

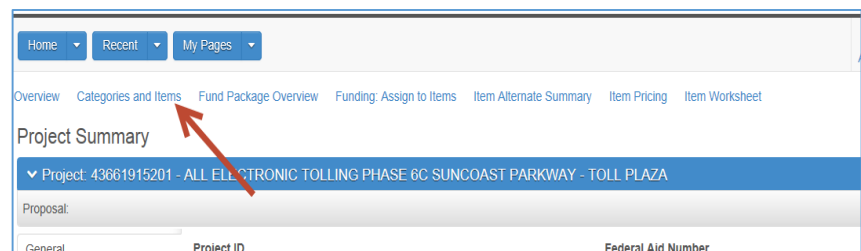
Adding and Maintaining Categories in Construction Projects

When you create a project using the FM Interface, your project will receive an initial set of standard categories for construction projects. They are:

0100 STRUCTURES
0200 ROADWAY
0300 SIGNING
0400 LIGHTING
0500 SIGNALIZATION
0550 INTELLIGENT TRANSPORTATION SYSTEM
0600 LANDSCAPING/PERIPHERAL
0700 ARCHITECTURE
0800 UTILITIES
0900 MASS TRANSIT

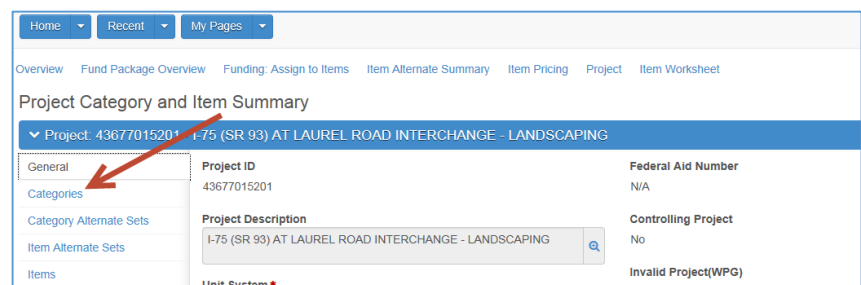
In many cases there will not be a need to add other categories. However, if the project contains more than one bridge or structure, additional categories in the 01XX area will be required. Each bridge or structure will require a separate category and they are to be numbered 0100, 0101, 0102, etc.

To add an additional category, go to the general tab of the project and click on the “**Categories and Items**” link above the blue banner.



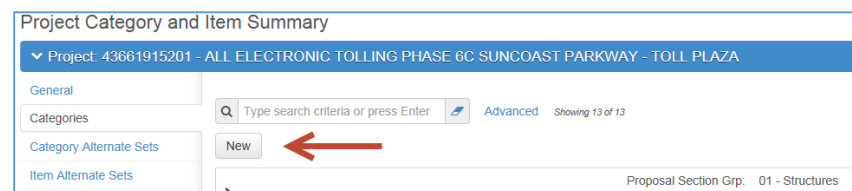
The screenshot shows the top navigation bar with tabs: Home, Recent, and My Pages. Below this is a secondary navigation bar with links: Overview, Categories and Items, Fund Package Overview, Funding: Assign to Items, Item Alternate Summary, Item Pricing, and Item Worksheet. The 'Categories and Items' link is highlighted with a red arrow. Below the navigation bar is a 'Project Summary' section with a blue banner for 'Project: 43661915201 - ALL ELECTRONIC TOLLING PHASE 6C SUNCOAST PARKWAY - TOLL PLAZA'. Below the banner is a 'Proposal' section with a 'General' tab selected. The 'General' tab shows fields for 'Project ID' and 'Federal Aid Number'.

Then click the “**Categories**” Tab in the panel on the left.



The screenshot shows the 'Project Category and Item Summary' section. On the left, there is a panel with tabs: General, Categories, Category Alternate Sets, Item Alternate Sets, and Items. The 'Categories' tab is selected and highlighted with a red arrow. The main content area shows a blue banner for 'Project: 43677015201 - I-75 (SR 93) AT LAUREL ROAD INTERCHANGE - LANDSCAPING'. Below the banner, there are fields for 'Project ID' (43677015201), 'Federal Aid Number' (N/A), 'Project Description' (I-75 (SR 93) AT LAUREL ROAD INTERCHANGE - LANDSCAPING), 'Controlling Project' (No), and 'Unit System' (Invalid Project(WPG)).

At the Categories Tab, click “**New**”.



The screenshot shows the 'Project Category and Item Summary' section. On the left, there is a panel with tabs: General, Categories, Category Alternate Sets, Item Alternate Sets, and Items. The 'Categories' tab is selected. In the main content area, there is a search bar with the text 'Type search criteria or press Enter'. Below the search bar is a 'New' button, which is highlighted with a red arrow. The bottom of the screen shows 'Proposal Section Grp: 01 - Structures' and 'Category: 0100 - Structures'.

A Category Detail screen will appear.

Populate the two fields on the top left, Category ID and Proposal Section Group, having the * symbol indicating they are required. The Category Description Field will be auto-populated by system when you save your work.

Special Requirements for Structures Categories

Each structure on a project is to be identified by a separate Category.

If you are adding a structures category, six additional fields are required. These are type fields involving work type, sub structure, super structure, foundation, location and designer.

If these six are not known initially, they may be populated with ZZZZ, as seen here, until they become known.

Enter the Bridge Number in the Bridge Number field.

If you need to delete a Category, click the **Action Button** on the right side of the screen at the row to be deleted, then click **Delete**. Save your work by clicking the Save button on the right side of the blue banner.

Category ID	Proposal Section Group	Category Combine
0100 - Structures	01 - Structures	Yes
0101 - Structures	01 - Structures	Yes
0102 - Structures	01 - Structures	Yes
0200 - Roadway	02 - R	Yes
0201 - Roadway	02 - R	Yes
0301 - Roadway	03 - S	Yes

The category will be removed from the screen and from the PrP database when the project is saved. Continue deleting categories that are not required. **You may keep "empty" categories in the database while you are creating a project, but you will not be able to run all reports and processes with these "empty" categories.** Prior to processing a proposal, delete all unneeded categories.

After Categories are in place Pay Items may be added to them. See the Role Help [Adding and Maintaining Pay](#) Items.