



Generating Reports

AASHTOWare Project Construction and Materials™
rev. April 2023

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Table of Contents

Introduction.....	1
Reporting.....	1
Reports	1
Global Listing.....	1
Component Reports.....	2
Generating Reports	2
Historical Reports	5
Need Support	6



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.

Reporting

Reports

There are many reports located within AASHTOWare Project. The reports you have access will vary depending on your role.

Global Listing

A list of all reports are located in the Global Actions Menu under Generate Report.

Report	Data
Certified Vendor Directory	RefVendor
Change Order Report	ChangeOrder
Contract Curr Dbe Commitment Verification	ContractCurrDbeCommitSummary
Contract List By Subcontractor Report	RefVendor
Contract Price Schedule	Proposal
Contract Project Design Evaluation Report	ContractDesignEvaluation
Contract Status Report	Contract
Contract Time Report	Contract
Contractor Evaluation Report	ContractorEvaluation
Daily Diary Report	DailyDiary
Daily Source Report	DailySourceReport
DWR Contractors Payroll	Contract
DWR Report	DailyWorkReport
Facility Authority History Report	Facility
Force Account Report	ForceAccount
Insufficient Materials Report	PaymentEstimate
Item History To Date Report	ContractItem
Item Posting by Item	ContractItem

Figure 1 - Global Reports Listing

Component Reports

Reports relevant to the component you are working in are listed and can be accessed from within the component. These reports can be accessed by clicking the Component Action Menu. Follow the steps in the next section to setup data, parameters, and output type for the report.

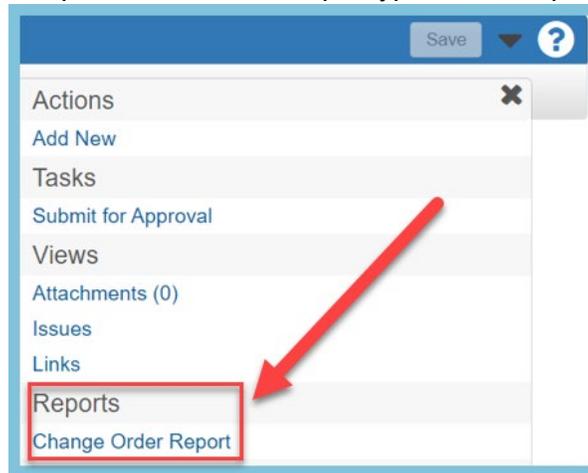


Figure 2 – Component Action Menu Reports

Note: Only reports that are relevant to the current component are displayed.

Generating Reports

1. From anywhere in the system, click the Global Actions Button and select **Generate Report**

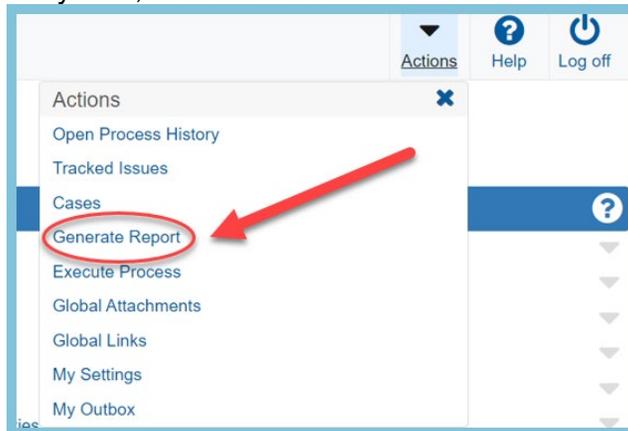


Figure 3 - Generate Report

2. Select the report you wish to generate

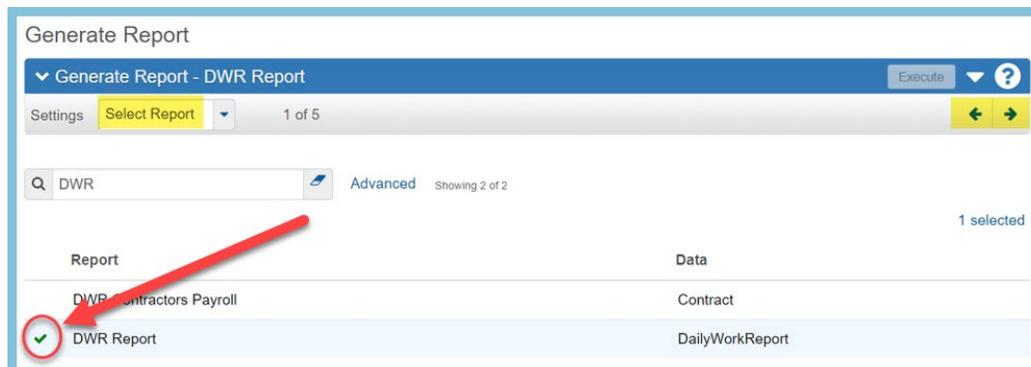


Figure 4 - Reports Selection

3. Select the data for your report. Data will vary depending on the report type. Use the search box or filters if needed.

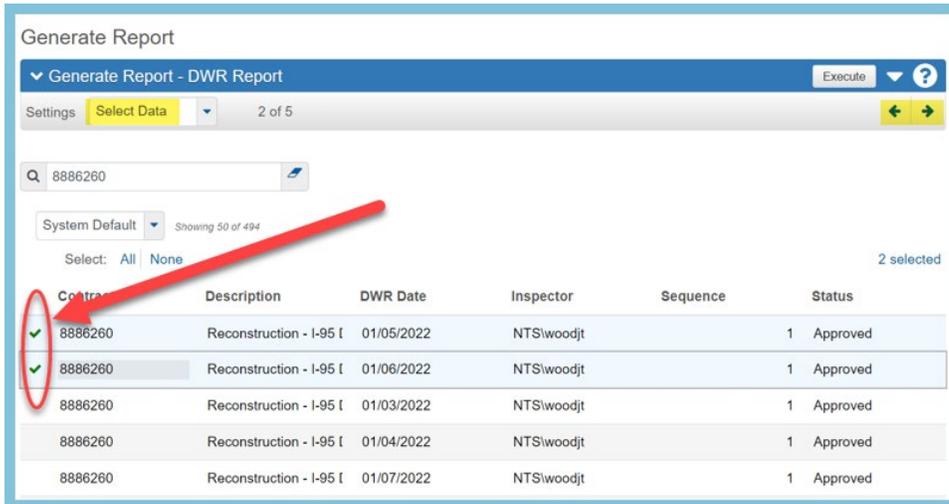


Figure 5 - Report Data Selection

4. Click the **forward** button.
5. Set the parameters for your report. Parameters will vary depending on the report type. Some reports may have no parameter options.

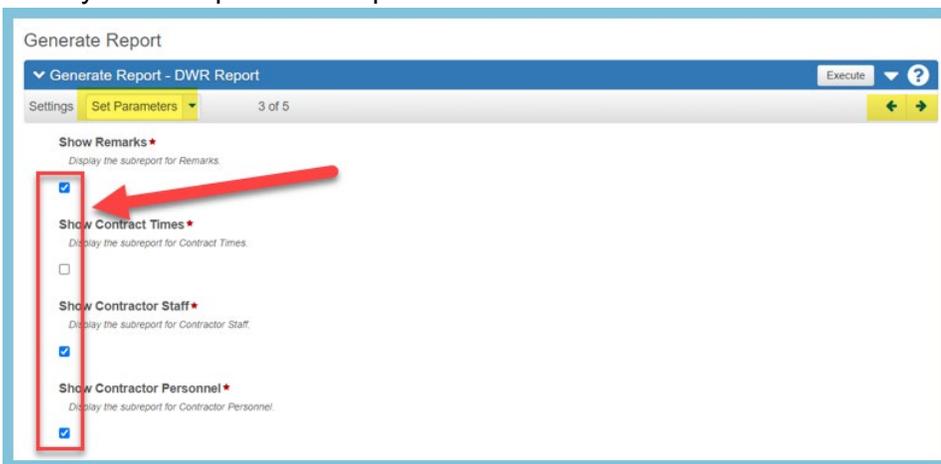


Figure 6 - Report Parameters

6. Click the **forward** button.
7. Set the output options for your report. Use Custom as the Report Layout



Figure 7 - Report Output Type

Note. Do not change this value as the Custom Report Layout Source will include all SCDOT changes to the report.

8. If needed, make adjustments by clicking the **back button**. When finished, click Execute.

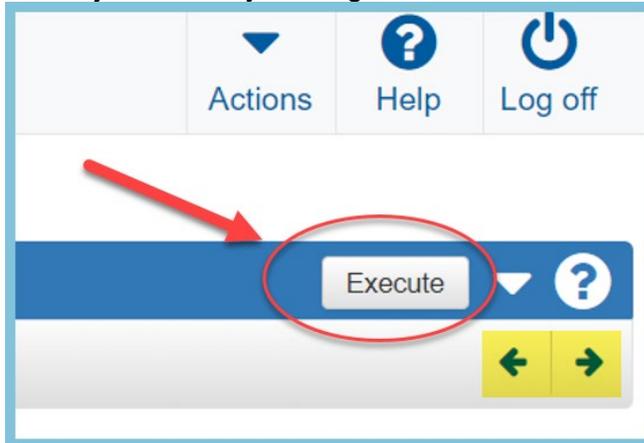


Figure 8 - Execute Report

Completed Report

SCDOT		South Carolina Department of Transportation		3/30/2023					
South Carolina Department of Transportation		Daily Work Report		Report v1					
Contract:	8886260, Reconstruction - I-95 Districts 6 & 7	Prime Contractor:	EUROVIA ATLANTIC COAST LLC						
DWR Date:	1/5/2022	Day of Week:	Wednesday	Inspector:	Jawan Wood				
Seq Num:	1	DWR Status:	Approved	Entered By:	Jawan Wood				
Last Updated Date:	7/21/2022	Last Updated By:	Turner Guess						
Weather:	PC	Low Temp:	39	High Temp:	62				
		Rainfall Amount:		Work Performed by Contractor:	No				
Work Items:	No	Contractors:	No	Daily Staff:	No				
				Attachment(s):	Yes				
Remarks									
Type	Remarks								
GEN	No Work performed								
Notes									
#	Notes								
Contractor Staff									
Contractor Name	Staff Name	Title	Count	Total Hours					
Contractor Personnel									
Contractor Name	Personnel Name	Title	Count	Total Hours					
Contractor Equipment									
Contractor Name	Equipment Description	Equipment ID	Number On Site	Number Used	Hours Used	Hours Idle			
Agency Staff									
Name	Title	Staff Type	Comments						
Item Postings									
Item Description	Item ID	Seq. Num	Cont Ln	Project	Category	Proj Ln	Quantity Posted	Unit	From Station - To Station Location

Figure 9 - Completed Report

Historical Reports

Historical Reports are located throughout the system and can be viewed in the Component Action Menu. These records are system generated reports and are generated and attached to the record at the moment of approval. Other reports can possibly change based on the date it was generated or other system changes. However, historical reports never change after they are attached to the record. These reports will be downloaded instead of generated.

Examples of Historical reports are:

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

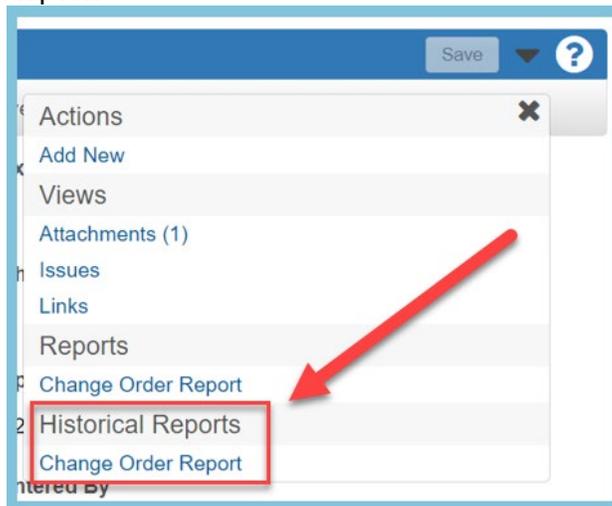


Figure 10 - Historical Report



Need Support?

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

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit

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



South Carolina Department of Transportation