

# **AWP GENERAL NAVIGATION**

This chapter contains the following sections:

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Browser Selection and Configuration .....	1-3
AWP URL .....	1-3
Screen Navigation .....	1-3
Role Selection .....	1-4
Viewing Previous Activity .....	1-5
Using and Managing My Pages .....	1-6
Using Components .....	1-8
Sorting and Filtering Lists .....	1-10



## BROWSER SELECTION AND CONFIGURATION

AASHTOWare Project (AWP) is a web-based, cloud-hosted application that can be accessed at any time with network or WIFI connection. AWP works best using Google Chrome, but also works using Internet Explorer (IE) version 11. It is highly recommended to use the following steps to set up Internet Explorer when accessing AWP.

### Internet Explorer version 11 Set-Up

1. Open an **Internet Explorer** browser.
2. Press the **Alt** key to display the toolbar.
3. From the **Tools** menu, select **Compatibility View Settings**.
4. In the Compatibility View Settings window, clear the **Display intranet sites in Compatibility View**.
5. Click the **Close** button on the Compatibility View Settings window.
6. From the **Tools** menu, select **Internet Options**.
7. Under Browsing History, click the Settings button.
8. For the **Check for newer versions of stored pages** setting, click the **Every time I visit the webpage** options.
9. Click the **OK** button.
10. In the **Internet Options** dialog box, click the **Advanced** tab.
11. In the **Settings** box, scroll down to the **Security** section, and ensure the **Enable DOM Storage** option is selected.
12. Click the **OK** button.

## AWP URL

The AWP system utilizes NDOT's Single-Side Log On to access the program. The URL can be used on both NDOT and Non-NDOT computers. The first time the program is accessed on any computer the user will have to enter their user name (email address) and network password.

AWP URL: <https://nevadadot-pr-prod.infotechfl.com/#/Dashboard>

## SCREEN NAVIGATION

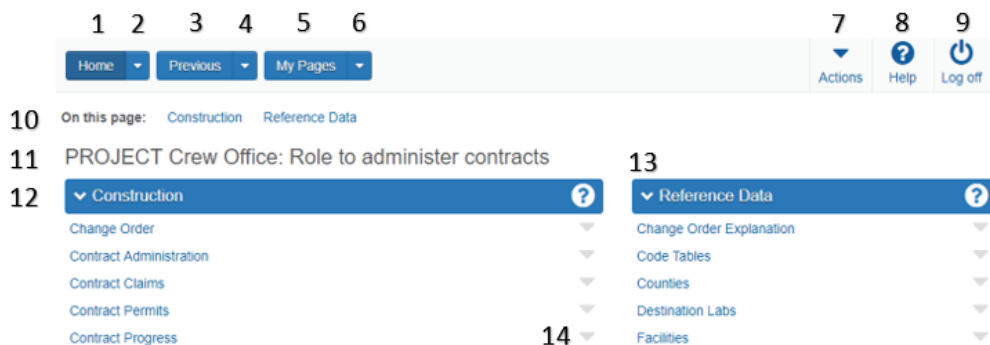


Figure 1-1. Home Screen

### Screen Navigation (Figure 1-1)

1. **Home button:** Navigates to home screen from any screen in AWP
2. **Role selector:** Drop-down list to select roles assigned to the user.
3. **Previous button:** Navigates to the last screen for the active role (Do not use the browser's back button).
4. **Previous selector:** Drop-down list to select a previous screen for the active role.
5. **My Pages button:** Navigates to the My Page Overview to maintain My Pages list.

6. **My Pages selector:** Drop-down list to select a remembered (bookmarked) page.
7. **Global Actions selector:** Drop-down list for Report or Process selection.
8. **Help button:** Opens the AWP System Help in a new browser window/tab.
9. **Log Off button:** Log out of AWP (**Do Not Use**). Close the tab or the browser to log out of AWP.
10. **Quick Links:** Links to the available components based on the current screen.
11. **Role Description:** Description of the active role.
12. **Component:** Components pane based on the active role.
13. **Chevron:** Used to expand or collapse information areas.
14. **Row Action Drop-down:** Drop-down list of available actions or tasks for that specific component or row.

In AWP, blue text is a hyperlink and will show an underline when the mouse hovers over it. (Figure 1-2)

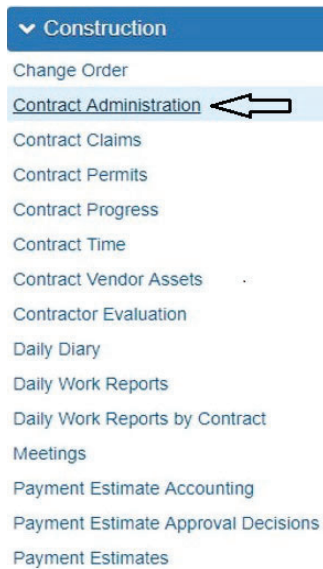


Figure 1-2. Component showing hyperlinks

## ROLE SELECTION

Certain tasks can only be completed by certain roles. If a task is unable to be completed, ensure the correct role is selected.

1. To select your role, click the Role selector drop-down arrow attached to the Home button. (Figure 1-3)



Figure 1-3. Home Button

2. Select the desired role from the drop-down. (Figure 1-4)

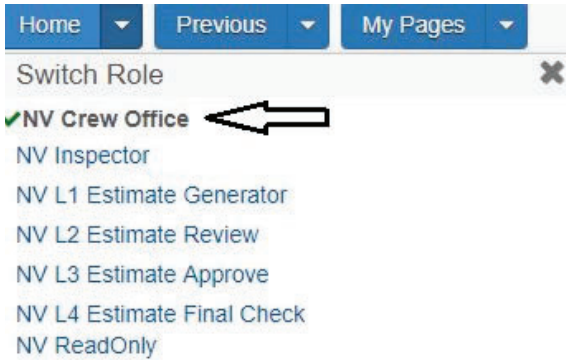


Figure 1-4. Role Selector Drop-down

## VIEWING PREVIOUS ACTIVITY

There are three ways to navigate to previous screens in AWP.

- Click the Previous button (Figure 1-5) to go back to the last page displayed for this role.

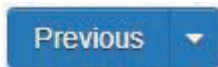


Figure 1-5. Previous Button

**Important:** DO NOT use the browser's (Chrome or IE) back button to return to a prior page as it will cause issues within the AWP program.

- Click the Previous selector drop-down button (Figure 1-6) to view the last 10 pages displayed for this role.



Figure 1-6. Previous Selector Drop-down

- Click 'View Previous Activity' at the bottom of the Previous selector drop-down list (Figure 1-6). This will display a large list of the last pages displayed for this role (Figure 1-7). Click on a Page Title hyperlink to open it.

Page Title	Component Title	Last Visited Date
Previous Activity Overview	Previous Activity	06/21/2019 9:08:25 AM
Dashboard	System Information	06/21/2019 9:06:38 AM
Sample Record Summary	Sample Record: Forest20190619091318	06/20/2019 10:44:46 AM
Item Overview	Item Overview	06/20/2019 10:41:38 AM
Sample Record Overview	Sample Record Overview	06/20/2019 10:40:43 AM
Sample Record Summary	Sample Record: Forest20190618014002	06/20/2019 10:40:34 AM
Sample Record Summary	Sample Record: Montan20190618080032	06/20/2019 10:40:19 AM
Sample Record Summary	Sample Record: nsteph20190619043912	06/20/2019 10:39:55 AM
Component Summary	Component: SampleRecordSummarySelectContractProjectItemsModalComponent	06/20/2019 10:39:41 AM
Component Overview	Components	06/20/2019 10:39:16 AM
Entity Overview	Entity Overview	06/20/2019 10:39:11 AM
Business Metadata Summary	Entity: Return	06/20/2019 10:38:20 AM
Business Metadata Summary	Entity: ContractProjectItem	06/20/2019 10:36:56 AM
Execute Process	Select Process	06/19/2019 3:17:11 PM
User Summary	Person: Jessica Downing	06/19/2019 3:15:57 PM
Person Summary	Person: Jessica Downing	06/19/2019 3:15:47 PM
Person Overview	Person Overview	06/19/2019 3:15:38 PM
Sample Record Summary	Sample Record: Forest20190618084711	06/19/2019 9:29:07 AM
Component Summary	Component: SelectContractProjectItemsModalComponent	06/19/2019 9:22:20 AM
Component Summary	Component: ContractSummaryComponent	06/19/2019 1:28:57 PM
Component Summary	Component: AcceptanceActionDetailTabComponent	06/19/2019 11:52:52 AM

Figure 1-7. Previous Activity Overview

## USING AND MANAGING MY PAGES

My Pages is AWP's version of traditional website Bookmarks. My Pages can be used to save contract specific pages or system pages as needed.

### TO ADD A PAGE TO MY PAGES

- Navigate to the desired page and click the My Page selector drop-down button. (Figure 1-8)

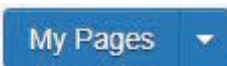


Figure 1-8. My Pages Selector Drop-down

- Click the 'Remember this Page' button. (Figure 1-9)

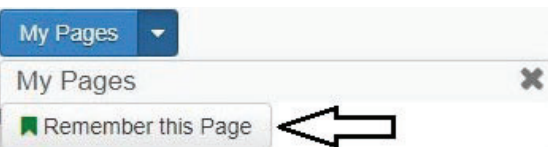


Figure 1-9. My Pages Remember this Page

- The My Pages bookmark will be added to the My Page selector drop-down window. (Figure 1-10)

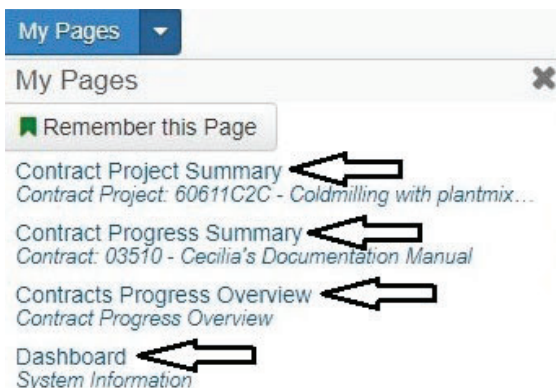


Figure 1-10. My Pages Selector Drop-down

## TO USE MY PAGES

1. Click the My Page selector drop-down button. (Figure 1-11)

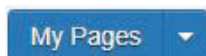


Figure 1-11. My Pages Selector Drop-down

2. Click the desired page from the list (Figure 1-12). If the page isn't there, it wasn't saved as a My Page for this role. My Pages are role specific.

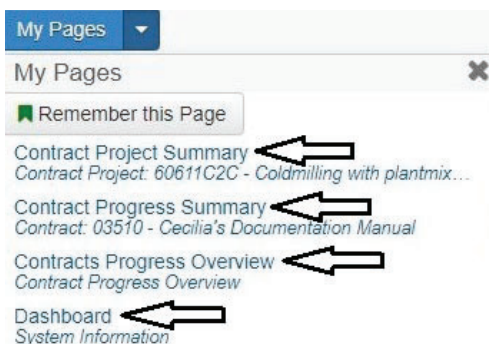


Figure 1-12. My Pages Drop-down List

## MANAGING MY PAGES

1. When a My Pages bookmark is no longer needed, click the My Pages button. (Figure 1-13)

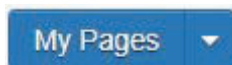


Figure 1-13. My Pages Button

2. Select the bookmark to remove and click the Row Action button. (Figure 1-14)

My Page Overview

Page Title	Component Title	Created Dt
Contracts Progress Overview	Contract Progress Overview	08/14/2019 6:50:57 AM
Contract Progress Summary	Contract: 03580 - US 93 BOULDER CITY BYPA	08/14/2019 6:51:17 AM
Contract Administration Overview	Contract Administration Overview	08/14/2019 6:51:43 AM

Figure 1-14. My Pages Overview

3. Select Delete from the drop-down list. (Figure 1-15)

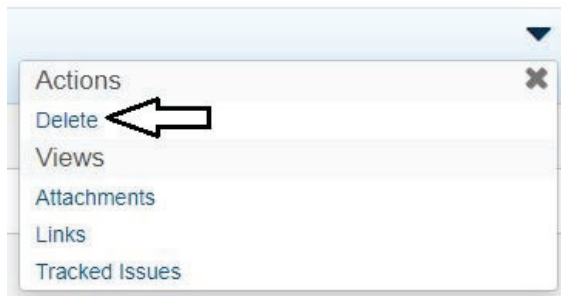


Figure 1-15. Row Action Drop-down List

4. Click the Save button. (Figure 1-16) Repeat as necessary.

Page Title	Component Title	Created Dt
Contracts Progress Overview	Contract Progress Overview	08/14/2019 6:50:57 AM
Contract Progress Summary	Contract: 03580 - US 93 BOULDER CITY BYPA	08/14/2019 6:51:17 AM
Contract Administration Overview	Contract Administration Overview	08/14/2019 6:51:43 AM
Contract Payment Estimate Overview	Contract Payment Estimate Overview	08/14/2019 6:56:36 AM

Figure 1-16. My Pages Overview - Save Changes

## USING COMPONENTS

Components can be accessed by scrolling through the Home Page or using the Quick Links located at the top of the screen. (Figure 1-17) All available components, based on role and current page, will display in the Quick Links.

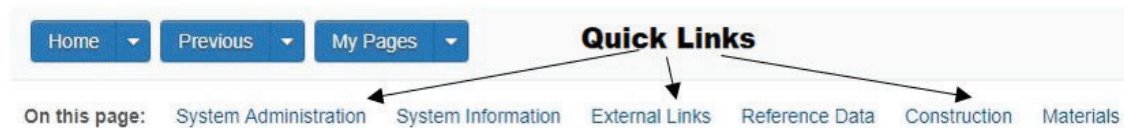


Figure 1-17. Quick Links

A component has three important areas: Navigation Tabs, Information and/or Data Fields, Save button and Component/Row Actions drop-downs.

**Navigation Tabs:** Each tab has a different set of information and/or data fields. (Figure 1-18)



## Contract Administration Summary

▼ Contract: ODM01 - Micro-surfacing, pat

- General
- Additional Information
- Administrative Offices
- Contract Authority
- Contract Times
- Funding
- Locations
- Permits
- Retainage

Figure 1-18. Component Navigational Tabs

**Information and/or Data Fields:** The appropriate information will display as well as data fields for user input. (Figure 1-19)

▼ Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

General	<b>Contract ID</b> ODM01	<b>Highway / Route</b> SR529-1
Additional Information	<b>Contract Status</b> Active	<b>Location</b> SR 529, South Carson Street, from Overland Street to Fairview Drive
Administrative Offices	<b>Description *</b> Micro-surfacing, patching and pedestrian improvements <small>Up to 256 characters</small>	<b>Federal Project Number</b>
Contract Authority	<b>Prime Contractor</b> PUR0003792A - SIERRA NEVADA CONSTRUCTION	<b>State Project Number</b> SPSR-0529(001)
Contract Times	<b>Contract Type</b> 01 - Design / Bid / Build	<b>Record Source</b> Construction
Funding	<b>Spec Book *</b> 14	<b>Project Manager/Coordinator</b> jenica.keller@dot.nv.gov Keller Jenica
Locations	<b>Unit System</b> English	<b>Resident Engineer</b> ahurlbut@dot.nv.gov Hurlbut Ashley
Permits	<b>Comments</b>	
Retainage	<b>Long Description</b>	

Figure 1-19. Component Information and Data Fields

Some text fields hold more text than can be viewed in the Information and Data Fields. Click the **Large Text Field Expand** icon (Figure 1-20) to view the full text in a text window. Click the Close button when finished reviewing the Text Field. (Figure 1-21)



Figure 1-20. Large Text Field Expand Icon

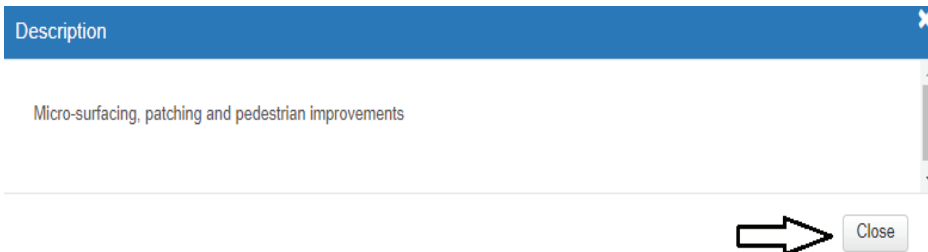


Figure 1-21. Large Text Field window

**Save button and Component/Row Actions Drop-downs:** The Save button becomes active after a change is made in the component. Clicking any Component/Row Actions drop-down button (Figures 1-22 and 1-23) will display the Component/Row Actions Menu in a drop-down window. The items in the menu are dependent on the Component/Row that is selected.

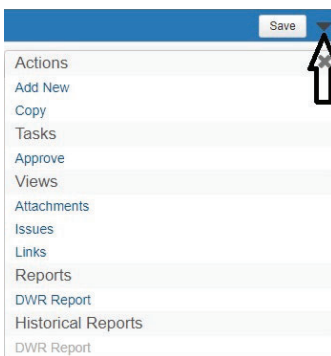


Figure 1-22. Save Button and Component Actions Drop-down Button and Menu Options

DWR Date	Inspector	Status	Approval Date	
09/05/2019	Benjamin Schober	Draft		Actions Copy Delete Exclude from Search Results Open Tasks Approve Views Attachments Links Tracked Issues Reports DWR Report
Sequence	Attachments	Notes	Agency Views	
1	No	No	0	
08/27/2019	Benjamin Schober	Draft		
1	No	Yes	0	
08/09/2019	Kristen McDaniel	Approved	08/27/2019 8:18	
1	Yes	No	0	
07/29/2019	Benjamin Schober	Rejected		
1	No	No	0	

Figure 1-23. Row Actions Drop-down Button

## SORTING AND FILTERING LISTS

- In the Quick Find search box, type the appropriate search term. (Figure 1-24) **Note:** If there are no filters to choose from, there will be a Advanced link (Figure 1-26) rather than the Filter/Sort Select drop-down (Figure 1-24) currently showing System Default.



Figure 1-24. Quick Find Search Box and Filter/Sort Drop-Down

2. Click the Eraser button (Figure 1-25) to clear the criteria. If there are no search results, clicking the Eraser button can reset the search criteria.



Figure 1-25. Eraser Button

3. To apply and/or save an Advanced Filter or Sort, click the Advanced link. (Figure 1-26) Or, if there is a Filter/Sort Select drop-down (Figure 1-27), click the Advanced link at the bottom of the Filter/Sort Select drop-down list.

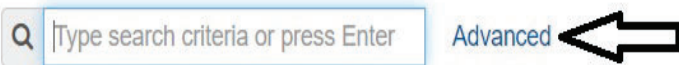


Figure 1-26. Advanced Link



Figure 1-27. Filter/Sort Select drop-down

4. Apply the appropriate Filters and/or Sorts on the Editing window. (Figure 1-28)

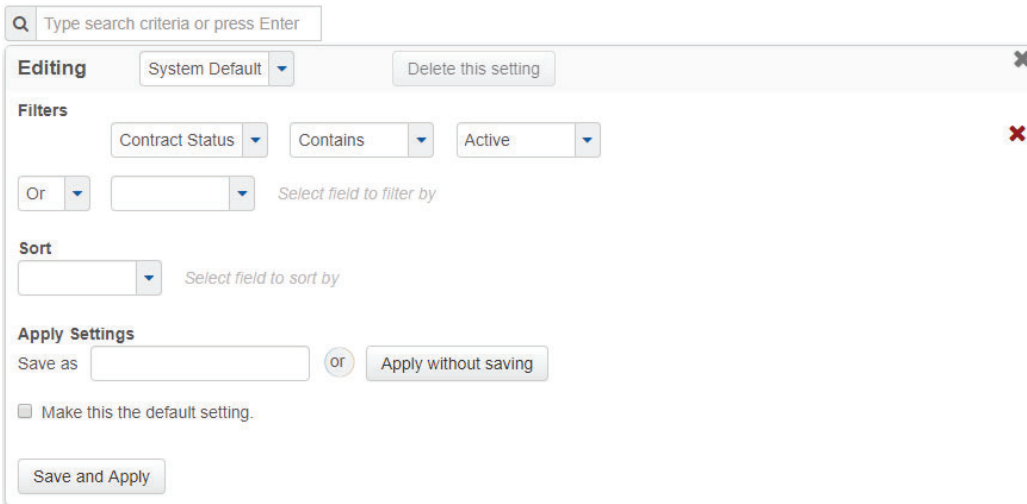


Figure 1-28. Filter and/or Sort criteria in the Editing window

5. If this is a 'one-time-use' Filter/Sort, click the Apply Without Saving button. (Figure 1-29)

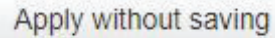


Figure 1-29. Apply Without Saving Button

6. If this is a Filter/Sort that will be used repeatedly, enter the name for which to save the search criteria for future use. (Figure 1-30).

#### Apply Settings



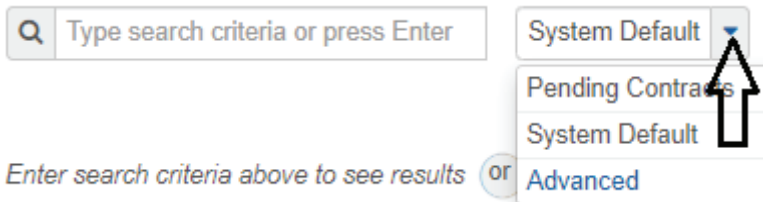
Figure 1-30. Save as Field Under Apply Settings

7. Click the Save and Apply button. (Figure 1-31)



Figure 1-31. Save and Apply button

8. Any saved Filters or Sorts are viewable in the Filter/Sort Select drop-down (Figure 1-32). **Note:** Pre-defined filters have been created and made available in several components.



The interface shows a search input field with a magnifying glass icon and the placeholder text "Type search criteria or press Enter". To the right is a dropdown menu currently displaying "System Default". The dropdown is open, showing a list of options: "System Default", "Pending Contracts", "System Default", and "Advanced". A black arrow points to the "Pending Contracts" option. Below the search field, the text "Enter search criteria above to see results" is followed by a small circle containing the word "or".

Figure 1-32. Filter/Sort Select Drop-down