



## ADDING KEY DATES IN SITEMANAGER

Description
Target Date - Bridge Closed
Target Date - Bridge Open
Target Date - Other
Target Date - Road Closed
Target Date - Road Open
Target Date - Stage Shift #1
Target Date - Stage Shift #2

### For contracts that started before January 1, 2016:

Each **Target Date** will have to be added manually to the list (only for the first time) from the dropdown menu. Access the screen shown below using the indicated path.

#### Main Panel > Contract Administration(+) > Contract Records > Key Dates

Scroll and double-click desired contract (e.g. 0012-0095)

Key Date Type	Projected Date	Actual Date	Required to Activate	Required to Finalize
Acceptance Date - Progress Report	00/00/00	00/00/00	N	Y
Finals-Material Certification Given	00/00/00	00/00/00	N	Y
Finals-CON100 Notice of Completion	00/00/00	00/00/00	N	Y
Finals-CON500 Cert. of Accep. of Work	00/00/00	00/00/00	N	Y
Finals-CON501 Cert. of Accep. of Project	00/00/00	00/00/00	N	Y
Final Inspection	00/00/00	00/00/00	N	Y
Preconstruction Meeting Date	10/13/15	00/00/00	N	N
	00/00/00	00/00/00	N	N

Contract ID: 0012-0095

Key Date Type: [Dropdown]

Projected Date: Target Date - Bridge Open

Actual Date: Target Date - Other

Distribution List: Target Date - Road Closed

Message Text: Target Date - Road Open

- 1) Click last **Key Date Type** listed
- 2) Click **New** icon
- 3) From **Key Date Type**: dropdown menu in bottom box, choose the **Target Date** for which you wish to add a date. (SM screen should look like above picture)
- 4) Enter **Projected Date**
- 5) Enter **Distribution List**: (required)
  - District 1 - **District 1 Key Dates**
  - District 2 - **District 2 Key Dates**
  - District 3 - **District 3 Key Dates**
  - District 4 - **District 4 Key Dates**
- 6) **Message Text**: Enter brief description

- 7) Click **Save**
- 8) To add more **Target Dates**, repeat steps #2 to #6
- 9) Proceed to next section for an explanation of how to enter a Key Date

### **For contracts that started after January 1, 2016:**

The **Target Dates** will already be listed and will not need to be added manually.

### **Main Panel > Contract Administration(+) > Contract Records > Key Dates**

Scroll and double-click desired contract (e.g. 0065-0112)

**Key Dates**  
Contract ID: 0065-0112

Key Date Type	Projected Date	Actual Date	Required to Activate	Required to Finalize
Finals-CON500 Cert. of Accep. of Work	00/00/00	00/00/00	N	Y
Finals-CON501 Cert. of Accep. of Project	00/00/00	00/00/00	N	Y
Final Inspection	00/00/00	00/00/00	N	Y
Target Date - Bridge Closed	00/00/00	00/00/00	N	N
Target Date - Bridge Open	00/00/00	00/00/00	N	N
Target Date - Road Closed	00/00/00	00/00/00	N	N
Target Date - Road Open	00/00/00	00/00/00	N	N
Target Date - Stage Shift #1	00/00/00	00/00/00	N	N

**Key Date Type:** Acceptance Date - Progress Report

**Projected Date:** 00/00/00  **Required to Activate**

**Actual Date:** 00/00/00  **Required to Finalize**

**Distribution List:**  **Recipient:**

**Message Text:**

**Note:** **Target Date – Stage Shift #2**, if necessary, may have to be added manually (see previous section)

- 1) Click the desired **Target Date**
- 2) Enter **Projected Date** and/or **Actual Date**:
- 3) Enter **Distribution List**: (required)
  - District 1 - **District 1 Key Dates**
  - District 2 - **District 2 Key Dates**
  - District 3 - **District 3 Key Dates**
  - District 4 - **District 4 Key Dates**
- 4) **Message Text**: Enter brief description
- 5) Click **Save**
- 6) To add more **Target Dates**, repeat #1 to #4