

Contractor FieldManager Read-Only Configuration

Configuring FieldManager for Your Office:

1. When logging into FieldManager the first time, you will be required to load WisDOT's Agency Configuration File (fmconfig.acp). This file can be downloaded from WisDOT's web site shown above. It can also be provided upon request when you receive your FieldNet ID from WisDOT staff.
2. The use of FieldNet is required. FieldNet automates the transfer of data between your organization and WisDOT. **Internet access is required to use FieldNet.** Activate FieldNet as follows:
 - A. Contact Annette Czerneski at 715-421-7319 or email annette.czerneski@dot.wi.gov. If she is not available you can contact David Castleberg at 608-264-7606 or email david.castleberg@dot.wi.gov.
 - B. Make sure you have an internet connection.
 - C. Log into FieldManager.
 - D. From the main menu, select Utilities | System Management | System Configuration | FieldNet tab and update the following:
 - a. FieldNet ID: Indicate the ID assigned to your organization.
 - b. Password: Enter the password assigned to your organization.
 - c. Verification: Reenter the password assigned to your organization.
 - E. Click **Activate Account**. You should receive a message indicating that your FieldNet Account has been successfully activated. If you do not receive this message, contact Annette Czerneski at 715-421-7319 or email annette.czerneski@dot.wi.gov.
 - F. Click **<OK>**.
3. You must import WisDOT's Reference File before you can import any contracts into FieldManager. You should run this process once a week. Import WisDOT's Reference File as follows:
 - A. Go to Utilities | FieldNet | Request Reference Files from FieldNet option.
 - B. Click on the <Send Outbox> button.
 - C. Wait a minute and then click on the <Get Mail> button. You will receive a message with a Message Type of "102: Reference Data. Double-click on this message to process it.

Obtaining and Importing Copies of WisDOT Contracts:

1. To obtain copies of construction contracts for import into FieldManager, contact the WisDOT designated Project Engineer/Leader and request that they send you contractor read-only copies via FieldNet after generating pay estimates. This service is available to you for all WisDOT LET contracts active in this construction season in which you are the prime contractor or a subcontractor.
2. A message will arrive in your FieldNet Inbox for each copy of a contract when an estimate is created and sent by the Project Engineer/Leader. To import your contract copies click on the <Get Mail> button. You will receive a message with a Message Type of "124: Contractor Read-only Copy". Double-click on this message to process it.