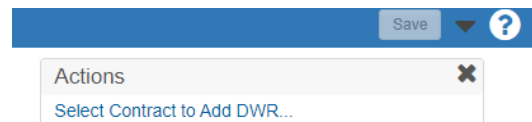


Traffic Control Agency View
Specification Section **618**

1. Navigate to the Daily Report Link
2. Select the white drop arrow on the blue component ribbon.
3. Select Contract to ADD DWR

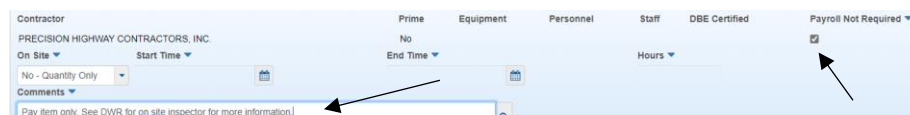


4. Save.
5. Enter in the contractor from the Contractor Tab.
 - a. A contractor will need to be selected for the work item.
 - b. If no contractor is selected, the required field on the posting will be blank and an error will occur.
 - c. If the error occurs, delete the posting by selecting the red X on the posting row, and return to the Contractor Tab and select the correct contractor.

Error: No rows saved; detected rows with errors. Please review messages below.

- Contractor: Invalid value "; value is required. (base rule)

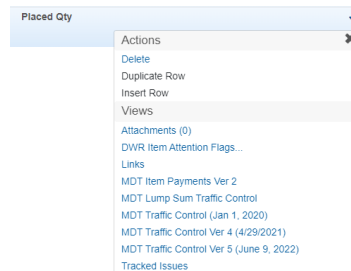
- d. Please note: If using No – Qty only or NoM – Materials Acceptance Only: a comment should be added for extra documentation.
 - i. [Example: Pay item only. See inspector's DWR for site work/ Material acceptance only.](#)
 - ii. Direction for using the No Payroll Required checkbox should be verified through the EPM/FOP and/or Kathy Terrio.



6. Navigate to the Work Items Tab
7. Select the Traffic control Bid item
8. Open the Bid item by selecting the > by the Proj Ln Num.
9. In the posting, enter the station To and From.
 - a. Location/Description or Stationing is needed to save. It is requested that stations be used.
 - b. A Placed Quantity does not need to be entered. AASHTOWare Agency views are set to bring the pay amount from the Agency view to the Placed Quantity on the posting.
10. Save.
11. Open the posting and navigate to the blue drop arrow on the Posting Row.

Proj Lk Num	Item ID	Item Description	Project	Catg	Rec	Attachments
1520	618020005	TRAFFIC CONTROL DEVICES CB	8534078000	0000	1	0
Supplemental Description Attention						
Current Qty Unit Price Extended Amt Tot Qty Posted this DWR Tot Qty Posted to Date						
500,000,000	0.00000	450,000.00	0.000	302,500,000		
Item Posting Num	Contractor	Station/Location	Placed Qty			
1	7154 - PRECISION HIGHWAY CONTRACTORS, INC.	Sta 10+00 ~ 10 Sta 100+00				

12. Click on the Traffic Control Version that applies to the contract.
 - a. If there are multiple versions the agency view, the dates are based on when that agency view went active. These are based on when the contract was Let.
 - b. In the contract Special Provisions will have a Traffic control Rate schedule that is specific to that contract. This can be used to verify rates.



13. Enter in Station/Location field.
 - a. It is suggested to use stations, if known.
 - b. Locations can be used if it is allowed by the EPM.
 - i. Example: NW corner of 5th and 7th Street
14. Enter in the TC layout
 - a. Verify with the EPM on this information.
15. Select the Install Type.
 - a. Specification 618.05, Section A & B (pdf page 489) for specific information.
16. Enter in the Group No.
 - a. Flashing signals, Pilot cars, Flaggers ect., time is required.
 - b. Military time will need to be used.
17. Enter in the number of items used.
18. Select New to create a new row.
 - a. This can be selected as many times as needed to enter all the traffic control items for the days' use.

Station/Location	TC Layout	Install Type	Group No	Reg	Start Hour	Min	Stop Hour	Min	Hours Rate	Units Each	ED Units	No of Items	Total
7th Ave North	Stop Signs	Install	01 - Portable Mount Signs						1.00	26.00		3.00	108.00
Flagger	Any H	Install	24 - Flag Person		6	0	10.00	0	12.00	75.00		1.00	912.00
Flashing Sign		Install	24 x 48" (A & V) 2 Signs w/LLU - Set/Update		6	0	10.00	0	12.00	10.00		1.00	216.00

19. Save when the Agency View is complete.
20. Select the DWR Item Posting quick link under the home screen to go back to the work item.

