

# How to...

## Enter Labor/Equipment

### Roles that have rights to Create Labor / Equipment:

- COE (project)
- Project Engineer
- Assistant Project Engineer
- Lead Inspector
- Inspector
- Inspector A&E
- Construction Contractor Manager
- Construction Contractor Lead

### Roles that have rights to Edit Labor / Equipment :

- COE (project)
- Project Engineer
- Assistant Project Engineer
- Lead Inspector
- Inspector
- Inspector A&E
- Construction Contractor Manager

### Roles that have rights to Delete Labor / Equipment :

- COE (project)
- Project Engineer
- Assistant Project Engineer

This is where all labor and equipment on the job is added into the system for the prime contractor and all subcontractors. This is considered the “Master List.” The Daily Reports (IDRs and CDRs) will “pull” information from this “Master List” when logging work activities. Labor/equipment must be added and onsite prior to being able to select / add them to Daily Reports.

Projects: AK PFH 43(10 Dewe... Constructions Return To Projects (All) | Return To List (Construction) ?

Project Info Design **Construction** Account Team

Core Contract Status Progress Payment SubContractors **Labor/Equipment** Daily Reports Daily Diary Claims Contract Modifications

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Search Filters:**

Labor/Equipment  Move-In Date    to

Type/Classification  Move-Out Date    to

Contractor/Subcontractor  Hourly Rate

No Records Found.

Select “Add New” to add a new entry.

Search by using the “Search Filters” as needed.

Add a new entry for each time a piece of equipment is mobilized onto the project. Example: If there is a 2 season job, there will be 2 entries for a piece of equipment if it is mobilized off for winter shut down and brought back in the spring.

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Cancel**

**Labor/Equipment**

Labor/Equipment\*:

  
**Labor**  
Equipment



Select "Labor" or "Equipment".

Type/Classification\*:

Supplemental Description:

Move-In Date\*:

**select** **clear**

Move-Out Date:

**select** **clear**

Hourly Rate:

\$

Contractor/  
SubContractor\*:



Supporting Documents:

**Add Document**

**Save & Close** **Save** **Cancel**

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Cancel**

### Labor/Equipment

Labor/Equipment\*: Labor ▼

Type/Classification\*: Laborer - Group 1

Supplemental Description:

Move-In Date\*:  **select** **clear**

Move-Out Date:  **select** **clear**

Hourly Rate: \$

Contractor/  
SubContractor\*:  ▼

Supporting Documents: **Add Document**

**Save & Close** **Save** **Cancel**

Describe the Type or Classification:

Labor – flagger, backhoe operator, or Davis Bacon classification.

Equipment – backhoe, paver, etc.

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Cancel**

### Labor/Equipment

Labor/Equipment\*: Labor ▾

Type/Classification\*: Laborer - Group 1

Supplemental Description: Asphalt Worker

Move-In Date\*:  **select** **clear**

Move-Out Date:  **select** **clear**

Hourly Rate: \$

Contractor/  
SubContractor\*:  ▾

Supporting Documents: **Add Document**

**Save & Close** **Save** **Cancel**



**Supplemental Description:**  
**Labor – specific name or other detail**  
**Equipment –Make model, year of manufacture, license #, identifying mark, etc.**

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Save & Close Save Cancel

### Labor/Equipment

Labor/Equipment\*:

Type/Classification\*:

Supplemental Description:

Move-In Date\*:

Move-Out Date:

Hourly Rate: \$

Contractor/  
SubContractor\*:

Supporting Documents:

Save & Close Save Cancel

Select the "Move-In Date" (keying format of xx-xx-xxxx" or select the "Select" button for the drop down calendar.

The "Move-Out Date" will likely be unknown until the piece of equipment is mobilized off the project. The can be left blank for the time being. Make sure to come back and fill this in.

**Project Number:** AK PFH 43(10    **Project Name:** Deweyville Trailhead to Neck Lake Road    **Contract Number:** DTFH70-12-C-00017    **States:** AK

Save & Close   Save   Cancel

**Labor/Equipment**

Labor/Equipment\*: Labor ▾  
Type/Classification\*: Laborer - Group 1  
Supplemental Description: Asphalt Worker  
Move-In Date\*: 09-09-2014   select   clear  
Move-Out Date: 09-09-2014   select   clear  
Hourly Rate: \$   
Contractor/  
SubContractor\*:   
Supporting Documents:

DO NOT ENTER THE HOURLY RATE!

Save & Close   Save   Cancel

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Cancel**

### Labor/Equipment

Labor/Equipment\*: Labor ▼

Type/Classification\*: Laborer - Group 1

Supplemental Description: Asphalt Worker

Move-In Date\*: 09-09-2014 **select** **clear**

Move-Out Date: 09-09-2014 **select** **clear**

Hourly Rate: \$

Contractor/  
SubContractor\*: ABC Construction (Contractor) ▼

Supporting Documents: **Add Document**

**Save & Close** **Save** **Cancel**

Select the Contractor or the Subcontractor that the labor/equipment is assigned to.

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Cancel**

### Labor/Equipment

Labor/Equipment\*: Labor ▼

Type/Classification\*: Laborer - Group 1

Supplemental Description: Asphalt Worker

Move-In Date\*: 09-09-2014 **select** **clear**

Move-Out Date: 09-09-2014 **select** **clear**

Hourly Rate: \$

Contractor/  
SubContractor\*: ABC Construction (Contractor) ▼

Supporting Documents: **Add Document**

**Save & Close** **Save** **Cancel**

Select the "Add Document" button to add supporting documentation if needed. This can be flagger's cards, equipment spec sheets, inspection logs, photograph of equipment, etc.

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Save & Close Save Cancel

**Labor/Equipment**

Labor/Equipment\*: Labor

Type/Classification\*: Laborer - Group 1

Supplemental Description: Asphalt Worker

Move-In Date\*: 09-09-2014 [select] [clear]

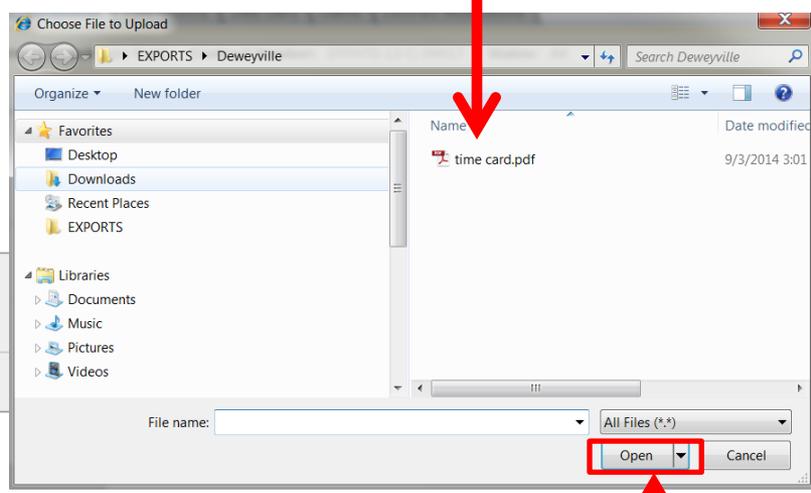
Move-Out Date: 09-09-2014 [select] [clear]

Hourly Rate: \$

Contractor/  
SubContractor\*: ABC Construction (Contractor)

Supporting Documents:  
File: [ ] [Browse...]  
[Delete]  
**Add Document**

Select the documentation that you would like to attach.



Save & Close Save Cancel

Select "Open" to attach the document to labor/equipment entry.

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Cancel**

### Labor/Equipment

Labor/Equipment\*: Labor ▼

Type/Classification\*: Laborer - Group 1

Supplemental Description: Asphalt Worker

Move-In Date\*: 09-09-2014 **select** **clear**

Move-Out Date: 09-09-2014 **select** **clear**

Hourly Rate: \$

Contractor/  
SubContractor\*: ABC Construction (Contractor) ▼

Supporting Documents:

File:  
C:\Users\brie.van-cleav **Browse...**

**Delete** ←

**Add Document**

Select the "Delete" button to delete the attached document.

**Save & Close** **Save** **Cancel**

**Project Number:** AK PFH 43(10)    **Project Name:** Deweyville Trailhead to Neck Lake Road    **Contract Number:** DTFH70-12-C-00017    **States:** AK

**Save & Close** **Save** **Cancel**

**Labor/Equipment**

Labor/Equipment\*: Labor

Type/Classification\*: Laborer - Group 1

Supplemental Description: Asphalt Worker

Move-In Date\*: 09-09-2014

Move-Out Date: 09-09-2014

Hourly Rate: \$

Contractor/  
SubContractor\*: ABC Construction (Contractor)

Supporting Documents:

File:  
C:\Users\brie.van-cleav

File:

**Add Document**

Select "Add Document" to add multiple attachments.

**Save & Close** **Save** **Cancel**

**Project Number:** AK PFH 43(10    **Project Name:** Deweyville Trailhead to Neck Lake Road    **Contract Number:** DTFH70-12-C-00017    **States:** AK

Save & Close   Save   **Cancel**

**Labor/Equipment**

Labor/Equipment\*: Labor

Type/Classification\*: Laborer - Group 1

Supplemental Description: Asphalt Worker

Move-In Date\*: 09-09-2014   select   clear

Move-Out Date: 09-09-2014   select   clear

Hourly Rate: \$

Contractor/  
SubContractor\*: ABC Construction (Contractor)

Supporting Documents:  
File:  
C:\Users\brie.van-cleav   Browse...  
Delete  
Add Document

Save & Close   **Save**   Cancel

Selecting "Cancel" will close this entry without saving and send the you back to the labor/equipment list.

Save often so that if EEBACS kicks you out the work you have completed above stays in the system.

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Save & Close Save **Cancel**

**Labor/Equipment**

Labor/Equipment\*: Labor

Type/Classification\*: Laborer - Group 1

Supplemental Description: Asphalt Worker

Move-In Date\*: 09-09-2014 select clear

Move-Out Date: 09-09-2014 select clear

Hourly Rate: \$

Contractor/  
SubContractor\*: ABC Construction (Contractor)

Supporting Documents:  
File:  
C:\Users\brie.van-cleav Browse...  
Delete  
Add Document

Save & Close **Save** Cancel

Selecting "Cancel" will close this entry without saving and send the you back to the labor/equipment list.

Save often so that if EEBACS kicks you out the work you have completed above stays in the system.

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Cancel**

### Labor/Equipment

Labor/Equipment\*: Labor ▼

Type/Classification\*: Laborer - Group 1

Supplemental Description: Asphalt Worker

Move-In Date\*: 09-09-2014 **select** **clear**

Move-Out Date: 09-09-2014 **select** **clear**

Hourly Rate: \$

Contractor/  
SubContractor\*: ABC Construction (Contractor) ▼

Supporting Documents:

File:  
C:\Users\brie.van-cleav **Browse...**

**Delete**

**Add Document**

Select "Save & Close" to take you back to labor and equipment list.

**Save & Close** **Save** **Cancel**

Project Number: AK PFH 43(10) Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK

Search Filters:

Labor/Equipment [dropdown] Move-In Date [input] [select] [clear] to [input] [select] [clear]
Type/Classification [input] Move-Out Date [input] [select] [clear] to [input] [select] [clear]
Contractor/Subcontractor [dropdown] Hourly Rate [dropdown] [input]

Apply Search

Add New Items 1-1 of 1

Table with 8 columns: Actions, Type/Classification, Supplemental Description, Labor/Equipment, Contractor/SubContractor, Move-In Date, Move-Out Date, Hourly Rate. Row 1: Laborer - Group 1, Asphalt Worker, Labor, ABC Construction (Contractor), Sep 09, 2014, Sep 09, 2014.

Add New Items 1-1 of 1

Project Number: AK PFH 43(10) Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK

Search Filters:

Labor/Equipment [dropdown] Move-In Date [input] [select] [clear] to [input] [select] [clear]
Type/Classification [input] Move-Out Date [input] [select] [clear] to [input] [select] [clear]
Contractor/Subcontractor [dropdown] Hourly Rate [dropdown] [input]

Apply Search

Add New Items 1-1 of 1

Table with 8 columns: Actions, Type/Classification, Supplemental Description, Labor/Equipment, Contractor/SubContractor, Move-In Date, Move-Out Date, Hourly Rate. Row 1: Laborer - Group 1, Asphalt Worker, Labor, ABC Construction (Contractor), Sep 09, 2014, Sep 09, 2014.

Add New Items 1-1 of 1

Select the edit [edit icon] icon to go back to the labor/equipment entry and change the information that was entered or add the "Move-Out Date." Select the view [view icon] icon to access the entries attachments.

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Edit** **Close**

### Labor/Equipment

Labor/Equipment: Labor  
Type/Classification: Laborer - Group 1  
Supplemental Description: Asphalt Worker  
Move-In Date: September 9, 2014  
Move-Out Date: September 9, 2014  
Hourly Rate:  
Contractor/  
SubContractor: ABC Construction (Contractor)

Supporting Documents:

File Name:  
[time\\_card.pdf](#)

**Edit** **Close**

Select "Edit"  
to change the  
entries  
information.

Within the "View Icon" you can select the attachments that  
you would like to print or view.