



Informational Times

AASHTOWare Project Construction and Materials™
rev. April 2023

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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.

Informational Times

Informational Times are important contract dates used throughout the life of a contract. They are used for reporting purposes but also some Informational Times are used for system functionality. For example: The NTP-DT must be entered before you are allowed to generate a payment estimate.

Roles that can edit Informational Times:

- RCE
- ARCE
- PROJ ENG

Navigating to the Informational Times:

1. From the Home Screen, select Contract Administration and your contract.
2. Click the Contract Times Tab and expand the Informational Times section.

Contract Administration Summary

Contract: 2463180 - Reconstruction/Rehabilitation - Greenwood Co

General

Additional Information

Administrative Offices

Contract Authority

Contract Times

DBE

Labor

Locations

Permits

Comments

Associated Vendor People

Claims

Claim Recipients

Site

Informational

Type search criteria or press Enter

SCDOT Default

Showing 6 of 6

Select Informational Times...

0 marked for deletion | 0 changed

Time ID	Agcy Type	Del Allowed	Rec Source
LET-DT		No	Construction
Time Descr*	Actl Compl	Proj Compl	Req For
Letting Date	11/08/2022 12:00 AM		Active Contract
AWARD-DT		No	Preconstruction
Awarded Date	12/08/2022 12:00 AM		Active Contract

Figure 1 - Informational Times

Informational Time Categories

Informational Times are categorized 3 different ways and can be viewed using filters. **Use the System Default filter to show all.**

1. **Required to Activate Contract** - These times are entered by the AASHTOWare Project administrator.
2. **Required to Close Contract** – These times are entered by the construction office managing the contract.
3. **Neither** – These times are entered by the construction office managing the contract but are not required.

Time ID	Agcy Ty	Time Descr*	Actl Compl	Req For	Comments
LET-DT		Letting Date	11/08/2022 12:00 AM	Active Contract	
AWARD-DT		Awarded Date	12/08/2022 12:00 AM	Active Contract	
EXEC-DT		Execution Date	01/04/2023 1:11 PM	Active Contract	
NTP-DT		Notice to Proceed Date		Close Contract	
WKBN-DT		Work Began Date		Close Contract	

Figure 2 - Informational Times Categories

Entering an Informational Time

1. Locate the Informational Time record that needs to be updated.
2. The Proj Compl field is optional.
3. Enter the date in the Actl Compl field. The time should begin at 12:00 AM unless the event can actually be pinpointed to a specific time.
4. Press **Save**.

Contract Administration Summary Save Complete x

Contract: 2463180 - Reconstruction/Rehabilitation - Greenwood Co Save ?

General
Additional Information
Administrative Offices
Contract Authority
Contract Times
DBE
Labor
Locations
Permits
Comments

Site
Informational

Q ntp System Default Showing 1 of 1

Select Informational Times... 0 marked for deletion 0 changed

Time ID	Agcy Type	Del Allowed	Rec Source
NTP-DT		No	Construction
Time Descr*	Actl Compl	Proj Compl	Req For
Notice to Proceed Date	04/01/2023 12:00 AM		Close Contract

Figure 3 – Entering Informational Times

Manually Add Informational Time

Most Informational Times will be added to the contract by default. However, Informational Times can also be selected or manually added with a generic record.

1. Click **Select Informational Times**.

Contract Administration Summary Save Complete x

Contract: 2463180 - Reconstruction/Rehabilitation - Greenwood Co Save ?

General
Additional Information
Administrative Offices
Contract Authority
Contract Times
DBE
Labor
Locations
Permits
Comments

Site
Informational

Q ntp System Default Showing 1 of 1

Select Informational Times... 0 marked for deletion 0 changed

Time ID	Agcy Type	Del Allowed	Rec Source
NTP-DT		No	Construction
Time Descr*	Actl Compl	Proj Compl	Req For
Notice to Proceed Date	04/01/2023 12:00 AM		Close Contract

Figure 4 - Informational Times

2. Select the correct Informational Time and select **Add to Contract Times**.

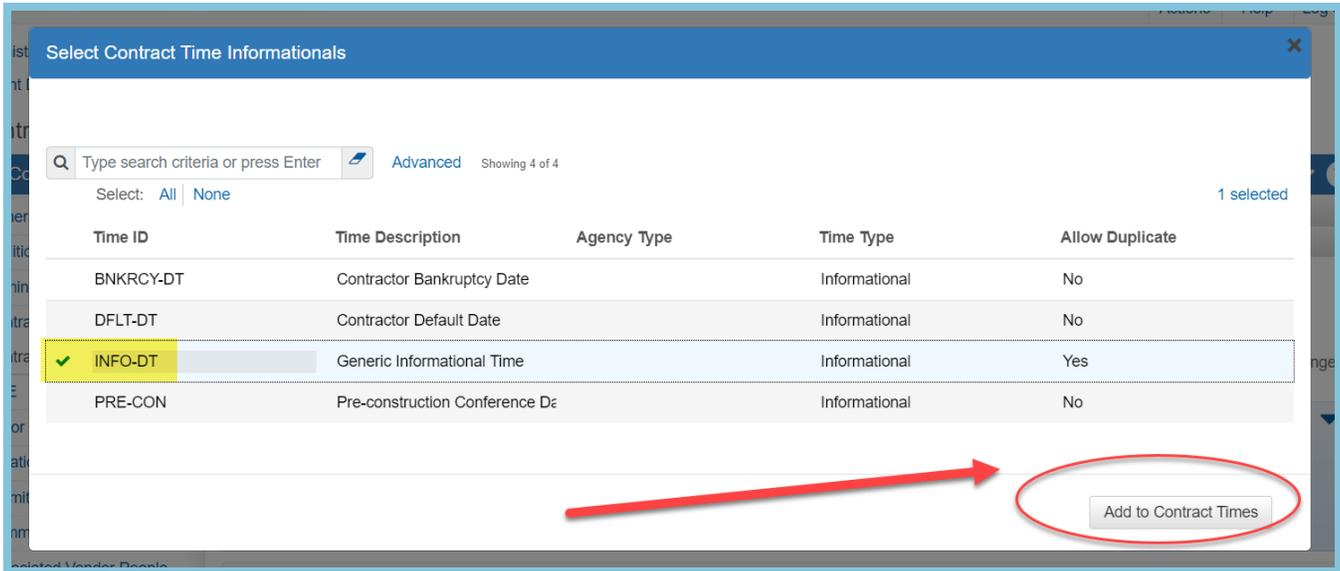
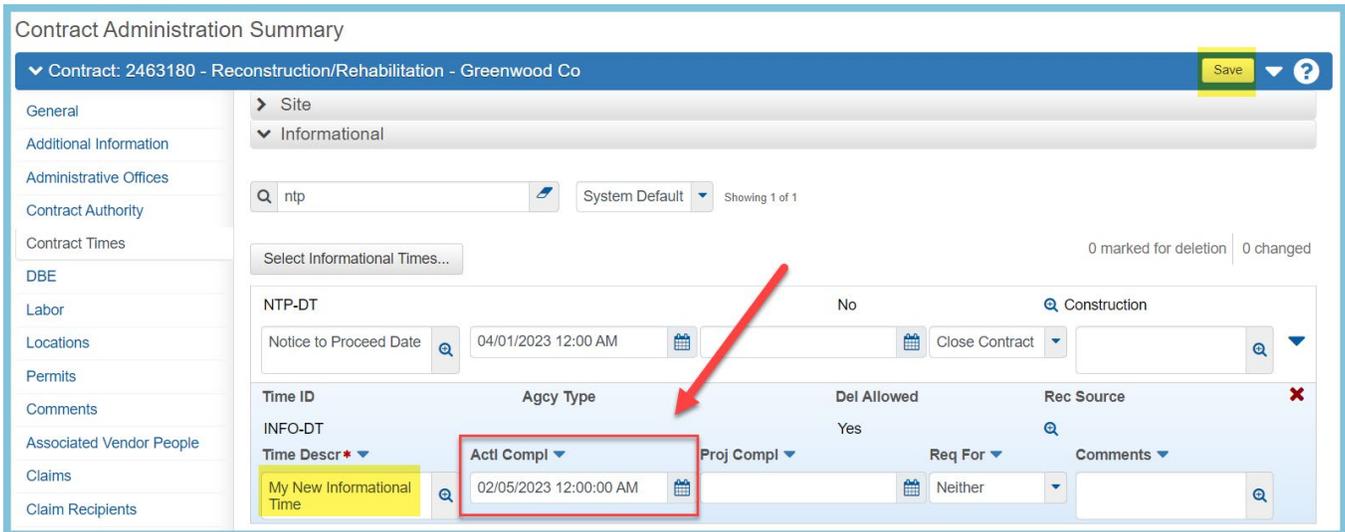


Figure 5 - Add Informational Time

3. If needed, change the Time Description.
4. Enter the Actl Compl field.
5. Press **Save**.





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