Automated Construction Management User's Group (ACMUG) Agenda

Wednesday. October 5, 2022
10:30 a.m. – 11:30 a.m.
Teams Meeting

Join on your computer or mobile app
[Click here to join the meeting](#)
Or call in (audio only) 608-571-2209
Conference ID: 316 693 788#

Facilitator/Note taker: Rebecca Olsen/Jen Trudeau (NC Region)

Attendees (highlighted) : David Castleberg, Annette Czerneski, Denise Foster, Jerome Glentz, Chad Hayes, Drew Kottke, Rebecca Olsen, Karen Roberts, Kristie Robinson, Sharayah Sikkema, Jennifer Trudeau, Kristin VanHout, Alex Utrup, Bridget Gifford, Brandi Graham, Jennifer Oldenburg, Brian Vaver, Lisa Koca, Vanessa Chapman,

Introduction:

Acceptance of 05/12/2022 meeting minutes:

📄 PDF
20220513-acm-mtgm
inutes.pdf

Action Items:

Final Estimate notification status update
- Bill B asked if CS could receive notification once a Final estimate has been approved. Currently this is turned on for Semi-Final estimates; would be helpful if it was on for Final. Annette will get this turned on. May meeting minutes indicate this was still being worked on. **Update?**
  - **Move to next meeting agenda Action Item**

Asbuilt update (Jerry Glentz)
- Asbuilt changes related to structures
  - **FYI to make group aware of the business change that a new structure type, LT (light towers) has been added**
  - **FDM updated, CMM update coming, needs to be included in what is extracted out of the asbuilt.**

Agenda Items:

FTP server status (Jerry Glentz)
- Old FTP server status: FTP directory /dtsd/ at ftp.dot.wi.gov
  - **FTP to be reviewed for continued purpose and need.**
  - **Working on cleaning up and then potentially shutting down now that BOX has been implemented**

eProjects Archiving (Kristin VanHout/Jen Trudeau)
- The pdf of the diary saved in the Finals>Reports folder in BOX is the official copy that gets saved for records retention. Because of this, NER contract specialist always generates the latest copy of the Daily Diary Report out of AWP at the time fo final estimate/final acceptance and saves it in the Box folder overwriting previous versions. That ensures all posting corrections and added diaries since final records were turned in are included. Similarly, the IHTD and EOV are also generated at that time. **How are other regions handling this?**

	o NCR doesn't re-run report at the end of project
	o SWR doesn't re-run report at the end of project
	o SER reruns IHTD and EOV if items on SF or Final, never re-runs DD
	o **Best practice is to rerun EOV, IHTD, and DD when the Final Acceptance is requested, then save final pdf in the appropriate finals folder.**
	o **BOX folder is the official records, reports will be archived according to the RDA**

eFinals Guidance Rollout (Kristin VanHout)

- Update:

PDF

eFinalsGuidance...

- **eFinals Process for 2023 construction season**
- **To be saved in Pantry and referenced in AWPKB**
- **Needs to be rolled out before construction season so that the PE correctly documents from the beginning of the project**
- **Talk to your region rep about a roll-out process (page 15 of guide)**

Other Items:

- **AWP error: PE was required to do a DWR and diary before sending a SF even though there are no items to pay?**
    - o **Most likely due to the project being a transition/migrated contract.**
- **AWP question: Can't post an item & do estimate the same day?**
    - o **Timing issue, AWP is looking for a locked item, diary should be locked.**
    - o **Send an email to support mailbox, may be a specific contract issue.**
- **Partial acceptance update:**
    - o **Annette is working on a read-only field in the Contract Status Screen so that the PE can no longer enter the date.**
    - o **Active field to be set up in the Information Times so that only a Contracts Specialist can enter the date**
    - o **This will require the PE to reach out to the CS to write a PA letter and then the CS will enter the PA date in the Informational Times**

NEXT MEETING: NOVEMBER 10, 2022 SER