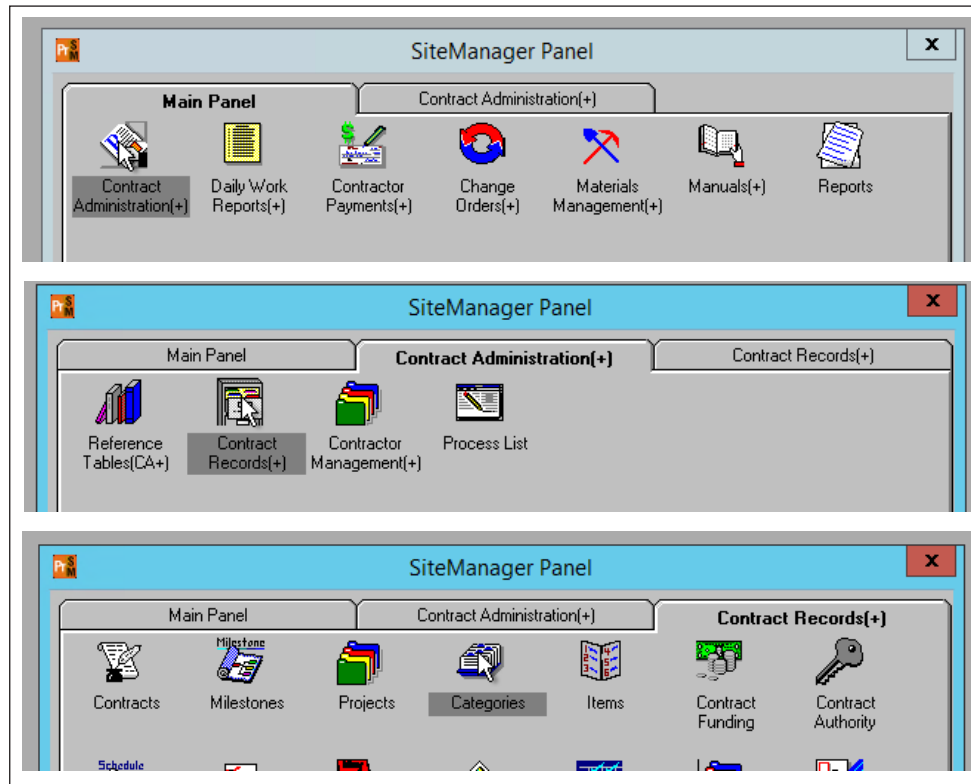
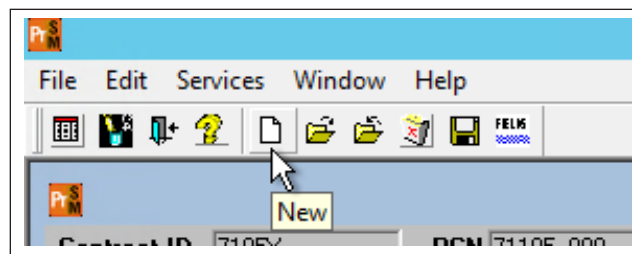


Adding a Category of work to a Project in SiteManager

1. After successfully logging into SiteManager with a role (ex. Project Manager) providing access to add a category. Navigate to the Categories window
 - a. Contract Administration → Contract Records → Categories

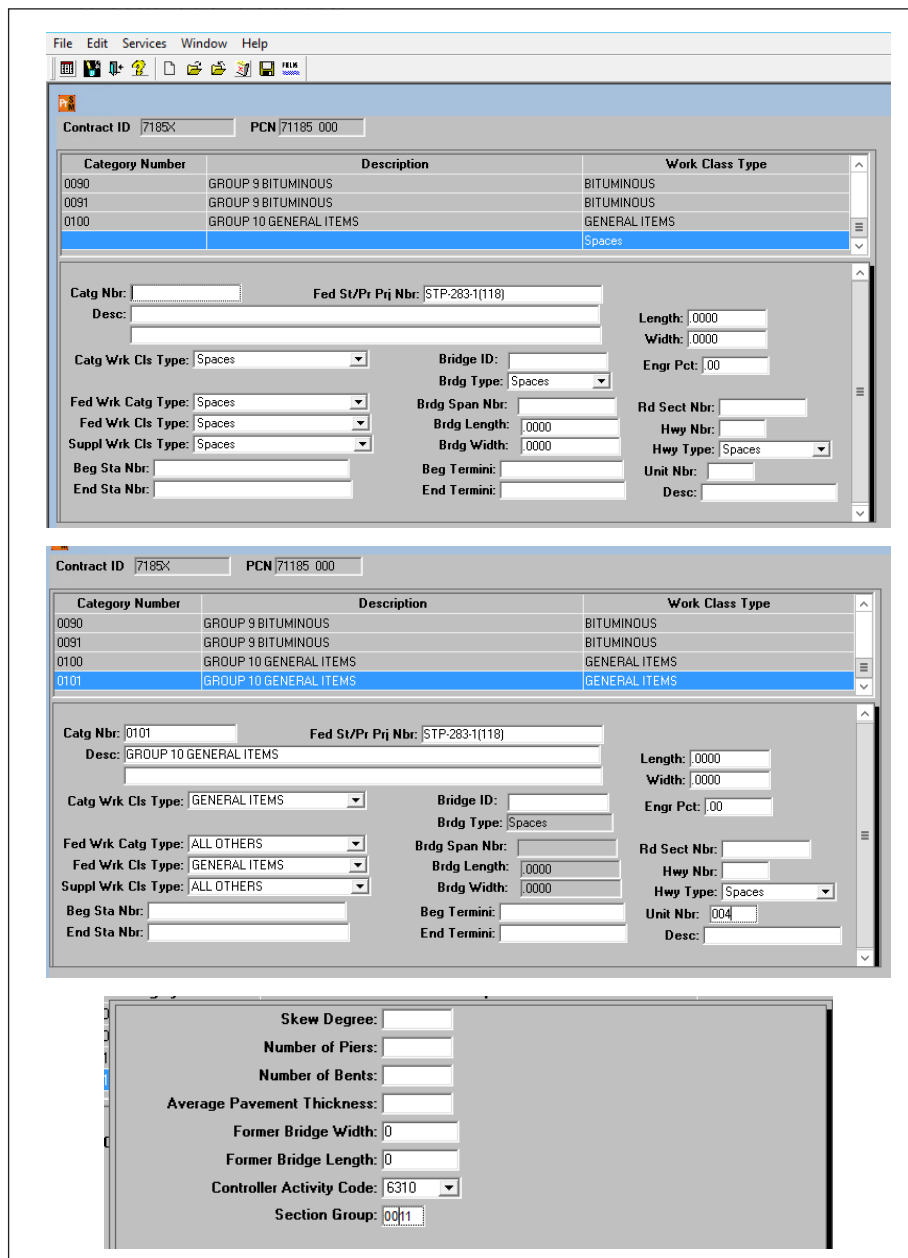


2. Once the Contract and Project have been selected, the list of Categories will be shown with their extended details. Most details can be seen on this screen but use of the "Generic Fields" button or menu option will display additional details.
3. To add a new Category, select the "New" button or "New" selection from the File menu.



Adding a Category of work to a Project in SiteManager

4. The new row will be displayed. Populate the details of the new Category to align with what is being created. Be sure to pay special attention to the values that are commonly populated and to the "Generic Fields".
 - a. Controller Activity Code – this value is used by Controller to group costs associated to the contract
 - b. Section Group – this value dictates which Categories will be grouped together to align with how Contractor bid on the contract



The screenshot displays three windows from the SiteManager software, illustrating the process of adding a new category of work to a project.

Top Window: Shows the 'Contract ID' (7185X) and 'PCN' (71185 000). A table lists existing categories:

Category Number	Description	Work Class Type
0090	GROUP 9 BITUMINOUS	BITUMINOUS
0091	GROUP 9 BITUMINOUS	BITUMINOUS
0100	GROUP 10 GENERAL ITEMS	GENERAL ITEMS
		Spaces

The 'Catg Nbr' field is empty, and the 'Fed St/Pr Proj Nbr' is 'STP:283-1(118)'. The 'Desc' field is empty. The 'Catg Wrk Cls Type' is 'Spaces'. Other fields include 'Length: .0000', 'Width: .0000', 'Engr Pct: .00', 'Bridge ID:', 'Brdg Type: Spaces', 'Brdg Span Nbr:', 'Brdg Length: .0000', 'Brdg Width: .0000', 'Rd Sect Nbr:', 'Hwy Nbr:', 'Hwy Type: Spaces', 'Beg Sta Nbr:', 'End Sta Nbr:', 'Beg Termini:', 'End Termini:', 'Unit Nbr:', and 'Desc:'.

Middle Window: Shows the same table as the top window, but with the 'GENERAL ITEMS' category selected. The 'Catg Nbr' field is populated with '0101', and the 'Desc' field is 'GROUP 10 GENERAL ITEMS'. The 'Catg Wrk Cls Type' is 'GENERAL ITEMS'. Other fields include 'Length: .0000', 'Width: .0000', 'Engr Pct: .00', 'Bridge ID:', 'Brdg Type: Spaces', 'Brdg Span Nbr:', 'Brdg Length: .0000', 'Brdg Width: .0000', 'Rd Sect Nbr:', 'Hwy Nbr:', 'Hwy Type: Spaces', 'Beg Sta Nbr:', 'End Sta Nbr:', 'Beg Termini:', 'End Termini:', 'Unit Nbr: 004', and 'Desc:'.

Bottom Window: Shows a detailed view of the 'GENERAL ITEMS' category. Fields include 'Skew Degree:', 'Number of Piers:', 'Number of Bents:', 'Average Pavement Thickness:', 'Former Bridge Width: 0', 'Former Bridge Length: 0', 'Controller Activity Code: 6310', and 'Section Group: 0011'.