e-Construction Projects
Procedures for Handling Documents in Project Wise

Contractor In-Box (and subfolders)

These are the folders in PW used by the contractors to place material certs, payrolls etc. Office tech must check regularly. All documents in these folders should have the state "E-Construction Submitted". If the state is "pending", office tech must notify the contractor and request that state be changed to "Submitted".

MDOT In-Box

This is the folder in PW used by the inspectors to place calculation sheets, 1174s, random number reports, density reports etc. that need to be reviewed and then filed by the office tech.

Changing the state of a document & pasting the link in the automatically generated email:
- Click on the document that needs a change of state, it will become highlighted.
- Copy the URL link (top of screen in the address bar)
- Right click on the file, scroll down options and find "change state" and click "next"
- The automatically generated email will pop up
- Change the format of the email to HTML (click on Format Text tab at top of screen, pick HTML)
- Paste your link into the email
- Add the email addresses of whoever needs to be included on the email and send

Density Reports
- Density reports are submitted by inspectors into the MDOT In-Box
- Office tech moves the density reports from the MDOT In-Box to the **Materials Testing>Density** folder
- Office tech then changes the state and sends the automatically generated email notification email to MDOT_NuclearDensityTestReport@michigan.gov and Kevin VanderWilp.

Concrete Cylinder Break Reports
- Cylinder break spreadsheets are submitted by inspectors into the MDOT In-Box
- Office tech moves them to **Materials Testing>Concrete** folder
- Office tech changes the state to "Review in Progress" and sends the notification email to Kevin VanderWilp. Kevin takes it from there.
- No need to link it to an IDR.

Reviewing IDRs

IDRs are electronically submitted by inspectors via Field Net in Field Manager. Process new IDRs from Field Net and save as .pdfs in whatever transfer file you've set up for holding purposes. Use the naming convention "IDR YYYY-MM-DD Inspector's Initials", i.e. IDR 2013-11-07 MO. See File Naming Conventions MDOT.doc for more information.

Import IDRs into PW by dragging .pdf files from your transfer file folder into the **Construction >MDOT In-Box** in PW. In PW, be sure to copy and paste attributes into your new files. Attributes can be pasted as a group by highlighting all the files requiring attributes. *(Note: Consider deleting the files off your transfer file after you've moved them into PW, this will help avoid confusion the next time you process IDRs).*

Review IDRs as usual, placing digital check-marks by calculations that you've checked and digital notes, using the text tool in Adobe. Link "attachments" to IDRs using the link function of Adobe. (*Note: be sure to move the attachment documents to their final destination folders before you link them to the IDRs. If you move a linked file after creating a link, you'll break the link.*)

When IDR is fully reviewed, digitally sign it and then close the IDR. You will be asked to check it in (just click the "Check In" button). Once the document is checked back into PW, move it to the **Field Records>IDRs** folder by holding down shift key, clicking on document, and dragging to desired location. *(Note: be careful that you actually move the document or you will inadvertently be creating a copy of the document which will cause confusion and make a mess.)*

On occasion it is a good idea to compare the list of IDRs that are in Field Manager against the list of IDRs in PW. Sometimes IDRs mysteriously get lost or fall through the cracks.

Questions and Answers

Q. Can I link an "attachment" document to an IDR and then move the document?
A. You can but you will break the link by moving the document after linking it.

Q. What if I link a document to an IDR and then change the name? (i.e. if I'm cleaning up incorrectly named documents)
A. You will break the links by doing this. First be sure the doc name is good, and then create your link.

Q. Why do some documents have states that need to change and some don't? Seems like IDRs don't.
A. Only documents that need to be reviewed and approved by various parties have states associated with them. You can look at the "State" column on PW to see what state a document is in or if it even has a state.

Q. Why do some of the attributes have an "A" at the end? Shouldn't they all be the same?
A. Yes, the attributes should all be the same, feel free to fix it if you see inconsistency.

Q. What other documents need to have the state changed on them?
- MSLs
- Shop Drawings
- Correspondence
- Pay Estimates
- Contract Modifications
- Material Certifications
- Payrolls
- Wage Rate Interviews

Logging into the MDOT laptop using VPN
Touch the wireless toggle icon on the keyboard of the laptop, the **Net select** box pops up automatically.
Select "wireless"
Click "Go!"
Enter 4-digit PIN and VPN code from key fob