

## 5 Working with Items

FieldManager contracts contain three types of items: original, unattached and attached items.

Original items are those that were included in contract documents at time of award.

Unattached items are items that are added to the contract so they can be tracked and postings made. These items are not eligible for payment until they have been added and approved through the contract modification process. Refer to Chapter/Section 10.1.4 in this user guide for details on adding an unattached item to a contact modification.

Once unattached items are approved by a contract modification they are considered an attached item.

### 5.1 Adding New Unattached Items

Log into FieldManager through Citrix (for more information on logging on to FieldManager, see Chapter/Section 2.1 in this user guide). The Contracts list window opens (Figure 5-1).

Find Contract ID:	Contract Description	Managing Office Comments	Closed	Access	Prime C
03576	1.5" COLDMILLING WITH 2" IN. PLANT MIX SURFACE.	C-906 1.5" COLDMILL WITH 2" PLA	No	Working	AGGREGATE INDUSTRIES
03577	3" COLD MILL, 3" PLANTMIX BITUMINOUS SURFACE	C-903 3" COLDMILL, 3" PBS SURF	No	Working	LAS VEGAS PAVING CORP
03578	PERMANENT WASHOE VALLEY WIND WARNING SYS	C-910 PERMANENT WASHOE VALL	No	Working	PAR ELECTRICAL CONTR
03580	US 93 BOULDER CITY BYPASS PART 1, PACKAGE 3	C-916 US 93 BOULDER CITY BYPA	No	Working	FISHER SAND & GRAVEL I
03581	MICROSURFACE EXISTING ROADWAY	C-902 MICROSURFACE EXISTING F	No	Working	INTERMOUNTAIN SLURRY
03582	REVISE STRIPING AND CONSTRUCT RAISED ISLAND	C-911 REVISE STRIPING & CONST	No	Working	SIERRA NEVADA CONSTR
03583	US95 NW PHASE 3A	C-926 US 95 NW PHASE 3A	No	Working	LAS VEGAS PAVING CORP
03584	1/2 INCH CHIP SEAL	C-915 CHIP SEAL ON US 95, AMAR	No	Working	VSS INTERNATIONAL DBA
03585	CONSTRUCT FOUR LANE CONTROLLED ACCESS FV	C-907 US 395 C.C. FREEWAY	No	Working	ROAD & HIGHWAY BUILDE
03586	STORM DRAINS DROP INLETS AT CLEAR CRK.US	C-911 STORM DRAINS AND INLETS	No	Working	MKD CONSTRUCTION INC
03587	CONSTRUCT FENCE WITH CATTLE GUARDS	C-911 FENCE AND CATTLE GUAR	No	Working	SIERRA NEVADA CONSTR
03588	CONSTRUCT SIDEWALK, STEPS, AND PED SIGNAL	C-910 5 SCHOOLS IN WASHOE CO	No	Working	GRANITE CONSTRUCTIOI
03589	COLD MILLING AND PLACING PLANTMIX	C-903 COLD MILL AND PLACE PLAI	No	Working	LAS VEGAS PAVING CORP
03590	CONSTRUCT PASSING LANES & SLOPE FLATTENING	C-904 CONSTRUCT PASSING LANE	No	Working	A&K EARTHMOVERS INC
03591	CONSTRUCT LANDSCAPE & AESTHETICS	C-910 LANDSCAPE AND AESTHETIC	No	Working	Q&D CONSTRUCTION INC
03592	2 INCH PLANTMIX BITUMINOUS OVERLAY	C-911 SR823 PLANTMIX OVERLAY	No	Working	SIERRA NEVADA CONSTR
03593	2 INCH PLANTMIX OVERLAY	C-904 SR722 PLANTMIX OVERLAY	No	Working	A&K EARTHMOVERS INC
03594	DRAINAGE IMPROVEMENTS REPAVE MAINT. YARD	C-301 MAINTENANCE YARD IMPRO	No	Working	REMINGTON CONSTRUCT
03595	SEISMIC RETROFIT & REHAB OF STRUCTURES	C-907 SEISMIC RETROFIT & REHA	No	Working	GRANITE CONSTRUCTIOI

Figure 5-1 - FieldManager Contracts List Window

1. Select desired contract, and click **Items** on the Application Toolbar (Figure 5-1). The Items list window opens (Figure 5-2). The Items list window lists all the items in the contract, and it shows whether an item is an original item, an attached item (added by a contact modification), or an unattached item.

Item Code	Item Description	Units	Quantity Placed	Quantity Paid	Authorized Quantity	Initial Quantity	Pending Changes	Unit Price	Auth. Amount	% Cont. Amt. (awrd)	Item Cpt	Item Type	Cont. Mod. Number
2010100	CLEARING AND GRUBBING	L.S.	500.000	0.000	0.000	0.000	500.000	\$1.00000	\$0.00	0.0%	No	EXTRAWORK	3
2019300	REMOVE TREES - EXTRAWORK	EACH	10.000	0.000	0.000	0.000	0.000	\$0.00000	\$0.00	0.0%	No	Unattached	
2019300	REMOVE TREES - EXTRAWORK 65 Inches to 80 incEACH	EACH	0.000	0.000	5.000	5.000	0.000	\$150.00000	\$750.00	0.0%	Yes	EXTRAWORK	2
2020990	REMOVAL OF BITUMINOUS SURFACE (COLD MILL)SQYD		245,000.000	48,755.000	24,500.000	24,500.000	0.000	\$2.35000	\$57,575.00	2.3%	Yes	ORIGINAL ITEM	
3029000	AGGREGATE BASE COURSES - EXTRAWORK	TON	0.000	0.000	0.000	0.000	100.000	\$50.00000	\$0.00	0.0%	No	EXTRAWORK	4
3029000	AGGREGATE BASE COURSES - EXTRAWORK Type	TON	0.000	0.000	80.000	80.000	0.000	\$20.00000	\$1,600.00	0.1%	Yes	EXTRAWORK	1
4020180	PLANTMIX SURFACING (TYPE 2)(WET)	TON	0.000	0.000	2,730.000	2,730.000	0.000	\$135.00000	\$368,550.00	14.9%	Yes	ORIGINAL ITEM	
4070218	EMULSIFIED ASPHALT,TYPECOS-1NV (DILUTED)	TON	0.000	0.000	322.300	322.300	0.000	\$500.00000	\$161,150.00	6.5%	Yes	ORIGINAL ITEM	
4070240	SAND BLOTTER	TON	0.000	0.000	104.830	104.830	0.000	\$0.01000	\$1.05	0.0%	Yes	ORIGINAL ITEM	
4080220	EMULSIFIED ASPHALT, TYPE CRS-2NV	TON	0.000	0.000	1,611.700	1,611.700	0.000	\$0.01000	\$16.12	0.0%	Yes	ORIGINAL ITEM	
4080390	SCREENINGS, ONE-HALF INCH	TON	0.000	0.000	8,544.800	8,544.800	0.000	\$125.00000	\$1,068,100.00	43.2%	Yes	ORIGINAL ITEM	
6180450	BARRIER RAIL-PORTABLE BARRIER RAIL CONNECEACH	EACH	0.000	0.000	0.000	0.000	5.000	\$1,000.00000	\$5,000.00	0.0%	No	PRICE ADJUSTMENT	3
6250490	RENT TRAFFIC CONTROL DEVICES	L.S.	0.000	0.000	267,723.130	267,723.130	0.000	\$1.00000	\$267,723.13	10.8%	Yes	ORIGINAL ITEM	
6280120	MOBILIZATION	L.S.	0.000	0.000	220,000.000	220,000.000	0.000	\$1.00000	\$220,000.00	8.9%	Yes	ORIGINAL ITEM	
6320580	WATERBORNE PAVEMENT STRIPING (TYPE II)SQ/MILE		0.000	0.000	227.140	227.140	0.000	\$600.00000	\$138,284.00	5.5%	Yes	ORIGINAL ITEM	
6320650	WATERBORNE PAVEMENT STRIPING (TYPE II)BROMILE		0.000	0.000	79.560	79.560	0.000	\$220.00000	\$17,503.20	0.7%	Yes	ORIGINAL ITEM	
6320750	WATERBORNE PAVEMENT STRIPING (TYPE II)BROMILE		0.000	0.000	18.710	18.710	0.000	\$750.00000	\$14,032.50	0.6%	Yes	ORIGINAL ITEM	
6320780	WATERBORNE PAVEMENT STRIPING (TYPE II)SQ/MILE		0.000	0.000	15.060	15.060	0.000	\$1,200.00000	\$18,072.00	0.7%	Yes	ORIGINAL ITEM	
6370110	TEMPORARY POLLUTION CONTROL	L.S.	0.000	0.000	10,000.000	10,000.000	0.000	\$1.00000	\$10,000.00	0.4%	Yes	ORIGINAL ITEM	
6370190	DUST CONTROL	L.S.	0.000	0.000	5,000.000	5,000.000	0.000	\$1.00000	\$5,000.00	0.2%	Yes	ORIGINAL ITEM	
7360014	EMULSIFIED ASPHALT ESCALATION	L.S.	0.000	0.000	10,000.000	10,000.000	0.000	\$1.00000	\$10,000.00	0.4%	Yes	ORIGINAL ITEM	
7360016	FUEL ESCALATION	L.S.	0.000	0.000	23,440.070	23,440.070	0.000	\$1.00000	\$23,440.07	0.9%	Yes	ORIGINAL ITEM	
7360020	PARTNERING	L.S.	0.000	0.000	5,000.000	5,000.000	0.000	\$1.00000	\$5,000.00	0.2%	Yes	ORIGINAL ITEM	
7360033	RIDE INCENTIVE / DISINCENTIVE	L.S.	0.000	0.000	50,000.000	50,000.000	0.000	\$1.00000	\$50,000.00	2.0%	Yes	ORIGINAL ITEM	

Figure 5-2. Items List Window

2. Click **Add** on the Window Toolbar (Figure 5-2). The Add Item window opens with the **General** tab displayed (Figure 5-3).

Project	Catg.	Category Description	Project Description	Catg. Qty. Placed	Catg. Qty. Paid	Catg. Auth. Quantity	Catg. Int. Quantity	Catg. Pend. Changes	Catg. A. Amou
<input checked="" type="checkbox"/>	01	3" COLD MILL, 3" PLANT	3" COLD MILL, 3" PLANT	0.000	0.000	0.000	0.000	0.000	\$
<input type="checkbox"/>	02	PLANTMIX BITUMINOUS	3" COLD MILL, 3" PLANT	0.000	0.000	0.000	0.000	0.000	\$
<input type="checkbox"/>	03	6:1 SLOPE FLATTENING, 3"	3" COLD MILL, 3" PLANT	0.000	0.000	0.000	0.000	0.000	\$
<input checked="" type="checkbox"/>	04	SLOPE FLATTENING, EX	3" COLD MILL, 3" PLANT	0.000	0.000	0.000	0.000	0.000	\$
<input type="checkbox"/>	05	REPAIR STRUCTURES I-	3" COLD MILL, 3" PLANT	0.000	0.000	0.000	0.000	0.000	\$
<input type="checkbox"/>	06	REPAIR DOUBLE 10'X10'	3" COLD MILL, 3" PLANT	0.000	0.000	0.000	0.000	0.000	\$
<input type="checkbox"/>	07	ENVIRONMENTAL MITIG	3" COLD MILL, 3" PLANT	0.000	0.000	0.000	0.000	0.000	\$

Figure 5-3. Add Item Tab Window - General Tab

### 5.1.1 General Tab

1. To complete the General tab item record, enter the following information in the appropriate fields:
  - **Item:** Enter the item number or Click the drop-down arrow next to the Item number box and NDOT's Master Item list opens (Figure 5-4) Select the item to add and click on the **Select** button.
    - **Note:** Check for the correct unit of measure on items that have multiple units of measure.

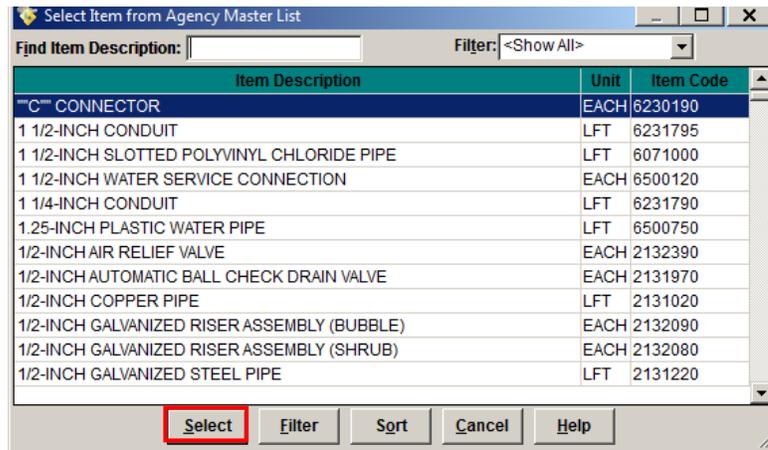


Figure 5-4. Agency Master Item List – General Tab

- **Supplemental Description:** Enter when applicable.
  - **Section:** Always 0.
  - **Project Category:** Check the box for each category with which to associate the item to (See blue box in Figure 5-3).
2. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you would like to proceed.

### 5.1.2 Documentation Tab

1. Click on the **Documentation** tab (Figure 5-5).

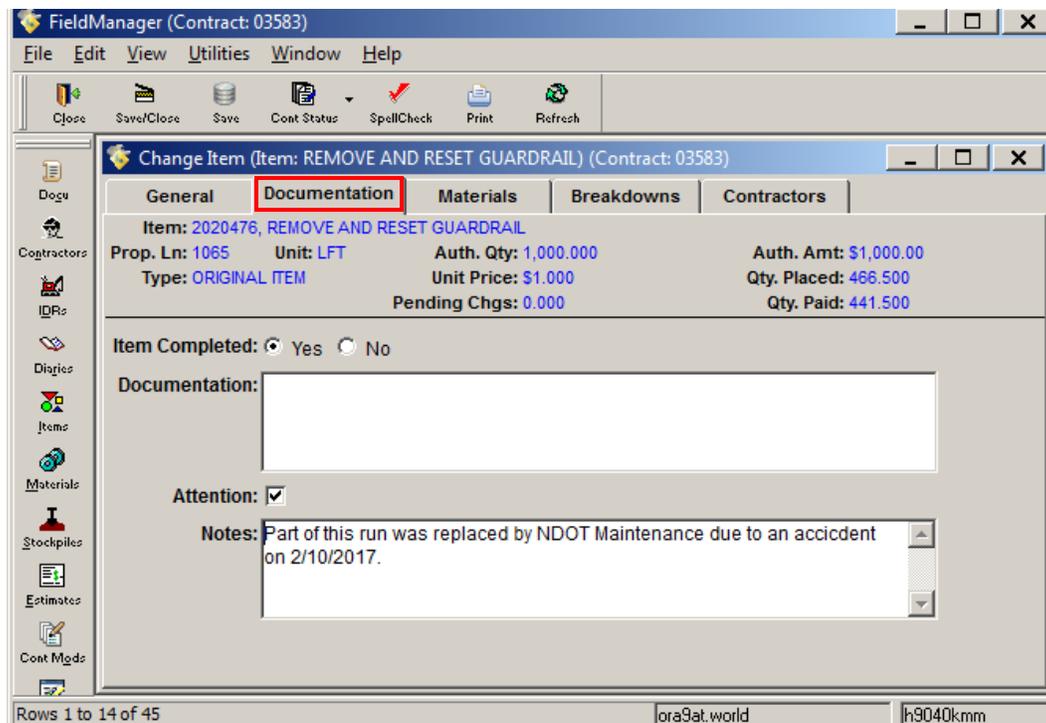


Figure 5-5. Add Item Tab Window - Documentation Tab

2. Enter the following information in the appropriate fields:
  - **Item Completed:** This step should be performed as items are completed. All items

must be marked complete to complete the Semi-Final process (See Chapter 13 in this user guide). Only attached items may be marked complete to prevent an unapproved item from being marked by mistake, this option is disabled when you are adding a new unattached item (See Chapter/Section 5.2 in this user guide).

- **Documentation:** You may add documentation to this item to indicate the location of any supporting files. Not required.
  - **Attention:** Check the box if this item needs attention (by the RE or Office Person). This flag will appear in the Item Usage tab in an Estimate (See Chapter/Section 11.2.2 in this user guide). If selected a reason must be provided in the Notes field before saving.
  - **Notes:** This area is provided for additional notes on the new item. This field is required if the Attention check box is selected.
3. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you would like to proceed.

### 5.1.3 Materials Tab

1. Click on the **Materials** tab (Figure 5-6).

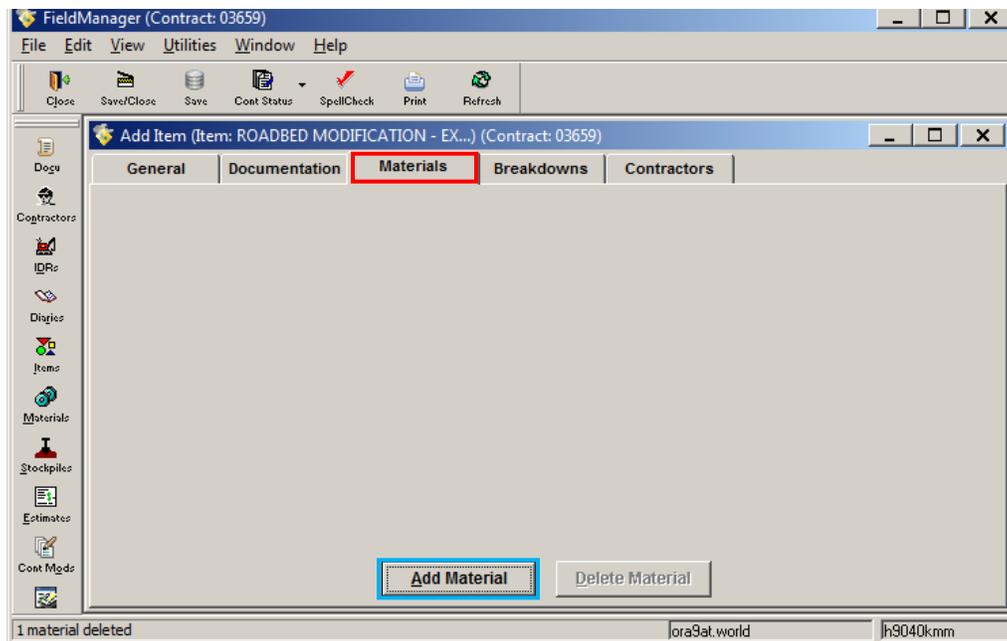


Figure 5-6. Add Item Tab Window - Materials Tab

2. Click the **Add Material** button (See blue box in Figure 5-6). The Select Materials list window opens (Figure 5-7). This lists all the materials requiring certification that are associated with the items of this contract

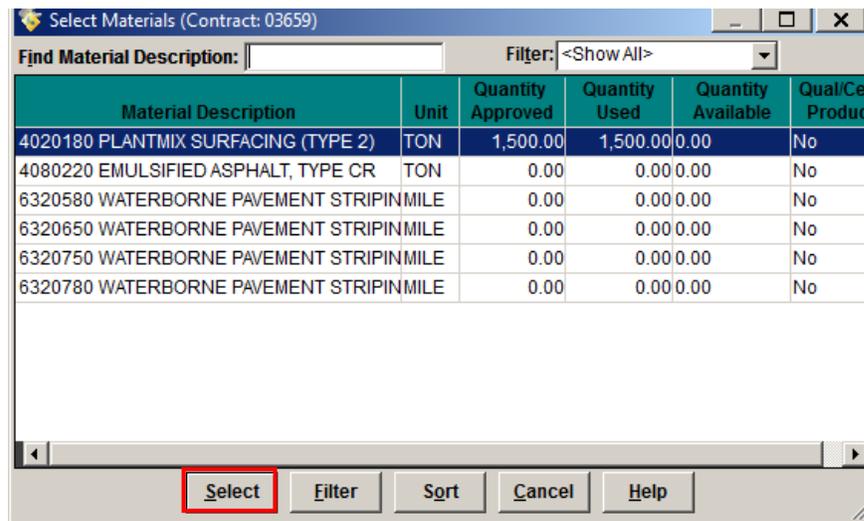


Figure 5-7. Materials Tab - Select Materials Window

3. Select the material from the list and click on the **Select** button. (Figure 5-7). The Add Item Materials tab opens (Figure 5-8).

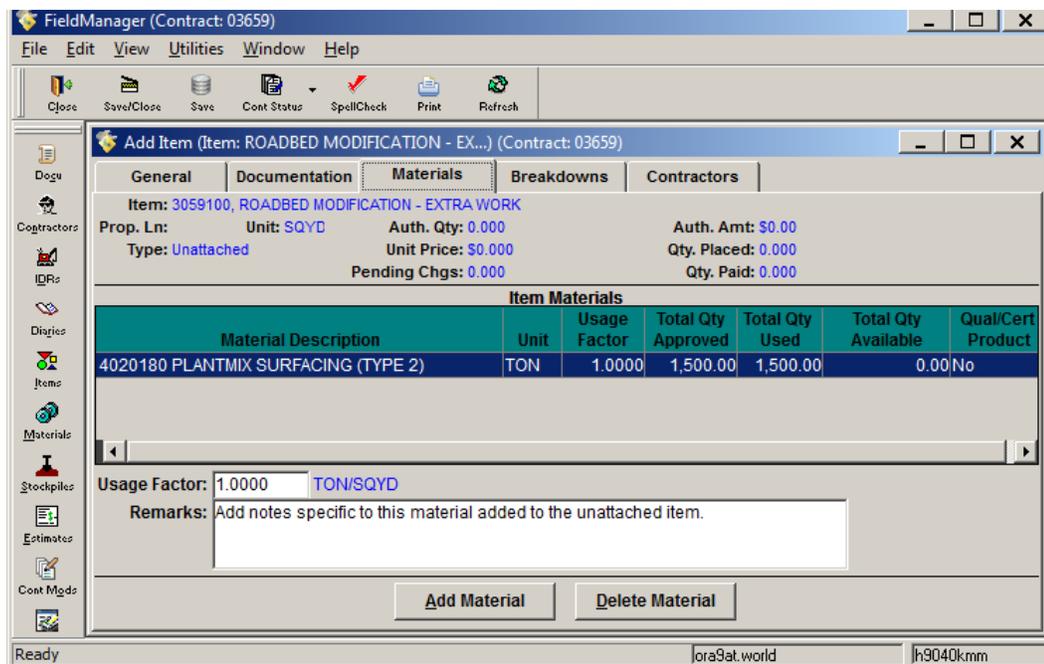


Figure 5-8. Add Item Tab Window - Materials Tab

4. Enter the following information in the appropriate fields:
  - **Usage Factor:** Always 1. (**Required**)
  - **Remarks:** Enter additional specific information about the material added to the unattached item. (**Required**)
    - **Note: NDOT does not utilize the Breakdowns or Contractors tabs of the software.**
5. Click **Save** or **Save/Close** button on the Window Toolbar, depending on how you want to proceed.
  - **Note:** Refer to Chapter/Section 6.1 in this user guide for additional information.

## 5.2 Changing Existing Items

It is possible to change item information via the Items list window at any time. The only difference between changing an original bid item and changing an unattached item is that you cannot change any of the general information in the Change Item tab window for an original bid item.

### 5.2.1 Changing General Tab Information (Unattached Items Only)

1. Select the contract in the Contracts list window, and click **Items** on the Application Toolbar. The Items list window opens (Figure 5-9).

Item Code	Item Description	Units	Quantity Placed	Quantity Paid	Authorized Quantity	Initial Quantity	Pending Changes	Unit Price	Auth. Amount	% Cont. Amt. (awrd)	Item Cpt	Item Type
2010100	CLEARING AND GRUBBING	L.S.	0.000	0.000	0.000	0.000	0.000	\$0.00000	\$0.00	No	No	Unattached
2020990	REMOVAL OF BITUMINOUS SURFACE (COLD MILL) SQYD		0.000	0.000	24,500.000	24,500.000	0.000	\$2.35000	\$57,575.00	2.4%	No	ORIGINAL ITEM
4020180	PLANT MIX SURFACING (TYPE 2)(WET)	TON	1,500.000	1,500.000	2,730.000	2,730.000	0.000	\$135.00000	\$368,550.00	15.2%	No	ORIGINAL ITEM
4070218	EMULSIFIED ASPHALT, TYPE CQS-1N (DILUTED)	TON	0.000	0.000	322.300	322.300	0.000	\$500.00000	\$161,150.00	6.7%	No	ORIGINAL ITEM
4070240	SAND BLOTTER	TON	0.000	0.000	104.830	104.830	0.000	\$0.01000	\$1.05	0.0%	No	ORIGINAL ITEM
4080220	EMULSIFIED ASPHALT, TYPE CRS-2N	TON	0.000	0.000	1,611.700	1,611.700	0.000	\$0.01000	\$16.12	0.0%	No	ORIGINAL ITEM
4080390	SCREENINGS, ONE-HALF INCH	TON	300.000	300.000	300.000	8,544.800	0.000	\$125.00000	\$37,500.00	1.5%	No	ORIGINAL ITEM
6250490	RENT TRAFFIC CONTROL DEVICES	L.S.	0.000	0.000	267,723.130	267,723.130	0.000	\$1.00000	\$267,723.13	11.1%	No	ORIGINAL ITEM
6280120	MOBILIZATION	L.S.	0.000	0.000	220,000.000	220,000.000	0.000	\$1.00000	\$220,000.00	9.1%	No	ORIGINAL ITEM
6320580	WATERBORNE PAVEMENT STRIPING (TYPE II)(SOL) MILE		0.000	0.000	227.140	227.140	0.000	\$600.00000	\$136,284.00	5.6%	No	ORIGINAL ITEM
6320650	WATERBORNE PAVEMENT STRIPING (TYPE II)(BRO) MILE		0.000	0.000	79.560	79.560	0.000	\$220.00000	\$17,503.20	0.7%	No	ORIGINAL ITEM
6320750	WATERBORNE PAVEMENT STRIPING (TYPE II)(BRO) MILE		0.000	0.000	18.710	18.710	0.000	\$750.00000	\$14,032.50	0.6%	No	ORIGINAL ITEM
6320780	WATERBORNE PAVEMENT STRIPING (TYPE II)(DOL) MILE		0.000	0.000	15.060	15.060	0.000	\$1,200.00000	\$18,072.00	0.7%	No	ORIGINAL ITEM
6370110	TEMPORARY POLLUTION CONTROL	L.S.	0.000	0.000	10,000.000	10,000.000	0.000	\$1.00000	\$10,000.00	0.4%	No	ORIGINAL ITEM
6370190	DUST CONTROL	L.S.	0.000	0.000	5,000.000	5,000.000	0.000	\$1.00000	\$5,000.00	0.2%	No	ORIGINAL ITEM
7360014	EMULSIFIED ASPHALT ESCALATION	L.S.	0.000	0.000	10,000.000	10,000.000	0.000	\$1.00000	\$10,000.00	0.4%	No	ORIGINAL ITEM
7360016	FUEL ESCALATION	L.S.	0.000	0.000	23,440.070	23,440.070	0.000	\$1.00000	\$23,440.07	1.0%	No	ORIGINAL ITEM

Figure 5-9. Items List Window

2. Select the Unattached item, and click **Change** on the Window Toolbar (Figure 5-9) or double-click on the item. The Change Item tab window opens in the **General** tab (Figure 5-10).

Project	Catg.	Category Description	Project Description	Catg. Qty. Placed	Catg. Qty. Paid	Catg. Auth. Quantity	Catg. Init. Quantity	Catg. Pend. Changes	Catg. A. Amou
<input checked="" type="checkbox"/>	0618C2C	01 CONSTRUCT REALIGNME	US 93 BOULDER CITY B	0.000	0.000	0.000	0.000	0.000	\$
<input type="checkbox"/>	0618C2C	02 LANDSCAPING FROM ST	US 93 BOULDER CITY B	0.000	0.000	0.000	0.000	0.000	\$
<input type="checkbox"/>	0618C2C	03 SIGNALS AND LIGHTING	US 93 BOULDER CITY B	0.000	0.000	0.000	0.000	0.000	\$
<input type="checkbox"/>	0618C2C	04 ITS FROM STATION: "P"	US 93 BOULDER CITY B	0.000	0.000	0.000	0.000	0.000	\$
<input type="checkbox"/>	0618C2C	05 SIGNING 85% NEW 15%	US 93 BOULDER CITY B	0.000	0.000	0.000	0.000	0.000	\$

Figure 5-10. Change Item Tab Window - General Tab (Unattached Item)

3. Make desired changes.
4. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you want to proceed.

## 5.2.2 Changing Documentation Tab Information

1. Click on the **Documentation** tab (Figure 5-11). You can change any of the information except the blue fields in the header at the top of the tab window.

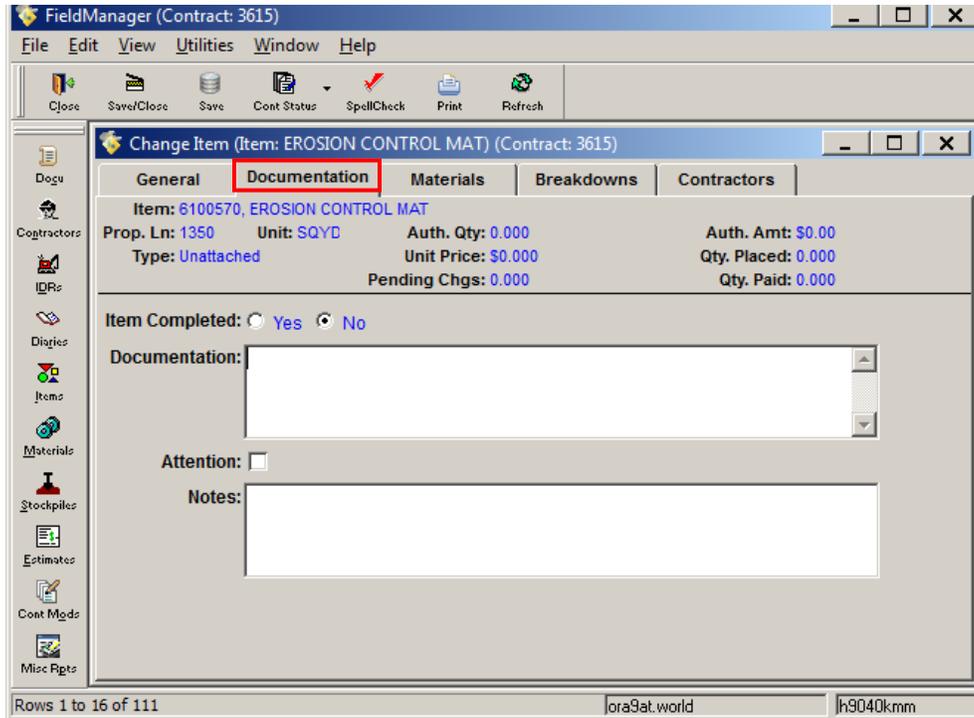


Figure 5-11. Change Item Tab Window – Documentation Tab

2. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you would like to proceed.

## 5.2.3 Changing Materials Tab Information

1. Click on the **Materials** tab (Figure 5-12).

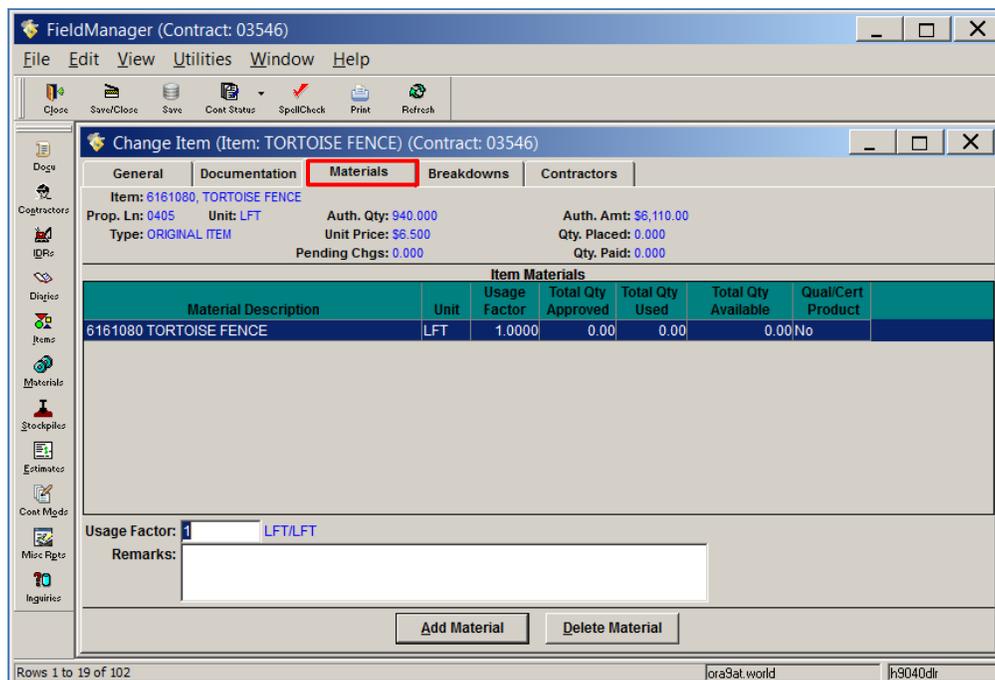


Figure 5-12. Change Item Tab Window - Materials Tab

2. The only information on this tab that you would change is the Remarks field.

3. Click **Save** or **Save/Close** button on the Window Toolbar, depending on how you would like to proceed.

### 5.3 Deleting Items (Unattached Only)

Only Unattached items that have no item postings or payment made against them may be deleted.

1. Select the contract in the Contracts list window, and click **Items** on the Application Toolbar. The Items list window opens (Figure 5-13).

Item Code	Item Description	Units	Quantity Placed	Quantity Paid	Authorized Quantity	Initial Quantity	Pending Changes	Unit Price	Auth. Amount	% Cont. Amt. (avrd)	Item Cpt	Item Type
2010100	CLEARING AND GRUBBING	L.S.	0.000	0.000	0.000	0.000	0.000	\$0.00000	\$0.00	2.4%	No	Unattached
2020990	REMOVAL OF BITUMINOUS SURFACE (COLD MILL) SQYD		0.000	0.000	24,500.000	24,500.000	0.000	\$2.35000	\$57,575.00	15.2%	No	ORIGINAL ITEM
4020180	PLANTMIX SURFACING (TYPE 2)(WET)	TON	1,500.000	1,500.000	2,730.000	2,730.000	0.000	\$135.00000	\$368,550.00	6.7%	No	ORIGINAL ITEM
4070218	EMULSIFIED ASPHALT, TYPE CQS-1NV (DILUTED)	TON	0.000	0.000	322.300	322.300	0.000	\$500.00000	\$161,150.00	0.0%	No	ORIGINAL ITEM
4070240	SAND BLOTTER	TON	0.000	0.000	104.830	104.830	0.000	\$0.01000	\$1.05	0.0%	No	ORIGINAL ITEM
4080220	EMULSIFIED ASPHALT, TYPE CRS-2NV	TON	0.000	0.000	1,611.700	1,611.700	0.000	\$0.01000	\$16.12	0.0%	No	ORIGINAL ITEM
4080390	SCREENINGS, ONE-HALF INCH	TON	300.000	300.000	300.000	8,544.800	0.000	\$125.00000	\$37,500.00	11.1%	No	ORIGINAL ITEM
6250490	RENT TRAFFIC CONTROL DEVICES	L.S.	0.000	0.000	267,723.130	267,723.130	0.000	\$1.00000	\$267,723.13	9.1%	No	ORIGINAL ITEM
6280120	MOBILIZATION	L.S.	0.000	0.000	220,000.000	220,000.000	0.000	\$1.00000	\$220,000.00	5.8%	No	ORIGINAL ITEM
6320580	WATERBORNE PAVEMENT STRIPING (TYPE II) SOL/MILE		0.000	0.000	227.140	227.140	0.000	\$600.00000	\$136,284.00	0.7%	No	ORIGINAL ITEM
6320650	WATERBORNE PAVEMENT STRIPING (TYPE II) BRO/MILE		0.000	0.000	79.560	79.560	0.000	\$220.00000	\$17,503.20	0.8%	No	ORIGINAL ITEM
6320750	WATERBORNE PAVEMENT STRIPING (TYPE II) BRO/MILE		0.000	0.000	18.710	18.710	0.000	\$750.00000	\$14,032.50	0.7%	No	ORIGINAL ITEM
6320780	WATERBORNE PAVEMENT STRIPING (TYPE II) DOL/MILE		0.000	0.000	15.060	15.060	0.000	\$1,200.00000	\$18,072.00	0.4%	No	ORIGINAL ITEM
6370110	TEMPORARY POLLUTION CONTROL	L.S.	0.000	0.000	10,000.000	10,000.000	0.000	\$1.00000	\$10,000.00	0.2%	No	ORIGINAL ITEM
6370190	DUST CONTROL	L.S.	0.000	0.000	5,000.000	5,000.000	0.000	\$1.00000	\$5,000.00	0.4%	No	ORIGINAL ITEM
7360014	EMULSIFIED ASPHALT ESCALATION	L.S.	0.000	0.000	10,000.000	10,000.000	0.000	\$1.00000	\$10,000.00	1.0%	No	ORIGINAL ITEM
7360016	FUEL ESCALATION	L.S.	0.000	0.000	23,440.070	23,440.070	0.000	\$1.00000	\$23,440.07			ORIGINAL ITEM

Figure 5-13. Items List Window

2. Select the Unattached item and click **Delete** on the Window Toolbar (Figure 5-13). A Delete Warning window opens (Figure 5-14).

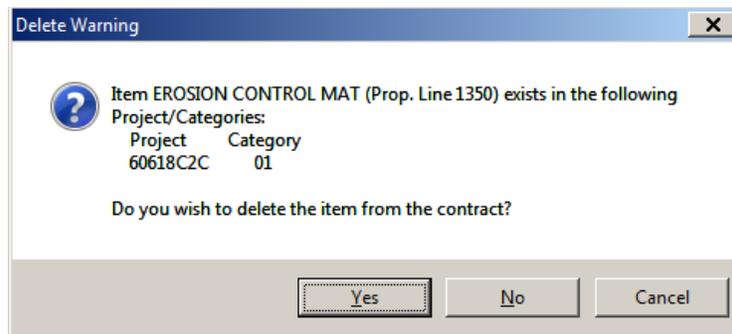


Figure 5-14. Delete Warning Window - Delete Unattached Item

3. Click **YES** to complete the deletion.
  - **Note:** If you attempt to delete an Unattached item that has IDR postings a Warning window opens (Figure 5-15) indicating the item cannot be deleted unless the posting is deleted (See Chapter/Section 7.3 in this user guide).

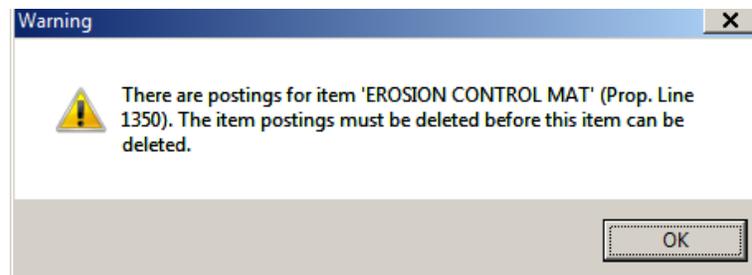


Figure 5-15. Warning Window – Delete Unattached Item

- **Note:** If you attempt to delete an original bid item or an item added by a contract modification you will receive an error message indicating that the item CANNOT be deleted (Figure 5-16).

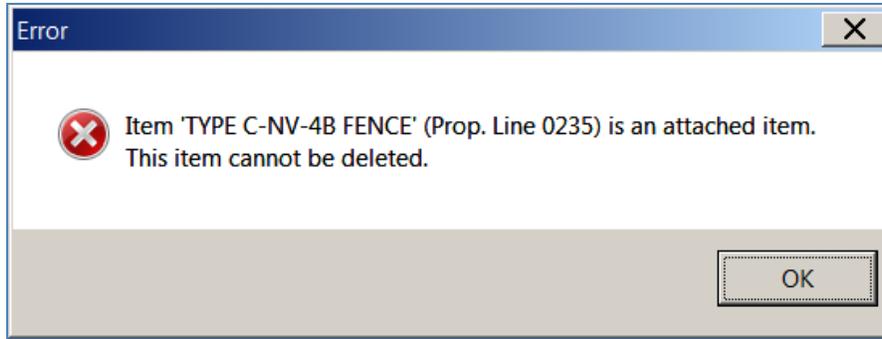


Figure 5-16. Error Window - Delete Attached Item

## 5.4 Marking Items as Completed

As items are completed they must be manually marked as completed. This step is applicable to the Semi-Final process (see Chapter 13 in this user guide). All items must be marked as completed before the Semi-Final estimate can be created.

- **Note:** Only attached items can be marked as completed.

1. Select the contract in the Contracts list window and click **Items** on the Application Toolbar. The Items list window opens (Figure 5-17).

Item Code	Item Description	Units	Quantity Placed	Quantity Paid	Authorized Quantity	Initial Quantity	Pending Changes	Unit Price	Auth. Amount	% Cont. Amt. (avrd)	Item Cpt	Item Type
2010100	CLEARING AND GRUBBING	L.S.	0.000	0.000	0.000	0.000	0.000	\$0.00000	\$0.00	No	No	Unattached
2020990	REMOVAL OF BITUMINOUS SURFACE (COLD MILL)	SYQYD	0.000	0.000	24,500.000	24,500.000	0.000	\$2.35000	\$57,575.00	2.4%	No	ORIGINAL ITEM
4020180	PLANT MIX SURFACING (TYPE 2)(WET)	TON	1,500.000	1,500.000	2,730.000	2,730.000	0.000	\$135.00000	\$368,550.00	15.2%	No	ORIGINAL ITEM
4070218	EMULSIFIED ASPHALT, TYPE CQS-1NV (DILUTED)	TON	0.000	0.000	322.300	322.300	0.000	\$500.00000	\$161,150.00	6.7%	No	ORIGINAL ITEM
4070240	SAND BLOTTER	TON	0.000	0.000	104.830	104.830	0.000	\$0.01000	\$1.05	0.0%	No	ORIGINAL ITEM
4080220	EMULSIFIED ASPHALT, TYPE CRS-2NV	TON	0.000	0.000	1,611.700	1,611.700	0.000	\$0.01000	\$16.12	0.0%	No	ORIGINAL ITEM
4080390	SCREENINGS, ONE-HALF INCH	TON	300.000	300.000	300.000	8,544.800	0.000	\$125.00000	\$37,500.00	1.5%	No	ORIGINAL ITEM
6250490	RENT TRAFFIC CONTROL DEVICES	L.S.	0.000	0.000	267,723.130	267,723.130	0.000	\$1.00000	\$267,723.13	11.1%	No	ORIGINAL ITEM
6280120	MOBILIZATION	L.S.	0.000	0.000	220,000.000	220,000.000	0.000	\$1.00000	\$220,000.00	9.1%	No	ORIGINAL ITEM
6320580	WATERBORNE PAVEMENT STRIPING (TYPE II)(SOL MILE		0.000	0.000	227.140	227.140	0.000	\$600.00000	\$136,284.00	5.6%	No	ORIGINAL ITEM
6320650	WATERBORNE PAVEMENT STRIPING (TYPE II)(BROMILE		0.000	0.000	79.560	79.560	0.000	\$220.00000	\$17,503.20	0.7%	No	ORIGINAL ITEM
6320750	WATERBORNE PAVEMENT STRIPING (TYPE II)(BROMILE		0.000	0.000	18.710	18.710	0.000	\$750.00000	\$14,032.50	0.6%	No	ORIGINAL ITEM
6320780	WATERBORNE PAVEMENT STRIPING (TYPE II)(DOL MILE		0.000	0.000	15.060	15.060	0.000	\$1,200.00000	\$18,072.00	0.7%	No	ORIGINAL ITEM
6370110	TEMPORARY POLLUTION CONTROL	L.S.	0.000	0.000	10,000.000	10,000.000	0.000	\$1.00000	\$10,000.00	0.4%	No	ORIGINAL ITEM
6370190	DUST CONTROL	L.S.	0.000	0.000	5,000.000	5,000.000	0.000	\$1.00000	\$5,000.00	0.2%	No	ORIGINAL ITEM
7360014	EMULSIFIED ASPHALT ESCALATION	L.S.	0.000	0.000	10,000.000	10,000.000	0.000	\$1.00000	\$10,000.00	0.4%	No	ORIGINAL ITEM
7360016	FUEL ESCALATION	L.S.	0.000	0.000	23,440.070	23,440.070	0.000	\$1.00000	\$23,440.07	1.0%	No	ORIGINAL ITEM

Figure 5-17. Items List Window

2. Select the completed item and click **Change** on the Application Toolbar (Figure 5-17). Click the **Documentation** tab (Figure 5-18).

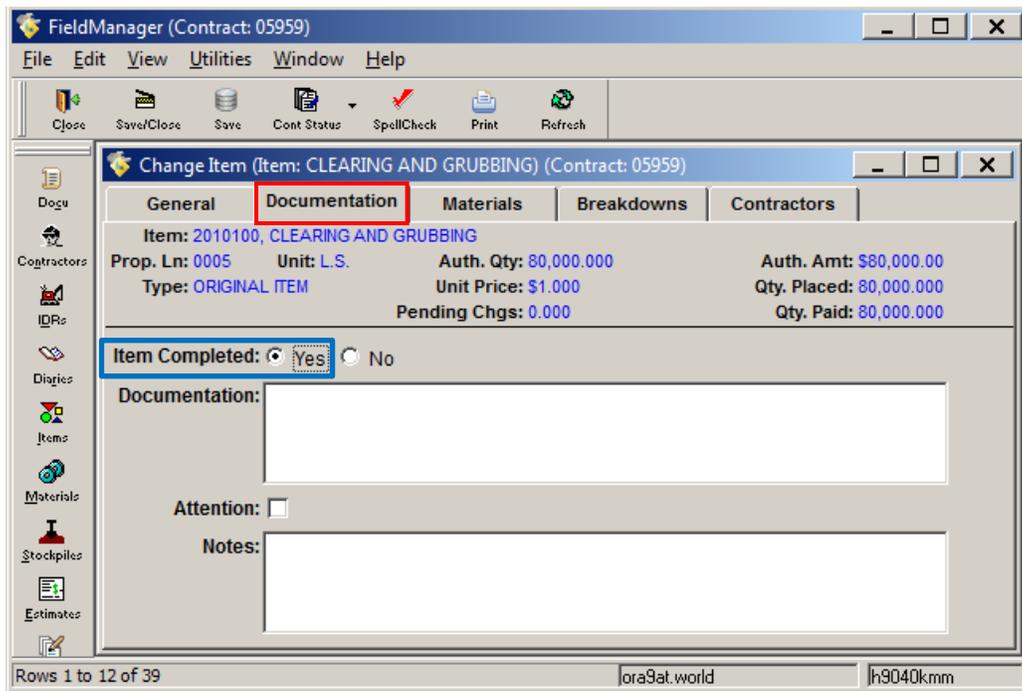


Figure 5-18. Change Item Tab Window – Documentation Tab

4. Click the **Item Completed Yes** radio button. (Figure 5-18).
5. Enter **Notes** as needed.
6. Click **Save/Close** on the Window Toolbar.

## 5.5 Reviewing Items

If you are interested in information regarding an item but not wishing to change you can simply review the item.

1. Select the contract in the Contractors list window and click **Items** on the Application Toolbar. The Items list window opens (Figure 5-19).

The screenshot shows the 'FieldManager (Contract: 03659)' application window. The main window is titled 'Items (Contract: 03659)'. It has a menu bar (File, Edit, View, Utilities, Window, Help) and a toolbar with icons for Close, Add, Changes, Delete, Review (highlighted with a red box), Cost Status, Filter, Sort, Print, and Refresh. The window displays a table of items with the following columns:

Item Code	Item Description	Units	Quantity Placed	Quantity Paid	Authorized Quantity	Initial Quantity	Pending Changes	Unit Price	Auth. Amount	% Cont. Amt. (awrd)	Item Cpt	Item Type
2010100	CLEARING AND GRUBBING	L.S.	0.000	0.000	0.000	0.000	0.000	\$0.00000	\$0.00	No	Unattached	
2020990	REMOVAL OF BITUMINOUS SURFACE (COLD MILLING) SQYD		0.000	0.000	24,500.000	24,500.000	0.000	\$2.35000	\$57,575.00	2.4%	No	ORIGINAL ITEM
4020180	PLANT MIX SURFACING (TYPE 2)(WET)	TON	1,500.000	1,500.000	2,730.000	2,730.000	0.000	\$135.00000	\$368,550.00	15.2%	No	ORIGINAL ITEM
4070218	EMULSIFIED ASPHALT, TYPE CQS-1NV (DILUTED)	TON	0.000	0.000	322.300	322.300	0.000	\$500.00000	\$161,150.00	6.7%	No	ORIGINAL ITEM
4070240	SAND BLOTTER	TON	0.000	0.000	104.830	104.830	0.000	\$0.01000	\$1.05	0.0%	No	ORIGINAL ITEM
4080220	EMULSIFIED ASPHALT, TYPE CRS-2NV	TON	0.000	0.000	1,611.700	1,611.700	0.000	\$0.01000	\$16.12	0.0%	No	ORIGINAL ITEM
4080390	SCREENINGS, ONE-HALF INCH	TON	300.000	300.000	300.000	8,544.800	0.000	\$125.00000	\$37,500.00	1.5%	No	ORIGINAL ITEM
6250490	RENT TRAFFIC CONTROL DEVICES	L.S.	0.000	0.000	267,723.130	267,723.130	0.000	\$1.00000	\$267,723.13	11.1%	No	ORIGINAL ITEM
6280120	MOBILIZATION	L.S.	0.000	0.000	220,000.000	220,000.000	0.000	\$1.00000	\$220,000.00	9.1%	No	ORIGINAL ITEM
6320580	WATERBORNE PAVEMENT STRIPING (TYPE II)(SOL MILE		0.000	0.000	227.140	227.140	0.000	\$600.00000	\$136,284.00	5.6%	No	ORIGINAL ITEM
6320650	WATERBORNE PAVEMENT STRIPING (TYPE II)(BRO MILE		0.000	0.000	79.560	79.560	0.000	\$220.00000	\$17,503.20	0.7%	No	ORIGINAL ITEM
6320750	WATERBORNE PAVEMENT STRIPING (TYPE II)(BRO MILE		0.000	0.000	18.710	18.710	0.000	\$750.00000	\$14,032.50	0.6%	No	ORIGINAL ITEM
6320780	WATERBORNE PAVEMENT STRIPING (TYPE II)(DOL MILE		0.000	0.000	15.060	15.060	0.000	\$1,200.00000	\$18,072.00	0.7%	No	ORIGINAL ITEM
6370110	TEMPORARY POLLUTION CONTROL	L.S.	0.000	0.000	10,000.000	10,000.000	0.000	\$1.00000	\$10,000.00	0.4%	No	ORIGINAL ITEM
6370190	DUST CONTROL	L.S.	0.000	0.000	5,000.000	5,000.000	0.000	\$1.00000	\$5,000.00	0.2%	No	ORIGINAL ITEM
7360014	EMULSIFIED ASPHALT ESCALATION	L.S.	0.000	0.000	10,000.000	10,000.000	0.000	\$1.00000	\$10,000.00	0.4%	No	ORIGINAL ITEM
7360016	FUEL ESCALATION	L.S.	0.000	0.000	23,440.070	23,440.070	0.000	\$1.00000	\$23,440.07	1.0%	No	ORIGINAL ITEM

At the bottom of the window, it shows 'Rows 1 to 22 of 111', the user 'lora9at.world', and the session ID 'lh9040kmm'.

Figure 5-19. Items List Window

2. Select the item and click **Review** on the Window Toolbar (Figure 5-19). The Review Item tab window opens in the **General** tab in a mode in which you can view, but not change information (Figure 5-20).

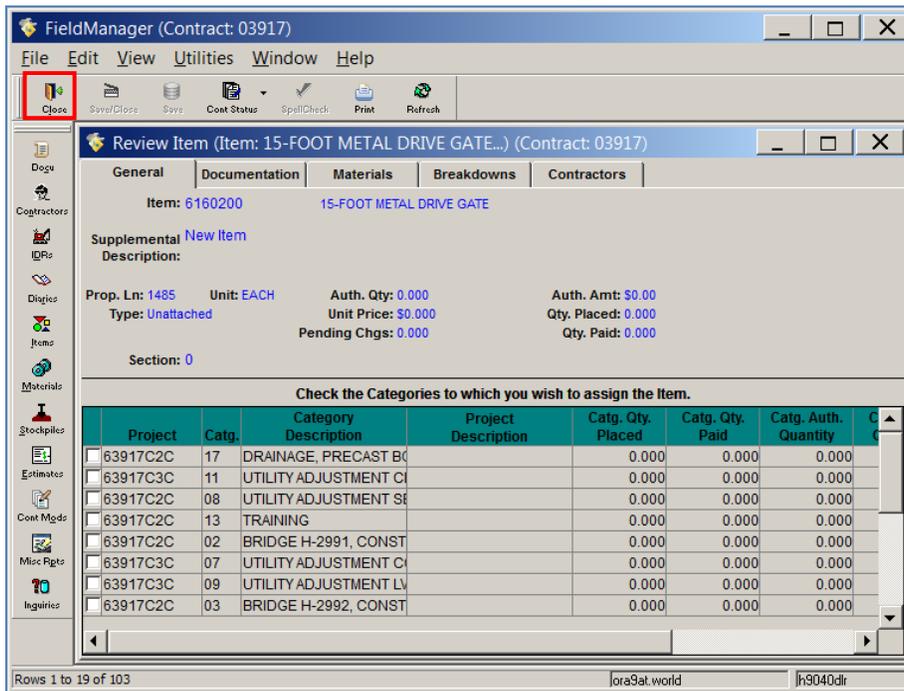


Figure 5-20. Review Item Tab Window – General Tab

3. Click any of the tabs to review information for the item.
4. Click **Close** on the Application Toolbar to close the Review Item tab window and return to the Items list window.