



# Navigation

AASHTOWare Project

Change Order Review

Training Manual



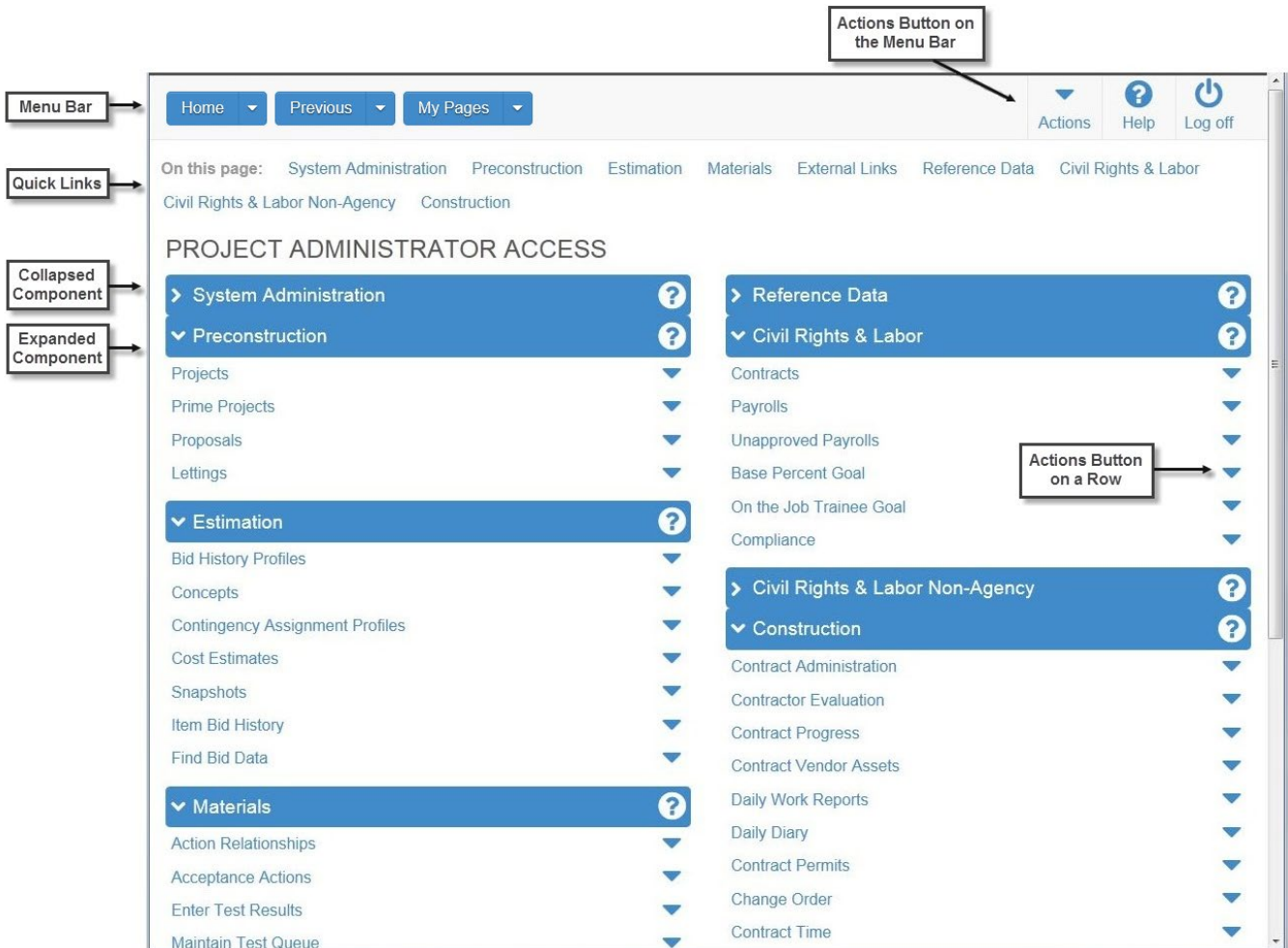


# MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project Construction and Materials



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## 1. Dashboard



The screenshot shows the dashboard interface with the following components and callouts:

- Menu Bar:** Home, Previous, My Pages
- Actions Button on the Menu Bar:** Actions, Help, Log off
- Quick Links:** On this page: System Administration, Preconstruction, Estimation, Materials, External Links, Reference Data, Civil Rights & Labor, Civil Rights & Labor Non-Agency, Construction
- PROJECT ADMINISTRATOR ACCESS:**
  - Collapsed Component:** System Administration, Reference Data
  - Expanded Component:** Preconstruction, Estimation, Materials, Civil Rights & Labor, Civil Rights & Labor Non-Agency, Construction
- Actions Button on a Row:** Located on the right side of the menu items, represented by a downward arrow.

## 2. Logging on

- <https://mdtwebtransport.mdt.hq.mt.ads/Account/LogOn?ReturnUrl=%2f>
- MDT employees - Use windows logon credentials
- CEI crews and Contractors use your e-mail address, password and change the last box to MDT Contractors.

## 3. The Dashboard

You can go to the dashboard anytime by clicking home on the menu bar.



## 4. The Menu Bar

The buttons and menus on this bar help you move quickly through the system to visit the pages and components you use most often.

- a. Home - Clicking the down arrow opens the home menu with your active roles
- b. Previous - Clicking the button takes you to the last page you visited. Clicking the down arrow shows a list of links to the most recent pages you have visited.
- c. My pages - You can manage frequently used or favorite pages here. Click the down arrow and select **Remember this page**.
- d. Actions - The right side of the menu bar has an actions option
- e. Help -The right side of the menu bar has a help option

## 5. Quick Links

The links shown in blue text below the Menu Bar allow you to quickly jump to pages related to the current page

## 6. Hypertext Links

These are shown in blue text. Clicking on them will take you to another component or page with more detailed information. After you click it, it will turn to purple to show you have visited that link

## 7. Alternate Paths

The same command may be available from the action menu as a link

## 8. Using Advanced Filters and Sorts Alternate Paths

- a. Filters
- b. To create a filter, click on the down arrow in the field below the filter header and select the field you want to use for a filter. Click the down arrow and choose the operator you want to use to narrow your filter (contains, does not contain,...) and enter the value you are trying to match. You can create more than one clause by using and/or. You can apply without saving to temporarily show the list. To save your settings: Type the name of the filter in the save as box. You can make it a default setting. Click Save and Apply.

## 9. Logging off

You can log off the system by clicking the Log off button on the menu bar.



## 10. Reviewing Change Orders

### Login

Username: Uxxxx Password: Your Windows password

### Navigation

Construction > Change Order > Contract Progress

1. Enter contract number in auto-complete box.

Home Previous My Pages

### Contracts Progress Overview

Contract Progress Overview

07817 Advanced Showing 15 of 15

Contract	Description
07817A	MILK RIVER - NORTH

2. Click on the linked contract number.
3. Click on the Change Order link on the left side.

Home Previous My Pages

Progress Overview Construction Stockpile Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Payment Estimate Approval Levels Payment Estimate Exception Override Projects

### Contract Progress Summary

Contract: 07817C - MILK RIVER - NORTH

General Financials Daily Work Reports Diaries Diary Adjustments Payment Estimates Contractors **Change Orders** Contract Adjustments Item Adjustments Agency Views Mix Designs Progress Schedule Weekly Report Of Time Charges Force Accounts Stormwater Periods Earth-Moving Events

Type search criteria or press Enter Advanced Showing 1 of 1

CO Num	Status	Amount	Appr Rules	Reason
0001	Pending Review		CO - Change Order	AS - Administrative Settlement

4. Click on CO Num XXXX



# MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project Construction and Materials



Home Previous My Pages

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

### Contract Change Order Summary

Contract: 07817C - MILK RIVER - NORTH

Change Order: 0001 - Change Order Review Example Amount: Status: Pending Review

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Review Tracking

Approval Tracking

Force Accounts

Plan Discrepancies

Change Order Date: 04/24/2019

Description: Change Order Review Example

Approval Rules: CO - Change Order

PoDI (FHWA): Yes

Author: AmestoyLori

Reason: AS - Administrative Settlement

Unilateral

Explanations: 0

Change Order Revision Number

Approval Date

Entered By: AmestoyLori - stateIU3165

Entered Date: 04/24/2019 7:28:07 AM

Current Approval Round: 1

Current Approval Group

- Note the **Status** at the top is Pending Review
- To review the change order, you can go to the component action menu and run the report.

Home Previous My Pages Actions Help Log off

### Contract Change Order Summary

Contract: 07817C - MILK RIVER - NORTH

Change Order: 0001 - Change Order Review Example Amount: Status: Pending Review

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Review Tracking

Approval Tracking

Force Accounts

Plan Discrepancies

Change Order Date: 04/24/2019

Description: Change Order Review Example

Approval Rules: CO - Change Order

PoDI (FHWA): Yes

Author: AmestoyLori

Explanations: 0

Change Order Revision Number

Approval Date

Entered By: AmestoyLori - stateIU3165

Entered Date: 04/24/2019 7:28:07 AM

Current Approval Round: 1

- Actions
- Add New
- Tasks
- Approve...
- Change to Draft
- Reject...
- Submit for Approval
- Views
- Attachments
- Issues
- Links
- Reports
  - Change Order Report
  - MDTChangeOrderReport
  - Historical Reports
  - MDTChangeOrderReport

Close the report widow

- Click on the **Review Tracking** tab

Home Previous My Pages

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

### Contract Change Order Summary

Contract: 07817C - MILK RIVER - NORTH

Change Order: 0001 - Change Order Review Example Amount: Status: Pending Review

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Review Tracking

Approval Tracking

Force Accounts

Plan Discrepancies

Search: Type search criteria or press Enter Advanced Showing 1 of 1 Latest Only

Select Reviewers...

Reviewer Name	Round	Added Date	Decision	Decision Date
Lori Amestoy	1	04/24/2019		

Reviewer Name: Lori Amestoy

Reviewer Title: CSS Trainer

Reviewer Added Date: 04/24/2019

Round: 1

Decision

Decision Date

Decision Comments



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8. Under the **Component Action** button, click *Approve*

Contract Change Order Summary

Contract: 07817C - MILK RIVER - NORTH

Change Order: 0001 - Change Order Review Example

Amount: Status: Pending Review

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Review Tracking

Approval Tracking

Force Accounts

Plan Discrepancies

Select Reviewers:

Reviewer Name	Round	Added Date	Decision	Decision Date
Lori Amesstoy	1	04/24/2019		

Reviewer Name: Lori Amesstoy

Reviewer Title: CSS Trainer

Reviewer Added Date: 04/24/2019

Decision Comments

Actions

- Add New
- Tasks
- Approve
- Change to Draft
- Reject...
- Submit for Approval
- Views
- Attachments
- Issues
- Links
- Reports
- Change Order Report
- MOTChangeOrderReport
- Historical Reports
- MOTChangeOrderReport

9. In the **Approval Decision Comments** box, enter comments of review for this CO.

10. Click **Save**