The Illinois Construction Records System (ICORS)

For

Microsoft Office - Access 2010

Training Manual

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Preface

The Illinois Construction Records System (ICORS) was designed to reduce the burden of project recordkeeping. ICORS is the preferred method for construction documentation and is the Intellectual property of IDOT. The department has made a major investment in this system to improve documentation, payment processing and other reporting applications. ICORS is designed to conform to documentation guidelines in IDOT’s Construction Manual. As such, the policies discussed in the documentation Section of the Construction Manual apply to the records stored in ICORS.

Use of ICORS will continue to be expanded to improve communications and reporting efficiencies.
Document Control and Revision History

The District 8 ICORS Training Manual is regularly reviewed for adequacy and updated by the ICORS Support Technician as necessary. The approval process for changes to this manual is conducted in accordance with the procedure outlined below:

Interim changes are made to reflect ICORS Program Updates and to revise or correct content. Revisions are reviewed by the District Project Implementation Support Supervisor, District Project Implementation Engineer and the Regional Engineer.

Archive versions of this manual are available to examine in the Policy & Research Center, Room 320 of the Hanley Building.

Manual Electronic Format

Portable Document Format (PDF) has been selected as the primary distribution format, and the official version of the manual is available on the IDOT Web site. District ICORS users are responsible for making sure that they are using the most current version of the ICORS program and Training Manual.

Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Description</th>
<th>Approval</th>
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<tbody>
<tr>
<td>February 16, 2015</td>
<td>Previous versions of this manual were generated - maintained by the District Contract Support section. Previous versions were never submitted to the Policy &amp; Research Center. The Manual was Updated to reflect and support the current version of ICORS. It has been submitted to the Policy &amp; Research Center.</td>
<td>PI Support Supervisor, District P.I. Engineer, Regional Engineer</td>
</tr>
<tr>
<td>March 15, 2016</td>
<td>Removed email addresses and other references to make the manual more universal. And not District 8 Specific. Corrected Example reference errors. Updated Creator</td>
<td>PI Support Supervisor, District P.I. Engineer</td>
</tr>
</tbody>
</table>
Introduction

District ICORS Support Contact: ________________________________________________

Email Address: _____________________________________________________________

Phone Number: __________________________________________________________

Contact your local IDOT District office for ICORS Support Personnel contact information.

This training is designed to be done at your own pace. Please follow the steps in the Manual and ask the Instructor questions if you don’t understand something or it doesn’t work as stated. There are copies of preview screens included at various portions of the manual. Please compare your screen to these examples and discuss with the instructor(s) if they do not match. This manual is yours to keep for future reference.

How to Use This Manual

The ICORS Training Manual is designed to assist and guide you through the process of using the ICORS database. The Training Manual, while best suited for classroom instruction, can be used as an independent tutorial and as a reference guide. A Second example, found under Appendix A, serves as the ICORS Course test and is issued as in class homework. The second example must be completed and submitted for ICORS class credit. While this manual is setup for classroom instruction, the first example can be used as an independent tutorial and reference guide.

Certain typographical conventions, which may identify required actions on the part of the user, have been used throughout the manual. The instructions throughout this manual will gradually become less detailed, encouraging class participants to build on previous lessons.

<table>
<thead>
<tr>
<th>Typographical convention</th>
<th>What it represents</th>
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</thead>
<tbody>
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<td>• Statements preceded with a bullet</td>
<td>Steps in a process</td>
</tr>
<tr>
<td><strong>Menu Selections</strong></td>
<td>Select the option from the menu.</td>
</tr>
<tr>
<td><strong>Data</strong></td>
<td>User will enter into a field or which will appear in a field.</td>
</tr>
<tr>
<td><strong>Key in Box</strong></td>
<td>Keys that you press.</td>
</tr>
<tr>
<td><strong>Boxed Key</strong> + <strong>Boxed Key</strong></td>
<td>Keys that you press together (while holding down the first key, press the second key; then release both).</td>
</tr>
</tbody>
</table>

**Note** - Some the screen shots in this manual may not be up to date with the current version.

Although there are no prerequisites for this class, it is strongly recommended that Documentation class is attended prior to the ICORS class.
The ICORS Database (Access Version)

Welcome to the Illinois Construction Records System Database (ICORS). The ICORS Database is designed to automate the field site record keeping process. Almost everything which used to be documented manually at the field site can now be documented within the database.

You will find the ICORS database easy to use and understand. The database can produce Authorizations and Pay Estimates. It can maintain material allowances and materials documentation. It can final out the Quantity Book quickly and easily and it can produce final and intermittent reports.

Before you can use the ICORS database effectively, however, you should understand the basic structure of a database. In this lesson, you will learn what a database is and how a database is organized. You will get a tour of the ICORS Database and you will learn about some special keys and their functions within the database.

A database is a collection of related information. The information is called data. A telephone book is a database. The primary requirements for a database are that the information is related and that it is organized. The telephone book lists the names and phone numbers for a particular community. The community is the relationship between each listing. The listings are then organized alphabetically. Organizing the data makes the database useful.

When you organize and manage a database on a computer, you need some sort of database management system. A database management system (DBMS) is a computer program which organizes and manages the data you input. The ICORS Database is written in the DBMS Microsoft Access 2010.

Data tables provide a way to exclusively categorize small groups of information. In the ICORS Database, for example, the list of prime and subcontractors from a contract would be in one data table while the list of Authorizations would be in another. Categorizing data into small units like this lets the database management system handle the data more efficiently.

The database management system can also use the information from more than one data table in operations and procedures. Searching multiple concise data tables for needed information is more efficient than putting every needed piece of information into one large data table. This concept is the foundation of relational databases.

In a relational database, data tables are linked together, or related to each other. Relationships between data tables are established through common fields. Relational databases let you organize data in discrete and manageable units while providing you with the ability to combine information which is logically related.

The ICORS Database is a relational database with several related data tables. Because of the ability to link one data table to another, the data tables in ICORS can be kept relatively simple. The database management system can access the appropriate table or tables to gather or manipulate information.
ICORS - Current Version 2014 Release 1.0.6

ICORS 2014 Version 1.0.6 is the current version of ICORS with a revision date of August 13, 2014. To check to see which version of ICORS you have open and log in, Click on File then, About. The About ICORS dialog box will open as shown in Example 1.

Example 1 - About ICORS

ICORS 2014 Version 1.0.6 was designed for DBMS Microsoft Access 2010 with Service Pack 2 installed. To verify that your version of Access is compatible with ICORS: Open Access, Click on File then Help. Now Click on “Additional Version and Copyright Information” under About Microsoft Access as shown in Example 2.

Example 2 - Access Version and Copyright Information

The About Microsoft Access dialog will open up. The top line will indicate the software version and Service Pack (SP) installed (Example 3).

Example 3 - About Microsoft Access
The Access Environment

ICORS Title Bar

The title bar is at the top of the window. It contains the following items:

- Control-menu icon: A key icon on the far right side of the title bar. It provides a list of commands used to change the size and position of the application window or close it.
- Program title: ICORS for Office 2010 – name of the database is displayed to the right of the key icon.
- Minimize button – the dash on the right side of the title bar, it shrinks the application window to a button on the taskbar, entitled ICORS for Office 2010.
- Maximize/Restore button – the double box to the right of the Minimize button. It enlarges the application window to fill all available screen space or it restores a minimized application.
- Close button – the on the far right side of the title bar. It closes both the open database and the Access application.
- The menu bar is located immediately below the title bar. It displays the names of the drop-down menus for the current application.
- The toolbar is located below the menu bar. The toolbar includes buttons with icons (small pictures representing options) that you can use to perform actions quickly.
- The status bar is the area at the bottom of the window. It displays messages that enable you to use the menus more efficiently and that guide you in performing tasks.
**Record Navigation Bar**

The record Navigation bar helps you navigate through a record set. You can navigate to the Previous, Next, First, or Last record in a recordset by using the controls on the Record Navigation Bar. You can also use the Search text box to quickly navigate to a record containing specific data and use the Filtered button to remove a filter that is applied to a field in a table.

<table>
<thead>
<tr>
<th>Form Navigation Buttons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Record</td>
<td>To move to the next record.</td>
</tr>
<tr>
<td>Previous Record</td>
<td>To move to the previous record.</td>
</tr>
<tr>
<td>Last Record</td>
<td>To move to the last record in the table.</td>
</tr>
<tr>
<td>First Record</td>
<td>To move to the first record in the table.</td>
</tr>
<tr>
<td>New Record</td>
<td>To enter a new record in the database.</td>
</tr>
<tr>
<td>Delete Record</td>
<td>To delete a record in the database</td>
</tr>
<tr>
<td>Sort Ascending</td>
<td>Sorts the selected items in order from the beginning of the alphabet, the lowest number, or the earliest date, using the column that contains the insertion point.</td>
</tr>
<tr>
<td>Sort Descending</td>
<td>Sorts the selected items in order from the end of the alphabet, the highest number, or the latest date, using the column that contains the insertion point.</td>
</tr>
<tr>
<td>Find</td>
<td>Searches for specified text, formatting, symbols, comments, footnotes, or endnotes in the active document.</td>
</tr>
<tr>
<td>Filter by Selection</td>
<td>Filters records by selected data. To filter by selection, select a field or part of a field in datasheet or form and then click Filter by Selection.</td>
</tr>
<tr>
<td>Advanced Filter/Sort</td>
<td>Displays the Advanced Filter/Sort window so you can create a filter to apply to the datasheet or form.</td>
</tr>
<tr>
<td>Remove Filter/Sort</td>
<td>Removes a filter in the active datasheet or form, if one is currently applied, and displays the most current records.</td>
</tr>
</tbody>
</table>
Lesson 1: Starting a New Contract

Opening the ICORS Program

- Find the ICORS 2010 shortcut icon on your desktop and click on it.

Example 6 - ICORS Startup

- Enter your ICORS Logon Name* and Password*.

Example 7 – ICORS Logon

- Click on OK

*Note – The Generic Logon “Resi” has been deleted. Generic Logon’s must not be used as they are in contradiction of IDOT policy.
Import Contract

When you open ICORS, your screen will display the following dialog box:

Example 8 – ICORS Contract Selection Screen

- At this time, you will select a contract by double-clicking on the contract number or by clicking once to select the contract number and then clicking on "OK".
- Select Contract Number 20001.
- Go to the File tab at the top of the ICORS screen and select Import Contracts.

Example 9 - ICORS Import Contracts

- In the ICORS Data Import Screen, click on "Browse..." and select Contract 20001.
Click on Import BCM Data to import the contract into ICORS.

- After ICORS states that the “Data Import was Completed Successfully”, Click on the Close Form button.

Example 11- ICORS Data Import Completed Message

Selecting a Working Contract

- Go back to the File Tab and Choose “Select Working Contract”. You will see the following screen.

Example 12 – ICORS Contract Selection Screen

- At this time, select Contract Number 20001. Then Click on the OK Button.

- ICORS will give you the following message:

  - Click on the “Ok” button to close the notice.
  - Each time you open/start ICORS, you will need to select the contract that you want to work on by either “Double-Clicking” on the contract number or by “Clicking” once to select the contract number and then clicking the “OK” button to close this screen.
Contract Email Address Setup
Email addresses are Contract Specific so Always Setup the Emails for your Contract First!

- Go back to the File Tab and Choose “Email Addresses”. You will see the following screen.

Example 14 - Email Address Information Screen

- For the 1st Entry, enter the following email address:
  - Enter the District Weekly Report Email Address
  - Click the check box for “Send Them a Weekly Report”

- For the Second Entry, enter the following email address:
  - IDOT Residents Enter:
    - Enter the District Pay Estimate Email Address
    - Click the check box for “Send them a Pay Estimate”
  - Local Agencies and Consultants on IDOT Contracts:
    - NOTE – If you are a Local Agency:
      - Enter the District Support Technician’s Email address
      - Click the check box for “Send them a Pay Estimate”
    - NOTE – If you are a Consultant working for a Local Agency:
      - Send the Pay Estimate to the Local Agency Engineer
      - Enter the Local Agency Engineer’s Email address
      - Click the check box for “Send them a Pay Estimate”
  - Enter the Contractors Email address(s)
  - Click both check boxes to send the Weekly Report and the Pay Estimate
  - Include the SFE if so Directed.
**Entering Contractor Information**

- From the ICORS Menu; Select **Setup** and then Select **Contractors**
- Or use the keyboard short cuts: $\text{Alt} + \text{S} + \text{C}$

Example 15 - Adding Contractor Information

The Contractors data table is displayed in form view, when it is opened from the menu.

Example 16 - Contractor Input Form

- Enter the following information:

  **Name:** Pavers, Inc.  \[\text{Tab}\]
  **Contractor Nbr:** 12672 \[\text{Tab}\]
  **Address:** 134 Pine Street \[\text{Tab}\]
  **Status:** Prime Contractor \[\text{Tab}\]
  **City:** Springfield \[\text{Tab}\]
  **State:** IL \[\text{Tab}\]
  **Zip:** 62707-1234 \[\text{Tab}\]
  **Phone:** 217/555-9876 \[\text{Tab}\]

You have now entered the first contractor record.

The Contractor's Number is on the Award List.
You can call Contract Support or District's EEO-DBE Labor Section.

**STATUS CHOICES:**
- Prime Contractor
- Subcontractor
- Joint Venture
- Member of Joint Venture
To enter Additional Contractor Information Records:

- “Click” on the New Record button located in the Record Navigation Bar.
- This will lock in the information entered and allow you to enter the next record.
- Enter the following:
  - Stripers, Inc.
  - 98765
  - 12 Elm St.
  - Subcontractor
  - Springfield, IL 62719
  - 217/555-6789

**NOTE -**
*DO NOT include Subcontractors until you receive the Subcontractor Approval Notice form BC-260A from the EEO-Labor Relations Section!*

*Per IDOT Specifications, Subcontractors are not to work until they are approved and you have the signed BC-260A form.*

**DataSheet View**

Now you have two contractor records. To view them together, press the Datasheet View button on the toolbar. Maximize the Contractor Information window.

| Form View – to view records in the form (view 1 record at a time) |
| DataSheet View – to view records in datasheet form (view the data table) |

While in DataSheet View, you may notice that you cannot see all of the data in a particular column. To change the column width in your table:

*This is the cursor that you will see when you are adjusting column width.*

The List of “Approved Subcontractors is located on the IDOT Webpage under the “Doing Business”.

Contact the District EEO-Labor Relations Section if you need additional assistance or you are waiting for a subcontractor approval.
• Place the mouse pointer on the boundary to the right of the column heading, and drag the divider to the right (to expand the column) or to the left (to shrink the column).

• Place the mouse pointer on the boundary to the right of a column heading and double-click the mouse button. The column width is calculated to accommodate the longest entry in the column.

To go back to form view; press the Form View button on the toolbar.

Look over the various fields. Several of them are bordered red. When a field is red, the ICORS Database requires that data be entered into this field before you can save the record to the database.

Looking over the second record, you realize that you entered Springfield when you should have entered Strongfield. Double click the “City” field. “Springfield” should be highlighted.

• Type Strongfield. Springfield will be automatically overwritten.

• To close this data table, click on the in the top right-hand corner of the form “Contractor Information – Contract 20001”. When you close the record, any modifications are automatically saved.

wüns You have the option of leaving a table open instead of Closing it. This will allow you to open and work on a different table. You can switch between tables if needed. ᐈ

**Entering Contract Information**

• Select Setup from the menu bar.

• Select Current Contract Information, from the Setup menu

• The Contract Information form will open.

Example 18 - Contract Information Form
• Enter the following information:

You can move from field to field by using the Tab key or your mouse pointer.

NOTE –
WE STRONGLY DISCOURAGE USING THE ENTER KEY TO NAVIGATE THROUGH FORMS AND TABLES. USE THE TAB KEY TO ENSURE ACCURACY!

- Contract Nbr: Field automatically filled in.
- Section: 101-67
- Route: FA 10
- District: 8
- County: Marshall
- Project Type: Choose Exempt,
  ➢ There is a drop-down list that you can access by clicking on the down arrow.

Project Type should be noted at Pre-Construction Meeting or Check with SFE.

- Exempt means Exempt from FHWA direct oversight – majority of contracts
- Non-Exempt means that the contract will have FHWA direct oversight – this is rare and you would be notified by the district for this type of contract.
- Local Agencies usually exempt.
- See Construction Memorandum Number 4
- Fed oversight Starts at $10 Million,
  • Authorizations over $250,000 require Fed approval

- Project Location: IL Route 18 from Magnolia to Henry.
- Resident Name: Enter your name
- Supervisor Name: Enter the name of the IDOT Construction Field Engineer for Project.
- Prime Contractor: Choose Pavers, Inc. from the Drop-down box.
- Mistic Inspector Nbr: Leave Blank for this Exercise. (Optional field)
- Field Office Phone: Enter your phone number.
- Time Limit Type: Working Days

**Time Limit Type DropDown List:**
- Working Days
- Completion Date
- Completion Date with Working Days
- Completion Date Plus Working Days
- Calendar Days – Consecutive
• Partnered or Non-Partnered: Partnered.
• Consultant Plans: Consultant
• Consultant Name: Joe Consulting, Inc.
• Contract Working Days: 15
• Letting Date: 11-16-2010
• Award Date: 12-12-2010
• Execution Date: 2-24-2011
• Start Date: 3-14-2011

Partnered or Non-Partnered:
If Partnering is in the Contract:
• Must have meetings during job – usually larger jobs.
• Includes:
  o IDOT
  o Prime Contractor
  o Subcontractor
  o Utilities
  o County +/- or City Officials

• Close the record by selecting File, Close All Forms, or use the Close Form button. Access will automatically save the record when you close the form.

**Entering Subjob Information**

• Select Setup from the menu bar by clicking on it with your mouse or press Alt + S
• Select Subjobs, Job Number, Project Number by clicking with your mouse or press S

  • Enter information for Subjob A:
    • Job Number: C-95-100-97, Tab
    • Project Number: FTYH-9876

  Example 20 – Sub Jobs Screen

  • Click on the button


**Entering Evidence of Inspection Information**

This information is used in your Daily Quantities (DQ’s) records. Always refer to the Project Procedures Guide (PPG) and the Manual for Materials Inspection (MMI) for more information.

- Select **Setup** from the menu bar
- Select **Evidence of Inspection**

This information can be modified to suit you. You can add records or modify the existing ones.

Let's assume that most of your material is inspected by Inspector Number 100.

- Click inside the brackets of “IL ( ) OK Stamp”
- Delete the parentheses by using either your **Delete** key or your **Backspace** key on the keyboard.
- Type **100**
- Now we want to add another record. Add a new record by clicking on the New Record **Button**
- Type **IL 60 OK Stamp**
- To reorganize the records in alphabetical order, click the Sort Ascending button on your toolbar. The item you added will be moved just above “IL 100 OK Stamp”.

Example 21 - Evidence of Inspection Form

Let’s assume that most of your material is inspected by Inspector Number 100.
• Close the file by pressing the X in the top right hand corner of the “Evidence of Inspection” dialog box.

**Entering Scale Information**
• Click Setup on the menu bar
• Click on Scale Information
• Enter Decal Number 10101, Tab
• Enter Decal Date 12-1-2009, Tab
• Enter Location Paver’s Plant (If you wish, you can enter remarks.)

Now you can tag any pay items that are associated with that scale.

---

*Example 22 - Scale Information Pay Item Drop-Down Box*

• Click on the Pay Item Drop-down arrow and choose M4080400
• Place your insertion point in the field for the second Pay Item and type MX. You can find data by typing in the first few digits and the program will automatically scroll to find a record with matching values. MX406685 is the Pay Item that you want to select.
• Add items M7800115 and 70100460.
Deleting Records and Values

<table>
<thead>
<tr>
<th>To select:</th>
<th>Do this:</th>
</tr>
</thead>
</table>
| Value            | • Click the data  
                   • Press the delete button                                                |
| Record           | • Click the blank box to the left of the pay item  
                   • Click on the Delete Record button on your toolbar                |
| Multiple Records | • Move to and select the first click on the blank box to the left of the pay item.  
                   • Hold the SHIFT button and click on the next record.  
                   • Click on the Delete Record button on your toolbar.              |

You realize the last two items added are not associated with scale information:

- Using your mouse, select the first pay item to be deleted (M7800115) by clicking and dragging down to the next pay item to be deleted (70100460). To select the pay items, see the example above. Press the Delete Record button on your toolbar.
Example 24 - Delete Confirmation Dialog Box

- You will be prompted by the dialog box shown above to confirm your decision to delete records. Press Enter on your keyboard or click on Yes.

- Click on the Add New Record button on the Scale Information Record bar. (See example below.)

Example 25 - Scale Information Record Bar, Identification

- Add scale information for a second location using the following information:
  Decal: 10202
  Decal Date: 8-1-2010
  Location: Miner's Quarry
  Pay Items: M4080300 & M4812000
- Close the Scale Information form.
Add a Pay Item Key

Like all good ICORS residents, you want to compare your list of pay items in the proposal to the list in ICORS.

- Select **Qty Book** from the menu bar.
- Select **View Quantities**
- Select **by Pay Item Key**

Example 26 - Quantity Book, View Quantities Menu

You can look through each item by clicking on the Next Record ▶ button on the Record bar, or you can look at the DataSheet View by clicking the DataSheet View ▶ button on the tool bar.

On a **rare** occasion a pay item may be deleted from the original contract. You realize that the Field Office has been left out of ICORS. To add the item back to your list:

- Select **Setup** from the menu bar
- Select **Add a Pay Item Key**
- Insert a check in the “**Part of Original Notice**” box. This box should only be checked on items that were part of the original contract and were not included in your ICORS download for the contract. If you check this box for an item that you are adding to the contract you will be unable to add the item to an authorization and unable to correct it.

- The Quantity Awarded is 2 □


• Enter 67000400 for Pay Item Number (The Drop-down box is not an option for this since the item is missing.)

ABSOLUTELY DO NOT USE THE LETTER “O” FOR A ZERO!
This will crash the system in Springfield!

ICORS now prompts you for additional information. Use your Tab key to move from field to field.

Enter the following information:

• Description: ENGR FIELD OFFICE A (Never more than 21 spaces)
• Unit: Click on the Drop-down arrow and scrolling through the list. Select CAL MO.
• Unit Price: 1200 FAS ID: Q760D01
• CCS Code: 041000 SubJob: A
• Click on Add

Example 27 - Add a Pay Item Form

• Close the form by clicking on Close Form
• Verify that it was included in contract by going back to the pay item keys
  • Select Qty Book from the menu bar.
  • Select View Quantities
  • Select by Pay Item Key

The Contract Setup is Now Complete
Lesson 2: Daily Quantities

When you record daily work on a project, you are recording Daily Quantities. With ICORS, you will still want to maintain a field book or IDR's where you can document your calculations. Remember to maintain your primary source of documentation and reference it on your DQ. The information you enter into the Daily Quantities records is used to create the Quantity Book and Pay Estimate.

Entering Daily Quantities

Enter Daily Quantities for Traffic Control, Prime and Agg Prime Ct.

- Select Qty Book from the menu bar
- Select Daily Quantities
  - Enter the Date: 3-15-2011
  - For the “Contractors” field, click on the drop-down arrow and select Pavers, Inc.
  - Choose the Pay Item Key number indicated in the Example below (Example 24).

  ![Example 28 - Pay Item Key](image)

  (You can enter this information by using the drop-down arrow or begin typing the data in the field.)

  - Qty Inspected: .25
  - For the “Estimate or Final” field, type the letter E (notice that the word Estimate was automatically inserted for you)
  - You should now be at the “OK to Post” check box. Press the space bar on your keyboard to insert a check mark
  - Evid. of Inspection: I.A.W. Traf. Ctrl. Std.
  - Location: Entire Project
  - Source of Progress Doc: N/A
  - The Pavers also used BIT MATLS PR CT and AGG PR CT on 3-15-2011.
• Click on the Add New Record button

• Enter the following information:
  
  Date: *press Ctrl + *, Tab
  Contractor: *press Ctrl + *, Tab
  Pay Item: M4080100-Q760D01-0411000 –A, Tab
  Qty Inspected: 1234, Tab
  Estimate or Final: Final
  OK to Post: Using your mouse pointer, click in this field to insert a check mark, Tab
  Evid. of Inspection: Apprd. List & Bill of Lading w/Ticket in File, Tab
  Location: Entire Project or Ctrl + 
  Source of Progress Doc: Tickets

• Click on the Add New Record button

Enter the following information for the third entry:

Date: 3-15-2011
Contractor: Pavers, Inc.
Pay Item Key: M4080300-Q760D01-0411000 –A
Qty Inspected: 3.5
Estimate or Final: Final
OK to Post: ✓
Evid. of Inspection: Apprd. List(Source) & Tickets in File
Location: Entire Project or Ctrl + 
Source of Progress Doc: Tickets

Click on the DataSheet View button and maximize your screen to check your DQ entries.

Example 29 – Data Sheet View of Daily Quantities

NOTE - From time to time you will have to add other Evidences of Inspection such as "As per standard" to the existing Evidence of Inspection list. You can add them while you are entering DO's. Just click in "Setup- Evidence of Inspection". Since we're in windows, we can easily switch between and open multiple screens.
Posting Daily Quantities

You can post an individual record by choosing  and/or you can print an individual record by choosing .

- Change your view back to Form View by clicking on the Form View button on your toolbar.
- Post DQ #3 by clicking on the Last Record button and clicking on .

Example 30 – Posted (Locked) Daily Quantity

The Date, Pay Item Key and Qty Inspected are now deselected and cannot be modified by anyone including Springfield. So please make sure it is correct prior to posting the DQ to the Quantity Book. All other fields may be changed if necessary.

- Close the Daily Quantities form.
- Select Qty Book from the menu bar.
- Select Post Quantities from the Qty Book Drop-down menu

Example 31 – Daily Quantities Post Screen
• Select each record individually or click on Select All. (You can deselect an individual record by clicking in the Post check box.)

• Click on Post. The records are now locked.

• Close the Daily Quantities Post Screen.

Printing Daily Quantities

• Select Qty Book from the menu bar

• Select Print Daily Quantities from the Qty Book Drop-down menu

Example 32 – Print Daily Quantities dialog box

• Choose Range of DQ Numbers

• Start Number: 1

• End Number: 3

• Click on OK.

You will be taken to a Print Preview screen. You would click on the Print button on your toolbar to send the DQ’s to the printer. As you don’t have a printer today, please compare this preview screen to the next page of the manual. If they don’t match, please ask the instructor to review the preview screen with you.
Example 33 - Daily Quantity Printout

- If the information on this preview screen is incorrect, you will have to do corrective Daily Quantity entries to correct the problem as you have posted the quantities, which locks them from revisions.

- Close Preview screen

- Close the Print DQ screen.

**Notes:**
Creating Pay Estimates

You can now create a pay estimate. You paid for 3.5 M tons of AGG PR CT, but you have some reason to only pay for 3.0 M tons.

A holdback allows you to document an entire quantity in the Quantity Book but only place a portion of it on a Pay Estimate. This can be used to Hold Back payment on all or a portion of an item due to missing paperwork (Payrolls, Monthly EEO reports, Materials Inspection, etc.). The reason for the Hold Back would be placed in the Remarks and the Hold Back Report can be sent to the Contractor with the Pay Estimate.

- Select **Qty Book** from the menu bar
- Select **Holdbacks** from the Qty Book menu
- Enter .5 in Holdback Quantity for AGG PR CT

![Example 34 – Holdback Entry Form](image)

- Close the form
- Select **Qty Book** from the menu bar
- Select **Pay Estimates** from the Qty Book menu
- Select **Print Holdbacks** from the Pay Estimates menu
This takes you to a Print Preview screen. Here you can see the .5 you just entered. Click on the Print button on the toolbar to print the report. You can print or preview any or all of the reports listed in the Pay Estimates menu: Unposted Quantities, Expired Scales, Holdback and/or Overages.

- Close the report
- Select Qty Book from the menu bar
- Select Pay Estimates from the Qty Book menu
- Select New Pay Estimates from the Pay Estimate menu
- Enter Today’s Date in the Pay Estimate Date (Usually you will this will be the default date.)
- Action to Take: Print a test estimate

- Click on Go

- Notice that you are paying for 3.0 Tons of Aggregate Prime instead of 3.5 due to the holdback quantity enter previously.

![Example 35 - Test Pay Estimate](image_url)
As you don’t have a printer today, please compare this preview screen to the screen copy below. If they don’t match, please ask the instructor to review the preview screen with you.

**WARNING:**

- PRINT TEST ESTIMATES UNTIL YOU ARE SURE YOUR ESTIMATE IS CORRECT!
- ONCE YOU CHOOSE PRINT ESTIMATE AND POST, YOU ARE DONE.
  - YOU CANNOT CHANGE YOUR ESTIMATE AT THIS TIME.
  - THE SYSTEM WILL NOT ALLOW YOU TO CORRECT A POSTED ESTIMATE.
  - IF YOU DO ANOTHER PAY ESTIMATE YOUR ESTIMATE NUMBERS WILL BE OUT OF SEQUENCE SINCE THE CENTRAL BUREAU OF CONSTRUCTION CANNOT PROCESS TWO PAY ESTIMATES AT THE SAME TIME FOR THE SAME CONTRACT.

At this point, you’ve carefully checked your test estimate and you know that your estimate is correct.
- Close the preview form for the test estimate.

**Example 36 – Pay Estimate Calculation dialog box**

**Error in Printing a Test Estimate –**
"Error Number 5 - Invalid Procedure Call or Argument"

THIS PROBLEM USUALLY IS CAUSED BY A BLANK LINE IN THE AUTHORIZATION.
Electronic Pay Estimate Submittal Using Microsoft Outlook 2010

At this point you have created and reviewed your Test Estimate. You are ready to submit the Pay Estimate Electronically using Microsoft Outlook.

👉 We strongly recommend you use Outlook to send your Pay Estimates / Weekly Reports 👈

- Make sure you have Outlook Open and you are logged in to your Email system.
- Switch back to ICORS (The Keyboard Shortcut is Alt + Tab)
- From the Pay Estimate Calculation dialog box Select “Print Estimate and Post”
- Destination: “Electronic”
  - DO NOT CHOOSE “Diskette” option if you do not have a “Disk Drive (A:)”

Example 37 – Test Estimate Confirmation Dialog Box

- Click on

Example 38 - Sign File Copy of Pay Estimate Reminder

- You will get at “Please Confirm” Notification as shown above
- If you are really sure – click on
- ICORS will create another notification reminding you to sign the file copy of the Pay Estimate for audit purposes as shown below.

Click on “OK”
ICORS will now Print the Pay Estimate, MAKE SURE YOU SIGN THE FILE COPY!

ICORS will then create the Pay Estimate Email as shown above
Make sure you include your Signature Block in the body of the email.
As you can see, ICORS attached the required files and the additional contract email addresses as setup in “Lesson 1 – Contract Email Address Setup”.
Close the Pay Estimate Calculation Form, Click on

DO NOT EDIT THE SUBJECT LINE! The Date in the Subject Line is used by other programs!
If you do not have Microsoft Outlook Open (Up and Running in the background) the program will create an Error as shown.
Click on the “OK” to close the Error.
From your Start Menu, Find and Open Microsoft Outlook.
Switch back to ICORS and recreate the Electronic Pay Estimate.
Electronic Pay Estimate Submittal Not Using Outlook

If You Do Not Have Or Use Microsoft Outlook; You Will Need To Create An Email Using The Program That You Use:

- Route to the required and correct email addresses
- Create the Subject Line in the Correct Wording Format
- Attach the required files
- Add the proper wording to the body of the email with your Signature Block.

- At this point you have created and reviewed your Test Estimate. You are ready to submit the Pay Estimate Electronically using a Email program other than Outlook.

- From the Pay Estimate Calculation dialog box Select “Print Estimate and Post”
- Destination: “Hardcopy Only”
  - **DO NOT CHOOSE** “Diskette” option if you do not have a “Disk Drive (A:)”

- Click on
- Again, you will get at “Please Confirm” Notification.
- If you are really sure – click on

ICORS will ask you if you want to email the Pay Estimate Electronically, **Choose “NO”**

At this time ICORS does not create the reminder notification to sign the file copy of the Pay Estimate for audit purposes. **MAKE SURE YOU SIGN THE FIELD OFFICE FILE COPY.**

- Close the Pay Estimate Calculation Form, Click on
- ICORS creates the electronic files and saves the files to the “C:\Download2000” file folder.
- For pay estimate #2 Contract 20001 the files will be:
• “C2000102.est” - This is the Electronic Text Version of the Pay Estimate. It is used by Springfield personnel to Process the Pay Estimate.

• “2000102.pdf” - This is the Electronic Version of the Printed Pay Estimate. It is in Adobe Reader File format and is used by the District Office and is saved to the D8Implementation – Contract Support Pay Estimate SharePoint Document library.

• “20001 BC131.pdf” - This is the Electronic Version of the BC-131 in Adobe Reader File format. You will need to include this file if required.

• Attach the files to an Email and send to the required email addresses as outlined in “Lesson 1 – Contract Email Address Setup”.

• Remember: You must include the following in the email:
  • The Subject Line must be formatted correctly
  • An email Signature that has your Name, Title, Agency/Company Name and Your Phone Number!
  • THE STATEMENT “I approve this estimate for payment” MUST BE IN THE “BODY” OF THE EMAIL MESSAGE, NOT IN THE SUBJECT LINE!

• When emailing is complete, you can delete these files from the download directory.

  ➔ Your pay estimate is now complete ➔

Comments:

• IF YOU REALIZE YOU MISSED SOMETHING – SHAME ON YOU!

• DO TEST ESTIMATES UNTIL YOU ARE ABSOLUTELY SURE!

• DO NOT DO ANOTHER PAY ESTIMATE AND DO NOT TRY TO CORRECT THE ERRONEOUS ESTIMATE UNTIL YOU RECEIVE A COPY OF THE INVOICE FOR THIS PAY ESTIMATE.

• THEN, DO ANOTHER PAY ESTIMATE TO MAKE THE CORRECTION. IT IS IMPERATIVE THAT YOU CHECK YOUR TEST ESTIMATES!

  o REALIZING THAT SOMEONE WILL DISREGARD ALL THESE INSTRUCTIONS AND MAKE SOME ERROR SO LARGE (I.E., GROSS OVERPAYMENT) THAT WAITING UNTIL YOU RECEIVE A COPY OF THE INVOICE FOR THIS ESTIMATE WOULD BE COMPOUNDING EARLIER POOR JUDGEMENT.

  o ⇒ CALL the District CONTRACT SUPPORT. THEY WILL GIVE YOU INSTRUCTIONS FOR SUBMITTING YOUR ESTIMATE.

  o DON’T FORGET TO CREATE AND POST POSITIVE OR NEGATIVE DQ’S TO ACCOUNT FOR THE ERROR.

  o THE CORRECTED TOTALS WILL BE IN THE ICORS SYSTEM FOR YOUR NEXT ESTIMATE.
**Paying for Holdbacks**
When you want to pay for holdbacks simply change the holdback quantity to zero.

**Printing Quantity Book**
- Select *Qty Book* from the menu bar
- Select *Print Quantity Book* from the Qty Book menu

![Example of Print Quantity Book Form]

- You can select individual items or select them all.
- Select "M4080300 AGG PR CT" by clicking on the Box under the Select Field column. This will place an X in the box.
- Click on [Preview Report] button on your toolbar.

To print, click on the Printer button on your toolbar.

**Before Printing Final Quantity Book:**
- Each PayItem must be finaled and the source of the final documentation must be completed.
- When the final Quantity Book is printed, the scale reports need to be printed and included. Refer to Page 67 of this manual.

**Reminder:**
DO NOT PRINT IN "PRINT PREVIEW"!!!!
Lesson 3: The Diary

The ICORS Diary is used to keep a daily account of activity at the field site. You will use the ICORS Diary to record the daily activities. Part of the Diary will be printed on the Weekly Report. The information you enter into the ICORS Diary is essentially the same information you have entered into hard-bound diaries in the past.

Making Diary Entries

- Select **Diary** from the menu bar
- Select **Project Diary**

**Example 43 - Completed Diary Page**

- Enter the following information:
  - Date: 03-14-2011, **Tab**
  - Controlling Item: **Paving**, **Tab**
  - Persons Working: 2, **Tab**
  - Hours Worked: 8, **Tab**
  - Weather: **Sunny 35-45**, **Tab**
  - Working Days Charged: 0, **Tab** **Tab**
  - Weekly Report Paragraph: **Pavers set up Field Office today. Begin payment**

Click on the **Add New Record** button

For additional Information regarding Diary Entries refer to:

- Standard Specifications for Road and Bridge Construction - Art. 108.03 through 108.09

**DO NOT SKIP DAYS unless the contract is suspended!**
• Enter the following information:

Date: 3-15-2011, Tab

Controlling Item: Since the controlling item has not changed, press Ctrl + ↑, Tab

Persons Working: 2, Tab

Hours Worked: 8, Tab

Weather: Sunny 45-58, Tab

Working Days Charged: 1, Tab Tab

• Even though you would not normally charge a working day before May 1, for the purpose of this example, charge a working day on this date.

• Weekly Report Paragraph: Pavers set up traffic control. They cleaned and primed the pavement.

• Click on the Add New Record button

• Enter the following information:

Date: 03-16-2011 Tab

Controlling Item: Since the controlling item has not changed, press Ctrl + ↑, Tab

Persons Working: 0, Tab

Hours Worked: 0, Tab

Weather: Cloudy 35-38, Tab

Working Days Charged: 0, Tab Tab

Weekly Report Paragraph: No work.

Close the Form by clicking on the Close Form button

NOTES:


**Printing Diary Entries**

You have two choices for printing your diary entries:

- After you enter your diary information for the day – Click on **Print This Entry**
  
  - This will show you a Print Preview screen so you can double check for accuracy.
  
  - When you are ready to print, click on the Print button on your toolbar.

- Another print option is to select Diary, Print Diary Records. You will see the following dialog box:

  ![Diary Print Screen](example44_diary_print_screen)

  - You can print all dates or enter a starting and ending date.
  
  - Click on the Box to the Right of "Print All Dates" to select All Records between the "Begin Date" and "End Date".
  
  - Choose "Preview" by clicking on the Round Dot in the Print Option section.
  
  - This allows you to look through all the entries using the keys at the bottom of the Preview window.

- Close the Print Preview by clicking on the bottom Close or the button in the upper right hand corner of your screen.

- Close the Diary form.

**NOTES:**

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Creating a Weekly Report

- Select **Diary** from the menu bar.
- Select **Weekly Report** from the Diary menu.

![Example 45 - Weekly Report Form](Image)

- **Enter the following information:**
  - Weekly Report Number: 1
  - Ending Date: 03-19-2011
  - Estimated Completion Date: 6-15-2011
  - **Tab** through Suspend Date and Resume Date.
  - Percent Complete: Click on **Calc Percent Complete** or you can manually enter data.

- The contractor has already told you there will be a materials delay and they won’t finish on time, so enter the following information:
  - Will contractor complete the project on time at present rate of progress?: Choose “No”
  - Why Not?: **Aggregate Shortage**
  - Have you discussed progress with the contractor this week? Choose “Yes” (You should discuss progress with the contractor on at least a weekly basis.)

As you don’t have a printer today, please compare this preview screen to the screen copy as shown. If they don’t match, please ask the instructor to review the preview screen with you.

- Select **Print Weekly Report**, ICORS will create the Electronic files for the Report.

- Ending dates End on Saturdays.
- After you enter the first ending date, it will be automatically entered for you on subsequent weeklies.
- Weeklies Consist of 7 Days...
• Click on the Print button on your toolbar to print out a hard copy.
• Close the Print Preview by clicking on the button in the upper right hand corner of your screen.

Example 46 - Weekly Report of Resident
Electronic Weekly Report Submittal Using Microsoft Outlook 2010

At this point you have created, reviewed and printed your Weekly Report. You are ready to submit it electronically using Microsoft Outlook.

☞ We strongly recommend you use Outlook to send your Pay Estimates / Weekly Reports ☞

- Make sure you have Outlook Open and you are logged in to your Email system.
- Switch back to ICORS (The Keyboard Shortcut is Alt + Tab)
- Click on the "Email to Central Office" button.
- You will get at “Please Confirm” Notification as shown

Example 47 – Email To Central Office

Example 48 - Email Weekly Report Please Confirm Notice

- Click on “Yes” button. ICORS will create the weekly report’s electronic files and the Email Message in the same manner as it did in the Pay Estimate, except you will not get the confirmation notifications.
- Click on the Email’s “Send” Button.
- Refer to the Weekly Report Email Cheat Sheet for additional information.
- Close the Weekly Report Form by Clicking on

Example 49 - Weekly Report Email
Weekly Report Submittal Not Using Outlook

If You Do Not Have Or Use Microsoft Outlook; You Will Need To Create An Email Using The Program That You Use:

- Route to the required and correct email addresses
- Create the Subject Line in the Correct Wording Format
- Attach the required files
- Add the proper wording to the body of the email with your Signature Block.
- At this point you have printed the Weekly Report. ICORS created the electronic files when I generated the Print preview of the report. You are ready to submit the Weekly Report Electronically using a Email program other than Outlook.
- The weekly report Electronic Files were written to the C:\Download2000 directory to be attached to an email for submittal.
- For Weekly Contract 20001, week ending September 26, 2009; the files will be:
  - 20001WeeklyContDist09262009.txt - This is the Electronic Text Version of the Weekly Report. It is used by Springfield personnel to Process the Weekly Report.
  - 20001WeeklyContDist09262009.pdf - This is the Electronic Version of the Printed Weekly Report. It is in Adobe Reader File format and is used by the District Office and is saved to the D8Implementation – Contract Support Weekly Report SharePoint Document library.
- Attach the files to an Email and send to the required email addresses as outlined in “Lesson 1 – Contract Email Address Setup”.
- Remember: You must include the following in the email:
  - The Subject Line must be formatted correctly. For additional Information Refer to: IDOT Weekly Report & Pay Estimate Email Guideline for Local Agency/Consultants
  - IDOT Weekly Report and Pay Estimate Email Guideline for IDOT Residents
  - An email Signature that has your Name, Title, Agency/Company Name and Your Phone Number!
- When emailing is complete, delete these files from the download directory.
- Close the form
- Now if you print the diary pages, they will reference the Weekly Report #.

Add one more diary entry for the next week:

- Select Diary from the menu bar.
- Select Project Diary from the Diary menu.
- Click on the Add New Record button

⚠️ If you don’t click on the Add New Record button, you will overwrite an existing record.
- Enter the following information:
  - Date: 03-21-2011
  - Controlling Item: Ctrl + "
  - Persons Working: 5
  - Hours Worked: 4
  - Weather: Cloudy 40-64
  - Working Days Charged: 1
- Weekly Report Paragraph: Checked Traffic Control and worked on paving equipment.

Note:
- Diary Entries should be done every day.
- This Example is just for training.

Notice at this time Prior = 0.00

Press Shift + Enter

Notice Prior is now 1.00

Close the form.

Select **Diary**, then select **Weekly Report**

Click on the Add New Record button
If you don’t click on the Add New Record button, you will overwrite an existing record.

As you can see, the Weekly Report Number is filled in along with the Ending and Estimated Completion Date.

- Close the form.

Notes:
Lesson 4: Authorizations (BC-22)

An Authorization for Contract Change is required when you need to add new pay items to or change a pay item quantity awarded with the contract. The ICORS database has greatly reduced the amount of time it takes to prepare an Authorization. You can keep track of approvals or rejections in the database, and Balancing and Overage authorizations can be generated automatically in the database.

**Entering Authorization Information**

- Select **Authorizations** from the menu bar.

- Select **Authorization Entry** from the Authorizations menu.

![Example 52 - Blank Authorization Form](Image)

- Enter the following information:
  - AuthNum: 1
  - Letter: This is the Authorization Letter. It is used when the authorization is an adjustment to a work effort submitted on a previous authorization. For this example, we will not use a letter.
  - Subjob: A

For additional Information, Refer to the Current Construction Memorandum #4
• Auth Date: 03-21-2011 (field defaults to the current date, but a different date may be entered.)
• Select: Change Order
• Select: Major Change

Change Order, Contract Adjustment, Major Change, Minor Change, Emergency Change, and Time Extension Requested. These fields should be marked as needed. This is accomplished by clicking in the check box with the mouse pointer or by tabbing to the check box and pressing the space bar.

• Determination: The undersigned determine that the change is germane . . . because the change in design is necessary to fulfill the original intent of the contract. Select G4 in the Drop-down field.

• Location and Reason: Route from location to location. See attached explanations.
• Pay Item Key: MX406685-Q760D01-041I000
• Category: 26
• Quantity: 10
• Add/Deduct: A

• Now enter a second pay item record for:
  • M4812000-Q76D01-041I000 –A, Aggregate Shlds B
  • Category 26
  • Deduct 60

• Close the form.

New 2010 Version Feature:

➢ PPB Reminder

Example 53 - Completed Authorization form
Adding a New Item

- Select **Authorizations** from the menu bar.
- Select **Add a Pay Item Key** from the Authorizations menu.

➤ **When adding a new pay item to a contract - DO NOT check the box “Part of the Original Notice”**

PayItemNbr: X9400200, Tab

Notice that the “Fill in the Pay Item Information” Form Appeared.

Enter the following information:

- Description: *Tree Planting*
- Unit: *Each*
- Unit Price: *100*
- For the FAS ID, enter Q76C01 and press the Tab key
- For the CcsCode, enter 041X020 and press the Tab key
- Select A for the Subjob
- Click on the **Add** button and Close this Form.
Now we are going to create a New Authorization for Contract 2000:

- Select **Authorizations** from the menu bar
- Select **Authorization Entry** from the Authorization menu
- Click on the Add New Record button on the Authorization form
  - Enter the following information:
    - AuthNum: *(This field is automatically filled in for you – This will be AuthNum 2)*
    - Subjob: A
    - Auth Date: 03-28-2011
    - Select: **Contract Adjustment**
    - Select: **Minor Change**
    - Determination: *The undersigned determine that the change is germane . . . because provision for this work is included in the original contract. (1st choice in Drop-down)*
    - Reason: *Route from location to location. See attached explanations*
    - Select New
    - Pay Item: X9400200-Q760C01-041X020-A
    - Category: 03
    - Qty: 5
    - Add/Deduct: A
    - Close this form

**NOTES:**

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Approving an Authorization

- Select **Authorizations** from the menu bar
- Select **Authorization Entry** from the Authorization menu
  - Locate Authorization 2
  - Date Posted in BCM: 03-29-2011
  - BCM: CONTRACT MANAGEMENT
- Click on the Mark All Accepted button at the bottom of the screen

Notice that the status on this item has changed to Accepted.

☞ You may mark each item accepted/rejected/pending by using the Drop-down menu in the Status field ☜

- Click on the APPROVE button

☞ Notice that the record is now locked. ☜

An authorization may be unlocked, to make any necessary adjustments, only by support level or higher level staff (District ICORS Coordinator and BIP).

- Close the form.
BC 24 Form (for informational purpose only - no data entry required during lesson)

At times you may need to fill out a BC 24 Form. This form is located in the Authorization Menu. This form is filled out when your authorization exceeds $30,000. Please read Construction Memorandum 04 for more information on the requirements on when to use this form.

- Select **Authorizations** from the menu bar
- Select **BC-24 Form** from the Authorization menu

![Example 57 - ICORS Menu - Authorizations-BC-24 Form](image)

![Example 58 - BC-24 Blank Form](image)
Balancing/Overage Authorizations
This allows for a balancing or overage authorization to be created automatically by the computer.

- Select **Authorizations** from the menu bar
- Select **Balancing/Overage Authorizations** from the Authorization menu
  - Authorization Number is automatically filled in with the next consecutive number available for authorizations

Example 59 – Overage/Balancing Authorization Form

- Enter Authorization Letter (not applicable here)
- Choose Subjob A
- Choose Overage
- Choose the Select All button
- Click on the CREATE AUTHORIZATION button
- You will get an Authorization Successfully Completed message.
- Close the form.

- Select **Authorizations** from the menu bar
- Select **Authorization Entry** from the Authorizations menu
- Select the last Authorization by clicking on the Last Record button

An authorization has been created for M4080100 for an additional 49 Liters of Bit Matls Pr Ct.

Do not do balancing until ALL DQ’s are done – at end of job.

ITEMS HAVE TO BE POSTED!
Close the form.

**Line Item Report**

- Select **Authorizations** from the menu bar
- Select **Line Item Report** from the Authorization menu

Line Item Report allows you to create a report listing pending and/or accepted pay items, by authorization.

- Select Pending, Preview, OK
- Authorization 1 and 3 still has pending quantities.
- Close the report and Authorization Line Item Print Screen dialog box.

**Notes:**

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Lesson 5: Materials

Tracking quantities of materials that have been inspected and reported on a MIRC08 or any other inspection you have received. All Concrete, Bituminous tickets, and Aggregate tickets should be entered in ICORS on a daily basis.

Entering Materials for Tickets

- Select Materials from the menu bar
- Select Inspection by Pay Item from the Materials menu
- Select Entry

![Example 60 – Inspection by Pay Item form]

- Enter the following information:
  - Date: **03-22-2011** *(Date on Ticket)*
  - Material: *Mix Design number (Example 84BIT252S  84PCC1234)*
  - Pay Item: *M4080400 INCIDENTAL BIT SURF*
  - Material Qty: 157
  - Unit: TON
  - Producer: *Oliver Stone*
  - Inspection/Remarks: Right Shoulder - Sta 100+00 to 500+67.5
  - This is a ticket
  - Ticket Type: Bituminous
  - Close the Form.
**Viewing Ticket Reports**

- Select **Materials** from the menu bar
- Then **Inspection by Pay**
- Select **Report** from the

From this window you can individually select Pay Items or **Select All**.

- Select M4080400 INCIDENTAL BIT SURF

![Example 61 – Select Pay Items to Report On form](image)

- Click on **Preview**

This will take you to a Print Preview screen. You can click on the Print button on your toolbar or press the lower X in the upper left corner of your screen to exit Print Preview.

**Miscellaneous Materials Options**

In the **Materials** Drop-down menu under Inspection by Pay Item there is a ticket report you can generate by each ticket type, material type, date and producer. These reports come in handy for finaling out projects. You can also email these reports to anyone with a snapshot viewer.
Lesson 6: Material Allowances

First time use of the Material Allowance is a simple process. We will be using contract number 20001.

First Time Use of the Material Allowance

- Select Qty Book from the menu bar.
- Select Material Allowance Menu from the Drop-down list.
- Click on the Material Allowance PayItem button in the Material Allowance Menu dialog box or press Enter on your keyboard.
- Enter the following information:
  - PayItemID: MATALL00
  - FAS ID: Q760D01
  - SubJob: A
- Close the form.

Example 63 - PayItem Entry Form
From the Material Allowance Menu, select

Enter the following information:

- Material: GUARDRAIL
- Material Allowance Quantity Book Page: MATALL00-Q760D01-A
- Qty: 1000
- Unit: Foot
- Unit Cost: 26
- Affidavit Date: 3/11/2011
- Date Proof of Pay Due: The data for field is automatically generated when a BC 131 is produced.
- Evidence of Inspection: Inspected by Dist. Mat'ls.
- Close the Form.

Example 64 – Material Allowance Affidavits Form

You should be back at the Material Allowance Menu for Contract 20001.

- Click on the button to link a pay item to the material you want to pay on the allowance.
- Quantity Book Page: M6310000-Q76D01-A
- Material: Guardrail
- Conv. Factor: 1
- Close the form.

Automatically calculates 60 consecutive days from Day BC-49 is entered.

Springfield Watches This Closely! – We will get a call or email if wrong

FUND CODE MUST BE CORRECT AS THIS IS LINKED

CONVERSION LINKS TO A PAY ITEM
When the Conversion Factor Isn’t 1

The conversion factor is a ratio of the affidavit quantity to the pay item quantity. i.e. guardrail posts to SPBGR lineal ft. Let’s say 2 posts per 12.5 foot of rail. So 2 divided by 12.5 equals 0.16, which is your conversion factor.

- Select **Deduct** from the Material Allowance Menu
- The Qty Used and Qty to Deduct is 0. Click on **Auto Deduct this page** to verify the quantity. (You cannot skip this step even though the deduction is zero.)
- Close the form.
- Select **Print BC-131** from the Material Allowance Menu
- Preview is the default Output selection. Click on **Go**

This will allow you to preview your BC 131 prior to posting. You have the option of printing from the Preview screen or returning to the Print BC 131 Dialog to print a hard copy.

As you don’t have a printer today, please compare this preview screen to the screen copy below. If they don’t match, please ask the instructor to review the preview screen with you.

If this is the correct output, you have to post your Material Allowance.
• Click on Post Material Allowance

⚠️ You must print a BC 131 before posting. ⚠️

Example 67 - Please Confirm Printed Copy Dialog Box

• Click on Yes

Example 68 – Material Allowance Successfully Posted Dialog Box

• Click on OK

• Close the form.

Example 69 – Are You Sure? Dialog Box

• Click on OK

• Click on Close Form

NEW Material Allowance Info -
- SEND BC 131
- SEND BC 49
- SEND Invoice

DO NOT SEND:
- Memos
- Bill of Lading
- Shipping Manifests
- Certified Test Reports
- Packing Slips
- Certificate of Compliance
- Pictures
Checking the MATALL00 on the Test Estimate

Assume that you are ready to do a pay estimate. Let’s check the test estimate to see if the MATALL00 is correct.

- Select **Qty Book** from the menu bar
- Select **Pay Estimates** from the Qty Book menu
- Select **New Pay Estimates** from the Pay Estimate menu
- Select Print a Test Estimate
- Click on

Your test estimate should show $26,000 for the MATALL00.

Close the test estimate

Subsequent MATALL00 Deductions

Assume you don’t have time to finish your pay estimate and Stripers are installing guardrail. Enter a DQ for SPBGR.

- Select **Qty Book**
- Select **Daily Quantities**
- Click on the **Add New Record** button and enter the following information:
  - Date: 03-28-2011
  - Contractor: Stripers, Inc.
  - Pay Item Key: SPBGR
  - Qty Inspected: 380
  - Estimate or Final: Final
    ✓ OK to Post
  - Evid. of Inspection: LA-15
  - Location: Sta. 103+453 to 103+586
  - Source of Progress Doc: IDR
- Click on **Post to Qty Book** (Record is now locked).
- Close the form.
- Select **Qty Book**
- Select **Material Allowance Menu**
- Select **Deduct**

380 is the correct converted quantity. Select 380 in Qty to Deduct.
Example 70 - Material Allowance Deduction Form

- Close the form

- Click on Print BC-131

- Preview the BC 131 for accuracy (it should say $16,120) then Post Material Allowance

- Close the form.

- Select Qty Book, Pay Estimates, New Pay Estimates

- Select Print a Test Estimate, then click Go

Your test estimate now shows $16,120 in the Total Completed to Date column for the MATALL00 pay item.

**Note:** When doing a pay estimate the BC 131 must be attached to the pay estimate.

The only time we need a BC-131 Submitted w/ Pay Estimates is if:

- The Material Allowance is New;
- The Amount is Changing;
- Or the “Receipt Bill Received” Date has been Entered.

**Additional Affidavits**

If the additional affidavit has the same FAS ID and Subjob as the first one, start with Affidavits on the Material Allowance Menu.
Lesson 7: Reports

The following are brief explanations of each report available to Resident’s.

**General Reports**

- **JobStamp**
  - Job stamp information
- **Supplier Listing**
  - Suppliers
- **Contractor Listing**
  - Contractors
- **Pay Item Listing**
  - Pay items, description, unit and unit price
- **Units and Their Pay Items**
  - Used at the end of the contract after balancing all items. Auditors will use this report.

**Pay Item Key Summary**

- Pay item key, description, awarded quantity, added quantity, deducted quantity, adjusted quantity, and posted quantity.
Pay Item Reports

Select the Pay Item Numbers individually by either clicking on the Select box, clicking on the “Select All” or “DeSelect All” button. Then Choose the Report using the Report drop-down menu.

Report Menu:
- **Pay Item Summary**: Pay item number, description, quantity posted, unit price and posted dollar.
- **Posted Quantities**: Posted quantities by pay item key including description, date, quantity, evidence of inspection and location.
- **Unposted Quantities**: Unposted quantities by pay item key including description, date, quantity, evidence of inspection and location.

To Preview the Report, Click on the “Preview” button.
To Print the Report, Click on the “Print” button.

**Value of Pay Estimate - Detail**
Duplicates the information from a requested pay estimate and includes the total price per pay item. Summary of dollar amounts for FAS ID, Subjob and pay estimate.

**Diary**
Diary pages, all or by date range selection. (This is the same as selecting Diary, Print Diary Records.)
**Contractor Quantities**

Choose all or any contractor by ranges of dates or pay estimate number.

Level of Detail:  
- Daily Quantity Line Item Detail: By pay item number, description, DQ number, date, location, quantity and cumulative quantity.  
- Summary Information: By pay item number, description, posted quantity.  
- Dollars: By pay item number, description, DQ number, location, quantity, unit price and total pay item price.

**DQ Reports**

- Quantities by Pay Item Key: Users may select all Pay Items or individual Pay Items then either preview or print the report.  
- Print Daily Quantities: Daily quantities by range of DQ number or date.  
- Unposted Quantities: Unposted quantities by pay item key.  
- Qtys to be Completed: Report of Quantities to be completed by quantity book page item.  
- Quantity Book Pages Finaled: Report of the Quantity Book Pages that are Finaled.  
- Quantity Book Pages Not Finaled: Report of the Quantity Book Pages that are Not Finaled.  
- Quantities Not OK to Post: Report of Quantities that have not been checked “OK to Post”

**Scale Reports**

- Scales by Pay Item: Scales by pay item, decal number, decal date, location and remarks.  
- Scales by Decal ID: Scales by decal number, decal date, location and remarks.

**Materials Needing Inspection**

- Material Used: Creates Report of Materials that do not have Inspection.  
- Grouped by Supplier: List of Materials Used grouped by the Supplier.  
- Grouped by Supplier and MISTIC Code: List of Materials Used grouped by the Supplier and the MISTIC Material Code.  
- Materials Needing Inspection: List of Materials Used that is missing Inspection information.
**Holdbacks**
Prints out any holdbacks on the contract

**Material Allowance**
BC49 by Material
BC49s by Date
Material Allowance Conversions

**Overage Report**
Lists any overages by pay item key

**MISTIC Conversions**
List of MISTIC Conversions for the current contract.

**Final Reports**
Net Cost of Section  Creates net cost of section
Cost Breakdown – Summary  Creates cost breakdown showing total dollar value per FAS/CCS
Cost Breakdown  Creates cost breakdown showing total dollar value per FAS/CCS listing pay items

**Value Since Last Pay Estimate**
Shows dollar value of approved posted daily quantities

**Work to be Completed**
By Quantity Book Page  Lists work to be completed by quantity book page item (Item/FAS)
By Pay Item Key  Lists work to be completed by pay item key (Item/FAS/CCS)

**Quantity Book Pages Not Finaled**
Same report as DQ Reports – Quantity Book Pages Not Finaled

**Value of Work Posted**
Enter a Beginning Date and an Ending Date to generate a Report showing the Total Paid to the Prime and Sub Contractors.
Excel Reports

Excel PayItem Key Export

Example 73 - Select Pay Item Keys to Export to Excel Dialog

Use this feature to generate the data required for Cost Adjustments (Traffic Control, Bituminous, Steel and Fuel Cost Adjustments). Select Individual, Multiple or All PayItem Keys to export data to an Excel Workbook.

Excel Qty Book Page Export

Example 74 - Select Quantity Book Pages to Export Dialog

Select Individual, Multiple or All Quantity Book Pages to export data to an Excel Workbook.

You can exit from any report quickly by pressing the Esc key on your keyboard.
Miscellaneous Information

Finaling out the Contract

At the end of the contract, the Resident will need to final all the pay items.

This is located under Setup, View, Quantity Book Pages.

Review the final quantity of the pay item. If you agree, place a check in the final box.

Indicate the Source of Final Documentation (per the Documentation Manual directions). For this example of the below pay item use: Ticket File

Do this for all your pay items.

Example 75 - ICORS Menu Quantity Book Pages

Example 76 - Qty Book Pages

Remember, you can edit all of the Pay Items by Clicking on the button in the Toolbar.
**User Preferences**

Select **File, User Preferences**

- Click in the check box for **Warn if a Scale Decal is expired**

![User Preferences Dialog Box](image)

Example 77 – User Preferences Dialog Box

- Close this form.
- Select **Qty Book** from the menu bar, then select **Daily Quantities**

![Expired Scale Warning](image)

Example 78 – Expired Scale Warning

- Select **Yes**.

The scales you have entered for this lesson have not expired. This is for information purposes only.

You will get the above message every time you open the DQ’s until you turn off the warning.

- Select **Setup, Scale Information**
- Deselect the check box for **Warn me if this is expired** (Do this for both scale records.)
- Close the form. (This cancellation will not take effect until this form is closed.)

Now open the DQ’s. You should no longer get the warning message.

Select **File, User Preferences**

☑ Warn before Changing a Record
This may be handy while getting used to ICORS 2010. It won’t take long before you will want to turn this option off.

☑️ Go to last record when form opens

Use this selection if you like the most recent record to appear on the screen, or you can use the Last Record button when the form opens.

**Resident**

As a resident of a project, it is up to your discretion to add ICORS users

- Select **Resident, Add a User**
  - DATA ENTRY is for DQ entry only – No posting of quantities allowed, No Pay Estimates or Authorizations.
  - ASSISTANT - Has the same level of usage as the Resident: Assistant Abilities:
    - Can Post Quantities
    - Create and Accept Authorizations
    - Send Pay Estimates
    - Cannot add Users.
  - User Name should be 4 – 20 characters in length. Enter the user name and security group. The user should create, enter and verify his/her password.
  - Residents should not know anyone else’s password. You take on additional liability if you do.
  - Resident can also change a user security level or delete users by:
    - Select **Resident, Change User Security Level** or
    - Select **Resident, Change User Level**.

**Remarks for FAS ID’s, CCS Codes or Subjobs**

- Select **Setup, View, FAS ID, CCS Codes or Subjobs**
  - Then enter your remarks.

**Database Maintenance**

You should NOT use any of the other ICORS Utilities unless instructed to do so by ICORS Support.

**Finding Data Using the Find Icon**

If you ever need to go to a authorization or DQ that may me require to page through a lot of entries the “Find” icon could make things easier.
• Highlight the field of what you want to locate
• Click on the or Select “CTRL” & “F”
• Type in the number of which entries you are looking for.
• Use the pull down menu to customize your search

ICORS Final Contract Backup – Email to District Office
This Procedure has been revised: Residents now submit their Contracts Final Backup via Email to the District ICORS Support Personnel or to the Email address they provide.

- DO NOT create a final back up of the files until:
  1. The Contract is at 100% Completion and
  2. You receive the final pay estimate letter.
- In order to get the final backup through the firewall, you must create a compressed file folder (.Zip). Follow these Steps:
  1. In the ICORS menu under the Resident choose “Back up a Contract”.

Example 79 - Find and Replace Dialog Box

Example 80 - Resident-Back up a Contract
2. Select the contract number to back up and click on **Create Backup File**.

![ICORS Contract Backup Form](image1.png)

Example 81 - ICORS Contract Backup Form

3. You will be prompted to Confirm, Click **“Yes”**.

![Backup File Please Confirm](image2.png)

Example 82 - Backup File Please Confirm

4. Follow the prompts to create the contract file. **Exit ICORS** when complete and then **Open Outlook**.

5. The final backup file that was created is located in the C:\ICORS2010 directory.

6. Highlight the file that was created in step 4 (Example 75)

7. Right click on the contract#FinalBackup.mdb file

8. Select: **Send To**

![ICORS Backup File Location](image3.png)

Example 83 - ICORS Backup File Location
9. Select: **Compressed (Zippered) Folder** (This new folder will be created in the ICORS directory folder)

10. Right click on zippered folder

11. Select: **Send To**

12. Select: **Mail Recipient**

13. An Email Message will be created with the backup file attached. Enter the email address provided by the Districts ICORS Support personnel.

14. Click on **Send**.

**View or Set Central Office Email Addresses**

The ICORS Program has been revised to allow changes to the Central Office Email Addresses. This allows Local Agency and Consultants to change the email address for all of their contracts so that Pay Estimates are forwarded to the correct person.

1. Select **File**, then select **View or set Central Office Email Addresses**

![Example 84 - View or set Central Office Email Addresses](image)

2. The “Set Email addresses for Pay Estimates and Weekly Reports Dialog box will open as show in Example
Example 85 - Set Central Office Email Addresses

3. Make the necessary changes and then click on “Save”. Note – Changes to these email addresses are made on all contracts, they are not contract specific!

Central Office Email Addresses:
Current list of the IDOT Central Office ICORS Email addresses:

- Pay Estimate Email Address: DOT PAYEST@Illinois.gov
- Weekly Report Email Address: Weekly.ReportCentral@illinois.gov
- Procurement Board Email Address: DOT.PPBW@Illinois.gov

Notes:
ICORS Help – Assistance

For ICORS Assistance Contact Your District ICORS Support Person!

DO NOT CALL BIP IN SPRINGFIELD!

Notes:

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APPENDIX A - HOMEWORK ASSIGNMENT CONTRACT 20002
Homework: Contract 20002

Add the Course Instructor's email address to receive Weekly Reports and Pay Estimates to document your homework and completion of this course. It is not necessary to print the documentation generated in this exercise. All items must be turned in to receive credit for Class.

Open ICORS and Install the text file for contract 20002.

Setup this Contract using the following information:

Contractor:
- Name: Effingham Roadbuilders, Inc.
- Contractor Number: 12345
- Address: 123 W. Wabash
- City: Effingham
- State: IL
- ZIP: 62401
- Phone: (217)342-1234

- Contractor:
  - Name: Altamont Landscaping
  - Contractor Number: 12346
  - Address: 100 S. Main
  - City: Altamont
  - State: IL
  - ZIP: 62411
  - Phone: (618)483-1000

- Contractor:
  - Name: Mason Striping Co.
  - Contractor Number: 12347
  - Address: 500 W. Main
  - City: Mason
  - State: IL
  - ZIP: 62418
  - Phone: (618)555-9876

- Contract Information:
  - County: Effingham
  - Section: RS-1
  - Route: SBI 45
  - District: 02
  - Project Type: Exempt
  - Location: Effingham, IL
  - Resident Name: Enter Your Name
  - Supervisor Name: Enter the Instructor's Name
  - Prime Contractor: Effingham Roadbuilders, Inc.
  - Mist Number: Leave blank
  - Field Office Phone: Enter Your Current Phone Number
  - Time Limit Type: Working Days
  - Partnered or Non-Partnered: Partnered
  - Consultant Plans: In House
  - Working Days: 25
Letting Date: 05/01/99
Award Date: 05/15/99
Executed Date: 05/26/99

- Add the following information:
  - Subjob: A
  - Job Number: C97-001-95
  - Project Number: NHF(2)

- Scale Information:
  - Tie all weight items to a Dept. of Ag. Scale or a dummy scale if BC-981 quantity.
    - Decal Number: 1234
    - Decal Date: 01/01/99
    - Location: Effingham Roadbuilders plant, Effingham, IL.
  - Tag all items that apply:
    - Agg Bse Cse B
    - Bit Matis Pr Ct
    - Agg Pr Ct
    - Bit Cone Surf Cse D CLI T1
    - Nitrogen fertilizer
    - Phosphorus fertilizer
    - Potassium fertilizer
    - Mulch method I.

Enter the following day by day diary and daily quantity entries and others as described:

**Diary Date: 06/01/99 Tuesday**

- Diary Entry: Effingham Roadbuilders set up field office, set traffic control and removed existing structure. Altamont Landscaping completed all tree removal.
- 2 persons - 8 hrs.
- Controlling Item - Traffic control
- Additional Paragraph in Diary: Begin payment of field office this date.
- Daily Quantities:
  - Effingham Roadbuilders:
    - #70103700 Traf Cont. Comp. 0.25 LS Est
      - Evidence of inspection: As per standard
      - Location: Jobsite*
      - Source of progress doc.: See calculations in traffic control file.
      - Mark "OK to Post"
    - #50100100 Rem. Exist Struct. 1.0 EA Final
      - Evidence of inspection: N/A
      - Location: Jobsite
      - Source of progress doc.: Daily Quantity
      - Mark "OK to Post"
  - Altamont Landscaping:
    - #M2010110 Tree Remov 6-15 26.00 Units Final
      - Evidence of inspection: N/A
      - Location: Jobsite
      - Source of progress doc.: Field Book #1 p. 1
      - Mark "OK to Post"
    - #M2010210 Tree Remov over 15 160.00 UNIT Final
Diary Date: 06/02/99 Wednesday  Weather: 60-80, pt sunny

- Diary Entry: Effingham Roadbuilders worked on storm sewer items, completed an estimated 1/2 of earth excavation and embankment quantities.
- 10 persons - 8 hrs.
- Controlling Item - Storm Sewer
- Daily Quantities:
  - Effingham Roadbuilders:
    - #60246705 Med Inlet (604101) SPL  2.0 EA  Final
    - Evidence of inspection: Stamped CERTIFIED from approved source.
    - Location: Jobsite
    - Source of progress doc.: Field Book #1 p. 10
    - Mark "OK to Post"
  - #60500090  Rem Inlet Main Flow  2.0  EA  Final
  - Evidence of inspection: N/A
  - Location: Jobsite
  - Source of progress doc.: Field Book #1 p. 11
  - Mark "OK to Post"
  - #M2020010  Earth Excavation   15570 CM. Est.
  - Evidence of inspection: N/A Location: Jobsite
  - Source of progress doc.: Estimated 1/2 of BC-981 quantity
  - Mark "OK to Post"
  - #M2050150  Embankment   30 CM    Est
  - Evidence of inspection: Letter of acceptance from District Materials
  - Location: Jobsite
  - Source of progress doc.: Estimated 1/2 of BC-981 quantity
  - Mark "OK to Post"

Diary Date: 06/03/99 Thursday  Weather: 65-90, pt cloudy

- Diary Entry: Effingham Roadbuilders continued working on storm sewer items, removed curb at existing structure.
- 10 persons - 8 hrs.
- Controlling Item - Storm Sewer
- Daily Quantities
  - Effingham Roadbuilders:
    - #M4402020  Curb Rem    170.00 M  Final
    - Evidence of inspection: N/A Location: Jobsite
    - Source of progress doc.: Field Book #1 p. 20
    - Mark "OK to Post"
  - #M542B128  RC Pipe Elbow    2.0 EA  Final
Evidence of inspection: Stamped CERTIFIED from approved source
Location: Jobsite
Source of progress doc.: Field Book #1 p. 12
Mark "OK to Post"

#M5500465 SS CL A 2 600 5.5 M Final
Evidence of inspection: Stamped CERTIFIED from approved source
Location: Jobsite
Source of progress doc.: Field Book #1 p. 13
Mark "OK to Post"

#M6021810 ManA1.8DT1FCL 2.0EA Final
Evidence of inspection: Stamped CERTIFIED from approved source
Location: Jobsite
Source of progress doc.: Field Book #1 p. 14
Mark "OK to Post"

Diary Date: 06/04/99 Friday Weather: 60-85, rain
- Diary Entry: No work- rain out. No W.O. charged due to rain.
- 0 persons - 0 hrs.
- Controlling Item - Storm Sewer
- Additional Paragraph - Pay 0.13 cal mo field office. 4days/30 days = 0.13 cal mo.

Since it's raining, we have some time to catch up on paperwork. We need to do a pay estimate, but first we have to make some payment for the field office and traffic control. (Normally pay estimates would be done on the 15th and 30th of each month, but for this project we will do them more often to better illustrate the process).

- Daily Quantities:
  - Effingham Roadbuilders:
    - #67000400 Engr Field Office A 0.13 Cal Mo Est
      - Evidence of inspection: Approved by resident
      - Location: Jobsite
      - Source of progress doc.: See job diary
      - Mark "OK to Post"
    - #70103700 Traf Cont Compl 0.13LS Est
      - Evidence of inspection: As per standard
      - Location: Jobsite
      - Source of progress doc.: See calculations in traffic control file. (4 days/20 days estimated use • 0.65 = 0.13 L.S.)
      - Mark "OK to Post"

Post all Daily Quantities. (Quantities- Post Quantities - "select all" button -"post" button)
Check for daily quantities not marked "ok to post".
(Reports-DQ Reports-Quantities Not "OK to Post").
Run Test Estimate and print out- Check & double check w/ at least two others and master copy.

Run pay Estimate- Select Email (When the Email message has been created, delete the Central PayEstimate Email address. The Instructors email address should be in the cc address section. You do not need to print hard copy unless you want one for your class records.
Diary Date: 06/07/99  Monday  Weather: 65-90, pt cloudy

- It's Monday, first we need to make the diary entries for Saturday and Sunday. (Always 0 W.D. for weekends and holidays)
  - 06/05/99: Saturday 55-75, cloudy – No Work - Controlling Item is the same as Friday
  - 06/06/99: Sunday 60-80, sunny – No Work - Controlling Item is the same as Friday
- Go to Setup Menu- Contract information and enter Start date of 06/01/99. Now create Weekly Report #1. Ending Date: 06/05/99   Est. Completion Date: 06/30/99 (Remember - Weekly Reports always Start on Sunday and end on Saturday. Never skip days in your diary.)
- Use "Calc % Complete" button.
- Press the "Print weekly report" button to preview the report. If ok, close the preview and press the "Email to Central Office" button to create the report email, Click “Yes” and then “Send” to complete the process.
- Print last week’s Daily Quantities. Print last week’s Diary entries.
- You also got a Material Allowance form BC-49 (Material Allowance Affidavit) in the mail over the weekend. It listed:
  - 32.5 Mton of CA-6 @ $12/Mton for Agg Sse Cse B
  - 4 ROW Markers@ $10/ea on the BC-49.
- Go to Qty Book- Material Allowance menu, start at the top and follow each step down.
  1. Select MATALLOO pay item from drop down menu, use same CCS codes, subjob, etc.
  2. Input affidavits. (BC-49) Remember to include both items.
  3. Conversions are 1 for each item. But remember to tie contract pay item to material from BC-49, not MATALLOO pay item.
  4. Deduct 0 the first time through. Be sure to use "Auto deduct" for each pay item.
  5. BC-131: Preview - Go button - print from preview screen, for test sheet. If test is OK, Hardcopy - Go, to print. Then be sure to click "Post Material Allowance" button. The computer will remind you to print and post before closing!
  6. Close form.
- Diary Entry: Effingham Roadbuilders completed work on earth excavation and embankment.
  - 10 persons - 8 hrs
  - Controlling Item – Embankment
- Daily Quantities:
  - Effingham Roadbuilders:
    - #M2020010 Earth Excavation 15570 CM Final
    - Evidence of inspection: N/A Location: Jobsite
    - Source of progress doc.: Final payment for balance of BC-981
    - Mark "OK to Post"
    - #M12050150 Embankment 30 CM Final
    - Evidence of inspection: Letter of acceptance from District Materials.
    - Location: Jobsite
    - Source of progress doc.: Final payment for balance of BC-981
    - Mark "OK to Post"
Diary Date: 06/08/99 Tuesday Weather: 70-90, sunny

- Diary Entry: Effingham Roadbuilders Poured CI SI Concrete Outlet and Concrete Gutter TA Mod rt. sta. 1+000.
- 8 persons - 8 hrs.
- Controlling Item- Concrete Gutter TA Mod
- Daily Quantities:
  - Effingham Roadbuilders:
    - #M6060010  CL SI Concrete Outlet  4.2 CM Final
    - Evidence of inspection: Plant Report & Tickets
    - Location: Jobsite
    - Source of progress doc.: Field Book #1 p. 30
    - Mark "OK to Post"
    - #M6060270  Cone Gutter TA Mod  775.00 M Final
    - Evidence of inspection: Plant Report & Tickets
    - Location: Jobsite
    - Source of progress doc.: Field Book #1 p. 31
    - Mark "OK to Post"

Diary Date: 06/09/99 Wednesday Weather: 70-85, Cloudy AM, Rain PM

- Diary Entry: Effingham Roadbuilders set 2 ROW markers rt sta 1+000 and 2+000. Rain out at noon - charge 1/2 WD due to rain.
- 8 persons - 4 hrs.
- Controlling Item - Agg Bse Cse B
- Daily Quantities:
  - Effingham Roadbuilders:
    - #66600105  ROW Markers  2 EA Final
    - Evidence of inspection: LA-15
    - Location: Jobsite
    - Source of progress doc.: Field Book #1 p. 40
    - Mark "OK to Post"

Diary Date: 06/10/99 Thursday Weather: 60-80, sunny

- Diary Entry: Effingham Roadbuilders constructed aggregate base course B.
- 8 person - 8 hrs.
- Controlling Item - Agg Bse Cse B
- Daily Quantities:
  - Effingham Roadbuilders:
    - #M3511010  Agg Bse Cse B  33.0 Mton Final
    - Evidence of inspection: Approved source and shipment tickets.
    - Location: Jobsite
    - Source of progress doc.: Wt Tickets in file
    - Mark "OK to Post"

Diary Date: 06/11/99 Friday Weather: 65-75, pt sunny
ICORS 2010 Training Manual

Appendix A

- Diary Entry: Effingham Roadbuilders removed guardrail at all locations and constructed bit. Shldrs. 200mm.
- 10 persons- 8 hrs
- Controlling Item- Guardrail
- Additional Paragraph - Pay 0.25 cal mo field office this date. 7 days/30 days = 0.25 cal mo.

You need to run a Pay Estimate. But before you do that you need to add Daily Quantities for Engr. Field Office and Traffic Control.

- Daily Quantities:
  - Effingham Roadbuilders:
    - #M6320020  SPBGR Rem 101.00 M Final
      - Evidence of inspection: N/A Location: Jobsite
      - Source of progress doc.: Field Book #1 p. 50
      - Mark "OK to Post"
    - #M4820200  Bit Shldrs 200mm 1210.00 SM Final
      - Evidence of inspection: Plant report & tickets
      - Location: Jobsite
      - Source of progress doc.: Field Book #1 p. 60
      - Mark "OK to Post"
    - #67000400  Engr Field Office A 0.25 Cal Mo Est.
      - Evidence of inspection: Approved by resident
      - Location: Jobsite
      - Source of progress doc.: See job diary
      - Mark "OK to Post"
    - #70103700  Traf Cont Compl 0.23 LS Est.
      - Evidence of inspection: As per standard
      - Location: Jobsite
      - Source of progress doc.: See calculations in traffic control file (7days/20 days est* 0.65 = 0.23 LS)
      - Mark "OK to Post"

Post all quantities.

Check for daily quantities not marked "ok to post". (Reports- DQ Reports- Quantities not "OK to Post").

Go through Material Allowance from the "deduct" procedure down. Make sure to complete all to bottom. Make sure you "Auto deduct" each item and DO NOT print final copy of BC-131 from print preview screen! (Print hardcopy- Go)

Run a Test Estimate-- (Check, Recheck, and Triple check!). Run a Pay Estimate- Diskette, and print a hard copy.

Diary Date: 06/14/99 Monday Weather: 60-75, sunny
• First you need to make the Diary entries for the Weekend.
  o Saturday: 06/12/99  50-70, sunny
  o Sunday: 06/13/99  55-75, sunny
• Create Weekly Report  #2.
• Print last week’s Daily Quantities and Diary entries.
• Diary Entry: Effingham Roadbuilders completed ROW marker installation, constructed Bit Surf Rem Butt Joint, Temp Ramp, Primed and sanded in preparation for paving. Pavement cleaning at force account was also completed today.
• 18 persons- 10 hrs.
• Controlling Item - Bit cone surf cse D
• Daily Quantities:
  o Effingham Roadbuilders:
    ▪ #66600105 Fur Erect  ROW  Markers  2.0 EA Final
    ▪ Evidence of inspection: LA-15
    ▪ Location: Jobsite
    ▪ Source of progress doc.: Field Book #1 p. 40
    ▪ Mark "OK to Post"
    ▪ #M4060980 Bit Surf Rem Butt Joint  78.0 SM Final
    ▪ Evidence of inspection: N/A Location: Jobsite
    ▪ Source of progress doc.: Field Book #1 p. 70
    ▪ Mark "OK to Post"
    ▪ #M4060990 Temp  Ramp    78.0 SM Final
    ▪ Evidence of inspection: Plant report & tickets
    ▪ Location: Jobsite
    ▪ Source of progress doc.: Field Book #1 p. 71
    ▪ Mark "OK to Post"
    ▪ #M4060200 Bit Matis  Pr Ct   1.03 Mton Final
    ▪ Evidence of inspection: Bill of lading w/ tested tank indicated.
    ▪ Location: Jobsite
    ▪ Source of progress doc.: see wt tickets and calcs.
    ▪ Mark "OK to Post"
    ▪ #M4060300 Agg Pr Ct    4 Mton Final
    ▪ Evidence of inspection: Appr source & shipment tickets.
    ▪ Location: Jobsite
    ▪ Source of progress doc.: Wt Tickets in file.
    ▪ Mark "OK to Post"

  o Roadbuilders has a crack office team, so you get the force acct bill at the end of the day.  Create a new pay item
    ▪ #FRC00001 Pavt Cleaning
    ▪ Units are dollar
    ▪ Unit price is 1.00
    ▪ Quantity is 1023.76
    ▪ Use same CCS and Subjob, FAS ID codes.
    ▪ Note: This item is not an approved item, so do not check the “Approved” box.
Create Authorization #1, print and submit to the office for signatures.

- Authorization entry: #1, No letter, Subjob A, Contract Adjustment, Minor Change, use first determination statement from drop down box, Location and Reason is "See attached sheets", Check "new" box, Click mouse under Pay Item Key field to get drop down box and select FRC00001, Category is 02, Quantity is 1023.76, Addition.
- We will add this pay item Daily quantity to the above list.

NOTE - You can either do the daily quantity the day you check the bill or the day you get the approved authorization back. Both are acceptable, they won't be posted until approved and can be edited if needed, but remain consistent or you could forget to pay for the item.

- #FRC00001 Pavt Cleaning 1023.76 $ Final
- Evidence of inspection: N/A
- Location: Jobsite
- Source of progress doc.: See force acct bill and BC-635 in file
- Mark "OK to Post"

Diary Date: 06/15/99 Tuesday Weather: 66-76, pt sunny

- Diary Entry: Effingham Roadbuilders constructed Bit Cone Surf Cse D CLI T1 and short term pavt marking.
- 12 persons - 10 hrs
- Controlling Item - Bit cone surf cse D
- Daily Quantities:
  - Effingham Roadbuilders:
    - #M4060820 Bit Con Surf Cse D CLI 382.0 Mton Final
    - Evidence of inspection: Plant report & tickets
    - Location: Jobsite
    - Mark "OK to Post"

    - #M7030100 Short Term Pavt Mking 84.00 M Final
    - Evidence of inspection: LA-15
    - Location: Jobsite
    - Source of progress doc.: Field Book #1 p. 80
    - Mark "OK to Post"

You also received an approved copy of Authorization #1 back, but Springfield has changed the pay item code to XXX19700.

Handle this by going to "Resident" from the menu bar and using the drop down box, select "Change unapproved pay items". Then a Dialog Box will appear called "Unapproved Pay Items". Find the record that has the information for FRC00001 and change it to XXX19700. Note: This will change that pay item on your authorization and daily quantity.

Now mark all accepted and approve Authorization #1.

Diary Date: 06/16/99 Wednesday Weather: 60-80, pt cloudy
• Diary Entry: Altamont Landscaping planted trees, fertilized, seeded, and mulched CL 4 areas only.
• 4 persons - 8 hrs.
• Controlling Item- Seeding
• Daily Quantities:
  o Altamont Landscaping:
    ▪ #B1002010 Cercis Canadensis 10 1.0 EA Final
    ▪ Evidence of inspection: LA-15
    ▪ • Location: Jobsite
    ▪ ▪ Source of progress doc.: Field Book #1 p. 90
    ▪ ▪ Mark "OK to Post"
  ▪ #M2500310 Seeding CL 4 0.63 HA Final
  ▪ Evidence of inspection: RE memo & certificate signed by reg. seed technologist.
  ▪ Location: Jobsite
  ▪ ▪ Source of progress doc.: Field Book #1 p. 91
  ▪ ▪ Mark "OK to Post"
  ▪ #M2500400 Nitrogen Fert Nutr 48 KG Final
  ▪ Evidence of inspection: Guaranteed analysis on bag & RE memo
  ▪ Location: Jobsite
  ▪ ▪ Mark "OK to Post"
  ▪ #M2500500 Phosphorus Fert Nutr 48 KG Final
  ▪ Evidence of inspection: Guaranteed analysis on bag & RE memo
  ▪ Location: Jobsite
  ▪ ▪ Mark "OK to Post"
  ▪ #M2500600 Potassium Fert Nutr 48 KG Final
  ▪ Evidence of inspection: Guaranteed analysis on bag & RE memo
  ▪ Location: Jobsite
  ▪ ▪ Mark "OK to Post"
  ▪ #M2510110 Mulch Method I 0.63 Mton Final
  ▪ Evidence of inspection: RE memo
  ▪ Location: Jobsite
  ▪ ▪ Mark "OK to Post"

Date: 06/17/99 Thu Weather: 60-85, pt cloudy

• Diary Entry: Altamont Landscaping fertilized, seeded and mulched CL 5 areas only and constructed erosion control blanket.
• 8 persons - 8 hrs
• Controlling Item – Seeding
• Daily Quantities:
o Altamont Landscaping:
  ▪ #M2510630 Erosion Cont Blanket 4002.0 SM Final
  ▪ Evidence of inspection: LA-15
  ▪ Location: Jobsite
  ▪ Source of progress doc.: Field Book #1 p. 95
  ▪ Mark "OK to Post"
  ▪ #M2500320 Seeding CL 5 0.41 HA Final
  ▪ Evidence of inspection: RE memo & cert signed by reg. seed Tech.
  ▪ Location: Jobsite
  ▪ Source of progress doc.: Field Book #1 p. 96
  ▪ Mark "OK to Post"
  ▪ #M2500400 Nitrogen Fert Nutr 15 KG Final
  ▪ Evidence of inspection: Guaranteed analysis on bag & RE memo
  ▪ Location: Jobsite
  ▪ Mark "OK to Post"
  ▪ #M2500500 Phosphorus Fert Nutr 15 KG Final
  ▪ Evidence of inspection: Guaranteed analysis on bag & RE memo
  ▪ Location: Jobsite
  ▪ Mark "OK to Post"
  ▪ #M2500600 Potassium Fert Nutr 15 KG Final
  ▪ Evidence of inspection: Guaranteed analysis on bag & RE memo
  ▪ Location: Jobsite
  ▪ Mark "OK to Post"
  ▪ #M2510110 Mulch Method I 0.41 Mton Final
  ▪ Evidence of inspection: RE memo
  ▪ Location: Jobsite
  ▪ Mark "OK to Post"

**Date:** 06/18199  Fri  **Weather:** 65-90, sunny

- Diary Entry: Mason Striping constructed paint pavement marking line 100mm. Effingham Roadbuilders removed traffic control and field office. Project 99.9% complete pending final inspection and punch list.
- 4 persons- 10 hrs.
- Controlling Item - Pavement Markings
- Additional Paragraph - End payment of field office this date. 6 days/30 days = 0.20 cal. mo.
- Daily Quantities:
  o Mason Striping:
    ▪ #M7800205 Paint Pvt Mk Ln 100 999.0 M Final
    ▪ Evidence of inspection: LA-15
    ▪ Location: Jobsite
• Source of progress doc: Field Book #1 p. 99
• Mark "OK to Post"

  o Effingham Roadbuilders:
    • #67000400 Engr Field Office A 0.20 Cal Mo Final
    • Evidence of inspection: Approved by resident
    • Location: Jobsite
    • Source of progress doc.: Job Diary 6days/30days = 0.20
    • Mark "OK to Post"

  • #70103700 Traf Cont Comp 0.39 LS Final
  • Evidence of inspection: As per standard
  • Location: Jobsite
  • Source of progress doc.: See calculations in traffic control file.
    (1.0- prev paid 0.61 = 0.39 LS)
  • Mark "OK to Post"

• Post all Daily Quantities.
• Check for daily quantities not marked "Ok to Post".
• Run the Material Allowance procedure from the "deduct" down to the bottom.
• Preview the Test Estimate - Check before running pay estimate. If ok, then create and send a Pay Estimate.

**Daily Diary: 6/21/99 Monday  Weather: 60-75, sunny**

• You need to enter the diary entries for Saturday and Sunday:
  o 06/19/99 Saturday, 55-75, sunny
  o 06/20/99 Sunday: 50-65, sunny
• Create Weekly Report #3,
• Use the "Calculate % Complete" button, but you must overwrite to 99.9%
• Print last week’s Daily Quantities and Diary Entries.
• Daily Diary Entry: Field engineer came by today and did the final inspection. No punch list required. Project 100%
• 0 persons- 0 hrs. 0 W.D.
• Controlling Item – Punch list
• Now Final out the Contract and Post any remaining DO's.
• Check for daily quantities not marked "Ok to Post".
• Now you need to create a balancing authorization to balance awarded quantities with as built quantities. Create and send it off to the office. (Authorizations- Balance/Overage). Note: Be sure Auth Date" is 6/21/99.

• Through the miracle of modern technology, you received Authorization #2 approved the same day. Accept all and approve.
• Run Test Estimate.

**Note:** After a balancing Authorization, the "Adjusted Total Quantity" Column should equal either the • completed at Last Report" or "Total Completed to Date" Column for each pay item.

• Run Final Pay Estimate and send to office.
• Input Date Completed, Final Inspection Date and Punch list Date on Contract Information.
• Create the final weekly report (#4). Note you will have to change the% complete field to 100% manually.
• Print remaining Diary entry & Cover Sheet.
• Mark all quantities "Final" by clicking in "Finaled" box and enter source of documentation of final quantity. (Setup- View- Quantity Book Pages) You will have to look at your daily quantities and/or use Construction Manual to determine the proper source.

Note: Only do the first five items, you might remember that we said that you might have to print out your Quantity Book a few times throughout the job, this would be a good time to print out the first five items.

Print the Quantity Book and the Cover Sheet.

Note: To include index, you cannot print out of print preview screen.

Note: Only do the first five items.

• Print the following Reports:
  o Scale Reports;
  o Net cost of section report
  o Cost Breakdown Summary
  o Print Cost Breakdown.
• Create your final backup in ICORS and send to the District Office per the instructions.
• **Your job is now complete!**
APPENDIX B – IDOT DEPARTMENTAL ORDER 8-2
ICORS SECURITY

The security levels built into the ICORS system allow varying levels of user access, which in the field constitute anywhere from “Read-Only” capabilities, to “Data Entry” only, to “Assistant”, and finally “Resident”. There are higher administrative levels of security as well, not intended for ‘in-the-field’ users. Each one of the security levels allows broader access to the user than the one before it, with the “Resident” level being the highest level available for field use which basically allows full access to create pay estimates and authorizations. Users are not to share or create ‘universal’ username/password combinations. Although ICORS programming doesn’t have anything in place to prohibit this practice, Support personnel can determine if the policy is violated by randomly reviewing the data contained in State, Local Agency and Consultant Backup files.

The log-in security system built-in to the ICORS database is intended to not only protect the Department from unauthorized use, it is equally intended to protect the aforementioned ICORS user and also the Resident Engineer/Technician assigned to that contract as well. One may or may not be aware that each entry is tracked to who created the various entries and when they were made. Perhaps more importantly, in regards to the project diary, if anyone should happen to change the diary for any reason, the system would track who created the original entry, what the original entry stated, and when it was created, as well as if it was changed, what it was changed to, who made the change, and when. Of course, this is effective only if the user name/password combination is unique to that individual. If everyone is sharing the same log-in on an ICORS computer, then this all-important aspect of this functionality is rendered useless. Keep in mind that the person ultimately responsible for the accuracy, security, and integrity of this ICORS data is the Resident. Again, this system is designed to protect all parties involved in the process, and all ICORS data entry could be traced back to the log-in.

Username/ password combinations are never to be shared by anyone, and if the user feels their password has been compromised, they should change it immediately. The Resident should routinely delete users who are no longer involved in the contracts assigned on that particular ICORS unit, and can easily add new users by entering a user name, and then entering and verifying a designated password, and selecting the appropriate security group. That new user should immediately log-in using the password assigned to him/her and immediately change it, for not even Residents need to know the passwords of their delegates. The Username and the start and removal date must be documented in the ICORS Diary additional paragraph. If the Resident on a Local Agency or Consultant overseen Contract is changed, this information must be relayed to District Construction and Contract Support personnel. All ICORS users must be documented.

In order to protect both the Department AND individual ICORS users, Departmental Order 8-2 mandates unique user accounts which are to be restricted by password control, and affects ALL ICORS users (including State, local agency, and consultant personnel). ICORS is an IDOT Information Technology resource, and as such, this resource “must be protected from accidental or unauthorized access, use, disclosure, modification, or destruction by employees, contractors, or any individual whether on state or non-state provided equipment” (first paragraph, page 1). Section 4.C. of this document outlines the security policy as it pertains to passwords, hardware and data security, computer viruses, as well as data backups.

Please familiarize yourself with these requirements and take all necessary precautions noted. It is imperative that proper usage of the username/ password log-in be maintained in order to prohibit fraud and/or incrimination on behalf of, or affecting, the ICORS user. Please share this information with all interested parties.
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