

1 Introduction to FieldManager®

Welcome to the FieldManager® module, a fast, easy-to-use, computer-based system for documenting construction progress, initiating contractor payment, and communicating with HQ Construction Division and Contracting community. This user guide is the key to discovering the FieldManager module’s vast capabilities, and is a valuable resource both for novice and experienced users.

The FieldManager module can record and maintain item progress information, stockpiles, contract modifications, and daily diaries. At the end of the pay period, an estimate can be generated and exported to NDOT’s financial system. All item progress data, daily diary entries, contract modifications, and reports are maintained in the FieldManager module and are instantly available to the user.

1.1 FieldManager Workflow

FieldManager software focuses on refining the workflow of construction contract management at the field office level. With FieldManager software, the field office can manage field-gathered data and then interface with construction crew’s office and Headquarters. FieldManager software allows users to update contract information, and it implements a shared database to expand NDOT’s data-sharing ability.

Figure 1.1 below displays FieldManager software’s basic contract management workflow.

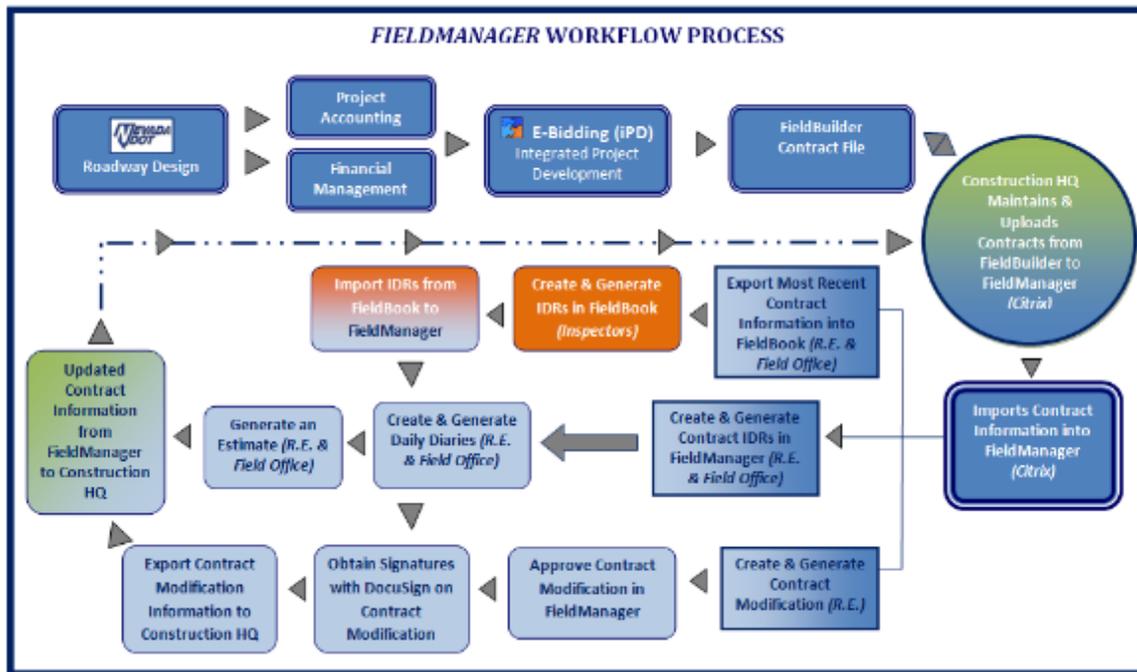


Figure 1.1. FieldManager Workflow

1.2 FieldManager System Requirements

This version of FieldManager software is designed to run on a Microsoft Windows operating system. Contact NDOT’s Construction Administration Helpdesk for any questions relating to installation or update of software.

- **D1 Construction Admin Helpdesk** - (702) 385-6595 const.admin@dot.nv.gov
- **D2 & D3 Construction Admin Helpdesk** - (775) 888-7460 const.admin@dot.nv.gov

1.3 About this Manual

This section describes the prerequisites for using FieldManager software, and the formatting conventions used throughout FieldManager software's documentation.

1.3.1 Overview

Training or experience with Microsoft Windows operating system is a prerequisite for FieldManager software.

The FieldManager User Guide provides information about FieldManager software's functions, including advanced features. A comprehensive online Help system complements this user guide, and offers a quick reference to menu commands and window fields.