

Application Modifications and Enhancements

***HiCAMS Version 4.0 & DOH Vendor Version 2.1 were released
Saturday, 12/18/1999.***

NOTE: These Release Notes have been minimally processed and are provided for historical reference only.

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HiCAMS Release Notes - Version 4.0

Each time a change is made to the HiCAMS application that impacts the way you use HiCAMS, it is explained in Release Notes.

These changes can come about as a result of an enhancement request, new functionality being added, or a defect being repaired. As new releases of the application are made available, all changes that are included in a particular release are noted in Release Notes that are designated by the version number of the release.

Below are links that will take you to the information about new and updated functionality that has been included with version 4.0 of the HiCAMS system.

[What's New in Version 4.0](#)

What's New in Version 4.0

A lot of new functionality has been added to HiCAMS with the release of version 4.0.

[Contract Setup](#)

[Contract Maintenance](#)

[Contract Adjustments](#)

[Contract Tracking](#)

[Contract Estimates](#)

[Enter Test Results](#)

[Test Format Maintenance](#)

[Concrete Mix Designs](#)

[Easy Access to the Release Notes from the Help menu](#)

[New Query Tools based on New Functionality](#)

To access information about changes, enhancements, and updates that have been included in the 4.0 release of HiCAMS, please click [here](#).

Contract Setup

1. When receiving contracts that have been downloaded from the Design Services system, the user will now have the ability to sort the list of contracts by division or division and RPN. This functionality will allow the contracts to be sorted in the same manner as the Item C List and Award Letters on the Internet.
2. During the authorization process, the CCU will be required to specify the contract type. This field will allow the user to specify the major type of work that will be performed on the contract such as surfacing/resurfacing.
3. TIP number has been removed from the Authorize Contracts window in order to eliminate confusion resulting from the same contract being displayed multiple times as the contract is related to more than one TIP.

Contract Maintenance

New additions have been added to Contract Maintenance. They are:

- A. Subcontracts and second tier subcontracts. These are totally new functions offering users the ability to enter and review information regarding Subcontracts and Second Tier Subcontracts.
- B. The Resident Engineer Office will receive subcontract requests from the prime contractor. The user will enter subcontracts into HiCAMS that include subcontractor information, the civil rights certification for

the specific subcontract, the line items of work to be completed by that subcontractor on the particular request, the quantity, the unit price that reflects the work to be performed by the subcontractor, and the unit price paid to the subcontractor.

- C. After each subcontract is entered, the RE will review the subcontract totals to ensure that the contractor is still meeting obligations to perform a certain percentage of work on the contract. In addition, the amount of work being subcontracted to DBE, WB and MB subcontractors is calculated to determine the contractor's compliance with the contract's civil rights goals.
- D. The RE will receive second tier subcontract requests from the prime contractor. The RE will enter second tier subcontracts into HiCAMS that include second tier subcontractor information, the civil rights certification for the specific subcontract, the line items of work to be completed by that second tier subcontractor on the particular request, the quantity, the unit price that reflects the work to be performed by the second tier subcontractor, and the unit price paid to the second tier subcontractor.
- E. Railroad Notifications – a notification will be sent to the State Contractual Service Engineer and a Program Assistant in Contractual Services Unit when a subcontractor or second tier subcontractor is required to furnish railroad insurance. Users will have the ability to:
- F. Enter subcontracts and second tier subcontracts
- G. Approve subcontracts and second tier subcontracts
- H. Review subcontract totals
- I. Modify subcontracts and second tier subcontracts
- J. Void subcontracts and second tier subcontracts.
- K. View Line Items – A contract line item may be completed by one or more subcontractors. Users have the ability to view the line item broken down by the applicable subcontracts. The unit price paid to the subcontractor along with the DBE, MB or WB certification for this contract are listed (if applicable).
- L. In addition, the user may select one of the subcontracts listed on the Subcontracts tab in View Line Items and navigate to the specified subcontract in Maintain Subcontracts.
- M. The status information for a contract line item, including actual over and underrun quantities and percentages, quantity to date, amount to date and comments will be updated during estimate processing and displayed on the Status Tab in View Line Item.
- N. The description number (Desc Nbr) for each line item will now be displayed on the General Tab in View Line Items. This number associates the line item to a master pay item description.
- O. Work Orders – A contract line item may be completed by one or more subcontractors. The user has the ability to view the line item by work order, broken down by the applicable subcontracts. The unit price paid to the subcontractor along with the DBE, MB or WB certification for this contract are listed (if applicable).
- P. In addition, the user may select one of the subcontracts listed on the Subcontract tab in View Work Order Details and navigate to the specified subcontract in Maintain Subcontracts.
- Q. The status information for a Work Order such as the total to date and the amount on the last estimate are updated during the estimate processing and displayed on Review Work Order Details.
- R. Contract Times – User will be able to indicate in Review Contract Times Setup that a contract time is not in the contract in order to handle the rare circumstance when a contract time is removed from a contract before the contract is let and the intermediate contract times are not renumbered by Design Services resulting in non-sequential intermediate contract time numbers in the written contract.
- S. Users will be able to mark a contract time as “Completed”.
- T. Users will be able to log contract time events against the contract time rules as well as designate whether the event is a violation or incentive, enter comments about the event, log the date and quantity of the event. HiCAMS will now calculate and display the total damages resulting from the contract time

rate and quantity of the event.

- U. For Contract Times not based on time restrictions, the user may enter the availability and completion information into separate fields. Review Contract Times Setup will also display new Contract Times created through the supplemental agreement process.
- V. Intermediate Contract Times – The system will designate that an intermediate contract time is based on time restrictions for an intermediate contract time with a liquidated damages rate unit of measure other than “Per Day”.
- W. The user may enter comments throughout the life of the contract related to the contract time to provide further information.
- X. The original completion date or revised completion date will be automatically extended by the system and entered as the revised completion date based on the time extension information entered by the user extending a contract time through a supplemental agreement or issue associated to a claim.
- Y. Throughout the life of the contract, pro rata extensions will be manually calculated and the user may enter the anticipated completion date for contract times not related to time restrictions.
- Z. TIP Number – The TIP Number has been removed from the Activate Contract Window in order to eliminate confusion resulting from the same contract being displayed multiple times as the contract is related to more than one TIP.
- AA. Review Contract Details – The Availability Date is now displayed on the Dates tab.
- BB. The status tab fields are now updated by estimate processing. These fields have always existed but were not updated prior to Version 4. Subcontract processing also updates some of the Review Contract Details information.
- CC. Execution Date – HiCAMS now provides the CCU with the ability to update the execution date on the Dates Tab in Review Contract Details after a contract is authorized.
- DD. Primary WO Number (Work Order) – This is now displayed on the General tab in Review Contract Details window.
- EE. Construction Progress and Location Report – For contracts currently in HiCAMS, this has now been added to the Internet.
- FF. CCU – Now will have the ability to reassign the resident engineer located in the Staff tab in Review Contract Details after the contract has been activated.
- GG. Bonding Company – If the contractor defaulted date is entered, the user must specify who fiscal will write the check for payment. The user may choose from a list of valid prime contractors (except current contractor), valid bonding companies, or the user may specify “Other” and enter the name of a third party. The system will automatically default the bonding company as the party to receive payments from fiscal. This information will be displayed on the estimate report and can be updated in HiCAMS using the Financials tab in Review Contract Details, throughout the life of the contract if there is a contractor defaulted date.

Contract Adjustments

This new section in HiCAMS offers users the ability to:

- A – Enter force account line items into the system in order to add it to the list of contract line items. Information relative to the force contract adjustment can also be entered such as funding and work order information. Approvals may be entered at this location. A force account report may be generated and printed.
- B – Enter an eliminated contract item line item in order to add it to the list of contract line items. Information relative to the contract adjustment can also be entered such as funding and work order information. Approvals may be entered at this location.
- C – Enter a payment for leftover material line item in order to add it to the list of contract line items. Information relative to the contract adjustment can also be entered such as funding and work order

information. Approvals may be entered at this location.

D – Enter supplemental agreements. Same as above but it also offers the ability to track the approval process which is more robust than the approvals for other types of contract adjustments. Existing contract times can be extended, modified and used to create new contract times. A supplemental agreement report may be generated.

Contract Tracking

Users will be able to enter, update and review:

- 1) Material Receipt data.
- 2) Ticket/Ticket Book data.
- 3) Pay Record data.
- 4) Pay Factor data.

Additionally, they will be able to enter, update, review and approve Material Prepayment Requests, and transfer materials.

Contract Estimates

Users will be able to generate, review, adjust and process monthly estimates.

Letters (currently only available in Claims Tracking)

- 1.) Claim acknowledgement letters will now show Work Orders (i.e. Federal Aid Numbers) associated with the claim.
- 2.) Claim Acknowledgement letters will now display the TIP numbers
- 3.) If there is only one choice for the county, it will default to that county in both Claims and Intent Acknowledgement letters..
- 4.) Target/Version 4 change: Application will generate labels for letters with information gathered from the database.

Release Notes (under the Help menu)

The **Release Notes** menu item under the HiCAMS **Help** menu opens your Web browser and accesses the HiCAMS Release Notes that are maintained on the HiCAMS web site.

Query Tools (Changes to Existing)

The following Query Tools have been added in Version 4.

Contract Adjustment Information

Contract Line Item Information

Second Tier Subcontract Information

Subcontract Information

Query Sample Test Results – This function allows you to query for information and print reports that deal with the test results for samples.

Query Part Test Results – This function allows you to query for information and print reports that deal with the test results for parts.

Query Minimum Sampling Guide – This function allows you to query for information and print reports that deal with the minimum sampling guide.

Query Concrete Mix Design – This function allows you to query for information and print reports that deal with concrete mix designs.

There will POSSIBLY be query tools for Contract Tracking.

Changes and/or Additions to Existing Windows and Functions

Release 4.0 of HiCAMS includes the following changes and/or additions to existing windows and functions.

Sampling

Sample Details
Receive Samples
Authorize Samples
Pending Lab Samples
Pending Contract Samples

Claims Tracking

Claims
Claim Issues
Claim Issue Details
Claim Authorization Maintenance
Claims Tracking
Claim Notification Maintenance

Contract Maintenance

Contract Details
Line Item Details
Work Order Details
Contract Times
Windows Impacted by line item status
SubContracts

Reference Lists

Master Bill of Material
Master Pay Item List
Minimum Sampling Guide
Producers and Facilities
Average Terminal Prices
Concrete Mix Designs
Test Format Maintenance
Producers and Facilities
Test Names & Descriptions
Materials Maintenance

Contract Adjustments

Administration

Codes Table Maintenance
Security Administration Updates
Contract Adjustment Approval Maintenance
Notification Setup

Contract Setup

Miscellaneous Functions

Notifications
Miscellaneous Changes

To access information about new functionality that has been included in the 4.0 release of HiCAMS, please [click here](#).

Codes Tables Maintenance

New Codes Tables:

Certification Percent
Contract Adjustment Authority for Change
Contract Adjustment Status
Contract Adjustment Type
Contract Adjustment Type of Work
Contract Line Item Status
Contract Time Status
Contract Type
Air Entrainment Vibration Status
Brand Code
Concrete Class Code
Independent Assurance Test Format
Pozzolan Type
Sampling Personnel Certification
Sampling Responsibility
Testing Personnel Certification
Testing Responsibility
Water Source Code
Contract Tracking Status:
Estimate Detail
Estimate Status
Estimate Type
Material Prepayment Status
UOM Conversion
Test Status Code

Changed Codes Tables:

Test Standard Organization: The Notification Type Codes Table has added Word Wrap.

Authorizing Lab Type: Traffic Engineering and Roadside Environmental are no longer valid values.

Notifications

Notification Setup - This function allows a Security Administrator or other authorized user to set up lists of users to be notified when an event occurs. An event is any point in the program where a notification is generated. A few examples of events that trigger notifications are sample authorization, expiration of pay item, and approval of contract. Notification Setup is available from the Admin menu. It will only be available to Security Administrators and users they have authorized.

Intent Notifications – The Resident Engineer (RE) will now be displayed on the notification.

An additional notification – An additional notification will now be sent four weeks before a warranty period is set to expire.

Producers and Facilities

The Producer/Supplier functionality will enhance the current Producers and Facilities by including maintenance of producers/suppliers, products, facilities and certified technicians.

This functionality will have the capability to:

1. Add new producers/suppliers for products and facilities
2. Add new technicians
3. Add new technician types, product categories and facility types.
4. Modify and expire products, facilities and technicians
5. Track status of products, facilities and technicians
6. Provide longer zip, phone, and address fields for out of country producers/suppliers and facilities.
7. Scheduling of NCDOT courses for technicians.
8. Track technician certifications
9. Track courses taken for certifications
10. Allow registration for NCDOT courses.
11. Distinguish if producer, supplier or both
12. Track a facilities inspection date, inspection results, inspected by, inspection comments, and date certified.
13. Display test result information for certain products.
14. The system will expire products, facilities, and technicians based on expiration date.
15. Letter and certificate generation
16. Interface with Sample Details, Minimum Sampling Guide, and Material Receipts.
17. Alabama will now show up in the states codes table drop down list when entering a new facility in Producer/Supplier Maintenance.

Claims

Construction Unit Dates – The State Construction Operations Engineer or a designated proxy can now update Construction Unit Dates after a claim has been processed.

Forward Date – When entering a forward date at any level, the HiCAMS system will validate that the date entered is more recent than the previous review decision date.

Decision Mailed to DCE/RE Date – The Decision mailed to DCE/RE will now default based on the last issue decision date.

Void – Personnel at a lower review level than the starting claim review level cannot void claim.

Claim Issues

Time Issues – Users will not be able to enter Time Issues if no Contract Times exist for the designated time unit.

Issue Specification – The SCOE or designated proxy can now update an issue specification when making a final decision.

Issue Type – The label on this field has been changed to “Filter by Issue Type”.

Claim Issue Details

Issue Description – When entering the Issue Description, it will default from previously entered data and the user may edit.

Issue Decision – When entering an Issue Decision Date, HiCAMS will validate that the date entered is more recent than the Received Date.

Decision Tab – The Sort capability has been removed from the Decision Tab.

Approval Recommending or Denial – The Resident Engineer and the Division Construction Engineer can choose to recommend Approval or Denial if they have the authority to approve or deny.

Issue Decision Date – The State Construction Operations Engineer or designated proxy can now edit the Issue Decision Date after a save has been made. Also, the Issue Decision Date will now default based on the Word Processing end date, allowing the State Construction Operations Engineer or designated proxy to override.

Claim Notification Maintenance

Claim Type is now included as part of the Notification criteria.

Claims Tracking

Issue Decisions – this new button allows HiCAMS users the opportunity to go immediately to the Decisions tab of the Issue Details window eliminating backtracking.

Select Issues – this new button on the Issue Details window allows users to select an Issue from a list of all Issues associated with a particular claim.

Contract Times – This new tab offers HiCAMS users the ability to view a list of the Contract Times of a particular unit of measure on a particular contract. This allows a user to extend an existing Contract Time when filing a claim for time. This can be accomplished for multiple Contract Times using this new function.

Final Approval – At the level of whomever has final approval, there is a new window, which contains the New Line Item created and to be added to a contract when a compensation claim has been approved.

Line Items – There is a new tab in the Claims window for Line Items. This window will show a Line Item for compensation created by a Claim against the contract.

Work Order – This new tab will open a new window showing the Work Orders which are the funding sources for a claim Line Item created by a new approved compensation claim.

Sample Details

1. **Test Results Button** – Users may now view test results after a sample has been authorized.
2. **Part Authorization** – Parts must now be authorized before a sample can be authorized.
3. **Auto Generate Button** - A range of samples can be created based on differentiating field IDs.

4. **Sample Status** – “Penalty – Does not meet Specs” has been changed to “Pay Adjustment - Does not meet specs”.
5. **Sample Tests** – Lab personnel can now add or delete tests associated with a sample.
6. **General Tab** –
7. **In Process** – Represented quantity can now be changed until a sample has been authorized.
8. **Represented Quantity** – If the represented quantity exceeds the Sample Frequency, the user will no longer be able to enter the sample.
9. **Correlated Sample ID’s** – There is now a filter tool on Correlated Sample IDs.
10. **Cont/Loc Tab** -
11. **Con/Loc** – reorganized to group “Alignment, Offset Distance and Station Number”. Also, under the Cont/Loc tab, the “Offset Number” has been changed to read “Offset Distance”. Road Type, Road Number and Map Number are now grouped together. Also, on the Cont/Loc tab, Roadway Location has been changed to read “Alignment”.
12. **Sampled From Number** – Users will now be able to enter this. For example, railcar, roadway or tank numbers.
13. **Con/Loc Tab** – Decimals are no longer acceptable in Station Numbers on the Con/Loc Tab.
14. **Prod/Supp Tab** -
15. **Concrete Mix ID Field** – located on the Prod/Supplier tab, will no longer be free-form field. Instead, the user will be able to select from a list of valid concrete mix designs.
16. **Approved Prod/Supplier** – Users can now enter the Plant ID in this field under the Prod/Supp Tab by typing “-“, the Plant ID, then “-“.
17. **Brand Name** – This field, under the Prod/Supp tab will no longer be a free-form field. Instead, users will be able to select from a list of valid brand names.
18. **Producer/Supplier** – In this field, under the Prod/Supp tab, an error message will no longer be received when selecting a letter of an expired Producer/Supplier.
19. **Pretested Samples** – These now require a Producer/Supplier entry.
20. **Tracking Tab** -
21. **Consultant Inspectors** – these can now be selected when entering “Sampled By” personnel.

Receive Samples

Tests – When receiving a sample, lab personnel can now add or delete tests associated with a sample and/or part.

Submit To – There are no more samples with the frame of “Submit To” = None.

Authorize Samples

New Filter – This window has been changed to filter based on a list of personnel who could be selected in addition to the authorizing tab.

Navigation to Test Results – This window will allow navigation to test results prior to authorization of a sample/part.

Parts – Parts will be displayed and authorized on this window.

Accepted Quantities – When authorizing a sample for project acceptance, the accepted quantities for the material will be increased.

Pending Lab Samples

Navigation to Test Results – Lab personnel can now navigate to “Test Results” for data entry.

Pending Contract Samples

Navigation to Test Results – Lab personnel can now navigate to “Test Results” for data entry.

Materials Maintenance

Equivalent Materials – The Pop-Up window for Equivalent Materials is now sorted by the material description.

Master Pay Item

The Master Pay Item reference table has been enhanced in order to ensure the CCU can update the following:

- ❖ Engineer Costs
- ❖ Specialty Item
- ❖ Fuel Factor
- ❖ Asphalt Cement

Master Bill of Materials Maintenance

Sort & Find Function – Sort and Find functions have now been added to the MSG.

Select Test Format -M & T personnel will be able to select which test format should be used to report test results for each material type. The list to choose from should be limited by test owners that match the authorizing lab.

Material Type/Test Format – For each material type/test format, the following information can be viewed: A-Sampling Personnel Certification B-Test Personnel Certification C-Independent Assurance Test Format.

Sampling Frequency – The MSG will indicate what the sampling frequency is for each material Type/Testing category combination.

MSG Testing Info – The MSG will now capture the following new information: A-Sampling Responsibility B-Testing Responsibility.

Pretest Match Codes – have been reduced to the following. A-Match B-No Match C-No Match, Alternate

ID required.

Archive – HiCAMS will now allow users to archive MSG Versions.

Penalty Box – now called “Pay Adjustment”. This defines when pay factor adjustments can be made and how they should be calculated.

Administrative

Material & Testing – Personnel will have the ability to identify that a standard conversion factor for material associated to a line item (master bill of material) cannot be determined since the conversion factor may vary from contract to contract.

Conversion Factor – Must be greater than zero for materials defined as “Critical” or “Non-Critical” according to the project certification information on the Minimum Sampling Guide unless Material & Testing identified that a standard conversion factor on a master bill of material record cannot be determined.

Concrete Mix Designs

Contract Adjustment Approval Maintenance – New items have been added in this area.

1. **Eliminated Contract Items**
2. **Payment for Left Over Material**
3. **Supplemental Agreements**

Test Format Maintenance

This window allows Physical Lab personnel to track approved concrete mix designs. Physical Lab personnel will have the ability to:

- ❖ **Add concrete mix designs**
- ❖ **Delete concrete mix designs**
- ❖ **Modify concrete mix designs**
- ❖ **Expire concrete mix designs**

Some attributes captured in the Concrete Mix Designs window are:

- ❖ **Class of concrete**
- ❖ **Pozzolan Type**
- ❖ **Amount of Cement**
- ❖ **Amount of fine aggregate**
- ❖ **Additives**
- ❖ **Air entrainment & vibration status**
- ❖ **Concrete Facility**

- ❖ Amount of Pozzolan
- ❖ Amount of course aggregate
- ❖ Amount of water

Test Names and Descriptions

This window allows Lab Personnel to add, delete or update the test format reference list. Some attributes captured on this window include:

- ❖ Test Title
- ❖ Test Owner
- ❖ Metric/English Test Format Indicator

Test Names and Descriptions

This window will no longer be available in HiCAMS. Test procedures will be maintained on the M&T Webpage.

Enter Test Results

This window allows Lab Personnel to enter test results of samples and parts.