



wT CRLMS Navigation Guide for Contractor/Subcontractor Role at MnDOT



Prepared by the Minnesota Department of Transportation (Mn/DOT)

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About Trns•port CRLMS®

First some definitions:

wT = web transport = AASHTO Web Trns•port

CRLMS = Trns•port CRLMS® (Civil Rights and Labor Management System)

The Civil Rights and Labor Management System (Trns•port CRLMS®) is a comprehensive web-based application allowing agencies to receive and process the data required to meet federal and state requirements for civil rights and labor compliance activities.

Implementation of Trns•port CRLMS allows more effective administration of an agency's external civil rights and labor compliance activities such as management of contractor and subcontractor data. For example, manual 1391 form collection is eliminated with the collection of electronic contractor payrolls and the 1392 form is electronically completed providing contractor employment analysis through employee counts and hours worked.

Trns•port CRLMS addresses civil rights and labor compliance activities through the following functions:

- Equal Employment Opportunity and Affirmative Action monitoring
- Electronic wage decisions and wage and labor compliance monitoring
- Automated checking of submitted electronic contractor payrolls and extensive exception reporting
- DBE certifications and DBE/MBE/WBE program monitoring
- DBE and OJT contract and annual goal setting
- Prompt payment submittals and monitoring
- Civil rights, labor, on-the-job training (OJT), and DBE reporting
- Access to and use of the application by external parties (for example, contractors, subcontractors, FHWA, cities, and counties)

Trns•port CRLMS functions include data collection and report generation for the aforementioned activities that will assist in data analysis for DBE and OJT goal setting, labor analysis, disparity studies, and program performance monitoring. The application also provides several key standard reports and comes with a reporting tool to allow the agency to create their own custom reports.

Examples of key standard reports include:

- US DOT Quarterly and Semi-Annual DBE Award Commitments
- Federal 1392 Report
- DBE Directory
- Project Employment Data
- OJT Employment Information
- End of Month Trucking

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To get started:

1. Paste this link in your internet browser and then press Enter.

<http://dotapp6.dot.state.mn.us/mnwebtrnsport/Account/LogOn>

The Trns·port login page will open. (Bookmark this page for future use.)

2. Login with your MnDOT AD Username and Password.



Username:

Password:

Domain:

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The Contractor/Subcontractor Home Page will open (also referred to as the CRLMS dash board).

On this page: [Vendor Payrolls](#) [Unapproved Payrolls](#) [External Links](#)

Trns•port MnDOT External Non Agency Subcontractor Payroll

Vendor Payrolls

0 changed

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

0 changed

Enter search criteria above to see results or Show first 10

External Links

Cloverleaf	AASHTO Transportation Construction Community
MnDOT - Bid Letting	MnDOT Bid Letting Website
Construction Tools Home	Information tools for construction personnel
Bid Express	Bid Express Secure Internet Bidding

Top of Page

Menu Bar

On this page: [Vendor Payrolls](#) [Unapproved Payrolls](#) [External Links](#)

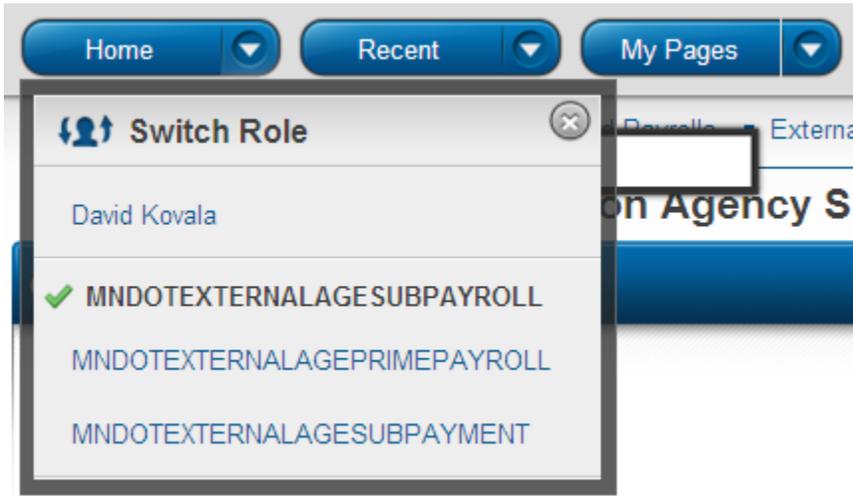
The Menu Bar is a horizontal strip at the top of every Trns•port Web page. The left side of the Menu Bar contains these buttons and menus:

Hint: The **Home**, **Recent** and **My Pages** buttons are dual feature buttons. The left 75% of the button does one function, the right 25% of the button is a down arrow and does a different function.

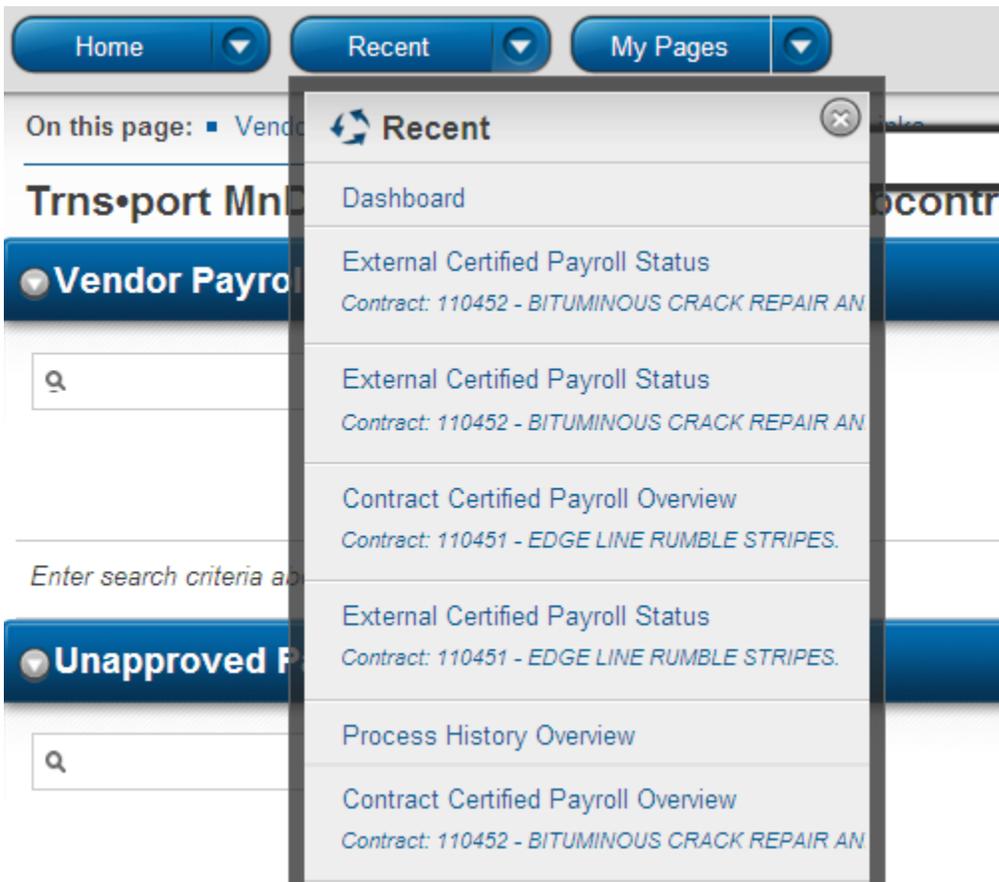
- **Home** - This button is a link to your [Trns•port dashboard](#). Clicking the down arrow opens the Home menu, which contains an indicator for your active role (a green check mark) and options

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for all the roles assigned to you. This menu allows you to change roles from any location in the system.

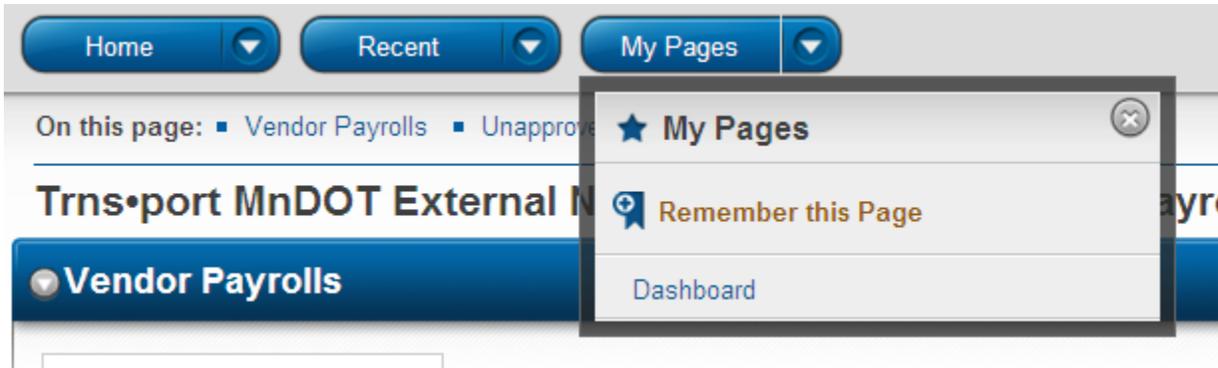


- **Recent** - This button is a link to the [Recent Activity Overview](#) component, where you can manage a list of the most recent pages you have visited in your active role. Clicking the down arrow also displays the list, sorted by most to least recently visited. If you click on a page in the list, the system takes you to that location.

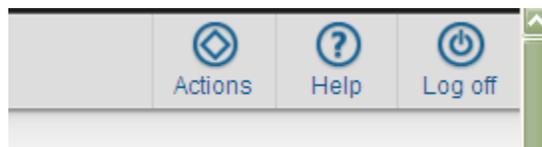


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- **My Pages** - This button is a link to the [My Page Overview](#) component, where you can manage frequently used (or *favorite*) pages for your active role. You can add pages as a favorites from any location in the system by clicking the down arrow and selecting **Remember this Page**.



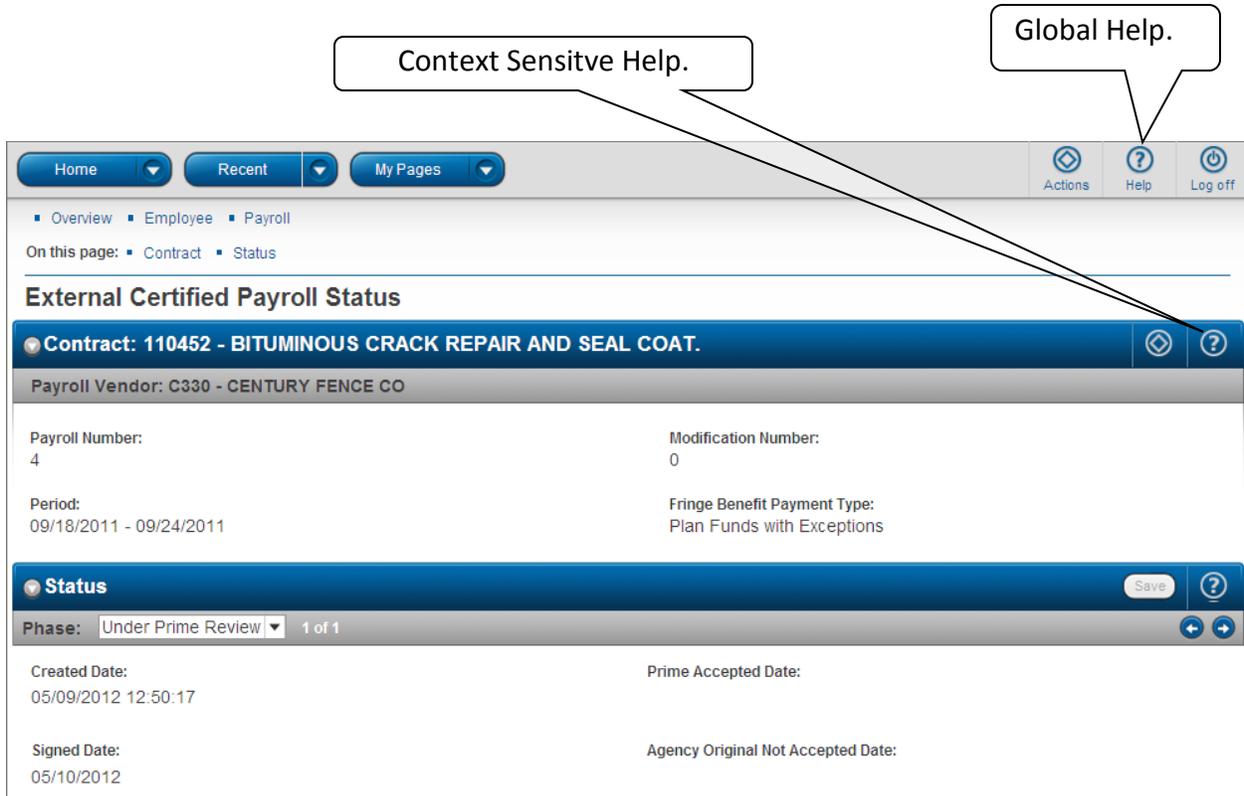
The right side of the Menu Bar contains these buttons and menus:



- **Actions** - Clicking this button opens a menu of actions you can take within the system. The actions that are listed are limited to those that are relevant for your active role. When you select an action, the system automatically takes you to the component in the system where the action can be performed.
- **Help** - If your agency has recorded agency Help, clicking this button takes you to a separate browser window containing online help for your active role. If agency Help has not been recorded, clicking this button takes you to the Welcome page of the standard online Help.
- **Log off** - Clicking this button ends your Trns•port session

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The web Trns•port Help is *context sensitive*, which means that when you click the **Help** button  on a component in the software, the system provides information on the functionality of that component only. Each Help page provides links to other help pages containing information related to the current help page, but for processes or features of a different application component.



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Clicking the **Actions**  button opens actions a user can take in the system. The actions available will depend on where you are in CRLMS. The Actions button in this top bar is the **Global Actions** button.

A word or number displayed in **blue** is a clickable link to navigate to the components of wT Web Transport CRLMS.

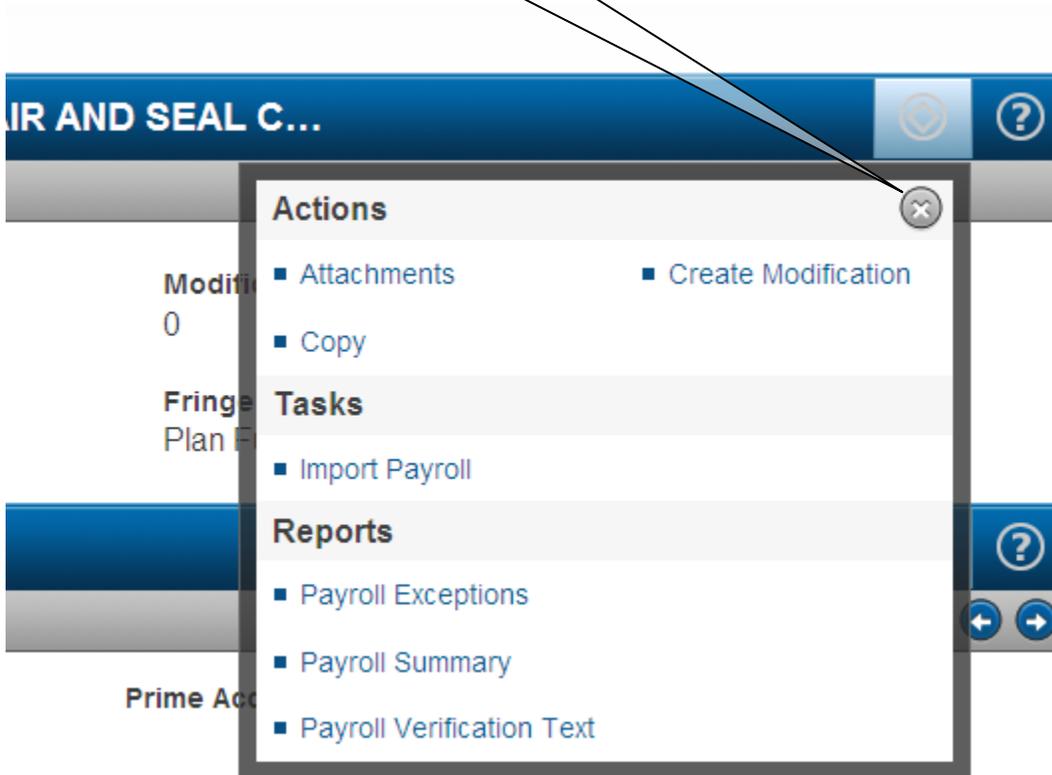
The screenshot shows the top navigation bar with buttons for Home, Recent, and My Pages. On the right, there are icons for Actions, Help, and Log off. Below the navigation bar, there are blue links for Overview, Employee, and Payroll, with the Payroll link circled. Underneath, there are links for Contract and Status. The main content area displays 'External Certified Payroll Status' for 'Contract: 110452 - BITUMINOUS CRACK REPAIR AND SEAL C...'. It includes fields for Payroll Vendor (C330 - CENTURY FENCE CO), Payroll Number (5), Modification Number (0), Period (09/25/2011 - 10/01/2011), and Fringe Benefit Payment Type (Plan Funds). A 'Status' section shows the phase as 'Under Prime Review'.

This *context sensitive* **Actions**  button leads to actions related to payroll (shown here).

The context sensitive Actions menu is open, showing options categorized into Actions, Tasks, and Reports. The Actions category includes Attachments and Create Modification. The Tasks category includes Import Payroll. The Reports category includes Payroll Exceptions, Payroll Summary, and Payroll Verification Text.

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To close an Actions pane without taking any action, click on the  in the upper right corner.



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The screenshot displays the 'Unapproved Certified Payroll Overview' page. At the top, there are navigation buttons for 'Home', 'Recent', and 'My Pages', along with 'Actions', 'Help', and 'Log off' icons. Below the title bar, a search bar contains the text '110451' and a search icon. To the right of the search bar, it says 'Advanced' and 'Showing 13 of 13'. Below the search bar, there is a note: 'Begin typing to search or press Enter'. On the right side of the page, it says '0 changed'. The main content is a table with three columns: 'Contract:', 'Description:', and 'Phase:'. The table lists three entries for contract 110451, each with a vendor 'S1094' and a description 'EDGE LINE RUMBLE STRIPES.'. The first entry has a 'Mod Num' of 4, a 'Begin Date' of 09/18/2011, and an 'End Date' of 09/24/2011. The second entry has a 'Mod Num' of 5, a 'Begin Date' of 09/25/2011, and an 'End Date' of 10/01/2011. The third entry has a 'Mod Num' of 9, a 'Begin Date' of 10/23/2011, and an 'End Date' of 10/29/2011. At the bottom right of the table, there is a 'Top of Page' button.

Contract:	Description:	Phase:	
110451	EDGE LINE RUMBLE STRIPES.	Under Agency Review	
S1094	SINNOTT BLACKTOP INC		
Payroll:	Mod Num:	Begin Date:	End Date:
	4	0 09/18/2011	09/24/2011
110451	EDGE LINE RUMBLE STRIPES.	Under Agency Review	
S1094	SINNOTT BLACKTOP INC		
	5	4 09/25/2011	10/01/2011
110451	EDGE LINE RUMBLE STRIPES.	Under Agency Review	
S1094	SINNOTT BLACKTOP INC		
	9	0 10/23/2011	10/29/2011

Click **Top of Page** to return to the top of the page.

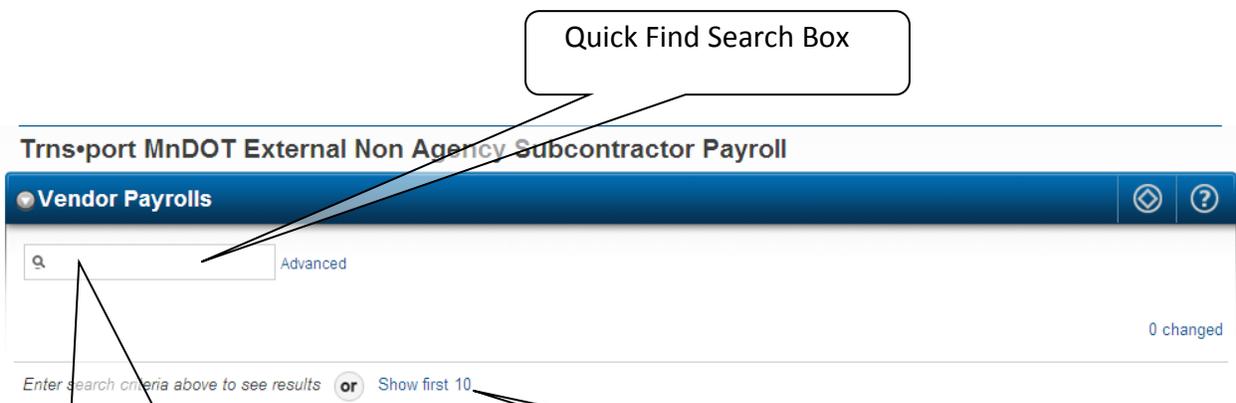
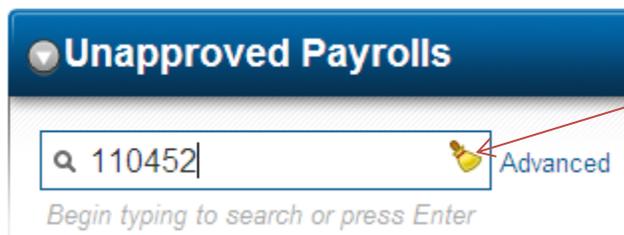
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Using the Quick Find Search Box

A Quick Find search box is located on each component that contains a list and searches all records in the list for a string of text, and then displays only records with fields containing that string. Follow these steps to use the Quick Find search box:

1. Click in the **Quick Find search box** for a list that you want to filter.
2. Type the string of characters you want to match or use as a delimiter. The quick find filter is not case-sensitive.
3. Once you have typed at least three characters and wait a moment, Trns•port refreshes the list and displays the records that contain the string of characters you entered.

This creates a temporary filter. You can adjust the filter by replacing the text in the search box, or you can clear it by clicking the **Wisk Broom** icon on the right side of the field.



A. Enter at least three characters of a contract number into the search field. The more characters entered will refine the search.

B. Or click on **Show first 10.**

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In this example, by typing the last 3 digits of the contract number, 452, a list is displayed showing all contracts with 452 as part of the contract number or description field. Typing at least 3 letters of "Century Fence" in the quick find field will also work.

Contract:	Description:	Phase:
110452	BITUMINOUS CRACK REPAIR AND SEAL COAT.	Under Prime Review
Vendor: C330	Short Name: CENTURY FENCE CO	
110452	BITUMINOUS CRACK REPAIR AND SEAL COAT.	Under Prime Review
Vendor: C330	Short Name: CENTURY FENCE CO	

Clicking on a blue contract number will open the payroll (see below).

Home Recent My Pages Actions Help Log off

Overview Employee Payroll

On this page: Contract Status

External Certified Payroll Status

Contract: 110452 - BITUMINOUS CRACK REPAIR AND SEAL COAT.

Payroll Vendor: C330 - CENTURY FENCE CO

Payroll Number: 4 Modification Number: 0

Period: 09/18/2011 - 09/24/2011 Fringe Benefit Payment Type: Plan Funds with Exceptions

Status

Phase: Under Prime Review 1 of 1 Save

Created Date: 05/09/2012 12:50:17 Prime Accepted Date:

Signed Date: 05/10/2012 Agency Original Not Accepted Date:

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Prime Original Not Accepted Date:

Agency Accepted Date:

Transitions



5/10/2012
Payroll Under Review by
Prime Contractor

Date

Comments

05/10/2012 13:33:06

[Load more](#)

Showing 1