User's Guide

Trns•port CRLMS®
Non-Agency Users

Version 2.02

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Contents

1 Welcome

1.1 Introduction

This user's guide provides detailed information about using web Trns•port CRLMS® as a non-agency user, along with general information about the web Trns•port system.

This guide is divided into chapters. Each chapter consists of multiple topics that explain how to use different software features related to the current task and subject matter.

For additional information about using the features described in this guide, refer to the Online Help system.

1.1.1 Document Conventions

This guide uses different techniques to help identify important information:

- Tab names, button names, menu names, and menu choices are shown in **bold text**.
- Important terms are shown in *italics*.

Note: Important notes are indented and flagged with small note icons. Notes contain extra information that can help you work more efficiently or help you better understand a process.

Caution: Cautions appear similar to notes, but are flagged with an exclamation point icon. Read all cautions. They contain important information that should not be overlooked.

1.1.2 Navigation

This user's guide can be printed, allowing readers to navigate the document by using the table of contents, chapter numbers, and page numbers. Viewing this user's guide in pdf format provides additional opportunities for navigation.

Note: Adobe Reader must be installed on your workstation in order to view this document as a pdf file. You can download the latest version of Adobe Reader from the Adobe website: http://www.adobe.com/

When you view the user's guide as a pdf file, you can use the Bookmarks panel on the left side of the Adobe Reader window to navigate within the document. The Bookmarks panel contains an outline of the section headings used in the document, similar to a table of contents. Bookmarks function like hyperlinks. You can click a bookmark to display the related page in the right pane of the Reader window.

The pdf version of the user's guide also contains hyperlinks throughout the text. You can click a hyperlink to view a different page that describes related features or tasks. Entries in the table of contents are also linked to the related pages in the document.

Finally, viewing the user's guide as a pdf file enables you to use the search features in Adobe Reader. To display the search field, click the **Edit** menu and click **Find**, or you can press CTRL+F. Type a word or phrase in the search field, and press Enter. Adobe Reader displays the first instance of the word or phrase you entered. You can click the **Next** and **Previous** buttons to view each additional instance.

1.2 Using Online Help

The AASHTO Trns•port® Help system provides a wealth of information immediately available to you while you work. Understanding how the Help system works makes it easier to find the information you need.

The Help system is *context sensitive*, which means that when you click the **Help** button on a component in the software, the system provides information about the functionality of that component only. Each Help page provides links to other Help pages containing related information.

1.2.1 Contents

The Help system also contains topics that are more general in nature and not linked to a specific component in the software. You can navigate the entire Help system by clicking the **Contents** link in the top left corner of any Help page, or by clicking the **Help** button on the Menu Bar.

The Contents pane is organized by business category and uses expandable and collapsible books and pages to display the list of topics available in the Help system. This pane helps you navigate through the hierarchy of topics to find a desired category and subject.

Click a book to expand it, and then click the page you want to see. The system displays the page in the right pane of the browser window.

1.2.2 Search

The Search pane provides a rapid full-text search of all the topics in the Help system. To display the Search pane from any Help page, click the **Search** button in the top left corner next to the **Contents** button. To perform a search, type your search criteria in the **Search** input field on the toolbar, and click the **Go** button. To search for a phrase, enclose the phrase in quotes in the **Search** field.

The system performs the search and automatically opens the Search pane, which displays a list of the topics in which the search text appears. Topics are ranked in order of best match. Click a topic to display the page in the right pane of the browser window.

You can also perform a search in the Search pane itself by clicking on the **Search** tab.

To make your first experiences with the Trns•port software easier and more intuitive, you might also want to review the Getting Started section of the Help.

2 CRLMS for Non-Agency Users

This section provides instructions for using the non-agency business areas of the Civil Rights and Labor Management System (CRLMS). Non-agency users must access CRLMS in order to manage DBE commitments, payrolls, subcontractor payments, bidder/quoter information, and DBE reporting associated with agency contracts.

The CRLMS Non-Agency component is the gateway to other components in the application that you will use to manage these areas of responsibility. To access CRLMS components, log on to the system and click the blue link for the area you want to access. Alternatively, select **View** from the **Actions** menu to the right of that link.

The following sections provide information about managing specific areas of CRLMS:

- Contracts
- Payrolls
- Unapproved Payrolls
- Bidder Quoter
- Proposal Vendor DBE Commitment
- Contract Current DBE Commitment
- Contract Approved DBE Commitment

3 Getting Started

3.1 Overview of Getting Started

The *Getting Started* section describes how to use features in the web Trns•port software to complete basic tasks. Carefully review these topics to make your first experiences with the software easier and more intuitive.

Getting Started includes these topics:

- Setting up Your Browser
- Logging On
- Navigating in Trns•port
- Logging Off
- Understanding Your Role
- Viewing Recent Activity
- Viewing My Pages
- Using Trns•port Components
- Working with Fields
- Working with Lists
- Sorting and Filtering Lists
- Using Operators with the Advanced Filter
- Using Actions Menus
- Selecting Data in Modal Windows

Finally, be sure to check the FAQ page, which presents answers to the questions most frequently asked about working with web Trns•port.

3.2 Setting Up Your Browser

Because the Trns•port software is a web application, correct web browser settings are an important part of making sure the application performs as it should. The information in this topic will help you to set your browser options correctly.

3.2.1 Using the Correct Browser

The Trns•port software is designed to run on the Internet Explorer browser, Version 8 or 9 (IE8 or IE9). Make sure you update your browser to one of these versions.

3.2.2 Setting the Browser Mode

The browser mode should be set to its native mode at all times, not to a previous version view or a compatibility view. When you initially log on to the web Trns•port software, the browser mode is automatically set to **Compatibility View**.

Follow these steps to change this default setting:

1. Open the 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**.

3.2.3 Setting Internet Options

For components to be displayed properly, the browser must be set to refresh previously viewed pages, and the browser security must enable DOM storage. Follow these steps to verify these settings:

1. Open the Internet Explorer browser.
2. From the **Tools** menu, select **Internet Options**.

   The browser displays the Internet Options dialog box.
3. Under Browsing History, click the **Settings** button.

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

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

5. Click **OK**.

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

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

8. Click **OK**.

3.3 Logging On

Trns•port is a web-based application. You start web Trns•port by opening a web browser (Internet Explorer) and entering the address of the program.

Figure 3-1. Logon Page

On the logon page, enter your user name and password. The **Username** field is not case sensitive. The **Password** field is case sensitive.

3.4 Navigating in Trns•port

Trns•port webpages include a variety of features to help you navigate more easily through the system. The features described in this section are standard throughout the system.

Note: To protect the information contained in your agency's system, Trns•port navigation features will only provide access to those components for which your active role has been assigned access rights. For more information, see Understanding Your Role and Using Trns•port Components.

3.4.1 The Trns•port Dashboard

When you log on to the Trns•port system, the software opens on the Trns•port dashboard. You can also go to the dashboard at any time by clicking the **Home** button on the Menu Bar.

The dashboard contains one or more components. Each component is identified by a title set within a blue header bar. Each Trns•port component provides access to the information and processes required for a specific area of your agency's work. The components you see on your dashboard are those that match the specific areas of responsibility assigned to your active role. See Understanding Your Role and Using Trns•port Components for more information.

The following example shows the dashboard as it might appear for a system administrator. Keep in mind that some of the components shown in the example might not be available for you depending on your active role and which business areas are included on your system.

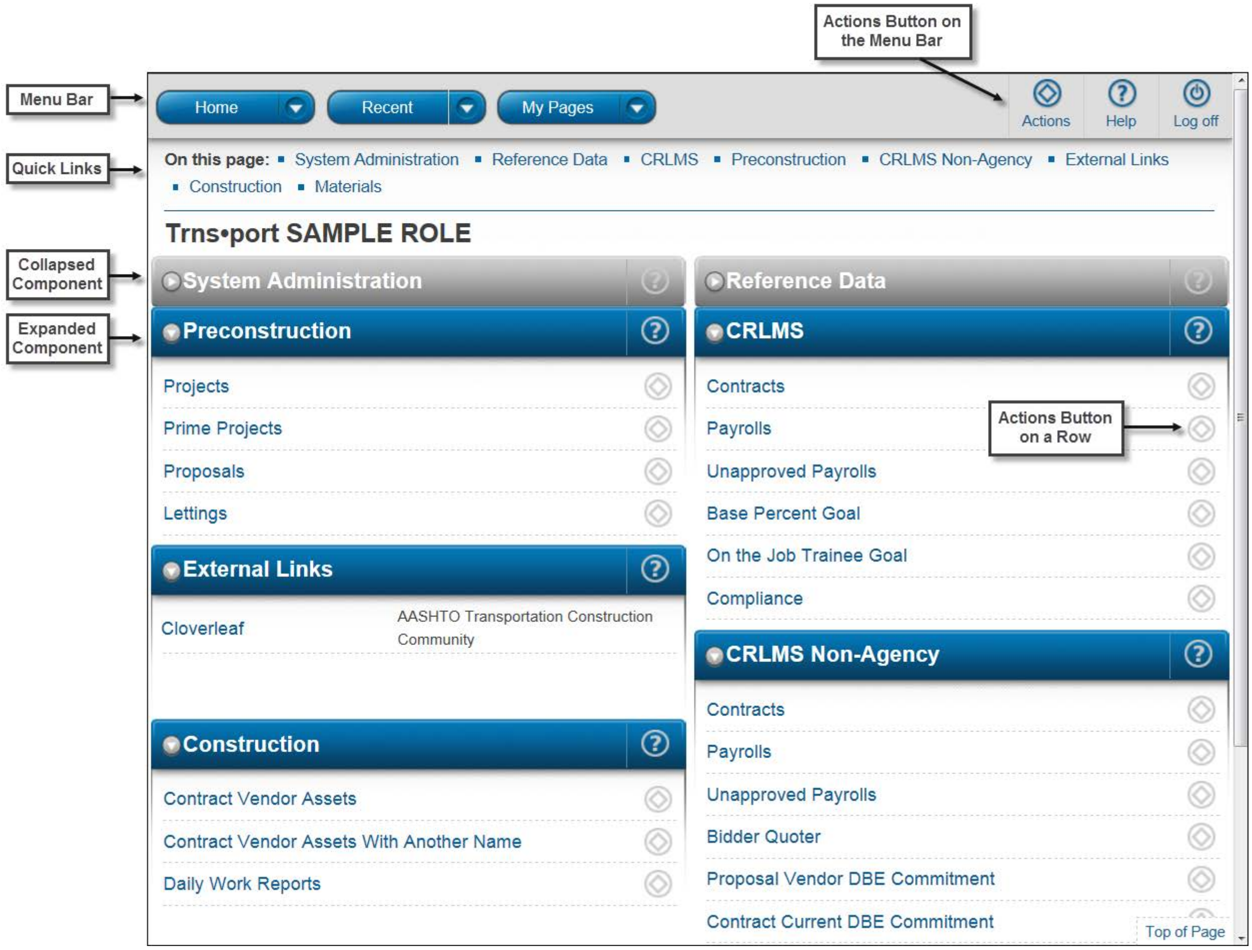


Figure 3-2. Sample Dashboard

The Trns•port dashboard includes these standard features:

- **Menu Bar** — The system displays the Menu Bar at the top of every webpage in the system. The buttons and menus on this bar help you to move quickly through the system to visit the pages and components you use most often.

Your agency may choose to also display these features on your dashboard:

- **Home Page News** — This component provides important information from your agency.
- **External Links** — This component provides links to websites you use outside of the web Trns•port application.

3.4.2 Menu Bar

The Menu Bar is a horizontal strip at the top of every Trns•port webpage.

Figure 3-3. Menu Bar

The left side of the Menu Bar contains these buttons and menus:

- **Home** - This button is a link to the Trns•port dashboard for your active role. Clicking the down arrow opens the Home menu, which contains an indicator for your active role (bold text with a green check mark) and lists all the roles assigned to you. This menu allows you to change roles from any location in the system. For more information about roles, see Understanding Your Role.
- **Recent** - This button is a link to the Recent Activity Overview component, where you can manage a list of the most recent pages you have visited in your active role. Clicking the down arrow also displays the list, sorted by most to least recently visited. If you click on a page in the list, the system takes you to that location.
- **My Pages** - This button is a link to the My Page Overview component, where you can manage frequently used (or *favorite*) pages for your active role. You can add pages as a favorites from any location in the system by clicking the down arrow and selecting **Remember this Page**.

The right side of the Menu Bar contains these buttons and menus:

- **Actions** - Clicking this button opens a menu of actions you can take within the system. The actions that are listed are limited to those that are relevant for your active role. When you select an action, the system automatically takes you to the component in the system where the action can be performed.
- **Help** - If your agency has recorded agency Help, clicking this button takes you to a separate browser window containing online help for your active role. If agency Help has not been recorded, clicking this button takes you to the Welcome page of the standard online Help.
- **Log off** - Clicking this button ends your Trns•port session (see Logging Off).

3.4.3 Quick Links

Quick links are located below the Menu Bar and above the webpage title and displayed in blue text. These links allow you to quickly jump to application pages related to the current page.

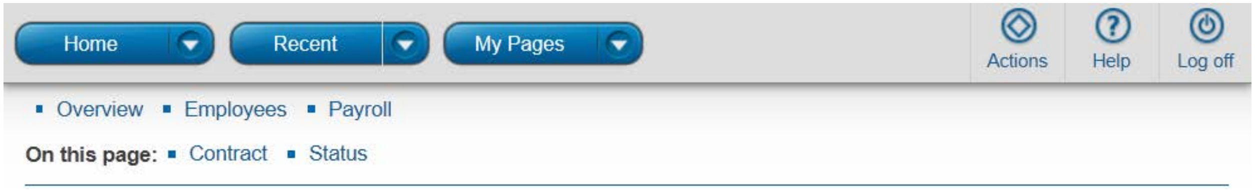


Figure 3-4. Quick Links Below the Menu Bar

If you are on a page that contains multiple components, quick links preceded by the label **On this page** are displayed for each component on the page. When you click one of these quick links, the system automatically scrolls the page to the location of the component.

3.4.4 Hypertext Links

Hypertext links can be located anywhere on an application component or webpage and are identified by blue underlined text. When clicked, a link takes you to another component or page, usually one containing more detailed information than what is available in the current location. After you have clicked a link, it changes from blue to purple to remind you that you have already visited that link.

3.4.5 Icons

Icons are small images throughout the system that either convey information or can be clicked to perform an action. For example, a red asterisk icon indicates a required field. A broom icon in a Quick Find search box can be clicked to reset search criteria. This table shows some of the common icons used in the system:

Icon	Usage
	The broom icon appears in Quick Find search boxes after criteria is entered. You can click the icon to reset the search criteria
	This magnifying glass icon at the left side of a field indicates an auto-complete field. Auto-complete fields display a filtered list of field values based on the first few characters you type. You can press Enter to show all values.
	This magnifying glass is sometimes displayed on the right side of a text box. Clicking this button opens a text dialog panel that allows you to view and edit the text in a larger area.
	A red asterisk indicates a field where data entry is required.

Icon	Usage
	The actions icon appears on **Actions** buttons that you can click to display an **Actions** menu. Actions menus provide access to commands and functions you can perform on data.
	The undo icon appears on **Undo** buttons that you can click to reverse a delete action.
	The help icon appears on **Help** buttons that you can click to display the help system.
	The calendar icon is displayed on the right side of a date field. You can click the calendar icon to display a calendar where you can pick a date as the field value.

Table 3-1. System Icons

3.4.6 Alternate Paths

Keep in mind that all of the various navigational elements, such as hypertext links, quick links, recent pages, and **Actions** menus, can all provide different ways of accomplishing the same task. The same command might be accessible from an **Actions** menu or as a link. For example, to access the Project Overview component, you can click the **Projects** link on the Preconstruction component, or you can select **Open** from the **Actions** menu on the Projects row. Both methods of navigation achieve the same result. Feel free to explore the system and find the ways of navigation that are best for you.

3.4.7 Using Bookmarks to Navigate in Trns•port

You can bookmark specific pages in the software just as you would for any other Web site. However, if you have not yet logged on to the system, clicking a bookmark will take you to the logon page rather than the bookmarked page.

Note: For questions about using your browser's navigation features, such as the **Back** button, and the Tab and Arrow keys on your keyboard, see the FAQ page.

3.5 Logging Off

You can log off the system at any time by clicking the **Log off** button 

on the Menu Bar on any page in the application. When you log off, the software ends your session and takes you to the web Trns•port logon page.

3.6 Understanding Your Role

A user *role* is a name associated with a collection of security access rights to the information contained in Trns•port components. Roles combine the permissions needed for several related tasks and allow you more efficient access to the parts of the system you need. Roles are designed by your agency and assigned to you by your system administrator.

All users of the Trns•port system are assigned at least one security role. Many users have multiple roles, but you can only use one role at a time. Therefore, you are always limited to the security access rights of your *Active Role*.

To see which of your roles is currently active, click the down arrow on the **Home** button on the Menu Bar. The **Home** menu lists all of the roles to which you are currently assigned in blue. Your active or current role appears at the top of the list in black with a green check mark beside it.

You can change your active role at any time by clicking on another role on the **Home** menu. By selecting a different role, your permissions and security access are changed to reflect the areas you need to access to perform your duties in the new role.

3.7 Viewing Recent Activity

The Recent Activity Overview component contains a list of the most recent pages and components you have visited in your currently active role. To display the Recent Activity Overview, click the **Recent** button on the Menu Bar.

Each row contains the date and time of the last visit and an **Actions** button. The list is sorted by most to least recently visited.

To delete an activity in the list, select **Delete** from the **Actions** menu on the page's row. Click **Save** when you are finished to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

3.8 Viewing My Pages

The My Page Overview component contains a list of all the pages you have added to your My Pages list for your active role. To add a page to the My Pages list for your active role, first navigate to the page you want to add. Next, click the **My Pages** arrow on the Menu Bar, and click **Remember this Page**. The page is added to the My Pages list for your active role.

To display the My Page Overview, click the **My Pages** button on the Menu Bar. The component lists all of the pages you added when logged with the same user role that is currently active.

To delete a page from the list, select **Delete** from the **Actions** menu on the page's row. When you are finished, click **Save** to apply your changes to the system.

3.9 Using Trns•port Components

Trns•port displays information in application components. A component is a container for the information and business functions on an application webpage. Components are made up of elements such as fields, lists, and links. A Trns•port webpage can contain one or more components. Some components contain a list of tabs along the left side, each of which corresponds to a subset of information related to the main component.

> **Note:** To protect the information contained in your agency's system, Trns•port components and webpages only display the information and action features for which your active role has been assigned access.

Each component includes these features:

- A blue header is displayed across the top of the component. The component header can contain several features, including the title of the component, a **Save** button, an Actions button, a Help button, and an expand/collapse button. The header might also contain contextual information related to the data contained in the component.
- A vertical scroll bar is included on the right side of any component that contains more content than can be viewed in the browser window.
- The most common elements found on components are fields in which information can be recorded. For more information about the types of fields you will use and features for entering data in fields quickly, see Working with Fields.
- Most components contain lists of rows for a type of data, such as projects or proposals. For more information about the kinds of lists you will use and how to find and select the data you need in them, see Working with Lists.
- Components with lists contain a variety of filters to make it easier to find specific rows. For more information about the different kinds of filters you can use and customize, see Sorting and Filtering Lists.
- Actions menus allow you to choose a function or process to perform on data. Most components contain multiple types of **Actions** menus. For more information, see Using Actions Menus. All Actions menus provide access to the files and links attached to the active entity row (see Working with File Attachments and Working with Links).
- Selection modal windows are used throughout the system to make it easier for you to add one or more rows of data to another entity (for example, to add projects to a proposal). For information about using modal windows, see Selecting Data in Modal Windows.
- Keyboard keys have limited functionality in components. The **Tab** key can be used to move from one field to the next, the **Enter** key can be used to scroll

through a drop down list of values in a field, and the arrow keys can be used to scroll through lists of rows.

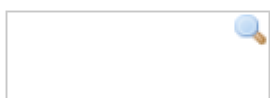
- Many components contain tabs arranged vertically on the left side of the component. Clicking each tab displays the fields and information on that tab. Clicking the **Save** button on a tabbed component saves the information on all of the tabs at once.

3.10 Working with Fields

Fields are the most common element found on components. Information can be recorded in fields. You can move from one field to another by pressing the **Tab** key or moving your pointer to the field and clicking the left mouse button.

A component can contain one or more of the following types of fields:

- *Text boxes*, into which you can directly type or delete information. Text boxes that can contain multiple rows of text include a magnifying glass icon on the right side of the box.

  Clicking the magnifying glass icon opens a dialog panel that allows you to view and edit the text in a larger area. When you are finished editing text, click the **Apply** button or press the Escape key to close the dialog panel.
- *Numeric fields,* into which you can type only numeric characters. For all non-key numeric fields, the system automatically inserts and corrects the placement of commas and justifies values to the right when you leave the field.
- *Auto-complete fields* are like text boxes except that they automatically display a filtered list of field values based on the first few characters you type into the field. Auto-complete fields are indicated by a magnifying glass icon at the beginning of the field.

  Pressing the **Enter** key without typing any characters returns the first ten rows in that list, displayed as a drop-down menu. To build the list, the system searches for ID and Name/Description values. By default, the first ten rows that match the entered criteria are returned. At the end of the returned list, there is a link to display the next available set of rows and a count of the total number of rows matching the search criteria. A scroll bar allows you to move up and down through the returned list. Pressing the up or down arrow key populates the field with the previous or next value in the drop-down menu. To populate the field, click the appropriate value from the drop-down menu.

- *Date fields* include a calendar button next to the field. Click the calendar button to display a calendar from which you can select a date to populate the field instead of typing the date manually.

  The system default date format is MM/DD/YYYY, but your agency might have changed this with agency option settings. Some date fields accommodate a date/time format of MM/DD/YYYY hh:mm:ss.

  > **Note**: The value you enter in a date field must be valid and reasonable (for example, it should not exceed 99 years in the future).

- *Drop-down list boxes* include a down arrow next to the field. Click the down arrow to display a list of possible field values.

  Click an item in the list to populate the field. A scroll bar is available when needed to scroll through the list of values. Typing a letter cycles the values through all of the values that start with that letter. If there are no values that start with that letter, the value in the select box will not change. Pressing the up or down arrow key scrolls through the open drop down list.
- *Non-editable fields* display information without a text box. You cannot change the information in this type of field.
- *Check boxes* are square boxes that can be selected or cleared by positioning the mouse pointer over them and clicking the left mouse button. Check boxes are used to turn an option on or off.
- *Agency fields* look and behave like any other field, but have been customized for purposes specific to your agency. For this reason, these fields differ among the Trns•port agencies and, unless your agency has created custom agency Help, these fields are not documented in the online help system or this user's guide.

3.10.1 Entering Data in a Range of Fields

The Range Fill feature provides a quick way to copy the same value to the same field on multiple rows of a list. Fields that allow range fill are determined by your agency and are identified by a gray down arrow beside the field's label.

Follow these steps to use the range fill feature:

1. Locate the row and field containing the value you want to copy to a range of fields.

2. Click the **Range Fill** button (gray down arrow) on the field containing the value you want copy.

   The system opens the Range Fill overlay.

3. In the **Rows** field, type the number of rows you want in the range that will be filled. If the range you want filled extends downward from the selected field, select the **Down** option or if the range extends upward, select the **Up** option.

   Note: Rows with fields that are read-only are included in the count but skipped in the range fill.

4. Alternatively, you can select a check box to copy the value to the field in all of the rows displayed in the component or all of the rows in the list.

5. Click the **Fill** button to fill the range of fields with the copied value. (To close the overlay without filling the range of fields, click the **Close** button.

   *The system copies the value to the specified range of fields and displays an **Undo** button beside each field populated with the range fill. Click the **Undo** button on any range filled field to revert to its previous value.*

3.11 Lists

3.11.1 Working with Lists

Many Trns•port components contain lists of rows for a type of data, such as projects or proposals. You can browse list information using the scroll bar on the right side of the component.

You will use several different types of lists in the application:

- *Simple lists* are read-only lists of information. If the rows in a simple list contain enough information, they may be collapsed or expanded.
- *Rolling lists* typically contain only a few fields, and no more than two lines of information per row. Rolling lists are used for quick entry, maintenance, or view. When you open a rolling list, the first row in the list is selected by default. When adding information, new rows are added at the bottom of the list as data is entered, allowing you to move easily from completing one row to the next.
- *Accordion lists* are used to manage rows that require input into more fields than allowed in a rolling list. A row in an accordion list can be expanded or collapsed by clicking the expand/collapse button . One row of information can be edited at a time while other rows are collapsed. Selecting a collapsed row expands the row to display all the information.

A row in an accordion list may also contain a subordinate accordion list. The subordinate list is displayed when a row in the primary list is expanded.

To make it easier to find specific information, you can filter the rows in lists. For more information, see Using Advanced Sorting and Filtering.

Some lists contain links that take you to a Summary component for a specific row.

Grouped Lists

Some components allow data in lists to be grouped relative to a field from that list. For example, in the Project Item Alternate Summary component, the project items are grouped by category (the value in the **Cat ID** field).

The contents of groups can contain rolling lists or accordion lists of rows, and you can expand or collapse rows within groups by clicking the expand/collapse button. You can also expand or collapse all the grouped lists in the component at once by clicking the **Expand All** or **Collapse All** link located at the top right of the list.

Grouped Associations

Grouped associations are similar to grouped lists, except that the data is grouped according to an association between multiple entities, not a field contained in the list. For example, in the Bidder/Quoter Summary component, the quoters associated to each bidder are grouped in a list under the bidder's row.

As in grouped lists, the contents of grouped associations can contain rolling lists or accordion lists of rows, and you can expand or collapse rows within groups by clicking an expand/collapse button. You can also expand or collapse all the grouped lists in the component at once by clicking the **Expand All** or **Collapse All** link located at the top right of the list.

Selection Lists

To select a single data row, click anywhere inside the row. The system adds a green check mark beside each row you select and shades the row blue. To cancel a selection, click the selected row again.

For processes that allow more than one data row to be selected at a time, you can use these features to select multiple rows in a component:

- Select a range of rows by clicking the first row in the range, then pressing the Shift key and holding it down while clicking the last row in the range. The system selects all the rows in between the first and last selected rows.
- Select all the rows in the list by clicking the **Select: All** option just above the list headers.
- To clear multiple selections in a modal window list, click the **Select: None** option just above the list headers.

3.11.2 Sorting and Filtering Lists

System components with lists allow you to sort and filter the list to make it easier to find specific rows. You can create advanced sorts and filters that search on multiple criteria. You can save these settings and reuse them any time you visit the component. In addition, your system administrator might have created agency filters that you share with other users.

If filters have been saved for a component, the system displays a drop-down list to the right of the Quick Find search box. The list contains all of the agency and user-saved filters and sorts for this component and an **Advanced** link. If no filters exist for the component, an **Advanced** link is displayed instead. For information about advanced filters, see Using Advanced Sorting and Filters.

To use a saved filter or sort on the component list, click the down arrow and choose the filter or sort you want to use.

Using the Quick Find Search Box

A Quick Find search box is standard on each component that contains a list. It searches all rows in the list for a string of text and then displays only rows with fields containing that string. Follow these steps to use the Quick Find search box:

1. Click in the Quick Find search box for a list that you want to filter.

2. Type the string of characters you want to match or use as a delimiter. The Quick Find filter is not case-sensitive.

   After you type at least three characters and wait a moment, the system refreshes the list and displays the rows that contain the string of characters you entered. This creates a temporary filter.

3. If you want to remove a row from the list of search results, select **Exclude from Search Results** on the **Actions** menu for that row.

   The row is removed from the list of search results. You can exclude additional rows as needed.

4. You can adjust the filter by replacing the text in the search box, or you can clear the filter by clicking the **Reset Criteria** icon  on the right side of the search box.

Using Advanced Sorting and Filters

Every system component that contains a Quick Find search box provides an **Advanced** filter link that allows you to create and save custom sorts and filters that search on multiple criteria. You can save sorts and filters permanently for reuse any time you visit the component. Sorts and filters are associated only with the component on which they are built.

When you click the **Advanced** link, the system displays the Advanced Filter overlay with three sections titled *Filters*, *Sort*, and *Apply Settings.* It also contains a **Close** button in the top right corner.

Filters

Follow these steps to create a filter:

1. Click the down arrow in the field below the Filters header to display a list of all the columns in the component (including hidden columns). Select the column you wish to filter.

   The system displays a list of operators appropriate for the chosen column and a field for entering the value you want to match (depending on the column you are filtering, this may be a text box, a check box, or a tool for selecting a date).

2. Click the down arrow and select the operator you want to use to narrow your filter.

   Depending on the column, operators can include:

   Contains
   Does Not Contain
   Begins with
   Is Equal To (=)
   Is Not Equal To
   Greater Than (>)
   Less Than (<)
   Greater Than or Equal To (>=)
   Less Than or Equal To (<=)
   Is Blank
   Is Not Blank
   Is On
   Is Not On
   Is Earlier Than
   Is Earlier Than or On
   Is Later Than
   Is Later Than or On
   Is Later Than
   Within Past ___ Days

   For more information about operators, see Using Operators with the Advanced Filter.

3. Enter the value you are trying to match or want to use as a delimiter (if a text box, the filter is not case-sensitive).

4. You can create multiple clauses in your filter. To add a second clause, select **And** or **Or** to join the first clause with the second. Then enter column, operator, and value as in steps 1-3. When multiple filter clauses are joined using the **And** or **Or** operators, the system follows the standard order of operations where **And** has precedence over **Or**.

To remove a clause from the filter, click the **Delete** button to the right of the clause.

Sort

Follow these steps to create a sort:

1. Click the drop-down list to select a field on which to sort.

2. The list will sort on the field in ascending order by default; if you want to sort in a descending order, select the **Sort descending** check box for that criterion.

3. You can add more than one sorting criterion by selecting a second field. For example, you can have the Proposals Overview component sorted first by **Created Date**, then by **Proposal ID**. In this case, the system first sorts proposals by the date they were created (in ascending order by default). If two proposals were created on the same date, those two are ordered by their proposal ID (again, ascending by default).

To remove a criterion from the sort, click the **Delete** button to the right of the criterion.

Apply Settings

If you do not want to save your settings and only want to apply them right now, click the **Apply without saving** link. The system returns you to the list and immediately sorts or filters the selected component.

If you want to save your settings, follow these steps:

1. In the **Save as** text box, type the name by which you want to save the filter or sort. The name must be different from any other filter or sort saved by you for this component.

2. If you want the filter or sort to be used as the default for this component, select the check box labeled **Make this the default setting**.

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

   The system takes you back to the list and immediately sorts or filters the selected component.

Modifying Saved Settings

You can modify the filter and sort settings that you save. You cannot modify agency filters. To modify settings, open the Advanced Filter overlay and select the filter or sort you want to modify. Change information in fields, operators, and values as needed.

Deleting Saved Settings

To delete saved filter and sort settings, open the Advanced Filter overlay and select the filter or sort you want to delete in the **Editing** field. Click the **Delete this setting** link.

3.11.3 Using Operators with the Advanced Filter

The following table shows which filter operators can be used with the Advanced Filter to filter different kinds of data. If you filter data with an inappropriate operator, all of the data in the list will be filtered out and you will be returned to an empty list.

Data Type	Contains, Does Not Contain	Comparisons (=, <, <=, >, >=, ≠)
Character	Yes	Yes
Numeric	No	Yes. The filter value must be a valid number (for example, *length* cannot be entered as the filter value because it is not a number). **Note:** When a filter is applied to a numeric column, null and blank values within the column are treated as lower than any numeric value.
Date	No	Yes. The filter value must be a valid date. A blank value may only be used with = and ≠.
Longitude/Latitude	Yes	Yes. The filter value must be a valid latitude or longitude in dd:mm:ss.ss format.
Boolean	No	You can only use = and ≠. The filter value must be a valid Boolean (valid formats are y/n, true/false, yes/no).

Table 3-2. Advanced Filter Operators

3.12 Using Actions Menus

Actions menus allow you to choose a function or process to perform on data. **Actions** menus are located throughout the application and are accessed by clicking an **Actions** button . There are four types of **Actions** menus, each of which performs actions on a different level of data. All application pages contain at least one type of **Actions** menu, many contain two or three, and some contain all four types.

3.12.1 System Actions Menu

The **Actions** menu for system-level functions and processes is located on the Menu Bar, a horizontal strip at the top of every Trns•port webpage. Clicking the **Actions** button opens the **Actions** menu. The functions and processes listed are limited to those that are relevant for your currently active role (the role currently selected on the **Home** menu). When you select a menu option, the system takes you to the component in the system where the action can be performed.

3.12.2 Component Actions Menus

Component **Actions** menus contain functions and processes that can be performed on the component level, for example, adding or importing a new project. The button for this type of **Actions** menu is on the component header. The menu options may be grouped into categories, such as Actions, Views, Tasks, and Reports. When you select a menu option, the system automatically takes you to the component in the system where the action can be performed.

3.12.3 List Actions Menus

List **Actions** menus contain functions and processes that can be performed on a list, for example, adding items to a project item list. The button for this type of **Actions** menu is located below the component header, directly above the list. When you select a menu option, the system automatically takes you to another component or opens a selection modal window where the action can be performed.

3.12.4 Row Actions Menus

Row **Actions** menus contain functions and processes that are performed on an individual data row in a list, for example, adding or deleting an item. The **Actions** button is located on the right side of each row. When you select an action from the menu, the action is performed only on the data in the row on which the menu is located. Menu options may be grouped into categories, such as Actions, Views, Tasks, and Reports.

When you select some menu options, the system automatically takes you to another component in the system where the action can be performed.

Duplicating and Inserting Rows

On rolling and accordion lists, when you click the **New** button, the system automatically adds the new row as the last row in the list. If you want to add a new row in a specific location within the list, select **Insert Row** from the **Actions** menu on the row where you want the new row to appear. The system adds a new row directly above the selected row.

If you are adding a row that is similar to an existing row, you can save the time it would take to enter all the identical information by duplicating the existing row and assigning it a new identifier. You can then make any minor changes required for the new row. To duplicate a row, select **Duplicate Row** from the **Actions** menu on the row you want to duplicate. The system adds a new row directly beneath the source row.

3.12.5 Other Common Action Menu Options

Actions menus provide the following other types of options that are available on the component for the selected data:

- Access to attached files and links (see Working with File Attachments and Working with Links).
- Views (for example, viewing an addenda for a proposal).
- Tasks that can be performed (for example, exporting data or running a process).
- Reports that can be generated.

3.13 Selecting Data in Modal Windows

A *modal* window is a secondary pop-up window associated with a component. While a modal window is open, you cannot work in the associated component. Modal windows are used when you add one or more rows of data to an entity. For example, when you add projects to a proposal, you use a modal window to select the projects you want to add.

Each modal window includes a Quick Find search box to help you find the data you want to add. To select data to add, click anywhere inside its row. The system adds a green check mark beside each row you select and shades the row blue. To cancel a selection, click the selected row again.

Some processes allow more than one row to be added at a time, and for those you can select multiple rows in the selection modal window. You can also use these features to select multiple rows of data:

- Select a range of rows by clicking the first row in the range, then pressing the Shift key and holding it down while clicking the last row in the range. The system selects all the rows in between the first and last selected rows.
- Select all the rows in the list by clicking the **Select: All** option at the top of the list.

- To clear multiple selections in a modal window list, click the **Select: None** option at the top of the list.

When you have selected all the data you want to add in a selection modal window, click the **Add** button. If you are working with a long list, you can click the **Top of Window** link to quickly return to the top of the list.

The system closes the modal window and takes you back to the component where you were working with the new data added to the list.

3.14 Frequently Asked Questions

This section presents answers to some of the questions we hear most frequently from Trns•port users like you. We hope you find them helpful and informative.

Caution: The information provided on this page is intended as a helpful resource for Trns•port users. For best results, however, do not download plug-ins (such as a spell checker) for your browser or change your established web settings (such as the pop up blocker) without first consulting the system administrator for your agency.

You can also find answers to additional questions on the Cloverleaf website. After you log on to Cloverleaf, go to the **Support** section, and click the **web Trns•port FAQs** link. Separate FAQ pages are available for each product version.

Can I use my browser's search functionality?

Yes. All supported browsers include a built-in search function to find a string of data on a single webpage. You can use this browser feature in addition to the built-in features within the Trns•port web application. If you have a large list and want to immediately find a row without filtering the page, you can use your browser's search feature to jump right to the desired value.

Can I use my browser's Back button?

A better alternative to your browser's **Back** button is the system's **Recent** menu with links to recently visited pages.

Beware of the **Back** button! Yes, you can use the **Back** button, but be aware that it simply returns you to a snapshot of the page you were previously visiting. This could also result in changes to the current page not being saved. Clicking the **Back** button may or may not retrieve the actual page from the server, therefore the data that you see on the page might be out of date and cause confusion. For that reason, you should avoid using the browser **Back** button if possible. If you are unable to navigate using the provided links within the Trns•port Web application for any reason, the **Back** button can be used, but only as a last resort.

The back function is available in a number of ways through the browser; the most common is the **Back** button on the Address bar. It can also be accessed by selecting **Back** from the right mouse button menu anywhere on a webpage, through a keyboard shortcut (**Alt**+**Left**), and from the **History** menu. Any of these will return you to a snapshot of the page you were previously visiting.

Can I use my browser's Refresh button?

Yes, you can use the **Refresh** button, however, as with the **Back** button, you may lose information you have recently changed on the page. When you click the **Refresh** button, the browser returns you to the page as it was the last time you clicked **Save**. Therefore, any changes you have made to the page without saving will be lost.

The refresh function is available in a number of ways; the most common is the **Refresh** button in the browser's Address bar. It can also be accessed by pressing a keyboard shortcut (**F5**) or by choosing **Refresh** from the **View** menu.

Can I use the Tab and arrow keys on my keyboard?

Keyboard keys have limited functionality in the system. The Tab key can be used to move from one field to the next, the Enter key can be used to scroll through a drop down list of values in a field, and the arrow keys can be used to scroll through lists of rows.

Does the Trns•port Web application provide a spell checking feature?

Spell checking is a feature that is either already available within your Web browser or can be easily added to your browser. You can use your browser's spell checking feature on all Trns•port text fields.

Why won't my browser allow me to download files?

The ability to download files is often controlled by your browser settings. If you have selected high security options for downloading files or enabled a pop-up blocker, this may interfere with your ability to import and export information to and from other Trns•port applications. However, because browser settings may affect many other agency functions, consult your systems administrator before making any changes.

Why do some number fields not sort properly?

If a field containing numbers (for example, a line number field) is not sorting properly, it is because it is defined as a character field, even though numbers are valid values. If you want a character field to sort numerically, you must place the numeric sort base validation rule on that field in the metadata (see Data Validation (IsNumber) for more information). Creating zero fill character fields can also improve sorting on character fields (see Creating Zero Fill Character Fields).

3.15 My Settings

3.15.1 Managing My Settings

The My Settings component contains information about your user account. Information is grouped in two tabs, located on the left side of the component. To go to your My Settings component, select **My Settings** from the **Actions** menu on the Menu Bar.

The My Settings component opens on the **User Information** tab, which allows you to view, but not change the following user information for your user account:

- First Name
- Last Name
- Person ID

When the New User Help check box is selected, the system opens the Role-Based Workflows help topic when you click the **Help** button on the Menu Bar. This section of the Help provides an orientation to the system for specific roles. To enable this feature for your user account, select the New User Help check box, and click the **Save** button. To disable this feature, clear the check box, and click **Save**.

If the person record associated with your user account is set up to require an email address, the **Email** tab is displayed. If the **Email** tab is not displayed and you want to enter your email address, contact your system administrator. For the **Email** tab to be displayed for a user, an administrator must enter a value in the **Address ID** field and select the **Default Address** check box on the Person Summary component. See Maintaining Addresses for a Person for more information.

Email Click the **Email** tab to view or change your existing email address. For more information, see Changing Your Email Address.

3.15.2 Changing Your Email Address

The **Email** tab on the My Settings component contains the email address currently recorded for your user account and allows you to change the address.

Note: If the **Email** tab is not displayed in the My Settings component and you want to enter your email address, contract your system administrator. For the **Email** tab to be displayed for a user, an administrator must enter a value in the **Address ID** field and select the **Default Address** check box on the Person Summary component. See Maintaining Addresses for a Person for more information.

To record or change your email address, follow these steps:

1. Select **My Settings** from the **Actions** menu on the Menu Bar.

2. On the My Settings component, click the **Email** tab.

3. Click in the **New Email Address** field, and type your new email address.

4. Click in the **Confirm Email Address** field, and type the new email address a second time.

5. Select **Confirm Email** from the **Actions** menu on the component header.

   If the two email addresses match, the system saves the new email address in the database.

3.16 Attachment Files and Links

3.16.1 Working with Attachments

Attachments provide an easy way to integrate outside information of various kinds into your project, proposal or any other system entity. Examples of the types of files you might attach include Microsoft® Word documents, Excel spreadsheets, PDFs, URLs, digital photographs and other types of graphic files.

Attachments are accessed on any component by clicking the **Actions** menu on a row or component header.

Note: Deleting an entity automatically deletes that entity attachments as well as any attachments belonging to child rows of the entity. The system does *not* delete the attachments belonging to any associated entities (for example, if you delete a proposal, its associated projects are not deleted, nor would the projects' attachments).

The Attachments Overview component contains a list of rows for all the files that have been attached to the entity by you or another user with your active role. The system displays the following fields for each file attachment in the list:

- Name
- Description
- Historical Report
- Attorney/Client Privilege
- Size (kb)

If other roles have been granted permission to access an attachment, the attachment's row will also display a count of how many roles are permitted access.

To make changes to an attachment, click anywhere in the attachment's row. The system highlights the row in blue and displays information in labeled fields. You can add or change information in the **Description** and **Attorney/Client Privilege** fields. Subordinate rows are displayed for any additional roles that have been granted access to the attachment.

To open the attachment, click the blue link in the **Name** field. The attachment opens in the application with which it is associated on your local computer. For example, .xls files are usually associated with Microsoft Excel and if you open an .xls file attachment, it will open in the Microsoft Excel application. If your computer does not have an application associated with a file you are opening, you must save it and then choose an appropriate application in which to open the file.

> **Note:** Depending on your browser settings, if you open an attachment that is associated with the browser (rather than another application), the attachment might not open in a separate window. That is, you might leave the webpage on which you were working and go to a new temporary webpage that displays the file. To return to the webpage on which you were working, click the browser's Back button.

To delete an attachment, select **Delete** from the **Actions** menu on the attachment's row. The system shades the row gray to indicate it is marked for deletion. Click **Save** to complete the deletion, or click the **Undo** button to reverse the action.

If your role has been granted permission by another user to access a file attached to an entity you cannot access, you can view this attachment on the Attachments tab of the Global Attachments Overview component (select **Global Attachments** from the **Actions** menu on the Menu Bar).

Attaching a File to a Row

Follow these steps to attach a file to a row:

1. Navigate to an Overview or Summary component that contains the row to which you want to attach the file.

2. Select **Attachments** from the **Actions** menu on the row (if you are viewing an Overview component) or the component header (if you are viewing a Summary component).

   The system takes you to the Attachments Overview component for the row.

3. Click the **Select File** button.

   *The system opens a **Choose File to Upload** window.*

4. In the **Choose File to Upload** window, navigate to the file you want to attach, select it, and click the **Open** button.

   Note: File size restrictions or recommendations may apply. Check with your system administrator for the maximum file size your agency will allow for an attachment.

   The system begins the upload process and closes the Choose File to Upload window. When the upload process is finished, the system adds the new row to the bottom of the list in the File Attachments Overview.

5. It is not required, but you can enter information in the **Description** field to record additional information about the file attachment.

6. Click **Save** to save the attachment to the row.

Granting Security Access to an Attached File

Follow these steps to allow users with other roles to access an attached file:

1. Locate the attachment for which you want to grant access.

2. Choose **Select Roles** from the **Actions** menu on the attachment's row.

   The system displays a modal window for selecting roles.

3. In the modal window, use the Quick Find search box to locate the role to which you want to grant access, or click **Show first 10**.

   The system lists all the roles that meet your search criteria.

4. Click the row for each role you want to grant access.

   The system adds a green check mark beside each role you select and shades the row blue. To cancel a selection, click the selected row again.

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

   The system closes the modal window and takes you to the Attachments Overview with the new roles added as subordinate rows to the attachment's row.

6. Click **Save**.

   The system displays a message to confirm that your changes were saved in the database.

Removing Security Access to an Attached File

Follow these steps to remove access to an attached file:

1. Locate the attachment for which you want to remove access.

2. Expand the attachment row to display rows for the roles that are assigned access to the attachment.

3. To remove security access for a role, click the **Delete** button on the role's row.

4. When you are finished, click the **Save** button.

The system displays a message to confirm that your changes were saved in the database.

3.16.2 Working with Links

You can attach a link to an outside Web site address (also known as a *URL*) to your project, proposal, or any other entity in the system. Any user with your active role who has permission to access the entity will be able to access the attached link. You can also give users whose role does not allow them access to the entity permission to access the attached link.

You can access links on any component by clicking the **Actions** menu on a row or component header, and then clicking the link you want to follow.

Note: Deleting an entity row automatically deletes that entity row's links as well as any links belonging to child rows of the entity. The system does not delete the links belonging to any associated entity rows (for example, if you delete a proposal, its associated projects are not deleted, nor would the projects' links).

The Links Overview component contains a list of rows for all the links that have been attached to the entity by you or another user with your active role. You can access the Links Overview by selecting **Links** from the **Actions** menu on a row or Summary component header. The system displays the following fields for each link in the list:

- Link
- URL
- Link Name
- Description

If other roles have been granted permission to access the link, the row will also display the total number of roles that have access.

To make changes to a link, click anywhere in the link's row. The system highlights the row in blue and displays information in labeled fields. You can add or change information in any field except the **Link** field. Subordinate rows are displayed for any additional roles that have been granted access to the link.

To go to a linked website, click the blue link in the **Link** field. The system opens the website in a separate browser window.

To delete a link, select **Delete** from the **Actions** menu on the link's row. The system shades the row gray to indicate it is marked for deletion. Click **Save** to complete the deletion, or click the **Undo** button to reverse the action.

When you are finished adding or changing links, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

If your role has been granted permission by another user to access a link attached to an entity you cannot access, you can view this attachment on the **Links** tab of the Global Links Overview component (select **Links** from the **Actions** menu on the Menu Bar).

Attaching a Link to an Entity

Follow these steps to attach a new link to an entity:

1. Navigate to the entity to which you want to attach the link.
2. Select **Links** from the **Actions** menu on the entity's row or the component header.

   The system takes you to the Links Overview component for the entity.

3. Click the **New** button.

   The system adds a new row at the bottom of the rolling list of existing links. All fields in the new row are blank.

4. To create a link, you must enter information in the URL and Link Name fields.
5. It is not required, but you can enter information in the Description field to record additional information about the link.
6. Click **Save** to save the link to the entity.

Granting Security Access to a Link

Follow these steps to allow users with other roles to access an attached link:

1. On the Links Overview page, locate the link for which you want to grant access.
2. Choose **Select Roles** from the **Actions** menu on the link's row.

   The system displays a modal window for selecting roles.

3. In the modal window, use the Quick Find search box to locate the role to which you want to grant access, or click **Show first 10**.

   The system lists all the roles that meet your search criteria.

4. Click the row for each role you want to grant access.

   The system adds a green check mark beside each role you select and shades the row blue. To cancel a selection, click the selected row again.

5. Click the **Add to Link** button.

The system closes the modal window and takes you to the Links Overview with the new roles added as subordinate rows to the link's row.

6. Click **Save**.

   The system displays a message to confirm that your changes were saved in the database.

Removing Security Access to a Link

Follow these steps to remove security access for a role:

1. On the Links Overview page, locate the link for which you want to remove access.
2. Expand the link row to display rows for the roles that have access to the link.
3. Click the **Delete** button at the end of the row for each role from which you want to remove access.

   The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** *button.*

4. Click **Save**.

   The system displays a message to confirm that your changes were saved in the database.

3.16.3 Using Global Attachments

The Global Attachments Overview component allows you to view and change two types of global attachments:

- *Attachments* are attached files that you have permission to view, but are attached to entities you do *not* have permission to access.
- *System Attachments* are files that are not attached to a specific entity.

You can access the Global Attachments Overview from any page in the application by selecting **Global Attachments** from the **Actions** menu on the Menu Bar. Attachments are grouped in two tabs, located on the left side of the component. The component opens on the **Attachments** tab. To access system attachments, click the **System Attachments** tab.

On either tab, locate a specific file attachment by typing criteria in the Quick Find search box or by clicking **Show first 10**. The system displays a list of rows for all the attachments that match your search criteria. Each row contains an **Actions** button and current values for the following fields:

- Name
- Description
- Historical Report

- Attorney/Client Privilege
- Size (kb)
- Associated To

If other roles have been granted permission to access an attachment, the attachment's row will also display a count of how many roles are permitted access.

To open the attachment, click the blue link in the **Name** field. The attachment opens in the application with which it is associated on your local computer. For example, .xls files are usually associated with Microsoft Excel and if you open an .xls file attachment, it will open in the Microsoft Excel application. If your computer does not have an application associated with a file you are opening, you must save it and then choose an appropriate application in which to open the file.

> **Note:** Depending on your browser settings, if you open an attachment that is associated with the browser (rather than another application), it may not open in a separate window (that is, you may leave the webpage on which you were working and go to a new temporary webpage that displays the file). To return to the webpage where you were working, click the browser's back button.

To make changes to an attachment, click anywhere in the attachment's row. The system highlights the row in blue and displays information in labeled fields. You can add or change information in the **Description** and **Attorney/Client Privilege** fields.

Subordinate rows are displayed for any additional roles that have been granted access to the attachment. You can remove role access for system attachments you created by clicking the **Delete** button on the role's row. You cannot remove role access for system attachments you did not create.

To delete an attachment, select **Delete** from the **Actions** menu on the attachment's row. The system shades the row gray to indicate it is marked for deletion.

When you have finished making changes to global attachments, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

Granting Security Access to an Attachment

Follow these steps to allow users with other roles to access an attachment:

> **Note**: You can only grant access to other roles for system attachments that you created.

1. Locate the attachment for which you want to grant access.
2. Choose **Select Roles** from the **Actions** menu on the attachment's row.

   The system displays a modal window for selecting roles.

3. In the modal window, use the Quick Find search box to locate the role to which you want to grant access or click **Show first 10**.

   The system lists all the roles that meet your search criteria.

4. Click the row for each role to which you want to grant access.

   The system adds a green check mark beside each role you select and shades the row blue. To cancel a selection, click the selected row again.

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

   The system closes the modal window and takes you to the Global Attachments Overview with the new roles added as subordinate rows to the attachment's row.

6. Click **Save**.

   The system displays a message to confirm that your changes were saved in the database.

3.16.4 Using Global Links

Links provide a convenient way to access an outside web site while working in the Trns•port system.

The **Global Links Overview** component allows you to view and change two types of global links:

- *Links* are links that you have permission to access, regardless of whether you have permission to access the entities associated with the links.
- *System Links* are links that are not attached to a specific entity.

You can access the Global Links Overview from any page in the application by selecting **Global Links** from the **Actions** menu on the Menu Bar. Links are grouped in two tabs, located on the left side of the component. The component opens on the **Links** tab. To access system links, click the **System Links** tab.

On either tab, locate a specific link by typing criteria in the Quick Find search box or clicking **Show first 10**. The system displays a list of rows for all the links that match your search criteria. Each row contains an **Actions** button and current values for the following fields:

- Link
- URL
- Link Name
- Description
- Associated To

If other roles have been granted permission to access a link, the link's row will also display a count of how many roles are permitted access.

To go to a linked Web site, click the blue link in the **Link** field. The system opens the Web site in a separate browser window.

To make changes to a link, click anywhere in the link's row. The system highlights the row in blue and displays information in labeled fields. You can add or change information in any field except the **Link** field.

Subordinate rows are displayed for any additional roles that have been granted access to the link. You can remove role access for system links you created by clicking the **Delete** button on the role's row. You cannot remove role access for system links you did not create.

To delete a link, select **Delete** from the **Actions** menu on the link's row. The system shades the row gray to indicate it is marked for deletion.

When you have finished making changes to global links, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

Granting Security Access to a Link

Follow these steps to allow users with other roles to access a link:

Note: You can only grant access to other roles for system links that you created.

1. Locate the link for which you want to grant access.
2. Choose **Select Roles** from the **Actions** menu on the link's row.

   The system displays a modal window for selecting roles.

3. In the modal window, use the Quick Find search box to locate the role to which you want to grant access or click **Show first 10**.

   The system lists all the roles that meet your search criteria.

4. Click the row for each role you want to grant access.

   The system adds a green check mark beside each role you select and shades the row blue. To cancel a selection, click the selected row again.

5. Click the **Add to Link** button.

   The system closes the modal window and takes you to the Global Links Overview with the new role(s) added as subordinate rows to the link's row.

6. Click **Save**.

   The system displays a message to confirm that your changes were saved in the database.

3.17 Processes

3.17.1 Viewing Process History

The **Process History Overview** component allows you to check on the status of all processes you are running at any time, including system and scheduled processes.

You can access the Process History Overview from any page in the application by selecting **View Process History** from the **Actions** menu on the Menu Bar.

The Process History Overview contains a list of processes that have been executed. The component opens on the **Process History** tab, which allows you to view the status and output of processes you have generated manually.

Note: The finish time and success of a process is not displayed until the process concludes and the page is refreshed.

You can locate a specific process by typing criteria in the Quick Find search box. You can also filter the list to show only recent, older, or processes currently running by selecting the appropriate value in the **Status** field above the list.

Each process row contains this information:

- Process Name
- User ID
- Success
- Reviewed
- Start Time
- Finish Time
- Output Files

Note: The finish time and success of a process is not displayed until the process concludes and the page is refreshed.

Note: Generated reports do not display in the process history unless they were scheduled.

Note: If the output file that results from a process exceeds 100 MB in size, then the output is stored in multiple files with a maximum size of 50 MB each.

Process history rows can be deleted in this component, but not changed. To delete a process history row, click the **Delete** button on that row. When you have finished deleting process history rows, click the **Save** button to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

If output files have been generated by the process, the file name appears as a blue link in the **Output Files** field. You can open the output file to view it or save it by clicking the blue link. For more information, see Viewing and Saving Process Output Files.

Note: When you click the output files link, the system automatically marks the process history row as having been reviewed.

3.17.2 Viewing and Saving Process Output Files

If output files have been generated by a process, the output file name appears as a blue link in the **Output Files** field on the Process History Overview component. You can open the output file to view it or save it by clicking the blue link.

Note: When you click the output files link, the system automatically marks a process history row as having been reviewed.

Viewing an Output File

Follow these steps to view a process output file:

1. Click the blue link in the **Output Files** field on the Process History Overview component.

   The system opens a File Download dialog window.

2. Select the **Open** option in the window.

   *The output file opens in the application with which it is associated on your local computer. For example, *.log files are usually associated with a text editor and if you open a *.log file, by default it will open in Microsoft Notepad. If your computer does not have an application associated with a file you are opening, you must save it and then choose an appropriate application in which to open the file.*

   Depending on your browser settings, if you open an attachment file that is associated with the browser (rather than an application), it may not open in a separate window (that is, you may leave the webpage on which you were working and go to a new temporary webpage that displays the file). To return to the Trns•port webpage on which you were working, click the browser's back button.

Saving an output file

Follow these steps to save an output file:

1. Click the blue link in the **Output Files** field on the Process History Overview component.

   The system opens a File Download dialog window.

2. Select the **Save** option in the window.

3. Follow browser directions to save the file.

3.18 Email Messages

3.18.1 Working with Email Messages

The Outbox Overview component enables you to view and delete email messages sent within the system from the current user account. It also enables you to send new messages to other system users.

You can display the Outbox Overview component by selecting **My Outbox** from the **Actions** menu on the Menu Bar.

The Outbox Overview component includes an expandable list of sent messages. Each sent message row includes an **Actions** button and values for the Recipients, Subject, and the Date fields.

You can expand a message row to view the Message Text, along with the user account and email address that were used to send the message.

To send a new message to another system user, click the **Create Message** button. The system takes you to the Create Message component. For more information, see Creating an Email Message.

To delete a sent message from the system, select **Delete** from the **Actions** menu on the message row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button.

Click the **Save** button to apply your changes. The system displays a message to confirm that your changes were saved.

You can create recipient groups by clicking the Dynamic Mailing Group Quick link. For more information, see Creating Dynamic Mailing Groups.

3.18.2 Creating an Email Message

The Create Message component enables you to send an email message from the current user to another system user. In order to send a message, an email address must be recorded in the system for both the sender and the recipient user accounts.

Note: You can enter email addresses for the person associated with a user account by using the Person Summary component (see Maintaining Addresses for a Person).

To create a new message, perform the following steps:

1. Select **My Outbox** from the **Actions** menu on the Menu Bar.

   The system takes you to the Outbox Overview component.

2. Click the **Create Message** button.

   The system takes you to the Create Message component.

3. Type a value in the Recipient box to search for or enter the message recipient. The recipient can be an individual or a pre-defined mailing group (see Creating Dynamic Mailing Groups).

4. To add another recipient, click the **New** button.

   The system adds another recipient row.

   Note: When a message has more than one recipient, the recipient names and email addresses are hidden from other recipients of the message.

5. Type a value in the second Recipient box to search for or enter another message recipient. Continue adding recipients as needed.

   Note: If you want to select multiple recipients at the same time, choose **Select Recipients** from the **Actions** menu on the recipient list. For more information, see the Selecting Multiple Recipients section below.

6. Type a value in the Subject box.

7. In the Message Text box, type the contents of your email message.

8. When you are finished, click the **Send** button.

   The system takes you to the Outbox Overview component and displays a message to confirm that your email message was sent. The email you sent is added to the top of the list of sent messages.

Selecting Multiple Recipients

If you want to send a message to several recipients, you can select all of them at once.

Note: When a message has more than one recipient, the recipient names and email addresses are hidden from other recipients of the message.

To select multiple recipients, perform the following steps:

1. On the Create Message component, choose **Select Recipients** from the **Actions** menu on the recipient list.

   The system displays the Select Recipients modal window.

2. Locate the recipients you want by typing criteria in the Quick Find search box, or by clicking **Show First 10**.

   The modal window lists possible recipients that match your criteria. Each row of user data shows the Name, Email Address, Type, Address Type, and Default values for the user account.

3. Click a row to select the user as a recipient.

   A green check mark appears at the beginning of the row to indicate it is selected.

4. Continue selecting user rows as needed. You can click a row again to clear the selection.

5. When you are finished selecting recipients, click the **Add to Message** button at the top of the modal window.

   The system closes the modal window and adds the recipients you selected to the list on the Create Message component.

3.18.3 Creating Dynamic Mailing Groups

On the Dynamic Mailing Groups component, you can view and maintain mailing groups. A mailing group is a collection of names and email addresses that can be selected as the recipient of an email message. You create a mailing group by setting up one or more filters. A mailing group can include email addresses for a person, vendor, administrative office, or other entity that has an email address entered in the system. If the system stores more than one email address for a person or entity, the default email address is used for the mailing group. If no default is specified, all recorded email addresses for the person or entity are included.

To go to the Dynamic Mailing Groups component, select **My Outbox** from the **Actions** menu on the Menu Bar. On the Outbox Overview component, click the Dynamic Mailing Groups Quick link.

The Dynamic Mailing Groups component lists the mailing groups already set up in the system. Each row includes an **Actions** menu and the mailing group Name. When you expand a mailing group row, you can view the filter criteria that define the mailing group.

Filter criteria are statements that include a field, an operator, and an expected value. For example, filter criteria can narrow the possible recipients to only those whose email addresses contain *DOT*. Each mailing group can include multiple filter criteria statements to further narrow the recipient list.

To create a new mailing group, following these steps:

1. Click the **New** button.

   A new mailing group row is added to the bottom of the list of mailing groups.

2. Enter a descriptive name for the mailing group in the Name field.

3. In the **Filter** section, click the arrow in the first filter box.

4. On the drop-down menu, select a field that will be used to filter the recipients included in the mailing group.

   *The field name you selected is displayed in the first filter box, and additional boxes are shown in the **Filter** section.*

5. Click the arrow in the next filter box.

6. On the drop-down menu, select an operator for the filter, such as Contains, Begins With, or Equal To.

   The operators available on this menu vary according to which field you selected in the first filter box.

7. To view a preview of the user names and email addresses that will be included in the mailing group as a result of the filter criteria statement, click the **Test Filter Results** button.

   User names and email addresses that match your criteria are listed at the bottom of the mailing group row. If filter criteria statement you entered does not produce any results, change the criteria as needed.

8. You can continue adding additional filter criteria statements to further narrow the list of recipients. You can delete a criteria statement from the mailing group by clicking the **Delete** button to the right of the statement.

9. When you are finished specifying filter criteria, click **Save**. When you create an email message, you can select a mailing group as the recipient. All of the users and email addresses that match the filter criteria in the mailing group are included as recipients of the message.

To maintain a mailing group, click in a field and add, delete, or change information as needed.

To delete a mailing group, select **Delete** from the **Actions** menu on the mailing group row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button.

Click the **Save** button to apply your changes. The system displays a message to confirm that your changes were saved.

4 Subcontractor Payments

4.1 Subcontractor Payment Overview

After the agency makes a payment to the prime contractor for work on the contract, the prime contractor is in turn responsible for paying the subcontractors and other vendors who performed the work. When the prime contractor has paid the subcontractors, those subcontractors are responsible for paying their own subcontractors and other vendors (suppliers, brokers, and truckers) who provided materials or services for contract work.

The general subcontract payment process follows these workflow steps:

- **Pending —** If you are the prime contractor, enter subcontractor payment records for the work subcontractors performed for each estimate payment. To enter subcontractor payments, first locate the contract payment from which the subcontractor payment is being made. If you are a subcontractor entering payments made to other vendors, locate the appropriate subcontract payment for which you are the payee.

  Record any information required by your agency for the payment. In addition to general information and any amounts being withheld, this might include work items or work types being paid.

  Sign each subcontractor payment record.
- **Under Payee Review —** Payees on subcontractor payments verify receipt of the subcontractor payment.
- **Under Agency Review —** The agency reviews the subcontract payment transactions.
- **Reviewed —** Subcontract payments have been reviewed. This is the end of the subcontract payment process.

The transportation agency monitors all of these payments to make sure they are made within the federal and state guidelines for timely and accurate payment. Agencies can choose between three possible methods to monitor subcontractor payments:

- **Work Items —** Some agencies require the prime contractor and other paying vendors to record the work items being paid in the subcontractor payment. The payment amount is automatically calculated by the system, partially based on work items completed.
- **Work Types —** Some agencies require the prime contractor and other paying vendors to record the work types being paid in the subcontractor payment. The payment amount is automatically calculated by the system, partially based on recorded work types.
- **Payment Amount —** Some agencies do not require either work items or work types to be recorded for the subcontractor payment. The payment amount is recorded manually.

4.2 Locating a Contract

All subcontractor payments must originate from a contract payment. Therefore, to view, add or change a subcontractor payment, you must first find its associated contract.

To locate a contract, navigate to the Contract Overview by clicking the **Contract** link on the CRLMS Non-Agency component. Click **Show first 10** or type criteria in the **Quick Find** search box. The system displays a rolling list of rows for all the contracts in the system that match your search criteria.

Each contract row contains an **Actions** button and current values for the following fields:

- Contract ID
- Description
- Prime Contractor ID
- Prime Contractor Name

When you locate the contract, select **View Contract Payments** from **Actions** menu on the contract's row.

4.3 Viewing Agency Contract Payments

All subcontractor payments must originate from a contract payment with the prime contractor as the payer.

The Contract Payment Overview component contains a rolling list of all the payments the agency has paid to the prime contractor for the contract. To access the Contract Payment Overview from the Contract Overview component, select **View Contract Payments** from the **Actions** menu on the contract row.

Each row represents one contract payment record. Each row displays an **Actions** button and current values for the following fields:

- Estimate Num
- Type
- Amount Paid
- End Date

To view or maintain the information in a contract payment record, click the blue **Estimate Num** link in the list, or select **View** from the **Actions** menu on the contract payment row.

To add a subcontract payment from the prime to a contract payment, select **Add Subcontract Payment from Prime** from the **Actions** menu on the contract payment's row.

4.4 Viewing a Contract Payment Summary

The Contract Payment Summary component contains all the information currently recorded for the contract payment, including subcontract payments. To access the Contract Payment Summary from the Contract Overview, select **View Contract Payments** from the **Actions** menu on the contract row. On the Contract Payment Overview component, click the **Estimate Num** link.

Information on the Contract Payment Summary is grouped on three tabs located on the left side of the component. The component opens on the **General** tab, which allows you to view the following information:

- Estimate Number
- Estimate Type
- Paid Amount
- Previous Total Paid Amount
- Total Paid to Date Amount
- Contract Payment Period Start Date
- Contract Payment Period End Date
- Date Payment was Made

To view additional information related to the contract payment, click the following tabs:

Items	Click this tab to view a list of all the payment items associated with this contract payment. For more information, see Viewing Contract Payment Items.
Subcontract Payments	Click this tab to add or maintain subcontractor payments associated with this contract payment. For more information, see Managing Subcontractor Payments.

4.5 Viewing Contract Payment Items

Contract payments made to the prime contractor are made based on the contract work items that were completed during the payment period.

The **Items** tab on the Contract Payment Summary component contains an accordion list of all the contract items that are being paid in the associated contract payment. Each row represents one payment item record and displays the **Contract Item Line Number** and the **Item ID**.

To view a contract item record, expand the row to display all the available information. You can view the following information:

- Contract Line Item Number
- Item ID
- Item Description
- Unit
- Quantity Paid
- Extended Amount Paid
- Quantity Paid to Date
- Bid Extended Amount
- Contract Item Unit Price
- Supplemental Description

4.6 Managing Subcontractor Payments

The **Subcontract Payments** tab on the Contract Payment Summary component contains an accordion list of all the subcontract payments that have been made for the associated contract payment. Each row represents one subcontract payment record and displays an **Actions** button and current values for the **Payer Name** and **Payee Name**.

To maintain a subcontract payment record, expand the row to display all the available information. You can view the following information:

- Payer Name
- Payee Name
- Payee Payment Number
- Date Paid
- Payment Type
- Paid Amount
- Parent Subcontractor Payment ID
- DBE Firm Indicator
- DBE Commitment Indicator

To review or change additional information about the subcontractor payment, select **Review Sub Contractor Paymt. Summary** from the **Actions** menu on the subcontract payment's row (see Maintaining a Subcontractor Payment Record).

To add a new subcontract payment from the prime, click **Add Subcontract Payment from the Prime**. To add a new subcontract payment from the payee, select **Add New Payment From Payee** from the **Actions** menu on any subcontract payment row. To add a new subcontract payment from the payer, select **Add New Payment From Payer** from the **Actions** menu on any subcontract payment row. See Adding a Subcontractor Payment.

To delete a subcontract payment record, select **Delete** from the **Actions** menu on the subcontract payment's row.

Note: Deleting a subcontractor payment also deletes any associated subordinate vendor payments.

When you are finished, click **Save** to apply your changes (including deleted information). The system displays a message to confirm that your changes were saved in the database.

To sign subcontract payments for the payer on this subcontract payment, select **Sign Subcontract Payment** from the **Actions** menu on the subcontract payment's row. For more information, see Signing Subcontract Payments.

4.7 Adding a Subcontractor Payment

The Add Subcontract Payment allows you to add general information for a new subcontractor payment. There are several ways to access the Add Subcontract Payment component from the **Subcontract Payments** tab on the Contract Payment Summary component depending on the type of payment being made. To add a new subcontract payment from the prime, click **Add Subcontract Payment From Prime**. To add a new subcontract payment from the payee, select **Add New Payment From Payee** from the **Actions** menu on any subcontract payment row. To add a new subcontract payment from the payer, select **Add New Payment From Same Payer** from the **Actions** menu on any subcontract payment row.

When you create a new subcontractor payment, the system automatically determines the payer (and sets the **Payer Name** field) according to the following rules:

- If the subcontractor payment is made directly from the contract payment (on the **Contract Payment Overview** component), the prime contractor is set as the payer.
- If the subcontractor payment is made from another subcontract payment (by selecting **Add New Payment From Payee** on the **Subcontract Payments** tab of the **Contract Payment Summary** component), the subcontract payment payee is set as the payer. (This is when a subcontract payment is made from a vendor other than the prime contractor to another vendor.)

- If the subcontractor payment is made from another subcontract payment (by selecting **Add New Payment From Same Payer** on the **Subcontract Payments** tab of the **Contract Payment Summary** component), the same payer is set for subcontract payment.

To create a new subcontractor payment, you must enter information in these fields:

- Payee
- Payee Payment Number
- Date Paid
- Payment Type
- Paid Amount
- Payee Work Complete Indicator

The following fields are set automatically by the system:

- DBE Firm Indicator
- DBE Commitment Indicator

When you are finished adding information, save the new subcontractor payment in the system by clicking the **Save** button. The system takes you to the Subcontract Payment Summary and displays a message to confirm that your changes were saved in the database. For more information, see Maintaining a Subcontractor Payment Record.

4.8 Maintaining a Subcontractor Payment Record

Information currently recorded for the subcontractor payment is available on either the Subcontract Payment Summary or the Review Subcontract Payment Summary.

The Subcontract Payment Summary is displayed whenever you save a new subcontract payment, or you can access it by clicking the Subcontract Payment quick link on the Verify Payment component. To access the Review Subcontract Payment Summary, click the **Subcontract Payments** tab on the Contract Payment Summary, and then select **Review Sub Contractor Paymt. Summary** from the **Actions** menu on the appropriate subcontract row.

Both components open on the **General** tab, which allows you to view or change the following information:

- Payer
- Payee
- Payee Payment Number
- Date Paid
- Payment Type
- Paid Amount
- DBE Firm Indicator

- DBE Commitment Indicator
- Payee Work Complete Indicator

Click in a field and add, change, or delete information as required.

When you are finished making changes, click the **Save** button to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

To maintain additional information for the subcontractor payment, click the following tabs:

Withholding	Click this tab to change withholding information for the subcontractor payment (see Maintaining Subcontractor Payment Withholding).
Endorsements	Click this tab to view endorsement and review information for the subcontractor payment (see Viewing Subcontractor Payment Endorsements).
Items	Click this tab to change the payment items associated with this subcontractor payment (see Maintaining Subcontractor Payment Items). This tab is only available if your agency requires that work items be recorded for subcontractor payments.
Work Types	Click this tab to change work type information associated with this subcontractor payment (see Maintaining Subcontractor Payment Work Types. This tab is only available if your agency requires that work types be recorded for subcontractor payments.

Note: If your agency does not require that work items or work types be recorded for subcontractor payments, the **Items** and **Work Types** tabs are not available on this component.

To add a new subcontractor payment to the same subcontractor as the current subcontractor payment, select **Add New Payment Same Payer** from the **Actions** menu on the component header.

To add a new subcontractor payment to the payee on the current subcontractor payment, select **Add New Payment From Payee** from the **Actions** menu on the component header.

To verify that you have received a subcontractor payment, select **Verify Payment** from the **Actions** menu on the component header. For more information, see Verifying Receipt of a Subcontractor Payment.

4.9 Maintaining Subcontractor Payment Withholding

The **Withholding** tab of the Subcontract Payment Summary component contains information related to funds being withheld or previously withheld funds being released in the subcontractor payment.

On this tab, you can view or change the following information:

- Retainage Released
- Retainage Dollars Held
- Payment or Partial Amount Withheld Indicator
- Partial Payment Comments
- Payer Comments

Click in a field and add, change, or delete information as required.

The **Partial Payment Comments** field is required if both of the following conditions exist for this subcontractor payment:

- The **Payment or Partial Amount Withheld Indicator** check box is selected.
- Your agency does not require that work items or work types be recorded for the subcontractor payment.

Note: If the *Subcontractor Payment Detail* agency option is set to *Contract Pay Items* or *Work Types*, the **Partial Payment Comments** and **Payment or Partial Amount Withheld Indicator** fields are maintained at the corresponding payment item or payment work type level and their values cannot be changed on this component.

When you are finished, click the **Save** button to apply your changes. The system displays a message to confirm that your changes were saved in the database.

4.10 Viewing Subcontractor Payment Endorsements

The **Endorsements** tab on the Subcontract Payment Summary component contains endorsement and review information for the subcontract payment.

On this tab, you can view the following information:

- Signed By
- Signed Date
- Signer Comments
- Payee Reviewed By
- Payee Reviewed Date
- Payment Received
- Date Received
- Amount Received

- Payee Work Complete Indicator
- Payee Comments
- Agency Reviewed Date
- Agency Reviewed By
- Agency Reviewer Comments

4.11 Maintaining Subcontractor Payment Items

The **Items** tab on the Subcontract Payment Summary component contains an accordion list of all the contract items that are being paid in this subcontractor payment.

Note: This tab is only available if your agency requires that work items be recorded for subcontractor payments.

Each row on the **Items** tab represents one item record. Each row displays an **Actions** button and current values for the **Contract Item Line Number** and **Quantity Paid** fields. To maintain an item record, expand the row to display all the available information. You can view or change the following information:

- Contract Item Line Number
- Quantity Paid
- Actual Payment
- Payment or Partial Amount Withheld Indicator
- Partial Payment Comments (this field is required if the **Payment or Partial Amount Withheld Indicator** is selected)
- Retainage Released
- Retainage Dollars Held
- Payee Work Complete Indicator

Click in a field and add, change, or delete information as required. When you are finished making changes, click the **Save** button to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

4.12 Maintaining Subcontractor Payment Work Types

The **Work Types** tab on the Subcontract Payment Summary component contains an accordion list of all the work types recorded for the subcontract payment.

Note: This tab is only available if your agency requires that work types be recorded for subcontractor payments.

Each row on the **Work Types** tab represents one work type record. Each row displays an **Actions** button and the current value for the **Work Type** field. To maintain a work type record, expand the row to display all the available information. You can view or change the following information:

- Work Type
- Actual Payment
- Payment or Partial Amount Withheld Indicator
- Partial Payment Comments (this field is required if the **Payment or Partial Amount Withheld Indicator** is selected)
- Retainage Released
- Retainage Dollars Held
- Payee Work Complete Indicator
- Contract Current DBE Commitment Work Type Indicator
- Work Type Status Description
- Primary Code Flag
- Comment
- DBE Work Type Source

Click in a field and add, change, or delete information as required. When you are finished making changes, click the **Save** button. The system displays a message to confirm that your changes were saved in the database.

4.13 Signing Subcontract Payments

The Sign Subcontract Payment component provides a guided process by which you review, verify and sign a subcontractor payment.

Caution: After you sign a subcontractor payment, it can no longer be changed or deleted.

Follow these steps to sign a subcontractor payment:

1. On the **Subcontract Payments** tab of the Contract Payment Summary component, select **Sign Subcontract Payment** from the **Actions** menu on the subcontract payment's row.

   The system automatically generates the Contract Payment report and displays it on the Sign Subcontract Payment component.

2. Review the Contract Payment report. When you have determined the information in the report is correct for this subcontract payment, click the **Next** button at the bottom of the component.

   The system displays the agency's verification requirement for the subcontractor payment. You can click the ***Previous*** *button to return to the Contract Payment report if needed.*

3. Review the verification requirement and click the **Next** button to proceed.

   The system displays the Sign step.

4. Click in the **Comments** field and enter any information you need to record for the subcontractor payment record.

5. Sign the subcontractor payment by clicking the **Sign Payment** button.

   *The system verifies that you are authorized to sign the subcontractor payment, sets the **Signed By** field to your User ID, and sets the **Signed Date** to the current system date. The system displays the Contract Payment report and the Payment Verification report in the guided process and also attaches them to the subcontract payment record. The system then sets the subcontract payment record to read-only to prevent any future changes and takes you back to the Subcontractor Payment tab on the Contract Payment Summary page.*

4.14 Verifying Receipt of a Subcontractor Payment

The payee must verify the subcontract record information to complete the subcontractor payment process. When the payee verifies receipt, the agency then reviews the transaction to make sure it was made within the federal and state guidelines for a timely and accurate payment.

The Verify Payment component provides a guided process by which the payee can review and verify the subcontractor payment.

Follow these steps to verify the subcontractor payment:

1. To open the subcontractor payment record, click the **Subcontract Payments** tab on the Contract Payment Summary, and then select **Review Sub Contractor Paymt. Summary** from the **Actions** menu on the subcontract payment row.

2. On the Review Subcontract Payment Summary component, select **Verify Payment** from the **Actions** menu on the component header.

   The system generates the Contract Payments Report and takes you to the Verify Payment component, with the report displayed.

3. Review the Contract Payment report. When you have determined the information in the report is correct for this subcontract payment, click the **Next** button at the bottom of the component.

   *The system displays the Verify Receipt step. You can click the **Previous** button to return to the Contract Payment report if needed.*

4. Add information in the following fields for the payment received: Payment Received, Amount Received, Date Received, Payee's Work on Contract Complete, Payee Comments.

5. Click the **Next** button.

   The system displays the Submit step.

6. Review the information displayed, and if it is correct, click the **Submit Verification** button.

   The system submits the verification to the agency and takes you back to the Subcontract Payment Summary component.

5 Contract Vendor Payrolls

5.1 Working with Contract Vendor Payrolls

A payroll is a vendor’s reporting of wages paid to employees for work on a specific agency contract during a given period of time. For each employee, the hours worked on each day for a given labor classification on a specific project must be reported. This is not a vendor's payroll system for payment and payroll tax deduction purposes, but instead it is a record based on the output from a vendor's payroll system.

When required by the agency, payrolls associated with the work performed must be recorded, reviewed, and approved by the agency. The approval process ensures that the calculations in the payroll are correct and that federal guidelines for wages and fringe benefits have been followed.

A contract payroll must be checked and approved at several levels before it can receive final approval by the transportation agency. A payroll goes through a sequence of steps or phases, and it can move back and forth between them. The Certified Payroll Status component is used to track the payroll life cycle.

5.1.1 Payroll Workflow

Payroll information is initially entered by prime contractors and subcontractors either through direct data entry or by importing electronic files. The agency reviews the information contained in a payroll, and the payroll is progressed through the system.

Initial

Payroll information is initially entered by prime contractors and subcontractors either through direct data entry or by importing electronic files. When a certified payroll is imported into the system, the system automatically validates the payroll to detect any errors that would normally be captured when the payroll is manually entered. If errors are found, the system does not load the payroll into the database and reports the errors to the user. If no errors are found, the system loads the payroll and sets its status to *Initial*. Payrolls in *Initial* status cannot be rejected but can be deleted.

After an external user enters or imports a payroll and then saves it, the **Sign** option becomes available on the **Actions** menu on the payroll's row. The payroll will not progress further in the workflow until an external user signs the payroll (see Signing Contract Vendor Payrolls).

When a payroll in *Initial* status is signed, the system automatically progresses it to *Under Agency Review* status if the payroll vendor is the prime contractor for the contract; otherwise, the system progresses the payroll to the *Under Prime Review* status.

Under Prime Review

During the *Under Prime Review* phase, prime contractors are responsible for reviewing subcontractor payrolls and progressing them to the next step in the process. The system does not progress the payroll further in the workflow until an external user with vendor authority for the prime contractor reviews the payroll by executing the **Prime Review** task from the **Actions** menu on the Contract component header on the External Certified Payroll Status page (see Performing a Prime Payroll Review).

When a payroll in *Under Prime Review* status is approved and forwarded to the agency, the system automatically sets its status to *Under Agency Review* and its **Prime Accepted Date** field to the current date.

When a payroll in *Under Prime Review* status is rejected and returned to the contractor, the system automatically sets its status to *Prime Returned* and its **Prime Original Not Accepted Date** field to the current date (unless the field was already set to a non-null value).

Prime Returned

If the prime contractor rejects the payroll during the *Under Prime Review* phase, the payroll has status of *Prime Returned*. When a payroll has a status of *Prime Returned*, an authorized user for the payroll vendor can perform one of two tasks:

- Return the payroll to the prime contractor with a transition comment added to clarify any issues the prime contractor might have reported. Navigate to the Status component on the Certified Payroll Status page, and click the **Approve** button. The system displays a **Comments** field in which you must enter an explanation. Click the **Save** button to progress the payroll to the *Under Prime Review* phase.
- Modify the payroll data. After you make changes to the payroll data (on the Payroll or Employee components) and save the modified payroll, the system sets the payroll back to the *Initial* phase, and you must sign the payroll again (see Signing Contract Vendor Payrolls).

Under Agency Review

In this phase, the agency reviews prime contractors' and subcontractors' payrolls. The first time a payroll is progressed to *Under Agency Review* status, the system automatically validates the payroll for more substantial payroll exceptions. The agency can flag exceptions for vendor notification, enabling the external user to review and respond to the exception if needed. When all the validation tests are completed, the system displays a record in the Process History Overview.

If the payroll validation is successful (that is, it contains no payroll exceptions), the system sets the payroll status to *Approved* and the **Agency Accepted Date** field to the current date.

When a payroll in *Under Agency Review* status is rejected, the system automatically sets its status to *Agency Rejected* and sets the payroll's **Agency Original Not Accepted Date** field to the current date (unless the field was already set to a non-null value).

If a change must be made to a payroll that has progressed beyond the *Under Agency Review* phase, a payroll modification must be created from the existing payroll (see Creating a Payroll Modification). The original will always remain as an audit trail. It is recommended that the original payroll be rejected in this case, but this is not required in order to create a new modification.

Agency Rejected

A payroll enters this phase if the agency rejects the payroll during the *Under Agency Review* phase. When a payroll is in the *Agency Rejected* phase, an external user with vendor authority for the prime contractor is required to take one of the two following actions on the payroll:

- Return the payroll to the agency. Navigate to the Status component on the Payroll Status page, and click the **Approve** button. The system displays a **Comments** field in which you must enter an explanation. Click the **Save** button to progress the payroll to the *Under Agency Review* phase.
- Reject the payroll and return it to the payroll contractor. Navigate to the Status component on the Payroll Status page, and click the **Reject** button. The system displays a **Comments** field where you can enter a description of the reason for rejection. Click the **Save** button to progress the payroll to the *Prime Rejected* phase.

Prime Rejected

A payroll enters this phase when the prime contractor rejects a subcontractor's payroll after it has been rejected by the agency. When a payroll is in the *Prime Rejected* phase, an external user with vendor authority for the subcontractor is required to take action on the payroll. The payroll can only be returned to the prime contractor. If corrections are required on the payroll, a new payroll modification must be created from the existing payroll (see Creating a Payroll Modification).

Sub Returned

A payroll enters the *Sub Returned* phase after a subcontractor adds transition comments to a payroll in the *Prime Rejected* phase, and then returns the payroll to the prime contractor. When a payroll is in the *Sub Returned* phase, an external user with vendor authority for the prime contractor is required to take action on the payroll. The prime contractor can either accept the payroll and progress it to the agency, or reject the payroll and return it to the subcontractor.

Approved Status

When an agency user reviews and approves a payroll, the payroll enters the *Approved* phase. Once approved, a payroll can only be changed by creating a payroll modification.

The following diagram illustrates the payroll process for agencies that include external access:

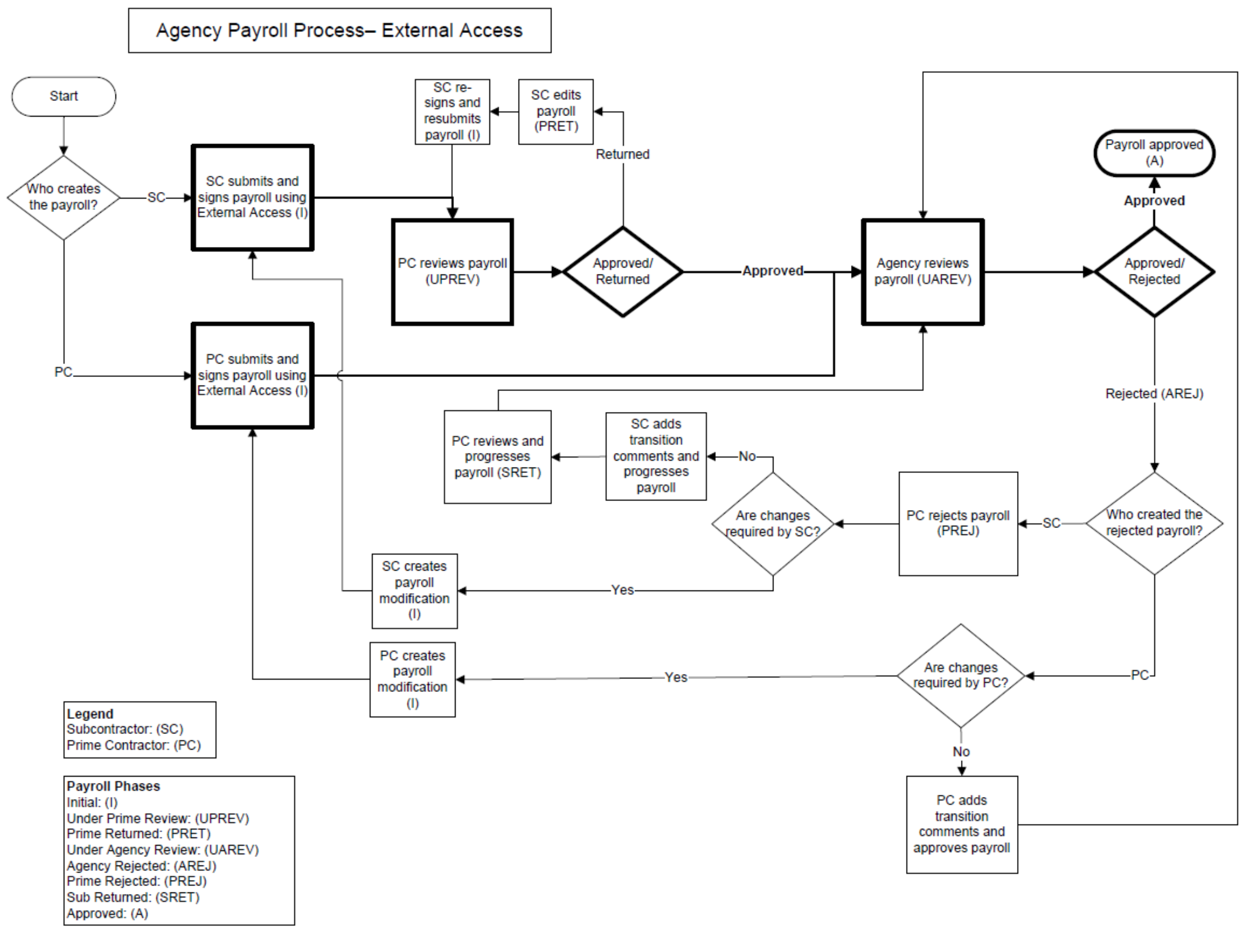


Figure 5-1. Payroll Workflow for Agencies with External Access

5.2 Finding Contract Vendor Payrolls

The Vendor Payrolls Overview allows an external user to manage the information in a payroll. To access the Vendor Payrolls Overview component, click the **Payrolls** link in the CRLMS Non-Agency component.

To make changes to an existing payroll or to add a payroll, first locate the contract and vendor by typing criteria in the Quick Find search box or by clicking **Show first 10**.

The system displays a list of rows for all the contracts and vendors in the system that match your search criteria, and for which you have been assigned contract and vendor authority. If you are authorized for the prime contractor, the list includes all subcontractors, as well. Each row contains an **Actions** button, the number of payrolls recorded for the contract vendor, and current values for the following fields:

- Contract
- Description
- Vendor
- Short Name

To change the information in a payroll record, select **View** from the **Actions** menu on the contract vendor's row. For more information, see Managing Contract Vendor Payrolls.

To add a new payroll record to a contract vendor, select **Add** from the **Actions** menu on the contract vendor's row. For more information, see Adding a Payroll.

To import a payroll generated from a payroll system, select **Import Payroll** from the **Actions** menu on the component header. For more information, see Importing a Payroll.

5.3 Managing Contract Vendor Payrolls

The Contract Certified Payroll Overview page enables you to manage, review, and progress all payroll records associated with the contract. To access the Contract Certified Payroll Overview, navigate to the Vendor Payrolls Overview, and select **View** from the **Actions** menu on the appropriate contract vendor row. For information about the payroll management workflow, see Working with Contract Vendor Payrolls.

The upper part of the component contains the prime contractor's Vendor ID and Vendor Short Name.

The lower part of the component contains a rolling list of all the payrolls currently recorded for the vendor and contract. Each row displays an **Action** button and current values for the following fields:

- Payroll
- Begin Date
- End Date

- Phase
- Mod Num

To delete a payroll record, select **Delete** from the **Actions** menu on the payroll's row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button.

Note: You can only delete certified payrolls that have a **Payroll Status** of *Initial*.

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.

To change the information in a payroll record, click the blue **Payroll Number** link in the list, or select **Summary** from the **Actions** menu on the payroll's row (for more information, see Maintaining a Payroll Record).

To add a manually enter a new payroll record for the contract, select **Add New Payroll** from the **Actions** menu on the component header. For more information, see Adding a Contract Payroll.

To import a payroll you received from a payroll vendor electronically, select **Import Payroll** from the **Actions** menu on the component header. For more information, see Importing a Payroll.

To add new payroll to the contract by copying an existing payroll, select **Copy** from the **Actions** menu on the payroll's row. For more information, see Copying a Payroll.

To maintain employee information for employees on a payroll, select **Employees** from the **Action** menu on the payroll's row. For more information, see Maintaining Payroll Employees.

To maintain the status of a payroll, including transitions and payroll exceptions, select **Status** from the **Action** menu on the payroll's row. For more information, see Maintaining Payroll Status.

To make a change to a payroll at a point in the workflow when the payroll record can no longer be edited, select **Create Modification** from the **Actions** menu on the payroll's row. For more information, see Creating a Payroll Modification.

5.4 Adding a Contract Payroll

When required by the agency, payrolls associated with the work performed must be recorded, reviewed, and approved by the agency. The approval process ensures that the calculations in the payroll are correct and that federal guidelines for wages and fringe benefits have been followed.

To add a contract payroll by direct data entry, navigate to the Contract Certified Payroll Overview and select **Add New Payroll** from the **Actions** menu on the component header. For information about importing a payroll you received electronically, see Importing a Payroll.

On the Add Certified Payroll component, you must enter information in these fields in order to save a new payroll:

- Payroll Number
- Begin Date
- End Date
- Fringe Benefit Payment Type
- Comments

Note: Payroll periods cannot overlap. That is, you cannot create a payroll record with a **Begin Date** that is earlier than a previous payroll's **End Date**. If the payroll is for a Federal Aid Contract, the payroll period cannot be longer than seven days.

Click **Save** when you are finished to save the payroll records added in this session. The system displays a message to confirm that the records were saved in the database.

If you want to add new payroll that is similar to an existing payroll, you can save time by creating a copy of an existing payroll (for more information, see Copying a Payroll).

5.4.1 Adding Benefit Programs to the Payroll

Payroll benefit programs provide a variety of fringe benefits to employees, for example, medical insurance, retirement or pension funds, vacation time and apprenticeship funding.

After saving the new payroll, the system allows you to add benefit program information if both of the following conditions are met:

- the **Fringe Benefit Payment Type** for the payroll is set to either *Plan Funds* or *Plan Funds with Exceptions*, and
- the *Fringe Benefit Program Entry Indicator* agency option is set to *True* for your installation.

If both conditions are met, the system displays a **Benefit Programs** subheader in the lower part of the component. To add a benefit program, click the **New** button below the subheader. The system adds a new expanded accordion row. All fields in the new row are blank.

To save a payroll benefit program, you must enter information in these fields:

- Benefit Program Name
- Benefit Account Number
- Trustee/Contact Person

- Trustee/Contact Phone
- Benefit Program Type

If the **Benefit Program Type** is set to *Fringe Other 1* or *Fringe Other 2*, you must also record the Benefit Program Classification; otherwise, this information is optional.

If you want to add more than one benefit program, click the **New** button again when you have finished entering information for the current row. The system adds a new blank row to the component. Follow the same steps to continue adding as many benefit programs as needed.

To delete a benefit program, click the **Delete** button on the benefit program's row.

Click **Save** when you are finished to save all the benefit programs added in this session. The system displays a message to confirm that the new information was saved in the database.

5.5 Copying a Payroll

If you are setting up a new payroll that is similar to an existing payroll, you can save time by creating a copy of the existing payroll, assigning it a new payroll ID, and then changing any minor details required for the new payroll.

Follow these steps to copy a contract payroll:

1. On the Contract Certified Payroll Overview page or the Certified Payroll page, locate the payroll you want to copy, and select **Copy** from the **Actions** menu.

   The system takes you to the Copy Certified Payroll component.

2. Click in the New Payroll Number field, and enter a unique payroll number for the new payroll.

3. Enter a new Begin Date and End Date for the payroll.

4. Click the **Copy Payroll** button.

   The system copies all information in the source payroll to the new payroll, and it displays the new payroll on the Certified Payroll page.

5.6 Maintaining a Payroll Record

A payroll goes through a sequence of phases, and can move forward and backward among them. In each phase, a different set of fields can be edited until the payroll is eventually approved. Once approved, a payroll can only be changed by creating a modification (see Creating a Payroll Modification below).

The Certified Payroll component contains all the information currently recorded for the payroll (including payroll modifications). To access this component, click the **Payroll Number** link on the appropriate row in the Contract Certified Payroll Overview.

Your ability to change information depends on the current status of the payroll record.

Note: You can only change information in the most current payroll (the payroll with the highest modification number). That is, when you add a modification to a payroll record, all the information associated with any previous modifications (including attachments) becomes read-only and cannot be changed.

You can update information in these fields only when the payroll status is *Initial*:

- Payroll Number
- Begin Date
- End Date
- Fringe Benefit Payment Type
- Comments

Note: If labor hour records have already been entered for the payroll, you cannot change the **Begin Date** or **End Date** fields such that the payroll period no longer includes the associated labor hour dates.
If the payroll is for a Federal Aid Contract, the payroll period cannot be longer than seven days.

5.6.1 Maintaining Benefit Programs

If the **Fringe Benefit Payment Type** for the payroll is set to either *Plan Funds* or *Plan Funds with Exceptions*, the component includes a **Benefit Programs** subheader in the lower part of the component. If benefit programs have been recorded for the payroll record, they are displayed in an accordion list below the subheader.

Note: If the payroll is progressed beyond the *Initial* phase, all payroll fringe benefit fields will be read-only, therefore, you will not be able to add, change, or delete information on this page.

To maintain a benefit program record, click anywhere in the row to display all the available information. You can view or change information in these fields:

- Benefit Program Name
- Benefit Account Number
- Trustee/Contact Person
- Trustee/Contact Phone
- Benefit Program Type
- Benefit Program Classification

To delete a benefit program record, click the **Delete** button on the benefit program's row.

To add a new benefit program, click the **New** button. The system adds a new row at the bottom of the list. All fields in the new row are blank. To create a benefit program record, you must enter information in all fields that display a red asterisk. Record information in other fields as needed to add additional information to the record. For more information, see Adding Benefit Programs to a Payroll.

When you are finished making changes to benefit programs, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

5.6.2 Creating a Payroll Modification

If a payroll needs to be revised at a point in the workflow when the payroll record can no longer be edited, you can only make the changes by creating a *payroll modification.* A payroll modification is a copy of the payroll record, identical to the original except that it does not include attachments or comments. You can then record changes to the payroll in the modification record.

The system automatically creates a payroll modification if you import an updated payroll record that has the same contract, payroll vendor, and payroll number as an existing payroll record. For more information, see Importing a Payroll.

To manually create a payroll modification, select **Create Modification** from the **Actions** menu on the Certified Payroll component header. The system adds the modification record to the component.

Make any changes required to the payroll modification and click the **Save** button. The system displays a message to confirm that the information was saved successfully. The system displays the new modification in the Contract Payroll Overview with the **Modification Number** field set to **01**.

When adding subsequent modifications, the system creates a copy of the payroll record identical to the most recent modification, except that it does not include attachments or comments. Each subsequent modification is listed in the Contract Payroll Overview component, and the value in the **Modification Number** field is automatically increased by an increment of one.

Note: When you add a payroll modification, all the information associated with any previous modifications (including payroll exceptions) becomes read-only and cannot be changed.

5.7 Maintaining Payroll Employees

A *payroll employee* is an employee being paid on the selected payroll. Initially, a payroll employee might not be recorded in the system as a reference employee, but he or she will be added to the Reference Employee List during the payroll validation process.

The External Payroll Employees page allows you to maintain payroll-related information for all the payroll employees in the selected payroll. To access the Payroll Employees page, navigate to the Contract Certified Payroll Overview, and select **Employees** from the **Actions** menu on the appropriate payroll row.

The External Payroll Employees page includes two components: Contract and Employees. For information about the Contract component, see Viewing Contract Payroll Information.

On the Employees component, you can add employee classifications, hours worked, wages, payroll deductions, and exceptions. Each type of information is contained in a separate expandable section.

Access the information for a specific payroll employee by clicking the down arrow in the **Employees** box on the component subheader and selecting the employee in the list. You can also select an employee by using the arrow buttons on the right side of the subheader to scroll through all the employees in the payroll.

In the upper section of the component, the system displays the following fields for the employee currently selected in the **Employees** box:

- Employee (First Name, Middle Initial, and Last Name)
- Vendor Supplied Employee ID
- Payment Type
- Social Security Number
- Partial Social Security Number
- Payroll Revised Indicator

For a full set of information, click the blue **Employee Information** link to open the Payroll Employee modal window. From this modal window, you can view or change information in the following fields:

Employee Details

- First Name
- Middle Initial
- Last Name
- Vendor Supplied Employee ID
- Payment Type
- Gender
- Ethnic Group
- Social Security Number
- Partial Social Security Number
- Payroll Revised Indicator

Address Information

- Address Line 1
- Address Line 2
- City
- State/Province
- Zip Code
- Change Indicator
- Comments

Click in a field and add, change, or delete information as needed.

If you change a salaried employee to a non-salaried employee (that is, you change the **Payment Type** to *Hourly*), the **Straight Time Hourly Rate** and **Overtime Hourly Rate** fields become available on the Employees component. You must enter information in these fields in any associated employee labor records. The system also changes the **Salaried Employee Hours** field to **Straight Time Hours** and **Overtime Hours**.

If you change a non-salaried employee to a salaried employee (that is, you change the **Payment Type** to *Salaried*), the system automatically makes these changes:

- **Straight Time Hourly Rate** and the **Overtime Hourly Rate** fields on any associated Employee Labor record disappear.
- **Straight Time Hours** and **Overtime Hours** on any associated Employee Labor Hour record are changed to the **Salaried Hours** field.

Click **Save** when you are finished. The system closes the modal window and returns you to the Employees component. Make additional changes to data in the Employees component as needed. When you are finished, click the **Save** button on the Employees component header.

5.7.1 Adding Employees to the Payroll

The process for adding an employee to the payroll depends on whether the employee is already recorded in the system reference data.

Adding a Reference Employee to the Payroll

If the employee is already recorded in the system as a reference employee, follow these steps:

1. Select **Add Ref Employees** from the **Actions** menu on the Employee component header.

   The system displays a modal window for selecting an employee from the Reference Employee list.

2. Locate the employee you want to add by typing criteria in the Quick Find search box or by clicking **Show first 10**.

The system lists all the employees that meet your search criteria.

3. Click the row for the employee you want to add.

   The system adds a green check mark beside the employee you select and shades the row blue. To cancel the selection, click the selected row again.

4. Click the **Add to Employees** button.

   The system closes the modal window and takes you to the Payroll Employees component with the new employee's basic information added to the component.

5. Finish recording information for the payroll employee by entering the required information described in the sections below.

Adding a Non-Reference Employee to the Payroll

If the employee has not been recorded in the system, follow these steps:

1. Select **Add Employee** from the **Actions** menu on the component header.

   The system displays a modal window for adding basic information for the new employee.

2. Enter information as needed in the Payroll Employee modal window. For more information about each field, refer to the list below.

3. Click the **Save** button.

   The system closes the modal window and takes you to the Payroll Employees Summary component with the new employee's basic information added to the component.

4. Complete the payroll employee row by recording the required payroll information described in the sections below.

The following fields are available in the Payroll Employee modal window:

- First Name
- Last Name
- Payment Type
- Gender
- Ethnic Group
- Social Security Number
- Middle Initial
- Vendor Supplied Employee ID

- Partial Social Security Number
- Address Line 1
- Address Line 2
- City
- State/Province
- Zip Code
- Change Indicator
- Comments

5.7.2 Adding Classifications

To add classification information for the employee, expand the record to display all the available information. You can view or change information in these fields:

- Contract Project ID
- Labor Classification
- Craft Code
- Straight Hourly Rate (for hourly employees)
- Overtime Hourly Rate (for hourly employees)
- Regular Hourly Rate (for hourly employees)
- Project Lump Sum Payment
- OJT Program Indicator
- Apprentice
- Fringe Health Welfare Rate
- Fringe Vacation Holiday Rate
- Fringe Apprenticeship Fund Rate
- Fringe Pension Rate
- Fringe Other 1 Rate
- Fringe Other 2 Rate

Training Information

- OJT Program Indicator
- OJT Wage Percentage
- Apprentice
- Apprentice ID
- Apprentice Wage Percentage

To add another classification, select **Add New Project/Classification to Employee** from the **Actions** menu on the component header.

5.7.3 Adding Hours

To add labor hours for the employee, expand the record to display all the available information. You can view or change information in these fields:

- Straight Time Hours (hourly employee)
- Overtime Hours
- Total Straight Time Hours (hourly employee)
- Total Overtime Hours (hourly employee)
- Salaried Hours (salaried employee)
- Total Salaried Hours (salaried employee)
- Calc Total Straight Time Hours (Both Hourly and Salaried Employees)
- Calc Total Overtime Hours

If the labor hour record is for an employee that has just been changed from a non-salaried to a salaried employee, the system removes the **Straight Time Hours** and **Overtime Hours** fields from the component and displays fields for salaried hours.

If the **Labor Hour Date** matches the date of a reference holiday, you must record the hours worked in the **Overtime Hours** field and enter a value of **0** in the **Straight Time Hours** field.

To record straight time hours, the **Straight Hourly Rate** field must have been populated on this employee's Payroll Employee Labor Record. Likewise, to record overtime hours, the **Overtime Hourly Rate** field must be populated.

5.7.4 Adding Wages

To add wages for the employee, expand the Wages section to display all the available information. You can view or change information in these fields:

- Federal Gross Pay
- Total Gross Pay
- Calc Total Pay
- Net Pay
- Total Hours
- Total Deductions
- FICA Withholding Amount
- Federal Withholding Amount
- State Withholding Amount
- Medicare Withholding Amount
- Total Fringe Benefits Paid

5.7.5 Adding Deductions

Records for standard payroll deductions such as federal income tax and FICA are maintained as part of the Payroll Employee record. *Other deductions* refer to additional, irregular deductions an employee may choose to make (for example, money withheld for the employee's 401(k) plan or to pay union dues)

To add other deductions for the employee, expand the Deductions section to display all the available information. You can view or change information in these fields:

- Description
- Amount

5.7.6 Adding Fringe Benefit Exceptions

Fringe benefit exceptions are used to record a contractor's explanation of why the amount being paid on a fringe benefit for a payroll employee deviates from the standard amount. The exception may represent an increase or a decrease of the standard amount.

To add fringe benefit exceptions for the employee, expand the Exceptions section to display a list of all the fringe benefit exceptions that currently exist for the payroll employee. Each row in the list represents one fringe benefit exception.

You can view or change information in the Explanation field.

To add a new fringe benefit exception to the list, click the **New** button. The system adds a new row at the bottom of the rolling list of exception records. All fields in the new row are blank. To create an exception record, you must enter information in the Explanation field.

> **Note:** You can only add a new fringe benefit exception if the Fringe Benefit Payment Type for the payroll is set to *Plan Funds with Exceptions*. This value can be changed on the Payroll Summary component.

To delete a fringe benefit exception, click the **Delete** button on the exception's row.

When you are finished adding payroll employee information, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

5.8 Maintaining Payroll Status

The Status component allows you to maintain all the information related to the status of the payroll. On this component, you can view payroll transitions, exceptions, and employee mismatches. For non-agency users, the Status component displays only the exceptions and employee mismatches that the agency has flagged for vendor review.

To access the Status component, you must first locate the payroll on the Contract Certified Payroll Overview or the Unapproved Certified Payroll Overview, and select **Status** from the **Actions** menu on the payroll's row. The Status component is displayed on the Certified Payroll Status page, which also includes the Contract component at the top of the page. For information about the Contract component, see Viewing Contract Payroll Information.

The Status component subheader displays the current phase of the payroll. The upper section of the component displays the following general information for the selected payroll modification:

- Created Date
- Prime Accepted Date
- Signed Date
- Agency Original Not Accepted Date
- Prime Original Not Accepted Date
- Agency Accepted Date

5.8.1 Transitions

Certified payrolls pass through several transition points as they are checked and accepted, or rejected, at different phases before eventually being approved by the transportation agency.

The Payroll Transition section of the Payroll Status component contains a flow diagram of the payroll, which shows the date of the transition, the phase, whether the payroll was accepted or rejected, **Approve** or **Reject** buttons (as appropriate for the current phase), and a list of all the transition comments that were recorded for the payroll.

Using the Payroll Transition Comment Window

Payroll transition comments are used to add explanatory information to the payroll record about the payroll's transition from one phase to the next (or to a previous phase in the case of a rejected payroll). When you are accepting a payroll, transition comments are optional; when you are rejecting a payroll, you are required to record transition comments.

The system displays a list of payroll transition comments. When you approve or reject a payroll, the **Comment** field opens as a large text area. Click in the text area and type information as needed. You can use standard Windows editing commands like inserting, deleting, cutting (CTRL+X), copying (CTRL+C) and pasting (CTRL+V).

When you are finished entering information, click the **Save** button on the Status component header to save the transition comment. The system closes the **Comment** field, adds the new comment to the list, and runs validation tests on the payroll. If no errors are found, an accepted payroll progresses to the next phase and a rejected payroll returns to the previous phase.

The system automatically adds a transition comment record in the Payroll Transition section of the Payroll Status component.

5.8.2 Exceptions

The first time a certified payroll is put in *Under Agency Review* status, the system runs a series of validation checks to verify that the data in the payroll is valid. If one of these validations is not met, the system generates a *payroll exception*.

The Exceptions section of the Payroll Status component contains a list of exceptions that the system has generated for the payroll and which the agency has marked for vendor review and action. The system displays the following information for each payroll exception in the list:

- Vendor Notified
- Vendor Notified Date
- Exception Resolution Date
- Resolution Comments
- Exception Resolved By
- Exception Comments
- Payroll Exception Description
- Agency Comments

If the exception involves a mismatched employee record, the following fields are also displayed:

- Failed Payroll Employee ID
- Failed Employee ID

Click in a field and add, change, or delete information as needed.

When the agency clicks the **Vendor Notified** button to notify the payroll vendor that the system generated an exception for the payroll, the system automatically enters the current date in the **Vendor Notified Date** field.

Viewing an Exception

Assuming that you are viewing an exception associated with the latest modification for a payroll that has not yet been approved, the Exceptions section of the Payroll Status component displays all of the exceptions for which the agency has selected the **Vendor Notified** check box.

Employee Mismatches

If a payroll exception is due to a mismatch between a payroll employee record and its corresponding reference employee record, this section of the Payroll Status component lists those exceptions.

5.9 Working with Unapproved Payrolls

The Unapproved Certified Payroll Overview component allows you to locate a list of active payrolls that have not yet been approved by the agency. To access the Unapproved Certified Payroll Overview component, click the **Unapproved Payrolls** link in the CRLMS Non-Agency component.

To work with an unapproved payroll, you must first locate it in the component. You can click **Show first 10**, or you can search for the payroll using the Quick Find search box. You can type search criteria from the **Contract ID**, **Vendor ID**, or **Vendor Name** for the payroll. The system displays a rolling list of records that match your search criteria.

Each row represents one contract vendor payroll. Each row displays an **Action** button and current values for the following fields:

- Contract
- Vendor Name
- Payroll
- Description
- Short Name
- Mod Num
- Begin Date
- Phase
- End Date

To review payroll exceptions, select **Status** from the **Actions** menu on the row. For more information, see Maintaining Payroll Status.

To review payroll employees, select **Employees** from the **Actions** menu on the row. For more information, see Maintaining Payroll Employees.

5.10 Signing Contract Vendor Payrolls

The Sign Payroll component provides a guided process by which an authorized user can review, verify, and sign a contract vendor payroll.

Caution: After you sign a payroll, it can no longer be changed or deleted. Any further changes must be recorded by creating a payroll modification record.

Follow these steps to sign a payroll:

1. On the Contract Certified Payroll Overview component, select **Sign Payroll** from the **Actions** menu on the contract payroll's row.

   The system takes you to the Sign Payroll component with the payroll data displayed.

2. Review the payroll data. When you have determined the information in the payroll is correct for this pay period, click the **Next** button at the bottom of the component.

   *The system displays the agency's verification requirement for the payroll. You can click the **Previous** button to return to the payroll data if needed.*

3. Review the verification requirement, and click the **Next** button to proceed.

   The system displays the Sign step.

4. Click in the **Comments** field, and enter any information you need to record for the payroll record.

5. Sign the payroll by clicking the **Sign Payroll** button.

   *The system verifies that you are authorized to sign the payroll, sets the **Signed By** field to your User ID, and sets the **Signed Date** to the current system date. The system then sets the payroll record to read-only to prevent any future changes.*

5.11 Performing a Prime Payroll Review

The prime contractor on a contract must review and progress all payrolls submitted and signed by subcontractors and other payroll vendors for the contract before the payroll can be processed by the agency. The system provides a guided process that the prime contractor can use to review a contract vendor payroll.

Note: To perform a prime review, the current user must have vendor authority for the prime contractor.

Follow these steps to perform a prime payroll review:

1. From the External Certified Payroll Status page, select **Prime Review** from the **Actions** menu on the Contract component header.

   The system takes you to the Progress Payroll component, with the Review step displayed.

2. Review the payroll data. When you have finished your review, click the **Next** button at the bottom of the component.

   *The system displays the Progress step. You can click the **Previous** button to return to the Review step if needed.*

3. Click in the **Comments** field and enter any information you need to record for the payroll.

4. If your review determined the payroll data is unsatisfactory, click the **Return to Contractor** button to return the payroll to the payroll vendor for corrections. (The system sets the payroll status to *Prime Returned*.)

   or

   If your review determined the payroll data is satisfactory, click the **Forward to Agency** button to progress the payroll to the agency for review. (The system sets the payroll status to *Under Agency Review*.)

   The system verifies that you are authorized to review the payroll, sets the ***Prime Reviewed By*** *field with your User ID and the* ***Prime Reviewed Date*** *with the current system date. The system then progresses or returns the payroll.*

6 Bidder/Quoter Information for a Proposal

6.1 Selecting the Letting for Bidder/Quoter Information

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 that have submitted quotes as subcontractors, suppliers, truckers, or brokers to a bidder in a bid letting.

To access the Bidder/Quoter Overview component, click the **Bidder Quoter** link on the CRLMS Non-Agency component. To enter or make changes to bidder/quoter information on a proposal, you must first locate the letting and bidder. Type letting criteria in the Quick Find search box, or click **Show first 10**.

The system displays a list of rows for all the lettings in the system that match your search criteria and that include bidder/quoters for which you are assigned vendor authority. Each row includes an **Actions** button and current values for the following fields:

- Letting ID
- Letting Date
- Bidder
- Workflow Phase
- Quoters

A workflow is a set of relationships between tasks and the order in which those tasks are performed throughout the lifecycle of a proposal. Different tasks and activities are separated into logical parts called phases. Each phase occupies a relative position in the workflow's sequence of events. Workflow and phases are set by each agency according to agency-specific procedures.

To change or enter new bidder/quoter information for a proposal, click the **Quoters** link or select **Open** from the **Actions** menu on the row for the letting and bidder. For more information, see Managing Bidder/Quoter Information.

To add a new bidder/quoter row, select **Add** from the **Actions** menu on the component header. For more information, see Adding a Bidder/Quoter.

To delete a letting/bidder row, select **Delete** from the **Actions** menu on the row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button. Click **Save** when finished to apply your changes to the system.

When you are finished recording bidder/quoter information for a letting/bidder row, submit the information to the transportation agency by signing it. The bidder/quoter information is not available to the agency until it is signed. To sign bidder/quoter information, select **Sign** from the **Actions** menu on the letting/bidder row. For more information, see Signing Bidder/Quoter Information.

6.2 Managing Bidder/Quoter Information

The Bidder/Quoter Summary contains a list of all the bidders currently recorded for the selected letting. To access the Bidder/Quoter Summary component from the Bid Letting Overview, select **Open** from the **Actions** menu on the appropriate row.

Each row on the Bidder/Quoter Summary displays an **Actions** button, a count of how many quoters have been recorded for the bidder, and current values for the following fields:

- No Quote Received
- Vendor
- Short Name
- Signed By
- Signed Date

Expand a bidder row to display quoters for the bidder in subordinate rows. Each subordinate row displays the following information for the quoter:

- Vendor
- Short Name

To delete a bidder from the letting, select **Delete** from the **Actions** menu on the bidder's row. The system shades the bidder row and any subordinate quoter row gray to indicate they are marked for deletion. To reverse the delete action, click the **Undo** button. To apply your changes, click the **Save** button.

To delete a quoter from a bidder, select **Delete** from the **Actions** menu on the quoter's row. The system shades the quoter row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button. To apply your changes, click the **Save** button.

To add or change quoter information for a bidder, select **View Quoter Proposal** from the **Actions** menu on the quoter's row. For more information, see Maintaining Bidder/Quoter Information for a Proposal.

When you have finished recording quoter information for a bidder row, submit the information to the transportation agency by signing it. Bidder/quoter information is not available to the agency until it is signed. To sign bidder/quoter information, select **Sign** from the **Actions** menu on the bidder's row. For more information, see Signing Bidder/Quoter Information.

6.2.1 Adding Bidders to the Letting

To add a new bidder on the Bidder/Quoter Summary component, perform the following steps:

1. On the Bidder/Quoter Summary, click the **Select Bidders** button.

   The system displays a modal window that lists bidders for which the current user has vendor authority.

2. Locate the vendor you want to add by typing criteria in the Quick Find search box or by clicking **Show first 10**.

   The system lists all the vendors that meet your search criteria.

3. Click the row for each vendor you want to add as a bidder in this letting.

   The system adds a green check mark beside each vendor you select and shades the row blue. To cancel a selection, click the selected row again.

4. Click the **Add to Letting** button.

   The system closes the modal window and takes you to the Bidder/Quoter Summary with the new bidders added to the list.

For information about how to add a new bidder on the Bid Letting Overview page, see Adding a Bidder/Quoter.

6.2.2 Adding Quoters to a Bidder

To add one or more quoters to a bidder, perform the following steps:

1. On the Quoter/Bidder Summary, choose **Select Quoters** from the **Actions** menu on the bidder's row.

   The system opens a modal window for selecting quoters.

2. Locate the vendor you want to add as a quoter by typing criteria in the Quick Find search box or by clicking **Show first 10**.

   The system lists all the vendors that meet your search criteria.

3. Click the row for each vendor you want to add as a quoter.

   The system adds a green check mark beside each vendor you select and shades the row blue. To cancel a selection, click the selected row again.

4. Click the **Add to Bidder** button.

   The system closes the modal window and displays the new quoters added to the bidder row.

6.3 Adding a Bidder/Quoter

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 that have submitted quotes as subcontractors, suppliers, truckers, or brokers to a bidder in a bid letting.

To add a new bidder for a bid letting, click the **Bidder Quoter** link in the CRLMS Non-Agency component. On the Bidder Quoter Overview, select **Add** from the **Actions** menu on the component header. The system takes you to the Add Bidder Quoter component. Enter or select a value in these fields:

- Letting
- Quoter
- Bidder

The list in the **Bidder** field is filtered to show all reference vendors for which the user has vendor authority. The Quoter can be any reference vendor. When you are finished, click the **Save** button. The system displays a message to confirm that your changes were saved in the database.

6.4 Maintaining Quoter Information for Proposals in a Letting

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 that have submitted quotes as subcontractors, suppliers, truckers, or brokers to a bidder in a bid letting.

As a bidder in a bid letting, you must submit information to the agency for all the quotes you have received for proposals in the bid letting. The Quoter Proposal Summary component contains a list of all the proposals for which you have received quotes from the selected quoter. To access the Quoter Proposal Summary, navigate to the Bidder/Quoter Summary, expand a bidder row, and then select **View Quoter Proposal** from the **Actions** menu on the appropriate quoter row.

To maintain information for another quoter who submitted quotes to this bidder, click the down arrow in the **Quoters** field on the component subheader, and select the new quoter. The system refreshes the list to show proposals for which the bidder has received quotes from the selected quoter.

To add or change quoter information, first locate the proposal by typing criteria in the Quick Find search box or by clicking **Show first 10**. The system displays a list of proposals for which this bidder has received quotes. Each row displays an **Action** button, the Proposal, and Description.

You can enter additional information about the quoter in the Comments field at the top of the component.

Some agencies only require bidders to submit the proposals on which they have received quotes; other agencies require that you submit the amount quoted for each proposal item. If your transportation agency requires you to submit quoter information at the proposal item level, each row in the list expands to display a list of the proposal items quoted in subordinate rows. If you are not required to submit item-level information, the proposal rows do not expand.

To delete a proposal, select **Delete** from the **Actions** menu on the proposal's row. The system shades the row gray to indicate it is marked for deletion. You can click the **Undo** button to cancel the deletion. Click **Save** when you are finished to apply your changes to the system.

6.4.1 Adding a Proposal

To add a proposal for which you have received quotes, perform these steps:

1. On the Quoter Proposal Summary, click the **Select Proposals** button.

   The system displays a modal window for selecting proposals in the bid letting.

2. Locate a proposal you want to select by typing criteria in the Quick Find search box or by clicking **Show first 10**.

   The system lists all the proposals that meet your search criteria.

3. Click the row for each proposal you want to add to the list.

   The system adds a green check mark beside each proposal you select and shades the row blue. To cancel a selection, click the selected row again.

4. Click the **Add to Quoter** button.

   The system closes the modal window and takes you to the Quoter Proposal Summary with the new proposals added to the list.

5. Click the **Save** button to apply your changes to the system. If your agency requires you to submit item-level quotes, see Maintaining Item-Level Quotes.

   The system displays a message to confirm that your changes were saved in the database.

To sign and submit your bidder/quoter information, click the Bidder/Quoter quick link to go to the Bidder/Quoter Summary component. For more information, see Managing Bidder/Quoter Information and Signing Bidder/Quoter Information.

6.4.2 Maintaining Item-Level Quotes

If your agency requires you to submit quotes at the proposal item level, expand a proposal row to display the items quoted for that proposal. Each item row displays the following information:

- Proposal Line Number
- Item ID
- Description
- Supplemental Description
- Quote
- Work Code
- Work Code Source

You can add and change information in the **Quote** and **Work Code** fields.

Note: The DBE Commitment Work Type agency option setting determines which list of work types is available.

Adding Item Quotes

To add new item quotes to a proposal, perform the following steps:

1. Choose **Select Proposal Item** from the **Actions** menu on the proposal's row.

   The system displays a modal window for selecting items in the proposal.

2. Locate an item you want to select by typing criteria in the Quick Find search box or by clicking **Show first 10**.

   The system lists all the items that meet your search criteria.

3. Click the row for each item you want to add to the list.

   The system adds a green check mark beside each item you select and shades the row blue. To cancel a selection, click the selected row again.

4. Click the **Add to Quoter Proposal** button.

   The system closes the modal window and takes you to the Quoter Proposal Summary with the new items added to the proposal.

5. When you are finished entering quotes, click the **Save** button to apply your changes to the system.

   The system displays a message to confirm that your changes were saved in the database.

To sign and submit your bidder/quoter information, click the Bidder/Quoter quick link to go to the Bidder/Quoter Summary component. For more information, see Managing Bidder/Quoter Information and Signing Bidder/Quoter Information.

6.5 Signing Bidder/Quoter Information

The Sign Bidder Quoter component provides a guided process by which you review, verify, and sign bidder/quoter information for a proposal.

Caution: After you sign bidder/quoter information, it can no longer be changed or deleted.

Follow these steps to sign bidder/quoter information:

1. On the Bid Letting Overview component, select **Sign** from the **Actions** menu on the bid letting row.

   The system automatically generates the Bidder Quoter report and displays the report on the Sign Bidder Quoter component.

2. Review the Bidder Quoter report. When you have determined the information in the report is correct, click the **Next** button at the bottom of the component.

   *The system displays the agency's verification requirement for the bidder/quoter information. You can click the **Previous** button to return to the Bidder Quoter report if needed.*

3. Review the verification requirement and click the **Next** button to proceed.

   The system displays the Sign step.

4. Sign the bidder/quoter information by clicking the **Sign Bidder Quoter** button.

   *The system verifies that you are authorized to sign the bidder/quoter information, sets the **Signed By** field with your User ID and the **Signed Date** with the current system* *date, and displays a message that the bidder/quoter information was signed successfully. The system then attaches the PDF files of the Bidder Quoter report and the Bidder Verification report to the bidder record.*

7 Proposal Vendor DBE Commitments

7.1 Managing Proposal Vendor DBE Commitments

Some proposals require that a percentage of a project be assigned to a proposal vendor classified as a *DBE* (Disadvantaged Business Enterprise). When a contractor submits plans to meet these requirements, the agency records and tracks these commitments in the system.

Note: There are many types of DBEs. Some common examples include Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) and your agency might use others as well. For simplicity, the system uses the abbreviation "DBE" to refer to all of these types.

When you click the **Proposal Vendor DBE Commitment** link in the CRLMS Non-Agency component, the system takes you to the Proposal Vendor DBE Commitment Overview component, which lists all the proposals on which you are bidding.

To access DBE commitments for a proposal, first locate the proposal by typing criteria in the Quick Find search box or by clicking **Show first 10**. The system displays a list of proposals that match your search criteria. Each row contains an **Actions** button and current values for the following fields:

- Proposal
- Description
- Vendor
- Short Name

To add a new DBE commitment to a proposal, select **Add DBE Commitment** from the **Actions** menu on the DBE commitment row. For more information, see Adding a DBE Commitment to a Proposal Vendor.

To view or change information in a DBE commitment, select **View** from the **Actions** menu on the proposal vendor DBE commitment row. The system takes you to the Proposal Vendor

DBE Commitment Summary page. For more information, see Maintaining a Proposal Vendor DBE Commitment and Maintaining DBE Vendor Information.

For information about the process of signing, approving, and revising DBE commitments, see Understanding the Approval Process for Proposal Vendor DBE Commitments.

7.2 Adding a DBE Commitment to a Proposal Vendor

The Add DBE Commitment component allows you to create and save a new DBE commitment for the associated proposal vendor. To access this page, navigate to the Proposal Vendor DBE Commitment Overview, locate the appropriate proposal vendor, and then select **Add DBE Commitment** from the **Actions** menu on the proposal vendor row.

To save a new DBE commitment for the proposal vendor, you must enter information in these fields:

- Vendor ID
- Commitment Amount
- Race Conscious Amount
- Race Neutral Amount

To add another DBE commitment, select **Add New** from the **Actions** menu on the component header. The system automatically saves the current DBE commitment and clears all fields. Follow the same steps to continue adding as many DBE commitments as needed.

When you are finished adding information, click the **Save** button to apply your changes. The system displays a message to confirm that the new DBE commitments were saved in the database.

To add additional information to the new DBE commitment, including work types, materials, and trucking information, click the DBE Commitment quick link to go to the Proposal Vendor DBE Commitment Summary page. For more information, see Maintaining a Proposal Vendor DBE Commitment and Maintaining DBE Vendor Information.

7.3 Maintaining a Proposal Vendor DBE Commitment

The Proposal Vendor DBE Commitment Summary page contains all the information about the proposal vendor's DBE commitment. To access this page, click the **Proposal Vendor DBE Commitment** link in the CRLMS Non-Agency component, locate the appropriate proposal vendor row, and then select **View** from the **Actions** menu on the row.

Note: Information on this page cannot be viewed by agency users until the DBE commitment is signed.

Information on the Proposal Vendor DBE Commitment Summary page is grouped in two components. The lower part of the page contains the DBE Vendor component. This component allows you to maintain information for all the DBE vendors associated with the proposal vendor, including work types, materials, and trucking. You can also add a new DBE vendor commitment for the proposal vendor on this component. For more information about using this component, see Maintaining DBE Vendor Information.

The upper part of the page displays the Proposal Vendor DBE Summary component. This component summarizes the proposal vendor's total DBE commitment. Information is grouped on five tabs located on the left side of the component. The component opens on the **General** tab, where you can view the following information:

- Prime Vendor ID
- Calculated Vendor Bid Item Total
- Total Commitment Amount
- Total Commitment Percent
- DBE Sub Commitment Amount
- DBE Sub Commitment Percent
- DBE Goal Percent
- Prime Vendor Name
- Total Race Conscious Amount
- Total Race Conscious Percent
- Total Race Neutral Amount
- Total Race Neutral Percent
- Calculated Vendor Bid Item Total

The lower part of the **General** tab displays a list of all the DBE vendor commitments currently associated with the proposal vendor. Each row in the DBE Commitments list displays an **Actions** button and current values for these fields:

- DBE Vendor ID
- Ethnic Group
- DBE Prop Vendor
- Commit Amt
- DBE Vendor Name

To delete one of the DBE vendor commitments, select **Delete** from the **Actions** menu on the DBE vendor commitment's 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. The system displays a message to confirm that your changes were saved in the database.

To maintain additional information for the proposal vendor DBE commitment, click the following tabs:

Revised Goals	Click this tab to view agency revisions to the proposal vendor's DBE goals (see Viewing Revised Goals for a Proposal Vendor DBE Commitment).
Good Faith Effort	Click this tab to record good faith efforts for the proposal vendor DBE commitment (see Maintaining Good Faith Efforts for the Proposal Vendor DBE Commitment).
Revised Commitment	Click this tab to record revisions to the proposal vendor DBE commitment (see Revising a Proposal Vendor DBE Commitment). **Note:** This tab is not available until after the DBE commitment has been approved and revised.
Approval	Click this tab to view approvals for the proposal vendor DBE commitment (see Approving Proposal Vendor DBE Commitments). **Note:** This tab is not available until after the DBE commitment has been signed.

For information about the process of signing, approving, and revising DBE commitments, see Understanding the Approval Process for Proposal Vendor DBE Commitments.

When all the information for the proposal vendor DBE commitment has been recorded and is ready for agency review and approval, the system provides a guided process for you to sign the proposal vendor DBE commitment. To begin the guided process, select **Sign DBE Commitment** from the **Actions** menu on the component header (see Signing a Proposal Vendor DBE Commitment).

Note: In order to sign a DBE commitment, the current user must be a non-agency user with vendor authority and "Can Sign" permission for the proposal vendor.

If you need to make changes to a DBE commitment after it has been signed, you can modify it by first selecting **Revise** from the **Actions** menu on the component header.

If you select the **Revise** command for a DBE commitment that is not yet approved by the agency, the system sets the DBE commitment back to the *Initial* phase. You can then make changes to the DBE commitment as needed.

If you select the **Revise** command for a DBE commitment that was already approved by the agency, the system sets the DBE commitment to the *Revision* phase. When a DBE commitment is in the *Revision* phase, you can enter revisions on the **Revised Commitment** tab on both the Proposal Vendor DBE Summary component in the upper part of the page (see Revising a Proposal Vendor DBE Commitment) and the DBE Vendor component in the lower part of the page (see Revising DBE Vendor Information). You can also add new rows on the **Good Faith Effort** tab (see Maintaining Good Faith Efforts for the Proposal Vendor

DBE Commitment), and you can add new DBE vendors (see Adding a DBE Commitment to a Proposal Vendor).

After revisions have been made, you need to return the DBE commitment to the *Under Agency Review* phase. Instead of signing the revised commitment, you move it to the next phase by selecting **Progress** on the **Actions** menu on the Proposal Vendor DBE Summary. The system saves your changes automatically, changes the workflow phase to *Under Agency Review*, and all of the fields on the Proposal Vendor DBE Summary and the DBE Vendor components become read-only.

7.4 Viewing Revised Goals for a Proposal Vendor DBE Commitment

The **Revised Goals** tab on the Proposal Vendor DBE Summary component contains agency revisions to the proposal vendor's DBE goal. Non-agency users can view but not change information in these fields:

- Revised Goal
- Revised Goal Percent
- Revised Goal Approved By
- Revised Goal Approved Date

7.5 Maintaining Good Faith Efforts for the Proposal Vendor DBE Commitment

When a contractor is unable to meet the DBE commitment goals for a contract, the means and extent to which the contractor attempted to meet those goals and the reason those efforts did not succeed must be recorded as *good faith efforts*.

The **Good Faith Effort** tab on the Proposal Vendor DBE Summary component contains an accordion list of all the recorded good faith efforts for the proposal vendor. Each row displays an **Actions** button and current values for the **DBE Vendor** and **Date Contacted** fields. To maintain a good faith effort, expand the row to display all the available information. You can view or change the following information:

- DBE Vendor
- Contact Date
- Quote Received
- Quote Used
- Value of Quote
- Reason Code
- Comments

Work Types:

- Work Type
- Work Type Source

Click in a field and add, change, or delete information as required.

To add a new good faith effort for this proposal vendor, click the **New** button. The system adds a new row at the bottom of the list. All fields in the new row are blank. To save a new good faith effort, you must enter information in all fields that display a red asterisk. Record information in other fields as needed.

To delete a good faith effort, select **Delete** from the **Actions** menu on the good faith effort's 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 making changes to good faith efforts for the vendor, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

7.6 Understanding the Approval Process for Proposal Vendor DBE Commitments

When all the information for the proposal vendor DBE commitment has been recorded and the proposal vendor is ready for the agency to review and approve the commitment, the system provides a guided process for signing the proposal vendor DBE commitment. For more information, see Signing a Proposal Vendor DBE Commitment.

After the proposal vendor DBE commitment has been signed by the proposal vendor, it enters the *Under Agency Review* phase. The agency reviews it and either progresses the DBE commitment or rejects it.

If the DBE commitment is rejected, it reverts to the *Initial* phase and returns to the vendor for changes. Even if the DBE commitment is not rejected by the agency, the vendor may revise the DBE commitment after it has been signed, which also reverts it 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 vendor again and go through another agency review.

If the agency progresses the proposal vendor DBE commitment, it moves into the *Ready for Approval* phase. In this phase, the agency reviews it again and either approves or rejects it (see Approving Proposal Vendor DBE Commitments). If rejected, the proposal vendor DBE commitment reverts to the *Under Agency Review* phase, and changes continue to be made until the DBE commitment is approved by the agency.

Once the agency has approved the proposal vendor's DBE commitment, the information becomes read-only, and changes can subsequently be made only by revision (on the **Revised Commitment** tab) or by adding new DBE commitments or good faith efforts (see Revising a

Proposal Vendor DBE Commitment). Proposal vendors must then **Progress** the revised commitments to the *Under Agency Review* phase for agency approval or rejection.

7.7 Revising a Proposal Vendor DBE Commitment

The **Revised Commitment** tab of the Proposal Vendor DBE Summary component allows the proposal vendor to revise the DBE commitment after it has been approved by the agency. This tab is only displayed after a non-agency user has set the approved DBE commitment to the *Revision* phase by selecting **Revise** from the **Actions** menu on the Proposal Vendor DBE Summary component. Agency users may not change information on the **Revised Commitment** tab.

To revise the commitment, enter information in these fields as needed:

- Revised Commitment
- Revised Commitment Amount
- Revised Commitment Percent

Click **Save** when you are finished to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

After you enter revised DBE commitment information, you need to return the DBE commitment to the *Under Agency Review* phase. Instead of signing the revised commitment, you move it to the next phase by selecting **Progress** on the **Actions** menu on the Proposal Vendor DBE Summary. The system saves your changes automatically, changes the workflow phase to *Under Agency Review*, and all of the fields on the Proposal Vendor DBE Summary and the DBE Vendor components become read-only.

For information about the process of signing, approving, and revising DBE commitments, see Understanding the Approval Process for Proposal Vendor DBE Commitments.

7.8 Signing a Proposal Vendor DBE Commitment

The Sign DBE Commitment component provides a guided process by which you review, verify, and sign the DBE commitment for a proposal. In order to sign a DBE commitment, the current user must be a non-agency user with vendor authority and "Can Sign" permission for the proposal vendor.

Follow these steps to sign a proposal vendor DBE commitment:

1. On the Proposal Vendor DBE Summary component, select **Sign** from the **Actions** menu on the component header.

   The system takes you to the Sign DBE Commitment component, with the DBE Commitment Report displayed.

2. Review the DBE commitment data in the report. When you have determined the information in the report is correct, click the **Next** button at the bottom of the component.

   *The system displays the DBE Commitment Verification Report. You can click the **Previous** button to return to the DBE Commitment report if needed.*

3. Review the verification requirements and click the **Next** button to proceed.

   The system displays the Sign step.

4. Click the **Sign DBE Commitment** button.

   *The system verifies that you are authorized to sign the DBE commitment, sets the **Signed By** field to your User ID, and sets the **Signed Date** to the current system date. The system also attaches the DBE Commitment and Verification reports to the Proposal Vendor DBE Summary component.*

7.9 Approving Proposal Vendor DBE Commitments

The **Approval** tab of the Proposal Vendor DBE Summary component allows the agency to record approval information for the proposal vendor's DBE commitment. Non-agency users cannot change information on this tab. This tab is not available until the initial DBE commitment is signed by the proposal vendor. You can view information in these fields on the **Approval** tab:

- DBE Commitment Approval
- Approved By
- Approval Date
- Good Faith Effort
- Signed By
- Signed Date
- Revised Commitment Approved By
- Revised Commitment Approved Date

Click **Save** when you are finished to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

For information about the process of signing, approving, and revising DBE commitments, see Understanding the Approval Process for Proposal Vendor DBE Commitments.

7.10 DBE Vendor Information

7.10.1 Maintaining DBE Vendor Information

The DBE Vendor component is located on the lower part of the Proposal Vendor DBE Commitment Summary page. Access this page by navigating to the Proposal Vendor DBE Commitment Overview component and selecting **View** from the **Actions** menu on the DBE commitment row.

This component contains DBE commitment information for all the DBE vendors associated with the proposal vendor, including work types, materials, and trucking and allows you to revise and review each DBE vendor's commitments. Information is grouped in six tabs, located on the left side of the component.

The component opens on the **General** tab. The information displayed on all the tabs is for the DBE vendor selected in the **DBE Vendor** box on the component subheader. To access information for a different DBE vendor, click the down arrow in the **DBE Vendor** box, and select the DBE vendor in the list. You can also select a DBE vendor using the arrow buttons on the right side of the subheader to scroll through all the DBE vendors associated with the proposal vendor.

You can view or change the following information for the selected DBE vendor:

- Reference Vendor ID
- Commitment Amount
- Race Conscious Amount
- Race Neutral Amount
- Reference Vendor Name
- Primary DBE WBE
- Ethnic Group
- DBE Proposal Vendor

Click in a field and add, change, or delete information as required. When you are finished making changes, click the **Save** button. The system displays a message to confirm that your changes were saved in the database.

To maintain additional information for the DBE vendor's commitment, click the following tabs:

Work Types	Click this tab to maintain work types for the selected DBE vendor (see Maintaining DBE Vendor Work Types).
Materials	Click this tab to maintain materials for the selected DBE vendor (see Maintaining DBE Vendor Materials).
Trucking	Click this tab to maintain trucking information for the selected DBE vendor (see Maintaining DBE Vendor Trucking).

Revised Commitment	Click this tab to record revisions to the DBE vendor's commitment (see Revising DBE Vendor Information). **Note:** This tab is not available until after the DBE commitment has been approved.
Review	Click this tab to review the DBE vendor's commitment (see Reviewing a DBE Vendor Commitment). **Note:** This tab is not available until the DBE commitment has been signed.

To add a new DBE commitment to the proposal vendor, select **Add** from the **Actions** menu on the component header. You can add new DBE commitments only when the proposal vendor DBE commitment is initially created, after it is rejected by the agency, or after it is approved by the agency and revised commitments are needed. For more information, see Adding a DBE Commitment to a Proposal Vendor.

7.10.2 Maintaining DBE Vendor Work Types

The **Work Types** tab on the DBE Vendor component contains an accordion list of all the work types recorded for the DBE vendor. Each row represents one work type. Each row displays the **Work Type ID** field and a **Delete** button.

To maintain a work type, expand the row to display all the available information. You can view or change information in these fields:

- DBE Work Type ID
- DBE Work Type Commitment Amount
- DBE Work Type Commitment Amount for DBE Credit
- DBE Work Type Adjusted Commitment Amount
- DBE Work Type Adjusted Commitment Amount for DBE Credit
- DBE Work Type Source
- Comments

Click in a field and add, change, or delete information as required.

To delete a work type, select **Delete** from the **Actions** menu on the work type row.

When you are finished, click **Save** to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

Adding a DBE Commitment Work Type

To add a new work type for the DBE vendor, click the **New** button. The system adds a new row at the bottom of the list of work type records. All fields in the new row are blank.

To save the new work type, you must enter information in this field:

- DBE Work Type ID

Note: The values available in the **DBE Work Type ID** field are limited to only those work types for which the vendor is qualified to perform work. If the vendor has no assigned work classifications, this field will be empty.

It is not required, but you can enter information in these fields to record additional information about the work type commitment:

- DBE Work Type Commitment Amount
- DBE Work Type Commitment Amount for DBE Credit
- DBE Work Type Adjusted Commitment Amount
- DBE Work Type Adjusted Commitment Amount for DBE Credit
- Comments

Note: The sum of the work type commitments cannot exceed the commitment amount for the DBE vendor.

If you want to add more than one work type, click the **New** button when you are finished entering information for the current row. The system adds a new blank row to the list. Follow the same steps to continue adding as many work types as needed.

When you are finished, click **Save** to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

7.10.3 Maintaining DBE Vendor Materials

Federal guidelines regulate the percentage of the cost of materials or supplies purchased from a DBE supplier that can be credited toward the DBE goal for a contract. Different percentages are credited to the DBE goal depending on whether the supplier also manufactures the materials or functions as only a broker or a regular dealer.

The **Materials** tab on the DBE Vendor component contains information related to the construction materials and/or equipment being supplied for this DBE commitment.

To designate the DBE vendor as a DBE supplier for this commitment, select the Supplier/Manufacturer/Broker/Regular Dealer check box.

Note: Each DBE commitment can only have one associated DBE supplier.

When you select this check box, you can also enter values in these fields to record additional information for the DBE vendor:

- DBE Supplier Total Amount
- DBE Supplier Percentage Credit Allowed

When the record is saved, the system calculates the value for the DBE Supplier Dollar Credit Allowed field.

Select **Yes** in any of the following fields that apply to the supplier:

- Manufacturer
- Broker

If you selected **Yes** in the Broker field, also review the following fields and select **Yes** in any that apply to the broker:

- DBE Procures Material?
- DBE Delivers Material?
- Delivered by Others?
- Regular Dealer

If you selected **Yes** in the Regular Dealer field, also review the following fields and select **Yes** in any that apply to the dealer:

- DBE Owns Equipment?
- Equipment Under Long Term Lease?
- Owns and/or Leases Equipment?

If the commitment is for the original prime contractor, select the Original Commitment check box.

Click **Save** when you are finished to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

7.10.4 Maintaining DBE Vendor Trucking

The **Trucking** tab on the DBE Vendor component contains trucking information for this DBE vendor.

To designate the DBE vendor as a DBE trucker or truck broker for this commitment, select the Trucker/Broker check box.

When you select this check box, you can also enter values in these fields to record additional trucking information for the DBE vendor:

- DBE Trucker Total Amount
- DBE Trucker Dollar Credit Allowed

When the record is saved, the system calculates the value for the DBE Trucker Percentage Credit Allowed field.

Click **Save** when you are finished to apply your changes to the system. The system displays a message below the component header to confirm that your changes were saved in the database.

7.10.5 Revising DBE Vendor Information

The **Revised Commitment** tab on the DBE Vendor component allows you to record revisions to the DBE vendor's commitment after it is approved by the agency. You can view or change information in these fields:

- Revised Commitment Amount
- Revised Commitment Percent
- Revised Commitment Date

Click in a field and add, change, or delete information as needed.

Click **Save** when you are finished to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

After you enter revised DBE commitment information, you need to return the DBE commitment to the *Under Agency Review* phase. Instead of signing the revised commitment, you move it to the next phase by selecting **Progress** on the **Actions** menu on the Proposal Vendor DBE Summary. The system saves your changes automatically, changes the workflow phase to *Under Agency Review*, and all of the fields on the Proposal Vendor DBE Summary and the DBE Vendor components become read-only.

7.10.6 Reviewing a DBE Vendor Commitment

The **Review** tab on the DBE Vendor component allows the agency to document the review process for the selected DBE vendor's commitment. Information on this tab is read-only for non-agency users.

Note: This tab is not available until the DBE commitment has been approved.

You can view the following information:

- Reviewed
- Reviewed By
- Review Date
- Revision Date

If your role permits, click in a field and add, change, or delete information as required. When you are finished making changes, click the **Save** button to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

8 Current Contract DBE Commitments

8.1 Managing Current DBE Commitments

When you click the **Contract Current DBE Commitment** link in the CRLMS Non-Agency component, the system takes you to the Contract Current DBE Commitment Overview component, which allows you to access the current DBE commitment information for your agency contracts.

The component lists all the agency contracts that contain current DBE commitments. To access the current DBE commitment for a contract, first locate the contract row by typing criteria in the Quick Find search box or by clicking **Show first 10**. The system displays a list of rows for all the contracts that match your search criteria. Each row contains an **Actions** button and current values for the following fields:

- Contract
- Description
- Vendor
- Short Name

To view or change information in a current DBE commitment, select **View** from the **Actions** menu on the current DBE commitment's row. The system takes you to the Contract Current DBE Commitment Summary page. For more information, see Maintaining the Current DBE Commitment and Managing Contract Current DBE Vendors.

To add a new DBE commitment to a contract, select **Add DBE Commitment** from the **Actions** menu on the current DBE commitment's row. For more information, see Adding a Contract DBE Commitment.

For information about the workflow used to approve and revise current DBE commitments, see Understanding the Revision and Approval Process.

8.2 Maintaining the Current DBE Commitment

The Contract Current DBE Commitment Summary page contains all the information about the DBE commitment for the contract. To access this page, click the **Contract Current DBE Commitment** link in the CRLMS Non-Agency component, locate the appropriate contract row, and then select **View** from the **Actions** menu on the contract's row.

Information on the Contract Current DBE Commitment Summary page is grouped in two components. The lower part of the page contains the DBE Vendor component. This component allows you to maintain information for all the DBE vendors associated with the prime contractor, including work types, materials, and trucking. For more information about using the DBE Vendor component, see Managing Contract Current DBE Vendors.

The upper part of the page displays the Contract DBE Commitment Summary component, which summarizes the contract's DBE commitment information. The agency can revise, progress, and approve the current prime contractor's total DBE commitment on this component. Information is grouped on five tabs located on the left side of the component. The component opens on the **General** tab, which allows you to view the following information:

- Prime Vendor ID
- DBE Goal
- DBE Goal Percent
- Total Commitment Amount
- Total Commitment Percent
- DBE Subcontractor Commitment Amount
- DBE Subcontractor Commitment Percent
- Prime Vendor Name
- Awarded Contract Amount
- Total Race Conscious Amount
- Total Race Conscious Percent
- Total Race Neutral Amount
- Total Race Neutral Percent

The lower part of the **General** tab displays a list of all the DBE vendor commitments currently associated with this contract. Each row displays an **Actions** button and current values for these fields:

- DBE Vendor ID
- Ethnic Group
- Prop Vendor
- Commit Amt
- DBE Vendor Name

To delete a DBE vendor commitment from the contract, select **Delete** from the **Actions** menu on the DBE vendor commitment's 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 have finished making changes to information on this tab, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

To maintain additional information for the contract current DBE commitment, click the following tabs:

Revised Goals — Click this tab to view agency revisions to DBE goals for the contract (see Viewing Revised Goals for the Current DBE Commitment).

Good Faith Effort — Click this tab to record good faith efforts for the current DBE commitment (see Maintaining Good Faith Efforts for the Current DBE Commitment).

Revised Commitment — Depending on your role, click this tab to either view or record revisions for the current DBE commitment (see Revising a Current DBE Commitment).

Note: This tab is not available until after the DBE commitment has been approved and revised.

Approval — Depending on your role, click this tab to either view or record approvals for the current DBE commitment (see Approving a Current DBE Commitment).

Note: This tab is not available until after the DBE commitment has been signed.

If the prime contractor was changed on this contract, you can view the previous vendor's DBE commitment information by selecting **Previous Vendor DBE Commit Summary** from the **Actions** menu on the component header. For more information, see Managing Archived DBE Commitments.

For information about the process of signing, approving, and revising DBE commitments, see Understanding the Approval Process for Proposal Vendor DBE Commitments.

When all the information for the DBE commitment has been recorded and is ready for agency review and approval, the system provides a guided process for you to sign the contract DBE commitment. To begin the guided process, select **Sign DBE Commitment** from the **Actions** menu on the component header (see Signing a Contract Current DBE Commitment).

Note: In order to sign a contract DBE commitment, the current user must be a non-agency user with vendor authority and "Can Sign" permission for the prime contractor.

If you need to make changes to a contract DBE commitment after it has been signed, you can modify it by first selecting **Revise** from the **Actions** menu on the component header.

If you select the **Revise** command for a contract DBE commitment that is not yet approved by the agency, the system sets the contract DBE commitment back to the *Initial* phase. You can then make changes to the contract DBE commitment as needed.

If you select the **Revise** command for a contract DBE commitment that was already approved by the agency, the system sets the contract DBE commitment to the *Revision* phase. When a contract DBE commitment is in the *Revision* phase, you can enter revisions on the **Revised Commitment** tab on both the Contract Current DBE Summary component in the upper part of the page (see Revising a Current DBE Commitment) and the DBE Vendor component in the lower part of the page (see Revising a DBE Vendor's Commitment). You can also add new rows on the **Good Faith Effort** tab (see Maintaining Good Faith Efforts for the Current DBE Commitment), and you can add new DBE vendors (see Adding a Contract DBE Commitment).

After revisions have been made, you need to return the DBE commitment to the *Under Agency Review* phase. Instead of signing the revised commitment, you move it to the next phase by selecting **Progress** from the **Actions** menu on the Contract DBE Commitment Summary. The system saves your changes automatically, changes the phase to *Under Agency Review*, and all of the fields on the Contract Current DBE Commitment Summary and the DBE Vendor components become read-only.

8.3 Viewing Revised Goals for the Current DBE Commitment

The **Revised Goals** tab of the Contract Current DBE Commitment Summary component contains agency revisions made to the DBE goals for the contract. Non-agency users can view but not change information in these fields:

- Revised Goal
- Revised Goal Percent
- Revised Goal Approved By
- Revised Goal Approved Date

8.4 Maintaining Good Faith Efforts for the Current DBE Commitment

When a contractor is unable to meet the DBE commitment goals for a contract, the means and extent to which the contractor attempted to meet those goals and the reason those efforts did not succeed must be recorded as *good faith efforts*.

The **Good Faith Effort** tab on the Contract Current DBE Commitment Summary component contains an accordion list of all the recorded good faith efforts for the contract. Each row displays an **Actions** button and current values for the **DBE Vendor** and **Date Contacted** fields. To maintain a good faith effort, expand the row to display all the available information. You can view or change the following information:

- DBE Vendor
- Contact Date
- Quote Received
- Quote Used
- Value of Quote
- Reason Code
- Comments

Work Types:

- Work Type
- Work Type Source

Click in a field and add, change, or delete information as required.

To add a new good faith effort for the contract, click the **New** button. The system adds a new row at the bottom of the list. All fields in the new row are blank. To save a new good faith effort, you must enter information in all fields that display a red asterisk. Record information in other fields as needed.

To delete a good faith effort, select **Delete** from the **Actions** menu on the good faith effort's 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 making changes to good faith efforts for the contract, click the **Save** button to apply your changes. The system displays a message to confirm that your changes were saved in the database.

8.5 Understanding the Revision and Approval Process

To change an approved DBE commitment for an agency contract, the DBE commitment must be set to the *Revision* phase by using the **Revise** command. During the *Revision* phase, you can enter revised commitments (see Revising a Current DBE Commitment and Revising a DBE Vendor's Commitment), good faith efforts (see Maintaining Good Faith Efforts for the Current DBE Commitment), and new DBE vendors (see Adding a Contract DBE Commitment).

After the prime contractor saves a revised DBE commitment, the prime contractor must then return the DBE commitment to the *Under Agency Review* phase by selecting **Progress** on the **Actions** menu on the Contract Current DBE Commitment Summary. After the revised commitment is progressed, all of the fields on the Contract Current DBE Commitment Summary and the DBE Vendor components become read-only. The agency reviews the revised commitment and either progresses it or rejects it.

If the DBE commitment is rejected, it reverts to the *Initial* phase and returns to the prime contractor for changes. Even if the DBE commitment is not rejected by the agency, the prime contractor may change the DBE commitment after it has been signed, which also reverts it 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 prime contractor again and go through another agency review.

If the agency progresses the revised DBE commitment, it moves into the *Ready for Approval* phase. In this phase, the agency reviews it again and either approves it or rejects it. If rejected, the DBE commitment reverts to the *Under Agency Review* phase, and changes continue to be made until the DBE commitment is approved by the agency (see Approving a Current DBE Commitment).

Once the agency has approved the prime contractor's new DBE commitment, the information becomes read-only and subsequent changes can be made only by a new revision or by adding new DBE commitments.

8.6 Signing a Contract Current DBE Commitment

The Sign DBE Commitment component provides a guided process by which you review, verify, and sign the DBE commitment for a contract. In order to sign a DBE commitment, the current user must be a non-agency user with vendor authority and "Can Sign" permission for the prime contractor.

Follow these steps to sign a contract DBE commitment:

1. On the Contract Current DBE Commitment Summary component, select **Sign DBE Commitment** from the **Actions** menu on the component header.

   The system takes you to the Sign DBE Commitment component, with the DBE Commitment Report displayed.

2. Review the DBE commitment data in the report. When you have determined the information in the report is correct, click the **Next** button at the bottom of the component.

   The system displays the DBE Commitment Verification Report. You can click the ***Previous*** *button to return to the DBE Commitment report if needed.*

3. Review the verification requirements and click the **Next** button to proceed.

   The system displays the Sign step.

4. Sign the DBE commitment by clicking the **Sign DBE Commitment** button.

   *The system verifies that you are authorized to sign the DBE commitment, sets the **Signed By** field with your User ID and the **Signed Date** with the current date on the system. The system also attaches the DBE Commitment and Verification reports to the Contract DBE Commitment Summary component.*

8.7 Revising a Current DBE Commitment

To change an approved DBE commitment for an agency contract, the prime contractor must submit a revised version of the commitment to the agency for review and approval.

The **Revised Commitment** tab of the Contract Current DBE Commitment Summary component allows the prime contractor to make revisions to the current DBE commitment. This tab is only displayed after a non-agency user has set the approved DBE commitment to the *Revision* phase by selecting **Revise** from the **Actions** menu on the Contract DBE Commitment Summary component. Agency users may not change information on this tab.

To revise the commitment, select **Revise** from the **Actions** menu on the component header. The system changes the value in the Revised Commitment field to Yes. Enter information in these fields as needed:

- Revised Commitment Amount
- Revised Commitment Percent

Click **Save** to apply the revision to the system. The system displays a message to confirm that your changes were saved in the database.

As part of the revision process, you can also enter good faith effort information (see Maintaining Good Faith Efforts for the Current DBE Commitment) and add or revise DBE vendor data (see Adding a Contract DBE Commitment or Revising a DBE Vendor's Commitment).

After the prime contractor saves a revised DBE commitment, the prime contractor must then return the DBE commitment to the *Under Agency Review* phase. Instead of signing the revised commitment, you move it to the next phase by selecting **Progress** on the **Actions** menu on the Contract Current DBE Commitment Summary. The system saves your changes automatically, changes the workflow phase to *Under Agency Review*, and all of the fields on the Contract Current DBE Commitment Summary and the DBE Vendor components become read-only.

8.8 Approving a Current DBE Commitment

The **Approval** tab of the Contract Current DBE Commitment Summary component allows you to view approval information for the current DBE commitment. You can view information in these fields on this tab:

- DBE Commitment Approval
- Approved By
- Approval Date
- Good Faith Effort
- Signed By
- Signed Date
- Revised Commitment Approved By
- Revised Commitment Approved Date

For information about the workflow used to approve and revise current DBE commitments, see Understanding the Revision and Approval Process.

8.9 Contract Current DBE Vendor Commitments

8.9.1 Managing Contract Current DBE Vendors

The DBE Vendor component is located in the lower part of the Contract Current DBE Commitment Summary page. Access this page by clicking the **Contract Current DBE Commitment** link on the CRLMS Non-Agency component, locating the appropriate contract, and then selecting **View** from the **Actions** menu on the contract's row.

The component contains the current DBE commitment information for all the DBE vendors associated with the contract, including work types, materials, and trucking. Information is grouped on six tabs located on the left side of the component. The component opens on the **General** tab.

You can revise and review each DBE vendor's commitments on this component. The information displayed on all the tabs is for the DBE vendor selected in the **DBE Vendor** box on the component subheader. To access commitment information for a different DBE vendor, click the down arrow in the **DBE Vendor** box, and select the DBE vendor in the list. You can also select a DBE vendor using the arrow buttons on the right side of the subheader to scroll through all the vendors associated with the DBE commitment.

On the **General** tab, you can view the following information for the selected DBE vendor:

- DBE Vendor ID
- Commitment Amount
- Race Conscious Amount
- Race Neutral Amount

- DBE Vendor Name
- Primary DBE WBE
- Ethnic Group
- DBE Proposal Vendor

To add a new DBE commitment to the current contract, select **Add** from the **Actions** menu on the component header. For more information, see Adding a Contract DBE Commitment.

To maintain additional information for the DBE vendor's commitment, click the following tabs:

Work Types	Click this tab to maintain work type records for the selected DBE vendor (see Maintaining Work Types for a Current DBE Vendor).
Materials	Click this tab to maintain material records for the selected DBE vendor (see Maintaining Materials for a Current DBE Vendor).
Trucking	Click this tab to maintain trucking records for the selected DBE vendor (see Maintaining Trucking for a Current DBE Vendor).
Revised Commitment	Click this tab to record revisions to the DBE vendor's commitment (see Revising Commitments for a Current DBE Vendor). **Note:** This tab is not available until after the DBE commitment has been approved and then moved to the *Revision* phase.
Review	Click this tab to review the DBE vendor's commitment (see Maintaining Reviews for a Current DBE Vendor). **Note:** This tab is not available until after the DBE commitment has been signed.

8.9.2 Maintaining Work Types for a Current DBE Vendor

The **Work Types** tab on the DBE Vendor component contains an accordion list of all the DBE commitment work types recorded for the selected DBE vendor. Each row represents one work type record. Each row displays an **Actions** button and the **Work Type ID**.

To maintain a work type record, click anywhere in the row to expand the record and display all the available information. You can view or change information in these fields:

- DBE Work Type ID
- DBE Work Type Commitment Amount
- DBE Work Type Commitment Amount for DBE Credit
- DBE Work Type Adjusted Commitment Amount
- DBE Work Type Adjusted Commitment Amount for DBE Credit

- DBE Work Type Source
- Comments

Click in a field and add, change, or delete information as required.

To delete a work type, select **Delete** from the **Actions** menu on the work type's row.

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.

Adding a DBE Commitment Work Type

To add a new work type for the DBE vendor, click the **New** button. The system adds a new row at the bottom of the list of work types. All fields in the new row are blank.

To save the new work type row, you must enter information in this field:

- DBE Work Type ID

Note: The values available in the **DBE Work Type ID** field are limited to only those work types for which the vendor is qualified to perform work. If the vendor has no assigned work classifications, this field will be empty.

It is not required, but you can enter information in these fields to record additional information about the DBE work type:

- DBE Work Type Commitment Amount
- DBE Work Type Commitment Amount for DBE Credit
- DBE Work Type Adjusted Commitment Amount
- DBE Work Type Adjusted Commitment Amount for DBE Credit
- Comments

Note: The sum of the work type commitments cannot exceed the commitment amount for the DBE vendor.

If you want to add more than one work type, click the **New** button when you are finished entering information for the current row. The system adds a new blank row to the list. Follow the same steps to continue adding as many work types as needed.

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.

8.9.3 Maintaining Materials for a Current DBE Vendor

Federal guidelines regulate the percentage of the cost of materials or supplies purchased from a DBE supplier that can be credited toward the DBE goal for a contract. Different percentages are credited to the DBE goal depending on whether the supplier also manufactures the materials or functions as only a broker or a regular dealer.

The **Materials** tab on the DBE Vendor component contains information related to the construction materials and equipment being supplied by this vendor for the current contract.

To designate the vendor as a DBE supplier for this commitment, select the Supplier/Manufacturer/Broker/Regular Dealer check box.

Note: Each DBE commitment record can only have one associated DBE supplier.

When you select this check box, you may also enter values in these fields to record additional information for the DBE commitment:

- DBE Supplier Total Amount
- DBE Supplier Percentage Credit Allowed

When the record is saved, the system calculates the value for the DBE Supplier Dollar Credit Allowed field.

To create a complete contract current DBE supplier record, select **Yes** in any of the following fields that apply to the supplier:

- Manufacturer
- Broker

If you selected **Yes** in the **Broker** field, also review these fields and select **Yes** in any that apply to the broker:

- DBE Procures Material?
- DBE Delivers Material?
- Delivered by Others?
- Regular Dealer

If you selected **Yes** in the **Regular Dealer** field, also review these fields and select **Yes** in any that apply to the dealer:

- DBE Owns Equipment?
- Equipment Under Long Term Lease?
- Owns and/or Leases Equipment?

If the commitment is for the original prime contractor, select the Original Commitment check box.

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.

8.9.4 Maintaining Trucking for a Current DBE Vendor

The **Trucking** tab on the DBE Vendor component contains trucking information for the selected DBE vendor.

To designate the vendor as a DBE trucker or truck broker for the current contract, select the Trucker/Broker check box.

When you select this check box, you may also enter values in these fields to record additional trucking information for the vendor:

- DBE Trucker Total Amount
- DBE Trucker Dollar Credit Allowed

When the record is saved, the system calculates the value for the DBE Trucker Percentage Credit Allowed field.

Click **Save** when finished to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

8.9.5 Revising a DBE Vendor's Commitment

The **Revised Commitment** tab on the DBE Vendor component allows you to record revisions to the DBE vendor's commitment. You can view or change information in these fields on this tab:

- Revised Commitment Amount
- Revised Commitment Percent
- Revised Commitment Date

Click in a field and add, change or delete information as needed.

Click **Save** when you are finished. The system displays a message to confirm that your changes were saved in the database.

After the prime contractor saves a revised DBE commitment, the prime contractor must then return the DBE commitment to the *Under Agency Review* phase. Instead of signing the revised commitment, you move it to the next phase by selecting **Progress** on the **Actions** menu on the Contract Current DBE Commitment Summary. The system saves your changes automatically, changes the workflow phase to *Under Agency Review*, and all of the fields on the Contract Current DBE Commitment Summary and the DBE Vendor components become read-only.

8.9.6 Maintaining Reviews for a Current DBE Vendor

The **Review** tab on the DBE Vendor component indicates the status of the review process for the selected DBE vendor's DBE commitment.

On this tab, you can view information in the following fields:

- Reviewed
- Reviewed By
- Review Date
- Revision Date

When the DBE commitment is progressed by an agency user, the system automatically populates these fields with the appropriate user name and dates.

8.9.7 Adding a Contract DBE Commitment

The Add Contract Current DBE Commitment component allows you to create and save a new DBE commitment for the current contract. To access this component, click the **Contract Current DBE Commitment** link in the CRLMS Non-Agency component, locate the appropriate contract, and then select **Add DBE Commitment** from the **Actions** menu on the contract row.

The Add Contract Current DBE Commitment component opens on the **General** tab, which allows you to add miscellaneous information for the new DBE commitment. You can also add work types, materials, and trucking information for the DBE vendor by clicking additional tabs located on the left side of the component.

To save a new DBE commitment, you must enter information in these fields:

- DBE Vendor ID
- Commitment Amount
- Race Conscious Amount
- Race Neutral Amount

When you are finished adding information, click the **Save** button to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

To add additional information about the new DBE commitment, click one of the following tabs:

Work Type	Click this tab to add work types for the DBE vendor (see Adding Contract DBE Vendor Work Types).
Materials	Click this tab to add material supplier information for the DBE vendor (see Adding Contract DBE Vendor Materials).
Trucking	Click this tab to add trucking information for the DBE vendor (see Adding Contract DBE Vendor Trucking).

8.9.8 Adding Contract DBE Vendor Work Types

The **Work Types** tab on the Add Contract Current DBE Commitment component initially contains a single blank accordion row. To create a new work type for the DBE vendor, click in the row and enter information in this field:

- DBE Work Type ID

It is not required, but you can enter information in these fields to record additional information about the work type:

- DBE Work Type Commitment Amount
- DBE Work Type Commitment Amount for DBE Credit
- DBE Work Type Adjusted Commitment Amount
- DBE Work Type Adjusted Commitment Amount for DBE Credit
- Comments

The system automatically populates the DBE Work Type Source field.

If you want to add more than one work type, click the **New** button when you have finished entering information for the current row. The system adds a new blank row to the list. Follow the same steps to continue adding as many work types as needed.

To delete a work type, click the **Delete** button on the work type's row.

Click **Save** when finished to save all the work types added in this session. The system displays a message to confirm that the new information was saved in the database.

8.9.9 Adding Contract DBE Vendor Materials

The **Materials** tab on the Add Contract Current DBE Commitment component allows you to add information related to the construction materials and equipment being supplied by the DBE vendor.

To designate the vendor as a DBE supplier for this commitment, select the Supplier/Manufacturer/Broker/Regular Dealer check box.

Note: Each DBE commitment can only have one associated DBE supplier.

When you select this check box, you can also enter values in these fields to record additional information for the DBE vendor:

- DBE Supplier Total Amount
- DBE Supplier Dollar Credit Allowed
- DBE Supplier Percentage Credit Allowed

Select **Yes** in any of the following fields that apply to the supplier:

- Manufacturer
- Broker

If you selected **Yes** in the **Broker** field, also review the following fields and select **Yes** in any that apply to the broker:

- DBE Procures Material?
- DBE Delivers Material?

- Delivered by Others?
- Regular Dealer

If you selected **Yes** in the **Regular Dealer** field, also review the following fields and select **Yes** in any that apply to the dealer:

- DBE Owns Equipment?
- Equipment Under Long Term Lease?
- Owns or Leases Equipment?

If the commitment is for the original prime contractor, select the **Original Commitment** check box.

When you are finished, click **Save** to apply your changes. The system displays a message below the component header to confirm that your changes were saved in the database.

8.9.10 Adding Contract DBE Vendor Trucking

The **Trucking** tab on the Add Contract Current DBE Commitment component allows you to add trucking information for the DBE vendor.

To designate the vendor as a DBE trucker or truck broker for this commitment, select the Trucker/Broker check box.

When you select this check box, you can also enter values in the following fields to record additional trucking information for the DBE vendor:

- DBE Trucker Total Amount
- DBE Trucker Dollar Credit Allowed
- DBE Trucker Percentage Credit Allowed

When you are finished, apply your changes to the system by clicking **Save**. The system displays a message to confirm that your changes were saved in the database.

9 Approved Contract DBE Commitments

9.1 Managing Approved DBE Commitments

The Contract Approved DBE Commitment Overview component lists the approved DBE commitments for each contract that the user has vendor authority for the prime contractor. You will generally only use this component when the prime contractor on the associated contract has been changed and you need to review the previous prime contractor's approved DBE commitment information.

You can access this page by navigating to the CRLMS Non-Agency component and clicking the **Contract Approved DBE Commitment** link.

Each row contains an **Actions** button and current values for the following fields:

- Contract
- Description
- Vendor
- Short Name

To view all of the information in an approved DBE commitment record, select **View** from the **Actions** menu on the approved DBE commitment's row to go to the Approved DBE Commitments Summary page (see Viewing an Approved DBE Commitment).

9.2 Viewing the Approved DBE Commitment

The Contract Approved DBE Commitment Summary page contains information about the DBE commitment as it was most recently approved for the contract. To access this page, click the **Contract Approved DBE Commitment** link in the CRLMS Non-Agency component, locate the appropriate contract row, and select **View** from the **Actions** menu on the contract's row.

Information on the Contract Approved DBE Commitment Summary page is grouped in two components. The lower part of the page contains the DBE Vendor component. This component allows you to view information for all the DBE vendors associated with the prime contractor, including work types, materials, and trucking. For more information, see Viewing Contract Approved DBE Vendors.

The upper part of the page contains the Contract Approved DBE Commitment Summary component, which summarizes the approved DBE commitment information. Information is grouped on five tabs located on the left side of the component. The component opens on the **General** tab, which allows you to view the following information:

- Prime Vendor ID
- DBE Goal
- DBE Goal Percent
- Total Commitment Amount
- Total Commitment Percent
- DBE Sub Commitment Amount
- DBE Sub Commitment Percent
- Comments
- Prime Vendor Name
- Awarded Contract Amount
- Total Race Conscious Amount
- Total Race Conscious Percent
- Total Race Neutral Amount
- Total Race Neutral Percent

The lower part of the **General** tab displays a rolling list of all the approved DBE commitments associated with the prime contractor selected in the DBE Vendor component. Each row in the DBE Commitments list displays an **Actions** button and current values for these fields:

- DBE Vendor ID
- DBE Vendor Name
- Ethnic Group
- DBE Vendor
- Commit Amt

To view additional information for the approved DBE commitment, click the following tabs:

Revised Goals	Click this tab to view revisions made to the DBE goals for the contract (see Viewing Goals for an Approved DBE Commitment).
Good Faith Effort	Click this tab to view good faith efforts for the approved DBE commitment (see Viewing Good Faith Efforts for an Approved DBE Commitment).

Revised Commitment	Click this tab to view revision information for the approved DBE commitment (see Viewing Revisions for an Approved DBE Commitment).
Approval	Click this tab to view approvals for the current DBE commitment (see Viewing Approvals for an Approved DBE Commitment).

9.3 Viewing Goals for an Approved DBE Commitment

The **Revised Goals** tab of the Contract Approved DBE Commitment Summary component allows you to view revised goals for the approved DBE commitment. All the information in this component is for reference use only and cannot be changed.

You can view information in these fields on this tab:

- Revised Goal
- Revised Goal Percent
- Revised Goal Approved By
- Revised Goal Approved Date

9.4 Viewing Good Faith Efforts for an Approved DBE Commitment

When a contractor is unable to meet the DBE commitment goals for a contract, the means and extent to which the contractor attempted to meet those goals and the reason those efforts did not succeed must be recorded as *good faith efforts*.

The **Good Faith Effort** tab on the Contract Approved DBE Commitment Summary component contains an accordion list of all the good faith efforts recorded for the contract. All the information in this component is for reference use only and cannot be changed.

Each row displays an **Actions** button and current values for the following fields:

- DBE Vendor
- Contact Date
- Quote Received
- Quote Used
- Value of Quote
- Reason Code
- Comments

Work Types:

- Work Type
- Work Type Source

9.5 Viewing Revision Information for an Approved DBE Commitment

The **Revised Commitment** tab of the Contract Approved DBE Commitment Summary component allows you to view revision information for the approved DBE commitment. All the information in this component is for reference use only and cannot be changed.

You can view information in these fields on this tab:

- Revised Commitment
- Revised Commitment Amount
- Revised Commitment Percent

9.6 Viewing Approvals for an Approved DBE Commitment

The **Approval** tab of the Contract Approved DBE Commitment Summary component allows you to view approval information for the approved DBE commitment. All the information in this component is for reference use only and cannot be changed.

You can view information in these fields on this tab:

- DBE Commitment Approval
- Approved By
- Approval Date
- Good Faith Effort
- Signed By
- Signed Date
- Revised Commitment Approved By
- Revised Commitment Approved Date

9.7 Approved DBE Vendor Information

9.7.1 Viewing Contract Approved DBE Vendors

The DBE Vendor component is located in the lower part of the Contract Approved DBE Commitment Summary page. To access this page, click the **Contract Approved DBE Commitment** link in the CRLMS Non-Agency component, locate the appropriate contract row, and select **View** from the **Actions** menu on the contract's row.

The DBE Vendor component contains the approved DBE commitment information for all the DBE vendors associated with the contract, including work types, materials, and trucking. All the information in this component is for reference use only and cannot be changed. Information is grouped on six tabs located on the left side of the component.

The component opens on the **General** tab. The information displayed on all the tabs is for the DBE vendor selected in the **DBE Vendor** box on the component subheader. To access commitment information for a different DBE vendor, click the down arrow in the **DBE Vendor** box and select the DBE vendor in the list. You can also select a DBE vendor using the arrow buttons on the right side of the subheader to scroll through all the vendors associated with the DBE commitment.

You can view the following information for the selected DBE vendor:

- Reference Vendor ID
- Commitment Amount
- Race Conscious Amount
- Race Neutral Amount
- Primary DBE WBE
- Ethnic Group
- Prime Vendor
- Comments

To view additional DBE vendor information, click the following tabs:

Work Types	Click this tab to view work type records for the selected DBE vendor (see Viewing Archived DBE Vendor Work Types).
Materials	Click this tab to view material records for the selected DBE vendor (see Viewing Archived DBE Vendor Materials).
Trucking	Click this tab to view trucking records for the selected DBE vendor (see Viewing Archived DBE Vendor Trucking).
Revised Commitment	Click this tab to view revised commitments for the selected DBE vendor (see Viewing Approved DBE Vendor Revised Commitments).
Review	Click this tab to view DBE commitment revision reviews for the DBE vendor (see Viewing Archived DBE Vendor Review Information).

9.7.2 Viewing Approved DBE Vendor Work Types

The **Work Types** tab on the DBE Vendor component contains an accordion list of all the DBE commitment work types recorded for the approved DBE commitment. All the information on this tab is for reference use only and cannot be changed.

To view a work type record, click anywhere in the row to expand the record and display all the available information. You can view information in these fields:

- DBE Work Type ID
- DBE Work Type Commitment Amount
- DBE Work Type Commitment Amount for DBE Credit

- DBE Work Type Adjusted Commitment Amount
- DBE Work Type Adjusted Commitment Amount for DBE Credit
- DBE Work Type Source
- Comments

9.7.3 Viewing Approved DBE Vendor Materials

The **Materials** tab on the DBE Vendor component contains information related to the construction materials and equipment being supplied by this vendor for the approved DBE commitment. All the information on this tab is for reference use only and cannot be changed.

You can view information in these fields:

- Supplier/Manufacturer/Broker/Regular Dealer
- DBE Supplier Total Amount
- DBE Supplier Dollar Credit Allowed
- DBE Supplier Percentage Credit Allowed

9.7.4 Viewing Approved DBE Vendor Trucking

The **Trucking** tab of the DBE Vendor component contains trucking information for the approved DBE commitment. All the information on this tab is for reference use only and cannot be changed.

You can view information in these fields:

- Trucker/Broker
- DBE Trucker Total Amount
- DBE Trucker Dollar Credit Allowed
- DBE Trucker Percentage Credit Allowed

9.7.5 Viewing Approved DBE Vendor Revised Commitments

The **Revised Commitment** tab on the DBE Vendor component allows you to view revisions to the DBE vendor's commitment. All the information in this component is for reference use only and cannot be changed.

- Revised Commitment Amount
- Revised Commitment Percent
- Revised Commitment Date

9.7.6 Viewing Approved DBE Vendor Review Information

The **Review** tab on the DBE Vendor component documents the reviews that were performed for the approved DBE commitment. All the information on this tab is for reference use only and cannot be changed.

On this tab, you can view information in the following fields:

- Reviewed
- Reviewed By
- Review Date
- Revision Date

10 Reports

10.1 Working with Reports

You can generate reports from any page in the system by clicking the **Actions** menu on the Menu Bar and then clicking **Generate Report**.

Note: Your agency determines which reports are available to you through the security settings of your active role and by agency customizations to the application. As a result, some reports might not be available to you.

Follow these steps to generate a report:

1. Select **Generate Repor**t from the **Actions** menu on the Menu Bar.

   *The system takes you to the **Generate Report** component, which lists all the reports you can generate.*

2. In the list of reports, click the row for the report you want to generate.

   The system adds a green check mark beside the report you selected.

3. If data is required, it will be noted in the **Data** column. To select the data required for the report, choose **Select Data** from the **Settings** menu on the component subheader.

   *The system displays a Quick Find search box for locating the appropriate type of data for the report. Type criteria in the Quick Find search box, or click **Show first 10**. The system displays a list of all the records in the system that match your search criteria. Select the records you want to include in the report.*

4. If you need to select parameters for generating the report, select **Set Parameters** from the **Settings** menu on the component subheader.

   The system displays parameter options for the selected report. Select appropriate *options in the parameters window. For more information, see [Using Report Parameters](#).*

5. By default, reports are generated in PDF format. If you want your report generated in HTML format, select **Output Options** from the **Settings** menu on the component subheader, and click the option labeled **Generate as HTML**.

6. If you want to specify the layout source for the report, select **Output Options** from the **Settings** menu on the component subheader. For more information about the report layout source, see [Choosing a Report Layout Source](#).

7. Click the **Execute** button on the component header.

   The system generates the report and displays it in a new browser window. Use your browser's print function to print the report if you need a printed copy.

   *(If you selected the option to generate the report in HTML format, the system displays a file Download window. Click the **Open** button, and the system displays the HTML report in a new browser window.)*

10.2 Using Report Parameters

When you generate a report, you may need to choose parameter settings in order for the system to generate the report properly. Parameter options are displayed on the Generate Report component when you select **Set Parameters** from the **Settings** menu on the component subheader.

Depending on your security settings and how your agency has designed the report you are running, the system displays one or more of the following parameter options for the selected report.

Dates: Some reports require a start and/or end date parameter in order to select the correct data. You can type the date directly in the date field or use the calendar lookup to select a date.

Subreports: If you are generating a report that is comprised of two or more subreports, you can choose which subreports you want to include.

Report Output Type: Choose whether you want to generate the report in PDF or HTML format.

Report Layout Source: Select the type of report layout template you want to use:

Base	Select this option to use the system's base layout for this report.

Custom Select this option to use your agency's custom layout for this report. This is the default option. If you choose this option and there are no reports stored in the Custom component, the system uses the base layout for your report.

Test Select this option if the report format you want to use is currently being customized (and therefore stored in the test area of your Web server). If you choose this option and there are no reports stored in the test area, the system uses your agency's custom layout for your report, and if no reports are stored there, then the base layout is used.

10.3 Proposal Vendor DBE Commitment Report

This report is automatically generated and displayed in Step 1 of the guided process used by the proposal vendor to sign a DBE commitment. It can also be generated by selecting **Generate Report** from the **Actions** menu on the Menu Bar.

The report contains all the details of the DBE commitment. It presents total commitment information for the proposal vendor as well as a breakdown for each DBE vendor that includes work type, supplier, and trucking information.

10.4 Proposal Vendor DBE Commitment Verification Report

This report is automatically generated and displayed in Step 2 of the guided process used by the proposal vendor to sign a DBE commitment for an agency proposal. It can also be generated by selecting **Generate Report** from the **Actions** menu on the Menu Bar.

The report contains general identification information for the proposal and proposal vendor, summary information about the DBE commitment being signed, and the agency's verification requirement for the proposal vendor's signature.

10.5 Contract Current DBE Commitment Report

This report is automatically generated and displayed in Step 1 of the guided process used by the prime contractor to sign a revised DBE commitment for an agency contract. It can also be generated by selecting **Generate Repor**t from the **Actions** menu on the Menu Bar.

The report contains all the details of the revised DBE commitment. It presents total commitment information for the prime contractor as well as a breakdown for each DBE vendor that includes work type, supplier, and trucking information.

10.6 Contract Current DBE Commitment Verification Report

This report is automatically generated and displayed in Step 2 of the guided process used by the prime contractor to sign a revised DBE commitment for an agency contract. It can also be generated by selecting **Generate Repor**t from the **Actions** menu on the Menu Bar.

The report contains general identification information for the contract and prime vendor, summary information about the DBE commitment being signed, and the agency's verification requirement for the prime contractor's signature.

Appendix A. Role-Based Workflows

A.1 Role-Based Workflows

This section provides a role-based orientation to the web Trns•port system. If you are new to the system, these topics will help you learn how to navigate through the system to perform the tasks and key business functions for your role.

Note: If you are logging on to the system for the first time, it is recommended that you review the topics in the Getting Started section before reviewing these topics. Getting Started topics describe how to use the features in the web Trns•port software to complete basic tasks, and will help you to understand the instructions provided in *Rolw-Based Workflows*. If you haven't already, it is also helpful to take a few minutes to learn how the online Help system works by reading Using Online Help.

Step by step instructions are provided for the following roles:

- External Bidder Quoter Entry
- External DBE Commitment Entry – External Prime Contractor
- External DBE Commitment Entry – External Proposal Vendor
- External Payroll Vendor
- External Prime Contractor
- External Subcontractor

A.2 External Bidder Quoter Entry – External user adding and signing information about bidders and quoters

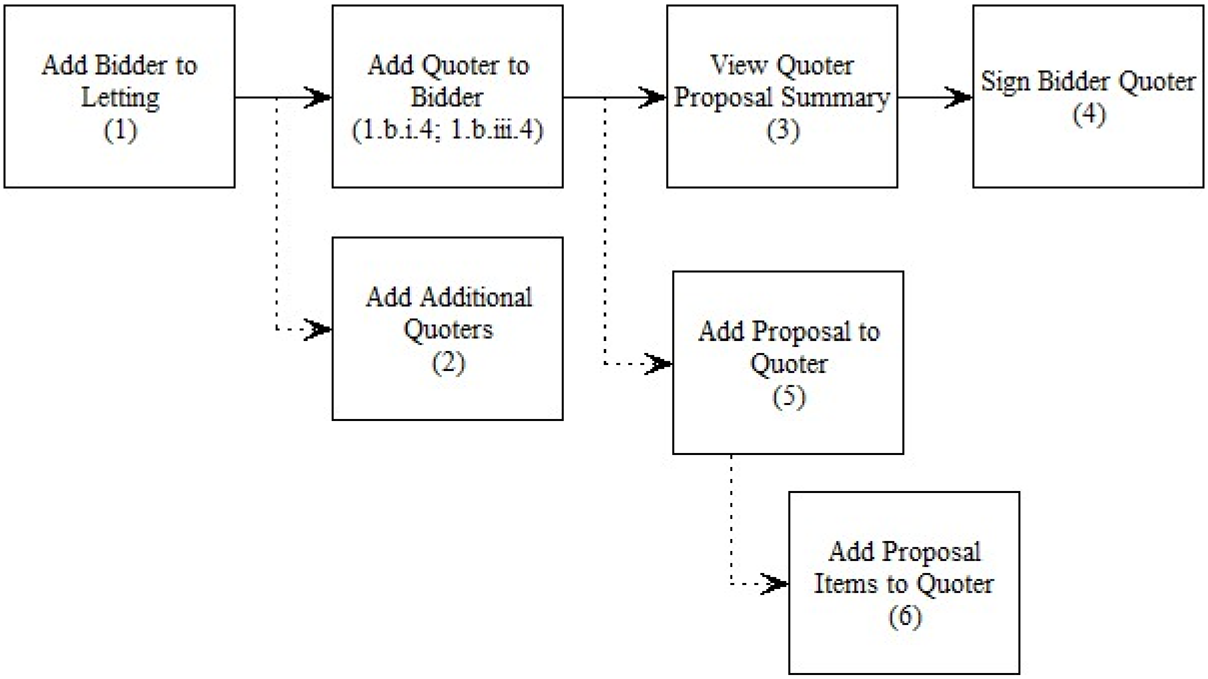


Figure A-1. External Bidder Quoter Entry Workflow

1. Add a bidder to a letting:

    a. Click the **Bidder Quoter** link from the CRLMS Non-Agency component to open Bid Letting Overview component (see Selecting the Letting for Bidder/Quoter Information).

    b. You can add a bidder in one of three ways:

        i. On the Bid Letting Overview, select **Add** from the **Actions** menu on the component header.

            1) The system takes you to the Add Bidder Quoter component (see Adding a Bidder/Quoter).

            2) Select the Letting.

            3) Select the Bidder. The Bidder list is filtered to all reference vendors for which the external user has vendor authority.

            4) Select the Quoter. The Quoter can be any reference vendor.

            5) To add multiple quoters, select **Add** from the **Actions** menu on the Add Bidder Quoter component header.

            6) Click the **Save** button to save your changes.

ii. On the Bid Letting Overview, click the number of **Quoters** link on the letting to which you want to add a bidder.

1) On the Bidder/Quoter Summary component, click the **Select Bidders** button (see Managing Bidder/Quoter Information).

2) In the Select Bidders modal window, the list is filtered to show reference vendors for which the external user has vendor authority. Click the bidders you want to add to the letting.

3) Click the **Add to Letting** button, and then click the **Save** button.

iii. On the Bid Letting Overview, select **Open** from the **Actions** menu on the letting row to which you want to add a bidder.

1) Click the **Select Bidders** button to add one or more bidders to the letting (see Managing Bidder/Quoter Information).

2) In the Select Bidders modal window, the list is filtered to show reference vendors for which the external user has vendor authority. Click the bidders you want to add to the letting.

3) Click the **Add to Letting** button, and click the **Save** button. The bidder is added in a new row on the Bidder/Quoter Summary.

4) Choose **Select Quoter** from the **Actions** menu on the new bidder row.

5) In the Select Quoters modal window, click the quoters you want to add. The quoter can be any reference vendor.

6) Click the **Add to Bidder** button, and click the **Save** button.

2. Add additional quoters to a bidder:

a. Click the **Bidder Quoter** link from the CRLMS Non-Agency component.

b. On the Bid Letting Overview, select **Open** from the **Actions** menu on the letting row (see Managing Bidder/Quoter Information).

c. On the Bidder/Quoter Summary, choose **Select Quoter** from the **Actions** menu on the appropriate bidder row.

d. In the Select Quoters modal window, click the quoters you want to add. The quoter can be any reference vendor.

e. Click the **Add to Bidder** button, and click the **Save** button.

3. View the Quoter Proposal Summary:

a. Click the **Bidder Quoter** link from the CRLMS Non-Agency component.

b. On the Bid Letting Overview, select **Open** from the **Actions** menu on the letting row (see Managing Bidder/Quoter Information).

c. On the Bidder/Quoter Summary, select **View Quoter Proposal** from the **Actions** menu on the appropriate quoter row (see Maintaining Quoter Information for Proposals in a Letting).

4. Sign the bidder quoter information:

   a. Click the **Bidder Quoter** link from the CRLMS Non-Agency component.

   b. On the Bid Letting Overview page, select **Sign** from the **Actions** menu on the letting row.

   c. On the Sign Bidder Quoter component, review the Bidder Quoter Report details (see Signing Bidder/Quoter Information).

   d. When you are finished reviewing the report, scroll to the bottom of the page to click **Next** button.

   e. On the next step of the guided process, review the Bidder Verification Report details. When you are finished, scroll to the bottom of the page to click **Next** button.

   f. Click the **Sign Bidder Quoter** button to sign the bidder/quoter information.

5. Select proposals to add to a quoter:

   a. Click the **Bidder Quoter** link from the CRLMS Non-Agency component.

   b. On the Bid Letting Overview page, select **Open** from the **Actions** menu on the letting row (see Managing Bidder/Quoter Information).

   c. On the Bidder/Quoter Summary, select **View Quoter Proposal** from the **Actions** menu on the appropriate quoter row (see Maintaining Quoter Information for Proposals in a Letting).

   d. On the Quoter Proposal Summary, click the **Select Proposals** button.

   e. In the Select Proposal modal window, select the proposals you want to add.

   f. Click the **Add to Quoter** button to add the selected proposals to the quoter, and click the **Save** button.

6. Select proposal items:

   a. Click the **Bidder Quoter** link from the CRLMS Non-Agency component.

   b. On the Bid Letting Overview page, select **Open** from the **Actions** menu on the letting row (see Managing Bidder/Quoter Information).

c. On the Bidder/Quoter Summary, select **View Quoter Proposal** from the **Actions** menu on the appropriate quoter row (see Maintaining Quoter Information for Proposals in a Letting).

d. On the Quoter Proposal Summary, identify the proposal from which you want to select items.

e. Choose **Select Proposal Item** from the **Actions** menu on the proposal row.

f. In the Select Proposal Items modal window, click the items you want to add.

g. When you are finished, click the **Add to Quoter Proposal** button.

A.3 External DBE Commitment Entry – External Prime Contractor

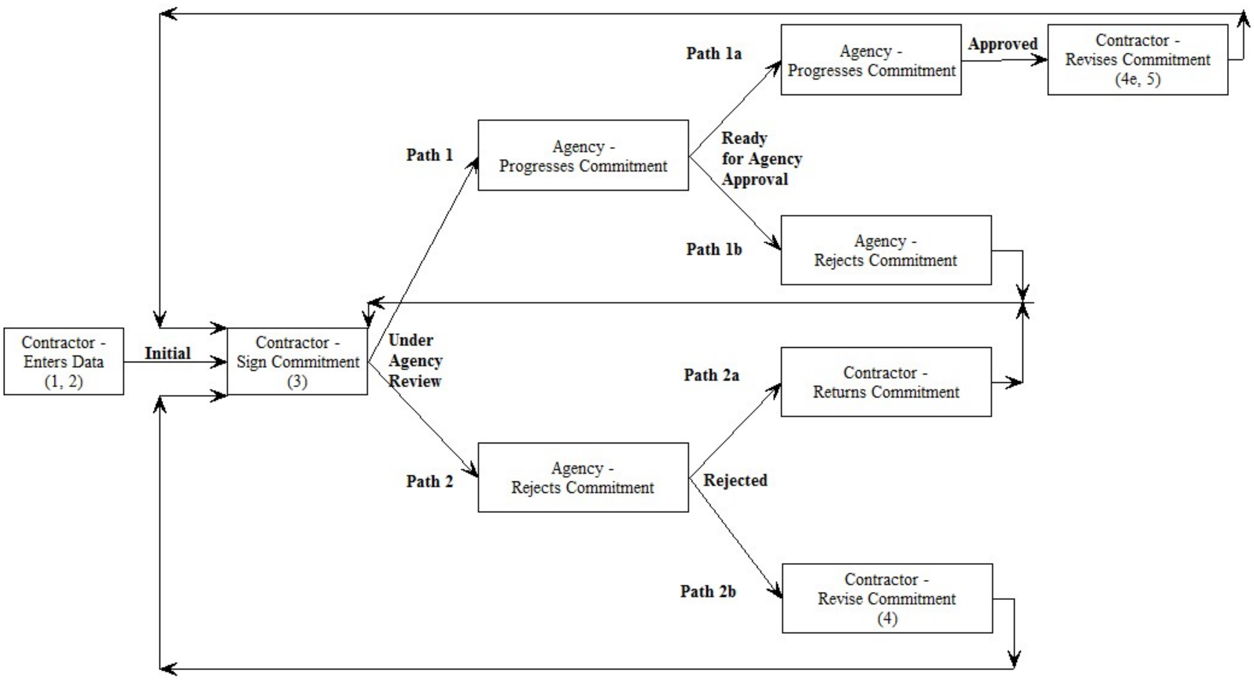


Figure A-2. Prime Contractor External DBE Commitment Entry Workflow

The external prime contractor can perform the following tasks:

1. Add current DBE commitments:

    a. Click the **Contract Current DBE Commitment** link from the CRLMS Non-Agency component.

    b. On the Contract Current DBE Commitment Overview component, locate the row for the appropriate contract and prime vendor (see Managing Current DBE Commitments).

c. Select **Add DBE Commitment** from the **Actions** menu on the contract row.

d. On the Add Contact Current DBE Commitment page, enter information about the new contract DBE commitment as needed (see Adding a Contract DBE Commitment).

2. Maintain contract current DBE commitments:

a. Click the **Contract Current DBE Commitment** link from the CRLMS Non-Agency component.

b. On the Contract Current DBE Commitment Overview component, locate the row for the appropriate contract and prime vendor (see Managing Current DBE Commitments).

c. Select **View** from the **Actions** menu on the contract row.

d. On the Contract Current DBE Commitment Summary page, update information as needed on the upper and lower components:

i. For information about using the upper component, see Maintaining the Current DBE Commitment.

ii. For information about using the lower component, see Managing Contract Current DBE Vendors.

Note: Until the Current DBE Commitment is signed, agency users will not be able to view the data.

3. Sign current DBE commitments:

a. Click the **Contract Current DBE Commitment** link from the CRLMS Non-Agency component.

b. On the Contract Current DBE Commitment Overview component, locate the row for the appropriate contract and prime vendor (see Managing Current DBE Commitments).

c. Select **View** from the **Actions** menu on the contract row.

d. On the Contract Current DBE Commitment Summary page, select **Sign** from the **Actions** menu on the component header.

e. The Sign DBE Commitment component displays the first step in a guided process (see Signing a Contract Current DBE Commitment). Scroll to review the data in the DBE Commitment Verification report.

f. Click the **Next** button at the bottom of the page to review the second page in the report.

g. Click the **Next** button at the bottom of the page to review the third page in the report.

h. To sign the DBE commitment, click the **Sign DBE Commitment** button.

i. The system verifies that the user has proper authority to sign for the prime vendor. The system then stores and displays the user ID and the current date, and attaches the DBE Commitment and Verification reports to the Current DBE Commitment Summary.

4. Revise current DBE commitment:

a. Click the **Contract Current DBE Commitment** link from the CRLMS Non-Agency component.

b. On the Contract Current DBE Commitment Overview component, locate the row for the appropriate contract and prime vendor (see Managing Current DBE Commitments).

c. Select **View** from the **Actions** menu on the contract row.

d. Select **Revise** from the **Actions** menu on the component header.

e. On the Contract Current DBE Commitment Summary page, modify the commitment as needed (see Revising a Current DBE Commitment).

> **Note:** An authorized user for the prime vendor can modify the record until the record is approved by the agency. Any changes made cause the record to revert to the initial phase and require the record to be signed again.

f. After the Contract Current DBE Commitment has been approved by the agency, the original data is read only. Only the data on the **Revised Commitment** tab can be edited, and additional DBE vendors can be added.

g. After revised data is entered, the record must be signed again (see Signing a Contract Current DBE Commitment).

> **Note:** The Current DBE Commitment record is copied to the Approved DBE Commitment after the agency approves the Current DBE Commitment record the first time. This captures the originally approved Current DBE Commitment record for future analysis. The Current DBE Commitment record can continue to be revised as needed during the course of the construction phase of the contract.

5. Review approved DBE commitment:

a. Click the **Contract Approved DBE Commitment** link from the CRLMS Non-Agency component.

b. On the Approved DBE Commitment Overview component, locate the row for the appropriate contract and prime vendor (see Managing Approved DBE Commitments).

c. Select **View** from the **Actions** menu on the contract row.

d. The Contract Approved DBE Commitment Summary page enables you to view information about the DBE commitment on two components:

i. For information about using the upper component, see Viewing the Approved DBE Commitment.

ii. For information about using the lower component, see Viewing Contract Approved DBE Vendors.

Note: Contract Approved DBE Commitment records are read only and cannot be modified.

A.4 External DBE Commitment Entry – External Proposal Vendor

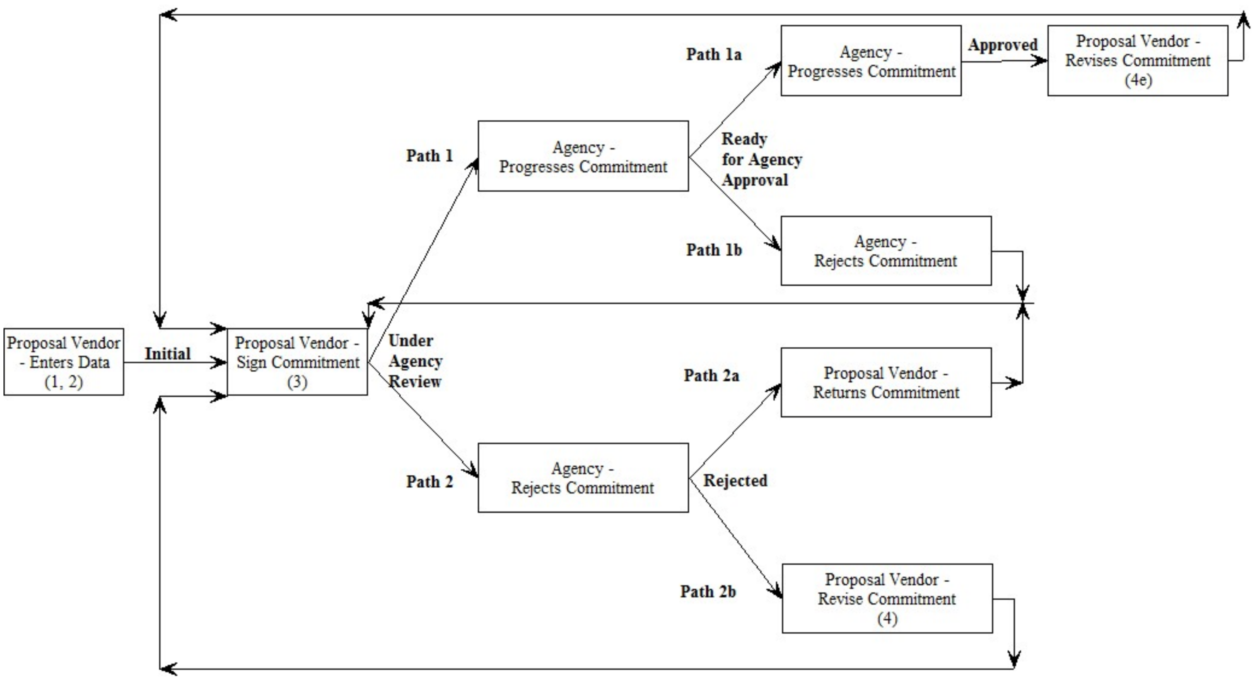


Figure A-3. Proposal Vendor External DBE Commitment Entry Workflow

The external proposal vendor can perform the following tasks:

1. Add DBE commitments:

   a. Click the **Proposal Vendor DBE Commitment** link from the CRLMS Non-Agency component.

   b. On the Proposal Vendor DBE Commitment Overview component, locate the row for the appropriate proposal and vendor (see Managing Proposal Vendor DBE Commitments).

   c. Select **Add DBE Commitment** from the **Actions** menu on the proposal row.

d. On the Add DBE Commitment component, enter information about the new contract DBE commitment as needed (see Adding a DBE Commitment to a Proposal Vendor).

2. Maintain DBE commitments:

a. Click the **Proposal Vendor DBE Commitment** link from the CRLMS Non-Agency component.

b. On the Proposal Vendor DBE Commitment Overview component, locate the row for the appropriate proposal and vendor (see Managing Proposal Vendor DBE Commitments).

c. Select **View** from the **Actions** menu on the proposal row.

d. On the Proposal Vendor DBE Commitment Summary page, update information as needed on the upper and lower components:

i. For information about using the upper component, see Maintaining a Proposal Vendor DBE Commitment.

ii. For information about using the lower component, see Maintaining DBE Vendor Information.

Note: Until the DBE Commitment is signed, agency users are not able to view the data.

3. Sign DBE commitments:

a. Click the **Proposal Vendor DBE Commitment** link from the CRLMS Non-Agency component.

b. On the Proposal Vendor DBE Commitment Overview component, locate the row for the appropriate proposal and vendor (see Managing Proposal Vendor DBE Commitments).

c. Select **View** from the **Actions** menu on the proposal row.

d. On the Proposal Vendor DBE Commitment Summary page, select **Sign** from the **Actions** menu on the upper component header.

e. The Sign DBE Commitment component displays the first step in a guided process (see Signing a Proposal Vendor DBE Commitment). Scroll to review the data in the DBE Commitment Verification report.

f. Click the **Next** button at the bottom of the page to review the second page in the report.

g. Click the **Next** button at the bottom of the page to review the third page in the report.

h. To sign the DBE commitment, click the **Sign DBE Commitment** button.

i. The system verifies that the user has proper authority to sign for the proposal vendor. The system then stores and displays the user ID and the current date, and attaches the DBE Commitment and Verification reports to the DBE Commitment Summary.

4. Revise current DBE commitment:

a. Click the **Proposal Vendor DBE Commitment** link from the CRLMS Non-Agency component.

b. On the Proposal Vendor DBE Commitment Overview component, locate the row for the appropriate proposal and vendor (see Managing Proposal Vendor DBE Commitments).

c. Select **View** from the **Actions** menu on the proposal row.

d. Select **Revise** from the **Actions** menu on the proposal row.

e. On the Proposal Vendor DBE Commitment Summary page, modify the commitment as needed (see Maintaining a Proposal Vendor DBE Commitment).

Note: An authorized user for the proposal vendor can modify the record until the proposal is awarded or the record is approved by the agency. Any changes made cause the record to revert to the initial phase and require the record to be signed again.

f. After the Proposal Vendor DBE Commitment has been approved by the agency, the original data is read only. Only the data on the **Revised Commitment** tab can be edited, and additional DBE vendors can be added.

g. After revised data is entered, the record must be signed again (see Signing a Proposal Vendor DBE Commitment).

Note: The DBE Commitment record cannot be edited or revise after the Proposal has been awarded.

A.5 External Payroll Vendor – External user associated with the vendor submitting a payroll

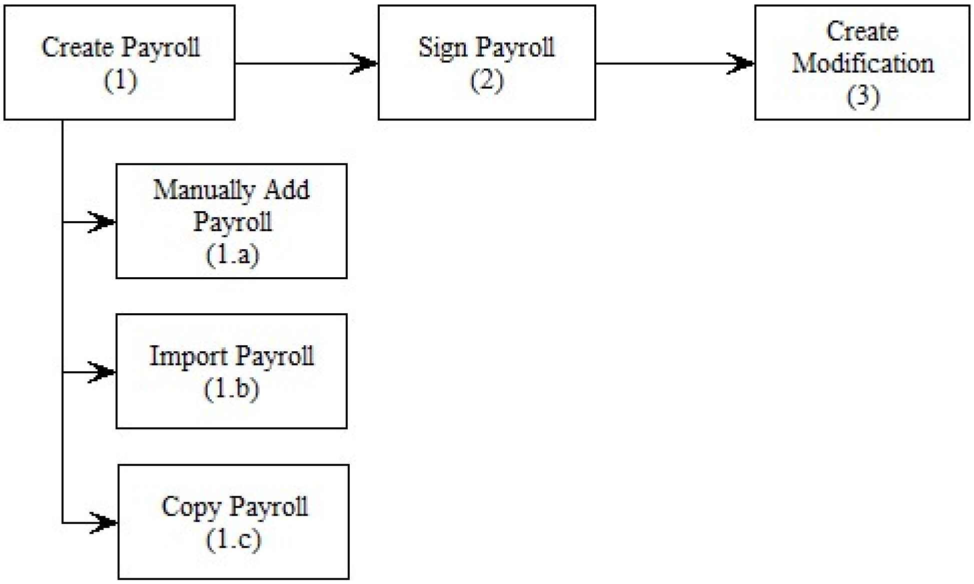


Figure A-4. External Payroll Vendor Workflow

1. Add New Vendor Payroll – Three options

   a. Manually Add New Payroll (see Adding a Contract Payroll):

      i. From the Vendor Payrolls overview component, identify the contract to which you want to add a new payroll (see Finding Contract Vendor Payrolls).

      ii. Select **Add** from the **Actions** menu on the contract row.

      iii. On the External Certified Payroll component, enter data for the new payroll (see Adding a Contract Payroll).

      iv. Add employee data and maintain the payroll (see Maintaining a Payroll Record).

         1) Click the Employee Quick link. The system takes you to the External Payroll Employees page.

         2) To add a new employee: Select **Add Employee** from the **Actions** menu on the Employees component.

         3) To add a reference employee: Select **Add Ref Employees** from the **Actions** menu on the Employees component.

         4) Enter employee data (see Maintaining Payroll Employees).

   b. Import Payroll in one of four ways (see Importing a Payroll):

i. Select **Import File** from the **Actions** menu on the Menu Bar.

ii. On the Vendor Payrolls component, select **Import Payroll** from the **Actions** menu on the component header.

iii. On the Contact Certified Payroll Overview component, select **Import Payroll** from the **Actions** menu on the component header.

iv. On the Contact Certified Payroll Overview component, select **Import Payroll** from the **Actions** menu on a payroll row.

c. Copy Payroll (see Copying a Payroll):

i. On the Contract Certified Payroll Overview component, select **Copy** from the **Actions** menu on the desired payroll row.

2. Sign Payroll (see Signing Contract Vendor Payrolls):

a. On the Contract Certified Payroll Overview component, select **Sign Payroll** from the **Actions** menu on the appropriate payroll row.

3. Create Modification (see Maintaining a Payroll Record):

a. On the Contract Certified Payroll Overview component, select **Create Modification** from the **Actions** menu on the appropriate payroll row.

A.6 External Prime Contractor – External user inputting data related to subcontract payments from the prime contractor

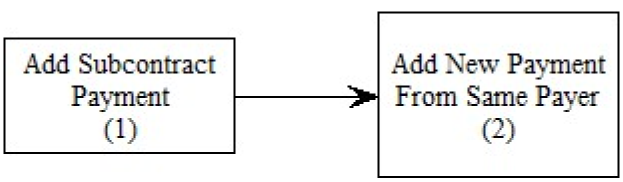


Figure A-5. External Prime Contractor Workflow

1. Add a subcontractor payment in one of two ways (see Subcontractor Payment Overview):

a. From the Contract Overview component:

i. Identify the contract associated with the subcontractor payment. Select **View Contract Payments** from the **Actions** menu on the contract row (see Locating a Contract).

ii. On the Contract Payment Overview, select **Add Subcontract Payment from Prime** from the **Actions** menu on the appropriate payment row (see Viewing Agency Contract Payments).

iii. On the Add Subcontractor Payment component, enter information about the subcontractor payment (see Adding a Subcontractor Payment).

iv. After you create the new subcontractor payment, you can enter and maintain additional information about it on the Subcontract Payment Summary component (see Maintaining a Subcontractor Payment Record).

b. From the Contract Payment Summary component:

i. Click the **Subcontract Payments** tab.

ii. Click the **Add Subcontract Payment from Prime** link (see Viewing Agency Contract Payments).

iii. On the Add Subcontractor Payment component, enter information about the subcontractor payment (see Adding a Subcontractor Payment).

iv. After you create the new subcontractor payment, you can enter and maintain additional information about it on the Subcontract Payment Summary component (see Maintaining a Subcontractor Payment Record).

2. Add a new subcontractor payment from the same payer:

a. On the Contract Payment Summary component, click the **Subcontract Payments** tab.

b. Select **Add New Payment Same Payer** from the **Actions** menu on the appropriate payment row.

c. Complete the subcontractor payment information under Add Subcontractor Payment (see Adding a Subcontractor Payment).

d. After you create the new subcontractor payment, you can enter and maintain additional information about it on the Subcontract Payment Summary component (see Maintaining a Subcontractor Payment Record).

A.7 External Subcontractor – External user reviewing and inputting data related to subcontract payments

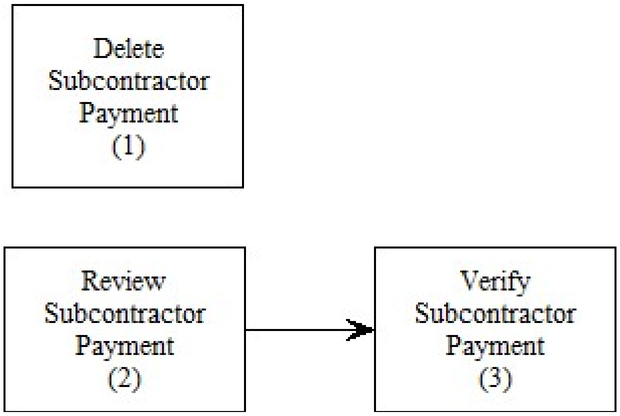


Figure A-6. External Subcontractor Workflow

1. Delete a subcontractor payment:

    a. From the Contract Overview component:

        i. Select **View Contract Payments** from the **Actions** menu on the appropriate contract row (see Locating a Contract).

        ii. On the Contract Payment Overview component, select **View** from the **Actions** menu on the payment row (see Viewing Agency Contract Payments).

        iii. On the Contract Payment Summary component, click the **Subcontract Payments** tab to view the subcontractor payments.

        iv. Select **Delete** from the **Actions** menu on the subcontractor payment row.

2. Review a subcontractor payment:

    a. From the Contract Overview component:

        i. Select **View Contract Payments** from the **Actions** menu on the appropriate contract row (see Locating a Contract).

        ii. On the Contract Payment Overview component, select **View** from the **Actions** menu on the payment row (see Viewing Agency Contract Payments).

        iii. On the Contract Payment Summary component, click the **Subcontract Payments** tab to view the subcontractor payments.

        iv. Select **Review Sub Contractor Payment Summary** from the **Actions** menu on the subcontractor payment row (see Maintaining a Subcontractor Payment Record).

3. Verify a subcontractor payment:

    a. From Contract Overview

        i. Select **View Contract Payments** from the **Actions** menu on the appropriate contract row (see Locating a Contract).

        ii. On the Contract Payment Overview component, select **View** from the **Actions** menu on the payment row (see Viewing Agency Contract Payments).

        iii. On the Contract Payment Summary component, click the **Subcontract Payments** tab to view the subcontractor payments.

        iv. Select **Verify Payment** from the **Actions** menu on the payment row (see Verifying Receipt of a Subcontractor Payment).