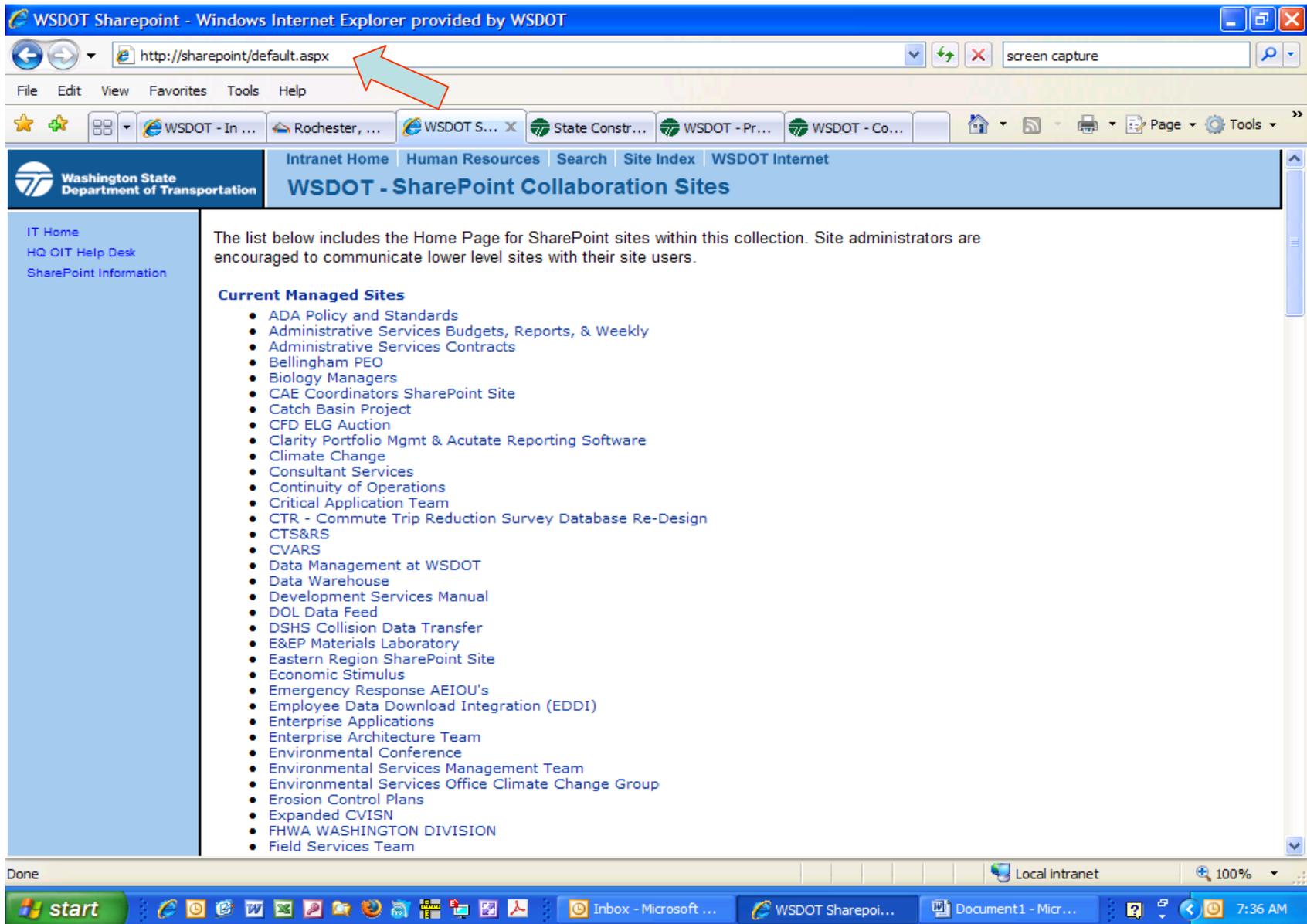


*SharePoint Procedures
for
ARRA Reporting*



To reach the HQ Construction sharepoint site just type “sharepoint” into the browser address bar and hit enter. This will take you to the main sharepoint site. Be patient, it may take a while.

WSDOT Sharepoint - Windows Internet Explorer provided by WSDOT

http://sharepoint/default.aspx

File Edit View Favorites Tools Help

WSDOT - In ... Rochester, ... WSDOT S... X State Constr... WSDOT - Pr... WSDOT - Co...

- Expanded CVISN
- FHWA WASHINGTON DIVISION
- Field Services Team
- FSA Operations
- Geographic Information Systems (GIS)
- GIS Board
- GIS EOC
- GSPs/Amendments
- Healthy Habits for Life Washington Wellness
- Highway Safety Issues Group (HSIG)
- Hood Canal Bridge Project
- HOV Planning Committee
- HQ Construction
- HQ Design
- HQ OIT Desktop Services
- HQ Wellness Program
- HQ Wetland Remediation Crew
- Hyak Winter Communications
- IDR Form Development Project
- Incident Location Tool Project
- IT Communications
- IT Director's Forum
- IT Financials
- IT Manual M 3017 Standards/Procedures In Review
- IT Network Services
- IT Physical Inventory
- IT Portfolio
- IT Project Office
- IT Release Mgmt Team
- IT Service Availability
- IT Status Report Archive
- IT Surveys
- IT Task Management System
- IT Work Coordination
- LIDAR
- LSH Test
- Maintenance Accountability Process Team
- Manual Managers Group (MMG)
- MPET Users
- NCR IT Center
- North Central Region SharePoint Site
- NWR Landscape Architecture
- NWR Plant Establishment Crew
- NWR SharePoint Site
- OHR Recruitment Unit

Done

WSDOT Sharepoint - Windows Internet Explorer provided by WSDOT

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Scroll down the page and click on “HQ Construction”.

Home - HQ Construction - Windows Internet Explorer provided by WSDOT

http://sharepoint/HQConstruct/default.aspx

File Edit View Favorites Tools Help

WSDOT - In ... Rochester, ... Home - H... X State Constr... WSDOT - Pr... WSDOT - Co...

Home Documents and Lists Create Site Settings Help Up to Current Managed Sites

HQ Construction Home

screen shots

Modify Shared Page

Documents
Shared Documents
Change Orders
Rental Rates
Bridge Painting Class Manual
E-learning
SharePoint/InfoPath Training Documents

Pictures

Lists
Contacts
Tasks
Construction Office Contacts

Discussions
General Discussion

Surveys

This sharepoint site is used to share information with the various construction offices statewide within WSDOT. Contact Dan Gasche, GascheD@wsdot.wa.gov or 360.705.6970 if you have any questions about this site.

Announcements
There are currently no active announcements. To add a new announcement, click "Add new announcement" below.
[Add new announcement](#)

Contacts

Last Name	First Name	Business Phone	E-mail Address
Anderson	John	(360) 705-7834	andersj@wsdot.wa.gov
Dubigk	Randy	(360) 705-7833	DubigkR@wsdot.wa.gov
Gasche	Dan	(360) 705-6970	GascheD@WSDOT.WA.GOV

[Add new item](#)

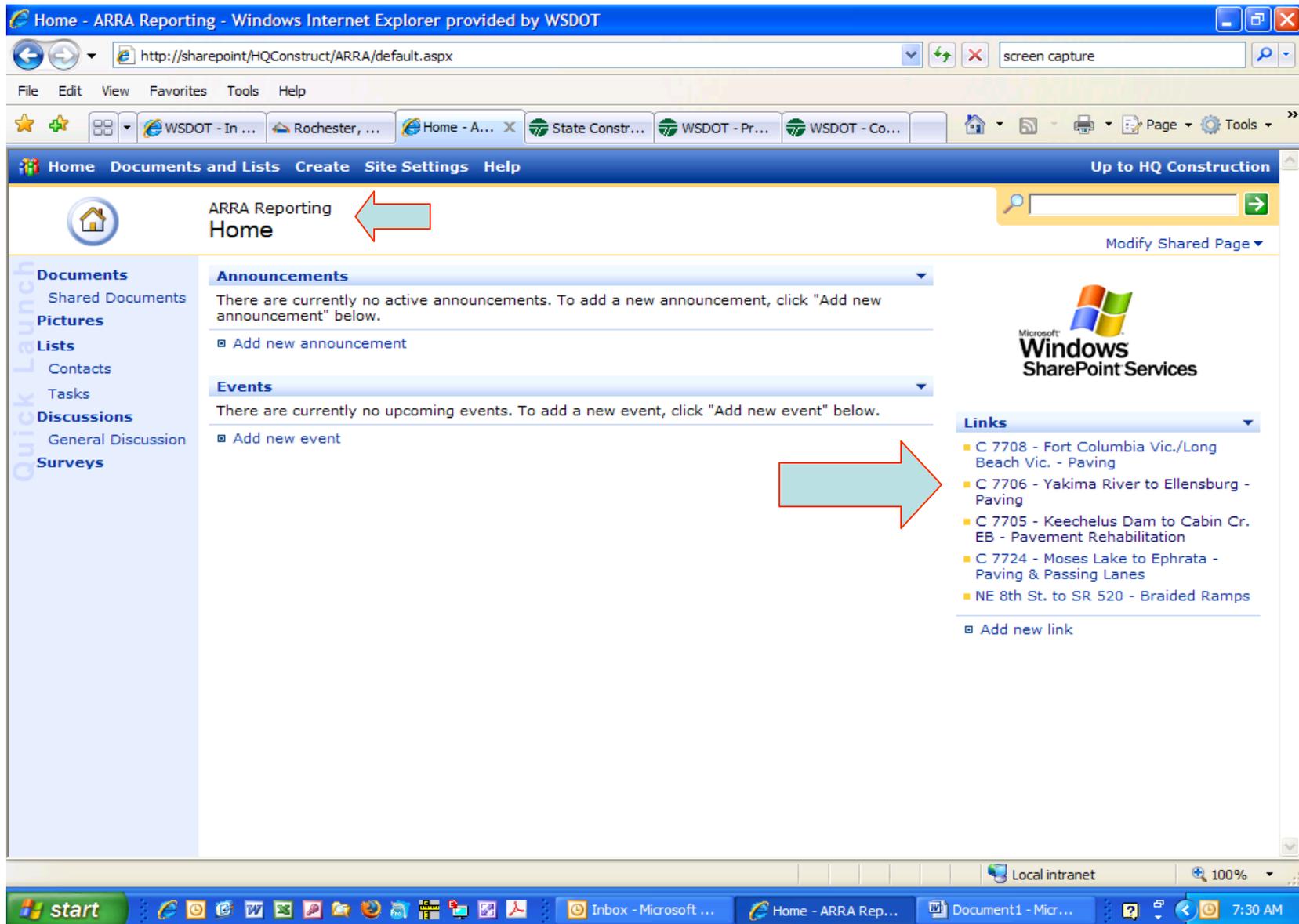
Events
There are currently no upcoming events. To add a new event, click "Add new event" below.
[Add new event](#)

Links
[CCIS User Manual](#)
[HQ Construction Office Internal Page](#)
[ROADWAY](#)
[ADMINISTRATION](#)
[BRIDGE](#)
[MEGA PROJECTS / INNOVATIVE CONTRACTING](#)
[ARRA Reporting](#)
[Add new link](#)

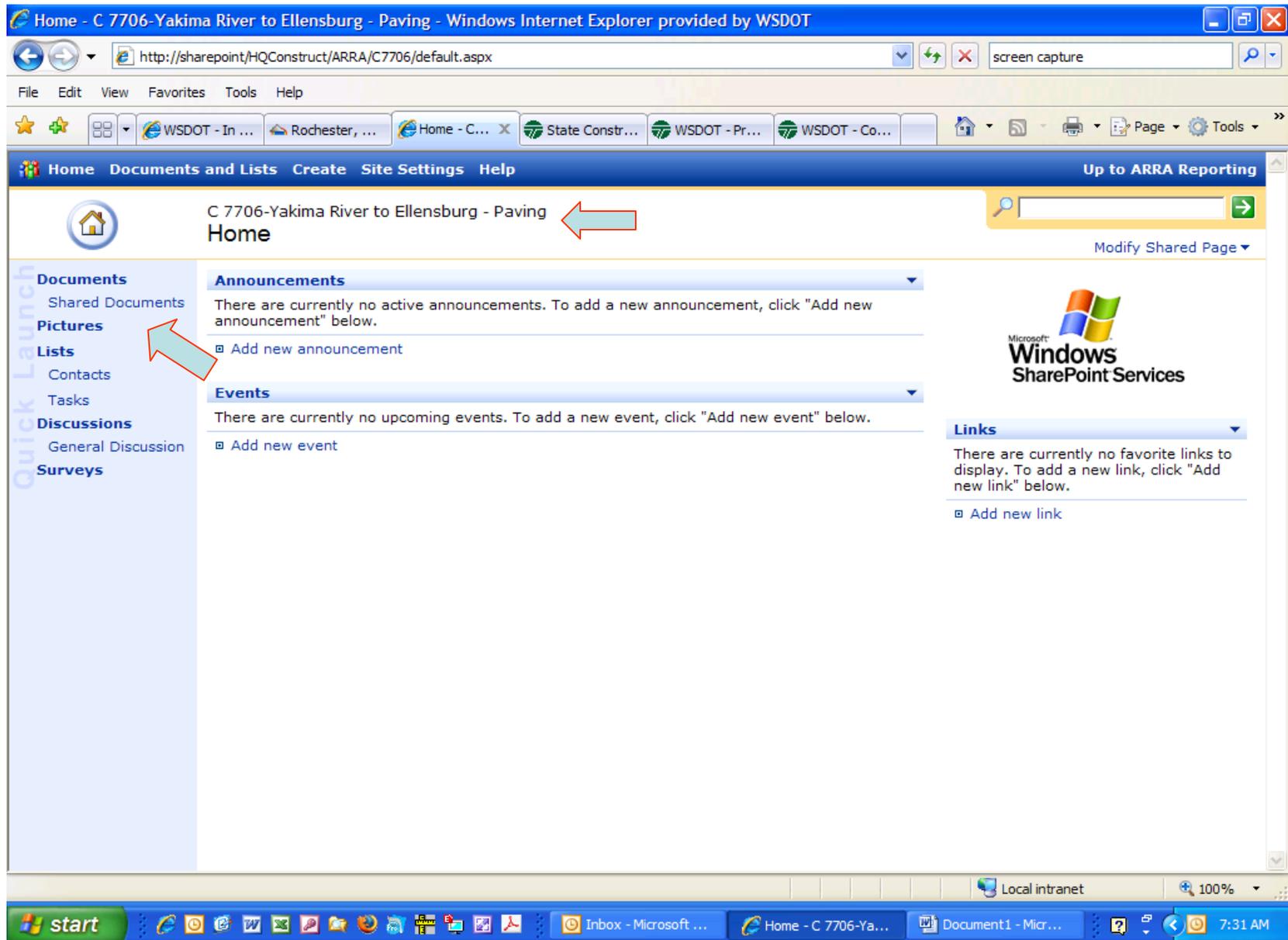
Local intranet 100%

start | Inbox - Microsoft Out... | Home - HQ Constructi... | 7:29 AM

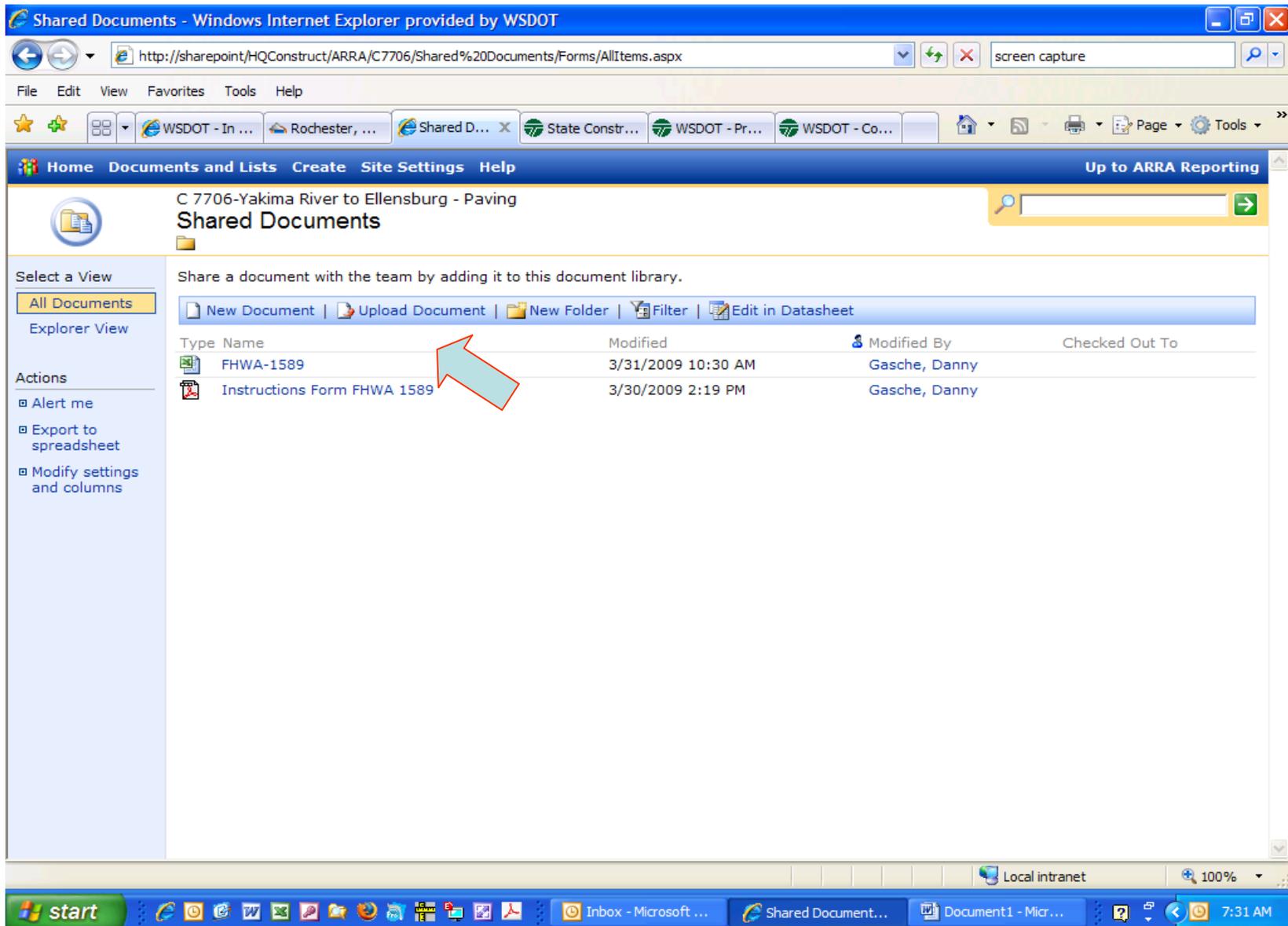
Each sharepoint page will have a header that lets you know what site you are in. From this page click on the link “ARRA Reporting” which is located on the right hand of the screen.



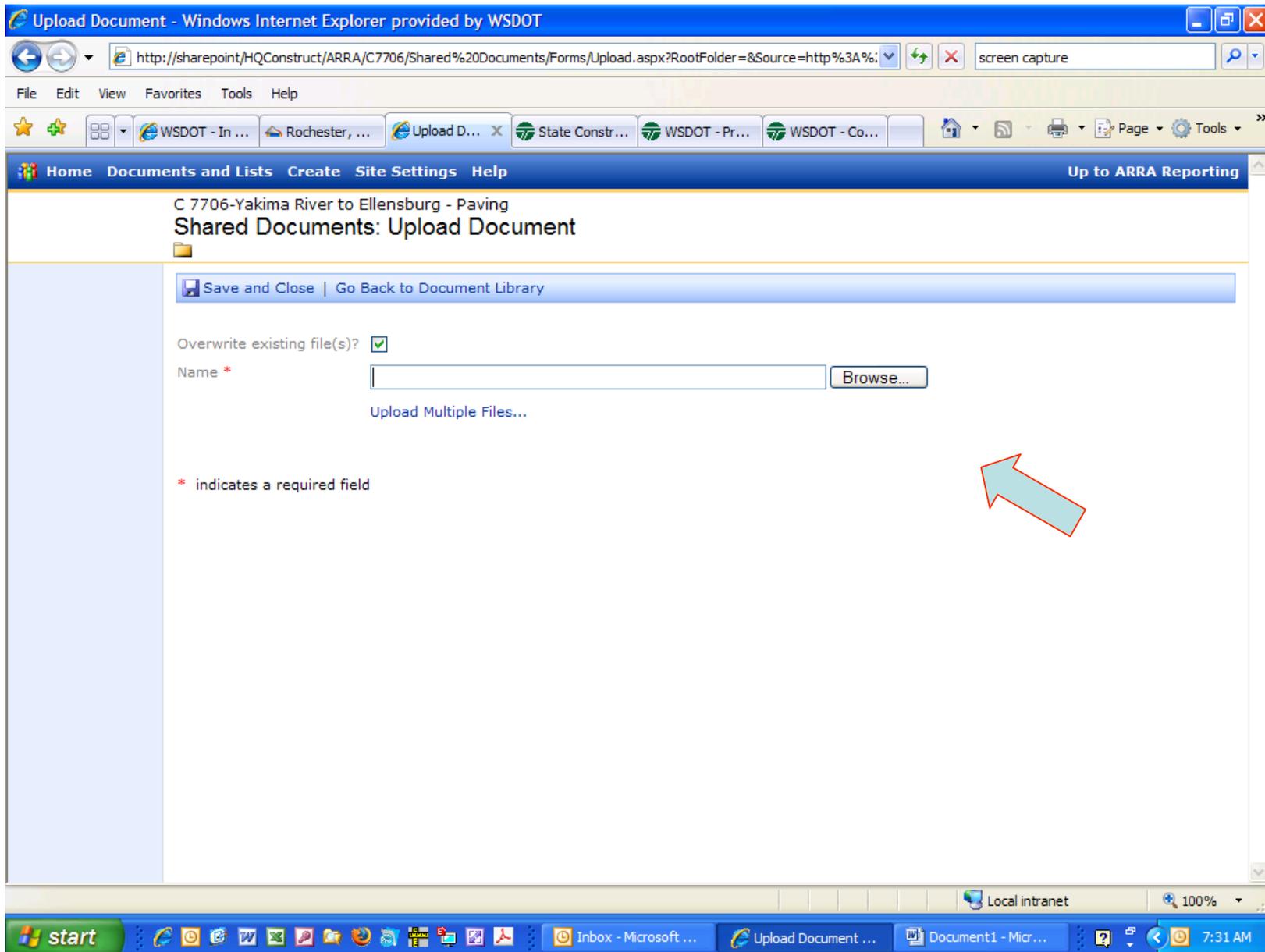
The ARR Reporting site will have project specific sites listed as links on the right side of the page. When your contract is executed, HQ Construction will add that project to the list and set permissions. To upload a monthly report, click on your project site, located on the right side of the screen.



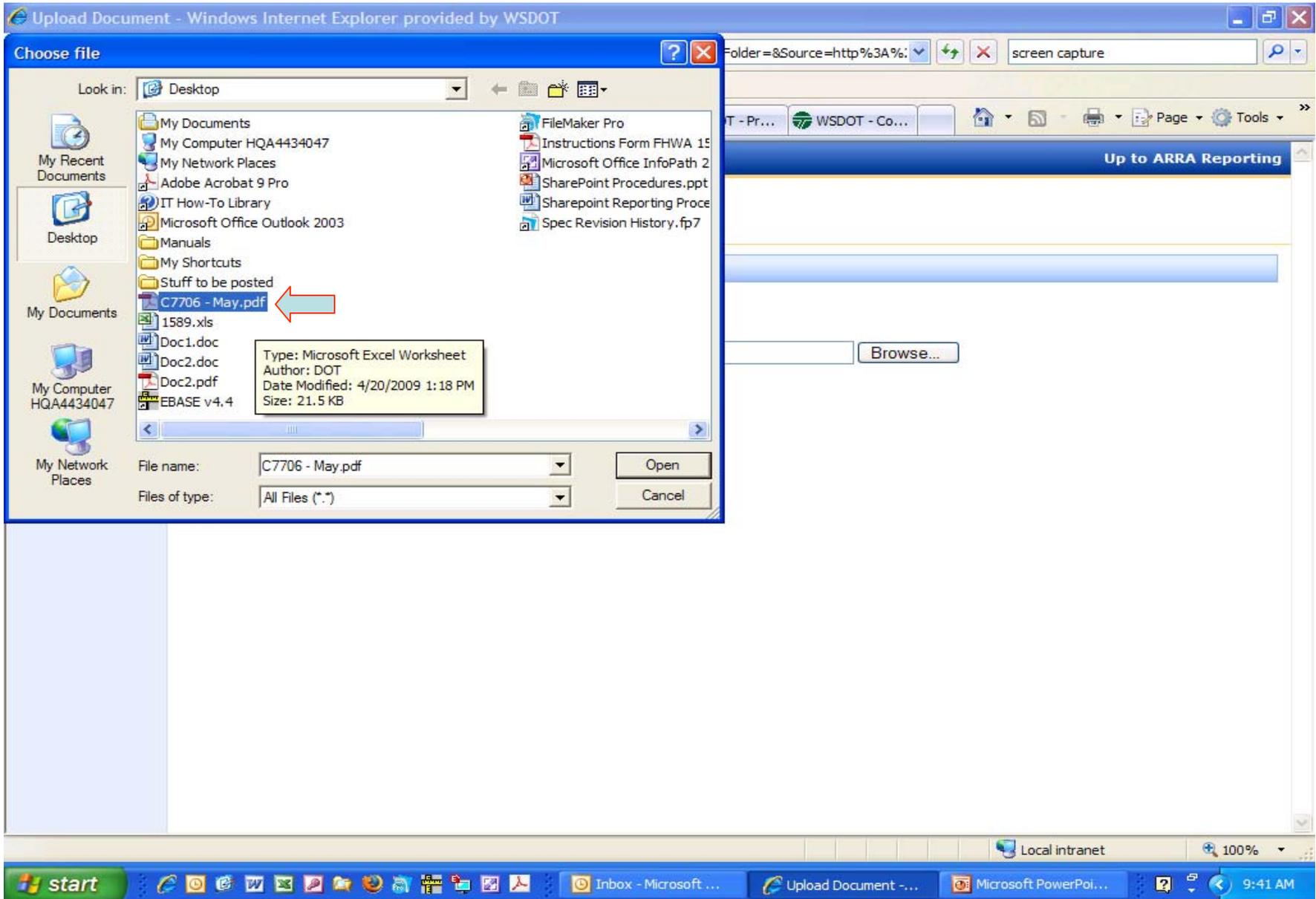
Each project, as well as the main ARRA site, will have a “Shared Documents” folder. This folder will contain a copy of FHWA Form 1589 and instruction regarding how to complete the form, which may be supplied to the Contractor. Click on this link.



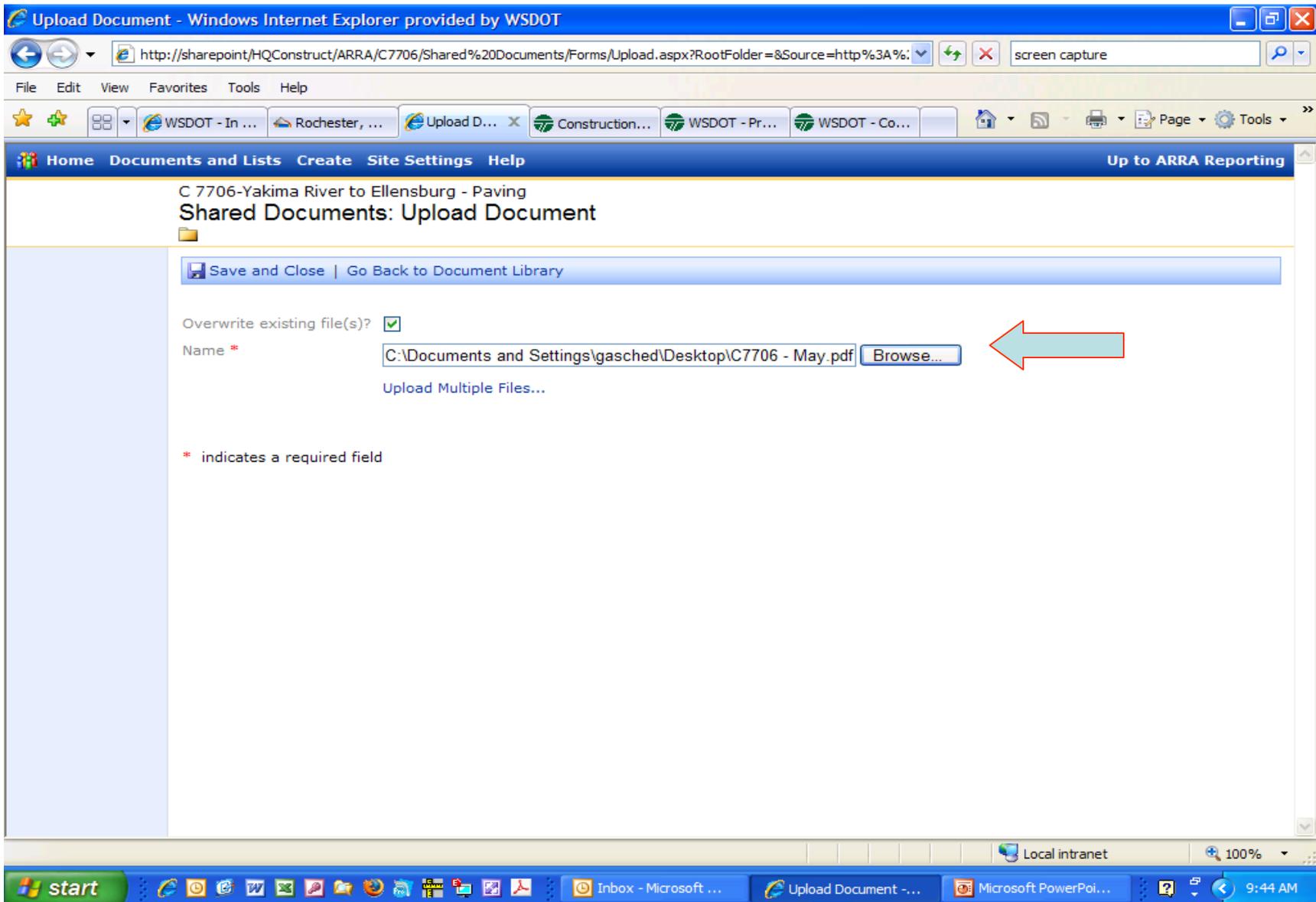
When a monthly report is received from the Contractor, and has been checked for reasonableness, it may be uploaded to the “Shared Document” folder by using the “Upload Document” button. Reports may be received electronically or as a printed document which must be scanned. The file should be saved to your computer, using the contract number and month as part of the file name, so that it may be uploaded to sharepoint.



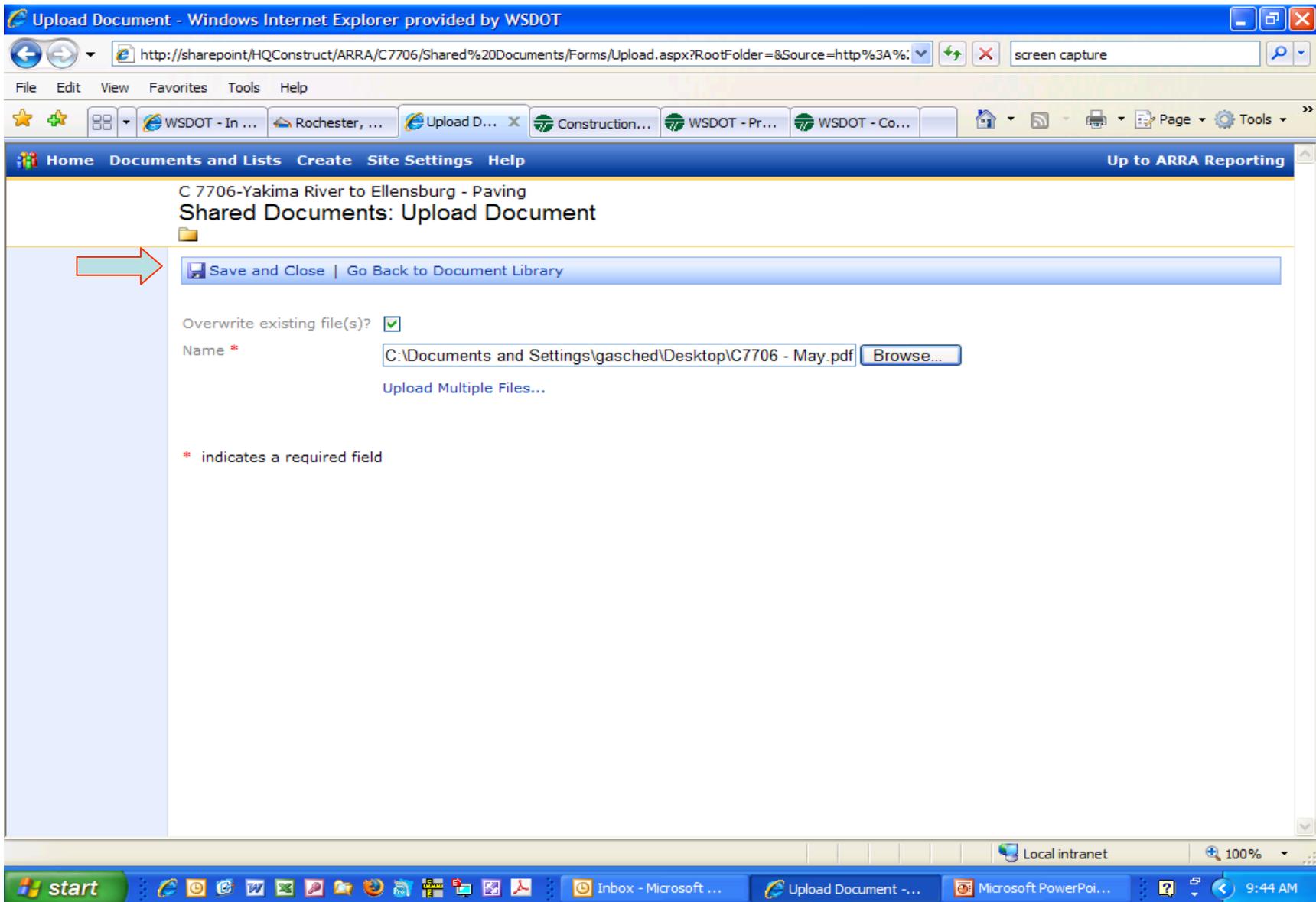
Use the browse button to locate the desired report on your computer.



Once the report file is located, double-click on the file to select it.



The report is now selected and ready to upload, as indicated on the "Browse" line..



Click on the “Save and Close” button to complete the upload process.

Shared Documents - Windows Internet Explorer provided by WSDOT

http://sharepoint/HQConstruct/ARRA/C7706/Shared%20Documents/Forms/AllItems.aspx

File Edit View Favorites Tools Help

WSDOT - In ... Rochester, ... Shared D... State Constr... WSDOT - Pr... WSDOT - Co...

Home Documents and Lists Create Site Settings Help Up to ARRA Reporting

C 7706-Yakima River to Ellensburg - Paving
Shared Documents

Select a View
All Documents
Explorer View

Actions
Alert me
Export to spreadsheet
Modify settings and columns

Share a document with the team by adding it to this document library.

New Document | Upload Document | New Folder | Filter | Edit in Datasheet

Type	Name	Modified	Modified By	Checked Out To
Document	C7706 - May NEW	4/21/2009 7:35 AM	Gasche, Danny	
Document	FHWA-1589	3/31/2009 10:30 AM	Gasche, Danny	
Document	Instructions Form FHWA 1589	3/30/2009 2:19 PM	Gasche, Danny	

Local intranet 100%

start | Inbox - Microsoft ... | Shared Document... | Document1 - Micr... | 7:35 AM

The report is now uploaded and available on the sharepoint site, and the server will e-mail all who have created an alert, to notify them that a change has been made to this item.

http://sharepoint/HQConstruct/ARRA/C7706/Shared%20Documents/C7706%20-%20May.pdf - Windows Internet Explorer provided by WSDOT

http://sharepoint/HQConstruct/ARRA/C7706/Shared%20Documents/C7706%20-%20May.pdf

File Edit Go To Favorites Help

WSDOT - In ... Rochester, ... http://sh... Construction... WSDOT - Pr... WSDOT - Co...

102% Collaborate Sign Find

AMERICAN RECOVERY AND REINVESTMENT ACT

1. Report Month: (mm/yyyy)		2. Contracting Agency	
05/2009		Washinton State Department of Transportation	
3. Federal-Aid Project Number		4. State Project Number or ID Number	5. Project Location: State, County or Federal Region
ARRA XXXX (XXX)		C 9999	Kittitas County, WA
6. CONTRACTOR NAME AND ADDRESS			
Name: Asphalt Paving & Gravel, Inc.			
Address:			
PO Box 9999			
City: Yakima		State: WA	
Zip: 98909-9999			
7. Contractor/Subcontractor DUNS Number:		999999999.9999	
8. Employment Data			
	EMPLOYEES	HOURS	PAYROLL
Prime Contractor Direct, On-Project Jobs (see guidance for definitions)	10	1250	36,250.00
Subcontractor Direct, On-Project Jobs			
Subcontractor Name			
Traffic Control Company	5	600	15,000.00
Big Time Electrical	3	450	13,500.00

Done Unknown Zone

start | Inboxes - Microsoft ... | http://sharepoint/... | Microsoft PowerPoi... | 9:49 AM

Once each monthly report is uploaded, Project Control and Reporting will access the sharepoint site to extract the data that they are required to report to FHWA.