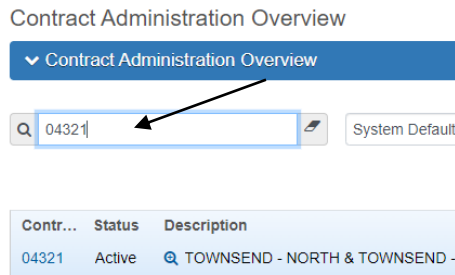


Warranty Dates in AASHTOWare

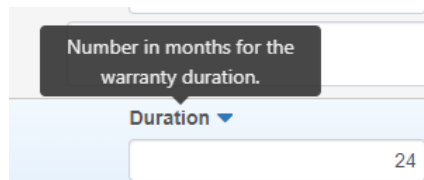
As of 5/31/23, there are new fields and functionality to document warranty information for Concrete, Landscaping, Bridge, Design Builds and Seal Coat. Seal Coat will have only one option going forward instead of the two dates for the SC-issue/SC-No issue. The warranties will automatically populate a Recurring date for the expiration of the warranty when an Informational begin date has been entered.

Entering Warranty Informational Dates

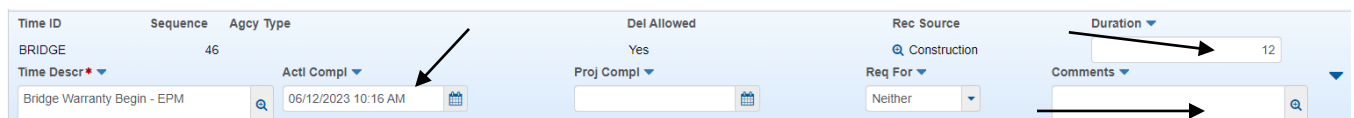
1. Navigate to the Contract Administration Link under the Construction Component.
2. Enter the contract number that is applicable in the search box.
 - a. If the contact number is not known, the contract name can be entered.
 - b. The cursor can also be put in the search box and hit the enter key.



3. Click into the contract.
4. Navigate to the Contract Times Tab.
5. Under the Informational row, look for the appropriate warranty.
6. In the Actl Compl box, enter in the date that the warranty is to **Begin**.
 - a. The warranty will automatically default for one year based on the date entered
NOTE: Seal Coat is the exception. It is the first Wednesday in December of the same calendar year.
7. If a custom warranty duration is needed, enter the total amount of time, **in months**, into the Duration field.
 - a. Example: If the warranty is extended to 2 years, 24 will be entered.
 - b. Hover the mouse over the Duration label and the following tool tip will appear.



8. Add in any comments as applicable.
9. Save.

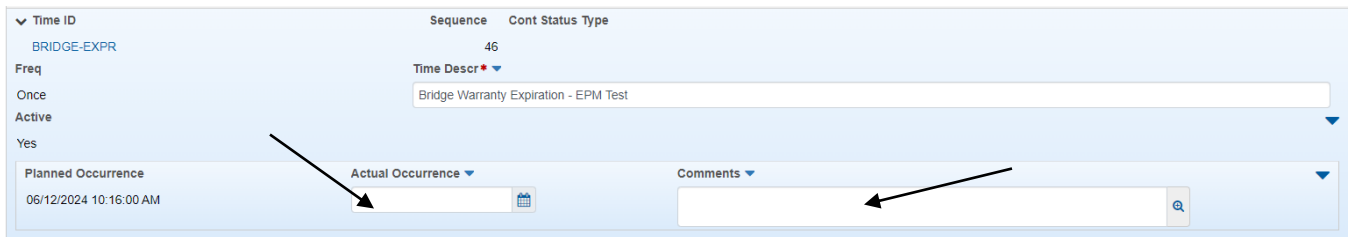


10. If there are any changes to the warranty begin date, change the date information in the Actl Compl field.
 - a. If Proj Compl field is used, the email notifications and finalization triggers will not be sent out as intended.

Recurring Dates

A recurring date will populate a planned occurrence date when an informational warranty begin date has been entered based on either the default duration or the custom duration.

1. Under the Recurring Row, navigate to the appropriate warranty.
2. Open the > next to the Time ID description.
3. Enter in the Actual Occurrence that the warranty expired.
4. Add any comments as appropriate.
 - a. See Finalization: Issues on an Existing Warranty if there is an issue with a warranty item.
5. Save.
 - **Note: If this information is not entered, overdue notices will automatically be sent out as a reminder that this date needs to be entered.**



Finalization: Issues on an Existing Warranty

If the inspection discloses unsatisfactory work on a warranted item, the EPM will not populate the Actual Occurrence date in the Recurring Time. An appropriate comment must be entered in the “Comments” box for necessary corrective action.

- **Example: “Issues exist, warranty work is expected to be completed by xx/xx date”.**

The EPM will contact CAS, who will move out the Planned Occurrence date of the Warranty period.

- The EPM will instruct the Contractor on the necessary corrections.
- The contractor performs any corrective actions and requests a verification of the warranty work.

When the warranty corrections has been completed and the subsequent inspection is found to be satisfactory, the EPM will populate the Actual Occurrence date in the Recurring Time record.