guide describes how to view persons assigned office-wide contract authority that includes the contract currently being viewed.

6.13 Maintaining Contract Dates

The user's guide describes how to view or change information on the Dates tab of the Contract Administration Summary.

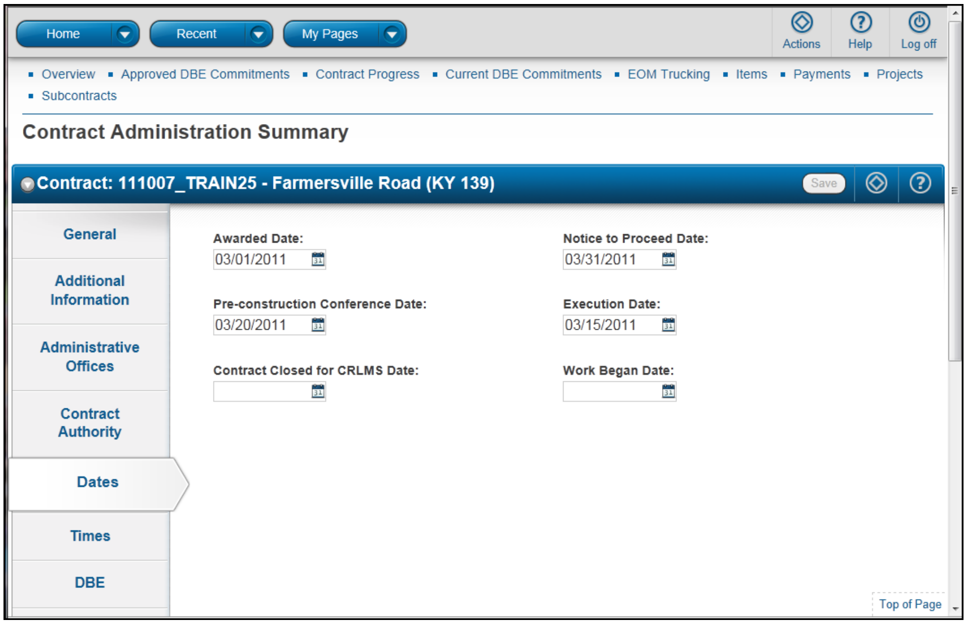

Figure 14. Dates Tab

Exercise 12

In this exercise, you will modify your contract's Dates tab.

1. Click the **Dates** tab.
2. In the **Pre-construction Conference Date** field, type **03/20/2011**.
3. Click the **Save** button.

6.14 Maintaining Contract Time

The user's guide describes how to view or change information on the Times tab of the Contract Administration Summary.

6.15 Maintaining Contract DBE Information

The user's guide describes how to view or change information on the DBE tab of the Contract Administration Summary.

6.16 Maintaining Contract Labor Information

The user's guide describes how to view or change information on the Labor tab of the Contract Administration Summary.

6.17 Viewing Contract Insurance

The user's guide describes how to view or change information on the Insurance tab of the Contract Administration Summary.

> **Note:** Users will not have access to the Insurance tab unless your agency licenses the AASHTOWare Project Construction & Materials module.

6.17.1 Adding Insurance Information to the Contract

The user's guide describes how to add the prime contractor's insurance policies to the contract record.

6.18 Viewing Contract Locations

The user's guide describes how to view information on the Locations tab of the Contract Administration Summary.

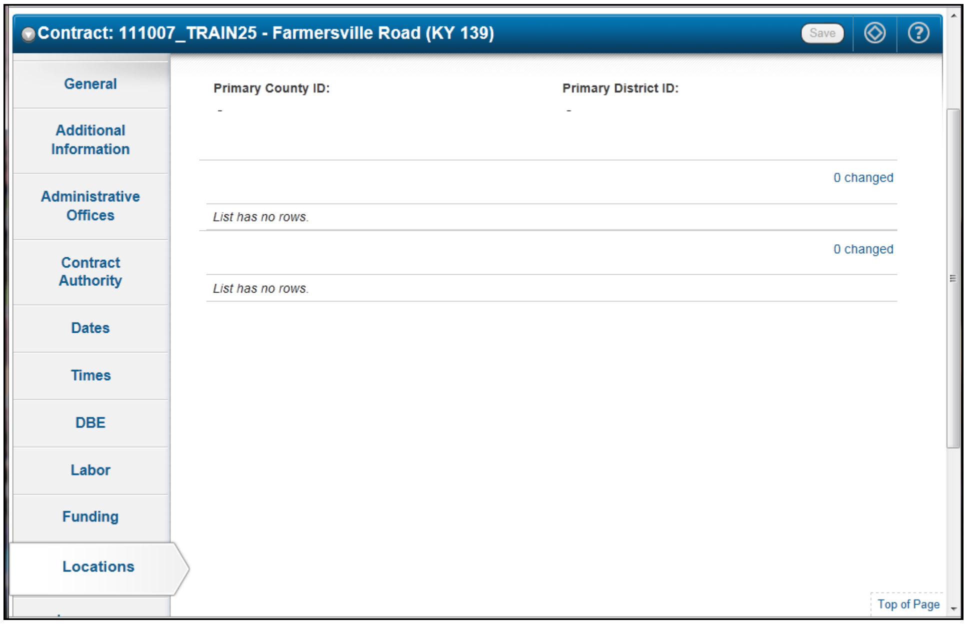

Figure 15. Locations Tab

Exercise 13

In this exercise, you will view information on the Locations tab.

1. Click the **Locations** tab.

   Note that there is no location information at this time. After we create our Project Location information, the data will be displayed on this tab.

2. Click the **Home** button.

6.19 Maintaining Contract Funding

The user's guide describes how to view or change information on the Funding tab of the Contract Administration Summary.

6.19.1 Maintaining Contract Funding

The user's guide describes how to maintain contract funding.

6.19.2 Maintaining a Contract Fund Package

The user's guide describes how to maintain a contract fund package

Adding Funds to a Fund Package

The user's guide describes adding funds to a fund package.

6.19.3 Assigning Funding to Contract Items

The user's guide describes how to assign funding to contract items.

6.20 Contract Items

☆ **Attention:** Prior to working with Contract Items, we must first complete the Contract Projects section of this chapter, and exercises 35 - 40.

6.20.1 Managing Contract Items

The user's guide describes how to make changes to contract items.

Adding an Unattached Item

The user's guide provides instructions on how to add an unattached item.

Using Attention Flags on Contract Items

The user's guide provides instructions on how to add an attention flag.

6.20.2 Managing Contract Project Items

The user's guide describes the Contract Project Items tab on the Contract Items component and explains how to add and delete items.

Adding a Contract Project Item

The user's guide describes the Contract Project Items tab on the Contract Items component and explains how to items.

Figure 16. Add Contract Project Items

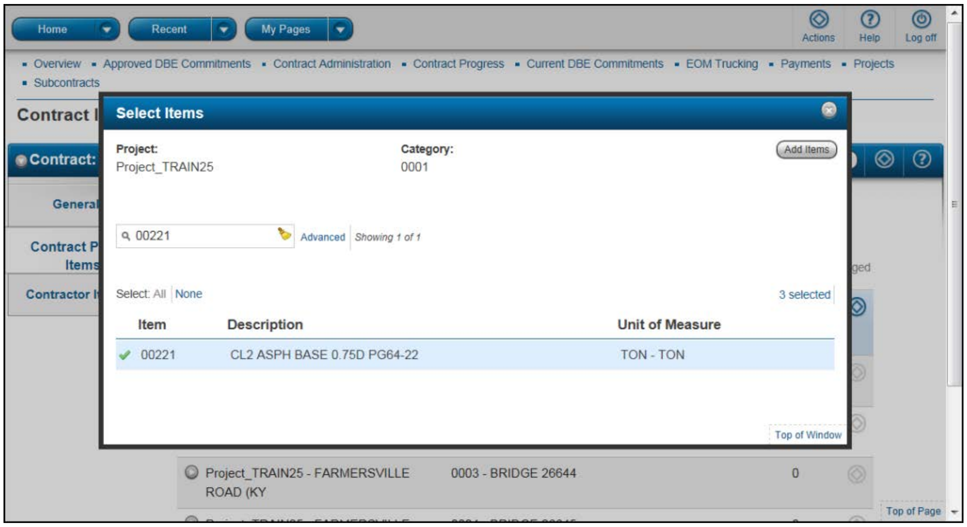

Figure 17. Select Items

Exercise 14

In this exercise, you will add contract project items to your contract. Note that you must first complete exercises 35-40 before the following exercises can be performed.

1. Click on the **Items** quick link.
2. Click the **Contract Project Items** tab for **111007_TRAINXX**. (Note: XX is your user number).
3. For category **0001 – Roadway**, click the row **Actions** button.
4. Click the **Select Items** action.
5. In the **Quick Find** search box, type **02568**.
6. Click item **02568 MOBILIZATION**.
7. In the **Quick Find** search box, type **00301**.
8. Click item **00301 CL2 ASPH SURF 0.38D PG64-22**.
9. In the **Quick Find** search box, type **00221**.
10. Click item **00221 CL2 ASPH BASE 0.75D PG64-22**.
11. Click the **Add Items** button.

12. Click the **Expand/Collapse** arrow for category **0001 – Roadway**.
13. Click the **Expand/Collapse** arrow for item **02568 – MOBILIZATION**.
14. In the **Project Item Line Number** field, type **0010**.
15. In the **Contract Item Line Number** field, type **0010**.
16. In the **Bid Quantity** field, type **1**.
17. In the **Unit Price** field, type **100,000**.
18. In the **Item Source** field, click the dropdown arrow and select **Original**.
19. Click the **Expand/Collapse** arrow for item **00301 – CL2 ASPH SURF 0.38D PG64-22**.
20. In the **Project Item Line Number** field, type **0020**.
21. In the **Contract Item Line Number** field, type **0020**.
22. In the **Bid Quantity** field, type **20,000**.
23. In the **Unit Price** field, type **70**.
24. In the **Item Source** field, click the dropdown arrow and select **Original**.
25. Click the **Expand/Collapse** arrow for item **00221 – CL2 ASPH BASE 0.75D PG64-22**.
26. In the **Project Item Line Number** field, type **0030**.
27. In the **Contract Item Line Number** field, type **0030**.
28. In the **Bid Quantity** field, type **10,000**.
29. In the **Unit Price** field, type **60**.
30. In the **Item Source** field, click the dropdown arrow and select **Original**.
31. Click the **Save** button.
32. Click the **General** tab.

Note that the new contract project items now display on this tab.

Exercise 15

In this exercise, you will modify a contract item and add an attention flag.

Attention: Currently, the system does not display an attention flag icon on the contract item's row until the page is refreshed.

1. Expand the row for Contract Item Line Number **0020**.
2. In the **Net Change Order Quantity** field, type **2000**.
3. Click the **Save** button.
4. For Contract Item Line Number **0020**, click the row **Actions** button.
5. Click the **Contract Item Attention Flags** task.
6. In the **Comments** field, type **Added Net CO Quantity**.
7. Click the **Save** Button.
8. Click the **Close** Button.
9. Click the **Home** button.

6.20.3 Managing Contract Breakdown Items

The user's guide describes the Breakdown Items tab on the Contract Items component and explains how to add and delete breakdown items.

Adding Items to a Contract Breakdown

The user's guide describes the Breakdown Items tab on the Contract Items component and explains how add breakdown items.

6.21 Subcontracts

6.21.1 Viewing Subcontract Information

The user’s guide describes how to view subcontract information on the Subcontract Overview page.

6.21.2 Managing Subcontracts

The user’s guide describes how to view, add, approve, and delete subcontracts and view subcontract information on the Subcontract Overview page.

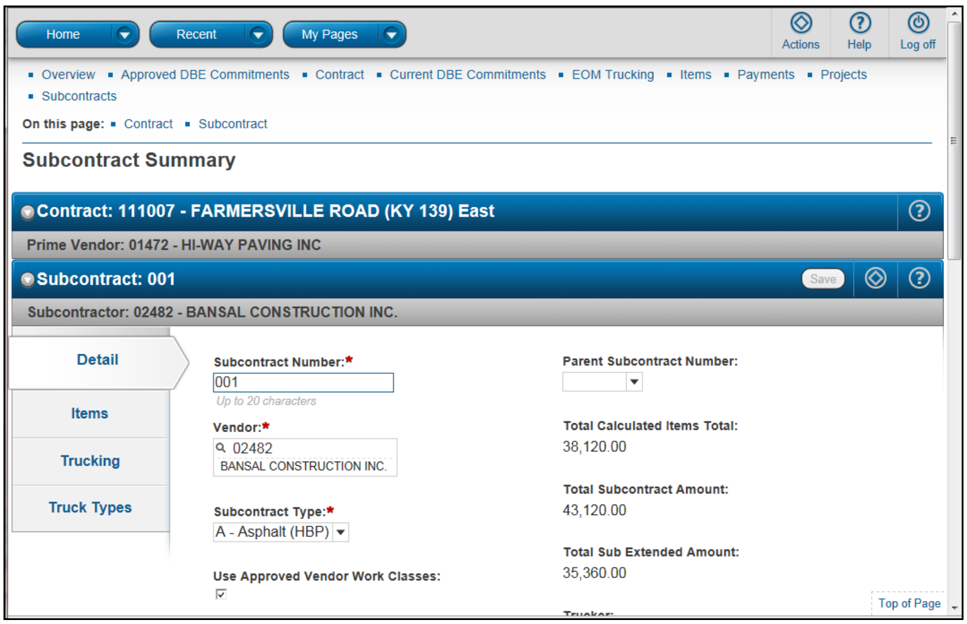

Figure 18. Subcontract Summary

Exercise 16

In this exercise, you will view subcontract data.

1. In the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **111007**.
3. Click contract ID **111007**.
4. Click the **Subcontracts** quick link.
5. Under the **Subcontract** component, click the subcontract number (Sub Num) **001**.
6. On the **Detail** tab, what is the **Total Subcontract Amount**?

   $43,120.00

7. On the **Trucking** tab, what is the trucking **Firm ID** and **Name**?

   00129 – BLUEGRASS CONTRACTING CORPORATION

8. Click the **Home** button.

6.21.3 Adding a Subcontract

The user's guide describes how to add a new subcontract on the Subcontract Overview component.

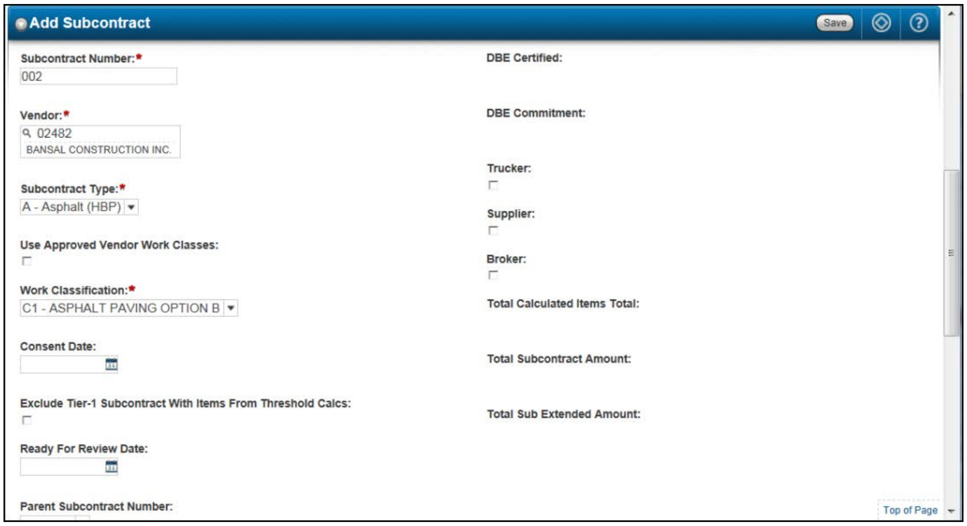

Figure 19. Add Subcontract

Exercise 17

In this exercise, you will create a new subcontract and add general information about the subcontract.

1. Under the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click contract ID **Contract_TRAINXX** (Note: XX is your user number).
4. Click the **Subcontracts** quick link.
5. Click the component **Actions** button.
6. Click the **Add** action.
7. In the **Subcontract Number** field, type **002**.
8. In the **Vendor** field, type **02482**.
9. Click **02482 BANSAL CONSTRUCTION INC**.
10. In the **Subcontract Type** field, click the dropdown arrow and select **A – Asphalt (HBP)**.
11. Unselect the **Use Approved Vendor Work Classes** check box.
12. In the **Work Classification** field, click the dropdown arrow and select **C1 – ASPHALT PAVING OPTION B**.
13. Click the **Save** button.

6.21.4 Maintaining a Subcontract

The user's guide describes how to change subcontract information on the Detail tab of the Subcontract Summary component.

Note: To enter a Trucker Amount, Supplier Amount and/or Broker Amount, you must first select the Indicator check box.

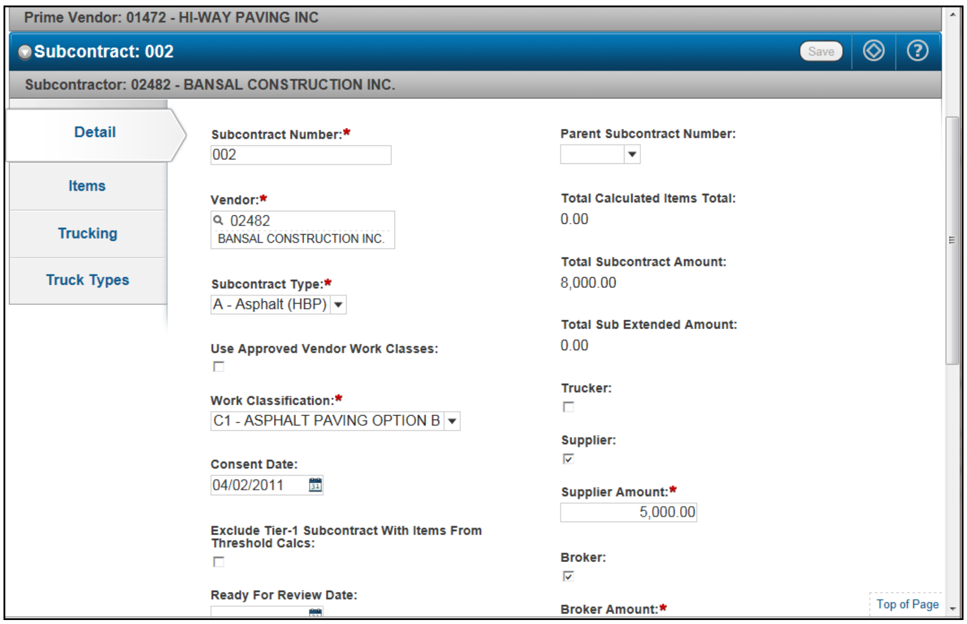

Figure 20. Subcontract Detail Tab

Exercise 18

In this exercise, you will add additional subcontract information to the Detail tab.

1. Click the **Supplier** check box.
2. In the **Supplier Amount** field, type **5,000**.
3. In the **Consent Date** field, type **04/02/2011**.
4. Click the **Broker** check box.
5. In the **Broker Amount** field, type **3,000**.
6. Click the **Save** button.

6.21.5 Maintaining Subcontract Items

The user’s guide describes how to change subcontract information and how to add subcontract items on the Items tab of the Subcontract Summary component.

Adding a Subcontract Item

The user’s guide describes how to add information to the Items tab.

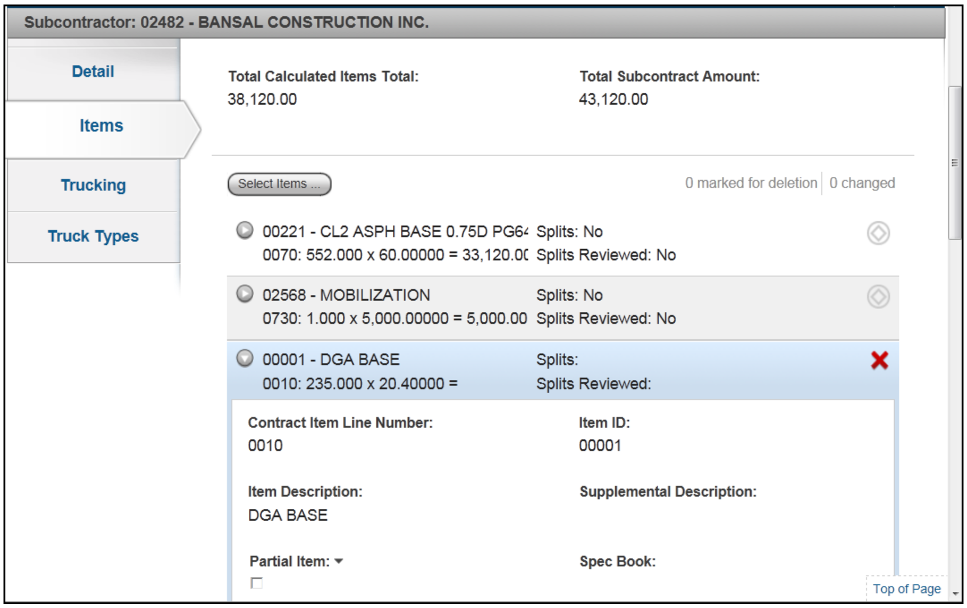

Figure 21. Subcontract Items Tab

Exercise 19

In this exercise, you will add information to the Items tab.

1. Click the **Items** tab.
2. Click the **Select Items** button.
3. Click the **Show first 10** link.
4. Click items **10** and **20**.
5. Click the **Add to Subcontract** button.
6. If necessary, click the **Expand/Collapse** button to expand the row for item **10**.
7. In the **Subcontract Unit Price** field, type **30**.
8. Click the **Expand/Collapse** button to expand the row for item **20**.
9. In the **Subcontract Unit Price** field, type **28.50**.
10. Click the **Save** button.

6.21.6 Maintaining Subcontract Trucking

The user's guide describes how to change subcontract information and how to add a trucking firm on the Trucking tab of the Subcontract Summary component.

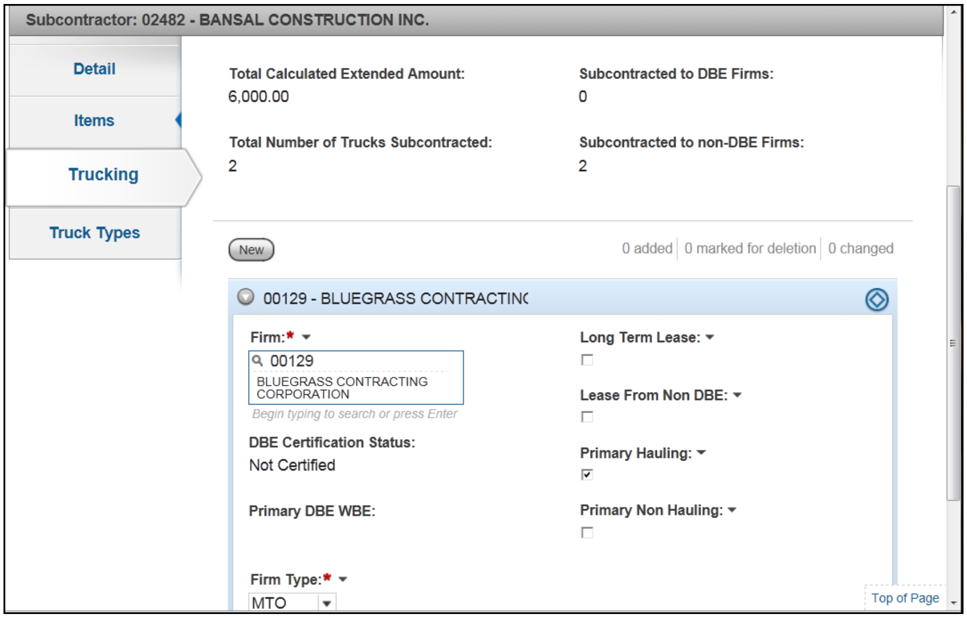

Figure 22. Subcontract Trucking Tab

Exercise 20

In this exercise, you will add information to the Trucking tab.

1. Click the **Trucking** tab.
2. If necessary, click the **New** button.
3. In the **Firm** field, type **00129**.
4. Click **00129 BLUEGRASS CONTRACTING CORPORATION**.
5. In the **Firm Type** field, click the dropdown arrow and select **MTO**.
6. If necessary, in the **Paying Vendor ID** field, click the dropdown arrow and select **02482**.
7. In the **Primary Hauling** field, select the check box.
8. Click the **Save** button.

6.21.7 Maintaining Subcontractor Truck Types

The user's guide describes how to change subcontract information and how to add a truck type on the Truck Types tab of the Subcontract Summary component.

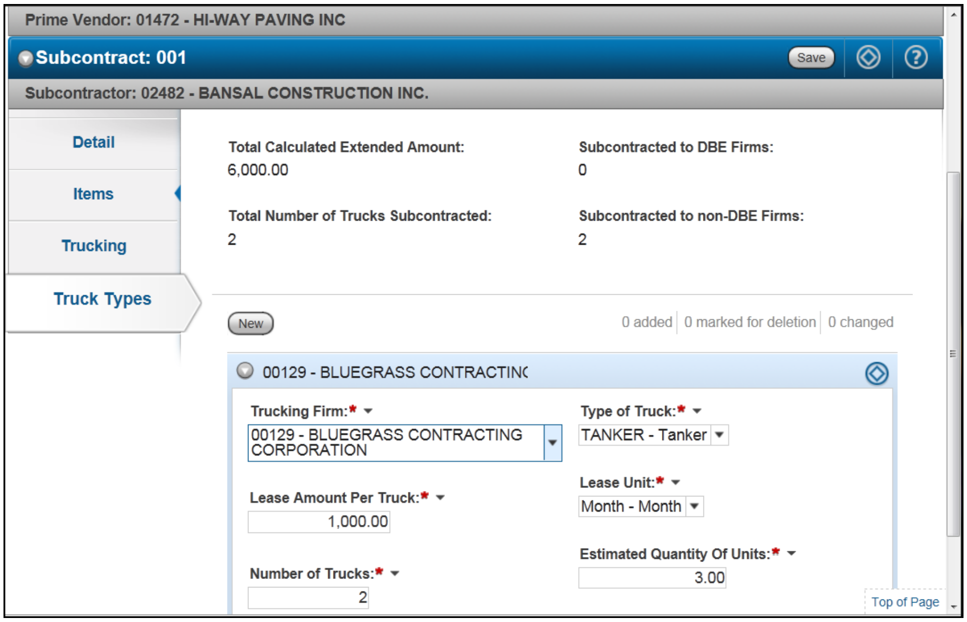

Figure 23. Subcontract Truck Types Tab

Exercise 21

In this exercise, you will add information to the Truck Types tab.

1. Click the **Truck Types** tab.
2. If necessary, in the **Trucking Firm** field, click the dropdown arrow and select **00129 – BLUEGRASS CONTRACTING CORPORATION**.
3. In the **Lease Amount Per Truck** field, type **1,000**.
4. In the **Number of Trucks** field, type **2**.
5. In the **Type of Truck** field, click the dropdown arrow and select **TANKER – Tanker**.
6. In the **Lease Unit** field, click the dropdown arrow and select **Month – Month**.
7. In the **Estimated Quantity of Units** field, type **3**.
8. Click the **Save** button.
9. Click the **Home** button.

6.22 End-of-Month Trucking

6.22.1 Managing End of Month Trucking

The user's guide describes how to view, add, change, and delete End of Month (EOM) trucking records on the End of Month Trucking Overview component.

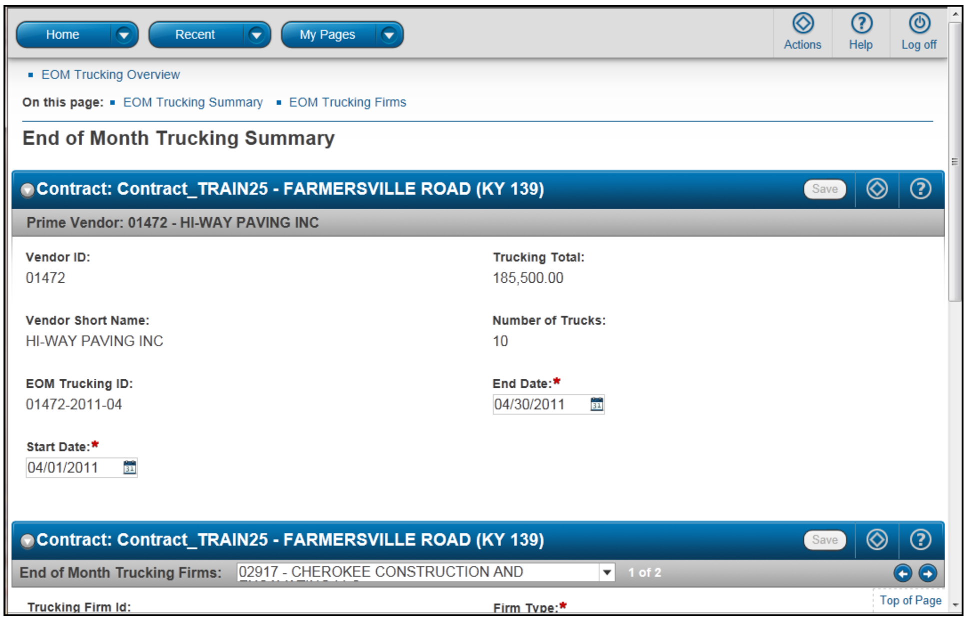

Figure 24. End of Month Trucking Summary

Exercise 22

In this exercise, you will view end of month trucking data.

1. From the **Home** page, under the **CRLMS** component, click the **Contracts** link.

2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).

3. Click contract ID **Contract_TRAINXX** (Note: XX is your user number).

4. Click the **EOM Trucking** quick link.

5. How many EOM trucking records are displayed?

   1

6. Click Trucking ID **01472-2011-04**.

7. How many trucking firms are listed under the EOM Trucking record?

   2

8. Click the **EOM Trucking Overview** quick link.

6.22.2 Adding an End of Month Trucking Record

The user's guide describes how to create EOM trucking records on the End of Month Trucking Record Overview component.

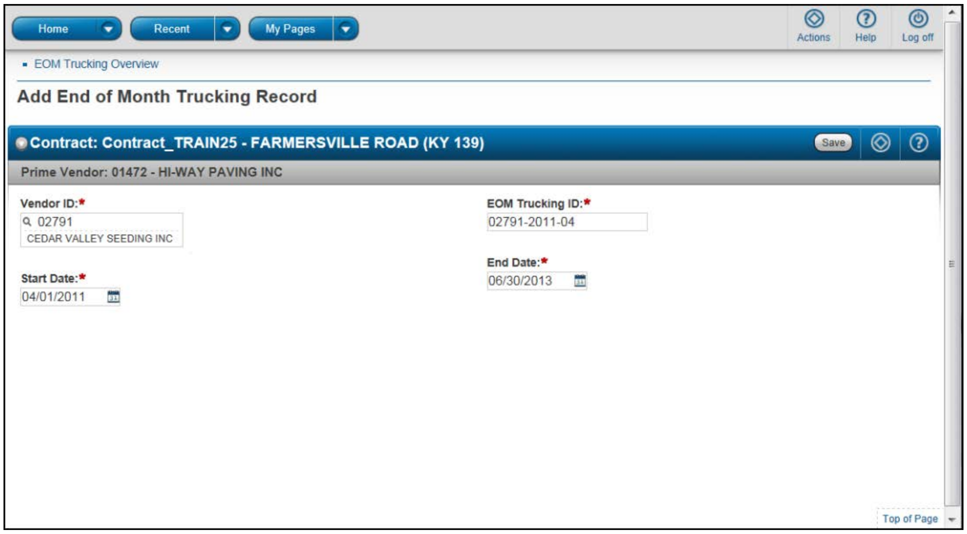

Figure 25. Add End of Month Trucking Records

Exercise 23

In this exercise, you will add an end of month trucking record.

1. Click the component **Actions** button.
2. Click the **Add** task.
3. In the **Vendor ID** field, type **02791**.
4. Select vendor **02791 CEDAR VALLEY SEEDING INC**.
5. In the **Start Date** field, type **04/01/2011**.
6. In the **EOM Trucking ID** field, type **02791-2011-04**.
7. In the **End Date** field, type **04/30/2011**.
8. Click the **Save** button.

6.22.3 Changing an End of Month Trucking Record

The user's guide describes how to change EOM trucking records on the End of Month Trucking Summary component.

6.22.4 Maintaining End of Month Trucking Firms

The user's guide describes how to add, change, and delete EOM trucking firms and truck types on the End of Month Trucking Summary component.

Adding a New Truck Type to the EOM Trucking Firm

The user's guide describes how to add a new truck type to the EOM trucking firm.

6.22.5 Adding an End of Month Trucking Firm

The user's guide describes how to add new EOM trucking firms on the End of Month Trucking Firms component.

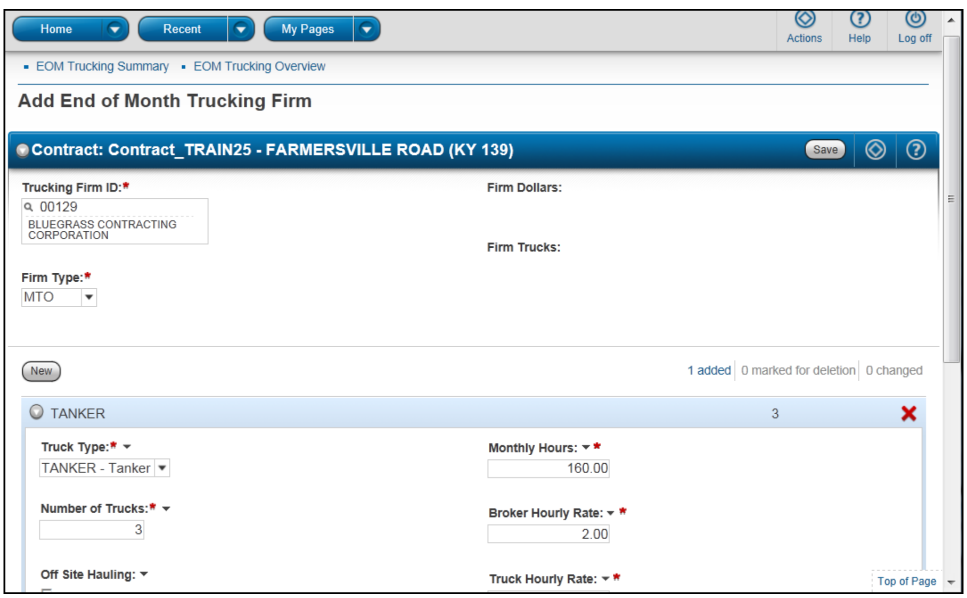

Figure 26. Add End of Month Trucking Firm

Exercise 24

In this exercise, you will add an end of month trucking firm record, and add truck types for the firm.

1. On the **End of Month Trucking Firms** component, click the component **Actions** button.

2. Click the **Add New** action.

3. In the **Trucking Firm ID** field, type **00129**.

4. Select firm **00129 BLUEGRASS CONTRACTING CORPORATION**.

5. In the **Firm Type** field, click the dropdown arrow and select **MTO**.

6. In the **Truck Type** field, click the dropdown arrow and select **TANKER – Tanker**.

7. In the **Number of Trucks** field, type **3**.

8. In the **Payment Type** field, click the dropdown arrow and select **MonthlyHours**.

   Note that the Payment Type selected will determine which additional fields are available for entering detailed payment information.

9. In the **Monthly Hours** field, type **160**.

10. In the **Broker Hourly Rate** field, type **2**.

11. In the **Truck Hourly Rate** field, type **100**.

12. Click the **Save** button.

13. Click the **EOM Trucking Summary** quick link.

14. Click the **Home** button.

6.23 Contract Payments

6.23.1 Managing Contract Payments

The user's guide describes the Contract Payment Overview component.

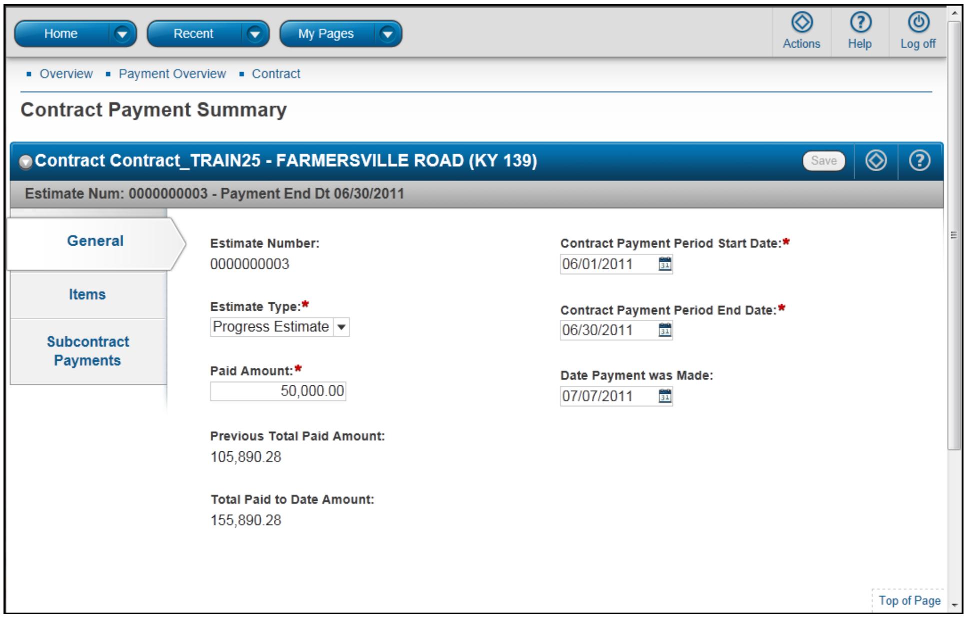

Figure 27. Contract Payment Summary

Exercise 25

In this exercise, you will view an agency contract payment as well as contract payment summary details.

1. From the **Home** page, under the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **111007**.
3. Click contract ID **111007**.
4. Click the **Payments** quick link.
5. How many estimate payments have been made?

   1

6. Click estimate number **…0001**.
7. What is the Contract Payment Period Start Date?

   04/01/2011

8. Click the **Home** button.

6.23.2 Adding a Contract Payment

The user's guide describes how to add a contract payment.

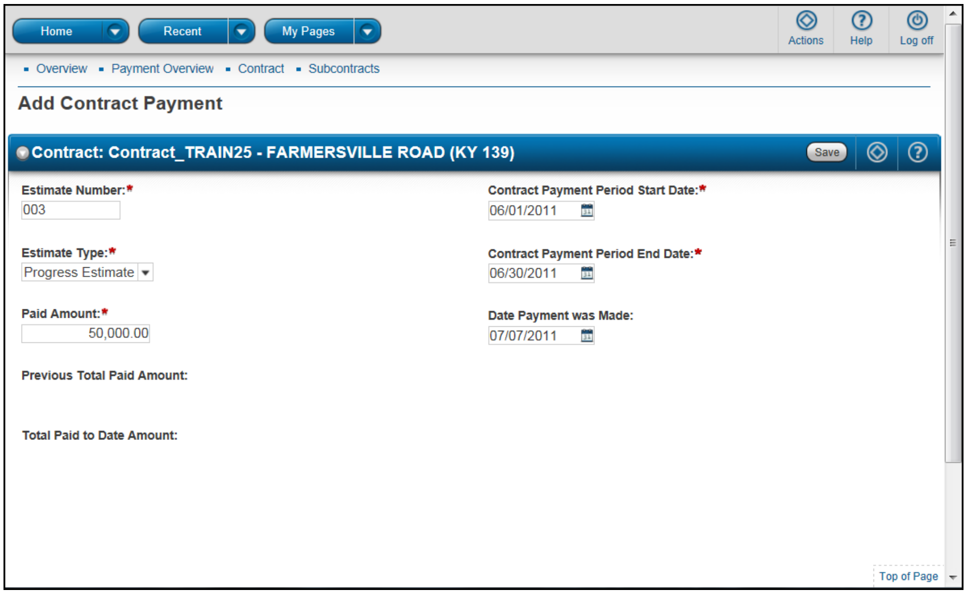

Figure 28. Add Contract Payments

Exercise 26

In this exercise, you will manually create an agency contract payment.

1. Under the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click the row **Actions** button for contract **Contract_TRAINXX** (Note: XX is your user number).
4. Click the **Payments** view.
5. Click the **Add Payment** button.
6. In the **Estimate Number** field, type **0003**.
7. In the **Estimate Type** field, click the dropdown arrow and select **Progress Estimate**.
8. In the **Paid Amount** field, type **50,000**.
9. In the **Contract Payment Period Start Date** field, type **06/01/2011**.
10. In the **Contract Payment Period End Date** field, type **06/30/2011**.
11. In the **Date Payment was Made** field, type **07/07/2011**.
12. Click the **Save** button.

6.23.3 Maintaining a Contract Payment

The user's guide describes how to make changes to a contract payment on the General tab of the Contract Payment Summary component.

6.23.4 Maintaining Contract Payment Items

The user's guide describes how to change, add, and delete a contract payment item on the Items tab of the Contract Payment Summary component.

Adding a Contract Payment Item

The user's guide describes how to add a contract payment item.

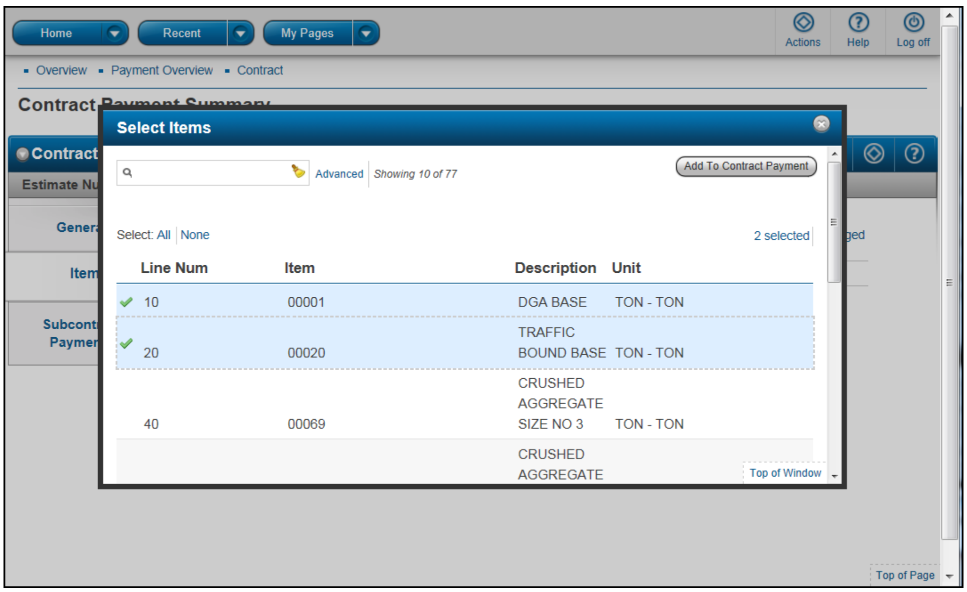

Figure 29. Select Items

Exercise 27

In this exercise, you will add items to a contract payment.

1. Click the **Items** tab.
2. Click the **Select Items** button.
3. Click the **Show first 10** link.
4. Click Line Num **10**.
5. Click Line Num **20**.
6. Click the **Add To Contract Payment** button.
7. Expand the **00001 – DGA BASE** item row.
8. In the **Quantity Paid** field, type **40**.
9. In the **Extended Amount Paid** field, type **1240**.
10. Expand the **00020 – TRAFFIC BOUND BASE** item row.
11. In the **Quantity Paid** field, type **20**.
12. In the **Extended Amount Paid** field, type **600**.
13. Click the **Save** button.
14. Click the **Home** button.

6.24 Subcontract Payments

In Trns•port CRLMS, a transportation agency may choose between two workflow methods for inputting subcontractor payments into the system.

- External Access – With external access, the agency will need to setup user accounts for vendor personnel entering data into the system. As part of the user account, Contract Authority and Vendor Authority would be required as well as designation as to whether a user is authorized to sign records for the vendor. The prime contractor and subcontractor users will log into the system and enter their subcontractor payment information using external access functionality. The agency then reviews the subcontractor payments as appropriate. When subcontractor payments are entered into CRLMS using external access, the payments are progressed through an external workflow that provides appropriate access to both agency and non-agency (i.e. prime contractors and subcontractors) users based on the Contract Authority and Vendor Authority established for the user.

- No External Access – If an agency chooses to implement subcontractor payments without using external access, the agency would collect subcontractor payment information from contractors on paper documents. The agency would enter the subcontractor payment data into CRLMS themselves and would then progress the payments through the appropriate steps. When subcontractor payments are entered into CRLMS by agency users, the payments are progressed through an internal workflow that provides appropriate access to agency users only. The agency would be required to collect payee review information and enter it as well.

6.24.1 Managing Subcontract Payments

The user's guide describes managing subcontract payments on the Subcontract Payments tab on the Contract Payment Summary component.

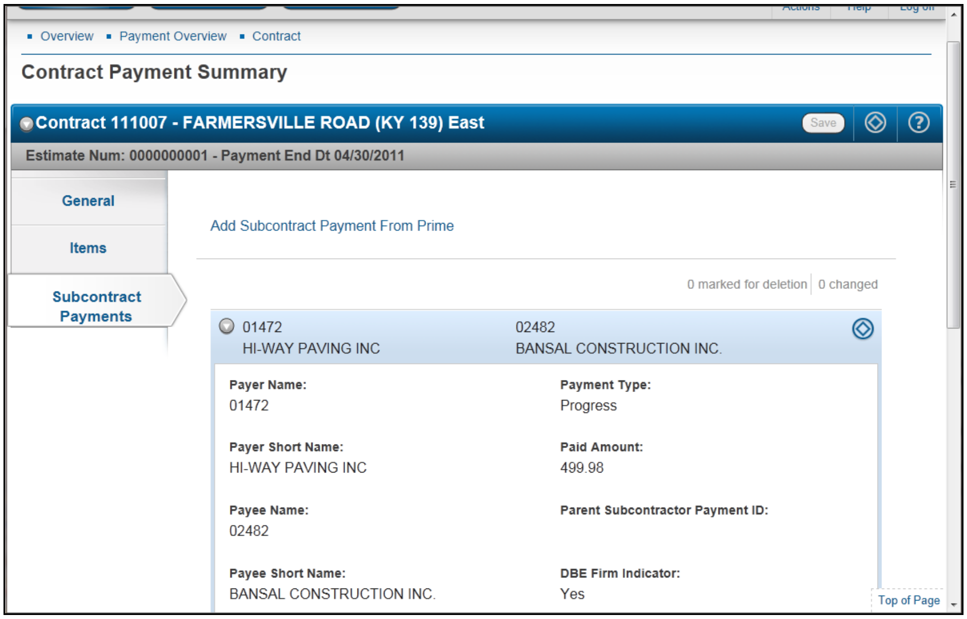

Figure 30. Contract Payment Summary Subcontract Payments Tab

Exercise 28

In this exercise, you will view a subcontract payment.

1. From the **Home** page, under the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **111007**.
3. For contract ID **111007**, click the row **Actions** button.
4. Click the **Payments** view.
5. Click estimate number **…0001**.
6. Click the **Subcontract Payments** tab.
7. In the first subcontract payment by prime contractor **01472 HI-WAY PAVING INC**, click the **Expand/Collapse** button to expand the record and view the payment summary.
8. What is the **Paid Amount**?

   $499.98

9. In the first subcontract payment by prime contractor **01472 HI-WAY PAVING INC**, click the row **Actions** button.
10. Click the **View Sub Contractor Paymt. Summary** task.
11. What is the **Date Paid**?

    05/11/2011

12. Click the **Home** button.

Agency Functions When Subcontractor Payments are Submitted Via External Access

In Trns•port CRLMS, when subcontractor payments are entered in the system using external access, the general Subcontract Payment process follows these workflow steps:

- The transportation agency makes a payment to the prime contractor for work on the contract for a particular period of time.
- **Pending –** The prime contractor records subcontractor payments for the work subcontractors performed for each estimate payment. The contractor signs each subcontractor payment. If subcontractors used other subcontractors and vendors, they are also responsible for recording those payments in the system for each estimate payment.
- **Under Payee Review –** Payees on the subcontractor payments verify receipt of the subcontractor payment.
- **Under Agency Review –** The transportation agency reviews the subcontract payment transactions.
- **Reviewed –** Subcontractor payments have been reviewed; this is the end of the Subcontract Payment process.

Attention: This workflow is shown in the Reviewing Subcontract Payment Information section of this chapter, and exercise 31.

Agency Functions When Subcontractor Payments are Entered by an Agency User

In Trns•port CRLMS, when subcontractor payments are entered in the system by agency personnel, the general Subcontract Payment process follows these workflow steps:

- The transportation agency makes a payment to the prime contractor for work on the contract for a particular period of time.
- **Pending –** The prime contractor submits subcontractor payment information for the work subcontractors performed for each estimate payment to the agency. The agency then enters all subcontractor payment data into CRLMS. If subcontractors used other subcontractors and vendors, they are also responsible for submitting that payment information to the agency for each estimate payment.
- **Under Payee Review –** Even though the agency is entering all the subcontractor payment data into CRLMS, the payees are still responsible for reviewing the physical subcontractor payments and providing that review information to the agency. This review information collection would be done through an external means (paper) from the system. This phase provides the means for the agency to record the payee's comments and track that it was reviewed by the payee and when.
- **Under Agency Review –** The transportation agency reviews the subcontract payment transactions.
- **Reviewed –** Subcontractor payments have been reviewed; this is the end of the Subcontract Payment process.

6.24.2 Adding a Subcontract Payment

The user's guide describes how to add subcontract payments from the prime, from a payee, and from a payer.

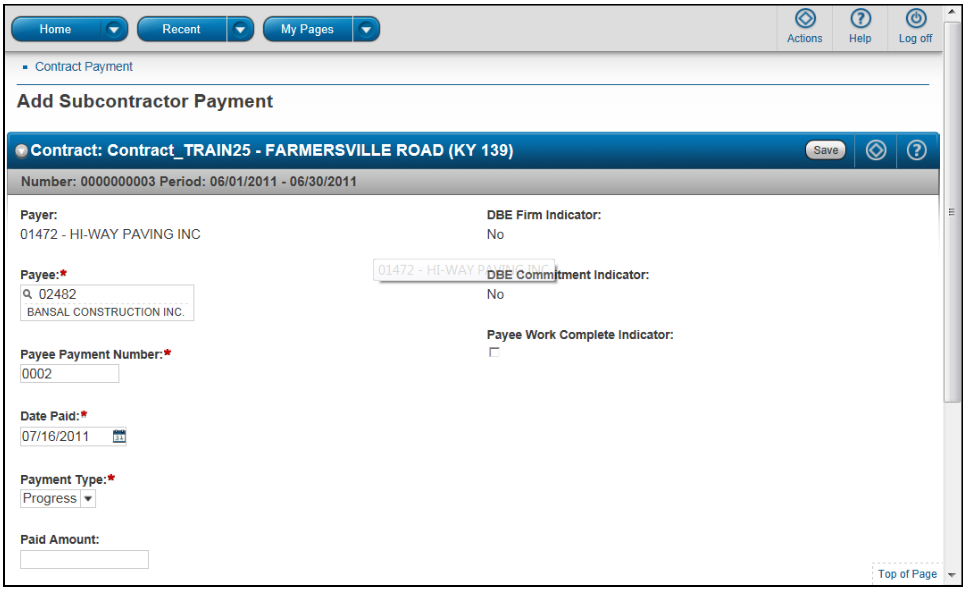

Figure 31. Add Subcontractor Payment for Prime Contractor

Exercise 29

In this exercise, you will add a new subcontract payment where the payer is a prime contractor.

1. Under the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click the row **Actions** button for contract **Contract_TRAINXX** (Note: XX is your user number).
4. Click the **Payments** view.
5. Click estimate number **…0003**.
6. Click the **Subcontract Payments** tab.
7. Click the **Add Subcontract Payment From Prime** link.
8. In the **Payee** field, type **02482**.
9. Click payee **02482 BANSAL CONSTRUCTION INC**.
10. In the **Payee Payment Number** field, type **0002**.
11. In the **Date Paid** field, type **07/16/2011**.
12. In the **Payment Type** field, click the dropdown arrow and select **Progress**.
13. In the **Paid Amount** field, type **12,500**.
14. Click the **Save** button.

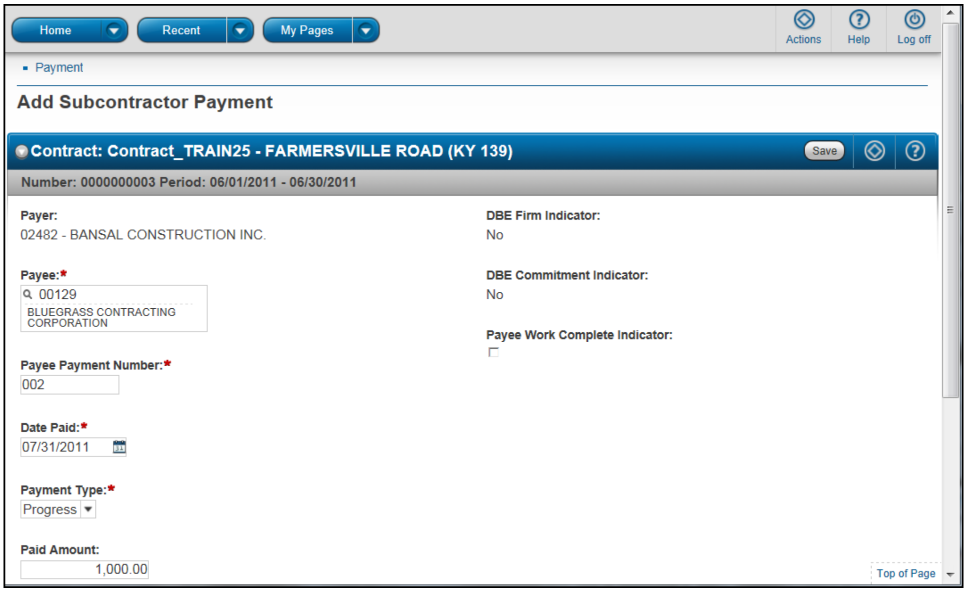

Figure 32. Add New Subcontract Payment for Subcontractor

Exercise 30

In this exercise, you will add a new subcontract payment where the payer is a subcontractor.

1. Click the **Payment** quick link.
2. Click the **Estimate Num** ID for estimate number **…0003**.
3. Click the **Subcontract Payments** tab.
4. For payee **02482 BANSAL CONSTRUCTION INC**, click the row **Actions** button.
5. Click the **Add New Payment From Payee** task.
6. In the **Payee** field, type **00129**.
7. Click payee **00129 BLUEGRASS CONTRACTING CORPORATION**.
8. In the **Payee Payment Number** field, type **002**.
9. In the **Date Paid** field, type **07/31/2011**.
10. In the **Payment Type** field, click the dropdown arrow and select **Progress**.
11. In the **Paid Amount** field, type **1000**.
12. Click the **Save** button.
13. Click the **Payment** quick link.
14. Click the **Subcontract Payments** tab.

6.24.3 Maintaining a Subcontract Payment

The user's guide describes how to add, change, and delete information on the General tab of the Subcontract Payment Summary component and how to review a subcontract payment.

Reviewing a Subcontract Payment

The user's guide describes how to review a Subcontract Payment.

6.24.4 Reviewing Subcontract Payment Information

The user's guide describes how to record comments for a subcontractor payment review.

Attention: Prior to completing the Reviewing Subcontract Payment Information section, first complete the Maintaining Subcontract Payment Items section and exercise 34.

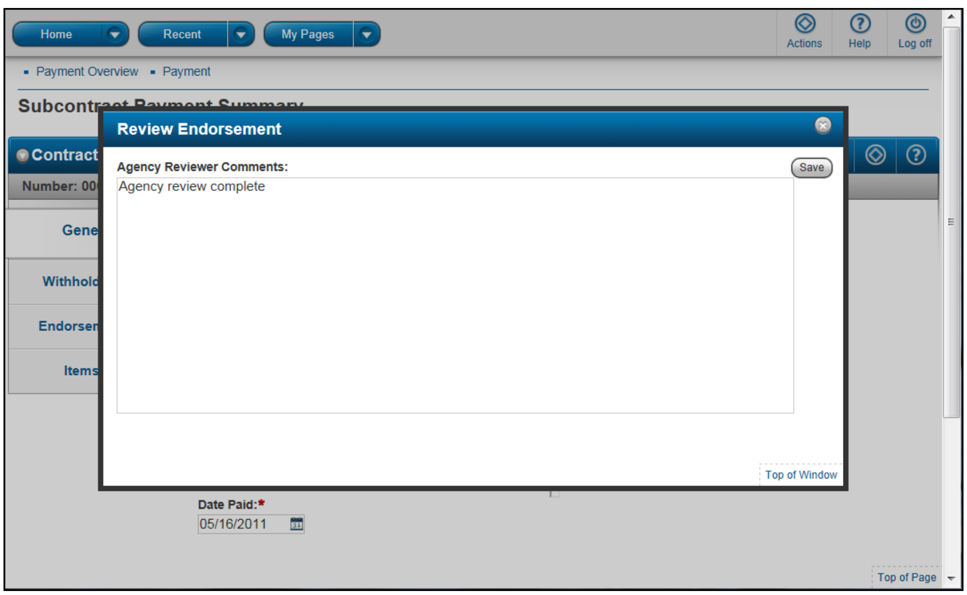

Figure 33. Review Subcontract Payments

Exercise 31

In this exercise, you will review a subcontractor payment. Note that you must first complete exercise 34 before this exercise can be performed.

1. In the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. For contract **Contract_TRAINXX**, click the row **Actions** button (Note: XX is your user number).
4. Click the **Payments** view.
5. Click estimate number **…0001**.
6. Click the **Subcontract Payments** tab.
7. For payee **00129 BLUEGRASS CONTRACTING CORPORATION**, click the row **Actions** button.
8. Click the **View Sub Contractor Paymt. Summary** task.
9. Click the component **Actions** button.
10. Click the **Review Endorsement** task.
11. In the **Agency Reviewer Comments** field, type **Agency review complete**.
12. Click the **Save** button.
13. Click the **Endorsement** tab. Scroll down to view the Agency Review information you just entered.

6.24.5 Maintaining Subcontract Payment Withholding

The user’s guide describes how to view and change information on the Withholding tab of the Subcontract Payment Summary component.

6.24.6 Maintaining Subcontract Payment Endorsements

The user’s guide describes how to view and change information on the Endorsement tab of the Subcontract Payment Summary component.

Note: On the Endorsement tab, if the subcontractor payment information is entered by the contractors (external workflow), the fields will be read-only. If the subcontractor payment information is entered by the agency (internal workflow), these fields are editable so the agency can record the information from the contractors.

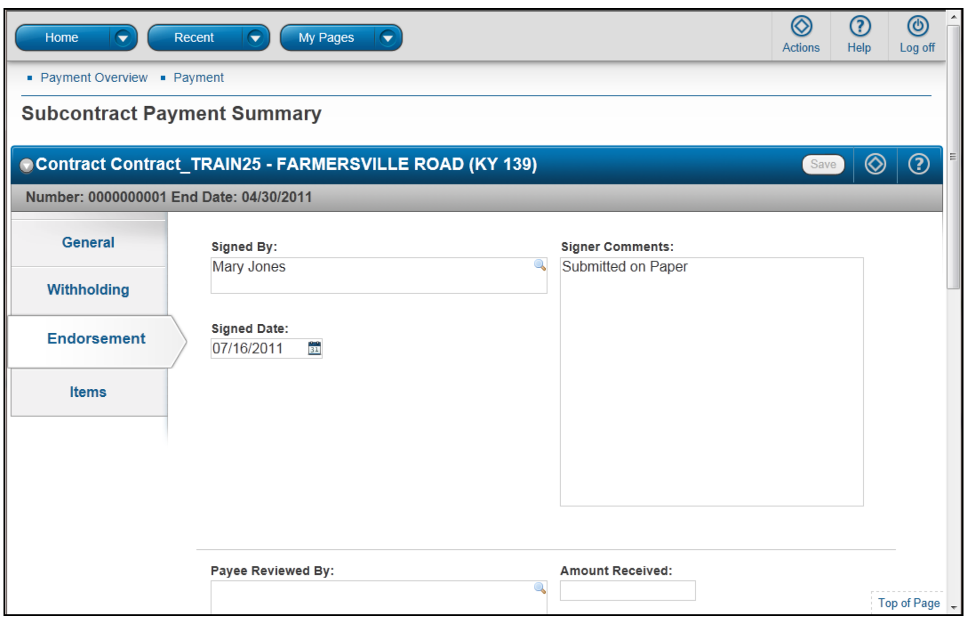

Figure 34. Endorsement Tab

Exercise 32

In this exercise, you will enter a payer’s subcontract payment signature information.

1. Click the **Endorsement** tab.
2. In the **Signed By** field, type **Mary Jones**.
3. In the **Signed Date** field, type **07/16/2011**.
4. In the **Signer Comments** field, type **Submitted on paper**.
5. Click the **Save** button.

   This will progress the subcontract payment to the Under Payee Review phase.

Exercise 33

In this exercise, you will enter a payee's subcontract payment review/verification information.

1. On the **Endorsement** tab, scroll down to the middle section.
2. In the **Payee Reviewed By** field, type **John Smith**.
3. In the **Payee Reviewed Date** field, type **07/25/2011**.
4. In the **Payment Received** field, click the dropdown arrow and select **Yes Not as Expected**.
5. In the **Date Received** field, type **07/21/2011**.
6. In the **Amount Received** field, type **12,500**.
7. In the **Payee Comments** field, type **Expected 13,000**.
8. Click the **Save** button.

   This will progress the subcontract payment to the Under Agency Review phase.

9. Click the **Home** button.

Attention: After completing the Maintaining Subcontract Payment Endorsements section, we can return to the Contract DBE Commitment section of this chapter, and exercises 41-51.

6.24.7 Maintaining Subcontract Payment Items

The user's guide describes how to view and change information on the Items tab of the Subcontract Payment Summary component.

This tab may or may not be available depending on agency requirements.

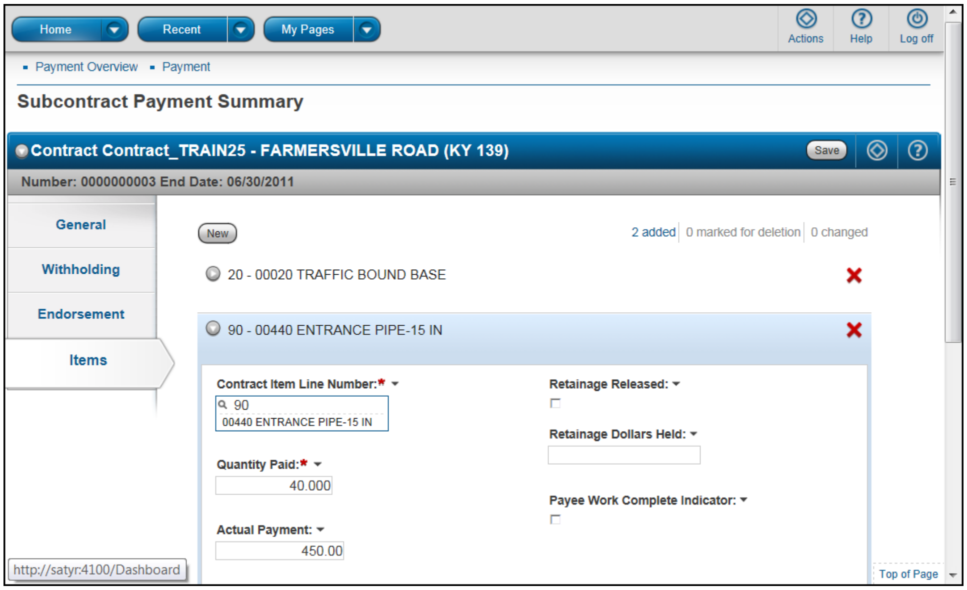

Figure 35. Subcontract Payment Summary Items Tab

Exercise 34

In this exercise, you will modify a subcontract payment by adding contract items.

1. Click the **Payments Overview q**uick link.
2. Click Payment Number …**0003**
3. Click the **Subcontractor Payments** tab.
4. For payee 02482 Bansal Construction, click the **Row Actions** button. (Payer 01472.)
5. Click the **View Sub Contractor Paymt. Summary** task.
6. Click the **Items** tab.
7. In the **Contract Item Line Number** field, type **20**.
8. Click **20 00020 TRAFFIC BOUND BASE**.
9. In the **Quantity Paid** field, type **500**.
10. In the **Actual Payment** field, type **12,500**.
11. Click the **New** button.
12. In the **Contract Item Line Number** field, press **Enter**.
13. Click **90 00440 ENTRANCE PIPE-15 IN**.
14. In the **Quantity Paid** field, type **40**.
15. In the **Actual Payment** field, type **450**.
16. Click the **Save** button.
17. Click the **Home** button.

Attention: After completing the Maintaining Subcontract Payment Items section, we can return to the Reviewing Subcontract Payment Information section of this chapter, exercise 31.

6.24.8 Maintaining Subcontract Payment Work Types

The user's guide describes how to view, add, and change information on the Work Types tab of the Subcontract Payment Summary component.

This tab may or may not be available depending on agency requirements.

Attention: After completing the Maintaining Subcontract Payment Work Types section, we can return to the Maintaining Subcontract Payment Endorsements section of this chapter, exercises 32 and 33.

6.25 Contract Projects

6.25.1 Managing Contract Projects

The user's guide describes managing contract projects on the Contract Project Overview component.

6.25.2 Adding a Contract Project

The user's guide describes how to add a contract project on the Contract Project Overview component.

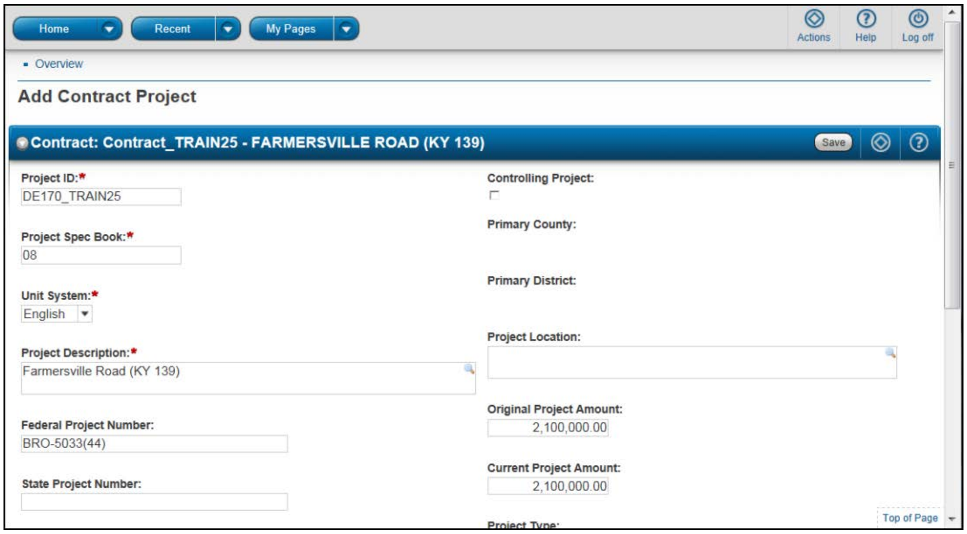

Figure 36. Add Contract Project

Exercise 35

In this exercise, you will add a new contract project to your contract.

1. Click the **Overview** quick link.
2. Click the row **Actions** button for contract **111007_TRAINXX** (Note: XX is your user number).
3. Select the **Projects** view.
4. In the **Contract Project Overview** component, click the component **Actions** button.
5. Click the **Add** action.
6. In the **Project ID** field, type **DE170_TRAINXX** (Note: XX is your user number).
7. In the **Project Spec Book** field, type **08**.
8. In the **Unit System** field, click the dropdown arrow and select **English**.
9. In the **Project Description** field, type **Farmersville Road (KY 139)**.
10. In the **Federal Project Number** field, type **BRO-5033(44)**.
11. In the **Original Project Amount** field, type **2,100,000**.
12. In the **Current Project Amount** field, type **2,100,000**.
13. Click the **Save** button.
14. Click the **Overview** quick link.

6.25.3 Maintaining a Contract Project

The user's guide describes how to maintain contract project information on the General tab on the Contract Project Summary component.

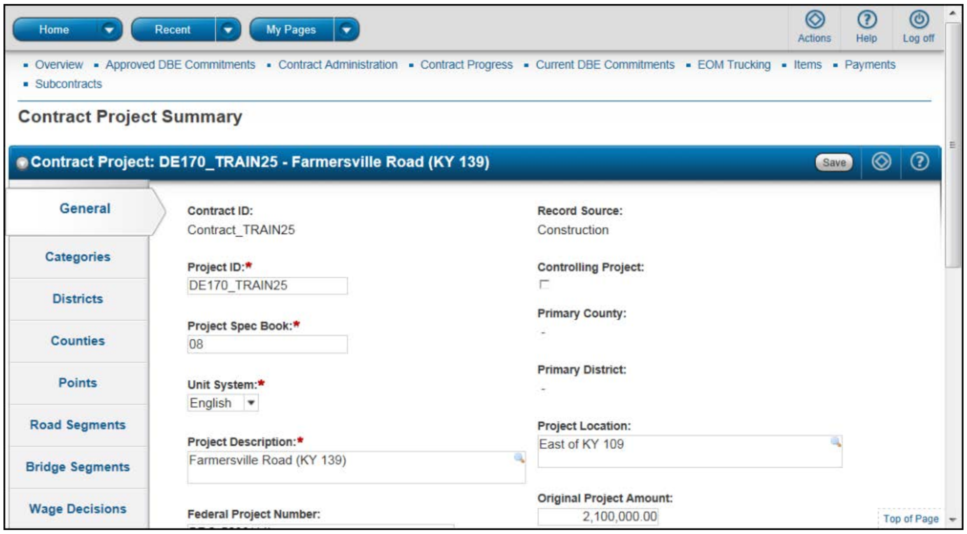

Figure 37. Contract Project Summary General Tab

Exercise 36

In this exercise, you will select a contract to modify.

1. On the **Contract Project Overview** component, click project ID **DE170_TRAINXX** (Note: XX is your user number).

2. What is the current project amount?

   $ 2,100,000

6.25.4 Maintaining Contract Project Categories

The user's guide describes how to maintain contract project information.

Adding a Project Category

The user's guide describes how to add a project category.

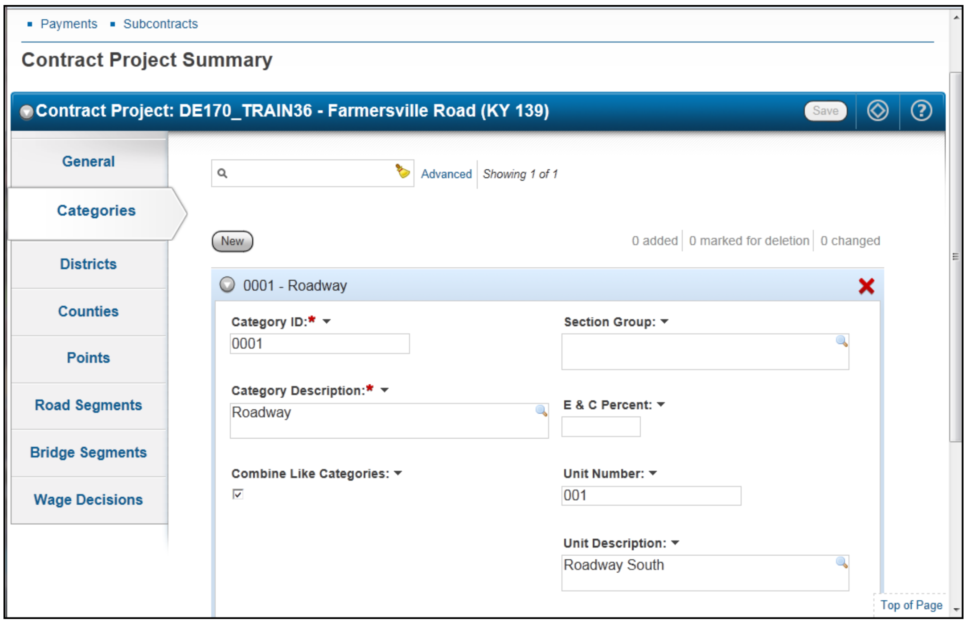

Figure 38. Contract Project Summary Categories Tab

Exercise 37

In this exercise, you will add categories to your contract project.

1. Click the **Categories** tab.
2. Click the **New** button.
3. In the **Category ID** field, type **0001**.
4. In the **Category Description** field, type **Roadway**.
5. In the **Unit Number** field, type **001**.
6. In the **Unit Description** field, type **Roadway South**.
7. Click the **Save** button.

6.25.5 Maintaining Contract Project Districts

The user's guide describes how to maintain contract project information on the Districts tab on the Contract Project Summary component.

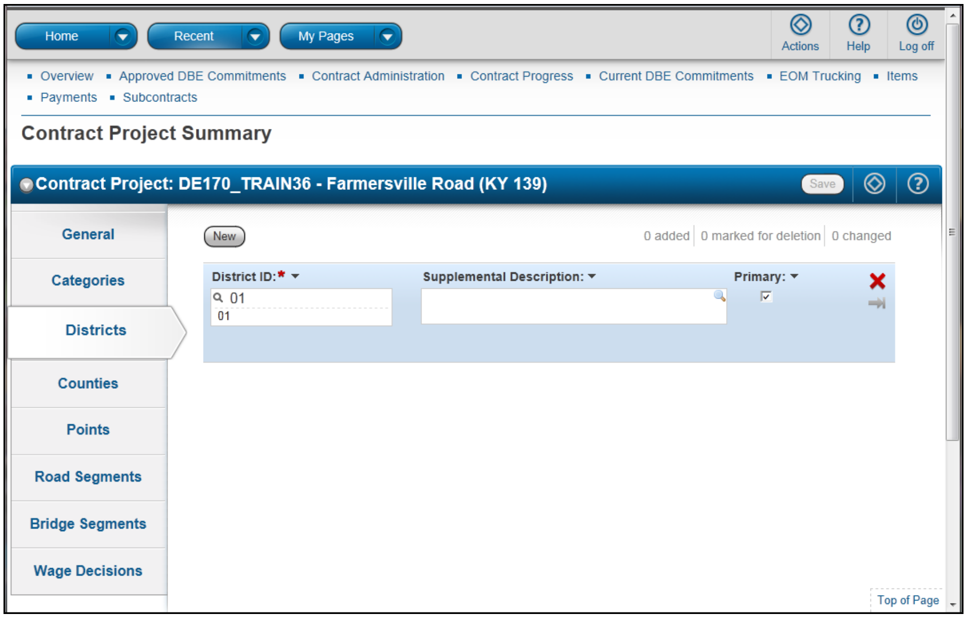

Figure 39. Contract Project Summary Districts Tab

Exercise 38

In this exercise, you will add a district to your contract project.

1. Click the **Districts** tab.
2. In the **District ID** field, type **01**.
3. Click **01**.
4. In the **Primary** field, click the check box.
5. Click the **Save** button.

6.25.6 Maintaining Contract Project Counties

The user's guide describes how to maintain contract project counties.

Adding Counties to a Contract Project

The user's guide describes how to add counties to a contract project.

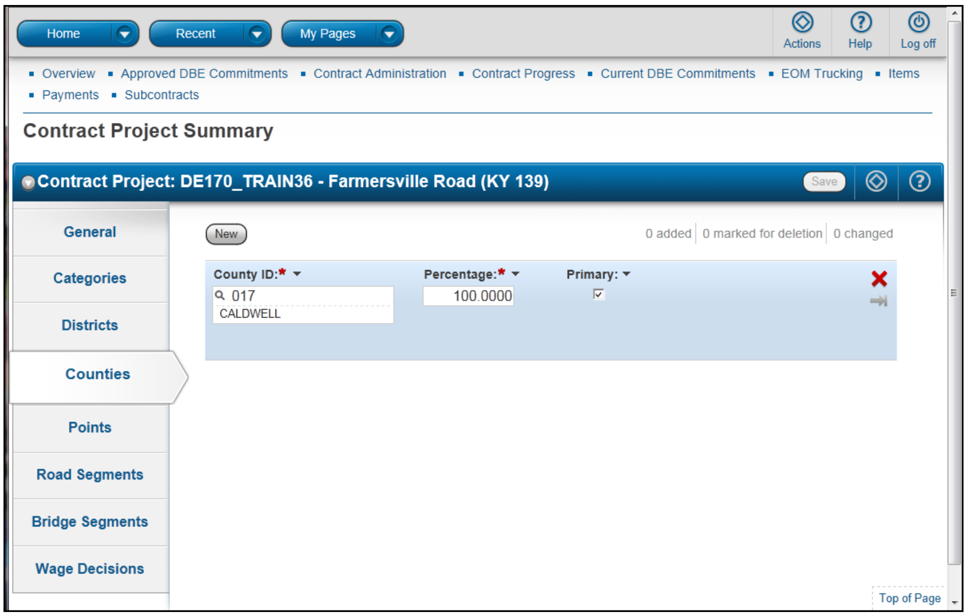

Figure 40. Contract Project Summary Counties Tab

Exercise 39

In this exercise, you will add a county to your contract project.

1. Click the **Counties** tab.
2. In the **County ID** field, type **017**.
3. Click **017 – CALDWELL**.
4. In the **Percentage** field, type **100**.
5. In the **Primary** field, click the check box.
6. Click the **Save** button.

6.25.7 Maintaining Contract Project Points

The user's guide describes how to maintain contract project information and add location points on the Points tab on the Contract Project Summary component.

Adding Location Points to the Contract Project

The user's guide describes how to add location points on the Points tab on the Contract Project Summary.

6.25.8 Maintaining Contract Project Road Segments

The user's guide describes how to maintain contract project information on the Road Segments tab on the Contract Project Summary component.

6.25.9 Maintaining Contract Project Bridge Segments

The user's guide describes how to maintain contract project information on the Bridge Segments tab on the Contract Project Summary component.

6.25.10 Maintaining Contract Project Wage Decisions

The user's guide describes how to maintain contract project information and add wage decisions on the Wage Decisions tab on the Contract Project Summary component.

Adding Wage Decisions to the Contract Project

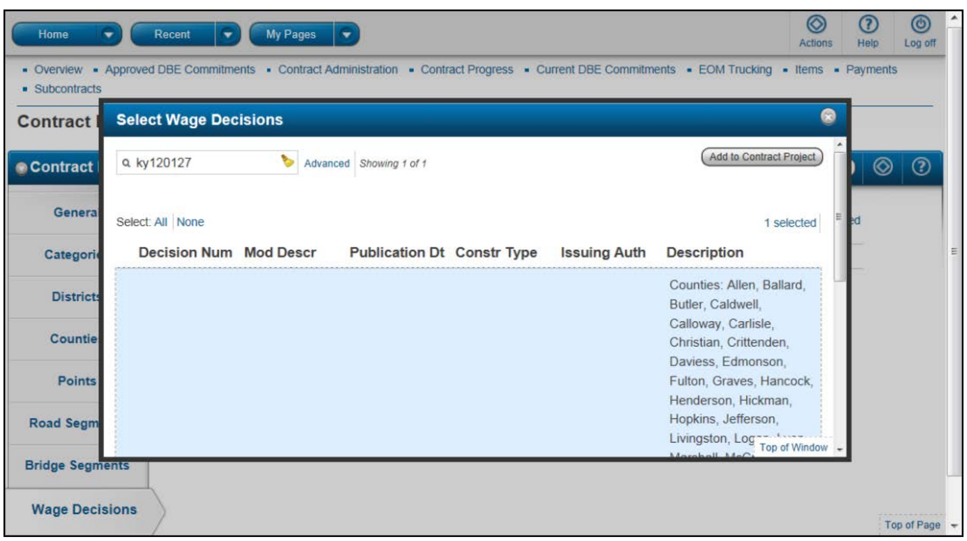

Figure 41. Select Wage Decisions

Exercise 40

In this exercise, you will add a wage decision to your contract project.

1. Click the **Wage Decisions** tab.
2. Click the **Select Wage Decisions** button.
3. In the **Quick Find** search box, type **KY120127**.
4. Click wage decision **KY120127**.
5. Click the **Add to Contract Project** button.
6. Click the **Save** button.

Attention: After completing the Contract Projects section, we can return to the Contract Items section of this chapter, and exercise 14.

6.26 Contract DBE Commitments

In Trns•port CRLMS®, a transportation agency can choose between two methods for inputting contract DBE commitments into the system.

- External Access – With external access, the agency will need to setup user accounts for vendor personnel entering data into the system. As part of the user account, Contract Authority and Vendor Authority would be required as well as designation as to whether a user is authorized to sign records for the vendor. The prime contractor users will log into the system and enter their contract DBE commitment information using external access functionality. The agency then reviews and approves/rejects the DBE commitments as appropriate. When DBE commitments are entered into CRLMS using external access, they are progressed through an external workflow that provides appropriate access to both agency and non-agency (i.e. prime contractors) users based on the Contract Authority and Vendor Authority established for the user.

- No External Access – If an agency chooses to implement DBE commitments without using external access, the agency would collect DBE commitments from contractors on paper documents. The agency would enter the DBE commitment data into CRLMS themselves and would then process, review, and approve the DBE commitments as appropriate. When DBE commitments are entered into CRLMS by agency users, appropriate access is provided to agency users only. This DBE commitment data would not be available to contractors via external access.

Progressing/Rejecting a DBE Commitment (External Access)

When a DBE commitment has been signed by the prime contractor and has been progressed to the Under Agency Review phase, the agency is responsible for reviewing the prime contractor’s DBE commitments. The agency can either progress or reject the DBE commitment.

When a DBE commitment is rejected in the Under Agency Review phase, Trns•port sets its status to Rejected.

When a DBE commitment is progressed in the Under Agency Review phase, Trns•port sets its status to Ready for Agency Approval.

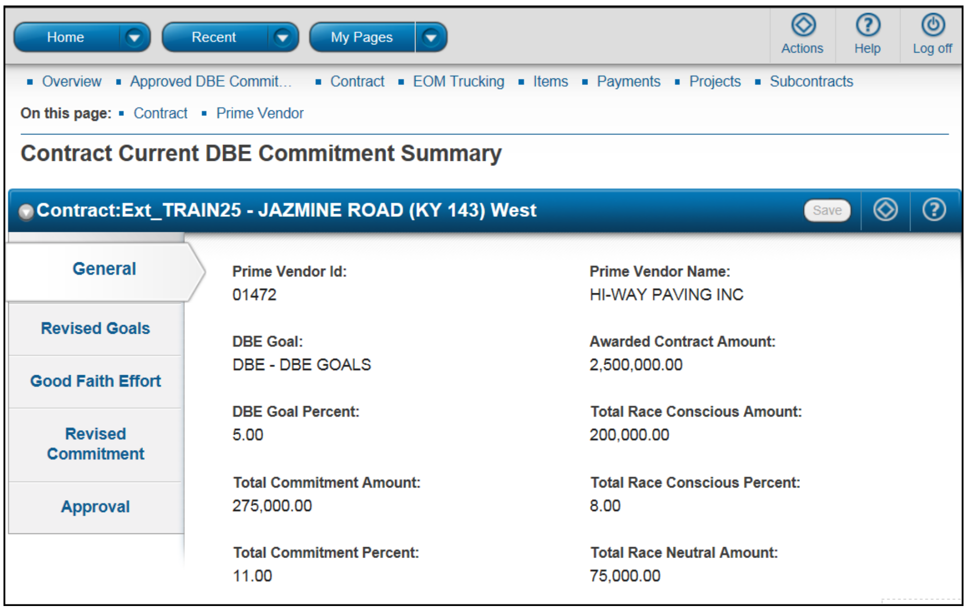

Figure 42. Review and Progress a Signed DBE Commitment

Exercise 41

In this exercise, you will review and progress a signed DBE commitment.

1. From the **Home** page, under the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click contract ID **Ext_TRAINXX** (Note: XX is your user number).
4. Click the **Current DBE Commitments** quick link.
5. Review the DBE commitment data supplied by the prime contractor.

   Note that the data is read-only. This is because the data was supplied by the prime contractor.
6. On the top **Contract** component, click the component **Actions** button.
7. Click the **Progress** action.

   Note that the system populates the fields on the Review tab for each DBE vendor in the DBE Vendor component.

Approving/Rejecting a DBE Commitment (External Access)

When a DBE commitment has been reviewed and progressed by an agency user to the Ready for Agency Approval phase, the agency is responsible for either approving or rejecting the DBE commitment.

When a DBE commitment is rejected in the Ready for Agency Approval phase, Trns•port sets its status to Under Agency Review.

When a DBE commitment is approved in the Ready for Agency Approval phase, Trns•port sets its status to Approved.

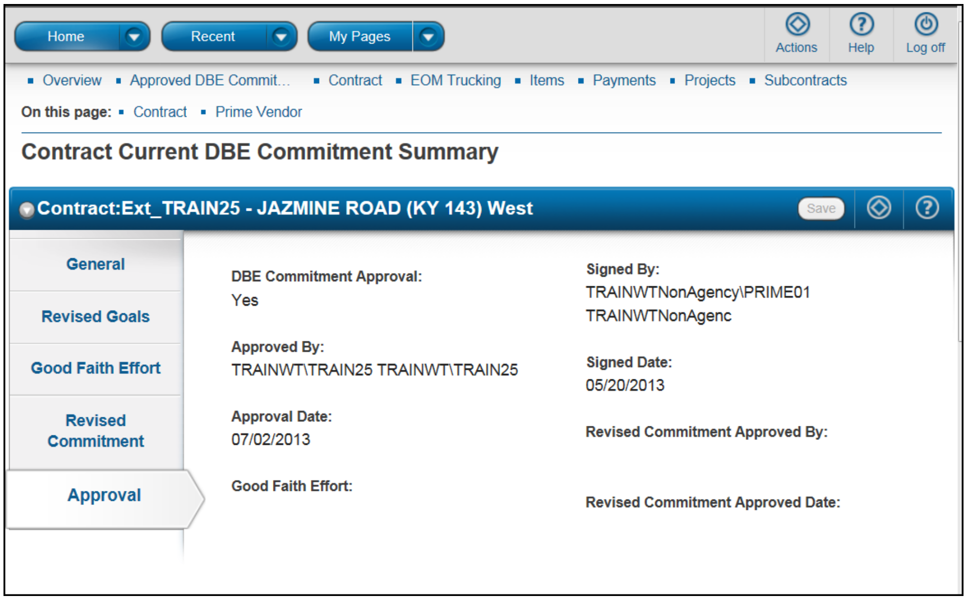

Figure 43. Approval Tab

Exercise 42

In this exercise, you will approve a DBE commitment.

1. Click the component **Actions** button for the top **Contract** component.

2. Click the **Approve** action.

   Note that the system populates the fields on the Approval tab for the DBE commitment record.

3. Click the **Overview** quick link.

Agency Functions When DBE Commitments are Entered by an Agency User

The remaining DBE commitment sub-sections that follow pertain to all the agency functions when DBE commitments are entered into the system by an agency user (rather than being provided to the agency through the external access functionality).

6.26.1 Managing DBE Commitments

The user's guide describes managing DBE commitments.

Before Assigning a DBE Commitment

The user's guide describes the information that must be set up in the system before you can assign a DBE commitment.

Methods of DBE Participation

The user's guide describes methods of DBE participation.

DBE Commitment Methodology

The user's guide describes the DBE commitment methodology.

Conditions for DBE Commitment Approval

The user's guide describes the conditions for DBE commitment approval.

DBE Commitment Workflow

The user's guide describes the DBE commitment workflow.

Initial

The user's guide describes the initial phase of the workflow.

Under Agency Review

The user's guide describes the agency review phase of the workflow.

Ready for Agency Approval

The user's guide describes agency approval phase of the workflow.

Approved

The user's guide describes the approved phase of the workflow.

Revision

The user's guide describes the revision phase of the workflow.

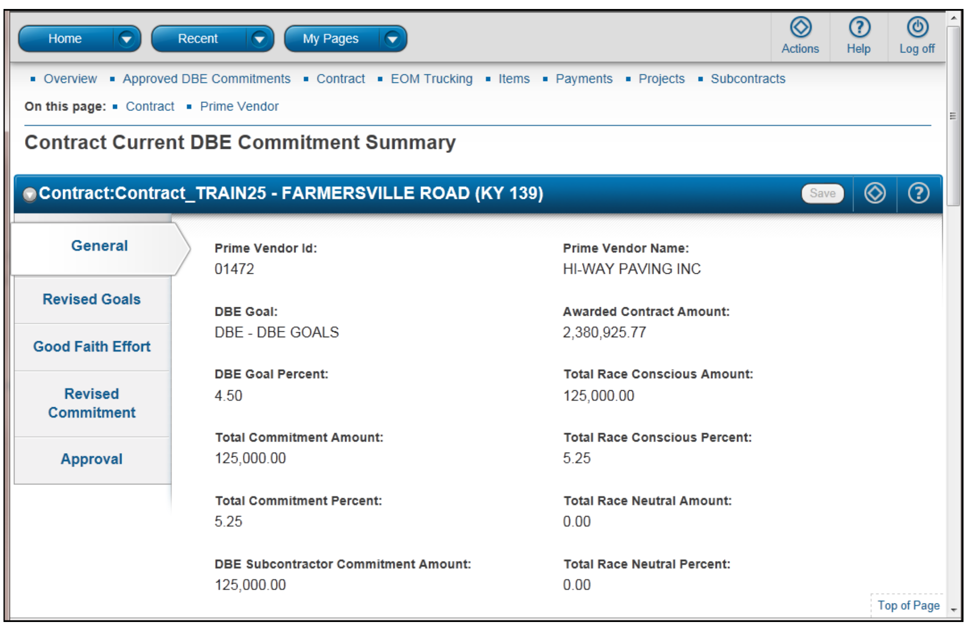

Figure 44. Contract Current DBE Commitments

Exercise 43

In this exercise, you will view contract current DBE commitments.

1. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
2. Click contract ID **Contract_TRAINXX** (Note: XX is your user number).
3. Click the **Current DBE Commitments** quick link.
4. What is the **Total Commitment Amount**?

   $125,000.00

5. How many **DBE Commitments** are listed?

   1

6.26.2 Current Contract DBE Commitments

The user's guide describes the current contract DBE commitments.

Maintaining the Current DBE Commitment

The user's guide describes maintaining the Current DBE Commitment.

DBE Commitments List

The user's guide describes the DBE commitment list.

Revising Goals for the Current DBE Commitment

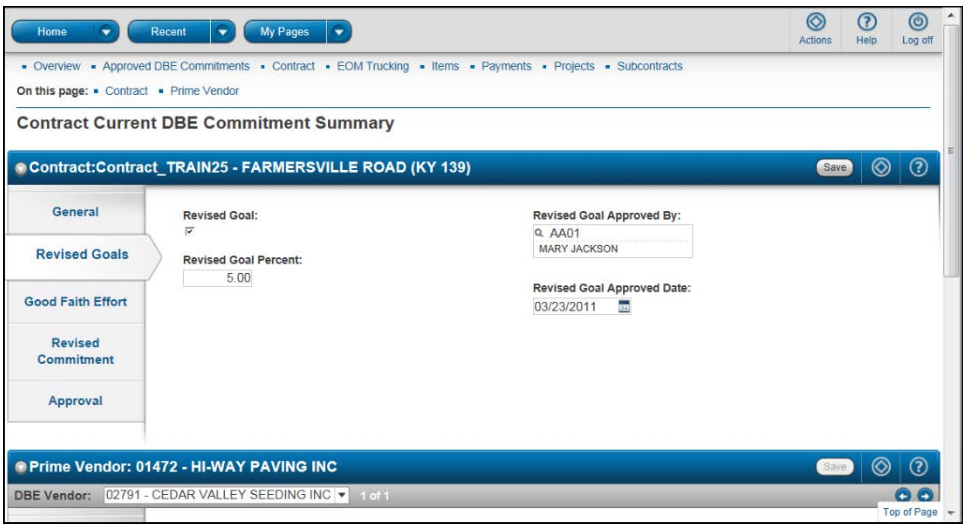

Figure 45. Current DBE Commitment Revise Goals Tab

Exercise 44

In this exercise, you will modify the Revised Goals tab for the contract.

1. In the **Contract** component, Click the **Revised Goals** tab.
2. Select the **Revised Goal** check box.
3. In the **Revised Goal Percent** field, type **5**.
4. In the **Revised Goal Approved By** field, type **AA01** and click **AA01 – MARY JACKSON**.
5. In the **Revised Goal Approved Date field**, type **03/23/2011**.
6. Click the **Save** button.

Maintaining Good Faith Efforts for the Current DBE Commitment

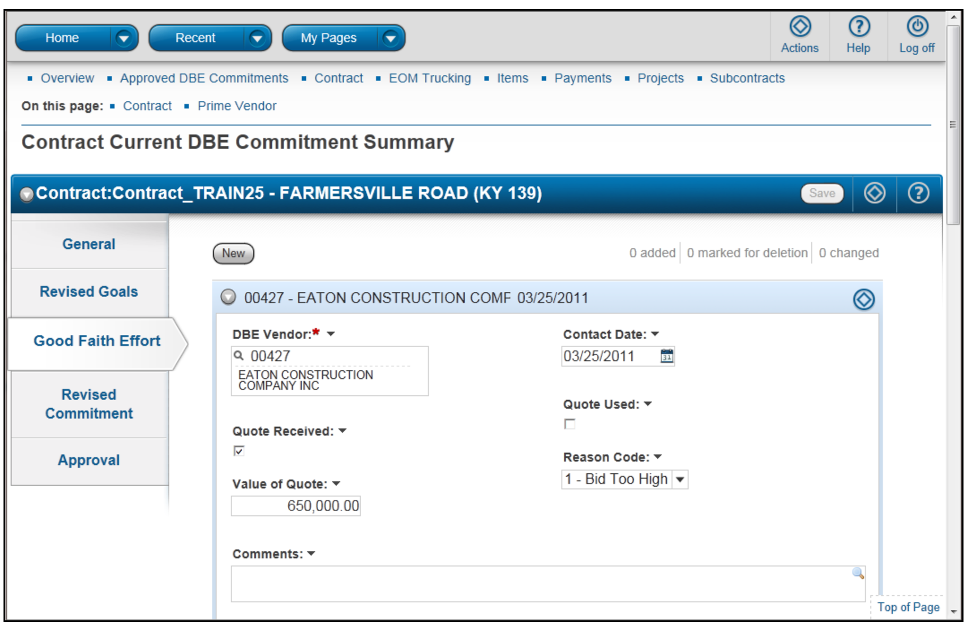

Figure 46. Current DBE Commitment Good Faith Effort Tab

Exercise 45

In this exercise, you will add good faith effort information to a contract's current DBE commitments.

1. Click the **Good Faith Effort** tab.
2. In the **DBE Vendor ID** field, type **00427**.
3. Click **00427 EATON CONSTRUCTION COMPANY INC**.
4. Click in the **Quote Received** check box.
5. In the **Value of Quote** field, type **650,000**.
6. In the **Contact Date** field, type **03/25/2011**.
7. In the **Reason Code** field, click the dropdown arrow and select **1 – Bid Too High**.
8. Click the **Save** button.

Revising the Current DBE Commitment

The user's guide describes revising the current DBE commitment.

Approving a Current DBE Commitment

Attention: Prior to completing the Approving a Current DBE Commitment section, we must complete the Adding a Contract DBE Commitment section, and exercise 47.

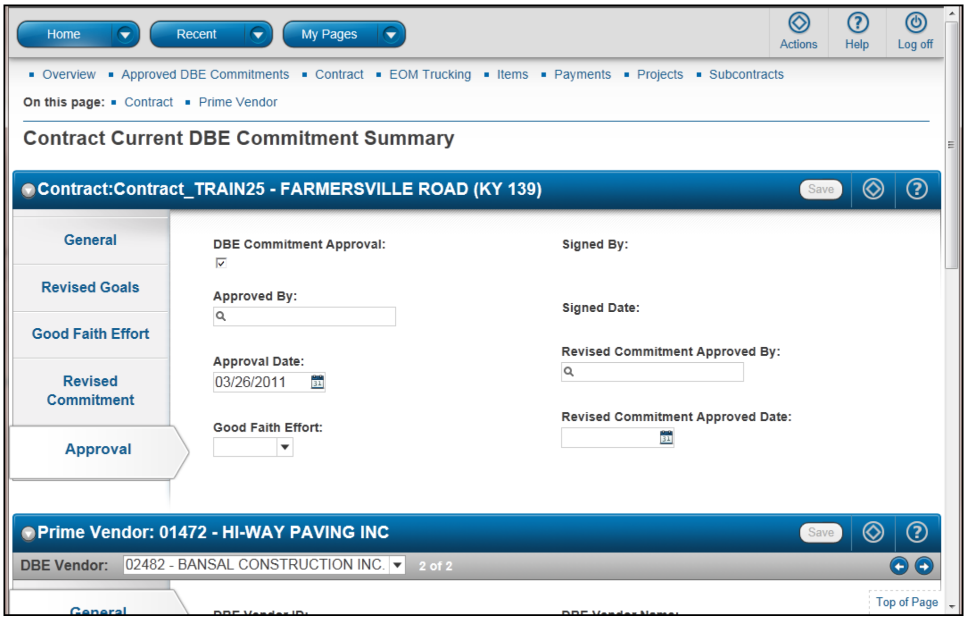

Figure 47. Current DBE Commitment Approval Tab

Exercise 46

In this exercise, you will review and approve a contract's current DBE commitments.

1. In the **DBE Vendor** component, verify that DBE vendor **02482 – BANSAL CONSTRUCTION INC.** is selected.
2. Click the **Review** tab.
3. Select the **Reviewed** check box.
4. In the **Reviewed By** field, type **AA01.**
5. Select **AA01 – MARY JACKSON**.
6. In the **Review Date** field, type **03/25/2011**.
7. Click the **Save** button.
8. On the top **Contract** component, click the **Approval** tab.
9. Select the **DBE Commitment Approval** check box.
10. In the **Approval Date** field, type **03/26/2011**.
11. Click the **Save** button.
12. Click the **Overview** quick link.

☆ **Attention:** After completing the Approving a Current DBE Commitment section, we can return to the Adding DBE Commitment Work Types section, and exercise 48.

Contract Current DBE Vendors

The user’s guide describes the contract current DBE vendors.

Managing Contract Current DBE Vendors

The user’s guide describes managing the contract current DBE vendors.

Adding a Contract DBE Commitment

The user’s guide describes how to add a contract DBE commitment.

Note: If the DBE commitment vendor being added is the prime contractor, the DBE Proposal Vendor field will be set to Yes. This allows the system to recognize the DBE commitment vendor as the prime contractor for calculations and when reports are generated.

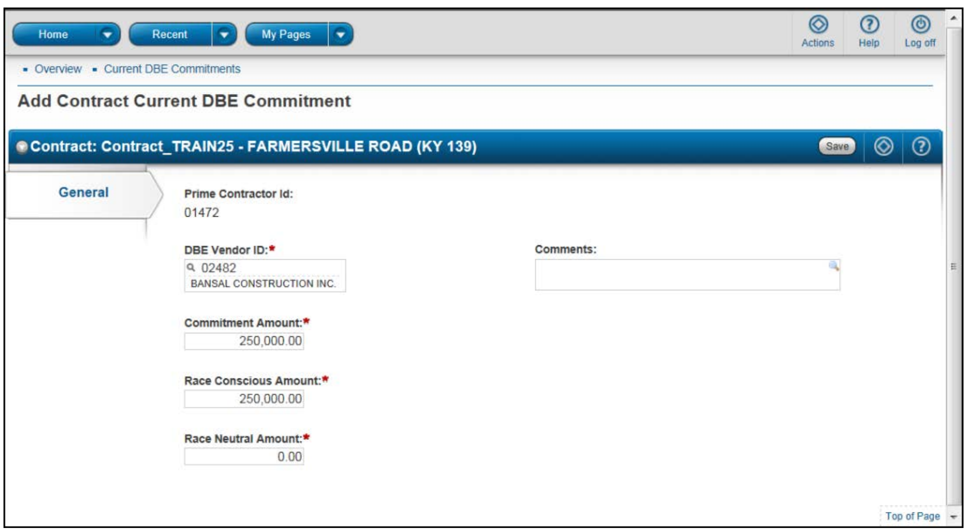

Figure 48. Add Contract Current DBE Commitment

Exercise 47

In this exercise, you will add current DBE commitment data to a contract.

1. Scroll down to the **DBE Vendor** component
2. Click the component **Actions** button.
3. Click the **Add** action.
4. In the **DBE Vendor ID** field, type **02482**.
5. Click **02482 BANSAL CONSTRUCTION INC**.
6. In the **Commitment Amount** field, type **250,000**.
7. In the **Race Conscious Amount** field, type **250,000**.
8. In the **Race Neutral Amount** field, type **0**.
9. Click the **Save** button.

Attention: After completing the Adding a Contract DBE Commitment section, we can return to the complete the Approving a Current DBE Commitment section, and exercise 46.

Maintaining Work Types for a Current DBE Vendor

The user's guide describes maintaining work types for a current DBE vendor.

Adding a DBE Commitment Work Types

The user's guide describes how to add a DBE Commitment work type.

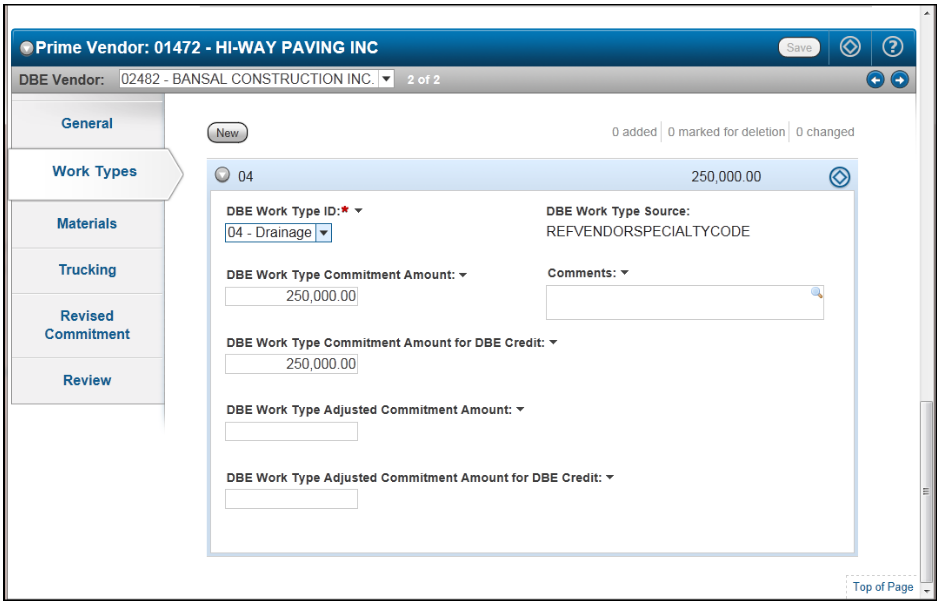

Figure 49. DBE Vendor Work Type Tab

Exercise 48

In this exercise, you will add DBE vendor work types to your DBE commitment.

1. Scroll down to the **DBE Vendor** component.
2. In the **DBE Vendor** header, click the dropdown arrow and select **02482 – BANSAL CONSTRUCTION INC**.
3. Click the **Work Types** tab.
4. In the **DBE Work Type ID** field, click the dropdown arrow and select **04 – DRAINAGE**.
5. In the **DBE Work Type Commitment Amount** field, type **250,000**.

6. In the **DBE Work Type Commitment Amount for DBE Credit** field, type **250,000**.

7. Click the **Save** button.

Maintaining Materials for a Current DBE Vendor

The user's guide describes how to maintain the Materials information for a current DBE vendor.

Note: There are questions and answers that the agency can choose to use to document how the materials percent was determined.

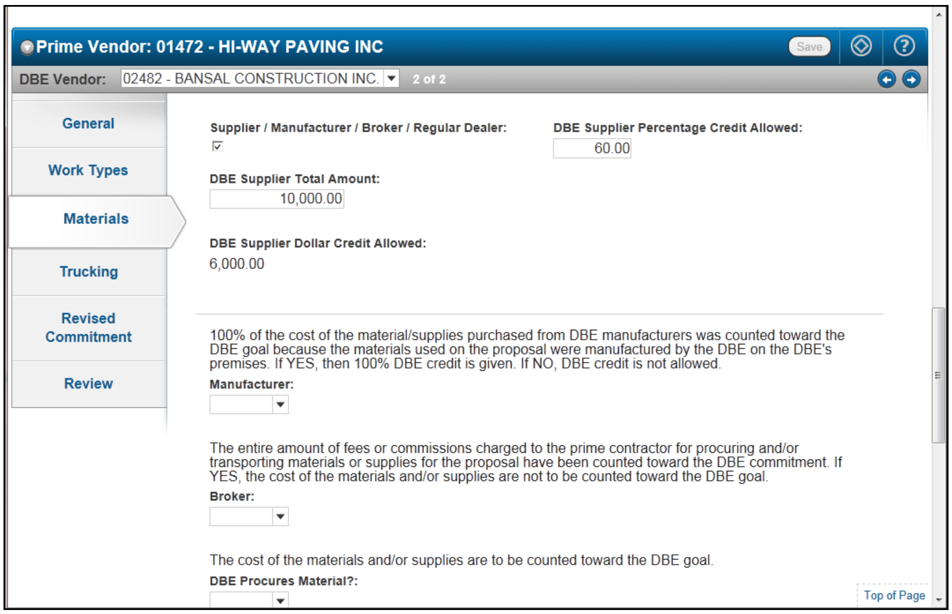

Figure 50. DBE Vendor Materials Tab

Exercise 49

In this exercise, you will add materials information to your DBE commitment.

1. In the **DBE Vendor** component, verify that DBE vendor **02482 – BANSAL CONSTRUCTION INC.** is selected.
2. Click the **Materials** tab.
3. Select the **Supplier / Manufacturer / Broker / Regular Dealer** check box.
4. In the **DBE Supplier Total Amount** field, type **10,000**.
5. In the **DBE Supplier Percentage Credit Allowed** field, type **60**.
6. Click the **Save** button.

Maintaining Trucking for a Current DBE Vendor

The user's guide describes how to maintain the trucking information for a current DBE vendor.

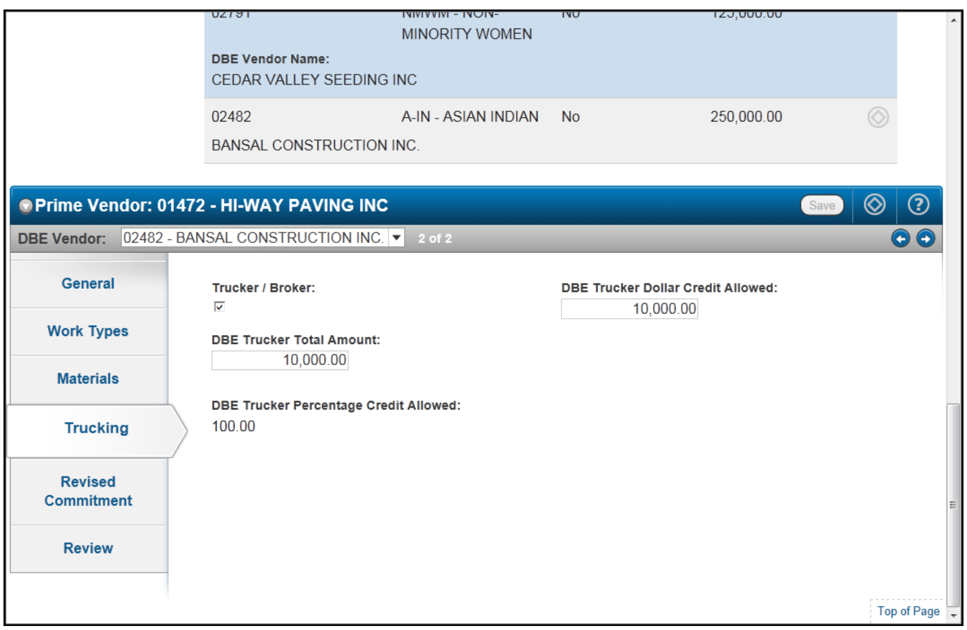

Figure 51. DBE Vendor Trucking Tab

Exercise 50

In this exercise, you will add trucking information to your DBE commitment.

1. In the **DBE Vendor** component, verify that DBE vendor **02482 – BANSAL CONSTRUCTION INC.** is selected.
2. Click the **Trucking** tab.
3. Select the **Trucker / Broker** check box.
4. In the **DBE Trucker Total Amount** field, type **10,000**.
5. In the **DBE Trucker Dollar Credit Allowed** field, type **10,000**.
6. Click the **Save** button.

Revising Commitments for a Current DBE Vendor

The user's guide describes revising commitments for a current DBE vendor.

Maintaining Reviews for a Current DBE Vendor

The user's guide describes maintaining reviews for a current DBE vendor.

6.26.3 Approved Contract DBE Commitments

The user's guide describes approved DBE commitments

Managing Approved DBE Commitments

The user's guide describes managing approved DBE commitments.

Viewing the Approved DBE Commitment

The user's guide describes viewing the approved DBE commitments.

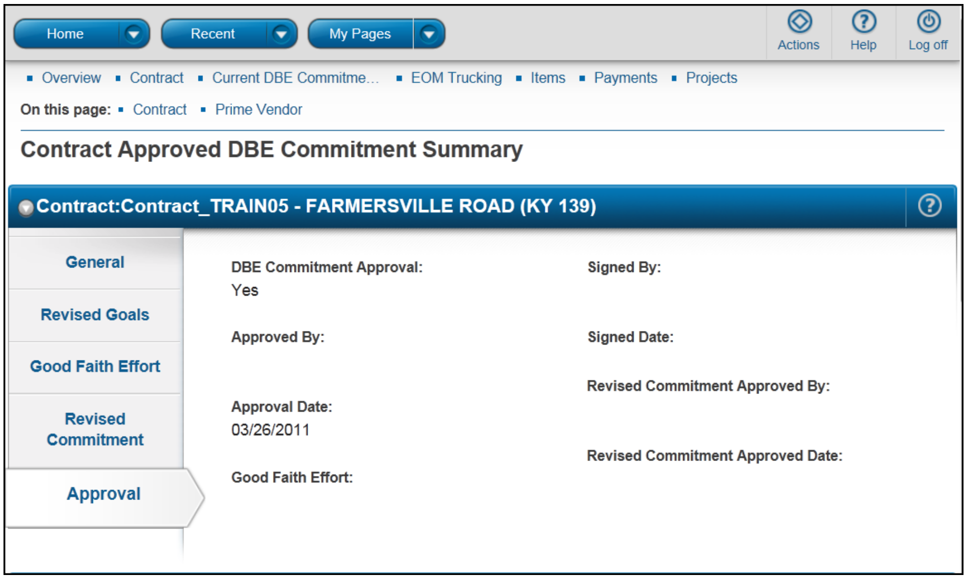

Figure 52. Approved Current DBE Commitment

Exercise 51

In this exercise, you will view approved DBE commitment data.

1. Click the **Approved DBE Commitments** quick link.
2. Click vendor ID **01472** to view the details of the approved DBE commitments.

   Note that the data is read only. The data can be maintained from the Contract Current DBE Commitment Summary component.

3. On the top **Contract** component, click the **Approval** tab.
4. Click the **Home** button.

DBE Commitments List

The user's guide describes the DBE commitments list.

Viewing Goals for an Approved DBE Commitment

The user's guide describes viewing goals for an approved DBE commitment.

Viewing Good Faith Efforts for an Approved DBE Commitment

The user's guide describes viewing good faith efforts for an approved DBE commitment.

Viewing Revision Information for an Approved DBE Commitment

The user's guide describes viewing revision information for an approved DBE commitment.

Viewing Approvals for an Approved DBE Commitment

The user's guide describes viewing approvals for an approved DBE commitment.

Viewing Approved DBE Vendor information

The user's guide describes viewing approved DBE vendor information.

Viewing Contract Approved DBE Vendors

The user's guide describes viewing contract approved DBE vendors.

Viewing Approved DBE Vendor Work Types

The user's guide describes viewing approved DBE vendor work types.

Viewing Approved DBE Vendor Materials

The user's guide describes viewing approved DBE vendor materials.

Viewing Approved DBE Vendor Trucking

The user's guide describes viewing approved DBE vendor trucking.

Viewing Approved DBE Vendor Revised Commitments

The user's guide describes viewing approve DBE vendor revised commitments.

Viewing Approved DBE Vendor Review Information

The user's guide describes viewing approved DBE vendor review information.

6.26.4 Archived Contract DBE Commitments

The user's guide describes the archived contract DBE Commitments.

Managing Archived DBE Commitments

The user's guide describes managing archived contract DBE Commitments.

Viewing an Archived DBE Commitment

The user's guide describes viewing an archived contract DBE Commitment.

DBE Commitment List

The user's guide describes the DBE Commitment list.

Viewing Goals for an Archived DBE Commitment

The user's guide describes viewing goals for an archived DBE commitment.

Viewing Good Faith Efforts for an Archived DBE Commitment

The user's guide describes viewing good faith efforts for an archived DBE commitment.

Viewing Revision Information for an Archived DBE Commitment

The user's guide describes viewing revision information for an archived DBE commitment.

Viewing Approvals for an Archived DBE Commitment

The user's guide describes viewing approvals for an archived DBE commitment.

Viewing Archived DBE Vendor Information

The user's guide describes viewing approvals for an archived DBE commitment.

Viewing Archived DBE Vendor Work Types

The user's guide describes viewing archived DBE vendor work types.

Viewing Archived DBE Vendor Materials

The user's guide describes viewing archived DBE vendor materials.

Viewing Archived DBE Vendor Trucking

The user's guide describes viewing archived DBE vendor trucking.

Viewing Archived DBE Vendor Review Information

The user's guide describes viewing archived DBE vendor review information.

7. Payrolls

7.1 Working with Contract Payrolls

The user's guide describes payrolls and the difference between the payroll workflow in CRLMS when an agency uses external access or does not use external access.

Note: The Payroll Import functionality is available in both workflows. The Import file must be in the .xml format in accordance with the prescribed layout.

Effects of Agency Option Selections on Payroll

Trns•port provides options that agencies can use to customize or set preferences for how they want the application to perform. Agency options will be set as part of system implementation, and in general, should not be modified once the system is in production.

There are several agency options that are specifically related to payroll, and depending on the values that are set, the system will perform differently. For this training program, the payroll-related agency options are set to their default values. If your agency options are set differently, the exercises in this training may differ slightly from agency processes. System Administrators may view a list of agency options, a description of how each agency option is used, and its default setting in Setting Agency Options in the Online Help.

7.1.1 Workflow with External Access

The user's guide describes the payroll workflow when the agency uses external access.

Initial

The user's guide describes initial phase of the payroll workflow.

Under Prime Review

The user's guide describes the under prime review phase of the payroll workflow.

Prime Returned

The user's guide describes the prime returned phase of the payroll workflow.

Under Agency Review

The user's guide describes under agency review phase of the payroll workflow.

Agency Rejected

The user's guide describes the agency rejected phase of the payroll workflow.

Prime Rejected

The user's guide describes the prime rejected phase of the payroll workflow.

Sub Returned

The user's guide describes the sub returned phase of the payroll workflow.

Approved

The user's guide describes the approve phase of the payroll workflow,

Payroll Creation Methods

There are two methods prime contractors and subcontractors can use for creating new payrolls in Trns•port CRLMS. The payroll creation methods are as follows:

- Manual Entry – Through the Trns•port CRLMS user interface, contractors can manually enter weekly payroll information.
- Importing a Payroll – Using an XML file format that matches the required XML payroll schema, contractors can import weekly payroll information into Trns•port CRLMS.

For additional resources and information on generating an XML payroll file from a payroll system, please refer to the Cloverleaf website https://xml.cloverleaf.net/resourcekit/.

If contractors are not able to manually populate data directly in Trns•port CRLMS or generate an XML payroll file from their payroll system, they can use the Cloverleaf website (https://xml.cloverleaf.net/spreadsheet/) to manually enter payroll data into a Microsoft Excel spreadsheet and then convert it into a valid XML payroll file. This XML file can then be imported into Trns•port CRLMS.

If contractors are importing payrolls into CRLMS (either generating an XML payroll file from a payroll system or using the Microsoft Excel spreadsheet from Cloverleaf), the agency will need to provide certain payroll-related information to the contractors in order for them to populate required, accurate payroll data.

Agency Options

The agency will need to provide contractors the following agency option information:

1. Include Payroll Employee SSN – Contractors will need to be notified which of the following three employee identifiers are required for payroll employee records. This agency option determines how much of an employee's social security number (SSN) is required for a complete payroll employee record. Valid values are: Full, Partial, or None.

    - Full – If set to Full, the system requires that all nine digits of the employee's SSN be recorded.

- Partial – If set to Partial, the system allows any part of the SSN, as well as any other characters (up to 20) in any order. These are some examples of how your agency might use this option: the last four digits of the SSN, the last four digits of the SSN plus the last name, or the first initial of the last name plus the last six digits of the SSN.

- None – If set to None, the system does not require a social security number for a complete payroll employee record. However, a Vendor Supplied Employee ID is required for a complete payroll employee record.

2. Require Payroll Employee Address – Contractors will need to be notified whether an employee's address will be required for payroll employee records. This option determines whether an address is required for a complete payroll employee record. Valid values are: True and False.

   - True – If set to True, an address must be recorded in a payroll employee record.

   - False – If set to False, an address is not required in a payroll employee record.

3. Fringe Benefit Program Entry Indicator – Contractors will need to be notified whether the Benefit Plan entry is enabled for payroll employee records. This option controls whether Benefit Plan entry is enabled on the Payroll window. Valid values are: True and False.

   - True – If set to True, Benefit Plan entry is enabled.

   - False – If set to False, Benefit Plan entry is not enabled.

Code Tables

The agency will need to provide the following code table information to contractors. The contractors will need to provide the Values (not the Descriptions) in the payroll employee records.

- Craft Codes – In vendor payrolls, contactors will need to include/use the Craft Code Values that are defined in the Craft Code table. Your agency will need to provide the Craft Code table information (both the Values and the Descriptions) to contractors.

- Decision Classification – In vendor payrolls, contactors will need to include/use the Decision Class Values that are defined in the Decision Classification table. Your agency will need to provide the Decision Classification table information (both the Values and the Descriptions) to contractors.

- Ethnic Groups / Ethnicity – In vendor payrolls, contactors will need to include/use the Ethnic Values that are defined in the Ethnic table. Your agency will need to provide the Ethnic table information (both the Values and the Descriptions) to contractors.

- Holidays – A holiday is a day on which work is suspended, either by law or custom. Because of regional differences in law and custom, Trns•port allows your agency to specify which dates of the year will be designated as holidays in the Trns•port system. If your agency requires contractors to pay their employees special hourly rates for holidays, your agency will need to provide the list of holidays to contractors.

7.1.2 Workflow without External Access

The user's guide describes the payroll workflow when the agency does not use external access.

Pending

The user's guide describes pending phase of the payroll workflow.

Under Prime Review

The user's guide describes under prime review phase of the payroll workflow.

Under Agency Review

The user's guide describes under agency review phase of the payroll workflow.

Approved

The user's guide describes approved phase of the payroll workflow.

Payroll Creation Methods

There are two methods for creating new payrolls in Trns•port CRLMS. The payroll creation methods are as follows:

- Manual Entry – Through the Trns•port CRLMS user interface, you can manually enter weekly payroll information.
- Importing a Payroll – Using an XML file format that matches the required XML payroll schema, you can import weekly payroll information into Trns•port CRLMS.

Using the Cloverleaf Payroll Microsoft Excel Spreadsheet

If you are not able to manually populate data directly in Trns•port CRLMS or are not able to provide an XML payroll file that was generated from a payroll system, you can use the Cloverleaf website (https://xml.cloverleaf.net/spreadsheet/) to manually enter payroll data into a Microsoft Excel spreadsheet and then convert it into a valid XML payroll file. This XML file can then be imported into Trns•port CRLMS.

Note: We will not create this spreadsheet in training.

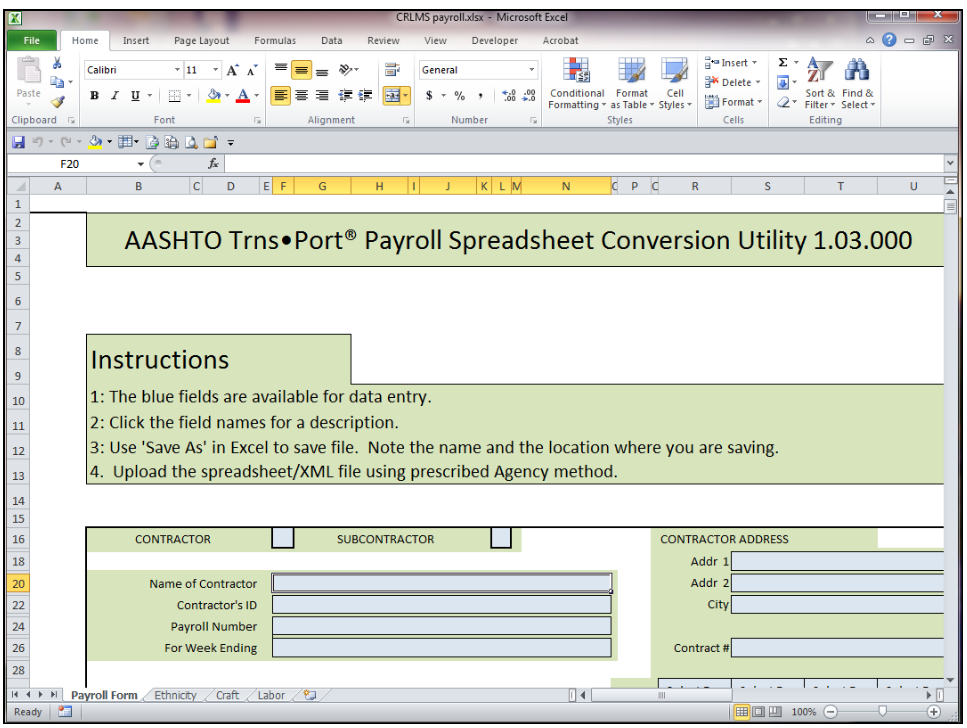

Figure 1. Cloverleaf Payroll Microsoft Excel Spreadsheet

The following steps show you how to download and modify the Cloverleaf payroll Microsoft Excel spreadsheet. Note that we will not create this spreadsheet in training.

1. Open **Internet Explorer** and navigate to the following URL: **https://xml.cloverleaf.net/spreadsheet/**.

2. On the Cloverleaf website, under the **Spreadsheet** section, click the **I agree to the Terms of Use** check box.

3. Click the **Download** button.

4. In the **File Download** window, click the **Save** button.

5. Save the Excel spreadsheet to an appropriate location on your computer with an appropriate file name.

6. Open the Excel spreadsheet and enter the weekly payroll data as necessary.

7. Save the Excel spreadsheet.

Using the Cloverleaf Converter Tool

After you have a correctly formatted payroll Excel spreadsheet with your data entered, you can create a payroll XML file online with this tool.

Note: We will not use the converter tool in training.

The following steps show you how to use the Cloverleaf converter tool. Note that we will not use the converter tool in training.

1. Open **Internet Explorer** and navigate to the following URL: **https://xml.cloverleaf.net/spreadsheet/**.

2. On the Cloverleaf website, under the **Converter** section, click the **Browse** button.

3. Locate and select the completed payroll Excel spreadsheet that is saved on your computer.

4. Click the **Open** button to upload the Excel spreadsheet to the Cloverleaf converter tool.

5. Click the **I agree to the Terms of Use** check box.

6. Click the **Convert** button.

7. Save the payroll XML file to an appropriate location on your computer with an appropriate file name.

7.2 Locating a Payroll Record

The user's guide describes how to access the Contract Payrolls Overview component and search for a specific payroll.

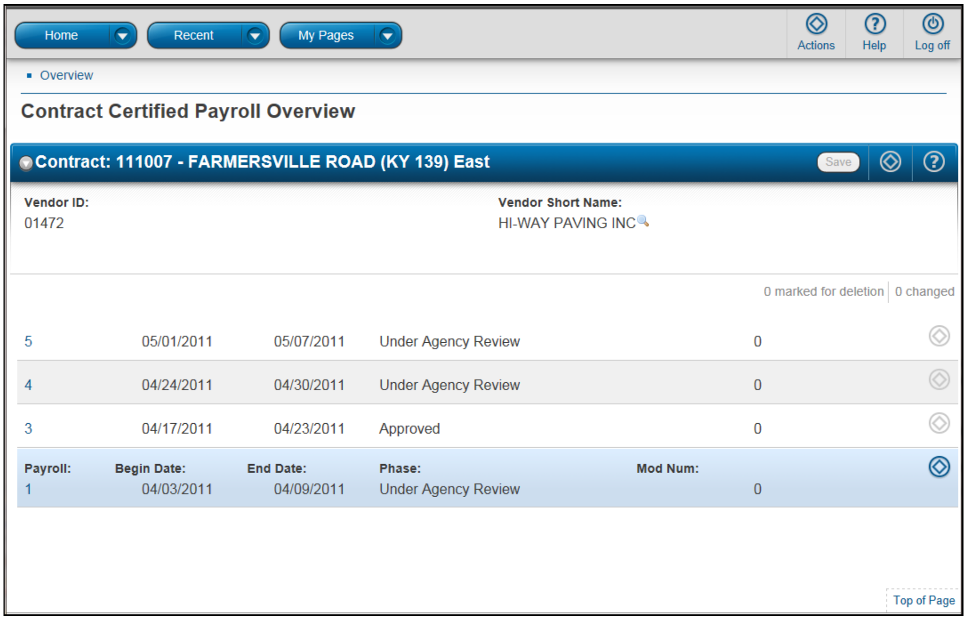

Figure 2. Contract Certified Payroll Overview

Exercise 1

In this exercise, you will view a vendor payroll.

1. Double-click the **CRLMS 2.02** desktop icon.

   An Internet Explorer web browser displays the AASHTO Trns•port logon page.

2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).

3. In the **Password** field, type **PASS**.

4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.

5. Click the **Log On** button.

6. Click the **Home** dropdown arrow and ensure the **CRLMS_TRAINING** role is selected.

7. Under the **CRLMS** component, click the **Payrolls** link.

8. In the **Quick Find** search box, type **111007**.

9. For contract **111007** and vendor **HI-WAY PAVING INC**, click the row **Actions** button.

10. Click the **View** action.

11. What are the **Begin Date** and **End Date** for payroll **1**?

    04/03/2011 and 04/09/2011

12. Click payroll ID **1**.

13. What is the **Fringe Benefit Payment Type**?

    Cash

14. Click the **Home** button.

7.2.1 Importing a Payroll

The user's guide describes how to import a payroll.

Attention: An agency user would import a payroll if the agency is **NOT** using external access. Otherwise, if an agency **IS** using external access, prime contractors and subcontractors would import their own payrolls into the system (as appropriate).

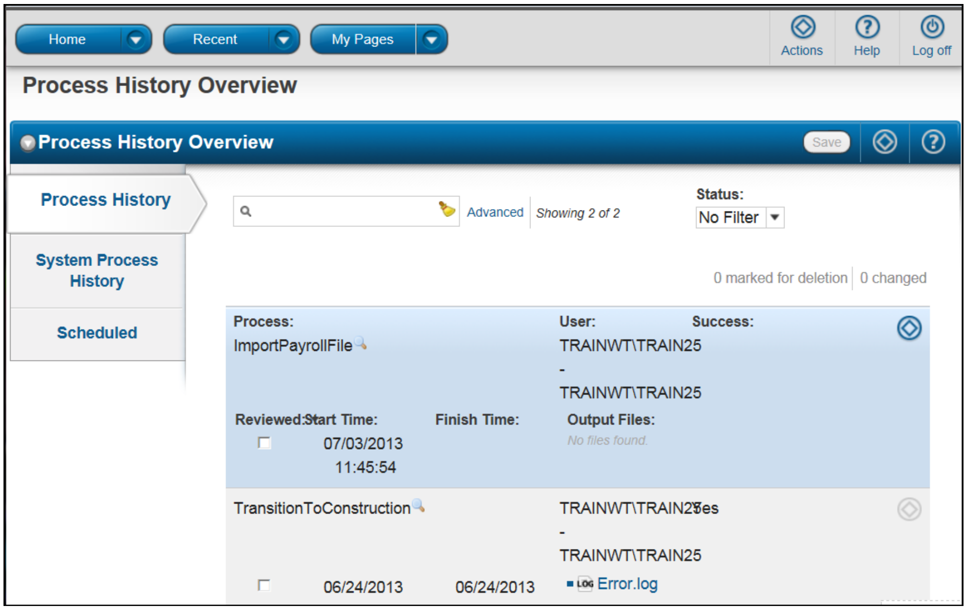

Figure 3. Process History Overview

Exercise 2

In this exercise, you will import a new payroll.

1. From the **Home** page, under the **CRLMS** component, click the **Payrolls** link.

2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).

3. Click the row **Actions** button for contract **Contract_TRAINXX** for vendor **HI-WAY PAVING INC** (Note: XX is your user number).

4. Click the **View** action.

5. Click the component **Actions** button.

6. Click the **Import Payroll** task.

7. Click the **Select File** button.

8. In the **Choose File to Upload** window, navigate to the location provided by the instructor and click file **Import Payroll – PrimeAgency – TRAINXX.xml** (Note: XX is your user number).

9. Click the **Open** button.

10. Click the **Import** button. Wait for the **Payroll import successfully submitted** message to display.

11. Click the **Process History** link. View the import results.

12. Click the **Home** button.

7.3 Managing Contract Payrolls

The user's guide describes how to manage contract payrolls on the Contract Certified Payroll Overview component.

7.4 Adding a Contract Payroll

The user's guide describes how to add a new payroll.

Attention: An agency user would manually create a payroll if the agency is **NOT** using external access. Otherwise, if an agency **IS** using external access, prime contractors and subcontractors would manually create their own payrolls.

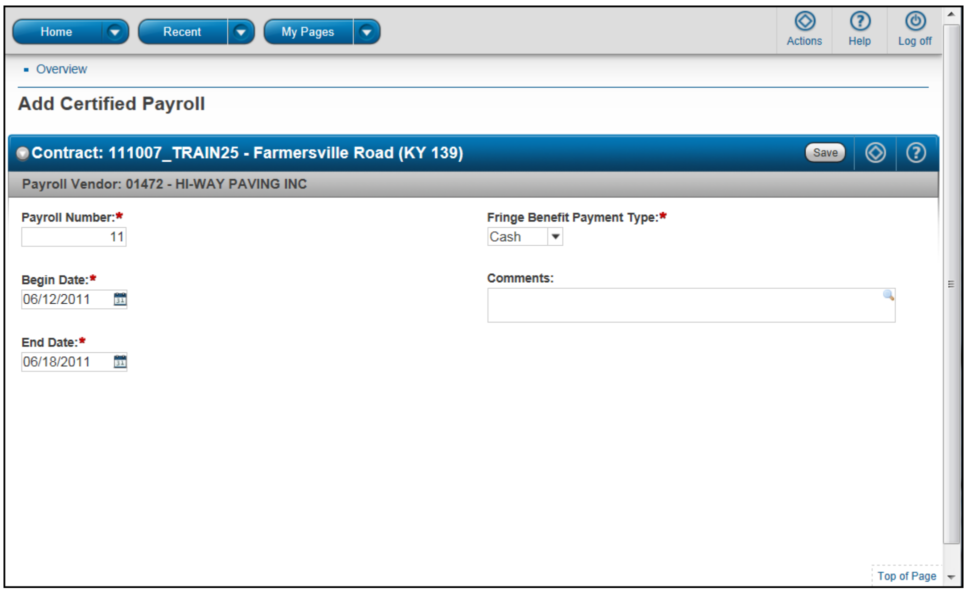

Figure 4. Add Certified Payroll

Exercise 3

In this exercise, you will manually create a new payroll.

1. In the **CRLMS** component, click the **Payrolls** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click the row **Actions** button for contract **Contract_TRAINXX** for vendor **HI-WAY PAVING INC** (Note: XX is your user number).
4. Click the **Add** action.
5. In the **Payroll Number** field, type **11**.
6. In the **Begin Date** field, type **06/12/2011**.
7. In the **End Date** field, type **06/18/2011**.
8. In the **Fringe Benefit Payment Type** field, click the dropdown arrow and select **Cash**.
9. Click the **Save** button.
10. Click the **Overview** quick link.

7.4.1 Adding Benefit Programs to the Payroll

The user's guide describes how to add a benefit program after saving a new payroll.

Attention: An agency user would add benefit programs to a payroll if the agency is **NOT** using external access. Otherwise, if an agency **IS** using external access, prime contractors and subcontractors would add benefit programs to their own payrolls (as appropriate).

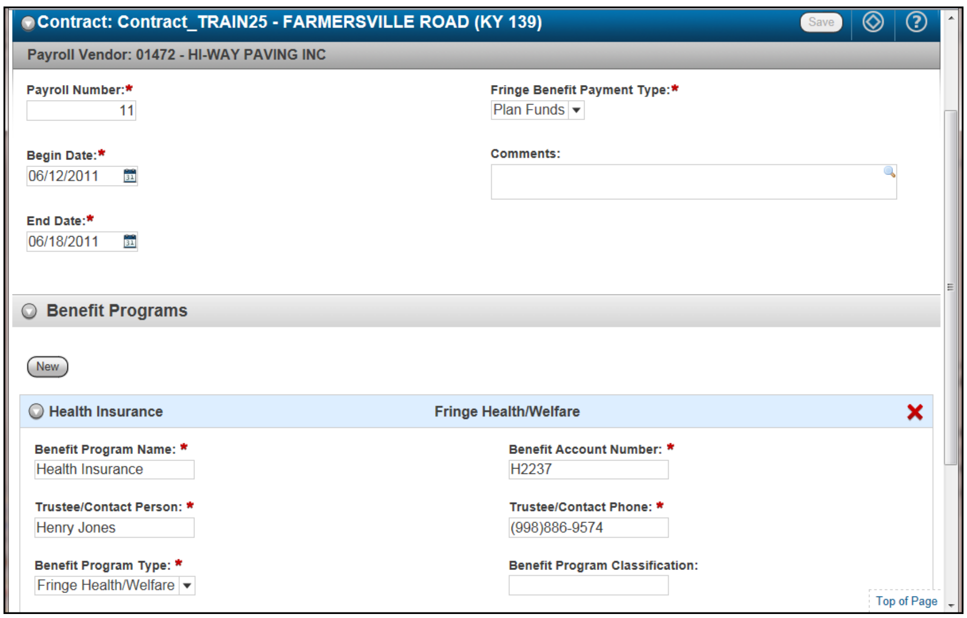

Figure 5. Add Benefits to Contract Payrolls

Exercise 4

In this exercise, you will update a vendor payroll by adding a benefit program.

1. For vendor **HI-WAY PAVING INC**, click payroll ID **11** (Note: XX is your user number).
2. In the **Fringe Benefit Payment Type** field, click the dropdown arrow and select **Plan Funds**.
3. Click the **Save** button.
4. Under the **Benefit Programs** section, click the **New** button.
5. In the **Benefit Program Name** field, type **Health Insurance**.
6. In the **Trustee/Contact Person** field, type **Henry Jones**.
7. In the **Benefit Program Type** field, click the dropdown arrow and select **Fringe Health/Welfare**.
8. In the **Benefit Account Number** field, type **H2237**.
9. In the **Trustee/Contact Phone** field, type **998-886-9574**.
10. Click the **Save** button.
11. Click the **Overview** quick link.

7.5 Copying a Payroll

The user's guide describes how to copy a payroll.

Note: The system copies all the information in the source payroll's record to the new payroll record. The payroll Hour details are reset to 0.00 along with the Wages details.

Attention: An agency user would copy a payroll if the agency is **NOT** using external access. Otherwise, if an agency **IS** using external access, prime contractors and subcontractors would copy their own payrolls (as appropriate).

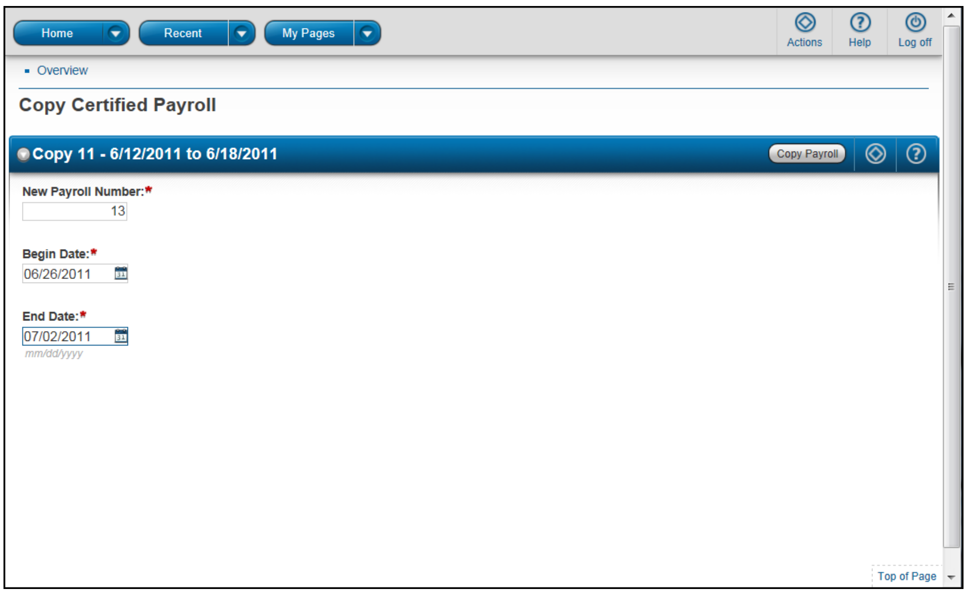

Figure 6. Copy Certified Payroll

Exercise 5

In this exercise, you will copy a vendor payroll.

1. Click the row **Actions** button for payroll ID **11**.
2. Click the **Copy** action.
3. In the **New Payroll Number** field, type **13**.
4. In the **Begin Date** field, type **06/26/2011**.
5. In the **End Date** field, type **07/02/2011**.
6. Click the **Copy Payroll** button.
7. Click the **Overview** quick link.

Deleting a Payroll

You can only delete certified payrolls that have not been progressed beyond the Pending status.

Note: Deleting a payroll record will automatically delete all attachments linked to that payroll.

Attention: An agency user would delete a payroll if the agency is **NOT** using external access. Otherwise, if an agency **IS** using external access, prime contractors and subcontractors would delete their own payrolls (as appropriate).

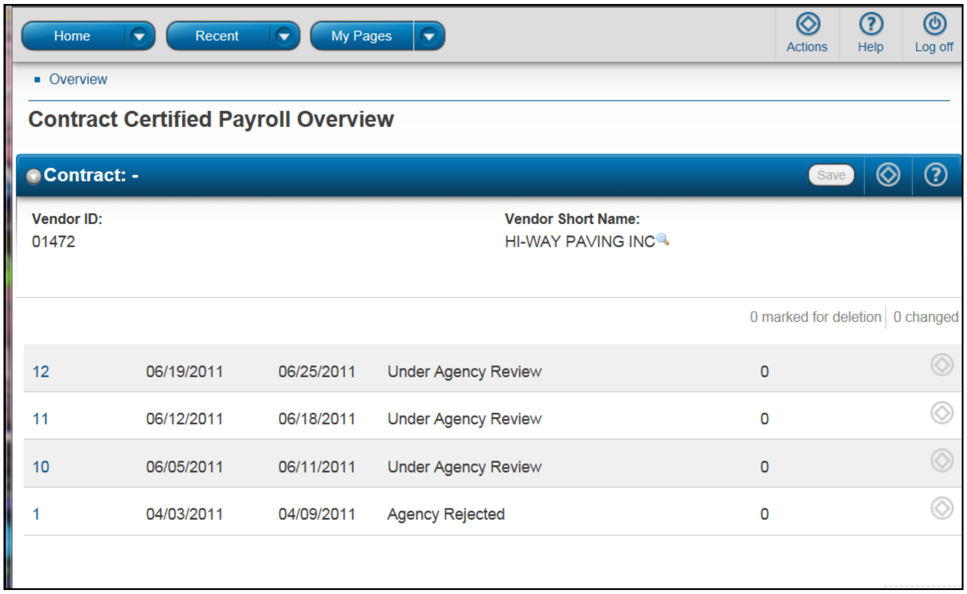

Figure 7. Delete Contract Payrolls

Exercise 6

In this exercise, you will delete a vendor payroll.

1. For payroll ID **13**, click the row **Actions** button.
2. Click the **Delete** action.
3. Click the **Save** button.
4. Click the **Home** button.

7.6 Maintaining a Payroll Record

The user's guide describes how to maintain a payroll record and how the payroll status affects whether fields can be modified.

7.6.1 Maintaining Benefit Programs

The user's guide describes how to maintain a benefit program and how the payroll status affects whether fields can be modified.

7.6.2 Creating a Payroll Modification

The user's guide describes how to create a payroll modification to make changes to a payroll whose status indicates it can no longer be edited.

Attention: An agency user would create a payroll modification if the agency is **NOT** using external access. Otherwise, if an agency **IS** using external access, prime contractors and subcontractors would create their own payroll modifications (as appropriate).

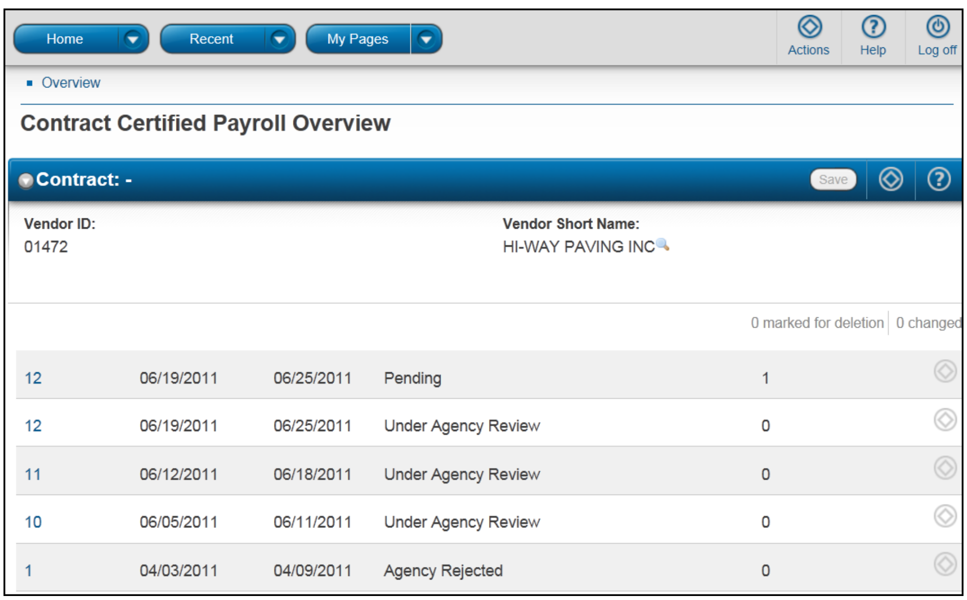

Figure 8. Modify Contract Payrolls

Exercise 7

In this exercise, you will create a payroll modification.

1. From the **Home** page, under the **CRLMS** component, click the **Payrolls** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click the row **Actions** button for contract **Contract_TRAINXX** for vendor **HI-WAY PAVING INC**.
4. Click the **View** action.
5. For payroll ID **12**, click the row **Actions** button.
6. Click the **Create Modification** task.

   Note that the system displays the new payroll modification record, with the same payroll ID, with the Modification Number field set to 1, even if you receive a message.

   At this point, you would open the new payroll modification and make any appropriate payroll changes. After all changes have been completed, progress the payroll modification to the next step in the process.

7. Click the **Home** button.

7.7 Managing Unapproved Payrolls

The user's guide describes how to manage unapproved payrolls on the Unapproved Certified Payroll Overview component.

Note: Payrolls that are in the Initial phase or the Approved phase will not appear in the Unapproved Certified Payroll Overview component.

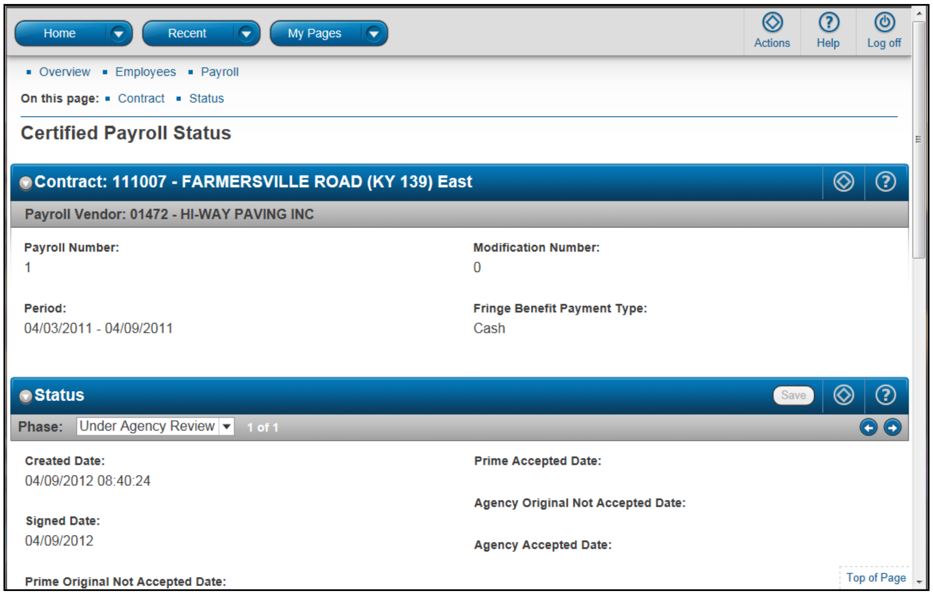

Figure 9. Certified Payroll Status

Exercise 8

In this exercise, you will view an unapproved payroll.

1. In the **CRLMS** component, click the **Unapproved Payrolls** link.
2. In the **Quick Find** search box, type **111007**.
3. For contract ID **111007**, vendor **01472 HI-WAY PAVING INC**, payroll number **1**, click the row **Actions** button.
4. Click the **Status** action.
5. Under the **Status** component, what is the payroll's **Signed Date**?

   04/09/2012

6. Click the **Home** button.

7.8 Viewing Contract Payroll Information

The user's guide describes how to view contract payroll information and actions you can take for existing payrolls.

7.9 Maintaining Payroll Employees

The user's guide describes how to maintain records for payroll employees on the Payroll Employees page.

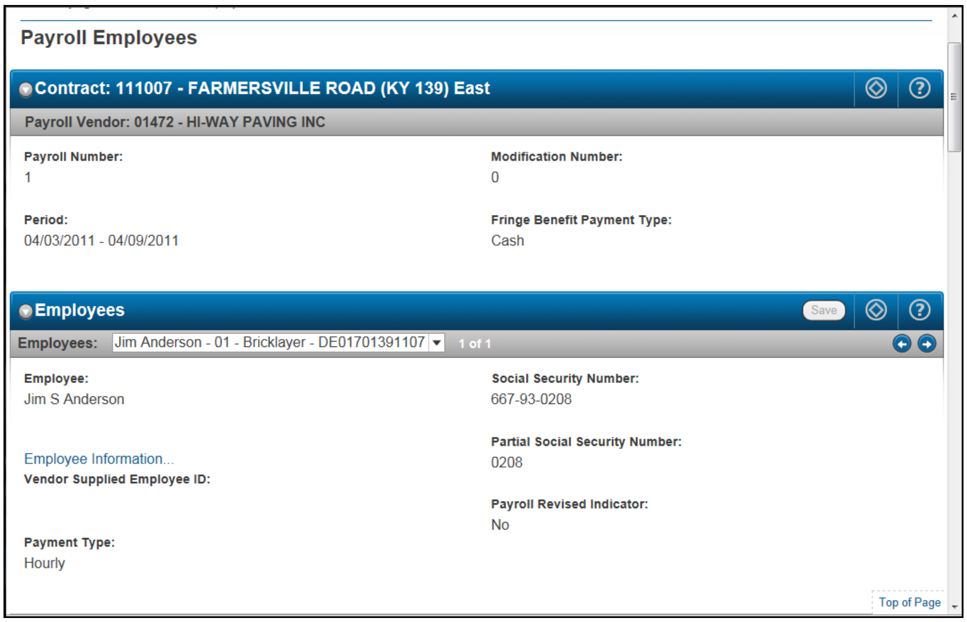

Figure 10. Payroll Employees

Exercise 9

In this exercise, you will view the payroll employee details of a particular contract vendor payroll.

1. Under the **CRLMS** component, click the **Payrolls** link.
2. In the **Quick Find** search box, type **111007**.
3. Click the row **Actions** button for contract **111007** and vendor **HI-WAY PAVING INC**.
4. Click the **View** action.
5. Click payroll ID **1**.
6. Click the **Employee** quick link.
7. Scroll down to the **Employees** component. What is the name of the employee listed?

   Jim S Anderson

8. Click the **Employee Information** link. What is the Ethnic Group?

   HISP – HISPANIC AMERICAN

9. Close the **Payroll Employee** modal window.
10. Scroll down to the **Hours** section. How many hours did Jim work on Monday the 4th?

    8

11. Click the **Home** button.

7.9.1 Adding Employees to the Payroll

The user's guide describes how to add reference and non-reference employees to a payroll.

Attention: An agency user would add employees to a payroll if the agency is **NOT** using external access. Otherwise, if an agency **IS** using external access, prime contractors and subcontractors would add employees to their own payrolls (as appropriate).

Adding a Reference Employee to the Payroll

The user's guide describes adding a reference employee to the payroll.

Figure 11. Add Reference Employees to Contract Payrolls

Exercise 10

In this exercise, you will add a reference employee to the payroll.

1. Click the **Payrolls** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click the row **Actions** button for **Contract_TRAINXX** for vendor **HI-WAY PAVING INC**.
4. Click the **View** action.
5. Click payroll ID **11**.
6. Click the **Employee** quick link.
7. On the **Employees** component, click the component **Actions** button.
8. Click the **Add Ref Employees** action.
9. In the **Quick Find** search box, type **Mary**.
10. In the list of employees returned from the search, click employee **Mary A Simpson**.
11. Click the **Add to Employees** button.

Adding a Non Reference Employee to the Payroll

The user's guide describes adding a non-reference employee to the payroll.

Figure 12. Add Non-Reference Employees to Contract Payrolls

Exercise 11

In this exercise, you will manually add a new non-reference employee to the payroll.

1. On the **Employees** component, click the component **Actions** button.
2. Click the **Add Employee** action.
3. In the **First Name** field, type **Harry**.
4. In the **Last Name** field, type **SmithXX** (Note: XX is your user number).
5. In the **Payment Type** field, click the dropdown arrow and select **Hourly**.
6. In the **Gender** field, click the dropdown arrow and select **Male**.
7. In the **Ethnic Group** field, click the dropdown arrow and select **AS-P – ASIAN-PACIFIC AMERICAN**.
8. In the **Social Security Number** field, type **777-88-55XX** (Note: XX is your user number).
9. In the **Address Line 1** field, type **645 NW 60th Street**.
10. In the **City** field, type **Lexington**.
11. In the **State/Province** field, click the dropdown arrow and select **KY – KENTUCKY**.
12. In the **Zip Code** field, type **40510**.
13. Click the **Save** button.

7.9.2 Adding Classifications

The user's guide describes how to add classification information for an employee.

7.9.3 Adding Hours

The user's guide describes how to add labor hours for an employee.

7.9.4 Adding Wages

The user's guide describes how to add wages for an employee.

Attention: An agency user would add employee classifications, labor hours, and wages to a payroll if the agency is **NOT** using external access. Otherwise, if an agency **IS** using external access, prime contractors and subcontractors would add employee classifications, labor hours, and wages to their own payrolls (as appropriate).

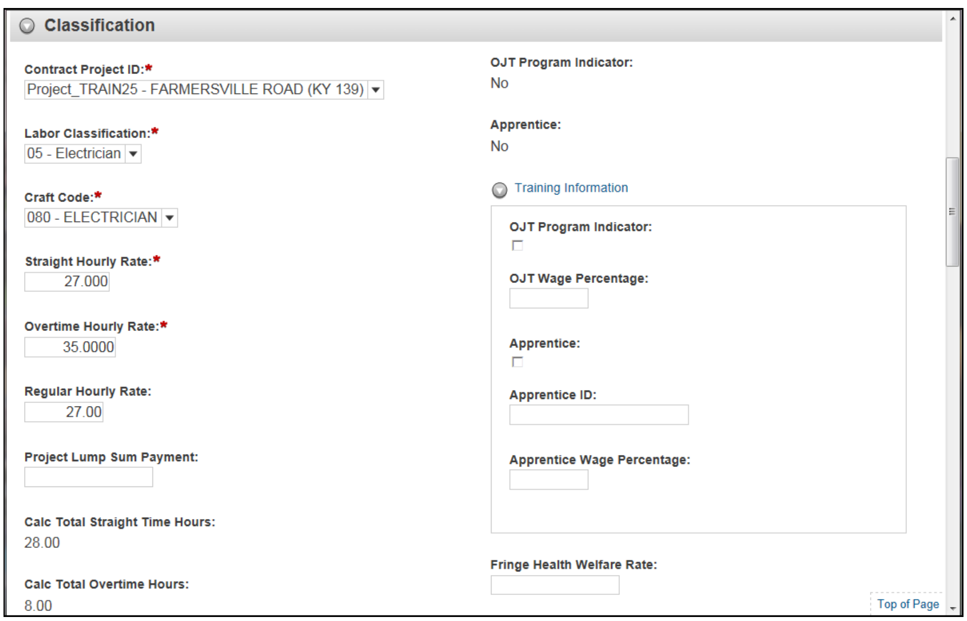

Figure 13. Contract Payroll Classifications

Exercise 12

In this exercise, you will manually add employee classifications, labor hours, and wages to the payroll employees.

1. From the **Payroll Employees** component, scroll down to the **Employees** component.
2. In the **Employees** section, click the dropdown arrow and select employee **Harry SmithXX** (Note: XX is your user number).
3. Scroll down to the **Classification** section for employee **Harry SmithXX** (Note: XX is your user number).
4. In the **Contract Project ID** field, click the dropdown arrow and select **Project_TRAINXX – FARMERSVILLE ROAD (KY 139)** (Note: XX is your user number).
5. In the **Labor Classification** field, click the dropdown arrow and select **05 – Electrician**.
6. In the **Craft Code** field, click the dropdown arrow and select **080 – ELECTRICIAN**.
7. In the **Straight Hourly Rate** field, type **27**.
8. In the **Overtime Hourly Rate** field, type **35**.
9. In the **Regular Hourly Rate** field, type **27**.
10. Scroll down to the **Hours** section.
11. In the **Straight Time Hours Monday** field, type **10**.
12. In the **Straight Time Hours Tuesday** field, type **8**.
13. In the **Straight Time Hours Thursday** field, type **10**.
14. In the **Overtime Hours Friday** field, type **8**.
15. In the **Total Straight Time Hours** field, type **28**.
16. In the **Total Overtime Hours** field, type **8**.

17. Scroll down to the **Wages** section.
18. In the **Federal Gross Pay** field, type **1036**.
19. In the **Total Gross Pay** field, type **1036**.
20. In the **Net Pay** field, type **1036**.
21. In the **Total Hours** field, type **36**.
22. In the **Total Deductions** field, type **0**.
23. Click the **Save** button.

Exercise 13

In this exercise, you will manually add employee classifications, labor hours, and wages to the payroll employees.

1. In the **Employees** section, click the dropdown arrow and select employee **Mary Simpson**.
2. Scroll down to the **Classification** section.
3. In the **Contract Project ID** field, click the dropdown arrow and select **Project_TRAINXX – FARMERSVILLE ROAD (KY 139)** (Note: XX is your user number).
4. In the **Labor Classification** field, click the dropdown arrow and select **15 – Backfiller**.
5. In the **Craft Code** field, click the dropdown arrow and select **090 – OPERATING ENGINEERS – GROUP1**.
6. In the **Straight Hourly Rate** field, type **25**.
7. In the **Overtime Hourly Rate** field, type **35**.
8. In the **Regular Hourly Rate** field, type **25**.
9. Under the **Training Information** link, check the **OJT Program Indicator** check box.

10. In the **OJT Wage Percentage** field, type **70**.
11. Scroll down to the **Hours** section.
12. In the **Straight Time Hours Monday** field, type **8**.
13. In the **Straight Time Hours Wednesday** field, type **8**.
14. In the **Straight Time Hours Thursday** field, type **8**.
15. In the **Total Straight Time Hours** field, type **24**.
16. Scroll down to the **Wages** section.
17. In the **Federal Gross Pay** field, type **600**.
18. In the **Total Gross Pay** field, type **600**.
19. In the **Net Pay** field, type **600**.
20. In the **Total Hours** field, type **24**.
21. In the **Total Deductions** field, type **0**.
22. Click the **Save** button.
23. Click the **Home** button.

7.9.5 Adding Deductions

The user's guide describes how to add non-standard payroll deductions for an employee.

7.9.6 Adding Fringe Benefit Exceptions

The user's guide describes how to add fringe benefit exceptions for an employee.

7.10 Maintaining Payroll Status

The user's guide describes how to maintain information related to the payroll status.

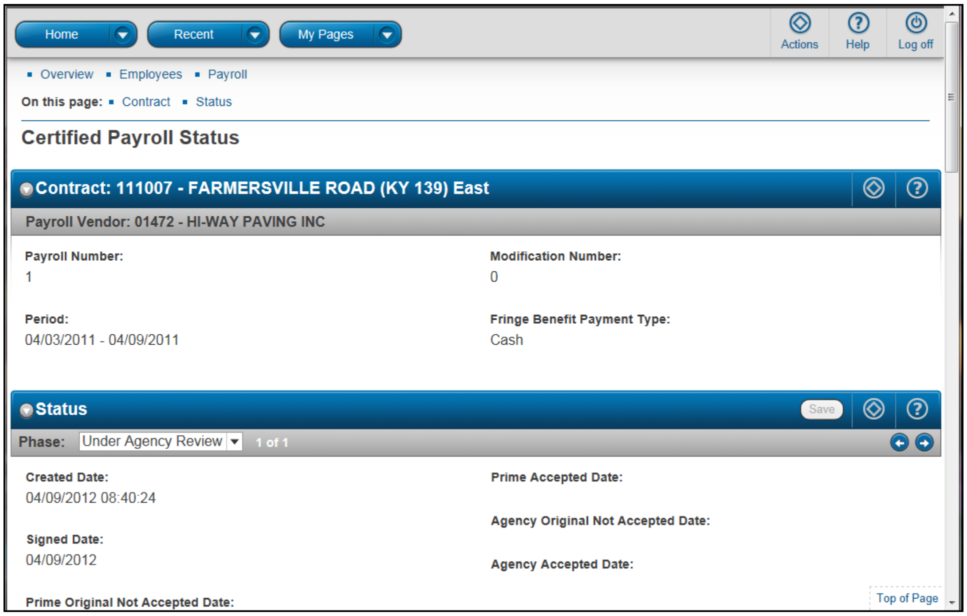

Figure 14. Certified Payroll Status

Exercise 14

In this exercise, you will view the status of a contract vendor payroll.

1. From the **Home** page, under the **CRLMS** component, click the **Payrolls** link.
2. In the **Quick Find** search box, type **111007**.
3. For contract **111007** and vendor **HI-WAY PAVING INC**, click the row **Actions** button.
4. Click the **View** action.
5. Click payroll ID **1**.
6. Click the **Status** quick link.
7. Under the **Status** component, what is the payroll's **Created Date**?

   04/09/2012

8. Click the **Home** button.

7.10.1 Transitions

The user's guide describes how to add transition comments when approving or rejecting a payroll.

☆ **Attention:** An agency user would approve/reject payrolls and add transition comments as appropriate for all payrolls entered into the system, regardless of whether the agency is or is not using external access.

Using the Payroll Transition Comment Window

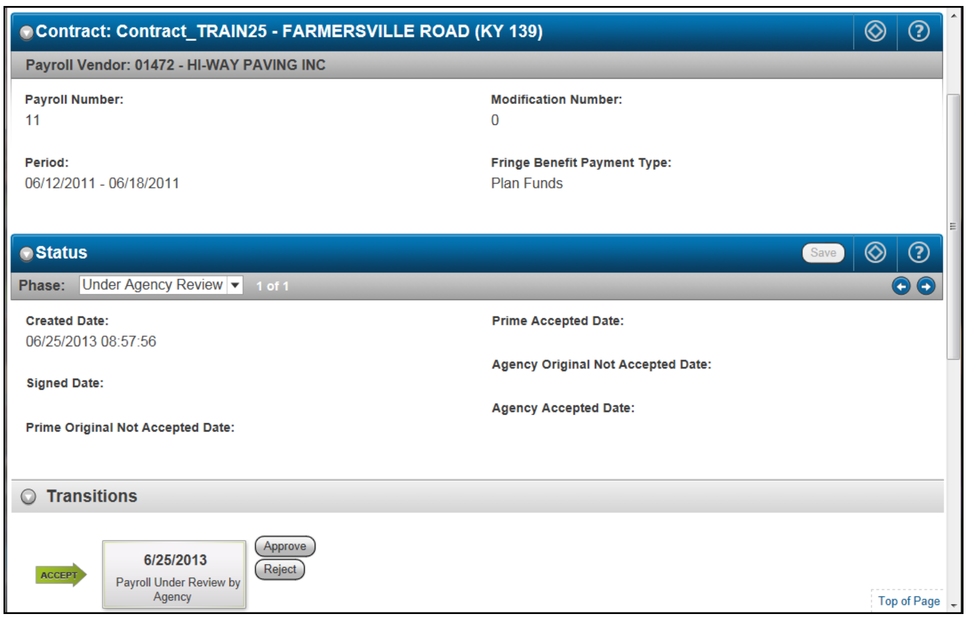

Figure 15. Contract Payroll Transitions

Exercise 15

In this exercise, you will approve a payroll and progress it to the next workflow phase.

1. Under the **CRLMS** component, click the **Payrolls** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click the row **Actions** button for contract **Contract_TRAINXX** for vendor **HI-WAY PAVING INC** (Note: XX is your user number).
4. Click the **View** action.
5. Click payroll ID **11**.
6. Click the **Status** quick link.
7. Under the **Status** component, scroll down to the **Transitions** section.
8. To progress the payroll to the next workflow phase, click the **Approve** button.
9. In the **Comments** field, type **Progressing payroll**.
10. Click the **Save** button.
11. Click the **Home** button.

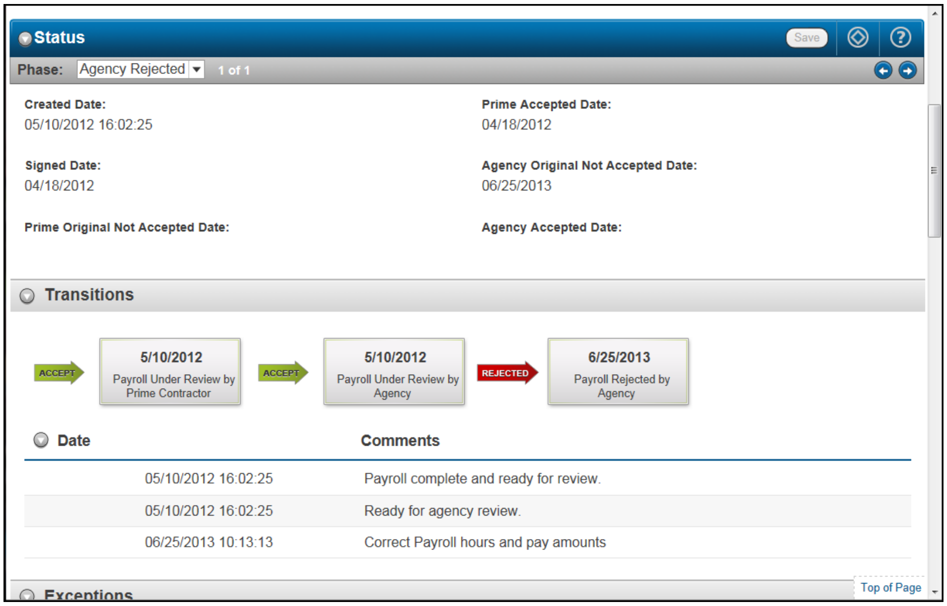

Figure 16 Rejected Contract Payroll

Exercise 16

In this exercise, you will reject a vendor payroll.

1. From the **CRLMS** component, click the **Unapproved Payrolls** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click the row **Actions** button for payroll ID **2** for contract **Contract_TRAINXX** and vendor **02791 CEDAR VALLEY SEEDING INC** (Note: XX is your user number).
4. Click the **Status** action. Review the payroll status information.
5. Under the **Status** component, scroll down to the **Transitions** section and click the **Reject** button.
6. In the **Comments** box, type **Correct payroll hours and pay amounts**.
7. Click the **Save** button.
8. Click the **Home** button.

7.10.2 Exceptions

The user's guide describes payroll exceptions and how to view them.

☆ **Attention:** An agency user would review and resolve payroll exceptions as appropriate for all payrolls entered into the system, regardless of whether the agency is or is not using external access.

Viewing an exception

The user's guide describes viewing an exception.

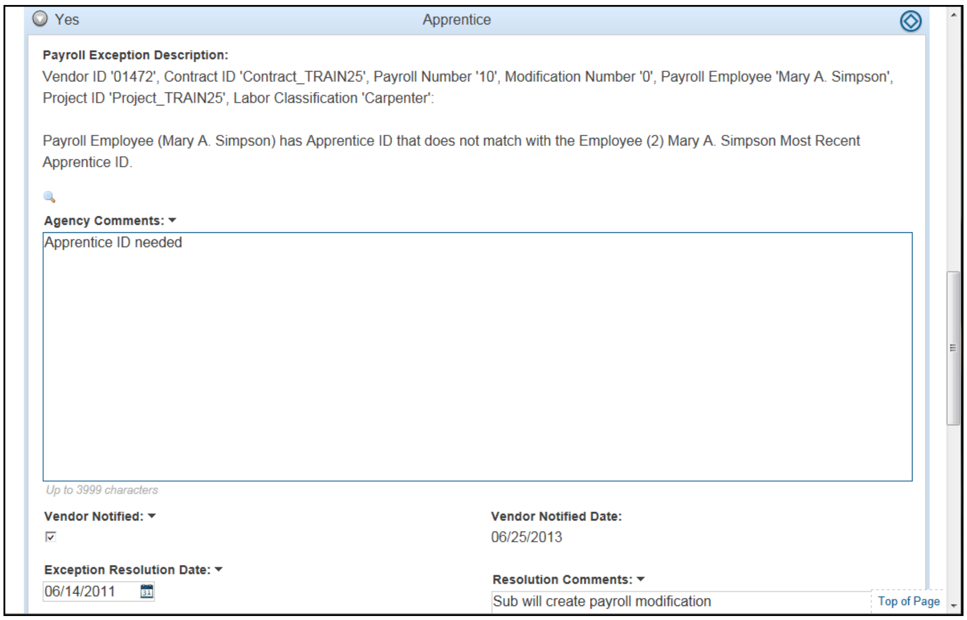

Figure 17. Contract Payroll Exceptions

Exercise 17

In this exercise, you will resolve a payroll exception.

1. In the **CRLMS** component, click the **Unapproved Payrolls** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click the row **Actions** button for payroll ID **10** for contract **Contract_TRAINXX** and vendor **01472 HI-WAY PAVING INC** (Note: XX is your user number).
4. Click the **Status** action.
5. Under the **Status** component, scroll down to the **Exceptions** section. Click the **Expand/Collapse** button for the **first** listed exception.
6. In the **Agency Comments** field, type **Apprentice ID needed**.
7. Select the **Vendor Notified** check box.
8. In the **Exception Resolution Date** field, type **06/14/2011**.
9. In the **Resolution Comments** field, type **Sub will create payroll modification**.
10. Click the **Save** button.

    Note that the exception now appears as resolved in the Exceptions list.

11. Click the **Home** button.

Employee Mismatches

The user's guide describes employee mismatches.

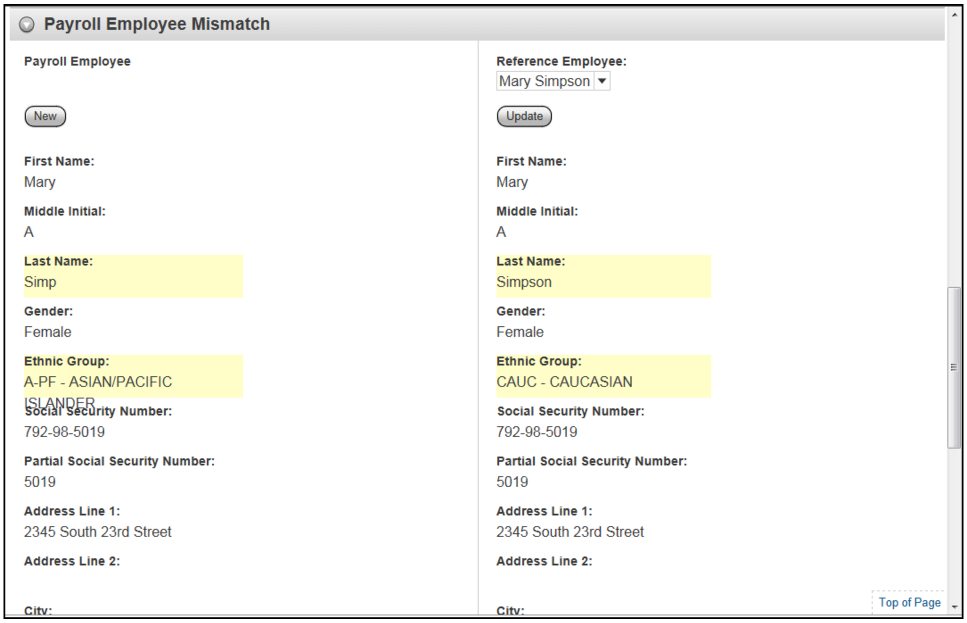

Figure 18. Payroll Employee Mismatch

Exercise 18

In this exercise, you will view a payroll employee mismatch.

1. From the **Home** page, under the **CRLMS** component, click the **Unapproved Payrolls** link.
2. In the **Quick Find** search box, type **111007**.
3. Click the row **Actions** button for payroll ID **5** for contract **111007** and vendor **01472 HI-WAY PAVING INC**.
4. Click the **Status** action.
5. Under the **Status** component, scroll down to the **Employee Mismatches** section.
6. For the listed employee mismatch record, click the **No** link.
7. Under the **Employee Mismatch Resolution** component, scroll down to the **Payroll Employee Mismatch** section.
8. Review the employee mismatch information.

   Note that any differences between the payroll and reference employee records are highlighted.
9. Click the **Home** button.
10. Click the **Log off** button.

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8. Aspirational Goals

8.1 Setting Aspirational Goals

The user's guide describes aspirational goals and the two types; Base Percent Goals and Goals for OJT Trainees.

8.2 Maintaining Base Percent Goals

The user's guide describes how to make changes to an existing base percent goal, delete a base percent goal, and add a new base percent goal.

Agencies can either use a Race Conscious or Race Neutral program.

- Race Conscious – The target percent the agency wants to achieve in DBE participation through contracts where a specific goal is required for minority hiring.
- Race Neutral – The target percent the agency wants to achieve in DBE participation through contracts where minority hiring is voluntary.

Note: The system automatically calculates the value for the Overall Goal field (the sum of the Race Conscious Goal and the Race Neutral Goal).

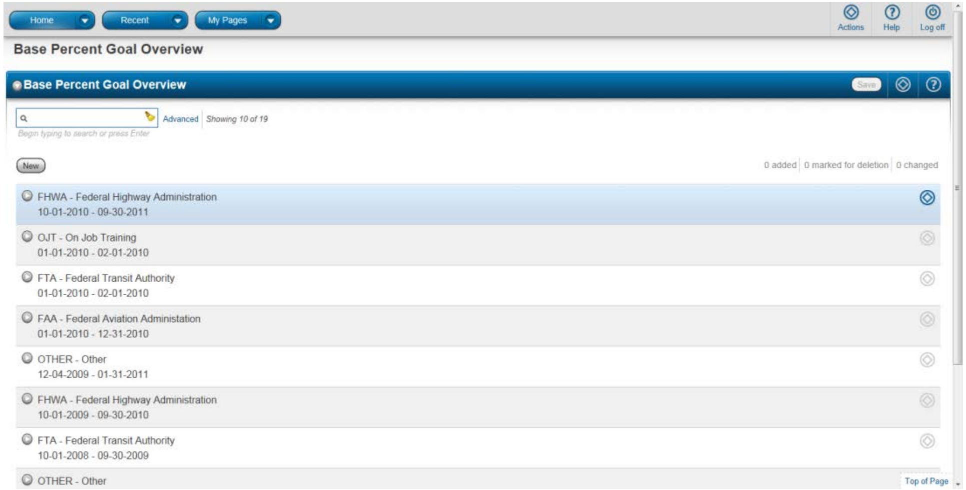

Figure 1. Base Percent Goal Overview

Exercise 1

In this exercise, you will view a base percent goal.

1. Double-click the **CRLMS 2.02** desktop icon.

   An Internet Explorer web browser displays the AASHTO Trns•port logon page.

2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).

3. In the **Password** field, type **PASS**.

4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.

5. Click the **Log On** button.

6. Click the **Home** dropdown arrow and ensure the **CRLMS_TRAINING** role is selected.

7. Under the **CRLMS** component, click the **Base Percent Goal** link.

8. Click the **Show first 10** link

   The system displays a list of up to the first 10 records for all the base percent goals in the system.

9. Click in the **FHWA – Federal Highway Administration 10/01/2010 – 09/30/2011** row to expand the record and view the goal details.

10. Click the **Home** button.

8.3 Maintaining OJT Goals

The user's guide describes how to make changes to an existing OJT goal, delete an OJT goal, and add a new OJT goal.

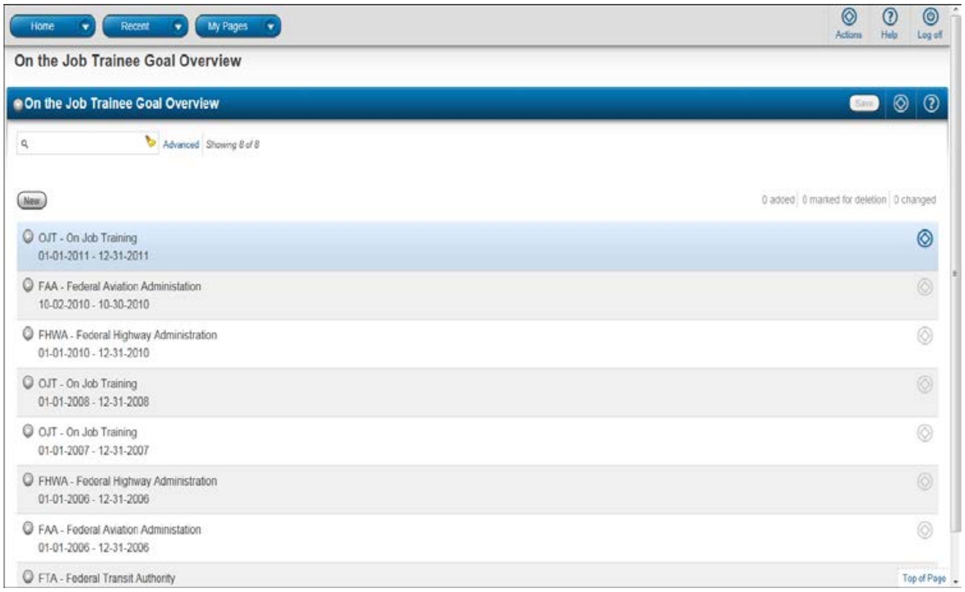

Figure 2. On the Job Trainee Goal Overview

Exercise 2

In this exercise, you will view an on the job trainee goal.

1. From the **Home** page, under the **CRLMS** component, click the **On the Job Trainee Goal** link.

2. Click the **Show first 10** link.

   The system displays a list of up to the first 10 records for all the OJT goals in the system.

3. Click in the **OJT – On Job Training 10/01/2010 – 09/30/2011** row to expand the record and view the goal details.

4. Click the **Home** button.

5. Click the **Log off** button.

9. Contract Compliance

9.1 Labor Compliance

9.1.1 Managing Compliance

The user's guide describes managing compliance on the Labor tab on the Compliance Overview component.

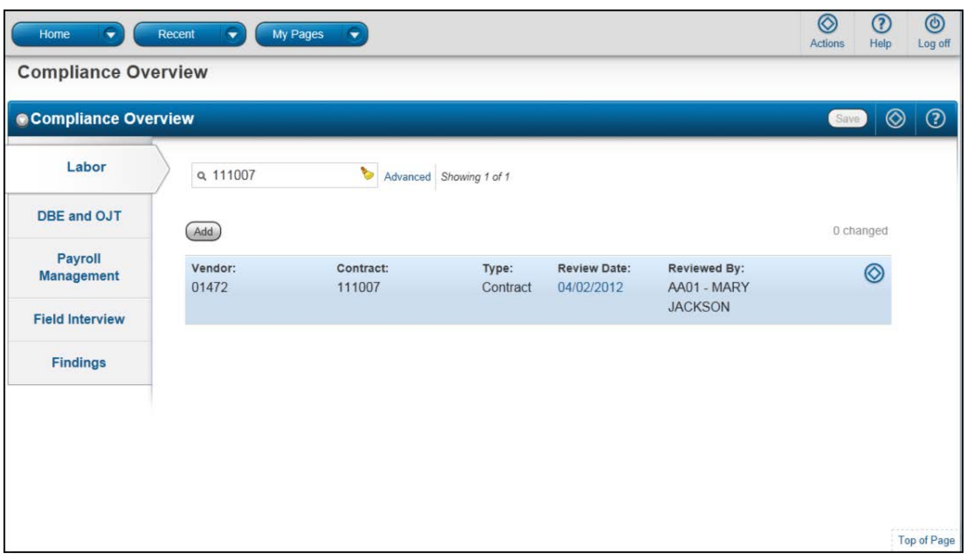

Figure 1. Compliance Overview

Exercise 1

In this exercise, you will view a labor compliance review.

1. Double-click the **CRLMS 2.02** desktop icon.

   An Internet Explorer web browser displays the AASHTO Trns•port logon page.

2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).

3. In the **Password** field, type **PASS**.

4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.

5. Click the **Log On** button.

6. Click the **Home** dropdown arrow and ensure the **CRLMS_TRAINING** role is selected.

7. Under the **CRLMS** component, click the **Compliance** link.

8. On the **Labor** tab, in the **Quick Find** search box, type **111007**.

9. For vendor **01472**, click the **04/02/2012 Review Date** link.

10. What is the **Compliance Type** and **Review Type** for this labor compliance review?

    Contract; On-site

11. Scroll down to the **Review Details** section. What is the **Subcontracting Policy Review Date**?

    03/19/2012

12. Click the **Overview** link.

9.1.2 Adding a Labor Compliance Review

The user's guide describes how to add a new labor review on the Labor tab on the Compliance Overview component.

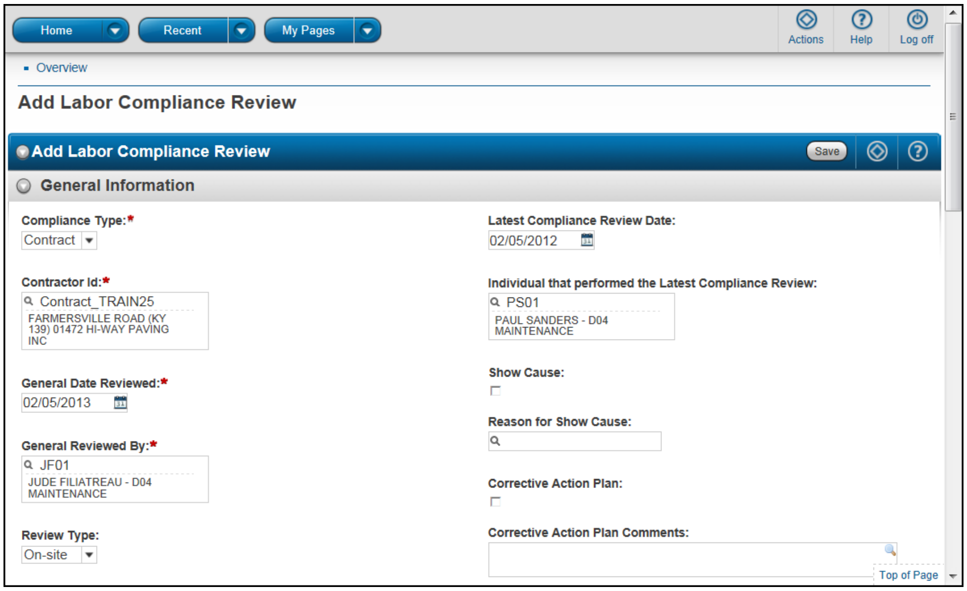

Figure 2. Labor Compliance Review Summary

Exercise 2

In this exercise, you will create a new labor compliance review and enter data in the General Information section.

1. On the **Labor** tab, click the **Add** button.
2. Under the **General Information** section, click the **Compliance Type** dropdown arrow and select **Contract**.
3. In the **Contractor ID** field, type **TRAINXX** (Note: XX is your user number).
4. Click **Contract_TRAINXX Farmersville Road (KY 139), 01472 HI-WAY PAVING INC** (Note: XX is your user number).
5. In the **General Date Reviewed** field, type **02/05/2013**.
6. In the **General Reviewed By** field, type **JF01** and select **JF01 JUDE FILIATREAU - D04 MAINTENANCE**.
7. In the **Review Type** field, click the dropdown arrow and select **On-site**.
8. In the **Reviewed By** field, type **BG01** and select **BG01 BRIAN GREGORY – D04 MAINTENANCE**.
9. In the **Vendor is Compliant** field, select the check box.
10. In the **Vendor is Compliant Date** field, type **02/05/2013**.
11. In the **Compliant Review Comments** field, type **Staff was helpful, but couldn't provide required documentation**.
12. In the **Latest Compliance Review Date** field, type **02/05/2012**.
13. In the **Individual that Performed the Latest Compliance Review** field, type **PS01** and select **PS01 - PAUL SANDERS - D04 MAINTENANCE**.
14. Click the **Save** button.
15. Click the **Overview** quick link.

9.1.3 Maintaining a Labor Compliance Review

The user's guide describes how to maintain a labor review on the Labor tab on the Compliance Overview component.

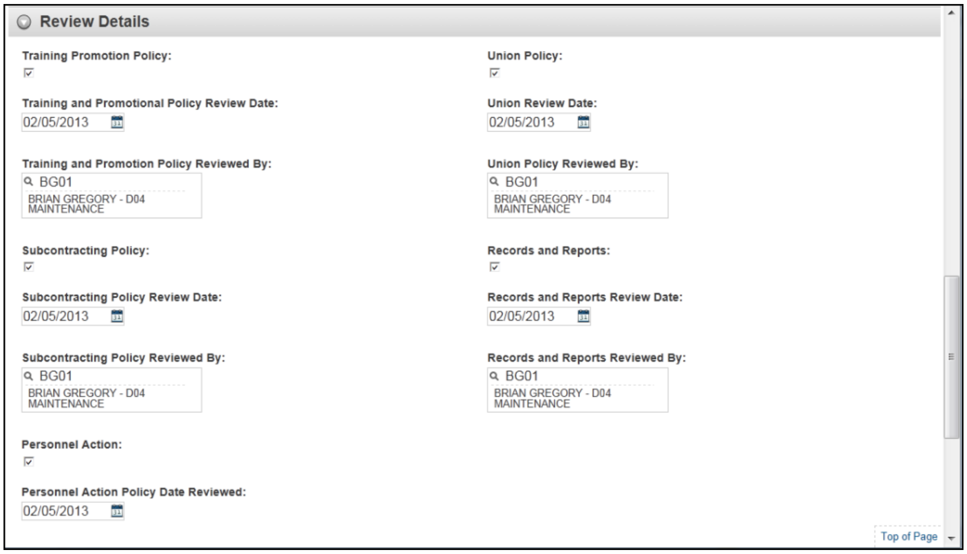

Figure 3. Labor Compliance Review Details

Exercise 3

In this exercise, you will modify your newly created labor compliance review by adding information to the Review Details section.

1. On the **Labor** tab, in the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
2. For vendor **01472** and contract **Contract_TRAINXX**, click the **02/05/2013 Review Date** link (Note: XX is your user number).
3. Scroll down to the **Review Details** section.
4. In the **Training Promotion Policy** field, select the check box.
5. In the **Training and Promotional Policy Review Date** field, type **02/05/2013**.
6. In the **Training and Promotion Policy Reviewed By** field, type **BG01** and select **BG01 BRIAN GREGORY – D04 MAINTENANCE**.
7. In the **Subcontracting Policy** field, select the check box.
8. In the **Subcontracting Policy Review Date** field, type **02/05/2013**.
9. In the **Subcontracting Policy Reviewed By** field, type **BG01** and select **BG01 BRIAN GREGORY – D04 MAINTENANCE**.
10. In the **Records and Reports** field, select the check box.
11. In the **Records and Reports Review Date** field, type **02/05/2013**.
12. In the **Records and Reports Reviewed By** field, type **BG01** and select **BG01 BRIAN GREGORY – D04 MAINTENANCE**.
13. Click the **Save** button.
14. Click the **Home** button.

9.2 DBE/OJT Compliance

9.2.1 Managing DBE and OJT Compliance

The user's guide describes managing DBE and OJT compliance on the DBE and OJT tab on the Compliance Overview component.

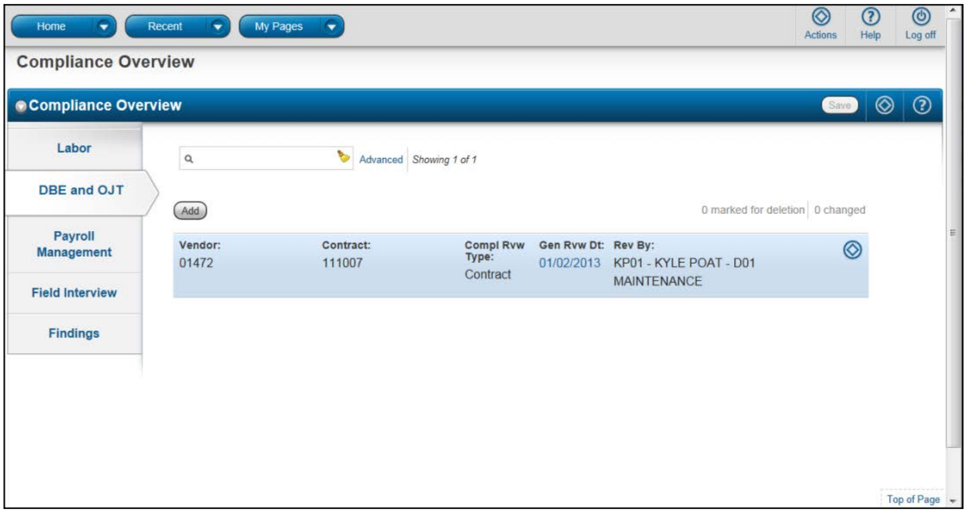

Figure 4. Compliance DBE and OJT Tab

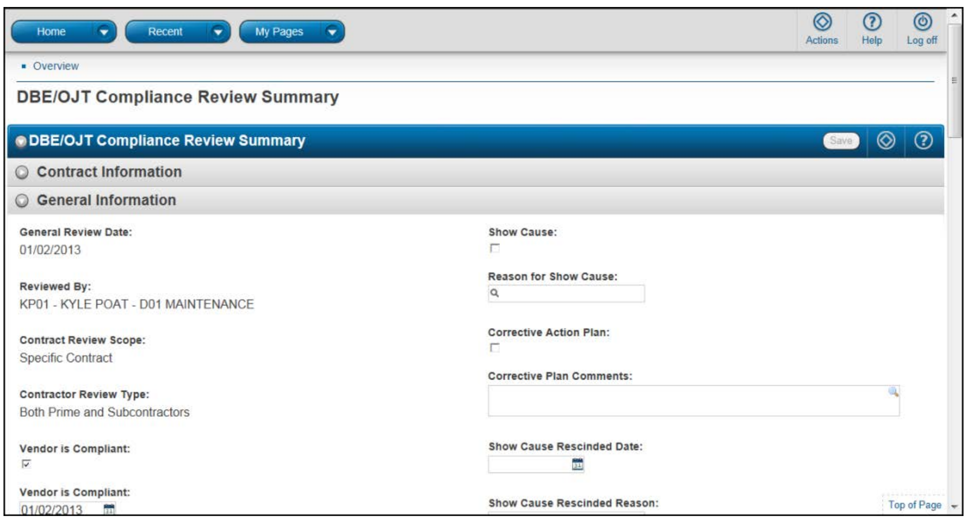

Figure 5. DBE/OJT Compliance Review Summary

Exercise 4

In this exercise, you will view a DBE/OJT compliance review.

1. From the **CRLMS** component, click the **Compliance** link.
2. Click the **DBE and OJT** tab.
3. In the **Quick Find** search box, type **111007**.
4. For contract **111007**, click the **01/02/2013 Gen Rvw Dt** link.
5. Under the **Contract Information** section, what is the **Awarded Contract Amount**?

   $ 2,198,416.95

6. Under the **General Information** section, what is the **Contractor Review Type**?

   Both Prime and Subcontractors

7. Under the **Review Details** section, what is the **EEO Policy Reviewed Date**?

   01/02/2013

8. Click the **Overview** quick link.

9.2.2 Adding a DBE/OJT Compliance Review

The user's guide describes how to add a DBE/OJT compliance review on the DBE and OJT tab on the Compliance Overview component.

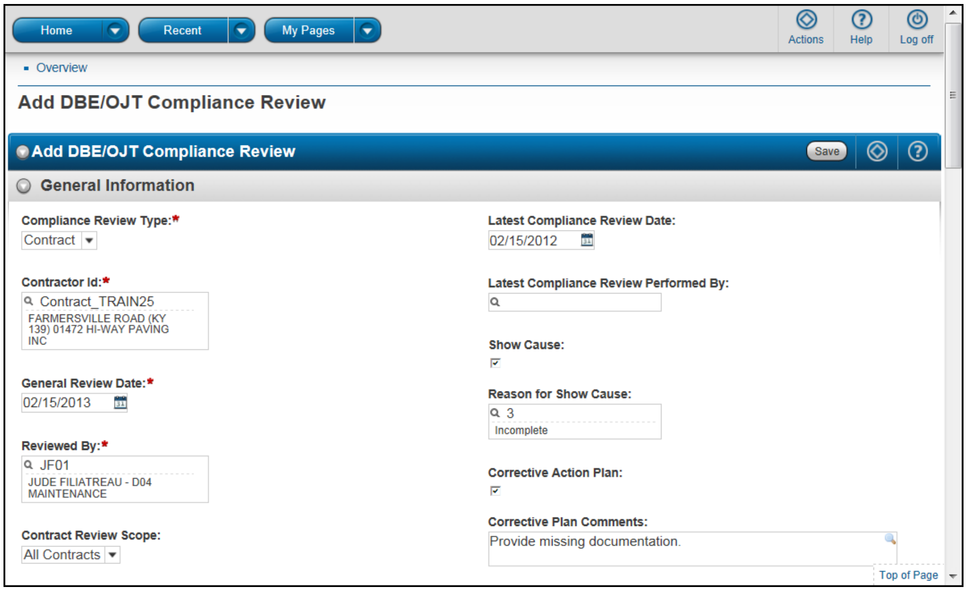

Figure 6. DBE/OJT Compliance Review General Information

Exercise 5

In this exercise, you will create a new DBE/OJT compliance review.

1. On the **DBE and OJT** tab, click the **Add** button.
2. Under the **General Information** section, in the **Compliance Review Type** field, click the dropdown arrow and select **Contract**.
3. In the **Contractor ID** field, type **TRAINXX** (Note: XX is your user number).
4. Select **Contract_TRAINXX Farmersville Road (KY 139), 01472 HI-WAY PAVING INC** (Note: XX is your user number).
5. In the **General Review Date** field, type **02/15/2013**.
6. In the **Reviewed By** field, type **JF01** and select **JF01-JUDE FILIATREAU – D04 MAINTENANCE**.
7. In the **Contract Review Scope** field, click the dropdown arrow and select **All Contracts**.
8. In the **Contractor Review Type** field, click the dropdown arrow and select **Both Prime and Subcontractors**.
9. In the **Latest Compliance Review Date** field, type **02/15/2012**.
10. In the **Show Cause** field, select the check box.
11. In the **Reason for Show Cause** field, type **3** and select **3 Incomplete**.
12. In the **Corrective Action Plan** field, select the check box.
13. In the **Corrective Plan Comments** field, type **Provide missing documentation**.
14. Click the **Save** button.
15. Click the **Overview** quick link.

9.2.3 Maintaining a DBE/OJT Compliance Review

The user's guide describes how to maintain a DBE/OJT compliance review on the DBE and OJT tab on the Compliance Overview component.

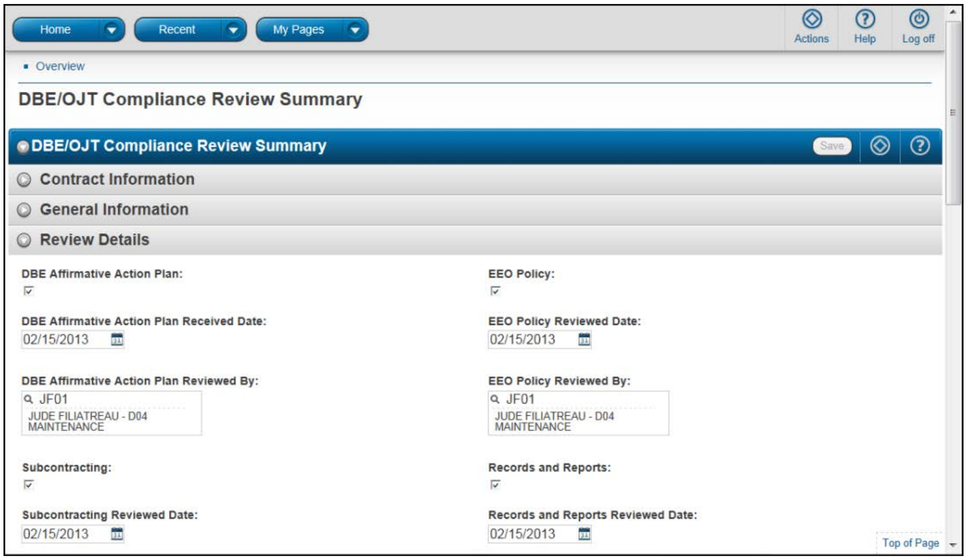

Figure 7. DBE/OJT Compliance Review Details

Exercise 6

In this exercise, you will modify your newly created DBE/OJT compliance review by entering data in the Review Details section.

1. On the **DBE and OJT** tab, in the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
2. For vendor **01472** and contract **Contract_TRAINXX**, click the **02/15/2013 Gen Rvw Dt** link (Note: XX is your user number).
3. Scroll down to the **Review Details** section.
4. In the **DBE Affirmative Action Plan** field, select the check box.
5. In the **DBE Affirmative Action Plan Received Date** field, type **02/15/2013**.
6. In the **DBE Affirmative Action Plan Reviewed By** field, type **JF01** and select **JF01 JUDE FILIATREAU – D04 MAINTENANCE**.
7. In the **EEO Policy** field, select the check box.
8. In the **EEO Policy Reviewed Date** field, type **02/15/2013**.
9. In the **EEO Policy Reviewed By** field, type **JF01** and select **JF01 JUDE FILIATREAU – D04 MAINTENANCE**.
10. In the **Training and Promotion** field, select the check box.
11. In the **Training and Promotion Reviewed Date** field, type **02/15/2013**.
12. In the **Training and Promotion Reviewed By** field, type **JF01** and select **JF01 JUDE FILIATREAU – D04 MAINTENANCE**.
13. Click the **Save** button.
14. Click the **Home** button.

9.3 Payroll Management Compliance

9.3.1 Managing Payroll Management Compliance

The user's guide describes managing payroll management compliance on the Payroll Management tab on the Compliance Overview component.

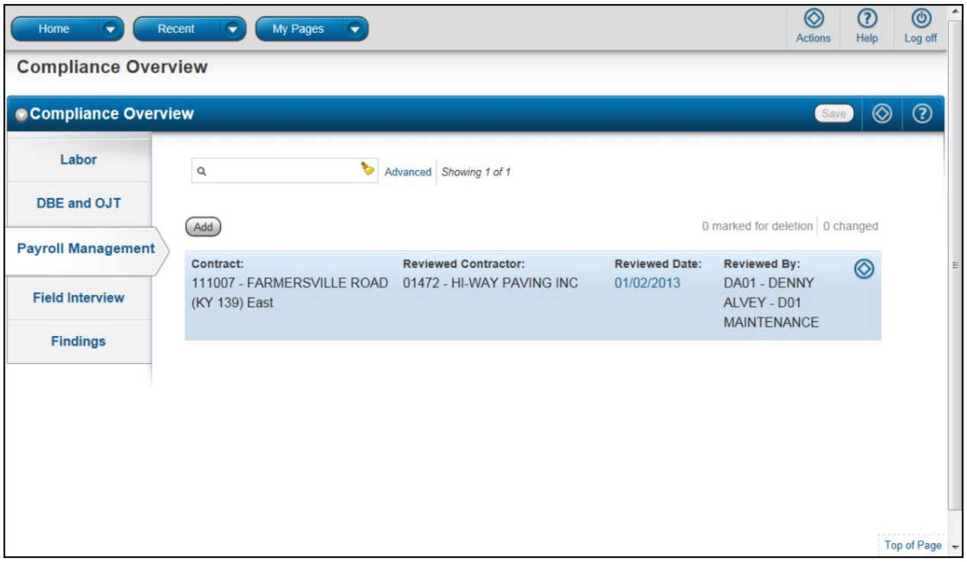

Figure 8. Compliance Overview Payroll Management Tab

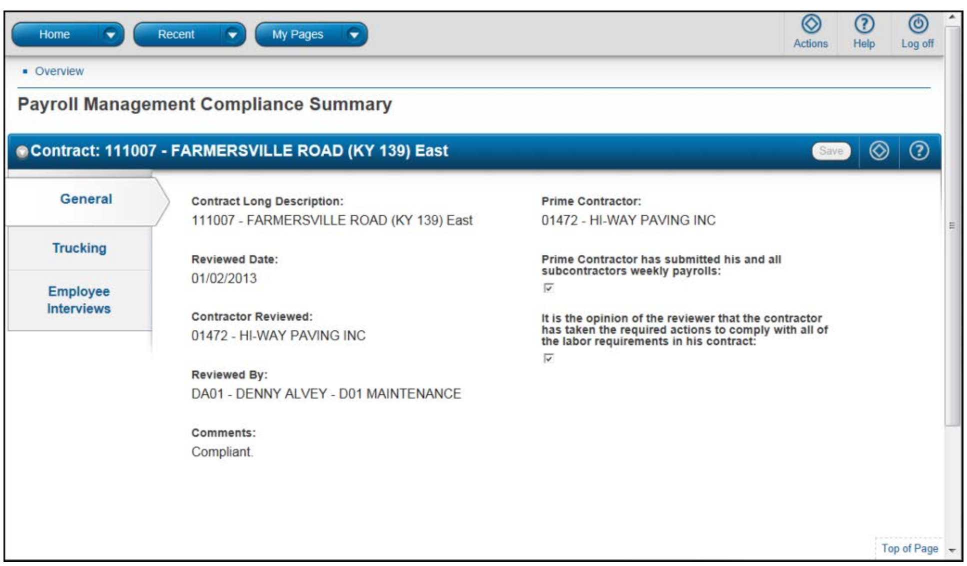

Figure 9. Payroll Management Compliance Summary General Tab

Exercise 7

In this exercise, you will view a payroll management compliance review.

1. Under the **CRLMS** component, click the **Compliance** link.
2. Click the **Payroll Management** tab.
3. In the **Quick Find** search box, type **111007**.
4. For contract **111007**, click the **01/02/2013 Reviewed Date** link.
5. On the **General** tab, what is the **Reviewed Date**?

   01/02/2013

6. Click the **Trucking** tab.
7. How many **Trucking Companies** were interviewed?

   2

8. Click the **Expand/Collapse** button.
9. What is the name of the first trucking company listed?

   Trucking Inc.

10. Click the **Employee Interviews** tab.
11. How many **Employees** were interviewed?

    2

12. Click the **Overview** quick link.

9.3.2 Adding a Payroll Management Compliance Review

The user's guide describes how to add a new payroll management review on the Payroll Management tab on the Compliance Overview component.

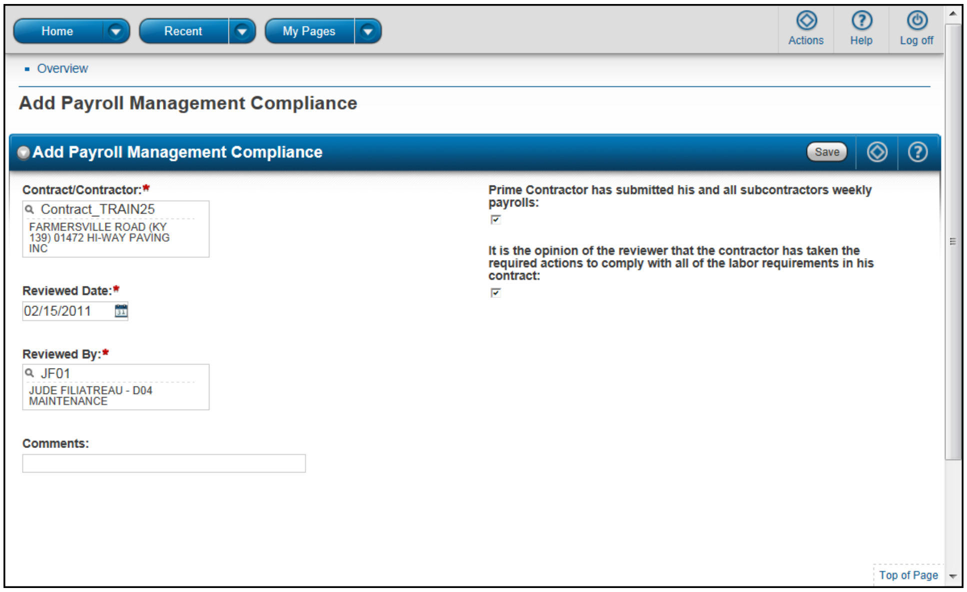

Figure 10. Add Payroll Management Compliance

Exercise 8

In this exercise, you will create a new payroll management compliance review.

1. From the **Compliance Overview** component, click the **Payroll Management** tab.

2. Click the **Add** button.

3. In the **Contract/Contractor** field, type **TRAINXX** (Note: XX is your user number).

4. Click **Contract_TRAINXX Farmersville Road (KY 139), 01472 HI-WAY PAVING INC** (Note: XX is your user number).

5. In the **Reviewed Date** field, type **02/15/2013**.

6. In the **Reviewed By** field, type **JF01** and select **JF01 JUDE FILIATREAU – D04 MAINTENANCE**.

7. Click the **Save** button.

   Note that if any Field Interviews have been performed for this Contractor on this Contract, the Trucking and Employee Interviews tabs will include links to those records.

8. Click the **Overview** quick link.

9.3.3 Maintaining a Payroll Management Compliance Review

The user's guide describes how to maintain a payroll management review on the Payroll Management tab on the Compliance Overview component.

9.3.4 Maintaining Payroll Management Compliance Trucking

The user's guide describes how to maintain trucking field interviews for a payroll management review on the Trucking tab on the Payroll Management Compliance Summary component.

☆ **Attention:** The information displayed on the Trucking tab on the Payroll Management Compliance Summary component is the same trucking field interview information that is maintained through the Field Interview tab on the Compliance Overview component.

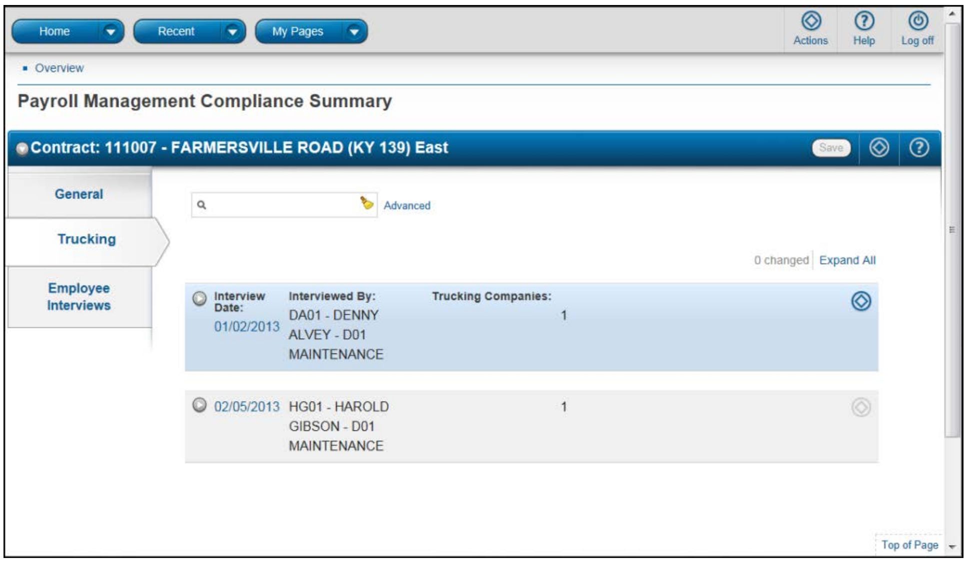

Figure 11. Payroll Management Compliance Summary Trucking Tab

Exercise 9

In this exercise, you will view trucking field interview information on the Trucking tab for a payroll management compliance review.

1. Click the **Payroll Management** tab.

2. In the **Quick Find** search box, type **111007**.

3. For contract **111007**, click the **01/02/2013 Reviewed Date** link.

4. Click the **Trucking** tab.

   Note: If any Field Interviews have been performed for this contractor on this contract, the Trucking tab will include links to those records.

5. Click the **01/02/2013 Interview Date** link.

6. On the **Field Interview Summary** component, click the **Trucking** tab.

7. Click the **Expand/Collapse** button for trucking company **We Haul Material**. What is the **Truck Type**?

   SEMI – Semi Tractor Trailer

8. Click the **Recent** dropdown arrow and select **Payroll Management Compliance Summary Contract: 111007 – FARMERSVILLE ROAD (KY 139)**.

9.3.5 Maintaining Payroll Management Compliance Employees

The user's guide describes how to maintain employee field interviews for a payroll management review on the Employee Interviews tab on the Payroll Management Compliance Summary component.

☆ **Attention:** The information displayed on the Employee Interviews tab on the Payroll Management Compliance Summary component is the same employee field interview information that is maintained through the Field Interview tab on the Compliance Overview component.

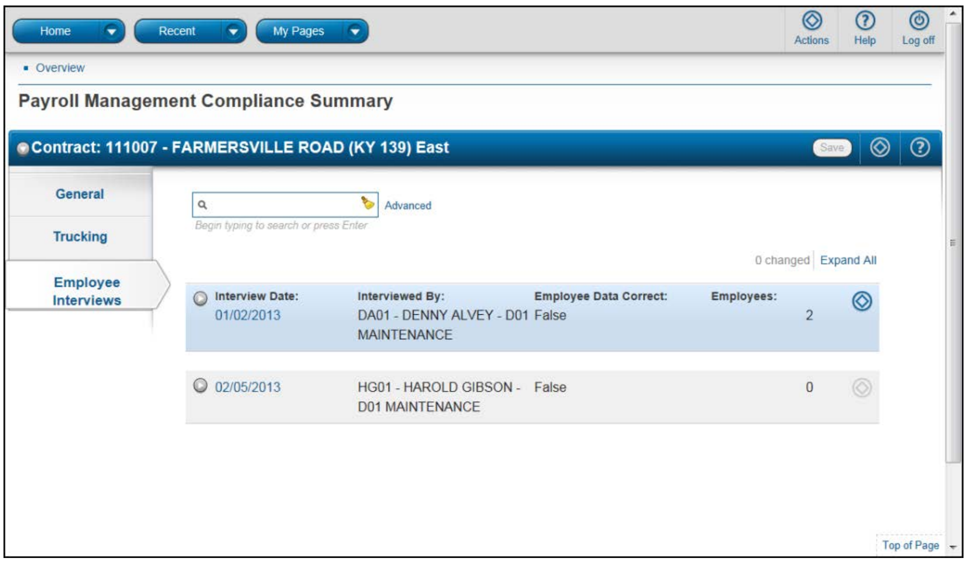

Figure 12. Payroll Management Compliance Summary Employee Interviews Tab

Exercise 10

In this exercise, you will view employee field interview information on the Employee Interviews tab for a payroll management compliance review.

1. Click the **Employee Interviews** tab.

   Note: If any Field Interviews have been performed for this contractor on this contract, the Employee Interviews tab will include links to those records.

2. Click the **01/02/2013 Interview Date** link.

3. On the **Field Interview Summary** component, scroll to the **Field Interview Employees** component.

4. What is the name of the first employee interviewed?

   John J Jones

5. Scroll down to the **Classifications** section for employee **John J Jones**.

6. What is the **Wage Rate**?

   25.00

7. Click the **Recent** dropdown arrow and select **Payroll Management Compliance Summary Contract: 111007 – FARMERSVILLE ROAD (KY 139)**.

8. Click the **Overview** quick link.

9.4 Field Interviews

9.4.1 Managing Field Interviews

The user's guide describes managing field interviews on the Field Interview tab on the Compliance Overview component.

Figure 13. Contract Compliance Field Interview Tab

Exercise 11

In this exercise, you will view a field interview.

1. From the **Compliance Overview** component, click the **Field Interview** tab.
2. In the **Quick Find** search box, type **111007**.
3. Click the **01/02/2013 Field Interview Date** link.
4. Scroll down to the **Field Interview Employees** component.
5. In the **Interview Employees** section, click the dropdown arrow and select employee **Mary A Simpson**.
6. What is Mary's **Interview Number**?

   2

7. Scroll down to the **Classifications** section. What is Mary's **Job Classification**?

   02 Carpenter

8. Click the **Compliance Overview** quick link.

9.4.2 Adding a Field Interview

The user's guide describes how to add a field interview on the Field Interview tab on the Compliance Overview component.

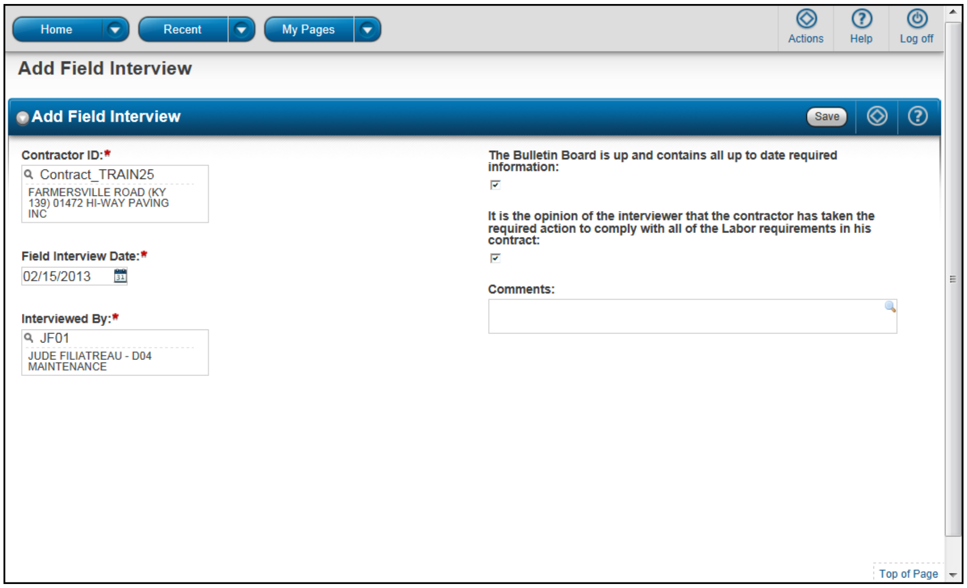

Figure 14. Add Field Interview

Exercise 12

In this exercise, you will create a new field interview.

1. From the **Compliance Overview** component, click the **Field Interview** tab.
2. Click the **Add** button.
3. In the **Contractor ID** field, type **TRAINXX** (Note: XX is your user number).
4. Click **Contract_TRAINXX Farmersville Road (KY 139), 01472 HI-WAY PAVING INC** (Note: XX is your user number).
5. In the **Field Interview Date** field, type **02/15/2013**.
6. In the **Interviewed By** field, type **JF01** and select **JF01 JUDE FILIATREAU – D04 MAINTENANCE**.
7. Click the **The Bulletin Board is up and contains all up to date required information:** check box.
8. Click the **It is the opinion of the interviewer that the contractor has taken the required action to comply with all of the Labor requirements in his contract:** check box.
9. Click the **Save** button.
10. Click the **Field Interview** tab.
11. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
12. For contract **Contract_TRAINXX – FARMERSVILLE ROAD** (**KY 139), 01472 HI-WAY PAVING INC**, click the **02/15/2013 Field Interview Date** link (Note: XX is your user number).

9.4.3 Maintaining a Field Interview

The user’s guide describes how to maintain a field interview on the Field Interview Summary component.

9.4.4 Maintaining Field Interview Trucking

The user's guide describes how to maintain trucking field interviews on the Trucking tab on the Field Interview Summary component.

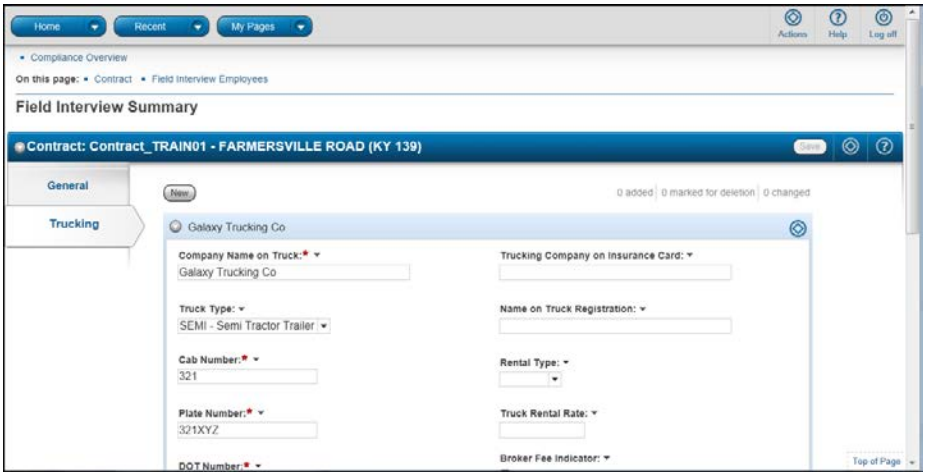

Figure 15. Field Interview Summary Trucking Tab

Exercise 13

In this exercise, you will add trucking field interview information to your newly created field interview record.

1. Click the **Trucking** tab.
2. In the **Company Name on Truck** field, type **Galaxy Trucking**.
3. In the **Truck Type** field, click the dropdown arrow and select **SEMI – Semi Tractor Trailer**.
4. In the **Cab Number** field, type **321**.
5. In the **Plate Number** field, type **321XYZ**.
6. In the **DOT Number** field, type **1654**.
7. In the **Drivers CDL** field, type **678FL03**.
8. In the **Rental Type** field, click the dropdown arrow and select **Month – Month**.
9. In the **Truck Rental Rate** field, type **2000**.
10. Click the **Save** button.

9.4.5 Maintaining Field Interview Employees

The user's guide describes how to maintain and add employee field interview information on the Field Interview Summary component.

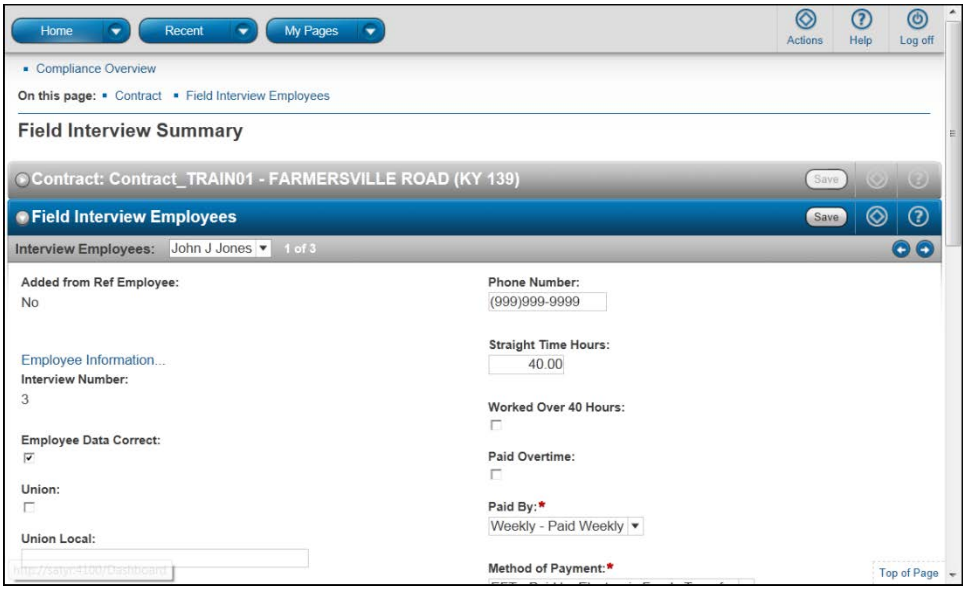

Figure 16. Field Interview Summary Employees

Exercise 14

In this exercise, you will add a reference employee to the field interview. You will also enter additional employee field interview information.

1. Scroll down to the **Field Interview Employees** component.
2. Click the component **Actions** button.
3. Click the **Add Ref Employees** action.

   The system displays the Select Reference Employees modal window.

4. In the **Paid By** field, click the dropdown arrow and select **Weekly – Paid Weekly**.
5. In the **Method of Payment** field, click the dropdown arrow and select **EFT – Paid by Electronic Funds Transfer**.
6. Click the **Show first 10** link.
7. Click the row for employee **John J Jones**.
8. Click the **Add to Field Interview** button.
9. Scroll down to the **Field Interview Employees** component.
10. In the **Straight Time Hours** field, type **40**.
11. In the **Deductions other than Income and FICA Taxes** field, select the check box.
12. Scroll down to the **Classifications** section.
13. In the **Job Classification** field, type **carp** and select **02 Carpenter**.

14. In the **Description of Duties and Tools** field, type **Forming with power saw, framing hammer**.

15. In the **Wage Rate** field, type **35**.

16. In the **Wage Rate Scale** field, type **30**.

17. In the **OJT Program** field, select the check box.

18. In the **OJT Percentage Received** field, type **80**.

19. In the **First Fringe Benefit Program** field, click the dropdown arrow and select **Fringe Pension**.

20. Click the **Save** button.

Adding Employee Information to the Field Interview

The user's guide describes adding employee information to the field interview.

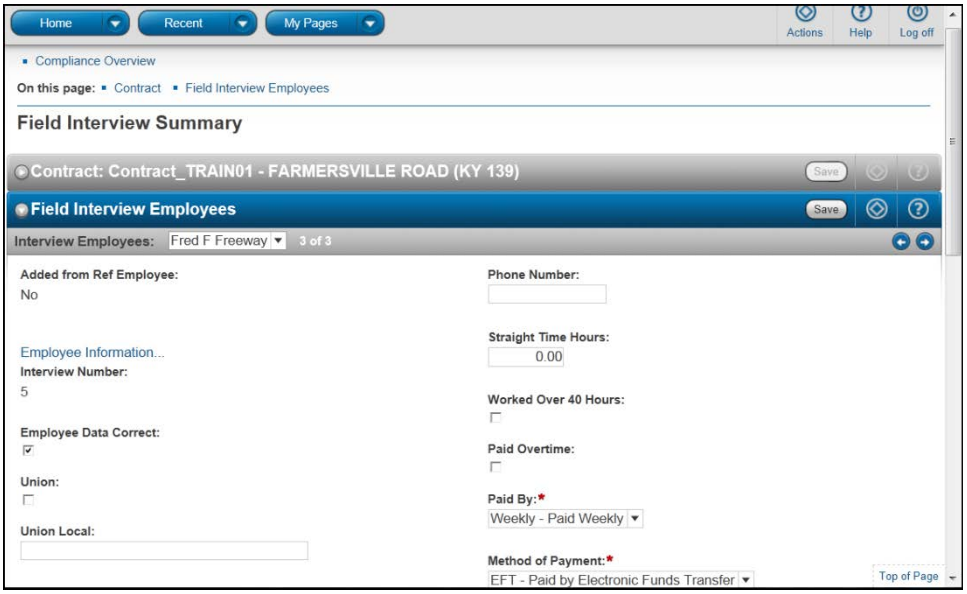

Figure 17. Field Interview Summary Employees

Exercise 15

In this exercise, you will manually add an employee to the field interview. You will also enter additional employee field interview information.

1. On the **Field Interview Employees** component, click the component **Actions** button.
2. Click the **Add Employee** action.

   The system displays the Field Interview Employee Information modal window.

3. In the **Paid By** field, click the dropdown arrow and select **Weekly – Paid Weekly**.
4. In the **Method of Payment** field, click the dropdown arrow and select **EFT – Paid by Electronic Funds Transfer**.
5. In the **First Name** field, type **Fred**.
6. In the **Last Name** field, type **Freeway**.
7. In the **Gender** field, click the dropdown arrow and select **Male**.
8. In the **Ethnicity** field, click the dropdown arrow and select **CAUC – CAUCASIAN**.
9. Click the **Save** button.
10. Click the **Refresh** button.
11. Scroll down to the **Classifications** section.
12. In the **Job Classification** field, type **carp** and select **02 Carpenter**.
13. In the **Description of Duties and Tools** field, type **Forming with hand saw**.
14. In the **Wage Rate** field, type **35**.
15. In the **Wage Rate Scale** field, type **30**.
16. Click the **Save** button.
17. Click the **Home** button.

9.5 Compliance Findings

9.5.1 Managing Compliance Findings

The user's guide describes managing compliance findings on the Findings tab on the Compliance Overview component.

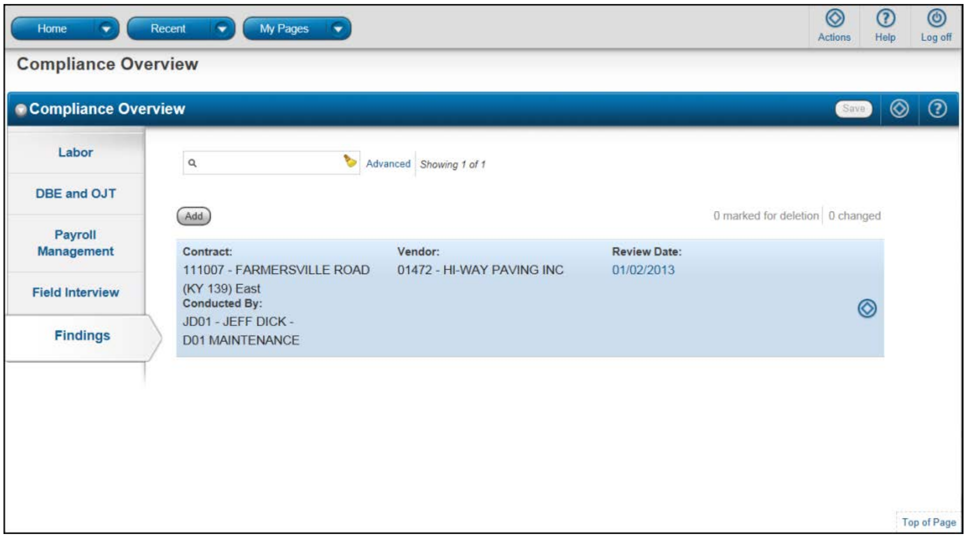

Figure 18. Compliance Overview

Exercise 16

In this exercise, you will view compliance findings.

1. From the **Home** page, under the **CRLMS** component, click the **Compliance** link.
2. Click the **Findings** tab.
3. In the **Quick Find** search box, type **111007**.
4. Click the **01/02/2013 Review Date** link.
5. Who conducted the compliance findings?

   JD01 - JEFF DICK - D01 MAINTENANCE

6. Click the **Overview** quick link.

9.5.2 Maintaining a Compliance Finding

The user’s guide describes how to maintain compliance findings on the Findings Summary component.

9.5.3 Adding a Compliance Finding

The user’s guide describes how to add new compliance findings on the Findings Summary component.

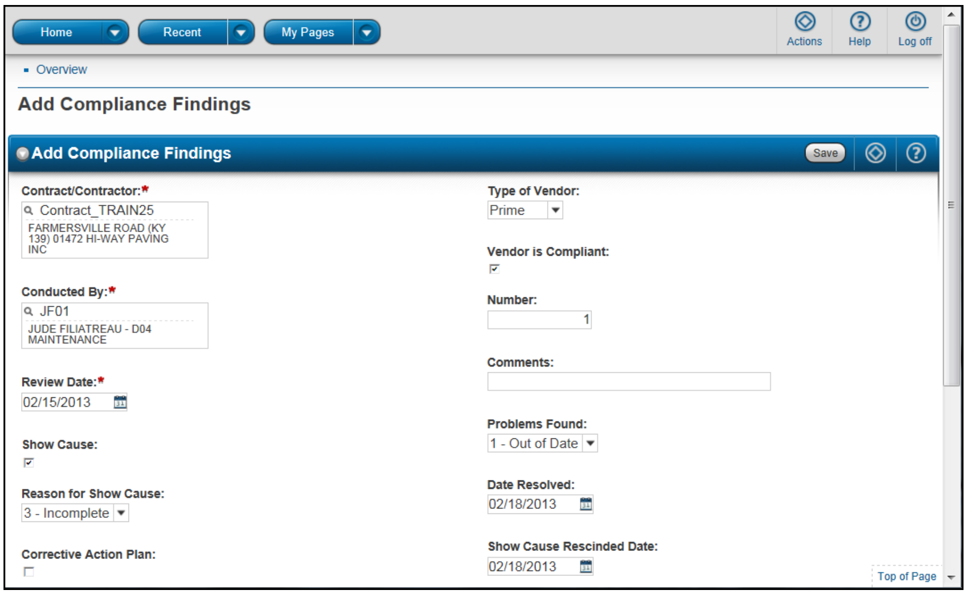

Figure 19. Add Compliance Findings

Exercise 17

In this exercise, you will create a new compliance finding.

1. From the **Compliance Overview** component, click the **Findings** tab.
2. Click the **Add** button.
3. In the **Contract/Contractor** field, type **TRAINXX** (Note: XX is your user number).
4. Click **Contract_TRAINXX Farmersville Road (KY 139), 01472 HI-WAY PAVING INC** (Note: XX is your user number).
5. In the **Conducted By** field, type **JF01** and select **JF01 JUDE FILIATREAU – D04 MAINTENANCE**.
6. In the **Review Date** field, type **02/15/2013**.
7. In the **Show Cause** field, select the check box.
8. In the **Reason for Show Cause** field, click the dropdown arrow and select **3 – Incomplete**.
9. In the **Type of Vendor** field, click the dropdown arrow and select **Prime**.
10. In the **Vendor is Compliant** field, select the check box.
11. In the **Number** field, type **1**.
12. In the **Problems Found** field, click the dropdown arrow and select **1 – Out of Date**.
13. In the **Date Resolved** field, type **02/18/2013**.
14. In the **Show Cause Rescinded Date** field, type **02/18/2013**.
15. In the **Show Cause Rescinded Reason** field, click the dropdown arrow and select **2 – Information Updated**.
16. Click the **Save** button.
17. Click the **Home** button.
18. Click the **Log off** button.

19.

10. Interfaces

10.1 Executing System Interfaces

The user's guide lists available processes for export or import between Trns•port applications and describes how to execute a system interface.

10.2 Executing an Import

The user's guide describes how to import a file from another application.

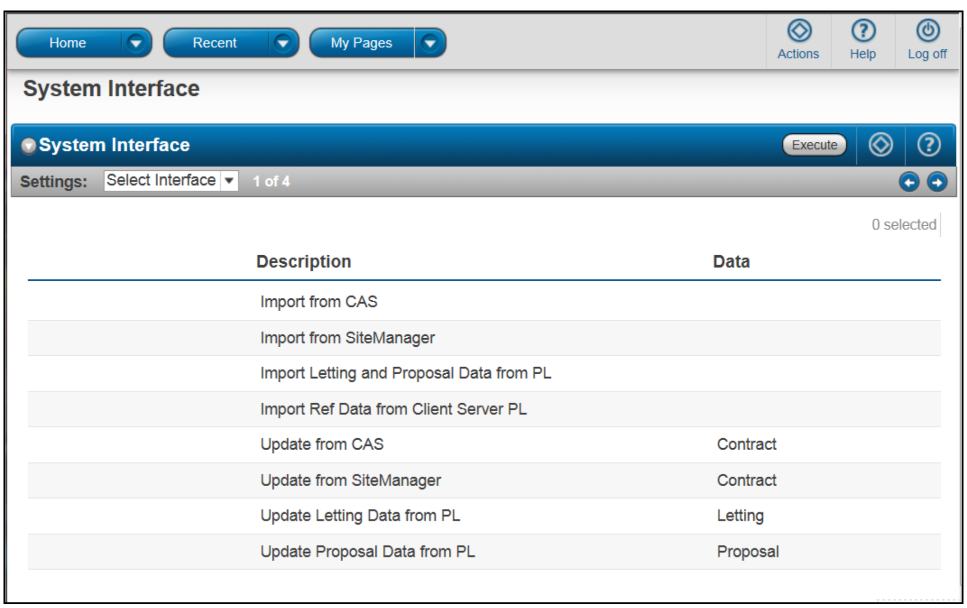

Figure 1. System Interface

Exercise 1

In this exercise, you will view the list of available AASHTO Trns•port processes and interfaces.

1. Double-click the **CRLMS 2.02** desktop icon.

   An Internet Explorer web browser displays the AASHTO Trns•port logon page.

2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).
3. In the **Password** field, type **PASS**.
4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.
5. Click the **Log on** button.
6. Click the **Home** dropdown arrow and ensure the **CRLMS_TRAINING** role is selected.
7. Click the system **Actions** button on the Menu Bar.
8. Click the **Execute Process** action.

   The system lists all the processes you can execute.

9. Click the system **Actions** button on the Menu Bar.
10. Click the **Execute System Interface** action.

    The system lists all the system interfaces you can execute.

11. Click the **Home** button.
12. Click the **Log off** button.

10.3 Importing Contract Data from CAS

The user's guide outlines the two processes for importing contract data from CAS.

Note: Only the construction data needed by CRLMS is imported from CAS. Data imported from CAS will display as read only in CRLMS.

10.3.1 Import Data from CAS

The user's guide describes how to import contract data from CAS.

10.3.2 Update Data from CAS

The user's guide describes how to update contract data from CAS.

10.3.3 Imported Data

The user's guide lists the contract information retrieved from CAS during the import process.

10.4 Importing Contract Data from SiteManager

The user's guide outlines the two processes for importing contract data from SiteManager and lists conditions to check before importing contract data.

Note: Only the construction data needed by CRLMS is imported from SiteManager. Data imported from SiteManager will display as read only in CRLMS.

10.4.1 Importing Data from SiteManager

The user's guide describes how to import contract data from SiteManager.

10.4.2 Updating Data from SiteManager

The user's guide describes how to update contract data from SiteManager.

10.4.3 Rules Followed in the Import Process

The user's guide lists the rules the system follows during an import from SiteManager.

10.4.4 Imported Data

The user's guide lists information about imported data.

10.5 Importing Data from PES/LAS

In the following sections, the user's guide describes several interface processes that can import and update information from PES/LAS to create and maintain data in the CRLMS software.

10.5.1 Updating Lettings from PES/LAS

The user's guide describes how to update selected lettings in CRLMS with information from PES/LAS.

10.5.2 Updating Proposals from PES/LAS

The user's guide describes how to update selected proposals and projects (with associated data) in CRLMS with information from PES/LAS.

10.5.3 Importing Reference Data from PES/LAS

The user's guide describes how to import reference data from PES/LAS and lists the tables affected by the import.

10.5.4 Importing Lettings and Proposals from PES/LAS

The user's guide describes an interface that inserts new proposals and associated data, projects associated to proposals, and associated project data into Trns•port CRLMS based on information from PES/LAS.

The user's guide also lists the rules the system follows when performing this import.

10.6 Interface Flowcharts

The user’s guide has three interface flowcharts on the following topics:

- CRLMS Interfaces for CRLMS Only License
- CRLMS Interfaces for CRLMS and Preconstruction Licenses
- CRLMS Interfaces for Upgrading from PES/LAS to web Trns•port Preconstruction

10.6.1 CRLMS Interfaces for CRLMS Only License

The user’s guide includes an interface flowchart for a CRLMS Only License.

10.6.2 CRLMS Interfaces for CRLMS and Preconstruction Licenses

The user’s guide includes an interface flowchart for CRLMS and Preconstruction Licenses.

10.6.3 CRLMS Interfaces for Upgrading from PES/LAS to web Trns•port Preconstruction

The user’s guide includes an interface flowchart for upgrading from PES/LAS to web Trns•port Preconstruction.

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11. Reports

11.1 Working with Reports

The user's guide describes the availability of reports and gives directions on how to generate reports.

Note: Browser pop-up blockers may affect the display of CRLMS reports.

11.2 Using Report Parameters

The user's guide describes report parameters, including

- Dates
- Subreports
- Report Output Type
- Report Layout Source (Base, Custom, or Test)

11.3 Data Access Log

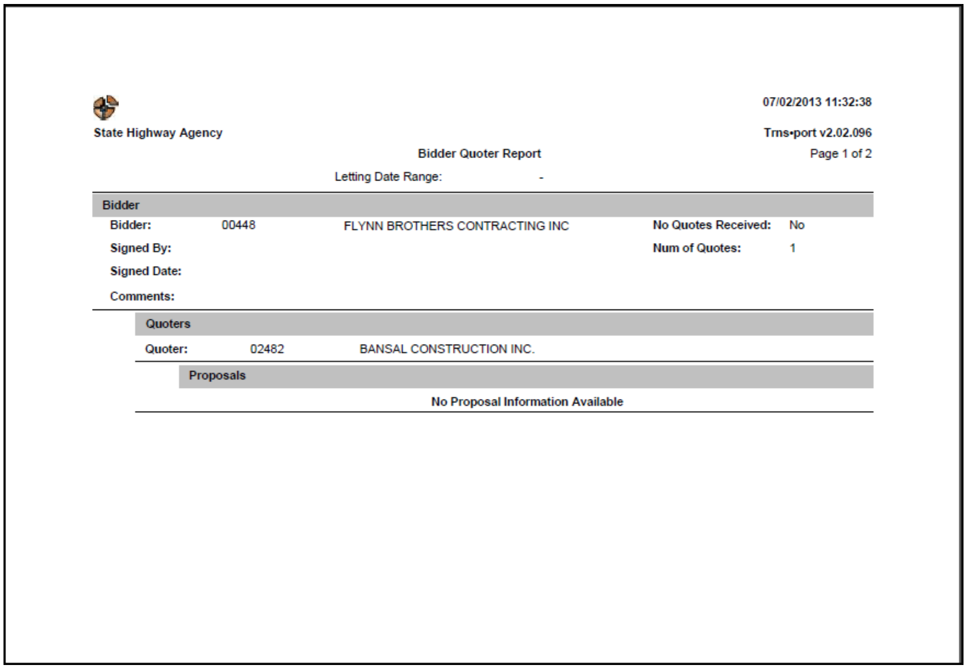
The user's guide describes the Data Access Log report for system administrators.

11.4 CRLMS Reports

The user's guide describes each of the following CRLMS reports.

11.4.1 Bidder Quoter Report

The user's guide describes the Bidder Quoter report.



State Highway Agency

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Trns•port v2.02.096

Bidder Quoter Report

Page 1 of 2

Letting Date Range: -

Bidder

Bidder:	00448	FLYNN BROTHERS CONTRACTING INC	No Quotes Received:	No
Signed By:			Num of Quotes:	1
Signed Date:				
Comments:				

Quoters

Quoter: 02482 BANSAL CONSTRUCTION INC.

Proposals

No Proposal Information Available

Figure 1. Bidder Quoter Report

Exercise 1

In this exercise, you will generate the Bidder Quoter report from the Menu Bar.

1. Double-click the **CRLMS 2.02** desktop icon.

   An Internet Explorer web browser displays the AASHTO Trns•port logon page.

2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).

3. In the **Password** field, type **PASS**.

4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.

5. Click the **Log On** button.

6. Click the **Home** dropdown arrow and ensure the **CRLMS_TRAINING** role is selected.

7. Click the system **Actions** button on the Menu Bar.

8. Click the **Generate Report** action.

   The system lists all the reports you can generate.

9. Click the **Bidder Quoter** report.

10. On the **Select Data** page, in the **Quick Find** search box, type **0448**.

11. Click the first record listed for vendor **00448 – FLYNN BROTHERS CONTRACTING INC**.

12. Click the **Settings** dropdown arrow and select **Set Parameters**.

13. On the **Set Parameters** page, ensure the **Start Date** and **End Date** parameters are empty.

14. Click the **Settings** dropdown arrow and select **Output Options**.

15. Confirm the **Generate as PDF** output type is selected.

16. Click the **Settings** dropdown arrow and select **Schedule Report**.

17. Ensure **Enable Scheduling** is not selected.

18. Click the **Execute** button.

19. View the report results. Close the report.

20. Click the **Home** button.

11.4.2 Contract DBE Interest Report

The user's guide describes the Contract DBE Interest report as well as the data requirements for contract items to be included in the report.

Note: The Contract DBE Interest report is contained within the Contract Price Schedule report.

11.4.3 Contract Clearance DBE Participation Report

The user's guide describes the Contract Clearance DBE Participation report.

State Highway Agency

Contract Clearance
DBE Participation Report

Page: 1

Contract: 007111	Date Assigned to DBE Specialist:
Letting Date: 2/18/2011	State Project No:
Federal Project Number: HAO 5033(004)	District: 02 02
Location:	Prime Contractor ID: 01272
Awarded Amount: $2,198,416.95	Prime Contractor Name: STAN PAVING INC
Overall Federal Funding %: 100.00	Telephone No: 6148761700
DBE Goal %: 4.50	Required DBE Commitment Amount: $98,928.76
Revised DBE Goal %: 0.00	Total Subcontracted Amount: $52,520.00
Current Contract Amount: $2,198,416.95	Total Subcontracted to DBE Vendors: $43,120.00

EEO Staff Monitoring Project:

Monitoring Report Sent: ☐ Date: To Whom:

Subcontractor, Truckers, and Suppliers	Consent Date	Ethnic Group	Work Classification	DBE Certified	Subcontracted Amount	Supplier 60%
06106 BALE CONTRACTING INC	04/02/2011		ASPHALT PAVING	☐	$9,400.00	
82482 ALBANS CONSTRUCTION INC.	04/02/2011	A-IN	ASPHALT PAVING	☑	$43,120.00	$25,872.00

DBE Commitment Vendor	Commitment Amount	Race Conscious Amount	Race Neutral Amount	Revised Commitment Amount	Supplier/Manufacturer/Broker/Regular Dealer	Trucker/Broker
82482 ALBANS CONSTRUCTION INC.	$300,000.00	$250,000.00	$50,000.00		☑	☑

Work Type	Description
04	

Figure 2. Contract Clearance DBE Participation Report

Exercise 2

In this exercise, you will generate the standard Contract Clearance DBE Participation report using row Actions and component Actions.

1. From the **Home** page, under the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **111007**.
3. For contract **111007**, click the row **Actions** button.
4. Click the **Contract Clearance** report.
5. On the **Set Parameters** page, ensure all parameters are not selected.
6. Click the **Settings** dropdown arrow and select **Output Options**.
7. Confirm the **Generate as PDF** output type is selected.
8. Click the **Execute** button.
9. View the report results. Close the report.
10. Click the **Recent** dropdown arrow.
11. Click the **Contract Overview** link.
12. Click contract ID **111007**.
13. Click the component **Actions** button.
14. Click the **Contract Clearance** report.
15. Click the **Execute** button.
16. View the report results. Close the report.
17. Click the **Home** button.

11.4.4 Contract Employment Data Report

The user's guide describes the Contract Employment Data report.

11.4.5 Contract Payments Report

The user's guide describes the Contract Payments report as well as the data requirements that must be in place in order to generate a complete Contract Payments report.

Data Requirements for this Report

The user's guide describes the data requirements that must be in place in order to generate a complete Contract Payments report.

Agencyoption Table

The user's guide describes the data contained in the agencyoption table.

Contract Table

The user's guide describes the data contained in the contract table.

Contractpayment Table

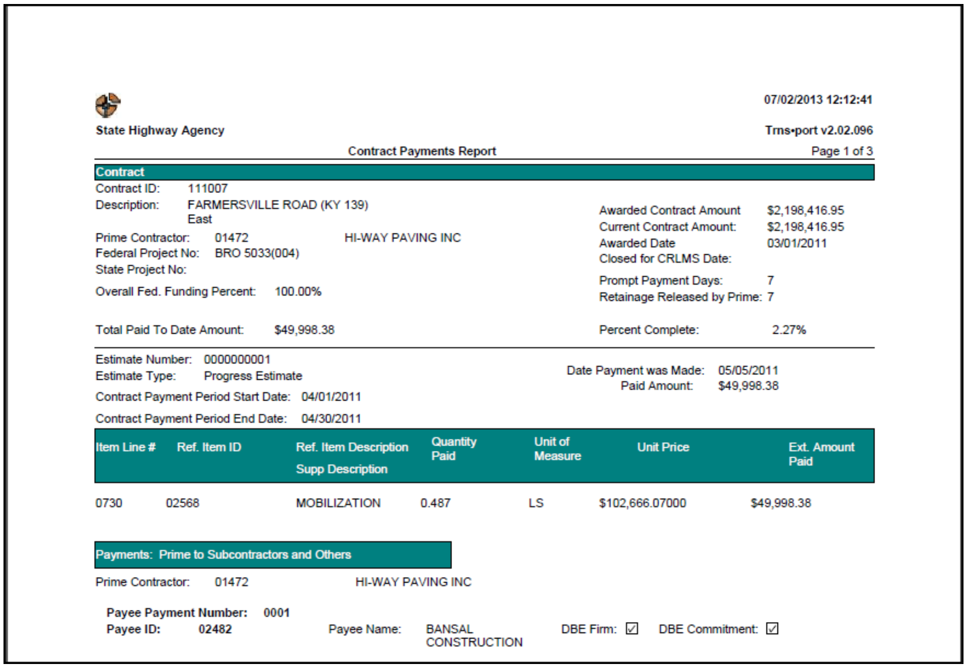
The user's guide describes the data contained in the contractpayment table.

Contractpaymentitem Table

The user's guide describes the data contained in the contractpaymentitem table.

Subcontractorpayment Table

The user's guide describes the data contained in the subcontractorpayment table.



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State Highway Agency

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Contract Payments Report

Page 1 of 3

Contract

Contract ID: 111007

Description: FARMERSVILLE ROAD (KY 139) East

Prime Contractor: 01472 HI-WAY PAVING INC

Federal Project No: BRO 5033(004)

State Project No:

Overall Fed. Funding Percent: 100.00%

Total Paid To Date Amount: $49,998.38

Awarded Contract Amount $2,198,416.95

Current Contract Amount: $2,198,416.95

Awarded Date 03/01/2011

Closed for CRLMS Date:

Prompt Payment Days: 7

Retainage Released by Prime: 7

Percent Complete: 2.27%

Estimate Number: 0000000001

Estimate Type: Progress Estimate

Contract Payment Period Start Date: 04/01/2011

Contract Payment Period End Date: 04/30/2011

Date Payment was Made: 05/05/2011

Paid Amount: $49,998.38

Item Line #	Ref. Item ID	Ref. Item Description / Supp Description	Quantity Paid	Unit of Measure	Unit Price	Ext. Amount Paid
0730	02568	MOBILIZATION	0.487	LS	$102,666.07000	$49,998.38

Payments: Prime to Subcontractors and Others

Prime Contractor: 01472 HI-WAY PAVING INC

Payee Payment Number: 0001

Payee ID: 02482 Payee Name: BANSAL CONSTRUCTION DBE Firm: ☑ DBE Commitment: ☑

Figure 3. Contract Payments Report

Exercise 3

In this exercise, you will generate the Contract Payments report.

1. From the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **111007**.
3. For contract **111007**, click the row **Actions** button.
4. Click the **Contract Payment** report.
5. Click the **Execute** button.
6. View the report results. Close the report.
7. Click the **Home** button.

11.4.6 Contract Vendor Employment Data Report

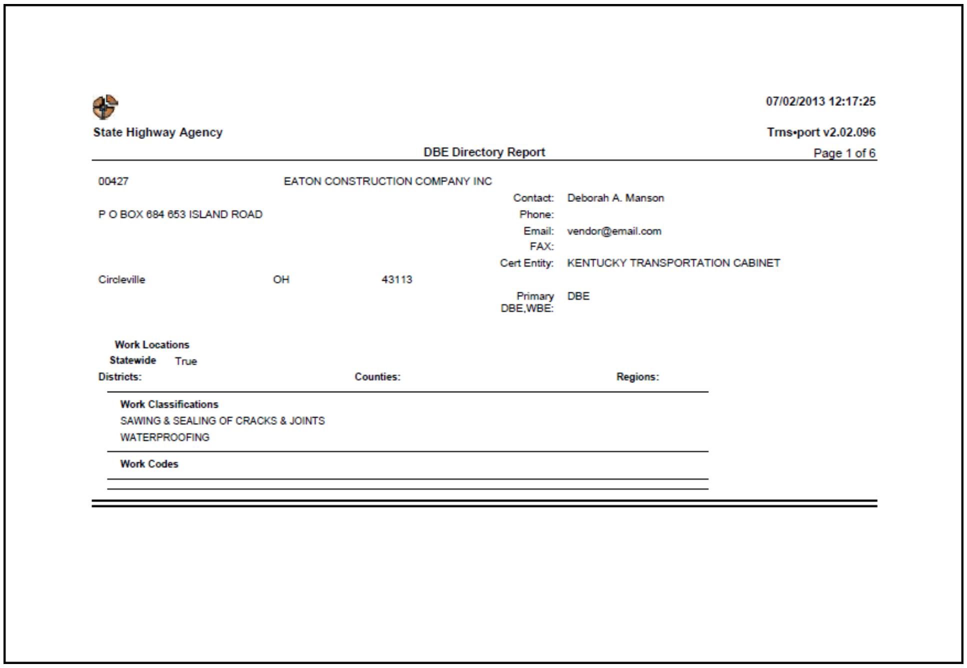
The user's guide describes the Contract Vendor Employment Data report.

11.4.7 DBE Directory

The user's guide describes the DBE Directory report as well as related data requirements.

Data Requirements for this Report

The user's guide describes the data requirements.



State Highway Agency

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Trns•port v2.02.096

DBE Directory Report

Page 1 of 6

00427	EATON CONSTRUCTION COMPANY INC			
			Contact:	Deborah A. Manson
P O BOX 684 653 ISLAND ROAD			Phone:	
			Email:	vendor@email.com
			FAX:	
			Cert Entity:	KENTUCKY TRANSPORTATION CABINET
Circleville	OH	43113		
			Primary DBE,WBE:	DBE

Work Locations

Statewide True

Districts: **Counties:** **Regions:**

Work Classifications

SAWING & SEALING OF CRACKS & JOINTS

WATERPROOFING

Work Codes

Figure 4. DBE Directory Report

Exercise 4

In this exercise, you will generate the DBE Directory report using the Menu Bar.

1. Click the system **Actions** button on the Menu Bar.
2. Click the **Generate Report** action.
3. In the Settings dropdown, Click the **DBE Directory** report.
4. Confirm the **Generate as PDF** output type is selected.
5. Click the **Execute** button.
6. View the report results. Close the report.
7. Click the **Home** button.

11.4.8 Federal 1392 Report

The user's guide describes the Federal 1392 report as well as related data requirements.

Data Requirements for this Report

The user's guide describes the data requirements.

OMB NO. 2125-0019

FEDERAL-AID HIGHWAY CONSTRUCTION

SUMMARY OF EMPLOYMENT DATA (INCLUDING MINORITY BREAKDOWN)
FOR ALL FEDERAL-AID PROJECTS FOR THE PERIOD STARTING
7/2/2013 THROUGH 7/8/2013

01 STATE-REGION (5-8)	NUMBER OF PROJECTS (9-12)	TOTAL DOLLAR VALUE (13-23)
	0	$0.00

10. EMPLOYMENT DATA

Table A

Job Categories	Total Employment		Total Minorities		BLACK Not of Hispanic Origin		HISPANIC		AMER INDIAN OR ALASKAN NATIVE		ASIAN OR PACIFIC ISLANDER		WHITE Not of Hispanic Origin		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
02 OFFICIALS (Managers)																		
03 SUPERVISORS																		
04 FOREMEN / WOMEN																		
05 CLERICAL																		
Carpenters																		
Cement Masons																		
Electricians																		
Equip Operators																		
Ironworkers																		
Laborers, Semi-Skilled																		
Laborers, Unskilled																		
Mechanics																		
Painters																		
Pipefitters, Plumbers																		
Truck Drivers																		
Total																		

Table B

Apprentices														
On The Job Trainees														

11. PREPARED BY: (Signature & Title)	DATE	REVIEWED BY: (Signature & Title of State Highway Official)	DATE

This report is required by law and regulation (23 U.S.C. 140a and 23 CFR Part 230). Failure to report will result in noncompliance with this regulation.

Figure 5. Federal 1392 Report

Job Classifications Listed on the Federal 1392 Report

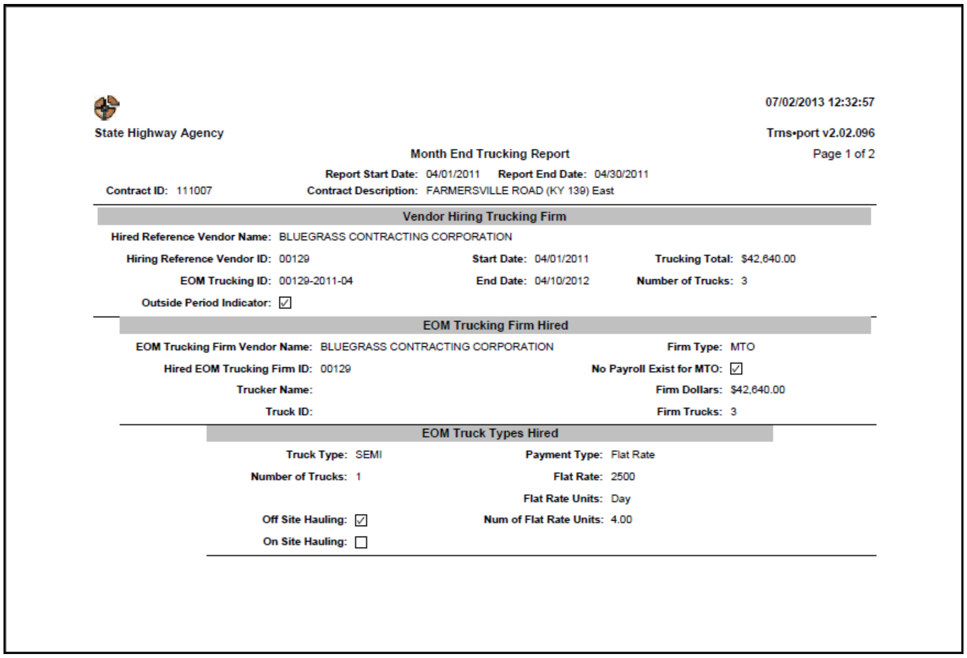
The following four job categories are not typically included in the certified payrolls submitted weekly by the contractors:

- 02 Officials (Management)
- 03 Supervisors
- 04 Foremen / Women
- 05 Clerical

The data related to these job categories will need to be collected by an alternative means.

11.4.9 Month End Trucking Report

The user's guide describes the Month End Trucking report.



State Highway Agency

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Trns•port v2.02.096

Month End Trucking Report

Page 1 of 2

Report Start Date: 04/01/2011 Report End Date: 04/30/2011

Contract ID: 111007 Contract Description: FARMERSVILLE ROAD (KY 139) East

Vendor Hiring Trucking Firm

Hired Reference Vendor Name: BLUEGRASS CONTRACTING CORPORATION

Hiring Reference Vendor ID: 00129 Start Date: 04/01/2011 Trucking Total: $42,640.00

EOM Trucking ID: 00129-2011-04 End Date: 04/10/2012 Number of Trucks: 3

Outside Period Indicator: ☑

EOM Trucking Firm Hired

EOM Trucking Firm Vendor Name: BLUEGRASS CONTRACTING CORPORATION Firm Type: MTO

Hired EOM Trucking Firm ID: 00129 No Payroll Exist for MTO: ☑

Trucker Name: Firm Dollars: $42,640.00

Truck ID: Firm Trucks: 3

EOM Truck Types Hired

Truck Type: SEMI Payment Type: Flat Rate

Number of Trucks: 1 Flat Rate: 2500

Flat Rate Units: Day

Off Site Hauling: ☑ Num of Flat Rate Units: 4.00

On Site Hauling: ☐

Figure 6. Month End Trucking Report

Exercise 5

In this exercise, you will generate the Month End Trucking report.

1. Click the system **Actions** button on the Menu Bar.
2. Click the **Generate Report** action.
3. Click the **Month End Trucking Report** report.
4. In the **Quick Find** search box, type **111007**.
5. For contract **111007**, click the first row for vendor **00129**.
6. In the **Settings** header, click the **Right Arrow** button.
7. In the **Start Date** field, type **04/01/2011**.
8. In the **End Date** field, type **04/30/2011**.
9. Click the **Execute** button.
10. View the report results. Close the report.
11. Click the **Home** button.

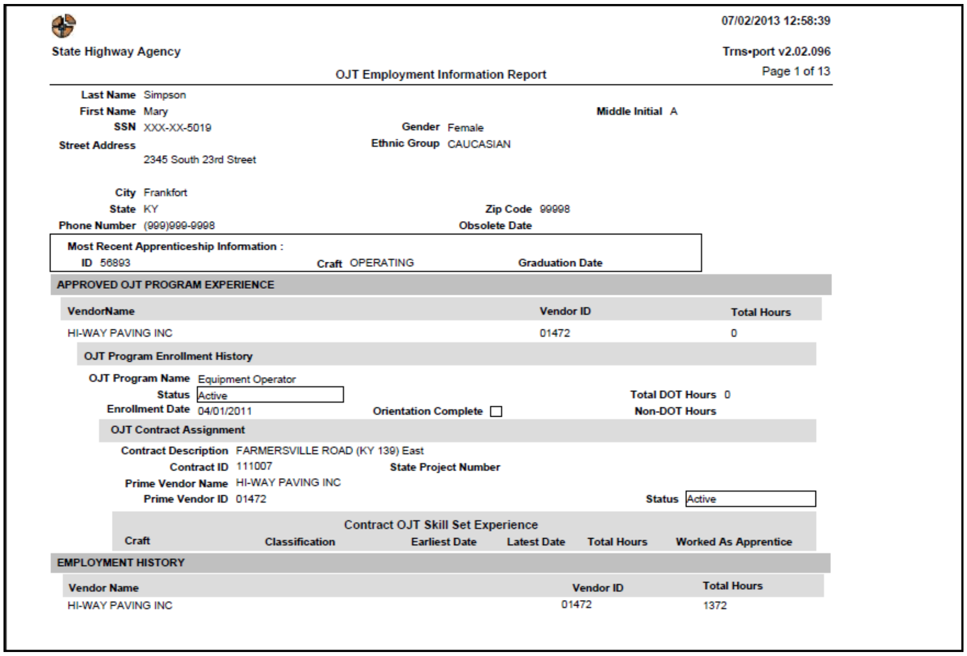
11.4.10 OJT by Contract and Trade Category

The user's guide describes the OJT by Contract and Trade Category report.

Note: Other reports that will contain OJT and/or Apprentice information are: Contract Employment Data Report, Contract Vendor Employment Data Report, and Federal 1392 Report.

11.4.11 OJT Employment Information Report

The user's guide describes the OJT Employment Information report.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OJT Employment Information Report

Last Name Simpson
First Name Mary
Middle Initial A
SSN XXX-XX-5019
Gender Female
Street Address
Ethnic Group CAUCASIAN
2345 South 23rd Street
City Frankfort
State KY
Zip Code 99998
Phone Number (999)999-9998
Obsolete Date

Most Recent Apprenticeship Information :
ID 56893
Craft OPERATING
Graduation Date

APPROVED OJT PROGRAM EXPERIENCE

VendorName	Vendor ID	Total Hours
HI-WAY PAVING INC	01472	0

OJT Program Enrollment History

OJT Program Name Equipment Operator
Status Active
Total DOT Hours 0
Enrollment Date 04/01/2011
Orientation Complete ☐
Non-DOT Hours

OJT Contract Assignment

Contract Description FARMERSVILLE ROAD (KY 139) East
Contract ID 111007
State Project Number
Prime Vendor Name HI-WAY PAVING INC
Prime Vendor ID 01472
Status Active

Contract OJT Skill Set Experience

Craft	Classification	Earliest Date	Latest Date	Total Hours	Worked As Apprentice

EMPLOYMENT HISTORY

Vendor Name	Vendor ID	Total Hours
HI-WAY PAVING INC	01472	1372

Figure 7. OJT Employment Information Report

Exercise 6

In this exercise, you will generate the OJT Employment Information report.

1. Click the system **Actions** button on the Menu Bar.
2. Click the **Generate Report** action.
3. Click the **OJT Employment Information Report** report.
4. In the **Quick Find** search box, type **Mary**.
5. Click employee **Mary Simpson**.
6. In the **Quick Find** search box, type **Jim**.
7. Click employee **Jim Anderson**.
8. In the **Settings** header, click the **Right Arrow** button.
9. Unselect the **Only Report On Approved Payrolls** check box.
10. In the **Start Date** field, type **04/23/2011**.
11. Click the **Execute** button.
12. View the report results. Close the report.
13. Click the **Home** button.

11.4.12 Payroll Exceptions Report

The user’s guide describes the Payroll Exceptions report.

11.4.13 Payroll Summary Report

The user's guide describes the Payroll Summary report as well as the data requirements to generate a complete Payroll Summary report.

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Payroll Summary Report

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Contract Description FARMERSVILLE ROAD (KY 139) East

Contract ID	111007	**Vendor Name**	HI-WAY PAVING INC
State Project Number		**Vendor ID**	01472
		Prime Vendor Name	HI-WAY PAVING INC
		Prime Vendor ID	01472
Payroll Number	3		
Modification Number	0		
Payroll Begin Date	04/17/2011		
Payroll End Date	04/23/2011		
Payroll Status			
Paper Copy On File	Yes		
Fringe Benefit Type	Cash		

Payroll Attachment Descriptions

Last Updated Date	Attachment Description
04/23/2012	
04/23/2012	

Figure 8. Payroll Summary Report

Exercise 7

In this exercise, you will generate a Payroll Summary report.

1. Under the **CRLMS** component, click the **Payrolls** link.
2. In the **Quick Find** search box, type **111007**.
3. Click the row **Actions** button **111007** for vendor **HI-WAY PAVING INC**.
4. Click the **View** action.
5. For payroll ID **3**, click the row **Actions** button.
6. Click the **Payroll Summary** report.
7. Click the **Execute** button.
8. View the report results. Close the report.
9. Click the **Home** button.

11.4.14 Prompt Payment Discrepancy Report

The user's guide describes the Prompt Payment Discrepancy report.

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Prompt Payment Discrepancy Report

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Prime Contractor

Prime Contractor: HI-WAY PAVING INC

01472

Contract ID: Contract_TRAIN25
Description: FARMERSVILLE ROAD (KY 139)

Federal Project No: BRO 5033(004)
State Project No:

Awarded Contract Amount $2,380,925.77
Current Contract Amount: $2,380,925.77
Awarded Date 03/01/2011
Closed for CRLMS Date:
Overall Fed. Funding Percent: 100.00 %

Contract Payments From Agency

Estimate Number: 0000000003
Estimate Type: Progress Estimate
Period Start Date: 06/01/2011
Period End Date: 06/30/2011

Date Payment was Made: 07/07/2011
Paid Amount: $50,000.00
Total Paid to Date Amount: $155,890.28
Contract Percent Complete: 6.55 %

Payments: Prime to Subcontractors and Others	DBE Firm	DBE Commitment	Retainage Released	Payee Work Complete	Amount Withheld
Payee Payment Number: 002	☑	☐	☐	☐	☐

Payee ID: 02482 **Payee Name:** BANSAL CONSTRUCTION INC.
Payment Date: 07/16/2011 **Payment Type:** Progress
Paid Amount: $12,500.00 **Retainage Dollars Held:**
Payer Comments:
# of Days Beyond Prompt Pay Allowance: 2
# of Days Beyond Retainage Release Allowance:

Figure 9. Prompt Payment Discrepancy Report

Exercise 8

In this exercise, you will generate the Prompt Payment Discrepancy report.

Note: This exercise can only be completed if you have already completed both the Contract Payments and Subcontract Payments sections.

1. From the **Home** page, under the **CRLMS** component, click the **Contracts** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. For contract **Contract_TRAINXX**, click the row **Actions** button (Note: XX is your user number).
4. Click the **Payments** view.
5. For estimate number **…0003**, click the row **Actions** button.
6. Click the **Prompt Pay Discrepancy** report.
7. In the **Date Payment was Made** field, type **07/07/2011**.
8. Click the **Execute** button.
9. View the report results. Close the report.
10. Click the **Home** button.

11.4.15 Proposal DBE Interest Report

The user's guide describes the Proposal DBE Interest report as well as the data requirements for proposal items to be included in the report.

11.4.16 Subcontract Listing

The user's guide describes the Subcontract Listing report.

11.4.17 Uniform Report of DBE Commitments/Awards and Payments

The user's guide describes the Uniform Report of DBE Commitments/Awards and Payments report as well as the data requirements to generate a complete and accurate report.

> **Note:** Selecting June 1 will generate the six-month version. Selecting Dec 1 will generate the twelve-month version.

UNIFORM REPORT OF DBE AWARDS OR COMMITMENTS AND PAYMENTS

Please refer to the instructions sheet for directions on filling out this form

1. Submitted to (check only one):	[√] FHWA [ ] FAA [ ] FTA–Vendor Number
2. AIP Numbers (FAA Recepients Only):	
3. Federal fiscal year in which reporting period falls: FY 2011	4. Date This Report Submitted:
5. Reporting Period	[ ] Report due June 1 (for period Oct. 1-Mar. 31) [√] Report due Dec 1 (for period Oct 1-Sept. 30) [ ] FAA Report due Dec 1
6. Name of Recipient:	
7. Annual DBE Goal(s):	Race Conscious Goal 3.00 % Race Neutral Goal 7.00 % OVERALL Goal 10.00 %

	A	B	C	D	E	F	G	H	I
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or commited during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total To DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total To DBEs/Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total To DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8. Prime contracts awarded this period	$6,960,268	3	$0	0	$0	0	$0	0	.00
9. Subcontracts awarded/committed this period	$633,084	3	$620,684	2	-$6,880	1	$627,564	2	98.04
TOTAL			$620,684	2	-$6,880	1	$627,564	2	8.92

	A	B	C	D	E	F	G	H	I
DBE AWARDS/COMMITMENTS THIS REPORTING PERIOD-BREAKDOWN BY ETHNICITY & GENDER	Black American	Hispanic American	Native American	Subcont. Asian American	Asian-Pacific American	Non-Minority Women	Othe (i.e. not of any other group listed here)	TOTALS (for this reporting period only)	Year-End TOTALS
10. Total Number of Contracts (Prime and Sub)	0	0	0	0	0	0	0	0	
11. Total Dollar Value	$0	$0	$0	$0	$0	$0	$0	$0	

	A	B	C	D	E
ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	Number of Prime Contracts Completed	Total Dollar Value of Prime Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percentage of Total DBE Participation
12. Race Conscious	0	$0	$0	$0	0
13. Race Neutral	0	$0		$0	0
14. Totals	0	$0		$0	0

15. Submitted by (Print Name of Authorized Representative)	16. Signature of Authorized Representative
17. Phone Number:	18. Fax Number:

Figure 10. Uniform Report of DBE Commitments/Awards and Payments

Exercise 9

In this exercise, you will generate the Uniform Report of DBE Commitments / Awards and Payments.

1. Click the system **Actions** button on the Menu Bar.
2. Click the **Generate Report** action.
3. Click **DBE Uniform Award Commit Pymt Report** report.
4. In the **Report Type** field, click the dropdown arrow and select **Dec 1 Report**.
5. In the **Start Date** field, type **10/01/2010**.
6. In the **End Date** field, type **09/30/2011**.
7. In the **Modal Type** field, click the dropdown arrow and select **FHWA**.
8. Click the **Execute** button.
9. View the report results. Close the report.
10. Click the **Home** button.
11. Click the **Log off** button.

11.4.18 Wage Decision Modification Report

The user's guide describes the Wage Decision Modification report.

Appendix A. Role-Based Workflows

A.1 Role-Based Workflows

The user's guide provides two role-based workflows for two roles, DBE Clerk and Payroll Clerk. The role-based workflows are step by step instructions on how to navigate through the system to perform the tasks and key business functions for your role.

A.2 DBE Clerk – Enter vendor commitments for a contract

The user's guide provides a flowchart and step by step instructions for a DBE Clerk role.

A.3 Payroll Clerk – Managing payroll information

The user's guide provides a flowchart and step by step instructions for a Payroll Clerk role.

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Appendix B. Proposal Vendor DBE Commitments

If DBE commitments are submitted with a bid or prior to award, DBE commitment data is entered, maintained, reviewed, and approved in the system in Trns•port Preconstruction under the proposal vendor; otherwise it is handled in CRLMS.

B.1 Proposal Vendor DBE Commitments

The Preconstruction user's guide describes the following topics:

- Managing DBE Commitments
  - Before Assigning a DBE Commitment
  - Methods of DBE Participation
  - DBE Commitment Methodology
  - Conditions for DBE Commitment Approval
  - DBE Commitment Workflow
- Maintaining a Proposal Vendor DBE Commitment
  - DBE Commitments List
- Adding a DBE Commitment to a Proposal Vendor
- Revising Goals for a Proposal Vendor DBE Commitment
- Maintaining Good Faith Efforts for the Proposal Vendor DBE Commitment

- Revising DBE Commitments from a Proposal Vendor
- Approving Proposal Vendor DBE Commitments
- DBE Vendor Information
    - Maintaining DBE Vendor Information
    - Maintaining DBE Vendor Work Types
    - Maintaining DBE Vendor Materials
    - Maintaining DBE Vendor Trucking
    - Revising DBE Vendor Commitment Information
    - Reviewing a DBE Vendor Commitment

In Trns•port Preconstruction®, a transportation agency can choose between two methods for inputting proposal vendor DBE commitments into the system.

- External Access – With external access, the agency will need to setup user accounts for vendor personnel entering data into the system. As part of the user account, Vendor Authority would be required as well as designation as to whether a user is authorized to sign records for the vendor. Proposal vendors will log into the system and enter their proposal vendor DBE commitment information using external access functionality. The agency then reviews and approves/rejects the DBE commitments as appropriate. When DBE commitments are entered into the system using external access, they are progressed through an external workflow that provides appropriate access to both agency and non-agency (i.e. proposal vendors) users based on the Vendor Authority established for the user.

- No External Access – If an agency chooses to implement DBE commitments without using external access, the agency would collect DBE commitments from proposal vendors on paper documents. The agency would enter the DBE commitment data into the system themselves and would then process, review, and approve the DBE commitments as appropriate. When DBE commitments are entered by agency users, appropriate access is provided to agency users only. This DBE commitment data would not be available to proposal vendors via external access.

Agency Functions When DBE Commitments are Submitted Via External Access

The general external DBE Commitment process includes these steps:

- Initial
- Under Agency Review
- Rejected
- Ready for Agency Approval
- Approved
- Revision

Below is a more detailed description of the workflow:

- **Initial –** DBE commitment information is initially entered and signed by proposal vendors. When DBE commitment information is added to the system, Trns•port automatically sets its status to Initial. The DBE commitment will not progress further in the workflow until it is signed and progressed to the next step in the process.
    - When a DBE commitment in the Initial phase is signed and progressed by the vendor, the commitment is progressed to the Under Agency Review phase.
    - Agency users are not able to view or access DBE commitments in the Initial phase.
- **Under Agency Review –** In this phase, the agency reviews proposal vendors' DBE commitments. The agency can either progress or reject the DBE commitment.
    - When a DBE commitment is rejected in the Under Agency Review phase, Trns•port sets its status to Rejected.
    - When a DBE commitment is progressed in the Under Agency Review phase, Trns•port sets its status to Ready for Agency Approval.
- **Rejected –** DBE commitments enter this phase if the agency rejects the DBE commitment in the Under Agency Review phase. After the DBE commitment is rejected, it reverts back to the Initial phase for the proposal vendor to make appropriate changes.

- If the DBE commitment is not rejected by the agency, the proposal vendor may change the DBE commitment after it has been signed (using the Revise task), which also reverts the DBE commitment to the Initial phase.
- Regardless of why changes are made, if the DBE commitment reverts to the Initial phase, it must be signed by the proposal vendor again and go through another agency review.

- **Ready for Agency Approval –** DBE commitments enter this phase if the agency progresses the DBE commitment in the Under Agency Review phase. During this phase, the agency reviews the DBE commitment again and either approves or rejects the commitment.
    - When a DBE commitment is rejected in the Ready for Agency Approval phase, Trns•port sets its status to Under Agency Review.
    - When a DBE commitment is approved in the Ready for Agency Approval phase, Trns•port sets its status to Approved.
- **Approved –** DBE commitments in Approved status become read-only. Changes can subsequently be made only by revision (on the Revised Commitment tab) or by adding new DBE commitments.
    - A DBE commitment revision must be signed and progressed through the entire approval process.
- **Revision –** DBE commitments enter this phase after the commitment is approved and the proposal vendor revises the DBE commitment (using the Revise task).

Note: When a proposal is transitioned to Construction and becomes a contract in Trns•port CRLMS®, the Proposal Vendor DBE Commitment record is copied to the Contract Current DBE Commitment record. If the Proposal Vendor DBE Commitment record was approved prior to the proposal being transitioned, the Proposal Vendor DBE Commitment record is also copied to the Contract Approved DBE Commitment record. This captures the originally approved DBE Commitment record for future analysis. The Contract Current DBE Commitment record can continue to be revised as needed during the course of the construction phase of the contract.

Progressing/Rejecting a DBE Commitment (External Access)

When a DBE commitment has been signed by a proposal vendor and has been progressed to the Under Agency Review phase, the agency is responsible for reviewing the proposal vendor's DBE commitments. The agency can either progress or reject the DBE commitment.

When a DBE commitment is rejected in the Under Agency Review phase, Trns•port sets its status to Rejected.

When a DBE commitment is progressed in the Under Agency Review phase, Trns•port sets its status to Ready for Agency Approval.

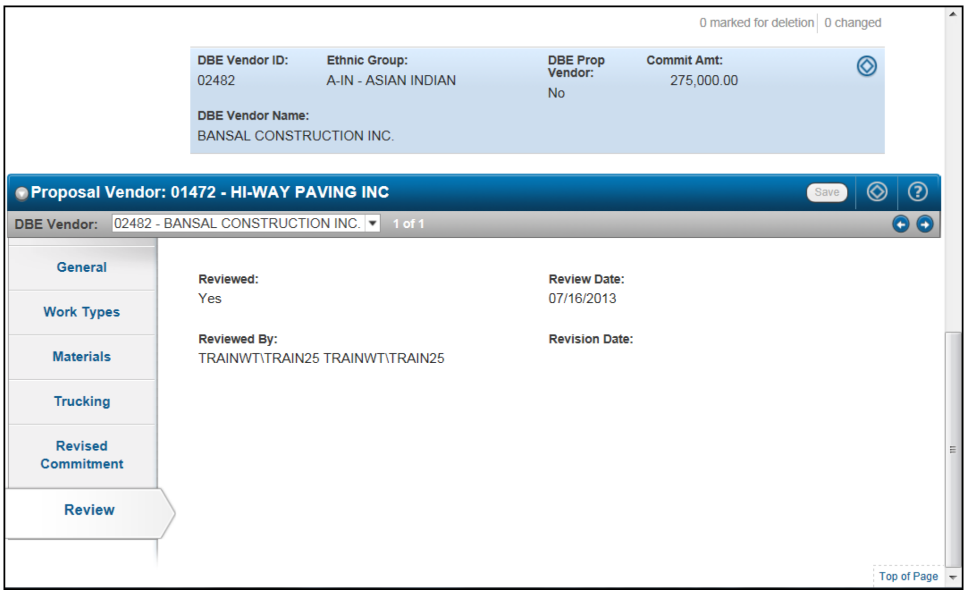

Figure 1. Proposal Vendor Review Tab

Exercise 1

In this exercise, you will review and progress a signed proposal vendor DBE commitment.

1. Double-click the **CRLMS 2.02** desktop icon.

   An Internet Explorer web browser displays the AASHTO Trns•port logon page.

2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).
3. In the **Password** field, type **PASS**.
4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.
5. Click the **Log On** button.
6. Click the **Home** dropdown arrow and ensure the **CRLMS_TRAINING** role is selected.
7. Under the **Preconstruction** component, click the **Proposals** link.
8. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
9. Click proposal ID **ExtProp_TRAINXX** (Note: XX is your user number).
10. Click the **Proposal Vendors** quick link.
11. Click the row **Actions** button for proposal vendor **01472 – HI-WAY PAVING INC**.
12. Click the **View DBE Commitments** view and review the data.

    Note that the data is read-only. This is because the data was supplied by the proposal vendor.

13. On the top **Proposal Vendor** component, click the component **Actions** button.
14. Click the **Progress** action.

    Note that the system populates the fields on the Review tab for each DBE vendor in the DBE Vendor component.

Approving/Rejecting a DBE Commitment (External Access)

When a DBE commitment has been reviewed and progressed by an agency user to the Ready for Agency Approval phase, the agency is responsible for either approving or rejecting the DBE commitment.

When a DBE commitment is rejected in the Ready for Agency Approval phase, Trns•port sets its status to Under Agency Review.

When a DBE commitment is approved in the Ready for Agency Approval phase, Trns•port sets its status to Approved.

Note: Depending on the agency option setting for “Require DBE Commitment Approval Before Award”, you may not be able to award a proposal until the Approval Date has been entered.

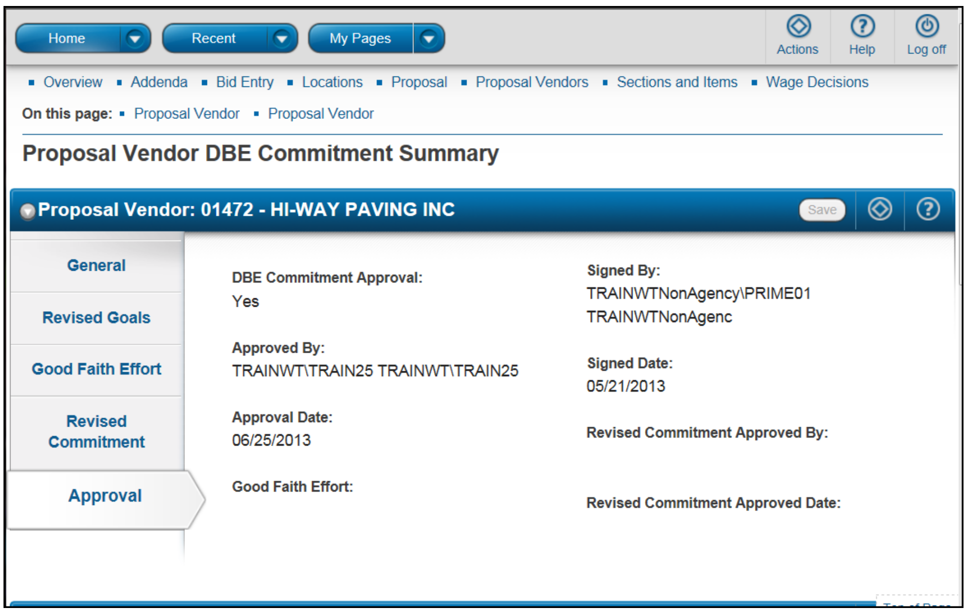

Figure 2. Proposal Vendor DBE Commitment Summary Approval Tab

Exercise 2

In this exercise, you will approve a proposal vendor DBE commitment.

1. On the top **Proposal Vendor** component, click the component **Actions** button.

2. Click the **Approve** action.

   Note that the system populates the fields on the Approval tab for the DBE commitment record.

3. Click the **Overview** quick link.

Agency Functions When DBE Commitments are Entered by an Agency User

The remaining DBE commitment sections that follow pertain to all the agency functions when proposal vendor DBE commitments are entered into the system by an agency user (rather than being provided to the agency through the external access functionality).

B.2 Managing DBE Commitments

The Preconstruction user's guide describes methods of DBE participation, what has to be set up in the system before you can assign a DBE commitment, the DBE commitment workflow, and the conditions for DBE commitment approval.

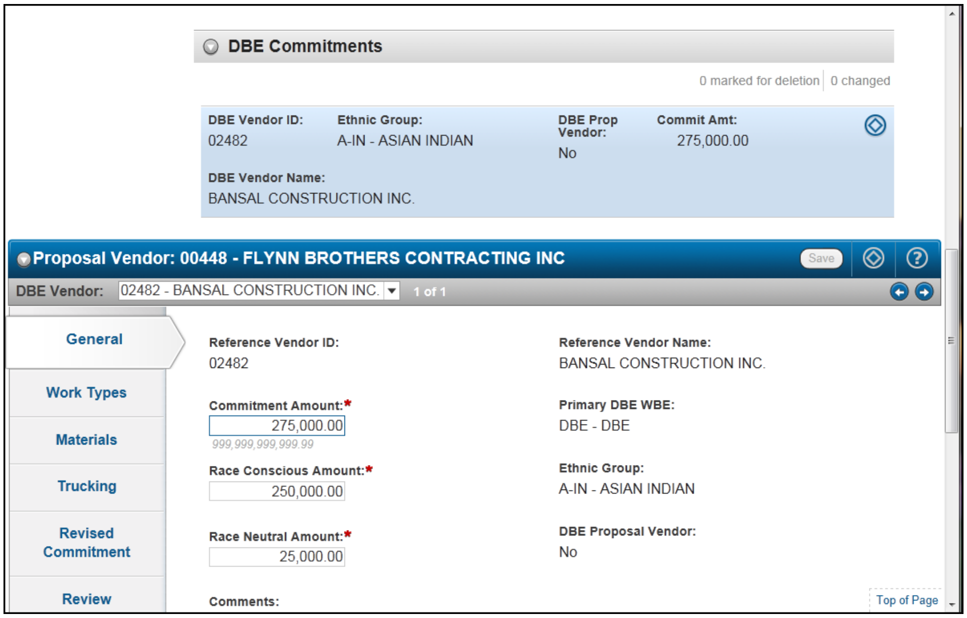

Figure 3. Proposal Vendor DBE Commitment General Tab

Exercise 3

In this exercise, you will view a proposal vendor's DBE commitments.

1. In the **Quick Find** search box, type **111002**.
2. Click proposal ID **111002**.
3. Click the **Proposal Vendors** quick link.
4. Click the row **Actions** button for proposal vendor **00448 – FLYNN BROTHERS CONTRACTING INC**.
5. Click the **View DBE Commitments** view.
6. What is the **DBE Vendor Name** on the proposal vendor's DBE commitment?

   BANSAL CONSTRUCTION INC.

7. What is the **Commitment Amount** for vendor **02482 – BANSAL CONSTRUCTION INC.**?

   $275,000.00

8. Click the **Overview** quick link.

B.3 Maintaining a Proposal Vendor DBE Commitment

The Preconstruction user's guide describes how to access the Proposal Vendor DBE Commitment Summary component and how to view or change information within the various components on the screen.

B.4 Adding a DBE Commitment to a Proposal Vendor

The Preconstruction user's guide describes how to add a proposal vendor DBE commitment and how to complete the General tab on the Add DBE Commitment component.

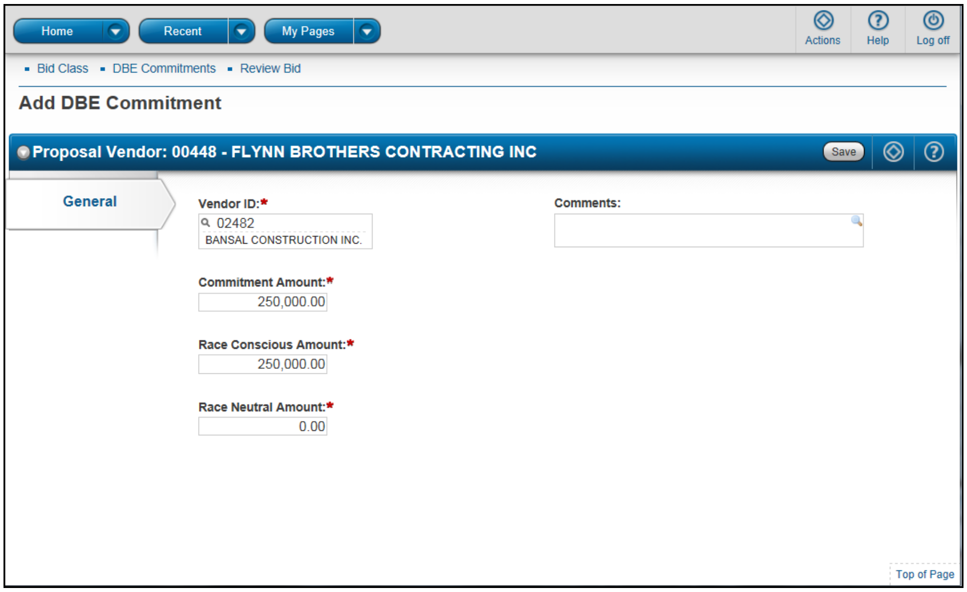

Figure 4. Add DBE Commitment

Exercise 4

In this exercise, you will add a proposal vendor's DBE commitment data.

1. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
2. Click proposal ID **111002_ TRAINXX** (Note: XX is your user number).
3. Click the **Proposal Vendors** quick link.
4. Click the row **Actions** button for proposal vendor **00448 – FLYNN BROTHERS CONTRACTING IN**.
5. Click the **Add DBE Commitments** task.
6. In the **Vendor ID** field, type **02482**.
7. Click **02482 BANSAL CONSTRUCTION INC**.
8. In the **Commitment Amount** field, type **250,000**.
9. In the **Race Conscious Amount** field, type **250,000**.
10. In the **Race Neutral Amount** field, type **0**.
11. Click the **Save** button.

B.5 Revising Goals for a Proposal Vendor DBE Commitment

The Preconstruction user's guide describes how to complete the Revised Goals tab on the Proposal Vendor DBE Commitment Summary component.

Attention: Prior to working with Revised Goals, we will first complete the DBE Vendor Information section and exercises 10 and 11.

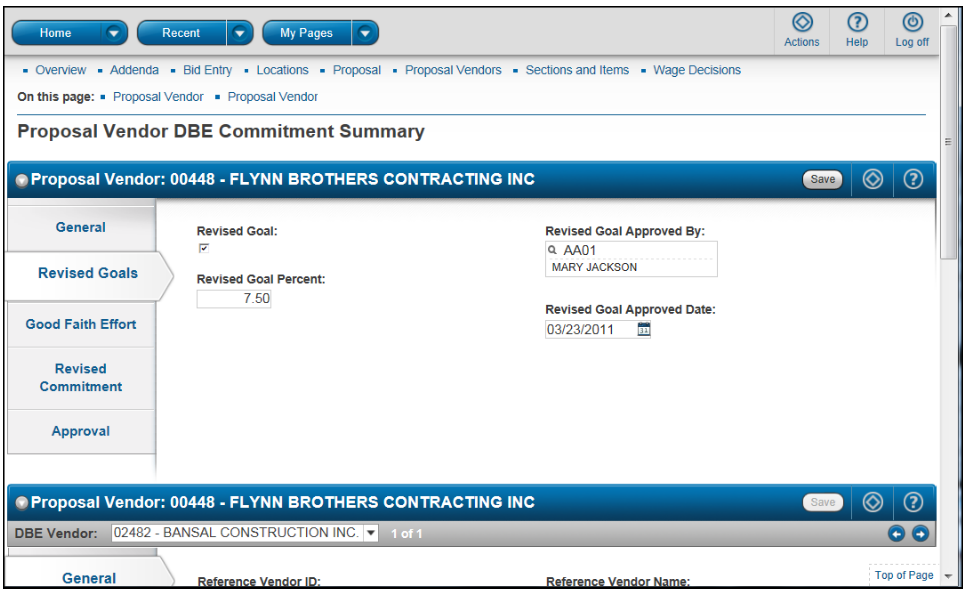

Figure 5. Proposal Vendor DBE Commitment Summary Revised Goals Tab

Exercise 5

In this exercise, you will modify the Revised Goals tab for the proposal vendor. Note that you must first complete exercises 10 and 11 before this exercise can be performed.

1. Scroll up to the top **Proposal Vendor** component and click the **Revised Goals** tab.
2. Select the **Revised Goal** check box.
3. In the **Revised Goal Percent** field, type **7.5**.
4. In the **Revised Goal Approved By** field, type **AA01** and click **AA01 – MARY JACKSON**.
5. In the **Revised Goal Approved Date** field, type **03/23/2011**.
6. Click the **Save** button.

B.6 Maintaining Good Faith Efforts for the Proposal Vendor DBE Commitment

The Preconstruction user's guide describes how to complete the Good Faith Effort tab on the Proposal Vendor DBE Commitment Summary component.

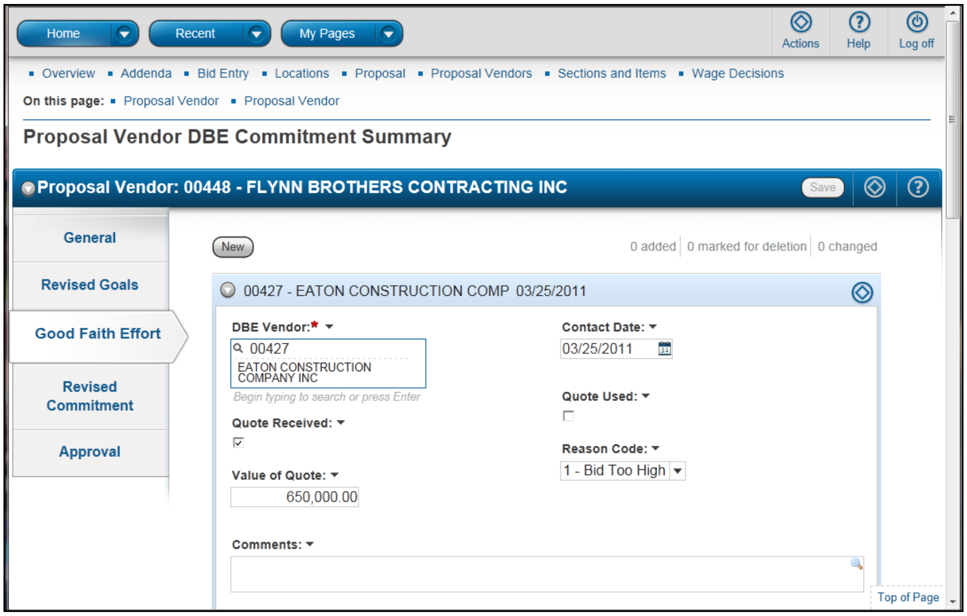

Figure 6. Proposal Vendor DBE Commitment Summary Good Faith Effort Tab

Exercise 6

In this exercise, you will add good faith effort information to a proposal vendor's DBE commitments.

1. Click the **Good Faith Effort** tab.
2. In the **DBE Vendor** field, type **00427**.
3. Click **00427 EATON CONSTRUCTION COMPANY INC**.
4. Select the **Quote Received** check box.
5. In the **Value of Quote** field, type **650,000**.
6. In the **Contact Date** field, type **03/25/2011**.
7. In the **Reason Code** field, click the dropdown arrow and select **1 – Bid Too High**.
8. Click the **Save** button.

B.7 Revising DBE Commitments from a Proposal Vendor

The Preconstruction user's guide describes how to complete the Revised Commitment tab on the Proposal Vendor DBE Commitment Summary component.

Attention: Prior to working with Revised Commitments, we will first complete next section of this chapter, Approving Proposal Vendor DBE Commitments, and exercise 9.

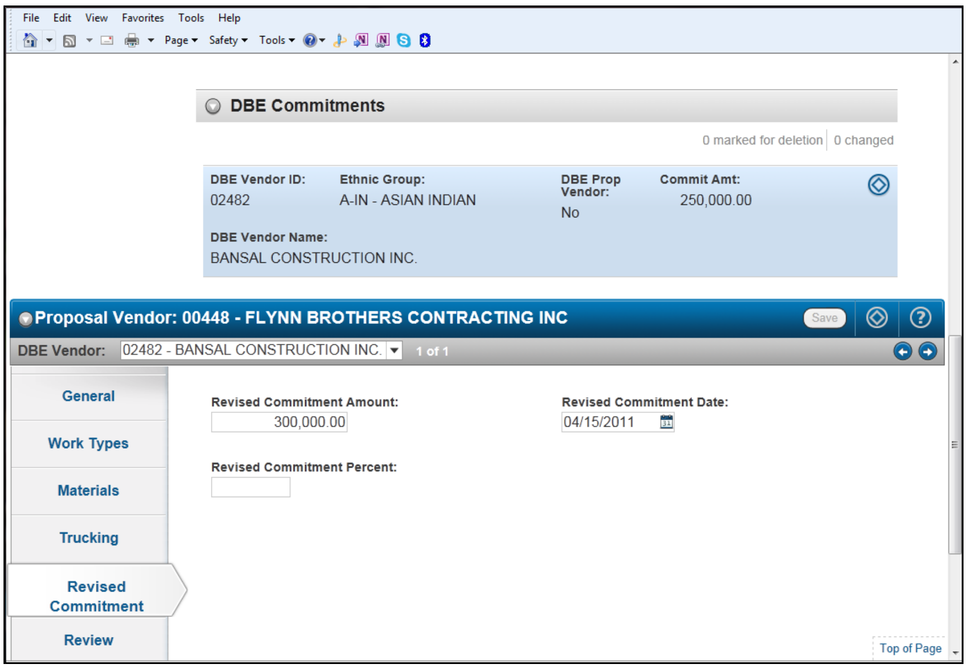

Figure 7. Proposal Vendor Revised Commitment Tab

Exercise 7

In this exercise, you will revise the proposal vendor's DBE commitment data. Note that you must first complete exercise 9 before this exercise can be performed.

1. In the **DBE Vendor** component, verify that DBE vendor **02482 – BANSAL CONSTRUCTION INC.** is selected.
2. Click the **Revised Commitment** tab.
3. In the **Revised Commitment Amount** field, type **300,000**.
4. In the **Revised Commitment Date** field, type **04/15/2011**.
5. Click the **General** tab.
6. In the **Race Neutral Amount** field, type **50,000**.
7. Click the **Save** button.
8. On the top **Proposal Vendor** component, click the **Revised Commitment** tab.

   Note that the system populated values in the Revised Commitment Amount and Revised Commitment Percent fields.

9. Select the **Revised Commitment** check box.
10. Click the **Approval** tab.
11. In the **Revised Commitment Approved By** field, type **AA01** and click **AA01 – MARY JACKSON**.
12. In the **Revised Commitment Approved Date** field, type **04/16/2011**.
13. Click the **Save** button.

Exercise 8

In this exercise, you will delete a DBE vendor from the proposal vendor's DBE commitments.

1. Scroll down to the middle of the page. Under the **DBE Commitments** section, for DBE commitment vendor **02791**, click the row **Actions** button.

2. Click the **Delete** action.

3. On the upper **Proposal Vendor** component, click the **Save** button.

B.8 Approving Proposal Vendor DBE Commitments

The Preconstruction user's guide describes how to complete the Approval tab on the Proposal Vendor DBE Commitment Summary component.

Note: Depending on the agency option setting for "Require DBE Commitment Approval Before Award", you may not be able to award a proposal until the Approval Date has been entered.

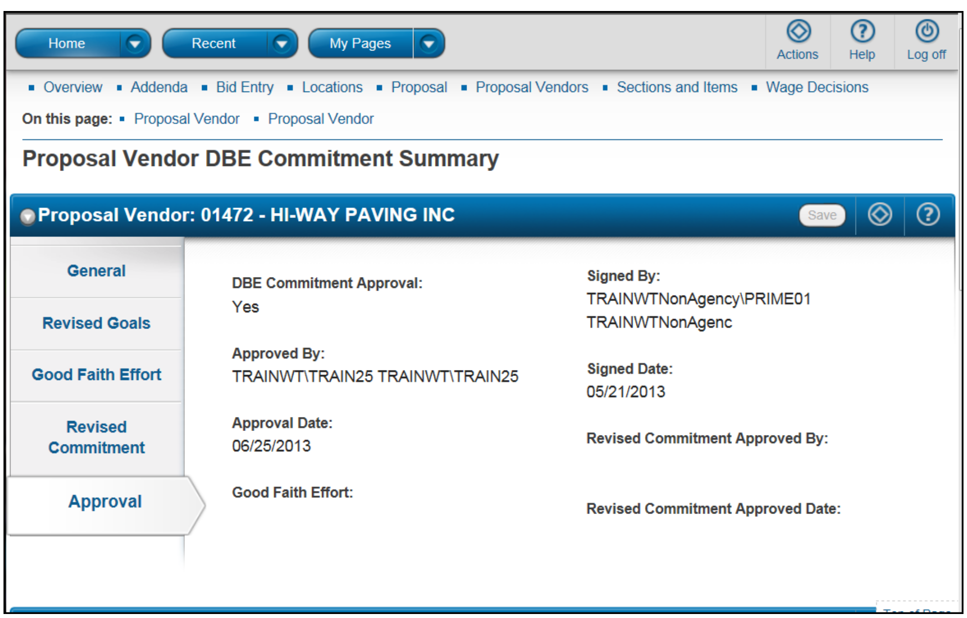

Figure 8. Proposal Vendor DBE Commitment Summary Approval Tab

Exercise 9

In this exercise, you will review and approve a proposal vendor's DBE commitments.

1. In the **DBE Vendor** component, verify that DBE vendor **02482 – BANSAL CONSTRUCTION INC.** is selected.
2. Click the **Review** tab.
3. Select the **Reviewed** check box.
4. In the **Reviewed By** field, type **AA01** and click **AA01 – MARY JACKSON**.
5. In the **Review Date** field, type **03/25/2011**.
6. Click the **Save** button.
7. Scroll down to the **DBE Vendor** component. In the **DBE Vendor** header, click the dropdown arrow and select **02791 – CEDAR VALLEY SEEDING INC**.
8. Click the **Review** tab.
9. Select the **Reviewed** check box.
10. In the **Reviewed By** field, type **AA01** and click **AA01 – MARY JACKSON**.
11. In the **Review Date** field, type **03/25/2011**.
12. Click the **Save** button.
13. On the top **Proposal Vendor** component, click the **Approval** tab.
14. Select the **DBE Commitment Approval** check box.
15. In the **Approval Date** field, type **03/26/2011**.
16. Click the **Save** button.

Attention: After completing the Approving Proposal Vendor DBE Commitments section, we can return to the Revising a Proposal Vendor DBE Commitment section of this chapter, exercise 7.

B.9 DBE Vendor Information

The Preconstruction user's guide describes how to add a DBE vendor to a proposal vendor's DBE commitment and how to complete the information on the various tabs on the DBE Vendor component.

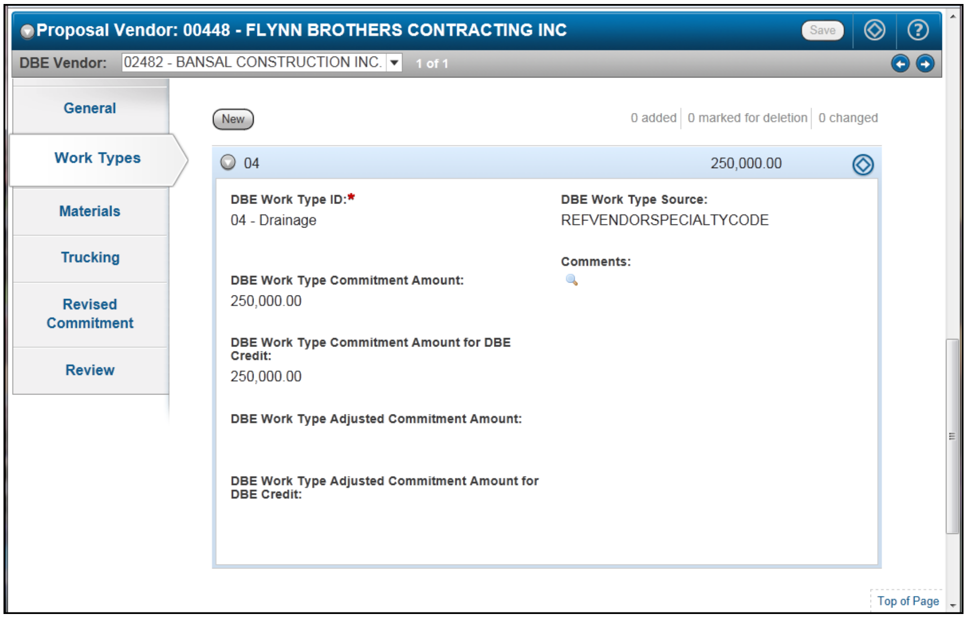

Figure 9. Proposal Vendor Work Types Tab

Exercise 10

In this exercise, you will add additional information to your DBE vendor.

1. Scroll down to the **DBE Vendor** component and click the **Work Types** tab.
2. In the **DBE Work Type ID** field, click the dropdown arrow and select **04 – DRAINAGE**.
3. In the **DBE Work Type Commitment Amount** field, type **250,000**.
4. In the **DBE Work Type Commitment Amount for DBE Credit** field, type **250,000**.
5. Click the **Materials** tab.
6. Select the **Supplier / Manufacturer / Broker / Regular Dealer** check box.
7. In the **DBE Supplier Total Amount** field, type **10,000**.
8. In the **DBE Supplier Percentage Credit Allowed** field, type **60**.
9. Click the **Trucking** tab.
10. Select the **Trucker / Broker** check box.
11. In the **DBE Trucker Total Amount** field, type **10,000**.
12. In the **DBE Trucker Dollar Credit Allowed** field, type **10,000**.
13. Click the **Save** button.

Exercise 11

In this exercise, you will add a second DBE vendor to the proposal vendor's DBE commitment.

1. Scroll down to the **DBE Vendor** component and click the component **Actions** button.
2. Click the **Add** action.
3. In the **Vendor ID** field, type **02791**.
4. Click **02791 CEDAR VALLEY SEEDING INC**.
5. In the **Commitment Amount** field, type **325,000**.
6. In the **Race Conscious Amount** field, type **200,000**.
7. In the **Race Neutral Amount** field, type **125,000**.
8. Click the **Save** button.
9. In the **DBE Vendor** component, verify that DBE vendor **02791 – CEDAR VALLEY SEEDING INC** is selected.
10. Click the **Work Types** tab.
11. In the **DBE Work Type ID** field, click the dropdown arrow and select **05 – Landscaping**.
12. In the **DBE Work Type Commitment Amount** field, type **200,000**.
13. In the **DBE Work Type Commitment Amount for DBE Credit** field, type **200,000**.
14. Click the **Save** button.

Attention: After completing the DBE Vendor Information section, we can return to the Revising Goals for a Proposal Vendor DBE Commitment section earlier in this chapter, exercise 5.

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Appendix C. Bidders and Quoters

Within a bid letting, the Bidder/Quoter Summary component can be used to manage records for all the vendors that have either submitted a bid in a bid letting or collected quotes from subcontractors, suppliers, truckers, or brokers for a bid in a bid letting.

C.1 Maintaining Bidders and Quoters

The Bidder/Quoter Summary component of Trns•port CRLMS® contains an accordion list of all the bidders in the associated bid letting. To access the Bidder/Quoter Summary, navigate to the Bid Letting Overview, and then select Bidder/Quoter from the Actions menu on the appropriate bid letting row.

Each row represents one bidder record. Each bidder record displays the number of quoters contained for the bidder and current values for the following fields:

- No Quote Rec
- Vendor
- Short Name

Bidders are vendors that have either submitted a bid in the bid letting or collected quotes from subcontractors, suppliers, truckers, or brokers for a bid in the bid letting.

Quoters are vendors submitting quotes as subcontractors, suppliers, truckers, and brokers, etc. to a bidder in a bid letting.

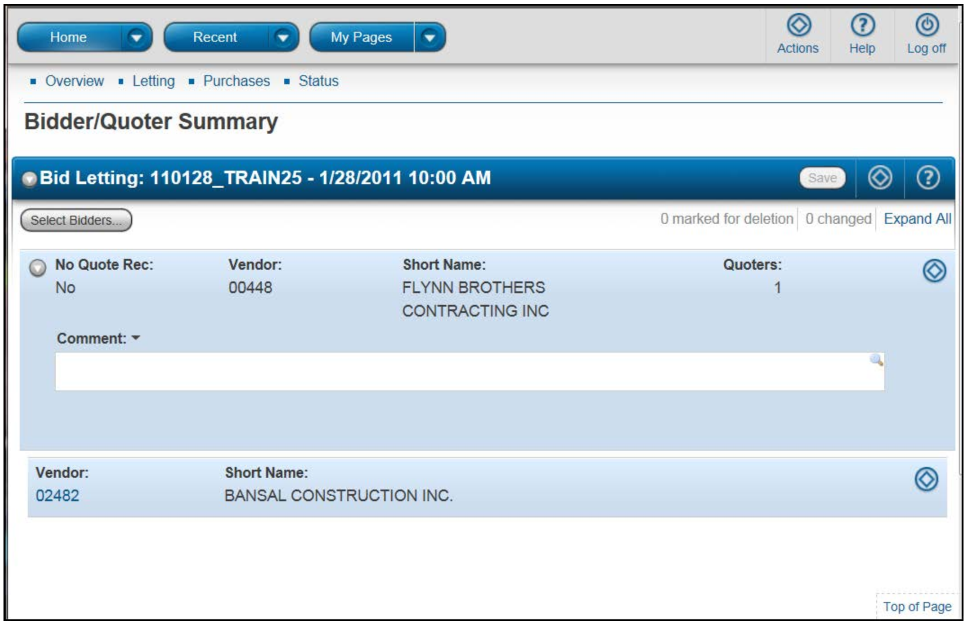

Figure 1. Bidder/Quoter Summary

Exercise 1

In this exercise, you will view a bidder/quoter for a letting.

1. Double-click the **CRLMS 2.02** desktop icon.

   An Internet Explorer web browser displays the AASHTO Trns•port logon page.

2. In the **Username** field, type **TRAINXX** (Note: XX is your user number).

3. In the **Password** field, type **PASS**.

4. In the **Domain** field, click the dropdown arrow and select **Internal Agency Users**.

5. Click the **Log On** button.

6. Click the **Home** dropdown arrow and ensure the **CRLMS_TRAINING** role is selected.

7. Under the **Preconstruction** component, click the **Lettings** link.

8. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).

9. Click the row **Actions** button for letting **110128_TRAINXX** (Note: XX is your user number).

10. Click the **Bidder/Quoter** view.

    The system displays the Bidder/Quoter Summary component for the letting.

11. Click the **Expand/Collapse** button for vendor **00448**.

    A list of quoters for the bidder will be displayed.

12. What is the bidder's **Short Name**?

    FLYNN BROTHERS CONTRACTING INC

13. What is the quoter's **Short Name**?

    BANSAL CONSTRUCTION INC

C.1.1 Adding Bidders

The Bidder/Quoter Summary component allows you to add bidders to a letting, add quoters for the bidder, and associate those quoters to the appropriate proposals in the letting.

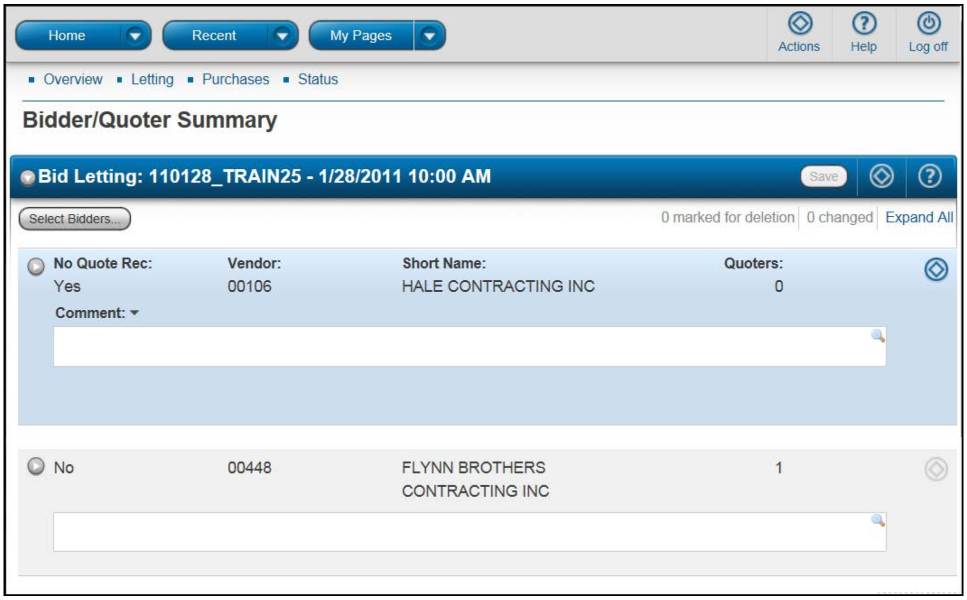

Figure 2. Add Bidders to Lettings

Exercise 2

In this exercise, you will add a bidder to a letting.

1. Click the **Select Bidders** button.
2. In the **Quick Find** search box, type **00106**.
3. Click the row for vendor **00106**.
4. Click the **Add to Letting** button.
5. Click the **Save** button.

C.1.2 Adding Quoters

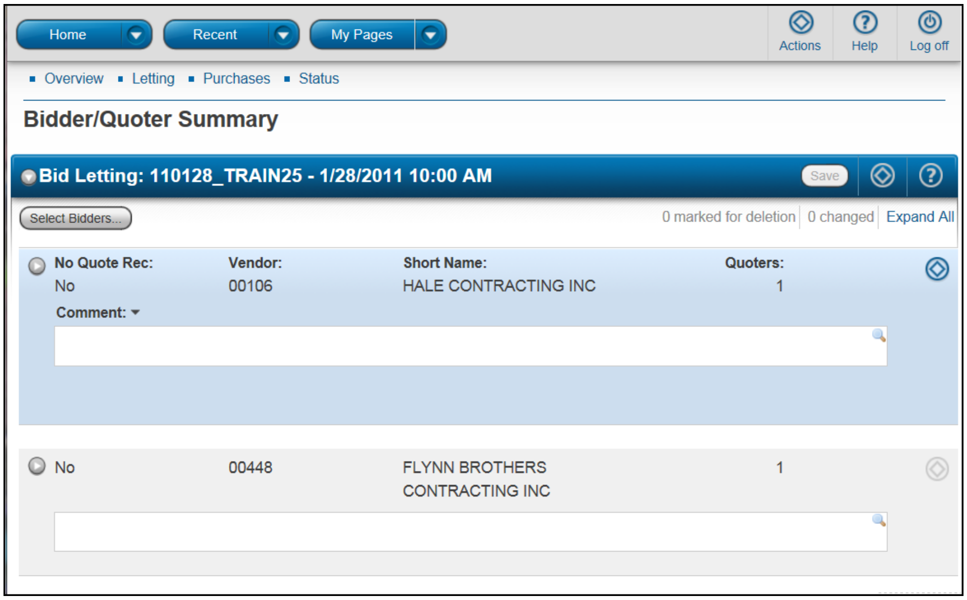

Figure 3. Add Quoters to Bidders

Exercise 3

In this exercise, you will select quoters to add to a bidder.

1. For bidder **00106**, click the row **Actions** button.
2. Click the **Select Quoters** action.
3. In the **Quick Find** search box, type **00117**.
4. Click the row for vendor **00117**.
5. Click the **Add to Bidder** button.
6. Click the **Save** button.
7. Click the **Home** button.

C.1.3 Maintaining Quoters

To add or delete quoter records for a bidder, click anywhere in the bidder's row to expand the record and display all the recorded quoters for the bidder. Each row underneath the bidder row represents one quoter. Each quoter row displays an Action button and current values for the quoter's Vendor ID and Short Name.

To view a list of all the proposals and contracts in the bid letting for which the vendor has submitted quotes, select View Quoter Proposal from the Actions menu on the quoter's row.

To delete a quoter from the bidder record, select Delete from the Actions menu on its row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the Undo button.

When you are finished, click Save to apply your changes. The system displays a message to confirm that your changes were saved in the database.

C.2 Maintaining Quoter Proposals

The Quoter Proposal Summary component allows you to view all the proposals in the bid letting for which the vendor has submitted quotes. To display the Quoter Proposal Summary, expand a bidder/quoter row on the Bidder/Quoter Summary to show the associated quoters. Select View Quoter Proposal from the Actions menu on the appropriate quoter row.

On the Quoter Proposal Summary, you can view proposals from different quoters by clicking in the Quoters box on the component subheader, and then selecting the quoter's Vendor ID in the list. You can also select a different quoter by using the arrow buttons on the right side of the subheader to scroll through all the quoters on the bid letting.

To display the proposals for which the selected quoter has submitted quotes, locate the proposal by typing criteria in the Quick Find search box, or by clicking Show first 10. The system displays a rolling list of records for all the proposals for the quoter that match your search criteria. Each row contains an Actions button and current values for the following fields:

- Proposal
- Description

To delete a proposal for the bidder, select Delete from the Actions menu on the proposal row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the Undo button. To save your changes, click the Save button.

C.2.1 Adding Quoter Proposals

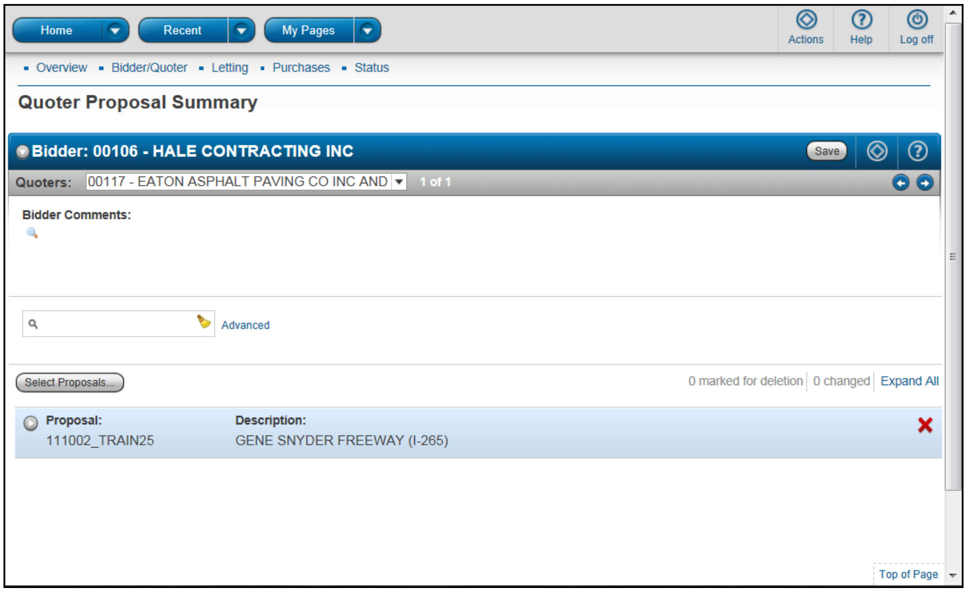

Figure 4. Quoter Proposal Summary

Exercise 4

In this exercise, you will add a proposal to a quoter record.

1. From the **Home** page, under the **Preconstruction** component, click the **Lettings** link.
2. In the **Quick Find** search box, type **TRAINXX** (Note: XX is your user number).
3. Click the row **Actions** button for letting **110128_TRAINXX** (Note: XX is your user number).
4. Click the **Bidder/Quoter** view.
5. Click the **Expand/Collapse** button for bidder **00106** to expand the row.
6. For bidder **00106**, on the row for quoter **00117**, click the row **Actions** button.
7. Click the **View Quoter Proposal** action.
8. Click the **Select Proposals** button.
9. Select proposal **111002_TRAINXX** (Note: XX is your user number) to add the proposal to this quoter.
10. Click the **Add to Quoter** button.
11. Click the **Save** button.
12. Click the **Home** button.
13. Click the **Log off** button.