

***Works Manager***

**A Software for**

**Building Projects Management and Monitoring**

**For**

**Nigeria Police Force Works Department**

**Force Headquarters, Abuja**



**User Manual**

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Contact: TOF Engineers & Consulting Ltd.: 56 Femi Ayantuga Crescent, Off Adelabu Street Surulere, Lagos. P.O. Box 4629  
GPO Marina, Lagos. Tel: 0803-3045117 E-mail [taofeek\\_99@hotmail.com](mailto:taofeek_99@hotmail.com), [softprotof@hotmail.com](mailto:softprotof@hotmail.com)

## Preface

The Nigeria Police Force (NPF) is a strategic arm of the government of the nation that maintains law and order and guarantees security of life and property of the citizenry. The NPF is therefore our essential tool to ensure a stable society. Therefore, it must create and maintain its presence throughout the country with police stations, police posts, police barracks, colleges, training schools, mechanical workshops and other relevant installations and facilities.

Thus, on a yearly basis, the NPF carries out a wide range of construction and rehabilitation **works** to provide and maintain these facilities consistently and effectively. These works are issued out as **contracts** to successful candidate contractors, and the progress of these contracts are monitored and assessed from conception to completion, employing specific procedures and project management processes that ensure effective performance and delivery on the contracts.

Supervision and monitoring the contracts require generation, collation and management of a vast amount of information, mostly in the form of documents such as contract bid documents, progress reports, contract specifications, schedules of payment, interim certificates, contract award letters, due process certificates for payments, requisitions for payments and payment vouchers. The supervision starts from when the contracts were conceived, through the bidding and award process to processing for payments to contractors for work done after site inspections and assessments have been made. Strict compliance with management and due process procedures is required as well as consistency and accuracy of the documents generated through the steps, since these documents are the eventual instruments for establishing the status of contracts and for processing payments.

Previously, a semi-manual approach was employed for the supervision work, with obvious problems. This was invariably cumbersome, fraught with delays and exposed to errors due to human fatigue during manual collation of large volumes of paperwork. Consistency and accuracy of information on the documents could not always be guaranteed and there was usually a significant amount of rework. The result was that data informing payment processing, planning and budgeting for site inspections and administrative costs, for example, were frequently incomplete and inaccurate, and the process was even open to abuse. Auditing was also a daunting task. There was therefore the motivation to improve significantly the effectiveness and efficiency of contracts supervision processes in NPF.

**Works Manager**, the topic of this guide, was developed to address the problems identified above. It is a software program designed to modernise and enhance **Building Projects Management and Monitoring** of the Nigeria Police Force, by leveraging newer technological advancement in information technology. The goal is to engender a positive culture and approach to achieving better transparency and accountability in the management and supervision of the resources of the Nigeria Police Force.

**Works Manager** captures and manages a comprehensive databank on contracts information and generates contract documents such as contract specifications, schedules of payment, interim certificates, contract award letters, due process certificates for payments, requisitions for payments and payment vouchers. Information is processed on a yearly basis, and strict compliance with NPF contracts supervision and due process procedures is ensured. Consistency and accuracy of documents is guaranteed and a history of information on the contracts is kept permanently in the databank, thus, facilitating auditing and enquiries. Timely information required for budgeting and planning is readily available. Above all **Works Manager** is easy to use, runs on traditional personal computers running Microsoft Windows 2000/XP operating system, has an efficient security system to ensure data integrity, and has been proven in the field when applied to contracts information management for the year 2005.

**This document essentially takes you through the process of using Works Manager, employing step-by-step approach to using each built in feature of the system.**

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### **Important Information**

**When using Works Manager you must be mindful of the following.**

- ❖ **Works Manager transactions require correct Year.**
- ❖ **Make sure you read the messages you are prompted with and provide judicious responses to them. Respond with a safe choice if you are doubtful and then seek advice.**
- ❖ **Make sure that you specify a password for your username to prevent another user operating with your user name.**
- ❖ **Make sure you backup regularly to protect against loss of data and make recovery after a loss less costly. Do backups regularly via “Works Manager Backup” icon .**



## 1 Introduction

**Works Manager** is designed to modernise and enhance **Building Projects Management and Monitoring** of the Nigeria Police Force, by leveraging newer technological advancement in information technology. The goal is to engender a positive culture and approach to achieving better transparency and accountability in the management and supervision of the resources of the Nigeria Police Force.

### 1.1 What does Works Manager Do? -- The Basic Work Flow Path

Manages information on bidding, award, monitoring, assessment and payments recommendation on contracts. This is made feasible from the facilities in Works Manager to create, modify and generate relevant reports and documentation pertinent to contracts being supervised. These documents are

- Contractors Details
- Contracts Details
- Schedule of Payments for each contract
- Contract Award Letters
- Due Process Certificates of Award
- Interim Certificates
- Due Process Certificates for Payments and
- Payment Vouchers

These documents are created in strict order in compliance with standard procedures and practices in supervision and management of contracts in the Nigeria Police Force, as is depicted in Figure 1.1 below.

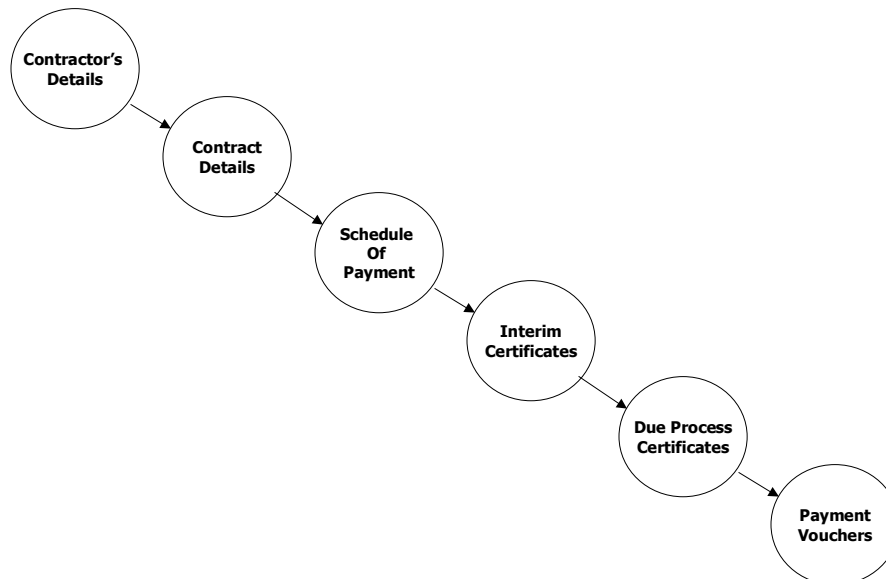


Figure 1.1 Works Manager Basic Information Flow Path

### 1.2 Works Manager Database

The key entities of **Works Manager** database were identified from the system study as follows

- Contractors Details
- Projects Details
- Contract (Lot) Details

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- States and Local Governments of Nigeria
- Police Commands in Nigeria
- Contracts Instruments (Schedule of Payments, Interim Certificates, Contracts Reference No, Lots No, Completion Certificates)

The modules of **Works Manager** appropriately relate these key entities in the modules

### 1.3 Works Manager Key Modules

- Contractors Registration Module:
- Projects Modules
- Contracts Allocation Module
- Location & Command Module

### 1.4 Works Manager Software Architecture

- Multi-User, Client - Server Architecture.

**Works Manager** is a relational database management system designed to run on a local area Ethernet 100 Base-T network of computers running Microsoft Windows 2000/XP based operating systems.

### 1.5 Works Manager Development platform

- Visual Basic 6.0 and Microsoft Access for program design
- Microsoft Access Relational Database Management System for database design.
- Upgrading to SQL-Server database platform is accommodated

### 1.6 Works Manager Operating platform

- A local area Ethernet 100 Base-T network (or wireless network) of computers running traditional Microsoft Windows 2000/XP based operating systems.

### 1.7 Works Manager Key Functionality

**Works Manager's** key functional features are enumerated below according to the modules.

#### 1.7.1 Location & Command Module

- Captures and manages information of all **states, local governments** and **police commands** in Nigeria with appropriate linkages to enable unique and unambiguous identification of the **location** of each project. **Currently, the module is complete with all states, local governments and Police Commands** in Nigeria.

#### 1.7.2 Contractors Registration Module

- Captures and manages information all contractors that are registered for building projects work. The scope of information on contractors that can be captured include statutory information, registration details with CAC, ownership structure, operational assets and previous contracts history.
- Provides for assessment of contractors suitability, category of business registered for, and any fees paid for registration.

#### 1.7.3 Projects Module:

- Captures details of all projects **for each financial year** including the locations (sites) and amount allocated for the project.

#### 1.7.4 Contracts Allocation Module

- Captures and manages details of all contracts and their allocations to contractors in a financial year, appropriately linking all projects comprising the contract **lot**.
- Logs schedules of payment for each contract
- Logs interim certificates for each contract.

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- Auto-generates Contract Number
- Auto-generates Interim Certificate Number
- Generates relevant reports to assist in auditing and progress monitoring

### 1.8 Works Manager General Features

- Easy to use with its user-friendly graphical user interface (GUI).
- Configurable as stand-alone system or a client/server multi-user environment.
- Sophisticated security system that ensures integrity and confidentiality of your mission critical information, by controlling access to both information and functionality.
- Generates a wealth of current and historical information in its databank, enabling derivation of statistical information to inform policy making, budgeting and planning
- Efficient and effective search engine to query the databank.
- Maintains a concise audit trail of operational activities.
- Scaleable for future expansion to the higher platform, SQL-Server database engine.
- Exporting of all reports to remote locations as attachments to e-mail.

### 1.9 Works Manager Security

- No restriction on the number of users
- Each module has a set of privileges to which a user can be assigned.
- Each user is assigned privileges/roles for each user for each module.
- Total Control in security and access levels configuration suitable for your staff hierarchy.
- Ensures data integrity as the privileges of each user can be tailored to his\her work schedule.

### 1.10 Benefits of Works Manager

Benefits of Works Manager to the NPF include the following:

- Precise and accurate information on all **projects, contracts and contractors** will be available in a databank in a central location.
- Standard procedures, such as generating schedules of payment, interim certificates and progress reports of each contract, will be performed quicker and more efficiently.
- History of all building contracts activities including schedules of payment, interim certificates and progress will be available in the databank to enhance auditing and financial control.
- Internal audits on building projects status and progress will, thus, be more frequent to ensure consistency in implementing procedures and standards;
- The databanks generated by our solution will provide a wealth of information on which statistical information on building activities can be derived and used to inform policy making, budgeting and planning for building projects.

### 1.11 Guideline to this document

This document describes how to use Works Manager. It will, however, be valid for versions that would have been tailored to your environment. Furthermore, the words **interfaces** and **forms** are both computing terminologies describing the visual displays on the screen that users interact with; they will be used freely and interchangeably in the document.

**To quickly grasp the concepts and procedures presented in this document, it is recommended you initiate a session of Works Manager on the computer in parallel to studying this document.**

## 2 Works Manager Overview

### 2.1 Works Manager Concepts

#### 2.1.1 Year

Works Manager manages information for a specific **Year**, which is the standard approach to processing contracts.

#### 2.1.2 Security

Users are created to access Works Manager and each user is assigned a security level, which determines the type of operations (additions, modifications, deletions) that can be performed on data.

### 2.2 To Run Works Manager

1. Select **Works Manager** on the Start-Program bar, then select Works Manager item OR Double-click on **Works Manager** icon on the desktop.
2. On the resulting interface displayed (Figure 2.1), click **Launch Works Manager**. You will be prompted for your username and password.

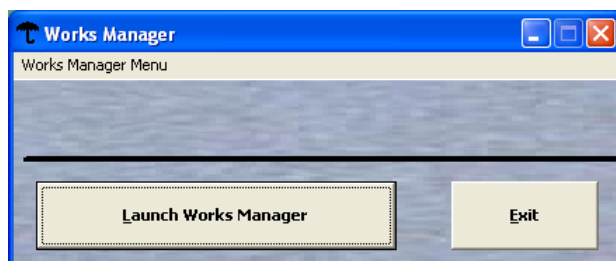


Figure 2.1 Works Manager Program Launcher

3. Enter your user name and password (if you have defined one for your user name)
  - a. If this is the first time, enter user name as **mainuser** with no password.
4. Click **OK**. The program will start displaying the interface below, which is the list of contracts for the current year (Figure 2.2) you are processing (in this example, the year is 2005).
5. The System Administrator must create user accounts for all intended users of the software via the menu File -> System Administration -> Users Maintenance.

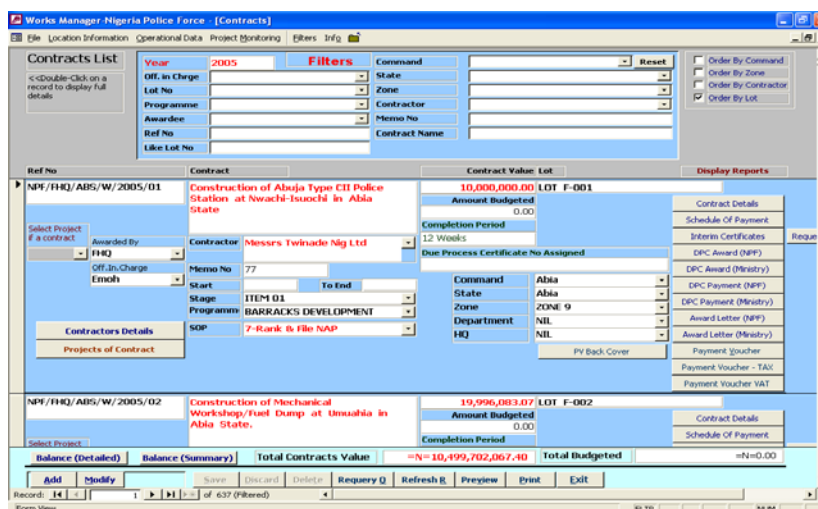


Figure 2.2 Contracts List Interface

## 2.3 IMPORTANT:

- **Works Manager** comes preinstalled with a default user called **mainuser**. This user has highest privilege and should be secured by the system administrator by assigning a password to it and keeping it secret (Select Change Password from the General menu. **THIS IS A NECESSITY to maintain integrity on your information**)
- The system administrator must use this default user account "**mainuser**" to initially gain access to the software and create all other users of the software.
- On creating all users, the system administrator should specify a password for **mainuser** to prevent unauthorised access.
- Note that new users are created without a password (password is blank), therefore each user should specify his\her password for confidentiality.

### 2.3.1 Changing Your Password

All users that have access to Works Manager can change his\her password. Since your password is secret to you, even the system administrator (users with highest security level, Managers) does not have knowledge of your password. The system administrator(s) can only clear a user's password if the user forgets it, so clearing it will allow the user log on with the username only and then he\she can specify another password.

The procedure for changing your password is simple.

1. Select **File** menu then select **Change Password** under **System Administration** sub menu.
2. On the resulting interface (Figure 2.3) enter your **Old Password** in the appropriate field. Leave blank if you do not have a password or you are specifying one for the first time.
3. Enter your new password in the field labelled "**NewPassword**"
4. Enter the new password again in the field labelled "**Verify**"
5. Click "**Specify Password**".
6. You will be prompted if **NewPassword** and the **Verify** do not match exactly. You must re-enter both again to ensure registration of the password for your username.  
**Note that a password is unique to a username.**
7. Click **Exit** when you have finished to remove the interface.

The next time you log on to Works Manager you must specify this new password to gain access.

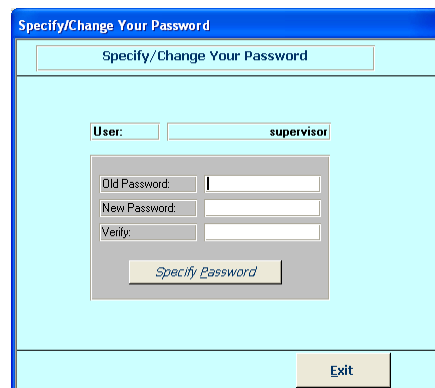


Figure 2.3 Change Password Interface

## 2.4 Works Manager Menus

Then you start Works Manager the first interface that is displayed is the list of contracts as depicted earlier. At the top of the interface is a menu bar with several menus each with its menu items as enumerated in Table 1 below.

| <b>Menu</b>                 | <b>Items</b>   | <b>Purpose</b>  |
|-----------------------------|--|---|
| <b>File</b>                 |  |   |
|                             | Page Setup   | Formats a report with margins and paper size  |
|                             | Print  | Sends a report to the printer   |
|                             | Export Information   | Exports a report into other file formats (spreadsheet (Excel), text format, etc)  |
|                             | System Administration  | System Administration Functions   |
|                             | Exit   | Quits Works Manager application   |
| <b>Location Information</b> |  |   |
|                             | Zones  | Defines the Zones of the Nigeria Police Force   |
|                             | States in Zones  | Defines the states in the zones of the NPF  |
|                             | LGAs in States   | Define the Local Governments in various States  |
|                             | Locations in LGAs  | Defines NPF installations, sites, barracks, etc of the NPF in each Local Government   |
|                             | States   | Defines States of Nigeria   |
|                             | LGAs   | Defines Local Governments of Nigeria  |
|                             | Locations  | Defines installation of NPF   |
| <b>Operational Data</b>     |  |   |
|                             | Departments  | Defines Departments in NPF  |
|                             | Commands   | Defines the Commands in NPF   |
|                             | HQs  | Defines NPF Headquarters  |
|                             | Contracts Stages   | Defines various contract stages, which are items on schedules of payment.   |
|                             | Contract Status  | Defines possible statuses of a contract.  |
|                             | Contractors Registration Data sub menu with items <ul style="list-style-type: none"> <li>Registration Business Categories</li> <li>Registration Categories</li> <li>Registration Status</li> </ul> | <ul style="list-style-type: none"> <li>Defines the Business Categories that contractors registers for with NPF</li> <li>Defines the Business Categories that contractors registers for with CAC.</li> <li>Defines Status of Registration</li> </ul> |
|                             |  |   |
| <b>Project Monitoring</b>   |  |   |
|                             | Specify Working Year   | Defines the Year of operation to be processed.  |
|                             | VAT rate   | Defines the VAT rate in %   |
|                             | Withholding Tax rate   | Defines the Withholding Tax rate in %   |
|                             | Signatories  | Defines Signatories of Award Letters, Interim Certificates, Due Process Certificates, Payment Vouchers and Requests for Payments  |
|                             | Programmes \Sub Heads  | Defines the sub-heads in which projects and contracts are charged   |
|                             | Projects of Programmes   | Defines the Projects under subheads   |
|                             | Projects List  | Defines list of Projects  |
|                             | Contractors List   | Displays list of all contractors in the database.   |
|                             | Contractors Registration   | Displays full details of contractors, enter details of a new contractor and modify details of existing contractors.   |
|                             | Contracts List   | Displays list of all contracts.   |
|                             | Contracts Full Details   | Displays full details of contracts, enter details of new contracts and modify details of existing contract.   |
| <b>Info</b>                 |  |   |
|                             | About  | Displays licensing information on Works Manager   |
|                             | Welcome  | Displays information about Works Manager  |

**Table 1 Description of Works Manager Menus and Menu Items**

## 2.5 General layout of interfaces

Interfaces \ forms used for data capture and modification have the following.

1. Buttons are at the footer of the interface to
  - a. **Add**, initiates addition of a new record
  - b. **Modify**, initiate modification of existing record in focus
  - c. **Save**, to save new entries or modifications to data
  - d. **Discard** to discard changes or new entries before it is saved.
  - e. **Revert**, similar to discard but appears if no changes or entry has been made after clicking Add or Modify.
  - f. **Requery** to populate interface with all records of underlying table\query
  - g. **Refresh** to update record in focus with new information
  - h. **Preview** to display a report on the subject matter on the screen.
  - i. **Print**, to print a report on the subject matter directly on the printer attached (or the printer set as default on your workstation).

Generally,

- To add a new record, click **Add** (or New XXXX)
  - To modify existing record, move to the record, click **Modify**)
  - Click **Save** to save records (new or modified)
  - Click **Discard** to undo changes prior to saving the data.
2. Where appropriate, information are organised in tab pages labelled appropriately
  3. A combo box is usually available at the header of the interface to locate specific record.
  4. A button labelled **Help** is usually at the top of the interface to provide guidance to using the specific module.
  5. Interfaces \ forms used for data capture and modification generally have **Add, Modify, Save, Discard and Revert** buttons as standard.
  6. If the interface is in list form, you can navigate through records using the horizontal and vertical scrollbars on the form or via navigation buttons at the bottom left hand side of the interface.
  7. If the interface displays information of one record on a page, you can navigate through records using only the navigation buttons at the bottom left hand side of the interface.

### 3 Works Manager Operational Data

The **Operational Data** module is used to configure Works Manager with operational data, such as defining Zones, Departments and Commands. The various interface are obtained from two (2) menus; **Location information** and **Operational Data** menus.

Location Information menu items

- Zones
- States in Zones
- LGAs in States
- Locations in LGAs
- States
- LGAs
- Locations

Operational Data menu items

- Departments
- Commands
- Headquarters
- Awardees
- Contract Stages
- Schedule of Payment Templates Names
- Schedule of Payment Templates Details
- Description of Works
- Contract Status
- Officers in Charge
- Contractors Registration Data (Business Categories, Registration Categories, Registration Status)

#### 3.1 Defining operational data

**Only users with Managers/SysAdmin security level have access to view, create and modify operational data.** Operational data information is strategic to proper operation of Works Manager and as such access to the functions must be controlled.

In each case, select the required menu and **Add** or **Modify** information as required.

1. Select the menu required, then select the menu item indicating the operational data.
2. To enter new record
  - a. Click **Add**
  - b. Add the details for a new record.
  - c. Click **Save** to save the record.
3. To modify existing record.
  - a. Navigate to the record of interest
  - b. Click **Modify**.
  - c. Change the information.
  - d. Click **Save**
4. When you are in **Add** or **Modify** mode and you have not made any entry or changes to data, you can revert to the previous state by clicking **Discard** (or **Revert** where appropriate on interfaces where Revert and Discard buttons are used, e.g. Contractors Details interface). If changes have been made but not saved, click **Discard**.

This procedure is valid for all data entry and data modification operations through out Works Manager modules. Only forms with these buttons enable data entry and modifications.



The following sections show the interfaces for each of the operational data that are required in Works Manager. In each case follow the procedure above to add or modify information.

**You must start Works Manager and log on with your user name and password. You must also have the highest security level to add and/or modify operational data information.**

### 3.1.1 Zones

Defines the Zones of the Nigeria Police Force.

- Select Zones from Location Information menu. This displays Figure 3.1.
- Click Add, add a new entry, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

| Zone Name     | Address |
|---------------|---------|
| Not Specified |         |
| Zone 1        |         |
| ZONE 10       |         |
| ZONE 11       |         |
| ZONE 12       |         |

Figure 3.1 Interface defining Zones of Nigeria Police Force

### 3.1.2 States in Zones

Defines States in a Zone

- Select States in Zones from Location Information menu. This displays Figure 3.2.
- Select a Zone
- Click Add, add a new State details for the Zone, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

| State Name |
|------------|
| Jigama     |
| Kano       |
| Katsina    |

Figure 3.2 Interface defining States in Zones of Nigeria Police Force

### 3.1.3 LGAs in States

## Works Manager User Manual

### Defines Local Governments in States

- Select LGAs in States from Location Information menu. This displays Figure 3.3.
- Select a State
- Click Add, add a new LGA details for the state, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

| Local Government | Headquarters | Vehicle Code |
|------------------|--------------|--------------|
| DEMSA            | DEMSA        | DSA          |
| FUFOR            | FUFOR        | FUR          |
| GANYE            | GANYE        | GAN          |
| GIREI            | GIREI        |              |
| GOMBI            | GOMBI        | GMB          |
| GUYUK            | GUYUK        | GUY          |
| HONG             | HONG         | HNG          |
| JADA             | JADA         | JAD          |
| JIMETA           | JIMETA       |              |
| LAMURDE          | LAMURDE      |              |
| MADAGALI         | GULAK        | MDG          |
| MAHA             | MAHA         | MAH          |
| MAYO-BELWA       | MAYO-BELWA   | MwA          |

Figure 3.3 Interface defining Local Governments in States

#### 3.1.4 Locations in LGAs

Defines NPF installations, sites, barracks, etc of the NPF in Local Governments.

- Select Locations in LGAs from Location Information menu. This displays Figure 3.4.
- Select a LGA (Local Government)
- Click Add, add a new Installation details for the LGA, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

| Location/Installation     | Type            |
|---------------------------|-----------------|
| ABA NORTH POLICE BARRACKS | POLICE BARRACKS |
| ABA NORTH POLICE STATION  | POLICE STATION  |

Figure 3.4 Interface defining NPF Installations in Local Governments

#### 3.1.5 States

Defines the States of Nigeria.

- Select States from Location Information menu. This displays Figure 3.5.
- Click Add, add a new state details including the Zone, and then click Save.
- To modify existing detail, move to the record, Click Modify.

- Make the changes, then Click Save.

**States in Zones**

| State Name   | Zone   | Capital | Country |
|--|--------|---------|---------|
| Abia   | ZONE 9 |         |         |
| Creation<br>Major Towns<br>Major Ethnic Groups<br>State Vehicle Code |        |         |         |
| Adamawa  | Zone 3 |         |         |
| Creation<br>Major Towns<br>Major Ethnic Groups<br>State Vehicle Code |        |         |         |
| Akwa Ibom  | Zone 6 |         |         |
| Creation<br>Major Towns<br>Major Ethnic Groups<br>State Vehicle Code |        |         |         |
| Anambra  | ZONE 9 |         |         |
| Creation<br>Major Towns<br>Major Ethnic Groups                       |        |         |         |

Add      Modify      Save      Discard      Exit

Figure 3.5 Interface defining States in Nigeria

### Defines Local Governments

- Select LGAs from Location Information menu. This displays Figure 3.6.
- Click Add, add a new LGA details including the State, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

**Local Governments**

**Local Governments**

**List Order**  
☐ Order By State ☐ Order Alphabetically

| LOA:                         | State:      | HeadQuarters: | Vehicle Code |
|------------------------------|-------------|---------------|--------------|
| ▶ <b>ABAKALIKI</b>           | Abia        | → ABAKALIKI   | CJA          |
| ABA SOUTH                    | Abia        | → ABA         | ABA          |
| ABADAM                       | Abia        | → MALUMFATORI |              |
| ABAJI AREA COUNCIL           | FCI         | → ABAJI       | ABJ          |
| ABAK                         | Abia Item   | → ABAK        | ABK          |
| ABAKALIKI                    | Ebonyi      | → ABAKALIKI   | AKL          |
| ABEOKUTA NORTH               | Ogun        | → ABEOKUTE    | AAM          |
| ABEOKUTA SOUTH               | Ogun        | → ABE         | AAM          |
| ABI                          | Cross River | → ITIGIDI     | TGD          |
| ABIOH MBASE                  | Imo         | → ABIOH       | ABB          |
| ABUJA LOCAL                  | Rivers      | → ABUJA       | ABU          |
| ABUJA MUNICIPAL AREA COUNCIL | FCI         | → ABUJA       | ABC          |
| AGAWI                        | Kogi        | → AGAWANNA    | AGU          |
| AGO                          | Benue       | → OGUMALE     | GAU          |
| ADO                          | Enu         | → ADO-KITI    | ADK          |
| ADO ODO / OTA                | Ogun        | → OTA         | TTD          |
| AFIJO                        | Oyo         | → JOBELE      | JBL          |
| AFIKPO NORTH                 | Ebonyi      | → AFIKPO      | APK          |
| AFIKPO SOUTH                 | Ebonyi      | → AFIKPO-EDDA | EDA          |
| AGBAR                        | Niger       | → AGBAR       | AGA          |
| AGATU                        | Benue       | → OGBAGAI     |              |

add Modify Save Discard Preview Print Exit

Figure 3.6 Interface defining Local Governments

### Defines Locations, Installations and Sites of NPF

- Select Locations from Location Information menu. This displays Figure 3.7.
- Click Add, add a new installation details including the LGAs, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

This is the same as defining `Locations\Installations` in LGAs, discussed in an earlier section.

| Locations\Installation:                            | Type:         | Local Government: |
|--|---------------|-------------------|
| 10HQ   | Not Specified | Not Specified     |
| 12HQ   | Not Specified | Not Specified     |
| 5Nos. DIGs' at 85, Gana Street Maitama and 1No. DI | Not Specified | Not Specified     |
| A' Division, Akure                                 | Not Specified | Not Specified     |
| Abakaliki  | Not Specified | Not Specified     |
| Abeokuta   | Not Specified | Not Specified     |
| Abonima  | Not Specified | Not Specified     |
| Abudu  | Not Specified | Not Specified     |
| Abuja  | Not Specified | Not Specified     |
| AC qita  | Not Specified | Not Specified     |
| Achida   | Not Specified | Not Specified     |
| Addo   | Not Specified | Not Specified     |
| Ado-Ekiti  | Not Specified | Not Specified     |

Figure 3.7 Interface defining NPF Installations

### 3.1.8 Departments

Defines the Departments in NPF.

- Select Departments from Operational data menu. This displays Figure 3.8.
- Click Add, add a new Department details, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

| Code: | Departments:     |
|-------|------------------|
| NIL   | Not Specified    |
| W     | WORKS DEPARTMENT |

Figure 3.8 Interface defining Departments in NPF

### 3.1.9 Commands

Defines the Commands in NPF.

- Select Commands from Operational data menu. This displays Figure 3.9.
- Click Add, add a new Command details, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

| Code | Command       | State         |
|------|---------------|---------------|
| NIL  | Not Specified | NOT SPECIFIED |
| 1    | 10HQ          | Sokoto        |
| 2    | 11HQ          | Osun          |
| 3    | SHQ           | Abia          |
| 4    | Abia          | Abia          |

Figure 3.9 Interface defining Commands in NPF

### 3.1.10 Headquarters

Defines the Headquarters in NPF.

- Select HQs from Operational data menu. This displays Figure 3.10.
- Click Add, add a new Headquarters details, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

| Code | HQ Name               |
|------|-----------------------|
| 1HQ  | FEDERAL HEAD QUARTERS |
| NIL  | Not Specified         |

Figure 3.10 Interface defining HQs in NPF

### 3.1.11 Awardees

Defines the Contract Awardees, which are NPF, Ministry and FEC (Federal Executive Council).

- Select Awardees from Operational data menu. This displays Figure 3.11.
- Click Add, add a new Awardee details, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

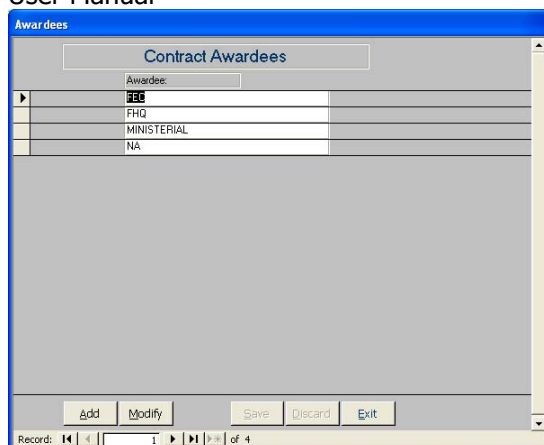


Figure 3.11 Interface defining Contracts Awardees

### 3.1.12 Contract Stages

Defines the Contract Stages.

- Select Contract Stage from Operational data menu. This displays Figure 3.12.
- Click Add, add a new Contract Stage details, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

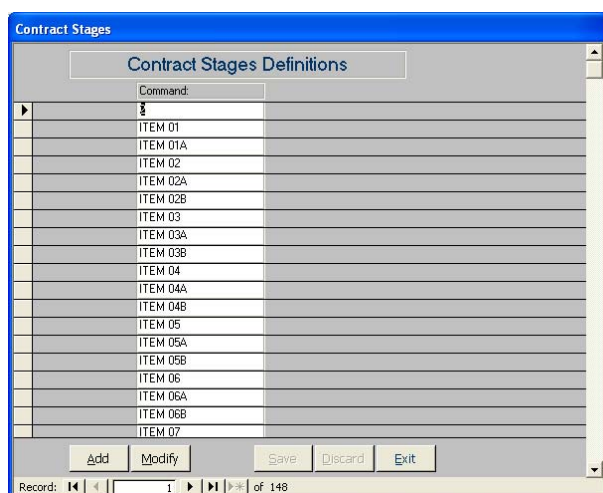


Figure 3.12 Interface defining Contracts Stages as Items of Schedule of Payment

### 3.1.13 Schedule of Payment Templates Names

Defines the Schedule of Payment Templates Names.

- Select Schedule of Payment Templates Names from Operational data menu. This displays Figure 3.13.
- Click Add, add a new Schedule of Payment Templates Names, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

| ID | Template Name                     |
|----|-----------------------------------|
| 0  | No Template                       |
| 1  | 7-Rank & File NAP                 |
| 2  | 7-Rank & File AP                  |
| 3  | 4 Man rank And File Raft NAP      |
| 4  | 4 Man rank And File Strip NAP     |
| 5  | 4 Man rank And File Raft AP       |
| 6  | 4 Man Rank And File Strip AP      |
| 7  | Mech Works and Fuel Dump NAP      |
| 8  | Mech Works and Fuel Dump AP       |
| 9  | Police Station - Raft NAP         |
| 10 | Police Station - Strip NAP        |
| 11 | Police Station - Raft AP          |
| 12 | Police Station - Strip AP         |
| 13 | Police Station - Detail NAP (1/2) |

Figure 3.13 Creating and modifying Schedules of Payment templates

### 3.1.14 Schedule of Payment Templates Details

Defines the Schedule of Payment for Schedule of Payments Templates.

- Select Schedule of Payment Templates Details from Operational data menu. This displays Figure 3.14.
- Select a Schedule of Payment Template
- Click Add, add an ITEM, Description and Rate in % for the templates, and then click Save.  
**Note: Description (of Works) is automatically added to the combo box list when Description of the ITEM is entered, if the Description is not already on the list.**
- Repeat above procedure for all items for the template
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.
- If an ITEM needs to be deleted, move to the ITEM, select the record, the click Delete.

| Contract Stage | Description  | %Rate |
|----------------|--|-------|
| ITEM 01        | Preliminaries  | 5.00  |
| ITEM 02        | Total cost of works up to DPC level including all necessary excavations, foundation fillings around            | 20.00 |
| ITEM 03        | Total cost of works from DPC level to underneath the roof including all necessary RC columns, RC lintel beams, | 10.00 |
| ITEM 04        | Total cost of roof construction covering and ceiling   | 10.00 |

Figure 3.14 Creating and modifying Schedules of Payment template details (For contracts with No Advance Payment requested)

Figure 3.15 Creating Schedules of Payment template details (For contracts with Advance Payment requested)

### 3.1.15 Description of Works

Defines the Description of Works for ITEMS in Schedules of Payment.

- Select Description of Works from Operational data menu. This displays Figure 3.16.
- Click Add, add a new Description of Works, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

**Note: Description of Works are automatically added when details of an ITEM is added in Schedule of Payment Templates Details in the previous section.**

Figure 3.16 Interface defining Description of Works used in Schedule of Payments

### 3.1.16 Contract Status

Defines the Contract Status.

- Select Contract Status from Operational data menu. This displays Figure 3.17.
- Click Add, add a new Contract Status, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.



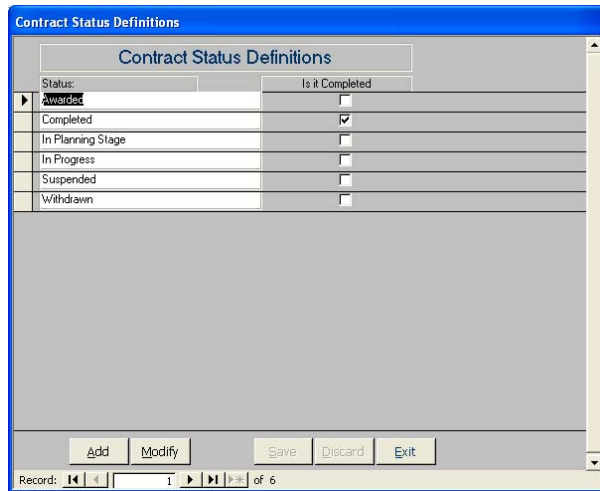


Figure 3.17 Interface defining Contract Status

### 3.1.17 Officers in Charge

Defines the Officers in Charge of supervising contracts.

- Select Officers in Charge from Operational data menu. This displays Figure 3.18.
- Click Add, add a new Officer in Charge, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

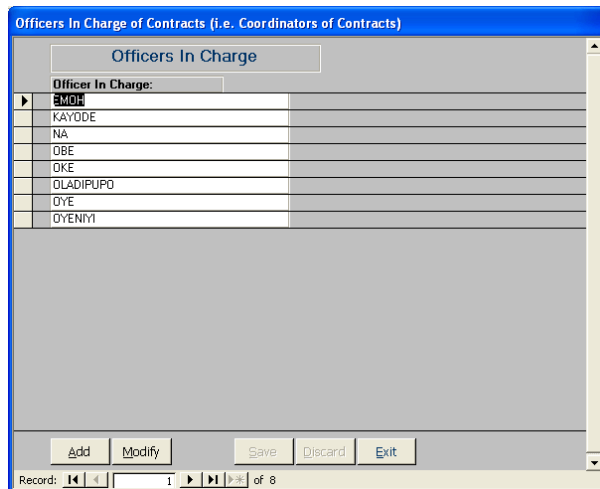


Figure 3.18 Creating Details of Officers Supervising Contracts

### 3.1.18 Contractors Registration Definition Data

Defines the Contractors Registration Data.

- Select Contractors Registration Data from Operational data menu..
- Select Business Categories (Figure 3.19) OR Registration Categories (Figure 3.20) OR Registration Status (Figure 3.21)
- Click Add, add a new detail, and then click Save.
- To modify existing detail, move to the record, Click Modify.
- Make the changes, then Click Save.

| Business Area | Fee |
|---------------|-----|
| CONSTRUCTION  |     |
| IT            |     |
| SUPPLIES      |     |

Figure 3.19 Interface defining Business Areas of Contractors

| Category       | Fee  |
|----------------|------|
| IN TO 5M       | 0.00 |
| UP TO 1000000  | 0.00 |
| UP TO 10000000 | 0.00 |

Figure 3.20 Interface defining Contractors Registration Categories

| Registration Status  | Can Tender For Contracts            |
|----------------------|-------------------------------------|
| Blacklisted          | <input type="checkbox"/>            |
| Not Specified        | <input type="checkbox"/>            |
| Registered           | <input checked="" type="checkbox"/> |
| Registration Expired | <input type="checkbox"/>            |

Figure 3.21 Interface defining Contractors Registration Status

## 4 Works Manager Workflow, Rules and Conventions

To use Works Manager for any useful work you should have done the following:

- Installed Works Manager on your computer and connected appropriately to the data source.
- Created all user accounts that will use Works Manager and define profiles and privileges for each.
- Configure Works Manager with operational data.

In this section we will discuss the workflow, rules and conventions designed into Works Manager

### 4.1 Start Works Manager

1. Select **Works Manager** on the Start-Program bar, then select Works Manager item OR Double-click on **Works Manager** icon on the desktop.
2. On the resulting interface shown in Figure 4.1, click **Launch Works Manager**. You will be prompted for your username and password.

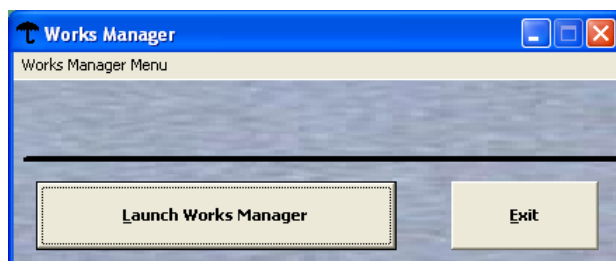


Figure 4.1 Works Manager Program Launcher

3. Enter your user name and password (if you have defined one for your user name)
  - a. If this is the first time, enter user name as **mainuser** with no password.
4. Click **OK**. The program will start displaying the Contracts List Interface (see Figure 2.2)

### 4.2 Works Manager Workflow

The general procedure for managing information with Works Manager involves creating data for the following entities in the order given below.

1. Specify the working year of operation
2. Set Vat and Withholding tax rates to appropriate values (5% and 10%, respectively)
3. Create Projects
4. Create Contracts of Projects
5. Create Contractors Registration Details
6. Create information on Bids for Contracts
7. Award the Contracts; assign Contractors to each Contract
8. Create and Issue Award Letters
9. Create and Issue Due Process Certificates of Award
10. Create Schedule of Payments
11. Create and Issue Interim Certificates
12. Create and Issue Due Process Certificates of Payment
13. Generate Request for Payments based on Due process Certificates for Payment
14. Create and Issue Payment Vouchers
15. Return to Step 11 until contract work is completed.

**These steps must be followed in the order given. The process together with the rules and conventions built into the design of Work Manager (discussed in the next section), combine to ensure integrity of documentation generated by Works Manager.**

#### **4.3 Rules and Conventions for Contract Information processing in Works Manager**

The steps in the previous section, enumerating the workflow modelled in Works Manager, must be followed strictly with no room for jumping a step.

For example, a Due Process Certificate of Award and a Contract Award Letter can only be created for a contract only if the Contract Details exist.

Similarly a Payment Voucher can only be created with an existing equivalent Due Process Certificate Of Payment, which in turn requires an existing equivalent Interim Certificate that requires relevant items created in an existing Schedule of Payment of the contract. The Contract Details must exist (including the Contract Value) for a schedule of payment to be created for the contract.

Other rules and conventions incorporated in Work Manager are as follows.

1. Each Contract detail must have a Contract Value, a Contract Name and a Contractor awarded the contract
2. Each contract has one Letter of Award only.
3. Each Contract has only one Due Process Certificate (DPC) of Award
4. Each contract must have a Schedule of Payment (SOP) containing a breakdown of the work to be done into ITEMS of work. Each ITEM is assigned a rate (in %) of the total contract value. The sum of all the rates for each item must not exceed 100%.
5. An Interim Certificates (IC) must contain one or more items of the Schedule of Payment that have been completed on the contract. The IC forms the basis for initiating processing for payment for the completed aspects of the contract. Several sets (numbers) of Interim certificates are issued on a contract throughout the duration of the contract.
6. A Due Process Certificate for Payment must have a corresponding Interim Certificate of the same number. Therefore, to issue a Due Process Certificate for Payment No 1, a corresponding IC No 1 must have been issued. By extension, several sets (numbers) of Due Process Certificates for Payment are issued on a contract throughout the duration of the contract.
7. A Payment Voucher must have a corresponding Due Process Certificate for Payment of the same number. Therefore, to issue a Payment Voucher No 1, a corresponding Due Process Certificate for Payment No 1 must have been issued. By extension, several sets (numbers) of Payment Vouchers are issued on a contract throughout the duration of the contract. The same rule applies for Payment Vouchers for VAT and TAX.
8. Details of a contractor cannot be deleted. The Registration status of a contractor can be assigned as BlackListed in which case the contractor will not be available for contract awards.
9. Contract Details cannot be deleted once it has been entered. The Contract Status can be set appropriately to indicate the status of the contract.
10. Award Letters, Due Process Certificates, Interim Certificates and Payment Vouchers cannot be deleted or modified if they have been Issued. They can only be deleted (or modified) if they are set as Re-opened, a function that can only be done by users with the highest security level (Managers).
11. Award Letters, Due Process Certificates, Interim Certificates and Payment Vouchers details are snapshots of information. Information on them is retained even if the source of information is modified. For example, changing the contract value on the contract details does not propagate through the contract's Award Letters, Due Process Certificates, Interim Certificates and Payment Vouchers. You must delete and then re-create each of them information to reflect the changes. This restriction is a precaution that ensures integrity of the documents, as they are financial instruments used for payment processing to contractors.

Let us assume that the contract value, contract name and contractor of a particular contract has been modified. This dictates the changes must be reflected in the Award Letter, Schedule of Payment, Due Process Certificates, Interim Certificates and Payment Vouchers for that contract which requires that you delete all these documents starting from the PV (the last in the chain) and recreate them again starting with the Schedule of Payment. In general the following rule must be followed to modify details of the documents generated in Works Manager.

## Works Manager User Manual

1. To ensure details of a PV reflect changes in a Due Process Certificate of Payment.
  - a. Set the PV as Re-Opened,
  - b. Delete the PV
  - c. Recreated the PV
2. To ensure details of a Due Process Certificate of Payment reflect changes in the Interim Certificate
  - a. Set the DPC as Re-Opened,
  - b. Delete the DPC
  - c. Recreated the DPC
3. To ensure details of an Interim Certificate reflect changes in the Schedule of Payment
  - a. Set the IC as Re-Opened,
  - b. Delete the details on the IC
  - c. Recreated the details on the IC
4. To ensure details of the Schedule of Payment reflect changes in the Contract Value
  - a. Delete all entries in the SOP,
  - b. Recreate the SOP items

Depending on the situation at hand you begin the process at an appropriate point in the chain. Furthermore you must have the highest security level to perform these functions, thus ensuring integrity of documents and information managed in the databank.

## 5 Contracts Information Processing Using Works Manager

In the section we learn how to use Works Manager to generate information for contracts that you will supervise. We will use Works Manager to create the following documents for each contract.

- Contractors Registration Details,
- Contracts Details,
- Schedules Of Payments,
- Interim Certificates,
- Due Process Certificates and
- Payment Vouchers

Before we proceed, however, we will discuss about information that should be defined to ensure consistency in the generating the documents detailed above. These pre-requisites include specifying the Working Year, VAT and Tax Rates for voucher processing and Signatories to Due Process certificates, Award Letter and Payment Vouchers.

### 5.1 Pre-requisites to Contracts Information processing

#### 5.1.1 The Working Year

The **Working Year** is the year for which you are processing contracts information. This is in keeping with normal practice of collating information and supervising contracts on a yearly basis. Works Manager requires that the **Working Year** be defined.

1. Select **Specify Working Year** from the Project Monitoring menu. This displays Figure 5.1.
2. Enter the year to process in the text box labelled **Year**.
3. Click **Set**.
4. Click **Exit** to remove the interface.

**The Working Year will be set to the specified year and subsequent processing of information will be stamped with this year.**

**Note that the specified year will be saved and retained as a default (on your own workstation) for subsequent operations with Works Manager, until you change it.**

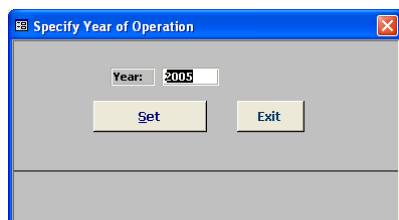


Figure 5.1 Interface to Specify Year of Operation

#### 5.1.2 Tax Rates: VAT and Withholding Tax

Defines VAT and Withholding Tax Rates for payment voucher processing and collating remittances to tax offices.

1. Select **VAT Rate** from the Project Monitoring menu. This displays Figure 5.2.
2. Enter the VAT rate in % in the text box VAT Rate.
3. Click **Apply** button.
4. Click **Exit**.
5. The VAT rate will be set to the value specified and used for any VAT calculation in Works Manager, such as when Payment Vouchers are created.

Figure 5.2 Interface to Specify VAT Rate

1. Select **Withholding Tax Rate** from the Project Monitoring menu. This displays Figure 5.3.
2. Enter the Withholding Tax Rate in % in the text box Withholding Tax Rate.
3. Click **Apply** button.
4. Click **Exit**.
5. The Withholding Tax Rate will be set to the value specified and used for any Withholding Tax calculation in Works Manager, such as when Payment Vouchers are created.

Figure 5.3 Interface to Specify Withholding Tax Rate

### 5.1.3 Signatories to Due Process Certificates - NPF

Defines Signatories to Due Process certificates issued by NPF.

1. Select **Signatories to Due Process certificates of NPF** from **Signatories** sub menu on the Project Monitoring menu. This displays Figure 5.4.
2. Enter the designations and names for each signatory (5 in total) as it would appear on the certificate.
3. Click **Save**.
4. Click **Exit**.
5. When the certificate is printed, the designations and names will appear in appropriate positions.

| Designation             | Name                       |
|-------------------------|----------------------------|
| CHAIRMAN                | OGBONNA O. ONOVO, DIG (D)  |
| Member                  | J. B. AWELEVA, DCP (DA&F)  |
| Member                  | YEKINI JIMOH, DIG (DRS)    |
| Member                  | J. O. OBANIYI, CP (BUDGET) |
| BMPIU Representative, I | Engr J. O. CHUKWU          |

Figure 5.4 Interface to define Signatories to Due Process Certificates for contracts awarded by NPF

### 5.1.4 Signatories to Due Process Certificates – Ministry

Defines Signatories to Due Process certificates issued by Ministry.

1. Select **Signatories to Due Process certificates of Ministry** from **Signatories** sub menu on the Project Monitoring menu. This displays Figure 5.5.
2. Enter the designations and names for each signatory (5 in total) as it would appear on the certificate.
3. Click **Save**.
4. Click **Exit**.
5. When the certificate is printed, the designations and names will appear in appropriate positions.

Figure 5.5 Interface to define Signatories to Due Process Certificates for contracts awarded by Ministry

#### 5.1.5 Signatories to Contract Award Letters - NPF

Defines Signatories to Contract Award Letters issued by NPF.

1. Select **Signatories to Contract Award Letters (NPF)** from **Signatories** sub menu on the Project Monitoring menu. This displays Figure 5.6.
2. Enter the **Signatory, Designation** and **For** as it would appear on the letter.
3. Click **Save**.
4. Click **Exit**.
5. When the award letter is printed, the designation and name will appear in appropriate positions.

Figure 5.6 Interface to define Signatories to Contract Award Letter for contracts awarded by NPF

#### 5.1.6 Signatories to Contract Award Letters – Ministry

Defines Signatories to Contract Award Letters issued by Ministry.

1. Select **Signatories to Contract Award Letters (Ministry)** from **Signatories** sub menu on the Project Monitoring menu. This displays Figure 5.7.
2. Enter the **Signatory, Designation** and **For** as it would appear on the letter.
3. Click **Save**.
4. Click **Exit**.
5. When the award letter is printed, the designation and name will appear in appropriate positions.



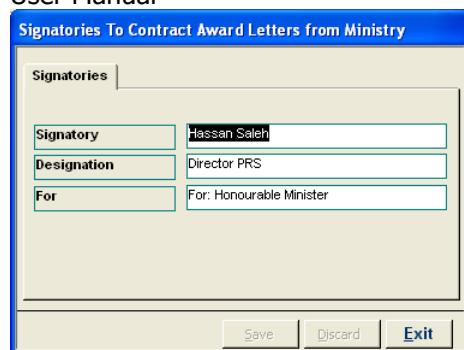


Figure 5.7 Interface to define Signatories to Contract Award Letter for contracts awarded by Ministry

#### 5.1.7 Signatories to Forward Letters

Defines Signatories to Forward Letters.

1. Select **Signatories to Forward Letters** from **Signatories** sub menu on the Project Monitoring menu. This displays Figure 5.8.
2. Enter the **Signatory**, **Designation** and **For** as it would appear on the letter.
3. Click **Save**.
4. Click **Exit**.
5. When the award letter is printed, the designation and name will appear in appropriate positions.

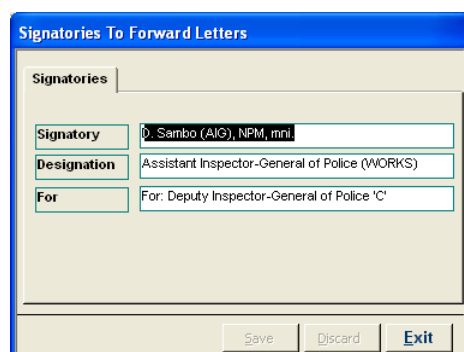


Figure 5.8 Interface to define Signatories to Contract Forward Letter

#### 5.1.8 Signatories to Payment Vouchers

Defines Signatories to Payment Vouchers.

1. Select **Signatories to Payment Vouchers** from **Signatories** sub menu on the Project Monitoring menu. This displays Figure 5.9.
2. Enter the **Name**, **Rank\Designation**, **Description** and **Works Officer**, as it would appear on the voucher. The Works Officer name will appear on the back of the voucher.
3. Click **Save**.
4. Click **Exit**.
5. When the Payment voucher is printed, the designation and name will appear in appropriate positions.

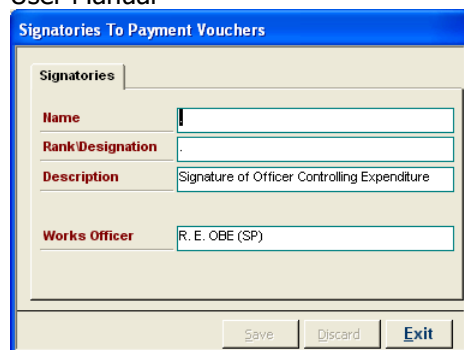


Figure 5.9 Interface to define Signatories Payment Vouchers

#### 5.1.9 VAT Office

Defines the Name and Address of the VAT Office to which to remit VAT deductions from Contractors

1. Select **VAT Office Location** from **Signatories** sub menu on the Project Monitoring menu. This displays Figure 5.10.
2. Enter the **VAT Office** and **Address**, as it would appear on the VAT Payment voucher.
3. Click **Save**.
4. Click **Exit**.
5. When the Payment Voucher is printed, the VAT Office Name and Address will appear in appropriate positions.

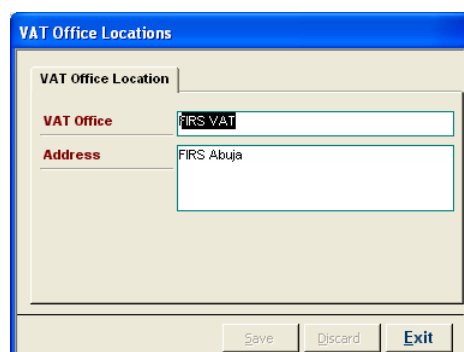


Figure 5.10 Interface to define VAT Office location and address

#### 5.1.10 Tax Office

Defines the Name and Address of the Tax Office to which to remit Withholding Tax deductions from Contractors

1. Select **TAX Office Location** from **Signatories** sub menu on the Project Monitoring menu. This displays Figure 5.11.
2. Enter the **TAX Office** and **Address**, as it would appear on the Withholding Payment voucher.
3. Click **Save**.
4. Click **Exit**.
5. When the Payment Voucher is printed, the TAX Office Name and Address will appear in appropriate positions on the report.

Figure 5.11 Interface to define Tax Office location and address

#### 5.1.11 Programmes (Sub Heads)

Defines the sub-heads and the budget allocations under which projects and contracts will be charged.

1. Select **Programmes (Sub Heads)** from the Project Monitoring menu. This displays Figure 5.12.
2. To add a new Programme (Sub-Head), click **Add**.
3. Enter the **Programme Name** and **Amount Budgeted**
4. Click **Save**.
5. Repeat steps 2-4 to enter other programmes.
6. To modify details of an existing Programme, navigate and select the record of the programme.
7. Click **Modify**.
8. Change details under Programme Name and Amount Budgeted text boxes as required.
9. Click **Save**.
10. Repeat steps 6-9 to modify other records.
11. Click **Exit** to remove the interface from the screen.

| Programme Name            | Amount Budgeted  |
|---------------------------|------------------|
| BARRACKS REHABILITATION   | 4,312,000,000.00 |
| BARRACKS DEVELOPMENT      | 5,096,000,000.00 |
| STATE HQ DEVELOPMENT      | 431,200,000.00   |
| CONSULTANCY               | 0.00             |
| SUPPLIES                  | 0.00             |
| MEDICAL                   | 5,000,000.00     |
| PURCHASE OF VEHICLES      | 0.00             |
| FEDERAL EXECUTIVE COUNCIL | 0.00             |
| TRANSPORT                 | 0.00             |
| COMMUNICATION             | 0.00             |
| TRAINING                  | 0.00             |
| RESEARCH AND STATISTICS   | 0.00             |
| COMPUTER                  | 160,000,000.00   |

Figure 5.12 Interface to define Programmes and Subheads for Contracts\Projects Management

#### 5.1.12 Projects of Programmes

Defines the projects to be carried out under the various programmes\subheads for a particular year. Each project will subsequently be divided into contracts. **This facility in will be implemented in the next upgrade of Works Manager, which will be designed to incorporate modules managing information on all installations and sites of NPF in Nigeria.**

**Projects Under Programme**

Programme Subdivisions into Projects

Year: 2005

Programme: BARRACKS DEVELOPMENT

| Project | Location | LGA           | State | Zone |
|---------|----------|---------------|-------|------|
|         |          | Not Specified |       |      |

Value

Add Revert Save Discard Refresh

Record: 1 of 1

Preview Print Exit

Record: 1 of 13 (Filtered)

Figure 5.13 Interface to create Projects charged to Programmes\Subheads

## 5.2 Creating Contractors Registration Details

### 5.2.1 Entering Contractors Details

1. Select **Contractors Registration** from Project Monitoring menu. This displays Figure 5.14.
2. Click Add.
3. Enter the Reference Number assigned to the contractor and the Company Name
4. On the **Statutory Information** tab enter details in the appropriate text boxes including
  - a. CAC Registration No
  - b. Type of company
  - c. Date Registered
  - d. Country of Registration
  - e. Business Sector
  - f. Registered Address
  - g. Primary Areas of Business
  - h. Operational Status
5. Enter the Contractors Registration Details at your company:
  - a. Category of registration,
  - b. Business Area Registered for,
  - c. Registration fee paid,
  - d. Currency of Payment,
  - e. Registration Status
6. Select the **Position and Our Evaluation** tab (Figure 5.15) and enter details including
  - a. Authorised Chare Capital
  - b. Units of shares
  - c. Borrowing Powers
  - d. Your Evaluation
7. When you have finished, click Save.

**Note that you do not have to enter information in all the text boxes to complete a record and save it. The minimum pieces of information required are the Reference Number assigned to the contractor and the Company Name.**

8. A wider scope of information can be captured for each contractor if you require a comprehensive databank on contractors. Example of such information are **Ownership Details, Principal Officers, Previous Contracts, Bankers, Operational Assets, Subsidiaries, Ratings, Head Office Locations, Branches and Divisions, Properties and Bonds, Suppliers and Creditors and Distributorships**. Each can be accessed via appropriately labelled button on the left hand side of the interface in Figure 5.14.
  - a. Click the button indicating the information
  - b. Click Add on the interface displayed, enter the information and then click Save
  - c. To modify existing details, click modify, change information, and then click Save.
9. To display a list of contract awarded to date to an existing contractor, click the **Contracts Awarded** tab for the contractor in focus (Figure 5.16).
10. You can attach electronic documents relating to the contractor such as letters, scanned documents and photographs of company and principal officers etc.
  - a. Click **Documentation and Links** tab (Figure 5.17)
  - b. Click Add
  - c. Enter details of information to link
  - d. Click button Click To Link Document; Navigate on your computer system and select the object to be linked.
  - e. Click Save.
  - f. Repeat for other documents to be linked.

## 11. Locating a Contractor

- Click **Locate**. The interface is cleared and buttons disabled and a combo box labelled “**Enter Company Name To Locate**” is displayed (See Figure 5.18).
- Select the arrow on the combo box to display a list of all contractors in your databank.
- From this list, select the Contractor required. The details of the selected contractor will be displayed.

Figure 5.14 Contractors Registration interface. For Creating and modifying contractors details

Figure 5.15 Contractors Registration interface. For recording Business Position and Evaluation of company

**Contractors Registration Details**

Our Reference: **NPF3741** Company Name: **MESSRS S. A. TOLANI HIG. ENTERPRISES**

**Contracts Awarded By NPF:**

| Coordinator | Zone          | Contracts  | Value         |
|-------------|---------------|--|---------------|
| Obe         | Not Specified | Construction of 2No. Abuja Type II Police Station at Katin and Pindaga in Gombe State. | 19,852,942.26 |

**Total Value of Contracts:** 19,852,942.26

Record: 1 of 1

Figure 5.16 Contractors Registration interface. Display of history of contract awarded to a contractor

**Contractors Registration Details**

Our Reference: **NPF3741** Company Name: **MESSRS S. A. TOLANI HIG. ENTERPRISES**

**Registration Documents:**

| Registration Document Supplied | Reference No | Link | Remarks                  |
|--------------------------------|--------------|------|--------------------------|
|                                |              |      | <<Click To Link Document |

**Document Verified ?** ☐

Buttons: Revert, Save, Discard, Delete

Figure 5.17 Contractors information interface. Linking electronic information to contractor's details.

**Contractors\Consultants Registration Details**

**Contractors Registration Details** [Revert] [Refresh] [Query]

Statutory Information B

To display other information, Click appropriate button

Contact Info K

Ownership Details C

Principal Officers E

Previous Contracts L

Operations Details

Operational Assets Q

Subsidiaries

Bankers V

Ratings W

Head Office

Branches/Divisions J

Properties And Bonds

Suppliers/Creditors P

Distributionships U

Enter company name to locate:

|   |           |
|---|-----------|
| MESSRS S. A. TOLANI NIG. ENTERPRISES    | NPFV\3741 |
| Messrs 1st Prudence Contracting         | NPFV\1101 |
| Messrs A Raimi & Sons Ltd               | NPFV\1102 |
| Messrs A Tolani Nig. Ltd                | NPFV\1083 |
| Messrs A. H. A. Invest Ltd              | NPFV\1103 |
| Messrs A. Raimi & Son Limited           | NPFV\1104 |
| Messrs A.A. Mathula & Sons Nig. Ltd.    | NPFV\1105 |
| Messrs A.K. Resources Nig. Ltd.         | NPFV\1106 |
| Messrs A.M.D Nig. Ltd                   | NPFV\1549 |
| Messrs A.M.D. Nig. Ltd.                 | NPFV\1107 |
| Messrs Aafaf International Ltd          | NPFV\1108 |
| Messrs Abay Construction                | NPFV\1109 |
| Messrs Abdul Entis Nig                  | NPFV\1110 |
| Messrs Abdulaziz Civil & Tech Engr.     | NPFV\1111 |
| Messrs Abladaz Nig Enterprises          | NPFV\1112 |
| Messrs Abladaz Nigeria Enterprises      | NPFV\1551 |
| Messrs ADAMS TECHNICAL SERVICES LIMITED | NPFV\3683 |
| Messrs Addford Constrm. Co. Nig. Ltd.   | NPFV\1507 |
| Messrs Adebsad Nig Ltd                  | NPFV\1114 |
| Messrs Adebsad Nig Ltd                  | NPFV\1514 |

Add Modify Save Discard Delete Preview Print Exit

Record: 1 of 491

Figure 5.18 Contractors information interface. Locating a specific contractor's in the databank



### 5.3 The Contracts List

1. Start Works Manager.
2. On successful log on the interface showing the list of contracts for the processing year (see below).
3. If you are already running Works Manager, select **Contracts List** from the Project Monitoring menu.

**Note** that the list displays contracts for the specified working **Year** as in (Figure 5.19) The year is always set as part of the search criteria since Works Manager processes information for a specific year.

On the **Contracts List** interface, you can preview specific reports for a particular contract by clicking the appropriate button on the right hand side of the contract details record. The reports available are:

- Contracts List
- Schedule of payments
- Interim Certificates
- Due Process Certificates of Award
- Due Process Certificates of Payment
- Award Letters
- Requests for Payment
- Payment Vouchers
- Payment Voucher for VAT,
- Payment Voucher for Tax and
- Requests for Payment letter

4. Click the report to preview, and then select **Print** from the **File** menu to print the report on a printer.

| Ref No                | Contract  | Contract Value | Lot       |
|-----------------------|---|----------------|-----------|
| NPF/RHQ/ABS/W/2005/01 | Construction of Abuja Type CII Police Station at Nwachi-Isouchi in Abia State | 10,000,000.00  | LOT F-001 |
| NPF/RHQ/ABS/W/2005/02 | Construction of Mechanical Workshop/Fuel Dump at Umuahia in Abia State        | 19,996,083.07  | LOT F-002 |

| Balance (Detailed) | Balance (Summary) | Total Contracts Value | Total Budgeted |
|--------------------|-------------------|-----------------------|----------------|
|                    |                   | =N=10,499,702,067.40  | =N=0.00        |

Figure 5.19 The Contracts List Interface

5. To display the contracts for another year, enter the year in the text box labelled **Year** in the section labelled **Filters** at the top of the interface.
6. To display full details of a particular contract on the list, **double-click on the left hand side** of the contract record.
7. To display the full details of the contractor awarded the contract, click **Contractors Details** button on the contract record.

### 5.3.1 Filtering the Contracts List – Searching the Contracts Databank

At the top of the Contracts List interface is a section labelled **Filters** containing text boxes and combo boxes through which you can specify criteria to filter the contracts on the list to locating a particular contract or a group of contracts.

You can filter the contracts list by specifying one or a combination of the following parameters as the search criteria.

- Year
- Officer In Charge
- Lot No
- Programme
- Awardee
- Ref no
- Like Lot No \*
- Command
- State
- Zone
- Contractor
- Memo No\*
- Contract Name\*

Information with postfix \* indicate that the search will look for records containing strings that matches the specification. Other boxes are combo boxes from which you select a particular choice.

The **Reset** button clears the criteria specified in the text and combo boxes, resets the Year to the current operating year and displays all the contracts for that year.

1. To show contracts for a particular year,
  - enter the year in the text box **Year**,
  - then press Enter or Tab key.
2. To show contracts supervised by a particular officer for the current working year,
  - select the officer from **Officer in Charge** combo box,
  - then press Enter or Tab key.
3. To show contracts in a particular command for the current working year,
  - select the command from **Command** combo box,
  - then press Enter or Tab key.
4. To display contracts supervised by a particular officer in a state,
  - select the officer from **Officer in Charge** combo box,
  - select the state from the **State** combo box,
  - then press Enter or Tab key
5. To display the contracts awarded to a contractor,
  - select the contractor from **Contractor** combo box,
  - then click Enter or Tab key.
6. To clear specified criteria, click **Reset**.

### 5.3.2 Previewing and Printing Reports on Contracts

From the contracts lists interface you can preview or print up to 25 types of reports on contracts, including Contracts list, Award Letters and Payment Vouchers. To get these options

1. Click **Preview** (or **Print**). At the bottom of the interface. This displays a list of the various reports available as shown in Figure 5.20.
2. Type in the appropriate number indicating the report you want.

3. Then click **OK**. The selected report will be displayed on the computer screen (if you clicked **Preview**) or sent to the printer directly if you clicked **Print**.
4. If the report preview is on the screen, you can print it on the printer by selecting **Print** on the **File** menu.

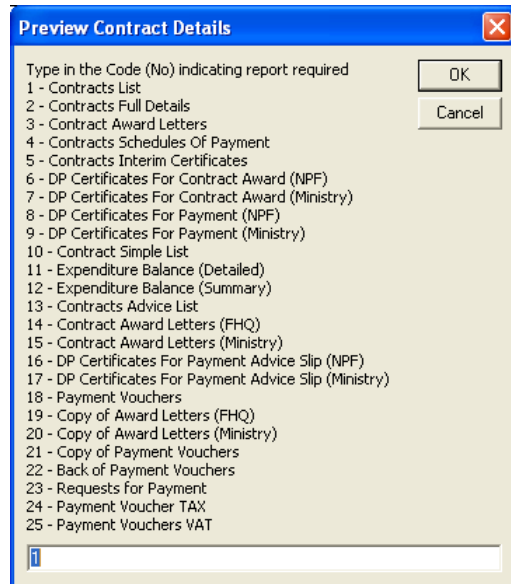


Figure 5.20 Reports that can be generated and printed from the Contracts List interface.

## 5.4 Creating Detail of Contracts

### 5.4.1 Entering details of a new Contract

1. Select **Contracts Full details** from Project Monitoring menu. This displays Contracts interface (Figure 5.21) showing the full details of contracts.
2. Click **Add**.
3. Enter the **Contract Reference Number**, **Contract Name** and **Lot Number** in the text boxes labelled
  - Contract No
  - Contract Name
  - Lot
4. On the **Contract Details** tab enter the available details (or select detail from combo boxes) in the appropriate text and combo boxes including
  - Contract Value
  - Currency
  - Awarded By
  - Date Awarded
  - Command
  - Department
  - HQ
  - Officer in Charge
  - Rank
  - Completion Period
5. When you have finished, click Save.

**Note that you do not have to enter information in all the text boxes to complete a record. The minimum pieces of information required are the Contract No, Contract Name and Lot No.**

Figure 5.21 Contracts Full Details Form. For creating and modifying details of contracts

#### 5.4.2 Locating a specific contract

To locate a specific contract,

1. Select the contract from the combo box labelled **Locate a Contract**. The list displayed will be ordered **Lot No**.
2. Scroll through the list and click on the **Lot No** you want. This will move to the contract selected with the relevant details shown on the interface.

#### 5.4.3 Modifying details of a contract

Other information on the contract will be completed as and when data is available. To do this you will modify the details of the contract.

1. Locate the contract
2. Click **Modify**.
3. Enter or change the details available in the appropriate text and combo boxes on the Contract Details tab.
4. Click **Save**

#### 5.4.4 Entering related contract information

A wider scope of information can be captured for each contract. Examples of such information are as follows:

- Schedule of Payment,
- Interim Certificates,
- Due Process Certificate of Award,
- Due Process Certificates of Payment,
- Contract Award Letters,
- Payment Vouchers,
- Bids,
- Progress and
- Links.

Each can be accessed via appropriately labelled tab on the interface and each will be dealt with in subsequent sections. The general procedure is as follows;

1. Locate the contract
2. Click the tab indicating the information to process
3. Click **Add** on the interface displayed, enter the information and then click **Save**
4. To modify existing details, click **Modify**, change information, and then click **Save**.

#### 5.4.5 Linking Electronic information to a contract

You can attach electronic documents relating to the contract such as letters, scanned documents and photographs of the site.

1. Locate the **Contract**.
2. Click **Links** tab (Figure 5.22a to Figure 5.22c)
3. Click **Add**
4. Enter details of information to link
5. Click button **Click To Link Document**; Navigate on your computer system and select the object to be linked.
6. Click **Save**.
7. Repeat for other documents to be linked.

## Works Manager User Manual

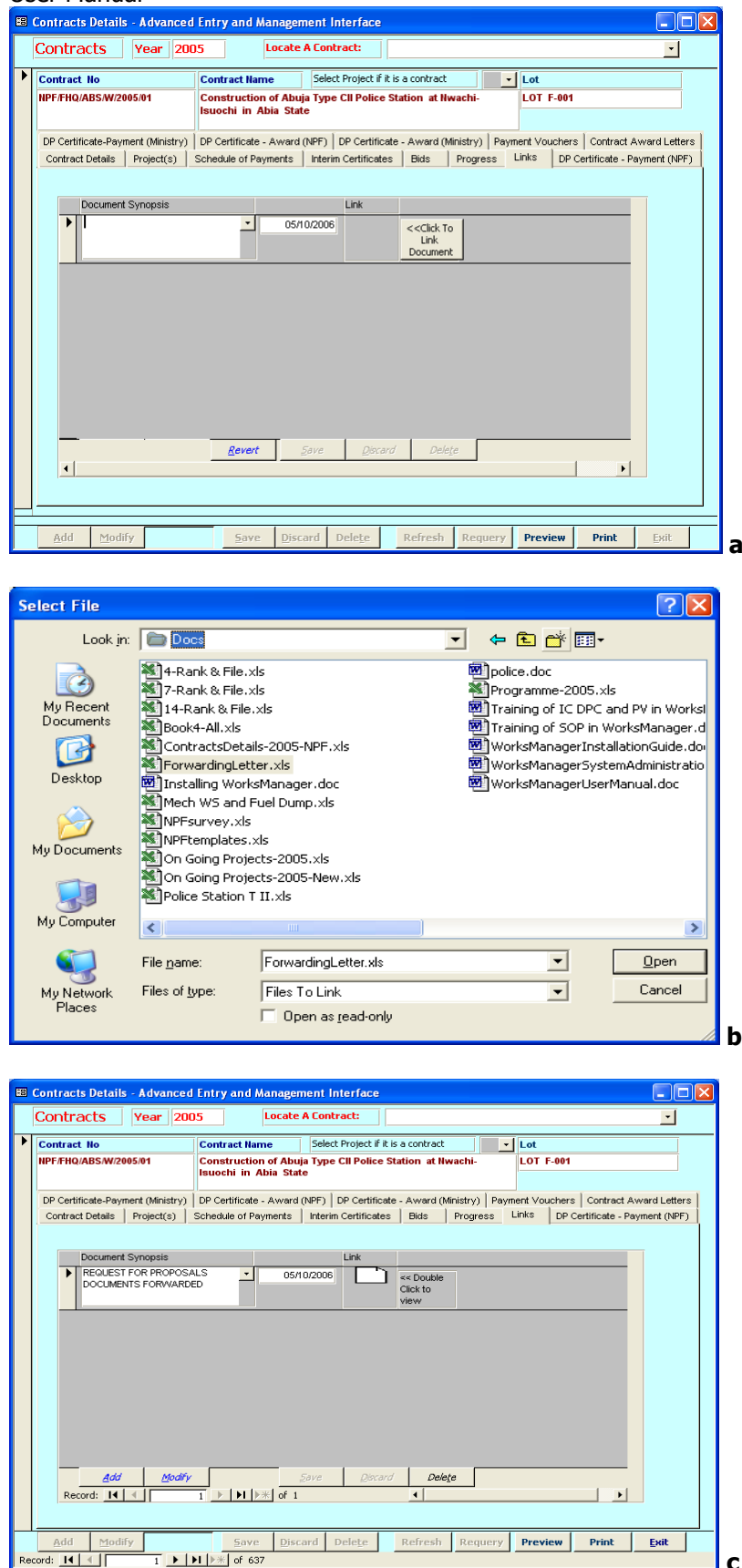


Figure 5.22 Contracts Details interface. For linking electronic information to contracts details

#### 5.4.6 Recording Bids of Contractors for a Contract

On this tab you record bidding information for each contract as well as specific details of the bids presented by each contractor that bid for the contract.

1. Locate the contract.
2. Select **Bid** tab (Figure 5.23).
3. Select **Bid Requirements** tab
4. Click **Add**
5. Enter the bid requirements in the appropriate text boxes
6. Click **Save**.

Figure 5.23 Interface to record bidding details of contractors for a contract

1. Select the **Contractors Bids** tab (Figure 5.24)
2. Click **Add**
3. Enter the **Company Name, Details, Documents Supplied, Bid Value, Date Received, Remarks** and the **Mark** indicating the rating of the bid in %.
4. Click **Save**
5. Repeat steps 2-4 for each contractor\company that put in a bid for the contract.

Figure 5.24 Interface to record bids of each contractor

#### 5.4.7 Contracts Progress

You record the progress of a contract through this interface,

1. Locate the contract.
2. Select **Progress** tab (Figure 5.25)
3. Click **Add**
4. Enter the **Date**, **Progress on Schedule Of Payment**, **Progress Certificate No**, **Remarks** and **Recommendations** in appropriate text boxes
5. Click **Save**.

Figure 5.25 Interface to record progress of a contract

## 5.5 Awarding a Contract to a Contractor

To award a contract;

1. Select **Contract Full Details** from Project Monitoring menu to display Figure 5.21.
2. Select the contract you want from **Locate a Contract** combo box
3. Click **Modify**
4. Select the contractor from the combo box labelled **Company Awarded The Contract**.
5. Click **Save**.
6. You have now changed\assigned a contractor awarded this contract.

## 5.6 Creating Schedules of Payments for Contracts

To create Schedule of Payments for a contract, follow the procedure enumerated below.

1. Select **Contract Full Details** (or **Contracts List**) from Project Monitoring menu.
2. Locate the contract you want to enter the Schedule of Payment by selecting the Lot from the combo box labelled **Lot No** at the top of the interface.
3. Alternatively, if Contracts list was select in step 1, double-click on the edge (left hand side) of the record to display full details of the contract defined by the lot (see Figure 5.19 for the contracts list form).
4. Click the tab/page labelled **Schedule of Payments** on this interface, to display the interface to enter the schedule of payments for the contract (Figure 5.26).



| Contract Stage | Description                  | %Rate  | Amount Due    | Payment Due |
|----------------|------------------------------|--------|---------------|-------------|
| ITEM 01        | Preliminaries                | 5.00   | 500,000.00    | 0.00        |
| ITEM 02        | Demolition and remedial work | 12.50  | 1,250,000.00  | 0.00        |
| ITEM 03        | Sub-structure                | 7.50   | 750,000.00    | 0.00        |
| ITEM 04        | Concrete work                | 2.00   | 200,000.00    | 0.00        |
|                |                              | 100.00 | 10,000,000.00 |             |

Figure 5.26 Interface to create Schedule of Payments for a contract

### 5.6.1 Creating the Schedule of Payment for a contract

5. Click **Add** on the interface (Figure 5.26).
6. Enter the following for each item of work on the contract.
  - Enter/Select the item no under **Contract Stage**
  - Enter/Select the description under **Description**
  - Enter the percentage of the item under **%Rate**.
7. Click **Save**.
8. Repeat Steps 2 to 7 for all contracts.

- **Note that the total %Rate for the Schedule of Payment cannot be more than 100%. You will be prevented from adding an item if total &Rate is been exceeded.**
- **Furthermore, if an item no (or description) is not in the list Works Manager will automatically add it to the list.**

### 5.6.2 Using Standard Schedule of Payments.

In many cases the schedule of payment can be standard that have been created as templates. If the schedule of payments for the contract is a standard one such as for construction works, you can use one of the standard templates created as operational data.

1. Click the tab/page labelled **Contract Details** on the interface showing the contract full details (i.e. Figure 5.21).
2. Click **Modify** at the bottom of the interface.
3. Select the standard schedule of payment from the combo box labelled **Schedule of Payment Template**.
4. On completion, click **Save**. The schedule of payment would have been automatically generated for the contract. Click **Schedule of Payment** tab to confirm.

### 5.6.3 Modifying an item on a Schedule of Payment

If the item no, description or %Rate of an item is not correct you can modify the item details.

1. Click the tab/page labelled **Schedule of Payments** on this interface, to display the interface to enter the schedule of payments for the contract (Figure 5.26).
2. Click **Modify** on the interface.
3. Move/navigate to the item to change.
4. Enter/select the correct values for **Contract Stage**, **Description** and **%Rate**.
5. Click **Save**.

## 5.7 Creating Interim Certificates

1. Select **Contract Full Details** (or **Contracts List**) from Project Monitoring menu.
2. Locate the contract you want to enter the interim certificate by selecting the Lot from the combo box labelled **Lot No** at the top of the interface in Figure 5.21.
3. Alternatively, if Contracts List was select in step 1, double-click on the edge (left hand side) of the record to display full details of the contract defined by the lot (see Figure 5.19 for the contracts list form).
4. Click the tab/page labelled **Interim Certificates** on this interface, to display the form (Figure 5.27) to create an interim certificate.

The screenshot shows a software interface titled "Contracts Details - Advanced Entry and Management Interface". At the top, there are tabs for "Contracts", "Year", and "2005", along with a "Locate A Contract:" dropdown. Below this, a table displays contract details: "Contract No" (NPF/FHQ/ABS/W/2005/01), "Contract Name" (Construction of Abuja Type CII Police Station at Nwachi-Isoochi in Abia State), and "Lot" (LOT F-001). A series of tabs are visible: "DP Certificate - Payment (Ministry)", "DP Certificate - Award (NPF)", "DP Certificate - Award (Ministry)", "Payment Vouchers", "Contract Award Letters", "Contract Details", "Project(s)", "Schedule of Payments", "Interim Certificates" (selected), "Bids", "Progress", "Links", and "DP Certificate - Payment (NPF)". The "Interim Certificates" tab is active, showing a sub-tab for "Details on IC" and "Payments On IC". The "Details on IC" sub-tab is selected, displaying fields for "Date" (11-Sep-2006), "IC No" (NPF\LOT F-001\2005\01), "Issue" (checked), and "Re-Open" (unchecked). Below these are fields for "Date Handed To Contractor" (30-Jan-2006), "Completion Period As Per Agreement" (12 Weeks), "Extension of Completion Period (if any) Approved", and "Remarks" (Works Satisfactorily Completed for the following Stages: ITEM 01, ITEM 02, comprising of 17.5% in Schedule of Payment. Payment is therefore recommended). Financial details include "Contract Value" (N=10,000,000.00), "Amount Paid To Date" (N=0.00), "Payment Due" (N=1,750,000.00), and "Balance Available" (N=8,250,000.00). At the bottom, there are buttons for "New Certificate", "Modify", "Save", "Discard", "Delete", "Preview", and "Print".

Figure 5.27 Interface to create Interim Certificates for a contract

### 5.7.1 Create the Interim Certificate template

5. Click the **Details on IC** tab.
6. Click **New Certificate**.
7. Click **Save**. An interim certificate template will be created and a number automatically assigned.
8. To modify details of the certificate. Click **Modify**, change the details you want, and then click **Save**.

### 5.7.2 Create Payments on the Interim Certificate template.

9. On the **Interim Certificates** tab, click **Payments on IC** tab. This displays an inset in Figure 5.28.
10. Click **Add** on this inset.
11. Select the **Description of the Item** that has been completed. Note that in each case the amount is reflected and the total reflected.
12. Click **Save**.
13. Repeat Steps 9-13 to record each payment (item) on the interim certificate.
14. Repeat Steps 5 to 13 for each interim certificate.
15. Repeat Steps 2 to 15 for all contracts.

Figure 5.28 Interface to create Interim Certificates for a contract

### 5.7.3 Modifying Payments on the Interim Certificates

If the item, description of an item is not correct you can modify the item details.

- Move\navigate to the item to change.
- Click **Delete** to delete the item.
- Then add the appropriate items.

### 5.7.4 Issuing an Interim Certificate

Flagging an IC as Issued in Works Manager indicates that the IC has been created and sent to appropriate authority\section to begin processing for payment. When an IC is flagged as Issued, details on that IC cannot be modified and the IC cannot be deleted. It must be Re-Opened to modify or delete it.

1. Select **Contract Full Details** (or **Contracts List**) from Project Monitoring menu.
2. Locate the contract you want to enter the certificate by selecting the Lot from the combo box labelled **Lot No** at the top of the interface.
3. Alternatively, if **Contracts List** was select in step 1, double-click on the edge (left hand side) of the record to display full details of the contract defined by the lot.
4. Select the **Interim Certificates** tab.
5. Move to the IC of interest
6. Click the button labelled **Issue** (see Figure 5.27). The check box next to the button will be **checked**.
7. Click **Re-open** to **uncheck** the Issue flag and enable deleting and modification of the IC

### 5.7.5 Special Cases

There are some cases where the item on the schedule of payment is indicated as, for example, ITEM 03 is indicated as 40% complete. This poses a problem that can be resolved by splitting the ITEM 03 on the Schedule of Payment into 2 items, ITEM 03 and ITEM 03B.

ITEM 03 is 40% of the original and  
ITEM 03B is 60% of the original

Remove the original ITEM 03 on the Schedule of Payment and replace them with the 2 new percentages.

## 5.8 Creating Due Process Certificates for Award

Due Process Certificates of Award are created from contract details

1. Select **Contract Full Details** (or **Contracts List**) from Project Monitoring menu.
2. Locate the contract you want to enter the certificate by selecting the Lot from the combo box labelled **Lot No** at the top of the interface.
3. Alternatively, if **Contracts List** was select in step 1, double-click on the edge (left hand side) of the record to display full details of the contract defined by the lot.
4. Select the tab labelled **DP Certificate – Award (NPF)** or **DP Certificate – Award (Ministry)** depending on whether the contract was awarded by the HQ directly of the Ministry (See Figure 5.29).
5. Click **New Certificate**.
6. Click **Save**. The new certificate will be created and assigned a reference number and a set number.
7. To modify details, click **Modify**, change the details you want, and then click **Save**.

**Only 1 Due Process Certificate of Award can be created per contract.**

The screenshot displays a software interface titled "Contracts Details - Advanced Entry and Management Interface". At the top, there are tabs for "Contracts", "Year" (set to 2005), and "Locate A Contract:". Below this, a table lists contract details with columns for "Contract No", "Contract Name", and "Lot". The selected contract is "NPF/FHQ/ABS/W/2005/01" with the name "Construction of Abuja Type CII Police Station at Nwachi-Izuochi in Abia State" and "LOT F-001".

Below the table is a navigation bar with tabs: "Contract Details", "Project(s)", "Schedule of Payments", "Interim Certificates", "Bids", "Progress", "Links", "DP Certificate - Payment (NPF)", "DP Certificate - Payment (Ministry)", "DP Certificate - Award (NPF)", "DP Certificate - Award (Ministry)", "Payment Vouchers", and "Contract Award Letters". The "DP Certificate - Award (NPF)" tab is active.

The main form area is titled "Due Process Certificate Issued By NPF For Contract Award". It contains the following fields:
 

- Date:** 11-Sep-2006
- IC No:** NPF/DPCAward\LOT F-001\2005\01
- Issue:** (checked)
- Re-Open:** (unchecked)
- Details on IC:**
  - Date:** 11-Sep-2006
  - Contract Value:** N=10,000,000.00
  - Text:** Ten Million Naira Only
  - Contract Name:** Construction of Abuja Type CII Police Station at Nwachi-Izuochi in Abia State
  - Contractor:** Messrs Twinade Nig Ltd

At the bottom of the form are buttons: "New Certificate", "Modify", "Save", "Discard", "Delete", "Preview", and "Print". A status bar at the very bottom shows "Record: 1 of 1" and additional buttons: "Add", "Modify", "Save", "Discard", "Delete", "Refresh", "Query", "Preview", "Print", and "Exit".

Figure 5.29 Interface to create Due Process Certificates of Award for a contract

## 5.9 Creating Award Letters

Award Letters are created from contract details

1. Select **Contract Full Details** (or **Contracts List**) from Project Monitoring menu.
2. Locate the contract you want to enter the certificate by selecting the Lot from the combo box labelled **Lot No** at the top of the interface.
3. Alternatively, if **Contracts List** was select in step 1, double-click on the edge (left hand side) of the record to display full details of the contract defined by the lot.
4. Select the tab labelled **Contract Award Letters** (see Figure 5.30).
5. Click **New Letter**.
6. Click **Save**. The new certificate will be created and assigned a reference number and a set number.
7. To modify details, click **Modify**, change the details you want, and then click **Save**.

**Only 1 Award Letter can be created per contract.**

**Contracts Details - Advanced Entry and Management Interface**

Contracts Year 2005 Locate A Contract:

Contract No: NPF/FHQ/ABS/W/2005/01 Contract Name: Construction of Abuja Type CII Police Station at Nwachi-Isuochi in Abia State Lot: LOT F-001

Contract Details | Schedule of Payments | Interim Certificates | Bids | Progress | Links | DP Certificate - Payment (NPF) | DP Certificate - Payment (Ministry) | DP Certificate - Award (NPF) | DP Certificate - Award (Ministry) | Payment Vouchers | Contract Award Letters

**Award Letter Details** Signatories

Lot: LOT F-001 Contract: Construction of Abuja Type CII Police Station at Nwachi-Isuochi in Abia State Our Reference: NPF/FHQ/ABS/W/2005/01/01 Your Reference: NPF/FHQ/ABS/W/2005/01/01 Date of Letter: 11-Sep-2006 Date of Meeting: 11-Sep-2006 Contract Value: 10,000,000.00 Awarded To: Messrs Twinade Nig Ltd Address: 6 Powa Shopping Complex Nyanya, Abuja

Buttons: New Letter, Modify, Save, Discard, Delete, Preview, Print

Record: 1 of 1

Figure 5.30 Interface to create Contract Award Letter for a contract

## 5.10 Creating Due Process Certificates of Payment

Due Process Certificates of Payment are created from the appropriate set of Interim Certificates. Payment Vouchers in turn are created from Due Process Certificates of Payments.

1. Select **Contract Full Details** (or **Contracts List**) from Project Monitoring menu.
2. Locate the contract you want to enter the certificate by selecting the Lot from the combo box labelled **Lot No** at the top of the interface.
3. Alternatively, if **Contracts List** was select in step 1, double-click on the edge (left hand side) of the record to display full details of the contract defined by the lot.
4. Select the tab labelled **DP Certificate – Payment (NPF)** or **DP Certificate – Payment (Ministry)** depending on whether the contract was awarded by the HQ directly of the Ministry (see Figure 5.30).
5. Click **New Certificate**.
6. Click **Save**. The new certificate will be created and assigned a reference number and a set number.
7. To modify details, click **Modify**, change the details you want, and then click **Save**.

**Contracts Details - Advanced Entry and Management Interface**

Contracts Year 2005 Locate A Contract:

Contract No: NPF/FHQ/ABS/W/2005/01 Contract Name: Construction of Abuja Type CII Police Station at Nwachi-Isuochi in Abia State Lot: LOT F-001

DP Certificate - Payment (Ministry) | DP Certificate - Award (NPF) | DP Certificate - Award (Ministry) | Payment Vouchers | Contract Award Letters

**Due Process Certificate Issued By NPF For Payment**

Date: 11-Sep-2006 IC No: NPF\DP\LOT F-001\2005\01 Issue Re-Open

Details on IC Signatories

Date: 11-Sep-2006 Contract Name: Construction of Abuja Type CII Police Station at Nwachi-Isuochi in Abia State Contract Value: =N=10,000,000.00 Amount Paid To Date: =N=0.00 Amount Now Due: =N=1,750,000.00 Contractor: Messrs Twinade Nig Ltd

Appropriated Sum: =N=5,096,000,000.00

Buttons: New Certificate, Modify, Save, Discard, Delete, Preview, Print

Record: 1 of 1

Figure 5.31 Interface for creating Due Process Certificates of Payment for a contract

## 5.11 Creating Payment Vouchers

Payment Vouchers are created from Due Process Certificates of Payments.

1. Select **Contract Full Details** (or **Contracts List**) from Project Monitoring menu.
2. Locate the contract you want to enter the certificate by selecting the Lot from the combo box labelled **Lot No** at the top of the interface.
3. Alternatively, if **Contracts List** was select in step 1, double-click on the edge (left hand side) of the record to display full details of the contract defined by the lot.
4. Select the tab labelled **Payment Vouchers** (see Figure 5.32).
5. Click **New Voucher**.
6. Click **Save**. The new voucher will be created and assigned a number and a set number. Corresponding Payment Vouchers for Tax and VAT are automatically created
7. To modify details, click **Modify**, change the details you want, and then click **Save**.

The screenshot shows a software interface titled "Contracts Details - Advanced Entry and Management Interface". At the top, there are tabs for "Contracts", "Year", and "2005". Below this, there's a section for "Contract No" (NPF/FHQ/ABS/W/2005/01) and "Contract Name" (Construction of Abuja Type CII Police Station at Nwachi-Isoochi in Abia State). A "Lot" dropdown is set to "LOT F-001". A navigation bar includes tabs like "Contract Details", "Project(s)", "Schedule of Payments", "Interim Certificates", "Bids", "Progress", "Links", "DP Certificate - Payment (NPF)", "DP Certificate - Payment (Ministry)", "DP Certificate - Award (NPF)", "DP Certificate - Award (Ministry)", "Payment Vouchers", and "Contract Award Letters". The "Payment Vouchers" tab is active. It shows a "Voucher No" (CNPX1720\FHQ\W\2005\01) and a "Date" (11-Sep-2006). Below this, there's a "Voucher Particulars" section with tabs for "Particulars", "Particulars from IC", "Signatories", "VAT", "TAX", and "General". The "Particulars" tab is selected, showing a description of the payment, a table of amounts (Amount: 1,750,000.00, Less VAT: 83,333.33, Less WTH: 83,333.33, Less OTHD: 0.00, Amount Payable: 1,583,333.34), and a text field for "Amount In Words" containing "One Million, Five Hundred and Eighty Three Thousand Three Hundred and Thirty Three Naira, Thirty Four Kobo Only". At the bottom, there are buttons for "New Voucher", "Modify", "Save", "Discard", "Delete", "Preview", and "Print". The "Issue" checkbox is checked, and the "Re-Open" checkbox is unchecked.

Figure 5.32 Interface to create Payment Vouchers for a contract

## 5.12 Issuing of Due Process Certificate and Letters

Like Interim Certificates, flagging a Due Process Certificate, an Award Letters or a Payment Voucher as **Issued** indicates that the details on that document (certificate, voucher or letter) cannot be modified and the document cannot be deleted. It must be **Re-Opened** to modify or delete it.

1. Select **Contract Full Details** (or **Contracts List**) from Project Monitoring menu.
2. Locate the contract you want to enter the certificate by selecting the Lot from the combo box labelled **Lot No** at the top of the interface.
3. Alternatively, if **Contracts List** was select in step 1, double-click on the edge (left hand side) of the record to display full details of the contract defined by the lot.
4. Select the **appropriate** tab for Due Process Certificates, an Award Letter or Payment Vouchers for the contract.
5. Move to the Due Process Certificate (or an Award Letter or Payment Voucher) of interest
6. Click the button labelled **Issue**. The check box next to the button will be **checked**.
7. Click **Re-open** to **uncheck** the Issue flag and enable deleting and modification.

### **5.13 General reporting on contracts information**

You will find that, on most of the interfaces\forms you have been working with, there are two buttons labelled **Preview** and **Print**, which when clicked will preview (or print) a report relating to the subject matter on the interface. For example, clicking preview on a Payment Voucher tab of the particular contract displayed (Figure 5.32) the voucher on the screen. You can print the voucher on a printer via File->Print menu. Clicking Print on the interface sends the voucher to the printer directly, without being previewed. Note that the advantage of previewing a report is that you can assess the report on the screen, change the paper size and margins setting appropriately before printing.

## 6 Enquiries and Reports

You will find two (2) buttons labelled **Preview** and **Print** on most interfaces in Works Manager, which when clicked will preview (or print) a report relating to the subject matter on the particular interface. For example, clicking preview on a Payment Voucher tab of a particular contract displays the voucher on the screen. You can print the voucher on a printer via **File->Print** menu. Clicking **Print**, however, sends the voucher to the printer directly, without being previewed. The advantage of previewing a report is that you can assess the report on the screen, change the paper size and margins setting appropriately prior to printing a hard copy.

### 6.1 Printing Reports and Other Information

On the Contracts List interface (Figure 2.2), you can preview specific reports of a particular contract by clicking the appropriate button on the right hand side of the contract detail on the list. The following reports are available.

- Contracts List
- Schedule of payments
- Interim Certificates
- Due Process Certificates of Award
- Due Process Certificates of Payment
- Award Letters
- Requests for Payment
- Payment Vouchers
- Payment Voucher for VAT,
- Payment Voucher for Tax and
- Requests for Payment letter

Also, from the Contracts List interface you can preview or print up to 25 types of reports on contracts, including Contracts list, Award Letters and Payment Vouchers. To get these options

1. Click **Preview** (or **Print**) and you will see a display (Figure 6.1) of the various reports.
2. Type in the appropriate number indicating the report you want.
3. Click OK. The report will be displayed on the computer screen (if you clicked Preview) or sent to the printer directly if you clicked **Print**.
4. If the report previewed on the screen, you can print it by selecting **Print** on the **File** menu.

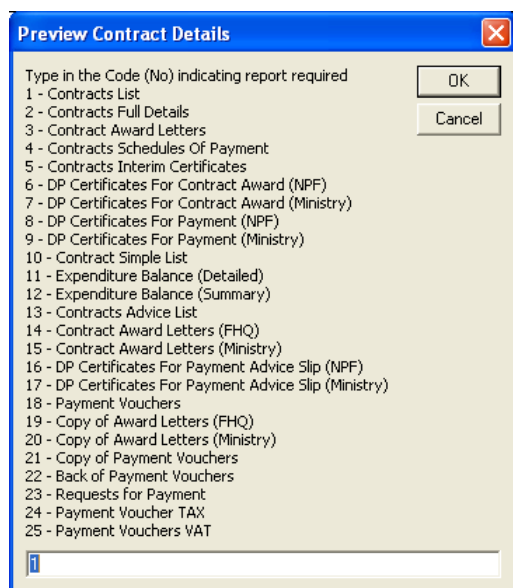


Figure 6.1 Report options on Contract List interface



Similarly, a set of reports can be obtained from the Contracts Full Details interface, and listed below (Figure 6.2) when you click Preview or Print.



Figure 6.2 Report options on Contracts Full Details Interface

From the Contractors Details interface, the following choices of reports (Figure 6.3) can be obtained.

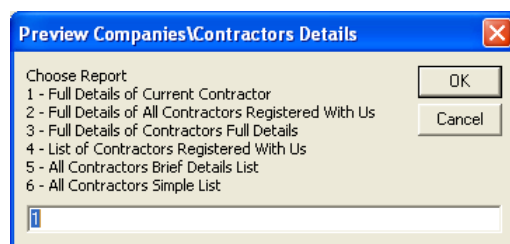


Figure 6.3 Report options on Contractors Details Interface

From the States in Zones interface, the following reports (Figure 6.4) are available.

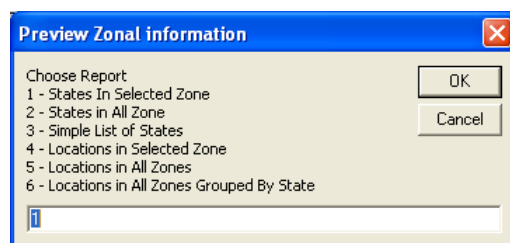


Figure 6.4 Report options on States in Zones Interface

From the LGA interface, the following reports (Figure 6.5) are available.

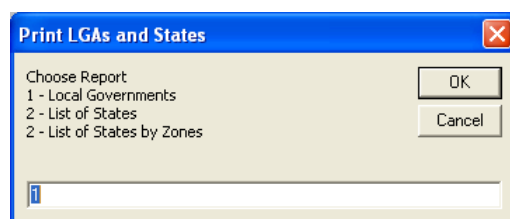


Figure 6.5 Report options on LGA Interface

From LGAs in States interface, you have the following choices (Figure 6.6).



Figure 6.6 Report options on LGAs in States Interface

From Locations in LGAs interface, the choices are (Figure 6.2).



Figure 6.7 Report options on Locations\Installations in LGAs Interface

In all case the general procedure below is followed to print or preview the reports.

- a. Type in the appropriate number indicating the report you want.
- b. Click **OK**. The report will be displayed on the computer screen (if you clicked **Preview**) or sent to the printer directly if you clicked **Print**.
- c. Selecting **Print** on the **File** menu to print the report previewed.

## 6.2 Sample Reports

### 6.3 Exporting Reports to other file formats

You would have noticed by now that you can print set of reports from each of the interfaces. All reports can be printed directly to the printer or preview on the screen. However, Works Manager offers the flexibility to export report in several file formats such as Microsoft Excel, rich text, snapshot format and any other format supported on your system.

#### 6.3.1 To export a report to other file format

1. From the preview of the report as shown below, select **Export** from **File->Export Information** menu.
2. The dialog box shown below (Figure 6.8) will be displayed.
3. Enter the file name in **File name**.
4. Select the file type to export to in **Save as type**; e.g. Microsoft Excel
5. Navigate to the directory/folder to put the file.
6. Click **Save**.
7. The report will be saved as the specified file type.

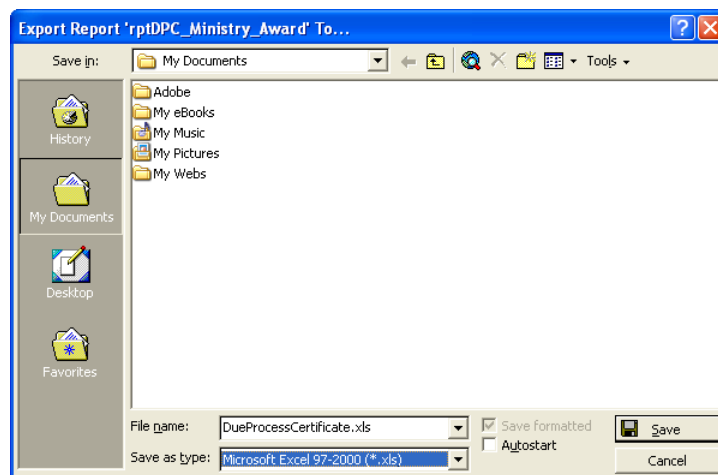


Figure 6.8 Export Reports dialog box

#### 6.3.2 To export a report as an attachment to e-mail

1. Select **Mail Recipient (As Attachment)** from **File->Export Information** menu.
2. Select the file format on the interface displayed (Figure 6.9), then Click **OK**.
3. Depending on your Internet settings, specify appropriate settings to send the file as an attachment

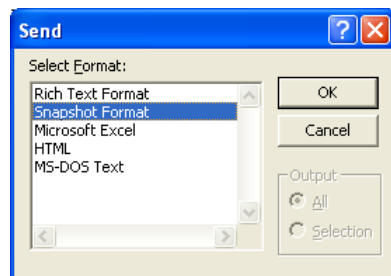


Figure 6.9 Selecting file format for attaching a report to be sent as an attachment

## **7 Appendix**

### **7.1 Frequently Asked Questions (FAQs)**

7.1.1 After installing, I cannot log on to Works Manager

7.1.2 After installing, I cannot run Works Manager successfully even when I supplied a valid user name and password

7.1.3 I have changes contract lot number and contract value and these changes do not reflect in the DPC. Award Letters and ICs

7.1.4 How do I create new user accounts to use Works Manager

7.1.5 How do I specify my password to use Works Manager

7.1.6 I cannot remember my password, how then can I gain access to use Works Manager

7.1.7 How can I prevent a user from creating and modifying data in Works Manager

7.1.8 How can I block a user totally from gaining any form of access to Works Manager

