June 6, 2008 & 10-29-08 EWB System New Releases

E-Mail Notifications

New User Notification – We now have an e-mail that will go out to users when their User Profile is created. The e-mail will give the user his/her User ID, default password and database information. A sample notification is shown below.

```
This is a system generated e-mail sent from a notification-only e-mail
system.  If you have any questions, please contact your District
Administrator or Headquarters Administrator.

A new EWB account has been created for you.  To log in, use the
following URL, username, password and database.

URL:
http://svctdb34.dot.ca.gov:7777/forms/frmservlet?config=EWBprod
Username: ANNAC
Password: oracle
Database: CMS
```

New Contract Assignment – We now have an e-mail that will go out to users when a new contract is assigned to their User Profiles. The e-mail will tell them what contract has been assigned and what role they have for this contract. A sample notification is shown below.

```
This is a system generated e-mail sent from a notification-only e-mail
system.  If you have any questions, please contact your District
Administrator or Headquarters Administrator.

A new Contract Assignment for the following contract and role has been
created for you:

Contract# 08-123454
Role: RE_AUTHORITY
```

Ability to Receive E-mail Notifications or not - EWB Administrator's now have the ability to turn off the e-mail notifications if a user does not wish to receive to them. This can be done on a contract by contract basis. If you do not wish to receive the e-mail notices, please contact your District EWB Administration. There must be at least one RE or RE Authority role per contract receiving the notice.

Phone Numbers

We have locked down the two of the four phone number fields. The locked down fields are for the Business number and Fax number. The remaining two fields still have the drop down box that you can select what type of number you wish to enter.

Please take a look at your profile and make sure the correct numbers are in the locked down Business and Fax fields. Make any necessary corrections using the Change User Info button on the Main Menu.

Broadcasts

We can now have the ability select the audience to whom we send a broadcast to. The broadcast can go out to all Caltrans users, all Contractor users or both.

Subcontractor

There had been a long standing enhancement request to limit subcontractors to only seeing the bills they entered. To be to do this, we have created a hierarchy. The Prime Contractor is able to see all bills entered by his staff and all his subcontractors. If Subcontractor (Sub) A hires Sub B, Sub B will only be able to see his bills, Sub A will be able to see Sub B and his own bills. The Prime contractor would see Sub B, Sub A and his own bills.

We have added a new role called Subcontractor which is now Sub Entry. The role of EWB Entry is still in use. Please note when each role the difference between the roles as shown below:

EWB Entry – used for employees of a Prime contractor and employees of the non-managing partner of a joint venture.

Sub Entry – used for all subcontractors. Using the Sub Entry role automatically forces the Sub Mark Up flag to a Y.

Only the prime contractor receives the Sub Markup.

A new field was created on the Title tab called Work Performed For. This field is system populated by how we have the job set up on the user profiles. The Work Performed By field is populated by making a selection from the drop down box. We must have the contractors name on the Organization list in order for it to be selected. If you are entering bills for a subcontractor that does not use the system, you can contact the HQ Administrator via e-mail to have that organization added to the list. You will need to provide the Prime and Sub names and the contract number they will be working on.

Please do not use the old entry of Subcontractor A for Prime in the Work Performed By field when using FTP.

New versions of the iCAS Authorization form will be out soon reflecting these changes. The forms will also be interactive.

Rejections

We have separated out the different rejections codes into two separate rejection boxes. The reject codes were separated in hopes of eliminating rejection errors. These boxes are:

ORARE Reject Title Tab – to be used when something needs to changed and the bill returned. The reject codes in this table are 50%, EWBMarkups, Partner/NoMarkup, Paymethod, Perdate, RWDelay, and SubMarkup.

ORARJ Reject Title Tab – to be used when the bill is not to be paid and the bill is to be made a dead bill. The reject codes in this table are Contractno, CCO, EntireBill & Other. Please note that the reject code of Other is now in the ORARJ Reject table and is only used to reject a bill No Merit.

Miscellaneous Fixes

Fixed the system to not allow the entry of a Reject Code or Description unless there is a rejection check mark in place.

Changed the e-mail notices for Status Changes to include both Contractor Revision Number and RE Correction Number. Previously the notices to contractors only had the Contractor Revision number and notices to Caltrans only had the RE Correction number. These numbers are displayed in ( ) with the Revision number being first followed by the Correction number.

Enlarged the Contractor Report number field on the EWB Status Report.

Changed the CCO amount field name on the Title tab to Pay Method Balance and to Amount Available on the EWB Review screen.

Fixed the system to have the Print icon to go to the Report Request menu.

Administration

The following changes were made in the Administration section:

Greyed out the Username field the User Profile tab.
Initial Form field from the User Profile tab was removed.
Put a system populated Organization field on the Contract and Mark Up tabs.
Made the District Description field a drop down list on the Location Tab.
Added validation to the e-mail address field.
Changed field name to Hired By on User Profile tab.
Fixed the Receive E-mail check box to save the first time on the User Profile tab.