

NEVADA DEPARTMENT OF TRANSPORTATION



FIELDMANAGER

READ-ONLY

NDOT User Guide Supplemental
FOR RELEASE WITH 5.2A VERSION

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FieldManager™ Read-Only User Guide (for Contractors) - NDOT Supplemental

1.0 NDOT FieldManager Read-Only Background

1.1 FieldManager Read-Only at NDOT

The NDOT Construction Division has implemented a new software suite, FieldManager, to allow us to administer our construction contracts electronic. As a result, it provides an opportunity for Prime Contractors to acquire FieldManager “Read-Only” to assist with reviewing and managing these contracts.

Once the software has been acquired the following steps will need to be taken to finalize the setup. Also, the read-only copies of contracts will need to be requested through the NDOT Resident Engineer throughout the life of the contract.

1.2 FieldManager Read-Only Benefits

This procedure encourages managing field offices and contractors to take advantage of the following FieldManager Read-Only benefits:

- Improved communication between managing offices and contractors
- Reduced time required to gather information for contractors
- Reduced volume of questions from contractors
- More accurate and timely information from contractors
- Earlier identification of errors and concerns
- More efficient discussions concerning item status reviews
- More efficient review of contract modifications
- Timelier responses from project staff during the busy construction season
- Improved contract finalization process
- Elimination of some contractor spreadsheets and hand-generated data
- Improved managing office/contractor relationships

1.3 FieldManager Software and Configuration Information for NDOT

Contractors must obtain a FieldManager Read-Only license to view the contract data. This application can be purchased directly from [Info Tech, Inc.](https://www.infotechfl.com/) at <https://www.infotechfl.com/>.

When installing FieldManager, contractors must configure the software as specified in the *FieldManager Installation and Conversion Guide* supplied with the licensed copy of the software. After the install has been completed the configuration process to set up FieldManager Read-Only **will require** you to have an NDOT Agency Configuration Program (ACP) file and a copy of the current FieldManager reference file. The ACP file contains the NDOT specific configuration settings for the contracts you will be working with. The reference file contains all the base data for NDOT contracts and consists of the following: Contract Items, Materials, and Vendor (Sub) Information. Go to this NDOT web page to obtain copies of these required configuration files:

http://www.nevadadot.com/About_NDOT/NDOT_Divisions/Operations/Construction/FieldManager.aspx
Copy and save the NDOT ACP file “current 5.2a.acp” & the reference file “fmgref.ref” to a location on

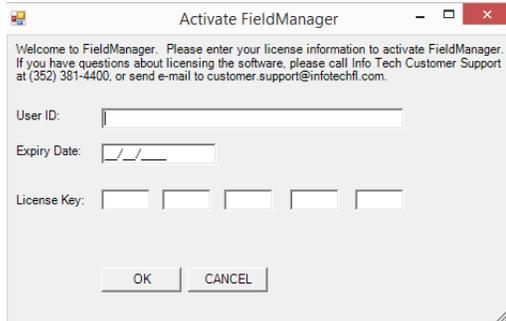
your computer or network share drive. Section 2.1 of this document explains the configuration of FieldManager specific to NDOT, including the placement of these files.

2.0 Getting Started

2.1 Configuring the New Install of FieldManager Read-Only for NDOT

Go to **Start → All Programs → FieldManager → FieldManager 5.2a**.

- **Note: The following steps are only performed the first time you log on to FieldManager.**
- The first time you log on after installing the FieldManager program you will be presented with the **Activate FieldManager** window.



- Open the PDF file emailed to you by Info Tech.
- Go to page 2 under the section, Expiration/Activation Keys – entered only once per licensing year for the information to fill out the three fields.

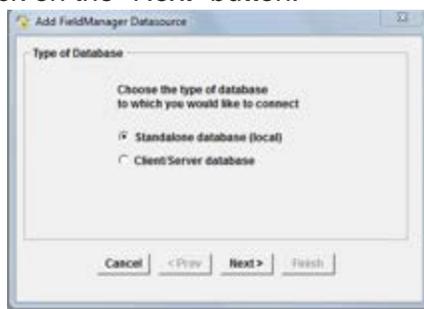
Page 2

Once the installation process is complete and you start the application for the first time, you will be prompted to enter the following activation information. These keys are only entered once per licensing year.

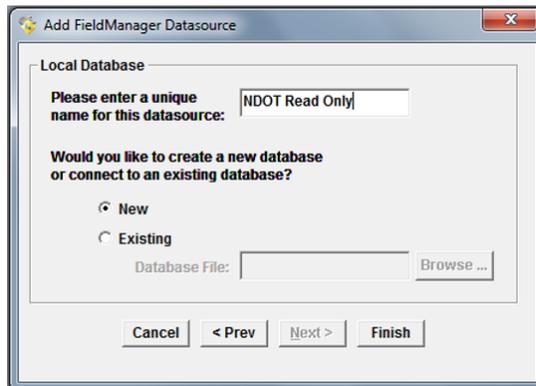
Expiration/Activation Keys – entered only once per licensing year

- User ID: FM [REDACTED]
- Expiration Date: 06/30/2016
- Expiration License Key: [REDACTED]

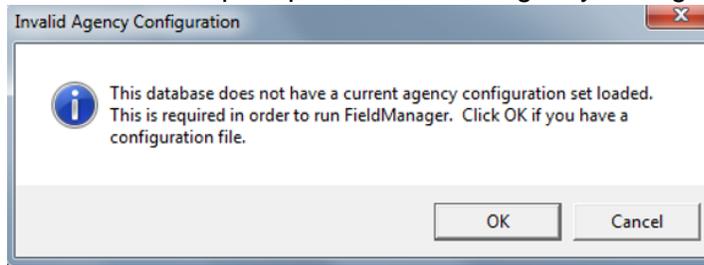
- **NOTE:** This license key is different from the installation key you used during installation.
- When the application starts you will be prompted to create a Datasource. Choose “Standalone” and click on the “Next” button.



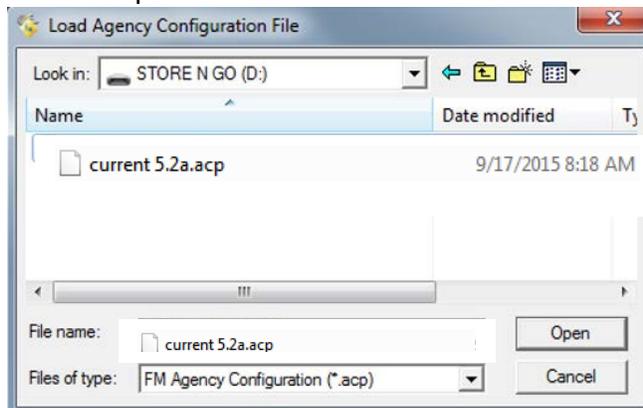
- Enter the name of the datasource. A recommended name is: NDOT Read Only.
- Select “New” for the datasource type.
- Click on the “Finish” button.



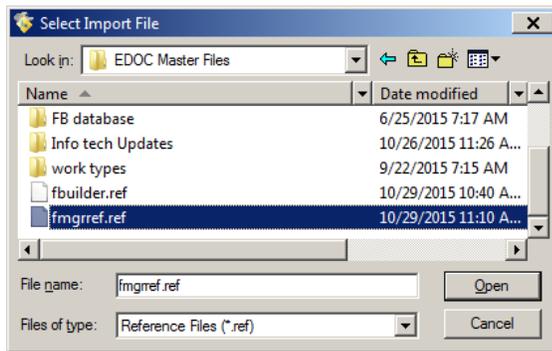
- Enter the User ID and Password that is provided on the Info Tech License Information document.
 - Note: You will be prompted to enter a User ID and Password each time you log into FieldManager. If you want to set up individual users go to **Utilities → System Management → Maintain Users**. Click the “Add” button. Enter the user’s information. The security level will always be “Read Only”.
- You will then be prompted to load the Agency Configuration Program (ACP) file.



- Click the **OK** button on the Agency Configuration message.
- This will open a Browse to a file window.



- Browse to the location you saved the NDOT ACP file (See Section 1.2 for details).
- Select the file and click on the “Open” button.
- In order to open and view NDOT contracts in FieldManager you will need to import the reference file you saved from the NDOT web (See Section 1.2 for details). These steps will need to be repeated each time NDOT creates a new reference file.
 - Go to **File → Import** and choose “File”.



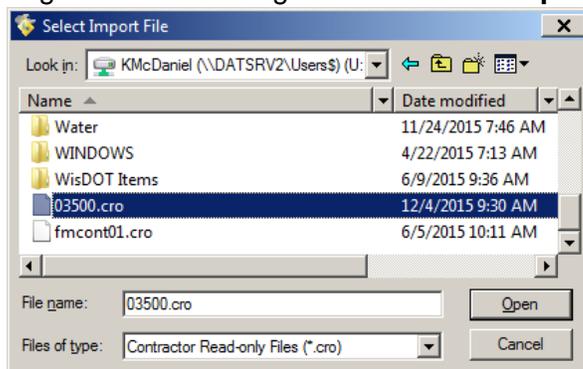
- In the **Files of Type** drop-down list box, click the expand arrow to the right of the current selection and select “Reference Files (*.ref)”.
- Browse to the desktop and select the reference file (“fmgrref.ref”) you saved from the NDOT web (See Section 1.2 for details).
- Click “Open”.
- FieldManager is now configured to view NDOT contracts.

3.0 Importing NDOT FieldManager Read-Only Contract Files

3.1 Import Process

You will receive an email with an attachment of the read-only copy of NDOT contract, for which you have requested, each time a pay estimate has been generated. To import the read-only contract file in FieldManager, perform the following steps:

- Open the email from NDOT containing the read-only contract file attachment (example 03500.cro). Save the file to your computer and note the location.
- Log on to FieldManager. Go to **File → Import** and choose “File”.



- In the **Files of Type** drop-down list box, click the expand arrow to the right of the current selection and click “Agency Import Files (*.cro)”.
- Navigate to the location of your contract file you saved and select it.
- Click “Open”.

The read-only contract is now available in FieldManager. For details on working with the FieldManager Read-Only software please refer to the document, [fieldmanager_read_only_getting_started_guide.pdf](#), that was provided when you purchased the software. Section 4.2 goes over the following available tasks: Contract Documentation (Docu), Inspector’s Daily Reports (IDRs), Daily Diaries (Diaries), Items, Materials, Stockpiles, Estimates, Contract Modifications (Cont Mods), and Inquiries.