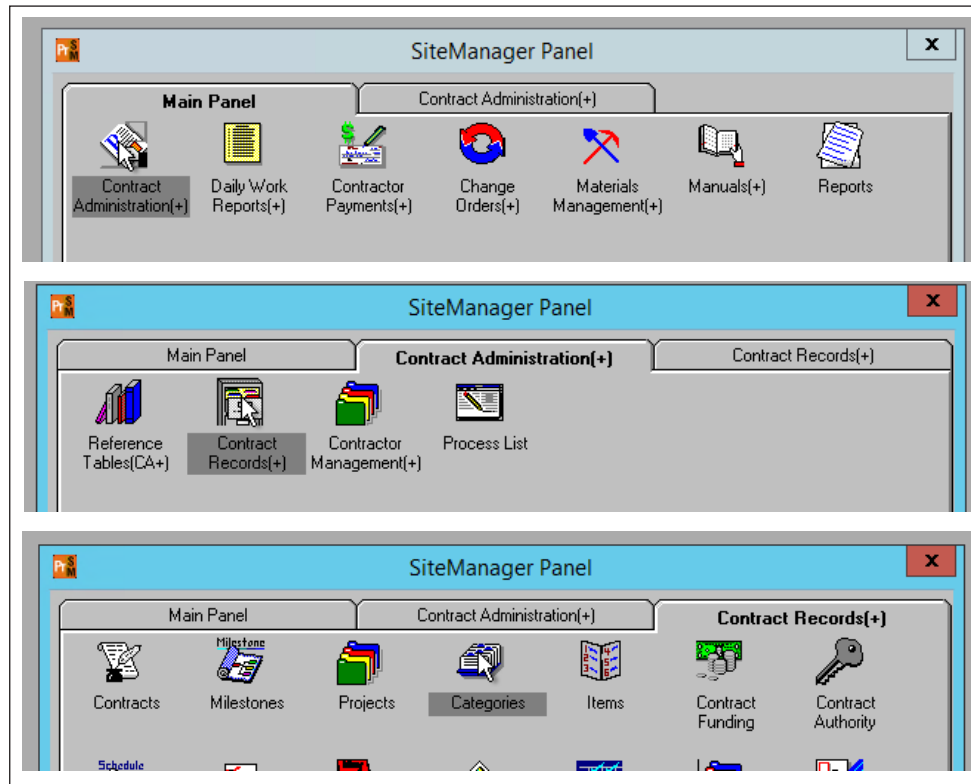
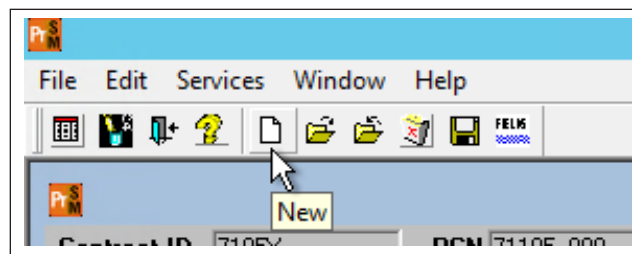


# Adding a Category of work to a Project in SiteManager

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

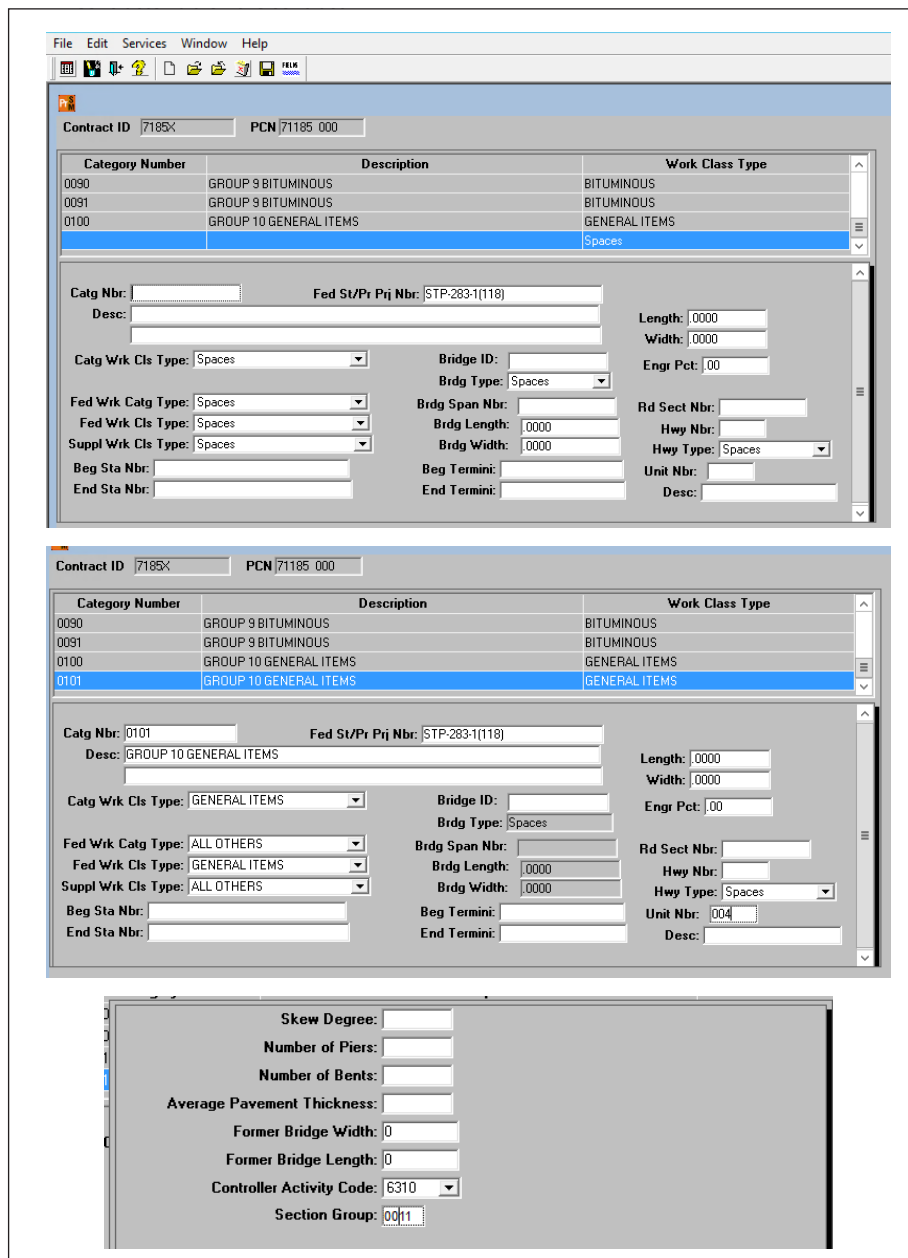


2. Once the Contract and Project have been selected, the list of Categories will be shown with their extended details. Most details can be seen on this screen but use of the "Generic Fields" button or menu option will display additional details.
3. To add a new Category, select the "New" button or "New" 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. Click the "Fields" button to access the generic fields, 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 the SiteManager software interface for adding a new work category. It is divided into three main sections:

- Top Section:** Shows the software menu (File, Edit, Services, Window, Help) and a table of existing categories. The 'Spaces' category is selected. Below the table are input fields for 'Catg Nbr', 'Desc', 'Catg Wrk Cls Type', 'Bridge ID', 'Brdg Type', 'Brdg Span Nbr', 'Brdg Length', 'Brdg Width', 'Beg Sta Nbr', 'End Sta Nbr', 'Length', 'Width', 'Engr Pct', 'Rd Sect Nbr', 'Hwy Nbr', 'Hwy Type', 'Unit Nbr', and 'Desc'.
- Middle Section:** Shows the 'GENERAL ITEMS' category selected. The 'Catg Nbr' is '0101' and 'Desc' is 'GROUP 10 GENERAL ITEMS'. The 'Catg Wrk Cls Type' is 'GENERAL ITEMS'. The 'Fed Wrk Cls Type' is 'ALL OTHERS' and 'Suppl Wrk Cls Type' is 'ALL OTHERS'. The 'Unit Nbr' is '004'.
- Bottom Section:** A detailed view of the 'GENERAL ITEMS' category. It shows 'Skew Degree', 'Number of Piers', 'Number of Bents', 'Average Pavement Thickness', 'Former Bridge Width', 'Former Bridge Length', 'Controller Activity Code' (6310), and 'Section Group' (0011).