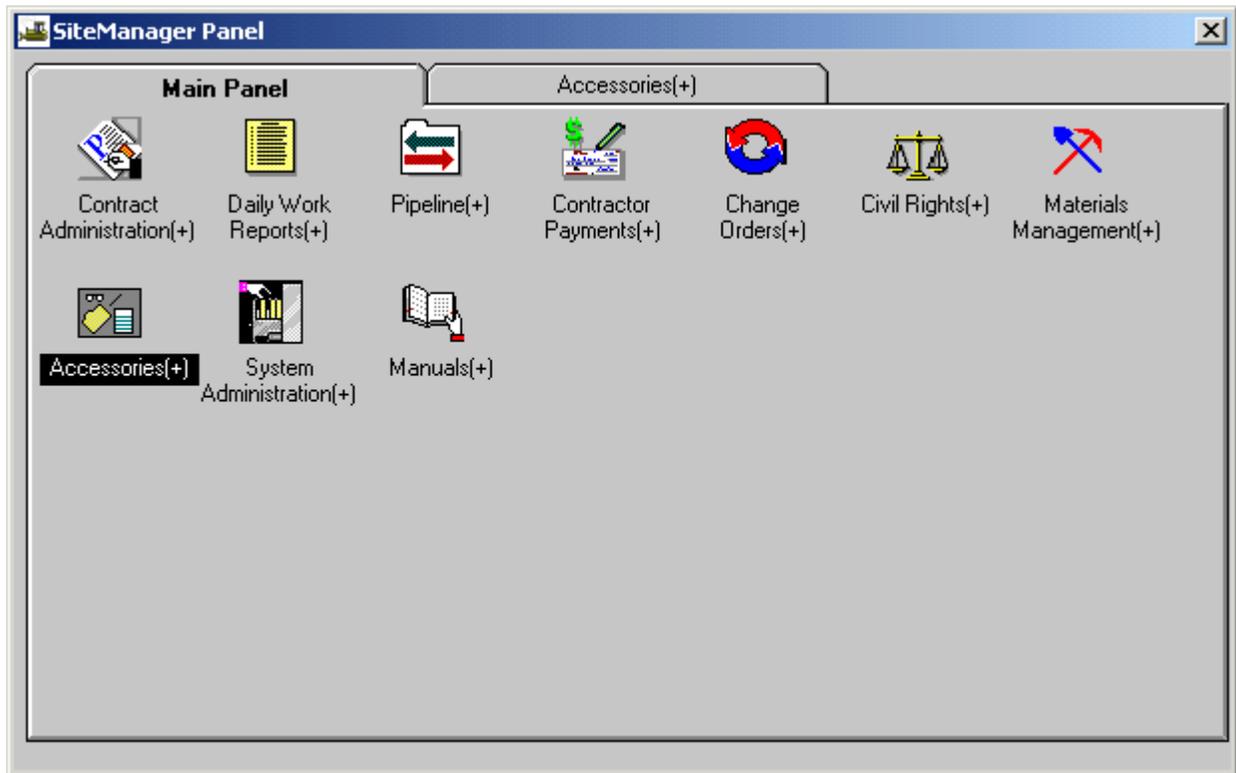


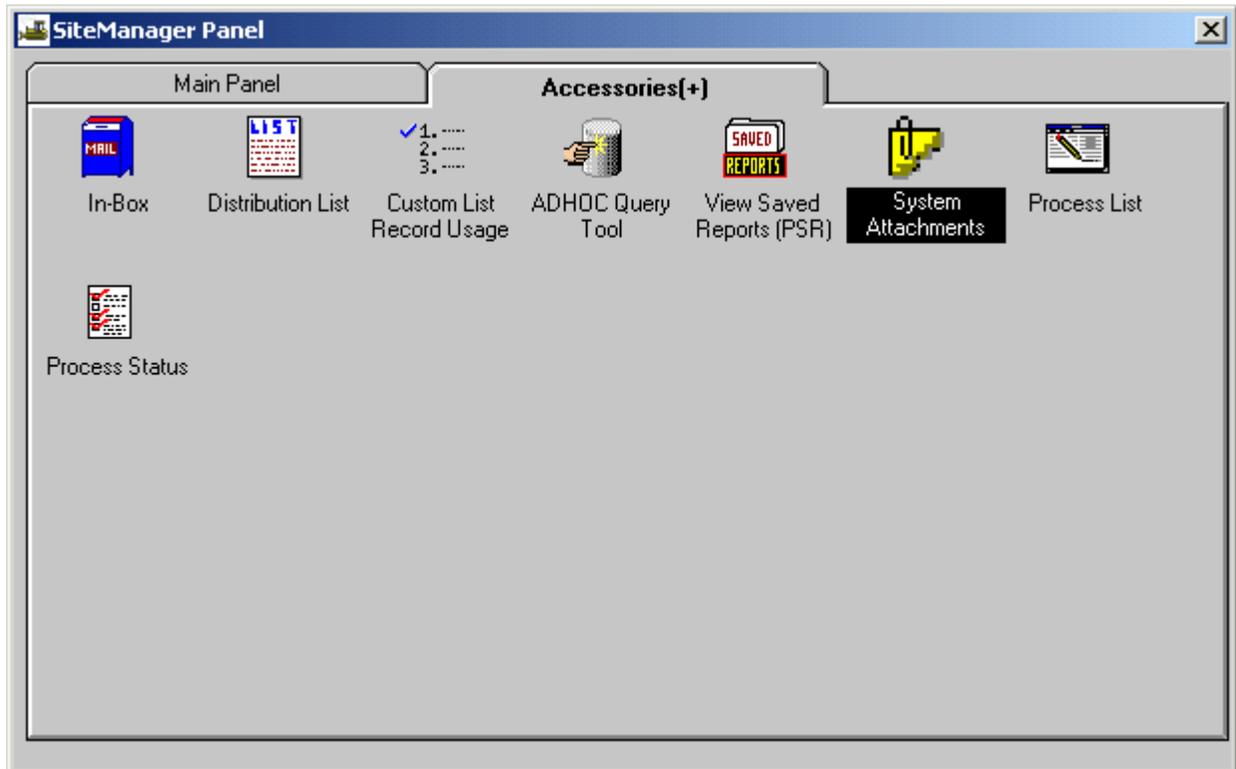
# Contract Change Tracking System Navigation Tips

Revised: May 5, 2010

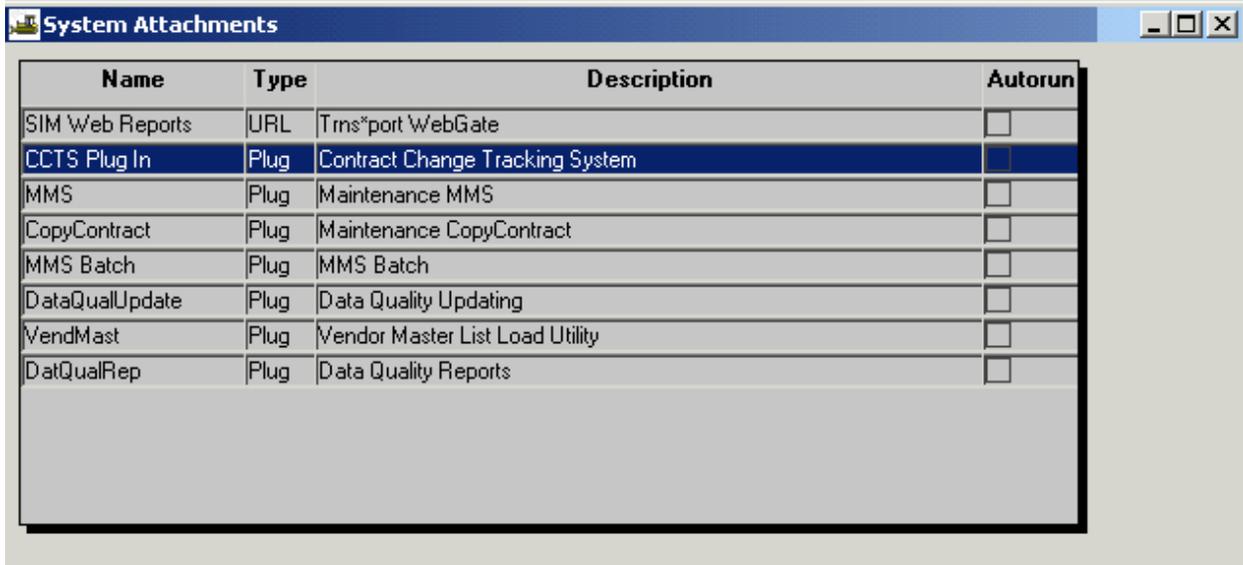
From the **Main Panel** select the **Accessories** icon.



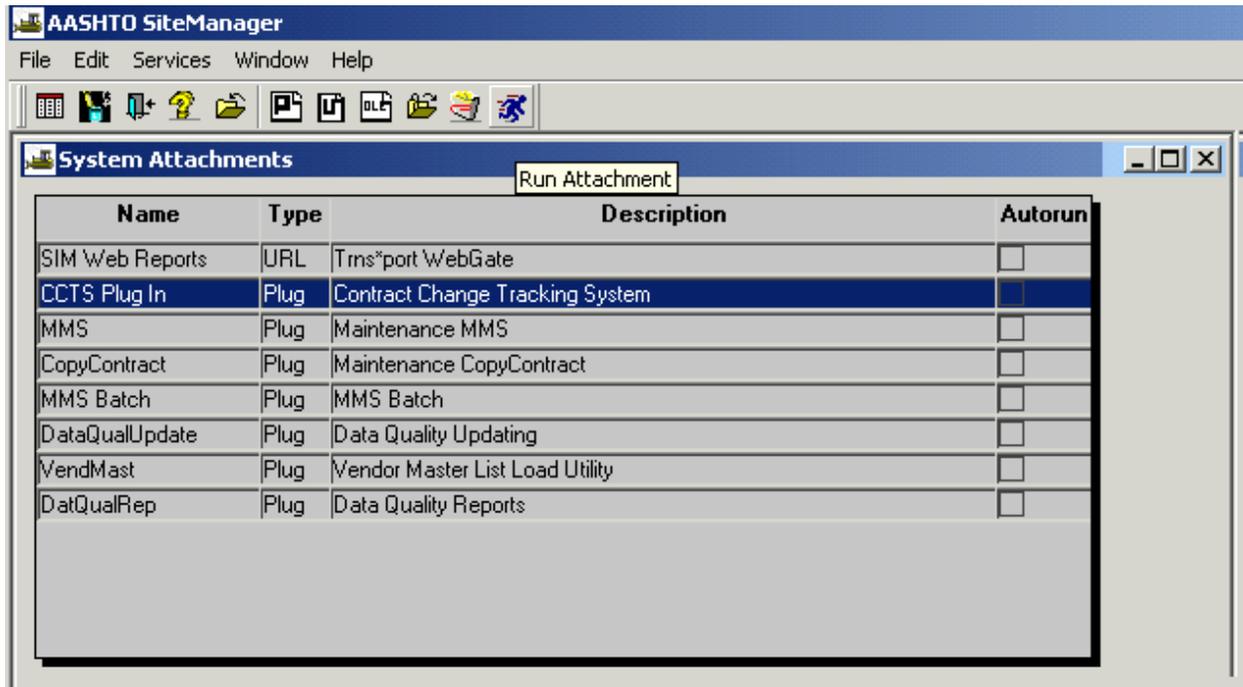
From the **Accessories** tab select **System Attachments**.



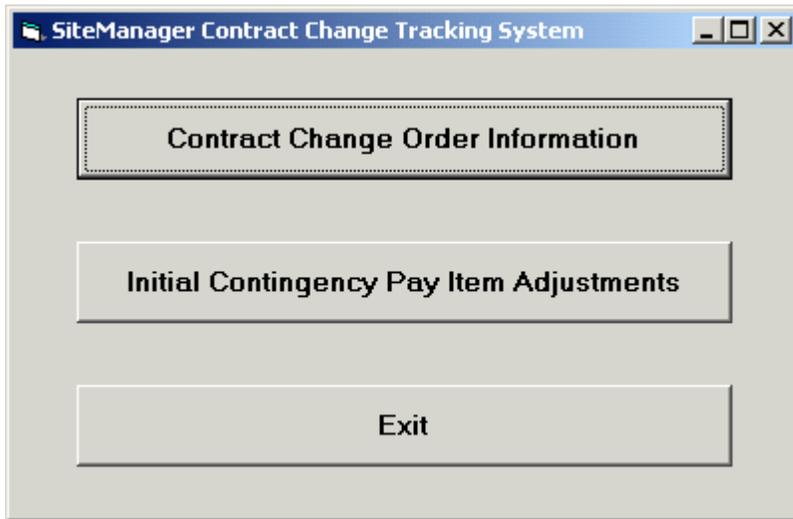
From **System Attachments** highlight the **CCTS Plug In**.



Once highlighted, either double click or press the **Run Attachment** icon.



The next screen allows two options. If you need to add the detailed data on any type of change order choose the **Contract Change Order Information** button.



The data entry screen shown below will be displayed.

**Contract / Change Order Information**

Contract	CO Number	Type	Amount	Days Added	CO Approval Date
<input type="text"/>	<input type="text"/>				
21349					
21350					
21557					
21586					
E1E73					
E1F59					
E1G45					

**Description:**   
**CEI Consultant:**   
**Design Consultant:**   
**Non-FA Part Days:**

**Contractor:**   
**Number of Issues:**   
**Total Amount of Issues:**

Seq	Amount	Premium Cost Amount	Days Added	Reason Code	Responsible Party	Claim/Extend

**Add, Delete or Edit Details**

**Amount:**  **RTS Issue Number:**  **Final?:**

**Prem Cost:**

**Prem Cost Desc.:**

**Days Added:**

**Reason Code:**

**Responsible Party:**

**Claim/Extend:**

**Description:**

Dashboard Help New Save Delete Cancel Report Admin Main Menu Exit

At this point you must select a contract number. As you start to type in the contract number, the list of contracts will scroll down to the contracts that start with what you have typed in the box labeled **Contract**. You do not have to type the full contract number if the correct contract number is highlighted in blue in the scroll list as shown below.

**SiteManager Contract Change Tracking System**

**Contract / Change Order Information**

<b>Contract</b> e8g	<b>CO Number</b> 021	<b>Type</b> EA	<b>Amount</b> \$0.00	<b>Days Added</b> 1	<b>CO Approval Date</b> 08/20/2007
E7E55 E7F21 E7F24 E7F27 E8F71 E8F97 E8G09	<b>Description:</b> Time extension #7 Suspension of Paving ramp closures		<b>Contractor:</b> COMMUNITY ASPHALT CORP.		
	<b>CEI Consultant:</b>		<b>Number of Issues:</b> 0		
	<b>Design Consultant:</b>		<b>Total Amount of Issues:</b> 0		
	<b>Non-FA Part Days:</b> 0				

Seq	Amount	Premium Cost Amount	Days Added	Reason Code	Responsible Party	Claim/Extend

**Add, Delete or Edit Details**

<b>Amount</b>	<input type="text"/>	<b>RTS Issue Number:</b>	<input type="text"/>	<b>Final?</b>	<input type="checkbox"/>
<b>Prem Cost</b>	<input type="text"/>				
<b>Prem Cost Desc.</b>	<input type="text"/>				
<b>Days Added</b>	<input type="text"/>				
<b>Reason Code</b>	<input type="text"/>				
<b>Responsible Party</b>	<input type="text"/>				
<b>Claim/Extend</b>	<input type="text"/>				
<b>Description</b>	<input type="text"/>				

The field is not case sensitive so you can use lower or upper case letters to locate your contract number. You will only see the contracts in your District. The next step is to locate the change order number for the contract you have selected. Click on the drop down arrow next to the box labeled **CO Number** as shown in the screen below. Only approved change orders with a type of CN (Contingency Supplemental Agreement), EA (Time Extension Agreement), SA (Supplemental Agreement), UN (Unilateral Supplemental Agreement), or WOTA (Contingency Work Order Time Adj) will be available for update. The time extension agreement change orders will not allow you to enter in a dollar amount – the field will be grayed out. The system will not allow you to enter in an invalid reason code, responsible party, or claim/extend code. If you enter in a premium cost, you will be required to enter in a premium cost description. You must also enter in a description.

**SiteManager Contract Change Tracking System**

**Contract / Change Order Information**

<b>Contract</b> e8g	<b>CO Number</b> 022	<b>Type</b> SA	<b>Amount</b> \$774,921.59	<b>Days Added</b> 0	<b>CO Approval Date</b> 10/20/2008
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**Description:** Incorporate various Plan Sheet Revisions

**CEI Consultant:**

**Design Consultant:**

**Non-FA Part Days:** 0

**Contractor:** THE DE MOYA GROUP INC.

**Number of Issues:** 1

**Total Amount of Issues:** \$774,000.00

Seq	Amount	Premium Cost Amount	Days Added	Reason Code	Responsible Party	Claim/Extend
▶ 1	\$774,000.00	\$0.00	0	126	0	N

**Add, Delete or Edit Details**

<b>Amount</b>	\$774,000.00	<b>RTS Issue Number:</b>	<b>Final?</b>
<b>Prem Cost</b>	\$0.00		
<b>Prem Cost Desc.</b>			
<b>Days Added</b>	0		
<b>Reason Code</b>	126 - Computation errors in pay item work amounts		
<b>Responsible Party</b>	0 - Unavoidable; no remedial action required		
<b>Claim/Extend</b>	N - Neither		
<b>Description</b>	updating revised plan sheet quantities.		

If you call up a record that has existing data, it will be displayed in the table located in the middle of the screen shot above. The record in this table that has the arrow on the left hand side of it is the record that is displayed in the bottom portion of the screen labeled **Add, Delete, or Edit Details**. All updating of any records will be done in this section. As you save the changes you make, the table in the middle of the screen will be refreshed. These records are equivalent to the work order records that existed in the mainframe CCTS. If you need to add a new record just press the **New** button and the screen shown below will be displayed.

**SiteManager Contract Change Tracking System**

**Contract / Change Order Information**

<b>Contract</b> e8g	<b>CO Number</b> 022	<b>Type</b> SA	<b>Amount</b> \$774,921.59	<b>Days Added</b> 0	<b>CO Approval Date</b> 10/20/2008
E7F27 E8F71 E8F97 E8G09 <b>E8G17</b> E8G53 E8G78	<b>Description:</b> Incorporate various Plan Sheet Revisions		<b>CEI Consultant:</b>	<b>Contractor:</b> THE DE MOYA GROUP INC.	
	<b>Design Consultant:</b>		<b>Number of Issues:</b> 1		
	<b>Non-FA Part Days:</b> 0		<b>Total Amount of Issues:</b> \$774,000.00		

Seq	Amount	Premium Cost Amount	Days Added	Reason Code	Responsible Party	Claim/Extend
▶ 1	\$774,000.00	\$0.00	0	126	0	N

**Add, Delete or Edit Details**

<b>Amount</b>	<input type="text"/>	<b>RTS Issue Number:</b>	<input type="text"/>	<b>Final?</b>	<input type="text"/>
<b>Prem Cost</b>	<input type="text"/>				
<b>Prem Cost Desc.</b>	<input type="text"/>				
<b>Days Added</b>	<input type="text"/>				
<b>Reason Code</b>	<input type="text"/>				
<b>Responsible Party</b>	<input type="text"/>				
<b>Claim/Extend</b>	<input type="text"/>				
<b>Description</b>	<input type="text"/>				

The application adds a new blank record that is ready for your input. Once you fill in the data and press the **Save** button, it will be displayed in the table located in the middle of the screen as shown below. If you enter in the data and do not want to save the record just press the **Cancel** button. The **Reason Code**, **Responsible Party**, **Claim/Extend**, and **Description** are required fields.

**SiteManager Contract Change Tracking System**

**Contract / Change Order Information**

<b>Contract</b> e8g	<b>CO Number</b> 022	<b>Type</b> SA	<b>Amount</b> \$774,921.59	<b>Days Added</b> 0	<b>CO Approval Date</b> 10/20/2008
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**Description:** Incorporate various Plan Sheet Revisions  
**CEI Consultant:**  
**Design Consultant:**  
**Non-FA Part Days:** 0

**Contractor:** THE DE MOYA GROUP INC.  
**Number of Issues:** 2  
**Total Amount of Issues:** \$774,921.59

Seq	Amount	Premium Cost Amount	Days Added	Reason Code	Responsible Party	Claim/Extend
1	\$774,000.00	\$0.00	0	126	0	N
2	\$921.59	\$0.00	0	001	0	N

**Add, Delete or Edit Details**

<b>Amount</b>	\$921.59	<b>RTS Issue Number:</b>	<b>Final?</b>
<b>Prem Cost</b>	\$0.00		
<b>Prem Cost Desc.</b>			
<b>Days Added</b>	0		
<b>Reason Code</b>	001 - Subsurface material or feature not shown in plan		
<b>Responsible Party</b>	0 - Unavoidable; no remedial action required		
<b>Claim/Extend</b>	N - Neither		
<b>Description</b>	Error on the plans.		

Once you save the new record, the table will be refreshed to show all records. The focus remains on the record you just entered. If you need to delete a record, highlight the record in the table and press the **Delete** button as shown below. If you delete a record, the focus will move to the first record in the table.

**SiteManager Contract Change Tracking System**

**Contract / Change Order Information**

<b>Contract</b> e8g	<b>CO Number</b> 022	<b>Type</b> SA	<b>Amount</b> \$774,921.59	<b>Days Added</b> 0	<b>CO Approval Date</b> 10/20/2008
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**Description:** Incorporate various Plan Sheet Revisions

**CEI Consultant:**

**Design Consultant:**

**Non-FA Part Days:** 0

**Contractor:** THE DE MOYA GROUP INC.

**Number of Issues:** 2

**Total Amount of Issues:** \$774,921.59

Seq	Amount	Premium Cost Amount	Days Added	Reason Code	Responsible Party	Claim/Extend
1	\$774,000.00	\$0.00	0	126	0	N
2	\$921.59	\$0.00	0	001	0	N

**Add, Delete or Edit Details**

**Amount:** \$921.59      **RTS Issue Number:**      **Final?**

**Prem Cost:** \$0.00

**Prem Cost Desc.:**

**Days Added:** 0

**Reason Code:** 001 - Subsurface material or feature not shown in plan

**Responsible Party:** 0 - Unavoidable; no remedial action required

**Claim/Extend:** N - Neither

**Description:** Error on the plans.

Dashboard   Help   New   Save   Delete   Cancel   Report   Admin   Main Menu   Exit

You will be asked to confirm the delete of the record.

**CCTS**

Delete the Selected Record?

Yes   No

Select Yes or No.

If you wish to print the records or export them, just press the Report button and the screen below will be displayed.

**DataReport1**

Zoom 100%

Print

**SiteManager Contract Change Tracking System** 5/7/2010

**Contract / Change Order Information** 3:12:21 PM

**Contract:** EIF5 **CO Number:** 001 **Type:** SA **Amount:** \$545,000. **Days Added:** 0 **CO Approval Date:** 11/21/2007

**Description:** Design, Permit & Construct ContraFlow Median XOver

**CEI Consultant:** **Contractor:** ACCI/API, A JOINT VENTURE

**Design Consultant:** **Number of Issues:** 2

**Non-FA Part Days:** 0 **Total Amount of Issues:** \$545,000.89

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**Sequence:** 1 **RTS Issue Number:** **Final?**

**Amount:** \$438,750.00

**Premium Cost:** \$0.00 **Description:**

**Days Added:** 0

**Reason Code:** 503 - Change resulting from engineering decision (use specific reason in lieu of this when possible)

**Responsible Party:** 0 - Unavoidable; no remedial action required

**Claim/Extend:** N - Neither

**Description:** Issue A - Construction of Contrac-Flow Median Cross-Over

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**Sequence:** 2 **RTS Issue Number:** **Final?**

**Amount:** \$106,250.89

**Premium Cost:** \$0.00 **Description:**

**Days Added:** 0

**Reason Code:** 503 - Change resulting from engineering decision (use specific reason in lieu of this when possible)

**Responsible Party:** 0 - Unavoidable; no remedial action required

**Claim/Extend:** N - Neither

**Description:** Issue B - Design of Contra-Flow Median Cross-Over

At the upper left hand corner of the report there are 2 options to select. Press the button to the left and the report will be routed to your default printer. If you wish to export the report to your hard drive, press the button on the right. If you press the export button, the following screen will be displayed.

**Export**

Save in: Shane D5

- ▶ AjaxControlToolkit-Framework3.5SP1
- ▶ Construction\_QP5
- ▶ EstimatesDocReporting
- ▶ RTS.COMMON
- ▶ CCTS Export.htm

File name:

Save as type: HTML (\*.htm; \*.html)

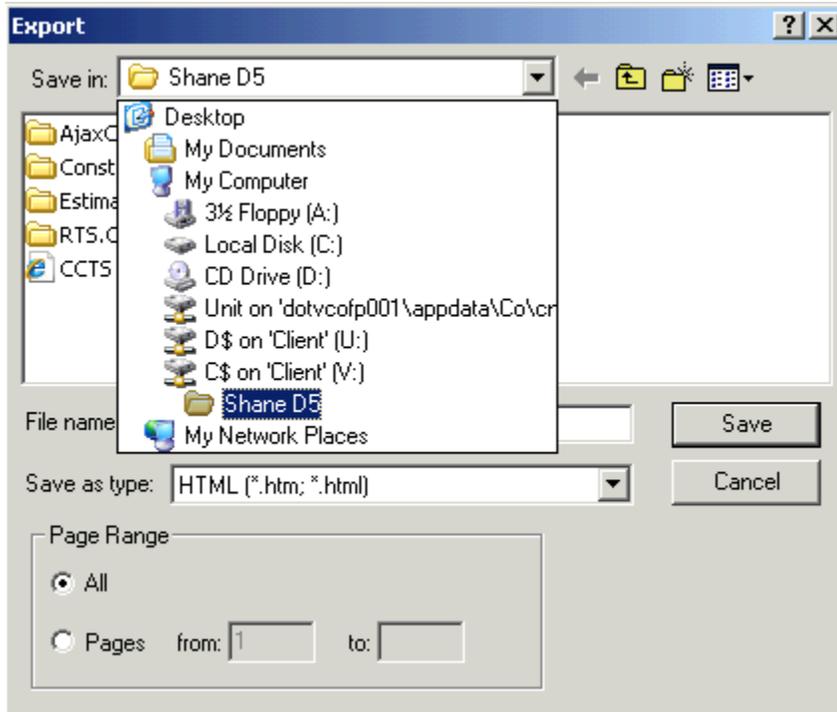
Page Range

All

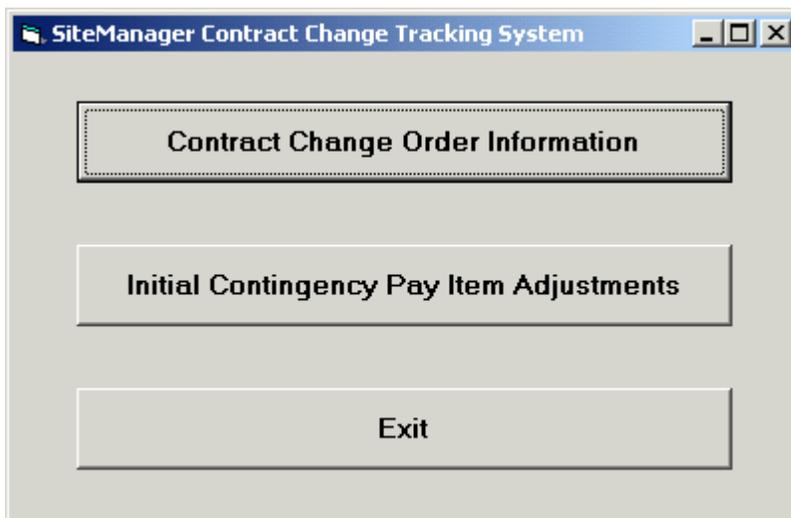
Pages from:  to:

Save Cancel

Click on the drop down box to save it to your computer. Make sure you select the C\$ drive to save it. In the screen below, I am saving all pages of the report to my hard drive in a folder named Shane D5.



If you want to enter data for the **Initial Contingency Pay item Adjustments**, press the **Main Menu** button to get back to the original CCTS selection screen shown below.



The following screen will be displayed.

**SiteManager Contract Change Tracking System**

**Initial Contingency Pay Item Adjustment Information**

Contract	Estimate	Approval Date	Project	Line Item	Item Code	Adjustment Type	Sequence
<input type="text"/>	0017	04/24/2007	40609415201	1635	0999 25	CONN	1

E7F24  
 E7F25  
 E7F28  
 E7F47  
 E8F71  
 E8F97  
 E8G09  
 E8G17

**This Adjustment:** \$7,451.13      **To Date:** \$142,000.00      **Contractor:** THE DE MOYA GROUP INC.

**Remarks:** Guardrail Repairs  
 Work Order # (999-25-21)

**CEI Consultant:**      **Number of Issues:** 0  
**Design Consultant:**      **Total Amount of Issues:** 0

Seq	Amount	Premium Cost	Work Order Date	Reason Code	Responsible Party	Claim/Extend

**Add, Delete, or Edit Details**

**Amount**       **Work Order Date**  (MM/DD/YYYY)  
**Prem Cost**       **RTS Issue Number:**      **Final?**  
**Prem Cost Desc.**   
**Reason Code**   
**Responsible Party**   
**Claim/Extend**   
**Description**

Only approved line item adjustments with the pay item number 0999 25 or 2999 25 will be displayed in the system for input. You will have to select a contract number, estimate number, project number, line item number, adjustment type, and sequence number. Once the record has been saved, it will appear in the table located in the middle portion of the screen. The functions of this portion of the system work the same as the **Contract Change Order Information** button.

If you have any questions, please contact Kathy Lovett at 850-414-4139.