SharePoint Procedures for ARRA Reporting
To reach the HQ Construction sharepoint site just type “sharepoint” into the browser address bar and hit enter. This will take you to the main sharepoint site. Be patient, it may take a while.
Scroll down the page and click on “HQ Construction”.
Each sharepoint page will have a header that lets you know what site you are in. From this page click on the link “ARRA Reporting” which is located on the right hand of the screen.
The ARRA Reporting site will have project specific sites listed as links on the right side of the page. When your contract is executed, HQ Construction will add that project to the list and set permissions. To upload a monthly report, click on your project site, located on the right side of the screen.
Each project, as well as the main ARRA site, will have a “Shared Documents” folder. This folder will contain a copy of FHWA Form 1589 and instruction regarding how to complete the form, which may be supplied to the Contractor. Click on this link.
When a monthly report is received from the Contractor, and has been checked for reasonableness, it may be uploaded to the “Shared Document” folder by using the “Upload Document” button. Reports may be received electronically or as a printed document which must be scanned. The file should be saved to your computer, using the contract number and month as part of the file name, so that it may be uploaded to sharepoint.
Use the browse button to locate the desired report on your computer.
Once the report file is located, double-click on the file to select it.
The report is now selected and ready to upload, as indicated on the “Browse” line..
Click on the “Save and Close” button to complete the upload process.
The report is now uploaded and available on the sharepoint site, and the server will e-mail all who have created an alert, to notify them that a change has been made to this item.
Once each monthly report is uploaded, Project Control and Reporting will access the sharepoint site to extract the data that they are required to report to FHWA.