



Project Site Activity

User Guide

Prepared by: Office of IT Project Development and Delivery

Last Updated: May 11, 2024

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DOCUMENT HISTORY

The following table serves as a document history log to track the version number, date, author, and description of each change/revision applied to this document. Authors and Editors of this document should abide by the following document version control numbering format:

Version	Date	Author	Version/Revision Description
1.1	04/11/22	Prepared by: Diana Steven	Final. Removed Business Partner Helpful links from this User Guide.
2.0	09/11/24	Prepared by: Diana Steven	Final. Added updated screenshots for the work item screen

Table 1. Document History Log

PSA

Mobile Application User Guide

1. INTRODUCTION

The main purpose of this document is to provide instructions for using the Project Site Activity (PSA) mobile app. This guide highlights application functionality for PennDOT Inspectors or Consultants to electronically capture necessary project site activity data while in the field.

2. LAUNCH THE PSA APP

To launch the PSA Mobile app after you have installed it, tap the  icon on your iPad home screen.

3. LOG IN

The Mobile PSA app detects whether the user's iPad is connected to a wireless network (via Cellular or Wi-Fi signal). The PSA app access begins by tapping the **Login** button.



Business Partner Helpful Links
[Forgot Username](#) | [Forgot Password](#)
[Account Registration](#) | [Manage My Account](#)

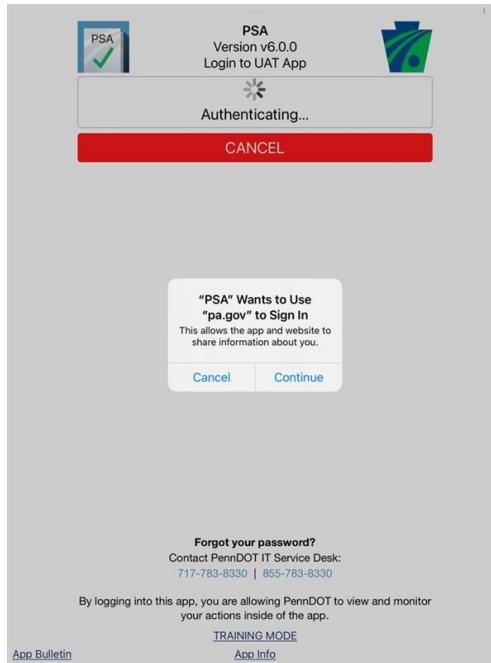
Additional App Assistance
Contact PennDOT IT Service Desk:
717-783-8330 | 855-783-8330

By logging into this app, you are allowing PennDOT to view and monitor
your actions inside of the app.

[TRAINING MODE](#)

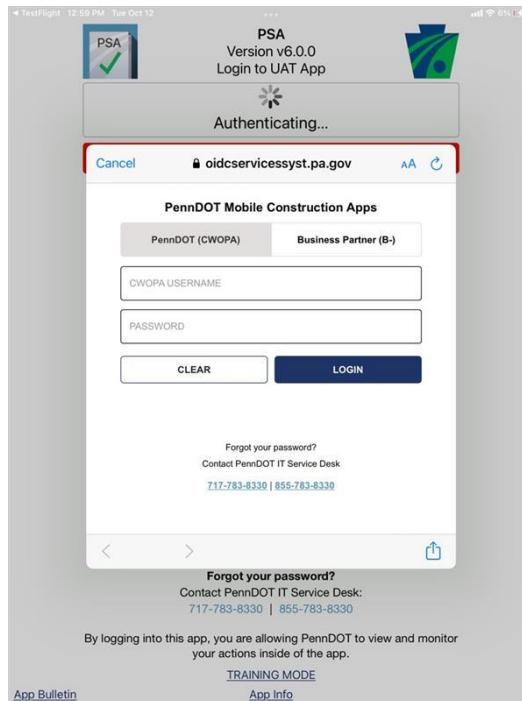
[App Info](#)

A message will display "PSA" wants to use "pa.gov" to sign in. Press Cancel to return to the login button or press Continue to be routed to the login screen.

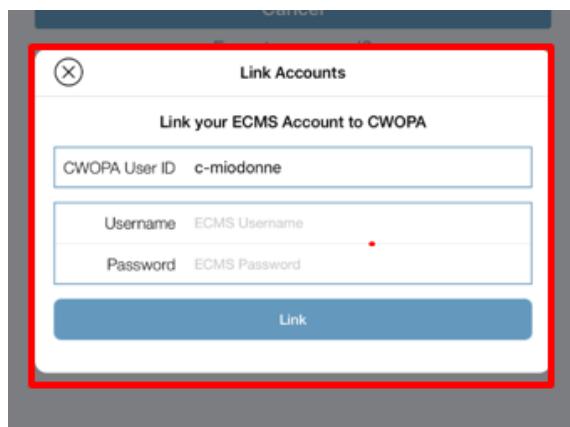


3.1 PENNDOT CWOPA USERS

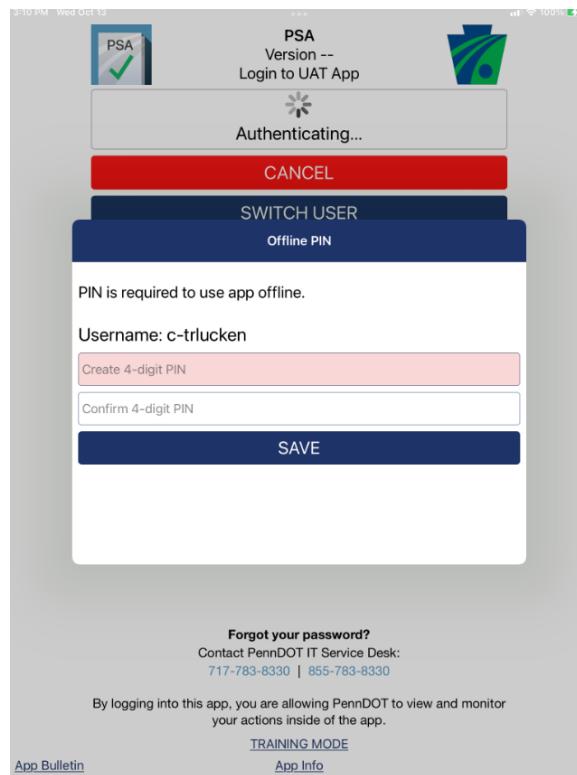
By default, the PennDOT CWOPA tab highlights. To access the PSA app, you will enter your CWOPA username and password. **(It's not necessary to add CWOPA at the beginning of the assigned username or add @pa.gov).** Then, click "Log In."



Once you have entered your CWOPA credentials, you may receive the ECMS Account Link box. This is where you will enter your ECMS username and password, linking the two accounts. The only way to change your linked ECMS account is to contact the IT Service Desk. You can update your ECMS account password in the 'Settings' screen of the PSA App.

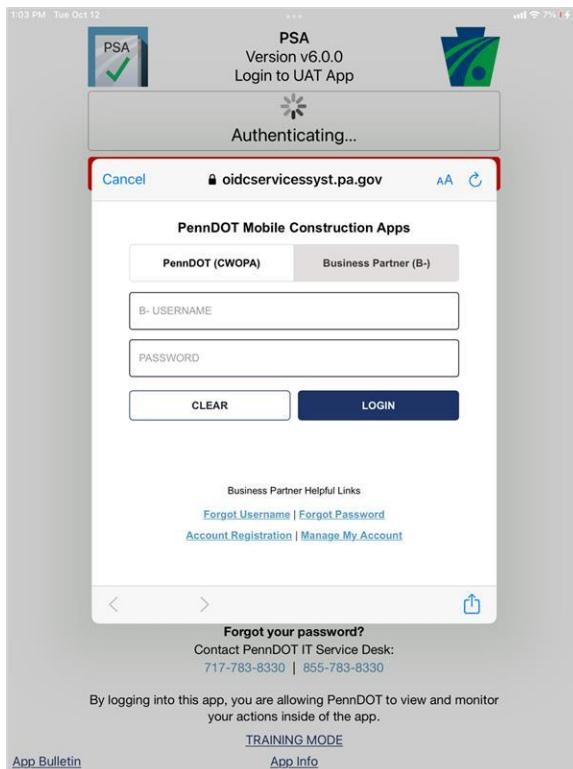


A window will display to create a 4-digit PIN which will allow a user to work in the offline mode if the wi-fi or mobile connection on the device is lost. This window will only display upon first login to PSA to "create" and "confirm" a PIN number of the user's choice per individual device. The PIN may be changed at any time in the application "Settings". How to change your PIN, reference the Settings section of this document.

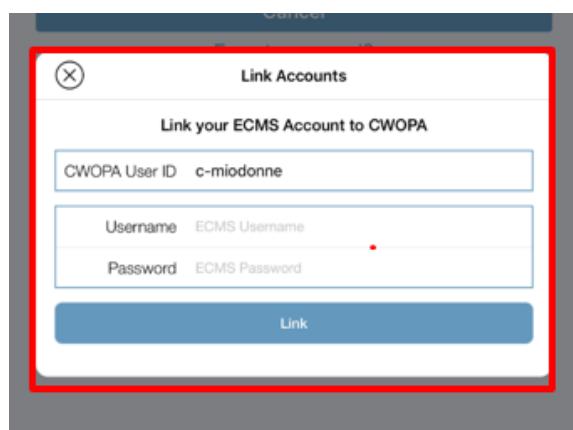


3.2 BUSINESS PARTNER (B-) USERS

To access the PSA app as a business partner, you will enter your CWOPA username and password. Then, click “Log In.”



Once you have entered your B- credentials, you may receive the ECMS Account Link box. This is where you will enter your ECMS username and password, linking the two accounts. The only way to change your linked ECMS account is to contact the IT Service Desk. You can update your ECMS account password in the ‘Settings’ screen.

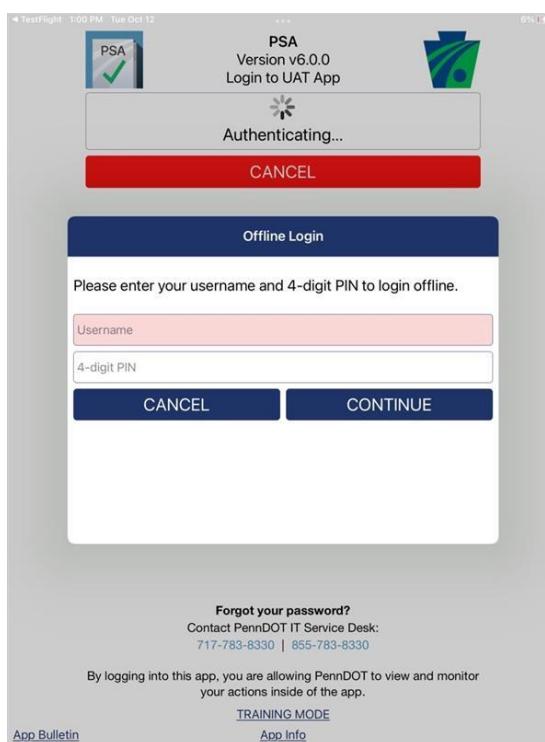


A window will display to create a 4-digit PIN which will allow a user to work in the offline mode if the wi-fi or mobile connection on the device is lost. This window will only display upon first login to “create” and “confirm” a PIN number of the user’s choice per individual device. The PIN is device specific and does not expire. However, the PIN may be changed at any time in the application” Settings”. Reference the Settings section of this document to learn how to change the Offline PIN.



3.3 OFFLINE MODE

When there is no Cellular and/or Wi-Fi connection, your username and PIN is required to login to the PSA app.



3.4 LOG IN – SESSION TIMEOUTS

A session timeout will occur after 30 minutes of inactivity to the server. Server calls include:

- Pull to Refresh
- Submit
- Returning to the Dashboard screen
- Email

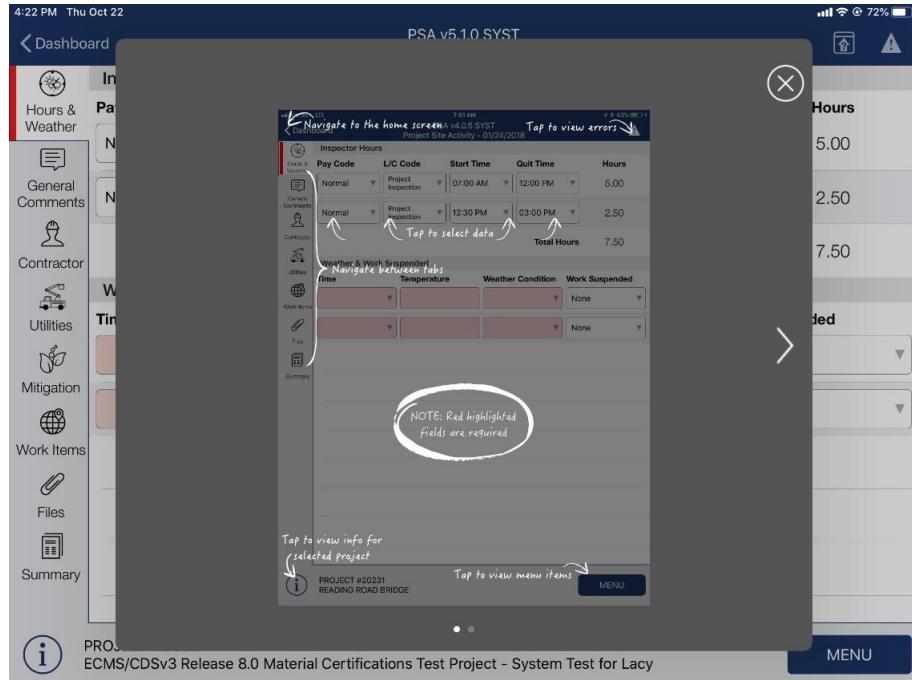
When a Session Timeout occurs, the PSA login screen will display, and credentials will need to be added.

3.5 LOG OUT

After the user is logged into the App, tapping the Log Out  Button logs the user out of the app. Confirmation to continue with the “Logout” will display. Tap “Yes” to continue the log out process or “Cancel” to dismiss.

4. CONTEXTUAL OVERLAYS

Throughout the app, contextual overlays are accessible. Tap the  icon on the Dashboard screen navigation bar to open the Contextual Overlays screen. The overlays provide an overview of the general functionality built into the PSA mobile app. To return to the PSA dashboard, tap the  button. The contextual overlay button may be turned off within the Settings screen.



5. HELP DOCUMENTS

Tap the **Help** icon  on the Home screen navigation bar to open the Help screen. Tap any of the listed topics to view the document on the Device. Scroll through the document by dragging up or down.



4:59 PM Thu Oct 22

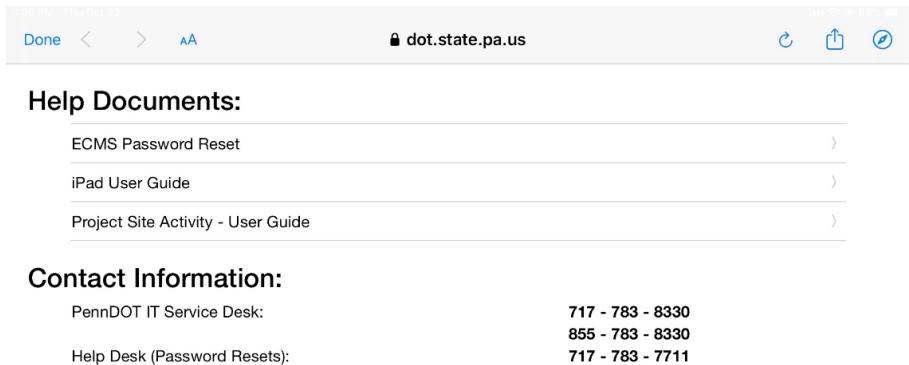
PSA v5.1.0 SYST Dashboard

Diana Steven/PennDOT

Search for PSA

Local Drafts (2)		In Progress (4)		Project Team (28)		Approved (15)	
Project	PSA Date	Status	Inspector	Progress			
36002	Wed 06/03/20	ECMS Draft	dsteven				
36002	Thu 10/22/20	Draft	dsteven				

Tap any of the listed topics to view the document on the Device. Scroll through the document by dragging up or down. Users can view contact information for the PennDOT IT Service Desk from the Help screen. Users can contact the PennDOT IT Service Desk information for Password related issues.



Done < > AA dot.state.pa.us   

Help Documents:

- [ECMS Password Reset](#)
- [iPad User Guide](#)
- [Project Site Activity - User Guide](#)

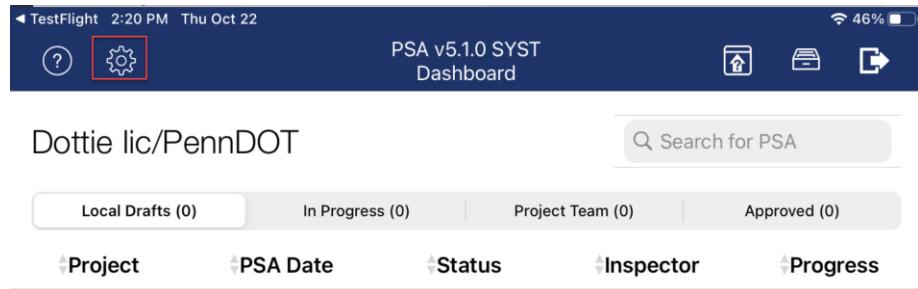
Contact Information:

PennDOT IT Service Desk:	717 - 783 - 8330
	855 - 783 - 8330
Help Desk (Password Resets):	717 - 783 - 7711

Tap the **Done** icon  to return to the Dashboard.

6. SETTINGS

To access, tap the **Setting** icon (⚙) on the Dashboard screen. The Settings screen displays.



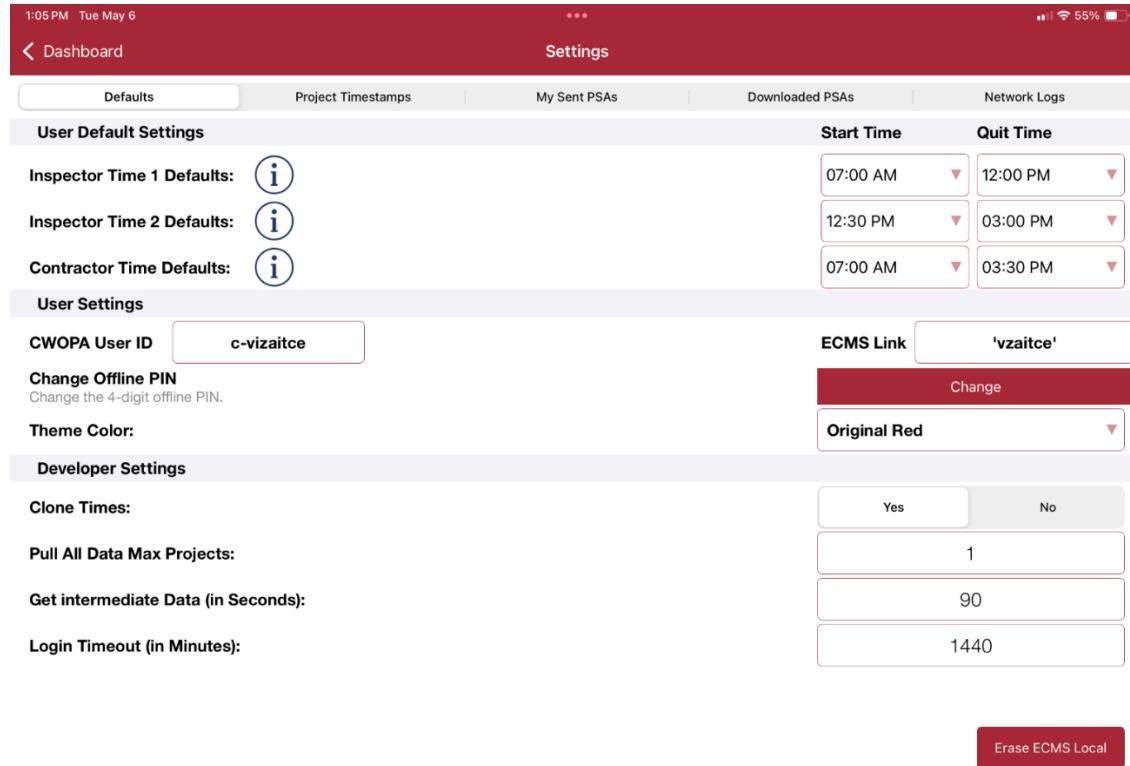
The Settings screen contains 5 different tab. They are:

- Defaults
- Project Timestamps
- My Sent PSAs
- Downloaded PSAs
- Network Logs

6.1 DEFAULTS TAB

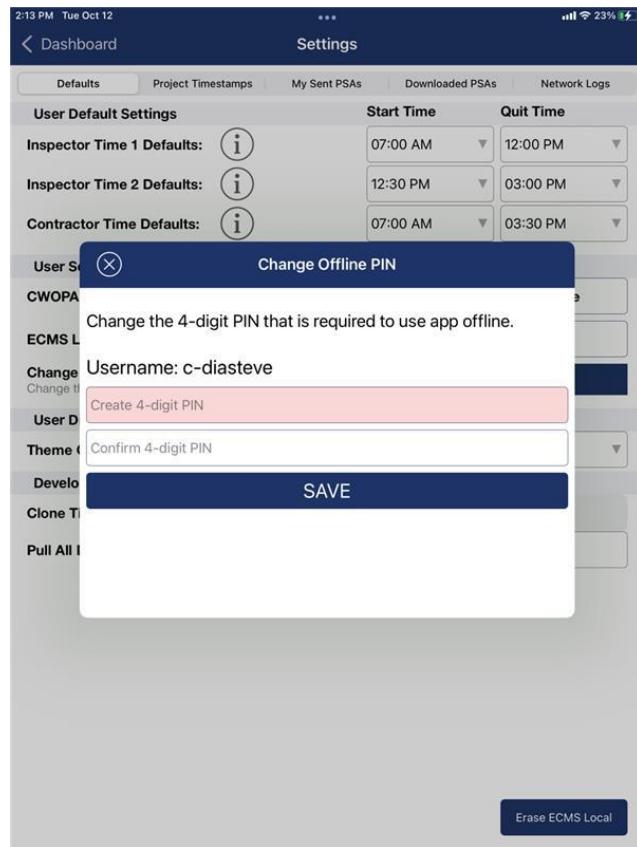
The Setting Defaults tab is broken down into three different sections, as follows:

- **User Default Settings**
 - Allows user to enter default values that are consistent when completing a PSA.
- **User Settings**
 - The Default tab provides the ability to view Usernames and the option to change your Offline PIN. With connectivity, tap the Change button next to the Change Offline PIN line item. The Change Offline Pin displays. Like the initial creation of the Offline PIN, create and confirm your new PIN and hit save. A successful Save will occur if the created and confirm PIN entered match.
- **User Display Settings**
 - Allows user to change the PSA mobile app theme color based on the standard iOS color options.
 - Allows the Overlay or Contextual Overlay  button to be turned off and not displayed within the app.
- **Developer Settings**
 - Fields displayed in this heading is mainly for the development purposes. However, to clear all local data from your dashboard, the **Erase ECMS** Local button is available. If tapped, confirmation to erase local data is presented.



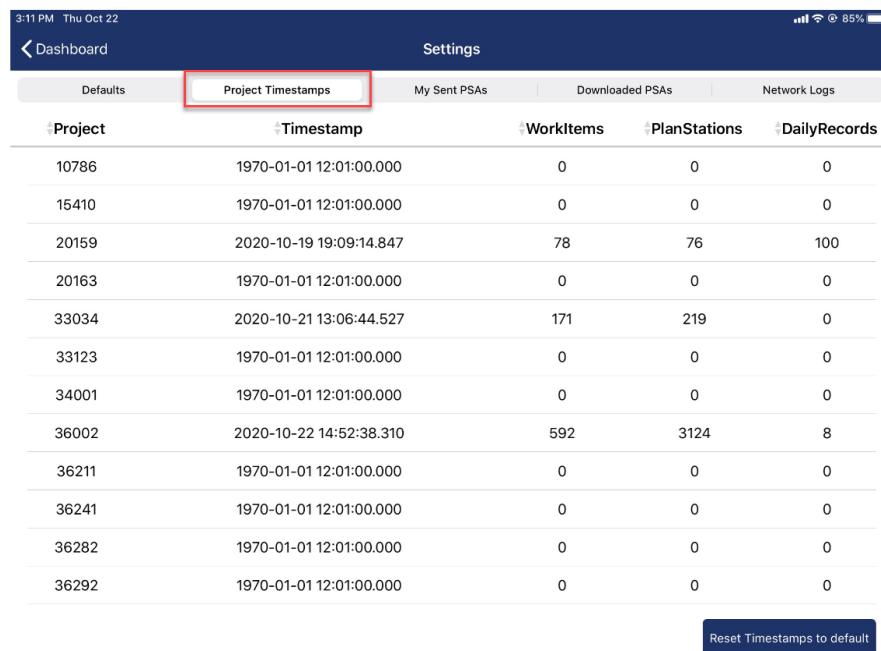
The screenshot shows the 'Settings' screen of the PSA mobile app. The top navigation bar includes 'Dashboard' and 'Settings' buttons. The main content area is divided into several sections:

- User Default Settings:** Contains fields for 'Inspector Time 1 Defaults' (info icon), 'Inspector Time 2 Defaults' (info icon), and 'Contractor Time Defaults' (info icon). To the right are 'Start Time' and 'Quit Time' dropdowns with options like 07:00 AM, 12:00 PM, 12:30 PM, 03:00 PM, 07:00 AM, and 03:30 PM.
- User Settings:** Includes a 'CWOPA User ID' field with the value 'c-vizaitce', an 'ECMS Link' field with the value 'vzaitce', and a 'Change' button. Below these are 'Theme Color' dropdowns set to 'Original Red'.
- Developer Settings:** Contains fields for 'Clone Times' (with 'Yes' and 'No' buttons), 'Pull All Data Max Projects' (with a dropdown showing '1', '90', and '1440'), 'Get intermediate Data (in Seconds)' (with a dropdown showing '1', '90', and '1440'), and a 'Login Timeout (in Minutes)' dropdown.
- Bottom Right:** A red button labeled 'Erase ECMS Local'.



6.2 PROJECT TIMESTAMPS TAB

Timestamp for every project with Project Number, Work items, Plan Stations and Daily records are available for tracking purpose. Data can be reset for the Project Timestamp from the dashboard view, the Reset Timestamps to Default button is available. If tapped, a confirmation to reset is presented.



3:11 PM Thu Oct 22

Dashboard Settings

Project Timestamps

Defaults My Sent PSAs Downloaded PSAs Network Logs

Project	Timestamp	WorkItems	PlanStations	DailyRecords
10786	1970-01-01 12:01:00.000	0	0	0
15410	1970-01-01 12:01:00.000	0	0	0
20159	2020-10-19 19:09:14.847	78	76	100
20163	1970-01-01 12:01:00.000	0	0	0
33034	2020-10-21 13:06:44.527	171	219	0
33123	1970-01-01 12:01:00.000	0	0	0
34001	1970-01-01 12:01:00.000	0	0	0
36002	2020-10-22 14:52:38.310	592	3124	8
36211	1970-01-01 12:01:00.000	0	0	0
36241	1970-01-01 12:01:00.000	0	0	0
36282	1970-01-01 12:01:00.000	0	0	0
36292	1970-01-01 12:01:00.000	0	0	0

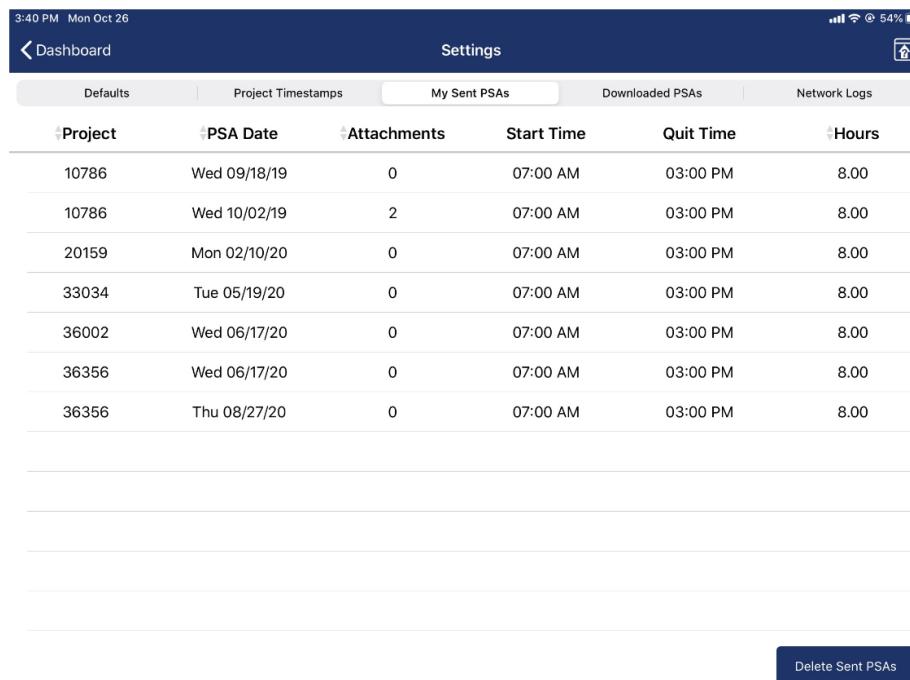
Reset Timestamps to default

NOTE: This is more of an Administrative screen and does not need to be used unless directed to do so by support team/ Mobile development team.

6.3 MY SENT PSAS TAB

The My Sent PSAs Tab allows a user to view all PSA submitted for approval within ECMS. Users may delete Sent PSA's data from this device.

Individual PSAs from this list may be deleted by swiping right to left and tapping on the Red Delete **Delete** button. To Delete all Sent PSA, the Delete Sent PSAs button is available. If tapped, confirmation to erase local data is presented. If tapped, confirmation to delete is presented. Deleting Sent PSAs will delete the history from the device only

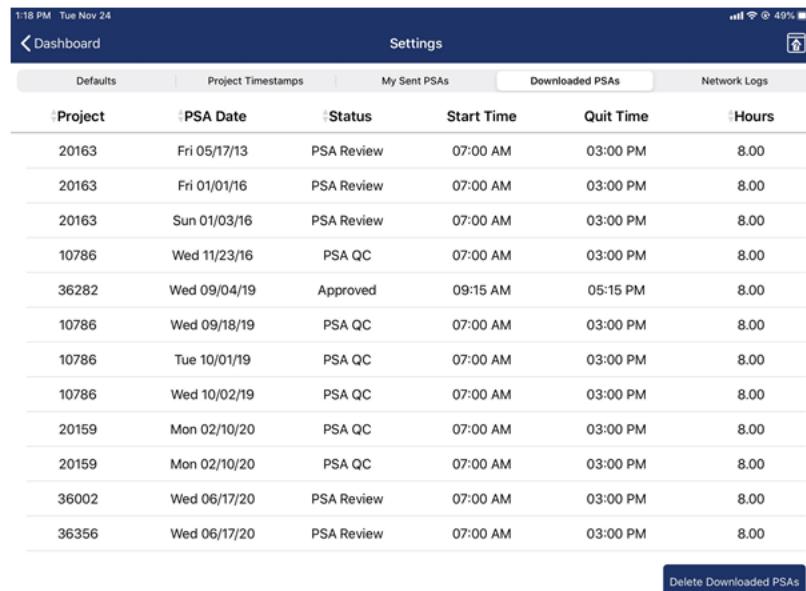


My Sent PSAs					
Project	PSA Date	Attachments	Start Time	Quit Time	Hours
10786	Wed 09/18/19	0	07:00 AM	03:00 PM	8.00
10786	Wed 10/02/19	2	07:00 AM	03:00 PM	8.00
20159	Mon 02/10/20	0	07:00 AM	03:00 PM	8.00
33034	Tue 05/19/20	0	07:00 AM	03:00 PM	8.00
36002	Wed 06/17/20	0	07:00 AM	03:00 PM	8.00
36356	Wed 06/17/20	0	07:00 AM	03:00 PM	8.00
36356	Thu 08/27/20	0	07:00 AM	03:00 PM	8.00

6.4 DOWNLOADED PSAS TAB

Users have ability to view all the PSAs that were downloaded from ECMS to further edit or make updates before resubmitting it to ECMS.

To delete downloaded PSAs, tap the **Delete Downloaded PSA's** button to clear previously downloaded PSAs from the device. If tapped, confirmation to delete is presented. This feature will delete the history of all downloaded PSAs from the device only



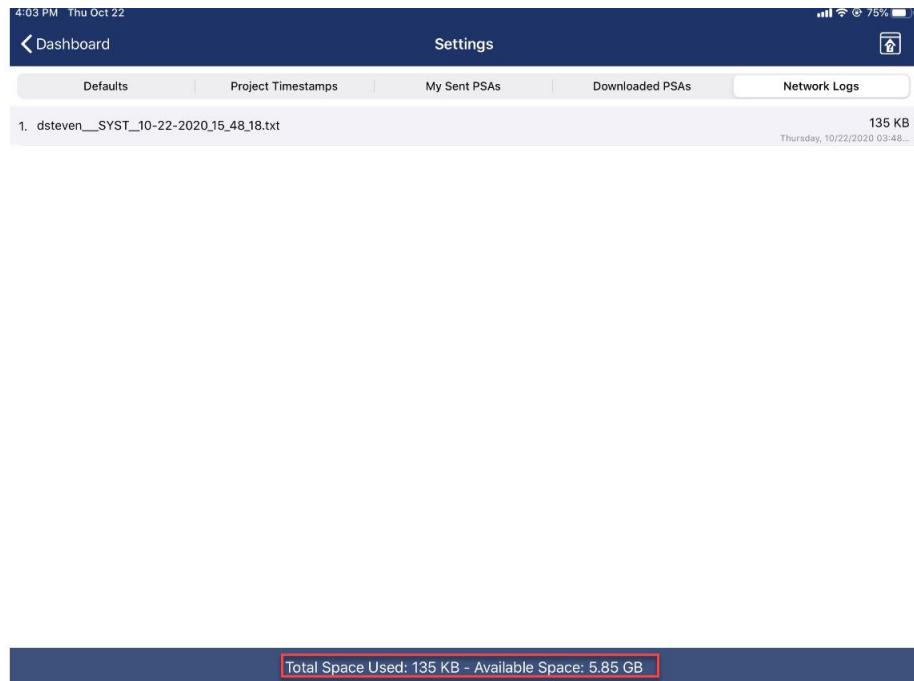
Project	PSA Date	Status	Start Time	Quit Time	Hours
20163	Fri 05/17/13	PSA Review	07:00 AM	03:00 PM	8.00
20163	Fri 01/01/16	PSA Review	07:00 AM	03:00 PM	8.00
20163	Sun 01/03/16	PSA Review	07:00 AM	03:00 PM	8.00
10786	Wed 11/23/16	PSA QC	07:00 AM	03:00 PM	8.00
36282	Wed 09/04/19	Approved	09:15 AM	05:15 PM	8.00
10786	Wed 09/18/19	PSA QC	07:00 AM	03:00 PM	8.00
10786	Tue 10/01/19	PSA QC	07:00 AM	03:00 PM	8.00
10786	Wed 10/02/19	PSA QC	07:00 AM	03:00 PM	8.00
20159	Mon 02/10/20	PSA QC	07:00 AM	03:00 PM	8.00
20159	Mon 02/10/20	PSA QC	07:00 AM	03:00 PM	8.00
36002	Wed 06/17/20	PSA Review	07:00 AM	03:00 PM	8.00
36356	Wed 06/17/20	PSA Review	07:00 AM	03:00 PM	8.00

Delete Downloaded PSAs

NOTE: Deleting previously downloaded PSAs means that users will have to re-Download all PSA data to the device for non-local PSAs.

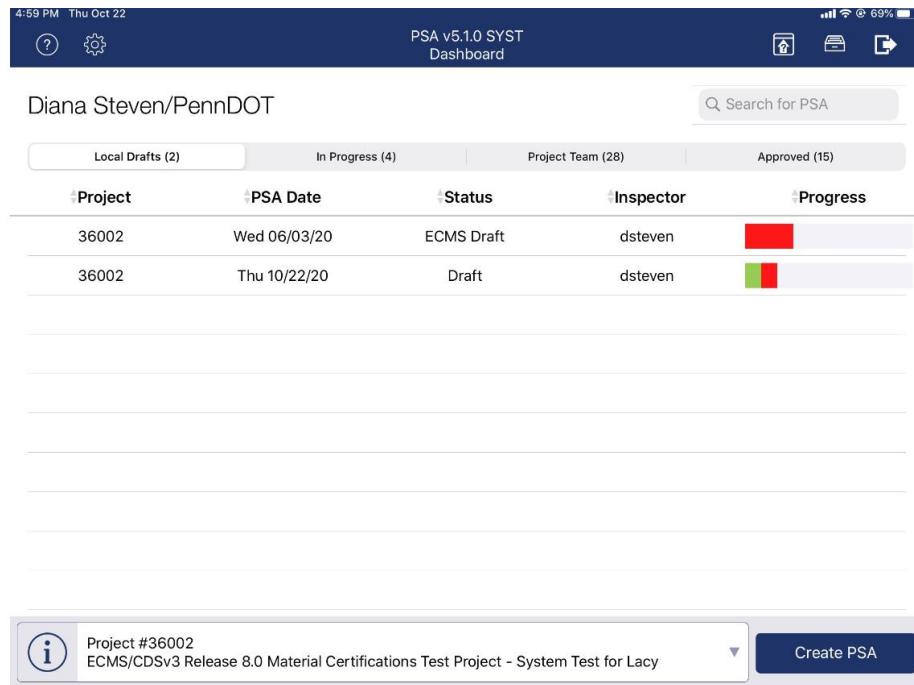
6.5 NETWORK LOGS TAB

This tab displays network logs of the user. This information helps developers to troubleshoot when any network related issues are identified. This screen also displays Used and available space in the device.



7. MOBILE APP DASHBOARD

By default, the Dashboard displays upon authentication. Users will see a list of all projects they are assigned to them as an Inspector or IIC in ECMS.



The screenshot shows the PSA v5.1.0 SYST Dashboard. At the top, there is a header bar with the date (4:59 PM Thu Oct 22), a question mark icon, a gear icon, the text "PSA v5.1.0 SYST Dashboard", and three icons for home, refresh, and exit. Below the header is a search bar with the placeholder "Search for PSA". The main content area is a table with the following data:

Local Drafts (2)		In Progress (4)	Project Team (28)		Approved (15)
Project	PSA Date	Status	Inspector	Progress	
36002	Wed 06/03/20	ECMS Draft	dsteven	<div style="width: 100px; height: 10px; background-color: red;"></div>	
36002	Thu 10/22/20	Draft	dsteven	<div style="width: 10px; height: 10px; background-color: green;"></div>	

Below the table, there are several horizontal lines representing additional data that is cut off. At the bottom, there is a footer bar with an info icon, the text "Project #36002 ECMS/CDSv3 Release 8.0 Material Certifications Test Project - System Test for Lacy", a dropdown arrow, and a "Create PSA" button.

7.1 PROJECT SELECTION

Tapping on the **Project** list at the bottom to screen lists all Projects available to the user in the PSA App.



7.2 INFO ICON

Tap on the Info icon (i) next to each project displays project details in a glace. **Blue Checkmark ✓** indicates the project is open in the Dashboard.



Screenshot of info icon:

Project - 10786			Done
District 08	SR / Section 0094 / 007	Org Code 0840	
Prime - Contractor Azure Excavation and Grading	County York		
Municipality PENN T	Group ID ---		
Short Description CLONE OF 87150 (08/08/2014)			 >
Long Description This project is only to be used for cloning/copying purposes. Contains 7 Funding Codes, 800+ Construction Item/Fundings, and all the items that could be used for Asphalt/Diesel Price Adjustments. A Structure item is included with a complete CIS.			 >
			 >
			 >

7.3 DASHBOARD TABS

After a project is selected users will return to the **Dashboard** screen, where the following tabs are displayed:

- **Local Draft**
- **In Progress**
- **Project Team**
- **Approved**

Local Drafts (2)	In Progress (0)	Project Team (8)	Approved (1)	
Project	PSA Date	Status	Inspector	Progress

7.3.1 Local Drafts

The **Local Drafts** tab displays the users un-synced draft PSAs.

Local Drafts (2)		In Progress (0)	Project Team (8)	Approved (1)
Project	PSA Date	Status	Inspector	Progress
20231	Tue 01/23/18	Draft	dinsp	<div style="width: 20%; background-color: #6aa84f;"></div>
20231	Mon 01/22/18	Draft	dinsp	<div style="width: 100%; background-color: #6aa84f;"></div>

Swipe right to left for additional options to display.

- Tapping **Delete** will remove the draft PSA from the device.
- Tapping on **Clone** will create a duplicate copy of the draft PSA, with a different date



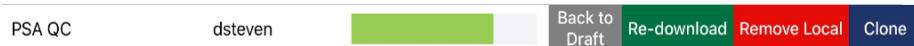
NOTE: Duplicate or Cloned PSAs cannot be created with the same date.

7.3.2 In Progress

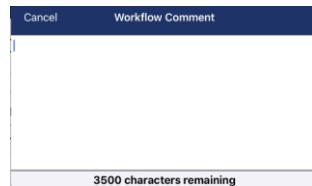
The **In Progress** tab displays user's locally saved PSAs that are in Draft and **Review** status and are submitted to ECMS.

Local Drafts (1)		In Progress (1)	Project Team (8)	Approved (1)
Project	PSA Date	Status	Inspector	Progress
20231	Tue 01/23/18	PSA QC	dinsp	<div style="width: 100%; background-color: #6aa84f;"></div>

PSAs in **In Progress** have different swipe options.



- Tapping on **Back to Draft** will open a 'Workflow Comment' box for users to enter a comment. The PSA status will change to **Revise** for the user to make changes.



- Tapping on **Re-download** downloads the PSA from ECMS. If a user has made changes to the PSA in ECMS the **Re-download** option allows user to view the changes in the PSA mobile application.
- Tapping on **Delete Local** will delete the local copy from the device and will not affect the PSA that is already submitted to ECMS
- Tapping on **Clone** will create another copy of the PSA on the device.

NOTE: **Duplicated** or **Cloned** PSAs cannot have the original PSA's date.

7.3.3 Project team

The **Project Team** tab displays PSAs progress that are synced and unapproved for other project inspection staff.

Project Team (8)				
Project	PSA Date	Status	Inspector	Progress
20231	Thu 06/01/17	Draft	dinspic	
20231	Thu 12/01/16	Draft	vsalyuk	
20231	Sat 10/01/16	PSA Review	vsalyuk	<div style="width: 50%;"></div>
20231	Thu 04/21/16	PSA QC	vsalyuk	<div style="width: 100%;"></div>
20231	Wed 04/20/16	PSA QC	vsalyuk	<div style="width: 100%;"></div>
20231	Sun 04/10/16	Revise	djinsp	<div style="width: 100%;"></div>

Swipe right to left on Project Team Tab PSAs will display following options:

- Tapping on **Download** will fetch current project version from ECMS on the device. However, as this section of the PSA displays all other staff's project information. User will not have access to make any changes. Information in this tab will be read only.

- Tapping on **Clone** will create another copy of the PSA on the device.



NOTE: Duplicate or Clone PSAs cannot have the original PSA's date.

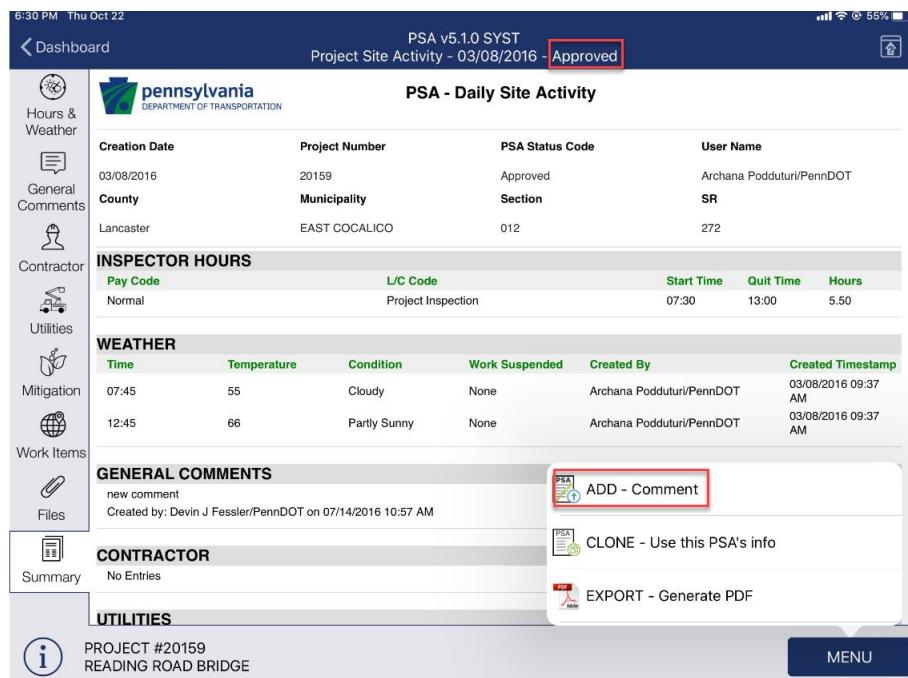
7.3.4 Approved

Approved tab displays all Approved PSAs that are submitted to ECMS. Approved PSAs will not be available to edit from mobile application.

Local Drafts (0)		In Progress (16)		Project Team (5222)		Approved (16)
Project	PSA Date	Status	Inspector	Progress		
20159	Thu 10/03/19	Approved	vanapal	<div style="width: 100%;"></div>	<div style="width: 100%;"></div>	
20159	Thu 05/23/19	Approved	vanapal	<div style="width: 100%;"></div>	<div style="width: 100%;"></div>	
20159	Tue 05/14/19	Approved	vanapal	<div style="width: 100%;"></div>	<div style="width: 100%;"></div>	
20159	Wed 03/09/16	Approved	apoddut	<div style="width: 100%;"></div>	<div style="width: 100%;"></div>	
20159	Tue 03/08/16	Approved	apoddut	<div style="width: 100%;"></div>	<div style="width: 100%;"></div>	

NOTE: Only a comment from **Summary** tab can be added to an **Approved** PSA to notify IIC about any updates of the project.

Summary Tab to enter comments on Approved PSAs:



6:30 PM Thu Oct 22

PSA v5.1.0 SYST
Project Site Activity - 03/08/2016 - Approved

PSA - Daily Site Activity

Creation Date	Project Number	PSA Status Code	User Name
03/08/2016	20159	Approved	Archana Podduturi/PennDOT
County	Municipality	Section	SR
Lancaster	EAST COCALICO	012	272

INSPECTOR HOURS

Pay Code	L/C Code	Start Time	Quit Time	Hours
Normal	Project Inspection	07:30	13:00	5.50

WEATHER

Time	Temperature	Condition	Work Suspended	Created By	Created Timestamp
07:45	55	Cloudy	None	Archana Podduturi/PennDOT	03/08/2016 09:37 AM
12:45	66	Partly Sunny	None	Archana Podduturi/PennDOT	03/08/2016 09:37 AM

GENERAL COMMENTS

new comment
Created by: Devin J Fessler/PennDOT on 07/14/2016 10:57 AM

CONTRACTOR

No Entries

UTILITIES

PROJECT #20159
READING ROAD BRIDGE

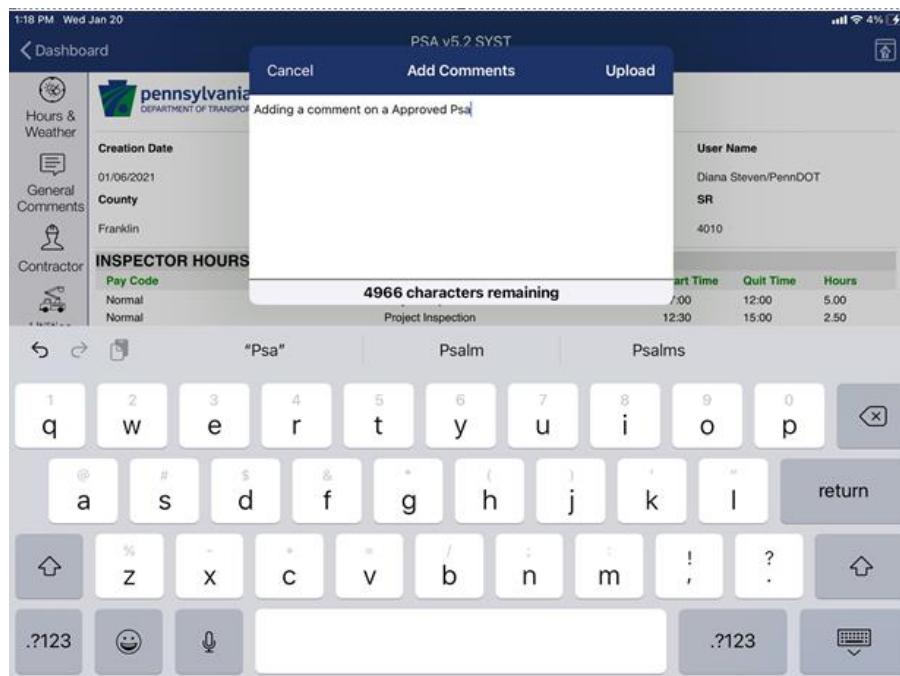
ADD - Comment

CLONE - Use this PSA's info

EXPORT - Generate PDF

MENU

Enter the comments



1:18 PM Wed Jan 20

PSA v5.2 SYST

Adding a comment on a Approved Psal

Cancel **Add Comments** **Upload**

INSPECTOR HOURS

Pay Code	L/C Code	Start Time	Quit Time	Hours
Normal	Project Inspection	12:30	15:00	2.50

GENERAL COMMENTS

4966 characters remaining

User Name

Diana Steven/PennDOT
SR
4010

Comments

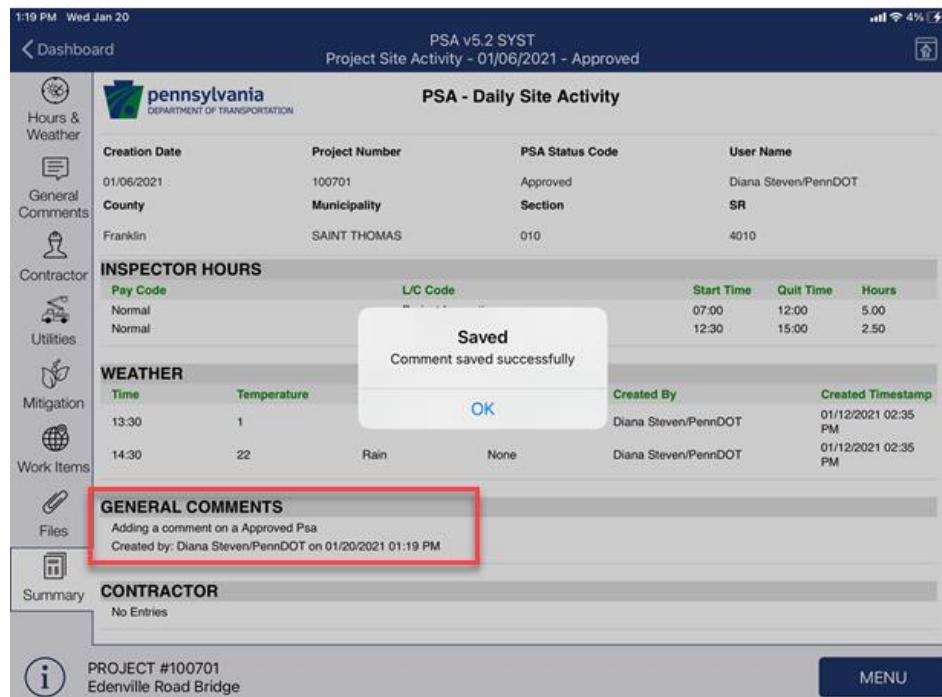
"Psa"

Psalm

Psalms

Keyboard

Entered comments is saved in the **Comments** section in the **Summary** tab



PSA v5.2 SYST
Project Site Activity - 01/06/2021 - Approved

PSA - Daily Site Activity

Creation Date	Project Number	PSA Status Code	User Name
01/06/2021	100701	Approved	Diana Steven/PennDOT
County	Municipality	Section	SR
Franklin	SAINT THOMAS	010	4010

INSPECTOR HOURS

Pay Code	L/C Code	Start Time	Quit Time	Hours
Normal		07:00	12:00	5.00
Normal		12:30	15:00	2.50

WEATHER

Time	Temperature	Created By	Created Timestamp
13:30	1	Diana Steven/PennDOT	01/12/2021 02:35 PM
14:30	22	Rain	None

GENERAL COMMENTS

Adding a comment on a Approved Psa
Created by: Diana Steven/PennDOT on 01/20/2021 01:19 PM

CONTRACTOR
No Entries

PROJECT #100701
Edenville Road Bridge

Swipe right to left on Project Team Tab PSAs will display following options:

- Tapping on *Download* will fetch project details on the device. However, as this section for Approved PSAs is not available to make any changes as they are already approved in ECMS (except for the comments in summary section as mentioned above).
- Tapping on *Clone* will create another copy of the PSA on the device.

Sun 03/06/16 Approved apodut Download Clone

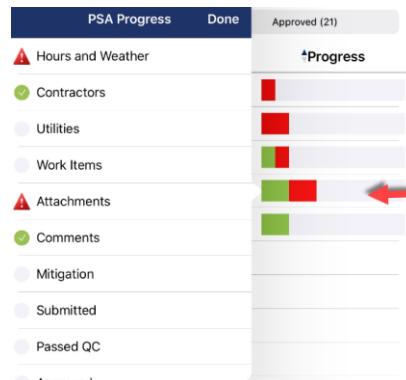
NOTE: Duplicated or Cloned PSAs cannot have the original PSA's date.

7.3.5 Progress Bar

Tapping on the Progress bar  , displayed in each tab, will display the status, of each section, for that PSA to help users identify which section is complete or needs attention.

Local Drafts (5)		In Progress (2)		Project Team (10)		Approved (21)	
Project	PSA Date	Status	Inspector	Progress			
15410	Wed 02/05/20	Draft	dsteven				
15410	Fri 04/24/20	ECMS Draft	dsteven				
15410	Thu 02/06/20	Draft	dsteven				
15410	Mon 06/29/20	Draft	dsteven				
15410	Thu 10/22/20	Revise	dsteven				

7.3.6 PSA Progress Statuses



Indicates incomplete PSA or that section of PSA has errors



Indicates complete information for that section.

NOTE: Section that display **Gray circle** does not have any data.

8. PSA NAVIGATION

Any field highlighted or has **Red** line next to it, throughout out the PSA, refers to incomplete information or an entry error in that area to correct. **Green** indicates complete and correct information.

Examples:



Hours & Weather

Red vertical line in the *Hour & Weather* icon deNOTEs outstanding errors or missing information in the required field.



View Errors

Tapping on 'View Errors' display the existing errors in this section.



Any fields in the **Work Item** section displayed in red indicate that they are required.



Indicates complete information for that section.

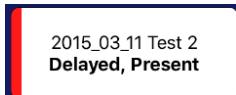
Status of pill box and colors:



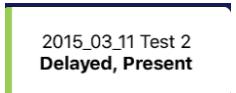
The screenshot shows the PSA mobile application interface. Several fields are highlighted with colored boxes to indicate their status:

- Hours & Weather:** A red box surrounds this section, indicating outstanding errors or missing information.
- Work Items:** A red box surrounds this section, indicating outstanding errors or missing information.
- Actual Location:** A red box surrounds this section, indicating outstanding errors or missing information.
- ECMS Data:** A red box surrounds this section, indicating outstanding errors or missing information.
- Used Quantity:** A red box surrounds this section, indicating outstanding errors or missing information.
- Remarks:** A red box surrounds this section, indicating outstanding errors or missing information.
- Reference Info:** A red box surrounds this section, indicating outstanding errors or missing information.
- PS Total Field Qty:** A red box surrounds this section, indicating outstanding errors or missing information.
- PS Underrun Qty:** A red box surrounds this section, indicating outstanding errors or missing information.
- Item Total Field Qty:** A red box surrounds this section, indicating outstanding errors or missing information.
- Item Underrun Qty:** A red box surrounds this section, indicating outstanding errors or missing information.
- Wasted Quantity:** A red box surrounds this section, indicating outstanding errors or missing information.
- Component Item Qty:** A red box surrounds this section, indicating outstanding errors or missing information.
- Payable:** A red box surrounds this section, indicating outstanding errors or missing information.
- Payable Quantity:** A red box surrounds this section, indicating outstanding errors or missing information.
- Select The Field Qty. Entry Type:** A red box surrounds this section, indicating outstanding errors or missing information.
- Percentage to be Paid:** A red box surrounds this section, indicating outstanding errors or missing information.

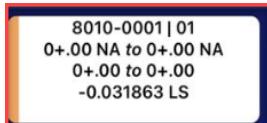
At the bottom of the screen, there is a blue button labeled "MENU" and a blue bar with the text "PROJECT #100701 Edenville Road Bridge".



Red deNOTEs errors or incomplete information



A **Green** bar will display to the left of the pill box when all is correct



An **Orange** line appears when Work Item Section displays a warning for users look at, this may not be a error but some information for users to be aware off.

9. CREATING A PSA

On the Dashboard, tap on the Create PSA button to display New PSA the screen.

4:59 PM Thu Oct 22

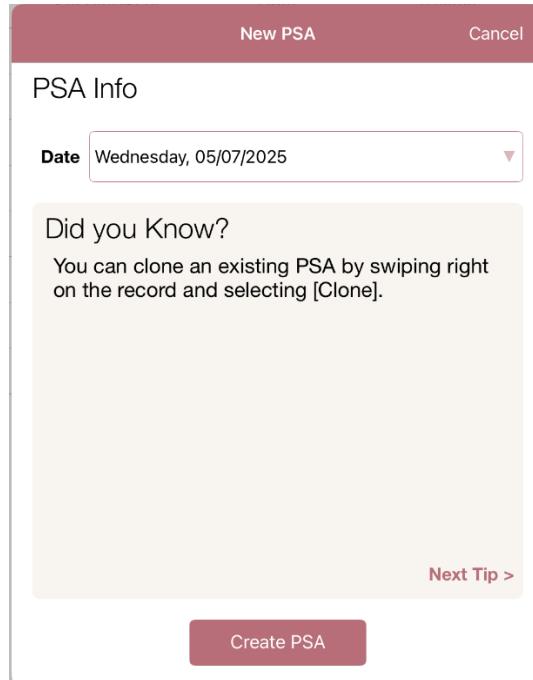
PSA v5.1.0 SYST Dashboard

Diana Steven/PennDOT

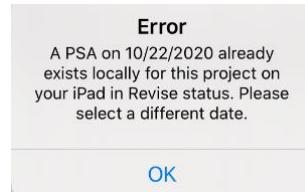
Search for PSA

Local Drafts (2)	In Progress (4)	Project Team (28)	Approved (15)	
Project	PSA Date	Status	Inspector	Progress
36002	Wed 06/03/20	ECMS Draft	dsteven	<div style="width: 0%; background-color: red;"></div>
36002	Thu 10/22/20	Draft	dsteven	<div style="width: 25%; background-color: green; border: 2px solid red;"></div>

On the New PSA screen, users can select *Cancel* to close the window, select a different project from the Project drop down list, change PSA date, scroll through Tips, and create a New PSA.



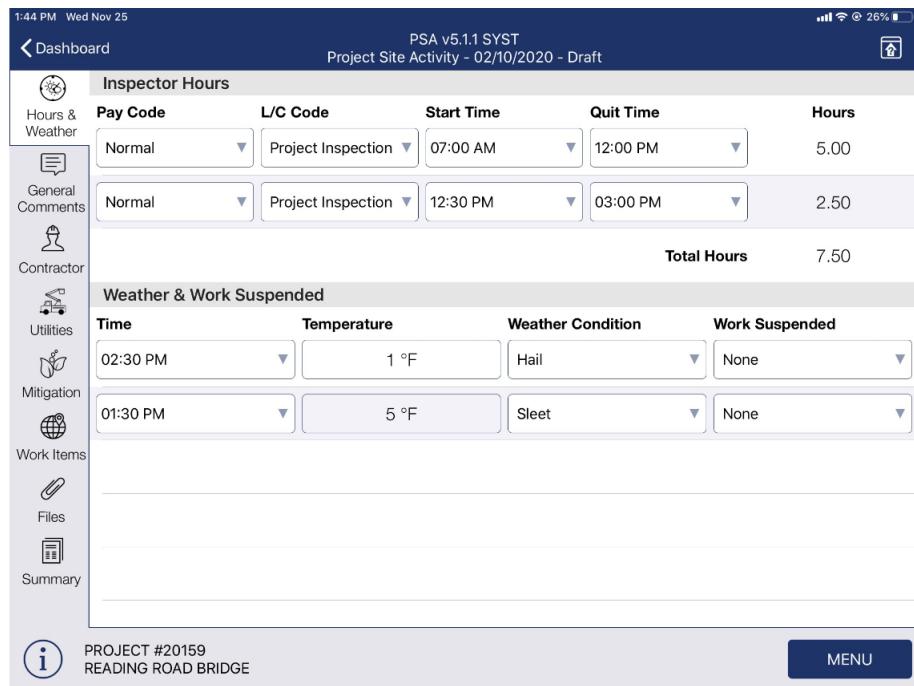
NOTE: Users cannot create 2 PSAs with the same date for the same Project. If a user tries to create a PSA with a date that already exists in ECMS or Mobile application, The following error message will display:



9.1 PROJECT SITE ACTIVITY SCREEN

The PSA dashboard is broken down into the following listed tabs:

- Hours and Weather
- Comments
- Contractor
- Utilities
- Mitigation
- Work Items
- Files
- Summary



1:44 PM Wed Nov 25

PSA v5.1.1 SYST
Project Site Activity - 02/10/2020 - Draft

Inspector Hours

Pay Code	L/C Code	Start Time	Quit Time	Hours
Normal	Project Inspection	07:00 AM	12:00 PM	5.00
Normal	Project Inspection	12:30 PM	03:00 PM	2.50
				Total Hours 7.50

Weather & Work Suspended

Time	Temperature	Weather Condition	Work Suspended
02:30 PM	1 °F	Hail	None
01:30 PM	5 °F	Sleet	None

PROJECT #20159
READING ROAD BRIDGE

MENU

9.2 HOURS & WEATHER

In **Hours and Weather** tab, users can enter **Inspection Hours** and **Weather& Work Suspended** conditions during the worked hours on the PSA. Two entries of **Start** and **Quit Time** on Inspection Hours per day is a required field on a PSA.

- If users have default **Start Time** and **Quit Time** set up, they will pre-populate in the **Inspection Hours** field below. Users can set up default hours from settings option of the PSA App (refer to *5.1 DEFAULTS section of this document for instructions*).

NOTE:

9.2.1 Inspection Hours

In case default **Inspection Hours** is not set up, users can manually enter hours for the day by tapping on the **Start time** and choosing a time from the drop down.

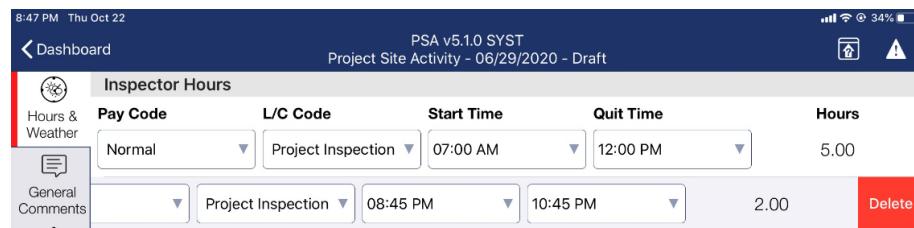


Inspector Hours					Total Hours
Pay Code	L/C Code	Start Time	Quit Time	Hours	
Normal	Project Inspection	07:00 AM	12:00 PM	5.00	
Normal	Project Inspection	12:30 PM	03:00 PM	2.50	
					Total Hours
					7.50

NOTE: Red vertical line in the *Hour & Weather* icon denotes outstanding errors.

9.2.2 Delete Inspector Hours

To delete an Inspector Hours entry, swipe the row from right to left to reveal a red Delete Button. Tap the Delete button to delete that row.



Inspector Hours					
Pay Code	L/C Code	Start Time	Quit Time	Hours	
Normal	Project Inspection	07:00 AM	12:00 PM	5.00	
Normal	Project Inspection	08:45 PM	10:45 PM	2.00	Delete

NOTE: To cancel the **Delete** option, swipe on the row from left to right or tap anywhere on the screen and the row will revert to normal.

9.2.3 Weather & Work Suspended

Required fields on **Inspection Hour** and **Weather** section are as follows:

- Time
- Temperature
- Weather Condition

Weather & Work Suspended

Time	Temperature	Weather Condition	Work Suspended
02:15 PM	12 °F	Partly Sunny	Partial
			None

Work Suspended Drop Down

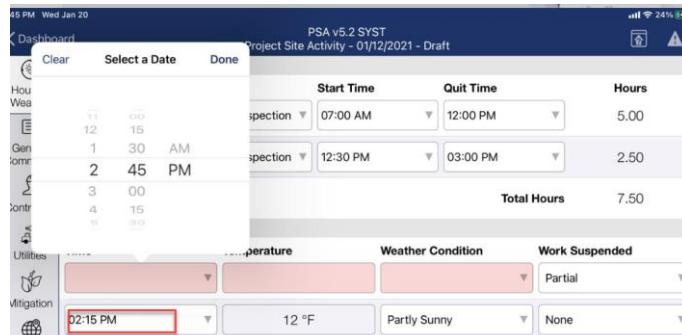
Select Item		Done
Full	02	Work Suspended
None	01	Partial
Partial	03	None
Winter	04	

Tap Time fields to enter times temperatures were recorded.

Inspector Hours

Pay Code	L/C Code	Start Time	Quit Time	Hours
Normal	7	8	12:00 PM	5.00
Normal	4	5	03:00 PM	2.50
				Total Hours 7.50
Weather & Work Suspended				
Time	1	2	3	DEL
02:15 PM	12 °F	Partly Sunny	Partial	
0				

Tap Temperature fields to enter temperatures.



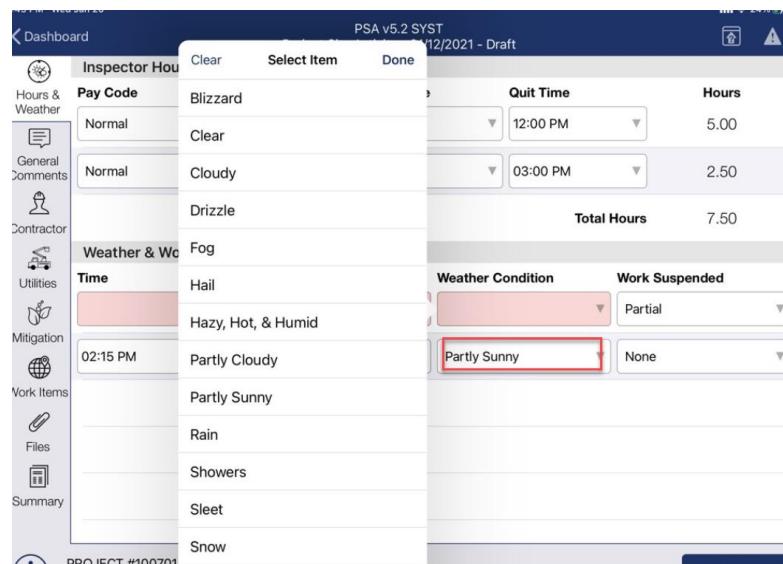
PSA v5.2 SYST
Project Site Activity - 01/12/2021 - Draft

Start Time	Quit Time	Hours
07:00 AM	12:00 PM	5.00
12:30 PM	03:00 PM	2.50
		Total Hours 7.50

Temperature	Weather Condition	Work Suspended
12°F	Partly Sunny	None

Utilities: 02:15 PM

Tap Weather Condition fields to select weather condition at the time temperature was taken.



PSA v5.2 SYST
Project Site Activity - 01/12/2021 - Draft

Pay Code	Blizzard	Quit Time	Hours
Normal	Clear	12:00 PM	5.00
Normal	Cloudy	03:00 PM	2.50
		Total Hours 7.50	

Time	Fog	Weather Condition	Work Suspended
02:15 PM	Hail	Partly Cloudy	Partly Sunny
	Hazy, Hot, & Humid		
	Partly Cloudy	Partly Sunny	None
	Partly Sunny		
	Rain		
	Showers		
	Sleet		
	Snow		

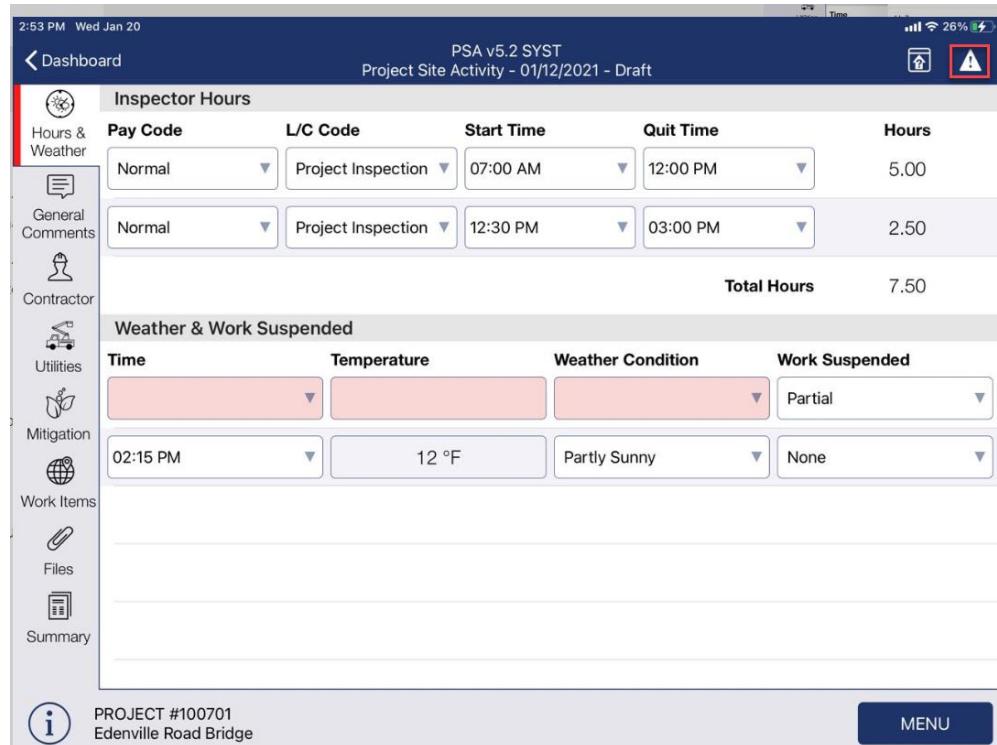
NOTE: At least two Temperature entries are required per day on a PSA.

To delete a Weather & Work Suspended record, do the swipe right to left action on the record.



Weather & Work Suspended			
Time	Temperature	Weather Condition	Work Suspended
11:15 AM	2°F	Partly Cloudy	None
12°F	Partly Sunny	None	Delete

NOTE: To view a complete list of all outstanding PSA items, grouped by section, tap the triangle  icon, on the top right corner of the screen. Below is a screenshot of the Icon on the screen and outstanding issues for the Hours and Weather Section.



2:53 PM Wed Jan 20

PSA v5.2 SYST
Project Site Activity - 01/12/2021 - Draft

Inspector Hours

Pay Code	L/C Code	Start Time	Quit Time	Hours
Normal	Project Inspection	07:00 AM	12:00 PM	5.00
Normal	Project Inspection	12:30 PM	03:00 PM	2.50
				Total Hours 7.50

Weather & Work Suspended

Time	Temperature	Weather Condition	Work Suspended
02:15 PM	12 °F	Partly Sunny	None

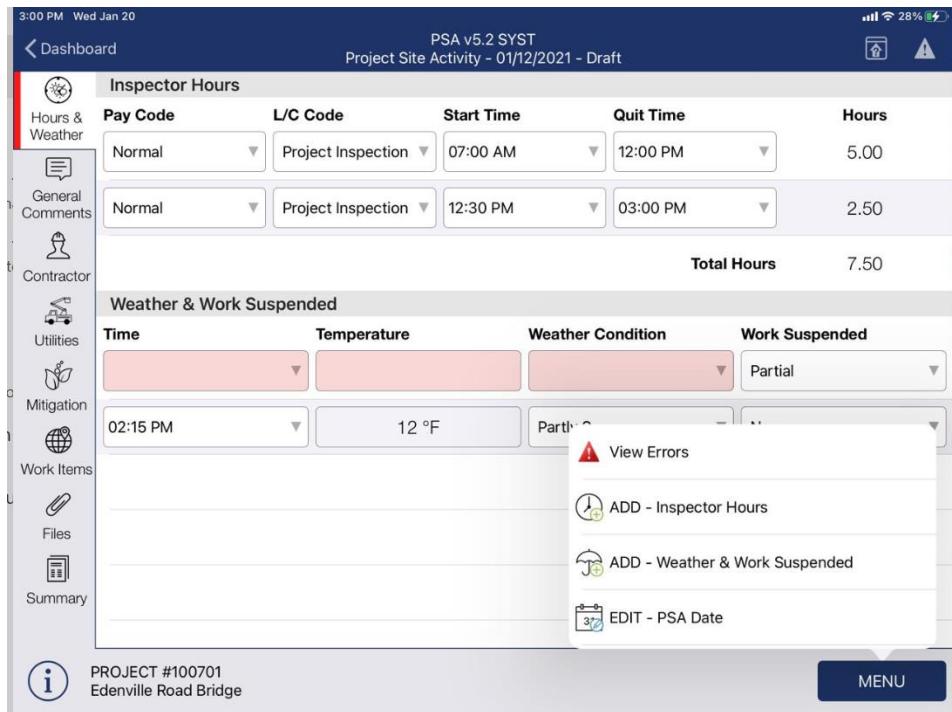
PROJECT #100701
Edenville Road Bridge

MENU



9.2.4 Hours and Weather Menu Button:

The **Menu** button shown below appears at the bottom of each screen on the PSA App and offers specific functionalities for *Hours and Weather*.



3:00 PM Wed Jan 20

PSA v5.2 SYST
Project Site Activity - 01/12/2021 - Draft

Inspector Hours

Pay Code	L/C Code	Start Time	Quit Time	Hours
Normal	Project Inspection	07:00 AM	12:00 PM	5.00
Normal	Project Inspection	12:30 PM	03:00 PM	2.50
				Total Hours 7.50

Weather & Work Suspended

Time	Temperature	Weather Condition	Work Suspended
02:15 PM	12 °F	Partly Cloudy	Partial

View Errors

ADD - Inspector Hours

ADD - Weather & Work Suspended

EDIT - PSA Date

PROJECT #100701
Edenville Road Bridge

MENU

 **View Errors**

Tapping on **View Errors** display the existing errors in this section.

 **ADD - Inspector Hours**

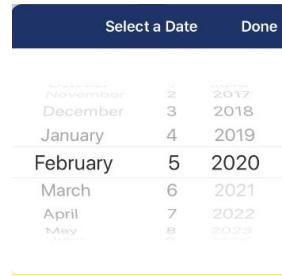
Tapping on the **Add Inspector Hours** adds another row to the Inspector Hours section

 **ADD - Weather & Work Suspended**

Tapping on the **Add Weather & Work Suspended** Option adds another row to the Weather & Work Suspended section.

 **EDIT - PSA Date**

Tapping on **Edit PSA Date** option brings up the PSA **Select a Date** list to change the date.

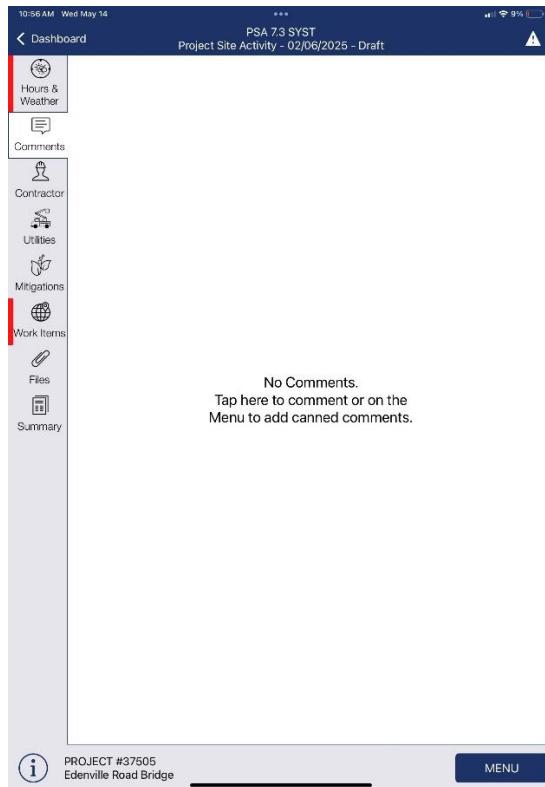


NOTE: While editing PSA data, users are not allowed to change the date of the already existing date PSA

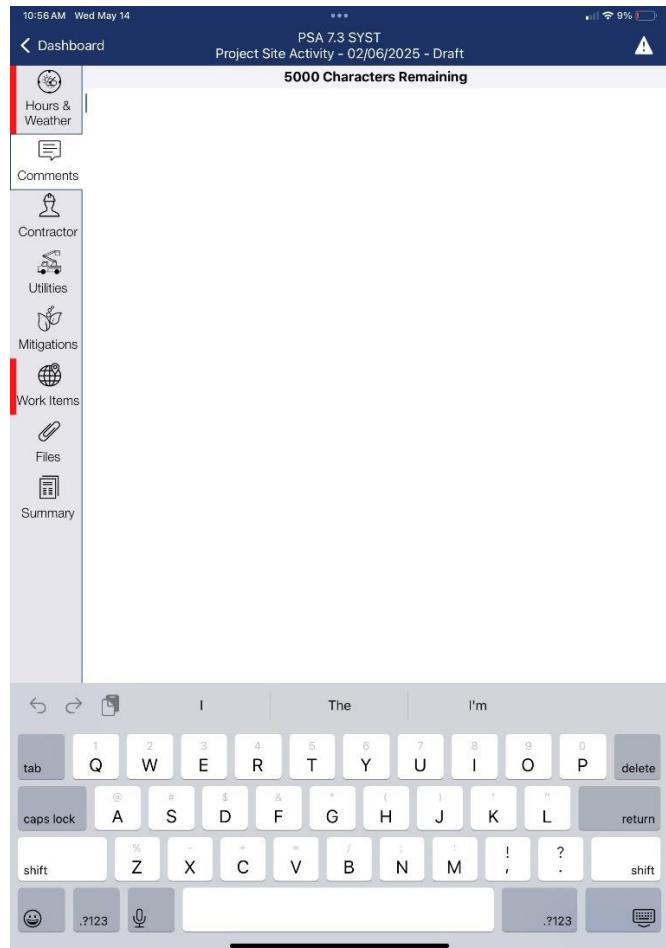
9.3 COMMENTS

From *Comments* section users can add Standard and Project Specific Canned Comments, as well as Manual/Free text comments.

Users have the ability to add new comments by tapping anywhere on ‘Comments’ screen and the keyboard will display as shown above.

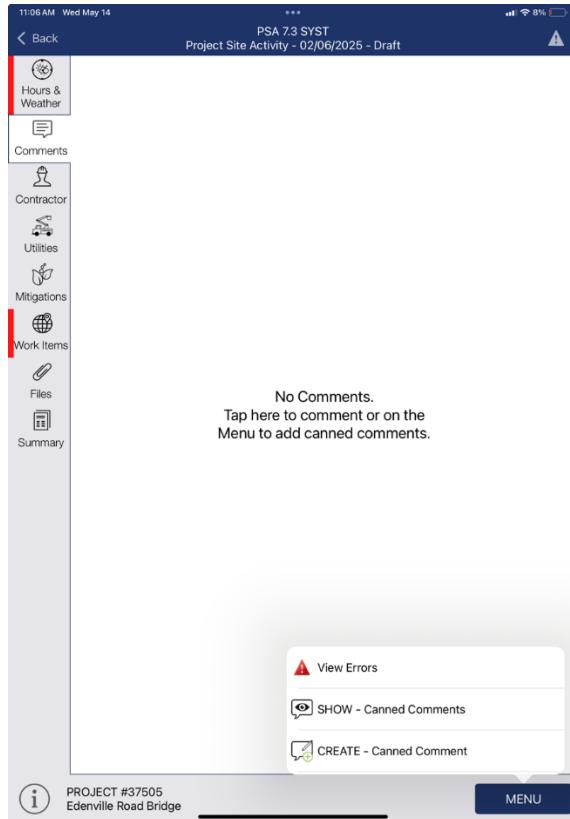


NOTE: The Comments tab has a 5000-character limit



9.3.1 Menu Button for Comments

Users can tap on the Menu button to view additional options.



9.3.2 Project Specific and (Standard & Canned) Comments

Tap *Show Canned Comments* to view a list of both *Standard* and *Project Specific Comments*. Selecting a comment, from either tab, adds a blue checkmark next to the comment, and adds the comment to the General Comment area.

Project Specific Comments:



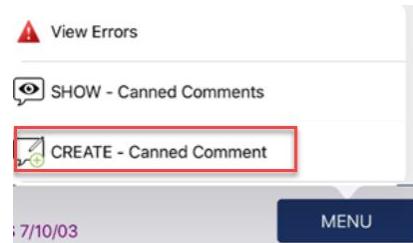
Standard comments:



NOTE: Tapping on the eye  icon will close the menu section and return the user to Comments area.

9.3.3 Create Canned Comments

The PSA app supports creation of Canned Comments. To create a canned comment, tap the Menu button, and then the Create Canned Comment button for the following pop-up.



Both the Field displayed below for created Canned Comments are required for users to complete in order to successfully create a Canned Comment



NOTE: There is a 25-character limit for the Comment Name field, and a 250-character limit for the Comment field

Once user enters their canned comments in the template mentioned above, upload option will appear in the dialogue box. Tapping on Upload will save the created Canned Comments in ECMS and will also be shown in the

canned comments area of the Mobile application.



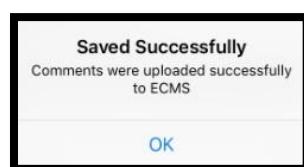
Cancel Create Canned Comment **Upload**

MPT

Accident

22 characters remaining

Upon successful uploaded, users will see a confirmation message.



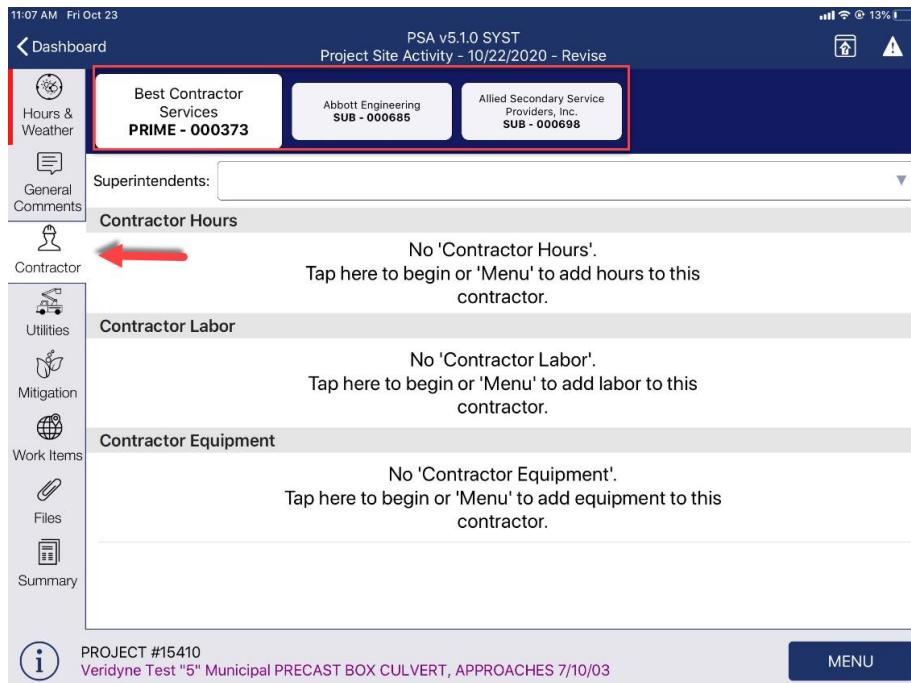
NOTE: There is a 25-character limit for the Comment Name field, and a 250-character limit for the Comment field.

9.4 CONTRACTOR

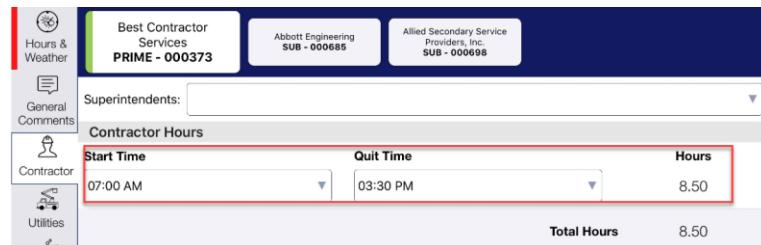
The Contractor screen will display a list of Contractors that are approved in ECMS for that project. Contractor's list will appear blank in case of no approved contractors for the project in ECMS.

Highlighted Pills in the screen below lists the approved Contractor information from ECMS.

- Tapping on a Contractor from the Pill boxes will allow user to enter hours.



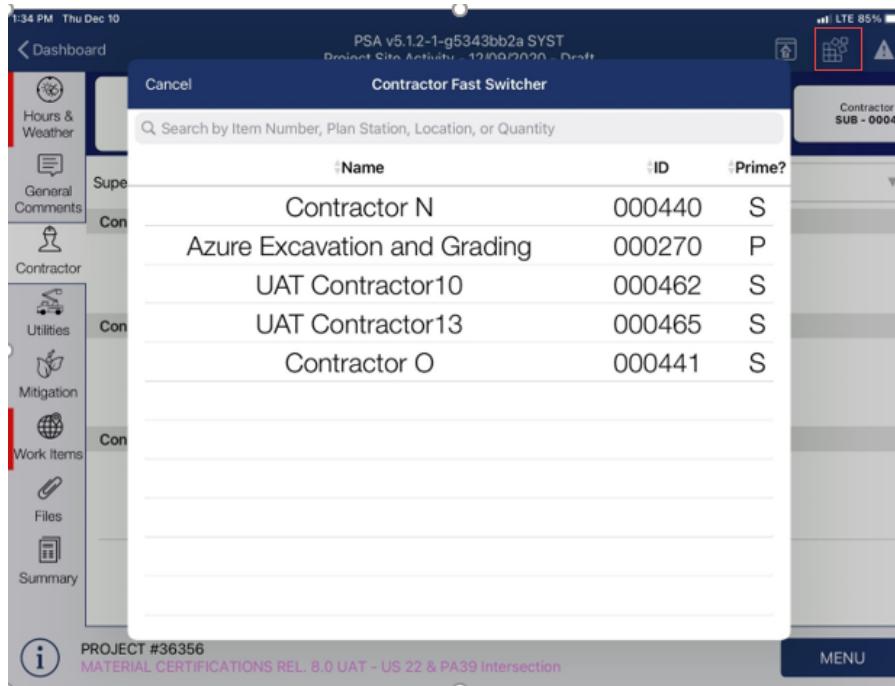
Users can set up default hours for Contractors from settings option on the PSA App (refer to 5.1 *DEFAULTS* section of this document for instructions). In case default hours is not set up, users can manually enter Contractor hours for the day.



NOTE: The Superintendents, Contractor Hours, Contractor Labor or Contractor Equipment fields cannot be populated until a Contractor is approved for the project.

9.4.1 Contractor Fast switch icon

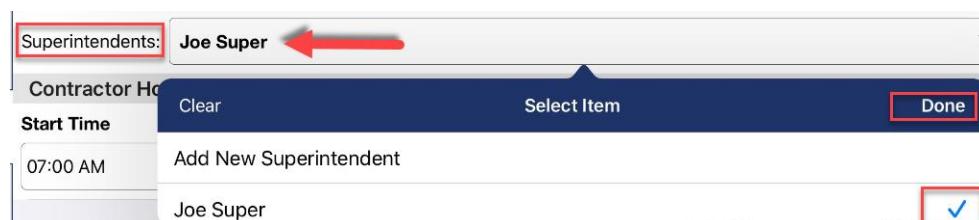
Tapping on the icon  will display the list of Contractors available for the project. Users will have the ability to search for the Contractors by entering a text or any numeric value in the **Search** field.



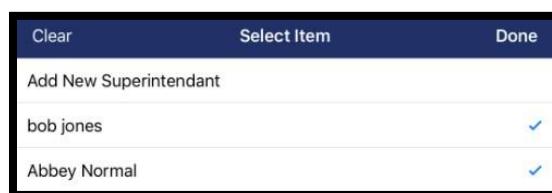
NOTE: This Icon is not available on Projects with just one contractor.

9.4.2 Superintendents

Tap on the dropdown for Superintendents to view the list of Superintendents. Selected one from the Dropdown will have a Blue check mark against it and appear in the Superintendent field.

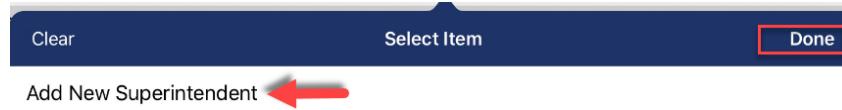


User can tap one or more rows to add multiple superintendents to the PSA. Once selected, a blue checkmark will be displayed.

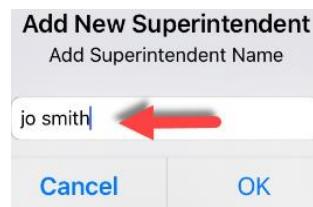


Tapping **Done** will save the Superintendent information.

Users can add a Superintendent by tapping on *Add New Superintendent* and entering the name of the Superintendent.

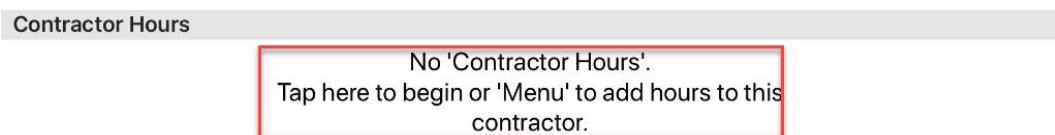


Enter a name into the field and tap the OK button, the name will display Superintendents field, with the other selected Superintendents.



9.4.3 Contractor Hours

Tap on screen shown below to add Contractor Start Time and Quit Time.

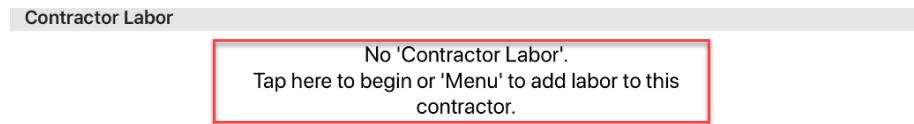


Start Time	Quit Time	Hours
07:00 AM	03:30 PM	8.50
Total Hours		8.50

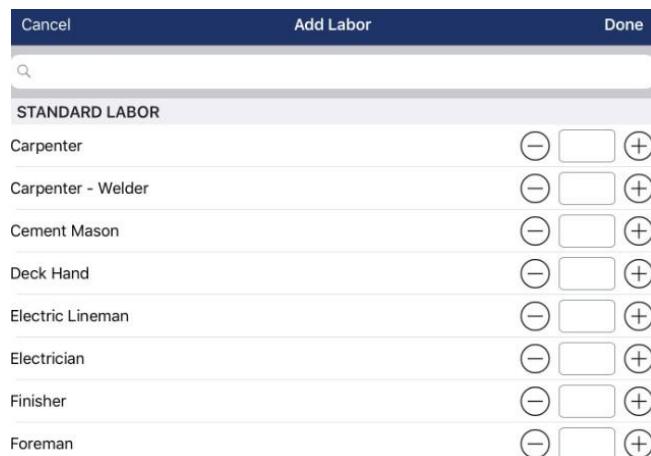
NOTE: The Start Time and Quit Time can be auto-populated based on the default from settings area.

9.4.4 Contractor Labor

Tap on screen shown below to enter Labor information.



Add Labor Screen will appear for users to add Labor information.



Labor Classification	Value	Adjustment Buttons	
Carpenter	0	(-)	(+)
Carpenter - Welder	0	(-)	(+)
Cement Mason	0	(-)	(+)
Deck Hand	0	(-)	(+)
Electric Lineman	0	(-)	(+)
Electrician	0	(-)	(+)
Finisher	0	(-)	(+)
Foreman	0	(-)	(+)

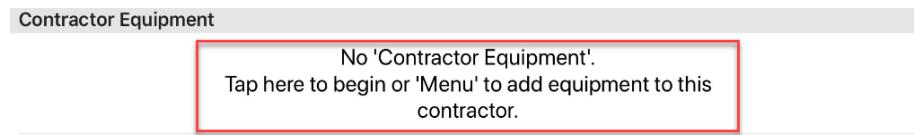
- Tap the + or - Icons to add values to the Labor classification of choice.
- Tap the Search field to key in Labor classifications to search.
- Select Cancel to discard any changes and return to the Labor section
- Tap Done to display the results in the Labor section



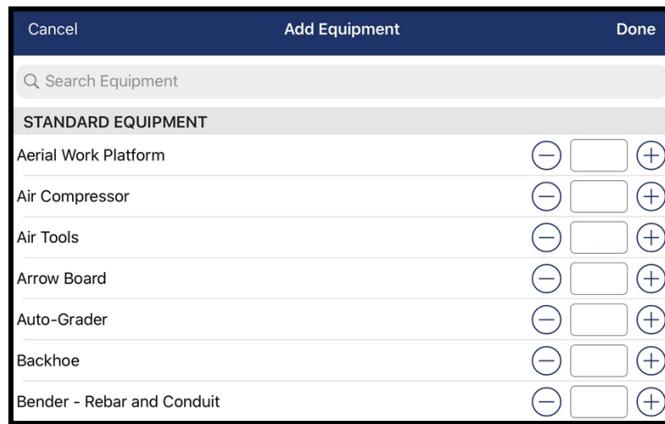
Labor Classification	Value	Adjustment Buttons	
Carpenter	1	(-)	(+)
Carpenter - Welder	3	(-)	(+)

9.4.5 Contractor Equipment

Tap on screen shown below to enter Equipment information.



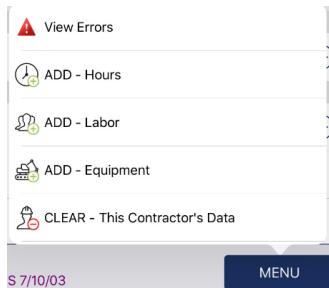
Add Labor Screen will appear for users to add Labor information.



- Tap on the + or – Icons to add values to the Equipment of choice.
- Tap the Search field to key in Equipment to search.
- Select Cancel to discard any changes and return to the Equipment section
- Tap Done to display the results in the Equipment section



Tap **Menu** for the following options.



View Errors displays all sections that needs attention. The Add Hours, Add Labor, and Add Equipment provide the same functionality as described above.

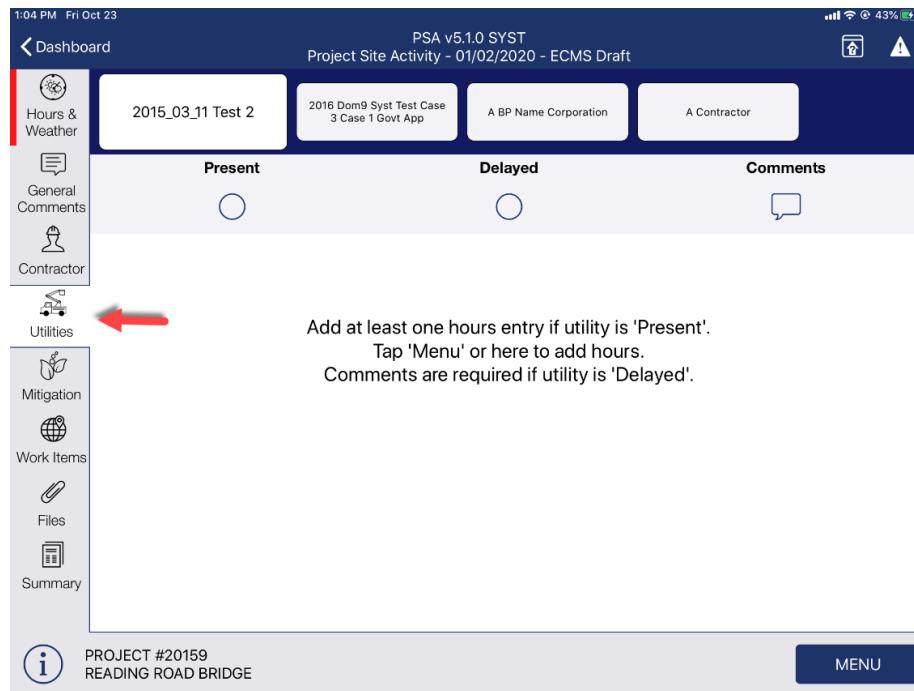
To delete all data associated with this Contractor, tap on the  Button and the following confirmation pop-up window will display



NOTE: Tapping **Yes** will clear all data for the contractor.

9.5 UTILITIES

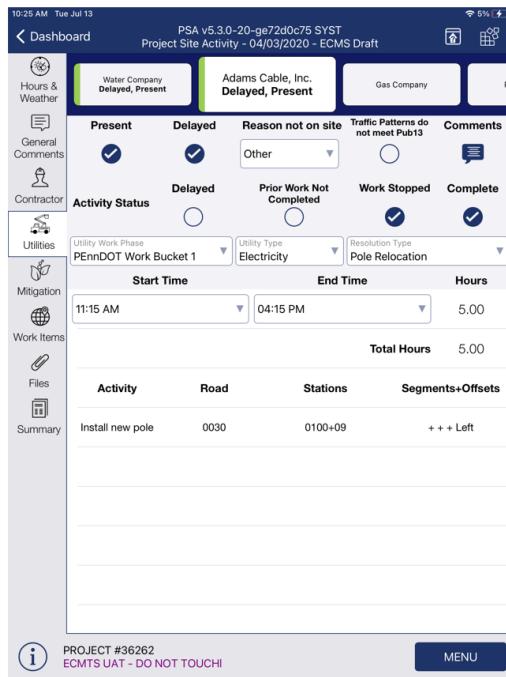
Tap the *Utilities* tab to view the Utilities that can be added to the PSA.



Tap on the Pill boxes to add more *Utilities* information.



For Projects that are currently in URMS Construction status the screen appears as below:



10:25 AM, Tue Jul 13

PSA v5.3.0-20-ge72d0c75 SYST
Project Site Activity - 04/03/2020 - ECMS Draft

Water Company
Delayed, Present

Adams Cable, Inc.
Delayed, Present

Gas Company

Hours & Weather

General Comments

Contractor

Utilities

Mitigation

Work Items

Files

Summary

Present Delayed Reason not on site Traffic Patterns do not meet Pub13 Comments

Activity Status

Delayed Prior Work Not Completed Work Stopped Complete

Utility Work Phase: PEhndOT Work Bucket 1

Utility Type: Electricity

Resolution Type: Pole Relocation

Start Time: 11:15 AM

End Time: 04:15 PM

Hours: 5.00

Total Hours: 5.00

Activity	Road	Stations	Segments+Offsets
Install new pole	0030	0100+09	+++ Left

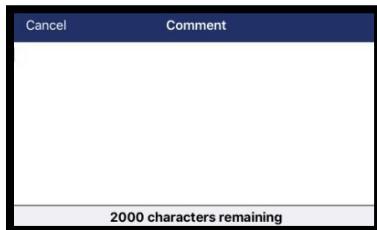
PROJECT #36262
ECMTS UAT - DO NOT TOUCH!

MENU

If a Utility is delayed, tap on the *Delayed* Checkbox and Comments will become required.



Tap on the comments  icon to enter comments.



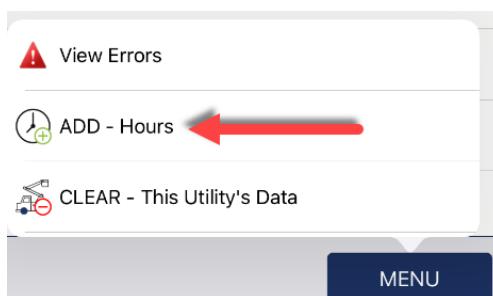
To add Hours, tap on the middle of the screen or tap on the Menu button

Add at least one hours entry if utility is 'Present'.
Tap 'Menu' to add hours.
Comments are required if utility is 'Delayed'.

Start Time and End Time are required.

Start Time	End Time	Hours
<input type="text"/>	<input type="text"/>	0.00
		Total Hours 0.00

Users can also tap on the Menu button to add hours.

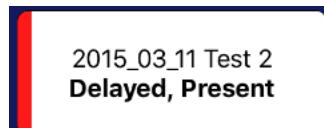


- To delete all data for this Utility, tap the *Clear This Utility's Data* button in Menu and all data for this Utility will be removed.
- Tap on View Errors to view all Errors.
- To delete an individual time entry swipe right to left on a row to reveal the red Delete button.

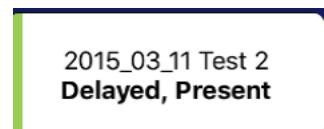
Start Time	End Time	Hours
M	02:00 PM	1.00
Total Hours		1.00

Status of pill box and colors:

If the Utility has any errors a red bar will display on the left side of the Utility pill box.



A green bar will display to the left of the Utility pill box when all is correct



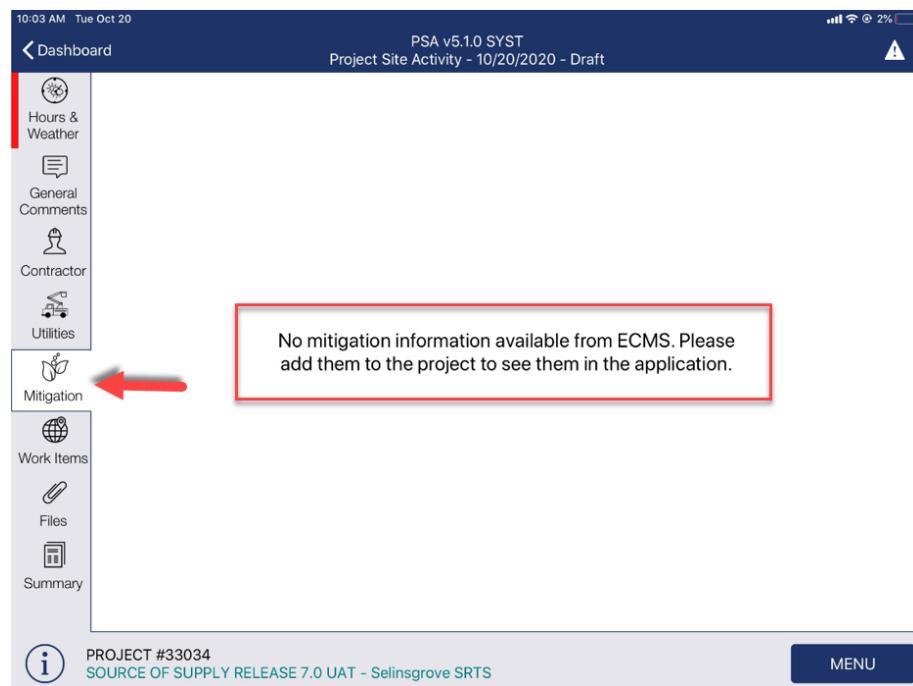
If a Utility is not being used on the PSA, there will be no bar and the whole pill box will display white as shown below.



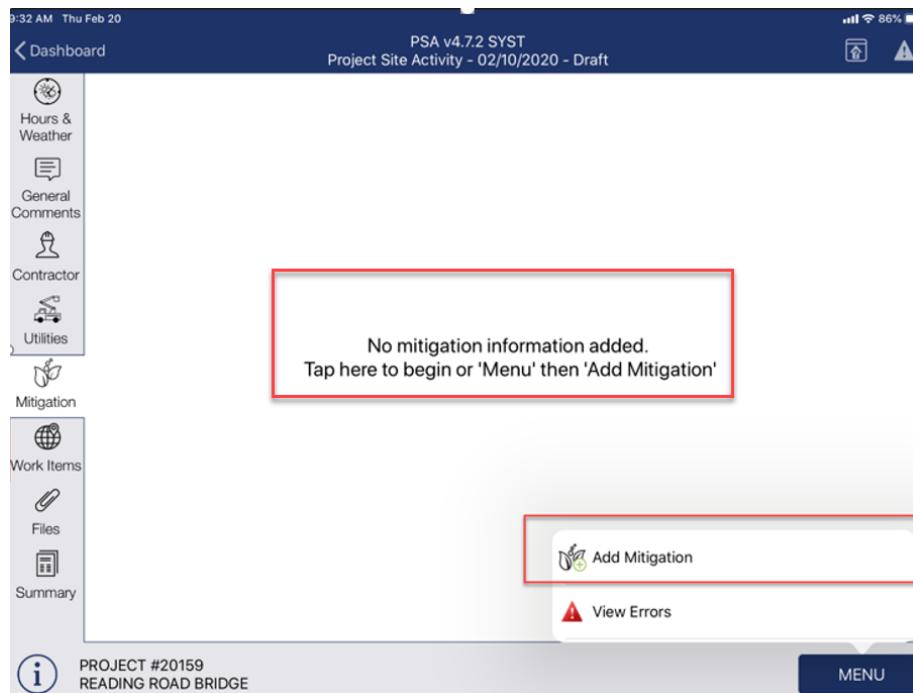
9.6 MITIGATION

Mitigation (ECMTS) section was introduced in PSA Mobile application in February 2020. This is in place for Inspectors to capture inspection activities along with materials, equipment used, and other project related information. The mobile application displays a list of all mitigation commitments. Inspector selects a mitigation activity and records any observations related to that mitigation item during the current workday and submits the information to ECMS.

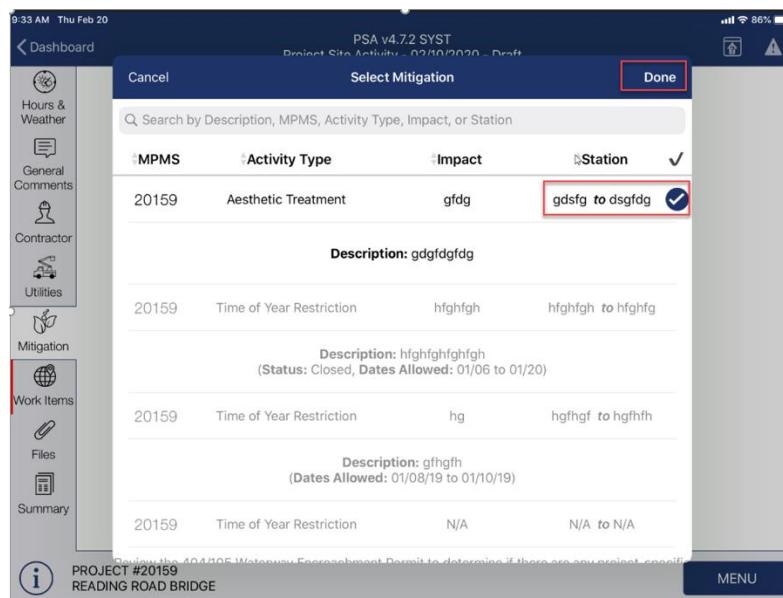
Mitigation information needs to be added in ECMS for the project in order to show up in the Mitigation section on the Mobile app. In case the information is not added in ECMS, user will see the message shown below.



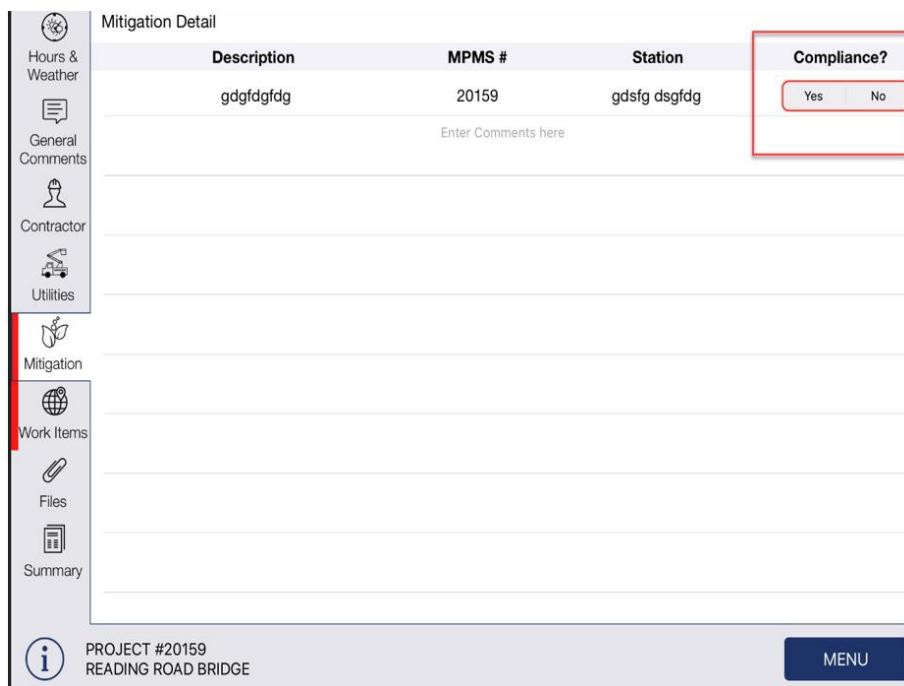
Once Mitigation information is added to the project in ECMS, users can tap on the screen below to add Mitigation activity.



All Mitigation activities for the chosen Project will appear in the screen below. User will have the ability to only select Active mitigation activities.



Users will require to select **Yes** or **No** for the Compliance Question.



Mitigation Detail

Description	MPMS #	Station	Compliance?
gdgfdgfdg	20159	gdsfg dsgfdg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

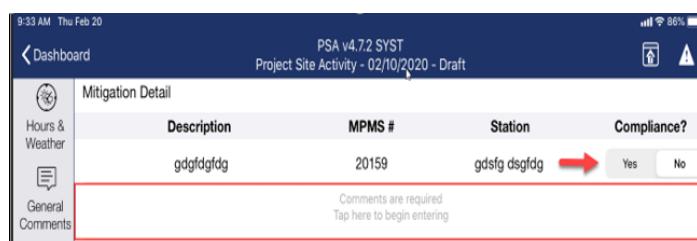
Enter Comments here

Hours & Weather
General Comments
Contractor
Utilities
Mitigation
Work Items
Files
Summary

PROJECT #20159
READING ROAD BRIDGE

MENU

In case a user selects **NO** to the above Compliance question, Comments section will become required.



9:33 AM Thu Feb 20

PSA v4.7.2 SYST
Project Site Activity - 02/10/2020 - Draft

Mitigation Detail

Description	MPMS #	Station	Compliance?
gdgfdgfdg	20159	gdsfg dsgfdg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Comments are required
Tap here to begin entering

Hours & Weather
General Comments

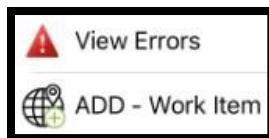
NOTE: Comments will remain as an optional field if a user selects **Yes** to the compliance question.

9.7 WORK ITEMS

Tap on the Work Items tab to add Work Items for the PSA.

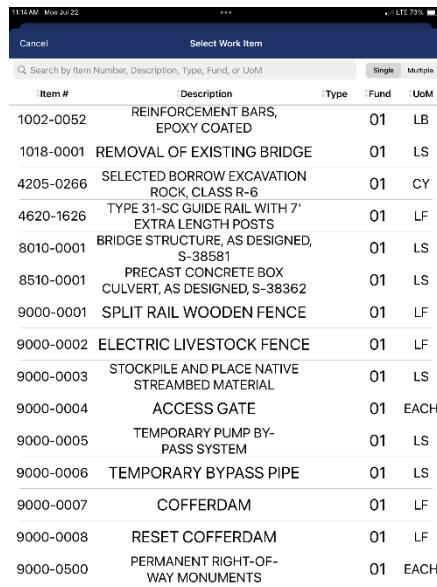


Tap on the Menu button to display the following options.



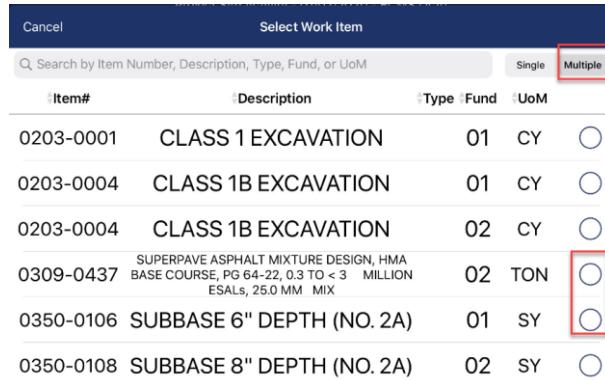
9.7.1 Add – Work Item

Tap the *Add - Work Item* in Menu to display a complete list of project specific work items. Users can select one or multiple work items to the PSA at a time.



Item #	Description	Type	Fund	UoM
1002-0052	REINFORCEMENT BARS, EPOXY COATED	01	LB	
1018-0001	REMOVAL OF EXISTING BRIDGE	01	LS	
4205-0266	SELECTED BORROW EXCAVATION ROCK, CLASS R-6	01	CY	
4620-1626	TYPE 31-SC GUIDE RAIL WITH 7' EXTRA LENGTH POSTS	01	LF	
8010-0001	BRIDGE STRUCTURE, AS DESIGNED, S-38581	01	LS	
8510-0001	PRECAST CONCRETE BOX CULVERT, AS DESIGNED, S-38362	01	LS	
9000-0001	SPLIT RAIL WOODEN FENCE	01	LF	
9000-0002	ELECTRIC LIVESTOCK FENCE	01	LF	
9000-0003	STOCKPILE AND PLACE NATIVE STREAMBED MATERIAL	01	LS	
9000-0004	ACCESS GATE	01	EACH	
9000-0005	TEMPORARY PUMP BY-PASS SYSTEM	01	LS	
9000-0006	TEMPORARY BYPASS PIPE	01	LS	
9000-0007	COFFERDAM	01	LF	
9000-0008	RESET COFFERDAM	01	LF	
9000-0500	PERMANENT RIGHT-OF-WAY MONUMENTS	01	EACH	

Users can add several items at once, by placing a checkmark in the circle of each work item being added to the PSA.



Item#	Description	Type	Fund	UoM	
0203-0001	CLASS 1 EXCAVATION	01	CY		<input type="radio"/>
0203-0004	CLASS 1B EXCAVATION	01	CY		<input type="radio"/>
0203-0004	CLASS 1B EXCAVATION	02	CY		<input type="radio"/>
0309-0437	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX	02	TON		<input type="radio"/>
0350-0106	SUBBASE 6" DEPTH (NO. 2A)	01	SY		<input type="radio"/>
0350-0108	SUBBASE 8" DEPTH (NO. 2A)	02	SY		<input type="radio"/>

If a single Work Item is selected, the app will navigate the users to the Select Plan Station screen.

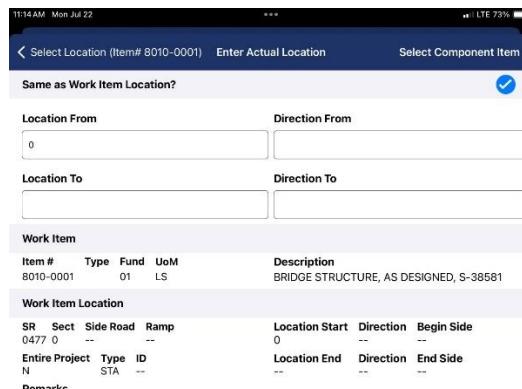
- Tap the desired Plan Station row to display the Enter Actual Location screen
- Tap the desired Plan Station row to display the Enter Actual Location screen

Select Plan Station (Item# 0203-0004)				
<input type="text"/> Search by SR, Sect, ID, Location, Remark, Ramp, or Side Road				
SR/SECT/ID	Location/Remark	Ramp	Side Road	Status
0065/--/-	125+90.00 LT to 3+32.75 RT SR 1032 ROADWAY		1032	Not Complete

NOTE: To exit the Select Plan Station screen tap on Select Work Item  in the upper left corner.

Enter Actual Location

- Enter the start station in the *Location From* field (required) and direction information in the *Direction* field (options)
- Enter the end station in the *Location To* field (optional) and direction information in the *Direction* field (options).
- Tap Done when complete.



11:14AM Mon Jul 22

8010-0001

Same as Work Item Location?

Location From: 0 Direction From:

Location To: Direction To:

Work Item

Item #	Type	Fund	UoM	Description
8010-0001	01	LS		BRIDGE STRUCTURE, AS DESIGNED, S-38581

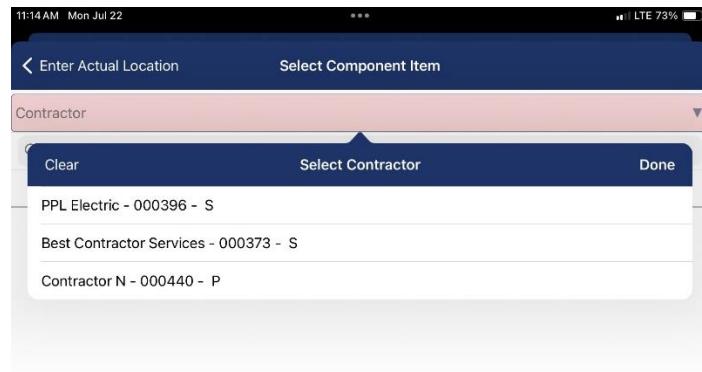
Work Item Location

SR	Sect	Side Road	Ramp	Location Start	Direction	Begin Side
0477	0	--	--	0	--	--
Entire Project				Location End	Direction	End Side
				--	--	--

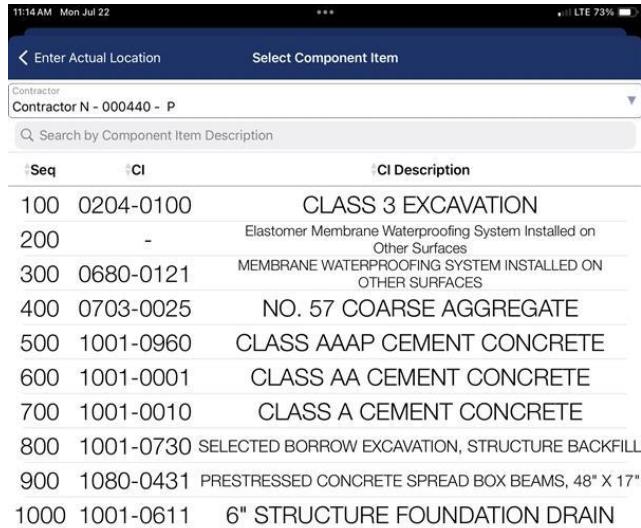
Remarks: --

NOTE: Select the Same as Plan Station  option if the work being performed includes the entire Plan Station. Otherwise, enter the actual start station in the *Location From* field and actual end station in the *Location To* field.

For 8xxx work items an additional screen has been added to display component items:



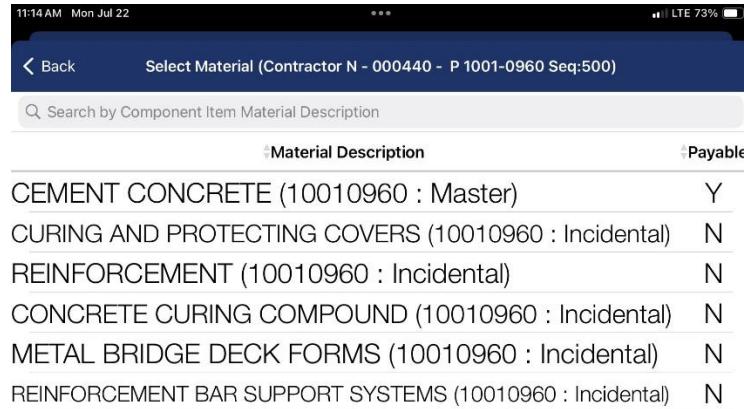
Please select contractor to populate the list of component sequence



The screenshot shows a mobile application interface for the Project Site Activity (PSA) mobile application. At the top, there is a header bar with the text "11:14 AM Mon Jul 22" on the left and "LTE 73%" on the right. Below the header, there are two buttons: "Enter Actual Location" on the left and "Select Component Item" on the right. A dropdown menu is open, showing the contractor information: "Contractor" and "Contractor N - 000440 - P". Below the dropdown is a search bar with the placeholder text "Search by Component Item Description". The main content area is a table with three columns: "Seq", "CI", and "CI Description". The table lists various component items with their sequence numbers, codes, and descriptions. The items listed are:

Seq	CI	CI Description
100	0204-0100	CLASS 3 EXCAVATION
200	-	Elastomer Membrane Waterproofing System Installed on Other Surfaces
300	0680-0121	MEMBRANE WATERPROOFING SYSTEM INSTALLED ON OTHER SURFACES
400	0703-0025	NO. 57 COARSE AGGREGATE
500	1001-0960	CLASS AAAP CEMENT CONCRETE
600	1001-0001	CLASS AA CEMENT CONCRETE
700	1001-0010	CLASS A CEMENT CONCRETE
800	1001-0730	SELECTED BORROW EXCAVATION, STRUCTURE BACKFILL
900	1080-0431	PRESTRESSED CONCRETE SPREAD BOX BEAMS, 48" X 17"
1000	1001-0611	6" STRUCTURE FOUNDATION DRAIN

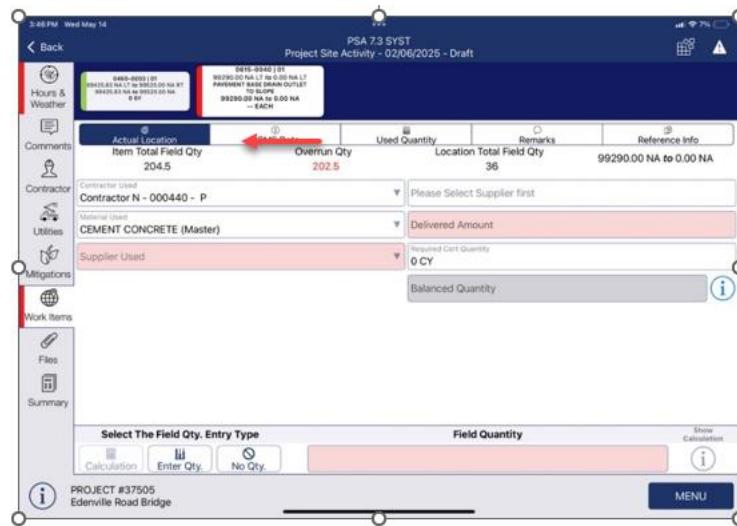
Materials available in a selected sequence (500 in this case)



Material Description	Payable
CEMENT CONCRETE (10010960 : Master)	Y
CURING AND PROTECTING COVERS (10010960 : Incidental)	N
REINFORCEMENT (10010960 : Incidental)	N
CONCRETE CURING COMPOUND (10010960 : Incidental)	N
METAL BRIDGE DECK FORMS (10010960 : Incidental)	N
REINFORCEMENT BAR SUPPORT SYSTEMS (10010960 : Incidental)	N

9.7.2 Actual Location

Actual Location tab will display all details of the work item, fields that are not applicable for the work item will be greyed out.



3-08-Phl Wed May 16

PSA 7.3 SYSTEM
Project Site Activity - 02/06/2025 - Draft

Actual Location

Item Total Field Qty 204.5	Overrun Qty 202.5	Used Quantity	Remarks	Reference Info
Contractor Used Contractor N - 000440 - P	Please Select Supplier first			
Material Used CEMENT CONCRETE (Master)	Delivered Amount			
Supplier Used CEMENT CONCRETE (Master)	Required Cart Quantity 0 CY			Balanced Quantity

Select The Field Qty. Entry Type

Field Quantity

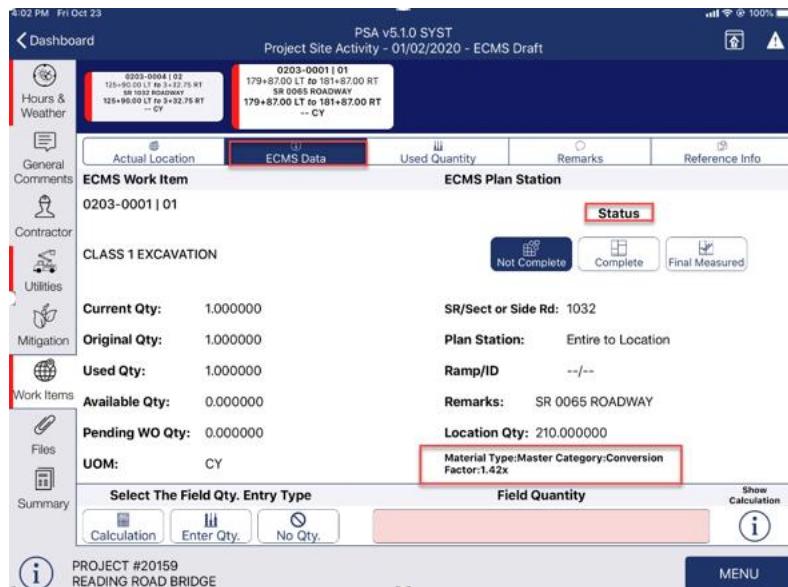
Calculation Enter Qty. No Qty.

PROJECT #37505
Edenville Road Bridge

MENU

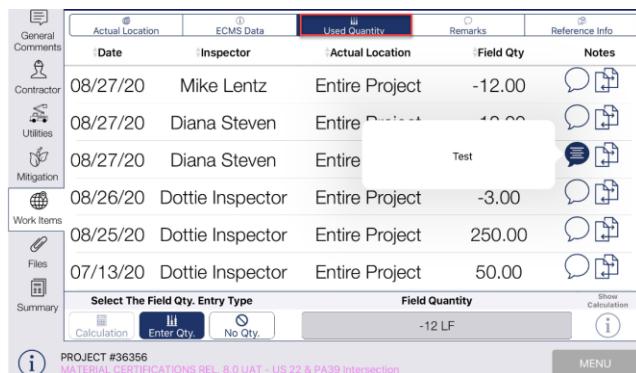
9.7.3 ECMS Data

The ECMS Data tab displays the Category of the material type and details of the material selected with its status. This is a reference section for Users to look up for information that is saved for this PSA in ECMS.



9.7.4 Used Quantity

Used Quantity tab displays Date, name of the inspectors, Actual location Field Qty and comments and NOTES of the inspector.

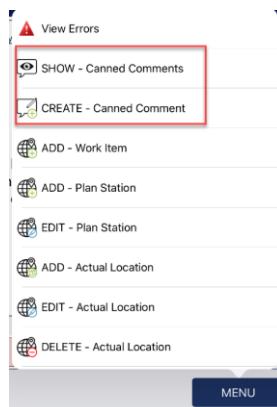
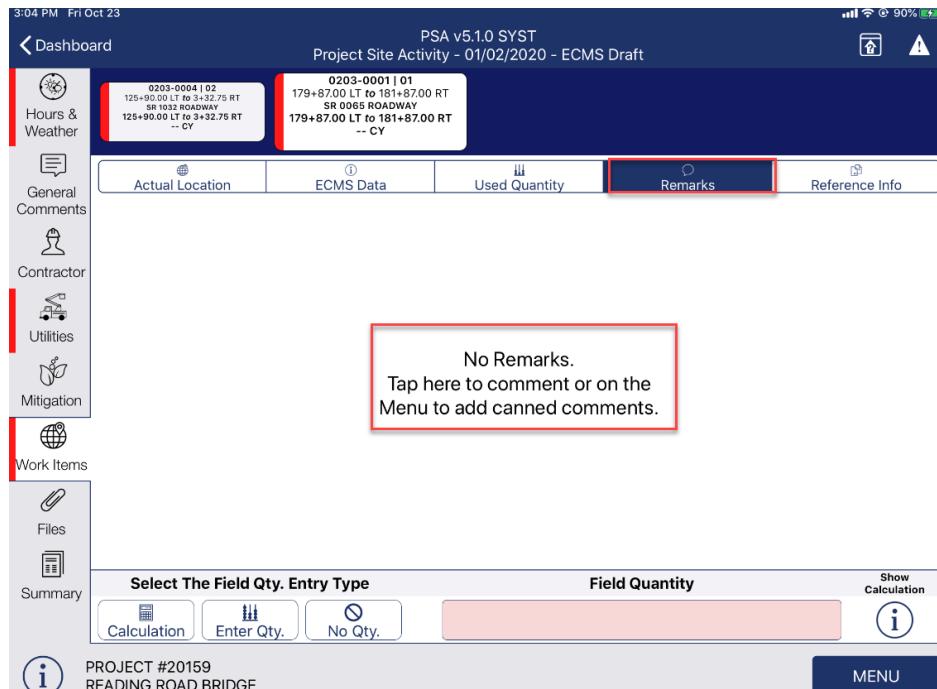


		Actual Location	ECMS Data	Used Quantity	Remarks	Reference Info
General Comments	Date	Inspector	Actual Location	Field Qty	Notes	
Contractor	08/27/20	Mike Lentz	Entire Project	-12.00	 	
Utilities	08/27/20	Diana Steven	Entire Project	-12.00	 	
Mitigation	08/27/20	Diana Steven	Entire Project	Test	 	
Work Items	08/26/20	Dottie Inspector	Entire Project	-3.00	 	
Files	08/25/20	Dottie Inspector	Entire Project	250.00	 	
Summary	07/13/20	Dottie Inspector	Entire Project	50.00	 	
			Select The Field Qty. Entry Type	Field Quantity	Show Calculation	
			 Calculation  Enter Qty.  No Qty.	-12 LF		
			PROJECT #36356 MATERIAL CERTIFICATIONS REL. 8.0 UAT - US 22 & PA39 Intersection			MENU

9.7.5 Remarks

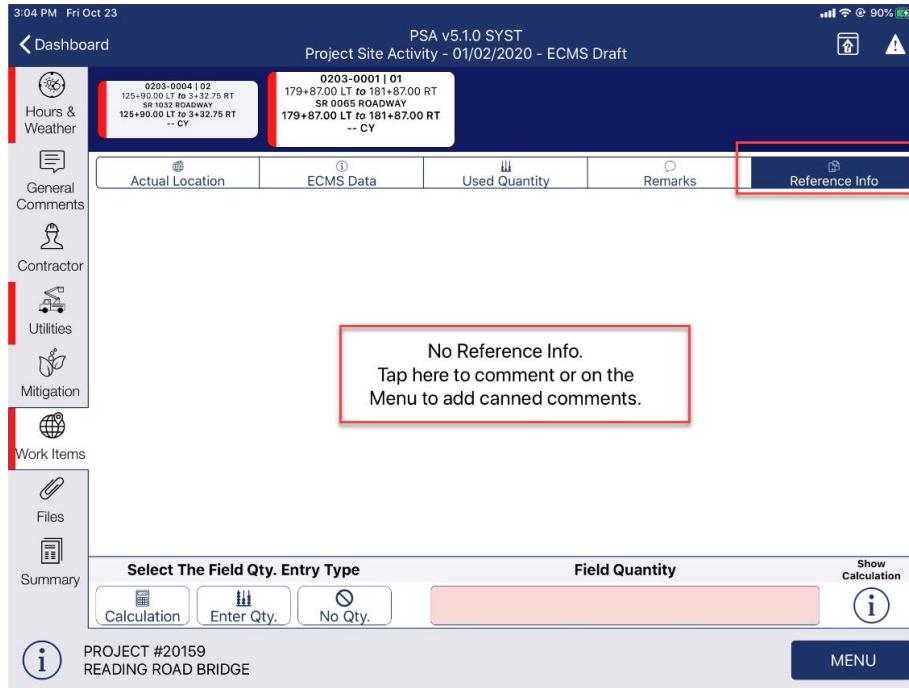
The Remarks tab will allow inspectors to add any Remarks or any canned comments that are specific to the work item of the PSA.

Menu options will allow users to create a Canned Comment or select a Project Specific Comment. (Refer to the General comment section of this document)



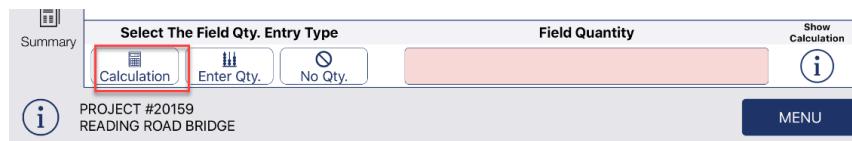
9.7.6 Reference Info tab

User can store supporting records, such as computations, test results, photos, etc., in Reference Info tab.

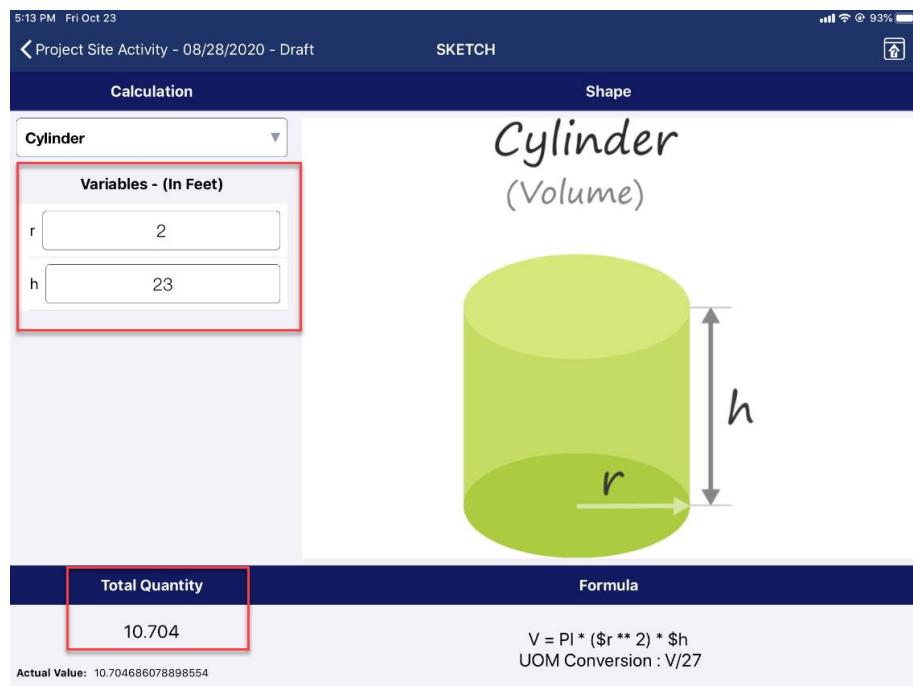
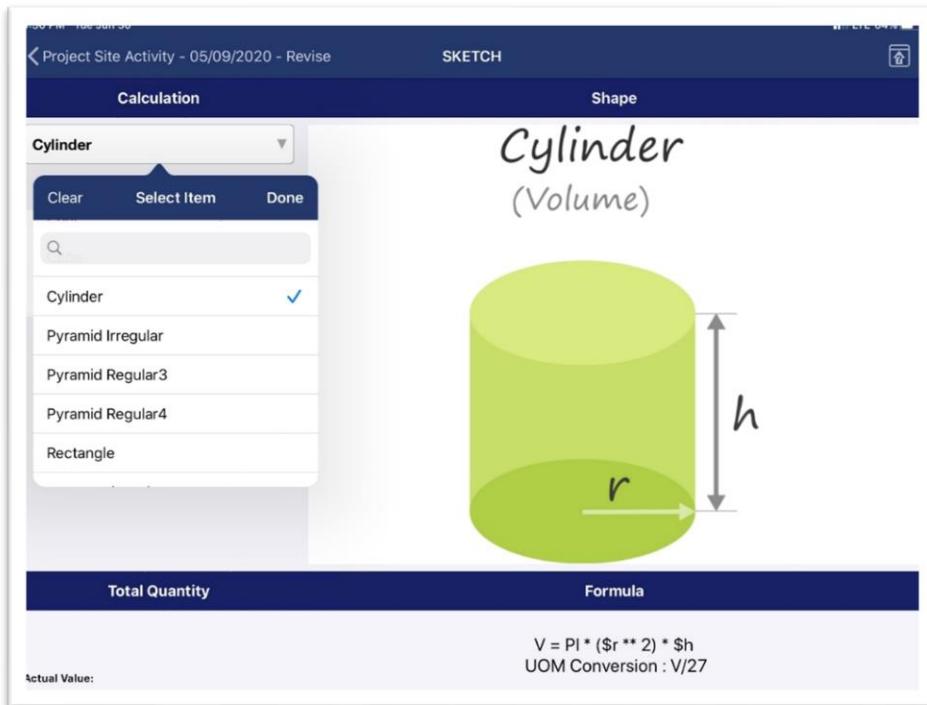


9.7.7 Show Calculation

The Calculation button is a predefined list of item specific shapes with mathematical formulas to automatically compute field quantity for payment.

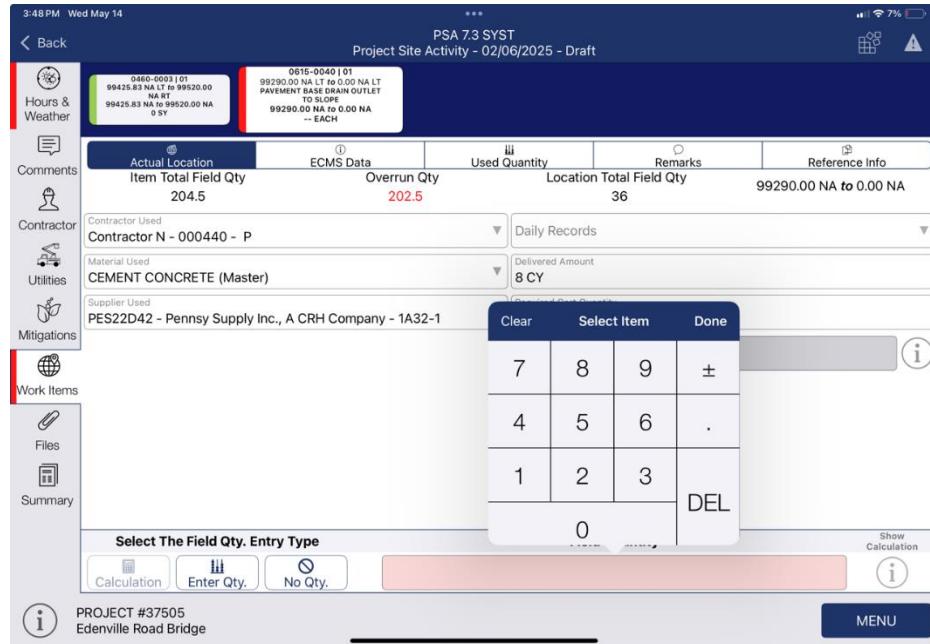


Upon tapping the Calculation button, the screen below will appear with a drop down to choose a shape for calculation and displays Total Quantity and formula.



9.7.8 Enter Qty

The Enter Qty button field allows user to enter the actual Qty used into the field for payment.



3:48 PM Wed May 14

PSA 7.3 SYST
Project Site Activity - 02/06/2025 - Draft

Actual Location	ECMS Data	Used Quantity	Remarks	Location Total Field Qty	Reference Info
Item Total Field Qty 204.5	Overrun Qty 202.5			36	99290.00 NA to 0.00 NA

Contractor Used
Contractor N - 000440 - P

Material Used
CEMENT CONCRETE (Master)

Supplier Used
PES22D42 - Pennsy Supply Inc., A CRH Company - 1A32-1

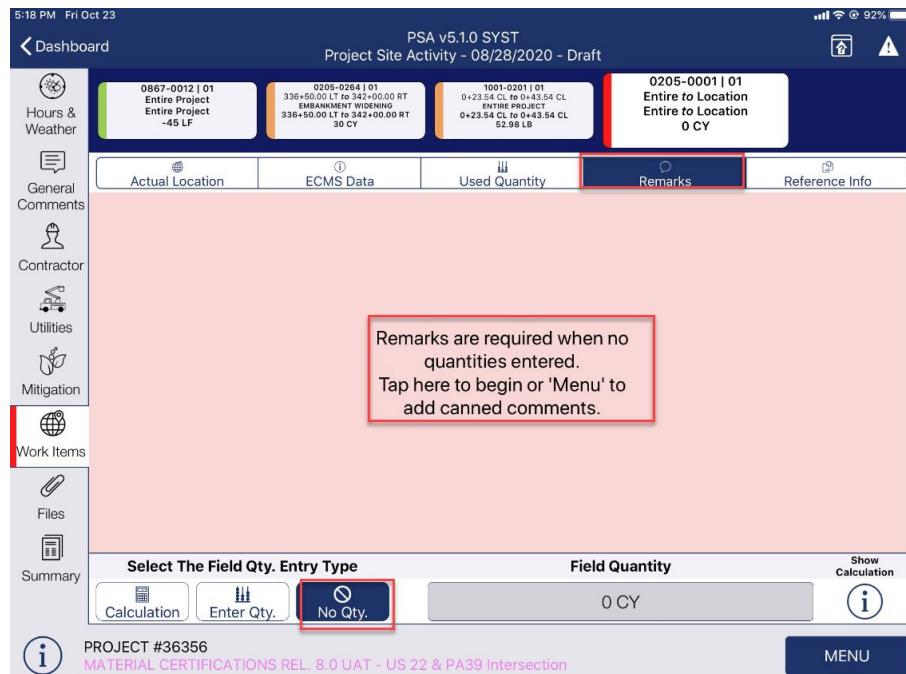
Select The Field Qty. Entry Type

Calculation Enter Qty. No Qty. Show Calculation MENU

PROJECT #37505
Edenville Road Bridge

9.7.9 No Qty

When the *No Qty* is selected the screen turns red, the *Field Quantity* field is greyed out and displays a "0" qty. The user must also enter comments in the Remarks tab, explaining the reason for a zero payment



9.7.10 Date Placed field.

The Date Placed field is where users enter the date when the material was placed at the project site. This field is required for items that fall under Asphalt/Diesel Price Adjustments.



The screenshot shows the PSA 7.3 SYST Project Site Activity - 02/06/2025 - Draft screen. The Date Placed field is highlighted in pink and contains the text "Date Placed". The interface includes a sidebar with icons for Hours & Weather, Comments, Contractor, Utilities, Mitigations, Work Items, Files, and Summary. The main content area displays material details and a table with columns for Actual Location, ECMS Data, Used Quantity, Remarks, and Reference Info. The Date Placed field is located in the Remarks section of the table.

9.7.11 Materials Used Field

The Material Used field pop-up displays all Materials associated with the work item and will indicate if there are Master, Manual or Bulletin materials.



3:55PM Wed May 14

PSA 7.3 SYST
Project Site Activity - 05/14/2025 - Draft

0430-0012 | 01
Entire to Location
Entire to Location
-- SY

Actual Location	ECMS Data	Used Quantity	Remarks	Reference Info
Item Total Field Qty 212.73	Overrun Qty 0	Location Total Field Qty 212.73	Entire to Location	

Contractor Used: Azure Excavation and Grading - 000270 - P
Date Placed: Wednesday, 05/14/2025

Material Used: FINE AGGREGATE (Manual)
Supplier Used: PES2D42 - Pennsy Supply Inc. - (P)
Required Cert Quantity: 0

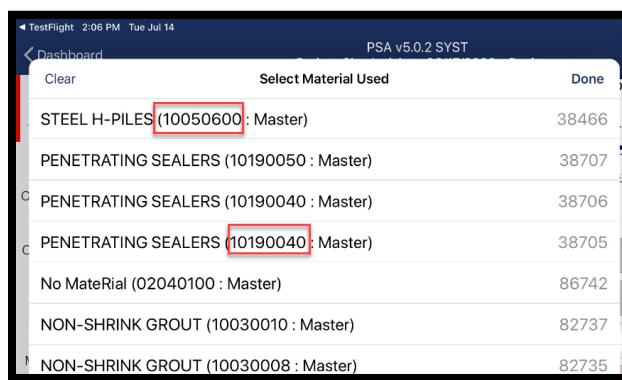
Select The Field Qty. Entry Type: Field Quantity
Calculation, Enter Qty., No Qty.

PROJECT #10786
CLONE OF 87150 (08/08/2014)

NOTE: Users can select No Material in material used field, if no material is used at the project site.



NOTE: Material Used field drop down will display Component Numbers on LS Work Items (example below).



TestFlight 2:06 PM Tue Jul 14

PSA v5.0.2 SYST

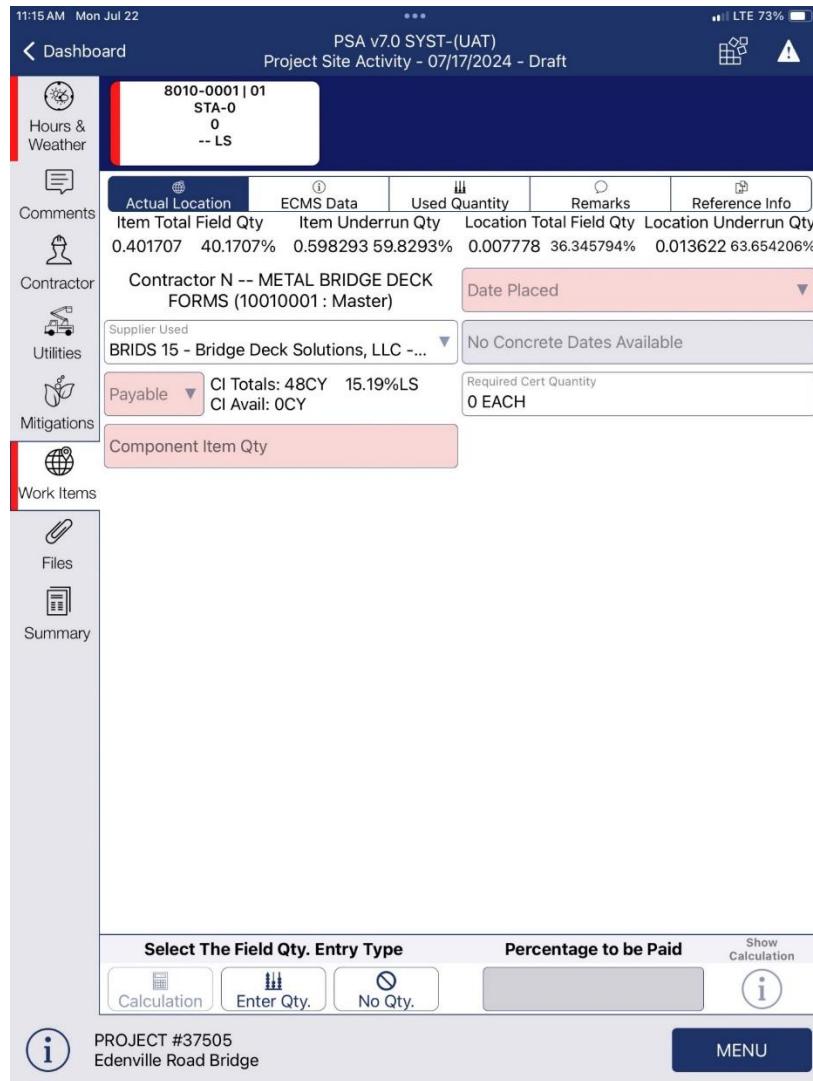
Dashboard

Select Material Used

Clear	Done
STEEL H-PILES (10050600 : Master)	38466
PENETRATING SEALERS (10190050 : Master)	38707
PENETRATING SEALERS (10190040 : Master)	38706
PENETRATING SEALERS (10190040 : Master)	38705
No MateriAl (02040100 : Master)	86742
NON-SHRINK GROUT (10030010 : Master)	82737
NON-SHRINK GROUT (10030008 : Master)	82735

9.7.12 Supplier Used Field

The Supplier Used field will display Suppliers based on the material selected in the Material Used field. When there are multiple suppliers, the dropdown will list all suppliers for the selected material. If the dropdown has Primary supplier of the material, it will be indicated with (P) following by the name of the supplier (example below).



The screenshot shows the PSA v7.0 SYST-(UAT) mobile application interface. The top status bar indicates the time as 11:15 AM, the date as Mon Jul 22, and battery level at 73%. The title bar reads "PSA v7.0 SYST-(UAT)" and "Project Site Activity - 07/17/2024 - Draft".

The main content area displays a table with the following data:

Actual Location	ECMS Data	Used Quantity	Remarks	Reference Info
Item Total Field Qty	Item Underrun Qty	Location Total Field Qty	Location Underrun Qty	
0.401707	40.1707%	0.598293	59.8293%	0.007778 36.345794% 0.013622 63.654206%

Below the table, there is a section for "Contractor N -- METAL BRIDGE DECK FORMS (10010001 : Master)". It includes fields for "Date Placed" (dropdown menu), "Supplier Used" (dropdown menu showing "BRIDS 15 - Bridge Deck Solutions, LLC ..."), and "Payable" (dropdown menu showing "CI Totals: 48CY 15.19%LS CI Avail: 0CY").

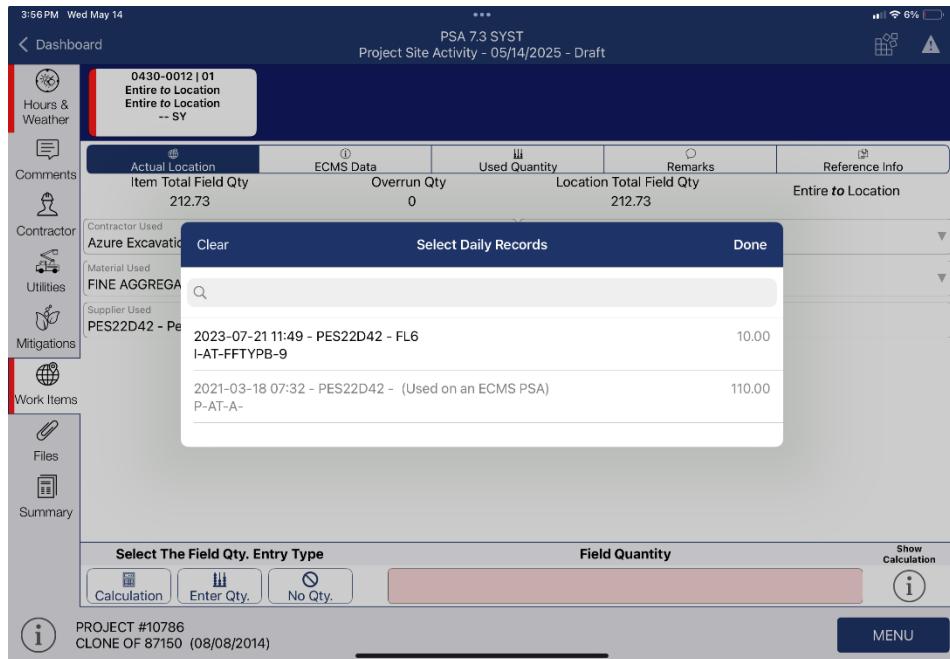
At the bottom, there is a section for "Component Item Qty" and a "Select The Field Qty. Entry Type" section with buttons for "Calculation", "Enter Qty.", and "No Qty.". A "Percentage to be Paid" field is also present, with a "Show Calculation" link and an information icon (i).

The bottom navigation bar includes a "PROJECT #37505 Edenville Road Bridge" button, a "MENU" button, and an information icon (i).

9.7.13 Daily Records field

The Daily Records field will display data from the MC CID Mobile app, users will have the ability to select multiple Daily Records on different work items of a PSA. If a Daily record has been already used, there will be an indication and it cannot be used on the PSA

Series number in the screenshot below refers to the cylinder series from MC CID Mobile App.



9.7.14 Certified Field Qty

Certified Field Qty displays the converted value of the *Field Quantity* along with the Unit of measure. Conversion factor for the Field Qty will appear in ECMS data tab on the same screen.

Conversion category decides the value in Certified Field Qty. Screenshot below displays a conversion factor: .378125x



Actual Location	ECMS Data	Used Quantity	Remarks	Reference Info
Item Total Field Qty	Item Underrun Qty	Location Total Field Qty	Location Underrun Qty	
0.401707	40.1707%	0.598293	59.8293%	0.007778 36.345794% 0.013622 63.654206%

Supplier Used: DUB17A42 - M & B Redi-Mix DBA DuBROOK - 101 (P)

Payable: Yes

Component Item Qty: 12

Required Cert Quantity: 1 CY

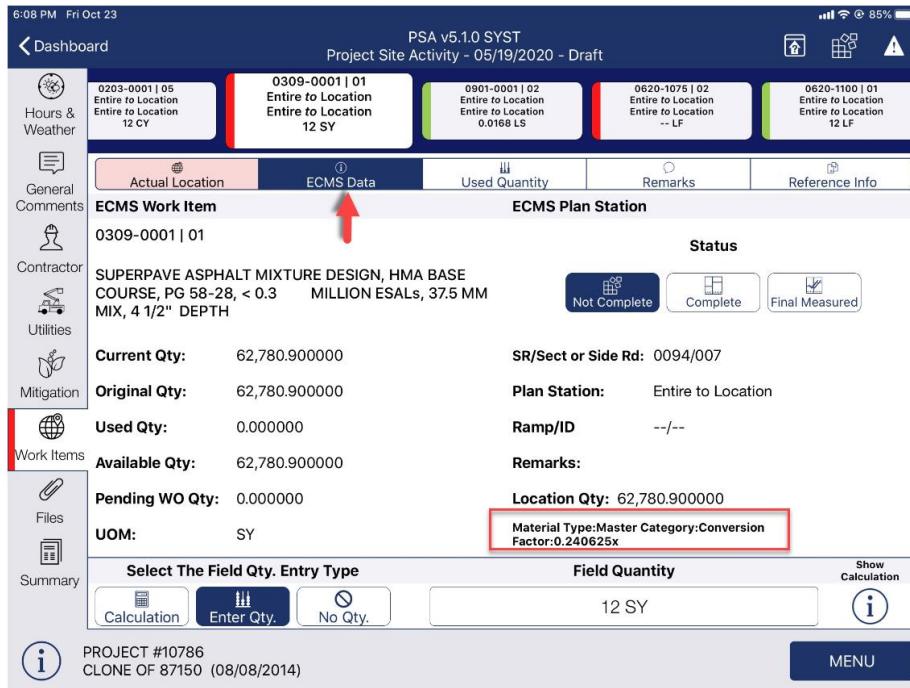
Balanced Quantity: 7 CY

Select The Field Qty. Entry Type: Enter Qty.

Percentage to be Paid: 2.294393 %

PROJECT #37505
Edenville Road Bridge

ECMS data tab to view the conversion factor.



9.7.15 *Balanced Quantity*

Balanced Quantity field will appear only for bituminous (Bulletin 41) and Concrete (Bulletin 42) Materials.
Wasted Quantity field will help users track wasted quantity on a PSA.

9:55 AM Tue Jun 3 *** 56% 

Dashboard Project Site Activity - 04/09/2025 - PSA Review

8010-0001|01
STA-0
0
0 LS

Actual Location	ECMS Data	Used Quantity	Remarks	Reference Info
Item Total Field Qty	Item Underrun Qty	Location Total Field Qty	Location Underrun Qty	
0.723907	72.3907%	0.276093	27.6093%	0.696059 72.438235% 0.264841 27.561765%

-- CEMENT CONCRETE
(10010001 : Master)

Supplier Used	Date Placed
DUB17A42 - M & B Redi-Mix DBA DubROOK - 701 - (P)	Thursday, 12/12/2024
Payable	Daily Records
No	2024-12-12 14:31 - DUB17A42 - 701
Component Item Qty	Delivered Amount
10	10 CY
Required Cert Quantity	
16 CY	
Balanced Quantity	
-6 CY	

Select The Field Qty. Entry Type Percentage to be Paid Show Calculation

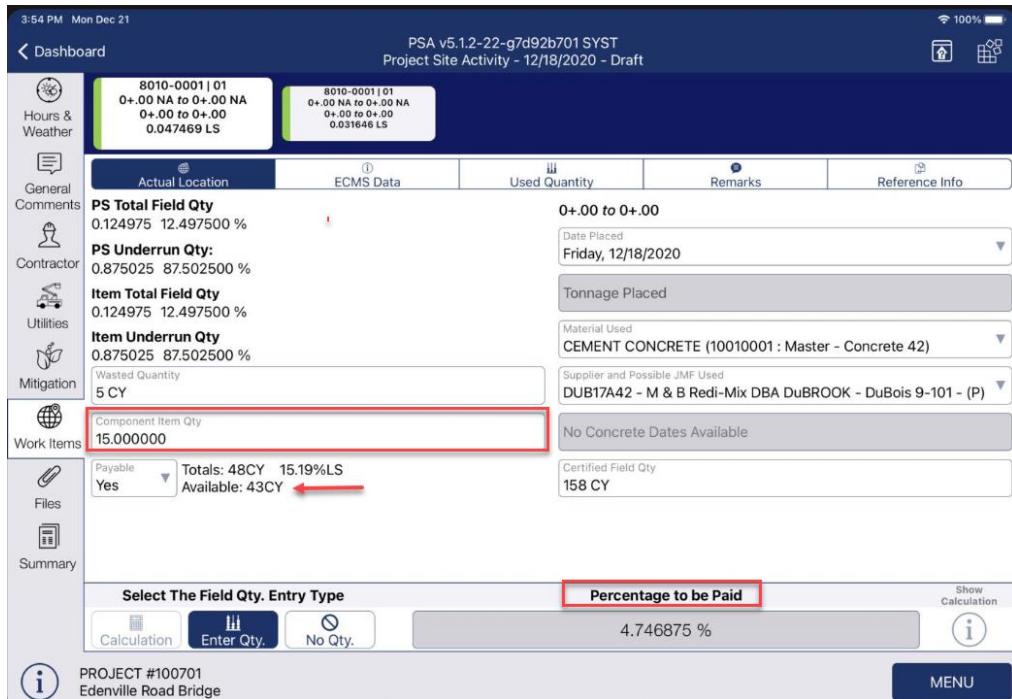
Calculation	Enter Qty.	No Qty.	0 %	
-------------	------------	---------	-----	---

 PROJECT #37505
Edenville Road Bridge 

9.7.16 Component Item Qty

Component Item Qty field is available for users to enter the quantity of the selected component item material used.

- Based on the “Available” component item quantity, users can enter a value in the “Component item Qty” field to auto populate the percentage paid in the “Percentage to be Paid” field.

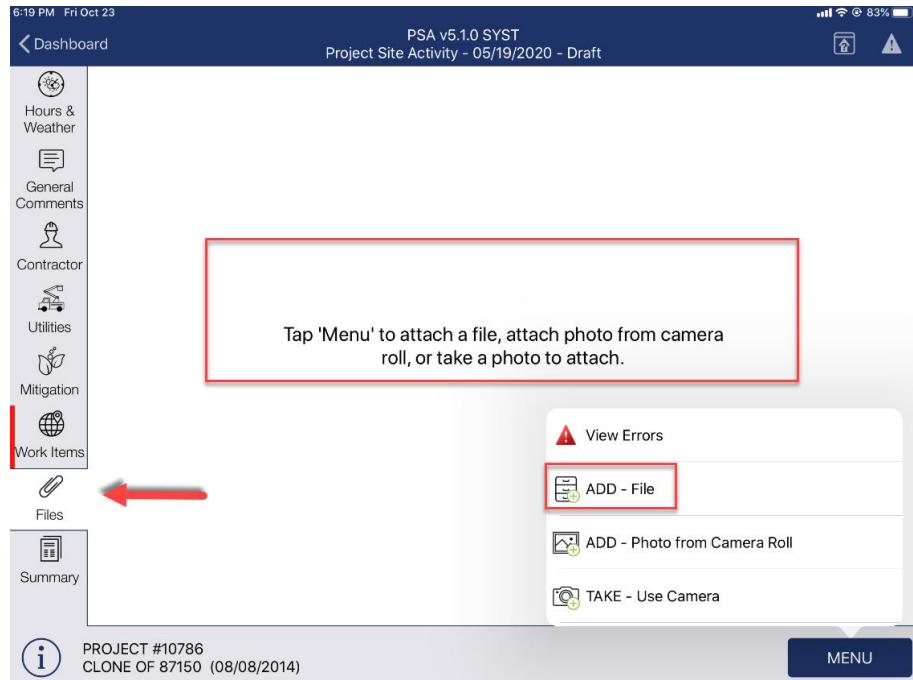


The screenshot shows the PSA mobile application interface. The top navigation bar displays the time (3:54 PM, Mon Dec 21), battery level (100%), and version (PSA v5.1.2-22-g7d92b701 SYST). The main content area shows two items with their details. The left sidebar contains links for Hours & Weather, General Comments, Contractor, Utilities, Mitigation, Files, and Summary. The bottom navigation bar includes a project identifier (PROJECT #100701, Edenville Road Bridge) and a MENU button. A red box highlights the 'Component Item Qty' input field, which contains '15.000000'. A red arrow points to the 'Available: 43CY' text in the 'Payable' dropdown, indicating the system's calculation of the available quantity based on the entered value.

9.8 FILES

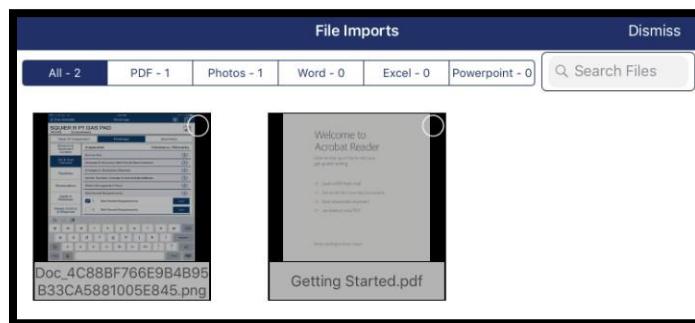
Tap the Files tab to attach a document or a photo to the PSA. Users can tap open the Menu option and select

Add file to attach e a document to the PSA.



NOTE: Users can add up to 10 documents or photos to each PSA.

Tapping on Add Files navigates to *File Imports* screen.

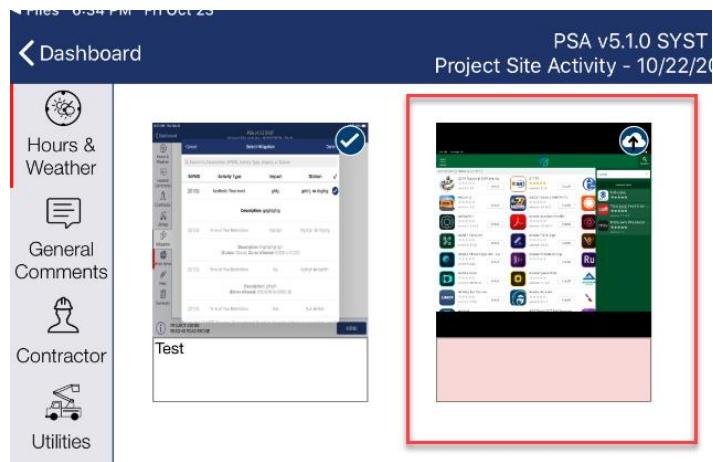


NOTE: Users can Search Files on this screen, sort by file type (PDF, Photo, Word, etc.) and rename an uploaded file.

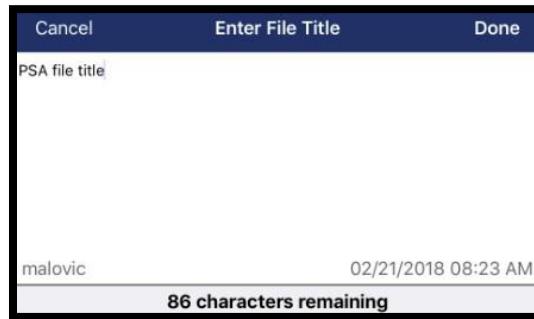
Users can upload a photo from the device's camera roll to PSA. Select a File, tap on the *Import* button on the right corner of the pop-up screen.



The red box indicates the imported File needs a title. Tap on the red box for the Enter File Title pop-up to display.

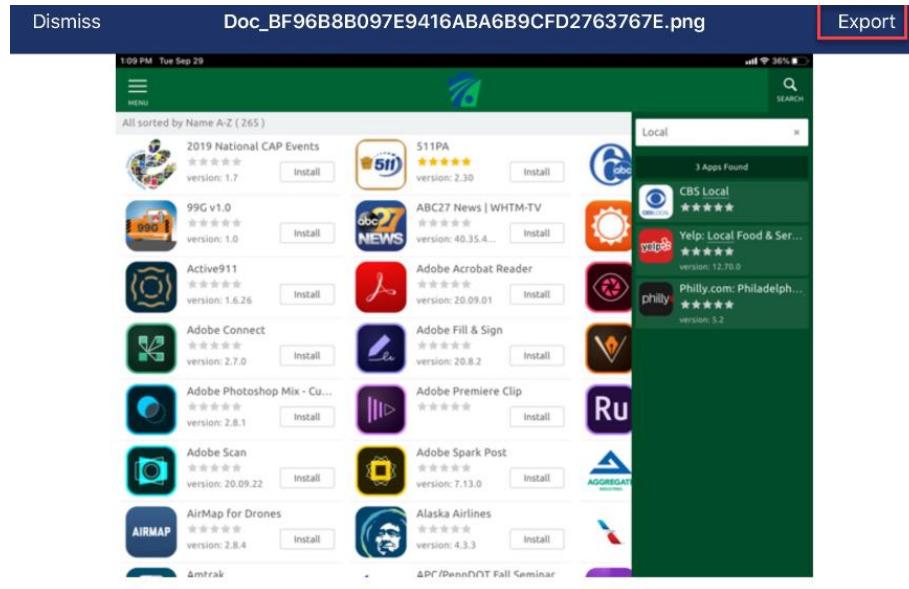


Tap on the red box for the Enter File Title pop-up to display.



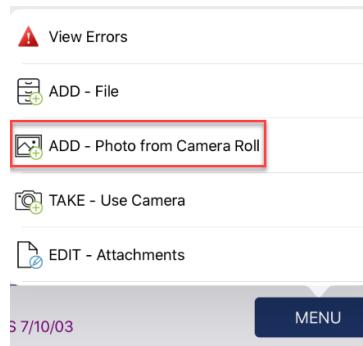
NOTE: A cloud  icon, in the upper right corner, indicates the file is updating.

Tapping on the Image that is uploaded to PSA is also available for Exporting back to the device.

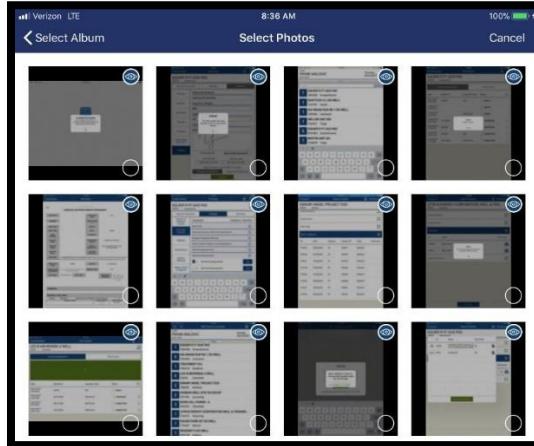


9.8.1 Add – Photo from Camera Roll

Tap on the *Add – Photo from Camera Roll* to select and attach Photos from the Album.



The selected album opens displaying all photos stored in the album. Users can select up to 10 Photos at a time to be uploaded to PSA.

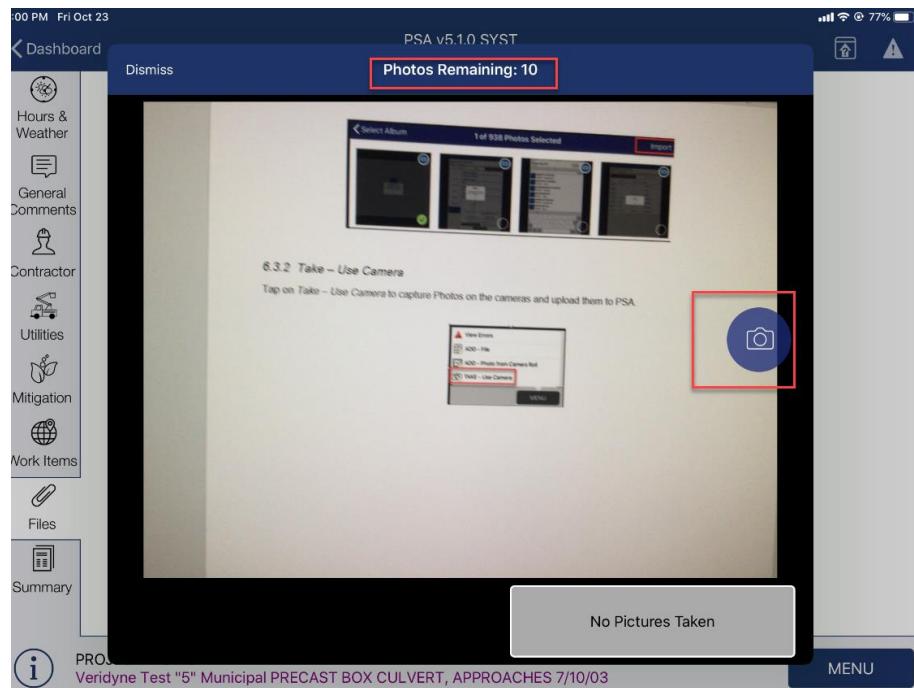
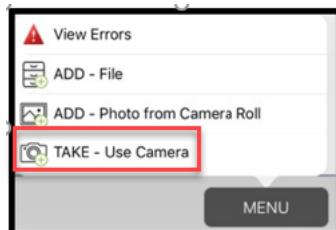


Tap the photo(s) to attach to the PSA, then tap Import to add to the PSA



9.8.2 Take – Use Camera

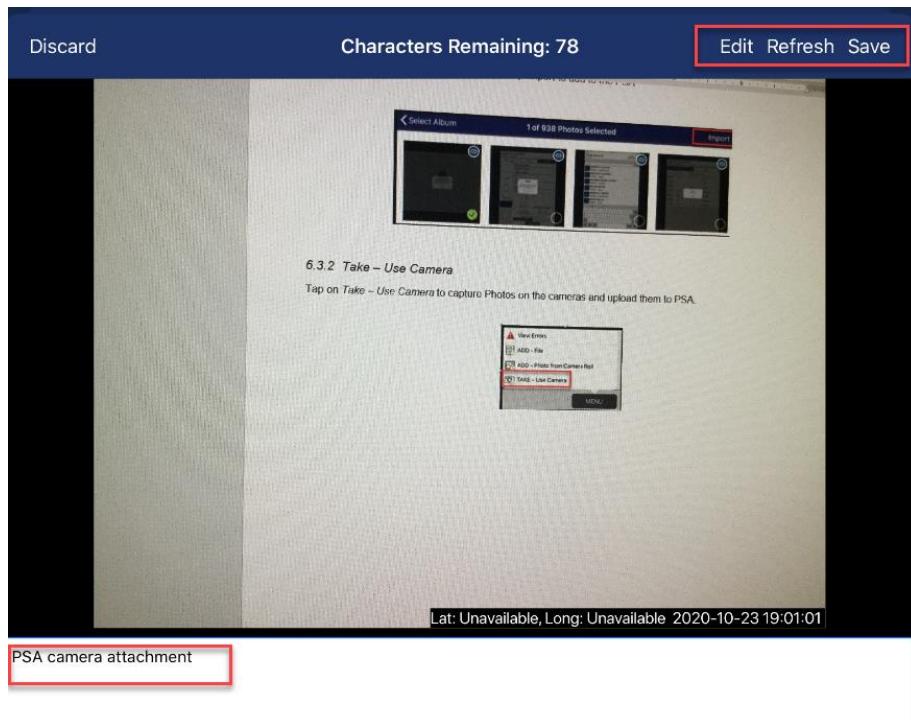
Tap on *Take – Use Camera* to capture Photos on the cameras and upload them to PSA.



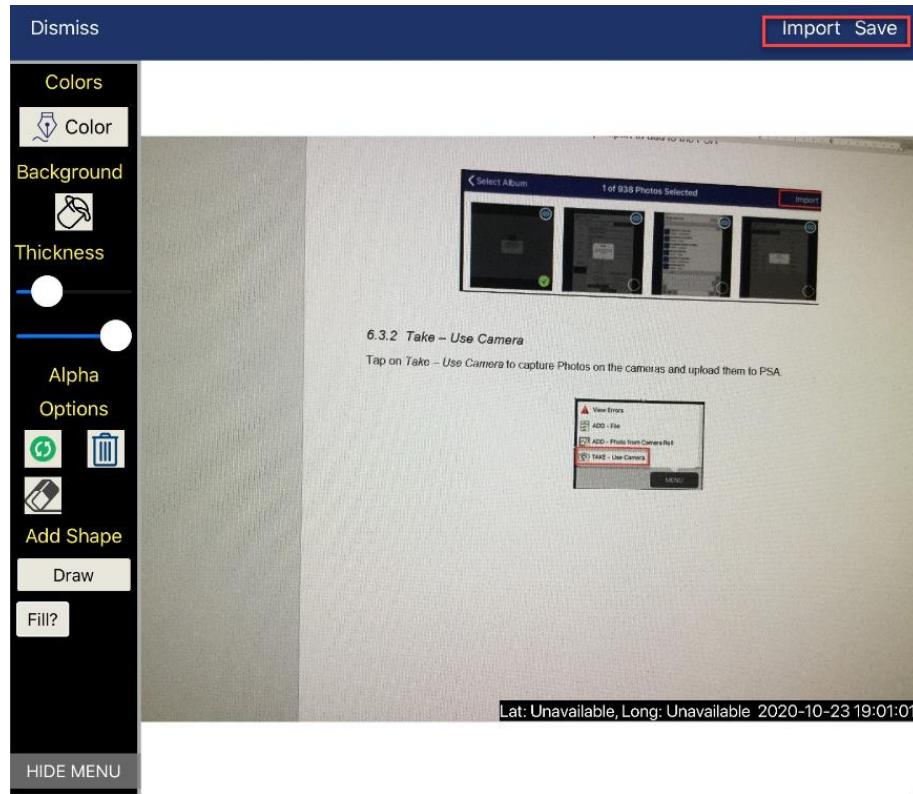
NOTE: Users will be prompted to grant access to the camera and camera roll apps when they try to add attachments for the first time in the PSA.

Tap on the Flash  Icon to toggle the Flash between Auto, On, and Off. Tap on the Camera  Icon to take a picture

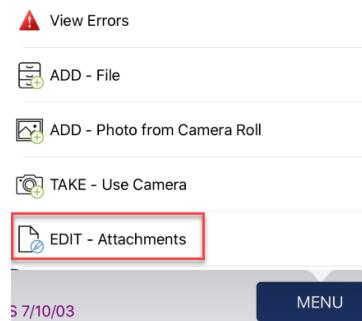
After the picture is taken tap the input field to add a description of the picture.



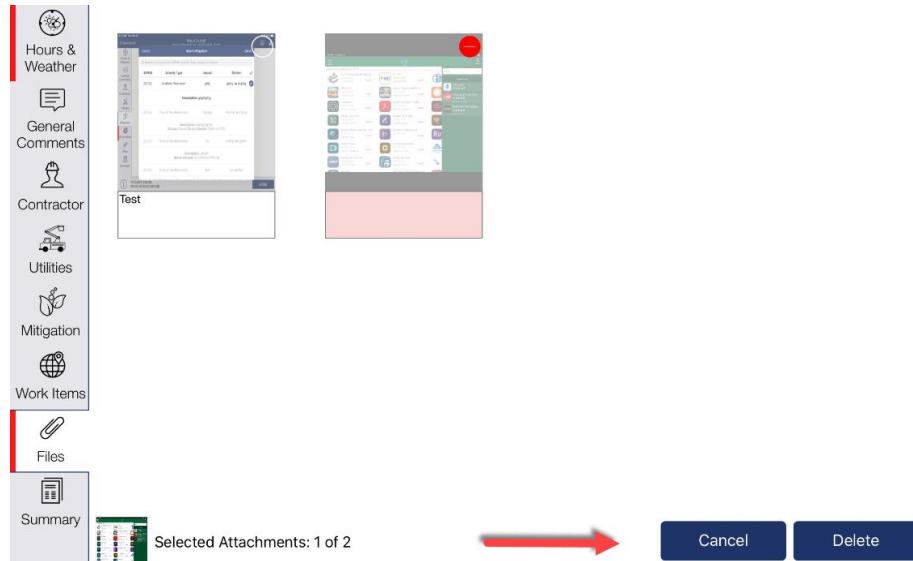
Tap in the Edit button to bring up the following screen to edit the picture.



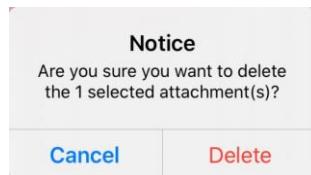
Tapping on the last option in the Menu *EDIT- Attachments* will allow users to select multiple uploaded files and delete them from the PSA.



To remove a file, tap on the empty  circle for the file to be removed, and it will turn to a red  circle



Tap Cancel to keep the selected file(s) or tap Remove to receive the following message. Tap **Delete** to remove the selected file(s) or Cancel to keep them.



9.9 SUMMARY SECTION

The Summary tab displays a summarized view of the entire PSA, as shown in the next 3 Screenshots.

7:22 PM Fri Oct 23

Dashboard PSA v5.1.0 SYST Project Site Activity - 10/22/2020 - Revise

Hours & Weather

General Comments

Contractor

Utilities

Mitigation

Work Items

Files

Summary

PSA - Daily Site Activity

Creation Date	Project Number	PSA Status Code	User Name
10/22/2020	15410	Draft	Diana Steven/PennDOT
County	Municipality	Section	SR
Delaware	CONCORD	H06	0001

INSPECTOR HOURS

Pay Code	L/C Code	Start Time	Quit Time	Hours
Normal	Project Inspection	07:00	12:00	5.00

WEATHER

Time	Temperature	Condition	Work Suspended	Created By	Created Timestamp
07:45	12	Hazy, Hot, & Humid	None	Diana Steven/PennDOT	10/22/2020 06:50 PM
14:45	25	Rain	None	Diana Steven/PennDOT	10/22/2020 06:50 PM

GENERAL COMMENTS

Accident occurred on the project this date at (TIME) at (LOCATION). Refer to file folder (FILE) for accident report, and for the police report (REPORT). Fatalities (Y or N) or Injuries (Y or N)

Checked MPT - all was OK testing

CONTRACTOR

Best Contractor Services

Start Time	Quit Time	Superintendent	Equipment Name	Equip. Qty	Labor Name	Labor Qty
07:00	15:30	jobby m jo smith				

PROJECT #15410
Veridyne Test "5" Municipal PRECAST BOX CULVERT, APPROACHES 7/10/03

MENU

7:23 PM Fri Oct 23

Dashboard PSA v5.1.0 SYST Project Site Activity - 10/22/2020 - Revise

Hours & Weather

General Comments

Contractor

Utilities

Mitigation

Work Items

Files

Summary

CONTRACTOR

Best Contractor Services

Start Time	Quit Time	Superintendent	Equipment Name	Equip. Qty	Labor Name	Labor Qty
07:00	15:30	jobby m jo smith				

UTILITIES

Utility	Present	Delay	Start Time	Quit Time	Total Hours	Created By	Created Timestamp
No Entries							

MITIGATION

MPMS	Activity	Category	Station	Compliance?
No Entries				

WORK ITEMS

Work Item: 03090428

SR/Sect: /	Side Road: --	Ramp: --	Type: E	Fund: 04
Plan Station Location: test			ID: --	Status: Not Complete
Actual Location: test				
Quantity: 0.01 SY				
Date Placed: 2020-09-22				
Material: 58398 - HMA BASE COURSE (Master - Bituminous 41), 0.378125x Qty: 0.003781				

FILES

File Name	Created By	Created Timestamp
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PROJECT #15410
Veridyne Test "5" Municipal PRECAST BOX CULVERT, APPROACHES 7/10/03

MENU

7:23 PM Fri Oct 23

PSA v5.1.0 SYST
Project Site Activity - 10/22/2020 - Revise

Work Item: 03090428

SR/Sect: / Side Road: -- Ramp: -- ID: -- Type: E Fund: 04
Plan Station Location: test Status: Not Complete

Actual Location: test
Quantity: 0.01 SY
Date Placed: 2020-09-22
Material: 58398 - HMA BASE COURSE (Master - Bituminous 41), 0.378125x Qty: 0.003781

FILES

File Name	Created By	Created Timestamp
Test.png	Diana Steven/PennDOT	10/23/2020 06:31 PM

WORKFLOW LOG

Status	Name	Disposition	Time Stamp
Draft	Diana Steven/PennDOT	Submit	10/22/2020 06:46 PM
PSA QC	Diana Steven/PennDOT	Revise	10/22/2020 06:46 PM
Comment: Test			
Draft	Diana Steven/PennDOT	Submit	10/22/2020 06:50 PM
PSA QC	Diana Steven/PennDOT	Revise	10/22/2020 06:56 PM
Comment: Test			

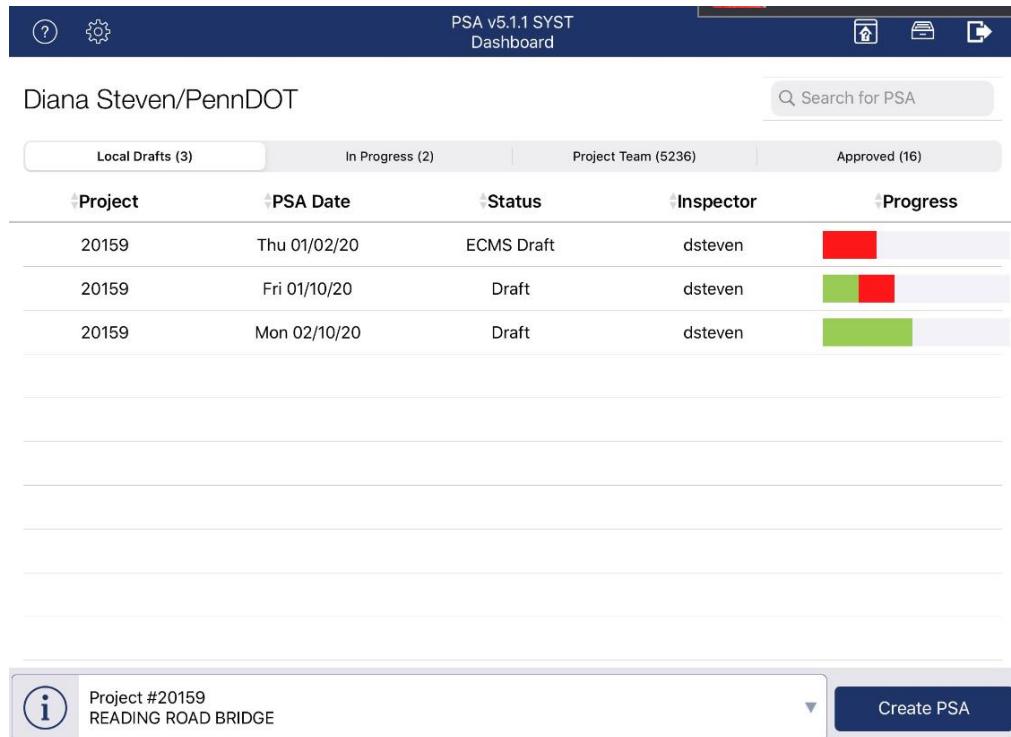
PROJECT #15410
Veridyne Test "5" Municipal PRECAST BOX CULVERT, APPROACHES 7/10/03

MENU

Hours & Weather
General Comments
Contractor
Utilities
Mitigation
Work Items
Files
Summary

10. EDIT AN EXISTING PSA

Users can edit an existing PSAs from **In Progress** tab by swiping left and tapping on **Back to Draft**, which will open a **'Workflow Comment'** box for users to enter a comment. PSA will then becomes available for user to add more information and status will be changed to “**revise**” from “**PSA QC**”



PSA v5.1.1 SYST
Dashboard

Diana Steven/PennDOT

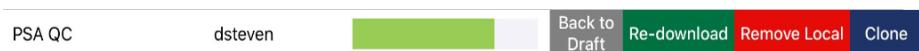
Search for PSA

Local Drafts (3)		In Progress (2)		Project Team (5236)		Approved (16)	
Project	PSA Date	Status	Inspector	Progress			
20159	Thu 01/02/20	ECMS Draft	dsteven	<div style="width: 100px; height: 10px; background-color: red;"></div>	<div style="width: 0px; height: 10px; background-color: green;"></div>		
20159	Fri 01/10/20	Draft	dsteven	<div style="width: 50px; height: 10px; background-color: green;"></div>	<div style="width: 50px; height: 10px; background-color: red;"></div>		
20159	Mon 02/10/20	Draft	dsteven	<div style="width: 100px; height: 10px; background-color: green;"></div>	<div style="width: 0px; height: 10px; background-color: green;"></div>		

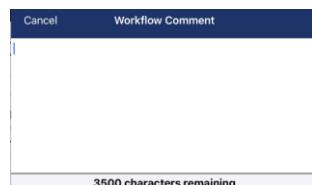
Project #20159
READING ROAD BRIDGE

Create PSA

Swiping left on a record from above screenshot will bring the option mentioned below



'Workflow Comment' box:



NOTE: Users will not be able to edit any sections of an approved PSA.