



Recurring Times

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.

Recurring Times

Recurring Times are an optional time feature in AASHTOWare Project™. This feature allows to you to create a time record with customized scheduled occurrences. These occurrences must be marked as complete. If an occurrence is missed, it will be flagged as a payment estimate exception.

Roles that can edit Recurring Times:

- RCE
- ARCE
- PROJ ENG

Navigating to the Recurring Times:

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

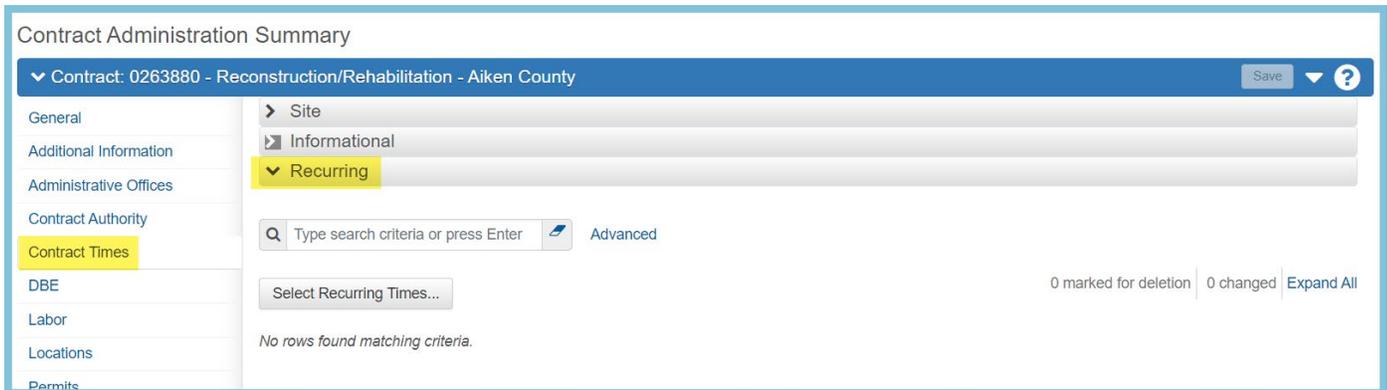


Figure 1 - Recurring Times

Manually Add Recurring Time

1. Click **Select Recurring Times.**

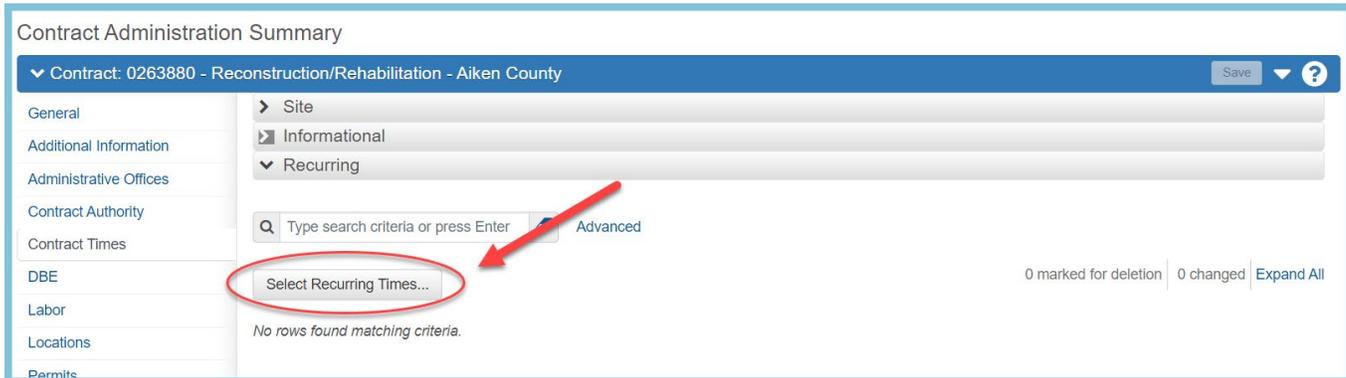


Figure 2 – Select Recurring Times

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

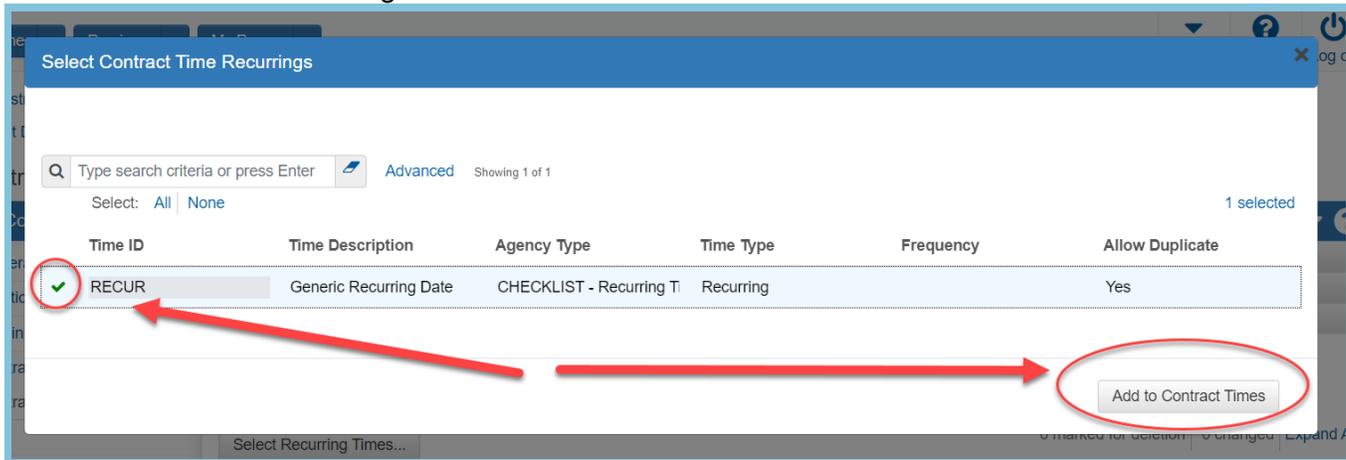


Figure 3 – Select Recurring Time

3. Change the Time Description.

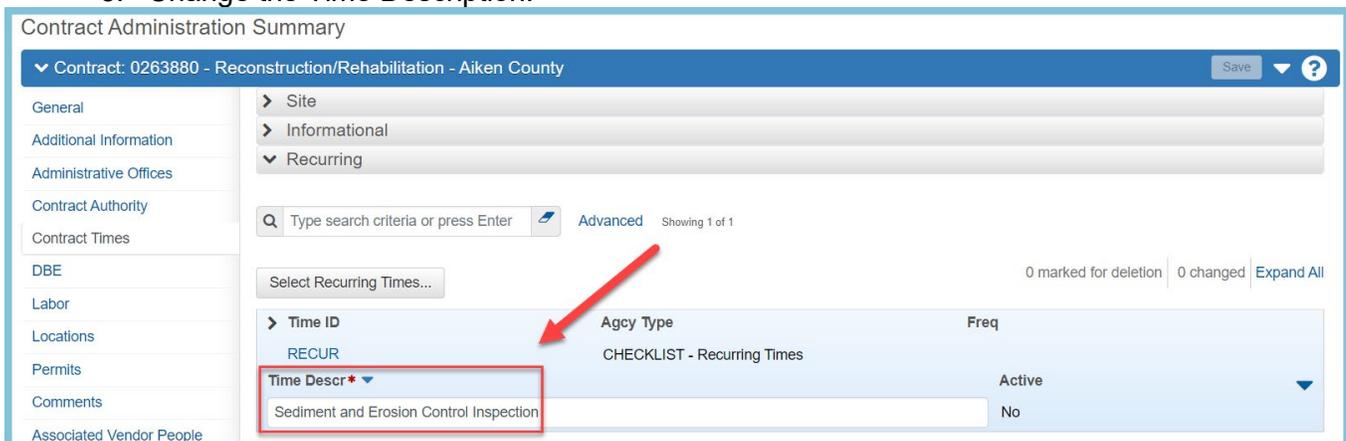


Figure 4 – Recurring Time Description

4. Click the Time ID to open the record.

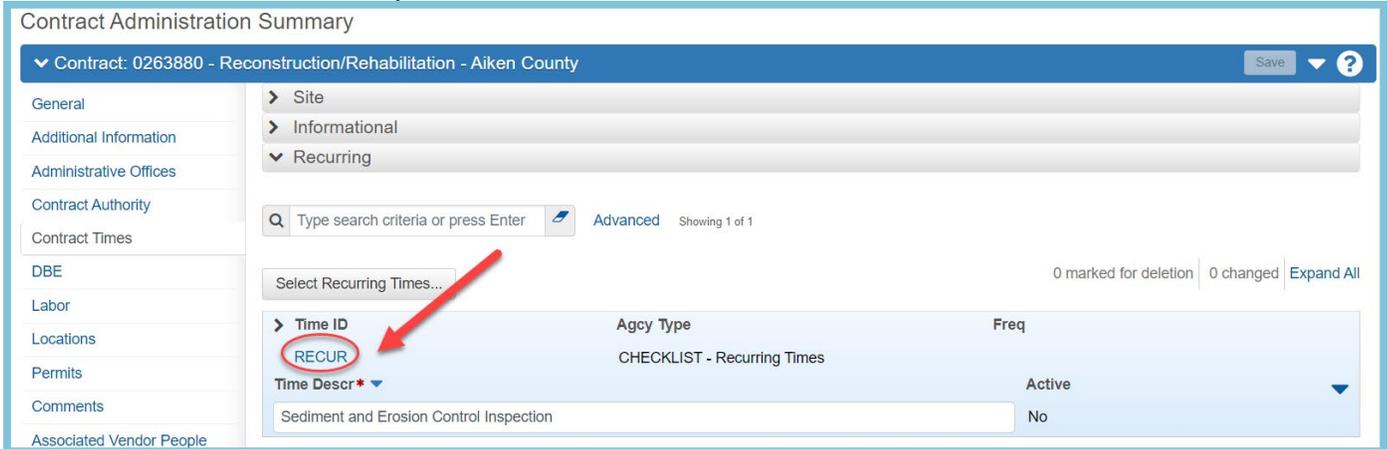


Figure 5 – Open Recurring Time

5. Select the Recurring Time Occurrences tab and choose the Frequency.

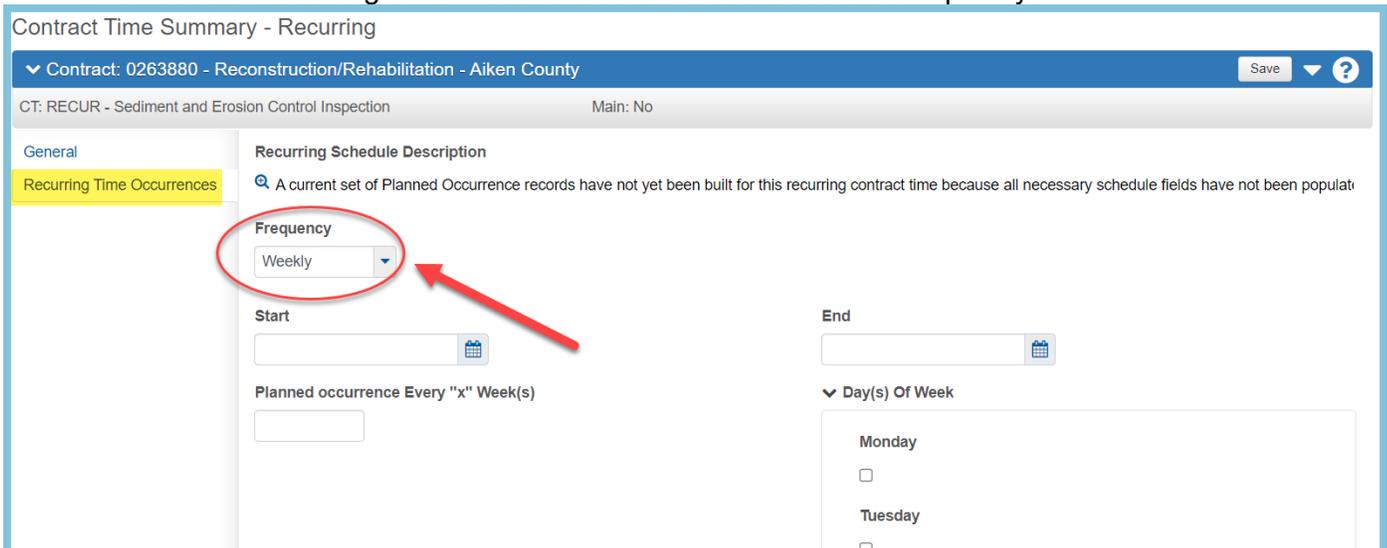


Figure 6 – Recurring Time Choose Frequency

6. Set the remaining parameters to meet your needs and press **Save**.

Contract Time Summary - Recurring

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County Save ?

CT: RECUR - Sediment and Erosion Control Inspection Main: No

General

Recurring Time Occurrences

Recurring Schedule Description

A current set of Planned Occurrence records have not yet been built for this recurring contract time because all necessary schedule fields have not been populated.

Frequency

Weekly

Start

02/01/2023 12:00:00 AM

End

02/01/2024 12:00:00 AM

Planned occurrence Every "x" Week(s)

1

Day(s) Of Week

Monday

Tuesday

Figure 7 – Recurring Time Parameters

7. A list of planned occurrences will display.

Planned Occurrence	Actual Occurrence	Comments
02/06/2023 12:00:00 AM	<input type="text"/>	<input type="text"/>
02/13/2023 12:00:00 AM	<input type="text"/>	<input type="text"/>
02/20/2023 12:00:00 AM	<input type="text"/>	<input type="text"/>
02/27/2023 12:00:00 AM	<input type="text"/>	<input type="text"/>
03/06/2023 12:00:00 AM	<input type="text"/>	<input type="text"/>
03/13/2023 12:00:00 AM	<input type="text"/>	<input type="text"/>
03/20/2023 12:00:00 AM	<input type="text"/>	<input type="text"/>
03/27/2023 12:00:00 AM	<input type="text"/>	<input type="text"/>
04/03/2023 12:00:00 AM	<input type="text"/>	<input type="text"/>

Figure 8 – Recurring Time Occurrence

8. Select the General Tab
9. Enter today's date as the Effective Date.
10. Set the Status to "Active"
11. Press **Save**.

Contract Time Summary - Recurring

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

CT: RECUR - Sediment and Erosion Control Inspection Main: No

General

Recurring Time Occurrences

Time ID: RECUR

Time Description*: Sediment and Erosion Control Inspection

Time Type: Recurring

Agency Type: CHECKLIST - Recurring Times

Recurring Schedule Description: At 12:00 AM on Monday each week, starting on 02/01/2023 12:00 AM, expiri

Comments:

Record Source: Construction

Main Contract Time: No

Delete Allowed: Yes

Required For: Active Contract Close Contract Neither

Chargeable: No

Effective Date: 02/05/2023

Expiration Date:

Status: ACTIVE - Active

Figure 9 – Recurring Time Activation

12. Navigate back to the Contract Times.
13. Expand the Recurring Time record.
14. Enter the actual date of the occurrence in the Actual Occurrence field.
15. Press **Save**.

Recurring

Type search criteria or press Enter

Advanced Showing 1 of 1

Select Recurring Times...

0 marked for deletion | 0 changed | Expand All

Time ID	Agcy Type	Freq	Time Descr*
RECUR	CHECKLIST - Recurring Times	Weekly	Sediment and Erosion Control Inspection
		Active	
		Yes	
Planned Occurrence	Actual Occurrence	Comments	
02/06/2023 12:00:00 AM	02/06/2023 12:00 AM		
02/13/2023 12:00:00 AM			
02/20/2023 12:00:00 AM			
02/27/2023 12:00:00 AM			
03/06/2023 12:00:00 AM			

Figure 10 – Recurring Time Entry



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