



# Attachments and Links

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.

## Attachments and Links

### Attachments

#### Attaching a File to a Record

Attachments can be used throughout the system. Follow these steps to attach a file to a record.

1. Navigate to the record to which you want to attach the file.
2. Select **Attachments** from the Components Actions Menu.

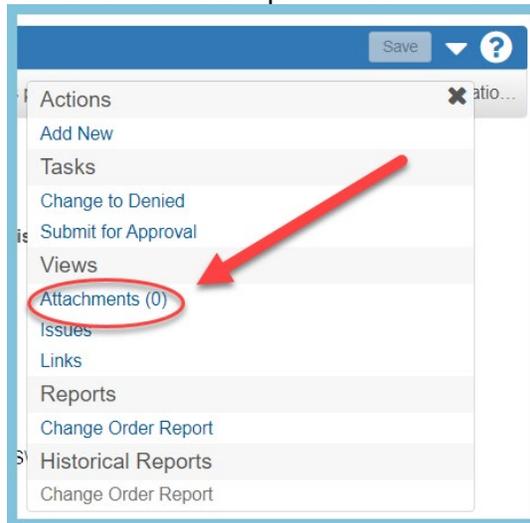


Figure 1 - Attachments Action

3. The Attachments Overview Component will open. Click **Select File**.

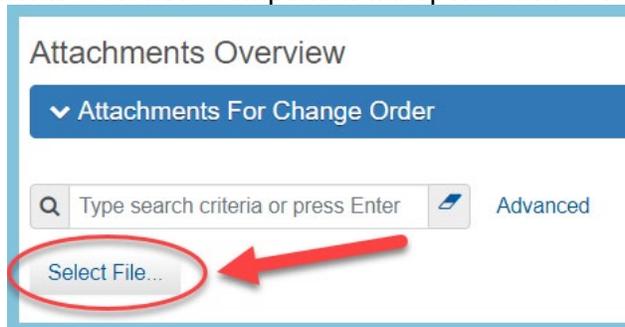


Figure 2 - Select File

4. Choose the file to upload and click open.
5. Enter a description.
6. Click **Save** to save the Attachment to the record.

## Viewing an Attachment

1. Navigate to the record that contains the attachment you wish to view.
2. Locate Attachments from the Row Actions Menu.
3. If there are any available attachments, a number will be displayed in parenthesis.
4. Click the Attachments link and then the filename to view the file.

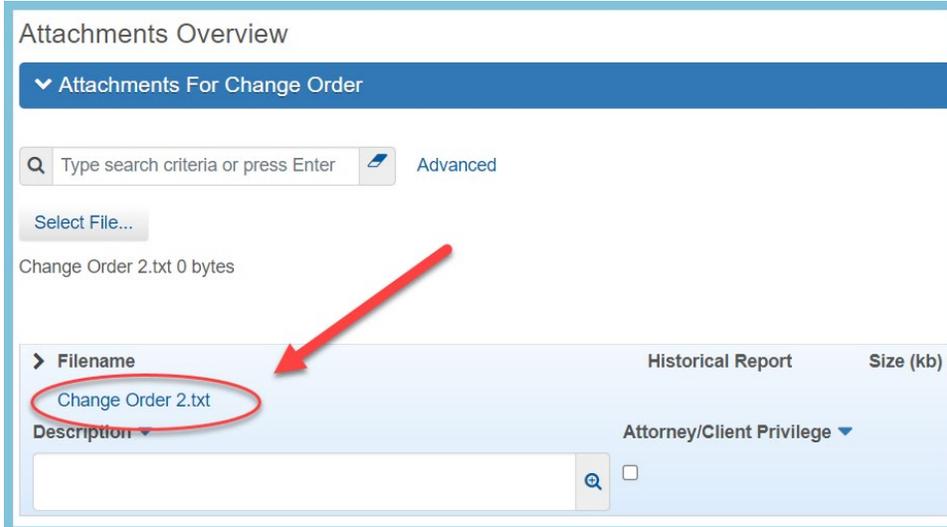


Figure 3 - Attachments Overview

## Delete an Attachment

1. Locate the Attachment you would like to delete.
2. Click the Row Options Menu and select **Delete**.
3. Click **Save**.



Figure 4 - Delete Attachment

## Historical Reports

Historical Reports are located throughout the system and can be located in the Component Row Action Menu. These records are system generated attachments. These records are a timestamped report created by the system after a record is approved. These are located along with normal attachments. The most common used are:

- Historical DWR Report
- Historical Change Order Report
- Historical Estimate Reports.

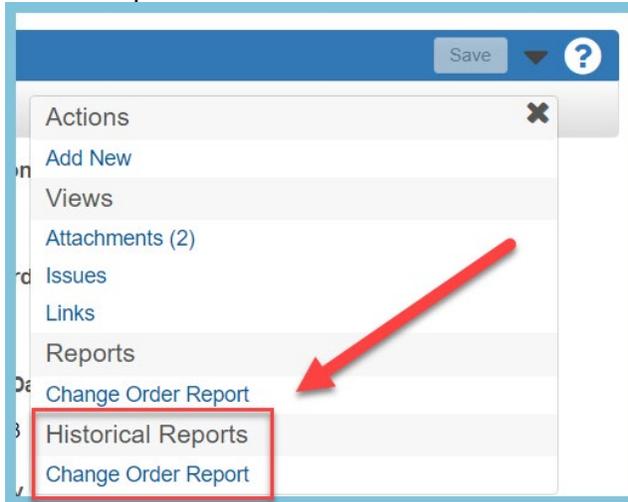


Figure 5 - Historical Reports

## Links

### Add a Link to a Record

Links can be used throughout the system. A website URL or a ProjectWise URN are examples of links that can be added to a record.

Follow these steps to add a link to a record.

1. Navigate to the record to where you want to add a Link.
2. Select **Links** from the Row Actions Menu

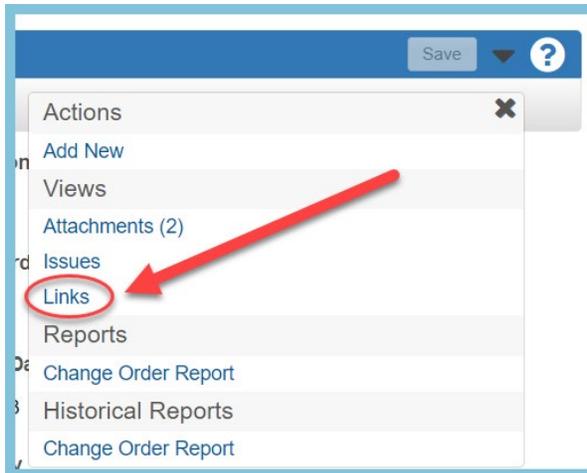


Figure 6 - Add a Link

3. Click **New**.
4. Enter the Link Name.
5. Enter a Description.
6. Enter the URL or URN (ProjectWise).
7. Click **Save**.

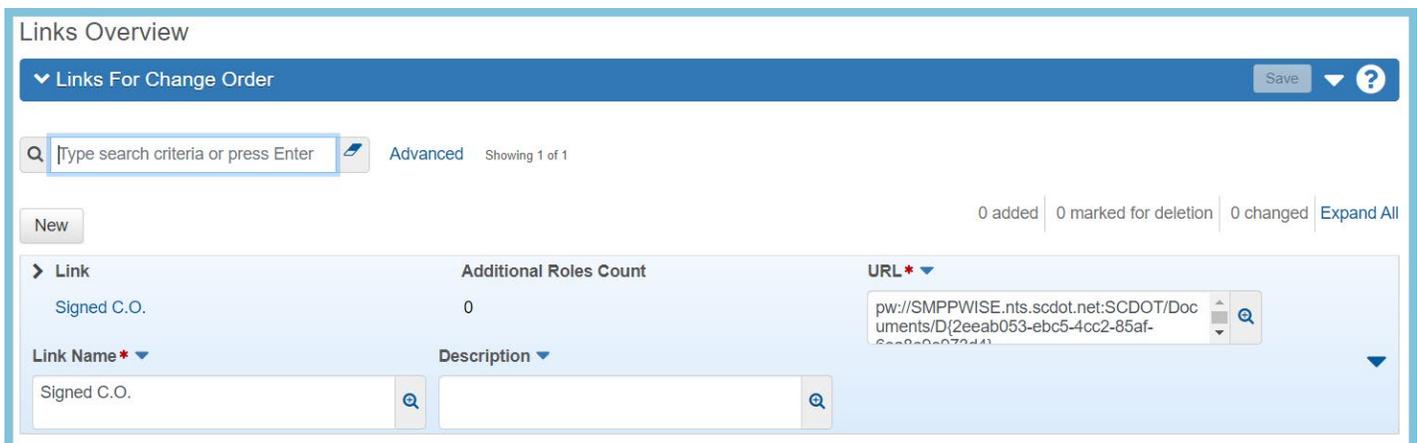


Figure 7 - Save Link

### Displaying a Link

1. Navigate to the record that contains the Link.
2. Locate Links from the Row Actions Menu or the Component Actions Menu.
3. Click Links to display results.

## Deleting a Link

1. Locate the Link you would like to delete.
2. Click the Row Actions Menu and select **Delete**.

The screenshot shows the 'Links Overview' page. At the top, there is a blue header with 'Links For Change Order' and a 'Save' button. Below the header is a search bar with the text 'Type search criteria or press Enter' and a search icon. To the right of the search bar, it says 'Advanced' and 'Showing 1 of 1'. Below the search bar is a 'New' button. To the right of the 'New' button, there are statistics: '0 added', '0 marked for deletion', '0 changed', and 'Expand All'. Below the statistics is a table with the following columns: 'Link', 'Additional Roles Count', and 'URL \*'. The table has one row with the following data: 'Signed C.O.', '0', and 'pw://SMPPWISE.nts.scdot.net:SCDOT/Documents/D[2eeab053-ebc5-4cc2-85af-6ca9c0c07241]'. Below the table, there is a 'Link Name \*' column with a search icon and a 'Description' column with a search icon. The 'Link Name' field contains 'Signed C.O.'. To the right of the table, there is an 'Actions' menu with the following options: 'Delete', 'Duplicate Row', 'Exclude from Search Results', 'Insert Row', and 'Select Roles...'. The 'Delete' option is circled in red. A red arrow points from the 'Delete' option back to the table row.

Figure 8 - Delete Link

3. Click **Save**.

## Security Access

Depending on your role, you can grant security access by assigning roles that can view an attachment or link. To assign security access to an attachment or link.

### Granting Security Access to an Attachment or Link

1. Locate the Attachment or Link.
2. Choose Select Roles from the Row Action Menu

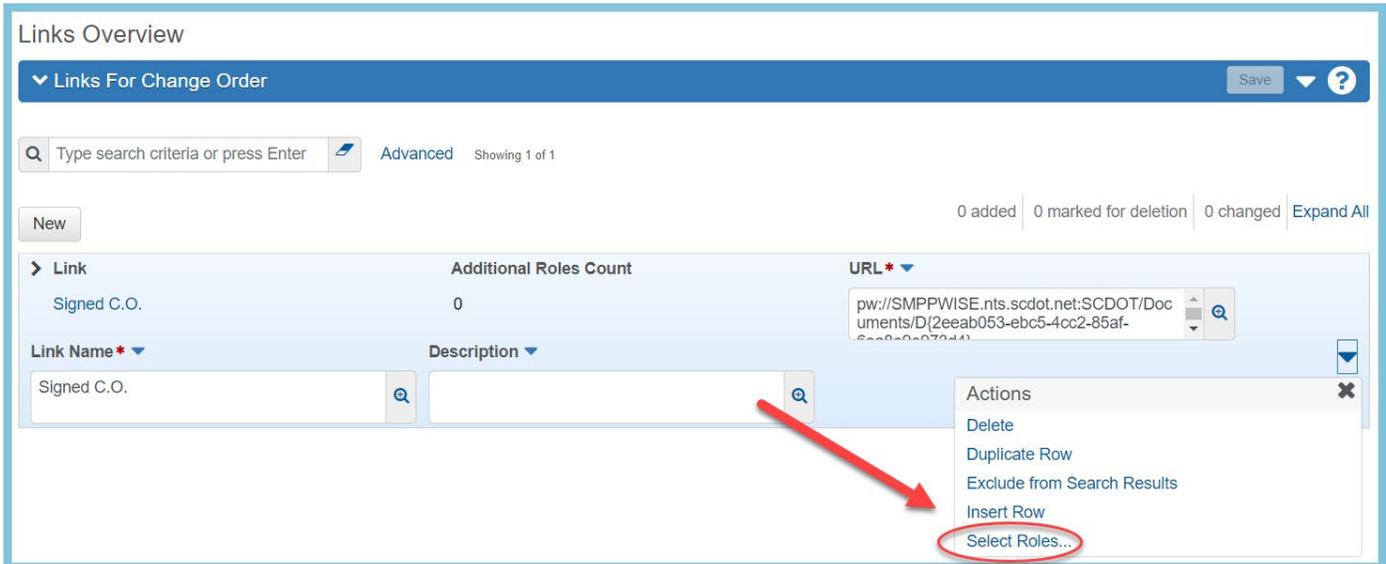


Figure 9 - Select Roles

3. Check the role or roles you want to grant access. You can also choose Select All.
4. Click the **Add to Attachment** or **Add to URL** button.
5. Click **Save**.

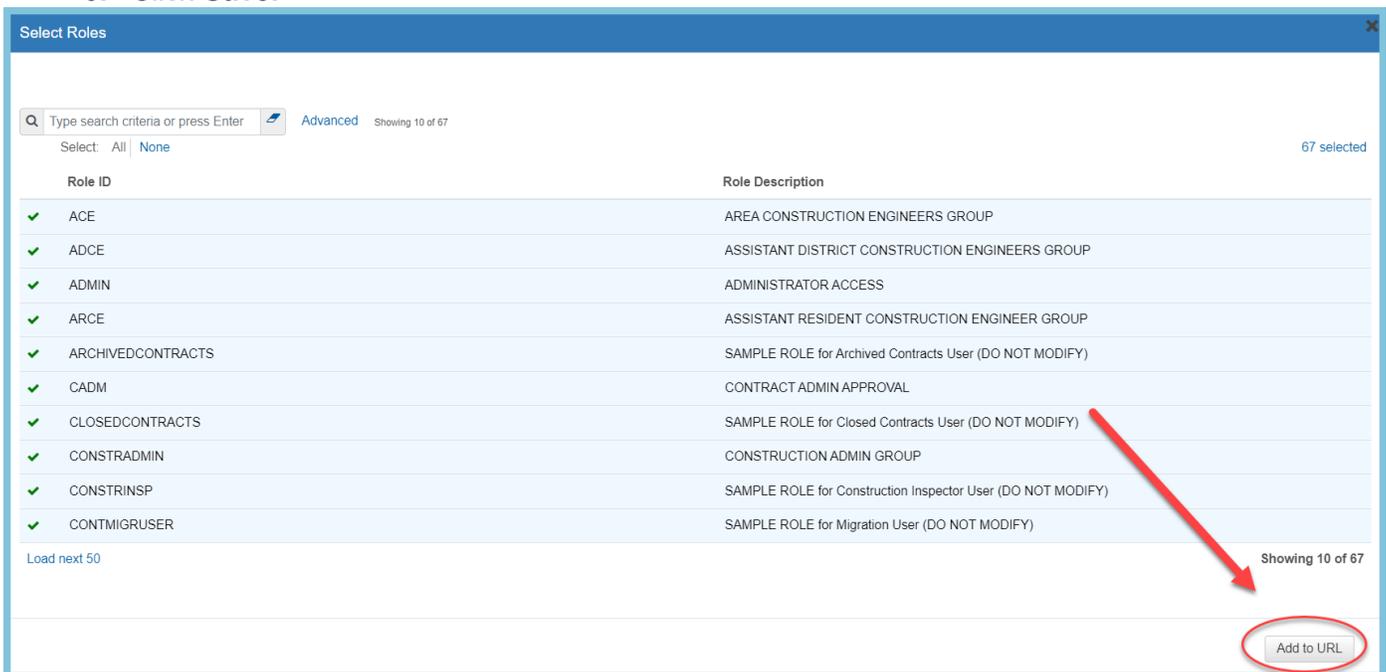


Figure 10 - Add to URL

## Global Attachments and Links

A global list of attachments or links and links is available. The records that can be viewed in this component is dependent on your current role.

### Viewing Global Attachments or Links

1. Select Global Attachments or Links from the Global Action Menu.

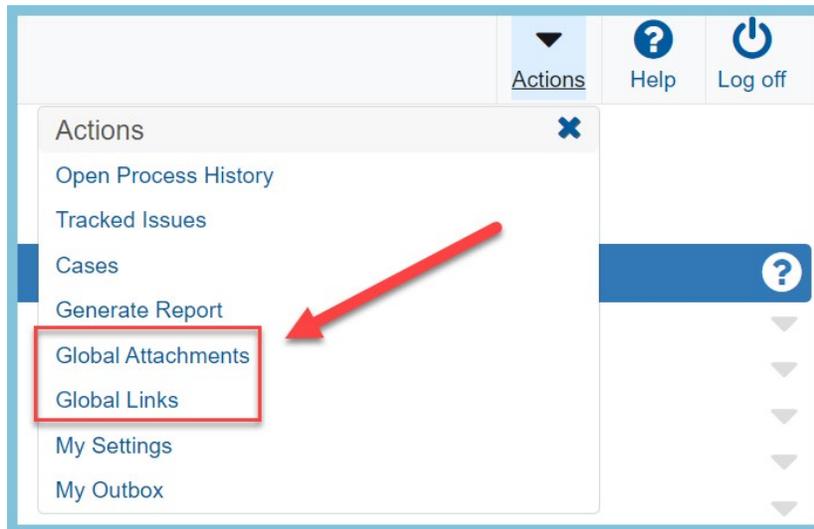


Figure 11 – Open Global Attachments and Links

2. Locate your attachment or link. You can also use the search box, advanced filter, or associated to filter.

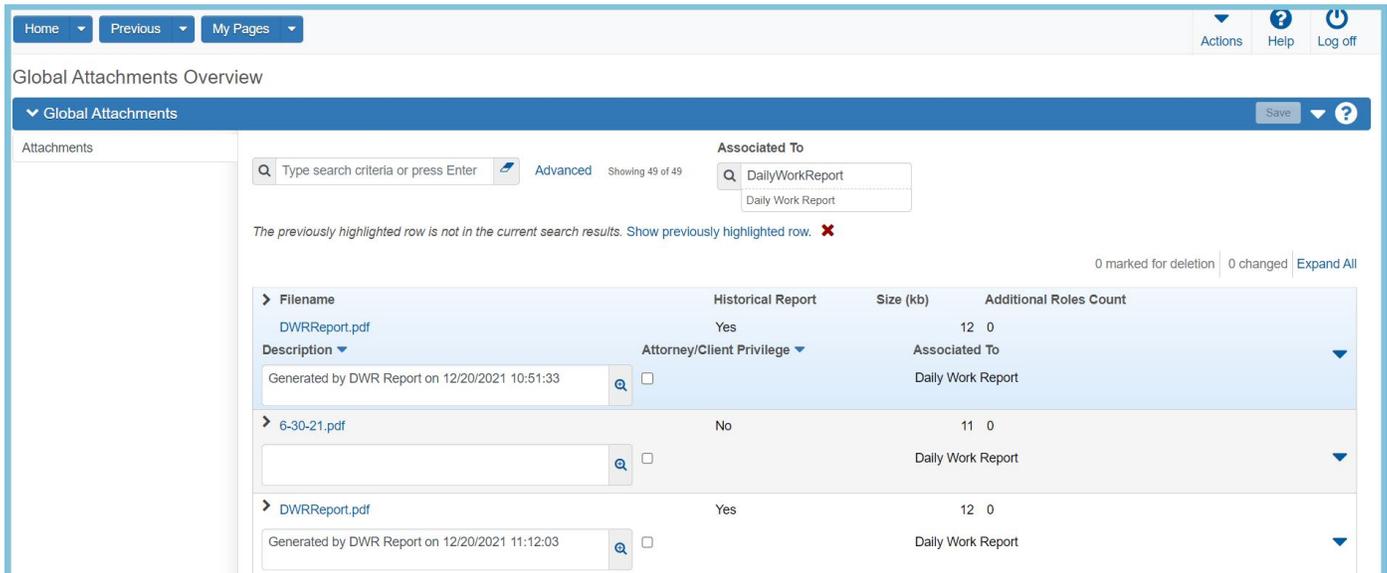


Figure 12 – Global Attachments and Links



# 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>



**South Carolina Department of Transportation**