FieldManager® User's Guide Supplement
(For Michigan Contractors)

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The instructions in this document apply to all construction contracts that are let by the Michigan Department Of Transportation (MDOT). If you have any questions regarding the information in this document, please call MDOT's FieldManager Help Desk at 1-844-4MI-MDOT (1-844-464-6368) or send an email to fieldmanager-admin@michigan.gov. For all other FieldManager related questions, contact Info Tech, Inc. at 352-381-4400 or info@infotechfl.com.

FieldManager Overview:

FieldManager is a software suite used to manage road, bridge and airport construction projects. The software is used by Michigan Department of Transportation (MDOT) field offices, local government agencies, engineering consultant firms, and construction contractor firms throughout Michigan.

Licensing Information:

Contractor firms may purchase a FieldManager license directly from Info Tech, Inc. Licensing options include a Read-Only or Contractor license. Each license includes a copy of the FieldManager software, new releases as they become available, and FieldManager software support. For prices and to order, go to www.infotechfl.com/products/fieldmanager or contact Info Tech, Inc. at 352-381-4400 or info@infotechfl.com.

Qualified Disadvantaged Business Enterprise (DBE) contractor firms (must be certified by MDOT as a DBE in the types of work which utilize FieldManager) may obtain a FieldManager license through MDOT's DBE FieldManager Volume Purchase Agreement. This agreement is funded by the Federal Highway Administration DBE Supportive Services funds. Licensing options include a Read-Only or Contractor license. Each license includes a copy of the FieldManager software, new releases as they become available, and FieldManager software support. For questions regarding DBE qualifications and to order, contact MDOT's Office of Business Development at 517-241-4806 or mdot-dbe@michigan.gov.

MDOT's Web Site:

The most recent version of the files listed below can be obtained from MDOT's Web site. This can be done by going to MDOT's home page at www.michigan.gov/mdot and selecting **Doing Business** from the navigation options on the left. On the next screen under **Resources**, select **FieldManager**. Files available include:

- Contact Information
- MDOT's Agency Configuration File
- FieldManager User's Guide Supplements
- FieldManager related Construction Advisories and Bureau of Highway Instructional Memorandums
- Software patches
- Other various FieldManager related correspondence

Configuring FieldManager For Your Office:

1.   When logging into FieldManager the first time, you will be required to load MDOT's Agency Configuration File. This file can be downloaded from MDOT's web site (see above).

2.   The use of FieldNet is required. FieldNet automates the transfer of data between your organization and MDOT. <u>Internet access is required to use FieldNet</u>. Activate FieldNet as follows:

> A.   Contact MDOT's FieldManager Help Desk to obtain the FieldNet ID and Password for your organization.
> B.   Make sure you have an internet connection.
> C.   Go to the Utilities (pull down) - System Management - System Configuration – FieldNet tab and update the following:
>> a.   FieldNet ID: Indicate the ID assigned to your organization.
>> b.   Password: Indicate the password assigned to your organization.
>> c.   Verification: Indicate the password assigned to your organization.
>> d.   FieldNet Archive Directory: Indicate where you wish to store your FieldNet archive files.
> D.   Click **Activate Account**. You should receive a message indicating that your FieldNet Account has been successfully activated. If you do not receive this message, contact MDOT's FieldManager Help Desk for assistance.
> E.   Click **OK**.

3.   You must import MDOT's Reference File before you can import any contracts into FieldManager. Import MDOT's Reference File as follows (FieldNet must be activated):

> A.   Run the Utilities (pull down) – FieldNet – Request Reference Files from FieldNet option.
> B.   Run the Utilities (pull down) – FieldNet – Send Outbox to FieldNet option.
> C.   Wait a few minutes and then go to the Utilities (pull down) – FieldNet – Show Mailbox - Inbox tab, and click **Get Mail**. You should receive a message with a Message Type of "102: Reference Data" (if you do not receive this message, wait a few more minutes and click **Get Mail** again). Process this message.

Obtaining And Importing Copies Of MDOT Contracts:

1.   To obtain copies of construction contracts for import into FieldManager, contact the managing office and request that they send you contractor read-only copies via FieldNet after generating pay estimates. This service is available to you for all MDOT contracts in which you are the prime contractor or a subcontractor.

2.   A message will arrive in your FieldNet Inbox for each copy of a contract from a managing office. To import your contract copies, go to the Utilities (pull down) – FieldNet – Show Mailbox - Inbox tab, and click **Get Mail**. After receiving your messages, process each message.