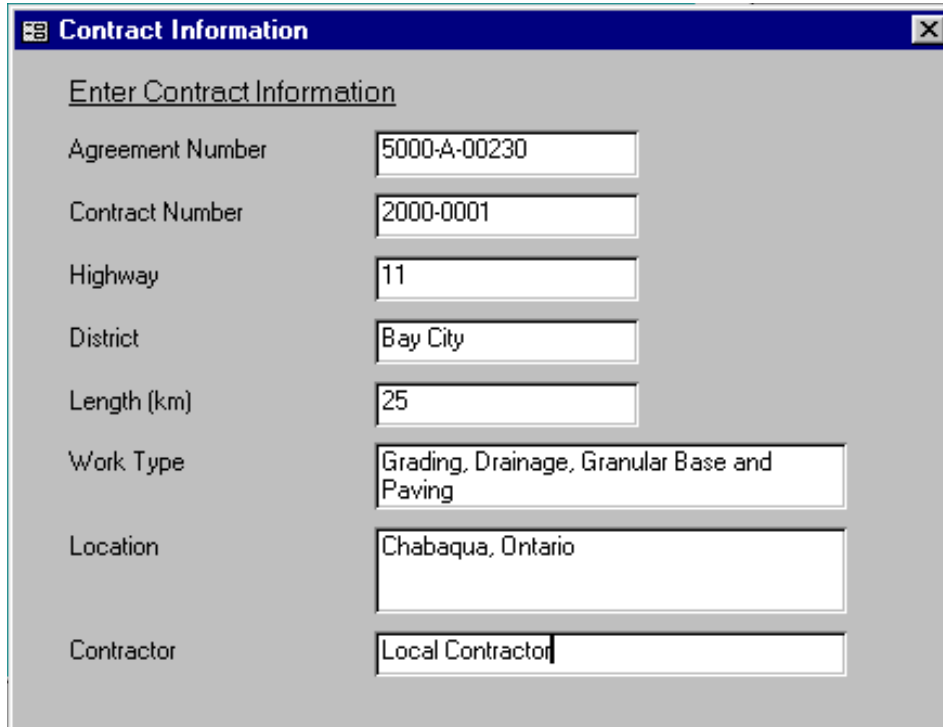


IDD HELP FILE

March 19, 2003

1. Entering Contract Information

At the Main Switchboard click the **Enter Contract Data** button and follow by clicking the **Enter Contract Details** button on the second window of the switchboard. Enter information to the opened window from the Contract Documents as applicable.




The screenshot shows a window titled "Contract Information" with a close button (X) in the top right corner. The window contains the following fields:

Enter Contract Information	
Agreement Number	5000-A-00230
Contract Number	2000-0001
Highway	11
District	Bay City
Length (km)	25
Work Type	Grading, Drainage, Granular Base and Paving
Location	Chabaqua, Ontario
Contractor	Local Contractor

Close the window by clicking the **X**.

Click the **Enter Townships** button on the second window of the switchboard and type the township names on the Township line clicking **Enter** (or **Tab**) after each name. You can correct typos/names by typing over the old name after reselecting an appropriate record by clicking **Record** buttons, as required. Close the window by clicking the **X**.



The screenshot shows a window titled "Township List" with a close button (X) in the top right corner. The window contains the following fields:

Enter the Townships for this Contract	
Township	Hagey

Record: [Navigation buttons] 1 [Navigation buttons] of 3

To enter item details click the **Enter Item Details** button on the second window of the switchboard.

Type in the Item Number, Item Description, Unit and select the Item Task Section from the pull-down menu. Click the first line in the **All Applicable Task ID's** window and one of the Task ID's will appear. Repeat this on other lines. The list can be modified by clicking the line and using the pull-down menu to select another more appropriate Task ID.

Note: Add to the list as many Task ID's as you think may be needed for each item (dust control, traffic control, erosion and sedimentation control, work adjacent to water bodies, etc.). Extra ID's will not adversely affect the operation of the database.

After being satisfied with the Task ID list click the **Open Sub-Code Form** button.

Enter Sub-Code Data					
Item No 1					
Item Description Earth Excavation (Grading)					
Sub-Code No	Sub-Code Description	Township	Tender Quantity	TaskID	
01	12+325 - 12+400 Lt	Hagey	95	GD6 Earth Embankment	
02	12+325 - 12+500 Rt	Hagey	278	GD3 Stripping	
03	12+625 - 12+820 Lt	Hagey	777	GD5 Earth Cut	
04	13+525 - 13+625 Lt	Hagey	118	GD5 Earth Cut	
05	15+100 - 15+225 Lt	Hagey	315	GD2 Boulder Clean-up	
06	17+070 - 17+085 Lt	Hagey	19	GD2 Boulder Clean-up	
07	17+070 - 17+085 Rt	Hagey	59	GD2 Boulder Clean-up	
08	20+625 - 20+825 Rt	Hagey	131	GD2 Boulder Clean-up	
09	21+180 - 21+252 Lt	Hagey	68	GD6 Earth Embankment	
*					

Current Item Tender Quantity 1860 m3 Close Form

In the **Enter Sub-Code Data** window enter consecutive sub-code numbers starting from 1 clicking **Enter** after each to move cursor to next field. Type in the sub-code description as per the Q-Sheets and select the Township from the pull-down menu for each sub-code line. Type in the Tender Quantity and select the appropriate Task ID from the pull-down menu.

Click the **Close Form** button after completing the data entries on this window. Continue entering the rest of the items in the similar manner. Use the **Record** buttons in the **Item Details** window to reselect any item entries for correction. Close the **Enter Sub-Code Data** window by clicking the **Close Form** button.

Other way to enter Sub-Code information, after entering the item information, is available by clicking the **Enter Sub-Code Information** button on the second window of the switchboard.

Sub-Code No	Sub-Code Description	Township	Tender Quantity	TaskID
01	12+325 - 12+400 Lt	Hagey	95	GD6 Earth Embankment
02	12+325 - 12+500 Rt	Hagey	278	GD3 Stripping
03	12+625 - 12+820 Lt	Hagey	777	GD5 Earth Cut
04	13+525 - 13+625 Lt	Hagey	118	GD5 Earth Cut
05	15+100 - 15+225 Lt	Hagey	315	GD2 Boulder Clean-up
06	17+070 - 17+085 Lt	Hagey	19	GD2 Boulder Clean-up
07	17+070 - 17+085 Rt	Hagey	59	GD2 Boulder Clean-up
08	20+625 - 20+825 Rt	Hagey	131	GD2 Boulder Clean-up
09	21+180 - 21+252 Lt	Hagey	68	GD6 Earth Embankment
*				

Previous Item Current Item Tender Quantity 1860 m3 Next Item Close Form

The opened window is the same as the one in the Items Details section. Item selection and window closure buttons are given on the lower part of the window.

This concludes the Entering Contract Information section

NOTE: The above contract information can also be downloaded from the CPS input files.

2. Entering Inspection Data

Daily Records

Inspection data section is opened by clicking the **Enter Inspection Data** button on the main switchboard. In most cases, the equipment information is the first information recorded by the inspector during the contractor's mobilization period. This is done in the form found by clicking the **Equipment Inventory** button on the second page of the switchboard. Note that all dates are entered as dd/mm/yy.

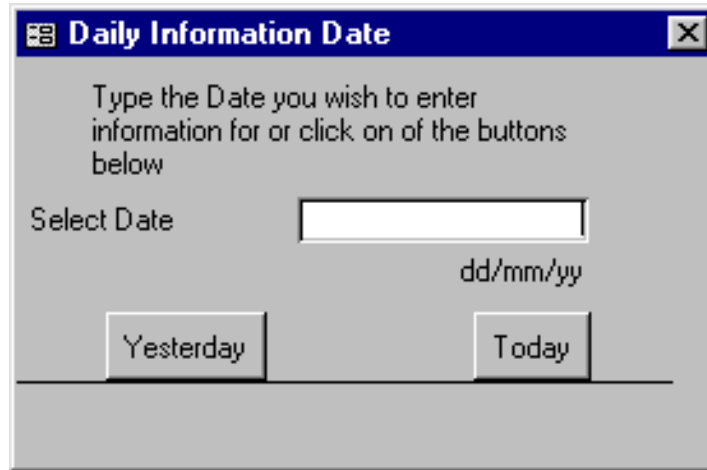
Equipment (Description)	Equipment No	Make	Year	Model Number	Capacity (HP, GVW, Etc)	Rented	127 Hourly Rate	Arrival Date	Departure Date	Remarks
Backhoe	103	Komatsu	1990	PC300LC	32000kg	<input type="checkbox"/>	0	01-Jan-03	02-Mar-03	TH
FE Loader	2	CAT		950B	130 Kw	<input type="checkbox"/>	0	01-Jan-03		
Plate Packer	314	Bomag	0			<input type="checkbox"/>	0	01-Jan-03		
Conc Saw	4		0			<input checked="" type="checkbox"/>	0	01-Jan-03		Rental On Site
Triaxle	5		2002			<input type="checkbox"/>	0	01-Jan-03		
Triaxle	668		0			<input type="checkbox"/>	0	01-Jan-03		
Tandem	7		0			<input type="checkbox"/>	0	01-Jan-03		
Tandem	807a		0			<input type="checkbox"/>	0	01-Jan-03		
						<input type="checkbox"/>	0			

Manpower entries are done after clicking the **Enter Inspection Data** button on the main switchboard and clicking the **Manpower Inventory** button on the opened second page of the switchboard. Remember that all dates are entered as dd/mm/yy.

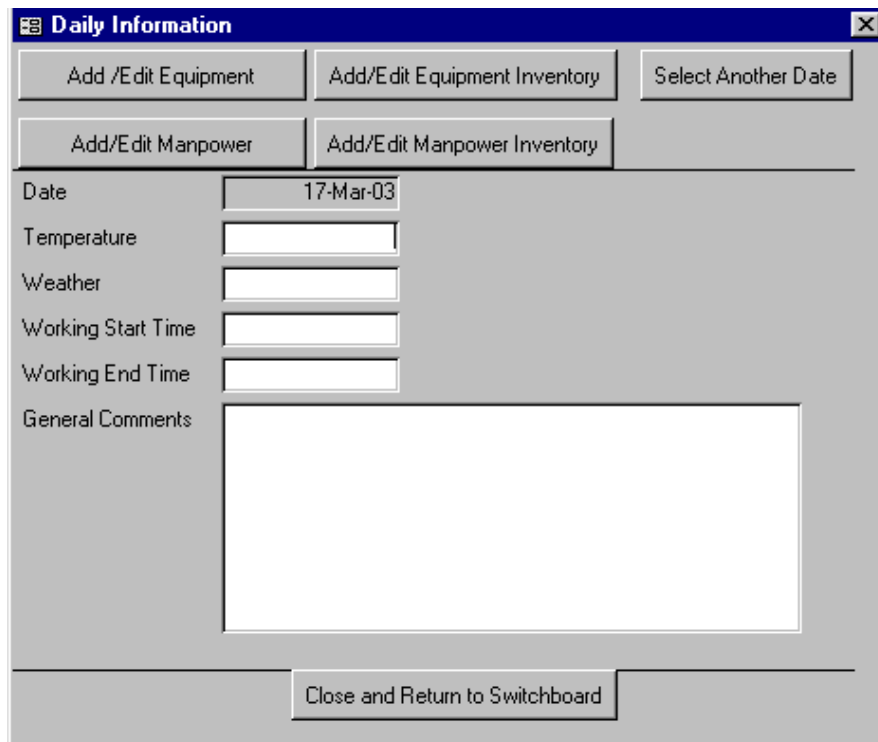
Position	FirstName	LastName	Local or Out of Town
Foreman	Bob	Smith	Out of Town
Surveyor	Jane	Doe	Local
Paving Foreman	Jack	Frost	Out of Town

Close the above form by clicking the **X**.

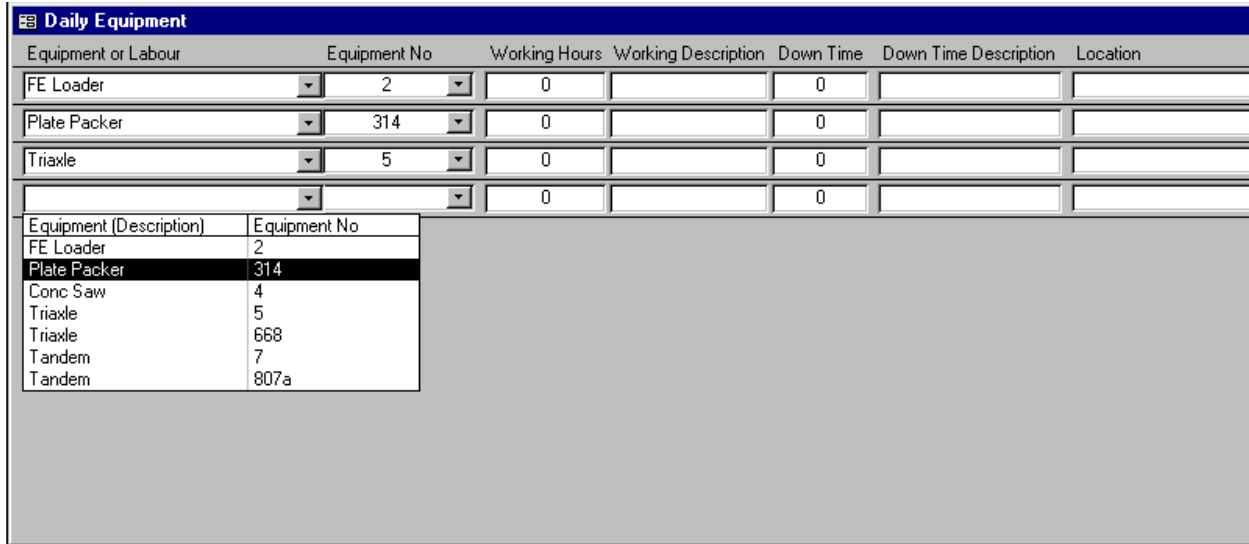
For entering daily information, such as, temperature, weather, working hours and general comments click the **Daily Information/Equipment** button on the second window of the switchboard.



On the opened **Date** window type the date and press **Enter**, or select the day by using **Today** or **Yesterday** buttons, to open the **Daily Information** window.



Type the required information and select the equipment used on the indicated day by clicking the **Add/Edit Equipment** button.

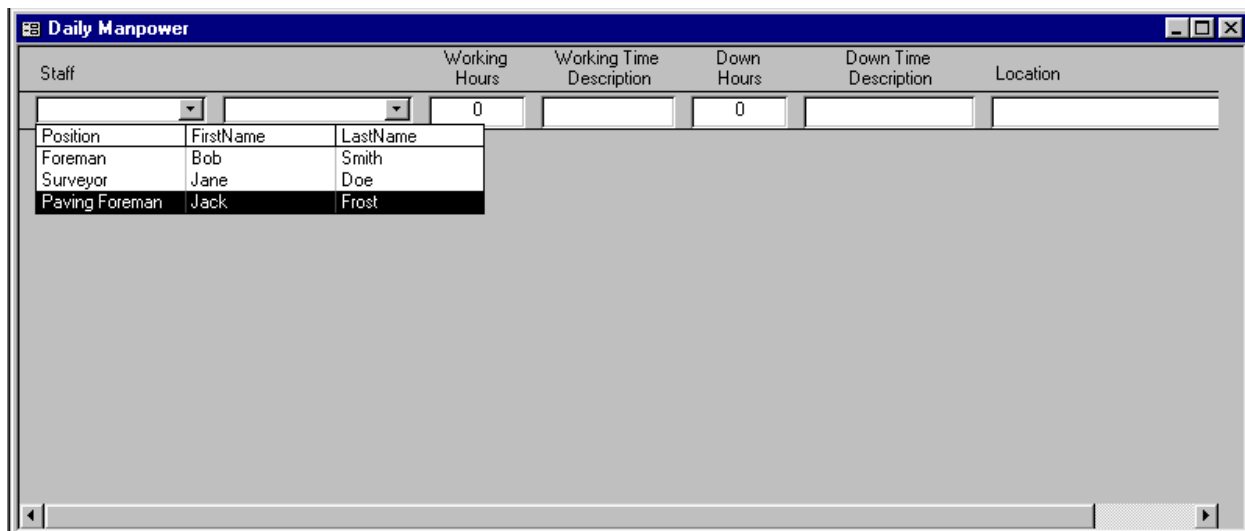


Equipment or Labour	Equipment No	Working Hours	Working Description	Down Time	Down Time Description	Location
FE Loader	2	0		0		
Plate Packer	314	0		0		
Triaxle	5	0		0		
		0		0		

Equipment (Description)	Equipment No
FE Loader	2
Plate Packer	314
Conc Saw	4
Triaxle	5
Triaxle	668
Tandem	7
Tandem	807a

Select the equipment from the pull-down menu and fill out the information asked in other fields. Close the window by clicking the **X**. Modify the date and the equipment inventory list as required in reopened **Daily Information** window and close the window by clicking the **Close and Return to Switchboard** button.

To record daily manpower information click the **Add/ Edit Manpower** button on Daily Information form.



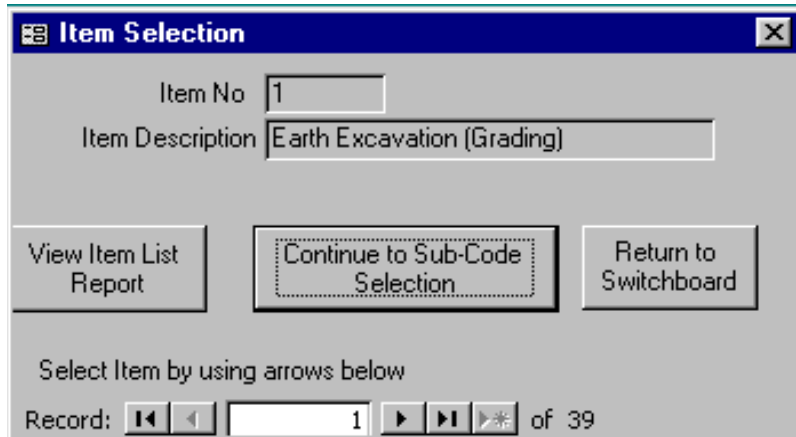
Staff	Working Hours	Working Time Description	Down Hours	Down Time Description	Location
	0		0		

Position	FirstName	LastName
Foreman	Bob	Smith
Surveyor	Jane	Doe
Paving Foreman	Jack	Frost

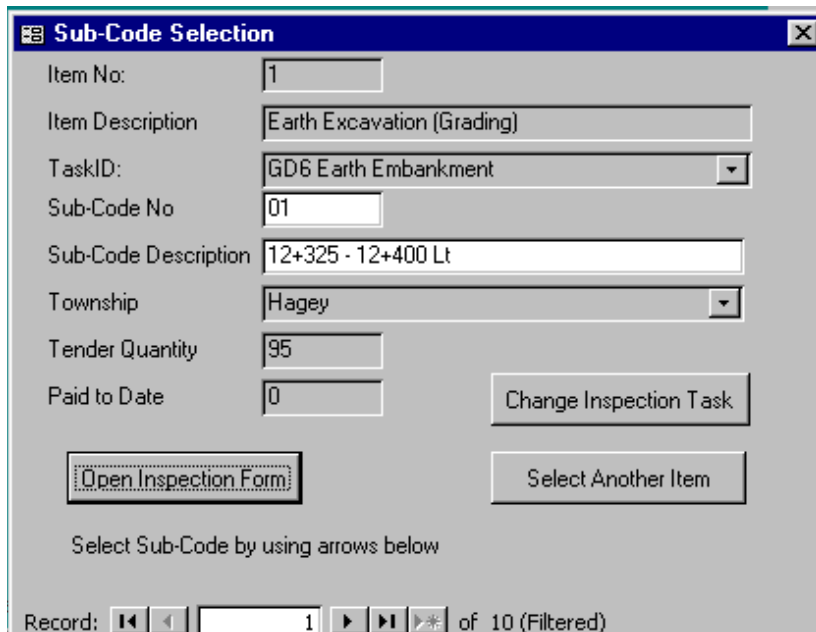
Use the pull-down menus and type the required information in other fields. Close the form by clicking the **X**.

Entering Daily Inspection Data

To open the inspection data section click the **Enter Inspection Data** button on both the Main Switchboard and on its second window.



The opened **Item Selection** window shows the Item No. 1 and its description. You can review the item list or return to switchboard by clicking the appropriate button. Use the **Record** buttons on the bottom of the window to select the correct item and click the **Continue to Sub-Code Selection** button.



This opens the **Sub-Code Selection** window, in which the **Record** buttons on the bottom edge of the screen allow the used to select the **Sub-Code Area** to be inspected. Both the Inspection Task and the Item can be changed by clicking an appropriate button. When the information entered into the window is correct click the **Open Inspection Form** button to open Inspection Data Form.

This form sets the Inspection ID number and records the starting time for the inspection activities.

The screenshot shows a software window titled "Inspection Data Form". It has a blue header bar with a close button. The main area is light gray and contains several input fields and buttons. On the left, there is a text label "Inspection ID" followed by a text box containing the number "83". Below this is a button labeled "Open Task Activity Form". Further down is a text label "Start Time" followed by a text box containing the date and time "17/03/03 12:09:21 PM". To the right of the "Start Time" field is a label "SP List" followed by a list box containing two items: "100s02" and "100S12*". Above the list box is a button labeled "Open SP!".

The applicable SP's may be reviewed after selecting the SP from the provided list and by clicking the **Open SP** button. By clicking the **Open Task Activity Form** button the user can review required task activities and to record the activities performed.

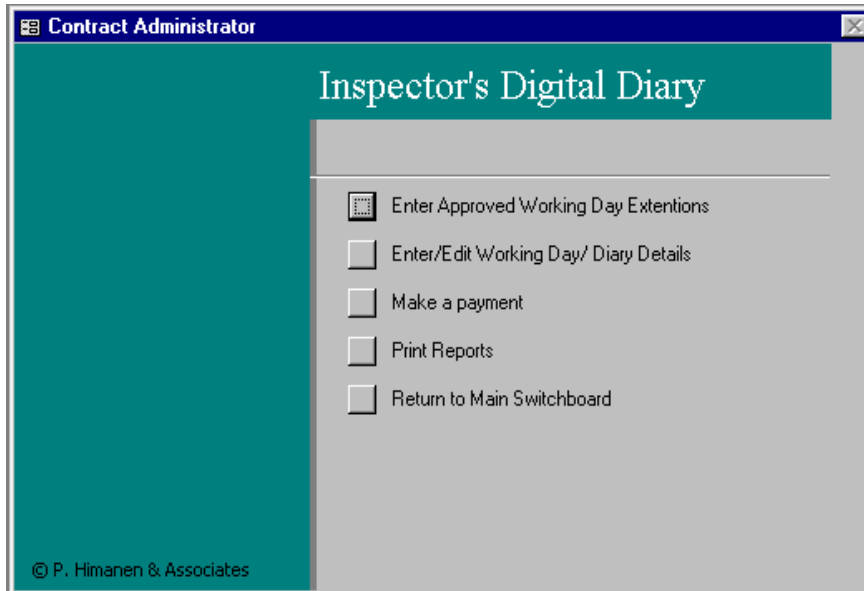
The screenshot shows a software window titled "GD6 Earth Embankment" with a blue header bar and a close button. The main area is light gray and contains a list of tasks on the left and a column of empty input fields on the right. The tasks listed are: "GD6 Earth Embankment:", "GD6.1M Check that erosion and sediment control schemes are in place and functioning. Determine if additional erosion control measure, or additional locations may be required.:", "GD6.2 Check that any organic or deleterious material is sub-excavated prior to embankment construction:", "GD6.3 Check special embankment foundation and benching is carried out as specified in the contract:", "GD6.4M Check Contractor's required quality control tests to ensure target density is obtained.:", "GD6.5 Inspect embankment construction to ensure that the specified depth of layers are maintained, that oversize and frozen material is not used, that material is not placed on frozen ground or on ice or snow, and that the cross fall is adequate for drainage.:", "GD6.6 Check that boulders are not allowed within 300mm of finished earth grade.:", "GD6.7 If a berm is required, check that it is constructed before the main fill is built to a level higher than the berm.:", "GD6.8 If a surcharge is used, see task GD 42:", and "GD6.9 M Check that grading tolerances are correctly applied and that all slopes conform to the acceptance envelope prior to placement of subbase material.:". There is a button labeled "Open Form GD42" below the "GD6.8" task. On the right side, there is a column of eight empty input fields, with the top one containing the text "(AutoNumber)".

When all performed activities are recorded, close the window by clicking the **X**.

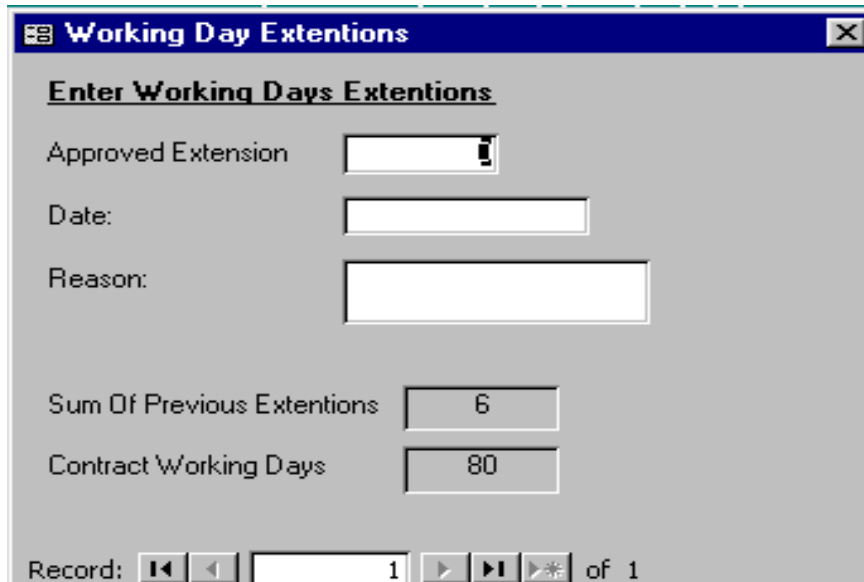
The opened **Inspection Data Form** is provided for entering payment information, to note if the item works are completed and for general comments. The user may also review or enter additional task activity information to the active inspection record by clicking the **Open Task Activity Form** button. After checking that the provided information is complete, the window is closed by clicking the **Process Inspection** button. This reopens the Inspection Sub-Code Selection window for recording of next inspection activities.

The user can return to switchboard by clicking the **X** on two consecutive windows.

3. Entering Contract Administrator's Data



A click the **Enter Contract Working days/ Approved Extensions** button will open the following window for entering new working days information.



Close window by clicking the **X**.

Open CA's daily working day input window by clicking the **Enter Working days Details** button.

Previous report can be reviewed or edited by clicking the **Edit** button. Close window by clicking the **X**.

Open CA's payment input window by clicking the **Make Payment** button.

	Date	Revised Quantity	Paid Quantity	Ref Book	Remarks	Inst Notice
▶	06-Mar-03	0	25	Keith - ID #52	30% of overburden rem	
	10-Mar-03	0	65	Keith - ID #66	70% of overburden rem	Excavation completed
*						

Selection of appropriate Item and Sub-Code can be done using provided buttons. Preview the report by clicking the **Preview** button. Close report and the above window by clicking the **X**.

4. Contractor QC Plan Administration Section

Open the section by clicking the **Quality Control Administration** button on the second page of the switchboard

The screenshot shows a software window titled "QCInspection" with a sub-header "Contractor's Quality Control Administration". The form contains the following fields and controls:

- QC Inspection ID: 53
- StartTime: 17/03/2003 12:35:32 PM
- EndTime: (empty)
- QC Main Section: 2. Granular (dropdown menu)
- QC Sub Section: 2.2 Quality Control Position/Personnel (dropdown menu)
- QC Comments: (empty text area)
- Select an Item and Subcode if they are related to this QC Inspection
- Item No: 1 (dropdown menu)
- Item Description: Earth Excavation (Grading)
- Subcode: 2 (dropdown menu)
- Subcode Description: 12+325 - 12+500 Rt
- Township: Hagey
- Buttons: "Open QC Plan", "Open QC Form", and "Process QC Inspection"

By using the pull-down menus select the **QC Main and Sub-Sections** as indicated in the Contractor's Quality Control Plan outline provided in the RAQS. The record can also be related to any specific item if applicable by selecting the item from the **Item No.** pull-down menu. After being satisfied with the selections, click the **Open QC Form** to record you findings.

Note: In the future, clicking the **Open QC Plan** will open the Contractor's QC Plan for review.

The screenshot shows a software window titled "QC 2.2 Quality Control Position/Personnel". The form contains the following text and input fields:

- Verify that only the identified persons are performing the QC duties for
- aggregate extraction, production, stockpiling, shipping, and delivery: Bob OK
- sampling and testing of aggregates: (empty text box)
- the placement and compaction of granular materials: (empty text box)
- utilisation of laboratory test results and other practices to assure quality control of aggregate production and physical properties: (empty text box)

Close the form by clicking the **X** and record the details by clicking the **Process QC Inspection** button.

5. Reports Section

Report section is divided into four groups based on their use, namely:

1. View/ Print Input Reports
2. View/ Print Inspection Reports
3. Contract Administrator Reports
4. Contractor QC Plan Reports

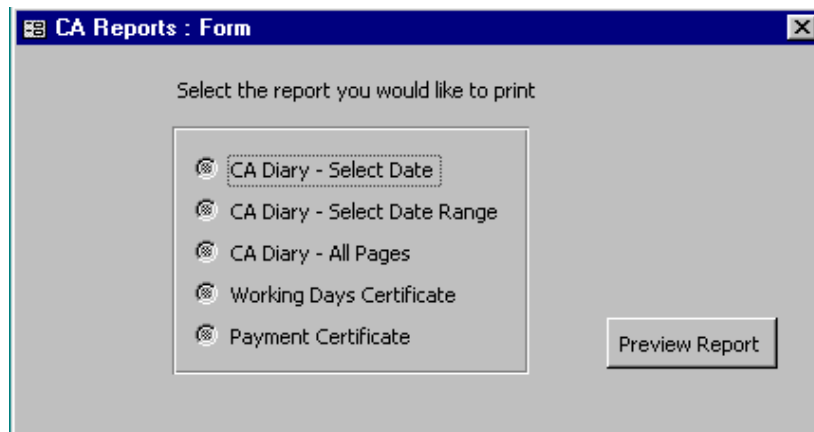
A click on any of the above buttons on the switchboard opens the report selection window, which allows the user to select reports as follows:

1. Input reports include:
 - Contract Details
 - Complete Item Listing
 - All Items and Sub-Codes
 - Item Specific Sub-Code Breakdown
2. Inspection Reports include:



To simplify inspector's daily reporting the **Inspector's Daily Reports to CA** is set to combine the Inspection Report - Specific Day and Daily Information Report (Including Equipment). Contract Administrator's reports can be opened by clicking **Contract Administrator** button in the Main Switchboard and then the **Print Reports** button in the second window.

3. Contract Administrator Reports include:



Select the report and click the **Preview Report** button. Close the report and the above window by clicking the **X**.

4. Contractor QC Reports include:

