

Entering Checklist Event in SiteManager for Barricade Reports

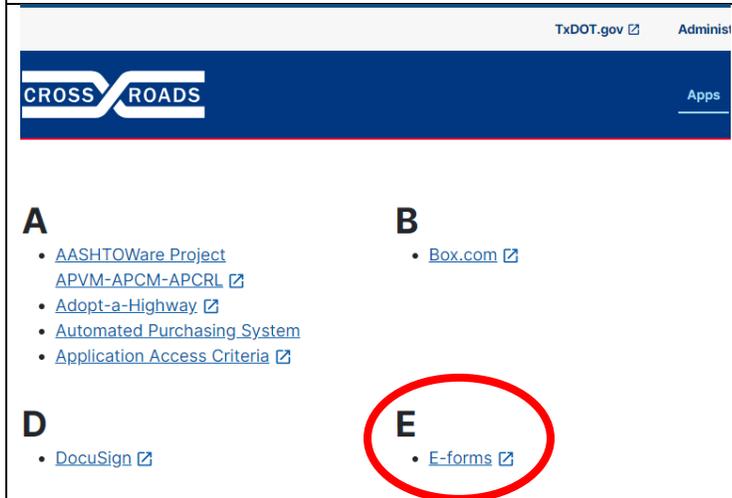
Recordkeeper Job Aid

Construction Division

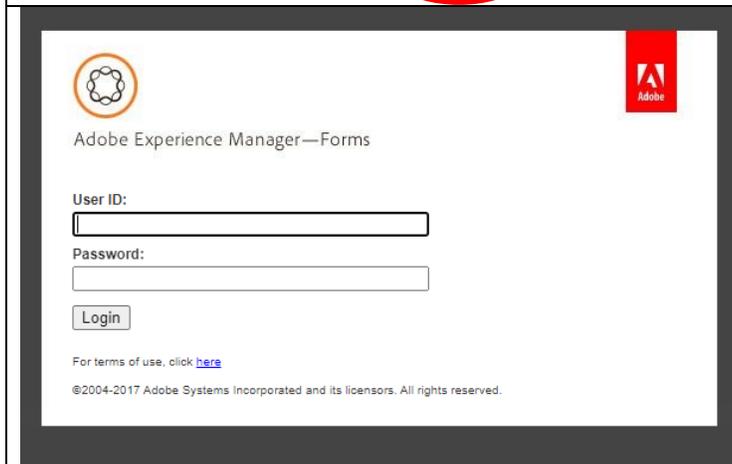
Construction Recordkeeper Job Aid



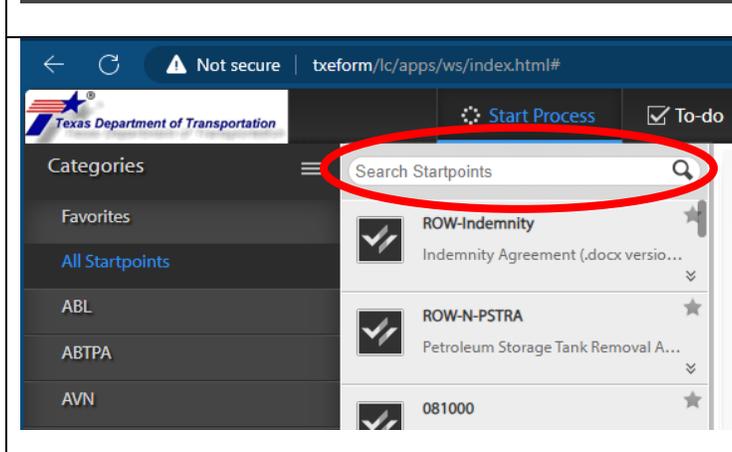
3. To locate a 599 form, go to Crossroads home page and locate the "Apps" on the top of the page and click on it.



4. Find "E-forms" under the letter "E" and click on that.

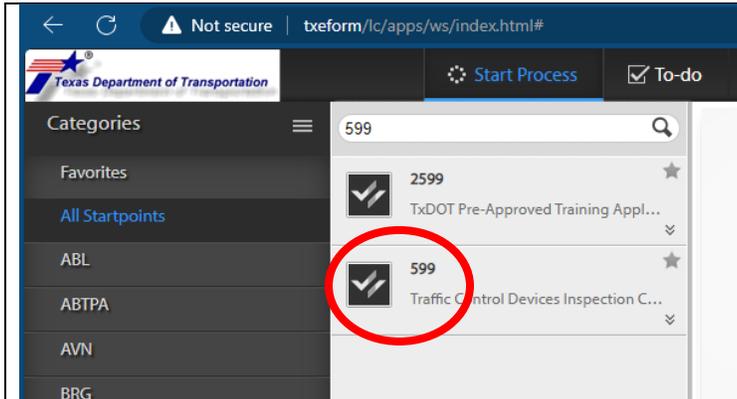


5. From there it will bring up a user id and a password prompt. This is the same employee password that you would use typically to log in to your work computer.

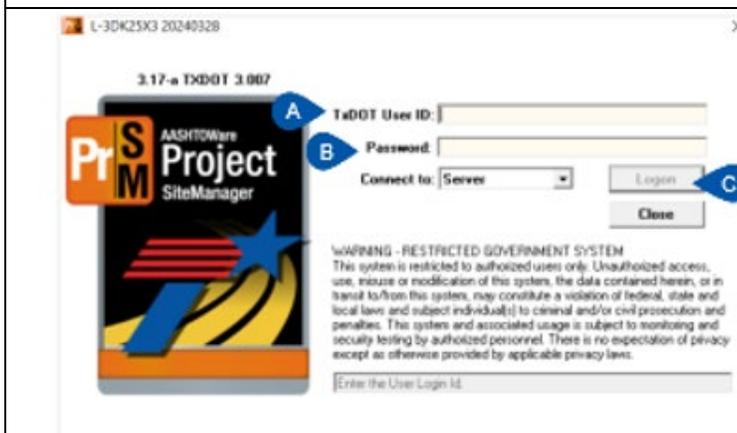


6. After logging in, click in the "Search Startpoints" and type: 599.

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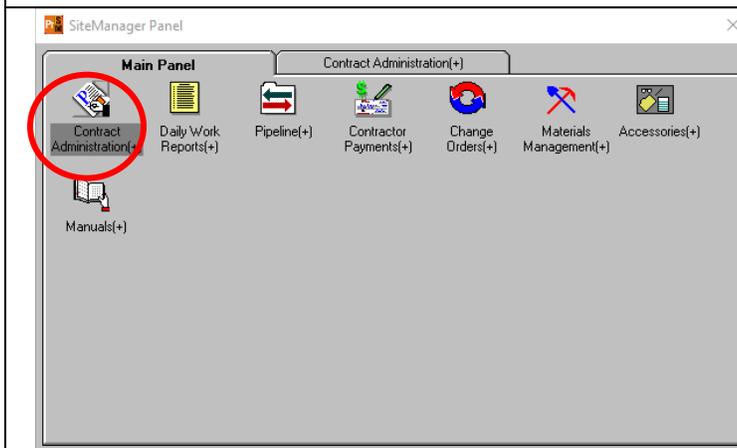


7. Click on the appropriate form that you are looking for (in this case we are looking for the 599) Click on that form listed and then you can use that document.



8. Open SiteManager for next step in logging 599's:

- Type your TxDOT User ID
- Type your Password
- Click Logon



9. Double click "Contract Administration"

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Checklist Event Dates

Contract ID: 014209047

Event Type	Frequency Type	Event Group Type	Next Proj Date	Nbr of Occinc	Required to Activate	Discr Ind	Required Doc Type	Ext Ind
LABOR INTERVIEW	Monthly	CIVIL RIGHTS REC	10/07/24	18	N	Y	LABOR INTERVI	N
BULLETIN BOARD INSF	Quarterly	FEDERAL-AID REC	12/07/24	6	N	Y		N
PROMPT PYMNT CERT	Monthly	FEDERAL-AID REC	11/07/24	18	N	Y	PROMPT PAY CI	N
BARR INSP - DAY	Monthly	INSPECTION REQ	10/07/24	18	N	Y	BARRICADE INS	N
BARR INSP - NIGHT	Monthly	INSPECTION REQ	10/21/24	18	N	Y	BARRICADE INS	N
BARR INSP - QUART	Quarterly	INSPECTION REQ	12/07/24	6	N	Y		N
CONSTRUCTION STAG	One Time Only	INSPECTION REQ	00/00/00	1	N	Y	CONSTRUCTION	N

Projected Date	Actual Date	Comments
00/00/00	00/00/00	

13. Choose the barricade event type you are wanting. Make sure to pay close attention to them as there are three different barricade reports:

BARR INSP - DAY

BARR INSP - NIGHT

BARR INSP - QUART

AASHTO SiteMan (20240328) 1 HQQ2

File Edit Services Window Help

Checklist Event Dates

Contract ID: 014209047

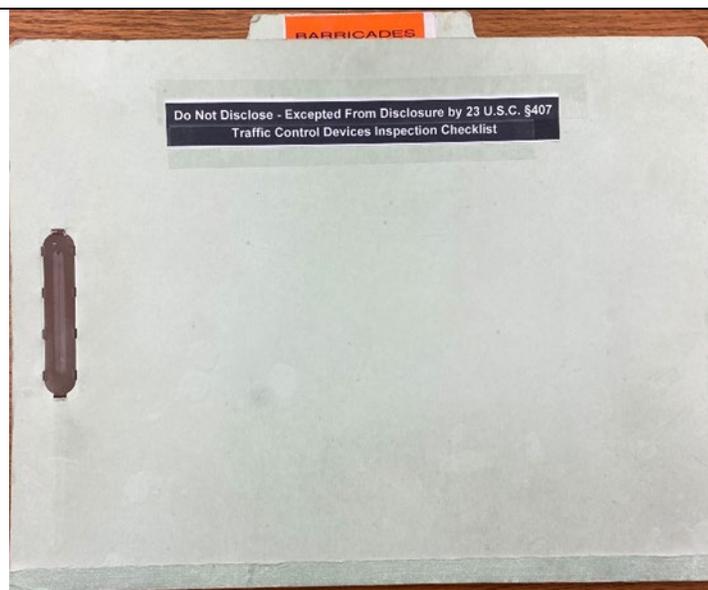
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PROMPT PYMNT CERT	Monthly	FEDERAL-AID REC	11/07/24	18	N	Y	PROMPT PAY CI	N
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BARR INSP - QUART	Quarterly	INSPECTION REQ	12/07/24	6	N	Y		N
CONSTRUCTION STAG	One Time Only	INSPECTION REQ	00/00/00	1	N	Y	CONSTRUCTION	N

Projected Date	Actual Date	Comments
00/00/00	00/00/00	
10/07/24	00/00/00	

14. Enter note and save:

↓ 1. Click the "New" Icon, then enter the actual date the barricade report was performed. *(make a note in the comments box if a second report was performed that month for event)*

↓ 2. Then click the save icon.



15. File the Completed Form 599 in a separate file for the associated project, such as a file cabinet/ folder away from all other contract documents. **Do not file electronically.** These forms can be filed with the contractor evaluations.

16. Label file folder, as it must be labeled: **DO NOT DISCLOSE – EXCEPTED FROM DISCLOSURE BY U.S.C. §407.**

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17. When you have completed entering into Site Manager, **DO NOT** throw away or place in recycle bin.

Place all 599's that you have already filed within a **confidential folder***.

**Find out what your district protocol is for handling these forms after they are completed.*