User Manual for Design
Supplemental Specifications & Special Provisions (SS/SP)
Package Creation

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The Basics - What, How, Why, When, Who

WHAT is it?
The Supplemental Specification and Special Provision (SS/SP) package completion program is an internet based system for compiling Design proposal documentation required for all projects let by the Michigan Department of Transportation.

HOW does it work?
The SS/SP system utilizes web technology in a "shopping cart" atmosphere where users can select documents to be included and then save the file for future modification or reference.

Documents are saved in PDF format (Portable Document Format) for easy web-viewing that is independent of any word processing program.   The documents are not changeable so the integrity of the documents context and format remain intact from it's original creation.

Package creation is performed through the use of a database which stores the users selections. Generation of the package is on demand and utilizes Adobe Distiller to convert the documents from post-script format to PDF format which is then readable and printable using Adobe Acrobat Reader.

Registered users are notified of changes to source documents or use statement by a LISTSERV function. Job packages that have been created and saved are checked against the most recent database to insure documents are up-to-date. Creators of the documents are alerted to changes as they occur so they can evaluate the necessity of the documents inclusion into the proposal.

WHY use it?
The SS/SP system's main function is to provide access to up-to-date informational documents and easy compilation of these documents for bid proposal packages on demand and job specific.

WHEN to use it?
The SS/SP system, as it exists now, has been utilized within MDOT for approximately one year and is now available to outside agencies doing business with Design.

Jobs can be created anytime and are stored for 120 days from the last saved date. The package should be generated as close to the job due date as possible to make sure that the most up-to-date documents are included in each proposal.

WHO uses it?
MDOT's Design Units, TSC's and Region personnel, consultants under contract to do design work, and local agencies, and their consultants, who have projects involving state trunkline.

WHO's behind it?
1. Developed and programmed by Ben Tiedt, an independent web-site developer and consultant.
2. Administered by Jill Scraver, Department Analyst, Computer Liaison Section, Design Division.
3. Document content monitored by Dave Pawelec, Design Supervising Engineer, Specifications and Estimates, Design Division and Judy Ruszkowski, Construction and Technology Division.
4. Document preparation and maintenance by Judy Hinkle, Secretary for Specifications and Estimates Section, Design Division.

Requirements to access

1.	Internet Access
2.	Internet Browser, i.e. Netscape or Internet Explorer
3.	Adobe Acrobat (current version 4.0)

Browser Requirements

Cookies Enabled - A "cookie" is a small amount of information that a web site copies to your hard disk in the form of a text file. A cookie can help a web site identify you the next time you visit. This system requires cookies to be enabled and utilizes cookies to store your user name and password on your PC so that you are not required to enter it every time you access the system.   Allowing a Web site to create a cookie does not give that or any other site access to the rest of your computer, and only the site that created the cookie can read it. To enable cookies:

1.	Netscape
    a.	Click on Edit
    b.	Click on Preferences
    c.	Under Category, click on Advanced
    d.	Under Cookies (left pane), click on Accept All Cookies
    e.	Click on OK

2.	Internet Explorer
    a.	Click on Tools Menu
    b.	Click on Internet Options
    c.	Click on Security tab
    d.	Click on the Internet Globe icon
    e.	Click on Custom Level
    f.	Under Settings window, scroll down to Cookies section
    g.	Click on radio buttons to Enable both "Allow cookies that are stored on your computer", and "Allow per-session cookies (not stored)
    h.	Click on OK, click on OK

Cache comparison setting - Your computer stores copies of frequently accessed pages in the memory cache or disk cache. This way, the computer doesn't have to retrieve the page from the network each time you view it.

1.	Netscape
    a.	Click on Edit
    b.	Click on Preferences
    c.	Under Category, double-click on Advanced
    d.	Click on Cache
    e.	Click on radio button Every Time for Document in cache is compared to document on network
    f.	Click on OK.

2.	Internet Explorer
	a.	Click on Tools Menu
	b.	Click on Internet Options
	c.	Click on General tab
	d.	Under Temporary Internet files, click on Settings
	e.	Click on radio button to Automatically for "Check for newer versions of stored pages"
	f.	Click on OK, click on OK

Adobe Acrobat Reader 4.0 Plug-In

Plug-ins in general, are software programs that you add to the Netscape plugins folder to enhance your browser's capabilities. Some popular plug-ins are automatically installed with your browser software. Others are available from plug-in providers by copying them from the provider's web site and by following the provider's installation instructions.

PDF is an acronym for "Portable Document Format."Adobe PDF is a universal file format that preserves all of the fonts, formatting, colors, and graphics of any source document, regardless of the application and platform used to create it. PDF files are compact and can be shared, viewed, navigated, and printed.

Adobe Acrobat Reader can be downloaded free of charge from the Adobe Web site at http://www.adobe.com

Getting there Quicker

What is a URL?

An Internet or Web address (called a URL, or Uniform Resource Locator) typically is composed of four parts. The URL for this site is http://www.mdot.state.mi.us/dessssp which provides the following information:

http:	A protocol name (a protocol is a set of rules and standards that enable computers to exchange information)
www	Sites location is the World Wide Web
mdot.state.mi.us	The name of the organization that maintains the site is Michigan Department of Transportation, State of Michigan, United States
dessssp	The name of the application site

A URL can be typed into a browsers' Location (Netscape) or Address (Internet Explorer) window to retrieve a page.

Bookmarks or Favorites
1.   Netscape (Bookmarks)
   a.   At the Log in page http://www.mdot.state.mi.us/dessssp
   b.   Click on Communicator
   c.   Click on Bookmarks
   d.   Click on Add a Bookmark
   e.   Should appear in your list of bookmarks at bottom
2.   Internet Explorer (Favorites)
   a.   At the Log in page   http://www.mdot.state.mi.us/dessssp
   b.   Click on Favorites
   c.   Click on Add to Favorites
   d.   Click on OK
   e.   Should appear in your list of favorites at bottom

Desktop shortcut
1.   At the Log in page   http://www.mdot.state.mi.us/dessssp
2.   Single right-click in blank space on page
3.   Click on Create Shortcut
4.   An icon will be saved on your desktop pointing to this site.

Application Icon Group - MDOT users only - If you want to install an IRS icon group under Start, Programs, IRS:
1.   In My Computer, map a drive as follows: Drive Letter: V Path: \\Michtrans7\sys\Design\apps
2.   In My Computer or Explorer, locate the V drive
3.   Double-click on the Install directory
4.   Double-click on the IRS_Icon directory
5.   Double-click on the Interchange IRS Install.bat file. A MS-DOS window will appear and a black box with commands will execute very quickly.
6.   Single-click on Start, Programs, IRS and choose you application from the list.

Log In Window

The initial window is referred to as the Log In Window. It serves three purposes:
1. To *View or Print individual documents* that are part of the library.
2. To check the *Last Updated List* outlining all document changes within last 30 days.
3. Entry of User Name and Password to *create and save job related packages*

MDOT
Michigan Department of Transportation

Log In
IRS Help | Return to IRS Menu

Log In
New user instructions | Get your forgotten password
To create, edit, or view jobs, enter your user name and password below and click the "Log In" button.

User Name:

MDOT Employees: Use your GroupWise ID

Password:

MDOT Employees: For security reasons, do not use your NetWare password

Log in

View/Print Documents
To view or print individual source files (and not access a job), select a document list below and click the "View/Print Documents" button.

○ Special Provisions (90)
○ Supplemental Specifications (90)
○ Special Provisions (96)
○ Supplemental Specifications (96)

View/Print Documents

Last Updated List

Previously approved, recommended, and template 1996 Special Provisions are located on the MDOT BBS (D96APPR). Guests to the MDOT BBS can login using: username: webguest, password: guest.

New User Instructions: MDOT Employee
To create and save packages with this system, you must be a registered user. If you are an MDOT employee, to become registered with this system, follow these steps:

1. Enter your MDOT GroupWise ID in the 'user name' field.
2. Enter a unique password in the 'password' field.
3. Press the 'log in' button.
4. You will then be registered with the system and will be presented with the Select Jobs Menu.

New User Instructions: Outside Company
To create and save packages with this system, you must be a registered user. If you are not an MDOT employee, to become registered with this system, follow these steps:

1. Go to the Access Request Form.
2. Enter your company name and company e-mail address.
3. Submit the form to the SS/SP administrators. You will then be e-mailed with your user name and password.

View or Print individual documents

1. At the Log In menu, select radio button for which list you want.
2. Click on the View/Print Documents button.
3. The default checklist will be displayed with file links in blue. To print, click on File, Print from browser menu.

4. Single left-click on the file name link and Adobe Acrobat viewer will come up displaying your file.

5. To print file: At top of browser window, click on File, Print, OK.
6. To return to checklist, click on the Back button in upper left corner of browser.
7. To return to SS/SP main menu, click on Log Out in upper right corner of document checklist menu.

Last Updated Document Listing

Any source document, use statement or document addition which were made to the system within the **last 30 days** are listed by document library and categorized by the changes made. The date and time of the change is noted in the left column. Each document name is a clickable link to read the file.

If the source document and the use statement changed, then they are cross-referenced next to each name so that you can tell that they both have had changes made.

Registered users will receive email notification of changed documents, use statements or document additions and it will include the URL to this page.

Document deletions will be received by email message to registered users.

Creating a User Account - General Information

To create and save packages with this system, you must be a registered user. In addition, by registering you will receive email notification of all new, revised and deleted documents to the libraries, in addition to any system enhancement or service notices. The email provides you with a link so that you can read the documents immediately. To register, create an account and password with the system. You can be removed from this list at any time by contacting DesignIRS@mdot.state.mi.us with your request to be removed.

Creating a User Account - MDOT Employees

The system is "self-initiating" for MDOT employees, which means:

1.	Enter your MDOT NetWare ID in the 'user name' field. (The one you use to log into your PC)
2.	Enter a unique password in the 'password' field. (Not your regular password but one you can remember.)
3.	Press the 'log in' button.
4.	Once verified with server, you will be presented with screen to "Save as Default User" (see explanation below).
5.	You will be presented with the Select Job Menu.

IP Checks -
The system checks for an IP address on your PC to see if it matches recognized IP addresses for department employees. In some cases, like TSC's, regions, etc. the IP may not be recognized. If the IP is recognized, the system proceeds to look for a match in the GroupWise employee database on the server. If a match is found, a screen requesting verification of the match is presented. Occasionally this database can become out-of-date and we will request that it be updated.

You can be manually added to the system by e-mailing DesignIRS@mdot.state.mi.us. Your user name and an initial password will be established. The password can be changed once successfully logged into the system.

Creating a User Account - Outside Agencies
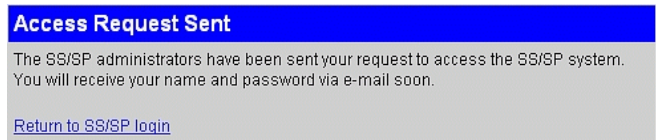
Company Access versus Individual -
Access to the system will be granted to the company and all users can use the same user name and password.   The email address should be a contact person who will receive notices regarding changes, change the password, etc.   Job access will be granted to the company user name. This is to eliminate a problem with maintenance of individual access to a job that the company continues to work on, especially if the individual leaves the company.

Project Manager Designation -
All jobs created in the system by an outside agency will require a MDOT Project Manager designation. The MDOT Project Manager will become the primary owner of the job and the requesting agency will become a privileged user with editing rights. Any additional requests for access to that project will be handled through the Access Job Request procedure below.

Access Request Form -
1.   Go to the Access Request Form link located at the bottom of the Log In screen.

2.   Enter your company name and a contact email address.

3.   Click on Request Access which will email the IRS Administrator with your request. A confirmation of you mail message will be displayed.
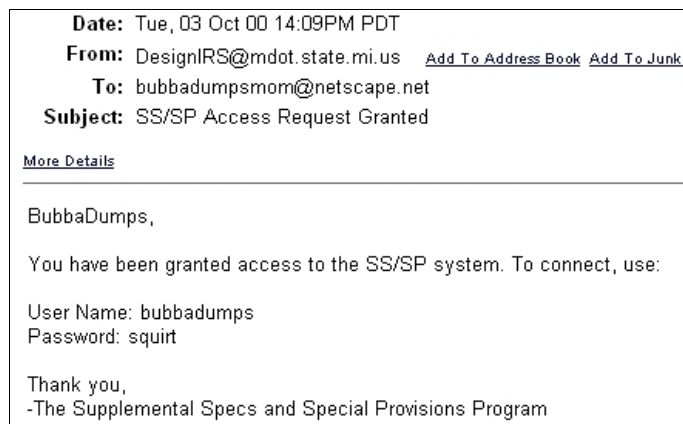
SS/SP Access Request
To request a username and password to access the SS/SP system, please use the form below. When you have completed the form, click the "Request Access" button.

Full Legal Company Name:

Company E-mail Address:

[Request Access] [Cancel]

Access Request Sent
The SS/SP administrators have been sent your request to access the SS/SP system. You will receive your name and password via e-mail soon.

Return to SS/SP login

Return Email Notification
When the request is received and a user name and password are established, an email is return to the contact email address.

This is the user name that has been established for the company, all users within the company, and the access password.

Even though all users will have access to change the password, it is recommended that only the contact email do so because that is where a forgotten password will be e-mailed back to.
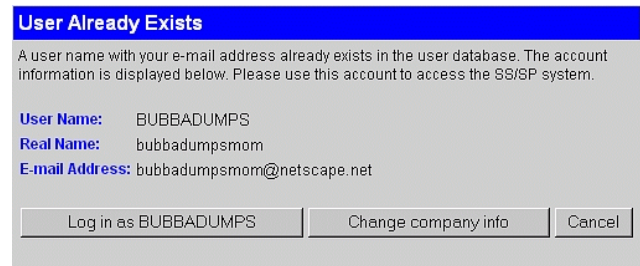
Date: Tue, 03 Oct 00 14:09PM PDT
From: DesignIRS@mdot.state.mi.us   Add To Address Book Add To Junk
To: bubbadumpsmom@netscape.net
Subject: SS/SP Access Request Granted

More Details

BubbaDumps,

You have been granted access to the SS/SP system. To connect, use:

User Name: bubbadumps
Password: squirt

Thank you,
-The Supplemental Specs and Special Provisions Program

Duplicate Email Check -
The system will check the user database to see if this email address exists. If so, you will be presented with the User Already Exists window. You have the following options:

1.   To log in as the user, which will require a password;
2.   Change the company information to something else;
3.   Cancel this screen which will return you to the Log In screen.

If the company password is unknown, please contact your company representative that is listed under the Real Name of the window.

Additional Access Information for all Users

Save as Default User -
This system will save a cookie
containing log in information on your
computer. When the SS/SP system is
accessed, you will either be
automatically logged in or a button will
be displayed saying "Log in as user
name". This feature was designed to
save time. To enable it, click the "Yes,
save as default" button.

To log in as a different user, complete the user name and password and click on Log In.
A message "The user name you logged in as is different than the current default user
name for this computer. Do you wish to save the change?. " will appear.

Forgotten or Unknown Password -
On the main login screen click on the link
Get your forgotten password. Single-click
on the link, enter your User Name and
click on E-mail Password. The system
will look in the database for that user name and the
password will be sent to the GroupWise mailing address
listed in the SS/SP database. You should receive it back
in your email mailbox within a few minutes as this is a
system generated response

User Options

Changing Password - Once logged in you can change your password under the User
Options menu located at the gray header bar of the Log In screen. Enter your new
password and confirm it's entry.

Add/Delete Project Manager Status
(MDOT users only) - All jobs created by
outside agencies will be required to
designate a project manager for the job,
who will be notified when a job is created
and will be the primary owner of the job
once created.   The outside agency will be
a privileged user of the job and will be able
to save, edit, and print the package.

When logging in as an outside agency, the project manager pull-down pick list will be
presented with Project Manager names. You can add/remove your Project Manager
status when logged in, under User Options, Add/Delete Project Manager Status.

Creating a Job Related Package

Business Rules for Job Creation - The system is designed to apply business rules to each job that is created. When first creating a job in the system, several checks on performed on the job number before it is registered with the database, which are:

1. ***Ownership of a Job by Number*** - Performs a check to make sure that the job number is not already in existence in the database.
    a. **If the job does exist and you have rights to edit the job**, you will be presented with the job checklist and have full capability of making any changes to it. Check boxes will be located next to each document you wish to include in the package. The Save Checklist and Generate Package buttons will appear at the bottom of the checklist.
    b. **If the job does exist but you do not have rights to edit the job**, you will be presented with the job checklist but only in read mode access. The check boxes located next to each document, the Save Checklist and Generate Package buttons will not appear at the bottom of the checklist. A Request Access button will appear in the gray box at the top of the document to be used to request access to the job from the primary owner.
    c. **If the job doesn't exist**, you will be presented with the job checklist and have full capability of making any changes to it. Check boxes will be located next to each document you wish to include in the package. The Save Checklist and Generate Package buttons will appear at the bottom of the checklist.

2. ***Ownership by Document Set*** - Performs a check to make sure that the companion document set is not owned by another user, i.e. the SP96 - Job 99999 is owned by me, so therefore I also own the SS96 - Job 99999 even though I haven't created it yet.

3. ***Ownership by Document Set Year*** - Performs a check to make sure that the job number doesn't exist in both document set year, i.e. the SP90 - Job 99999 exists so the SP96 - Job 99999 can't be created.

4. ***Establishes Primary Owner Rights*** - Upon job creation, the system establishes the current logged in user (MDOT only) or the designated Project Manager (Outside Agencies) as the primary owner of the job with the following rights:
    a. Full editing capability for making changes to the checklist
    b. Granting or removing access rights to other users. The primary owner can not be deleted by other users who have been granted access rights. This is an administrative function.
    c. Deleting job from database if required. (See Auto Deletion discussed later)   Only the primary owner can delete a job. Users with granted access rights do not have the rights to delete a job from the database.

Select Jobs Menu

The Select Job menu performs several different functions and is essentially the main menu for the system. If you have chosen the "Save as Default User" option, this is where you will usually start from the next time you enter the system on the same PC. If you somehow get logged in as the wrong person or are access it from another person's PC, clicking on the I am not Username link under the MDOT logo and Welcome Back will return you to the Log In Screen.

Edit Existing Job - A pull-down pick list of all jobs that you currently have write access to. As you highlight each of the jobs, the check boxes for the Spec Year 90 or 96 and the document sets will change to show what has been saved in the database. I.e. Job 00087 has the Supplemental Specifications checklist saved for Year 1996. Click on the Edit SS or Edit SP buttons to retrieve the job checklist.

View Job - Enter a 5-digit job number into the box and click on the View SS or View SP buttons to retrieve the job checklist. While it may retrieve a job, you may not have write access to the job in order to make changes.

View All Existing Jobs - Retrieves a list of all jobs in the database sorted by job number. View Existing 90 or View Existing 96 applies a filter on Spec Year. The Spec Year, date/time last saved and primary owner are listed. Click on View SS or View SP to retrieve checklist.

Requesting Access to Another Users Job -
Click on Primary User's underlined name to e-mail request access to a job in the Existing Job Numbers List.

When viewing the SS or SP checklist for a job, the Request Access button is available and will initiate the Request Access to Job dialog box.

Click on the Request Access button and an e-mail will be sent to the primary user. A dialog window confirming that your request was sent will be displayed.

The primary user will receive a e-mail similar to the one on the left, with details on requesting user and job number.

The primary user click on the links outlined in the e-mail, logs into the SS/SP system, and gets a dialog requesting them to Grant Access or Deny Access.

Whether access is granted or denied, a confirmation dialog box is displayed and an e-mail is sent to the requesting user.

Users with write access to job 01315:

SCRAVERJ* ▾   Request Access

Request Access to Job 01315

To gain access to this job, an e-mail will be sent to the primary user (listed below). To send the request, click "Request Access".

Primary User: Jill Scraver (SCRAVERJ)

Job Number: 01315

Request Access   Cancel

Request to Access Job 01315 Sent

The primary user (SCRAVERJ) was contacted with your request to gain access to this job.

Return to job numbers list | Select Job | Log Out

From: <bubbadumpsmom@netscape.r   CC:
To: <scraverj@mdot.state.mi.us>(...)
Subject: SS/SP Access Request (Job 01315)
Message:

Jill Scraver,

BubbaDumps (username: BUBBADUMPS) has requested access to job number 01315. To grant or deny access to BUBBADUMPS, please go to:

On the MDOT network:
http://mdot256/irs/dessssp/accessrequest.cfm?s=ss90&jobnum=01315&adduser=BUBBADUMPS&luser=SCRAVERJ

On the Internet:
http://interchange.mdot.state.mi.us:61505/irs/dessssp/accessrequest.cfm?s=ss90&jobnum=01315&adduser=BUBBADUMPS&luser=SCRAVERJ

Thank you,
-The Supplemental Specs and Special Provisions Program

SS/SP Job Access Request

The user requesting rights to job number 01315 is listed below. To grant the user access to this job, click "Grant Access". To deny access, click "Deny Access".

User: BubbaDumps (BUBBADUMPS)

Job Number: 01315

Grant Access

Deny Access

BUBBADUMPS Added to 01315

BUBBADUMPS has been granted access to 01315 and has been notified via e-mail.

Select Job | Log Out

BUBBADUMPS Denied

BUBBADUMPS has been denied access to 01315 and has been notified via e-mail.

Select Job | Log Out

Create New Job - Following the business rules discussed previously, a new job can be created by entering the 5-digit Job Number in the box, selecting the Spec Year radio button, and clicking the "Create SS" or "Create SP" buttons.   If the job does not exist in the database, you will be presented with a default checklist specifying you as the User and the Job Number in the upper right corner under the document set identifier. Two additional features exist to help with document creation:

1. *Copy Rights* - Checking this box and entering the job number of a different existing job that you have access rights to will duplicate all access rights from the existing job to the new job.
2. *Copy Checklist* - Checking this box and entering the job number of a different existing job that you have access rights to will duplicate all document selections from the existing job to the new job.

Both Copy features require that you have access rights to both the new job you are creating and the one you are copying from and that both documents are in the same Spec Year and Document Set. I.e. I have access rights to 00087 for SS96 and wish to create a similar job 99999 for SS96 with the same access rights and checklist.

View/Print Documents - These links are duplicated on this screen so that you can view/print any document set without creating a job to get to it.

Last Updated Document Listing - Duplicated on this screen to view/print all updated documents to the document libraries within the last 30 days.

Document Set Checklist -

Each document set will display a checklist of all the documents within the set. The upper right corner identifies the document set, the total document count of the set, the User Name and Job Number.   There is also a link back to the Select Job menu, and to Log Out.

To complete the checklist, click the checkbox next to the name of the document you wish to include in your package. Boxes already checked by default checkmarks are for projects with Use Statements of "Use in All Projects" and will be included with every package.

To read the document, click on the document name link which is underlined and in blue. Adobe Acrobat Reader will start and the document will appear. You can obtain a printed copy by click on the browsers File, Print menu or click on the browser Back button to return to the checklist. When you are done selecting files, use the commands at the bottom of the page to:

Save the Checklist - Saving the checklist will update the record in the database to include all the files you have created. You will receive a confirmation banner at the top of the screen when your job has been successfully saved.

If no changes have been done since the last time it was saved, the banner will specify that the file was already up-to-date.

You will always be prompted to Save Checklist for the subject job if changes have been detected since your last save.

Generating Files - General -
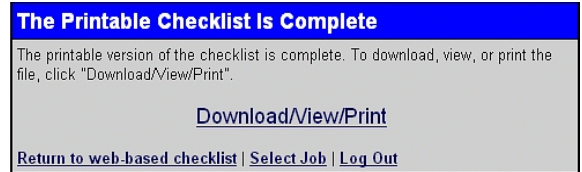When you request a generated file, whether it's the checklist or a package, you will see a status message stating "Please Wait While the Printable Checklist is Generated....." Requests are placed in a "watch" directory on the server which is checked every 10 seconds for completed files.
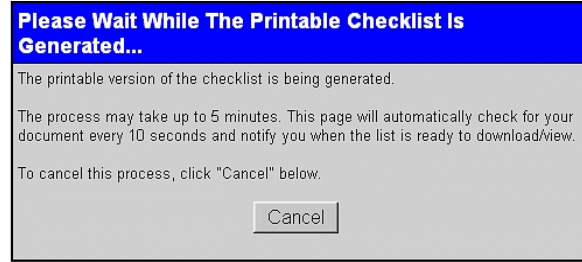
Once the files are generated, you will receive a message stating that the generated file is complete and the Download/View/Print link will be displayed. Click on the link to display your generated package in Adobe Acrobat Reader.

Please Wait While The Printable Checklist Is Generated...

The printable version of the checklist is being generated.

The process may take up to 5 minutes. This page will automatically check for your document every 10 seconds and notify you when the list is ready to download/view.

To cancel this process, click "Cancel" below.

[Cancel]

The Printable Checklist Is Complete

The printable version of the checklist is complete. To download, view, or print the file, click "Download/View/Print".

Download/View/Print

Return to web-based checklist | Select Job | Log Out

If you do not wish to print the file, click on the Back button in your browser to return to this screen and select the Return to web-based checklist link to return back to your checklist for further revisions. You can also choose to return to the Select Job menu or Log Out of the program entirely.

Generate Printable Checklist -
This will generate a checklist of all your selections with a header page outlining the job number, job creator, date and time of creation. This sheet is required for all projects in order to turn in the project for letting.

Job Number:	00087
User:	SCRAVERJ
Last Saved:	October 12, 2000 at 16:34:45
Generated:	October 13, 2000 at 08:49:06

The checklist is actually a report generated from the database which is then converted "on-the-fly" to a PDF document to be displayed in Adobe Acrobat.

☒ SS001.1G   SS001(1G)   1996 STANDARD SPECIFICATIONS ERRATA - Use in all projects

☒ SS102.1   SS102(1)   CONTENT OF PROPOSAL FORM AND PROPOSAL REVIEW - Use in all projects

☒ SS102.2   SS102(2)   PARTNERING - Use in all projects over $2 million and selected projects requested by Construction Division

Generate Package - This option will generate the entire package which includes the printable checklist and all documents that were selected from the checklist by default or by checking the box next to the document. Once the files are generated, you will receive a message stating that the generated file is complete and the Download/View/Print link will be displayed. Click on the link to display your generated package in Adobe Acrobat Reader.

Viewing Package in Adobe Acrobat
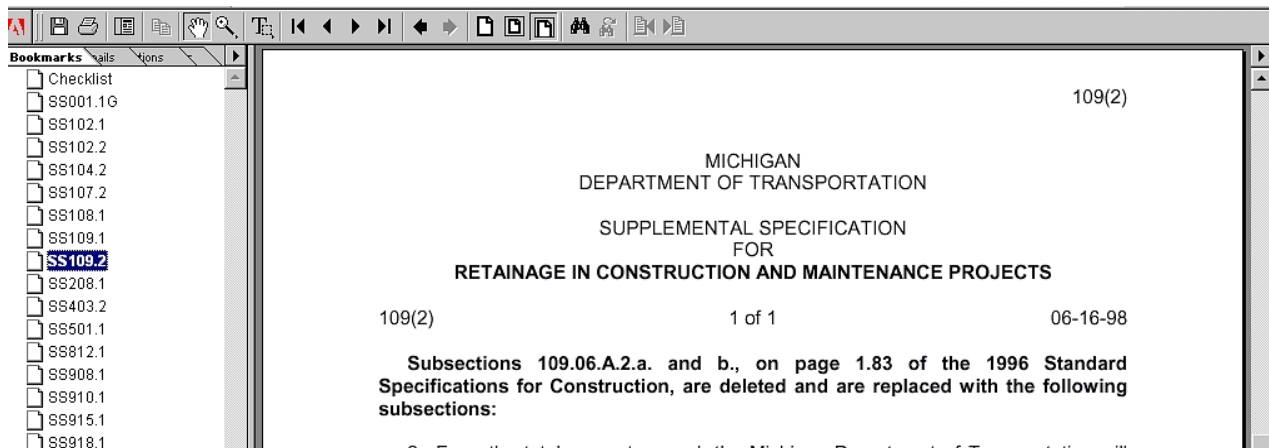
View the package by using the tools on the Adobe toolbar to scroll thru the pages. You can also activate the Bookmark view which will display a list of all the files included in the package. Clicking on each file will change the display file to that page in the package.   Click on File, Print in the browser or the print icon on the Adobe toolbar if you want to print at this time. If not, click the browser Back button to return to the Generated Package status message.   NOTE: You may be required to Refresh or Reload the browser window.

It is NOT RECOMMENDED TO SAVE the file as an independent PDF document because this file is dynamically generated on demand and therefore can be reproduced when required. Also, the saved file does not get updated automatically where producing the file when required will give you the most up-to-date information at all times.

Status Information after Generating Files -
After a file has been generated it is saved for quicker reference. The gray header bar on the checklist contains status information of the generated files.

If all the files are **up-to-date** then you will see this message. Clicking on the Package or Printable Checklist links will take you directly to the documents displayed in Adobe Acrobat.

If you have made a change to the checklist and have not regenerated the package or printable checklist then an **(out of date)** message will appear next to

each. Regenerating the Package or the Printable Checklist will update both documents and should clear the (out of date) from the status box.

File Alerts -
Alerts messages (in red below) are created by three different actions:

MDOT
Michigan Department of Transportation

Special Provisions (96) Checklist
118 Total Documents
User: SCRAVERJ, Job: 00186 | Select Job | Log Out

Since you do not have write access to this job number, you can not generate packages or save checklists. You can, however, view the current checklist for the job number.

Special Provisions (96)
Select Job | Log Out
Generated Files: Package (out of date) | Printable Checklist (out of date)

Users with write access to job 00186:
TARAZIM*   Request Access

1. **Source File updates** - **Some source files have been updated since this job was last saved. The files included in your package or the default set of files have been updated since your last save. You will need to regenerate your package.** This condition identifies that you have selected one file in your package (or the default documents) that has been modified since you last saved your package and you are required to regenerate the package in order to replace the file with the modified version.

2. **Source File Deletions** - **Some source files have been deleted since this job was last saved. The following files previously included in your saved checklist have been deleted. You will need to regenerate your package.** This condition identifies that you had a file selected on your checklist that has been deleted from the source file since you last saved your package and you are required to regenerate the package. It identifies each file by file name and regenerating the package will remove the designated files from your package.

3. **Source File Settings** - **Alert: Some source file settings have changed. The following files have either been added to this document list or have had their use statements changed.   Please read the use statements for these files to decide whether they are required for your job.**

This condition identifies that a file was added to the document list or the Use Statement has changed. These files may are not ones that you have previously saved as part of your checklist. Each files is listed by file name and is a clickable link that will display the file so that you can read it's content.

In addition, each file is flagged in red on the checklist for easy referencing when reviewing the use statements.

FUSP307A
FUSP 307(A) AGGREGATE SHOULDERS AND APPROACHES - Use with Trenching pay item

FUSP401A
FUSP 401(A) PRECAST CONCRETE BOX CULVERT, ASTM C 789M (or ASTM C 850M) - Use with pay item

FUSP401B
FUSP 401(B) PRECAST THREE-SIDED CULVERT - Use with pay item

Clearing Alerts -   Clear This Alert

WARNING: You are responsible for reading the use statements for the modified files listed above. By clearing this alert, you are acknowledging that you have done this.

When an alert condition exists, the program can tell whether a file has changed but it can't make the decision on whether you want to have it included in your list or not. It is the user's responsibility to read each document and use statement included in the alert message to determine it's applicability to the job. Clicking on the Clear This Alert button will remove the red flags from the file and the File Alert banner at the top of the checklist .

Job Maintenance -

Upon creation of a new checklist or
retrieval of an existing one that you have
rights to access, the gray header bar will
display a "Users with write access to job
xxxxx:" drop-down window listing names of
users who have been granted access rights to
this job. The primary owner is designated with
an asterisk (*) following their user name.

Job Maintenance options include the following
functions:

Add/Delete Users Button - A dialog box will
be displayed to do the following:

Delete User - Select the name of the user you
want to delete from the list of users in the
drop-down box and click on the "Delete User"
button. *NOTE: The primary owner can't be
deleted from a job by a granted access user.*

Add User - A drop-down box displaying all the
users that are registered in the system will be
displayed. Select the user from the list and
click on the "Add User" button.
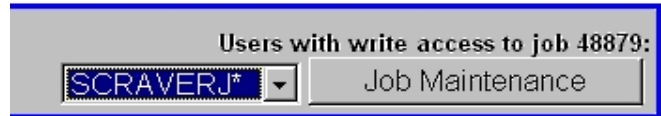
Copy From Job Button -
Copy User Rights - Checking this box and
entering the job number of a different existing
job that you have access rights to will
duplicate all access rights from the existing job
to the new job. Click on Copy.
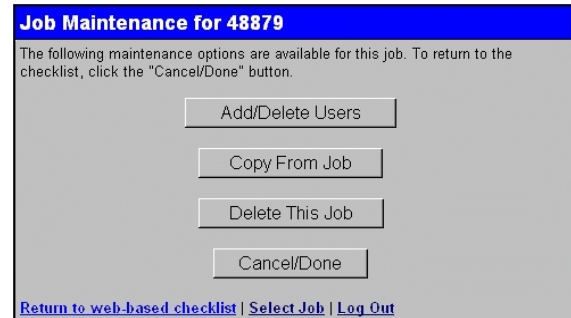
Copy Checklist - Checking this box and
entering the job number of a different existing job that you have access rights to will
duplicate all document selections from the existing job to the new job. Click on Copy.

Both Copy features require that you have access rights to the job you are copying from
and that both documents are in the same Spec Year and Document Set. I.e. I have
access rights to 00087 for SS96 and wish to create a similar job 99999 for SS96 with
the same access rights and checklist.

Delete This Job Button - This option deletes
the current job from the database plus any
generated files. It is only visible if the present
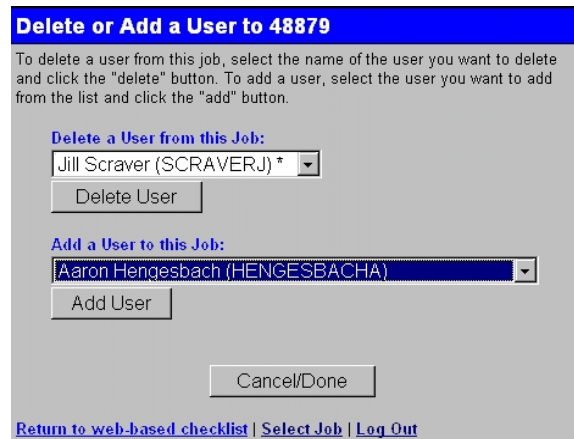user is the primary owner of the job.