

Digital Production Control – Change Orders

On Center Software's Digital Production Control™ application integrates the takeoff and estimation process by digitally tracking labor production and payroll directly from the field to the project manager's office. This powerful program gives you the ability to recognize labor production problems instantly rather than at the end of a job where overruns can be more costly. If the last 5% of the job is costing 50% or more of your profits, Digital Production Control can help.

Change Orders

Inevitably, after a project begins construction, some changes are always needed. When using DPC, Change Orders are handled in a specific manner to ensure they are implemented correctly to all users.

This Quick Start Guide will explain the process so that your DPC Project continues to function correctly.

First, ensure you are authorized to add Change Orders

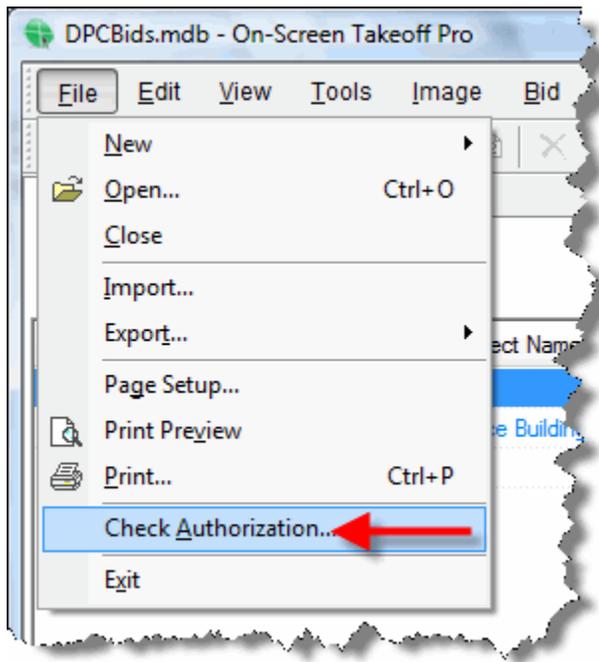
[01 - Authorizing DPC](#)

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Authorization

Only the **Project Manager** can add Change Orders or edit any part of a bid's Takeoff or Pricing.

- Launch On Screen Takeoff ®
- Click on File>Check Authorization

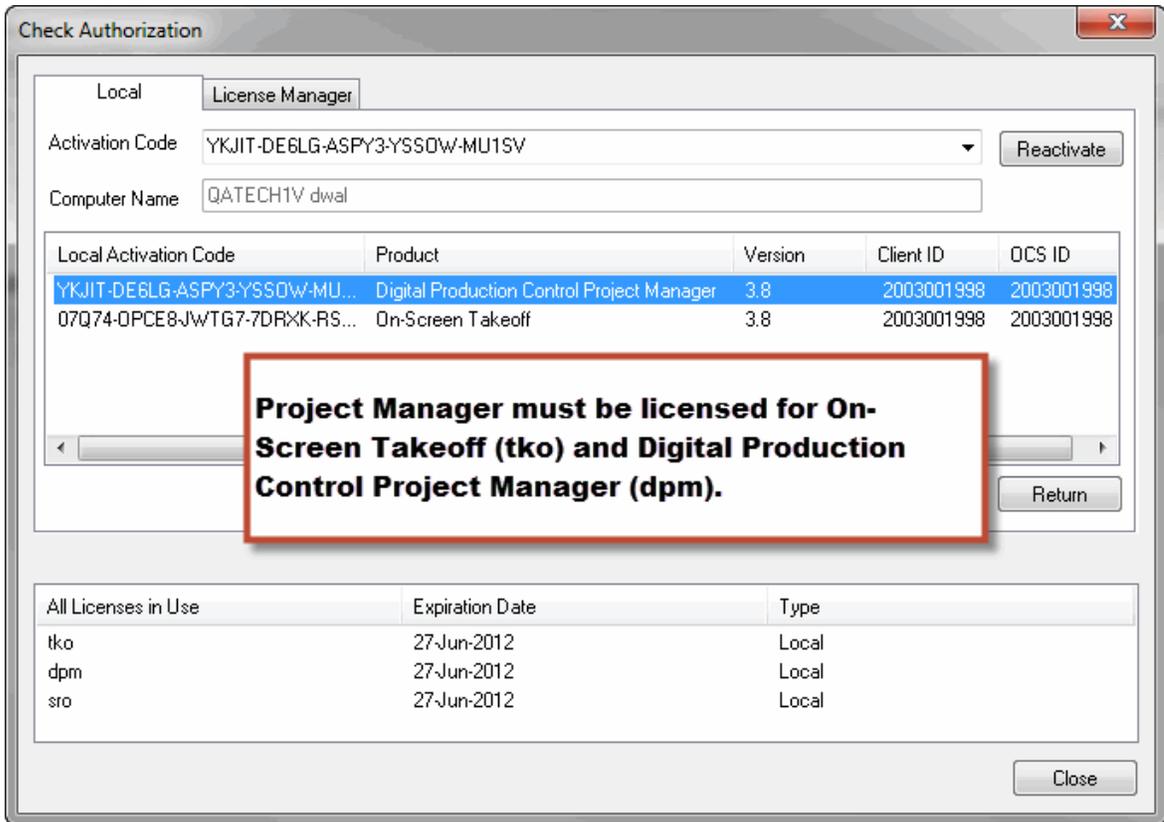


The Authorization dialog box opens.

[02 - Verifying you have Correct Licenses](#)

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The Authorization Dialog Box will indicate the licenses currently assigned to you.

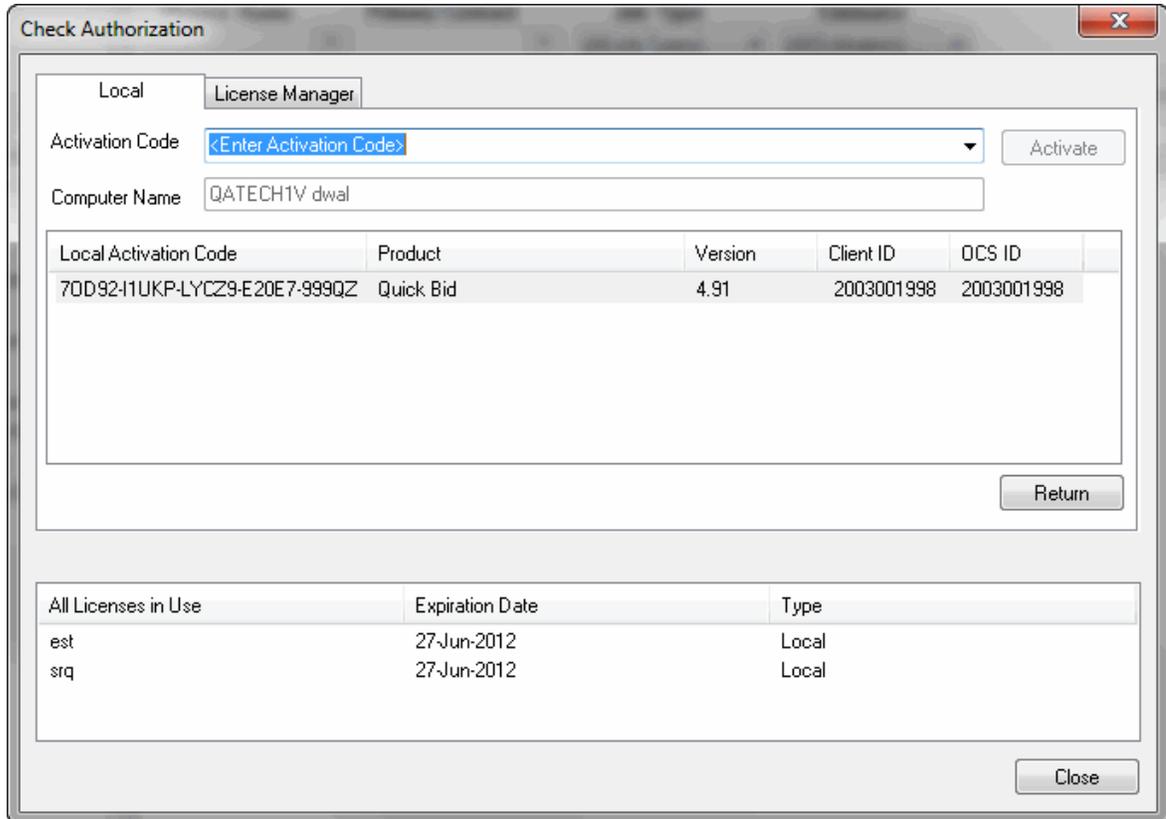


Verify that **tko** and **dpm** are indicated.

continued...

Check to make sure you have the correct Quick Bid license

- Launch Quick Bid
- Open the Authorization dialog box in Quick Bid
- Verify you have an **est** license for Quick Bid



If any license is missing, click "Reauthorize" - if you have difficulty getting properly licensed, contact Technical Support (click Help>Support Central>Request Support).

- Click **OK**

If you have not already set your Database preferences for use with Digital Production Control, review the [Initial Setup Quick Start Guide](#).

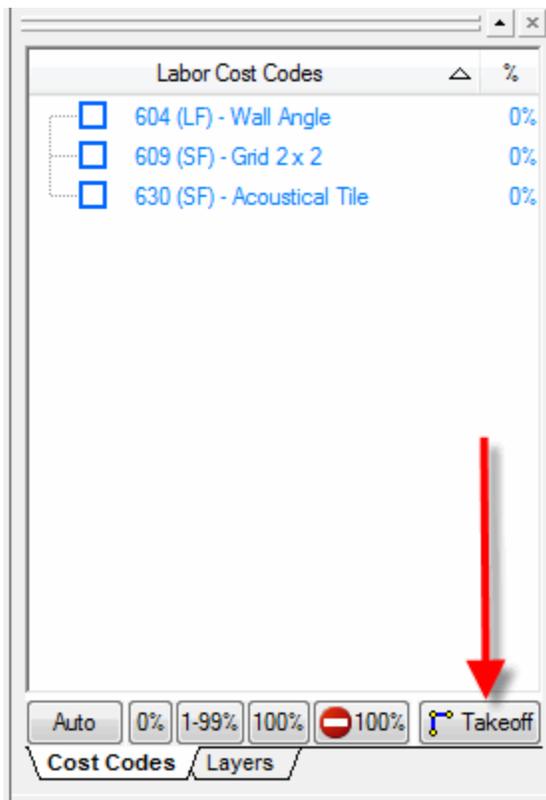
[03 - Adjustments to a Project](#)

03 - Adjustments to a Project

If you need to make changes to the project (example: change orders or additional takeoff) you need to follow a few basic steps to ensure that all users' projects are updated correctly. The Project Manager can continue adding/pricing Change Orders, but they must not send out a new project file (DPC Package) until they have received all changes from the field, first.

In order to add/edit a Change Order or modify the Base Bid, you will need to return to Takeoff Mode first:

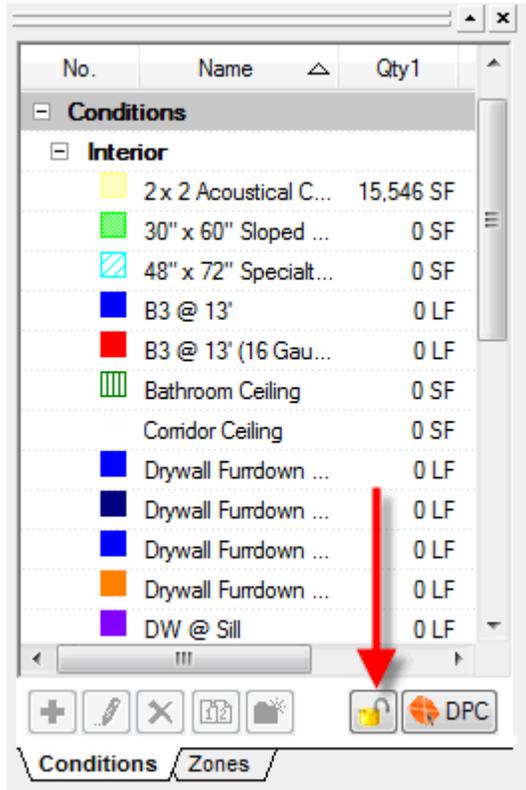
- Make sure you are in the "**Budget**" copy of your bid
- Click the Takeoff button located at the bottom of the Labor Cost Codes list, this returns the project to **Takeoff Mode**



[04 - Unlocking a Project](#)

04 - Unlocking a Project

Now that your project is back in Takeoff Mode, you will see a Padlock next to the DPC Button in the Conditions Window



Click the Padlock to *unlock the bid* which allows you to make changes to the job in On Screen Takeoff. **The original estimate in Quick Bid must be available to make changes and the bid MUST remain in Interactive Mode at all times.**



After unlocking a bid, you must not change the name of any Labor Cost Code in Quick Bid.

All necessary adjustments (Change Orders) to takeoff, pricing, etc are done while the bid is Unlocked

[05 - Returning Project to DPC Mode](#)

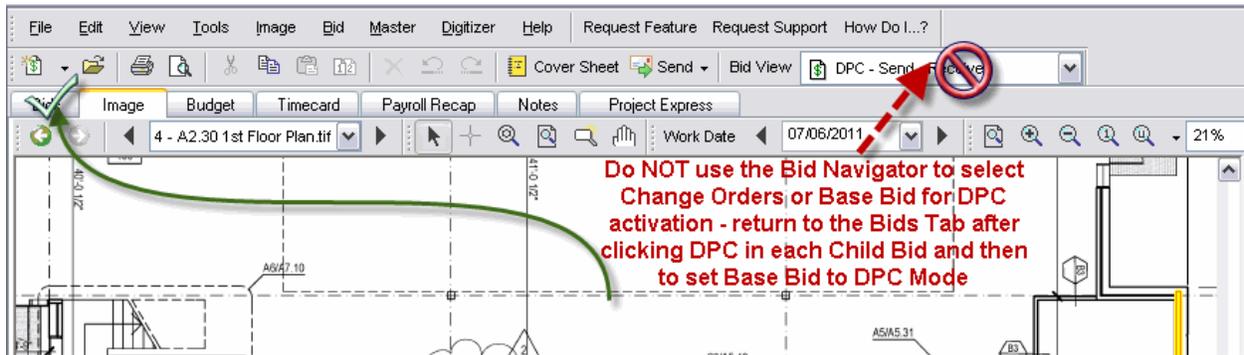
05 - Returning Project to DPC Mode

After making the necessary changes, the Project Manager clicks the DPC button

 to convert the job back to DPC mode*

*  You must open the Image Tab in EACH Change Order you wish to activate for DPC and click the DPC Button BEFORE you set the Base Bid back to DPC Mode

Do not use the Bid Navigator drop down to change between Change Orders and Base Bid, return to the Bids Tab after activating each Change Order, then select another Change Order or the Base Bid.



[06 - Receiving Updates from the Field](#)

06 - Receiving Updates from the Field

Once the Project Manager has completed the updates (Change Orders) to the bid, they will need to send a new DPC Bid Package out to the field.



Project Manager MUST receive ALL DPC Change files from the field BEFORE sending new DPC Bid Package to the foremen or all pending work in the foremen databases will be lost (any percenting, timecard entries, notes that have not been sent will be irrevocably lost when the new DPC Bid Package is imported).

- Project Manager receives and imports ALL DPC Changes from all foremen percenting the job. The Project Manager should verify that those DPC Changes he/she received from the field are the latest updates. This can be done by telephone conversation or e-mail verifying that the "earned Hours" reported by the Foreman (or the sum of all Earned Hours for all Foremen) matches the "Earned Hours" in the Project Manager's Budget Tab.

Actual				
Est. Hrs.	% Comp.	Earned Hours	Used Hrs.	+(-)
10,232.24	2%	245	236	9
59.78	100%	60	60	0
36.65	73%	27	26	1
104.96	36%	38	42	(4)
98.24	29%	29	24	5
79.27	0%	0	0	0
22.57	0%	0	0	0



At this point, all Foremen must STOP making any changes (percenting, time, notes) until they receive an updated project file from the Project Manager.

[07 - Review the Budget Tab](#)

07 - Review the Budget Tab

Click on the Budget Tab

You now see the Updated Estimated (Budget) Hours for individual labor cost codes as well as for the entire job.

Note your Est. (Budget) Hours/Days - you will add this to your Subject line when sending a DPM Package to the field

Cost Code	Total Qty	Installed Qty	% Comp.	Ac				Projected		Production			
				Est. Days	Eamed Days	Used Days	+(-)	% + (-)	Days	+(-)	Est. P./Day	Act. P./Day	+(-)
TOTAL			6%	503	30	20	11	0%	503	0			
101 (LF)	3,150	1,689	54%	8	4	3	1	(41%)	11	(3)	398	520	1
103 (LF)	1,071	443	42%	6	2	2	1	(32%)	7	(2)	194	253	
105 (SF)	14,742	0	0%	15	0	0	0	0%	15	0	977	0	(9)
106 (SF)	12,396	0	0%	12	0	0	0	0%	12	0	1,000	0	(1,0)
107 (LF)	398	398	100%	10	10	10	0	(98%)	20	(10)	40	41	(1)
109 (SF)	1,693	846	50%	3	1	2	0	(62%)	5	(2)	600	484	(1)
111 (SF)	2,824	0	0%	9	0	0	0	0%	9	0	300	0	(3)
117 (LF)	1,377	0	0%	7	0	0	0	0%	7	0	200	0	(2)
150 (SF)	2,216	0	0%	6	0	0	0	0%	6	0	400	0	(4)

Date	Area	Emp. No.	Name	Regular	Overtime	Double	Total
10/13/2008	Unassigned	03	Joe Cole	8:00			8:00
10/10/2008	Unassigned	DLD-01	David Lockerby	7:00			7:00
10/10/2008	Unassigned	MJ-132	Mary Johnson	7:00			7:00
10/20/2008	Unassigned	DLD-01	David Lockerby	4:00			4:00

Mon, Oct 20, 2008 (tko, dpc-project manager)

Note the **Est. Hours** in the Total Row - you will use this in the Subject line of any DPM Package you send to field

08 - Sending Update to Foremen

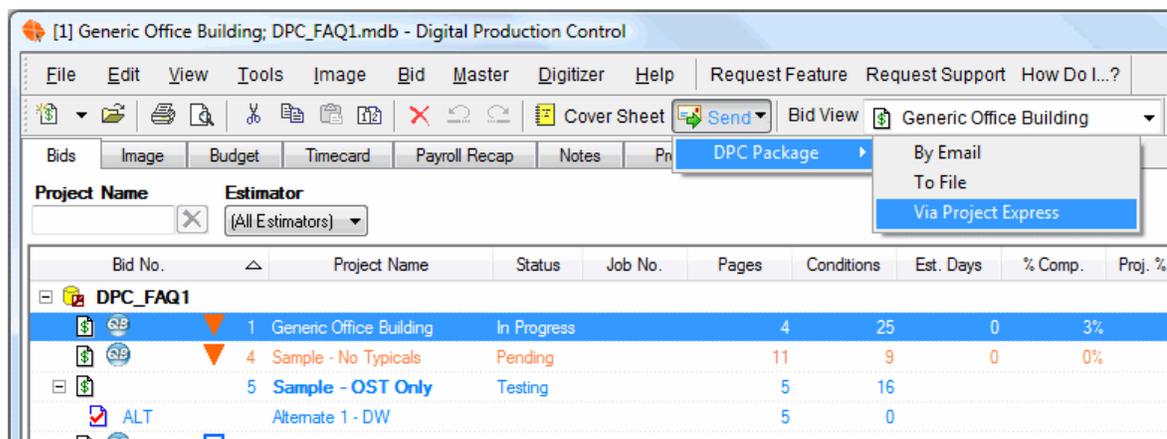
08 - Sending Update to Foremen

Now, the Project Manager needs to send the update back to the Foremen.



This will overwrite the foreman's existing bid with the Project Manager's changes. Any pending changes the foremen made but did not send to the Project Manager will be lost - there is NO WAY to send them to Project Manager once a new DPC Bid Package is sent to the field.

- Click Send>DPC Package>Via Project Express to send the updated project to the field (be sure to include the Est. Hours from the Budget Tab in the Subject line of the file you send to the field)



- After the Project Manager returns an updated DPC Bid Package (dpm file) to the Foreman (or Foremen), the Foremen verify they have imported this file by comparing "Est. Hrs." on the Budget Tab to the Subject of the DPM File

Actual					
Qty	Est. Hrs.	% Comp	Earned Hours	Used Hrs.	+(-)
	10,241	1%	115	0	115
35	59	101%	60	0	60
79	37	100%	37	0	37
02	105	18%	19	0	19

The Foreman (Foremen) can then resume percenting, entering time on the job as usual.

