

# AASHTOWare Project Navigation



Use your windows credentials to log in

Log in form with fields for Username, Password, State Employees (dropdown), and a Log On button.

**Return to the dashboard** (Red arrow pointing to Home)

**Menu Bar** (Red arrow pointing to navigation tabs)

**Global Action Menu** (Yellow arrow pointing to Actions, Help, Log off)

**Quick Links** (Red arrow pointing to breadcrumb links)

**Previous Menu** (Green arrow pointing to Previous)

**Go Back One Screen** (Red arrow pointing to Previous)

**Role Menu** (Green arrow pointing to My Pages)

**Expanded Component** (Red arrow pointing to Inspector Links)

**Click to Collaspe** (Red arrow pointing to Inspector Links)

**Global Help** (Purple arrow pointing to Help icon)

**Row Action Menu** (Yellow arrow pointing to dropdown arrow on Inspector Links)

**Component Help** (Purple arrow pointing to help icon on Inspector Links)

**Component Action Menu** (Yellow arrow pointing to dropdown arrow on Daily Work Report Overview)

## Construction & Materials FAQ's

1. Do I need to fill out the Sample Type and Acceptance Method fields on a DWR Acceptance Record?
  - a. Only if creating a sample from the DWR Acceptance record (i.e. Emulsions or Binder)
  - b. Otherwise these fields are left blank
2. How do I tell if I've received a sample or not?
  - a. Use the Sample Record Overview to find the desired sample record
  - b. On the Destination Lab(s) tab, if received the DL Recv Date will be populated for each Destination Lab
3. What do the different test statuses mean?
  - a. Test Status: 05 – Test Assigned – means the test has been assigned but not received by the district/area or testing lab
  - b. Test Status: 07 - Test Assigned, Not Received – means the test is assigned and starts in the district/area so it does not need to be Received
  - c. Test Status: 10 – Test in Queue – means the test has been received by the district/area or testing lab
  - d. Test Status: 40 – Test Complete – test results have been entered and the Lab tester has marked the test complete; results are locked from editing
  - e. Test Status: 60 – Test Approved By Level 2 – test results have been approved by appropriate personnel as final approval; results are locked from editing
  - f. Test Status: 90 – Sample Routed to Helena Lab – is just a 'tracking test' to record the routing of samples through the District/Area labs.
4. What do the different sample statuses mean?
  - a. Pending – the sample record has been created but no Destination Lab(s) have been assigned
  - b. Logged – the sample record has Destination Lab(s) assigned and possibly tests assigned
  - c. Received at Destination Lab – the sample record has been received by at least one Destination Lab
  - d. In Testing – the sample record has been received by at least one Lab Unit for testing
  - e. Pending Authorization – the sample record has all tests completed and marked approved by Level 2; the sample can be authorized by the Project Manager
  - f. Complete – the sample record has been authorized by the Project Manager
5. Reference Specifications must be selected before opening an Agency View, so what do I do if I accidentally open the Agency View before selecting a Spec?
  - a. From the Agency View, select Action menu > Clear Usage Data
  - b. Click on the Reference Specifications tab
  - c. Check the Use for Test checkbox on the appropriate Reference Spec
  - d. Re-open the Agency View
6. What is the equivalent of Reviewed By and Approved By?
  - a. Reviewed By – Mark Test Complete on the sample record test (Sample Record Test)
  - b. Approved By – Mark Test Reviewed by Level 2 on the sample record test (Review Tests)
7. When do I do an acceptance record from a DWR and when do I do a sample?
  - a. All Certifications and Visual Inspections should be done as an acceptance record from a DWR with the following exceptions:
    - i. Electrical submittals – there is an agency view so a sample should be created
    - ii. Concrete Admixtures – an agency view is available on a sample to capture multiple sources
    - iii. Steel Certification 1 – an agency view is available on a sample to capture heat numbers
8. How is Mobilization calculated in AASHTOWare project?
  - a. A Mob User DWR is created automatically and updates when DWR'needs to be approved before the monthly estimate is run
9. Are Estimate Exceptions handled differently in AASHTOWare Project than they were in SiteManager?
  - a. Yes.
    - i. Material discrepancies and item overruns will create a line item adjustment on the Estimate unless they are overridden
    - ii. Payroll discrepancies must be overridden or resolved. An e-mail goes out to the Labor Compliance Specialist if there are payroll discrepancies.