

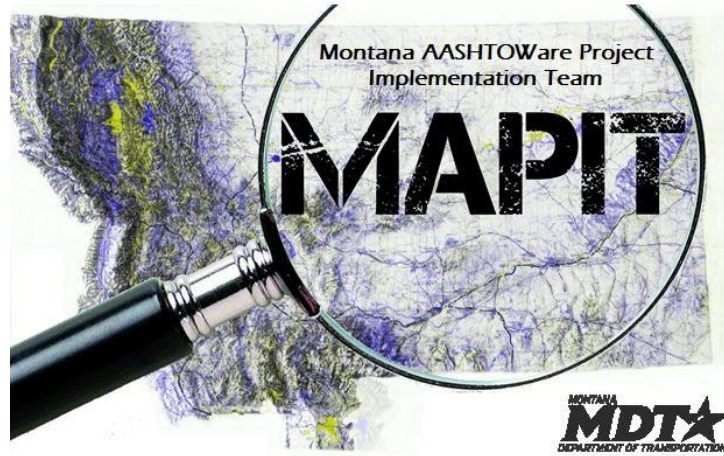


MONTANA DEPARTMENT OF TRANSPORTATION  
AASHTOWare Project Construction and Materials



MDT Procedure  
Process: Vendor Reference Equipment,  
Personnel and Staff Maintenance

Date: November 30, 2017  
Updated: August 26, 2019





❑ **Process Definition**

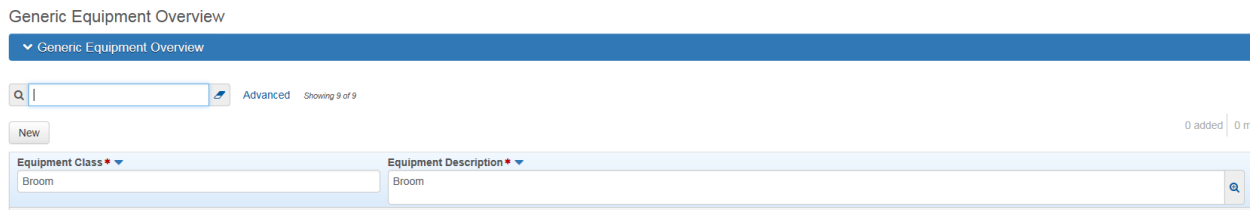
The Reference Generic Equipment, Personnel and Staff along with the Vendor Asset Summary allows a user to maintain a centralized list of equipment, personnel types, and supervisors associated to a vendor. A record on the Vendor Asset Summary can be imported at the contract level to multiple contracts.

❑ **Acronyms and Definitions**

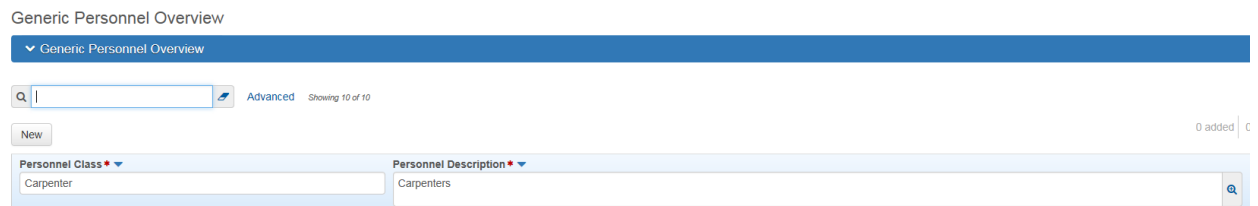
- CSS – Construction Systems Section
- DEO - District Engineering Officer
- MDT – Montana Department of Transportation

❑ **MDT Procedure**

1. To add a new piece of generic equipment to be available for all vendors:
  - a. Navigate to Reference Data > Generic Equipment.
  - b. Click the New button.
  - c. Enter an Equipment Class and Equipment Description.
  - d. Click Save.
  - e. A database procedure will add the new generic equipment to all vendors in the vendor list.



2. To add a new personnel type to be available for all vendors:
  - a. Navigate to Reference Data > Generic Personnel.
  - b. Click the New button.
  - c. Enter the Personnel Class and Personnel Description.
  - d. Click Save.
  - e. A database procedure will add the new generic personnel type to all vendors in the vendor list.



3. The District Engineering Officers (DEO) will enter and maintain the Supervisor names in the Vendor Asset Summary.



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- a. Navigate to Reference Data > Vendors
- b. Enter a full or partial vendor name or ID. Click on the Vendor ID link.

▼ Vendor Overview

System Default
Showing 1 of 1

Vendor	Legal Name	Type
6782	HIGHMARK TRAFFIC SERVICES, INC.	CON - COMMERCIAL CONTRACTOR

- c. Click on the Asset Quick link.
- d. Click on the Supervisors tab.
- e. To add a new Supervisor/Foreman, click the New button.
- f. Enter the Supervisor ID, Supervisor Name and Effective Date.
- g. Select Status = ACTIVE.
- h. Click Save.
- i. Repeat steps d-g for each Supervisor/Foreman.
- j. To remove a Supervisor/Foreman from being selected in a DWR, enter an Expiration Date.

Active	Staff ID	Staff Description	Effective Date	Expiration Date	Status
Yes	1	Kautz, Glen	01/23/2017		ACTIVE - Active
Yes	2	Meyer, Bradley	01/23/2017		ACTIVE - Active
Yes	3	Rubenski, James	01/23/2017		ACTIVE - Active
Yes	4	Smith, Joel	01/23/2017		ACTIVE - Active
Yes	5	Wilke, Kale	01/23/2017		ACTIVE - Active

4. The District Engineering Officers (DEO) will enter and maintain equipment at the vendor level in the Vendor Asset Summary.
  - a. Navigate to Reference Data > Vendors
  - b. Enter a full or partial vendor name or ID. Click on the Vendor ID link.

▼ Vendor Overview

System Default
Showing 1 of 1

Vendor	Legal Name	Type
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- c. Click on the Asset Quick link.



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- d. Click on the Equipment tab.
- e. To add a specific piece of equipment for this vendor, click the New button.
- f. Enter the Equipment ID, Equipment Description and Effective Date.
- g. Select Status = ACTIVE.
- h. Click Save.
- i. Repeat steps o-r for each piece of equipment.

Vendor: 6782 - HIGHMARK TRAFFIC SERVICES, INC.

Equipment  
Personnel  
Staff

Q Type search criteria or press Enter Advanced Showing 8 of 8

New

Active	Equipment ID	Equipment Description	Effective Date	Expiration Date	Status
Yes	BACKHOE	Backhoe	01/23/2017		ACTIVE - Active
Yes	BROOM	Broom	01/23/2017		ACTIVE - Active
Yes	DOZER	Dozer	01/23/2017		ACTIVE - Active
Yes	EXCAVTR	Excavator	01/23/2017		ACTIVE - Active

- 5. The District Engineering Officers (DEO) will enter and maintain personnel at the vendor level in the Vendor Asset Summary.
  - a. Navigate to Reference Data > Vendors
  - b. Enter a full or partial vendor name or ID. Click on the Vendor ID link.

Vendor Overview

Q highmark System Default Showing 1 of 1

Vendor	Legal Name	Type
6782	HIGHMARK TRAFFIC SERVICES, INC.	CON - COMMERCIAL CONTRACTOR

- c. Click on the Asset Quick link.
- d. Click on the Personnel tab.
- e. To add a specific type of personnel for this vendor, click the New button.
- f. Enter the Personnel ID, Personnel Description and Effective Date.
- g. Select Status = ACTIVE.
- h. Click Save.
- i. Repeat steps x-aa for each piece of equipment.



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Vendor: 6782 - HIGHMARK TRAFFIC SERVICES, INC.

Equipment  
Personnel  
Staff

Q Type search criteria or press Enter Advanced Showing 9 of 9

New

Active	Personnel ID	Personnel Description	Effective Date	Expiration Date	Status
Yes	CARP	Carpenters	01/23/2017		ACTIVE - Active
Yes	ELECT	Electricians	01/23/2017		ACTIVE - Active
Yes	IRON	Iron Workers	01/23/2017		ACTIVE - Active
Yes	LABR	Laborer	01/23/2017		ACTIVE - Active

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❑ **IT Systems Interfaces Outside of AASHTOWare Project**

❑ **Process Exceptions**

❑ **Business Change Summary**

Specific equipment and personnel can now be maintained at the vendor and contract levels, that does not affect the list of generic equipment or personnel.

❑ **Comments**