



## Welcome to the PDBS FAQ



The Project Development Business System (PDBS) is a highway construction management tool and database. It was developed by UDOT to help facilitate and electronically document the advertising, bidding/awarding, and construction activities of all federal, state and local government projects. PDBS is divided into several sub systems as listed in the left pane; **Browse FAQs**. Use these handy links or the ones across the top of any page to move between sub systems.

If you have questions about using our PDBS software, there's a good chance you'll find the answer here. If you can't find the answer, feel free to ask a question of your own by using one of the "PDBS Questions" links. We'll get you an answer as quickly as possible. Links can be found in each subsystem or click on the 'Ask a Question' page in the left menu.

## PDBS Subsystems

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<a href="#">Estimates</a>	<a href="#">Contractor</a>
<a href="#">Project Administration</a>	<a href="#">Fieldbook</a>
<a href="#">Project Accounting</a>	<a href="#">Adhoc Reports</a>
<a href="#">Civil Rights</a>	
<a href="#">Certified Payroll</a>	

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# Estimates

Engineer's Estimates, Project Setup, Item Price Lookup, Detailed Stationing Report, Abstracts, Measurement & Payment

## Engineers Estimate

[I created two versions of the Engineers Estimate. How do I retrieve version 1?](#)

Only the current version is available in PDBS. Version numbering is designed to inform the bidding contractor that changes have been made to the original bid file. If you add/delete bid items or change quantities/units of measure on the Engineers Estimate after advertising, a new version number of the estimate needs to be assigned and an addendum created.

[I am trying to add Details to a new project so I can enter bid items. When I right click in the Detail box, I get a menu list but it is all grayed out. What do I need to do?](#)

The project has not been setup yet. Click on the 'Estimate Setup' button and in the pop up window, select the designers name or firm name from the dropdown list. Click on the 'Accept' button. If you can not find your firm or designers name in the list, contact [PDBSSUPPORT@UTAH.GOV](mailto:PDBSSUPPORT@UTAH.GOV).

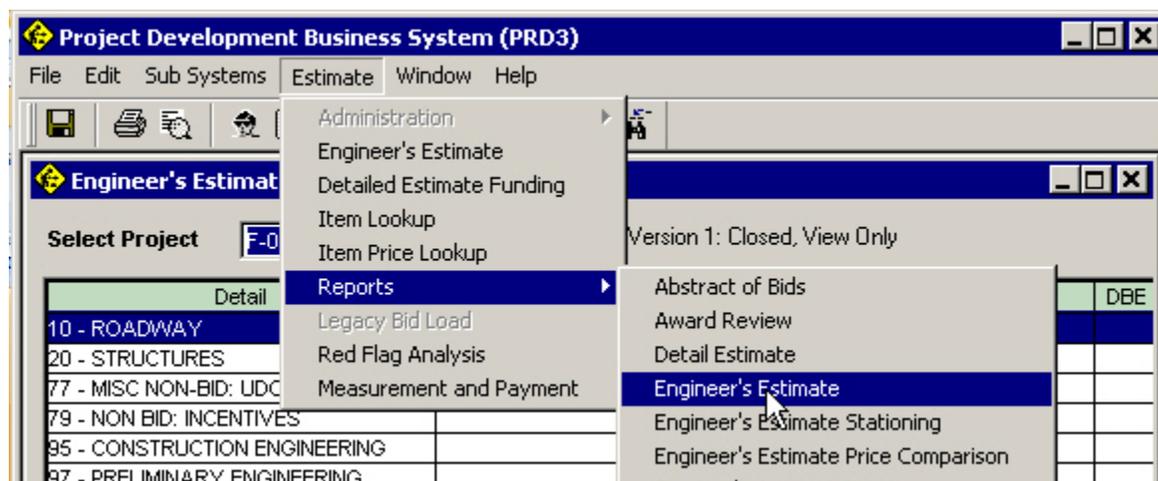
[How do I get to the project maintenance window so I can enter things like contract time and available funds?](#)

From the Engineer's Estimate window, click on the 'Estimate Setup' button. From the Estimate Setup window, click on the 'Project Maintenance' button. Edit any fields that are 'white' and Save.

## Measurement & Payment

[I set up the Engineers Estimate for the project but nothing is loaded into the M&P. What do I do?](#)

The item list in the M&P is generated from the Engineers Estimate Report in PDBS. Run this report to generate the Engineers Estimate and populate the M&P. Run the Eng. Est report each time the Engineers Estimate is modified to keep the M&P updated.



## Standard Item Price Lookup

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On the Average Bid Item report, what is the difference between awarded amount and low bid amount?

The awarded amount represents the 'Price' component of a Price + Time (P&T) contract and the low bid amount is a combination of Price and Time.

I am trying to enter the project size range on the Avg. Bid Report. I put \$500,000 in the minimum box and when I start to type a value in the Max box I get the warning, "Minumum value must be less than maximum value". How do I get around this?

The system requires a value in the maximum box before the minimum value can be entered. Simply enter the max value first.

How do I remove items from the Avg. Bid Item report without clearing the whole list?

Right mouse click on the item you want to remove and select 'Delete' from the list.

## Reports

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Do you have a question to submit online?

Use this link...[PDBS Questions](#)

## PDBS Subsystems

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[sibling icon list]

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[breadcrumbs]

# Project Administration

Access Administration, Date Entry, Award/Proceed, Change Orders, Subcontracts, Claims, Search

## Access/Roles & Search

I just went to work for a different consultant doing the same work for UDOT. How come I don't have the same access?

Some Consultant are contracted to do project design work while others provide UDOT with design and Construction Engineering Management. If additional access is needed, contact Stacy Frandsen, [sfrandsen@utah.gov](mailto:sfrandsen@utah.gov), or Dirk Parker, [dparker@utah.gov](mailto:dparker@utah.gov).

I can see my project in Project Administration but when I switch to any other subsystem the project doesn't show up in the dropdown list. Has something happened to our access rights?

There are a couple of reasons for this.

1. Your firm or crew has not been assigned to the project by a PDBS manager.
  1. *Contact PDBSSUPPORT@UTAH.GOV*
2. The project's Notice to Proceed date (NTP) has not been issued and/or entered into PDBS
  1. *If NTP has been issued, Contact PDBSSUPPORT@UTAH.GOV.*

Is there a way to find a project in PDBS if I don't know the project number?

Yes..under the Subsystem 'Project Administration'. On the Project Detail screen (Default) click the 'Search' button. Select from the listing of known elements such as PIN, Res. Eng., PM, Region, Contractor, etc.



## Change Orders

Is there a report that shows all the change orders and items modified by change order on my project?

Yes...click the icon  located along the task bar in Project Accounting and Project Administration Subsystems.



How do I add a new Mobilization and Traffic Control items to a change order that won't auto calculate?

The autocalc function is based on the standard item number for Items; Mobilization, Traffic Control,

Public Information Services and Survey. To add these items and stop the autocalc, change the 6<sup>th</sup> or 7<sup>th</sup> digit of the item number to something other than the default. Example: Mobilization's CSI item number is 012850010. Changing the 6<sup>th</sup> or 7<sup>th</sup> digit; 01285121P will stop the autocalc function. Change the last digit to 'P' to indicate the change in method of payment.



#### We are eliminating a DBE item of work by Change Order. How do I change the commitment in PDBS?

On the Change Order form in PDBS, load the committed item and make the necessary changes to the item's quantity to eliminate it. In the bottom portion of the window the DBE assign to the item is listed along with the committed amount. Eliminate the commitment by creating a new line entry that is a duplicate of the commitment other than; Enter negative numbers in the quantity and amount fields. Enter a note to explain the change.



As part of the Contractors Good Faith Effort and to meet the committed goal, other items of work on the project should be evaluated to see if they can be done by a DBE Subcontractor. If not, the Contractor needs to request a reduction to the project DBE commitment through the UDOT Civil Rights Office.

#### Can Change Orders be approved 'Out of Order'?

Yes! However, items on an unapproved CO cannot be added to a new CO.

#### Why won't PDBS let me select 'Non Participating' on the data entry screen?

PDBS checks the selected Change Order for a 'Non Participating' Detail. If none exists, all items on the CO are considered 'Participating'.

#### Can Non Pay items like Spec Change and Time Extension be on the same CO as Pay Items?

YES! Spec Change and Time Ext. items are added to the CO automatically by clicking the Spec Change check box or entering a numeric value to the Time Ext. box. Non Pay items will not affect the dollar amount of the CO.

## Claims

#### Is there someplace in PDBS to put contractor and 3<sup>rd</sup> party claims information?

Yes...under Project Administration/Data Entry is a "Claims" folder. All pending claims can be listed here including Right of Way, Contractor, 3<sup>rd</sup> Party, and Other.

#### PDBS automatically assigned a Claim number. What is the Division Claim number?

UDOT Divisions such as ROW use internal tracking numbers for their claims. This allows the user to assign a number familiar to their tracking system.

Do you have a question to submit online?

Use this link...[PDBS Questions](#)

## Subcontracts (Subletting)

Can PDBS tell me whether a subcontractor has a current qualified health plan?

Subcontractor's that are not pre-qualified and are doing more than \$750,000 of work on a project must submit statements on a project by project basis. No information is maintained in PDBS.

Contractor that are 'Pre-qualified' by UDOT to bid on projects valued at more than \$1,500,000, submit a qualified health plan statement of compliance with their yearly renewal and the PDBS Request to Sublet screen will display the expiration date.

To find the expiration date in PDBS, open the Request to Sublet window, Clicking on the Subcontractors name will open a Subcontractor information box on the right side of the page. If the expiration date is empty or in red, a new statement is required before the Subcontract can be approved.



Where do I find approved Subcontracts? Can I print them from PDBS?

Approved Subcontracts are listed under the Subcontracts folder in the subsystem; Project Administration >Data Entry.

From the Project Administration subsystem dropdown selection box, select Data Entry. Window will open showing a listing of file folders. Select a project from dropdown listing. Select the 'Subcontracts' folder. Approved Subcontractors and amounts are listed to the right. Click on Subcontractor to display subcontracted amounts, items, and percent of contract values. To Print C115/C116 forms, Select the C115/C116 button located in the top right corner of the window. If you do not see the C115/C116 button you do not have view/edit rights to this information. Contact [PDBSSUPPORT@UTAH.GOV](mailto:PDBSSUPPORT@UTAH.GOV)

Why aren't items, subcontracted by way of change order or, to a 2nd tier or higher included as part of the Total Subcontracted Percent Amount in PDBS?

The subletting percentage is based on the Original Contract Amount. In some cases, Change Order work could be specialized enough that the prime contractor is unable to complete with his own forces.

The 2nd tier or higher subcontracted item is part of the 1st tiers item of work which has already been calculated as part of the percent subcontracted.

Do you have a question to submit online?

Use this link...[PDBS Questions](#)

## PDBS Subsystems

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[sibling icon list]

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[breadcrumbs]

# Project Accounting

Project Ledger, Time Entry/Progress Reports, Pay Estimates, Inspectors Daily Report,

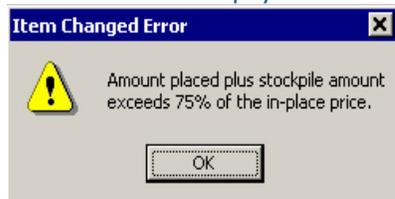
## Project Ledger

I need to reimburse the Contractor for his half of Partnering. Which item do I pay it under and do I need to create a change order?

A change order is not required. The Partnering pay item is found in Project Accounting under the 'Contract Adjustments' Detail. If you have not already added this Detail, do so by clicking on the ADD DETAIL button. Use the dropdown menu to select the 'Contract Adj' Detail, then OK. Next, click on the ADD ITEM button and select 'Partnering' from the list...then OK. Remember to SAVE.



We paid the Contractor for stockpiled materials which he has now placed on the project. However, PDBS won't let me pay for the work? Here is the Warning I get...what am I doing wrong?



The specification (01282;1.13) does not allow stockpile payments (or combination of stockpile and placed) to exceed 75% of the in-place price. When the Contractor removes a quantity of material from stockpile and incorporates it into the project you need to do the same in PDBS by entering negative stockpile payments equal to the amount paid the Contractor as 'Placed'.

### Example:

3	09/25/2008	STKPLE	STOCKPILE MTL T	12377.8261	\$284,690.00	file
4	11/20/2008	STKPLE	STOCKPILE MTL T	5318.6761	\$122,329.55	file
5	05/27/2009	PLACED	EST #11	9901.25	\$227,728.75	FILE
6	05/27/2009	STKPLE	REMOVE FROM ST	-3573.06	(\$82,180.38)	File
7	06/25/2009	STKPLE	REMOVE FROM ST	-8496.223	(\$195,413.13)	File
8	06/25/2009	PLACED	EST #12	23543.75	\$541,506.25	File
9	08/28/2009	STKPLE	REMOVE FROM ST	-3526.0565	(\$81,099.30)	file
10	08/28/2009	PLACED	EST #14	9771.00	\$224,733.00	file
11	09/24/2009	STKPLE	TOCKPILE	-2101.1626	(\$48,326.74)	
12	09/24/2009	PLACED	EST # 15	5822.50	\$133,917.50	file
13	10/02/2010	COMPLT	TIME COMP	.00	\$0.00	

We increased the quantity of an item by change order. PDBS put an entry in the ledger showing the increased quantity but no payment shows up on the partial estimate. Do I need to put in another entry to pay the Contractor?

Yes...the line entry PDBS put in is of the 'Type' "CHGODR", indicating there has been an increase to the existing quantity by Change Order. To pay for the increased quantity, create a new line entry of the 'Type' = "PLACED".

What is PMTHOLD and PMTREL? I can't find anything in the help files.

Use the entry type "PMTHOLD" when the Contractor has placed the item (done the work) but has not met all the documentation requirements for payment as defined by the project specifications. Once the requirements have been met, use the entry type "PMTREL" to release payment to the Contractor.



What's the difference between an 'Item Comment' and a 'Placement Comment'?

Item Comments are general in nature. Things like issues with procurement, stockpiling, required submittals and certs etc. Placement Comments are specific to a particular location and might include things like weather conditions, field test results, specialized equipment used, etc.

Can you give me a tutorial on how to enter OCIP deductions into PDBS. I looked in PDBS Help, but couldn't find what I need. I will be helping to close a project that has OCIP.

OCIP deductions are made through the Project Accounting Ledger window, much like any other pay item. These deductions are for General Liability (\$5000) and Worker Compensation (\$200.00) claim deductibles the contractor is required to pay.



I have received a request from the Contractor to release retention for work completed by a subcontractor. What do I need to do in PDBS?

The rules for release of Subcontractor retention is defined by standard specification 01284; Prompt Payment

Open the project in the PDBS Project Accounting subsystem. On the default window (Ledger and Item Maintenance)..use the 'Add Detail' button to add the 'Subcontractor Retention' Detail. Enter an Extended Description (required). Click OK. The system will add the Detail and the pay item 'Subcontractor Retention' for you. Select the item...Use the 'Add Entry' button to add a new line entry for each Subcontractor. Enter the Subcontractor's company name in the 'Description' field. Tab to the 'Amt' column and enter the dollar amount.



Subcontractor retention payments do not affect the partial pay estimate amount. These payments are listed separately on the Pay Estimate Signature Sheet under *Subcontractor Retention Payment from State Escrow*.

**\*\* Subcontract Retention payments cannot be entered once the project's overall retention is reduced to 1 1/2%.**

## Time Entry/Progress Reports

There are time charges on my progress report prior to the Notice to Proceed date. How is this possible?

When using an electronic field book, it is possible for technicians to enter time charges before the

Notice to Proceed date. Correct the error by deleting the time charges from all electronic field books used on the project and re-syncing.

[I need to make changes to older progress reports. How do I get them opened for editing?](#)

Contact your Region Contract Specialist or PDBSSUPPORT to have the approval dates removed.

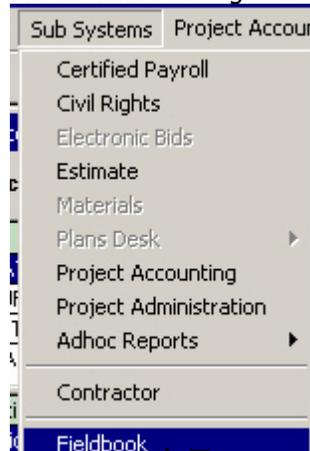
[The Contractor bid 180 days but PDBS only shows 130 days? What do I need to do to get it changed?](#)

The number of calendar days entered by the contractor is normally updated at the time of award but may have been overlooked. Contact PDBSSUPPORT and they will make the change for you.

## Inspector's Daily Report

[The C-111 form on UDOT's website has a series of questions to answer. Where do I enter this information in PDBS?](#)

The questions are not available through the Project Accounting/Filed Book Reports link. However, they are available through the new 'Fieldbook' subsystem link. You'll find it under the 'Daily Data Entry' tab.



[Our project has been in construction for two years and I am trying to find the daily reports for excavation work a subcontractor did. I can only view one day at a time...is there a faster way?](#)

We recommend that you print the project to pdf. Acrobat will create a searchable version. Use the word search function (CTRL F) to find what you need.

[Do you have a question to submit online?](#)

Use this link...[PDBS Questions](#)

## PDBS Subsystems

[breadcrumbs]

# Civil Rights

DBE Goals/Commitments, Reports, OJT Training Hours, Subcontractor Payment

## DBE Program

### How do I enter payments on the Subcontractor Payment Entry screen?

For Contractors, the Subcontractor Payment entry screen is accessed through the Contractor Module. Const. Management personnel access it through the Civil Rights Module...see demo for more information.

Navigate to the entry screen and begin by selecting one of the projects from the dropdown listing of projects assigned to your company. Mouse click the 'Retrieve' button to view a listing of previous entries. Use the dropdowns for 'Subcontract' or 'Item Number' to filter the list. To make an entry, right mouse click in the white portion of the main window and select 'Add' or 'Insert'. A new line is added and the cursor will default to the 'Transaction Date' field. Enter the 'Transaction Date', TAB to the next column and SELECT Sub Contractor from dropdown listing of approved Subs. TAB to 'Item Num' column and SELECT from dropdown listing of items assigned to the selected Sub Contractor. The 'Item Description' column is self populating. TAB to the 'Pay Type' column and SELECT from the dropdown.

#### **Pay Type:**

PLACED = Completed Work

RETENTION = Retention payments made for Completed Work

STOCKPILE = Payment for stockpiled materials not yet incorporated into the project

Continue with 'Quantity Completed', 'Amount Paid' and 'Estimate Number'. 'Entry Date' is self populating. Mouse click in the 'Payment Note' field to enter specific information about the selected payment.



### What should I be looking for on the DBE Payment Analysis Report screen?

This screen is a snapshot of a projects DBE commitment and current status based on the individual items of work assigned to DBE Sub Contractors. The information is pulled on the fly from various PDBS data entry screens and is current to date. The report is populated by data from the DBE commitment approval and Sub Contractor Payment screens. Any modifications to those screens such as approved commitment changes or lack of subcontractor payment entry will be reflected. Analysis of this report and submittal to the Civil Rights Division is required at the time of Final Completion to insure the Contractor met the DBE requirements for this project. Use this report during the construction period to find abnormalities such as payment underruns, non payments or incorrect data that will retard the closeout process.



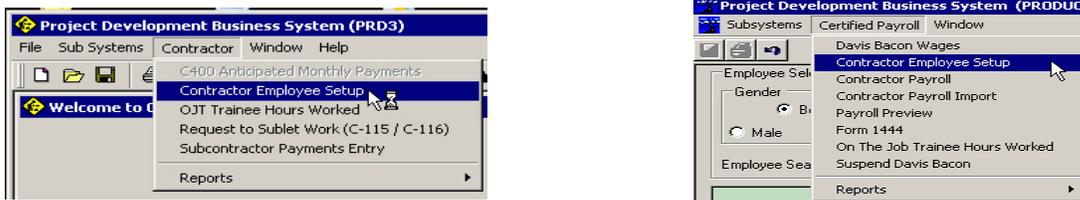
Do you have a question to submit online?

Use this link...[Civil Rights](#)

## On the Job Training/Employee Setup

### Where do we go to set up an employee?

New employees are entered through the 'Contractor Employee Setup' window. This window can be accessed from the PDBS Contractors Module or from the Certified Payroll Module.



### How much do we get reimbursed for travel through the OJT Program?

UDOT reimburses the local training agency up to \$10.00 a day for eligible transportation expenses. Contact the AGC or your union training agency for more specific information.

### How many journeyman must there be for 1 apprentice?

The ratio for Journeyman to Apprentice is specific to each program. Refer to the training agency to determine the ratio.

As a general rule of thumb, the ratio is 1 journeyman to 1 apprentice for the first apprentice and 3 journeyman to 1 apprentice for any additional.

### Do you have a question to submit online?

Use this link...[Civil Rights](#)

## Title VI

### What is Title VI?

The prevention and elimination of discrimination in programs and activities on UDOT projects.

### How do I file a complaint?

Go onto the UDOT website to Civil Rights/Title VI Program section. Click on 'UDOT Civil Rights Links' open document and then scroll down the page to [Title VI Discrimination Complaints](#) for forms and related information.

### Who is a Limited English Proficient (LEP) individual?

A person who does not speak english as their primary language and has a limited ability to speak, write or understand the english language.

### Does the Contractor have to abide by Title VI/VII if they received federal financial assistance?

Yes, even if they only received one cent of federal money.

What is non-compliance?

It is defined as a failure to comply with Title VI of the Civil Rights Act of 1964.

Who is the ADA person?

Information about UDOT's ADA program including contacts can be found at on the UDOT website at; [www.udot.utah.gov/main/f?p=100:pg:0:::::T,V;584](http://www.udot.utah.gov/main/f?p=100:pg:0:::::T,V;584)

Where can I find more information about Title VI?

(June 2011) A webpage dedicated to Title VI is current being developed. In the meantime, contact [CIVILRIGHTS@UTAH.GOV](mailto:CIVILRIGHTS@UTAH.GOV) or go to; [en.wikipedia.org/wiki/Civil\\_Rights\\_Act\\_of\\_1964](http://en.wikipedia.org/wiki/Civil_Rights_Act_of_1964)

Do you have a question to submit online?

Use this link...[Civil Rights](#)

## Equal Employment Opportunity (EEO)

Do you have a question to submit online?

Use this link...[Civil Rights](#)

## PDBS Subsystems

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[breadcrumbs]

# Certified Payroll

Contractor Payroll, Employee Setup, Davis Bacon Wages

## Contractor Payroll

I have spent last week and this week trying to enter certified payroll for the SR-92 Timpanogos Highway project. When I log into Citrix, enter the PDBS database, and then select the job, my company doesn't show up as a contractor.

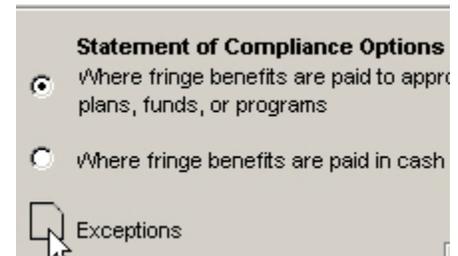
In order for you to enter electronic payrolls your company has to have a signed subcontract agreement (Form C-115) with the Prime Contractor. The Prime contractor has to prepare the C-115 in PDBS and have the project office enter the approval dates...then your contractor name will appear in the drop down menu. Just an FYI you should not perform any work on the project site until a C-115 has been signed and approved by the Resident Engineer.

My company only pays a certain amount but I am getting a pop-up window that wants me to pay something different. Why?

You are required to pay at least the Davis Bacon Wage for that job classification. The system will prompt you to enter the correct rate.

How do I enter an exception? I don't see the exception button.

The button does not appear on most computer screens, but if you click in the area where the button should be, the exception screen will pop-up.



Where do I go to print a copy of payrolls entered?

You cannot print out a payroll in the electronic system. However, you can print a report to show the names and total dollar amount along with taxes.

I added payroll #3. How do I add #1 and #2.

Payrolls must be entered in sequential order. *Delete #3 and start over.*

Why can't I see our company name in the Contractor dropdown list?

A subcontract agreement with your company must be entered into PDBS by the prime contractor and approved by UDOT before payrolls can be entered.

[My company pays bi-weekly. How do I set up Certified Payroll to do that?](#)

When Davis Bacon Wages are applicable, you MUST pay weekly.

[What is a supplemental payroll?](#)

A supplemental payroll is created when an employee has been left off of a payroll and the payroll is locked.

[How do I enter a supplemental payroll?](#)

From the Certified Payroll Entry screen, click on the payroll you need to add the employee's information to. Click the Supplemental button and fill in your employee's time and dollar amounts. This will add the employee to the selected payroll.



[Do you need to add survey companies in certified payroll?](#)

Generally speaking, instrument persons, party chiefs and rod persons are not considered laborers or mechanics, and therefore, are not covered. However, a crew member who primarily does manual work (clearing brush) is covered for the time spent. DOL FOH 15e20

## Employee Setup

[What is the difference between a Journeyman and an Apprentice?](#)

According to Davis Bacon, you are a journeyman unless you are registered in an approved BAT program with a current BAT certificate. Certificate are only good for 90 days from certification date.

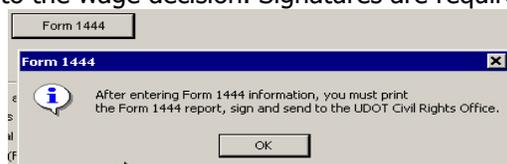
[I can add an employee but the system will not let me do anything else?](#)

Once you have picked an employee hit the SAVE button. The 'Add time' entry record will highlight.

## Davis Bacon Wages

[What happens if the classification isn't in the contractor code?](#)

Click on the 'Form 1444' button. Fill out the form to apply for an additional classification to be added to the wage decision. Signatures are required. Send to the UDOT Civil Rights Office for processing.



[breadcrumbs]

# Contractor

Contractors Request to Sublet, C-115/116 Forms, Subcontractor Payments, Registration & Health Insurance Expiration Dates

## Request to Sublet (C115/C116) Forms, Subcontractor Payment Entry

### [How do I create a subcontract and C115/C116 in PDBS for the subcontractor to sign ?](#)

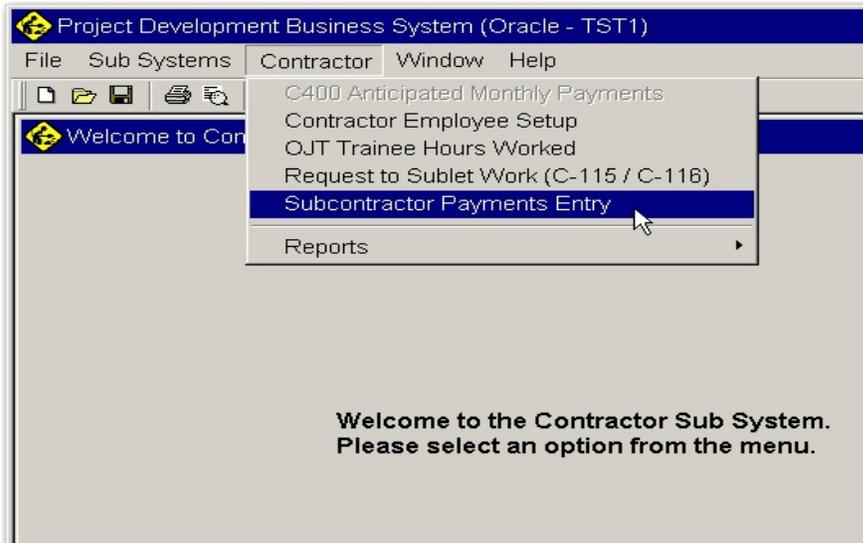
Open the Contractor Module in PDBS. From the menu, click on the 'Contractor' item. Select 'Request to Sublet Work'. A new window will open and allow you to select a project. From the dropdown listing, select the project you need to work on. Select 'New' to open the subletting window. Here you will set up the subcontract agreement and add the items to be sublet. When complete, click on the C115/C116 button to view and print.



### [How do I enter payments on the Subcontractor Payment Entry screen?](#)

The Subcontractor Payment entry screen is accessed through the Contractor Module.

Navigate to the entry screen and begin by selecting one of the projects from the dropdown listing of projects assigned to your company. Mouse click the 'Retrieve' button to view stored data. The dropdowns for 'Subcontract' or 'Item Number' are used to filter the data and display only UDOT approved Subcontracts and associated items.



To make an entry, right mouse click in the white portion of the main window and select 'Add' or 'Insert'. A new line is added and the cursor will default to the 'Transaction Date' field. Enter the 'Transaction Date', TAB to the next column and SELECT Sub Contractor from dropdown listing of approved Subs. TAB to 'Item Num' column and SELECT from dropdown listing of items assigned to the selected Sub Contractor. The 'Item Description' column is self populating. TAB to the 'Pay Type' column and SELECT from the dropdown.

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STOCKPILE = Payment for stockpiled materials not yet incorporated into the project

Continue with 'Quantity Completed', 'Amount Paid' and 'Estimate Number'. 'Entry Date' is self populating. Mouse click in the 'Payment Note' field to enter specific information about the selected payment.



Do you have a question to submit online?

Use this link...[PDBS Questions](#)

## Contractor Registration/Qualified Health Care Requirements

Can PDBS tell me whether a subcontractor has a current qualified health plan?

If the Subcontractor has submitted an approved statement of compliance to UDOT, the PDBS Request to Sublet screen will display the expiration date of the subcontractors qualified health plan.

From the Request to Sublet window, Click on the Subcontractors name to open the Subcontractor Information box on the right side of the page. If the expiration date is empty or in **red**, a new statement is required before the Subcontract can be approved.



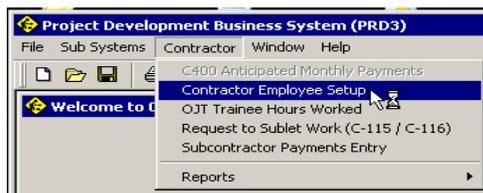
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## Employee Setup

Where do we go to setup a new employee?

New employees are entered through the 'Contractor Employee Setup' window. This window can be accessed from the PDBS Contractors Module or from the Certified Payroll Module.



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# Fieldbook

Project documentation via electronic fieldbook (IPAQ/laptop) data entry

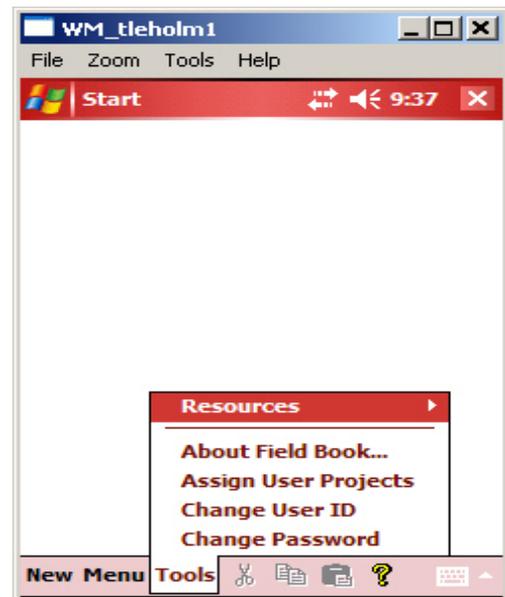
## Field Book Setup

Where can I find information on using an electronic fieldbook?

The UDOT website under [Construction/Contract Mgmt/PDBS Fieldbook Program](#). Here you'll find the app, instruction manual, VPN connection information and more...

Can I use an IPAQ that someone else is using?

Yes you can. The current user will need to re-assign the IPAQ to you first. To do so...login and select the 'Tools' tab, then select 'Change UserID'.



Do you have a question to submit online?

Use this link...[PDBS Questions](#)

## Input Screens - IPAQ

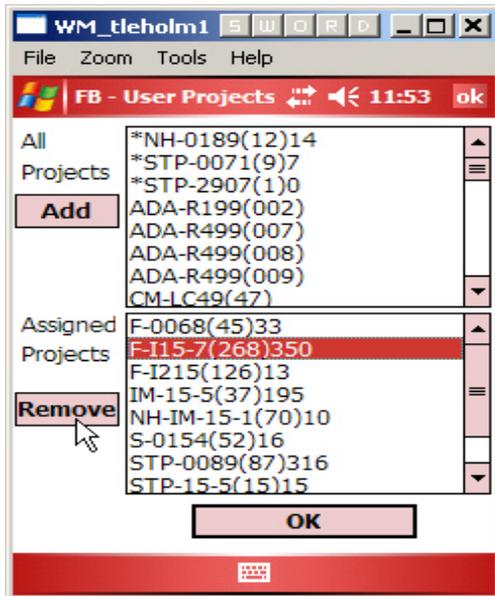
Do you have a question to submit online?

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## Synconizing with PDBS

### Why does it take sooo long to sync?

Sync time is directed related to the amount of data that is being transferred. The IPAQ you are trying to synchronize probably has several projects on it, many that may not be active. Each time you sync, PDBS must look at every item on every project to see if there are any changes. Remove old projects through 'Tools' / 'Assign User Projects'. Highlight the project tyou want to remove and click the 'Remove' button.



### Do you have a question to submit online?

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## PDBS Subsystems

[sibling icon list]

[breadcrumbs]

## Adhoc Reports

Various reports designed to pull data from all projects in PDBS based on selectable criteria ie; date range, Region, Contractor, items, project delivery type, etc.

Is there a report where I can find unit bid prices for non-standard (asterik) items?

Yes, in the Adhoc Reports subsystem, users can search the entire PDBS database by item description or item number. From the Adhoc Reports subsystem these two reports are found under the Project Administration group. Report name = d\_where\_item\_used\_by\_description and d\_where\_item\_used\_by\_itemnumber. The data search can be filtered by Region and Date Range.



Do you have a question to submit online?

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## PDBS Subsystems

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[sibling icon list]

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