



MONTANA DEPARTMENT OF TRANSPORTATION

AASHTOWare Project Construction and Materials



Adding multiple Bulletin Board and Labor Compliance Recurring Dates for subcontractors.

Navigation: Go to Construction, Contract Administration

1. In the auto-complete box, enter your contract number

Contract	Status	Description	Orig Contract Matl Gen DT	Fed/ST Pr Num	Prime ID	Prime Name
06119	Active	US 2 - POPLAR	04/03/2019 9:54:37 AM	NH-HSIP 1-10(76)612	7240	KNIFE RIVER CORPORATION - YELLOWSTONE

2. Click on the linked contract number
3. Click on the Contract Times tab on the left side of the window

Contract Administration Summary

Contract: 06119 - US 2 - POPLAR - Active

General	Contract ID	Proposal ID
Additional Information	06119	06119
Administrative Offices	Description *	Federal Project Number
Contract Authority	US 2 - POPLAR	NH-HSIP 1-10(76)612
Contract Times	Prime Contractor ID	State Project Number
DBE	7240	Awarded Contract Amount
Labor	Prime Contractor Name	14,209,536.72
Funding	KNIFE RIVER CORPORATION - YELLOWSTONE	Current Contract Amount
Locations	Contract Status	15,705,911.32
Insurance	Active	PoDI (FHWA)
Permits	Contract Type	Yes
Comments	CP - CONTRACT PLANS AWARDED	Local Oversight
Associated Vendor People	Spec Book	No
Claims	14	Autocalculate Mobilization
Claim Recipients	Unit System	Yes
Bond Claims		

4. The window opens expanded under Informational. You can collapse the Informational Dates by clicking on the arrow to the left of the title



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Administration Overview Approved DBE Commitments Contract Documentation Contract Materials and Acceptance Actions Contract Progress Current DBE Commitments Items Payment Estimate Approval Levels Payment Estimate Exception Override Projects Subcontracts

Contract Administration Summary

Contract: 06119 - US 2 - POPLAR - Active

General Information Administrative Offices Contract Authority Contract Times DBE Labor Funding Locations Insurance Permits Comments Associated Vendor People Claims Claim Recipients Bond Claims

Informational Site

Q Type search criteria or press Enter Advanced Showing 2 of 2

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

Time ID	Contr Stat Typ	Time Type	Available Time	% Compl
01	Main	Active	Yes	100.00
Working Days - Per Change Order 5				
00 AT	Active - Active Construction	Available Time	Yes	96.62
GRADING, GRAVEL, PMS OVERLAY, ROUNDABOUTS, CURB & GUTTER				

Recurring

Q Type search criteria or press Enter Advanced Showing 23 of 23

Select Recurring Times... 0 marked for deletion 0 changed Expand All

5. Go to the Recurring Dates

Contract Authority

Q Type search criteria or press Enter Advanced Showing 2 of 2

Select Site Times... 0 marked for deletion

Time ID	Contr Stat Typ	Time Type	Available Time	% Compl
01	Main	Active	Yes	100.00
Working Days - Per Change Order 5				
00 AT	Active - Active Construction	Available Time	Yes	96.62
GRADING, GRAVEL, PMS OVERLAY, ROUNDABOUTS, CURB & GUTTER				

Recurring

Q Type search criteria or press Enter Advanced Showing 23 of 23

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

Time ID	Sequence	Cont Status Type	Time Descr
PRE-CON	5	Active - Active Construction	Pre-construction Conference Date-trigger
CONTSCHED	15	Active - Active Construction	Contractor's Project Schedule-EPM
BMPINSP-P	30	Active - Active Construction	Contractor's BMP inspect (permit)-EPM

6. Click on the Select Recurring Times button.

7. In the auto-complete box, start typing the name of the date you need to add.

Select Contract Time Recurrings

Q bull Advanced Showing 1 of 1

Select: All None 0 selected

Time ID	Time Description	Contr Status Type	Time Type	Frequency	Allow Duplicate
BULLETINBOARD	Bulletin Board-Prime	Active - Active Construction	Recurring	Monthly	Yes

Add to Contract Times

8. Click on the line and it will add a green check mark next to the date name.



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9. Click the Add to Contract Times button on the right side of the window.

Time ID	Time Description	Contr Status Type	Time Type	Frequency	Allow Duplicate
BULLETINBOARD	Bulletin Board-Prime	Active - Active Construction	Recurring	Monthly	Yes

10. This will add an occurrence for the prime. You can edit the name to show the Primes contractors name instead of “Prime” if you wish to.

▼ Recurring

Q Type search criteria or press Enter Advanced Showing 1 of 1

Select Recurring Times...

BULLETINBOARD 40 Active - Active Construction

Monthly Bulletin Board-EPM

Yes

Time ID	Sequence	Cont Status Type
BULLETINBOARD		Active - Active Construction

Time Descr ▼ Bulletin Board-Prime

Active

Repeat the steps 1 through 11 above and when the next record is added, change the Time Description to the name of the first subcontractor.

▼ Recurring

Q Type search criteria or press Enter Advanced Showing 1 of 1

Select Recurring Times...

BULLETINBOARD 40 Active - Active Construction

Monthly Bulletin Board-EPM

Yes

BULLETINBOARD Active - Active Construction

Bulletin Board-Prime

Time ID	Sequence	Cont Status Type
BULLETINBOARD		Active - Active Construction

Time Descr ▼ Bulletin Board-put subcontractor name here

Active

Repeat these steps for each subcontractor.

Labor Compliance is added the same way – just click on Select Recurring Times and start typing “ Labor” and add a Labor Compliance date for each subcontractor.



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