How to... Enter Labor/Equipment Roles that have rights to Create Labor / Equipment:

- COE (project)
- Project Engineer
- Assistant Project Engineer
- Lead Inspector
- Inspector
- Inspector A&E
- Construction Contractor Manager
- Construction Contractor Lead

Roles that have rights to Edit Labor / Equipment :

- COE (project)
- Project Engineer
- Assistant Project Engineer
- Lead Inspector
- Inspector
- Inspector A&E
- Construction Contractor Manager

Roles that have rights to Delete Labor / Equipment :

- COE (project)
- Project Engineer
- Assistant Project Engineer

This is where <u>all</u> labor and equipment on the job is added into the system for the prime contractor and all subcontractors. This is considered the "Master List." The Daily Reports (IDRs and CDRs) will "pull" information from this "Master List" when logging work activities. Labor/equipment must be added and onsite prior to being able to select / add them to Daily Reports.

Projects: AK PFH 43(10 Dewe Constructions Project Info Design Construction Account Team	Return To Projects (All)   Return To List (Construction)			
Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claim	s Contract Modifications			
Project Number: AK PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTFI	Project Number: AK PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK			
Search Filters:         Labor/Equipment <ul> <li>Move-In Date</li> <li>select</li> <li>clear</li> <li>to</li> </ul> Type/Classification       Move-Out Date       select       clear       to         Contractor/Subcontractor <ul> <li>Hourly Rate</li> <li>Image: Apply Search</li> </ul> <ul> <li>Apply Search</li> </ul>	select clear select clear			
No Records Found. Add New				
	Search by using the "Search Filters" as			
Select "Add New" to add a new entry.	needed.			

Add a new entry for each time a piece of equipment is mobilized onto the project. Example: If there is a 2 season job, there will be 2 entries for a piece of equipment if it is mobilized off for winter shut down and brought back in the spring.

Projects: AK PFH 43(10 Dewe Constructions	
Project Info Design Construction Account Team	
Core Contract Status Progress Payment SubContractors Labor/E	quipment Daily Reports Daily Diary Claims Contract Modifications
Project Number: AK PFH 43(10 Project Name: Deweyville Trailhea	d to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK
Save & Close Save Cancel	
Labor/Equipment	
Labor/Equipment*:	Select "Labor" or "Equipment".
Type/Classification*:	
Supplemental Description:	
Move-In Date*: select clear	
Move-Out Date: select clear	
Hourly Rate: \$	
Contractor/ SubContractor*:	
Supporting Documents: Add Document	
Save & Close Save Cancel	

Projects: AK PFH 43(10 Dewe Constructions			
Project Info Design Construction Account Team			
Core Contract Status Progress Payment SubContractors Labor/Equi	pment Daily Reports Daily Diary Claims Contract Modifications		
Project Number: AK PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK			
Save & Close Save Cancel			
Labor/Equipment			
Type/Classification*: Laborer - Group 1	Describe the Type or Classification:		
Supplemental Description:	Labor – flagger, backhoe operator, or Davis Bacon classification.		
Move-In Date*: select clear			
Move-Out Date: select clear	Equipment – backhoe, paver, etc.		
Hourly Rate: \$			
Contractor/ SubContractor*:			
Supporting Documents: Add Document			
Save & Close Save Cancel			

Projects: AK PFH 43(10 Dewe Constructions				
Project Info V Design V Construction V Account V Team				
Project Number: AK PFH 43(10 Project Name: Dewey	Project Number: AK PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK			
Save & Close Save Cancel				
Labor/Equipment				
Labor/Equipment*: Labor 💌				
Type/Classification*: Laborer - Group 1				
Supplemental Description: Asphalt Worker				
Move-In Date*: select clear				
Move-Out Date: select clear	Supplemental Description:			
Hourly Rate: \$				
Contractor/ SubContractor*:	Labor – specific name or other detail			
Supporting Documents: Add Document	Equipment – Make model, year of manufacture,			
Save & Close Save Cancel	license #, identifying mark, etc.			

Projects: AK PFH 43(10 Dewe Constructions			
Core Contract Status Progress Payment SubContractors Labor/E	Equipment Daily Reports Daily Diary Claims Contract Modifications		
Project Number: AK PFH 43(10 Project Name: Deweyville Trailhea	ad to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK		
Save & Close Save Cancel			
Labor/Equipment Labor/Equipment*: Type/Classification*: Supplemental Description:			
Move-In Date*: select clear	Select the "Move-In Date" (keying format of xx-xx-xxxx" or select the "Select" button for the drop down calendar.		
Hourly Rate: \$ Contractor/ SubContractor*: Supporting Documents: Add Document Save & Close Save Cancel	The "Move-Out Date" will likely be unknown until the piece of equipment is mobilized off the project. The can be left blank for the time being. Make sure to come back and fill this in.		

Projects: AK PFH 43(10 Dewe Constructions	
Project Info Y Design Y Construction X Account Y Team	
Core Contract Status Progress Payment SubContractors Labor/Equipment	Y Reports Y Daily Diary Y Claims Y Contract Modifications
Project Number: AK PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake Ro	ad Contract Number: DTFH70-12-C-00017 States: AK
Save & Close Save Cancel	
Labor/Equipment	
Labor/Equipment*:	
Type/Classification*: Laborer - Group 1	
Supplemental Description: Asphalt Worker	
Move-In Date*: 09-09-2014 select clear	
Move-Out Date: 09-09-2014 select clear	DO NOT ENTER THE HOURLY
Hourly Rate: \$	RATE!
Contractor/ SubContractor*:	
Supporting Documents: Add Document	
Save & Close Save Cancel	

Projects: AK PFH 43(10 Dewe Constructions Project Info Design Construction Account Team			
Core Contract Status	Progress Payment SubContractors Labor/Equ	ipment Daily Reports Daily Diary Claims Contract Modifications	
Project Number: Al	CPFH 43(10 Project Name: Deweyville Trailhead to	o Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK	
Save & Close Save Cance	1		
Labor/Equipment			
Labor/Equipment*:	Labor		
Type/Classification*:	Laborer - Group 1		
Supplemental Description:	Asphalt Worker		
		-	
Move-In Date*:	09-09-2014 select clear		
Move-Out Date:	09-09-2014 select clear		
Hourly Rate:	\$		
Contractor/ SubContractor*:	ABC Construction (Contractor)	Select the Contractor or the Subcontractor	
Supporting Documents:	Add Document		
Save & Close Save Cance	1		

Projects: AK PFH 43(10 Dewe Constructions				
Core Contract Status	Progress Payment SubContractors	abor/Equipment Daily Reports Daily Diary Claims Contract Modifications		
Project Number: Al	Project Number: AK PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK			
Save & Close Save Cance	4			
Labor/Equipment				
Labor/Equipment*:	Labor			
Type/Classification*:	Laborer - Group 1			
Supplemental Description: Asphalt Worker				
		-		
Move-In Date*:	09-09-2014 select clear			
Move-Out Date:	09-09-2014 select clear			
Hourly Rate:	\$			
Contractor/ SubContractor*:	ABC Construction (Contractor)	supporting documentation if needed. This can		
Supporting Documents:	Add Document	be flagger's cards, equipment spec sheets,		
		inspection logs, photograph of equipment, etc.		
Save & Close Save Cance	1			

Projects: AK PFH 43(10 Dew Project Info Design	e Constructions	4 <u>R</u>
Core Contract Status	Y Progress Payment Y SubContracto	rs Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications
Project Number: A	AK PFH 43(10 Project Name: Dew	reyville Trailhead to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK
Save & Close Save Canc	el	
Labor/Equipment		
Labor/Equipment*:	Labor	
Type/Classification*:	Laborer - Group 1	Select the documentation that you would like to attach
Supplemental Description:	Asphalt Worker	Sciect the documentation that you would like to attach.
Move-In Date*:	09-09-2014 select clear	Choose File to Upload
Move-Out Date:	09-09-2014 select clear	Orranize z     New folder
Hourly Rate:	\$	Are      Date modified
Contractory/	ABC Construction (Contractor)	Desktop Time card.pdf 9/3/2014 3:01
SubContractor*:	Abe construction (contractor)	S Recent Places
Supporting Documents:	File:	Libraries
	Browse	▷     30       ▷     30       Music
	Delete	
	Add Document	Open Cancel
Save & Close Save Canc	el	

Select "Open" to attach the document to labor/equipment entry.

Projects: AK PFH 43(10 Dewe	<u>Constructions</u>			
Project Info Design Construction Account Team				
Core Contract Status	Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications			
Project Number: A	K PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK			
Save & Close Save Cance	4			
Labor/Equipment				
Labor/Equipment*:	Labor			
Type/Classification*:	Laborer - Group 1			
Supplemental Description:	Asphalt Worker			
Move-In Date*:	09-09-2014 select clear			
Move-Out Date:	09-09-2014 select clear			
Hourly Rate:	\$			
Contractor/ SubContractor*:	ABC Construction (Contractor)			
Supporting Documents:	File:			
	C:\Users\brie.van-clea\ Browse			
	Delete			
	Add Document			
Save & Close Save Cance	4			

Projects: AK PFH 43(10 Dewe Constructions				
Project Info Design Construction Account Team				
Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications				
Project Number: A	AK PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake Road Contract Number:	DTFH70-12-C-00017 States: AK		
Save & Close Save Cance	ncel			
Labor/Equipment				
Labor/Equipment*:	Labor 💌			
Type/Classification*:	Laborer - Group 1			
Supplemental Description:	n: Asphalt Worker			
	~			
Move-In Date*:	09-09-2014 select clear			
Move-Out Date:	09-09-2014 select clear			
Hourly Rate:	\$			
Contractor/ SubContractor*:	ABC Construction (Contractor)			
Supporting Documents:	File:			
	C:\Users\brie.van-cleav Browse			
	Delete			
	File:			
	Browse			
	Delete Soloct "Add	Document" to add		
	Add Document	a Document to duu		

Projects: AK PFH 43(10 Dewe	e Constructions			
Project Info Design Construction Account Team				
Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications				
Project Number: A	K PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake	Road Contract Number: DTFH70-12-C-00017	States: AK	
Save & Close Save Cance Labor/Equipment Labor/Equipment*: Type/Classification*:	Labor  Laborer - Group 1	Selecting "Cancel" will close this entry without saving and send the you back to the labor/equipment list.		
Supplemental Description:	Asphalt Worker			
Move-In Date*: Move-Out Date:	09-09-2014 select clear			
Hourly Rate:	\$			
Contractor/ SubContractor*:	ABC Construction (Contractor)			
Supporting Documents:	File: C:\Users\brie.van-clea\ Browse Delete Add Document	Save often so that if EEBACS kicks you out the work you have completed above stays in the system.		

Projects: AK PFH 43(10 Dewe	e Constructions		
Project Info Design C	onstruction Account Team		
Core Contract Status	Progress Payment SubContractors Labor/Equipment	Daily Reports V Daily Diary V Claims V Contract Mod	ifications
Project Number: A	K PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake	Road Contract Number: DTFH70-12-C-00017	States: AK
Save & Close Save Cance		Selecting "Cancel" will close	
Labor/Equipment		this entry without saving	
Labor/Equipment*:	Labor 💌	and send the you back to	
Type/Classification*:	Laborer - Group 1	the labor/equipment list.	
Supplemental Description:	Asphalt Worker		
	<b>*</b>		
Move-In Date*:	09-09-2014 select clear		
Move-Out Date:	09-09-2014 select clear		
Hourly Rate:	\$		
Contractor/ SubContractor*:	ABC Construction (Contractor)		
Supporting Documents:	File:		
	C:\Users\brie.van-clea\ Browse	Save often so that if FEBACS	
	Delete	kicks you out the work you	
	Add Document	have completed above stavs	
		- in the system	
Save & Close Save	21		

Projects: AK PFH 43(10 Dewe	e Constructions			
Project Info Design Construction Account Team				
Core Contract Status	Progress Payment SubContractors Labor/Equipment Da	ly Reports V Daily Diary V Claims V Contract Modificat	tions	
Project Number: A	K PFH 43(10 <b>Project Name:</b> Deweyville Trailhead to Neck Lake R	oad Contract Number: DTFH70-12-C-00017 S	tates: AK	
Save & Close Save Cance	21			
Labor/Equipment Labor/Equipment*:	Labor			
Supplemental Description:	Asphalt Worker			
Move-In Date*: Move-Out Date: Hourly Rate: Contractor/ SubContractor*:	09-09-2014 select clear 09-09-2014 select clear \$ ABC Construction (Contractor) •			
Supporting Documents:	File: C:\Users\brie.van-clea\ Browse Delete Add Document	Select "Save & Close" to take you back to labor and equipment list.		
Save & Close Save Cance	21			

Projects: AK PFH 43(10 Dewe	Constructions				√ <u>Ret</u>	urn To Projects (All)   Return	To List (Construction) (2)
Project Info Design Cons	truction Account Team						
Core Contract Status Y P	ogress Payment VSubContractors	Labor/Equipment Daily Rep	orts 🗸 Daily Diary 🗸 Clai	ms Contract Modification	าร		
Project Number: AK PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK							
Search Filters:							
Labor/Equipment	▼ Mo	ove-In Date select	clear to	select clear			
Type/Classification	Mov	e-Out Date select	clear to	select clear			
Contractor/Subcontractor	•	Hourly Rate					
Apply Search							
Add New Items 1-1 of 1							
Actions <u>Type/Classificatio</u>	n • Supplemental Descrip	tion • Labor/Equipmen	nt • Contractor	SubContractor •	Move-In Date •	Move-Out Date	Hourly Rate •
🕄 📝 Laborer - Group 1	Asphalt Worker	Labor	ABC Constru	ction (Contractor)	Sep 09, 2014	Sep 09, 2014	
Add New Items 1-1 of 1							
Projects: AK PEH 43(10 Dewe	Constructions				4 Ret	urn To Projects (All)   Return	To List (Construction)
Project Info Design Cons	truction Account Team				1.00	<u>ann i e i i ejecte (; an</u>   <u>i tetann</u>	<u>, , , , , , , , , , , , , , , , , , , </u>
Project into Design Construction Account Team							
Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications							
Core Contract Status P	ogicas rayment T Subcontractors						
Project Number: AK Pr	H 43(10 Project Name: Dewey	ville Trailhead to Neck Lake Road	Contract Number: DT	FH70-12-C-00017 Sta	tes: AK		
Project Number: AK Project Filters:	H 43(10 Project Name: Dewey	ville Trailhead to Neck Lake Road	Contract Number: DT	FH70-12-C-00017 <b>Sta</b>	tes: AK		
Project Number: AK Project Filters:	H 43(10 Project Name: Dewey	ville Trailhead to Neck Lake Road	Contract Number: DT	FH70-12-C-00017 Star	tes: AK		
Project Number: AK Project Numbe	H 43(10 Project Name: Dewey	ville Trailhead to Neck Lake Road	Contract Number: DT	FH70-12-C-00017 Star	tes: AK		
Project Number: AK Project Numbe	H 43(10 Project Name: Dewey	ville Trailhead to Neck Lake Road	Contract Number: DT	FH70-12-C-00017 Stat	tes: AK		
Core       Contract Status       P         Project Number:       AK Pf         Search Filters:       Labor/Equipment         Type/Classification       Contractor/Subcontractor         Contractor/Subcontractor       Apply Search	H 43(10 Project Name: Dewey	ville Trailhead to Neck Lake Road	Contract Number: DT	FH70-12-C-00017 Stat	tes: AK		
Core       Contract Status       P         Project Number:       AK Pi         Search Filters:       Labor/Equipment         Type/Classification       Contractor/Subcontractor         Apply Search       Add New       Items 1-1 of 1	H 43(10 Project Name: Dewey	ville Trailhead to Neck Lake Road	Contract Number: DT	FH70-12-C-00017 Star	tes: AK		
Project Number:       AK Pl         Search Filters:       Labor/Equipment         Type/Classification       Contractor/Subcontractor         Apply Search       Add New         Add New       Items 1-1 of 1         Actions       Type/Classification	H 43(10 Project Name: Dewey	ville Trailhead to Neck Lake Road	Contract Number: DT	FH70-12-C-00017 Sta	tes: AK <u>Move-In Date </u> *	Move-Out Date V	Hourly Rate <b>•</b>
Project Number:       AK PI         Search Filters:       Labor/Equipment         Type/Classification       Contractor/Subcontractor         Apply Search       Add New         Add New       Items 1-1 of 1         Actions       Type/Classification         Image: Search       Image: Search	H 43(10 Project Name: Dewey	ville Trailhead to Neck Lake Road	Contract Number: DT	FH70-12-C-00017 Stat	tes: AK <u>Move-In Date v</u> Sep 09, 2014	<u>Move-Out Date</u> ▼ Sep 09, 2014	Hourly Rate •
Core       Contract Status       P         Project Number:       AK PI         Search Filters:       Labor/Equipment         Type/Classification       Contractor/Subcontractor         Contractor/Subcontractor       Apply Search         Add New       Items 1-1 of 1         Actions       Type/Classification         R:       Items 1-1 of 1         Actions       Type/Classification         R:       Items 1-1 of 1	H 43(10 Project Name: Dewey	ville Trailhead to Neck Lake Road	Contract Number: DT	FH70-12-C-00017 Stat	tes: AK <u>Move-In Date +</u> Sep 09, 2014	<u>Move-Out Date</u> ▼ Sep 09, 2014	Hourly Rate •

Select the edit icon to go back to the labor/equipment entry and change the information that was entered or add the "Move-Out Date." Select the view 🐒 icon to access the entries attachments.

Projects: AK PFH 43(10 Dew	we Constructions: Labor/Equipment	<u>turn To Pr</u>
Project Info V Desigr	Construction Account Team	
Core Contract Status	S Y Progress Payment Y SubContractors Y Labor/Equipment Y Daily Reports Y Daily Diary Y Claims Y Contract Modifications	
Project Number: A	AK PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK	
Edit Close		
Labor/Equipment		
Labor/Equipment:	Labor	
Type/Classification:	Laborer - Group 1	
Supplemental Description	1: Asphalt Worker	
Move-In Date:	September 9, 2014	
Move-Out Date:	September 9, 2014	
Hourly Rate:		
Contractor/ SubContractor:	ABC Construction (Contractor)	
Supporting Documents:	File Name:	
	time_card.pdf	
Edit Close		
	Within the "View Icon" you can select the attachments that you would like to print or view.	
Se Se	elect "Edit"	1
to	change the	
er		
in	iformation.	