

Suspension Application Help

Table of Contents

- Chapter One 2
 - Adding a Contractor (Admin Level Access Only)..... 2
 - Edit a Contractor (Admin Level Access Only)..... 5
- Chapter Two..... 7
 - Adding a Suspension/Agreement Record (Admin Level Access Only)..... 7
 - Editing a Suspension/Agreement Record (Admin Level Access Only) 11
- Chapter Three 13
 - Adding/Deleting an Attachment (Admin Level Access Only)..... 13
- Chapter Four 16
 - Running Reports..... 16

Chapter One

Adding a Contractor (Admin Level Access Only)

1. Select the **Add New Contractor** hyperlink located at the left bottom of the **Contractor List**.

Contractor List

| Contractor Name | Vendor ID | Address Line 1 | City | Suspended by Const | Sus |
|--|------------|------------------|-----------------|---------------------|---------------------|
| AJAX CONSTRUCTION INCORPORATED | F590907100 | 1512 SW 5TH AVE. | OCALA | Yes | |
| GENERAL ASPHALT CO., INC. | F591115297 | 4850 NW 72 AVE | MIAMI | Yes | Yes |
| HIGDON WELDING & FABRICATION, I | F593450448 | P.O. BOX 183 | BALDWIN | Yes | |
| LONG FENCE COMPANY, INC. | F530257174 | 42521 JOHN MOSB. | CHANTILLY | | |
| LOVETT CONSTRUCTION AGENCY | F222222222 | Hunters Glen Av. | Timbuckto | | |
| RANGER CONSTRUCTION INDUSTRIES, INC. | F592098662 | 101 SANSBURY'S. | WEST PALM BEACH | Yes | |
| WHITE CONSTRUCTION COMPANY, INC | F590619348 | PO BOX 790 | CHIEFLAND | Yes | |

[Add New Contractor](#)

2. Start typing the **Contractor Name** in the space provided.

Add Contractor

Fields

Contractor Name

[Lookup Address](#)

Vendor ID

Address Line 1

Address Line 2

City

State

Phone

Zip Code

[Create](#)

[Back to List](#)

- As you type the letters, the database is checked for existing contractor names. If one exists, another box with available contractors pops up as shown in the screen below. If the contractor exists in this list, you can select it and the **Contractor Name** will be populated with that name.

Add Contractor

Fields

Contractor Name

Lookup Address

Vendor ID

Address Line 1

Address Line 2

City

State

Phone

Zip Code

Create

AJAX BUILDING CORPORATION

AJAX CONSTRUCTION, INC.

AJAX PAVING INDUSTRIES INC (DOT

AJAX PAVING INDUSTRIES OF FLORIDA LLC

AJAX PAVING INDUSTRIES, INC.

AJAX-VILA, A JOINT VENTURE

[Back to List](#)

- Once the Contractor Name has been selected, you can click on the **Lookup Address** button shown in the screen above. A screen with available addresses for that contractor pops up as shown below. If no address exists, just enter the information in the appropriate boxes.

Address list for: AJAX PAVING INDUSTRIES OF FLORIDA LLC

| ADDRESS1 | ADDRESS2 | PREQ | PHONE | ZIP | STATE | CITY | ADDRTYPE |
|-------------------------------------|----------|------|------------|-------|-------|---------|----------|
| 510 GENE GREEN ROAD | | | | 34275 | FL | NOKOMIS | DIVC |
| 510 GEEN GREEN | | PREQ | 9414862600 | 34275 | FL | NOKOMIS | MYFL |

[Back to Create](#)

Ref Page: CV1

- Once you select an address, the rest of the screen will populate with the information as shown below. Make sure you press the **Create** button shown in the screen below so the record will be saved.

Add Contractor

Fields

| | |
|---|--|
| Contractor Name | <input type="text" value="AJAX PAVING INDUSTRIES OF FLORIDA LLC"/> |
| <input type="button" value="Lookup Address"/> | |
| Vendor ID | <input type="text" value="F261871966"/> |
| Address Line 1 | <input type="text" value="510 GENE GREEN ROAD"/> |
| Address Line 2 | <input type="text"/> |
| City | <input type="text" value="NOKOMIS"/> |
| State | <input type="text" value="FLORIDA"/> |
| Phone | <input type="text"/> |
| Zip Code | <input type="text" value="34275"/> |
| <input type="button" value="Create"/> | |

[Back to List](#)

Edit a Contractor (Admin Level Access Only)

1. Select the contractor you want to edit from the **Contractor List**.

Contractor List

[Add New Contractor](#)

| Contractor Name | Vendor ID | Address Line 1 | City | Suspended by Const | Suspended by Maint |
|--|------------|-------------------|-----------------|---------------------|---------------------|
| AJAX CONSTRUCTION, INCORPORATED | F590907100 | 1512 SW 5TH AVE.. | OCALA | Yes | |
| GENERAL ASPHALT CO., INC. | F591115297 | 4850 NW 72 AVE | MIAMI | Yes | Yes |
| HIGDON WELDING & FABRICATION, I | F593450448 | P.O.BOX 183 | BALDWIN | Yes | |
| LONG FENCE COMPANY, INC. | F530257174 | 42521 JOHN MOSB.. | CHANTILLY | | |
| LOVETT CONSTRUCTION AGENCY | F222222222 | HUNTERS GLEN AV.. | TIMBUCKTO | | |
| RANGER CONSTRUCTION INDUSTRIES, INC. | F592098662 | 101 SANSBURY'S .. | WEST PALM BEACH | Yes | |
| WHITE CONSTRUCTION COMPANY, INC | F590619348 | PO BOX 790 | CHIEFLAND | Yes | |

[Add New Contractor](#)

2. The contractor information will be displayed. Select the **Edit Contractor** link directly below the information.

AJAX CONSTRUCTION, INCORPORATED ID: F590907100

Details

| | |
|----------------|-----------------------|
| Address Line 1 | 1512 SW 5TH AVENUE SW |
| Address Line 2 | P.O. BOX 1688 |
| City | OCALA |
| State | FL |
| Phone | (352) 732-2404 |
| ZipCode | 34471 |
| Modified_By | COBS973VC |
| Modified_Date | 1/24/2011 2:25 PM |

[VIEW SUSPENSIONS\(4\)](#)

[ADD SUSPENSIONS](#)

[VIEW AGREEMENT\(1\)](#)

[ADD AGREEMENT](#)

[Edit Contractor](#) | [Add New Contractor](#) | [Back to Contractor List](#)

3. All fields can be modified with the exception of the **Modified By** & **Modified Date**. Once you have completed making changes, click on the **Save** button. To cancel the changes select the **Back to Details** button.

Edit Contractor

Fields

| | |
|-----------------|---------------------------------|
| Contractor Name | AJAX CONSTRUCTION, INCORPORATED |
| Vendor ID | F590907100 |
| Address Line 1 | 1512 SW 5TH AVENUE SW |
| Address Line 2 | P.O. BOX 1688 |
| City | OCALA |
| State | FLORIDA |
| Phone | 3527322404 |
| Zip Code | 34471 |
| Modified By | COISS973VC |
| Modified Date | 1/24/2011 2:25 PM |

[Save](#)

[Back to Details](#)

Ref Page: CC5

Chapter Two

Adding a Suspension/Agreement Record (Admin Level Access Only)

1. Select a contractor from the **Contractor List**. Choose **Add Suspensions** or **Add Agreement** to add a suspension/agreement record to the selected contractor.

AJAX CONSTRUCTION, INCORPORATED ID: F590907100

Details

| | |
|----------------|-----------------------|
| Address Line 1 | 1512 SW 5TH AVENUE SW |
| Address Line 2 | P.O. BOX 1688 |
| City | OCALA |
| State | FL |
| Phone | (352) 732-2404 |
| ZipCode | 34471 |
| Modified_By | COISS973VC |
| Modified_Date | 1/24/2011 2:25 PM |

[VIEW SUSPENSIONS\(4\)](#)
[ADD SUSPENSIONS](#)
[VIEW AGREEMENT\(1\)](#)
[ADD AGREEMENT](#)

[Edit Contractor](#) | [Add New Contractor](#) | [Back to Contractor List](#)

2. Enter the data in the appropriate fields. The **Date Suspended** and **Action Termination** dates can be populated from the calendar control located on the right side of the date box or by typing in the date in mm/dd/yy format as shown below. The month, day, and year must be separated with a "/". Two or four digit years will be accepted.

Add Suspension for AJAX CONSTRUCTION, INCORPORATED

Details

| | |
|--------------------|---------|
| Date Suspended | 3/01/11 |
| Action Termination | |
| Suspension Type | |
| Action Taken | |

[Check Action Spelling](#)

[Check Comments Spelling](#)

[Create](#)

[Back to List](#)

3. As you type in the **Action Taken** and **Comments** fields the database is checked for any existing records containing the letters/words you are typing. If any exist, they appear in a drop down box directly below the field you are typing in.

Add Suspension for AJAX CONSTRUCTION, INCORPORATED

Details

Date Suspended: 02/01/2011

Action Termination: 02/28/2012

Suspension Type: [Empty]

Action Taken: NO

Comments: NO BID, NO SUB, NO SUPPLY THIS IS A TEST. CAN YOU PLEASE HELP ME.

[Check Comments Spelling](#)

[Back to List](#)

4. If you wish to select the word(s), just highlight it by clicking on it in the drop down as shown below.

Add Suspension for AJAX CONSTRUCTION, INCORPORATED

Details

Date Suspended: 2/1/11

Action Termination: 3/1/11

Suspension Type: [Empty]

Action Taken: NO

Comments: NO BID, NO SUB, NO SUPPLY THIS IS A TEST. CAN YOU PLEASE HELP ME.

[Check Comments Spelling](#)

[Back to List](#)

5. The field will automatically populate with the information. If you don't want to use the information just continue to type.

6. Once you have entered in the **Action Taken** or **Comments** fields, you can check the spelling by selecting the **Check Action Spelling** or **Check Comments Spelling** links shown in the screen below.

Add Suspension for AJAX CONSTRUCTION, INCORPORATED

Details

Date Suspended: 2/1/11

Action Termination: 3/1/12

Suspension Type: [Empty]

Action Taken: no bid, no suply

Comments: [Empty]

[Check Action Spelling](#)

[Check Comments Spelling](#)

[Create](#)

[Back to List](#)

7. If there is a spelling error, it will be underlined in red. Click on the **Edit Text** link and the box becomes available to edit. Make sure you press the **Create** button to save the record.

Add Suspension for AJAX CONSTRUCTION, INCORPORATED

Details

Date Suspended: 2/1/11

Action Termination: 3/1/12

Suspension Type: [Empty]

Action Taken: no bid, no suply

Comments: [Empty]

[Edit Text](#)

[Check Comments Spelling](#)

[Create](#)

[Back to List](#)

Editing a Suspension/Agreement Record (Admin Level Access Only)

1. Select a contractor from the **Contractor List**. Select **View Suspensions** to get a list of suspensions for that contractor. The contractor shown below has 2 suspension records associated to it.

AJAX CONSTRUCTION, INCORPORATED ID: F590907100

Details

| | |
|----------------|-----------------------|
| Address Line 1 | 1512 SW 5TH AVENUE SW |
| Address Line 2 | P.O. BOX 1688 |
| City | OCALA |
| State | FL |
| Phone | (352) 732-2404 |
| ZipCode | 34471 |
| Modified_By | COISS973VC |
| Modified_Date | 1/24/2011 2:25 PM |

[VIEW SUSPENSIONS\(4\)](#)
[ADD SUSPENSIONS](#)
[VIEW AGREEMENT\(1\)](#)
[ADD AGREEMENT](#)

[Edit Contractor](#) | [Add New Contractor](#) | [Back to Contractor List](#)

2. Select the suspension record you wish to view by clicking on the hyperlink.

Suspension List for AJAX CONSTRUCTION, INCORPORATED ID

| Date Suspended | Action Termination | Entered | Suspension Type | ActionTakenTrimmed | Attachments |
|----------------------------|--------------------|---------------------|-----------------|-----------------------------|-------------|
| 12/30/2010 | Pending | 12/30/2010 12:40 PM | UNPAID BILL | THIS IS A TEST OF THE NEW.. | 0 |
| 12/30/2010 | Pending | 12/30/2010 12:35 PM | | NO BID, NO SUB, NO SUPPLY.. | 0 |
| 12/30/2010 | 12/30/2010 | 12/30/2010 12:05 PM | UNPAID BILL | THIS IS A TEST OF THE NEW.. | 0 |
| 12/28/2010 | Pending | 12/28/2010 7:25 AM | UNPAID BILL | I AM TESTING A LONG ACTIO.. | 0 |

[Add New Suspension](#) | [Back to Contractor Details](#)

3. The details of the record will be displayed. You can then select **Edit Suspension** to make changes to the record.

AJAX CONSTRUCTION, INCORPORATED ID: F590907100

Suspension Details

[Add Attachment](#)

Date Suspended 12/30/2010
Action Termination
Entered 12/30/2010 12:40 PM
Action By Const
Suspension Type UNPAID BILL
Action Taken THIS IS A TEST OF THE NEW SUSPENSION APPLICATION. TWO
Comments
Modified By COICN982MJ
Modified Date 12/30/2010 12:40 PM

[Edit Suspension](#) | [Back to Suspension List](#)

4. Make the needed changes and be sure to press the **Save** button. If you don't want to save the changes press the **Back to Details** button and the record will revert back to its original form.

Edit - AJAX CONSTRUCTION, INCORPORATED ID: F590907100

Fields

Date Suspended 
Action Termination 
Suspension Type
Action Taken
Comments
Modified By COICN982MJ
Entered 12/30/201 0 PM
Modified Date 12/30/2010 12:40 PM
Action By Const

[Check Action Spelling](#)

[Check Comments Spelling](#)

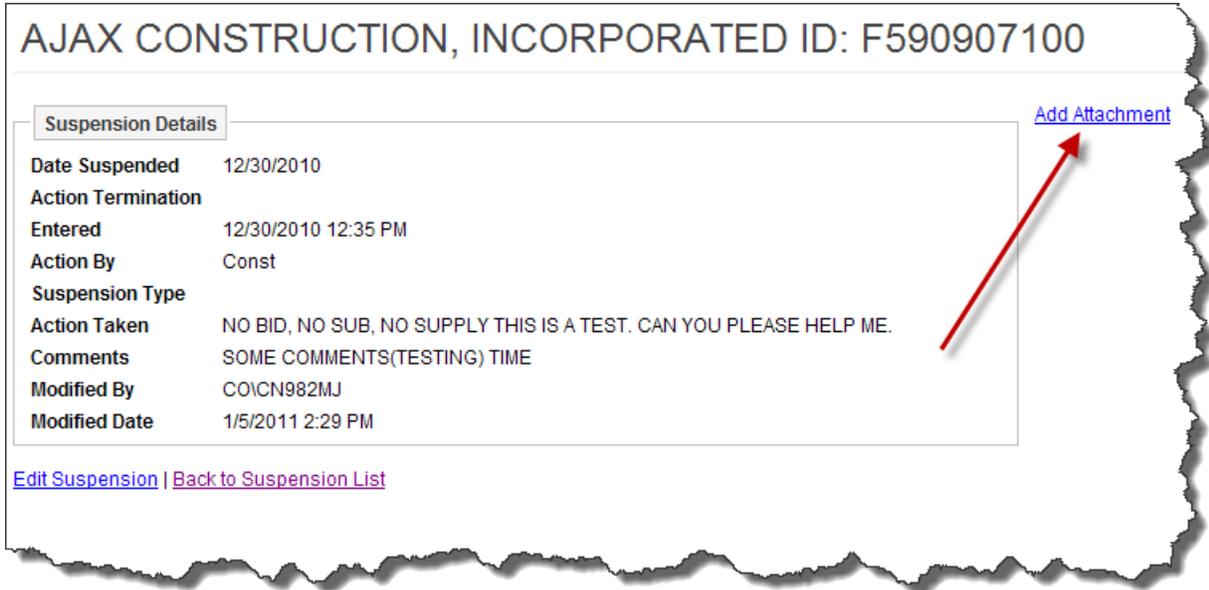
Save

[Back to Details](#)

Chapter Three

Adding/Deleting an Attachment (Admin Level Access Only)

1. Once you have created a suspension/agreement, you can add attachments to the record. Click on the **Add Attachment** button in the upper right hand corner of the screen.



AJAX CONSTRUCTION, INCORPORATED ID: F590907100

| Suspension Details | |
|--------------------|---|
| Date Suspended | 12/30/2010 |
| Action Termination | |
| Entered | 12/30/2010 12:35 PM |
| Action By | Const |
| Suspension Type | |
| Action Taken | NO BID, NO SUB, NO SUPPLY THIS IS A TEST. CAN YOU PLEASE HELP ME. |
| Comments | SOME COMMENTS(TESTING) TIME |
| Modified By | COVCN982MJ |
| Modified Date | 1/5/2011 2:29 PM |

[Add Attachment](#)

[Edit Suspension](#) | [Back to Suspension List](#)

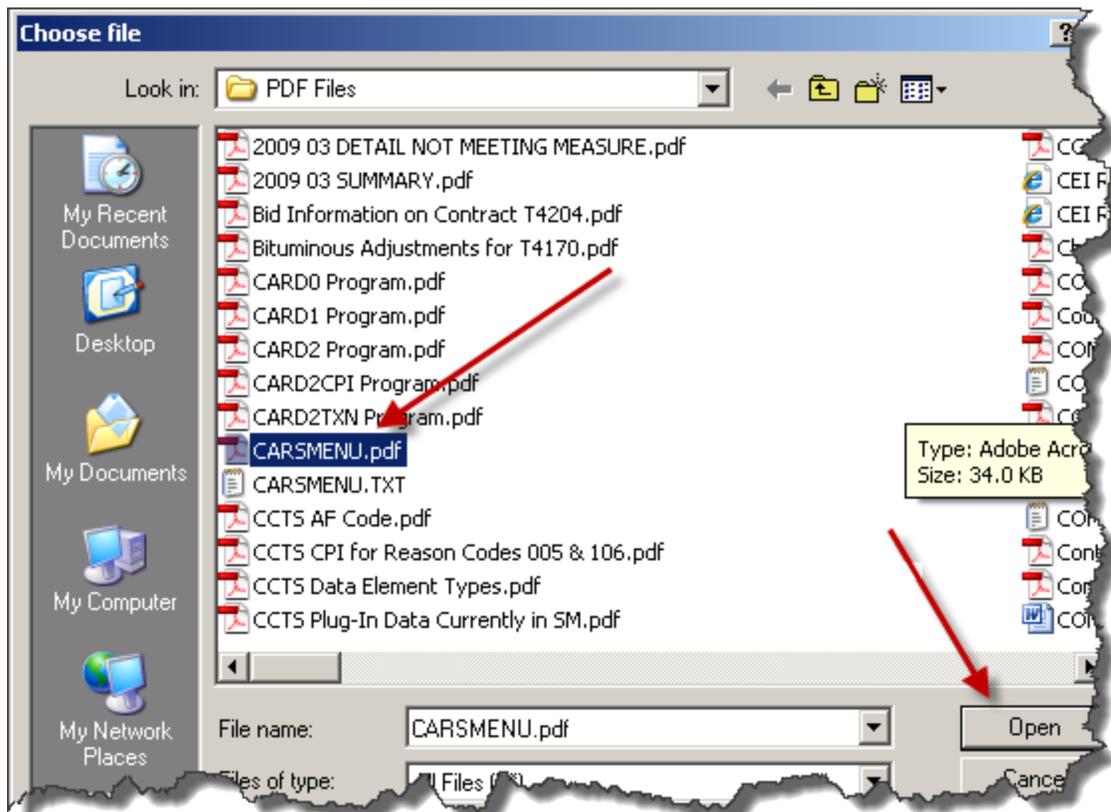
2. The screen shown below will appear. Click on the **Browse** button to locate the file you wish to attach.



Upload Attachment

[Back to Suspension](#)

3. Highlight the file you wish to attach and press the **Open** button.



4. The file name will be populated in the box next to the **Browse** button. Make sure you press the **Upload** button to attach the document to the record.



5. The attachment will be displayed on the suspension record in the upper right hand corner under the label **Attachments**.

AJAX CONSTRUCTION, INCORPORATED ID: F590907100

Suspension Details

Date Suspended 12/30/2010
Action Termination Entered 12/30/2010 12:35 PM
Action By Const
Suspension Type
Action Taken NO BID, NO SUB, NO SUPPLY THIS IS A TEST. CAN YOU PLEASE HELP ME.
Comments SOME COMMENTS(TESTING) TIME
Modified By COICN982MJ
Modified Date 1/5/2011 2:29 PM

Attachments

1. CARSMENU.pdf  [Delete](#)

[Add Attachment](#)

[Edit Suspension](#) | [Back to Suspension List](#)

6. To open the documents just click on the magnifying glass shown. You can also delete the attachments on this screen by pressing the **Delete** button. You will be asked to confirm the delete as shown below.

DeleteAttachment

Are you sure you want to delete this?

[CARSMENU.pdf](#)

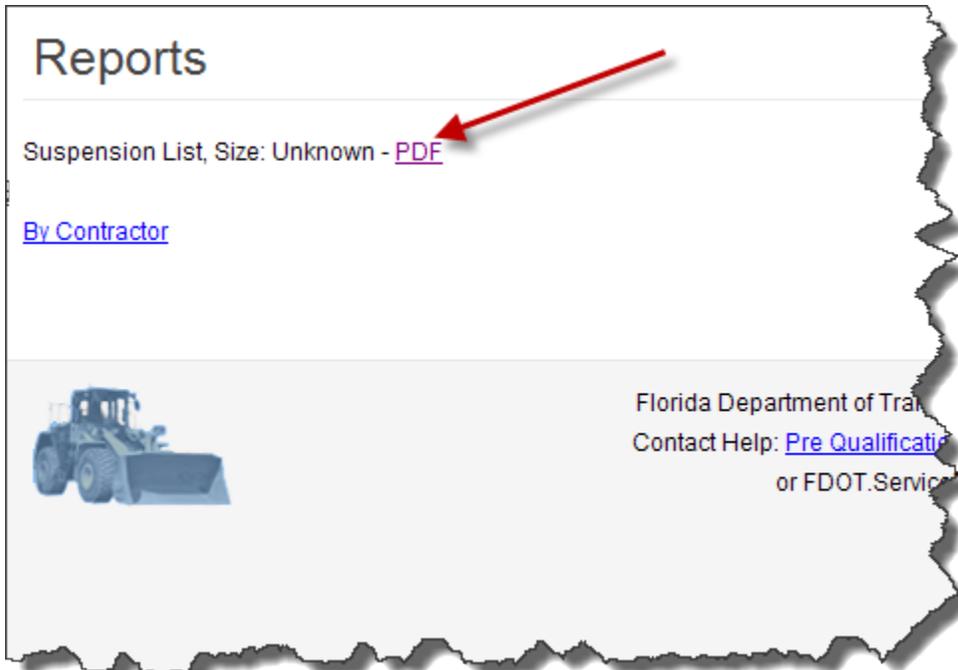
[Delete File](#)

[Back to Suspension Details](#)

Chapter Four

Running Reports

1. There are 2 report options available once you have entered in data into the Suspension application.



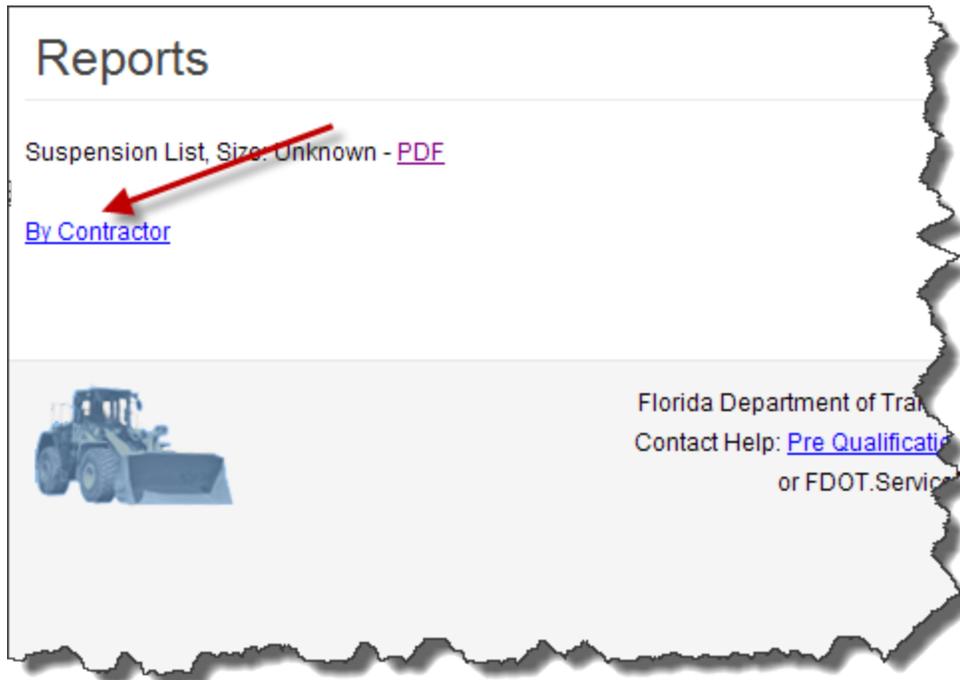
2. Click on the **PDF** link and the following report will be displayed. This report contains all active or pending suspensions found in the database. An example of the report is shown below.

Report ran: 02/16/2011 - 12:03:08

Contractors Suspension List

| Contractor Name | Action Taken | Action Termination Date |
|--------------------------------------|--|-------------------------|
| AJAX CONSTRUCTION, INCORPORATED | I AM TESTING A LONG ACTION TAKEN DIALOG TO SEE HOW IT WORKS WITH THE. THIS IS A TEST OF THE NEW SUSPENSION APPLICATION. TWO: NO BID, NO SUB, NO SUPPLY THIS IS A TEST. CAN YOU PLEASE HELP ME. | PENDING |
| GENERAL ASPHALT CO., INC. | THIS IS A TEST OF THE NEW SUSPENSION APPLICATION. | PENDING |
| HIGDON WELDING & FABRICATION, I | NO BID, NO SUB, NO SUPPLY | PENDING |
| RANGER CONSTRUCTION INDUSTRIES, INC. | 6 MONTH SUSPENSION | 07/01/2011 |

3. The second report is available by pressing the **By Contractor** link.



4. A screen will pop up that allows you to select a contractor by name. Just highlight the contractor name that you want the report for. You can also select a **Sorted By** option – either by **Contractor Name** or **Vendor ID**.

By Contractor



5. Once you have selected the contractor press the PDF link to display the report.

By Contractor

Contractor List

AJAX CONSTRUCTION, INCORPORATED

Sorted By:

Contractor Name: Vendor Id:

Suspension List By Contractor, Size Unknown - [PDF](#)

[Back to Reports](#)



Florida Department of Transportation, State Construction Office
Contact Help: [Pre Qualification Specialist](#) or call (850) 414-4150
or ServiceDesk@dot.state.fl.us

6. The report shown below is an example of the report sorted by **Contractor Name**.

Suspension List By Contractor

AJAX CONSTRUCTION, INCORPORATED F590907100
1512 SW 5TH AVENUE SW
P.O. BOX 1688
OCALA FL 34471

Currently Suspended: YES

Const Suspension Records:

| Date Begin | Suspension Type | Action Taken | Action Termination Date |
|------------|-----------------|--|-------------------------|
| 2011/03/02 | | THIS IS A TEST OF THE NEW SUSPENSION APPLICATION. TWO | 03/02/2012 |
| 2011/03/01 | | NO BID | 03/01/2012 |
| 2010/12/30 | | NO BID, NO SUB, NO SUPPLY THIS IS A TEST. CAN YOU PLEASE HELP ME. | PENDING |
| 2010/12/30 | UNPAID BILL | THIS IS A TEST OF THE NEW SUSPENSION APPLICATION. TWO | PENDING |
| 2010/12/30 | UNPAID BILL | THIS IS A TEST OF THE NEW SUSPENSION APPLICATION. | 12/30/2010 |
| 2010/12/28 | UNPAID BILL | I AM TESTING A LONG ACTION TAKEN DIALOG TO SEE HOW IT WORKS WITH THE | PENDING |