

< Update >

CAARS <UPDATE> OPTION

The CAARS Update option is where you will be working a great percentage of the time. This is where you will be making your day to day quantity entries as your project progresses. Each Update entry will be recorded in CAARS on a Contract pay item specific Item Record Account.

Before, we get into the instructions for actually making a Daily <Update> entry, lets first take a look at the CAARS Item Record Account

WHAT IS THE CAARS ITEM RECORD ACCOUNT (IRA) ?

The CAARS Item Record Account (IRA) is at the heart of the quantity documentation process. The IRA is central to the CAARS process of producing payments to the Contractor. The proper use of the IRA will not only greatly assist in the efficient preparation of the final records, but is absolutely essential to the “partial payment” process. **Close attention to the details** involved in making proper <Update> entries, may avoid delays in both Payment Voucher and Finals processing.

You will have the ability to make daily quantity <Update> entries immediately upon receiving the CAARS download. However, if the Contractor starts work prior to Contract Approval, be aware that even though you have the ability to make <Update> entries, no payment can be made until you receive Contract Approval and an original fund encumbrance download.

A complete set of IRA’s will be issued to the Engineer with the original CAARS download. Each Contract pay item, for each Group, has its own individual Item Record Account.

WHAT IS A GROUP ?

The main purpose of a Group is to separate the costs involved with building the project. When there is a division in the responsibility for costs, funding involved with the Federal, State, County or Municipal, each branch must be accounted for separately. Normally, these Groups are determined by geographic boundaries (County Lines, City Limits etc.). Other times a Group may be determined by percentage of the work with no clear cut boundary. In any case, all Groups will have a Group Description included with the original download. This sample project has 3 Groups. When you receive your CAARS download it will be identified by the Low State Project or S.P. Number. Our sample project has 3 Groups:

Group 1 =(Low S.P.8580-0122) = Federal Funds

Group 2 = S.P. 8586-0019 = State Funds

Group 3 = S.P.85-601-05= County Funds

SCREEN A - CAARS Item Record Account (IRA)

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CAARS26.EXE
Add Line New IRA Edit View Print Search Record O/U Items Item Note
Mn/DOT Item Record Account (Body Items Manual Group Distribution)
Line NO: 0013 Item No. : 2521.501-00000 Grp # 001 Low S.P. : 8580-0122
Item Name 4" CONCRETE WALK
Contract Quantity: 1178.0000 Unit Price: 3.3500
Contract Amount: 3946.3000 Unit Name: SQ. FT.
Date Station to Station Quantity By Vch
08/31/1998 W.B.RI. 2+20 - 3+15 595.0000 DJS 2
Doc. Loc./verification: FORM 28233 PAVING REPORT # 4
Remarks:
(Hit Tab to Exit)
Total Quantity Entered to Date 595.00 SQ. FT.
Total Quantity on Previous Voucher 595.00 SQ. FT.
Remaining Quantity to Date 583.00 SQ. FT.
Percentage of Contract Quantity to Date 50.50%
Value of Pay Quantity $1993.25
ITEMBOG < Exit > < Save > < Cancel >
Hit ESC to close this screen
```

LAYOUT AND MECHANICS OF THE CAARS IRA.

First, look at the “Header” portion of the IRA in Screen 1 above. The first line across the top is called the “Upper Menu Bar” which contains all of the different functions within the Update option. You can access the upper menu bar by using one of three different methods. (1)- By pressing the **ALT** key and right arrowing over to and highlighting the desired function and then pressing the **ENTER** key. (2) - If you are using a “mouse” you can also access the upper menu bar by arrowing and left clicking on the function. (3)- You can also press ALT plus the highlighted letter of each function to access that function. (Example: Pressing ALT plus A at the same time will access the **A**dd Line function).

For the purpose of showing **basic use** of the <Update> option we will only be looking at the first item on the upper menu bar which is **A**dd Line . Later on we will also look at the **E**dit function. The other functions on the upper menu bar are mainly for the purpose of easier /faster movement within the option, printing etc. and are explained at the end of this section under “OTHER FUNCTIONS ON UPPER MENU BAR OF ITEM RECORD ACCOUNT”

Just below the upper menu bar (in the boxed in areas) is the Contract information that is automatically downloaded with each individual IRA . Each IRA will have its own unique and vital information as shown above.

Authors note:

Because of the automatic dating feature in CAARS , some of the dates shown in the date column of the Item Record Accounts, throughout this manual, will not match the supporting documentation. In order to accomplish this would mean that all of the <Update> entries would have to have been made exactly on the date shown in the support documentation. You are asked to overlook this inconsistency where it occurs.

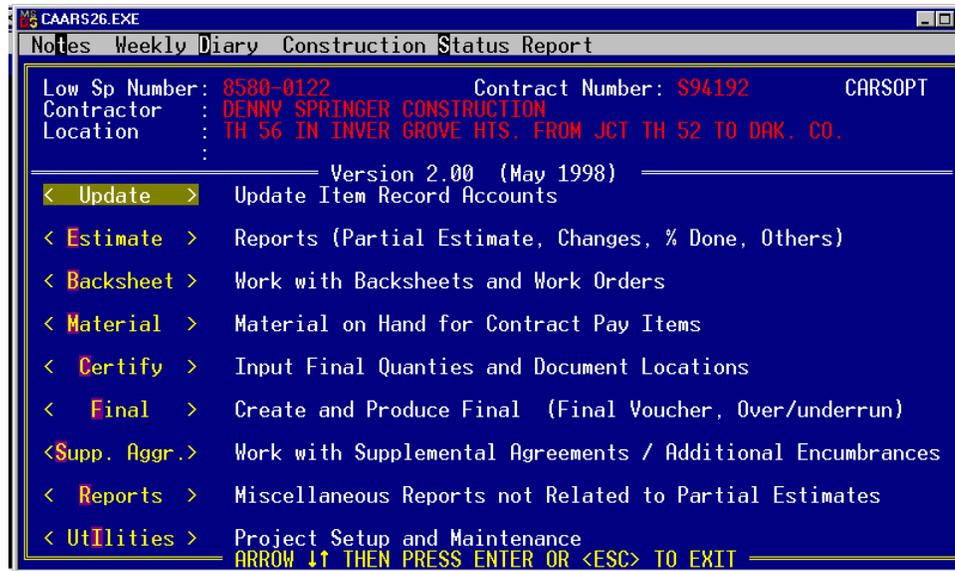
<Update> Option

INSTRUCTIONS FOR MAKING A DAILY <UPDATE> ENTRY - (Group Specific)

SCENARIO FOR MAKING A DAILY UPDATE ENTRY - (Group Specific)- The Contractor has poured 578.00 Square Feet of 4 INCH CONCRETE WALK right of E.B.L Station 2+32 to 3+26. on S.P.8580-122 = (GROUP # 1). You have already measured and computed this entry on form 28233 Daily Accomp. Rep. # 5. You now want to enter this for payment by making a Daily <Update> entry.

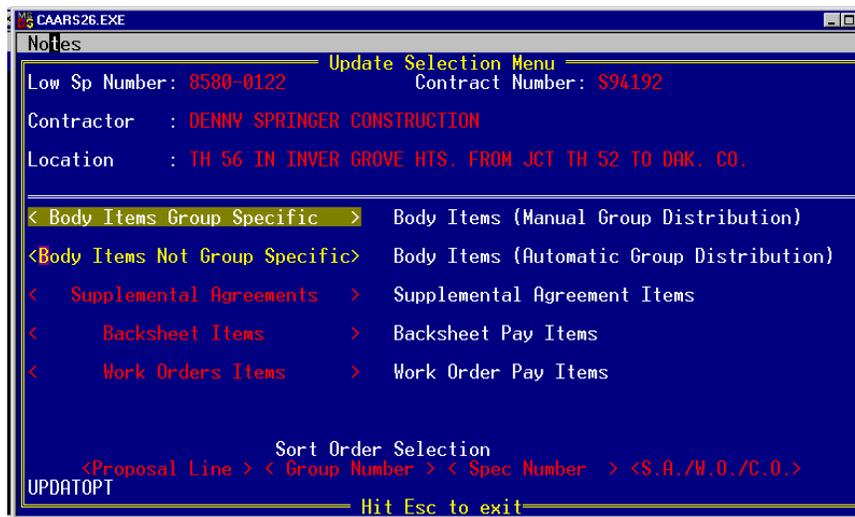
Step 1 - Arrow to and highlight <Update> as shown on Screen 1 below and press ENTER.

<Update> - **SCREEN 1** - Main Menu Screen



Step 2- In Screen 2 below with <Body Items Group Specific> highlighted. . press ENTER...

<Update> - **SCREEN 2** - Update Selection Menu

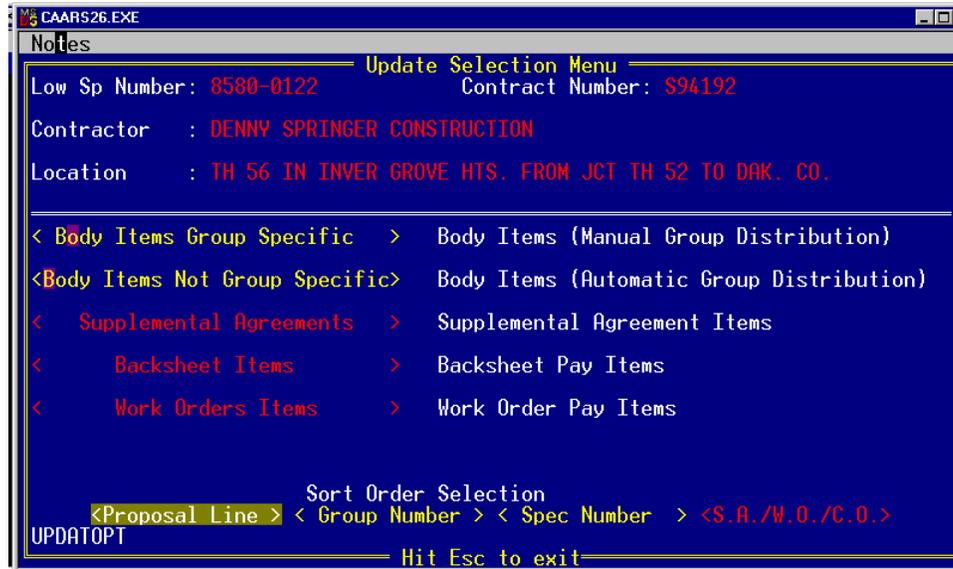


This will bring you to the Sort Order Selection - Screen 3 below.

<Update> Option

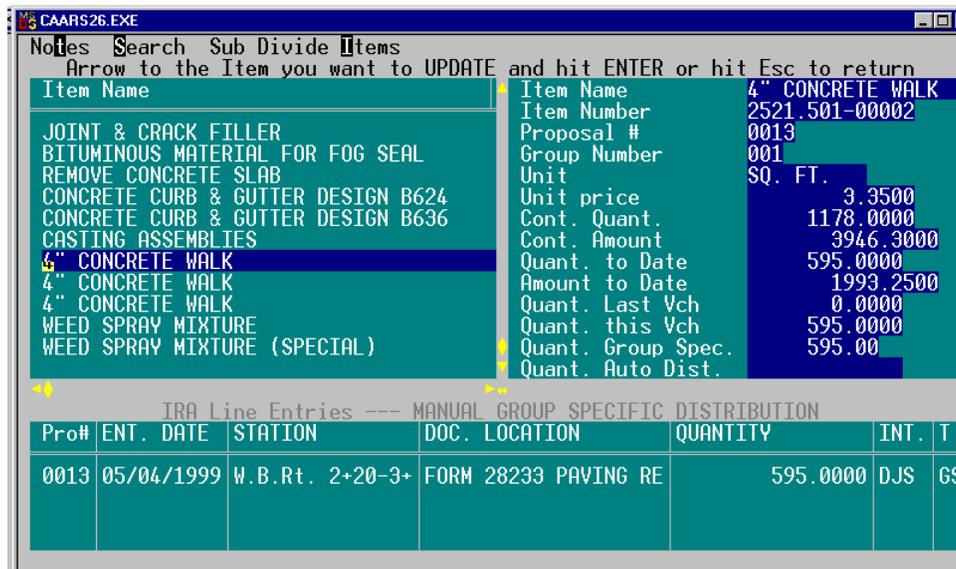
Note: The reason we selected < Body Items Group Specific > in screen 2 is that in our scenario above we said we wanted to add this entry to S.P. 8580-122 which is specifically Group # 1)....
Note: The only time you would choose <Body Items Not Group Specific > would be if you were using the **CAARS Automatic Group Distribution** feature which we will look at later in this section.]

<Update> - SCREEN 3 - Sort Order Selection Screen



Step 3 - To select *The Sort Order Selection* of either <Proposal Line> <Group Number> or <Spec. Number> in Screen 3 above, you right arrow and highlight your preference and press **ENTER** ..[.The choice you make will determine the order in which you want your pay items to appear on the next Screen 4 - Item Selection Menu. This is probably not so important if you have a smaller project (like our sample project), and it would make little difference if you **always** selected <Proposal Line >. However, on large projects that contain 300 or more IRA's with multiple Groups, you may find it easier to locate an item on the Item Selection Menu (Screen 4) by selecting <Group Number> or <Spec Number>. You may want to experiment to find your preference.] .Whichever sort order you choose has no effect on making Update entries.

<Update> - SCREEN 4 - Item Selection Menu (By <Proposal Line> Sort Order)



<Update> Option

About Screen 4 - Item Selection Screen 4 above is where you will select the pay item and Group Number you want to make your <Update> entry on. If you arrow up and down on this Screen, you will notice that the left hand side of the screen will scroll up and down the menu, to enable you to highlight an item, and make your selection. This menu will contain all of your Contract pay items. Also take note that as you scroll and highlight on the left hand menu from item to item, the right hand side of the screen will automatically give you all of the vital contract information of any highlighted item. Likewise, in the bottom portion of the screen you will also be able to view the last <Update> entries that were made on the item you have highlighted. (Notice that 4" CONCRETE WALK has a previous <Update> entry for 595 .00 Square Feet.).

Step 4 - Arrow to and highlight 4 INCH CONCRETE WALK for Group # 1 and press **ENTER**. This will bring up the Item Record Account for this item as shown in Screen 5 below.

<Update> - SCREEN 5 - Item Record Account for 4 Inch Concrete Walk

CAARS26.EXE

Add Line New IRA Edit View Print Search Record O/U Items Item Note
Mn/DOT Item Record Account (Body Items Manual Group Distribution)

Line NO:0013 Item No. : 2521,501-00002 Grp # 001 Low S.P. : 8580-0122

Item Name 4" CONCRETE WALK

Contract Quantity: 1178.0000 Unit Price: 3.3500
Contract Amount: 3946.3000 Unit Name: SQ. FT.

Date	Station to Station	Quantity	By Vch
05/04/1999	E.B. RT. 2+32 - 3+26	578.0000	DJS 2

Doc. Loc./verification: DAILY ACCOMPLISHMENT REPORT # 5

Remarks:
(Hit Tab to Exit)

Total Quantity Entered to Date 595.00 SQ. FT.
Total Quantity on Previous Voucher 0.00 SQ. FT.

Remaining Quantity to Date 583.00 SQ. FT.
Percentage of Contract Quantity to Date 50.50%
Value of Pay Quantity \$1993.25

ITEMBOG < Exit > < Save > < Cancel >
Hit ESC to close this screen

Step 5 - Press ALT key and highlight <Add Line> ..press **ENTER**.You will now receive the IRA data entry field with the cursor blinking in the *Station to Station* box. This is where you will make the entry in accordance with the scenario given earlier. This entry is also correctly shown in screen 5 above in the completed data entry field. Starting at *Sta. to Sta.* type in your entry and press **ENTER** to move the blinking cursor from field to field. Also, it may be helpful to read the descriptions below as you type in each portion of the total entry.

ALL DAILY <UPDATE> ENTRIES CONTAIN THE FOLLOWING INFORMATION:

Date - This date is inserted automatically by CAARS consistent with the current date. Once inserted and <Saved> this date becomes a permanent record. This date signifies that on or before said date, the quantity entered has qualified for payment. (See Authors note on page 15)

Station to Station - This entry is used to indicate the location /description of the work completed and can be used by you to enter any identification you may feel will be helpful to you in later identification of this entry. You have the ability to <Edit> the *Station to Station* information at any later date, without having to make a separate <Update > entry. CAARS will allow you to skip over this entry field if you wish to do so. (See How to <Edit> *Station to Station* and *Remarks* later in this section)

(Continued)

Update> Option

Quantity - May be an actual, known quantity, or it may be an estimated quantity, depending on the nature of the pay item. **Once a quantity is entered and <Saved> it cannot be edited.** Separate “Bookkeeping” entries can be made to adjust errors in previous entries, and should be labeled as such in the *Doc. Location Verification* entry field, together with the reason for the bookkeeping entry. (See illustration of Correction by Bookkeeping Entry at the end of this section) CAARS will allow a minus quantity entry. (In the above entry you will type 578 point 00 - [with larger 4 or more digit numbers, CAARS automatically inserts comas.]. In the case of an item not used or eliminated CAARS will also allow a Zero “0” Quantity entry.

By - These initials are inserted automatically by CAARS and are consistent with the person who used his /her password to enter the program to make the entry. Both *Date* and *By* are inserted automatically and simultaneously with each separate entry. Being automatic functions, *Date*, *By* and *Vch.* are, of course, **not** subject to edit.

Vch. - Simultaneous with each entry, the voucher number, starting at number one (1) , is automatically inserted indicating the UPCOMING voucher on which payment will be made. After CAARS is commanded to produce the first official pay voucher, all subsequent entries will be credited to voucher number two (2) etc.)

Documentation Location / Verification - (For Quantity Documentation Requirements see Function key F2 at the end of this section.) This is where you will enter the physical records / documentation that supports this entry. You must enter this information at this time or CAARS will not allow you to continue on until you do so. If you try to skip this entry field CAARS will “beep” - and prompt you **You must enter Document Location** Once you make an entry in the *Doc. Loc./ Verification* field and press enter with <Save> highlighted, said entry is **not** subject to edit. (See illustration of Correction by Bookkeeping Entry at the end of this section)

Remarks - In this area, you will type in any comments that may be helpful to you or others concerning this entry. CAARS does not force you to make an entry in this field, and will allow you to skip over. A typical Remark in this field, for this item, might be “ Completes South end of job” (See How to <Edit> *Station to Station* and *Remarks* later in this section)

Once you have completed typing in your *Remarks*, (if any), you press **TAB** in order to exit the *Remarks* field. ...This will bring you to <Save> highlighted.. **STOP** ... **DO NOT PRESS**

ENTER KEY WITH <SAVE> HIGHLIGHTED until you have read the following bracketed information ;{ When you enter with <Save> highlighted your *Quantity* entry and your *Doc.Location / Verification* entry will both become **permanent records. However, at this point, its not to late to make any change in the data you just entered** . You save yourself a lot of hassle at this point, by looking over the data you entered , and make sure its accurate. If you want to make any change to your entry, including the *Quantity & Doc. Location Verification* fields, you can return by pressing **TAB** repeatedly until you get to the desired field and make your changes.}

As an alternate, to the above correction method, you can highlight <Cancel> and press ENTER which will then require you to repeat the entire entry , starting from <Add Line>. If you choose this route, none of the information you typed in the canceled entry will remain on record.

Step 6 - When you are satisfied with your entry press ENTER with <Save > highlighted . CAARS will then acknowledge that the entry was successfully made giving you a short duration prompt that states: **Record was Saved** .. **UPDATE ENTRY IS NOW COMPLETE..** The quantity you entered will now be added to the next voucher for payment.

HOW TO MAKE CORRECTIONS TO <UPDATE> ENTRIES USING **EDIT**

FUNCTION - You can, at any time edit the information you entered in the *Station to Station* or *Remarks* fields only. Corrections to *Quantity* or , *Documentation Location / Verification*, . cannot be edited using this function but can be made by a separate Bookkeeping entry as shown later in this section.

SCENARIO: You want to change the Stationing on your entry for 5/4/99 to W.B.2+40 -3+35.

<Update> - SCREEN 6 - IRA screen

Date	Station to Station	Quantity	By Vch
05/04/1999	W.B.Rt. 2+20-3+15	595.0000	DJS 2

Doc. Loc./verification: FORM 28233 PAVING REPORT # 4

Remarks:
(Hit Tab to Exit)

Total Quantity Entered to Date	595.00	SQ. FT.
Total Quantity on Previous Voucher	0.00	SQ. FT.
Remaining Quantity to Date	583.00	SQ. FT.

Percentage of Contract Quantity to Date: 50.50%

Value of Pay Quantity: \$1993.25

ITEMBOG < Exit > < Save > < Cancel >

Hit ESC to close this screen

Step 1 - Press ALT key and right arrow over to and highlight **EDIT** as shown above in Screen 6....press **ENTER**... This will bring you to the Entry Record Screen 7 below with the cursor blinking in the DATE column..

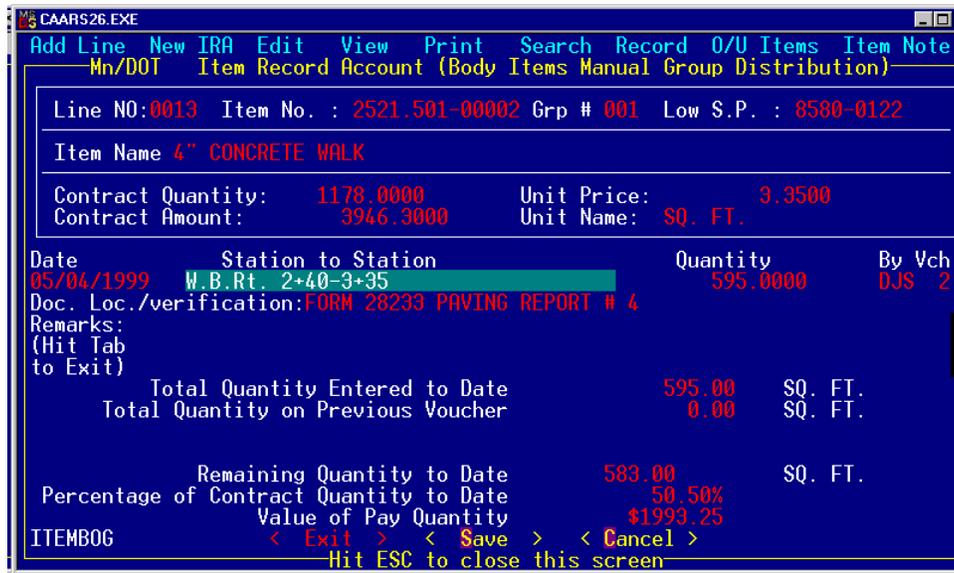
<Update> - SCREEN 7 - Entry record screen.

ENTRY DATE	STATION	DOC. LOCATION	QUANTITY	I
05/04/1999	W.B.Rt. 2+20-3+	FORM 28233 PAVING REPORT # 4	595.0000	DJ

Step 2 - Arrow down and highlight the entry you want to edit. Press **ENTER** ...This will bring you to Screen 8 IRA Screen below

< Update> Option

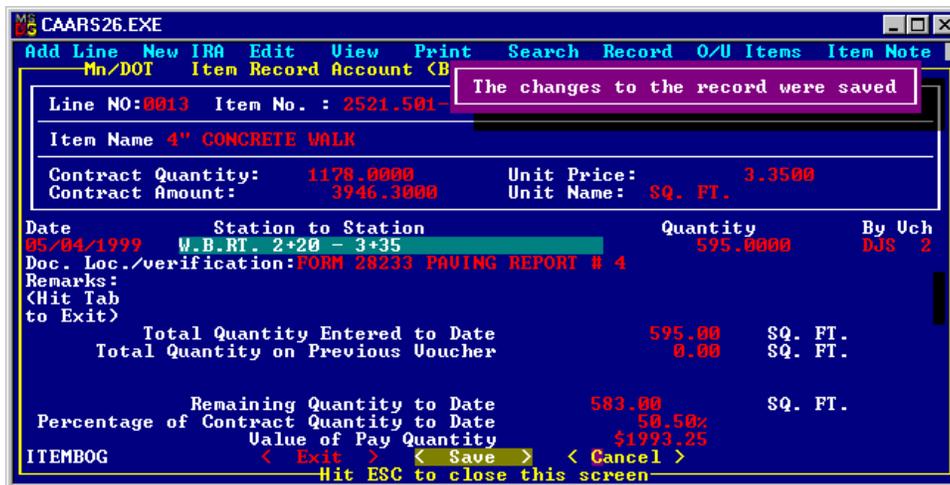
<Update> - **SCREEN 8** - IRA screen



Step 3 - ..This will bring you to the IRA Screen 8 above with the cursor blinking in the entry field where you will type in your corrections as shown completed on Screen 8 ..When you have completed making the above correction press ENTER...Then press TAB which will highlight **<Save>** .. Press ENTER ... you will now get a CAARS prompt message acknowledging your change that reads :

The changes to the record were saved. as shown in Screen 9 below.

SCREEN 9- Acknowledgment of change to record.



UPDATE **EDIT** COMPLETE

<Update Option>

HOW TO MAKE CORRECTIONS USING SEPARATE UPDATE BOOKKEEPING ENTRY.

SCENARIO: Your entry in <Update> on 5/4/99 shows 595.00 Square Feet of 4 inch Conc. Walk At a later date, you re -compute the area on the backside of Daily Accomplishment Report # 4 , and come up with 583.00 Square Feet . In order to correct this error , you now want to enter a bookkeeping entry to make the necessary correction of - minus 12 Square Ft.

Whenever you find it necessary to make a correction to either *Quantity* or *Document Location / Verification* you must do so by making a separate <Update> bookkeeping entry. To make this entry use all of the Steps 1 through 6 given earlier for the <Update> instructions, with the following exception.. When you get to Step 4 , type the bookkeeping entry into the data entry fields of the IRA as shown below in Screen 9. (The entry shown below in Screen 9 matches the scenario above.) Notice that the reason for the bookkeeping entry must be given in *Remarks*.

<Update> - SCREEN 9 - Item Record Account (Sample Bookkeeping Entry)

CAARS26.EXE

Add Line New IRA Edit View Print Search Record O/U Items Item Note
Mn/DOT Item Record Account (Body Items Manual Group Distribution)

Line NO:0013 Item No. : 2521.501-00002 Grp # 001 Low S.P. : 8580-0122

Item Name 4" CONCRETE WALK

Contract Quantity: 1178.0000 Unit Price: 3.3500
Contract Amount: 3946.3000 Unit Name: SQ. FT.

Date Station to Station Quantity By Vch
05/06/1999 BOOKKEEPING ENTRY -12.0000 DJS 2

Doc. Loc./verification:DAILY ACCOMPLISHMENT REPORT # 4
Remarks: CORRECTS ENTRY OF 5/04/99 FROM 595.00 SQ.FT.TO 583.00 SQ.FT. ■
(Hit Tab to Exit)

Total Quantity Entered to Date 1,173.00 SQ. FT.
Total Quantity on Previous Voucher 0.00 SQ. FT.

Remaining Quantity to Date 5.00 SQ. FT.
Percentage of Contract Quantity to Date 99.57%
Value of Pay Quantity \$3929.55

ITEMBOG < Exit > < Save > < Cancel >
Hit ESC to close this screen

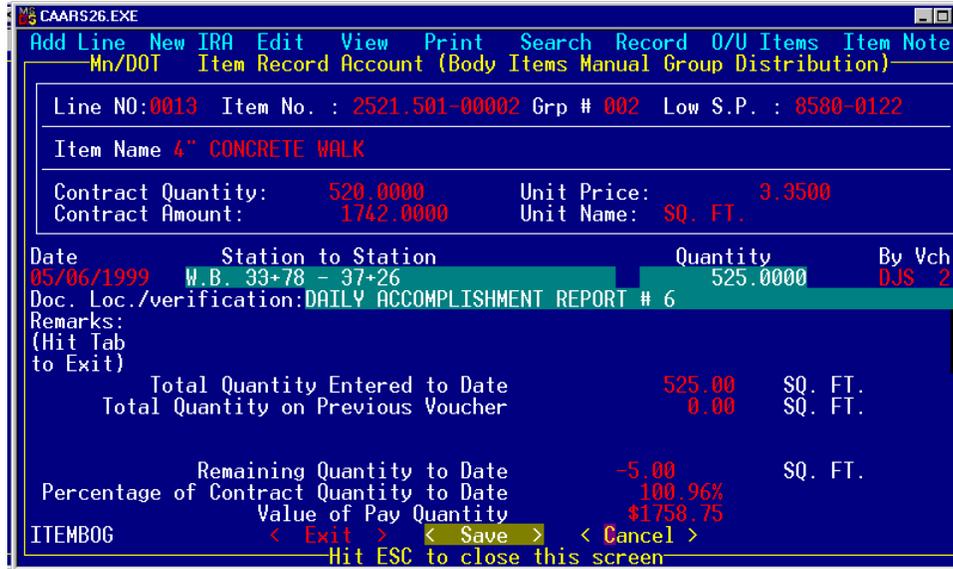
The above entry for minus 12 Sq. Ft. will now correct your error and will be reflected in the next voucher for payment. **CORRECTION BY BOOKKEEPING ENTRY COMPLETE.**

<Update Option >

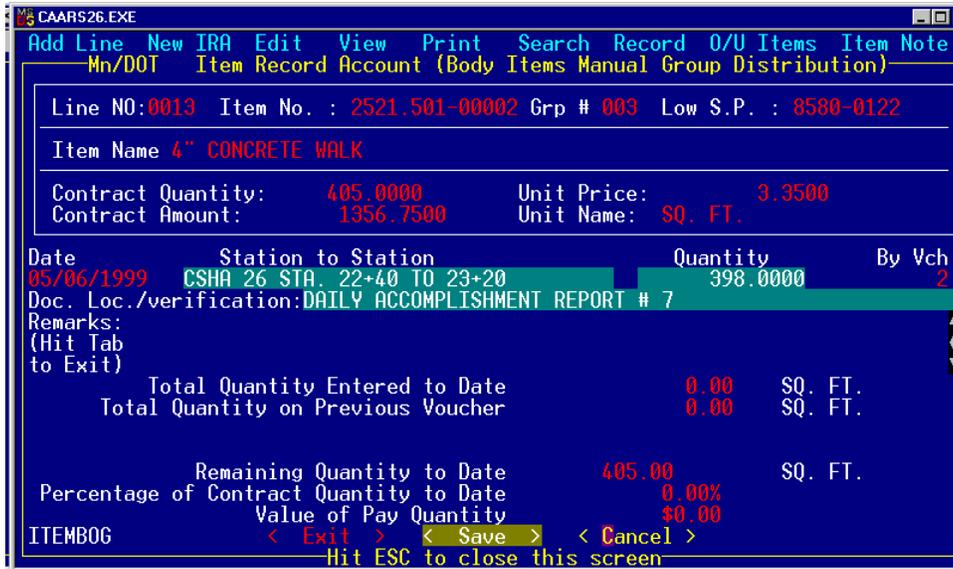
< UPDATE ENTRIES FOR 4 INCH CONCRETE WALK PLACED IN GROUPS 2 & 3 GROUP SPECIFIC.

The following two entries have already been made for you on the sample project diskette. You will need these later on when using the < Certify > option. When certifying IRA entries CAARS adds all three Groups together and certifies or finalizes on a Proposal Line basis only. This will be explained in more detail in the <Certify> option section.

GROUP 2 - S.P. 8586-0019- ITEM RECORD ACCOUNT FOR 4 INCH CONCRETE WALK



GROUP 3 - S.P. 85-601-05 ITEM RECORD ACCOUNT FOR 4 INCH CONC. WALK



Note :The above <Update> entries for Group 2 & Group 3 as shown in Screens above are already made for you on the sample project diskette.

F-2 FUNCTION KEY WILL GIVE YOU QUANTITY DOCUMENTATION REQUIREMENTS AT ANY TIME YOU ARE IN THE CAARS ITEM RECORD ACCOUNT ENTRY SCREEN # 6

At any time while you are in the CAARS - IRA entry Screen # 5 , you can view the quantity documentation requirements for the item represented on the Item Record Account screen. This is accomplished by pressing the **F2** function key. Doc. requirements are taken from Section 420 of the Contract Administration Manual. All of the examples illustrated in the Documentation Requirements section of this manual utilize the F2 function.

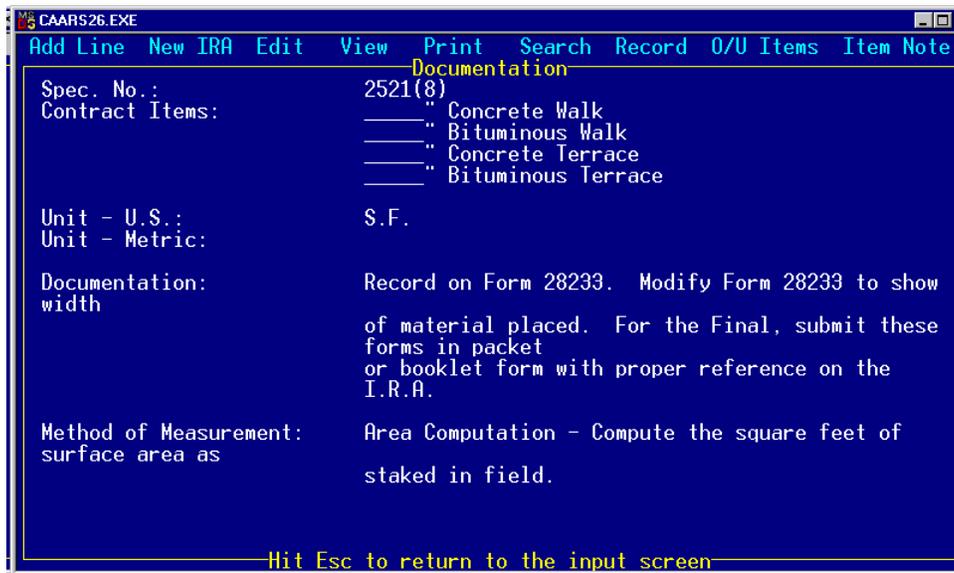
As this function reads in on the first 4 digits of the item number (i.e. 2521), it may, at times be necessary for you to scroll or arrow down, (You cannot arrow or scroll up) until you find the correct unit of measurement to fit the item. (i.e. ton, cu.yd. etc.).

The F2 function key will only work on those IRA's that are included with the original download. The F2 screen is strictly for information and has a view only capability.

When you are finished viewing, and have the information you desire, simply press **ESC** to return to the IRA screen. .

The screen below shows the quantity documentation requirements for our sample <Update> entry, 4 inch Concrete Walk by the Square Foot .

F2 FUNCTION KEY SCREEN- View Quantity Documentation Requirements



<UPDATE> OPTION UTILIZING CAARS AUTOMATIC GROUP DISTRIBUTION

The use of the CAARS Automatic Group Distribution procedure is optional, there may be circumstances where the manual entry is more convenient for accurate record keeping, such as when Municipal Agreements or Partnerships are involved. The automatic distribution option may not be used for distribution of <Backsheets> or Supplemental Agreement pay items.

All pay item quantities entered using the Automatic Group Distribution option should be verified at the time of certification of the quantity, to ensure appropriate distribution, and to make minor adjustments that may be required. The use of the automatic option does not eliminate the need for the Engineer's determination of accurate placement of pay items by Group.

IMPORTANT: Before using the Automatic Group Distribution option for anything other than a Lump Sum item, you should give careful consideration to your process of record keeping, and how this will affect the certification / finalization of final quantities. It is recommended that you contact Denny Springer in the Office of Construction @ (651)- 296-8473 before using this option for anything other than Lump Sum items.

To make an *Automatic Group Distribution* Update entry you would follow the same basic Steps as shown for *Body items Group Specific* earlier in this section.

Step 1- Same as Group Specific in earlier <Update> instructions.

Step 2- Highlight and select *Body Items not Group Specific* and press **ENTER**. this will now skip over the Sort Order Selection Screen , and move you directly to the Item Selection Screen # 4A below. There is no option to select sort order when you use *Body Items not Group Specific*, your sort order will always be by Proposal Line only.

<Update> SCREEN 4A - Item Selection Menu - Automatic Group Distribution

Notes Search Sub Divide Items
Arrow to the Item you want to UPDATE and hit ENTER or hit Esc to return

Item Name	Item Name	MOBILIZATION
MOBILIZATION	Item Number	2021.501-00010
COMMON EXCAVATION	Proposal #	0001
COMMON BORROW (EV)	Unit	LS
AGGREGATE BASE CLASS 6	Unit price	2500.0000
AGGREGATE SHOULDER CLASS 3	Cont. Quant.	1.0000
AGGREGATE SHOULDERING CLASS 5	Cont. Amount	2500.0000
JOINT & CRACK FILLER	Quant. to Date	
BITUMINOUS MATERIAL FOR FOG SEAL	Amount to Date	
REMOVE CONCRETE SLAB	Quant. Last Vch	0.0000
	Quant. this Vch	0.0000

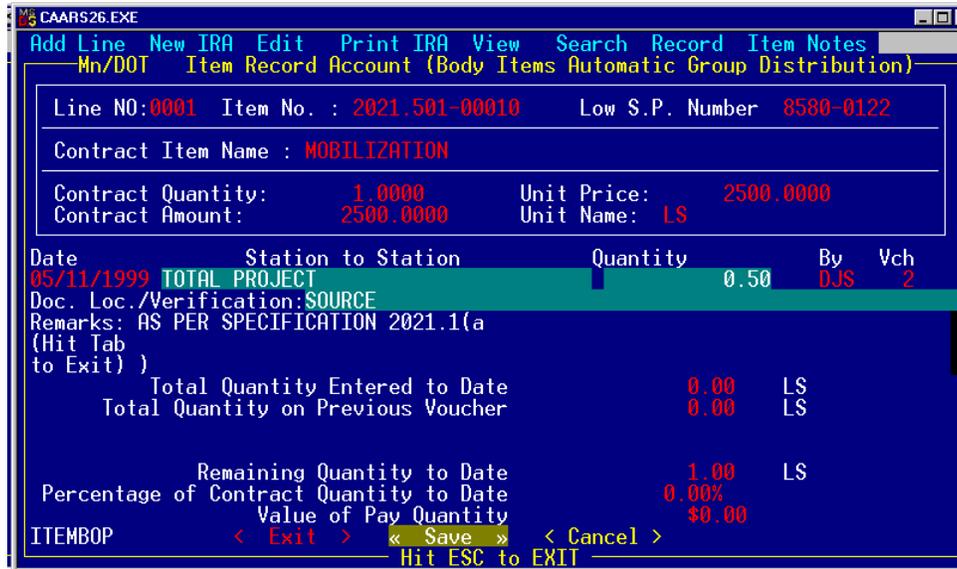
IRA Line Entries --- AUTOMATIC GROUP DISTRIBUTION

ENT. DATE	STATION	DOC. LOCATION	QUANTITY	INT.	TYPE	GRP	VCH

Step 3 - Highlight MOBILIZATION as shown in Screen 4A above and press **ENTER**... this will bring you to Screen 5A Item Record Account below.

<Update Option >

<Update> SCREEN 5A- Item Record Account - Automatic Group Distribution

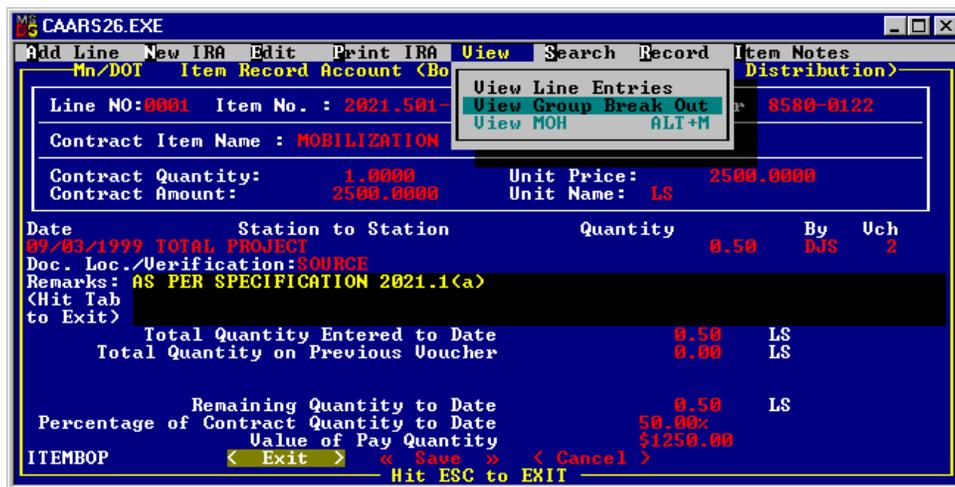


Step 4- Press ALT key to get to the upper menu bar of Screen 5A where you will highlight and select <Add Line> This will bring you to the data entry field , with the cursor blinking in *Station to Station* field.... now type in the data as follows and as shown above in Screen 5A

Station to Station	Quantity	Doc.Loc./ Verif	Remarks
TOTAL PROJECT	0.50	SOURCE	AS PER SPECIFICATION 2021.1(a).

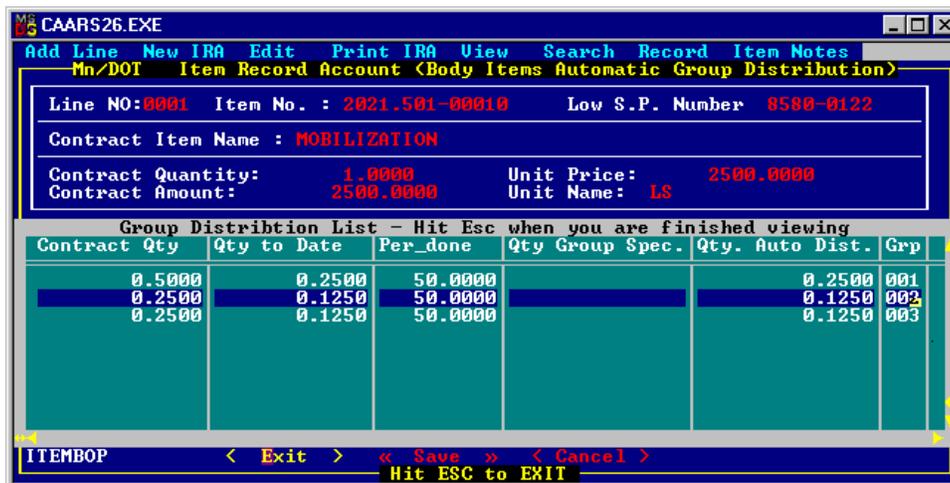
When you have finished making your data entry press **ENTER** with <Save> highlighted. **ENTRY COMPLETE**.... In order to visually see how the entry you just made Automatically distributes to all Groups, press the ALT key ...arrow to and highlight <View>... press **ENTER** .. You are now at Screen 6A, that will display your view preference as shown

<Update> SCREEN 6A - View Preference screen



Step 5 - Arrow down and highlight *View Group Break Out* as shown above in 6A..press **ENTER**...this will bring you to Screen 7A Group Distribution List screen below

<Update> SCREEN 7A- Group Distribution List Screen



A

B

C

D

E

Step 6 - In visually reviewing Screen 7A above, you can see in column **C** the entry you just made for 0.5 or 50 % of payment for MOBILIZATION . CAARS takes your entry of .5 and automatically distributes 50% of the Contract Quantity in column **A** to each Group shown in column **E**. [Example: Group 2 highlighted above in Screen 7A has a Contract Quantity of 0.25 % of the total LUMP SUM of 1.00. If you make an entry for .5 or 50% of 0.25 you arrive at 0.1250 payment in Group 2 as shown in column **D**.]

FOR INSTRUCTIONS ON HOW TO <CERTIFY> ITEM RECORD ACCOUNTS THAT HAVE BEEN ENTERED AUTOMATIC GROUP DISTRIBUTION SEE <CERTIFY> SECTION.

OTHER FUNCTIONS ON UPPER MENU BAR OF ITEM RECORD ACCOUNT

New IRA - If you highlight **New IRA** and press ENTER, this <Update> function creates a “shortcut” that allows you to return to Screens 4 and 4A (Item Selection Menu), to the same item location . This function comes in handy when you want to make several <Update> entries on different pay items while your in the <Update> option. This function is especially useful on larger projects that have numerous pay items, as it negates the process of having to page down in order to locate the next pay item you want to make an <Update> entry on.

View - If you highlight **View** and press ENTER this <Update> function allows you to view all of the *previously made entries* you have made on the Item Record Account you have selected. The entries appear with the most recent entry listed first, you can then arrow down to the entry you want to view. You can also view the *Material on Hand* files (Only if any have been created for the Item Record Account you have selected.)

Print - This function will allow you to print the Item Record Account for the pay item you have selected showing all of the daily entries and quantity to date and other item information.

Search- If you highlight and press ENTER on Search, you will receive an entry field that will allow you to locate a pay item based on partial information. If all you know about the item is the (1) Specification No. (2)- All or part of the Item Name, or (3) Proposal Line No. If you type in the partial information you do have in any of the boxes , 1 through 3, and press ENTER, CAARS will search the files for that item. Also if you type in the Group No. in the space provided and press ENTER. CAARS will automatically take you to the Item Selection Screen and list, in order, all of the pay items for that Group. If CAARS does locate the item you will automatically get a prompt that states **Found The Item** and move you to that item on the Item Selection Menu for use. If you type in any information that does not apply to your Contract pay items CAARS will give you a prompt that states... **Could not find the item, please try again !**

Record - If you highlight and press ENTER on Record you will receive a pull down menu shown below. This function is designed for faster movement from Item Record Account to Item Record Account. This is especially handy when you have a larger project, or if you are making several entries on a pay items that are close in item number. (Example: You might be entering 5 different Storm Sewer pay items that are all under the 2503 Spec. Number, You could then move quickly from one Item Record Account to the next and make your entries without having to back out to the Main Menu Screen to make each selection.) You may want to try each function key F6 through F9 to demonstrate how it works. Function Key **F6** will move you **Ahead** to the next Item Record Account one item at a time as listed on the Main Menu Screen. Function Key **F7** will move you **Back** in the same manner. Function Key **F8** will move you to the First item on the Main Menu Screen. Function Key **F9** will move you to the **Last** item on the Main Menu Screen. After you become familiar with the all of the F6 through F9 Function Keys **it will no longer be necessary for you to access the upper menu bar** to enable each key.

Next	F6
Prior	F7
Top	F8
Bottom	F9

Item Notes - If you highlight and press ENTER you will automatically receive a data entry screen where you can type in special notes that you can use internally within you workforce as reminders, special instructions etc. These notes can be printed by using the <Reports> option function <7> *Print Item Notes for all items* . **None of these notes will be printed as part of the permanent project records at the time of the final.**

END <UPDATE> OPTION