

AWP GENERAL NAVIGATION

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BROWSER SELECTION

AASHTOWare Project (AWP) is a web-based, cloud-hosted application which can be accessed at any time with network or WIFI connection. NDOT requires the **Chrome** browser to access AWP.

AWP URL

The AWP system utilizes NDOT's Single-Side Log On to access the program. The URL can be used on both NDOT and Non-NDOT computers. The first time the program is accessed on any computer the user will have to enter their user name (Active Directory ID e.g., asmith@dot.nv.gov) and network password.

AWP URL: <https://nevadadot-pr-prod.infotechfl.com/#/Dashboard>

SCREEN NAVIGATION

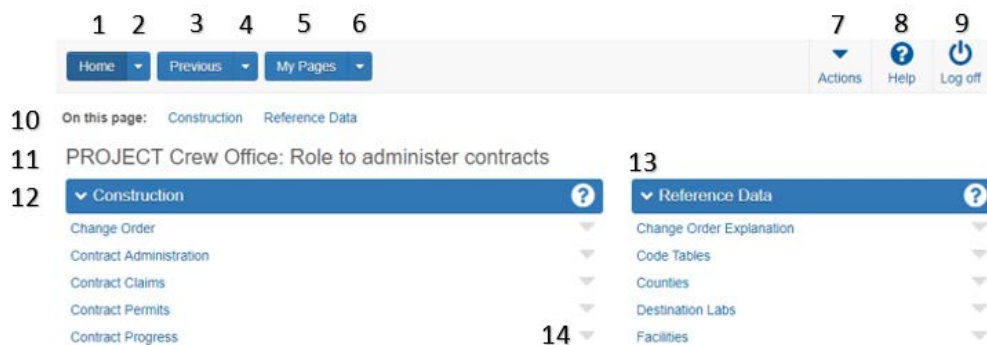


Figure 1-1. Home Screen

Screen Navigation (Figure 1-1)

1. **Home button:** Navigates to home screen from any screen in AWP
2. **Role selector:** Drop-down list to select roles assigned to the user.
3. **Previous button:** Navigates to the last screen for the active role (Do not use the browser's back button).
4. **Previous selector:** Drop-down list to select a previous screen for the active role.
5. **My Pages button:** Navigates to the My Page Overview to maintain My Pages list.
6. **My Pages selector:** Drop-down list to select a remembered (bookmarked) page.
7. **Global Actions selector:** Drop-down list for Report or Process selection.
8. **Help button:** Opens the AWP System Help in a new browser window/tab.
9. **Log Off button:** Log out of AWP (**Do Not Use**). Close the tab or the browser to log out of AWP.
10. **Quick Links:** Links to the available components based on the current screen.
11. **Role Description:** Description of the active role.
12. **Component:** Components pane based on the active role.
13. **Chevron:** Used to expand or collapse information areas.
14. **Row Action Drop-down:** Drop-down list of available actions or tasks for that specific component or row.

In AWP, blue text is a hyperlink and will show an underline when the mouse hovers over it. (Figure 1-2)



Figure 1-2. Component showing hyperlinks

ROLE SELECTION

Certain tasks can only be completed by certain roles. If a task is unable to be completed, ensure the correct role is selected.

1. To select your role, click the Role selector drop-down arrow attached to the Home button. (Figure 1-3)



Figure 1-3. Home Button

2. Select the desired role from the drop-down. (Figure 1-4)

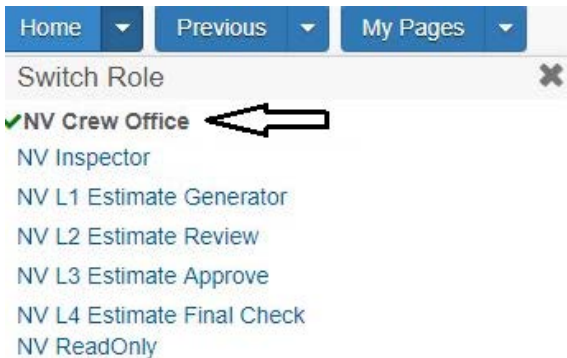


Figure 1-4. Role Selector Drop-down

VIEWING PREVIOUS ACTIVITY

There are three ways to navigate to previous screens in AWP.

- Click the Previous button (Figure 1-5) to go back to the last page displayed for this role.



Figure 1-5. Previous Button

Important: DO NOT use the browser's (Chrome or IE) back button to return to a prior page as it will cause issues within the AWP program.

- Click the Previous selector drop-down button (Figure 1-6) to view the last 10 pages displayed for this role.

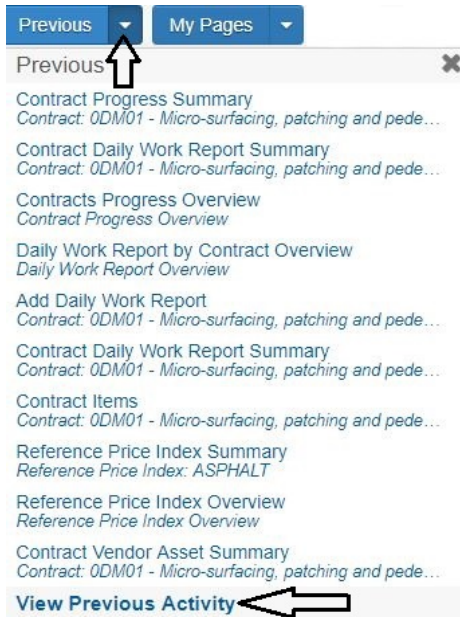


Figure 1-6. Previous Selector Drop-down

- Click 'View Previous Activity' at the bottom of the Previous selector drop-down list (Figure 1-6). This will display a large list of the last pages displayed for this role (Figure 1-7). Click on a Page Title hyperlink to open it.

Page Title	Component Title	Last Visited Date
Previous Activity Overview	Previous Activity	06/21/2019 9:05:25 AM
Dashboard	System Information	06/21/2019 9:06:36 AM
Sample Record Summary	Sample Record: Forest0190619091318	06/20/2019 10:44:46 AM
Item Overview	Item Overview	06/20/2019 10:41:38 AM
Sample Record Overview	Sample Record Overview	06/20/2019 10:40:43 AM
Sample Record Summary	Sample Record: Forest0190618014002	06/20/2019 10:40:34 AM
Sample Record Summary	Sample Record: Moran0190618090032	06/20/2019 10:40:19 AM
Sample Record Summary	Sample Record: nstqk20190619043912	06/20/2019 10:39:55 AM
Component Summary	Component: SampleRecordSummarySelectContractProjectItemsModalComponent	06/20/2019 10:39:41 AM
Component Overview	Components	06/20/2019 10:39:16 AM
Entity Overview	Entity Overview	06/20/2019 10:39:11 AM
Business Metadata Summary	Entity: RefItem	06/20/2019 10:38:20 AM
Business Metadata Summary	Entity: ContractProjectItem	06/20/2019 10:36:50 AM
Execute Process	Select Process	06/19/2019 3:17:11 PM
User Summary	Person: Jessica Downing	06/19/2019 3:15:57 PM
Person Summary	Person: Jessica Downing	06/19/2019 3:15:47 PM
Person Overview	Person Overview	06/19/2019 3:15:38 PM
Sample Record Summary	Sample Record: Forest0190618084711	06/19/2019 9:29:07 AM
Component Summary	Component: SelectContractProjectItemsModalComponent	06/19/2019 9:22:20 AM
Component Summary	Component: ContractSummaryComponent	06/18/2019 1:25:57 PM
Component Summary	Component: AcceptanceActionDetailTabComponent	06/18/2019 11:52:52 AM

Figure 1-7. Previous Activity Overview

USING AND MANAGING MY PAGES

My Pages is AWP's version of traditional website Bookmarks. My Pages can be used to save contract specific pages or system pages as needed.

TO ADD A PAGE TO MY PAGES

1. Navigate to the desired page and click the My Page selector drop-down button. (Figure 1-8)



Figure 1-8. My Pages Selector Drop-down

2. Click the 'Remember this Page' button. (Figure 1-9)

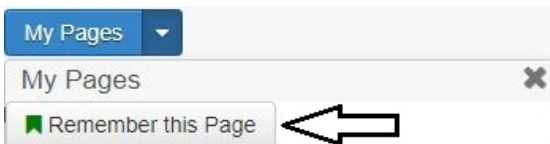


Figure 1-9. My Pages Remember this Page

3. The My Pages bookmark will be added to the My Page selector drop-down window. (Figure 1-10)

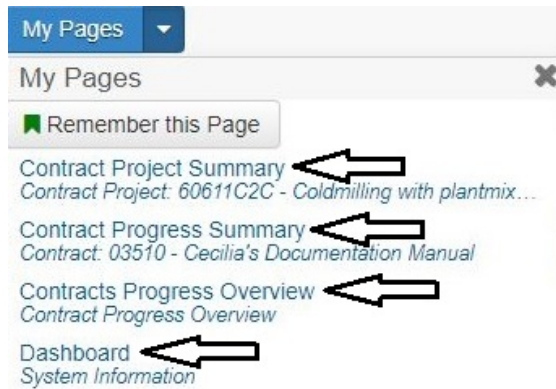


Figure 1-10. My Pages Selector Drop-down

TO USE MY PAGES

1. Click the My Page selector drop-down button. (Figure 1-11)

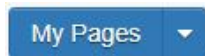


Figure 1-11. My Pages Selector Drop-down

2. Click the desired page from the list (Figure 1-12). If the page isn't there, it wasn't saved as a My Page for this role. My Pages are role specific.

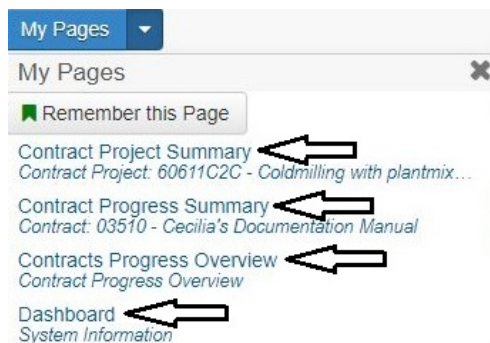


Figure 1-12. My Pages Drop-down List

MANAGING MY PAGES

1. When a My Pages bookmark is no longer needed, click the My Pages button. (Figure 1-13)

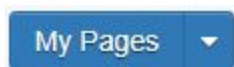


Figure 1-13. My Pages Button

2. Select the bookmark to remove and click the Row Action button. (Figure 1-14)

My Page Overview

Page Title	Component Title	Created Dt
Contracts Progress Overview	Contract Progress Overview	08/14/2019 6:50:57 AM
Contract Progress Summary	Contract: 03580 - US 93 BOULDER CITY BYPA	08/14/2019 6:51:17 AM
Contract Administration Overview	Contract Administration Overview	08/14/2019 6:51:43 AM

Figure 1-14. My Pages Overview

3. Select Delete from the drop-down list. (Figure 1-15)



Figure 1-15. Row Action Drop-down List

4. Click the Save button. (Figure 1-16) Repeat as necessary.

Page Title	Component Title	Created Dt
Contracts Progress Overview	Contract Progress Overview	08/14/2019 6:50:57 AM
Contract Progress Summary	Contract: 03580 - US 93 BOULDER CITY BYPA	08/14/2019 6:51:17 AM
Contract Administration Overview	Contract Administration Overview	08/14/2019 6:51:43 AM
Contract Payment Estimate Overview	Contract Payment Estimate Overview	08/14/2019 6:56:36 AM

Figure 1-16. My Pages Overview - Save Changes

USING COMPONENTS

Components can be accessed by scrolling through the Home Page or using the Quick Links located at the top of the screen. (Figure 1-17) All available components, based on role and current page, will display in the Quick Links.

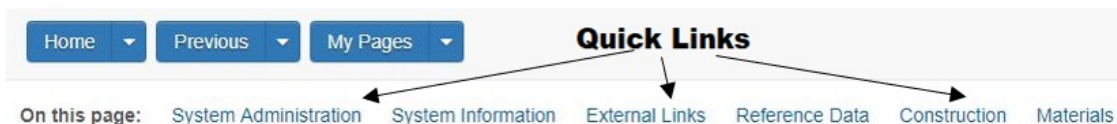


Figure 1-17. Quick Links

A component has three important areas: Navigation Tabs, Information and/or Data Fields, Save button and Component/Row Actions drop-downs.

Navigation Tabs: Each tab has a different set of information and/or data fields. (Figure 1-18)

Contract Administration Summary

▼ Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements

- General
- Additional Information
- Administrative Offices
- Contract Authority
- Contract Times
- Funding
- Locations
- Permits
- Retainage

Figure 1-18. Component Navigational Tabs

Information and/or Data Fields: The appropriate information will display as well as data fields for user input. (Figure 1-19)

▼ Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

General	Contract ID ODM01	Highway / Route SR529-1
Additional Information	Contract Status Active	Location SR 529, South Carson Street, from Overland Street to Fairview Drive
Administrative Offices	Description * Micro-surfacing, patching and pedestrian improvements <small>Up to 256 characters</small>	Federal Project Number
Contract Authority	Contract Type 01 - Design / Bid / Build	State Project Number SPSR-0529(001)
Contract Times	Spec Book * 14	Record Source Construction
Funding	Unit System English	Project Manager/Coordinator jenica.keller@dot.nv.gov Keller Jenica
Locations	Comments	Resident Engineer ahurbut@dot.nv.gov Hurbut Ashley
Permits	Long Description	
Retainage		

Figure 1-19. Component Information and Data Fields

Some text fields hold more text than can be viewed in the Information and Data Fields. Click the **Large Text Field Expand** icon (Figure 1-20) to view the full text in a text window. Click the Close button when finished reviewing the Text Field. (Figure 1-21)



Figure 1-20. Large Text Field Expand Icon

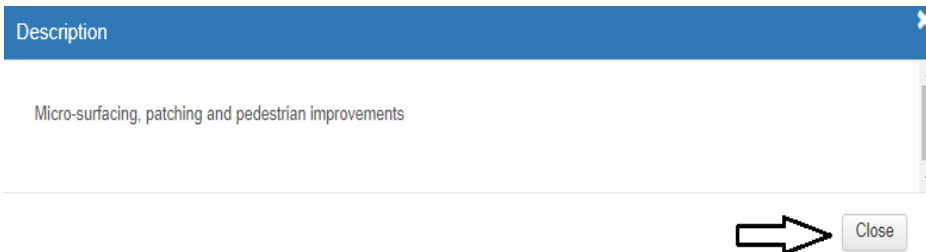


Figure 1-21. Large Text Field window

Save button and Component/Row Actions Drop-downs: The Save button becomes active after a change is made in the component. Clicking any Component/Row Actions drop-down button (Figures 1-22 and 1-23) will display the Component/Row Actions Menu in a drop-down window. The items in the menu are dependent on the Component/Row that is selected.

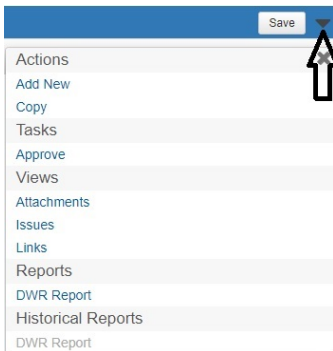


Figure 1-22. Save Button and Component Actions Drop-down Button and Menu Options

DWR Date	Inspector	Status	Approval Date	
09/05/2019	Benjamin Schober	Draft		Actions Copy Delete Exclude from Search Results Open Tasks Approve Views Attachments Links Tracked Issues Reports DWR Report
Sequence	Attachments	Notes	Agency Views	
1	No	No	0	
08/27/2019	Benjamin Schober	Draft		
1	No	Yes	0	
08/09/2019	Kristen McDaniel	Approved	08/27/2019 8:18	
1	Yes	No	0	
07/29/2019	Benjamin Schober	Rejected		
1	No	No	0	

Figure 1-23. Row Actions Drop-down Button

SORTING AND FILTERING LISTS

1. In the Quick Find search box, type the appropriate search term. (Figure 1-24) **Note:** If there are no filters to choose from, there will be a Advanced link (Figure 1-26) rather than the Filter/Sort Select drop-down (Figure 1-24) currently showing System Default.

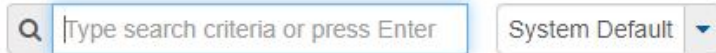


Figure 1-24. Quick Find Search Box and Filter/Sort Drop-Down

2. Click the Eraser button (Figure 1-25) to clear the criteria. If there are no search results, clicking the Eraser button can reset the search criteria.



Figure 1-25. Eraser Button

3. To apply and/or save an Advanced Filter or Sort, click the Advanced link. (Figure 1-26) Or, if there is a Filter/Sort Select drop-down (Figure 1-27), click the Advanced link at the bottom of the Filter/Sort Select drop-down list.

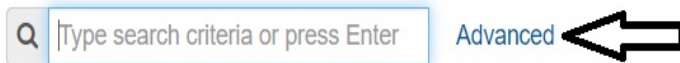


Figure 1-26. Advanced Link



Figure 1-27. Filter/Sort Select drop-down

4. Apply the appropriate Filters and/or Sorts on the Editing window. (Figure 1-28)

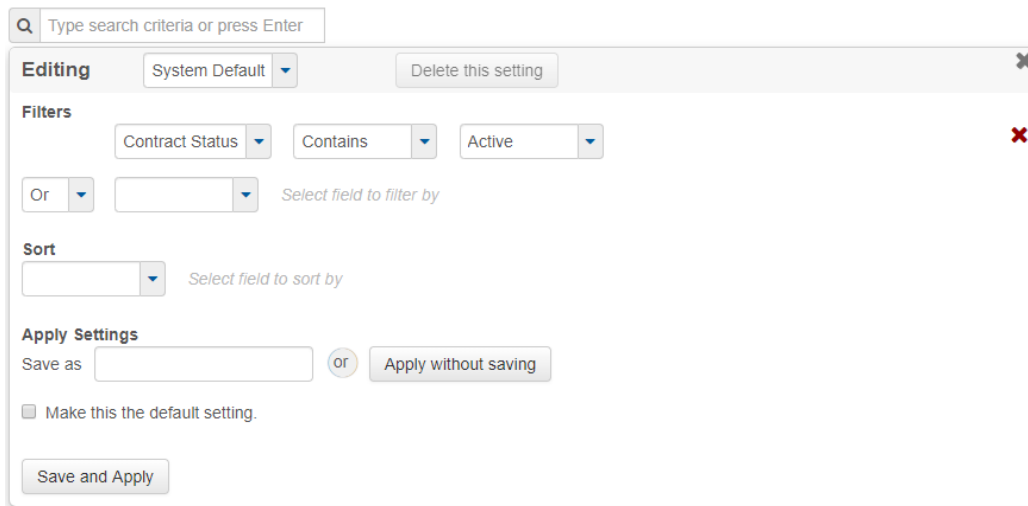


Figure 1-28. Filter and/or Sort criteria in the Editing window

5. If this is a 'one-time-use' Filter/Sort, click the Apply Without Saving button. (Figure 1-29)

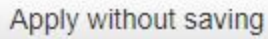


Figure 1-29. Apply Without Saving Button

6. If this is a Filter/Sort that will be used repeatedly, enter the name for which to save the search criteria for future use. (Figure 1-30).

Apply Settings

Save as

Figure 1-30. Save as Field Under Apply Settings

7. Click the Save and Apply button. (Figure 1-31)



Figure 1-31. Save and Apply button

8. Any saved Filters or Sorts are viewable in the Filter/Sort Select drop-down (Figure 1-32). **Note:** Pre-defined filters have been created and made available in several components.

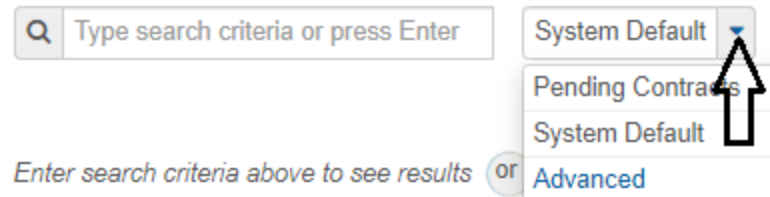


Figure 1-32. Filter/Sort Select Drop-down