

Appendix A: FieldManager Glossary

ADD Button	<p>Located on the Window Toolbar, this button allows you to add a contractual element determined by the window name displayed on the Title Bar (for example, Items, Materials, IDRs).</p> <p>Located within certain tab windows, and appended in name by various contractual elements (for example, Add Item, Add Posting, Add Site Event), this button allows you to add another of the currently selected element.</p>
ADD MORE Button	<p>Located within certain tab windows, this task-dependent button allows the user to add more of what is already being added (for example, item postings, material approvals, and material usage).</p>
ADD ROW Button	<p>Located within an advanced filter window, this button allows you to add an additional row of filter criteria at the bottom of the list of criteria rows. See also: <i>ADVANCED Button</i>.</p>
ADJUST TIME RECORDS Button	<p>Located within the SITE TIMES tab of the Change Daily Diary tab window, this button allows you to enter the number of days charged on available day contracts.</p>
ADVANCED Button	<p>Located within a filter window, this button opens an advanced filter window to allow the user to apply an advanced filter to the current list window.</p>
Agency Configuration Program	<p>A program that allows an agency to customize FieldManager software to adhere to that agency's specific regulations. It lets the agency choose from several options such as setting the allowable day charge increment, defining overrun payment rules, and establishing partial payment items. It even allows an agency to incorporate its own logo and report headers into FieldManager reports.</p>

Agency Master Reference Lists	Five agency master reference lists are available in FieldManager software via the Utilities menu, one each for materials, items, vendors, codes (code tables), and percentage items. These lists are maintained by each agency. Agencies that do not implement the Materials functionality will not have materials listed in the Master Material Reference List.
Allowable Quantity	The unpaid placed quantity for an item that does not exceed the cap set by your agency.
Application Toolbar	Located in the far-left portion of the Application Window, this toolbar displays buttons that access FieldManager software's functionality and specific contract information. The buttons available on this toolbar remain constant despite changes in the active window.
APPLY Button	Located in sort and advanced filter windows, this button applies the chosen sort order or filter to the current list window.
APPROVE Button	Located on the Window Toolbar, this button appears in conjunction with the Contract Modifications functionality, and is used to approve contract modifications.
Archive Contract	The procedure to remove a fully complete and closed contract from the FieldManager database and copy it to a designated historical area.
Authorized Quantity	The current contract quantity for an item. If an item has not been changed by contract modification, it is the original quantity in the bid proposal. If an item has been changed by contract modification, it is the result of the original contract quantity plus and minus all authorized changes.
Automatic Payment Item	An item that has a set schedule for payment can be designated as an automatic payment item (autopay item). FieldManager software, as well as other agency contract administration systems, automatically pays these items when designated thresholds are reached. Contract quantities on autopay items may not be changed, and supporting Inspectors' Daily Reports are not necessary for these items. Payments for autopay items cannot be withheld once thresholds are crossed, nor may they be accelerated beyond the scheduled threshold limits.
Autopay Item	See <i>Automatic Payment Item</i> .

Available (Working) Day Site	A site for which the contractor must complete the contract work within a specific number of days. For this type of site, it is necessary for the project manager to keep track of the days charged to the contractor for the site.
Award Contract Amount	The dollar amount originally awarded for a contract.
Backup	The procedure to make a copy of the FieldManager or FieldBook database periodically to protect against accidental loss of the active FieldManager database. Most agencies have a specified schedule for backing up databases.
BACKUP Button	Located within the Backup Database window, this button allows you to save a FieldManager database backup.
BALANCE COMPLETED ITEMS Button	Located on the INC/DEC tab of the Add Contract Modification tab window, this button takes into account all completed items to create a balancing contract modification.
BALANCE QTY Button	Calculates the quantity to balance (Quantity Placed - Authorized Qty + Pending Changes). The value automatically displays in the Qty. Change (+/-) field.
Breakdowns	A facility in FieldManager software to accommodate items broken down into groups such as plan sheets, structures, or categories of work. Breakdown items are an agency option which are at their most effective when created during the plan development process, then downloaded to FieldManager software along with the contract, and then downloaded to the FieldBook component.
BRING IN TEMPERATURES Button	Located on the GENERAL tab of the Add Daily Diary tab window, this button brings into the Low Temperature and High Temperature fields information from inspectors' reports for the Diary Date selected. The lowest reported temperature will display in the Low Temperature field, and the highest reported temperature will display in the High Temperature field.
BRING IN WEATHER AND COMMENTS Button	Located on the GENERAL tab of the Add Daily Diary tab window, this button brings into the Comments field any weather information and comments from inspectors' reports for the Diary Date selected.
BROWSE Button	Located in certain import and transfer file windows, this button allows you to do a directory search to identify a desired file location.

Calendar Day Site	A site for which the contractor must complete the contract work by a specified number of calendar days. FieldManager software automatically calculates progress on this type of site.
CANCEL Button	Located in certain tab and modal windows, this button cancels the activity associated with the current window and closes that window.
Category	A category is a subdivision of a project, with each category representing one or more related work items having the same funding sources. An item will have one or more associated categories.
Category Description	A short description of a category's purpose that designates the funding breakdown and details the specific responsible agency.
Category Number	A unique identifier for a project category that functions as a link between the funding agency and the item.
Central Office	The office that houses an agency's central office contract administration system.
CHANGE Button	<p>Located on the Window Toolbar, this button allows you to change a contractual element determined by the window name displayed on the Title Bar (for example, Items, Materials, IDR's).</p> <p>Located within certain tab windows, and appended in name by various contractual elements (for example, Change Item, Change Posting, Change Approval), this button allows you to change the currently selected element.</p>
Change Order	A written order issued by the engineer to the contractor, which covers permissible adjustments and minor plan changes or corrections and rulings with respect to omissions, discrepancies or intent of the plans and specifications, but does not include any extra work or other alterations that must be covered by a supplemental agreement.
CHANGE SELECT Button	Located within certain inquiry windows, this button allows you to change the selection on which the inquiry information being viewed is based.
Check Box	Located within certain tab windows, this is a square box that can be clicked on or off just as with light switches. When you click in a check box, an X or check mark displays in the box to indicate the option is selected. To deselect the box, simply click in the box again.

CLOSE Button	<p>Located on the Window Toolbar and within the backup and restore database windows, this button closes the current window without saving any work completed in that window.</p> <p>Located within an advanced filter window, this button closes the window without applying or saving the chosen filter.</p>
Completion Date Site	A site for which the contractor must complete the contract work by a specified completion date. FieldManager software automatically calculates progress on this type of site.
Combine Outbox Files	The procedure to consolidate payment and/or contract modification files to assist with routing those files to and from your agency's central office contract administration system. This procedure is unnecessary if your agency uses the FieldNet system to transfer contract files.
Construction Start Date	The date contract work begins.
CONT DOCU Button	Located on the Window Toolbar, this button appears in conjunction with the GENERAL tab of the Add Estimate, Add Contract Modification, and Change Contract Modification tab windows. When clicked, this button opens the Update Contract Documentation window in which to update contract documentation.
CONT MODS Button	Located on the Application Toolbar, this button opens the Contract Modifications list window, accessing FieldManager software's Contract Modifications functionality.
Contract	A contract represents all the work awarded a contractor in a legal contract. A contract is made up of one or more projects. In FieldManager software, all progress is recorded at the contract level, and there are two different types of contracts: working contracts and read-only contracts.
Contract Description	A short overview of the types of work specified in the contract.
Contract Federal/State Project Number	The unique federal/state project number associated with a particular contract.
Contract ID	A unique identifier for a proposal or contract.
Contract Location	A short description of the primary location of the work for a contract.

Contract Locks	A menu option found within the Utilities menu and the System Management submenu that displays the Locked Contracts window allowing you to remove a lock that has been placed on a contract.
Contract Modification	A document that contains changes to a contract. It is used to add items to the contract, increase or decrease contract item quantities, add time extensions to the contract, and/or to make any other miscellaneous change to the contract, such as a wording change. Once approved, a contract modification cannot be modified or deleted.
Contract Modification Number	A unique identifier for a specific contract modification.
Contract Primary District	The primary area (district) in which a project is located.
Contract Site Number	A unique identifying number for a particular construction site. <i>See Site Number.</i>
Contractor	Someone who agrees to perform work or services for a specified price, especially for construction work. Includes all <i>subcontractors</i> as well as the <i>prime contractor</i> .
Contractor Read-only Contract	<i>See Read-only contract.</i>
CONTRACTS Button	This button only displays if the Contracts list window is closed. Clicking this button re-opens the Contracts list window.
Daily Diary	A contract-level record of the activities on the contract site for one day. In FieldManager software, the Daily Diary draws on information entered on IDRs for the same date. For available day sites, time is charged to a specific site through a Daily Diary entry.
Datasource	A client/server or standalone database instance.
Date of Estimate	The date an estimate was generated.
Date Open to Traffic	The date a specific contract site was opened to traffic.
Days Charged to Date	The days charged to a particular site to date.

DELETE Button	<p>Located on the Window Toolbar, this button deletes the current selection.</p> <p>Located within certain tab windows, and appended in name by various contractual elements (for example, Delete Item, Delete Posting, Delete Site Event, Delete Diary Time Record), this button deletes the currently selected element(s).</p>
DELETE ROW Button	Located within an advanced filter window, this button allows you to delete a selected row of filter criteria.
DIARIES Button	Located on the Application Toolbar, this button opens the Daily Diaries list window, accessing FieldManager software's Daily Diaries functionality.
DOCU Button	Located on the Application Toolbar, this button opens the Change Contract Documentation tab window, allowing you to alter a specific contract's documentation information.
Draft Document	A document in FieldManager software that is in an ungenerated state.
Drop-down List Box	A text box with an accompanying arrow to the right of the field that the user can click to obtain a list of valid values for the field from which to choose.
Earnings to Date	The total amount earned to date on a contract or project.
Engineer	A unique identifier indicating the engineer in charge of the district, area office, residency, or field office.
Equipment	Any mechanical tool or contrivance that must be bought, rented, or leased.
Estimate	A contract-level listing of item progress payments (one or more voucher payments) owed to the contractor. Information from the estimate may be loaded into a central office contract administration system and used to generate vouchers.
ESTIMATES Button	Located on the Application Toolbar, this button opens the Estimates list window, accessing FieldManager software's Estimates functionality.
Event	Any worthy-of-note instance that takes place at a particular time (for example, an accident at the contract site).

EXITFLDMGR Button	This button only displays if the Contracts list window is closed. Clicking this button shuts down the FieldManager software application.
EXPORT-FB Button	Located on the Window Toolbar, this button allows the user to export contracts to the FieldBook component.
Federal/State Project Number	The federal or state project number identifying a particular project.
Field Office	The office that houses the FieldManager software system.
FieldBook	Primarily the IDR functionality from the FieldManager module. Inspectors run the FieldBook component on laptop computers to record information in the field for exporting to the FieldManager module.
FieldBuilder	FieldBuilder is used for the initial setup of an entire contract. It does not communicate interactively with FieldManager software in the same way as many agencies' central office contract administration systems; however, with FieldBuilder you can create and modify contract structure and detail information for projects, categories, contract items, and contract sites. In addition, you can use FieldBuilder to maintain your agency's master item list, vendor list, material list, item material association list, and FieldManager code table.
FieldManager	A PC-based system for documenting construction progress, initiating contractor payment, and communicating with your agency's central office contract administration system.
FieldNet	The communication link between FieldManager software applications. The FieldNet system functions as an E-mail utility, allowing the user to easily transfer and receive files. In addition, supervisors can use the FieldNet system to approve or deny contract modifications and estimates.
FILTER Button	Located on the Window Toolbar and within certain modal list windows, this button allows the user to filter the records in the current list window.

Final Estimate	The last estimate created for a contract before that contract is closed. The final estimate takes into account all of the information necessary to close out the contract, including item, material, IDR, Daily Diary, contract modification, and stockpile information. Once you have created a final estimate, FieldManager software automatically marks the contract as closed.
Find Text Box	A text box found in the top left corner of most list windows used to advance to a specific record. While entering the first few numbers or letters of the value for the field identified in the text box label, the highlight in the list window advances to the first record in the list that matches the information specified for the field.
FINISH Button	Located within the Stockpile Wizard, this button saves the work completed on a stockpile and closes the Stockpile Wizard.
Force Account	<p>A force account is an item of work that the SHA (State Highway Agency) pays at the contractor's cost rather than at a bid price. The cost is determined by the materials, labor, and equipment the contractor actually uses to perform the work plus state-specified allowances for overhead and profit. The cost of labor and equipment are usually determined from state-specified schedules rather than the contractor's actual payments.</p> <p>Force account items are typically used when there is too much uncertainty in the work involved in the item for it to be bid knowledgeably. Examples include utilities relocation and toxic waste removal. Because the item is paid at cost, the unit of measure is dollars; therefore, force account items are often estimated as if they were lump sum. Because a force account is not a bid item, it is not passed to your agency's central office contract administration system, and therefore requires a contract modification approved for payment.</p>
Generate	In the FieldManager module and the FieldBook component, the term used for the process of finalizing a document such as an IDR, Daily Diary, estimate, or contract modification. It is equivalent to final completion of the document. Prior to being generated, a document is considered to be only a "draft" version. Only items in generated IDRs will be considered for payment and only time charges in generated Daily Diaries will be charged against the site time. In general, a generated document can still be changed with certain exceptions; however, it will revert to non-generated status when changed.

GENERATE Button	Located on the Window Toolbar, this button is used to generate selected IDRs, Daily Diaries, estimates, and contract modifications.
GET MAIL Button	Located on the Window Toolbar in conjunction with the FieldNet Mail Box window, this button retrieves and displays any mail messages received since the button was last invoked.
HELP Button	Located in certain modal windows, this button accesses FieldManager software's Online Help, which offers instruction on performing various tasks in FieldManager software.
IDRs Button	Located on the Application Toolbar, this button opens the Inspector's Daily Reports list window, accessing FieldManager software's IDRs functionality.
IMPORT-FB Button	Located on the Window Toolbar, this button allows the user to import IDRs from the FieldBook component.
INQUIRIES Button	Located on the Application Toolbar, this button opens the Inquiries list window, accessing FieldManager software's Inquiries functionality.
Inquiry	In both the FieldManager module and the FieldBook component, a brief view of contract information which may be accessed at almost any time while the contract is being processed. An inquiry is a "snapshot" of the status of contract information at the current time. An inquiry can be printed if desired.
INSERT ROW Button	Located within an advanced filter window, this button allows you to insert an additional row of filter criteria above the currently selected criteria row.
Inspector	The agent in the field who reports on construction contract progress.
Inspector's Daily Report (IDR)	The basic FieldManager or FieldBook document for recording item quantities, contractor personnel and equipment, comments, and, in agencies implementing the Materials functionality, material usage. IDRs can be created and generated in the FieldBook component by an inspector and then imported into FieldManager software, or they can be created and generated directly in FieldManager software.
Insufficient Material	The condition that exists, if the Materials functionality has been implemented by an agency, for a contract when a cumulative material quantity used for an item(s) exceeds the approved material quantity.

Item	The smallest unit of work identified within a project. Items can represent biddable work or non-biddable work, such as rights-of-way and force accounts. Groups of items can be defined to represent alternate design possibilities and the quantity of work for an item can be divided across multiple categories within a project.
Item Awarded Quantity	The original quantity of work specified for an item when the contract was awarded.
ITEM Button	Located within the POSTINGS tab of the Add IDR and Change IDR tab windows, this button is used to return to the Items Posting area of the POSTINGS tab after reviewing the material usage for an item.
Item Code	The identifier assigned to a work item as defined in the agency specifications and listed in the Agency Master Item List.
ITEM DOC Button	Located on the Window Toolbar, this button appears in conjunction with the INC/DEC and NEW ITEMS tabs of the Add Contract Modification and Change Contract Modification tab windows. It also appears in conjunction with the ITEM USAGE tab of the Add Estimate tab window, and the POSTINGS tab of the Add IDR and Change IDR tab windows. When clicked, this button opens a window in which to update item documentation.
Item Price	The unit price of an item.
Item Quantity	The number of units of work to be performed for an item.
Item Supplemental Description	Typically used in the case of a non-standard item, this is additional project-specific descriptive information for a project item.
ITEMS Button	Located on the Application Toolbar, this button opens the Items list window, accessing FieldManager software's Items functionality.
List Window	A window which displays a list of records with which to work. Typically, list windows only display the most important information about each record displayed.
Location	A short, two-line description of the primary location of the work for the proposal. The project location may be printed on some reports from your agency's central office contract administration system, but is not used in any processing.

Lump Sum Item	An item with a single price for a clearly defined amount of work. Unlike typical work items, a lump sum item is not associated with a specific quantity. However, FieldManager software requires a quantity for each item, so the quantity of one is used to indicate there is a single price for the work item. This quantity cannot be modified.
MAIL REQUEST Button	Located in the Reference Request to FieldNet window, which is accessed via the Utilities menu, this button can either mail a request to the FieldNet system for an agency's most recent set of reference files, or it can request that the agency create and forward an updated reference file at the time the request is received.
Maintain Material Files/Forms/Sources	A menu option found within the Utilities menu that displays the Material Files/Forms/Sources window. Within this window you can add, change, and delete material files, forms, and sources.
Maintain Users	A menu option found within the Utilities menu and the System Management submenu that displays the Users window allowing you to add, change, and delete information about a user.
Material	Any quantifiable physical entity that is consumed in the performance of an item of work.
Material Allowance	The amount paid for stockpiled materials on a contract.
Material Allowance Unit Price	The unit price of a stockpiled material.
Material Type	An identifier indicating the kind of material being stockpiled.
Material Usage	The quantity of a specific material used in an item quantity placed. Posting of material usage is only required when an agency has implemented the Materials functionality.
MATERIALS Button	Located on the Application Toolbar, this button opens the Materials list window, accessing FieldManager software's Materials functionality. Located within the POSTINGS tab of the Add IDR and Change IDR tab windows, this button, when enabled, accesses material usage information for the item being posted on the IDR.

Materials Functionality	The functionality in FieldManager software for controlling payment for item quantity by sufficiency of material tests or certifications. Implementation of the Materials functionality is an agency option. If the Material functionality is not implemented by an agency, there is no requirement for associating materials with items on the MATERIALS tab of the Items functionality in FieldManager software or for posting materials usage on the POSTINGS tab of the IDR's functionality.
Menu Bar	Located in the upper portion of the Application Window, this bar contains names to click on to display drop-down lists of commands (for example, File, Edit, View, Utilities).
Modal Window	This type of window requires a response before continuing in the application.
Modification Amount	The dollar amount of a contract modification.
MORE Button	Located within a sort window, this button allows the user to add more criteria by which to sort the current list window.
Net Payment	The total amount to pay the contractor for a project, which equals the estimate amount minus any withholdings (for example, liquidated damages, retainage).
NETWORK Button	Located within certain import and transfer file windows, this button allows you to map a network drive to your computer so that a network navigational path may be chosen.
New Completion Date	The new approved date for a time extension.
New Number of Days	Only applicable to available and calendar day sites, this is the new total number of days of site work as specified in a time extension.
NEXT Button	Located within certain tab windows and the Stockpile Wizard, this button allows the user to move to the subsequent item, material, or step.
NEXT PAGE Button	Located within certain view and inquiry windows, this button allows the user to see the next page of a multi-page document.
Notice to Proceed	The written notice to the contractor to proceed with the contract work including, when applicable, the date contract time begins.

Notice to Proceed Date	The date the contractor was notified that work could begin on a contract.
Number of Days	The number of calendar days that are available for completion of a contract site.
Number of Days Charged	The number of days charged to a site.
Original Number of Days	The original number of days that was specified for a site when the contract was awarded.
Original Specified Completion Date	The original completion date that was specified for a site when the contract was awarded.
Pay Estimate	The amount the contractor will be paid for the estimated work performed on the contract during a given pay period. The pay estimate is based on item progress and adjustments made for various reasons. FieldManager software's Pay Estimate Report lists this information.
Payment Adjustment 1,2,3	The total adjustments of each type applied to contract project payments to date.
Payment Quantity	The quantity of a category item that will be paid for in a specific pay estimate.
Pending Change	The quantity for a work item on currently pending (not yet approved) contract modifications. When the contract modification is approved in FieldManager software, the pending quantity is added to the authorized quantity.
Percent Complete (Earnings)	The percentage of the contract that is complete on the basis of contract earnings.
Percent Complete Threshold	A percent of contract completion that determines if an item should be paid automatically.
Percent of Quantity Paid	The percentage of the current item quantity to be paid to date at an automatic payment threshold.
Percentage Item	In FieldManager software, a special class of item with a prescribed payment schedule, usually pre-defined in agency specifications. Mobilization and Traffic Control are examples of items that often have a prescribed payment schedule. FieldManager software accommodates such items, and also allows the user to override the prescribed payment schedule during the estimate preparation process.

Personnel	The personnel on site for a day. Used in the IDR functionality.
Posting	The generic term for recording item quantity placed. This term is also used for recording material test approvals and usage where the agency has implemented the Materials functionality.
Post Final Estimate	An estimate created for a contract after that contract has been closed via a final estimate. To produce a <i>post final estimate</i> for a contract, you must first re-open the contract in FieldManager software.
PREV Button	Located within certain tab windows and the Stockpile Wizard, this button allows the user to move to the prior item, material, or step.
PREVIOUS PAGE Button	Located within certain view and inquiry windows, this button allows the user to see the previous page of a multi-page document.
Primary District	The <i>primary district</i> in which the work for a contract or project will be performed.
Prime Contractor	The <i>prime contractor</i> is the <i>contractor</i> who is the winning bidder for a contract and is responsible for overseeing the contract and making sure the work is complete based on contract specifications. <i>Prime contractors</i> hire <i>subcontractors</i> to work on a contract.
PRINT Button	Located on the Window Toolbar, this button may be used to print inquiries, reports, and list window contents.
PROCESS/VIEW Button	Located on the Window Toolbar in conjunction with the FieldNet Mail Box window, this button first determines the nature of selected incoming messages, and then it appropriately processes and allows you to view those messages.
Project	A project represents all work identified by a single project number. It is the level at which payment vouchers are produced. One or more projects make up a contract.
Project Control Number	A unique number or alphanumeric that identifies a particular project.
Project Description	Two lines of data you enter to create a short description of the project. This description is printed on some reports from your agency's central office contract administration system.

Project Item Sequence Number	A unique sequential identifier for an item within a project.
Project Line Number	See <i>Project Item Sequence Number</i> .
Project Number	See <i>Project Control Number</i> .
Proposal Line Number (Propline)	The line number assigned to each work item in the bid proposal.
Qualified/Certified Product	A material that is pre-approved for use on the site so test reports are not needed. Qualified/certified product usage can still be tracked with FieldManager software even though approvals are not an issue.
Quantity Allowed	See <i>Allowable Quantity</i> .
Quantity Change	An increase or decrease to a category item's authorized quantity as specified by a change order.
Quantity Placed	The quantity posted to an item.
Quick Query Fly-out Toolbar Button	Located on the Window Toolbar, this changeable button accesses the inquiry currently displayed as its label. Clicking on the down arrow beside this button displays “fly-out” buttons for accessing other specific inquiries appropriate to the active window. The default setting for this button is Cont Status , for the Contract Status inquiry; however, if you select another inquiry, that inquiry will show on the button instead of the Cont Status inquiry.
Radio Button	Located within certain tab windows, this is a circular recessed button that can be clicked in to make a restricted selection. When you click in a radio button, the circle is filled to indicate that the option is selected.

Read-only Contract	<p>A copy of a contract in FieldManager software that may be viewed but not modified. There are two types of read-only contracts:</p> <p>A regular read-only copy of a contract is an unmodifiable copy of the contract that contains all contract information.</p> <p>A contractor read-only copy of a contract is an unmodifiable copy of a contract that has confidential or inappropriate information removed by the owning agency. The contractor read-only can refer to the electronic file created that would be loaded into FieldManager software or it can refer to the contract after it has been loaded into FieldManager software. Both are considered read-only copies.</p> <p>When a read-only contract is selected, an R/O or Contractor R/O notation (depending on type) will appear in the Title Bar of all windows.</p>
Recovery Factor	<p>In FieldManager software's Stockpiles functionality, the dollar amount that a stockpile payment will be recovered per unit of item paid. To assign an item to a stockpile, yet postpone the effect of the stockpile on item payment, specify a \$0 recovery factor. If a recovery factor is specified, the recovery quantity will automatically display when exiting the Recovery Factor field.</p>
Recovery Quantity	<p>In FieldManager software's Stockpiles functionality, the number of units of an item that you want to use to recover the stockpile payment. This number must fall within a range of fastest and slowest values set by FieldManager software. If a recovery quantity is specified, the recovery factor will automatically display when exiting the Recovery Quantity field.</p>
Regular Read-only Contract	<p><i>See Read-only contract.</i></p>
REMOVE LOCK Button	<p>Located within the Locked Contracts window, accessed via the Utilities menu, this button is not typically enabled; however, if a contract is locked within FieldManager software, this button may be used to unlock it, making the contract available for revision. Before removing a lock from a contract, consult your system administrator to ensure that you are taking the proper action.</p>
RESET Button	<p>Located within a sort window, this button returns the chosen sort criteria to their previous settings.</p>

RESET SETTINGS Button	Located within the LIST WINDOW tab of the User Preferences tab window, which is accessed via the Utilities menu, this button resets all window displays back to their original settings in terms of column order, column width, and sort order.
Restore	The process of restoring through backup a FieldManager or FieldBook database after accidental loss of the database.
RESTORE Button	Located in the Restore Database window, this button allows you to restore a FieldManager database.
RESTORE DATABASE Button	Located in the FieldBook component's Import Contracts window, this button makes it possible to restore a FieldBook database on a different computer than the one where the database originated.
REVIEW Button	Located on the Window Toolbar, this button allows you to review a contractual element determined by the window name displayed on the Title Bar (for example, IDRs, Items, Estimates).
REVIEW/CHANGE Button	Located on the lower portion of the ITEM USAGE tab of the Add Estimate tab window, this button allows you to review the item usage by category, and to review insufficient materials for an item. It also allows you to change the Quantity this Estimate for item usage by category.
SAVE Button	Located on the Window Toolbar, this button saves all work completed in a window without closing that window. Located within an advanced filter window, this button saves the chosen filter so that it may readily be used again.
SAVE/CLOSE Button	Located on the Window Toolbar, this button saves all work completed in a window and then closes that window.
Section	A section represents an informal grouping of proposal work items. Sections are created by grouping all items of the same work type. FieldManager software does not rely on this type of grouping to organize items, but it does allow for the use of sections to define item groups.
SELECT Button	Located within certain modal list windows, this button allows the user to make a selection upon which the activity in the following window will be based.
SELECT ALL Button	Located within certain modal list windows, this button allows the user to select all the listed elements, and the activity in the following window will be based upon that selection.

SEND OUTBOX Button	Located on the Window Toolbar in conjunction with the FieldNet Mail Box window, this button sends all files located in your outbox to the FieldNet system.
SET AGENCY NAME/LOGO Button	Located within the GENERAL tab of the Change Contract Documentation tab window, this button allows the user to specify an agency name and logo to be displayed on any inquiries or reports for the selected contract.
SHOW ALL Button	Located within a filter window, this button removes any filter which has been applied so that all records in the current list window will display.
Site	Proposal sites represent work locations for which time charges are accrued. The default situation is for a single site of time charges to be accrued on the contract as a whole; however, if several project entities (for example, bridges) are to be constructed as part of a single contract, each project entity can be treated as a separate site to assign completion time and assess liquidated damages.
Site Description	A short description of the proposal site.
Site Event	Located on the Change Contract Documentation tab window, this button offers a facility the ability to document major events that occur on a site.
Site Number	A unique identifying sequence number for each site. Each contract must have a Site 00 representing the contract as a whole in addition to any other sites.
Site Time	The time allowed by the contract for performing work on the contract. Often, the contract will also specify intermediate times for performing specific stages, or subdivisions, of the work. When this occurs, FieldManager software will display site time for the overall contract and for each intermediate time specified in the contract.
SORT Button	Located on the Window Toolbar, this button allows the user to sort the records in the current list window.
Spec Year	See <i>Specification Book Year</i> .

Specification Book Year	Because an agency's central office contract administration system will contain projects that were designed at different times, the reference information about each item (such as description and unit) cannot be changed since doing so would change the meaning of projects already in progress. Instead, entirely new reference item lists can be created when needed. These lists are identified by a "spec year."
Specification Year	See <i>Specification Book Year</i> .
Specified Completion Date	The projected date when work will be completed for a given site.
Specified Start Date	The projected date when work will be started at a given site.
SPELLCHECK Button	Located on the Window Toolbar, this button activates FieldManager software's spell check utility, which examines the current tab window for every modifiable text field that contains information.
Status Area	Various types of status areas detailing information on a selected record may display in FieldManager software depending on the functionality of the associated tab window (for example, Item Status Area, Stockpile Status Area, and so on). Text in blue within a status area cannot be modified.
Status Bar	Located in the lower portion of the Application Window, this bar changes as the user performs various tasks, displaying helpful information about FieldManager software's various functionality.
Stockpile	Material stockpiled at an approved location for later incorporation into the work for which payment has been advanced to the contractor in accordance with agency specification. Such advanced payments must be recovered as work on the item is paid for.
STOCKPILES Button	Located on the Application Toolbar, this button opens the Stockpiles list window, accessing FieldManager software's Stockpiles functionality.
Subcontractor	An individual, firm, or corporation to which the <i>prime contractor</i> sublets part of a contract. Any <i>contractor</i> who is not the <i>prime contractor</i> .
Supplemental Description	See <i>Item Supplemental Description</i> .

System Configuration	A menu option found within the Utilities menu and the System Management submenu that displays the System Configuration tab window, allowing you to adjust the system configuration settings.
Tab Window	A type of window that contains dividing tabs, and which provides details about a record, allows a record's data to be changed, and allows new records to be created.
TEST CONFIGURATION Button	Located within the FIELDNET tab of the System Configuration window, which is accessed via the Utilities menu, this button allows the user to check to be sure a computer is properly set up to send and receive FieldNet messages.
Threshold Percent	The percentage of work completed for a contract at which a given event should occur.
Time Charge	For an available day contract, this is the time charged for a given pay period.
Time Charges Start Date	The date time charges began accruing. This value must be documented for each site specified in the contract so that liquidated damages may be properly computed.
Time Charges Stop Date	The date time charges were stopped. This value must be documented for each site specified in the contract so that liquidated damages may be properly computed.
Time Extension	A type of contract amendment modifying (usually increasing) the time a contractor can work on a contract without incurring a penalty. A time extension must be approved through the Contract Modification process.
Title Bar	Located in the upper portion of the Application Window, this bar contains standard Windows controls for minimizing, maximizing, and closing the current window.
Type of Days	An identifier indicating whether contract time is based on available days, calendar days, or a completion date.
Type of Item	An identifier indicating the kind of item being paid (for example, original item, force account, or supplemental agreement).
Type of Vendor	An identifier indicating the classification of the vendor.
Unattached Item	A new item that is available for day-to-day posting, but that has not yet been associated with a contract through a contract modification.

Unit of Measure	An identifier indicating the type of measurement used to determine the units of the item.
Vendor	The vendor file of your agency's central office contract administration system is used to maintain information about contractors, subcontractors, suppliers, surety companies, surety agents, and escrow agents. It can also be used to store information on counties, municipalities, and utilities that perform relevant work.
Vendor Name (Long)	The vendor name (long description).
Vendor Name (Short)	The vendor name (short description).
Vendor Number	A unique identifier for a vendor.
VIEW Button	Located on the Window Toolbar, this button allows you to view a selected inquiry.
Voucher	A project-level listing of item progress payments owed to the contractor. It is the vehicle for payment to the contractor. The voucher is produced by a central office voucher generation program based on the estimate data from FieldManager software.
Voucher Number	The sequential identifier for a progress payment voucher.
Voucher Status	An identifier indicating how often a voucher is produced (for example, semi-monthly, monthly, semi-final, or final).
Window Toolbar	Located in the upper portion of the Application Window, this toolbar shows the commands that may be invoked for the active window. The buttons available on this toolbar change depending on the window chosen.
Working Contract	A copy of a contract in FieldManager software that may be modified. Among all computers running FieldManager software, there may only be one working copy of a contract.
ZOOM IN Button	Located in certain view and inquiry windows, this button increases the size of the text in the window while decreasing the amount of the document displayed.
ZOOM OUT Button	Located in certain view and inquiry windows, this button increases the amount of the document displayed while decreasing the size of the text in the window.