



# Navigating the System

AASHTOWare Project Construction and Materials™  
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## Introduction

AASHTOWare Project™ (AWP) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials™ (PrCM) is a module designed to support the complete construction and materials management process.

## Navigating the System

### Home Screen

When you login to AASHTOWare Project, you will be taken to the **Home** Screen.

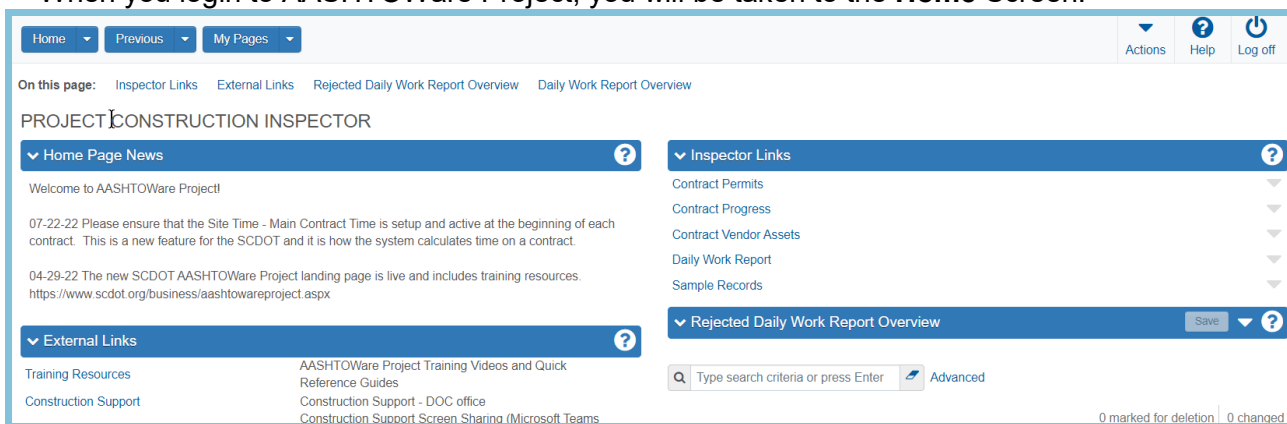


Figure 1 - Home Screen

### Screen Layout and Navigation

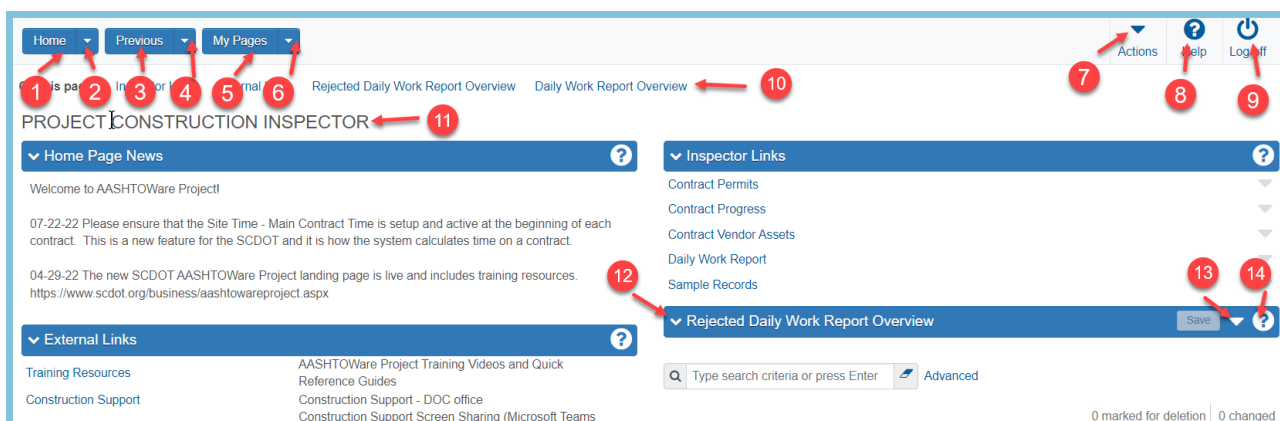


Figure 2 - Screen Layout and Navigation

- (1) Home Button
- (2) Role Selector
- (3) Previous Button
- (4) Previous Selector
- (5) My Page Button
- (6) My Pages Selector
- (7) Global Actions Selector
- (8) Global Help Button
- (9) Log off Button
- (10) Component Quick Links
- (11) Role Description
- (12) Components
- (13) Component Row Action Menu
- (14) Component Minimize/Maximize Button
- (15) Row Action Menu

## Home Button

The Home Button will return you to the Home Screen from anywhere in the system.

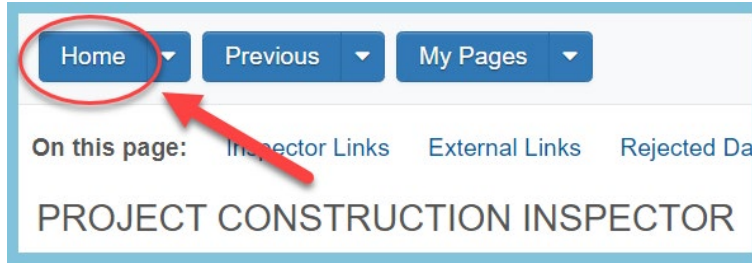


Figure 3 - Home Button

## Role Selector

The Role Selector is used to set the active role.

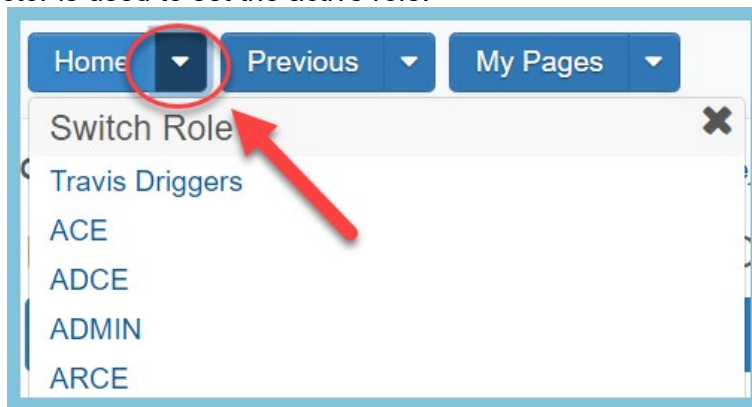


Figure 4 - Role Selector

## Previous Button

The Previous Button is used to navigate back one screen.

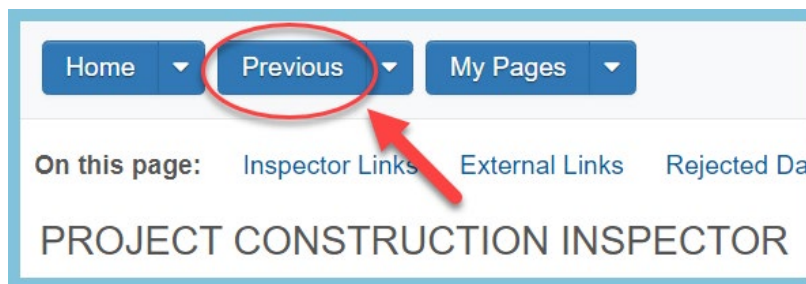


Figure 5 - Previous Button

**NOTE:** It is recommended to not use the browser's back button.

### Previous Selector

The Previous Selector lets you choose from your last previously viewed 10 screens.

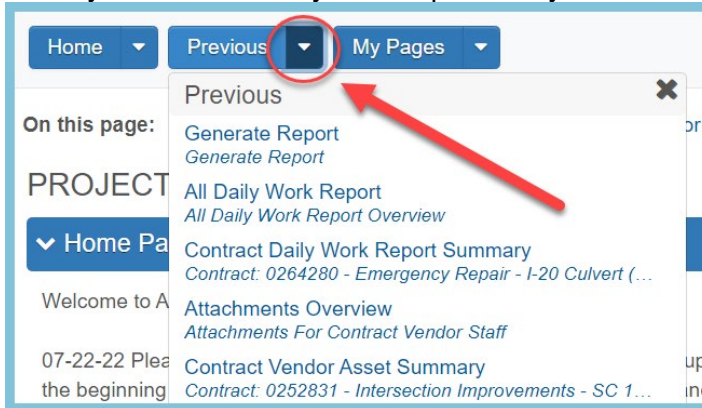


Figure 6 - Previous Selector

### My Pages Button:

The My Pages Button navigates to a list of your favorite screens.

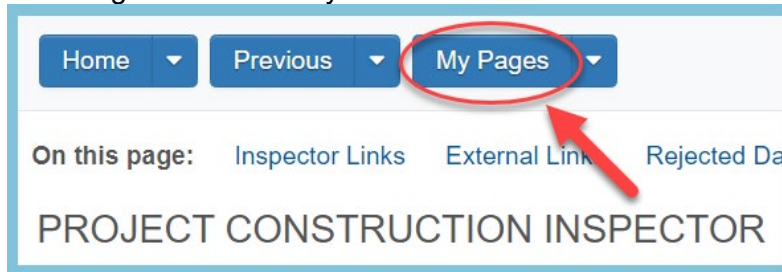


Figure 7 - My Pages Button

### My Pages Selector:

The My Pages Selector provides a drop down list for your favorite screens. You can also add a favorite by selecting "Remember this Page".

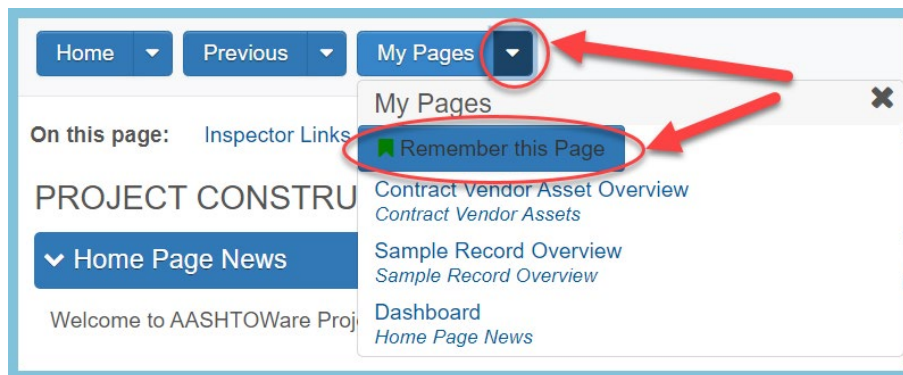


Figure 8 - My Pages Selector

## Global Actions Selector

The Global Actions Selector provides a drop down list for generating reports, running processes, and the system email.

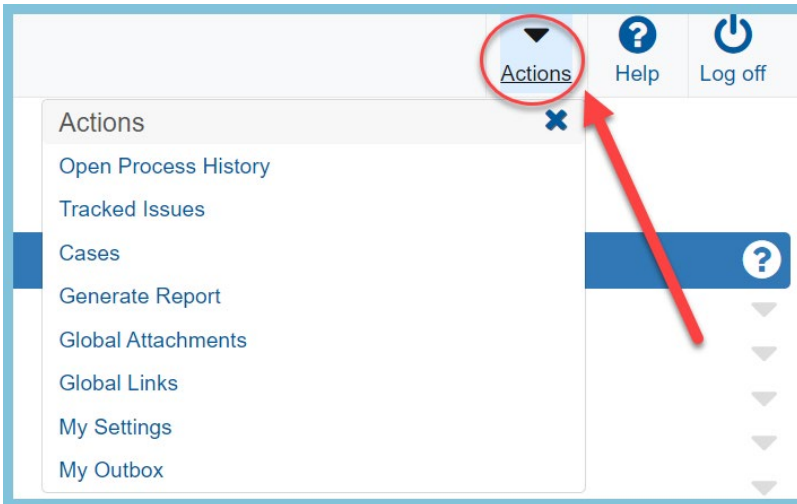


Figure 9 - Global Actions Selector

## Global Help Button

The Global Help Button opens a help screen in a separate browser window.

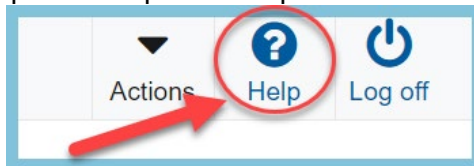


Figure 10 - Global Help Button

## Log off Button

The Log off Button is used to log out of AASHTOWare Project.

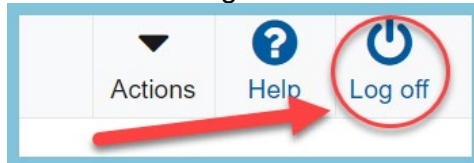


Figure 11 - Log off Button

## Component Quick Links

Component Quick Links are located on each component and take you to associated components for quick access.

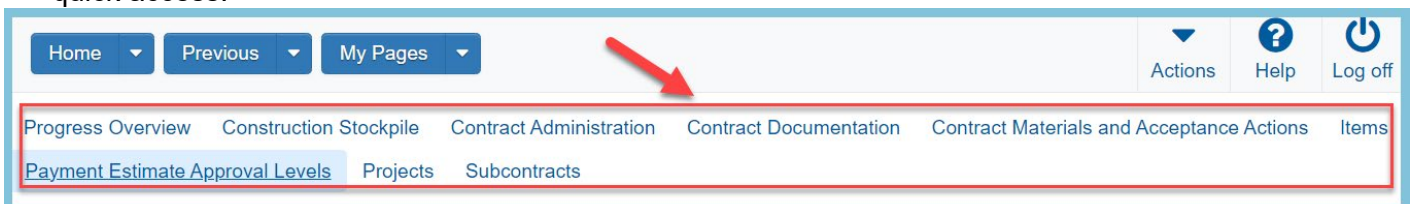


Figure 12 - Component Quick Links

## Role Description

The Role Description displays the active role being used.

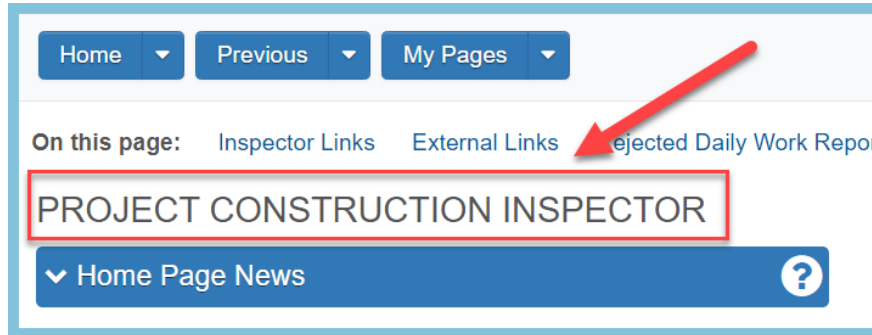


Figure 13 - Role Description

## Components

Components are sections within the system and have a blue header bar. Your role determines which components are visible and accessible.

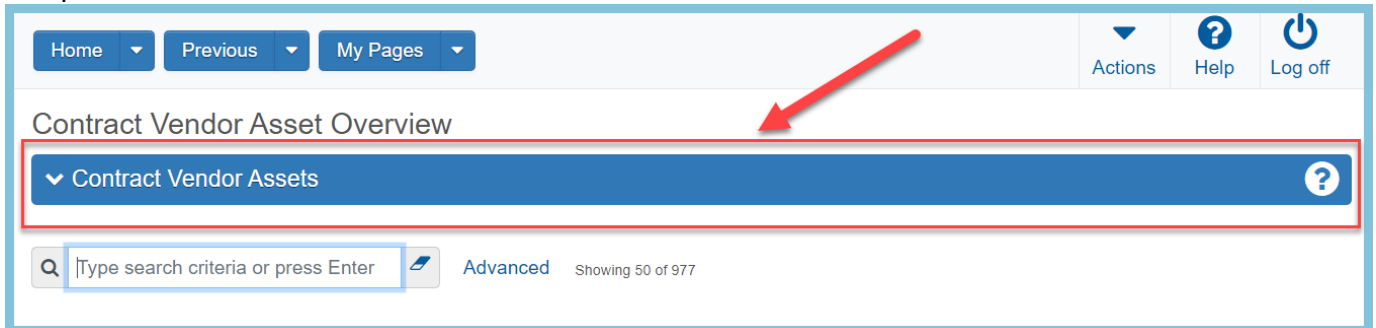


Figure 14 – Components

## Component Row Action Menu

The Component Row Action Menu displays a drop down list of available actions for a component.

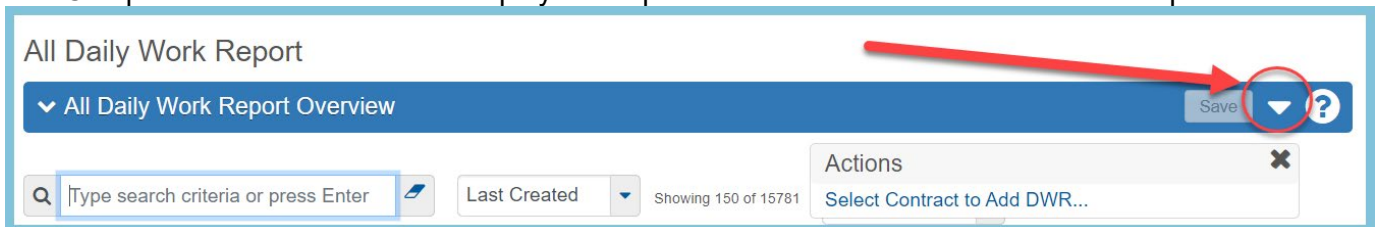


Figure 15 - Component Action Menu



### Component Minimize/Maximize Button

The Component Minimize/Maximize Button can be used to hide or unhide component content.

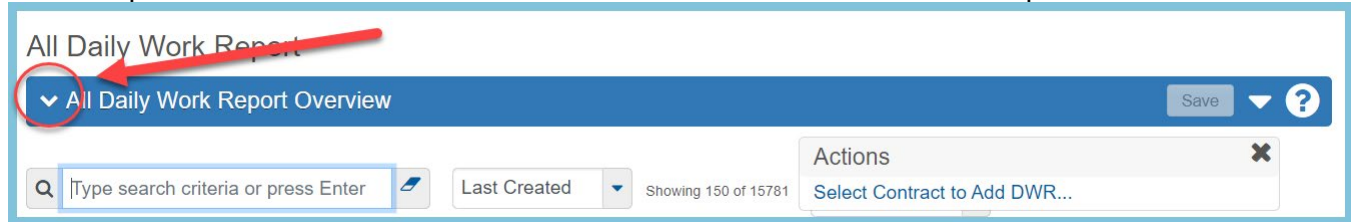


Figure 16 - Component Minimize/Maximize Button (Maximized)



Figure 17 - Component Minimize/Maximize Button (Minimized)

### Row Action Menu

The Row Action Menu displays a drop down list of available actions for the selected row.

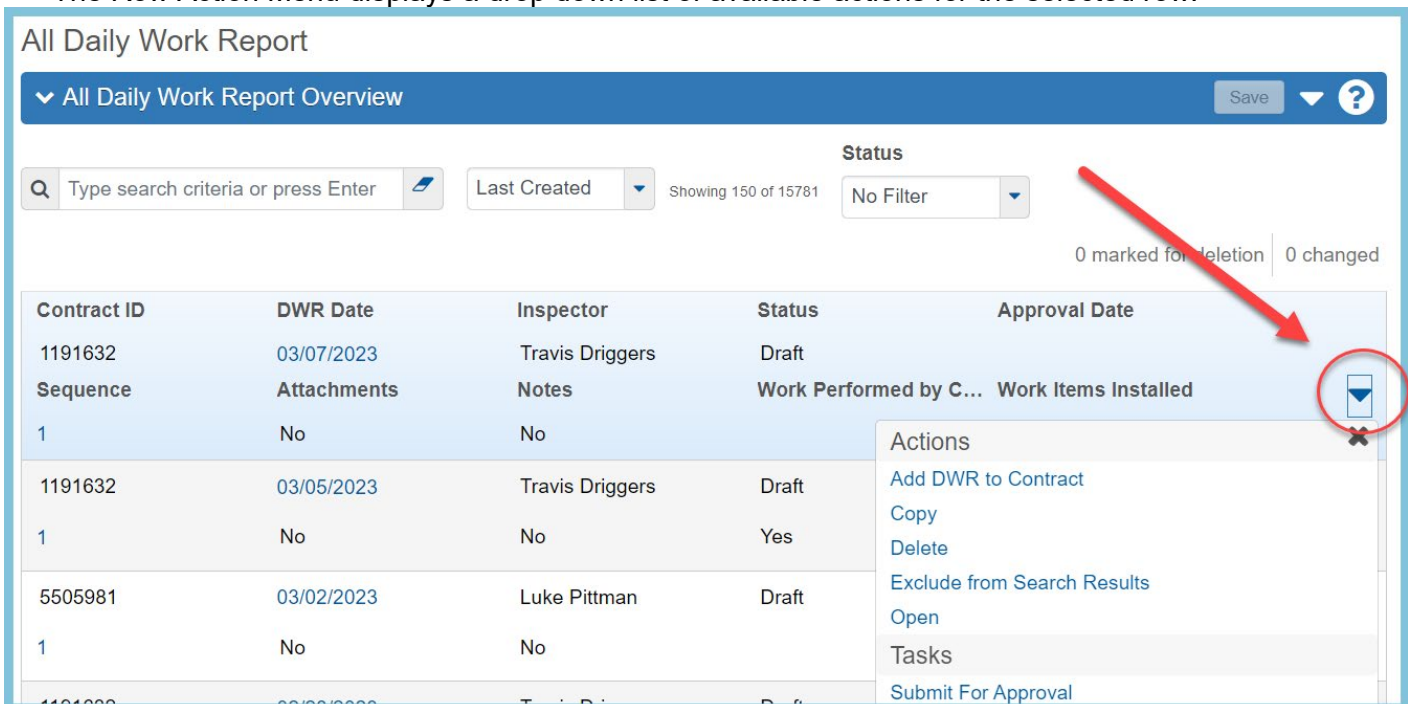


Figure 18 - Role Action Menu

## Searching

### Search Boxes

Search Boxes are located throughout the system. To start a search, type in the appropriate search criteria and press ENTER. **If you need to clear the search criteria, click the eraser icon** located to the right of the search criteria.

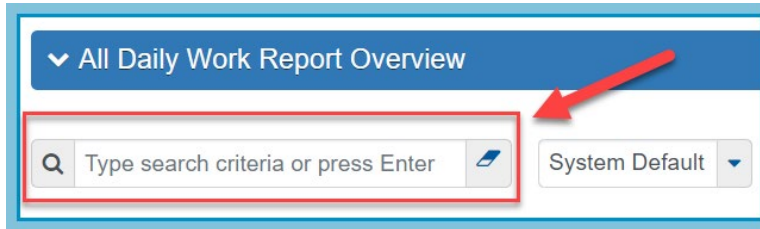


Figure 19 – Search Boxes

### Sorting and Filtering

Sort and Filter options are located to the right of each search box. If there are no options currently available, there will be an “Advanced” link. In many instances, there will be pre-made and system default filters available.

- System Default – no filter used
- Custom – filters created by the user or the system administrator
- Advanced – used to create a custom filter (temporary or permanent)
- Temporary – custom filter used once

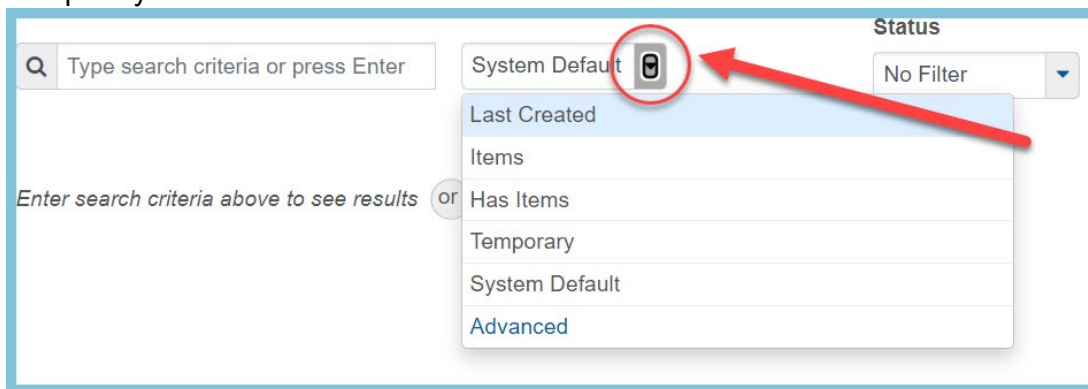


Figure 20 - Sorting and Filtering

## Advanced Filters

Filters can be used as a powerful query tool and a method to sort the displayed data. Multiple filters can be setup to narrow down your search. These filters can be temporary, saved, or set as the default for the user.

Figure 21 - Advanced Filters (Example)

## Range Fill

Range Fill can be used to fill a list of records with the same information. This makes tedious data entry easier. Where available, click the range fill button and select the option that fits your needs.

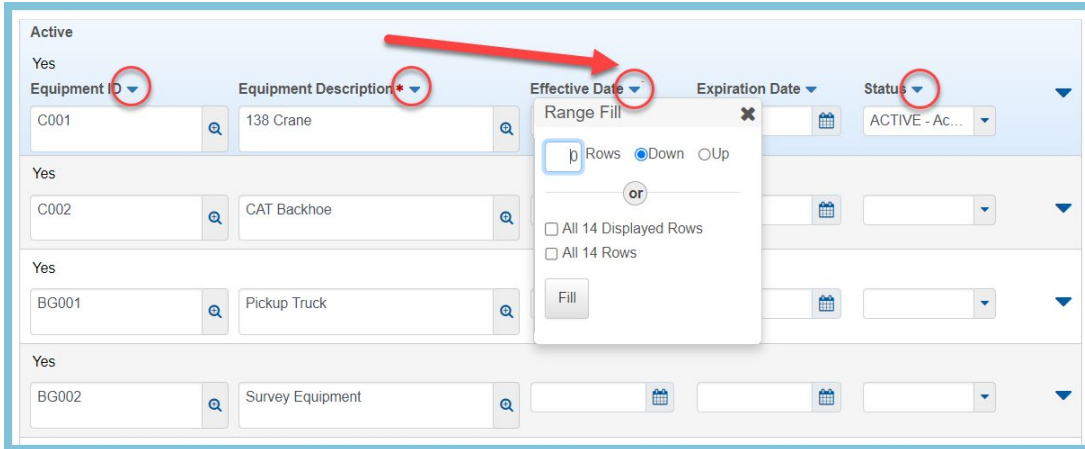


Figure 22 – Range Fill

## Saving a Record

Before saving a record, all required fields must be populated with data. If a red asterisk is located beside a field, it is identifying that record as a required field.

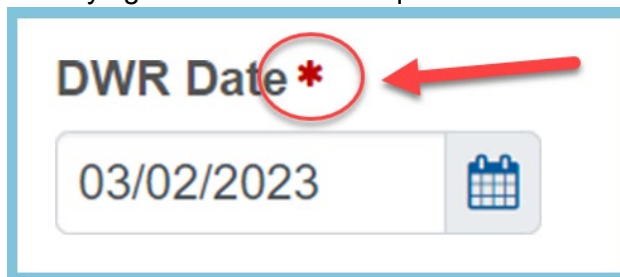


Figure 23 – Required Fields

Save Buttons are typically located on the Component Header. Clicking the button allows you to save the record.

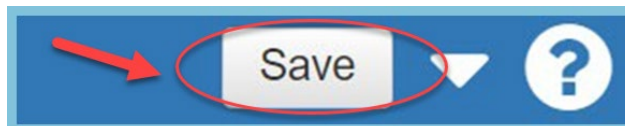


Figure 24 – Save Button

## Messages (Save)

Message boxes can appear before or after saving a record. If you see a red message box, you must correct the error before you are allowed to save the record.

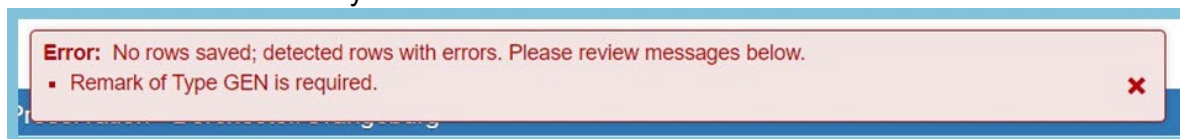


Figure 25 - Save Error Message



A green message box will indicate that the record saved.



Figure 26 - Successfully Saved

A yellow message box is just a warning.

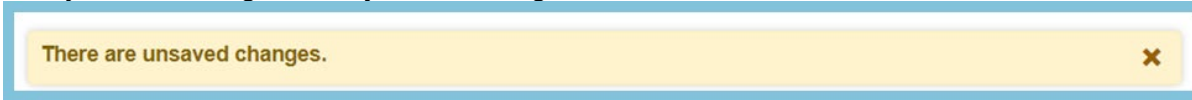


Figure 27 – Unsaved Changes Warning

Note: You can still see warning messages on saved records

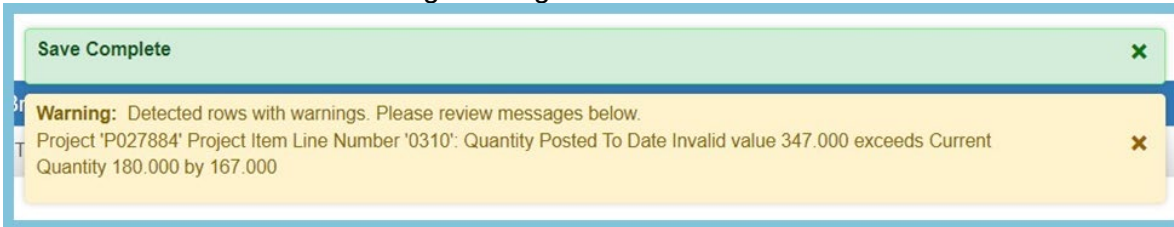


Figure 28 - Save Complete

## Deleting a Record

If a saved record needs to be deleted, this is typically accomplished by selecting “Delete” located in the Row Action Menu.

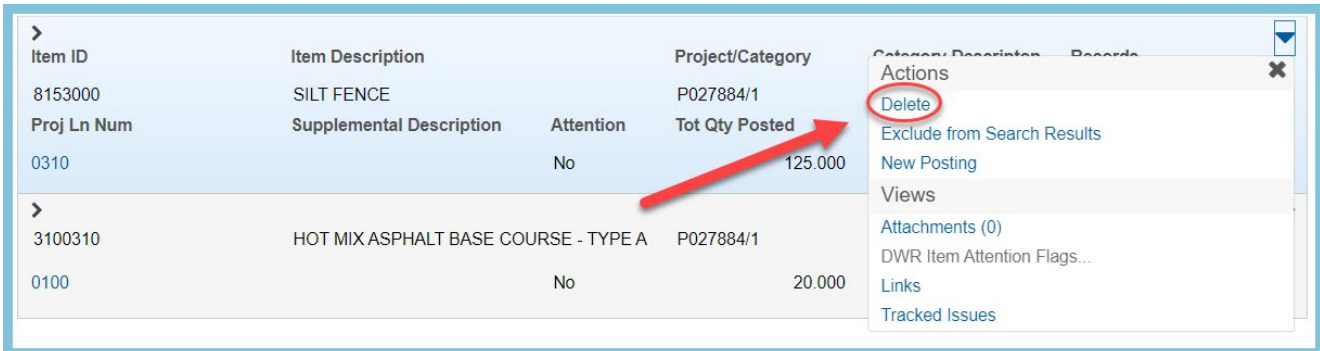


Figure 29 - Delete Record

When a record is marked for deletion, you will see an Undo Button. This button allows you to cancel your deletion before saving.

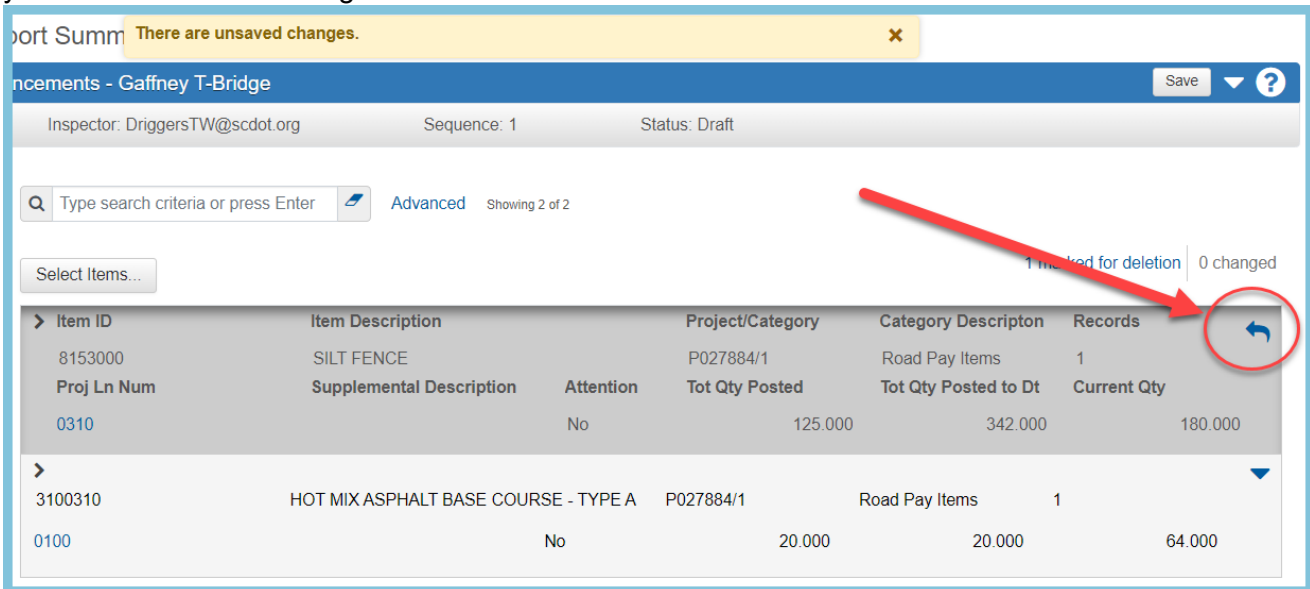


Figure 30 - Undo

To proceed with a deletion, press Save.

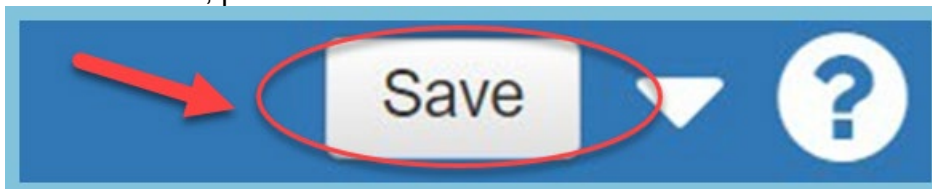


Figure 28 - Proceed with Deletion

## Field Magnifiers

Field Magnifiers are located in text boxes throughout the system. They provide an easier viewing experience when you have to enter or read large amounts of text.

Click the Field Magnifier located to the left of the text box



Figure 29 - Field Magnifier

Enter your text and click Apply

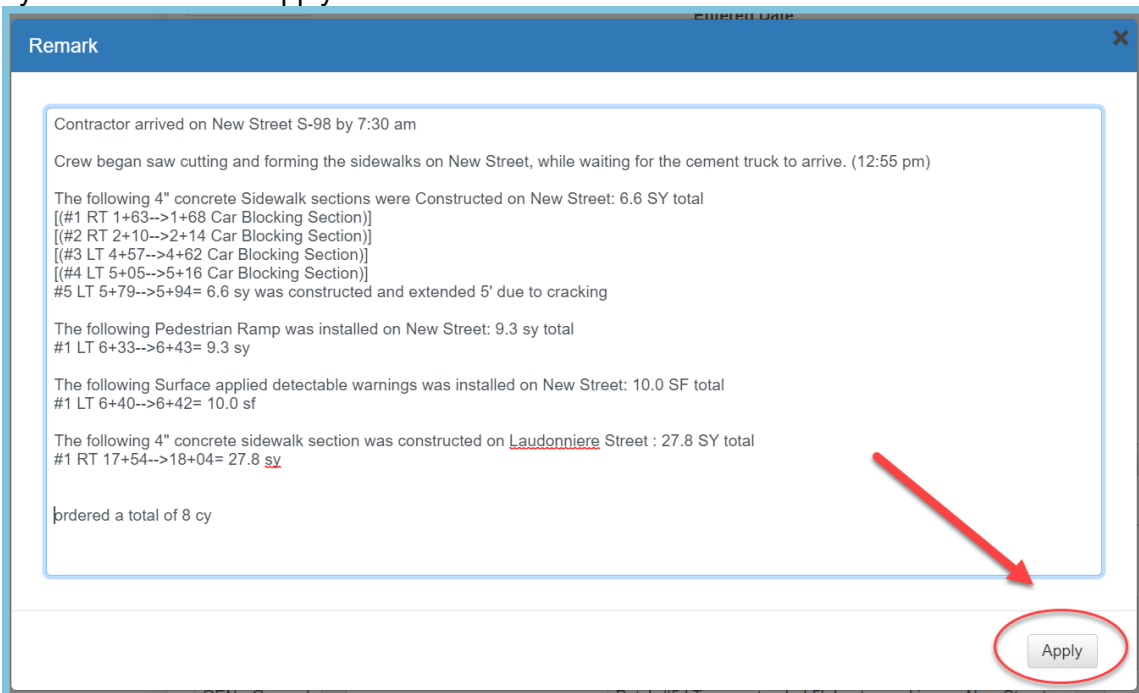


Figure 30 - Apply Magnifier



# Need Support?

*For all AASHTOWare Project  
related support, please contact:*

## **Construction Support**

[AWPConstSupport@scdot.org](mailto:AWPConstSupport@scdot.org)

## **Materials Support**

[AWPMaterialsSupport@scdot.org](mailto:AWPMaterialsSupport@scdot.org)

## **Additional Support**

*For training and additional resources please visit*

<https://www.scdot.org/business/aashtowareproject.aspx>

