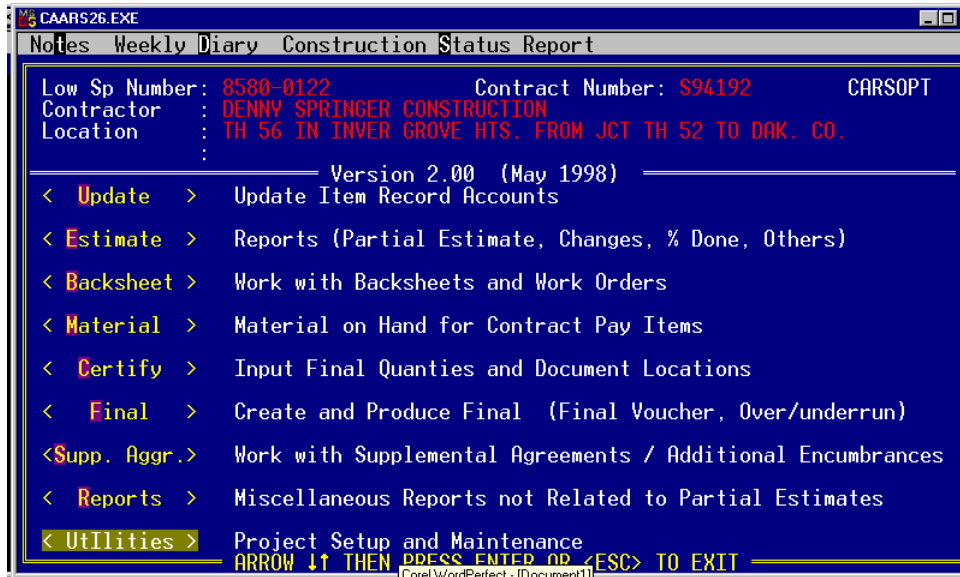


< Utilities >

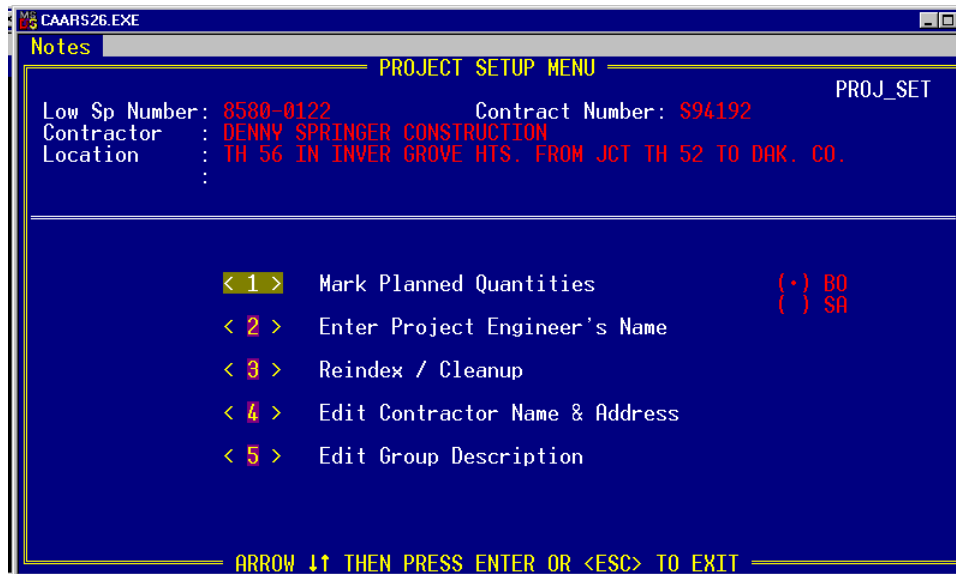
CAARS <UTILITY> OPTION

This is the option in CAARS will you will be entering the information that is unique to your Contract. To get to this option arrow down and highlight <Utilities> as shown below on the Main Menu Screen 1 and press ENTER. This will bring you to Project Setup Menu Screen 2 below.

<Utilities> - SCREEN 1 -Main Menu Screen



<Utilities> - SCREEN 2 -Project Setup Menu



<Utilities>

With <1> *Mark Plan Quantities* highlighted as shown above in Screen 2 ..press ENTER.. On this same Screen 2 you will now have highlighted (.) **BO** , which stands for Body Items..Press ENTER again .. This will bring you to the Plan Quantity Body Items Menu Screen 3 below

<Utilities> **SCREEN 3 - Plan Quantity Body Items Menu**

(P)	LINE #	ITEM #	ITEM NAME	UNIT
	0001	2021.501	MOBILIZATION	LS
P	0002	2105.501	COMMON EXCAVATION	CU. YD.
	0003	2105.501	COMMON BORROW (EV)	CU. YD.
	0004	2211.507	AGGREGATE BASE CLASS 6	TON
	0005	2221.502	AGGREGATE SHOULDER CLASS 3	TON
	0006	2221.502	AGGREGATE SHOULDERING CLASS 5	CU. YD.
	0007	2231.507	JOINT & CRACK FILLER	POUND
	0008	2355.502	BITUMINOUS MATERIAL FOR FOG SEAL	GAL.
	0009	2439.502	REMOVE CONCRETE SLAB	CU. YD.
	0010	2531.501	CONCRETE CURB & GUTTER DESIGN B624	LIN. FT.
	0011	2531.501	CONCRETE CURB & GUTTER DESIGN B636	LIN. FT.
	0012	2506.516	CASTING ASSEMBLIES	EACH
	0013	2521.501	4" CONCRETE WALK	SQ. FT.
	0014	2575.547	WEED SPRAY MIXTURE	GAL.
	0015	2575.548	WEED SPRAY MIXTURE (SPECIAL)	GAL.
	0016	2545.509	CONDUIT SYSTEM (POWER)	LUMP SUM
	0017	2101.507	GRUBBING	TREE

ARROW ↓ THEN PRESS ENTER OR <ESC> TO EXIT

Arrow down and highlight the Item COMMON EXCAVATION ...Type the letter **P** in the first column as shown in Screen 3 above. This is the only (P) Quantity item that is listed in the Statement of Estimated Quantities of the Plans for this S.P. 8580-0122. Press ESC key ..this will return you to the Project Setup Menu Screen 2 above.

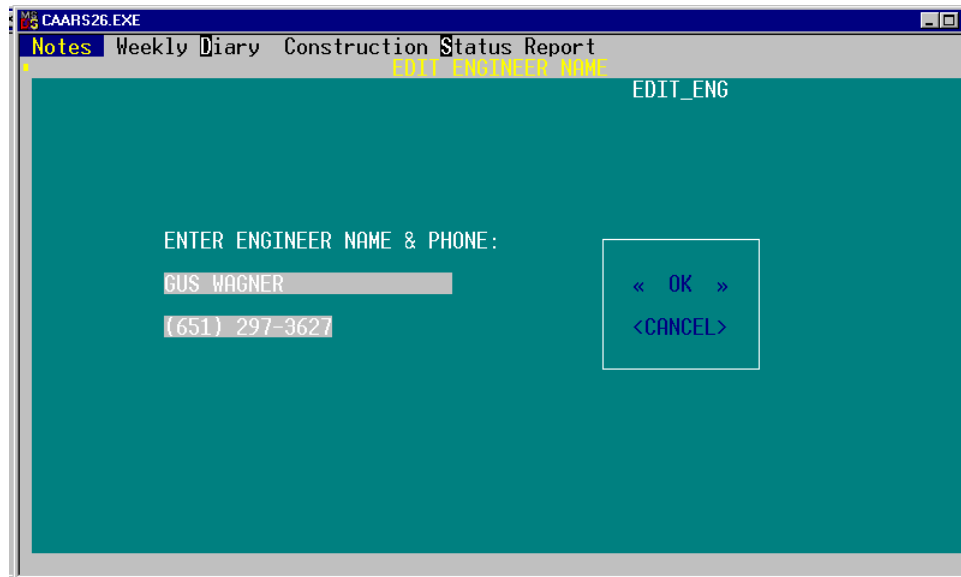
Note: **MARK (P) PLAN QUANTITY ITEMS**
 CAARS is programmed to uniquely handle all items designated by you as (P) Plan Quantity Items on the above screen 3. It is very important that you mark and identify these (P) items as soon as you enter the program. The only place you will be able to find and identify (P) Plan Quantity Items you have on your Project is from the STATEMENT OF ESTIMATED QUANTITIES plansheet of your Project Plans. (**Note:** A copy of the STATEMENT OF ESTIMATED QUANTITIES FOR S.P.8580-122 is shown in the Documentation Requirements Section on page 148.) As you can see , the only (P) item on this Project is the item COMMON EXCAVATION . You must also remember to make a reduced copy of this / these plansheet (s) on page 148 and submit them with your final records for Final Squad use. If you fail to do this the Final Squad will be calling you asking for them, which could delay processing of your Final.

It is also important to remember that if you, at any time during the course of your Project, you decide to change the method of measurement to something other than (P) (Such as x-section measure), you must remove the (P) by accessing Screen 3 above Arrowing down and highlighting the Item and pressing the SPACEBAR to un -designate or eliminate the (P).

<Utilities>

With <2> *Enter Project Engineers Name* highlighted in Screen 2 above press ENTER.. This will bring you to the Edit Engineers Name Screen 4 below

<Utilities> **SCREEN 4-** Enter Engineers Name



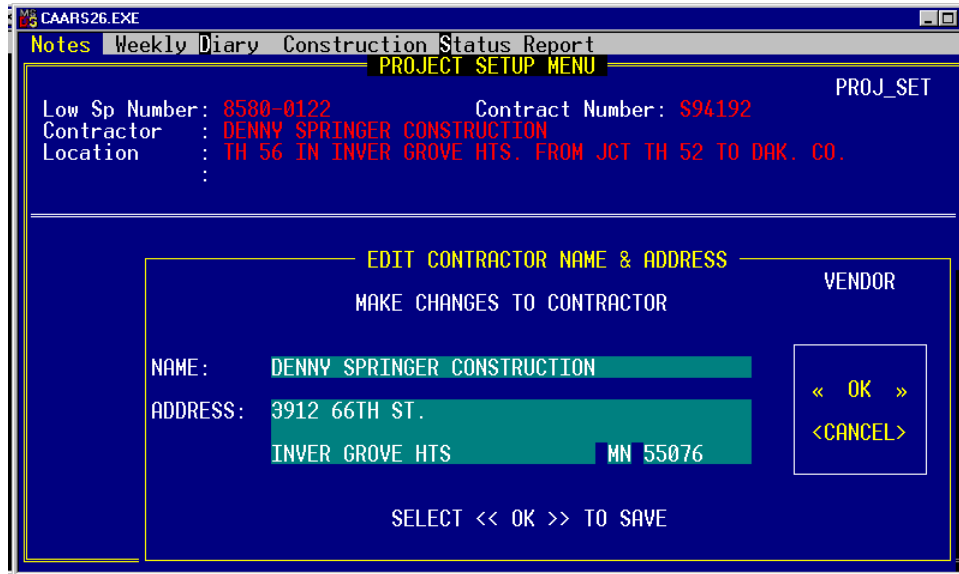
Type in Project Engineers Name and Phone number in the spaces provided as correctly shown above in Screen 4 , when you are satisfied with your entry arrow to and highlight <OK>.. Press ENTER .. CAARS will then acknowledge your entry and prompt you that the **Entry Was Saved**... You will then use this CAARS feature as needed throughout the Project as the need arises,(I.E. change in Engineers). If you highlight and select, <Cancel> CAARS will react as if you never made an entry or change.

Now press any key to return to the Project Setup Menu Screen 2.

With <3> *Reindex /Cleanup* highlighted in Screen 2 above .. Press ENTER... CAARS will now automatically perform the Reindex operation and when it is complete it will acknowledge same by a prompt message... Reindexing Complete...Hit any Key you are then returned to the Project Setup menu Screen 2 above. **If there seems to be any problem with your program, run this option first before seeking other solutions.** (Continued)

With <4> *Edit Contractors Name & Address* highlighted in Screen 2 above press ENTER.. This will bring you to the *Edit Contractors Name & Address* Screen 5 below.

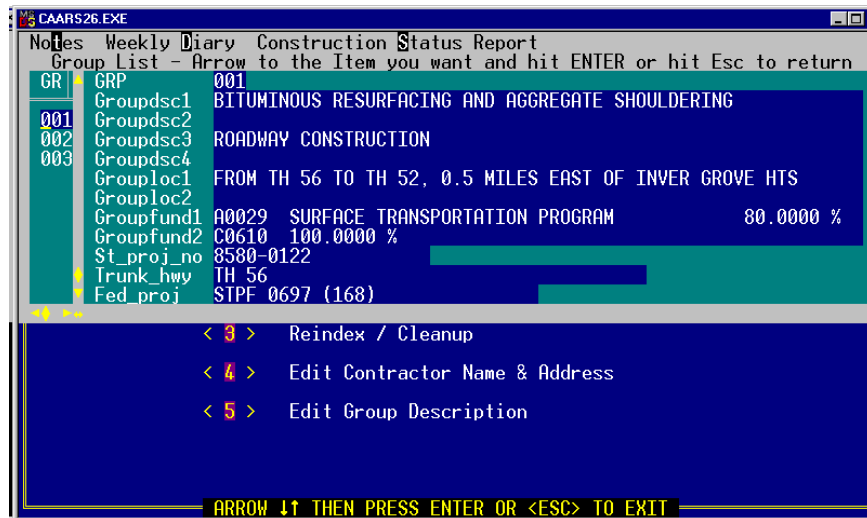
Utilities> SCREEN 5 Edit Contractors Name & Address



Type in Contractors Name & Address in the spaces provided ,as correctly shown above in Screen 5 , when you are satisfied with your entry arrow to and highlight <OK>.. Press ENTER .. CAARS will then acknowledge your entry and prompt you that the **Entry Was Saved**... Press any key and you will be returned to the Project Setup Menu Screen 2 above.

With <5> *Edit Group Description* highlighted in Screen 2 above press ENTER.. This will bring you to the *Edit Group Description* Screen 6 below with the cursor blinking in Group No.

Utilities> SCREEN 6 Edit Group Description

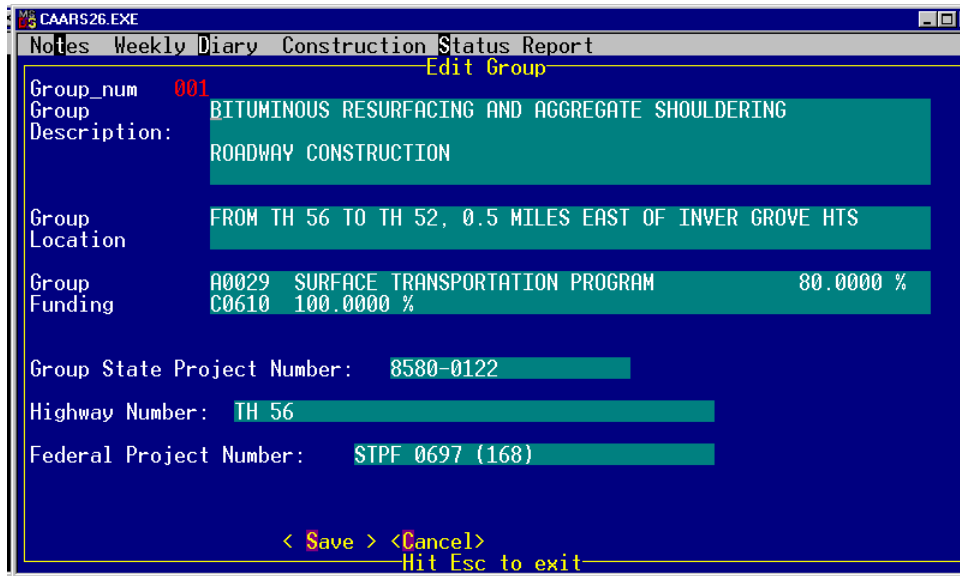


<Utilities>

(Continued)

You can now arrow up and down and highlight and press ENTER on any of the Groups you want to edit... when you press ENTER you will receive the Edit Group Data Entry Screen 7 below with entry fields to type in any changes you may want. Screen 7 below shows a correct entry for Group 1. already made for you as an example. .

Utilities> SCREEN 7 Edit Group Data Entry Screen



You can move around anywhere in this data entry field, make changes you desire and enter on <Save> when satisfied with your information.

END < UTILITIES> OPTION