Navigation

AASHTOWare Project

Change order Approval

Training Manual
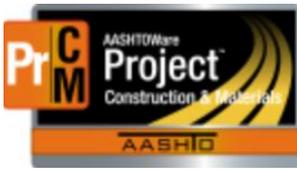
District Admin

1. Dashboard

Actions Button on the Menu Bar

Menu Bar

Home ▼ | Previous ▼ | My Pages ▼

Actions | Help | Log off

Quick Links

On this page: System Administration   Preconstruction   Estimation   Materials   External Links   Reference Data   Civil Rights & Labor
Civil Rights & Labor Non-Agency   Construction

PROJECT ADMINISTRATOR ACCESS

Collapsed Component

Expanded Component

> System Administration ?

∨ Preconstruction ?

Projects ▼
Prime Projects ▼
Proposals ▼
Lettings ▼

∨ Estimation ?
Bid History Profiles ▼
Concepts ▼
Contingency Assignment Profiles ▼
Cost Estimates ▼
Snapshots ▼
Item Bid History ▼
Find Bid Data ▼

∨ Materials ?
Action Relationships ▼
Acceptance Actions ▼
Enter Test Results ▼
Maintain Test Queue ▼

> Reference Data ?

∨ Civil Rights & Labor ?
Contracts ▼
Payrolls ▼
Unapproved Payrolls ▼
Base Percent Goal ▼
On the Job Trainee Goal ▼
Compliance ▼

Actions Button on a Row

> Civil Rights & Labor Non-Agency ?
∨ Construction ?
Contract Administration ▼
Contractor Evaluation ▼
Contract Progress ▼
Contract Vendor Assets ▼
Daily Work Reports ▼
Daily Diary ▼
Contract Permits ▼
Change Order ▼
Contract Time ▼

2. Logging on

   a. https://mdtwebtrnsport.mdthq.mt.ads/Account/LogOn?ReturnUrl=%2f
   b. MDT employees - Use windows logon credentials
   c. CEI crews and Contractors use your e-mail address as the user ID and change the last box to MDT Contractors.

3. The Dashboard

You can go to the dashboard anytime by clicking home on the menu bar.

4. The Menu Bar

The buttons and menus on this bar help you move quickly through the system to visit the pages and components you use most often.

   a. Home - Clicking the down arrow opens the home menu with your active roles
   b. Previous - Clicking the button takes you to the last page you visited. Clicking the down arrow shows a list of links to the most recent pages you have visited.
   c. My pages - You can manage frequently used or favorite pages here. Click the down arrow and select **Remember this page**.
   d. Actions - The right side of the menu bar has an actions option
   e. Help -The right side of the menu bar has a help option

5. Quick Links

The links shown in blue text below the Menu Bar allow you to quickly jump to pages related to the current page

6. Hypertext Links

These are shown in blue text. Clicking on them will take you to another component or page with more detailed information. After you click it, it will turn to purple to show you have visited that link
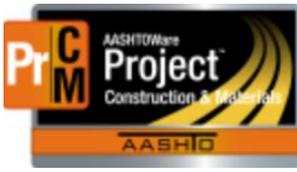
7. Alternate Paths

The same command may be available from the action menu as a link

8. Using Bookmarks

You can bookmark pages within the software.

9. Icons

Icons are small images that perform an action or convey information. (red asterisk indicates a required field)

10. Using Components

Components are made up of elements such as fields, lists and links. Some components contain a list of tabs along the left side.

11. Working with Fields

a. Text Fields - These text boxes include a magnifying glass button on the right side of the box. This opens a secondary text box where you can view and edit the text in a larger area.
b. Numeric Fields - contains only numeric fields
c. Auto-complete Fields - automatically displays a filtered list of fields based on the first few characters you type into the field. There will be a magnifying glass at the beginning of the field. If you click in the field and press enter without typing the first 10 rows in the list will show.
d. Date and Time Fields - The default date format is MM/DD/YYYY and there is a calendar button next to the field if you want to select a date.
e. Drop down list boxes - include a down arrow next to the field. Click the down arrow to show the list of field values. Click an item in the list to populate the field.
f. Non-editable Fields - display information without a text box
g. Check Boxes - boxes that can be selected or cleared by clicking on them. They are used to turn an option on or off.
h. Agency Fields - Fields that have been customized by MDT

## 12. Entering Data in a Range of Fields

Provides a quick way to copy the same value to the same field on multiple rows of a list. They are identified by a down arrow beside the field label. Click the range fill button on the field you want to copy. A range fill overlay will be shown. In the rows field, type the number of rows you want in the range that will be filled. If the range you want filled is below select down - if it is above select up. Click Fill and then close. (there will be an undo button beside each field populated in case you need to undo any of the ranges).

13. Working with Lists

a. Simple list - read only lists of information. Can be collapsed or expanded
b. Rolling List - contain only a few fields with no more than two lines per row. Used for quick entry, maintenance or view. When you open one the first row is selected by default.
c. Accordion list - Used for rows that need input in more fields than a rolling list. A row can be expanded or collapsed at more than one level.
d. Grid layout list - These are called worksheets. They allow you add and change information directly in the worksheet.

14. Using the Quick Find Search Box

a. Click the Quick Find search box for the list that you want to filter
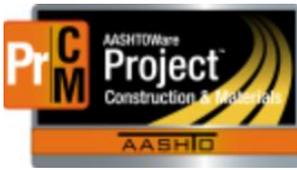
b. Type the characters you want to match (not case sensitive). After you type three characters the list will be refreshed with just rows that contain those characters.
c. If you want to remove a row from the list, select Exclude from Search Results on the action menu for that row.
d. You can clear the filter by using the eraser icon on the right side of the search box.

15. Using Advanced Filters and Sorts

a. Filters
b. To create a filter, click on the down arrow in the field below the filter header and select the field you want to use for a filter. Click the down arrow and choose the operator you want to use to narrow your filter (contains, does not contain,…) and enter the value you are trying to match. You can create more than one clause by using and/or. You can apply without saving to temporarily show the list. To save your settings: Type the name of the filter in the save as box. You can make it a default setting. Click Save and Apply.

16. Logging off

You can log off the system by clicking the Log off button on the menu bar.
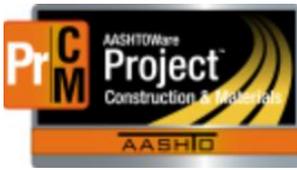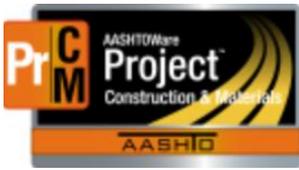
17. Approve Change Orders

Login

Username: Uxxxx   Password: Your Windows password   AASHTOWare Role:

Navigation

Construction > Change Order > Contract *1xxxxx* Change Orders tab

1. Click on CO Num *XXXX*
2. Note the **Status** at the top is Pending Approval
3. Click on the **Approval Tracking** tab
4. Note the approval levels that have **Decision Requested** dates are the Contractor and EPM.
5. Under the **Component Action** button, click *Approve*
6. In the **Approval Decision Comments** box, enter comments of approval for this CO.
7. Click **Save**
8. From the Home Button drop down make sure you are in the correct role, CES, DEO, DA, etc.
9. Under the **Component Action** button, click *Attachments*
10. Click **Select File**
11. Navigate to the folder XX
12. Select file contract XXXXX_*CO-0002_Signature.pdf*
13. Click **Open**
14. In the **Description** field, enter document description.
15. Click **Save**
16. Click the **Previous** button
17. Click on the **Approval Tracking** tab
18. Note the next level that has a **Decision Requested** date is shown.
19. Under the **Component Action** button, click *Approve*
20. In the **Approval Decision Comments** box, enter Comment.

21. Click **Save**